

# IAS ALERT



## Updated Invoice Address Codes in IAS

### Background

Many invoicing issues have recently come to light. The most common issues are: duplicate invoices being sent to the National Finance Center (NFC); invoices sent directly to NFC from the contractor prior to agency acceptance; and invoices not correctly received in IAS. One contributing factor is that IAS was not initially set up with all potential invoice office addresses.

### What does this mean?

To ensure the correct invoicing address appears on the official procurement document (i.e., block 21 of the OF 347, Order for Supplies or Services, block 18a of SF 1449, Solicitation/Contract/Order for Commercial Items, etc. ), IAS has been updated so all REE Office codes can be used as Invoicing Office codes. This will also help eliminate confusion on the part of the contractor as to which office the invoice should be sent to for payment and also minimize the number of duplicate invoices sent to NFC. Please note that a contractor should submit only one (1) official invoice to the Government for payment. If you request additional copies of an invoice from a contractor, please make sure it is clear to the contractor and program office recipients that copies are not the official invoice for payment. Copies of invoices **should not** be sent to NFC for payment. This will aid in eliminating duplicate invoices processed by NFC.

### What Invoice Office Code Do I Select?

Only use the NFC, St. Louis, MO, office code (CSC-ARS, CSC-CSREES, CSC-ERS, or CSC-NASS) if you want the invoice to go directly to NFC for processing, and the invoice does not need to be reviewed by someone in the agency for acceptance first.

When you need the invoice to go to the Contracting Officers Representative, Government Technical Point of Contact, or Requisitioner/Receiver first for review, acceptance, and receipt in IAS before it is sent to NFC for payment, you must select the correct invoice office code in IAS for that individual. Do not use the NFC office code on these procurements.

If the address of your Invoice Office is not in IAS, or is outdated, please contact Angelia Fleming Loggie, REE IAS Agency Lead, to have that office address added or updated in IAS. Do not 'pen and ink' the invoice office address on the procurement document outside of IAS. The information for the procurement documents in IAS should be as accurate and complete as possible.

Receipt invoices in IAS promptly!

Please ensure Contracting Officer Representatives, Government Technical Point of Contacts, or Requisitioner/Receivers understand that they have 7 days to review and reject a defective invoice. The Prompt Payment Act provides a 7 day *constructive acceptance period* to start the payment clock. After 7 days, an invoice is considered automatically accepted. Processing invoices in a timely manner will avoid accrual of interest penalty charges against the chargeable program accounting code.

If you have any questions regarding this Alert, please contact Angelia Fleming Loggie, REE IAS Agency Lead, on 301-504-1730, or via e-mail at [angelia.flemingloggje@ars.usda.gov](mailto:angelia.flemingloggje@ars.usda.gov).

Issue Date: June 2009

IAS Alert No: 2009-03