



Invoicing Instructions for Purchase Orders for Fixed Price Contracts

Unless otherwise noted, all definitions of Capitalized words shall have the same meaning as those found in i3 DOC 2

Seller shall submit invoices, no more frequently than on a monthly basis, to the Buyer in accordance with the following instructions:

(a) Each invoice must be signed and approved by an authorized representative of the Seller **who shall certify** that the invoiced amounts are accurate and that the Seller has, in its possession, records for all direct and indirect costs expended to substantiate the invoices submitted to Buyer. It should further be certified that the individuals being invoiced meet the required labor category education and experience qualifications.

(b) Invoices shall include the following:

- 1) Subcontractor's name and business address (and remittance address if different)
- 2) Date of invoice
- 3) Taxpayer ID
- 4) Prime Contract Number
- 5) Subcontract Number
- 6) Billing Period of Invoice
- 7) Description/Title of Services
- 8) SLIN/Milestone (if applicable)
- 9) Total charges billed **per period and cumulative**
- 10) If you have multiple SLINs or multiple invoices being submitted for the same period, you are required to provide a summary cover roll up page with your invoices. This summary will account for all current and cumulative costs invoiced on the subcontract.

(c) Invoices must be uploaded to the i3 sharing center by the (4th) fourth of each month. Invoices not submitted thru the sharing center may be subject to delays, including acceptance of the invoice being delayed up to thirty (30) days. Subcontractor account will be setup and tested before submittal of first invoice.

(d) Accruals must be submitted by the 28th in the sharing center. Accruals are utilized as a best guess for the following month's invoice in its totality. Accruals will be analyzed on a quarterly basis to ensure quality, stay within a 10% variance from the submitted invoice.

(e) The Seller shall comply with all government travel regulations in effect at the time of travel, and no costs will be allowable which exceed any such regulations and limits. Buyer shall have the right to request an audit or verification of expenses from DCAA of any related and supporting detail for the above items.

(f) Travel, material, and other allowable direct costs must be invoiced within 30 days of incurring the expense.

(g) Unless otherwise specified, prices include all applicable federal, state and local taxes, duties, tariffs, and similar fees imposed by any government. All taxes, assessments and similar charges levied with respect to or upon any such products or services provided by Seller under this Contract shall be the responsibility of Seller.

(h) In no event shall the amounts billed exceed the funding set forth in the Contract. Failure of seller to invoice Buyer within forty-five days after Contract period of performance completion relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled



costs, profit and/or fees under the Contract. The billing of final indirect rate adjustments will occur within ninety days of Seller receipt of final indirect rates from DCMA.

- (i) Buyer reserves the right to request additional information from Seller before invoicing the Government. Buyer reserves the right to refrain from billing the Government in case of questions about Subcontractor's invoice. If, after submission of an invoice, the Government refuses to pay or demands a credit or refund based on issues relating to Seller performance, Buyer shall have the right to refrain from paying Seller, demanding a credit or refund, or offsetting other amounts owed to Seller. Buyer also reserves the right to receive a credit or refund from the Seller if the government audits and rejects any ODC such as travel expenses after Buyer was reimbursed for such expense.
- (j) Payments for subcontractors will be made in accordance with payment terms of the contract. The timing will start on the approval date of the invoice, not the invoice date submitted.
- (k) Final Invoice shall be submitted within sixty days after Contract period of performance completion. Failure of Seller to invoice Buyer in a timely manner relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled costs, profit and/or fees under the Contract.



General Invoicing Instructions for Purchase Orders for Time and Material Contracts

Unless otherwise noted, all definitions of Capitalized words shall have the same meaning as those found in i3 DOC 3

Seller shall submit invoices, no more frequently than on a monthly basis by the 5th of each month, to the Buyer in accordance with the following instructions:

(a) Each invoice must be signed and approved by an authorized representative of the Seller **who shall certify** that the invoiced amounts are accurate and that the Seller has, in its possession, records for all direct and indirect costs expended to substantiate the invoices submitted to Buyer. It should further be certified that the individuals being invoiced meet the required labor category education and experience qualifications.

(b) Invoices shall include the following:

- 1) Subcontractor's name and business address (and remittance address if different)
- 2) Date of invoice
- 3) Taxpayer ID
- 4) Prime Contract Number
- 5) Contract Number
- 6) Billing Period of Invoice
- 7) Description/Title of Services
- 8) SLIN (if applicable)
- 9) Labor Category and Bill Rate
- 10) Labor Hours (in **whole or half hour increments only**)
- 11) Material, including proof of payment/support data shall be readily available and submitted.
- 12) Travel (receipts per FAR 31.205.46(3)(iv)) shall be readily available and submitted directly to the Government only.
- 13) Total charges and hours billed **per period and cumulative**
- 14) If you have multiple SLINs or multiple invoices being submitted for the same period, you are required to provide a summary cover page with your invoices.

(c) Invoices must be uploaded to the i3 sharing center by the (4th) fourth of each month. Invoices not submitted thru the sharing center may be subject to delays, including acceptance of the invoice being delayed up to thirty (30) days. Subcontractor account will be setup and tested before submittal of first invoice.

(d) Accruals must be submitted by the 28th in the sharing center. Accruals are utilized as a best guess for the following month's invoice in its totality. Accruals will be analyzed on a quarterly basis to ensure quality, stay within a 10% variance from the submitted invoice.

(e) The Seller shall comply with all government travel regulations in effect at the time of travel, and no costs will be allowable which exceed any such regulations and limits. Buyer shall have the right to request an audit or verification of expenses from DCAA of any related and supporting detail for the above items.

(f) Separate invoices must be submitted for each SLIN if applicable. The Seller shall comply with all government travel regulations in effect at the time of travel, and no costs will be allowable which exceed any such regulations and limits. Buyer shall have the right to request an audit or verification of expenses from DCAA of any related and supporting detail for the above items.



- (g) Travel, material, and other allowable direct costs must be invoiced within 30 days of incurring the expense.
- (e) Unless otherwise specified, prices include all applicable federal, state and local taxes, duties, tariffs, and similar fees imposed by any government. All taxes, assessments and similar charges levied with respect to or upon any such products or services provided by Seller under this Contract shall be the responsibility of Seller.
- (h) In no event shall the amounts billed exceed the funding set forth in the Contract. Failure of seller to invoice Buyer within forty-five days after Contract period of performance completion relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled costs, profit and/or fees under the Contract. The billing of final indirect rate adjustments will occur within ninety days of Seller receipt of final indirect rates from DCMA.
- (i) Buyer reserves the right to request additional information from Seller before invoicing the Government. Buyer reserves the right to refrain from billing the Government in case of questions about Subcontractor's invoice. If, after submission of an invoice, the Government refuses to pay or demands a credit or refund based on issues relating to Seller performance, Buyer shall have the right to refrain from paying Seller, demanding a credit or refund, or offsetting other amounts owed to Seller. Buyer also reserves the right to receive a credit or refund from the Seller if the government audits and rejects any ODC such as travel expenses after Buyer was reimbursed for such expense.
- (j) Payments for subcontractors will be made in accordance with payment terms of the contract. The timing will start on the approval date of the invoice, not the invoice date submitted.
- (k) Final Invoice shall be submitted within sixty days after Contract period of performance completion. Failure of Seller to invoice Buyer in a timely manner relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled costs, profit and/or fees under the Contract.



General Invoicing Instructions for Purchase Orders for Cost Reimbursable Contracts

Unless otherwise noted, all definitions of Capitalized words shall have the same meaning as those found in i3 DOC 4

Seller shall submit invoices, no more frequently than on a monthly basis, to the Buyer in accordance with the following instructions:

(a) Each invoice must be signed and approved by an authorized representative of the Seller **who shall certify** that the invoiced amounts are accurate and that the Seller has, in its possession, records for all direct and indirect costs expended to substantiate the invoices submitted to Buyer. It should further be certified that the individuals being invoiced meet the required labor category education and experience qualifications.

(b) Invoices shall include the following:

- 1) Subcontractor's name and business address (and remittance address if different)
- 2) Date of invoice
- 3) Taxpayer ID
- 4) Prime Contract Number
- 5) Subcontract Number
- 6) Billing Period of Invoice
- 7) Description/Title of Services
- 8) SLIN (if applicable)
- 9) Labor Category and Bill Rate
- 10) Labor Hours (**in whole or half hour increments only**)
- 11) Material, including proof of payment/support data shall be readily available and submitted directly to the Government only.
- 12) Travel (receipts per FAR 31.205.46(3)(iv)) shall be readily available and submitted directly to the Government only.
- 13) Total charges and hours billed **per period and cumulative**
- 14) If you have multiple SLINs or multiple invoices being submitted for the same period, you are required to provide a summary cover roll up page with your invoices. This summary will account for all current and cumulative costs invoiced on the subcontract.

(c) Invoices must be uploaded to the i3 sharing center by the (4th) fourth of each month. Invoices not submitted thru the sharing center may be subject to delays, including acceptance of the invoice being delayed up to thirty (30) days. Subcontractor account will be setup and tested before submittal of first invoice.

(d) Accruals must be submitted by the 28th in the sharing center. Accruals are utilized as a best guess for the following month's invoice in its totality. Accruals will be analyzed on a quarterly basis to ensure quality, stay within a 10% variance from the submitted invoice

(e) The Seller shall comply with all government travel regulations in effect at the time of travel, and no costs will be allowable which exceed any such regulations and limits. Buyer shall have the right



to request an audit or verification of expenses from DCAA of any related and supporting detail for the above items.

(f) Travel, material, and other allowable direct costs must be invoiced within 30 days of incurring the expense.

(g) Unless otherwise specified, prices include all applicable federal, state and local taxes, duties, tariffs, and similar fees imposed by any government. All taxes, assessments and similar charges levied with respect to or upon any such products or services provided by Seller under this Contract shall be the responsibility of Seller.

(h) In no event shall the amounts billed exceed the funding set forth in the Contract. Failure of seller to invoice Buyer within forty-five days after Contract period of performance completion relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled costs, profit and/or fees under the Contract. The billing of final indirect rate adjustments will occur within ninety days of Seller receipt of final indirect rates from DCMA.

(i) Buyer reserves the right to request additional information from Seller before invoicing the Government. Buyer reserves the right to refrain from billing the Government in case of questions about Subcontractor's invoice. If, after submission of an invoice, the Government refuses to pay or demands a credit or refund based on issues relating to Seller performance, Buyer shall have the right to refrain from paying Seller, demanding a credit or refund, or offsetting other amounts owed to Seller. Buyer also reserves the right to receive a credit or refund from the Seller if the government audits and rejects any ODC such as travel expenses after Buyer was reimbursed for such expense.

(j) Payments for subcontractors will be made in accordance with payment terms of the contract. The timing will start on the approval date of the invoice, not the invoice date submitted.

(k) Final Invoice shall be submitted within sixty days after Contract period of performance completion. Failure of Seller to invoice Buyer in a timely manner relieves Buyer of all financial obligations, liabilities and payments to Seller for any and all unbilled costs, profit and/or fees under the Contract.