

IAS ALERT



New Fax Numbers and Express Mail Address for Submitting Invoices to the National Finance Center for Payment

Currently the Integrated Acquisition System (IAS) invoices submitted to OCFO/COD-APB for processing are sent to a centralized fax number or a processing center serviced by Rural Development (RD) in St. Louis, Missouri. This RD office has recently moved. Effective **June 9, 2008**, the fax number and the express mail address for submission of IAS invoices will change. All automatic forwarding of express mail and faxes to the old address and fax number will cease on June 13, 2008. **Please do not use the old fax numbers to submit duplicate copies of invoices as this causes a backlog of invoices for NFC to process.**

In conjunction with this change, USDA is implementing unique toll free fax numbers for each agency. The unique post office box and e-mail address for each agency was distributed last year under IAS Alert No. 2007-06, and remains unchanged. The new toll free fax numbers for each agency provides additional functionality and disaster recovery options.

Below is a list of the new fax numbers for each Research, Education, and Economics agency:

Agency	IAS Pick List Office Code	Name	Fax Number (New)	Address (unchanged)	E-mail Address (unchanged)
ARS	CSC-ARS	CFC-ARS, USDA OFCO, COD, APB	888-796-0542	P.O. Box 771111 St. Louis, MO 63177	ARS.771111@stl.usda.gov
CSREES	CSC-CSREES	CFC-CSREES, USDA OFCO, COD, APB	888-796-0544	P.O. Box 78425 St. Louis, MO 63178	CSREES.78425@stl.usda.gov
ERS	CSC-ERS	CFC-ERS, USDA OFCO, COD, APB	888-796-0545	P.O. Box 78005 St. Louis, MO 63178	ERS.78005@stl.usda.gov
NASS	CSC-NASS	CFC-NASS ERS, USDA OFCO, COD, APB	877-380-8529	P.O. Box 771673 St. Louis, MO 63177	NASS.771673@stl.usda.gov

The new physical address is for mailing invoices using Express Mail **ONLY**. Please use the Post Office Box listed above when sending invoices via Standard Mail. Please make sure your "Agency Name" is clearly identified on the outside of the Express Mail envelope.

The Express Mail Address is:

USDA Rural Development
Centralized Servicing Center
4300 Goodfellow Blvd (FC-233)
Bldg 105E
St. Louis, MO 63120-1703
314-457-4525

The IAS-001 Invoice Cover Sheet for each agency in e-forms has been updated with the new fax number. If you have any individual "template" IAS-001 Invoice Cover Sheets, please update them with the new fax number to avoid any delays in invoice processing.

IAS does not automatically include the fax number or the physical address on contract documents for invoice remittance addresses. However, there may be instances where this information was added manually by the contracting officer. If so, an administrative contract modification will be required to notify the contractor of the change to the remittance fax number.

If you have any questions regarding this alert, please contact Angelia Fleming Loggie at 301-504-1730, or via e-mail at angelia.flemingloggie@ars.usda.gov.

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