



July 16, 2008

Reply to Attn of: 210

TO: NASA's GSFC and HQ's Procurement Vendors

FROM: 210/Associate Chief for Strategic Planning

SUBJECT: Changes to Billing/Paying Office for NASA Goddard Space Flight Center (NASA's GSFC), Headquarters Procurement Offices, and NASA Management Offices at JPL and APL Awards

Effective August 1, 2008, paying services for NASA awards, performed by NASA GSFC's Regional Finance Office, will transition to NASA's Shared Services Center (NSSC). Payments for your NASA's GSFC, HQ's and NASA Management Offices awards will be processed at the NSSC.

With respect to billing please comply with the following:

1. If your award document states that you send your bill/invoice/voucher to the NASA's GSFC, Cost and Commercial Accounts Department, Code 155, Goddard Space Flight Center, Greenbelt, MD 20771, then you will now send your bill/invoice/voucher to the NSSC at the address below.

NASA Shared Services Center (NSSC)
Financial Management Division (FMD) – Accounts Payable
Bldg 1111, C. Road
Stennis Space Center, MS 39529
Phone#: 1-877-677-2123
Fax: 1-866-209-5415
Email: NSSC-AccountsPayable@nasa.gov

Electronic submission of bill/invoice/voucher to the NSSC via e-mail is preferred, but not required over physical mailing.

2. If your contract instructs you to send or provide your bill/invoice/voucher to other than the Cost and Commercial Accounts Department (for example the Contracting Officer, to a Defense Contract Audit Agency (DCAA) Office, etc.), please continue to do so. Please affix a copy of this letter, to your DCAA cost voucher submission, to ensure the DCAA office forwards the invoice correctly to the NSSC FMD.

An administrative modification to change the designated paying office, and billing office if applicable, will be issued for your award document at a later date.

We appreciate your cooperation in this effort. Please contact the NSSC's Customer Contact Center, at 1-877-677-2123, if you have any questions regarding this notice.

A handwritten signature in black ink, appearing to read 'Rosa E. Acevedo', written in a cursive style.

Rosa E. Acevedo