



**File: 6320 Contracting  
6310 Purchasing**

**Date: 2007**

**Subject: Invoicing**

**To: Contractor**

**As of March 26, 2007, the Director of Acquisition Management in Washington, DC directed the Acquisition Staff to not accept invoices that are improper or not complete or incorrect. We are now directed to review invoices submitted for payment to ensure all of the elements of a proper invoice are present and are instructed to return improper invoices to contractors and vendors for correction and resubmission to the issuing office for payment processing.**

**In the near future, contractors and vendors will be required to submit electronic invoices to a third party location as the Designated Billing Office (DBO). It is imperative that contractors and vendors know the elements of a proper invoice, because when you are instructed to submit electronic invoices to the DBO and the invoice is not "proper", the invoice will be returned to you with a letter explaining the deficiency.**

**Up until now, we have been making pen & ink notations on invoices to make them proper for submission to the appropriate payment office.**

**An incorrect or incomplete invoice could possibly delay payment processing.**

**See sample format for a correct invoice.**

**WESTERN WASHINGTON AREA ACQUISITION TEAM**



## REQUIRED INVOICE INFORMATION

**REQUIRED INVOICE INFORMATION** - In accordance with Prompt Payment clauses, contractors are to submit proper invoices to the Designated Billing Office (DBO). If the invoice does not contain the information required, the DBO shall return it to the contractor within seven days after receipt, with the reasons why it is not a proper invoice. The billing office should not “hold” or “pen and ink” the invoice in an attempt to correct it. The contractor must correct and resubmit the invoice to the DBO where it will again be date stamped upon receipt. A proper invoice includes:

- Name and address of the Contractor
- Invoice date
- invoice number (Contractors are encouraged to use unique invoice numbers to facilitate processing in IAS)
- Contract/Order number
- Description, quantity, unit of measure, unit price, and extended price
- Taxpayer Identification Number (TIN) or D-U-N-S+4 (optional but highly recommended)

I have attached a suggested format for future invoices. You may use this one or one of your own, but please note, we can no longer make changes or add information to your invoice that you do not include. Rather, the Washington Office has directed us not to correct invoices, but to return them for the contractor to correct and re-submit. This could be a timely process and of course would delay a payment. I hope this information will allow all invoices to flow smoothly through the process.

**Contractor Name**  
**Contractor Address – street or PO box #**  
**Tax-ID #**  
**City, State, Zip**

**Invoice Number:** \_\_\_\_\_

**Invoice Date:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

| <u>Item Number</u>            | <u>Amount Due This Invoice</u> |
|-------------------------------|--------------------------------|
| 0001                          | \$ 00,000.00                   |
| 0002                          | \$ 00,000.00                   |
| 0003                          | <u>\$ 00,000.00</u>            |
| <b>Total Due This Invoice</b> | <b>\$ 00,000.00</b>            |

Submitted By \_\_\_\_\_  
(Signature, Title)

For questions concerning this invoice, contact: Name  
Mailing Address  
City, State, Zip  
(Phone Number)