

Invoicing Requirements

Updated September 6, 2001

Invoices submitted to ARC must contain the information required by the Prompt Payment Act for a proper invoice. If the necessary information is not provided, we will be unable to make the payment and the invoice will be returned. A proper invoice includes:

- 1. Vendor name**
- 2. Invoice date**
- 3. Government order number**
- 4. Vendor invoice number**
- 5. Description of goods or services including contract line number, price, and quantity in sufficient detail to relate the invoice to the order**
- 6. TIN (unless a vendor has registered with CCR)**
- 7. Banking information (unless a vendor has registered with CCR)**
- 8. Vendor invoice contact name and phone number**

Payments will be made according to the payment terms in the order. A description of how we determine payment dates for common payment terms follows. If no payment terms are noted on the order, net 30 is assumed.

Net 30: The payment due date is 30 days after the later of invoice receipt date or acceptance date of the goods or services. Monthly services are considered received at the end of the month.

Goods and services must be accepted within 7 days of receipt unless a longer acceptance period is provided for in the order.

See Herein: When these terms are used to describe the payment terms, look to the body of the purchase order to see specifics on payment dates.

Invoices are required before payment is made, unless the order specifies that no invoice is required.

When no invoice is required, payment will be made according to the terms of the order after receipt and acceptance of the goods or services.