



- IMPORTANT NOTICE -

FY 2011 Year-End Deadlines Regarding Invoice Submissions via GovPay

- **Vendors** are requested to submit their invoices via GovPay no later than **September 25, 2011**.
- **COTRs/CORs** must review and take action on invoices in GovPay no later than **October 3, 2011**.
- **COs** must review and approve invoices in GovPay no later than **October 21, 2011**.

Deadlines

We would like to remind our vendors and COTRs/CORs that the end of Fiscal Year 2011 is fast approaching. Because of an upcoming migration to a new financial system, **September 25, 2011** will be the last date for invoice submissions via GovPay. In order to avoid penalties, we recommend COTRs/CORs review and take action on invoices no later than **October 3, 2011**. All invoices approved by the Contracting Officers (COs) before **October 21, 2011** will be processed for vendor payment on time.

Paper Invoices

After **September 25, 2011**, the Acquisition Services Directorate (AQD) will accept FY2011 paper invoices during the migration to a new financial system, when necessary. However, we strongly encourage vendors to wait until after the migration to the new financial system before submitting additional invoices. Our new financial system is scheduled to be online by early November. AQD will publish a notice when the new financial system is online.

Vendors who need to submit paper invoices after **September 25, 2011** should email invoices to HelpDesk@govpay.gov. In the subject line of the email, please provide information regarding the Award and Invoice numbers in the following format: "Award Number - Invoice Number (N11PDXXXXX - 1234)."

PLEASE NOTE:

During this migration period, our payment schedule will be affected. Please submit your invoices in a timely manner and within the provided guidelines to avoid payment delays.

Contact Information

For assistance, please contact AQD at **703-964-8802** or email HelpDesk@govpay.gov.