

# IAS ALERT



## Processing Payments for Foreign Vendors

### Purpose

The purpose of this alert is to inform IAS users that the Foundation Financial Information System (FFIS) is not set up to process payments to foreign vendors, regardless of type of payment. This includes payments to foreign vendors that are paid in US currency. Since FFIS is not able to handle payments to foreign vendors all procurements to foreign vendors must be done outside of IAS.

### How does this affect me?

All procurements to foreign vendors should be processed outside of IAS. Currently NFC is working on a directive regarding departmental procedures for processing foreign vendor payments. The Financial Management Division has provided the attached interim procedures for processing all foreign vendor payments. ARS Operations at NFC will handle all processing of foreign vendor payments. If you have any questions or concerns please contact the FFIS Help Desk at 301-504-4429.

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## INTERIM PROCEDURES FOR PROCESSING FOREIGN CURRENCY PAYMENTS (OUTSIDE OF IAS)

1. The Contract Specialist or purchasing agent will provide ARS Ops at NFC with a copy of the order. ARS Ops will create an M1 (obligation).
2. Upon receipt of a valid invoice from the vendor, ARS Ops will create PV/01 (Invoice), estimating the approximate cost in US dollars.

Note: Prior to mailing to ARS Ops, the invoice must be approved by an Area/location representative to ensure that the billed amount is correct.

3. Once created, the payment voucher (PV doc) will be placed in HELD status and ARS Ops will provide payment request information to the NFC Controller Operations Division (COD) Treasury Certifying Officer who will process it as a manual disbursement via Treasury, annotating the schedule information, etc. The document will reside in SUSF until confirmation is received.
4. Once the confirmed disbursement information is received from Treasury, the Certifying Officer will update the PV document with the actual amount of US dollars paid and notify ARS Ops that the PV is ready to be accepted. If required, the amount of the M1 will be adjusted accordingly.

### Important Points to remember:

1. If the vendor specifically requests payment to be made in foreign currency, then the payment must be paid in that foreign currency.
2. Never deface or alter what is stated on the invoice.