
INVOICING AND PAYMENT

1.1 Invoicing

GSA has implemented a Third Party Payment Service (3PPS) known as PayPort Express. TSPs servicing GSA and its Freight Transportation Management Program (FMP) participants are required to be enrolled and utilize PayPort Express. Enrollment procedures can be found at the PayPort Express [website](#).

Federal agencies have the option to participate, however all TSPs are required to join. The TSP will bill and be paid for those services performed for the Federal agencies that have opted to participate in the PayPort Express. TSPs can obtain additional PayPort Express information from the PayPort Express [website](#).

All freight TSPs operating under this STOS must submit their invoices electronically through [PayPort Express](#). This is true regardless of whether any particular Federal agency is participating in PayPort Express.

PayPort Express is a completely automated web-based application designed specifically to streamline the audit, approval and payment processes associated with transportation-related expenses PayPort Express provides the ability to:

- Receive Bills of Lading (BL) from agency customers
- Receive invoices from TSPs on behalf of the agency customers
- Make payment to TSPs for customer-approved invoices on behalf of the agency customers for shipments invoiced
- Provide reporting and supply chain business intelligence on transportation program spending

TSPs are required to provide invoice information to PayPort Express. Agencies participating in PayPort Express will make payment to the TSP through the system. If an agency is not using PayPort Express, payment will be made by the agency to the TSP outside of the system; however, all TSPs must submit a copy of the final invoice to PayPort Express regardless of how they received payment from the agency.

1.1.1 PayPort Prepayment Audit Functions

PayPort Express:

- Performs pre-payment audits to ensure that invoices meet all payment criteria before they are entered into the system;
- Establishes a full audit trail of actions taken to further help enforce -- department/agency -- policies and comply with regulatory requirements;

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- Initiates payment once audits are passed;
- Dramatically reduces processing times by getting payments to TSPs faster; and
- Improves relationships between TSPs and agencies by ensuring quick, reliable payment.

1.1.2 TSP Invoice Procedures

The preferred method of submitting invoices to PayPort Express is using EDI 210. Other available methods include (1) creating an invoice from an order; or (2) copying an existing invoice with similar information and uploading it to PayPort Express. If these options are unavailable, then invoices may be manually created in PayPort Express. The steps for creating a manual invoice can be obtained from [PayPort Express](#) GSA Industrial Funding Fee (IFF)

GSA requires an Industrial Funding Fee (IFF) be paid on each shipment tendered under this STOS. The GSA Freight PMO will include the IFF information in the General RFO or specialized RFOs. By including the IFF requirement in the RFO, The GSA Freight PMO and the agencies are alerting prospective TSPs that this STOS and the current IFF provisions are incorporated by reference effective on the RFO publication date.

1.1.3 Amount and Payment Schedule

For all shipments, the TSP must remit the 6% IFF (the IFF may be changed in the future) to GSA based on the total transportation charges (including accessorial), less the fuel surcharge. The TSP must remit the IFF no later than 30 calendar days from date of payment. The IFF is applicable to every BL issued under this STOS.

For agencies using the PayPort Express service, the IFF is deducted automatically and remitted directly to GSA. Otherwise, the TSP must remit the IFF to GSA.

The GSA IFF must be included in the rates offered by a TSP. However, the IFF **may not** be shown as a separate, chargeable line item on the TSP's Public Voucher for Transportation Charges.

Failure to remit the IFF could result in the immediate placement of the firm in temporary nonuse. See Section 9 for details

1.1.4 IFF Verification

TSPs are required to submit shipments reports (see Section 9 for reporting requirements) directly by e-mail to the GSA Freight PMO. The Shipment Report identifies the number of shipments delivered during the appropriate timeframes. The Shipment Report provided by the TSP will be verified against the Shipment Report submitted by the appropriate agency (ies). In the case of a discrepancy between the TSP submitted Shipment Report and the agency submitted Shipment Report, GSA will rely on the information provided in the agency submitted

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Shipment Report for the calculation of money owed to GSA from the TSP unless the TSP can provide evidence that the agency submitted Shipment Report is incorrect.

1.1.5 Method of Payment

For agencies using the PayPort Express service, the IFF is deducted automatically and remitted directly to GSA. Otherwise, the TSP must remit the IFF to GSA.

The remittance of the GSA IFF may be transmitted by check, by electronic funds transfer or by credit card.

1.1.5.1 IFF Payment by Check

The checks must be made payable to the “General Services Administration” and reference on the check, “GSA-GL 474.2 TMSS, company name, and SCAC. A copy of the shipping report (see Section 10) that covers the period of the IFF Payment will be included with check.

If using the U.S. Postal Service, mail checks to:

General Services Administration
Miscellaneous Receipts for Non-Federal Claims
P.O. Box 979009
St. Louis, MO 63197-9009

If using an express carrier, such as FedEx, UPS, Airborne, etc., send the checks to:

US Bank
Attn. Government Lockbox 979009
Mail Code # SL – MOCIGL
1005 Convention Plaza
St. Louis, MO 63101-9009.

A copy of the shipping report (see Section 10) that covers the shipments for which the IFF Payment is being made will be included with check.

1.1.5.2 IFF Payment by Electronic Bill Payment System

GSA can accept your IFF payments electronically through the Remittance Express (REX) system. REX is simple and has many benefits. It:

- Reduces costs associated with printing and processing paper checks;
- Eliminates security risks inherent with the paper system (lost or stolen checks);
- Simplifies account reconciliation;

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- Enhances your control by transferring your funds faster, allowing more consistent prediction of funds availability; and,
- Allows you to combine multiple payments into one REX payment

REX operates through the Automated Clearing House (ACH) electronic payments network. Funds are transferred on the TSP's behalf from one financial institution to another through the ACH network. The TSP initiates the electronic payment transaction, known as a "REX credit", to transfer funds from the TSP's bank account to GSA's account at Federal Reserve Bank of New York. GSA's account number is 540012, and the transit routing number is 051036706.

To ensure proper credit to your account, the following payment information must accompany each REX Credit:

- Bill of Lading Number(s);
- Company representative name and phone number;
- "GSA-GL 474.2/TMSS/IFF/(your SCAC code, ex: JBFL)/(and the quarter in which the transaction fee should be applied, ex: Q4)";
- Federal Reserve Bank of New York account number 540012; and
- Any other identifying information

Your financial institution will transmit these elements as an addendum to the payment.

TSPs wishing to make electronic payments of the IFF must contact Kathy Magers at kathy.magers@gsa.gov to complete an ACH Remittance Enrollment Form. The required payment information and electronic format specifications must be provided to the TSP's financial institution before you begin.

1.1.5.3 IFF Payment by Credit Card

To pay the IFF by credit card, call GSA's toll free number 1-800-676-3690 ext. 65315. The technician who answers will take the payment and credit card information over the telephone.

1.1.6 Industrial Funding Fee Deficiencies

In the event deficiencies are found in the IFF amounts submitted to GSA, the GSA Freight PMO will notify the TSP in writing of the existing deficiency. The TSP will be given an opportunity to correct the noted deficiency.

1.1.6.1 Correction of Deficiencies in the IFF

Failure to acknowledge or correct deficiencies the IFF after notification by the GSA Freight PMO will result in the TSP being placed in temporary nonuse status, in accordance with procedures in

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Federal Management Regulation (FMR) Part 102-117. The GSA Freight PMO is authorized to refer a TSP for suspension or debarment for failure to pay the IFF due.

1.1.6.2 Failure to Submit IFF

Failure to submit the Industrial Funding Fee due GSA for freight shipments handled by the TSP will result in immediate placement of the TSP in temporary nonuse status pending revocation of the TSP's approval to participate in the GSA Freight Program.