Yellow highlight indicates the changeable fields per email/per contract.

To: Contractor

CC: Contract Contracting Officer and GGSContractorPerformance@gsa.gov

Subject Line: No Order Left Behind Initiative - GSXXXXXXX

Dear GSA Global Supply Contractor,

Included below is a summary of your GSA Global Supply (GGS) business transaction processing open requirements for any orders from FY19 to present. As a contractor supporting GGS orders, you are required to adhere to these GSA business transaction processing rules and requirements per the attached PDF.

More information on this initiative and frequently asked questions can be found on gsa.gov.

Please take appropriate action on these orders via EDI or OMS Vendor Portal depending on your business transaction processing method.

GSXXXXXXX **GGS Business Transaction Processing Requirements:**
- **X** orders unacknowledged (requirement is acknowledgement within one business day).
- **X** orders in a cancel requested status requiring response (requirement is reject/accept within one business day).
- **X** orders past due without requested backorder or with a lapsed backorder Estimated Delivery Date (ESD) (requirement is to provide requests for backorders with an estimated delivery date).
- **X** orders past due with requested backorder (requirement is to ship/deliver by the purchase order due date).
- **X** orders shipped not invoiced (requirement is to invoice after providing shipment information).
- **X** orders invoiced not shipped (requirement is to provide shipment status within one business day following shipment and Invoice for orders only after you have provided shipment information).

Thank you,

GGS Contractor Performance Team