



OFFICE OF THE SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1000

March 23, 2020

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Procure-to-Pay Standard Operating Procedure for Distribution of Contract Completion Statements ("Handshake 9")

As the Department strives to achieve auditability, key enterprise financial metrics indicate a significant number of unmatched transactions are still problematic, especially within the Contract Pay and Vendor Pay business area. The Procure-to-Pay Process Advocates Working Group, co-chaired by the Director, Contracting eBusiness and the Director, Business Process and Systems Modernization, has been determining root causes within the Department's end-to-end processes. Data exchanges, or "handshakes," must be standardized throughout the enterprise to ensure consistency and traceability of funds from the initial development of a Purchase Request through contract closeout.

This memorandum publishes the standard operating procedure (SOP) for electronic transmission of the contract closeout completion statement from procurement to financial systems, referred to as Handshake 9. The attached Handshake 9 SOP establishes the enterprise business rules and standard procedures for performing contract closeout, and is also available at https://www.acq.osd.mil/dpap/pdi/p2p/docs/Handshake_9_SOP_20200109.pdf. Unless waived, DoD components must implement Handshake 9 by October 1, 2021.

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Attachment:
As stated

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