DEFENSE FINANCE AND ACCOUNTING SERVICE
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DFAS-JAIQ/CO

JUL 12 2007

MEMORANDUM FOR INTEGRATED ACCOUNTS PAYABLE SYSTEM CONTRACTORS

Subject: Requirement for Electronic Submission of Payment Requests – Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.232-7003

This memorandum notifies you that beginning October 1, 2007, DFAS Columbus and DFAS Limestone will reject any non-electronically received invoice if electronic submission is required in the contract, unless the contractor has provided sufficient documentation/rationale to show they are unable to submit the payment requests in electronic form.

DFARS Clause 252.232-7003 fully outlines the submission options and exceptions to the regulations. For your convenience the regulatory electronic submission options are outlined below:

a. Wide Area Work Flow (WAWF) – receipt and acceptance, https://wawf.eb.mil

b. Web Invoicing System- https://ecweb.dfas.mil

c. American National Standards Institute (ANSI) X.12 Electronic Data Interchange (EDI) formats – http://www.X12.org for information on EDI formats; http://www.dfas.mil/ecedi for EDI implementation guides.

d. Another electronic form authorized by the Contracting Officer. "Electronic form" means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms of submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request using one of the above.

Contractors who do not have the ability to submit electronic invoices after October 1, 2007, should provide the documentation/rationale showing their inability to submit electronically to their Contracting Officer, with a copy provided to the DFAS payment office. The Contracting Officer and DFAS payment office shall review any such documentation submitted and notify the contractor whether paper invoices will continue to be accepted. Any non-electronic invoices submitted after October 1, 2007, shall be rejected unless the contractor has provided the documentation/rationale to the Contracting Officer and DFAS payment office by September 1, 2007. The reason for the reject will be stated as follows:

"Your payment request has been returned without action because it was not submitted electronically as required under the terms and conditions of your contract (award document) that includes the DFARS clause 252.232-7003, Electronic Invoicing. If you are unable to submit invoices electronically, please contact the Contracting Officer and your DFAS payment office to negotiate an alternative method for submitting payment requests."

Information regarding electronic submission of payment requests can be obtained by accessing the DFAR Clause 252.232-7003. Additional questions and concerns may be addressed to our Customer Service Center at 1-800-756-4571, Option 2, Option 3.

Nancy Zmyslinski
Director, DFAS Columbus