



# 410<sup>th</sup> COR Training

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# CONTRACT PAYMENT



# 410<sup>th</sup> COR Training



## CONTRACT PAYMENT OBJECTIVES

- ❖ Identify importance of COR in payment of vendors
- ❖ Review Invoice Requirements
  - Identify errors with vendor invoices
  - Review EFT requirements
- ❖ Review MIRR Requirements
  - Completion of the DD 250 IAW DFARS Appendix F
  - Crosswalk of DD 250 data and other receiving report documents (SF 1449 and DD 1155)
  - Review common errors on DD250
- ❖ Wide Area Work Flow (WAWF)



# 410<sup>th</sup> COR Training



## CONTRACT PAYMENT



Vendors paid in a timely manner want to continue to do with the GOVT.

Contract Pay issues that go unchecked can result in  
**RATIFICATIONS and CLAIMS**

Acceptance prior to payment accomplished in 1 of 3 ways:

- COR signature on MMIR (DD250)
- COR signature on SF 1449
- COR electronic signature in WAWF



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## CONTRACT PAYMENT



IT ALL STARTS WITH A CONTRACT

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>				I. REQUISITION NUMBER		PAGE 1 OF 5	
<i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>							
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER	
TEL: 011-965-389-3737		05-15-2007				XXXX	
7. FOR SOLICITATION INFORMATION CALL:				a. NAME		b. TELEPHONE NUMBER (No Collect Calls)	
						04:30 PM 20 May 2007	
9. ISSUED BY		CODE		10. THIS ACQUISITION IS		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	
U.S. ARMY CONTRACTING COMMAND				<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (A)		<input type="checkbox"/> SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days	
] ] ] ]				NAICS: 423690 SIZE STANDARD:		<input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING DOA70	
TEL: 011-965-389-3737						14. METHOD OF SOLICITATION	
FAX: 011-965-389-3740						<input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO		CODE		16. ADMINISTERED BY		CODE	
US MILITARY							
17a. CONTRACTOR/OFFEROR		CODE		18a. PAYMENT WILL BE MADE BY		CODE	
TEL: 965-781-0126		FACILITY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

17a. CONTRACTOR/OFFEROR CODE <input style="width: 50px;" type="text"/>		18a. PAYMENT WILL BE MADE BY CODE <input style="width: 50px;" type="text"/>			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
TEL. 965-781-0126		FACILITY CODE <input style="width: 50px;" type="text"/>			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<b>SEE SCHEDULE</b>					
25. ACCOUNTING AND APPROPRIATION DATA			26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<b>See Schedule</b>			<div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center; justify-content: center;">KWD</div>		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.		ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.		ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
				23-May-2007	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED			
		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)			
		CONTRACTING OFFICER			
		TEL: 011-965-389-3737		EMAIL: <input style="width: 50px;" type="text"/> @a.army.mil	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002)  
Prescribed by GSA  
FAR (48 CFR) 53.212

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32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____									
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32c. DATE		32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
				32g. EMAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT		37. CHECK NUMBER	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY					
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41c. DATE		42a. RECEIVED BY ( <i>Print</i> )			
						42b. RECEIVED AT ( <i>Location</i> )			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS			

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002) BACK  
Prescribed by GSA  
FAR (48 CFR) 53.212

W912D1-09-P-9999

Page 3 of 4

Section SF 1449 - CONTINUATION SHEET



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	SUN UMBRELLAS This is an informational CLIN				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA		12	MONTH	KWD100.00	KWD1,200.00

MOTORIZED UMBRELLA with FAN RENTAL

5 umbrellas

FFP

This is considered a PRICED SUB CLIN

FOB: Destination

PURCHASE REQUEST NUMBER: W91XRV99999999

NET AMT KWD1,200

ACRN AA

\$4444.44

CIN: W91XRV999999990001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		6	MONTH	KWD150.13	KWD900.774

MOTORIZED UMBRELLAS WITH SPRINKER RENTAL

FFP

The unit price of this item is KWD 150.129 x 6 months = 600.774

This is considered a PRICED SUB CLIN

FOB: Destination

W912D1-09-P-9999

Page 4 of 4



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION 0002	MAINTENANCE OF UMBRELLAS PPP	6	MONTH	KWD200.00	KWD1200.00

The maintenance service is available after the items warranty expires six months after delivery.

Notice this is a priced OPTION. In this case, the contracting office must notify the contractor a minimum of 60 days before the end of the contract to express an interest to exercise the option. If this deadline is missed, the vendor can either confirm the price, negotiate the price, or refuse to continue work. MONEY is not committed for this until the option is exercised.

There can be unpriced OPTIONS. These are negotiable at the time the option is exercised.

FOB: Destination

PURCHASE REQUEST NUMBER: W91XRV99999999

NET AMT



INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT
0001	Destination	Government	Destination
0001 AA	Destination	Government	Destination
0001 AB	N/A	N/A	N/A
0002	Destination	Government	Destination

ACCEPT BY
Government
Government
N/A
Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	00 SEP 00 00 SEP 10	N/A	0 month ANY UNIT	W91XRV

W912D1-09-P-9999

Page 4 of 4



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION 0002	MAINTENANCE OF UMBRELLAS PPP	6	MONTH	KWD200.00	KWD1200.00

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FOB: Destination

PURCHASE REQUEST NUMBER: W91XRV99999999

NET AMT



INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT
0001	Destination	Government	Destination
0001 AA	Destination	Government	Destination
0001 AB	N/A	N/A	N/A
0002	Destination	Government	Destination

ACCEPT BY
Government
Government
N/A
Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	00 SEP 00 00 SEP 10	N/A	0 month ANY UNIT	W91XRV

PURCHASE REQUEST NUMBER: W91XRV99999999

NET AMT

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT
0001	Destination	Government	Destination
0001 AA	Destination	Government	Destination
0001 AB	N/A	N/A	N/A
0002	Destination	Government	Destination

ACCEPT BY
Government
Government
N/A
Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	09-SEP09 -08-SEP-10	N/A		W91XRV

0001 AA	09-SEP09 -08-SEP-10	N/A	FOB: Destination
0001 AB	09-SEP09 -08-MAR-10	N/A	Same as above
0002	09-MAR-10 -08-SEP-10	N/A	Same as above

ACCOUNTING AND APPROPRIATION DATA

AA: 219202000008A2084P135197000031EA83AJXXW91XRV99999999AJXX83S09076  
AMOUNT: \$7780.64

CIN W91XRV9999999900001: \$7780.64  
CLAUSES INCORPORATED BY REFERENCE  
CLAUSES INCORPORATED BY FULL TEXT  
STATEMENT OF WORK/PWS/PERF METRICS



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CONTRACT PAYMENT



SUN AND SURF ENTERPRISES  
CONTRACT REVIEW



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## CONTRACT PAYMENT

## SUN AND SURF ENTERPRISES CONTRACT REVIEW



- Be familiar with:
  - Contract Number/Order number
  - OFFICE locations and POCs
  - CLIN Structure
  - Inspection/Acceptance
  - SOW/PWS
  - Period of Performance/Delivery Dates



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## CONTRACT PAYMENT



SF 1449 or  
DD1155



VS

INVOICE





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## CONTRACT PAYMENT 1. VALID INVOICE



- Minimum requirements for a proper invoice must be met in accordance with FAR 32.905
  - Complete contract number to include delivery/task order #
  - Name and address of contractor
  - Invoice date
  - Invoice number
  - Description of services/supply provided
  - Quantity of services/supply provided
  - Unit of issue – as specified in the “Schedule of Supplies”
  - Manufacturer’s Part Number – as specified in the contract
  - Unit price and extended total – for each line item
  - Invoice total



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## CONTRACT PAYMENT 1. VALID INVOICE



- Minimum requirements for a proper invoice must be met in accordance with FAR 32.905 (CONTINUED)
- Shipment number
- Postage and transportation – if authorized by the contract to ship “Prepay and Add” include the transportation cost (parcel post, UPS, etc) as a separate line.
- Required certification – as required by the contract, i.e. Certification of Conformance, ACO Approval, etc.
- Taxpayer Identification Number (TIN) – if not required to be registered in CCR.
- EFT/banking or remit information for Foreign Vendors who are CCR exempt\*
- Any other contract directed requirements
- Incorrect invoices will be returned within 7 days



# 410<sup>th</sup> COR Training



## Sun and Surf Enterprises

CONTRACT NO: W912D1-09-P-9999  
Period of Performance: 09-SEP-09-8 OCT-09

INV 9999

9-OCT-09

0001AA	Blue Motorized Umbrella Rental	1mon	100.000	100.000
0002	UMBRELLA MAINTENANCE	1mon	250.725	250.725
			KWD TOTAL	350.725

BANK OF SAND KW123456

ROUTING NO. 111111111

ACCT NO. 000111000111



# 410<sup>th</sup> COR Training



## Sun and Surf Enterprises

Period of Performance: 1 APR10-31APR10

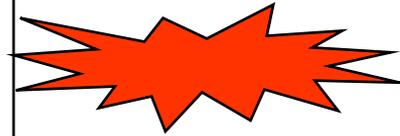
1	Blue Motorized Umbrella Rental	1mon	100.000	100.000
2	Maintenance	1mon	250.13	250.13
			KWD TOTAL	350.13



# 410<sup>th</sup> COR Training



## Sun and Surf Enterprises



Period of Performance: 1 APR10-30APR10

1	Blue Motorized Umbrella Rental	1mon	100.000	100.000
2	UMBRELLA MAINTENANCE	1mon	250.13	250.13
			KWD TOTAL	350.13



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## CONTRACT PAYMENT 2. PERIOD OF PERFORMANCE



### AUTHORIZATIONS

#### -APPOINTMENT LETTERS

- 1 Appointment letter per COR per contract.
  - 1 Appointment letter per Ordering Officer per BPA.
  - New appointment letter may be needed for each extension.
  - POP referenced on Invoice must be IAW POP on contract.
- DD577 (should be valid NTE 1 year)

Required in Finance

-CORs DD577 is assigned by Contracting office (POP)

-Unit Reps DD577 is completed by Unit. (Single Delivery)

Required by HOST NATION for Supply pickup at CRSP (or DD1687)

Please do not assume that COR for a UNIT is the designated COR for each contract of that unit.

#### -CONTRACT

Check both the Delivery area of the contract and the item description.



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## CONTRACT PAYMENT 2. PERIOD OF PERFORMANCE



### Authorization as BPA CALL ORDERING OFFICERS

- Ordering Officers must provide the NUMBER of the CALL to the vendor at the time of order.
  - Verbal calls must be documented with follow-up in writing.
  - Verbal calls are minimized.
  - Ordering Officers have separate appointment letter
- Please do not assume as a COR, Ordering Officer responsibilities are active. Please contact the Contracts office to validate if ordering officer designation will be made.



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## CONTRACT PAYMENT

### 3. FUNDING

- ❖ CORRECT LINE OF ACCOUNTING (MOD BY KO)
- ❖ ADEQUATE CONVERSION RATE
- ❖ KNOWLEDGE OF CALL MIN/MAX BPA/IDIQ
- ❖ KNOWLEDGE OF INCREMENTALLY FUNDED CONTRACTS
- ❖ UNDERSTAND “SUBJECT TO THE AVAILABILITY OF FUNDS”



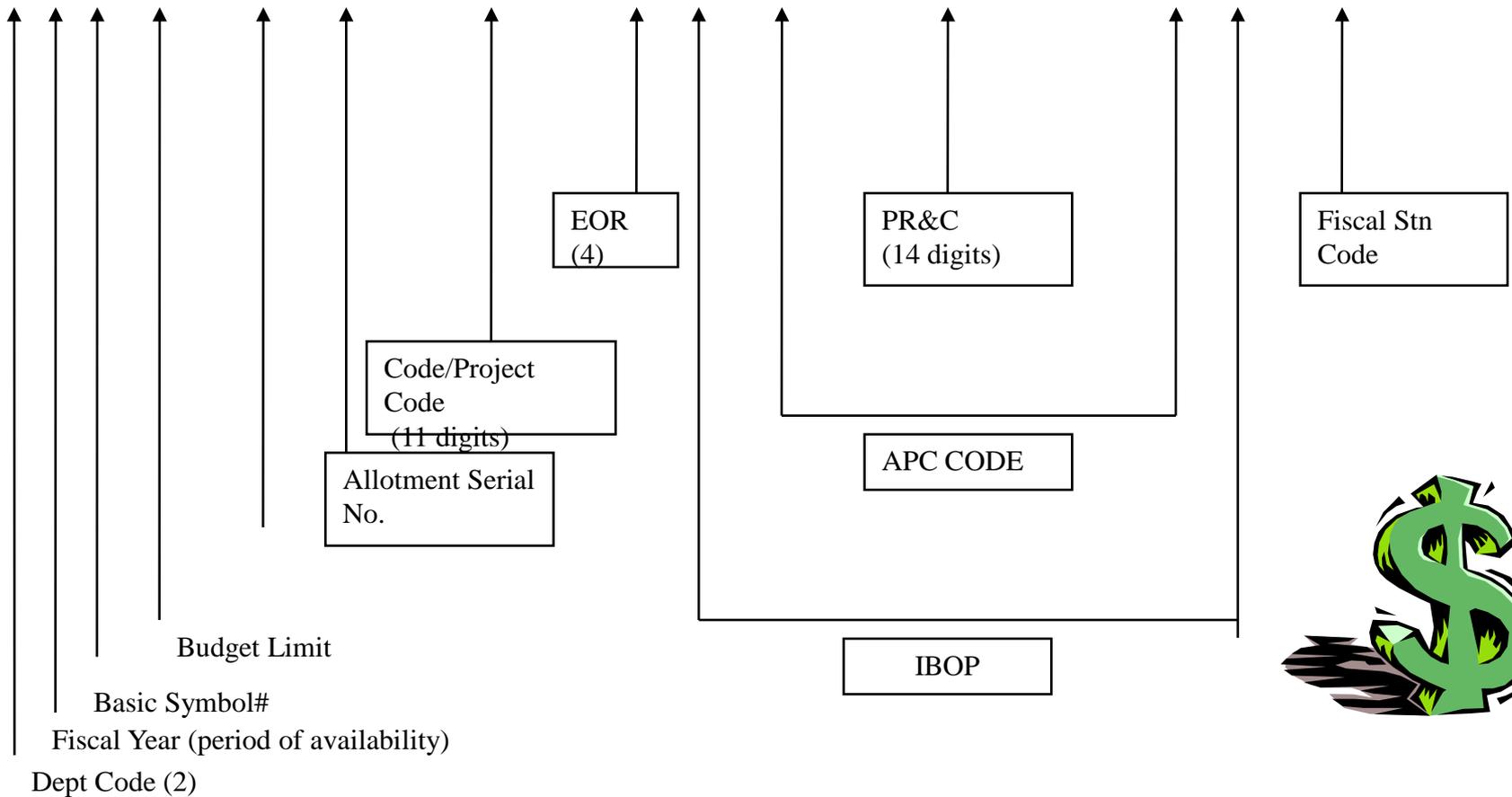
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## LINE OF ACCOUNTING FORMAT

The ARMY LOA is 65 characters.

1 1 0000 00000 1A 1111 P1111110000 0000 11 1RA1 W11XRV11111111 1RA1 11 S00000





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## CONTRACT PAYMENT 4. DD250 SUBMISSION



CONTRACT



+

INVOICE



=

INFO FOR DD250  
COMPLETION





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## DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS ROME VENDOR PAY

RECEIVING REPORT

DD250

Contract or other authorization number to include call number and/or delivery order number on A and D contracts (FAR 32.905)	Block 1
Acceptance point (DFARS Appendix F)	Block 8
Name of vendor (5 CFR part 1315.9)	Block 9
Administered by (DFARS Appendix F)	Block 10
Payment will be made by (DFARS Appendix F)	Block 12
Shipped to (DFARS Appendix F)	Block 13
Line item taken from contract or purchase order (DFARS Appendix F)	Block 15
Description of supplies delivered or services performed (FAR)	Block 16



# 410<sup>th</sup> COR Training



## DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS ROME VENDOR PAY

RECEIVING REPORT

DD250

Quantities of supplies received and accepted or services performed (FAR)	<b>Blocks 17 thru 20</b>
Date designated Gov't official accepted the supplies or services or approved all types of payments ( FAR)	<b>Block 21 b.</b> *acceptance box must be checked
Signature, printed name, title, mailing address, and telephone number of the designated Gov't official responsible for acceptance (FAR)	<b>Block 21 b.</b> *all parts below signature must be completed
Date supplies delivered (received) or services performed (FAR)	<b>Block 22</b>
Signature (DFARS)	<b>Block 22</b> *all parts below signature must be completed



# 410<sup>th</sup> COR Training



## VENDOR PAY ISSUES DD250 COMPLETION

Block 1-16



Block 1 --Contract Number/Purchase order /Call number is missing or invalid

Contracts with A or D in the 9<sup>th</sup> position will need an Order/Call Number

Block 9, 10, 12 matches the contract information. Include CAGE/DODDAC Code if available.

**Note: If the Vendor is NOT CCR registered.**

**The Cage must appear on either the invoice or the DD250.**



# 410<sup>th</sup> COR Training



## VENDOR PAY ISSUES DD250 COMPLETION

Blocks 17-19



Block 15 - CLINs # do not match contract

Block 16 - Description of Goods rec'd or services performed (GRSP) is inadequate or missing. Description is different from contract

Block 17 - Quantities are missing or inadequate

Block 18 - Unit of issue is different from contract i.e. hours instead of days.

Block 19 – Dollar Value of goods or services accepted is missing.  
(currency same as the currency on contract)



# 410<sup>th</sup> COR Training



## VENDOR PAY ISSUES DD250 COMPLETION

Block 21-22



Block 21 & 22

Date GRSP is missing or invalid (i.e. dated before goods rec'd or before POP)

Date of acceptance by the designated Govt Official is missing or invalid

(Must have valid DD577 on file at finance)

-Signature or approved electronic equiv of the accepting Govt Official is missing

Checkbox - Statement or a check mark to indicate acceptance of Goods or Services is missing

PEN AND INK CHANGES will not be accepted



# 410<sup>th</sup> COR Training



## CONTRACT PAYMENT



DD250 Exercise

REFERENCE:  
DFARS APPENDIX F



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## DEFENSE FINANCE AND ACCOUNTING SERVICE DFAS ROME VENDOR PAY

### COMPARISON OF DD250 and CONTRACTING DOCUMENTS CONTRACT DOCUMENT

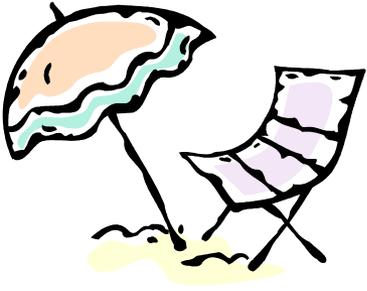
DD250	SF 1449	DD1155
<b>Block 1</b>	<b>2 and/or 4</b>	<b>1 and/or 2</b>
<b>Block 8</b>	<b>11</b>	<b>8</b>
<b>Block 9</b>	<b>17a</b>	<b>9</b>
<b>Block 10</b>	<b>16</b>	<b>7</b>
<b>Block 12</b>	<b>18a</b>	<b>15</b>
<b>Block 13</b>	<b>15</b>	<b>14</b>
<b>Blocks 15-20</b>	<b>Page with CLINs</b>	<b>Page with CLINs</b>



# 410<sup>th</sup> COR Training



## Sun and Surf Enterprises



CONTRACT NO: XXXXXX-XX-X-XXXX  
Period of Performance: 09-SEP-09-8 OCT-09

INV 9999

9-OCT-09

0001AA	Motorized Umbrella with fan	1mon	100.000	100.000
0001AB	Motorized Umbrella Rental with Sprinkler	1mon	150.129	150.129
			KWD TOTAL	250.129

BANK XXXXXXXX

ROUTING NO. 11111111

ACCT NO. 000111000111



### MATERIAL INSPECTION AND RECEIVING REPORT

*Form Approved  
OMB No. 0704-0248*

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a current valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.  
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT NO.)		ORDER NO.		6. ISSUE NO./DATE		7. PAGE OF 1 1		8. ACCEPTANCE POINT FOB: Destination	
3. SHIPMENT NO. 1-5		2. DATE SHIPPED N/A		4. S/L		5. DISCO UNIT TERM N/A			
9. PRIME CONTRACTOR CODE <b>0SURF1</b>				10. ADMINISTERED BY CODE W912D1					
11. SHIPPED FROM (Other than 9) CODE N/A				12. PAYMENT WILL BE MADE BY CODE HQ253					
13. SHIPPED TO CODE				14. MARKED FOR CODE N/A					
15. ITEM NO.		16. STOCK/PART NO.		DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001 AA				MOTORIZED UMBRELLA RENTAL- With FAN		1	MON.	KD100.000	KD100.000
0001 AB				MOTORIZED UMBRELLA RENTAL- With Sprinkler		1	MON	KD150.129	KD150.129
				<b>TOTAL</b>					KD250.129
21. CONTRACT QUALITY ASSURANCE ORIGIN				22. RECEIVER'S USE DESTINATION				Quantities shown in column 17 were received in	

13. SHIPPED TO		CODE	14. MARKED FOR				CODE
			N/A				
15. ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number)</small>	DESCRIPTION	17. QUANTITY SHIPPED*	18. UNIT	19. UNIT PRICE	20. AMOUNT	
0001	AA	MOTORIZED UMBRELLA RENTAL- With FAN	1	MON.	KD100.000	KD100.000	
0001	AB	MOTORIZED UMBRELLA RENTAL- With Sprinkler	1	MON	KD150.129	KD150.129	
<b>TOTAL</b>						KD250.129	

<p>21. CONTRACT QUALITY ASSURANCE</p> <p>a. ORIGIN</p> <p><input type="checkbox"/> CQA    <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____</p> <p>TYPED NAME _____</p> <p>TITLE: _____</p> <p>MAILING ADDRESS: _____</p> <p>COMMERCIAL TELEPHONE NUMBER _____</p>	<p>b. DESTINATION</p> <p><input type="checkbox"/> CQA    <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE 9-OCT-09 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>CORA KONTRAC</i></p> <p>TYPED NAME CORA KONTRAC</p> <p>TITLE: COR</p> <p>MAILING ADDRESS: _____</p> <p>CORA.UV.KONTRAC@HWA.IT.SWA.ARMY.MIL</p> <p>COMMERCIAL TELEPHONE NUMBER _____</p>	<p>22. RECEIVER'S USE</p> <p>Quantities shown in column 17 were received in apparent good condition except as noted.</p> <p>DATE RECEIVED 9-OCT-09 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE <i>CORA KONTRAC</i></p> <p>TYPED NAME CORA KONTRAC</p> <p>TITLE: COR</p> <p>MAILING ADDRESS: _____</p> <p>COMMERCIAL TELEPHONE NUMBER 99-999-9999</p> <p><small>If quantity received by the Government is the same as quantity shipped, indicate by (X) mark. If different enter actual quantity received below quantity shipped and encircle.</small></p>
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23. CONTRACTOR USE ONLY



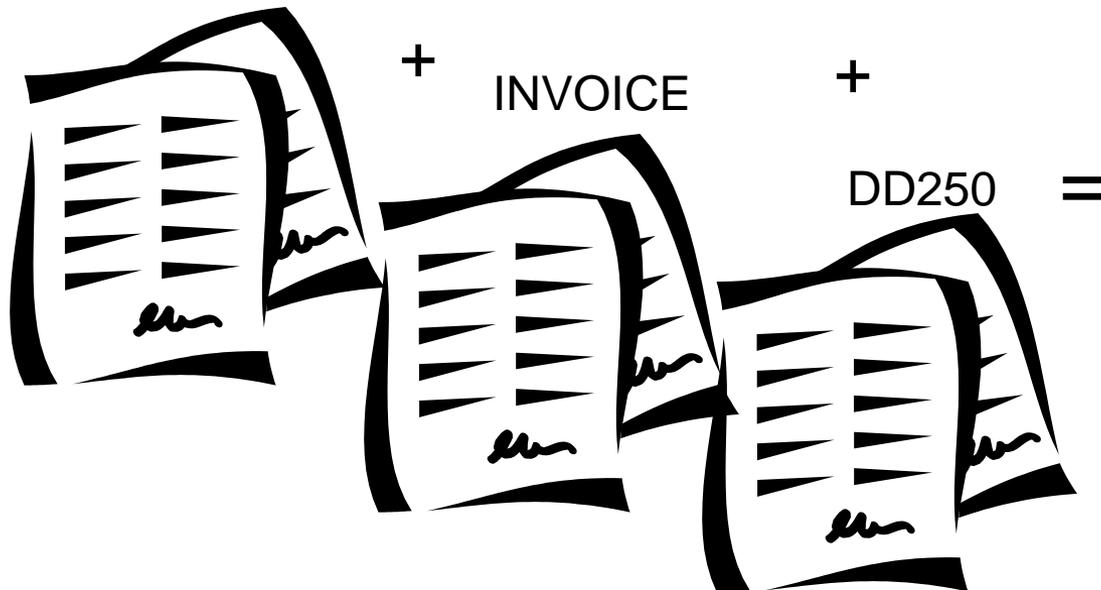
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## CONTRACT PAYMENT



CONTRACT  
AND MODS



Payment



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## DD250 & INVOICE DISTRIBUTION DFARS APP F



CONTRACT OFFICE

VENDOR PAY

VENDOR





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## CONTRACT PAYMENT



**252.246-7000**

### **Material Inspection and Receiving Report.**

As prescribed in 246.370, use the following clause:

**MATERIAL INSPECTION AND RECEIVING REPORT (JAN 2008)**

**(a)** At the time of each delivery of supplies or services under this contract, **the Contractor shall prepare and furnish to the Government a material inspection and receiving report** in the manner and to the extent required by Appendix F, Material Inspection and Receiving Report, of the Defense FAR Supplement.



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## CONTRACT PAYMENT

**252.246-7000**

### **Material Inspection and Receiving Report - cont.**

(b) Contractor submission of the material inspection and receiving information required by Appendix F of the Defense FAR Supplement by using the **Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) electronic form** (see paragraph (b)(1) of the clause at 252.232-7003) fulfills the requirement for a material inspection and receiving report (DD Form 250). Two copies of the receiving report (paper copies of either the DD Form 250 or the WAWF-RA report) shall be distributed with the shipment, in accordance with Appendix F, Part 4, F-401, Table 1, of the Defense FAR Supplement.



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## RESOURCES



- **REGULATIONS - FAR, AFARS, DFARS**
  - Appendix F (instructions for DD250)
  - DFARS 204 – Contract Structure and CLIN structure

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/farfars/dfars/dfarsapxF.htm>

- **MY INVOICE – registration for BOTH vendor & Govt.**
  - <https://myinvoice.csd.disa.mil/>



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## CONTRACT PAYMENT SUMMARY



- Foreign UNIT PRICES – may be more than 2 decimal points
- INVOICE is in the **same currency** as the contract.
- INVOICE must state the contract number and the CLIN referenced
- DD250 MATCHES INVOICE and CONTRACT information.
- DD250 is signed using the **date of receipt**. The date of receipt starts the clock for interest payments if a valid invoice is in place.
- ACCEPTANCE** on MMIR includes a stamp or handwritten indication of name, title, and office of the individual signing. BLOCKS 32a-42d



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## WHAT IS WIDE AREA WORK FLOW (WAWF)

- A secure Web-based system for electronic invoicing, receipt and acceptance.
- <https://wawf.eb.mil/>
- Creates a virtual folder to combine the three documents required to pay a Vendor
  - The Contract, the Invoice, and the Receiving Report.



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Wide Area Workflow Version 3.0.12 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://wawf.eb.mil/> Go Links



Wide Area Workflow

- [Home](#)
- [Customer Support](#)
- [About WAWF](#)
- [What's New](#)
- [Security & Privacy](#)
- [Active DoDAACs & Roles](#)
- [Active CAGEs & Roles](#)

## Wide Area Workflow (13)

Version 3.0.12 Patch01

**System Messages:**

**New(28 Nov 07)** The WAWF application will be unavailable on Sunday, 9 Dec starting at 1000 MT / 1200 ET - 1400 MT / 1600 ET for software and security upgrades.

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**(01 Nov 07)** Attention Navy Local Processing Offices (LPO). WAWF v3.0.12 has an AAA validation check and table which may not have all valid AAAs included. If you receive the following error message, please contact the Ogden Service Desk, at 1-866-618-5988 or email at [CSCASSIG@CSD.DISA.MIL](mailto:CSCASSIG@CSD.DISA.MIL)

**"Error: The AAA Code is invalid on the Line Item Tab. Please correct the information."**

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**(21 Oct 07)** Microsoft Internet Explorer 7.0 (IE7.0) running on Windows Vista operating system is now supported for use with Wide Area Workflow. Please go to "[Setting Up Your Vista Machine For WAWF with MSIE Browser Version 7](#)" link for set-up instructions.

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**(02 Oct 07)** The Vendors sending invoices to the following Local Processing Offices (LPO) DoDAACs, N00421, N68335, N00019, N68936, N61339, N32379 and N66021 Please Note; Contract modifications to open contracts are anticipated in the late November timeframe that will change the Pay Office DoDAAC to a new Navy ERP DoDAAC N50120. This DoDAAC will be activated upon issuance of the contract modifications. Upon receipt of the contract modification and applicable invoicing instructions, future invoices must cite the new Pay Office DoDAAC. This change applies only to Navy NAVAIR Command under payments disbursed via the

Done Internet



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## WHAT IS WIDE AREA WORK FLOW

- Enables electronic form submission of invoices, government inspection, and acceptance documents
- Authorized DoD users are notified of pending actions by e-mail and are presented with a collection of documents required to process the contracting or financial action.



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## BENEFITS

- Global Accessibility
- Eliminates Lost or Misplaced Documents
- Accuracy of Documents
- Secure & Auditable Transactions
- Enables Timely & Accurate Payments
- Decreases Interest Payments



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**Subject Matter Expert**  
**Unit Government Administrator (GAM)**

**QUESTIONS?**