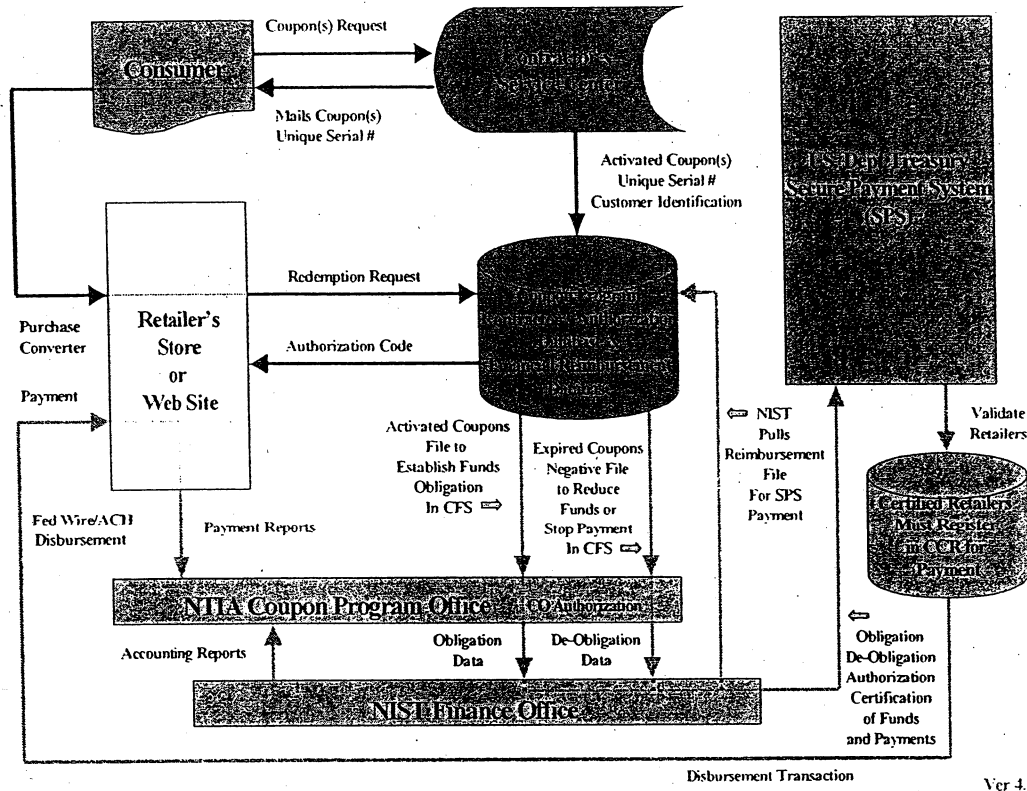# Coupon Program Payment Workflow

Ver 4.0

Payment Workflow Description:

1. Consumers request up to two coupons from the Coupon Program vendor's (contractor) service center.

2. The Coupon Program contractor processes consumer requests and provides the coupon(s) via U.S. Postal Service. The service center documents the transaction by assigning a unique coupon serial number to the consumer's name and address and coupon value. Also included is the coupon issue date and expiration date (90 days).

3. The Coupon Program contractor generates a weekly Activated Coupon File. This file is used by NIST to obligate funds in the Core Financial System (CFS) for coupon redemption and eventually payments from the Department of Treasury's Secure Payment System (SPS). The NTIA program and budget organizations will review and approve the file prior to NIST posting any obligations. The Activation Coupon File (obligation file) must contain the summary data elements as defined in Table A. Detail transaction data to support the summary file will be provided to the NTIA program office as required.

4. The consumer redeems the coupon(s) at a certified retailer store or website for a certified converter unit(s).

5. The certified retailer, who is registered in Central Contractor Registration (CCR), accepts the coupon(s) and completes the transaction after receiving an authorization code from the Coupon Program contractor ensuring the coupon(s) and transaction is valid.

6. Certified retailers' information provided includes retailer's Taxpayer Identification Number (TIN), bank account number and routing information. CCR registrants must certify CCR data annually.

7. The Coupon Program contractor creates and posts a daily (excluding Saturday, Sunday and federal holidays) Reimbursement File on their file transfer protocol (FTP) site before 8:00 a.m. This file must contain the summary data elements as defined in Table B consistent with the required CFS accounts payable standard interface (APSI) format. Detail transaction data will be provided by the Contractor to the NTIA program office as required.

8. NIST will download the Reimbursement File from the contractor's (FTP) site on a daily basis.

9. The Government intends to make payment to retailers no later than 72 business hours (excluding Saturday, Sunday and federal holidays) starting at 8:00 a.m. from the day NIST pulls the Reimbursement File.

10. NIST will authorize ACH payments directly to certified retailers via U. S. Treasury's SPS. Generally, ACH transactions processed through SPS by 5:00 p.m. CMT, will be credited to the retailer's financial institution by the opening of the next business day. The primary financial transfer will be ACH via SPS. If the need arises where NIST needs to send a payment by Fed Wire, that option is also available.

11. The Coupon Program Contractor will generate an Expired Coupons Negative File for expired, stolen and lost coupons. This file is used by NIST to de-obligate funds and/or stop payments and should be formatted to one of the two required file formats.

12. Certified retailers will provide payment reports to the Contractor and NTIA for program and internal control audits.

Table A – Weekly Activated Coupon File Summary Input for FM040 CFS Fields

Field Name	Comments
System/Obligation Number	Combination of FY & counter codes make this number unique
Document/Obligation Date	Current date of file
Vendor Name *	Contractor CCR Info
Vendor Address *	Contractor CCR Info
Vendor DUNS *	Contractor CCR Info
Item Ordered Coupon Quantity	Number
Item Unit Price ($40 or $80)	Number
Extended Unit Price	Unit price * quantity

Note: * Activated Coupon File Vendor's name, address and DUNS is the Contractor's. The Contractor will not distribute any Government funds to retailers for the redemption of coupons.

Table B – Daily Reimbursement File Summary Input for Accounts Payable Standard Interface (APSI) File Format for each Retailer

Interface File Element	Comments
Invoice Number	Vendor's invoice number (Retailer)
Vendor Number	Provide by NIST from CCR (Retailer)
Vendor ID	CFS code used to identify a vendor/retailer's address
Invoice Date	Current date file generated
Invoice/Payment Amount	Total amount on invoice
Line Item Quantity	Number of Coupons

Note: The Contractor will provide authorization of payments to retailers. The Government will approve and make payments directly to retailers for the authorized redemption of coupons.