

## APPENDIX F: PAYMENT AND INVOICING

**F.1. Task Orders.** In accordance with (IAW) FAR Clause 52.216-18, Ordering, task orders and any subsequent modifications to task orders will be issued by Ordering Officers (OO) based on customer's entitlement and sent to the contractor via the government-managed system. IAW FAR 16.504 (a)(4)(vii), OO may orally order services and a written task order will be issued as soon as practicable.

**F.1.1. Transition.** A separate, stand-alone task order will be issued by the Contracting Officer for the Transition Services identified in Performance Work Statement (PWS) paragraph 1.2.9, and Appendix A, Transition.

**F.2. Payment Information.** Payment will be made using the Third-Party Payment System (TPPS) Automated Payment System IAW the invoicing instructions below.

**F.3. Invoicing Instructions.** IAW PWS 1.2.7.2.3. the contractor shall submit payment requests directly in the government managed system, or through the contractor's interface with the government managed system. Invoices can be created via electronic data interchange or by using the web-based user interface. The contractor must mark the service as "complete" in the system and provide a complete service document package (identified below). Upon receipt and verification of a complete service document package in the government-managed system an approved invoice request will be generated in the government managed system. Once the Contracting Officer's Representative approves the invoice request, the invoice request will transfer from the government-managed system to TPPS. The government-managed system has the capability to process more than one invoice per task order. The contractor may elect to submit more than one (1) invoice per task order, but each invoice must be uniquely numbered and correspond to the specific task order. The contractor will only be paid for approved amounts depicted on the government task order.

**F.3.1. Service Document Package.** The contractor shall submit a service document package inclusive of accurate, legible and audit-compliant documentation which reflects the true dates, weights and services performed to substantiate all services rendered as evidenced by customer or customer representative signature(s) in the payment request. Documentation shall include, but is not limited to, shipment inventory and weight tickets, as applicable. Documentation can be uploaded directly into the government system or via a system interface. The contractor shall ensure all elements of PWS Appendix H, Form Data Elements is included in Service Document Package.

**F.3.2. Task Order Modifications.** In the event a task order is modified, the contractor is authorized to invoice for all services rendered IAW PWS 1.2.5.3.4.

**F.4. Invoicing.** The contractor shall invoice for all contract line items (CLIN) included the SF1449 IAW the following instructions.

**F.4.1. Transition (CLIN 0002, PWS, para 1.2.9).** Invoicing for Transition services is authorized monthly. The total price included in Attachment 2, Pricing Rate Table, Tab 4a, shall be invoiced equally per month, until requirements included in paragraph A.2. of Appendix A,

Transition Plan, are complete (not to exceed 9 months). Invoices for Transition shall be submitted IAW DFARS 252.232-7006, Wide Area Work Flow.

**F.4.2. Pre-Move and Post Move Services (PWS para 1.2.5. and 1.2.7. and all sub-paragraphs)**

**F.4.2.1.** One time invoicing for Shipment Management Services included in Attachment 2, Pricing Rate Table, Tab 4a is authorized per task order (as modified) upon receipt of a task order.

**F.4.2.2.** One time invoicing for Counseling Services included in Attachment 2, Pricing Rate Table, Tab 4a, is authorized when counseling is complete.

**F.4.3. Physical Move Services (PWS para 1.2.6. and all sub-paragraphs)**

**F.4.3.1.** Invoicing for Domestic relocation services (excluding storage in-transit (SIT)) included in Attachment 2, Pricing Rate Table, Tabs 2a – 2c is authorized upon completion of the service performed (multiple invoices are authorized).

**F.4.3.2.** Invoicing for International relocation services (excluding SIT) included in Attachment 2, Pricing Rate Table, Tabs 3a – 3e is authorized upon completion of the service performed (multiple invoices are authorized).

**F.4.3.3.** Invoicing for Accessorial and Additional Prices included in Attachment 2, Pricing Rate Table Tab 5a is authorized upon completion of an approved service performed (multiple invoices are authorized).

**F.4.3.4.** Invoicing for Domestic SIT included in Attachment 2, Pricing Rate Table, Tab 2b is authorized upon completion or every 30 days.

**F.4.3.5.** Invoicing for International SIT included in Attachment 2, Pricing Rate Table, Tab 3d is authorized upon completion or every 30 days.