

## Invoicing and Payment

### A. Invoicing Procedures

**A.1. Electronic Invoice Presentment and Payment (EIPP):** Offerors awarded contracts will be required to participate in the Government's EIPP program. PowerTrack, a service of U.S. Bank is the EIPP service used by DOD but may be subject to change.

A.1.1. Contractors must have a Trading Partner agreement with U.S. Bank and be PowerTrack certified for the electronic payment of commercial transportation services. It is important that contractors begin the PowerTrack certification process immediately by calling U.S. Bank at 1-800-417-1844. Additional information on PowerTrack is available at <http://www.usbank.com/powertrack>. EIPP service provider may be subject to change. If a change is anticipated, contractors will be notified and instructed to prepare for the transition. Transition fees are for the account of the contractor.

A.1.2. Fees charged by PowerTrack/U.S. Bank/other EIPP service provider are for the account of the contractor.

A.1.3. PowerTrack is currently limited to routes and types of cargo that are priced by IBS. Upon the expansion of the capability of IBS and upon 30 days notice to the contractor, the contractor will be required to participate in PowerTrack for additional routes and types of cargo.

A.1.4. PowerTrack is authorized to release payment to contractors in accordance with business rules that require:

- 1) Shipping Instructions with pricing as evidence of the order
- 2) EDI submission of a vessel sail transaction as evidence of performance
- 3) Discrepancies in pricing are handled as prescribed in business rules
- 4) These procedures apply to shipments ordered by shippers using Direct Booking procedures and shipments booked using IBS.

**A.2. Hardcopy Invoice Procedures:** For services that are not paid via PowerTrack or other EIPP service provider, an invoice should be submitted.

A.2.1. A proper invoice contains the following information:

- ✓ Contractor Name and Address
- ✓ Invoice Date and Invoice Number
- ✓ Contract Number
- ✓ Military Voyage Document Number
- ✓ *Defense Transportation Regulation (DTR)* POE/POD codes
- ✓ Military Booking Number Port Call File Number (PCFN)
- ✓ Contractor Booking Number
- ✓ Contractor Bill of Lading Number
- ✓ Description, quantity, unit of measure, unit price and extended price of services performed. The invoice must provide sufficient detail so as to enable verification and certification by the Government.
  - For each container shipment:
    - Size and type of container
    - Sail Date
    - Van TCN
    - Container number with alpha prefix
  - For each breakbulk shipment:
    - Type of cargo

- Pieces, weight, and cubic feet
- Sail Date
- TCNs (list in alphanumeric order)
- Services should be broken down by Contract Line Item (CLIN), i.e., drayage, linehaul, ocean transportation, etc., and the specific service. Example: Drayage, Norfolk, Zone 2: Drayage, Norfolk to Newport News
- For One Time Only (OTO) shipments, a reference to the relevant modification number
- ✓ Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment)

A.2.2. Invoices may be submitted only after services included on the invoice have been provided.

(Ref FAR 32.905)

A.2.3. Each invoice should include no more than one Voyage Document (VOYDOC), POE, and POD.

A.2.4. Each invoice should include the following certification statement signed by an authorized contractor representative:

*I hereby certify that the above bill is correct and just, and services were performed.*

A.2.5. Invoices should be submitted to:

HQ, SDDC  
709 Ward Drive, Bldg. 1990  
Attn: SDDC-RMM-IT  
Rm. 1W130-88  
Scott Air Force Base, IL 62225

A.2.6. In accordance with the Prompt Payment Act, payment terms are net 30 days from receipt of a proper invoice.

**A.3. Detention:** Detention is covered in section 3.G of the Performance Work Statement. Detention charges shall be billed upon the termination of detention. Detention Billing shall be forwarded to the Point of Contact identified by the Contracting Office for payment. The attached Standard Detention Billing Form should be used when submitting an invoice for detention. Detention invoices with proper documentation should be submitted to the paying office no later than 6 months from the date the empty container is returned to the carrier. Invoices will be date stamped by the payment certification office upon receipt.

**A.4. Pass-through charges (other than accessorial or charges as stated in the PWS):** If the related ocean freight was submitted via PowerTrack or other EEIP service provider, these charges (see PWS paragraph 7.N) should first be submitted to the cognizant COR (AOR where the additional costs were incurred) with supporting documentation. Supporting documentation must include: notification email to the applicable COR when the additional cost/service was incurred, copy of third party invoice and basis for rate being charged (applicable port tariff). For reworking of containers due to rejection by port or rail authority, a copy of the inspection report identifying reasons for rejection must be provided. The COR will review and notify the contractor and ordering agency of the verification results. Once verified, the charges can then be submitted to PowerTrack for payment.

A.4.1 If the related ocean freight was not submitted via PowerTrack, these charges shall be invoiced separately and be submitted to the cognizant COR (AOR where the additional costs were incurred) with supporting documentation.

A.4.2 COR Locations: SDDC G9 Carrier Services and the 599th Quality Assurance Branch. COR identified in the COR appointment letter issued by TCAQ, copy furnished each ocean carrier.