

# ***Contractor Payment Information***



## ***Defense Finance and Accounting Service - Columbus***

***Prepared by DFAS-BAP/CC DECEMBER 2002***

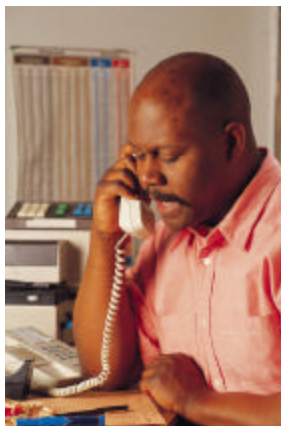
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## Introduction



## Payment Questions



## Customer Service

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## Introduction to DFAS

The Defense Finance and Accounting Service (DFAS) is the finance and accounting organization for the Department of Defense. All that we do must relate to our mission - *provide responsive, professional finance and accounting services for the people who defend America* - and to our vision:

- *world-class provider of finance and accounting services*
- *trusted, innovative financial partner*
- *one organization, one identity*
- *employer of choice, providing a progressive and professional work environment*



Through consolidation efforts and the recently implemented Defense Business Evolution, DFAS now consists of our headquarters in Arlington, Virginia, 20+ field sites, and five centralized sites located in:

- Cleveland, Ohio
- Columbus, Ohio
- Denver, Colorado
- Indianapolis, Indiana
- Kansas City, Missouri



Additionally, through implementation of the Defense Business Evolution, DFAS is no longer organized geographically, but is now organized into three major business lines...Accounting Services, Commercial Pay Services, and Military/Civilian Pay Services.



Commercial Pay Services is currently under the Directorship of Ms. Sally Smith, located in DFAS Columbus.



## To our CAS Contractors...

Contract Pay Services falls within the Commercial Pay Services business line, and is centrally located within DFAS Columbus, in Columbus, Ohio. Contract Pay Service's primary financial management function is to entitle and disburse payments on Contract Administration Services (CAS) contracts.

These contracts are administered by the Defense Contract Management Agency (DCMA).

Since our establishment in January 1991, DFAS Columbus has implemented a number of changes and enhancements to streamline and improve payment processing.

We are continually improving our systems and processes to increase our speed and efficiency in delivering this service to you. However, the quality of our service also depends on the accuracy of information provided in your invoice and in the Material Inspection and Receiving report (DD Form 250). Therefore, we offer the following information to help CAS contractors prepare these documents. Through this partnership, we can increase the accuracy and timeliness of your payment.

Additionally, this revised edition of the Contractor Payment Information Booklet includes answers to your most frequently asked questions. Included is expanded information on invoice error reduction, information concerning Bureau Voucher Number Streamlining, Commercial Item Financing, Prevalidation, Demand Letter, Electronic Data Interchange, Electronic Document Access, Electronic Document Management, Wide Area Workflow, Central Contractor Registration (CCR), and the Vendor Pay Inquiry System (VPIS).

Your review of and adherence to this guidance will help minimize problems and make the payment process flow more smoothly. The information is intended to explain the payment requirements of numerous laws, regulations and standard contract provisions. However, regulatory changes occur often, and in the event of conflict, the applicable laws, regulations and contract provisions take precedence over the guidance in this booklet.

If you have problems or questions about payments for CAS contracts, we encourage you to use the points of contact listed in Appendix III. Begin with our toll-free Customer Service numbers in each Operating area. Within each operational area, unresolved problems may then be elevated to the applicable Division Chief and to the Operating Director, accordingly, for further resolution.



# USES AND PROCEDURES FOR THE DD FORM 250

## Multiple Uses of DD Form 250

MATERIAL AND RECEIVING		INSTRUMENT IDEN/CONTRACT		INVOICE NO.		INVOICE DATE		PAGE 1 OF 1	
		SP0440-95-M		9675792		1 MAR 96		S	
HPC0001		DATE 1 MAR 96		4 BL		DISCOUNT TERMS 1/4% 10			
PRIME CONTRACTOR		CODE 33269		SUBMITTED BY		CODE S3603A			
PARKER-HANNIFIN AEROSPACE 1160 CENTER RD P.O. BOX AVON, OH 44011				DCMAO FEDERAL OFFICE 1240 E. NINTH ST. CLEVELAND, OH					
1 SHIPPER'S WEIGHT (other than 50)		CODE 9N585 FOR		2 PAYMENT WILL BE MADE BY		CODE SC1016			
LORAIN GENERAL 1350 CHESTER INDUSTRIAL AVON, OH 44011				DFAS-COLUMBUS ATTN: DFAS-CO BUNKER P.O. Box 182362 Columbus, OH 43218-					
SHIPPED TO		CODE		MARKED		CODE			
XU DEFENSE DISTRIBUTION REGION DISTRIBUTION DEPOT SAN TRANS OFC BLDG 330 LATHROP, CA 95331-									
ITEM NO.	RE STOCKPART NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT PRICE	AMOUNT			
0001		1075-01-045-1778 WHEEL YPG95100000822 PIN 40-122  A SKID 1/1	17	EA	\$615.95	\$10,471.15			
					FREIGHT				
					TOTAL				
PROCUREMENT QUALITY ASSURANCE				RECEIVER USE					
A. ORIGIN		B. DESTINATION		ACCEPTANCE		Quantities shown in column 17 were received in apparent good condition except as noted.			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
DATE		DATE		TYPED NAME		DATE			
DAVIS RICHMOND		DAVIS RICHMOND		DAVIS RICHMOND		DAVIS RICHMOND			
SIGNED NAME		SIGNED NAME		SIGNED NAME		SIGNED NAME			
DAVIS RICHMOND		DAVIS RICHMOND		DAVIS RICHMOND		DAVIS RICHMOND			
CONTRACTOR USE ONLY		CONTRACTOR USE ONLY		CONTRACTOR USE ONLY		CONTRACTOR USE ONLY			
P.O. 29826/000		P.O. 29826/000		P.O. 29826/000		P.O. 29826/000			
S.O. 055171-003		S.O. 055171-003		S.O. 055171-003		S.O. 055171-003			
						ORIGINAL INVOICE			

DD Form 250

Sample 3, Transportation Charges Example

Government uses the form to verify inspection and acceptance of your material.

You must prepare and distribute the DD Form 250 as outlined in Appendix F, Department of Defense (DoD) Federal Acquisition Regulation (FAR) Supplement; additionally, the Prompt Payment Act (Codification of Federal Regulations - 5 CFR 1315.9) outlines the required information that must be contained on receiving reports. You, the contractor, are ultimately responsible for properly preparing and distributing the DD Form 250. Please take care to ensure that this is done correctly. If you encounter difficulty in preparing this form, your Quality Assurance Representative (QAR) will assist you.

Blank forms (DD Form 250) are available at the Contract Adminstrating Office (CAO) shown on the front of your contract. Blocks 1-21A must be completed. Instructions on preparing the DD Form 250 are included in **Appendix I**, along with samples of the completed form.

## Correction of the DD Form 250

If you detect an error on your DD Form 250 after distribution of the original has been made, circle the error and place the corrected information in the same block. If space is not available, use Block 16 to enter correct information and indicate the page and block in error.

The DD Form 250, Material Inspection and Receiving Report, can serve multiple functions in the payment process. The form can serve as the shipment document and as the material inspection and acceptance document. Please see page 8 for specific marking instructions.

Please note that a copy of the DD Form 250 *marked* as an invoice will *only* be used as an invoice (i.e., it cannot be used as a shipping document).

Conversely, if the form is *not* marked as an invoice, it will *not* be used as an invoice, even if we receive multiple copies of the form in the payment office.

See **Appendix II** for full-page examples.

## Preparation and Distribution of DD Form 250

The DD Form 250 is a vital document in the payment process. In most cases, the Government uses the form to verify inspection and acceptance of your material.

You will need to mark "CORRECTED COPY" on the front page and on the pages where corrections were made.

For corrections to Block 15 or 17 only, enter the words "CORRECTIONS HAVE BEEN VERIFIED" on page 1. The Government representative (usually a QAR) will date and sign below the statement.

Make distribution of the corrected DD Form 250 in the same manner as the original distribution.

Do *not* correct errors found in Blocks 19 and 20.

### **Minimum Distribution of DD Form 250**

For an invoice to be processed, you must fulfill the DD Form 250 distribution requirements. At a minimum, these requirements include:

- 1 copy to the Contract Administration Office (Block 10 of the DD Form 250)
- 2 copies included with the shipment
- 1 copy by mail to the consignee
- 1 copy to the purchasing office

Your contract may also require distribution in addition to the minimum outlined above. Check the requirements carefully. Failure to properly distribute the DD Form 250 will result in the return of your invoice.



### **Timely Distribution of DD Form 250**

You must distribute the DD Form 250 no later than the close of business on the workday following:

- Signing of the form by the authorized Government representative, or
- Shipment, when acceptance is to be performed at destination or when authorized under the terms of Alternative Release, Certificate of Conformance or Fast Pay procedures.

# PROCEDURES FOR COMMERCIAL AND DD FORM 250 INVOICES

## Preparation and Distribution of Invoice

An original invoice must be submitted and mailed to DFAS Columbus (see **Appendix III**). Sample commercial invoices appear in **Appendix II**.

## Mandatory Information on Invoice

Invoices must contain the following information:

- **Name and Address** of company.
- **Contract/Purchase Order Number.** Do not use the Bid or Solicitation number. If the contract is a Basic Order Agreement, include the Order/Call Number.
- **Contract Line Item Number (CLIN).** From “Schedule of Supplies” in the contract. Each item ordered is assigned a four or six digit CLIN. Example: CLIN 0001, 0002aa.
- **Invoice Number and Date.**
- **Description/National Stock Number**
- **Manufacturer’s Part Number.** As specified in the contract.
- **Quantity Shipped.**
- **Unit of Issue.** As specified in the “Schedule of Supplies”
- **Unit Price and Extended Total** for each line item.
- **Invoice Total**
- **Shipment Number.** Same as Block 2 of the DD Form 250. (See “Shipment Number Construction and Usage,” page 9 for format.)
- **Postage and Transportation.** If the contract is FOB-Origin, and you are authorized to ship “Prepay and Add,” include the transportation cost (parcel post, UPS, etc.) as a separate line.
- **Required certification.** Certificate of Conformance, ACO Approval, etc.
- **Taxpayer Identification Number (TIN).** If not required to be registered in CCR
- **EFT banking information.** If not required to be registered in CCR.

In order to facilitate the timely resolution of problems, please provide a point of contact with the applicable telephone and facsimile numbers. Payments will be sent to the address stated in the contract or modification.

## DD Form 250 Used as an Invoice

As an option recommended by DFAS Columbus, you may choose to use specially marked copies of the DD Form 250 as your billing invoice. This document is known as a “priced” DD Form 250.

If you use a “priced” DD Form 250 as the invoice, you do not have to prepare a different, separate billing document. Thus, you will greatly reduce the chance of omitting required information. Also, required information will always appear in a standard location on the form, decreasing the chance of errors at DFAS Columbus.



You will need to prepare and distribute four copies of this “priced” DD Form 250, in addition to the minimum requirements for the basic DD Form 250 acceptance. The same mandatory information is required, plus several added data elements. See "Mandatory Information on Invoice," page 6, for additional requirements.

To use a DD Form 250 as an invoice:

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

MATERIAL INSPECTION AND RECEIVING REPORT		1. PROD. INSTRUMENT IDENT./CONTRACT NO. SP0440-95-M-HA30		2. ORDER NO. 9673792	3. INVOICE DATE 1 MAR 96	4. PAGE 1 OF 1	5. ACCEPTANCE POINT S
6. HPC0001	7. DATE SHIPPED 1 MAR 96	8. MIL. ORC 3309	9. DISCOUNT TERMS 1/4% 10		10. S3603A		
11. PRIME CONTRACTOR PARKER-HANNIFIN CORP AEROSPACE GROUP 1160 CENTER RD P.O. BOX 158 AVON, OH 44011		12. ADMINISTERED BY DCMAO CLEVELAND FEDERAL OFFICE BLDG 1240 E. NINTH ST. CLEVELAND, OH 44199		13. SC1016			
14. SUPPLIER/OTHER NAME AND ADDRESS LORAIN GENERAL CORP 1350 CHESTER INDUSTRIAL PKY AVON, OH 44011		15. 9N585		16. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO BUNKER HILL P.O. Box 182362 Columbus, OH 43218-2362			
17. SHIPPED TO XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN TRANS OFC BLDG 330 CRP LATHROP, CA 95331-0130		18. 107527		19. SHIPPED FOR			
20. ITEM NO. 0001	21. STOCK/PART NO. 1075-01-045-1778 WHEEL ASSY YPG95100000822 P/N 40-122 A SKID 1/1	22. DESCRIPTION	23. QUANTITY SHIPPED 17	24. UNIT EA	25. UNIT PRICE \$615.95	26. AMOUNT \$10,471.15	
					FREIGHT	236.52	
					TOTAL	\$10,707.67	
27. A. ORIGIN		28. B. DESTINATION		29. RECEIVED BY			
<input type="checkbox"/> POA <input type="checkbox"/> POA <input checked="" type="checkbox"/> POA		<input type="checkbox"/> POA <input type="checkbox"/> POA <input checked="" type="checkbox"/> POA		Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED: _____ SIGNATURE OF AUTHORITY: _____ RECEIVED BY: _____			
30. DATE Dennis Factoroff 5/3/00A		31. DATE Dennis Factoroff		32. IF QUANTITY RECEIVED BY THE GOVERNMENT IS THE SAME AS QUANTITY SHIPPED, INDICATE BY <input checked="" type="checkbox"/> . IF DIFFERENT, ENTER ACTUAL QUANTITY RECEIVED BELOW QUANTITY SHIPPED AND ARTICLE.			
33. CONTRACTOR USE ONLY P.O. 29826/000 S.O. 055171-003		34. CONTRACTOR USE ONLY		ORIGINAL INVOICE			

DD Form 250

Sample 3, Transportation Charges Example



## **SPECIAL DD FORM 250/INVOICING REQUIREMENTS**

### **Fast Pay**

If Federal Acquisition Regulation (FAR) 52.213-1, Fast Pay Procedures, is specified in your contract, you have the option to not prepare and distribute the DD Form 250 prior to requesting payment. If you exercise this option, you must mark all copies of your invoice as follows, in letters at least one inch high: "Fast Pay."

A shipment number is required even though no DD Form 250 is prepared. (See "Shipment Number Construction and Usage," page 9, for format.)

If the contract requires the preparation of a receiving report, the contractor shall prepare the receiving report on the prescribed form, or alternatively, include the following information on the invoice:

- A statement in prominent letters, "NO RECEIVING REPORT PREPARED."
- Shipment Number
- Mode of Shipment
- At line item level:
  - National Stock Number and/or Manufacturer's Part Number
  - Unit of Measure
  - Ship-to-Point
  - Mark-for Point, if provided in contract
  - FEDSTRIP/MILSTRIP document number if provided in contract.



### **First Article**

If your contract requires "first article approval," do not ship or invoice production items until the first article approval has been received from the Procurement Contracting Officer (PCO).

## **Evidence of Shipment**

If your contract specifies origin acceptance and FOB Destination, you must retain and make available to the payment office as necessary Evidence of Shipment (EOS). If shipment is made by:

- **Common carrier.** (A signed copy of the bill of lading indicating carrier's receipt of material for delivery to the destination specified in the contract.)
- **US Postal Service.** (Certificate of Mailing.)
- **Other than common carrier or parcel post** (e.g., by your company truck; a receipt copy of your delivery document.)

Failure to provide EOS when requested will delay payment. A statement indicating receipt of the material by the receiving activity must be obtained and attached to your invoice if you do not present evidence of shipment.

## **Shipment Number Construction and Usage**

The construction of a shipment number is explained in Appendix F-301 of the DoD FAR Supplement. Basically, a shipment number contains three alpha and four numeric characters, in the sequence AAA0000. An eighth character (Z) is used to designate the final shipment for the entire contract. Samples can be found in **Appendix II** of this booklet.

Many contractors use the first two alpha characters to indicate their company name. The third alpha character can indicate the location from which the material is shipped. For example, the company General commodities would use GCD as alphas for all shipments from Dallas and GCA for all shipments from Austin. The same alpha prefixes must not be used for shipments from different locations.

The four numeric characters indicate consecutive shipments from each location; example, GCD0001, GCD0002, GCA0001, GCA0002. The final shipment for the entire contract must carry a "Z" suffix - GCD0003Z or GCA0003Z.

We discourage the use of alpha characters I or O as they are too easily mistaken for the numbers 1 or 0.

The shipment number is required on all invoices and on the DD Form 250. The DD Form 250 is required when the contract involves delivery of separate and distinct objects or entities. This includes both the delivery of supplies and services.

## **Fabricated Shipment Numbers**

When the contract does not require a DD250 and a commercial invoice is the appropriate billing method, a Fabricated Shipment Number (FSN) is assigned by Contract Pay Services. A contractor's commercial invoice requesting commercial item financing is an exception. The ACO affixes a unique invoice identifier to the request, which is utilized by DFAS Columbus as the shipment number.

The following table contains the valid FSN prefixes utilized by Contract Pay Services.

<b>Prefix</b>	<b>Application</b>	<b>Remarks</b>
ADD	DD 250 charges packing charges additional/supplemental billing for a previously paid invoice	<p>Invoice must contain all of the following:</p> <ul style="list-style-type: none"> <li>• the previously paid shipment number,</li> <li>• the original amount paid and the current amount being billed, and</li> <li>• marked "additional billing."</li> </ul> <p>Each additional billing will correlate to one previously paid shipment. The remainder of the shipment number will consist of the last four digits of the shipment number of the original payment.</p>
CFA	Commercial item financing, advance payment request	<p>The ACO will assign a shipment or invoice identifier. The fourth character of the shipment number will consist of "A" to reflect US funds or "B" to reflect FMS funds. The remainder of the shipment number will consist of a sequential number for tracking purposes.</p>
CFI	Commercial financing, interim request	<p>The ACO will assign a shipment or invoice identifier. The fourth character of the shipment number will consist of "A" to reflect US funds or "B" to reflect FMS funds. The remainder of the shipment number will consist of a sequential number for tracking purposes.</p>
MOD	Billing for the total amount of a contract modification which authorizes the payment of a specific amount not previously billed and paid	<p>The remainder of the shipment number will consist of the alpha indicator of the modification authorizing the billing, plus the last three digits of the modification number. If the modification is issued against a delivery order or call, and the unique two-digit modification ID is a numeric then a zero and the unique two digit modification ID is used, If it's alphanumeric, the last three digits of the invoice number is used.</p>

<b>Prefix</b>	<b>Application</b>	<b>Remarks</b>
REF	Refunds of over-liquidations or short pays.	DFAS Columbus initiates refunds. The remainder of the shipment number will consist of the last four digits of the shipment number of the original payment.
SER	Billing for services (such as maintenance, storage, or repair) on non-cost or non-time-and-materials (T&M) line item/contract	The invoice must be certified by an authorized Government representative.  If the contract/line item is cost or time and materials, the proper billing method is the SF 1034, public voucher. The remainder of the shipment number will consist of the last four digits of the invoice number.
TER	Termination costs or charges and invoice is supported by a Contract Modification, Termination Agreement (SF 30)	If SF 30 is not attached to the invoice, the invoice should be signed by the Terminating Contracting Officer. The remainder of the shipment number will consist of the alpha indicator of the modification authorizing the termination and the first three digits of the modification number.
TRA	Freight charges only Postage only	Invoice must contain the original shipment number correlating to the transportation charges being billed. The remainder of the shipment number will consist of the last four digits of the original shipment number.
WTH9	Release of withhold	The ACO must authorize withhold release. The remainder of the shipment number will consist of the last three digits of the invoice number.
ZZS	Required signature is not provided	The invoice is returned to the contractor for required signature, per contract. The remainder of the shipment number will consist of the last four digits of the invoice number.
ZZZ	An incomplete shipment number is provided, or none of the previous FSN applications apply	The invoice is returned to the contractor. The remainder of the shipment number will consist of the last four digits of the invoice number.

Statistics have shown that the commonly used Administrative Contracting Officer (ACO) and Procurement Contracting Officer (PCO) prefixes were involved in a majority of actual duplicate payments. As a result of these findings, the ACO and PCO prefixes have been eliminated as valid FSNs to be assigned by Contract Pay Services. In cases where a FSN is required to process an invoice into MOCAS, one of the other valid prefixes will be properly assigned.

## **Packing, Packaging, Marking and Shipment**

The packing and packaging requirements in your contract may be more stringent than commercial practice. Failure to meet these requirements will cause delayed payments through non-release of material or rejection of material at destination. If you have any questions about these requirements, contact your Contract Administration Office for assistance.

Occasionally, we receive invoices for shipments to the wrong place, marked for the wrong activity or indicating incorrect quantities. These errors cause a delay in payment and could result in reshipment costs to you. Check the requirements carefully before releasing the shipment.

## **Discounts**

Time periods for discounts are calculated differently than in commercial practice. Defense Acquisition Regulation 7-103.14 and Federal Acquisition Regulation 52.232-8 establish these rules:

- For contracts issued on or after October 1, 1982, but prior to March 31, 1989:
  - **Acceptance of material at your facility.** The time is computed from the date of delivery of supplies to the carrier or from the date a proper invoice is received at the designated payment office, whichever is later. If your invoice contains errors and must be returned for correction, the time period for discount purposes starts again when the corrected invoice is received.
  - **Acceptance at destination.** The time is computed from the date of delivery of material to the correct destination or from the date a proper invoice is received, whichever is later.
- For contracts issued on or after April 1, 1989, the provisions of the Prompt Payment Act Amendment (PPAA) of 1988 apply. The discount period is computed from the date of your invoice. Mail time counts against the discount period.

Delays in submitting either a proper DD Form 250 to the Contract Administration Office or a proper invoice to the payment office will impair our ability to process payments in a timely manner.

In determining whether or not a discount is earned, the date of the Government check or Electronic Funds Transfer (EFT) will serve as the date an invoice is considered to be paid.



If your invoice offers discount terms better than those specified by the contract, we will take the better of the terms offered. You may offer a discount on your invoice even though the contract terms are net 30 days.

In all cases, we reserve the right to refuse any discount if the annual rate of return on the discount is less than the rate in effect at the time, as established by the US Treasury department.

If the payment due date is not clearly defined, we will use a due date 30 days following receipt of a proper invoice or the seventh day after property is actually delivered or the services are completed. However, if the agency has actually accepted the property or services before the seventh day, we will use a due date 30 days from date of acceptance.

The Government is authorized to take a discount on the recoupment amount of work-in-progress invoices, whether or not the discount offered has expired. Where a payment has already been made (as in the case of Progress Payments), the Government is entitled to a discount on any part of material payments applied in the liquidation of Progress Payments. A determination is made on whether the discount terms have been met or not. If the discount conditions are met, the discount is taken against the gross amount of the invoice. When the conditions are not met, the discount is taken against the amount of the recoupment. An example of the process follows:

**When discount conditions are met**

**When discount conditions are not met**

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">\$1,000,000</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: right;">    <u>1% (discount)</u></td> <td></td> </tr> <tr> <td style="text-align: right;">\$ 10,000</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">\$ 990,000 (invoice less discount)</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">    <u>(800,000) = 80% full invoice amount</u></td> <td></td> </tr> <tr> <td style="text-align: right;">\$ 190,000 (check amount)</td> <td></td> </tr> </table>	\$1,000,000		<u>1% (discount)</u>		\$ 10,000				\$ 990,000 (invoice less discount)				<u>(800,000) = 80% full invoice amount</u>		\$ 190,000 (check amount)		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">\$1,000,000</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: right;">    <u>80% (recoup)</u></td> <td></td> </tr> <tr> <td style="text-align: right;">\$ 800,000</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">\$ 800,000</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">    <u>1%</u></td> <td></td> </tr> <tr> <td style="text-align: right;">\$ 8,000</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: right;">\$ 992,000</td> <td></td> </tr> <tr> <td style="text-align: right;">    <u>(800,000)</u></td> <td></td> </tr> <tr> <td style="text-align: right;">\$ 192,000(check amount)</td> <td></td> </tr> </table>	\$1,000,000		<u>80% (recoup)</u>		\$ 800,000				\$ 800,000				<u>1%</u>		\$ 8,000				\$ 992,000		<u>(800,000)</u>		\$ 192,000(check amount)	
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\$ 8,000																																									
\$ 992,000																																									
<u>(800,000)</u>																																									
\$ 192,000(check amount)																																									



### **Payment Addressing**

Payments are sent to the address specified in the contract. The payment address can only be changed by a contract modification that has the written concurrence of the contractor. If you wish payment sent to a different address, contact your Administrative Contracting Officer (ACO).

### **Shipment Acceptance and Payment**

No payments can be made until the material has been accepted and a record of the acceptance received by the DFAS-CO payment office. When the contract specifies destination acceptance, payment may be delayed due to the time needed for the material to arrive at destination and for the acceptance to be returned to this office.

For source inspection and source acceptance (items inspected and accepted at your plant), the QAR will inspect the material, and, if it meets contract specifications, accept the material by signing Block 21A of the DD Form 250.

This inspection and acceptance must be accomplished before goods are shipped to the destination. Shipping the goods without the required acceptance will significantly delay payment.



## FINANCING PAYMENTS

Contract financing payments as defined in FAR 32.001 is an authorized Government disbursement of monies to a contractor prior to acceptance of supplies or services by the Government.

Contract financing payments include:

- Advance payments
- Performance-based payments
- Commercial advance and interim payments
- Progress payments based on cost under 52.232-16, Progress Payments
- Progress payments based on a percentage or stage of completion, with the exception of Fixed-Price Construction Contracts or Fixed-Price Architect Engineer Contracts.
- Interim payments (Cost Vouchers) under a cost reimbursement contract (except when Alternate I of the clause at 52.232.25, Prompt Payment, is used).



The most commonly seen financing payments at DFAS Columbus are listed below with a brief description.

### Cost Vouchers

Cost vouchers (using Standard Form 1034, Public Voucher) are used when you are authorized to bill for labor and materials.



- **Identification.** Cost vouchers should bear the complete contract number in the Contract Number Block. Include both the DoD and Small Business Administration (SBA) contract number when the contract has been issued by the SBA.

- **Numbering.** Cost vouchers must be numbered sequentially beginning with #1 and continuing until the final voucher. Like the final DD Form 250, the cost voucher must also have a “Z” for the final voucher. Additionally, final vouchers must be accompanied by documentation that includes ACO approval, the contractor’s release and the Audit Report/Closing Statements.

Some contractors require different internal numbering sequences or coding. However, these unique codes or numbers should not be entered in the Voucher Number Block of the Standard Form 1034. They should be placed elsewhere on the form, such as in the upper right corner above the Voucher Number Block. As with other types of billings, different numbering sequences must be established for separate delivery orders issued against the same contract.



- **Submission.** First and final cost vouchers are to be submitted to the Defense Contract Audit Agency (DCAA) auditor or as specified in the contract. Interim cost vouchers for approved contractors may be directly submitted to DFAS-CO. In summary, the overall process flow will be as follows:
  - ◆ DCAA will start the process by forwarding the initial direct BVN submission approval letter to DFAS-CO.
  - ◆ Contractors approved for direct submission will receive a letter of authorization for payment from DCAA. A copy of the letter will be attached to the first interim public voucher submitted for payment.
  - ◆ If a contractor is dismissed from the direct BVN submission program, DCAA will forward a letter within 24-hours of dismissal to DFAS-CO.
  - ◆ Those contractors not approved for direct submission will continue to forward cost vouchers to the payment office through the appropriate DCAA auditor (except final vouchers which go through the ACO).
- **Responsibilities.** The DFAS Columbus assumes responsibility for the voucher after receipt from the Defense Contract Audit Agency. Questions about DCAA certification should be directed to your DCAA representative.

### **Progress Payments**

Progress payments are payments made based on the cost incurred by the contractor as work progresses under the contract. When authorized in the contract, we can make payments of 80% or more of the accumulated costs on certain items.



**Submission.** Progress payment requests must be prepared on either a DD Form 1195 or SF 1443. When a contract provides for progress payments, the Administrative Contracting Officer (ACO) must establish a progress payment master file. This information must be processed before the first progress payment request can be paid. For this reason, the first progress payment request for each contract, along with four copies, must be submitted directly to your ACO. Subsequent requests should be submitted directly to DFAS-CO, with a copy and supporting documentation also sent to the ACO.

**Numbering.** Progress payment requests are to be numbered sequentially beginning with progress payment request number 1. When a contract contains both US and Foreign Military Sales (FMS) funds, progress payment requests must be numbered in two different numbering series. The progress payment rates determine which series a given payment request will be assigned. All progress payment requests will be numbered sequentially within the set, plus the identifier US or FMS, as appropriate. For example, the first progress payment request is for US items and is numbered 1-US; the second and the third requests are for FMS items and are numbered 1-FMS and 2-FMS; the fourth request is for US items and is numbered 2-US.

In addition, progress payment requests applicable to the FMS portion of a contract must indicate the foreign country or countries to which the progress payment applies. When the request applies to more than one country, an attachment to the progress payment request must indicate how the total dollar value of the request is to be prorated among the countries involved.



**Processing.** Progress payment requests are input by DFAS-CO on the day following receipt. The automated progress payment system validates all entries on the request form. An error on the contractor's part in any of these entries will result in nonpayment of the request and will require its re-submission.

**Rejected Payments.** All progress payment requests which do not generate a check on the day following input are manually reviewed to determine the reason for rejection. If the rejection was caused by a clerical error on our part, the request is reprocessed normally within 2 work days. If the request is rejected because of a discrepancy between your "contract value" and our financial records, we review our contract file to determine if your entry is correct. If, instead, our records are correct, we refer the progress payment request to the ACO for resolution. The ACO also receives a computer report showing which entries are in error.



**Incrementally Funded Contracts.** Current procedures allow for the payment of progress payments up to the specified percentage of the contract price as long as the current obligation is not exceeded. When only a portion of the contract has been funded, the entry of the full contract price on line 5 of the progress payment request will generate an automatic database imbalance. Such requests will be rejected to the ACO and can only be paid after the ACO validates the transaction. The ACO will review and approve the request and submit to DFAS-CO for processing. To avoid the potential rejection, you can submit the request directly to the ACO for “pre-signing” before the request is sent to the payment office. This is one of the few circumstances in which pre-signing is authorized by DLA Manual (DLAM) 8105.1.

**Payment Delays.** Certain types of errors on the progress payment request frequently cause payment delays. These include:

- Missing entries, especially in Blocks 5, 6a, and 6b of SF Form 1443.
- Misplaced entries on the progress payment request.
- Typographical errors.
- Missing required data in Section III of the request.
- Missing FMS data. The letters “FMS” must be entered after the progress payment request number on all FMS progress payments. In addition, the dollars to which the request applies must be allocated between the foreign countries involved.

**Liquidation.** Problems may occur with liquidation of progress payments when the contractor anticipates liquidation and indicates the amount he expects to be liquidated instead of the gross invoice amount. This should not be done for the following reasons:

- First, consider an example in which the value for the items on the invoice being submitted is \$100,000. When the invoice is prepared, there are outstanding progress payments and the liquidation rate is 80%. In this case, the invoice shows “less \$80,000 for liquidation of progress payments - net invoice value \$20,000.” Through a clerical error, DFAS-CO may process this as a \$20,000 invoice, liquidating 80% of the \$20,000, and paying you only \$4,000.

- Second, the actual liquidation of progress payments takes place when the invoices are paid, not when the invoices are issued. While you may have outstanding progress payments when you issue the invoice, there may not be any outstanding when the invoice is paid. DFAS-CO may end up not recouping any progress payments, or it may recoup a smaller amount than anticipated. There may also be cases in which you, the contractor, do not anticipate any recoupment when you issue your invoice. However, when the invoice is paid, there may be outstanding progress payments which must be liquidated. Therefore, please *indicate the gross dollar amount on the invoice rather than the liquidated amount*.

### **Performance Based Payments**



The Federal Acquisition Streamlining Act (FASA) of 1994 includes a new provision for the use of Performance Based Payments (PBPs) as an alternative to progress payments for contract financing. This new type of contract financing is based upon certain specified performance criterion being accomplished (i.e., milestones) versus cost accumulation which is the basis for progress payments. A new Federal Acquisition Regulation (FAR) clause, 52.232-32, Performance Based Payments, has been developed these new types of contract financing are outlined in FAR Subpart 32.10. Final coverage of the new provision is published in Federal Acquisition Circular 90-33, dated October 1, 1995.

Because this is a new initiative, MOCAS has not yet been modified to pay PBPs automatically. Consequently, all PBPs will have to be paid manually until system changes can be developed.

## **Commercial Item Financing**

Commercial Item Financing (CIF) is another form of contract financing resulting from the Federal Acquisition Streamlining Act (FASA) of 1994. The FASA created a distinction between contracting for commercial items and non-commercial items. FAR Part 12 and Part 52 were revised to address the acquisition of commercial items and to allow contracts to be written in accordance with customary market practices.

As a result of the distinction between contracting for commercial versus non-commercial items, FASA also created a fundamental distinction between the financing of these different types of procurements. As such, certain subparts under FAR Part 32 are entirely new to include the requirements for CIF.

There are basically two types of Commercial Item Financing:

- 1) **Commercial Advance Payments** which take place before any work is done on the contract, and
- 2) **Commercial Interim Payments** which involve financing payments after some work has been accomplished.

Both types are financed payments (not payment for completed and accepted items) and will be liquidated against delivery payments once the items are shipped and accepted. These financing payments are not subject to Prompt Payment Act interest penalties. They can be authorized for use on Commercial contracts provided the PCO determines they are customary and appropriate in the commercial marketplace and are in the best interest of the government.



## SIGNIFICANT REGULATORY REQUIREMENTS

### Prompt Payment Act



The Prompt Payment Act (PPA) requires Federal agencies to make invoice payments in a timely manner. Timely means that payments will not be made early or late. The specific payment timeframes are as follows:

Within a 15-day grace period following the due date for contracts issued prior to April 1, 1989. And by the due date for contracts issued on or after April 1, 1989.

If we fail to make timely payment on a proper invoice, we will issue a

subsequent check for interest in accordance with applicable laws. Payments for contract financing provisions, such as progress payments (for other than construction or architect-engineer contracts) are not subject to the Prompt Payment provisions. With the passage of Section 1010 of the National Defense Authorization Act for FY 2001 prompt payment interest is now applicable to interim cost vouchers on cost-reimbursement service contracts. While the passage of this act does not change the DoD policy for paying these vouchers within 14 days or less, it does mandate that interest be paid on these vouchers if we don't pay them within 30 days.

Additional provisions are covered in 5 CFR (Code of Federal Regulations) Part 1315, Prompt Payment (formerly Office of Management and Budget (OMB) Circular A-125).

## **Computation of Payment Due Date**

Payment due dates are calculated in accordance with Federal Acquisition Regulation (FAR) 52.232-25. The due 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 30<sup>th</sup> day after the designated billing office has received a proper invoice from the Contractor.

2) The 30<sup>th</sup> day after Government acceptance of supplies delivered or services performed by the Contractor. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30<sup>th</sup> day after the date 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.

## **Cash Management**

According to the Prompt Payment Act (5 CFR Part 1315) an agency shall make 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.



**Prevalidation - Grassley  
Amendment to Acquisition Reform  
Bill H.R. 4650-56, and Section 8137  
of Public Law 103-335**



This law requires the Secretary of Defense to match DoD disbursements to specific obligations at the responsible accounting station, prior to disbursement. In order to prevent significant payment delays, prevalidation has been phased in for contracts paid out of the MOCAS

(Mechanization of Contract Administration Services) system. Below are the various prevalidation thresholds for MOCAS-paid contracts, along with the timeframes they were implemented. The MOCAS prevalidation threshold is based on the gross dollar value of the invoice. Further reductions will take place in the future until all invoices are prevalidated. Before any additional reductions are made the Contract Pay Product Line must assess the impact of the threshold drop to ensure timely payment of invoices is not adversely impacted.

Reduction Date	Thresholds for Contracts Awarded	
	FY96 & Prior	FY97 & Later
Jul-95	\$5,000,000	N/A
Jul-96	\$4,000,000	N/A
Oct-96	\$4,000,000	\$0
Mar-97	\$4,000,000	\$2,500
Jul-97	\$3,000,000	\$2,500
Jul-98	\$1,000,000	\$2,500
Dec-98	\$1,000,000	\$500,000
Nov-99	\$500,000	\$500,000
Feb-00	\$500,000	\$250,000
Apr-00	\$500,000	\$150,000
Jul-00	\$500,000	\$100,000
Sep-00	\$400,000	\$100,000
Nov-00	\$100,000	\$100,000
Jan-01	\$80,000	\$80,000
Mar-01	\$60,000	\$60,000
May-01	\$45,000	\$45,000
Jul-01	\$35,000	\$35,000
Oct-01	\$25,000	\$25,000

## ROUTINE PAYMENT QUESTIONS



For explanation of contract terms involving payment, or initial inquiries regarding late payments, please contact the Customer Service personnel at DFAS - Columbus. Our staff will be glad to provide assistance. Phone numbers and addresses are provided in **Appendix III**.

If you are inquiring about payment status, please wait at least 15 days after submission of invoice. Payment status can be determined through the use of the MOCAS Vendor Pay Inquiry System (VPIS). For assistance in registering, contact Customer Service at 1-800-756-4571, option 6.

When you call Customer Service, please be prepared to provide the following information:

- Paying Office.
- Contract Number.
- Contract Call/Order Number (if applicable).
- Shipment Number.
- Date submitted to the payment office.
- Invoice Number.

If you are asking the payment status on an invoice less than 30-days old, we will usually be able to answer immediately.

If you ask a question that requires further research (e.g., the reason for payment delay), our Customer Service personnel will document the call, research the question, and provide a response typically within 24-48 hours. This allows other contractors to call our Customer Service phone lines while we research the answer to your question.

## SPECIAL PAYMENT QUESTIONS

If you encounter payment problems involving a particular contract or invoice, you should contact Customer Service, 1-800-756-4571 and use the appropriate options.

## PROCEDURES FOR RETURNED AND RECERTIFIED CHECKS

**Returned Checks.** It may become necessary to return a check to the US Government. In this case, please contact our Disbursing Customer Service Office, 1-800-756-4571, using the appropriate option, for assistance. They will provide you with specific instructions and information to include in your letter. The funds should be returned immediately to:

Defense Finance and Accounting Service - Columbus Center  
ATTN: DFAS-ADPCB/CA  
P.O. Box 182267  
Columbus, OH 43218-2267

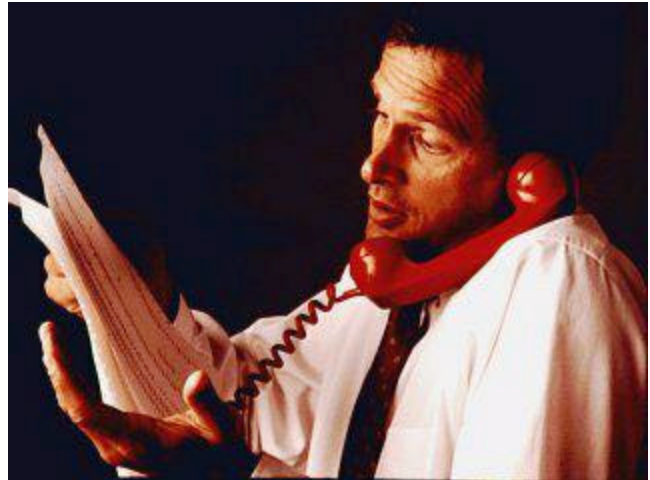
**Recertified Checks.** A recertified check is one that is issued to replace a lost or stolen check (See Volume 5 of the DoD Federal Management Regulation (FMR), Chapter 8). You, the contractor, must submit a formal request for a tracer and stop payment order on the original check.

Again, our Disbursing Customer Service staff will gladly advise you about the steps you should follow.

**Demand Letters.** This correspondence is addressed to the contractor who is cited for indebtedness, and directed to return the debt amount to the US Government. The demand letter is commonly referred to as a "Bill for Collection" or "B/C", and may be initially issued by either the ACO or the Disbursing Officer through the function of Accounts Receivable. The date of the initial demand letter represents the first day of a 30-day interest-free grace period. The date of the initial demand letter is important, because it serves as the basis for a reliable timeframe in which to monitor the collection process. Repayment is due within 30 days from the date of the initial demand letter. If payment is not received within 30-days from the date of the initial demand letter, the interest payment required is retroactive to the beginning of the 30-day period.

## COMMON ERRORS LEADING TO DELAYED PAYMENT

· **Erroneously marking the Contract Administration Office (CAO) copy of the DD Form 250 as an invoice.** Per Appendix F of the DoD FAR Supplement, the CAO copy of the DD Form 250 should not be marked as an invoice. Any document marked “invoice” is treated as an invoice.



### Preparation Errors on DD Form 250

- Incorrect or missing contract number.
- Missing, improperly structured or out-of-sequence shipment number.
- Failure to mark DD Form 250 invoice as “invoice” (except as stated above concerning the CAO copy of the DD Form 250).
- Missing or erroneous Unit of Measure.
- Contract Line Item Number that does not match CLIN on corresponding contract.
- Extension errors (Unit Price times Quantity). Ensure that the Unit Price on your invoices is the same as the one on your contract.
- Failure to attach supporting documents to your invoice. If your contract requires evidence of shipment, you must attach this evidence to your invoice. Only one copy is required. See the previous section on Evidence of Shipment (page 9) for an explanation.
- Extraneous documents (i.e., copies of contractual documents) should not be sent to the payment office with your invoice. This could delay the proper distribution of your invoice. If the payment office requires additional documents, a Customer Service representative will contact you.
- Including **multiple shipments on a single commercial invoice** can result in payment delays. Sometimes we will receive acceptance on one of the shipments prior to the others. Likewise, submitting more than one invoice for each shipment can result in delayed payment. Therefore, we recommend that you include only one shipment on each invoice.

Contractors are advised to ensure the **correct address** appears on invoices. The address indicated on the invoice will be used to return unpayable invoices.

## CUSTOMER SERVICE INFORMATION



### **Customer Support Office**

The DFAS Columbus Customer Support Office is dedicated to making its customers' needs a top priority and devoted to assisting contractor and vendor pay customers. We continually strive to improve customer service through team building, process improvements, and serving as a prototype for technological advances and reinvention initiatives.

The Customer Support Office is comprised of the Customer Service Resource Center (CSRC) and the Centralized Customer Service Center (CCSC) whose major functions are:

- Customer Service Resource Center: resolves complex customer issues or concerns; coordinate/facilitate customer site visits/conferences (i.e. open houses, DIL, Roadshows); customer visit surveys/follow-up phone surveys; trend analysis/business process improvements; VPIS administration; customer service representatives working group meetings.
- Centralized Customer Service Center: provides telephone statistical reporting/analysis, assist ASKDFAS E-mail inquiry program [www.dfas.mil](http://www.dfas.mil), customer service web posting/updating (i.e., DFAS reference tool, Commercial Pay Corner, customer service phone listing).

The Center's toll-free customer service number (1-800-756-4571) provides the customer with six options via the Automatic Call Distributor (ACD) telephones.

The automated answering system will route calls according to the option choices listed next to each category. Please use these options to get the quickest response at DFAS Columbus.



CONTRACT PAY		
	MOCAS/North	Option 1, then 1
	MOCAS/South	Option 1, then 2
	MOCAS/West	Option 1, then 3
VENDOR PAY		
	Stock Fund/Subsistence	Option 2, then 1
	Stock Fund/General/Industrial	Option 2, then 2
	Stock Fund/Construction/Electronics	Option 2, then 2
	Stock Fund/Medical/Clothing/Textiles	Option 2, then 2
	Stock Fund/Fuel Payments	Option 2, then 2
	Commercial Payments	Option 2, then 2
DISBURSING		
	EFT/CCR	Option 3, then 1
	Re-certified Checks	Option 3, then 2
TRAVEL		
	Travel Payment Division	Option 4
Vendor Pay Inquiry System (VPIS)		Option 5
Referral/Assistance		Option 6

**VPIS:**

The Vendor Pay Inquiry System (VPIS) is an application developed for the convenience of contractors doing business with the Department of Defense (DoD).

- ◆ Interactive web based system, accessible 24 hours daily and featuring download capability.
- ◆ Provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service is responsible for paying.
- ◆ Consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open contracts, plus any payments made within the last 90 days.
- ◆ Contains data from all DFAS paying locations, RAFO Korea, and Ramstein AFB.

**Vendors can use VPIS to:**

- ◆ Research the status of a recently filed invoice.
- ◆ Determine when payment will be issued.
- ◆ Determine if something is lacking for payment processing.
- ◆ Obtain information associated with a check received.
- ◆ Contract number, invoices covered, interest or freight included in the payment, or tax or discount withheld.
- ◆ Obtain the same background information for an electronic funds transfer (EFT) payment.

## **MOCAS VPIS**

It provides free direct access to MOCAS contractors to invoice status for contracts administered by a DCMA. Contractors must be registered and approved for invoice information access.

## **Non-MOCAS VPIS**

Began implementation in June 1997 and SAMMS in September 2000 for the following:

- Computerized Accounts Payable Systems (CAPS)
- Integrated Accounts payable Systems (IAPS)
- Standard Accounting and Reporting System (STARS)
- Defense Integrated subsistence Management Systems(DISMS)
- Automated Voucher Examiner Disbursing System (AVEDS)
- Standard Automated Material Management System (SAMMS)

MOCAS and Non-MOCAS VPIS have e-mail inquiry system for comments or questions and to provide invoice payment status if it does not appear in VPIS.

Contractors can register for VPIS MOCAS at [cco.vpis-mocas@dfas.mil](mailto:cco.vpis-mocas@dfas.mil)  
Instructions are self-explanatory. You will need to create your own unique User ID and Password in order to access the system.

If you have any questions, contact DFAS Columbus's VPIS Administrator, 1-800-756-4571 (select option 5).



## Electronic Document Access (EDA)



Electronic Document Access (EDA) provides multiple Department of Defense (DoD) communities on-line, World Wide Web access to documents used to support the procurement, contract administration, bill paying, and accounting processes. The current business environment relies upon hard copy for the distribution, storage, and retrieval of contractual and payment information. EDA replaces the paper process by providing a single, read-only "electronic file cabinet" that can be accessed by any authorized DoD user.

EDA offers DoD the opportunity to store and retrieve contract documents electronically; thus, reducing the need to print, mail, file, and manage paper. Designed to integrate with other electronic document initiatives, EDA is a Department-wide virtual file cabinet and replaces the paper version of contract documents with an electronic version. This electronic document can be accessed by authorized users using internet tools from nearly any location within DoD.

EDA also offers on-line storage and retrieval of post award contracts, contract modifications, both personal property and freight Government Bills of Lading (GBLs) and vouchers in a compressed text format. The combined use of this format with Internet technology provides a mechanism to electronically store and retrieve large volume of information across existing communication networks. Instead of "building from scratch," EDA capitalized on commercial tools that are widely used today. Some of the benefits include aiding the reduction of unmatched disbursements, reducing paper consumption, and increasing convenience to contract specialists and other members of the user community.

Contracts will also benefit from this process. This will allow for greater expediency and accuracy in responding to customer inquiries. Customer service personnel will not have to retrieve contract files in order to view hard copy documents. Contractors will have less concern as to whether their contractual documents were received in-house. In addition, the ability to view contractual documents electronically will decrease the number of delayed payments to contractors due to non-receipt of hard copy documents.

EDA offers many capabilities to the user community. However, all capabilities are not available to all registered users. Your organizational role and the requirement of need to know will dictate your capabilities and access into EDA.

## **Electronic Data Interchange (EDI) Invoices**



Electronic Data Interchange (EDI) is the computer to computer exchange of routine business information in a standard format. DFAS has implemented EDI transactions to support contracting and accounting processes.

DFAS has implemented EDI to submit commercial invoices for: the Standard Automated Material Management System (SAMMS) contracts; requests for progress payments, public vouchers, and commercial invoices for the Mechanization of Contract Administration Services (MOCAS) system contracts; and commercial invoices for the Standard Accounting and Reporting System (STARS) contracts.

These EDI transaction sets eliminate the need to re-enter critical contract data in our contract pay system and financial data in the DFAS administered accounting systems. Implementing EDI invoicing capability, coupled with the increased use of Electronic Funds Transfer (EFT), has been a major factor in decreasing errors and improving payment processing.

DFAS has implemented a Web Invoicing System (WInS) available through the Internet system in addition to the traditional Value Added Network (VAN) based EDI.

### **WInS: Invoices through the Internet**

DFAS Web Invoicing meets the Federal Government's overall goal to streamline information flow while increasing speed and quality. It is extremely easy to use and cost-effective to our customers, and DFAS.

WInS enables current DFAS-CO MOCAS paper based vendors to send invoices electronically with little or no cost. A vendor only needs a standard office computer with Internet connectivity. Vendors enter their invoices into easy to understand templates on a DFAS Web server that processes and routes the invoices to the appropriate payment system.

Your invoices are translated into 810 electronic data interchange files, electronically passed through a secure process, and translated daily into the MOCAS, SAMMS, BSM, STARS, CAPS, IAPS, CAPS, and DISMS payment systems. Your invoices are entered exactly as you transmit them. There are no mail or re-entry delays. DFAS will not re-key your data.

**WinS...IT'S FREE & EASY!** The vendor gains all the benefits of submitting their invoices electronically but eliminates the normal cost associated with EDI through a VAN.

***It's all on this Internet site:***

<https://ecweb.dfas.mil>

**To Get Started:**

- ✓ Click on ***New Account***
- ✓ Complete the registration form and include all your Cage Codes
- ✓ Click on ***Continue*** to submit
- ✓ You will receive your ***User ID and Password*** in approximately 24 hours

**To Test:**

- ✓ Contact your DFAS-Columbus EDI Test Partner \*
- ✓ Use **three (3) previously paid invoices** to be input as test data
- ✓ Log on with your ***User ID and Password***
- ✓ Select payment system and invoice type
- ✓ Input one of your test invoices into the WinS Internet site
- ✓ **Fax and test** invoices to **614-693-6519**
- ✓ Your test partner will call with a complete, detailed review of the fax/transmission data
- ✓ Three good tests are required to ensure **you are ready for WinS production**

***Electronic Invoice Test Partners***

<b>Corporate Name Begins with</b>	<b>Telephone</b>
A – G	614-693-6505
H – Q	614-693-6507
R – Z	614-693-6858

**Electronic Document Management (EDM)**

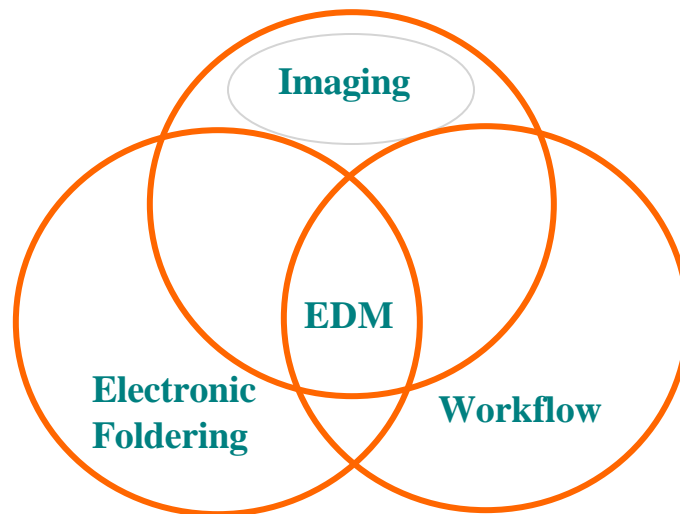
The EDM system was created to convert hard copy contractual documentation into electronic documents, to provide a means to route the documents through the Contract Entitlement Directorate (DFAS-BK/CC) and enter them into the Mechanization of Contract Administration Services (MOCAS) system.



EDM employs three primary technologies to convert paper documents into electronic images and to automate the processing of these documents:

- Imaging: The ability to create electronic images of paper documents and store them on a computer for later viewing.
- Electronic Foldering: The logical grouping of electronic documents for processing and reference.
- Workflow: The automation of business rules and procedures to replace the manual distribution of paper documents. Sets of related images, called cases, are grouped by folder and moved from one process to another using workflow.

Together they form a system, which manages information without paper, automates the presentation of material in the integration of business applications, and standardizes business processes.



EDM was initially introduced to the Contract Entitlement Directorate (DFAS-BK/CC) in two phases, commonly referred to as releases.

**Release 1** consisted of the conversion of hard copy documents, the indexing of the electronic documents, and the Contract Input Workflow used to enter contracts and modifications into MOCAS.

**Release 2** consisted of all workflows within Invoice Processing, Contract Audit, and Contract Closeout, related to the payment of invoices. Due to various EDM system initiatives and scheduled implementation dates, these two releases are no longer viewed separately.

## **Electronic Funds Transfer (EFT)**

The Debt Collection Improvement Act of 1996 requires payment on all Federal contracts to be made via Electronic Funds Transfer (EFT) if the solicitation was issued after June 26, 1996.

To reduce the burden of registering with each DFAS payment office, effective June 1, 1996, all DFAS payment offices are using the EFT data provided in the CCR to issue EFT payments. Vendors that are required to register in the CCR are no longer required to complete EFT registration forms for each payment office from which they receive payments.

EFT is the method by which funds are electronically deposited into a predetermined bank account. Benefits include an end to stolen or lost checks, as well as deposit delays; prompt availability of money; and an electronic "Advice of Payment."

## **Central Contractor Registration (CCR)**

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury. 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, NASA, DoT and Treasury on solicitations data after June 1, 1998.

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, or they can complete a CCR form and send it to the Registration Assistance Center that services them.

For Internet Registration,

Step 1: Access @ <http://www.ccr.gov>.

Step 2: Complete and submit the online registration.

Note: If you already have the necessary information on hand, the on-line registration takes approximately 30 minutes to complete, depending upon the size and complexity of your company.

Step 3: Receive a temporary confirmation number assigned to you to save your application.

## **FOREIGN RESTRAINTS**

Foreign companies that perform work outside the United States are not required to register in CCR in order to receive a government contract. However, if you perform work inside the U.S or its territories or wish to otherwise register, you must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source.

## **Wide Area Workflow (WAWF)**

Wide Area Workflow (WAWF) is a paperless contracting initiative. The WAWF Prototype supports DoD efforts to reduce unmatched disbursements in the DoD receipt, acceptance, entitlement, and payment process through sharing data and electronic documents. This initiative will eliminate all DoD internally required non-digital transactions (e.g., paper documents, forms, reports, etc.) from the DoD contracting process.

WAWF provides a technical approach for integrating and applying EDM, EDA, and EDI solutions with web interactive forms in a prototype business solution. The goal is to enable authorized defense contractors and DoD personnel to access the documents required for a payment action in a "paperless" environment by creating a virtual contract payment folder.

# Appendix I

## Sample DD Form 250

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Instructions for Completing the DD Form 250  
(Refer to DoD FAR Supplement Appendix F or your ACO for more details.)

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<b>Block 1</b>	13 digit contract number, and four digit call/order number, where applicable.
<b>Block 2</b>	Shipment number. Example: ABC0001 or ABC0001Z.
<b>Block 3</b>	Actual or estimated shipment date.
<b>Block 4</b>	Government or commercial bill of lading transportation control number.
<b>Block 5</b>	Discount terms in percentages and days allowed.
<b>Block 6</b>	Invoice number and actual or estimated date of submission.
<b>Block 7</b>	Consecutive page numbers.
<b>Block 8</b>	Enter "S" for source acceptance point or "D" for destination acceptance point.
<b>Block 9</b>	Contractor name, address and CAGE code.
<b>Block 10</b>	Contract Administration Office address and DoD Activity Address Directory (DoDAAC) code number.
<b>Block 11</b>	Address, FOB and code of "shipped from" location.
<b>Block 12</b>	Payment office name, address and code as stated in contract.
<b>Block 13</b>	"Shipped to" address and code from contract.
<b>Block 14</b>	"Marked for" address and code from contract.
<b>Block 15</b>	CLIN, SUBCLIN, and ELIN item number as cited in contract.
<b>Block 16</b>	Item name, stock and/or part number and description.
<b>Block 17</b>	Quantity shipped.
<b>Block 18</b>	Abbreviated unit of measure.
<b>Block 19</b>	Unit price.
<b>Block 20</b>	Extended amount.
<b>Block 21</b>	To be completed by Quality Assurance Representative.
<b>Block 22</b>	To be completed by receiving activity.
<b>Block 23</b>	Contractor use only.

## Appendix II

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890      0229		(ORDER)NO.	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	8.ACCEPTANCE POINT S
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.B/L		5.DISCOUNT TERMS NET 30 DAYS			
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S3912A		
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1010	
13.SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		CODE N21907	14.MARKED FOR		CODE		
15. ITEM NO. 0001	16.STOCK/PART NO (Indicate number of shipping containers-type container-container) CA	DESCRIPTION Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17                      Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		17. QUANTITY SHIP/REC'D* 700	18. UNIT PR	19. UNIT PRICE \$5.32780	20. AMOUNT \$3,729.4600
		UNIT PRICE		700	PR	\$5.32780	\$3,729.4600
		GFM		700	PR	\$0.90780	\$ 635.4600
		CMT		700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input checked="" type="checkbox"/> PQA X <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"/> <input type="checkbox"/> supporting documents conform to contract,except as noted herein or on made by me or under my supervision and they PQA ACCEPTANCE of listed items has been		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE _____ SIGNATURE OF AUTH GOV'T REP Dennis Racmanoff		DATE _____ SIGNATURE OF AUTH GOV'T REP		DATE RECEIVED _____		SIGNATURE OF AUTH GOV'T REP _____	
TYPED NAME AND TITLE S3911A Alternate Release Schedule		TYPED NAME AND TITLE		*If quantity received by the Government is the same as quantity shipped,indicate by (V) mark,if different,enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY							
DD Form 250							



<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890 0229		(ORDER)NO.	6.INSTRUMENT NO. 960792 1 MAR 96	7.PAGE 1	8.ACCEPTANCE POINT S
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.BL	5.DISCOUNT TERMS NET 30 DAYS				
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S3912A		
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1010	
13.SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		CODE N21907	14.MARKED FOR		CODE		
15. ITEM NO.	16.STOCK/PART NO <small>(Indicate number of shipping containers-type container-container)</small>	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001 CA		Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700	PR	\$5.32780	\$3,729.4600
			UNIT PRICE	700	PR	\$5.32780	\$3,729.4600
			GFM	700	PR	\$0.90780	\$635.4600
			CMT	700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN		B. DESTINATION		Quantities shown in column 17 were received in apparent good condition except as noted.			
<input checked="" type="checkbox"/> PQA X 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.		<input type="checkbox"/> supporting documents. <input type="checkbox"/> conform to contract, except as noted herein or made by me or under my supervision and they PQA ACCEPTANCE of listed items has been		DATE RECEIVED _____ SIGNATURE OF AUTH GOV'T REP _____			
DATE <u>13 Mar 96</u> SIGNATURE OF AUTH GOV'T REP <u>Dennis Racmanoff</u>		DATE _____ SIGNATURE OF AUTH GOV'T REP _____		TYPED NAME AND TITLE _____			
TYPED NAME AND TITLE <u>S3911A Alternate Release Schedule</u>		TYPED NAME AND TITLE _____		*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY							
<u>Ronnie F. Duncan</u>				<u>Mar 13 96</u>			
Ronnie F. Duncan, Superintendent of Industries				Date			

DD Form 250

Sample 1, Government Furnished Material Example

MATERIAL INSPECTION AND RECEIVING REPORT		1.PROC. INSTRUMENT IDEN.(CONTRACT) N00140-93-D-AF28		(ORDER)NO. D061	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	OF 1
2.SHIPMENT NO. VIC0001	3.DATE SHIPPED 1 MAR 96	4.B/L		5.DISCOUNT TERMS			
9.PRIME CONTRACTOR VITRO CORPORATION 1601 RESEARCH BLVD. ROCKVILLE, MD 20850		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249			CODE S2101A	
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362			
13.SHIPPED TO COMMANDING OFFICER NAVSEALOGEN P.O. BOX 2060 5450 CARLISLE PIKE MECHANICSBURG, PA 17055		CODE N21907	14.MARKED FOR F. SHOWALTER/CODE N31			CODE N31149	
15. ITEM NO. SOW 0001	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION DATA IN ACCORDANCE WITH CDRL FORM 1423 AS FOLLOWS:  FINAL RELOCATION DRAWINGS		17. QUANTITY SHIP/REC'D* 3	18. UNIT EA	19. UNIT PRICE NSP	20. AMOUNT NSP
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input type="checkbox"/> PQA <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"/> PQA <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.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE 5/10/96		DATE 13 Jun 96		SIGNATURE OF AUTH GOV'T REP <i>Dennis Racmanoff</i>		SIGNATURE OF AUTH GOV'T REP <i>F. Groves</i>	
TYPED NAME AND TITLE		TYPED NAME AND TITLE Dennis Racmanoff CODE N31		TYPED NAME AND TITLE Code N31 <i>If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.</i>			
22. CONTRACTOR USE ONLY  Vitro Job NO: 044200-0561-03-0061-130000 Vitro Letter of Reference: DO-23-11							

DD Form 250

Sample 2, Data Item Example

<b>MATERIAL INSPECTION AND RECEIVING REPORT</b>		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890 0229		(ORDER)NO.	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	OF 1
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.BL		5.DISCOUNT TERMS NET 30 DAYS			
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S3912A		
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1010	
13.SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		CODE N21907	14.MARKED FOR				
15. ITEM NO. 0001 SA	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
		Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700	PR	\$5.32780	\$3,729.4600
		UNIT PRICE		700	PR	\$5.32780	\$3,729.4600
		GFM		700	PR	\$0.90780	\$635.4600
		CMT		700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN		B. DESTINATION		Quantities shown in column 17 were received in apparent good condition except as noted.			
<input checked="" type="checkbox"/> PQA 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.		<input type="checkbox"/> PQA 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.		DATE RECEIVED _____ SIGNATURE OF AUTH GOV'T REP _____			
DATE 13 Jun 96 SIGNATURE OF AUTH GOV'T REP Dennis Racmanoff		DATE _____ SIGNATURE OF AUTH GOV'T REP _____		TYPED NAME AND TITLE _____			
TYPED NAME AND TITLE S3911A Alternate Release Schedule		TYPED NAME AND TITLE _____		*If quantity received by the Government is the same as quantity shipped, indicate by ( ) mark, if different, enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY							
Ronnie F. Duncan				Jun 13 96			
Ronnie F. Duncan, Superintendent of Industries				Date			

DD Form 250

Sample 4, Corrected Copy Example

**Appendix III**  
**DFAS COLUMBUS**

**CUSTOMER SERVICE PHONE NUMBERS**

<b>CENTRALIZED CUSTOMER SERVICE</b>	<b>DFAS-BAC/CC</b>	<b>800-756-4571 614-693-8507</b>
MOCAS/North	DFAS-BACRN/CC	Option 1, then 1
MOCAS/South	DFAS-BACRS/CC	Option 1, then 2
MOCAS/West	DFAS-BACRW/CC	Option 1, then 3
Stock Fund/Subsistence	DFAS-BVDPI/CC	Option 2, then 1
Stock Fund/General/Industrial	DFAS-BACRL/CC	Option 2, then 2
Stock Fund/Construction/Electronics	DFAS-BACRL/CC	Option 2, then 2
Stock Fund/Medical/Clothing/Textiles	DFAS-BACRL/CC	Option 2, then 2
Stock Fund/Fuel Payments	DFAS-BACRL/CC	Option 2, then 2
Commercial Payments	DFAS-BACRL/CC	Option 2, then 2
EFT/CCR	DFAS-ADQR/CA	Option 3, then 1
Re-certified Checks	DFAS-ADPCB/CA	Option 3, then 2
Travel Payment Division	DFAS-PTC/CO	Option 4
Vendor Pay Inquiry System (VPIS)	DFAS-BACR/CC	Option 5
Customer Service Resource Center (CSRC)	DFAS-BACR/CC	Option 6
Referral/Assistance	DFAS-BAC and BACR/CC	Option 6
Accounting	DFAS-AITP/CA	614-693-7098
Stock Fund Accounting (DeCA Bad Checks)	DFAS-AIEB/CA	800-635-6045 614-693-4987
DeCA Vendor Pay	DFAS-BVDV/CA	800-756-4577 614-693-8508
Contractor Debt Collection	DFAS-BKRD/CC	614-693-8718
Human Resources	DFAS-HO/CO	614-693-6742 614-693-6674

**current as of November 19, 2002**

# Points of Contact

## Contract Pay Operations

Mailing Address: DFAS - Columbus  
Contract Pay Operations  
P.O. Box 182317  
Columbus, OH 43218-2317

FAX: 614-693-6350

Express Mail: DFAS - Columbus  
Contract Pay Operations  
3990 East Broad Street, Bldg. 21  
Columbus, OH 43213-1152



# Points of Contact

## North Entitlement Operations

Mailing Address: DFAS - Columbus  
North Entitlement Operations  
P.O. Box 182317  
Columbus, OH 43218-2317

FAX: 614-693-6260/9041  
DCC: 614-693-2200

## **Invoices/Correspondence**

DFAS - Columbus  
North Entitlement Operations  
P.O. Box 182266  
Columbus, OH 43218-2266

## **Express Mail**

DFAS - Columbus  
North Entitlement Operations  
3990 East Broad Street, Bldg. 21  
Columbus, OH 43213-1152

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DCMA Boston  
DCMA Buffalo  
DCMA Raytheon  
DCMA General Dynamics Government Systems  
DCMA Lockheed Martin Federal Systems – Owego  
DCMA General Dynamics Defense Systems  
DCMA Long Island  
DCMA Hartford  
DCMA Northrop Grumman Bethpage  
DCMA Textron Systems Division  
DCMA Indianapolis  
DCMA Raytheon Communications System  
DCMA Allison Engine/Rolls Royce  
DCMA Honeywell International  
DCMA Reading  
DCMA Lockheed Martin – Delaware Valley  
DCMA Lockheed Martin – Cleveland  
DCMA Dayton  
DCMA Ottawa – Canada  
DCMA Boeing – Philadelphia

DCMA Manchester  
DCMA Syracuse  
DCMA Lockheed Martin Sanders  
DCMA Lockheed Armt  
DCMA GE Lynn  
DCMA New York  
DCMA Stratford  
DCMA Hamilton Standard  
DCMA Sikorsky Aircraft  
DCMA Pratt & Whitney East Hartford  
DCMA Grand Rapids  
DCMA Philadelphia UDLP  
DCMA Springfield  
DCMA GE Corp/Kearfott/MIDSCO  
DCMA Pittsburgh  
DCMA Cleveland  
DCMA GE Aircraft Engines – Cincinnati  
DCMA Detroit  
DCMA Philadelphia

# Points of Contact

## South Entitlement Operations

Mailing Address: DFAS – Columbus  
South Entitlement Operations  
P.O. Box 182317  
Columbus, OH 43218-2317

FAX: 614-693-5450  
DCC: 614-693-2224

## **Invoices/Correspondence**

DFAS - Columbus  
South Entitlement Operations  
P.O. Box 182264  
Columbus, OH 43218-2264

## **Express Mail**

DFAS - Columbus  
South Entitlement Operations  
3990 East Broad Street, Bldg. 21  
Columbus, OH 43213-1152

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DCMA Birmingham  
DCMA APMO/Aircraft PGM Management  
DCMA Harris – Orlando  
DCMA Lockheed Aero  
DCMA South Florida – Hollywood  
DCMA Puerto Rico  
DCMA Pratt & Whitney West Palm Beach  
DCMA Baltimore  
DCMA Manassas

DCMA PEMCA Aeroplex – Birmingham  
DCMA Grumman – St. Augustine  
DCMA Grumman – Melbourne  
DCMA Martin Marietta – Orlando  
DCMA Orlando  
DCMA St. Petersburg  
DCMA Atlanta  
DCMA Westinghouse Electric – Baltimore  
DCMA Norfolk

# Points of Contact

## West Entitlement Operations

Mailing Address: DFAS - Columbus  
West Entitlement Operations  
P.O. Box 182317  
Columbus, OH 43218-2317

FAX: 614-693-6350  
DCC: 614-693-2200

## **Invoices/Correspondence**

DFAS - Columbus  
West Entitlement Operations  
P.O. Box 182381  
Columbus, OH 43218-2381

## **Express Mail**

DFAS - Columbus  
West Entitlement Operations  
3990 East Broad Street, Bldg. 21  
Columbus, OH 43213-1152

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DCMA Phoenix  
DCMA Boeing – Seattle  
DCMA Lockheed – Sunnyvale  
DCMA Rockwell – Conoga Park  
DCMA Northrop  
DCMA Lockheed Martin Astronautics  
DCMA Wichita  
DCMA Northern Europe – Bristol  
DCMA Middle East - Egypt  
DCMA Southern Europe – Germany  
DCMA Pacific – Singapore  
DCMA Pacific – Japan – Atsugi  
DCMA Middle East – Saudi Arabia Air  
DCMA Southern Europe – Italy  
DCMA Van Nuys  
DCMA Santa Ana  
DCMA Chicago  
DCMA Denver  
DCMA Twin Cities  
DCMA San Antonio  
DCMA Texas Instruments  
DCMA Bell Helicopter/Textron

DCMA Hughes – Tucson  
DCMA Boeing Seal  
DCMA Hawaii  
DCMA Douglas Aircraft – Long Beach  
DCMA Thiokol  
DCMA McDonnell Douglas – St. Louis  
DCMA Southern Europe – Israel  
DCMA Pacific – Korea Seoul  
DCMA Pacific – Australia  
DCMA Middle East – Kuwait  
DCMA Pacific – Korea Kimhae  
DCMA Northern Europe – Rochester  
DCMA Northern Europe – Uxbridge  
DCMA Southern Europe – Spain  
DCMA San Francisco  
DCMA San Diego  
DCMA Seattle  
DCMA St. Louis  
DCMA Dallas  
DCMA E-Systems  
DCMA Stewart & Stevenson Services