



DEFENSE FINANCE AND ACCOUNTING SERVICE

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DFAS-BS/CC

MEMORANDUM FOR DIRECTOR, CONTRACT PAY SERVICES
DIRECTOR, VENDOR PAY SERVICES
DIRECTOR, VENDOR PAY ARMY SUPPORT
DIRECTOR, VENDOR PAY AIR FORCE SUPPORT
DIRECTOR, VENDOR PAY NAVY SUPPORT
DIRECTOR, VENDOR PAY MARINE CORPS/DEFENSE
AGENCIES SUPPORT
VENDOR PAY SITE MANAGERS

SUBJECT: Defense Federal Acquisition Regulation Supplement (DFARS) Clause,
252.232-7003, Electronic Submission of Payment Requests, Policy
Number 03-CP-04

This memorandum is issued to provide guidance on the above stated subject. Effective March 2003, DFARS clause 252.232-7003, Electronic Submission of Payment Requests, was established and states in part:

“(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area Workflow - Receipt and Acceptance (WAWF-RA).
Information regarding WAWF-RA is available on the Internet at <https://wawf.eb.mil>.

(2) Web Invoicing System (WInS). Information regarding WInS is
available on the Internet at <https://ecweb.dfas.mil>.

(3) American National Standards Institute (ANSI) X.12 electronic data
interchange (EDI) formats.

(i). Information regarding EDI formats is available on the Internet
at <http://www.X12.org>.

(ii). EDI implementation guides are available on the Internet at
<http://www.dfas.mil/ecedi>.

(4) Another electronic form authorized by the Contracting Officer.

(c) If the Contractor is unable to submit a payment request in electronic form, or DoD is unable to receive a payment request in electronic form, the Contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Contracting Officer, and the payment office.

(d) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.”

(Emphasis added.)

Accordingly, all new contracts awarded October 1, 2003, or later should include DFARS clause 252.232-7003. In instances where the clause has been omitted, the payment office should have been contacted and informed of the intended alternative method for invoice submission. Additionally, the contract should be revised via a modification to include the stated clause when electronic invoicing is applicable.

When DFARS clause 252.232-7003 is included in a contract, the contractor is not authorized to submit a hard copy invoice. If the contractor submits a hard copy invoice, return the invoice to the contractor and follow the Commercial Pay Services “Standardized Procedures for Returning Improper Invoices,” located at <https://dfas4dod.dfas.mil/cps/policies/03009cp.pdf>. Provide the contractor with the following notice:

“We are returning this invoice because it was not submitted electronically as required by DFARS clause 252.232-7003. If you are unable to submit invoices electronically, please contact the Contracting Officer and this office to negotiate an alternative method for submitting invoices. Unless the parties have mutually agreed to an alternative method for submitting invoices, we will only accept invoices that are submitted electronically.”

There are two exceptions to this guidance. One exception would be in the instance where a payment office has rejected a proper electronic invoice. If a payment office rejects a proper electronic submission and a hard copy invoice is received for processing of the same invoice, the payment office will process the invoice. Additionally, if a Contracting Officer approves submission of hard copy documents on a temporary basis due to extenuating circumstances, the contract will not have to be modified to delete the electronic invoicing clause. The Contracting Officer will provide the payment office with a date as to when mandatory electronic invoicing will resume. Contract modifications are applicable when the exemption is for either the life of the contract or more than one calendar year, whichever comes first.

It is the goal of DFAS employees to provide the best service possible in the most effective and efficient manner possible. A concerted effort among all government entities will facilitate accomplishment of this goal.

Questions on the above may be addressed to the Commercial Pay Business Line Policy and Training Office at 614-693-0877 or DSN 869-0877.

A handwritten signature in black ink that reads "Sally A. Smith". The signature is written in a cursive, flowing style.

Sally A. Smith
Director, Commercial Pay Services

cc:
DFAS-DGC