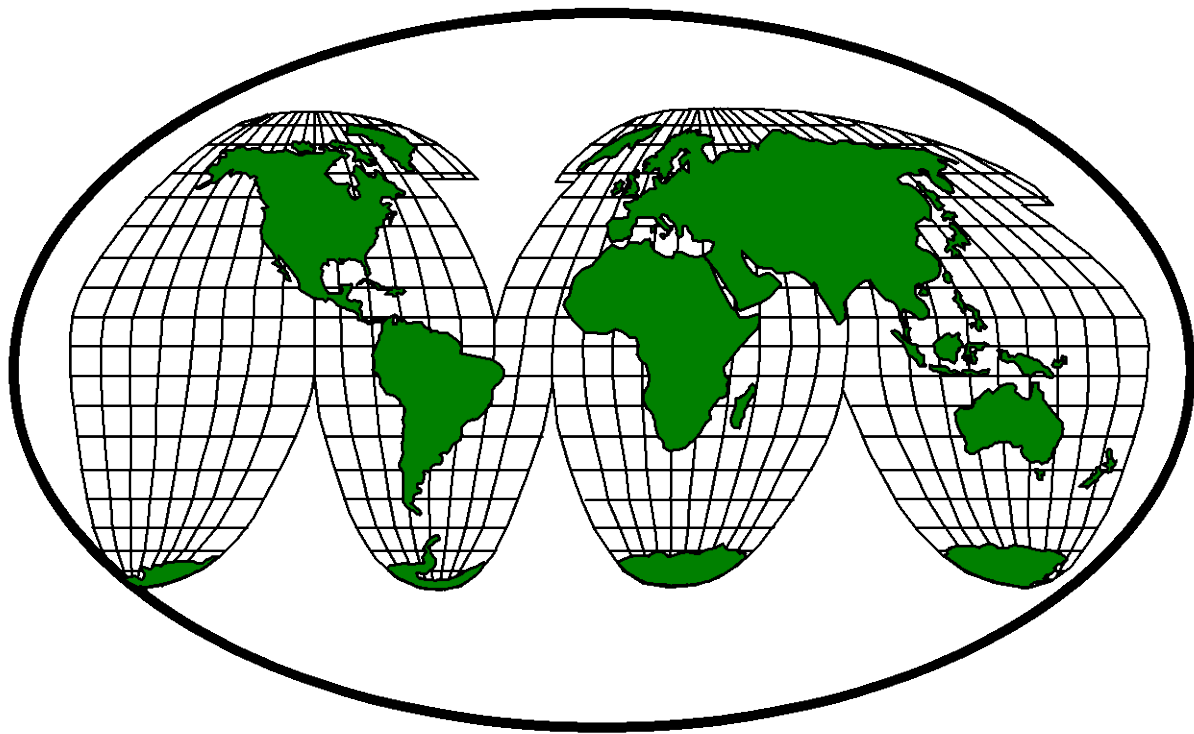




Vendor Payment Guide



DFAS Indianapolis / DFAS Rome

January 2008

PREFACE

The DFAS Indianapolis Vendor Pay Office and the DFAS Rome Vendor Pay Office has a goal to pay our customers on time and accurately. This Vendor Pay Guide is designed to assist our customers by providing information to help with invoice processing. It provides instructions, examples, and hi-lights guidance found in the Federal Acquisition Report (FAR) that is pertinent to the processing of vendor payments at both locations.

We solicit your support so that we can maximize customer service and minimize payment delays. With your support, we look forward to improving customer service while reducing interest charges.

CUSTOMER SERVICE

All inquiries regarding payment status or receipt of documents should be directed to the number below:

Indianapolis Customer Service 1-888-332-7366

**Inquiries may be faxed to (317) 510-4574 or may be submitted via email to:
DFAS-IN.97.VPIS@DFAS.MIL**

Rome Customer Service 1-800-553-0527

**Inquiries may be e-mailed to:
rome-vendorpay@dfas.mil**

My Invoice - My invoice is an updated version of the old Vendor Pay Inquiry System(VPIS). Payment information can be viewed on the web to research status of a recently submitted invoice, determine when payment will be issued, and obtain payment information. E-mail is monitored daily to answer inquiries and/or concerns regarding payments.

<https://myinvoice.csd.disa.mil//index.html>

Electronic File Room (EFR) – DFAS Electronic Document Management (EDM) facilitates the electronic storage of payment documents. EFR is a web-based application that provides authorized DoD users “view only” access to DFAS EDM documents which include all the EDM vendor pay related documents necessary to process a payment. To learn more about this capability and how to obtain access, please visit the following website:

https://eda.ogden.disa.mil/users_guide/EFR_EDM/EFR001_index.html

Electronic Document Access (EDA) – This is an electronic file cabinet for documents used by multiple DoD activities via a web browser. This office utilizes it for retrieval of contracts, modifications, and DD577 cards. To obtain additional information on this application, please visit the following website:

<http://www.dod.mil/dfas/contractorpay/electroniccommerce/electronicdocumentaccesseda.html>

Wide Area Workflow (WAWF- RA) – (not yet operating in the Pacific area) WAWF is a paperless Contracting DoD-wide application to eliminate paper from the receipts and acceptance process of the DoD contracting lifecycle. To obtain additional information on this application, please visit the following website:

<http://www.dod.mil/dfas/contractorpay/electroniccommerce/wideareaworkflow.html>

Web Invoicing System (WInS) is a web-based application that allows current paper-based vendors to send invoices electronically, via web-based technology. To learn more about this capability, please visit the following website:

<http://www.dod.mil/dfas/contractorpay/electroniccommerce/webinvoicingwins.html>

Please visit the Contract/Vendor Pay section on the DFAS website for additional links regarding vendor payments: <https://www.dod.mil/dfas>

Additional Information can be found at the following websites:

VENDOR PAY POLICIES

<https://dfas4dod.dfas.mil/cps/policies/>

WIDE AREA WORKFLOW

<https://wawftraining.eb.mil>

PROMPT PAYMENT ACT

<http://www.fms.treas.gov/prompt>

CODE of FEDERAL REGULATION (CFR)

<http://www.gpoaccess.gov/cfr/index.html>

FEDERAL ACQUISITION REGULATION (FAR)

<http://www.dod.mil/comptroller/fmr/>

DEFENSE FEDERAL ACQUISITION REGULATION (DFARS):

<http://farsite.hill.af.mil/vdfara.htm>

GETTING DOCUMENTS TO VENDOR PAY

FOR DFAS-INDIANAPOLIS

Utility/14- Day Construction /Funeral payments – fax documents to:
1-877-201-9339

IMPAC Payments Only – fax documents to:
1-877-422-5677

Army Reserve customers - fax documents to:
1-866-381-5769

Workload from Lexington (DoDAAC – HQ0335) - fax documents to:
1-877-201-9339

Workload from Pacific (DoDAAC – HQ0346) - fax documents to:
1-877-842-4224

Workload from Orlando (DoDAAC – HQ0301) - fax documents to:
1-866-572-4162

All other customers - fax documents to:
1-877-701-5069

Receiving reports for DoDAAC HQ0105 in a .pdf file can be emailed to the
following email address:

DFAS-Invenpayrcvgrpts@dfas.mil

Mail documents for DoDAAC HQ0105 (Indy) to:

Defense Finance and Accounting Services
Indianapolis Vendor Pay
Department 3800
8899 East 56th Street
Indianapolis, IN 46249-3800

**Mail documents for DoDAAC HQ0346 (Pacific) that were previously routed
to Pacific:**

Defense Finance and Accounting Services
Indianapolis Vendor Pay
Department 3850
8899 East 56th Street
Indianapolis, IN 46249-3850

**Mail documents for DoDAAC HQ0335 (Lexington) that were previously
routed to Lexington:**

Defense Finance and Accounting Services
Indianapolis Vendor Pay
Department 3810
8899 East 56th Street
Indianapolis, IN 46249-3810

**Mail documents for DoDAAC HQ0301 (Orlando) that were previously
routed to Orlando:**

Defense Finance and Accounting Services
Indianapolis Vendor Pay
Department 3895
8899 East 56th Street
Indianapolis, IN 46249-3895

FOR DFAS-ROME

Army customers – (DoDAAC – HQ-0302) - fax documents to:

1-877-575-3332

Workload from San Antonio (DoDAAC – HQ0345) - fax documents to:

1-866-636-2715

Workload from Lawton (DoDAAC – HQ0300) – fax documents to:

1-866-508-7764

Mail documents for DoDAAC HQ0302 to:

Defense Finance and Accounting Services

Rome Vendor Pay

325 Brooks Road

Rome, NY 13441-4527

Mail documents for DoDAAC HQ0345 that were previously routed to San Antonio to:

Defense Finance and Accounting Services

Attn: SA-VP HQ0345

325 Brooks Road

Rome, NY 13441-4527

Mail documents for DoDAAC HQ0300 that were previously routed to Lawton to:

Effective 1 December for existing Contracts (prior 1 Oct 06)

Defense Finance and Accounting Services

Attn: LW-VP HQ0300

325 Brooks Road

Rome, NY 13441-4527

VENDOR PAY PROCESS

The required documents for processing a payment are the contract, invoice, and receiving report.

- Contract is submitted by the contracting office
- Contract and/or modifications are manually entered into the Computerized Accounts Payable for Windows System (CAPS-W) by CLIN lines.
- Invoice is submitted by the vendor to the payment office or the designated billing office. The contract terms (box 18b on the basic contract) determine the appropriate office to forward invoices. The DoDAAC code in box 18a should match the office listed in that box as well.

Indianapolis DoDAAC: HQ0105

Lexington DoDAAC: HQ0336

Orlando DoDAAC: HQ0301

Rome DoDAAC: HQ0302

San Antonio DoDAAC: HQ0345

Lawton DoDAAC: HQ0300

- Receiving report is submitted by the contract designated POC. If the vendor submits the invoice to the receiving office (direct billing office – DBO), the receiving POC properly date stamps the invoice upon receipt and submits the invoice with receiving report to the payment office.
- Invoice and receiving report are entered into CAPS-W per CLIN items received and accepted based on the appropriation associated with each CLIN provided by the procurement office.
- Payment is validated according to the CCR/CEFT. *If the vendor does not have CCR information or it is not updated, the entitlement system will not allow input of the invoice and the invoice is therefore considered invalid. The vendor will be notified of the returned invoice and asked to resubmit an invoice once they have either registered or updated their CCR information.*
- Accounting data is prevalidated. *Please ensure that obligations are in the system prior to receipt of pay documents in the vendor pay office to ensure timely processing of invoices.*

The Indy Prevalidation website to locate items which obligation issues:

<https://dfas4dod.dfas.mil/centers/dfasin/dno/vpoploc.htm#dno>

- Payment is certified.
- Payment is uploaded from CAPS-W (entitlement system) to the Operational Data Storage (ODS) to SRD-1. Occasionally there are rejects that have to be resolved for accounting information or EFT returns from the banks that our office has to work to resolve payment issues.
- Payment data is downloaded from SRD-1 to ODS and then posted back to CAPS-W.
- Payment is sent to financial institution (EFT trace # available).
- Contracts with NAF lines of accounting/funds will not be accepted nor paid.

Indianapolis: Instances where documents are deemed invalid, if there is a POC number or email address on the document, the vendor pay technician will attempt to notify the POC of the error/reason the document is not able to be processed. The document is then forwarded to our document control center to log the document and either fax (if fax number is available) or mail the document back. All returns are logged in an access database for tracking purposes.

Rome: Instances where documents are deemed invalid, the payment technicians will return the document to the sender either by fax (if fax number is available) or mail. All returns are logged in as a RTV in Electronic Document Management (EDM) for tracking purposes.

Contracting Responsibility Procedures (FAR 42.01) – contracting officers shall distribute copies of contracts or modifications within 10 working days after execution by all parties. At a minimum, the contracting officer shall: distribute simultaneously one signed copy or reproduction of the signed contract to the contractor and the paying office through the use of EDA or via a faxed or mailed copy.

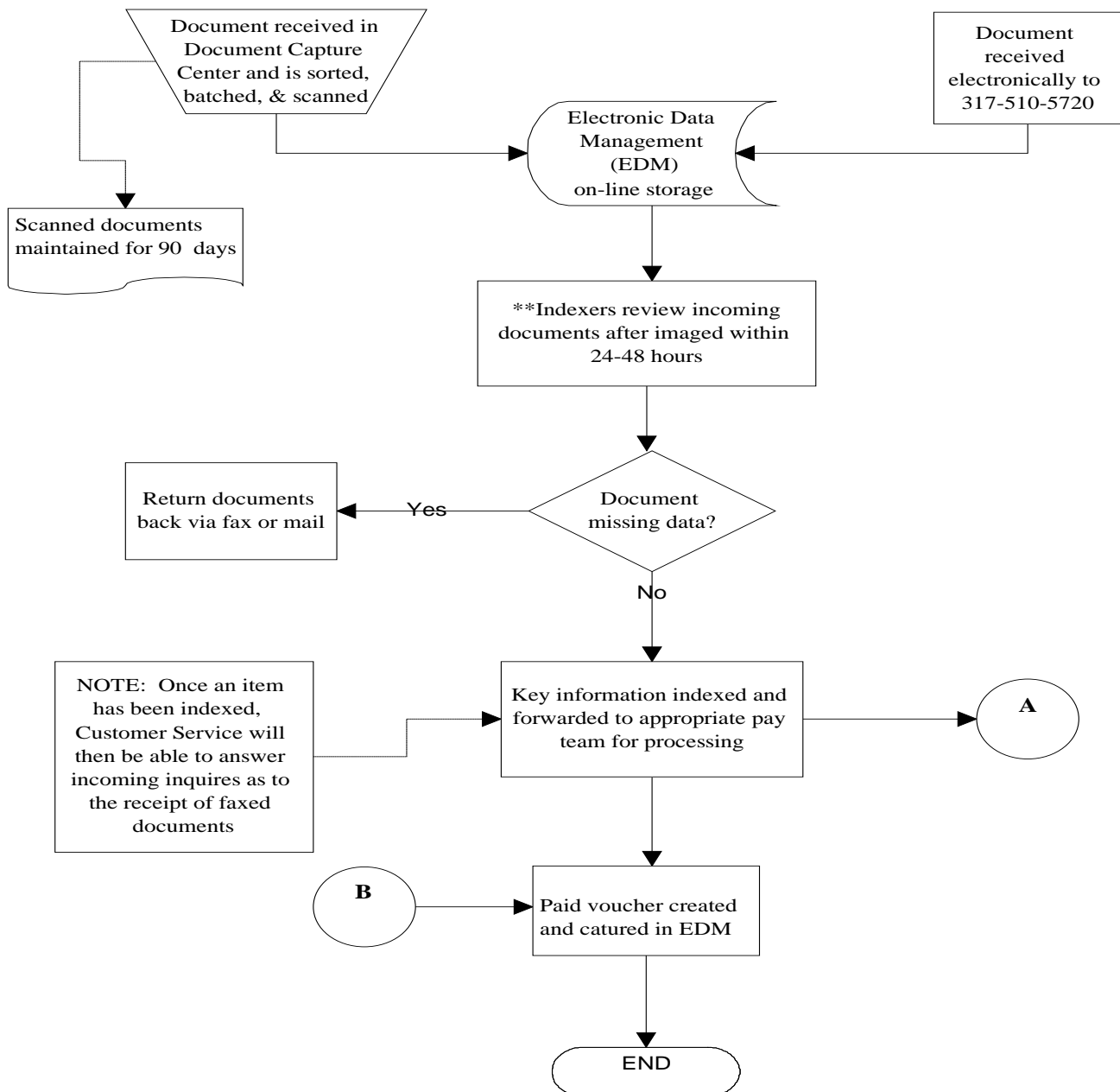
Per policy #0100-02-0002 located at <https://dfas4dod.dfas.mil/cps/policies/0100020002.pdf> , the paying office with the preponderance of funds on the BASIC contract shall be the paying office for the life of the contract; unless the original was written in error based on this guidance. If the contract provides for the use of government certified invoices in lieu of a separate receiving report, the invoice also must contain the information described as minimum requirements for a receiving report.

Electronic Document Management (EDM) System

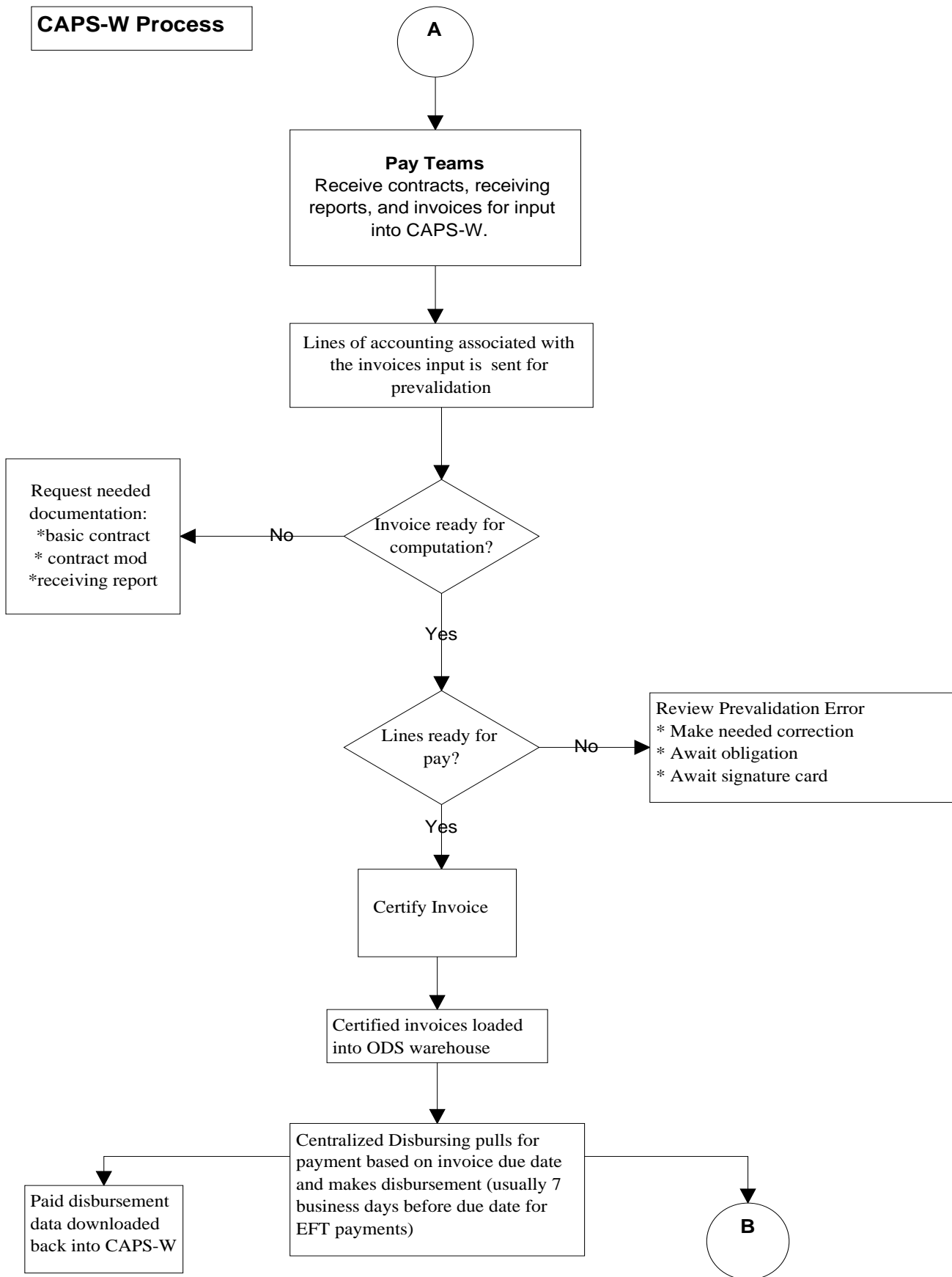
The EDM system was created to convert hard copy contractual documentation into electronic documents as a means to store documents and route all incoming documents to the pay teams via electronic folder and workflows. EDM allows several people to view the same document at the same time.

Lifecycle of a Document in EDM & CAPS

EDM PROCESS



CAPS-W Process



Standard Operating Procedures Invoices

1. **PURPOSE:** To establish procedures for processing invoices.
2. **AUTHORITY:** Several regulations provide for the submission of invoices for goods and/or services purchased by the Department of Defense and its agencies.
 - Federal Acquisition Regulation (FAR) <http://www.dod.mil/comptroller/fmr/>
 - Defense Federal Acquisition Regulation (DFAR) <http://farsite.hill.af.mil/vfdfara.htm>
 - Department of Defense Financial Management Regulation (DoDFMR)
<http://www.dod.mil/comptroller/fmr/sitemap.html>
 - Prompt Payment Act; DoDFMR, Vol 10 Chapter 7 <http://www.fms.treas.gov/prompt>
3. **PROMPT PAYMENT ACT:** Provides the basis for making payments in a timely manner. “Timely payment” is defined as not earlier than, nor later than, the due date. Unless specified or agreed to otherwise, payment due date is thirty (30) calendar days after: *the execution of a valid, signed, contractual document (goods/services are delivered), -OR- after the acceptance of goods and/or services -OR- 30 days after receipt of an invoice in the proper billing/paying office (as stated within the terms and conditions of the contract),* whichever is the **later** of the three dates.
4. There are exceptions to the 30 day rule, such as:
 - Cost Effective Discounts
 - Fast Payment
 - Mixed Invoices
 - Civilian Medical Services
 - Nonappropriated Fund Instrumentalities (NAFIs)
 - Contract Financing
 - Construction Contracts
 - Architecture and Engineering Contracts

For the specifics of these exceptions, see DoDFMR, Volume 10, Chapter 7, paragraph 070205, “Computation of Payment Due Date”.

Required Documents

There must be follow up to obtain required/missing supporting documents. Documents come into the vendor pay office from outside sources. Frequently, they do not arrive in time to make a payment in a timely manner. Therefore, it becomes a vendor pay task to do whatever follow up is necessary to obtain the documents. The three (3) documents or electronic information to support each payment are: 1) a procurement document or another authorizing document, 2) a receiving and acceptance report, certified invoice or other form of approval document, and 3) an invoice/bill from a vendor asking for payment.

Direct Billable Office (DBO) – The DBO **MUST** stamp the invoice with the date the invoice was received, the word “Received”, and the name of the agency. If the DBO does not stamp the arrival date properly, all payment due dates are computed from the invoice date (FAR 32.905).

Prompt Payment Act (PPA) – These laws help ensure timely payments to vendors through the establishment of rules for setting payment dates. Interest must be paid if proper payments have not been paid as noted in the contract. All government commercial payments are governed by Public Law (PL) 97-177, Prompt Payment Act of 1982 and PL 100-496, the Prompt Payment Act Amendment of 1988. DFAS does not incur interest charges. Any interest that is disbursed is charged to the agency for whom the contract was written. However, the EOR in the interest line of accounting assigns the reason for the interest charge. See the list below for the interest EOR reason codes:

- 43PA – Contract Not Available in Paying Office
- 43PB – Receiving Document Late
- 43PC – Delay in Obtaining Invoice (IMPAC/ CBAs)
- 43PD – Discount Taken in Error
- 43PE – Failure to Notify Vendor of Improper Invoice
- 43PF – Delays Caused by ADP Problems
- 43PG – Other Delays Within Paying Office
- 43PH – Postal Service Delays
- 43PK – Accounting Problems/Prevalidation
- 43PL – Certification Delay
- 43PM – Accounting Problems other Than Prevalidation
- 43PZ -- All other reasons (ex: no DD577 card on file)

Dates that Determine PPA Due Date / Interest Penalties

- Date Invoice Received at the DBO, properly identified with stamp
- Date Goods/Services Received – Agencies will ensure that receipt is properly recorded at the time of delivery (OMB A-125/ Federal Register/ Vol. 64, No. 188)
- Date Goods/Service Accepted – Agencies will ensure that acceptance is executed as promptly as possible. *Receiving / Acceptance reports should be forwarded to designated paying office by the 5th working day after acceptance (OMB A-125/ Federal Register/ Vol. 64, No. 188)*

Payment due dates are calculated in accordance with FAR 52.232-25. The date for making invoice payments by the designated payment office shall be the later of the following two events (excluding the exceptions noted in FAR 52.232-25):

1. The 30th day after the designated billing office has received a proper invoice from the Contractor.
2. The 30th day after Government has acceptance of supplies delivered or services performed by the Contractor. However, if the DBO fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the day the Contractor’s invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

Proper Invoice

The following information constitutes a proper invoice and is required as payment documentation:

- Name and address of the contractor
- Invoice Date
- Government contract or other authorization number. (Do not use the Bid or Solicitation number. If the contract is a Basic Order Agreement, include the Order/Call #)
- Invoice Number
- Description of goods delivered or services performed and quantity (including contract line/sub line number, unit price and extended total for each line item)
- Shipping and payment terms (unless mutually agreed that this information is only required in the contract)
- Taxpayer Identifying Number (TIN)
- Banking information (Routing/Account numbers or CAGE code or DUNS), unless Agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- In order to facilitate the timely resolution of problems, please provide a point of contact with the applicable telephone and fax number to be notified in case of a defective invoice. Payments will be sent to the address stated in the contract or modification.
- Other substantiating documentation or information required by the contract

All of this information must be correct

*** TO USE A DD250 as an invoice:

1. Mark in letters at least one inch high “ORIGINAL INVOICE” within the body of the form, preferably in Block 23.
2. Complete Blocks 5, 6, 19, & 20
3. Total Column 20

**If the DD250 is *not* annotated as “ORIGINAL INVOICE”,
it will be processed as a receiving report ONLY.**

UNREADABLE INVOICES

When faxing an invoice or DD250 as an invoice for payment, the copy coming to the Document Control Center (DCC) in Indianapolis for scanning must be a legible, readable copy. These documents are considered the official accounting papers. A copy of a copy causes the required information to be illegible and unreadable once scanned. This will result in a delay of your payment, as the document will not be able to be forwarded to the pay teams in the Vendor Pay office. Letters to inform the contractors of illegible/unreadable invoices cannot be sent back if the contractors address is illegible or no phone number / email address is provided on the document. Otherwise, we must wait for the contractor to contact us about this issue, thus delaying your payment.

Proper Receiving Report

This information can be found in 5 CFR 1315.9B (<http://fms.treas.gov/prompt/5cfr1315.pdf>) and FAR Supplement, Appendix F.

The following information constitutes a proper receiving report and is required as payment documentation:

- Name of vendor
- Contract or other authorization number
- Description of goods delivered or services performed
- Quantity of supplies received and accepted or services performed
- Date(s) goods were delivered or services were provided (RECEIVED)
- Date(s) goods or services were ACCEPTED
- Signature (or electronic alternative when supported by appropriate internal controls), printed name, title, telephone number, mailing address of the government official responsible for **acceptance**, and any additional information required by the agency. If certifying a SF1034, please ensure that a valid DD577 card is on file at DFAS for the types of payments being authorized.

All of this information must be correct

If utilizing a DD250 for a receiving report, please ensure that the acceptance box in 21b has been checked.

Although the DD1155, SF1449, and the DD250 are the preferred methods of receiving reports, another way to prepare a receiving report is to use a stamp, which must say receipt and acceptance and stamp this on the invoice. NOTE: When using the “stamp” method, you must also include the last three bullet items above.

NOTE: IF THE INFORMATION LISTED ABOVE IS NOT ON THE RECEIVING AND ACCEPTANCE REPORT, IT WILL BE RETURNED FOR CORRECTION.

RECEIVING REPORT TEAM:

DFAS-IN has established a team that contacts receiving activities in order to obtain needed receiving reports. This is in effort to reduce interest penalties for our customers and DFAS. Receiving reports must be prepared and signed with date of receipt and date of acceptance of the goods/services. Receiving Reports should be submitted to the paying office within five (5) business days of receipt and acceptance. If not submitted in a timely manner and interest penalty is due, the interest will be charged as 43PB – “Receiving Document Late” – the fault of the receiving activity. Interest is charged according to “First at Fault”, meaning if more than one reason/fault interest penalty is payable, the first cause will be the one charged.

Proper DD250 Used as Invoice and a Receiving Rpt

If to be used as an invoice as well, needs to have the words, "ORIGINAL INVOICE", per DoDFMR, Volume 10, Chapter 8.

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved DDAF No. 0704 0248	
<small>The basic reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (DDAF-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be penalized for failing to comply with a collection of information if it does not display a valid DDAF collection number.</small>							
<p align="center">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>							
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. GS-35F-4971H/ABCD60-02-F-0123		4. ORDER NO.		5. INVOICE NO./DATE 1944 / 31 June 02		7. PAGE OF 1 1	8. ACCEPTANCE POINT
2. SHIPMENT NO. NA	3. DATE SHIPPED NA	4. B/L LCN NA		5. DISCOUNT TERMS NONE			
9. PRIME CONTRACTOR CODE MY COMPANY 11 TODDA DRIVE ANYWHERE, US 12345			10. ADMINISTERED BY CODE IAMHER 123-456-7890X159 YOUAREHERE, DC 45678-1596				
11. SHIPPED FROM (if other than 9) CODE			JOB:		12. PAYMENT WILL BE MADE BY CODE DFAS INDIANAPOLIS 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3800		
13. SHIPPED TO CODE US ARMY COL JAMES BOND SCHOOL OF INFO TECHNOLOGY INDIANAPOLIS, IN 46229			14. MARKED FOR CODE				
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION <small>(Indicate number of shipping containers. Type of container, container number.)</small>		17. QUANTITY SHIP-REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
		Period of Performance: 6/1-31/02					
CLIN 0003AE		Subject Matter Engineer 2		640	Hr	\$ 61.00	\$ 39,040.00
CLIN 0003AF		Subject Matter Engineer 1		574	hr	\$ 42.23	\$ 24,240.02
CLIN 0003AN		Operation Research Analyst 1		1721	hr	\$ 47.87	\$ 82,384.27
CLIN 0003AQ		Functional Analyst 2		2	hr	\$ 67.01	\$ 134.02
CLIN 0003BF		Technical Aide		2	hr	\$ 32.86	\$ 65.72
CLIN 000BG		TRAVEL					
CLIN 0006BJ		OTHER DIRECT COSTS					
CLIN 0006BL		TRAINING					
		NET AMOUNT OF INVOICE					\$ 145,864.03
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE			
a. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		b. DESTINATION <input type="checkbox"/> COA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted			
DATE: _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		DATE: 2 July 2002 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Gloria		DATE RECEIVED: 22 July 2002 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Gloria			
TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____		TYPED NAME: Gloria MoneyPenney TITLE: CDR MAILING ADDRESS: DFAS Indianapolis 8899 East 56th St Indianapolis, IN 46249		TYPED NAME: Gloria MoneyPenney TITLE: CDR MAILING ADDRESS: DFAS Indianapolis 8899 East 56th St Indianapolis, IN 46249			
COMMERCIAL TELEPHONE NUMBER: _____		COMMERCIAL TELEPHONE NUMBER: 317-510-1234		COMMERCIAL TELEPHONE NUMBER: 317-510-1234			
23. CONTRACTOR USE ONLY							
ORIGINAL INVOICE							

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE

Proper DD250 Used as a Receiving Rpt

MATERIAL INSPECTION AND RECEIVING REPORT							Form Approved DDAF No. 0704 0248	
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be held liable for any damage resulting from providing false or misleading information.</p> <p style="text-align: center;">PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</p>								
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2. SHIPMENT NO. NA	3. DATE SHIPPED NA	4. B/L 1 CN NA		5. DISCOUNT TERMS NONE				
9. PRIME CONTRACTOR CODE MY COMPANY 11 TODDA DRIVE ANYWHERE, US 12345				10. ADMINISTERED BY CODE IAMHER 123-456-7890X159 YOUAREHERE, DC 45678-1596				
11. SHIPPED FROM (if other than 9) CODE			12. PAYMENT WILL BE MADE BY CODE DFAS INDIANAPOLIS 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3800					
13. SHIPPED TO CODE US ARMY COL JAMES BOND SCHOOL OF INFO TECHNOLOGY INDIANAPOLIS, IN 46229			14. MARKED FOR CODE					
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION			17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
		Period of Performance: 6/1-31/02						
CLIN 0003AE		Subject Matter Engineer 2			640	Hr	\$ 61.00	\$ 39,040.00
CLIN 0003AF		Subject Matter Engineer 1			574	hr	\$ 42.23	\$ 24,240.02
CLIN 0003AN		Operation Research Analyst 1			1721	hr	\$ 47.87	\$ 82,384.27
CLIN 0003AQ		Functional Analyst 2			2	hr	\$ 67.01	\$ 134.02
CLIN 0003BF		Technical Aide			2	hr	\$ 32.86	\$ 65.72
CLIN 000BG		TRAVEL						
CLIN 0006BJ		OTHER DIRECT COSTS						
CLIN 0006BL		TRAINING						
NET AMOUNT OF INVOICE								\$ 145,864.03
21. CONTRACT QUALITY ASSURANCE					22. RECEIVER'S USE			
a. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			b. DESTINATION <input type="checkbox"/> COA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted			
DATE: _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: _____			DATE: 2 July 2002 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Gloria		DATE RECEIVED: 2 July 2002 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: Gloria			
TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____			TYPED NAME: Gloria MoneyPenney TITLE: CDR MAILING ADDRESS: DFAS Indianapolis 8899 East 56th St Indianapolis, IN 46249 COMMERCIAL TELEPHONE NUMBER: 317-510-1234		TYPED NAME: Gloria MoneyPenney TITLE: CDR MAILING ADDRESS: DFAS Indianapolis 8899 East 56th St Indianapolis, IN 46249 COMMERCIAL TELEPHONE NUMBER: 317-510-1234			
23. CONTRACTOR USE ONLY								

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE

SF 1034

If used as a receiving report must be modified to meet requirements of CFR 1315-09

Standard Form 1034 For Just Invoices 1987 Displays with title in Title box 1 TRU 4-0 000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. _____ SCHEDULE NO. _____
U.S. DEPARTMENT, BUREAU, OFFICE, AGENCY AND LOCATION			DATE VOUCHER PREPARED		PAYEE'S ACCOUNT NUMBER	
			CONTRACT NUMBER AND DATE			
			REQUESTION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS					STATE FUNDS ACCOUNT NO. _____ ACCOUNT NUMBER _____	
CHECKED AGAIN? YES _____ NO _____			COUNTY _____		PAYEE'S ACCOUNT NUMBER _____	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OF ORDER	ARTICLE OR SERVICES (When description, description of article or service is furnished, it must either be taken from standard necessary)	QUANTITY	UNIT PRICE COST PER		AMOUNT
(Also small total on each side) (Please re-entire) Use this space below						TOTAL
PAYABILITY:		APPROVED FOR _____	CHECK AMOUNT _____	DIFFERENCE _____		
<input type="checkbox"/> PERSONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROHIBITED <input type="checkbox"/> RESERVE	BY _____			Approved/initial; name/date (Signed Name - APR 87)		
Paragraph for Receipts: receipt for cash, receipt for check, receipt for purchase of merchandise, proper for payment.						
RECEIPT BY (CLERK SPECIFICATION)						
PAID BY	CHECK NUMBER	ON RECEIPT OF U.S. TREASURY		CHECK NUMBER	ON THE DATE OF DEPOSIT	
	CASH	DATE	PAYEE'S			
1) This voucher is valid only if it is signed by the payee or the payee's representative.					PER	
2) When a check is cashed, it is not valid unless the payee or the payee's representative has signed the check.					TITLE	
3) When a check is cashed, it is not valid unless the payee or the payee's representative has signed the check.						

For more information on this form, see the instructions on the reverse side. GSA FPMR (41 CFR) 101-11.6. (Rev. 10-1-87)

PRIVACY ACT STATEMENT

The information reported on this form is required and/or the purchase order (M.O.) is not valid unless it is signed by the payee or the payee's representative. The information reported on this form is for the use of the Government and is not to be disseminated outside the Government. If you have any questions, please contact the GSA Privacy Officer at (301) 491-3400.

OTHER IMPORTANT INFORMATION

CCR (FAR 204.7302)

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD). The CCR collects, validates, stores and disseminates data in support of agency missions. Both current and potential government vendors are required to register in CCR in order to be awarded contracts by DoD on solicitations data after June 1, 1998. In addition, the Debt Collection Improvement Act of 1996 requires payments on all federal contracts to be made via Electronic Funds Transfer (EFT) if the solicitation was issued after June 26, 1996.

Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with several government procurement and electronic business systems.

Vendors are no longer required to complete EFT registration forms for each payment office from which they receive payments. Vendors who have not registered in the CCR can request and receive CCR registration forms by dialing 1-888-227-2423, can use the Internet <http://www.ccr.gov>, or they can complete a CCR form and send it to the Registration Assistance Center that services them.

******Federal Acquisition Regulation (FAR52.232.33) authorizes suspension of payment if the CCR EFT information is not correct. It also requires assignees of claims to be registered in the CCR. CCR will expire if vendors do not renew. DFAS will suspend vendors who provide erroneous banking information. No payment can be made until CCR is updated with the correct information. A 60-day notice will be sent from the CCR office advising of the annual renewal process. Another notification will be sent 30 days prior to the expiration date. A letter will be sent at zero days stating the account has expired.***

CASH MANAGEMENT

According to the Prompt Payment Act (5 CFR Part 1315) an agency shall make (disburse) payments no more than seven days prior to the payment due date, but as close to the due date as possible, unless the agency head or designee has determined, on a case-by-case basis for specific payments, that earlier payment is necessary. Unless a cost-justified discount is offered and earned, payment is held in suspense until the due date. In the absence of a clearly defined payment due date, a due date of 30 days following receipt of a proper invoice or acceptance, whichever is later, will be used.

Payment offices will attempt to pay small disadvantaged business (SDB) concerns as quickly as possible after invoices are received and before normal payment due dates established in the contract. Contractors shall not, however, be entitled to interest penalties if invoice payments are not made before the normal payment due dates established in the contract as long as they are made within the provisions of the Prompt Payment Act.

DD577 CARDS

In order to process pre-certified IMPAC bills and miscellaneous invoices, approving official needs to forward a DD577 Signature Card to the address listed below. The DD577 forms are scanned into the Electronic Document Access (EDA) system website. The Indianapolis Vendor Pay office verifies the approving official prior to certifying a payment. On pre-certified invoices, please print the name, title, and full mailing address with a phone number of the approving official. This will facilitate handling any problems that may arise quickly. Please forward the original DD577 form and appointment letter to:

DFAS Indianapolis
ATTN: Department 3275
ATTN: DD577
8899 East 56th Street
Indianapolis, IN 46249-3275

DFAS Rome
ATTN: Miscellaneous Pay Section
325 Brooks Road
Rome, NY 13440-4527

Link to DD577 form: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0577.pdf>

OTHER HELPFUL WEBSITES

WIDE AREA WORKFLOW

<https://wawftraining.eb.mil>

PROMPT PAYMENT ACT

<http://www.fms.treas.gov/prompt>

CODE of FEDERAL REGULATION (CFR)

<http://www.gpoaccess.gov/cfr/index.html>

FEDERAL ACQUISITION REGULATION (FAR)

<http://www.dod.mil/comptroller/fmr/>

DEFENSE FEDERAL ACQUISITION REGULATION (DFARS)

<http://farsite.hill.af.mil/vfd fara.htm>

INDY MISSING RECEIVING REPORT INFO

https://dfas4dod.dfas.mil/centers/dfasin/dno/missing_receiving.htm#dno