



**U.S. Department of
Transportation**

Office of the
Secretary
of Transportation

ORDER

DOT 1200.9A

12-21-2022

Subject: DOT INTRA-GOVERNMENTAL TRANSACTIONS (Government Invoicing) ORDER

1. **PURPOSE:** This Order establishes a new policy and sets the responsibilities of the United States Department of Transportation (DOT), and its Operating Administrations (OAs), and the Office of Inspector General (OIG) (except when inconsistent with OIG independence) for managing and executing an Intra-Governmental Transactions (IGT) in the Department of Treasury Fiscal Service Government Invoicing (G-Invoicing) system. This Order applies to both Economy Act and non-Economy Act IAAs. It does not establish requirements for non-DOT Federal Trading Partners.
2. **CANCELLATIONS:** This Order cancels the following guidance: DOT Order 1200.9 dated July 16, 2018, *DOT Inter and Intra Agency Agreements*.
3. **APPLICABILITY OF SYSTEMS:** G-Invoicing and Delphi are the Department's primary financial systems in the execution of IGT Buy/Sell activity. Delphi is the system of record for all IGT Buy/Sell activity. These processes and procedures must remain applicable to all financial systems in use by each DOT OA and OIG [hereinafter referred to as an OA].
4. **BACKGROUND:** G-Invoicing is the long-term sustainable solution to improve Federal IGT Buy/Sell activity. The Department of Treasury's (Treasury) online portal will improve the quality of IGT Buy/Sell data and reporting challenges by:
 - a. Providing a common platform for brokering all IGT Buy/Sell activity;
 - b. Implementing a Federal IGT Buy/Sell Data Standard; and
 - c. Providing transparent access to a common data repository of brokered transactions.

Treasury has provided this solution in accordance with 31 U.S.C. § 3512(b) and 3513, which states the Secretary of the Treasury may develop an effective and coordinated system of accounting and financial reporting that integrates Treasury's accounting results and acts as the operating center for consolidating Treasury's results with those of other executive agencies.

DOT has historically utilized a manual paper-based reimbursable IAA process. G-Invoicing automates the IAA process and expands the use of the standardized platform for all IGT activity by allowing end-users to transact 7600A and 7600B electronically in G-Invoicing and Delphi. The GT&C, also known as the 7600A will be created, reviewed, and approved in G-Invoicing. The Order, also known as the 7600B, will be created, reviewed, and approved in Delphi. In

addition, all Federal-to-Federal IGT Buy/Sell transactions must be converted into a GT&C (7600A) and Order (7600B) upon the full implementation of G-Invoicing. G-Invoicing replaces the Federal Aviation Administration- Franchise Reimbursable Agreement Tool previously used. G-Invoicing implementation excludes credit card payments until Treasury releases more information.

G-Invoicing adoption is required by all Federal Program Agencies (FPAs) by October 1, 2022, as mandated in the G-Invoicing Implementation Playbook Checklist. All FPAs must implement G-Invoicing for In-Flight Orders by October 1, 2023. The mandated implementation deadline of October 1, 2023, for In-Flight Orders (7600B) includes the conversion of Orders (7600B) with an open balance and a period of performance (POP) extending beyond September 30, 2023.

5. REFERENCES: This Order is issued pursuant to the following provisions of law and regulation:
- a. 31 U.S.C. § 1501, Documentary evidence requirements for Government obligations.
 - b. 31 U.S.C. § 1535, Economy Act of 1932, as amended. Authorizes Federal agencies to place orders for supplies or services from other Federal agencies or from components within the same agency Department for in-house performance or performance by contract. This authority should not be used if an inter- or intra-agency agreement is authorized by a separate statute, such as the Administrative Working Capital Fund's enabling legislation (49 U.S.C. § 327), the Volpe Center's Working Capital Fund's enabling legislation (49 U.S.C. § 328), as well as any others where applicable.
 - c. 49 U.S.C. § 106(l)(6) and/or 106(m). The Federal Aviation Administration (FAA) Administrator, consistent with its independent acquisition authority (contrary portions of this order notwithstanding) may enter into such contracts, leases, cooperative agreements, and other transactions with any Federal agency (as such term is defined in section 551(1) of title 5) or any instrumentality of the United States, any State, territory, or possession, or political subdivision thereof, any other governmental entity, or any person, firm, association, corporation, or educational institution, on such terms and conditions as the Administrator may consider appropriate.
 - d. Office of Management and Budget (OMB) Circular A-11, which includes guidance on reimbursements for providing supplies and services between Federal agencies.
 - e. Principles of Federal Appropriations Law, Government Accountability Office ("GAO Redbook").
 - f. Policy and Procedures Manual for Guidance of Federal Agencies, *Transactions Among Appropriations and Fund Accounts*, Section 2.4, Government Accountability Office.
 - g. Treasury Financial Manual (TFM) Part 2, Chapter 4700: Federal Entity Reporting Requirements for the Financial Report of the United States Government, Chapter 4700, Appendix 8, *Intragovernmental Transaction (IGT) Guide*, June 2021.
 - h. Treasury Departmental Memorandum, *Intragovernmental Receivables – No Allowances for Losses*, September 15, 2017.
 - i. DOT Administrative Working Capital Fund. The Working Capital Fund's enabling legislation is 49 U.S.C. § 327.
 - j. FAA Franchise Fund. The FAA Franchise Fund's enabling legislation can be found in the Notes of 49 U.S.C. § 40113.
 - k. All annual Appropriations acts and General Provisions that provide specific exceptions and requirements for Reimbursable authorities and other Offsetting Collections where funding is being exchanged for goods and services (such as FAA's Operations account).
 - l. Volpe Center Working Capital Fund enabling legislation. The Volpe Center Working Capital Fund enabling legislation is 49 U.S.C. § 328.

- m. Treasury's United States Standard General Ledger (USSGL) Approved Economy Act Scenarios that describes standard transaction guidance for budgetary and proprietary accounts involving IAA accounting. Revised by USSGL Bulletin Number 2022-10 (March 2022).
- n. Federal Information Technology Acquisition Reform Act (FITARA) Section 831 Chief Information Office Authority Enhancements, sub-section 10 U.S.C. § 11319 Resource, planning, and portfolio management.
- o. DOT Order 1351.39 Information Technology Management Policy.
- p. Federal Acquisition Regulation (FAR) Subpart 17.5 (48 C.F.R. 17.5) *Interagency Acquisitions*, <https://www.acquisition.gov/browsefar>.
- q. Transportation Acquisition Manual (TAM) Subpart 1217.5-70, Interagency and Intra-agency Acquisitions.
- r. OST-B Memorandum titled Guidance on Review of Obligations and Undelivered Orders (UDOs), February 27, 2013.
- s. DOT Order 1640.3B "National Security Information."

6. DEFINITIONS:

- a. Advance Payments: A requesting agency obligates funding at the time of the execution of the IAA, and the servicing agency collects the proceeds prior to the performance of work.
- b. Buying (Requesting) Agency: The Federal agency buys services, products, goods, transfers funds, and purchases investments. The buying agency is the purchaser for exchange transactions and the transferring-in entity when appropriations are transferred.
- c. Continuing Resolution (CR): An appropriation act that provides budget authority for Federal agencies, specific activities, or both to continue operating when Congress and the President have not completed action on the regular appropriation acts by the beginning of the fiscal year. A CR continues the terms and conditions of the prior year's appropriation and includes general provisions that apply to all appropriations covered by the CR. In limited circumstances, the CR also provides anomalies that apply to single accounts and typically deviate from some of the general provisions. These anomalies, if present, will be specified within the CR law.
- d. Federal Trading Partner: A Federal entity (agency or department) that is party to IGTs as either a buyer (requesting) or seller (servicing).
- e. General Terms & Conditions (GT&C): The initial section of a Buy/Sell agreement, also known as the 7600A, that defines the terms and conditions, scope, and responsibilities of Federal Trading Partners.
- f. G-Invoicing: A web-based pathway to facilitate the exchange of information and complete all required information for Buy/Sell IGT processing. G-Invoicing will manage the processing and approvals of Buy/Sell IGTs and activity between FPA throughout the transaction lifecycle.
- g. In-flight Orders: Order(s) originated or begun outside of the G-Invoicing system and will require conversion into G-Invoicing if they have an open balance and a POP extending beyond September 30, 2023.
- h. Interagency Agreement (IAA): An agreement used when one Federal agency can provide materials, supplies, equipment, work, or services of any kind that another agency needs to accomplish its mission. The IAA is governed by the legal (statutory) authority under Economy Act 31 U.S.C. § 1535, as amended.
- i. Intra-Agency Agreement: An agreement used when a DOT OA exchanges supplies, services, or funds with another DOT OA.

- j. Intra-Governmental Payments and Collections (IPAC): An internet-based collection and payment system that facilitates IGT transactions between FPAs. It facilitates these transactions by transferring funds, with related descriptive data and Treasury Account Symbol/Business Event Type Code (TAS/BETC), from one FPA to another and posts the transaction data from both FPAs to their respective Central Accounting Reporting System (CARS) Account Statements.
 - k. Intra-Governmental Transactions (IGT) or Balances: Transactions or balances resulting from business activities conducted by two different Federal entities included in the consolidated Financial Report of the United States Government. Please refer to TFM Bulletin NO. 2022-03 for the exempt list of IGTs.
 - l. Non-severable Order Service: A non-severable service represents a single undertaking that cannot be feasibly subdivided. If the service produces a single or unified outcome, product, or report, the service is considered non-severable.
 - m. Order: The section of the Buy/Sell agreement, previously known as the (7600B), that specifies the terms, quantities, prices, accounting data, and actions of each Federal Trading Partner under the overarching GT&C (7600A). It serves as the funding section of the agreement that creates a fiscal obligation and details the necessary products or services requirements.
 - n. Reimbursement: The returning of funds when an IAA is fully executed, and all unused funds are returned after expenses are incurred.
 - o. Selling (Servicing) Agency: The Federal agency sells services, products, goods, transfer funds, investments, debt, and incurring reimbursable costs. The providing agency is considered the seller/services agency for exchange transactions and the transferring-out entity when appropriations are transferred.
 - p. Severable Order: A severable service is continuing and recurring in nature where the agency realizes a benefit at the time that the service is provided, even if the contract has not been performed to completion. A service is considered severable if it can be separated into a component that independently provides value to meet an agency's needs.
 - q. Umbrella General Terms and Conditions (GT&C): A GT&C (7600A) that covers multiple Orders (7600B). This includes Orders (7600Bs) with varying tasks and differing severability.
7. POLICY: The Assistant Secretary for Budget and Programs and the Chief Financial Officer (CFO) for DOT directs Secretarial Offices and DOT OAs to follow the policy and guidance described in this policy and the Appendix. Secretarial offices and DOT OAs are directed to shall ensure compliance with the Department's IGT (G-Invoicing) implementation guidance is followed and that shall develop internal controls are developed to support a well-managed GT&C (7600A), Orders (7600B), performance practices, and procedures within G-Invoicing and Delphi.
- a) General Terms and Conditions (GT&C): The GT&C (7600A) is the initial phase of the G-Invoicing process, and it begins the facilitation of Federal Trading Partner communication in a common repository. This supports the alignment of processes between Federal Trading Partners and the use of a standard set of terms, which replaces the manual paper-based 7600A process. GT&C (7600A) data elements and information include:
 - 1) OA's Point of Contact;
 - 2) Agreement POP period dates;
 - 3) Point of contact for each Federal Trading Partner;

- 4) Any terms for resolution or agreement termination; and
- 5) Any additional specific terms and conditions applicable to the agreement.

No fiscal obligations are created through the GT&C (7600A) execution, and no accounting events are recorded. An Order (7600B) must be associated with a single GT&C (7600A); however, a GT&C (7600A) may contain one or multiple Orders (7600B).

To ensure GT&Cs (7600A) are completed in accordance with this IGT (G-Invoicing) policy and its attached appendix, consistent with other applicable laws and guidance. The following items are required for DOT GT&Cs (7600A):

- 1) All GT&Cs (7600A) are required to be fully signed by authorized signatories for both Federal Trading Partners in G-Invoicing prior to brokering an Order (7600B) in Delphi;
 - 2) No agency shall provide goods or services until a GT&C (7600A) is fully brokered between the buyer/requesting agency and seller/services agency; and
 - 3) The GT&C (7600A) Total Estimated Amount may be zero if the ceiling amount is not enforced in G-Invoicing. The estimated ceiling value of all Orders (7600B) can be added;
 - a) When converting an existing (paper-based) 7600A to a GT&C (7600A), the GT&C (7600A) POP can be backdated to reflect the original POP on the (paper-based) 7600A.
 - b) An Umbrella GT&C (7600A) can be created to support multiple Orders (7600B).
- b) Orders: The Order (7600B) identifies the specific buyer/requesting agency requirements for the expected delivery of goods or services by the seller/services agency and provides funding and the corresponding accounting information. When both Federal Trading Partners provide all the required fields determined in the Federal Intra-governmental Data Standard, an Order (7600B) can be created. All new Orders (7600B) must be established in the financial system.

1. The following items are required for DOT Orders (7600B):

- a) The POP of the Order (7600B) may not start prior to the POP of the GT&C (7600A). The POP for an order using annual funding. One-year/annual funding obligated for severable work may cross fiscal years so long as:
 1. The POP of the Order (7600B) (not including option years) does not exceed 12 months; and
 2. The total amount of the Order (7600B) is charged to the first fiscal year's appropriation (i.e., 12 months for one-year availability) unless it is a multi-year appropriation.
- b) The point of obligation must be reflected as the date of the fully signed and executed Order;
- c) The Total Order Amount for executed Orders (7600B) will be the full amount of the goods or services being provided, unless incremental funding is necessary. Overhead and In-Kind Contributions may also be included in the Orders (7600B) where applicable. Orders (7600B) must be modified each time incremental funding is added. Incremental funding is only permitted if both of the following apply:

1. The Order is for severable services; and
 2. Funding is available at the time of origination (e.g., incremental funding if the agency is currently under a CR.). Orders (7600B) must be modified each time incremental funding is added.
- d) All fully signed Orders (7600B) must include a Delphi Order (7600B) number;
- e) For all buyer-initiated Orders, the buyer/requesting agency must create and modify the requisition, populate the requisition data fields, and reserve the funds prior to creating a Purchase Order;
- f) Orders (7600B) for severable and non-severable services, where services are being provided at the beginning of a fiscal year, shall be executed as soon as budgetary resources are available for obligation and in accordance with CR rules;
1. For services at the beginning of a fiscal year or at the beginning of a CR, a servicing agency can require a different approval mechanism (other than a 7600B) be established between both Federal Trading Partners to enable work to commence when funds become available for obligation but are not able to be recorded in the financial system. As soon as the system is available for new fiscal year activities, an Order must be fully brokered.
- g) For severable Orders (7600B), where the funding is restricted by a CR, the following language shall be included in the Order (7600B): "This agreement is Subject to the Availability of Funding. During a CR, advances will be taken, and obligations will be recorded in accordance with CR guidelines, with the CR, percentage based on the FY 20XX agreement of \$XXX or the prior FY 20XX amount, whichever is less. Upon enactment of full-year appropriations, remaining advances and obligations shall be executed as specified in the agreement."
- h) When executing severable Orders (7600B) during a CR, the following procedures apply:
1. At the beginning of each CR period, the buyer/requesting agency must immediately record an obligation in Delphi, in accordance with the CR amounts (appropriate CR percentage) when funds are made available; and
 2. During a CR, the seller/services agency should confirm with the buyer/requesting agency before an advance is taken to ensure that the advance amount is consistent with CR guidelines, which include the automatic apportionment memoranda from the Office of Management and Budget (OMB) and the associated control tables from OST-Office of Budget and Programs (B-10).
- c) Advance Payments: Advance payments are mandatory for all DOT Intra-agency IGTs unless prohibited by the buyer's policy. Initial advance payments must be collected when the Order (7600B) is fully signed. Advances shall be collected based on the negotiated agreement or under CR rules, whichever applies.

NOTE: An advance is mandatory for all agreements unless the enabling legislation does not authorize it. The Economy Act and many other revolving funds authorize advance payments for IGTs (IAAs). Both DOT's Working Capital Fund and the Volpe Center Working Capital Fund provide statutory authority to collect advances. The initial advance should be collected when the IGT (IAA) is first signed, and the Order created. Advances

provided for any transaction must be properly expended and returned to the buyer/requesting agency by the end of the period of availability of the funds unless statutory authority provides otherwise. Both DOT's Working Capital Fund and the Volpe Center Working Capital Fund provide statutory authority to collect advances (Non-Economy Act Authority).

- 1) To ensure advance payments are completed in accordance with this IGT (G-Invoicing) Policy and its attached appendix, consistent with other applicable laws and guidance, the following items are required for DOT advance payments:
 - a) For Orders (7600B) with a POP starting at the beginning of a fiscal year, the seller/services agency shall draw advances as soon as Delphi opens for processing current year transactions.
- d) Performance and Settlements: The receipt and acceptance phase revolve around the delivery and receipt of goods or services and the associated work-in-progress activities. As Orders (7600B) are fulfilled, accruals should be recognized by a Federal Trading Partner's revenue/expense and any receivables/payables. Performance transactions will be submitted in Delphi for new Orders (7600B) and IPACs for Orders (7600B) that do not require migration.
 - 1) The following items are required for DOT performance and settlements:
 - a) All proprietary and budgetary United States Standard General Ledger accounting must remain in sync between the buyer/requesting agency and seller/services agency from the POP start date through account cancellation of the Order (7600B). Specifically, incoming advances must be recognized as a new budget authority when the cash is received. If anticipated collections authority does not yet exist on an OMB-signed SF-132, the budget authority must remain in un-apportioned status until the time an OMB-signed SF-132 is received;
 - b) Carryover reimbursable funding from prior years may only be re-allotted for obligation where the POP of the Order (7600B) continues or is extended, prior to expiration, by mutual agreement of the buyer/requesting agency and seller/services agency and where permitted by law;
 - c) When recoveries of funds (de-obligation of prior year funding) occur on an Order (7600B) where the POP has expired, funding may not be re-allotted by the seller/services agency for new obligations even if recovery authority otherwise exists within that Treasury Appropriation Fund Symbol; and
 - d) When an Order's (7600B) POP and billing is completed, the seller/servicing agency must promptly return all unearned advances from prior years back to the buyer/requesting agency as an obligation and outlay.
- e) Classified, Procurement Sensitive Data and Attachments: DOT must work to protect the integrity of classified data. All G-Invoicing data are kept in the web portal. Classified and procurement-sensitive data is prohibited in any fields in G-Invoicing as well as any supporting documentation that may include classified or procurement-sensitive data. OAs

and Secretarial Offices shall continue to follow procedures in DOT Order 1640.3B "National Security Information" for all classified and procurement-sensitive work.

f) Legacy Transactions: DOT must implement G-Invoicing for In-Flight Orders (7600B) by October 1, 2023. "In-Flight" Orders are Orders that originated or began outside of the G-Invoicing application and may require conversion to the G-Invoicing application. This mandated implementation for In-Flight Orders includes the following:

- a) Conversion of Orders (7600B) with an open balance and a POP extending beyond September 30, 2023; and
- b) Any DOT Buy/Sell transactions that include old IAAs in PRISM will need to be re-established as a GT&C (7600A) and Order (7600B) if it falls into the In-Flight Order (7600B) parameters.

8. Roles and Responsibilities:

- a. DOT Assistant Secretary for Budget and Programs and Chief Financial Officer: Oversees all financial management activities for the Department, as outlined by the Chief Financial Officers Act of 1990, and provides policies on all Department's financial management activities. This IGT (G-Invoicing) Policy directs DOT components to follow this guidance based on applicable references listed above:
 - 1) Provides leadership and oversight on all aspects of the GT&C (7600A) and Order (7600B); and
 - 2) Determines policy, procedures, and standards for the GT&C (7600A) and Order (7600B) that ensure compliance with all applicable Federal laws and regulations.
- b. Office of Budget and Programs (B-10): Ensures that offsetting collections occur and that funds are apportioned by the selling agency where funds are being exchanged for goods or services under the Order (7600B) are apportioned by the selling agency in accordance with this guidance. Coordinates with OMB, Office of Financial Management (B-30), and Office of General Counsel to streamline budgetary guidance for the Order (7600B) when questions or circumstances arise that require interpretation of or deviation from existing written guidance.
- c. Office of Financial Management (B-30): B-30 serves as the program management office, leads DOT efforts on the G-Invoicing initiative and manages DOT's G-Invoicing policies, and will provide advice as needed to OA's, Secretarial Offices, and program areas.
- d. Office of the Senior Procurement Executive (OSPE/M-60): Provides input to the Office of the CFO and provides oversight on policy, procedures, and standards for interagency acquisitions resulting in contracts.
- e. Office of the Chief Information Officer (CIO) (S-80): Reviews and approves all GT&Cs (7600A) and Orders (7600B) used to purchase or fund information technology goods,

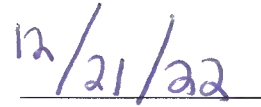
services, or initiatives. This review period must occur before the Order (7600B) is signed in Delphi (i.e., before funds are committed or payments are processed).

- f. DOT Contracting Officers: In accordance with TAM Subpart 1217.5-70 and dependent on OA internal procedures, contracting officers may be required to approve the Determination and Findings (D&F) for Economy Act GT&C (7600As) and Order (7600Bs) that are for assisted acquisitions where DOT is the requesting agency. COs must follow all Federal and Departmental policies (unless exempt by law), including FAR 17.5 and TAM 1217.5-70.
- g. Enterprise Services Center (ESC): Ensures that the department-wide financial management system Delphi is properly designed and coded to support the recording of the full suite of scenarios and business events pertaining to the Order (7600B). ESC is the DOT Master G-Invoicing Administrator and is responsible for creating new DOT end-user accounts, maintaining all existing DOT end-user accounts, and managing DOT's Organizational structures in the G-Invoicing system.
- h. DOT OA CFOs: Ensures compliance with the Department's IGT (G-Invoicing) Policy and ensure internal guidance and controls are developed to support a well-managed G-Invoicing program. Specific responsibilities including:
 - 1) Maintaining financial control and fiduciary responsibility for all GT&Cs (7600A) and Orders (7600B) where they are the selling agency and providing financial guidance to agency program offices where they are the buying agency;
 - 2) Implementing internal controls necessary to certify and prevent over-obligation of funds, including obligation in advance of a signed SF-132;
 - 3) Developing, issuing, and interpreting financial management policies for IGT (G-Invoicing) consistent with which are (subject to the policies issued by the Office of the CFO);
 - 4) Developing and maintaining accurate and timely financial information on the status of interagency projects, obligations, and expenditures incurred;
 - 5) In coordination with legal counsel, ensuring that appropriations are used in accordance with applicable laws, for the designated purpose, and within the period of availability of funds;
 - 6) Developing and maintaining a process for streamlined handling of reimbursable agreements, particularly within the Department;
 - 7) Ensuring the budget office reviews and signs agreements when their agency is the performing entity to verify reimbursable authority exists for the action; and
 - 8) Ensuring no agency shall provide goods or services until a GT&C (7600A) is fully executed.
- i. Other OA Officials, such as Acquisition Officials, Finance Officials, and Technical/Program Managers, are responsible for the following:
 - 1) Ensuring that all projects within their area of jurisdiction authority are properly authorized and executed prior to performing work;

- 2) Serving as the primary point of contact for issues regarding GT&Cs (7600A) and Orders (7600B) within their area of jurisdiction;
- 3) Preparing the D&F for Economy Act IGTs that are for assisted acquisitions and to accompany the Order (7600B) in Delphi;
- 4) Ensuring the Order (7600B) contains all relevant documents in accordance with this IGT (G-Invoicing Policy) and appendix;
- 5) Monitoring activity and age and providing justification for agreements with no activity over 180 days;
- 6) Initiating a financial completion process;
- 7) Ensuring that GT&Cs (7600A) and Orders (7600B) are properly closed out and that files are retained in accordance with record retention policies;
- 8) Ensuring coordination with other cognizant program offices for the technical sufficiency, including and any or all the following; and
 - a) Personnel office for those agreements involving employment or assignment of personnel;
 - b) Office of the CIO for review of agreements involving information technology goods, products, or services;
 - c) Space management organization for agreements involving Government-owned or leased space; and
 - d) Asset management for agreements for personal or real property.
- 9) Obtaining the appropriate level of legal review in accordance with OA internal procedures and assistance to ensure that legal authority exists relative to the agreement and that necessary safeguards have been taken to protect the organization.



Victoria B. Wassmer
Assistant Secretary for Budget and Programs
and Chief Financial Officer



Date

APPENDIX to DOT
DOT INTRA-GOVERNMENTAL TRANSACTIONS (Government
Invoicing) - **Related Definitions:**

- a. GT&C Workflow Configuration Manager: Permits the configuration and management of GT&C (7600A) workflows.
- b. GT&C Workflow Reviewer: Permits the review of GT&C (7600A) workflow items.
- c. Organization Administrator: Permits maintenance of Organizational Groups needed to grant access to documents and data.
- d. Requesting GT&C Creator: Permits the buying agency to Create, View, Edit and Delete an Internal Draft GT&C (7600A) agreement.
- e. Requesting GT&C Final Approver: Permits the buying agency to provide final approval of a GT&C (7600A) agreement and to View, Reject and Close GT&C (7600A) agreements.
- f. Requesting GT&C Manager: Permits the buying agency to Create, View, Edit, Delete, Modify and Admin Change a GT&C (7600A) agreement and Share With trading partner.
- g. Requesting GT&C Initial Approver: Permits the buying agency to provide initial approval of a GT&C (7600A) agreement and to View, Reject and Close GT&C (7600A) agreements.
- h. Requesting GT&C Viewer: Permits the buying agency to View GT&C (7600A) agreements.
- i. Requesting Order Viewer: Permits the buying agency to View Orders (7600B) and View Performance transactions.
- j. Servicing GT&C Creator: Permits the selling agency to Create, View, Edit and Delete an Internal Draft GT&C (7600A) agreement.
- k. Servicing GT&C Final Approver: Permits the selling agency to provide final approval of a GT&C (7600A) agreement and to View, Reject and Close GT&C (7600A) agreements.
- l. Servicing GT&C Initial Approver: Permits the selling agency to provide initial approval of a GT&C (7600A) agreement and to View, Reject and Close GT&C (7600A) agreements.
- m. Servicing GT&C Manager: Permits the selling agency to Create, View, Edit, Delete, Modify and Admin Change a GT&C (7600A) agreement and Share With trading partner.
- n. Servicing GT&C Viewer: Permits the selling agency to view GT&C (7600A) agreements.
- o. Servicing Order Viewer: Permits the selling agency to View Orders (7600B) and View Performance transactions.
- p. User Administrator: Permits the creation of users and assignment of roles to Organizational Groups.

