DFAS Commercial Pay Overview

Defense Finance and Accounting Service

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DFAS COMMERCIAL PAY

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VENDOR PAY

- Pays contracts that are locally administered
- Typically does not pay contracts with financing
- Pays both contract and non-contract payments
- Less complex contracts

Vendor Pay Locations / Customers Supported

DFAS Columbus: Air Force, Army, USMC, DLA, and Defense Agencies

DFAS Indianapolis: Army and Defense Agencies

DFAS Rome: Army (Operational Commands)

DFAS Limestone: Air Force (Operational Commands)

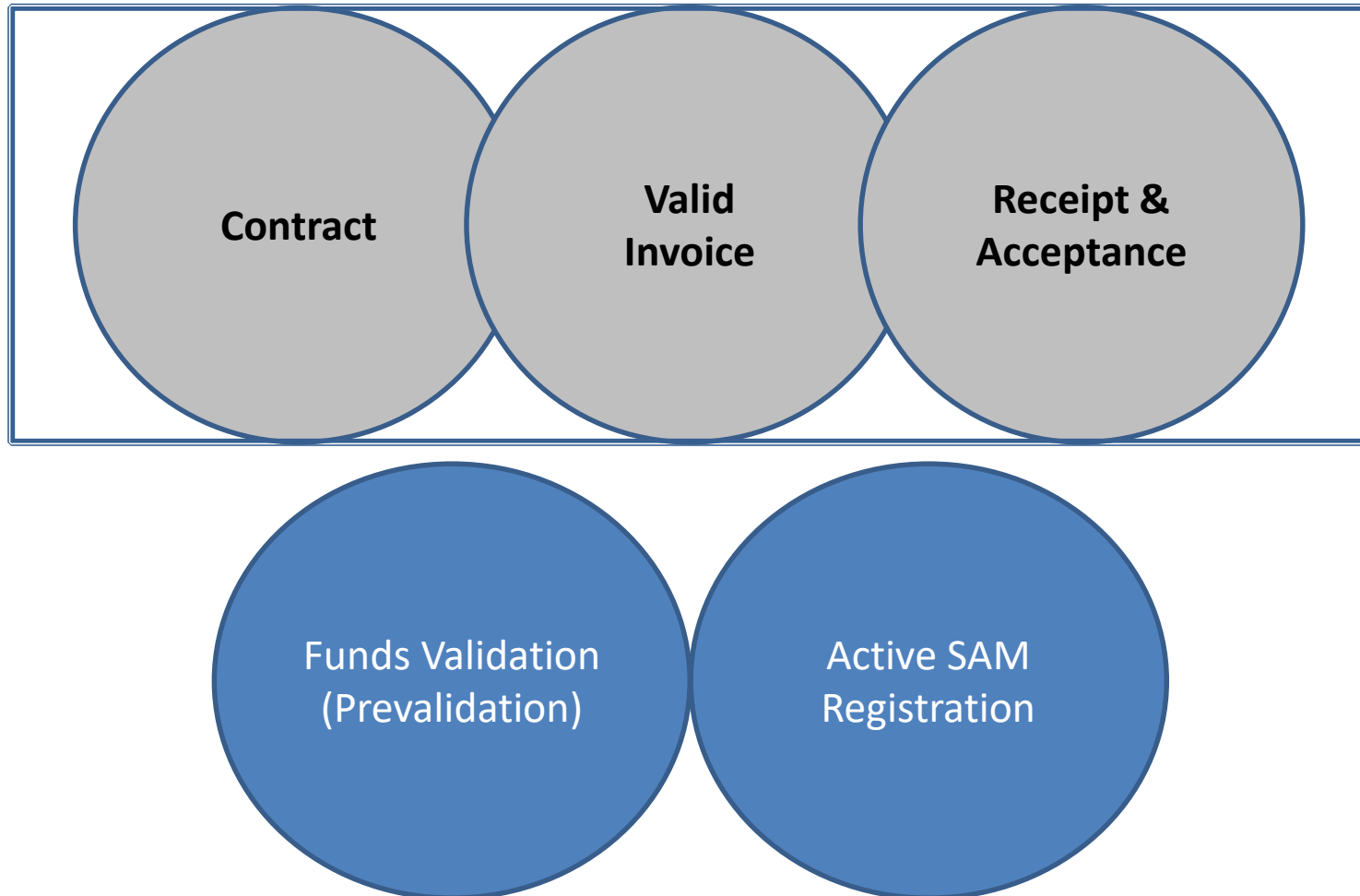**DFAS Cleveland: Navy**

CONTRACT PAY

- Pays contracts administered by DCMA
- Financing payments (progress, performance based, commercial item financing, Interim Cost)
- Complex, multi-year, high dollar contracts

Contract Pay Locations / Customers Supported
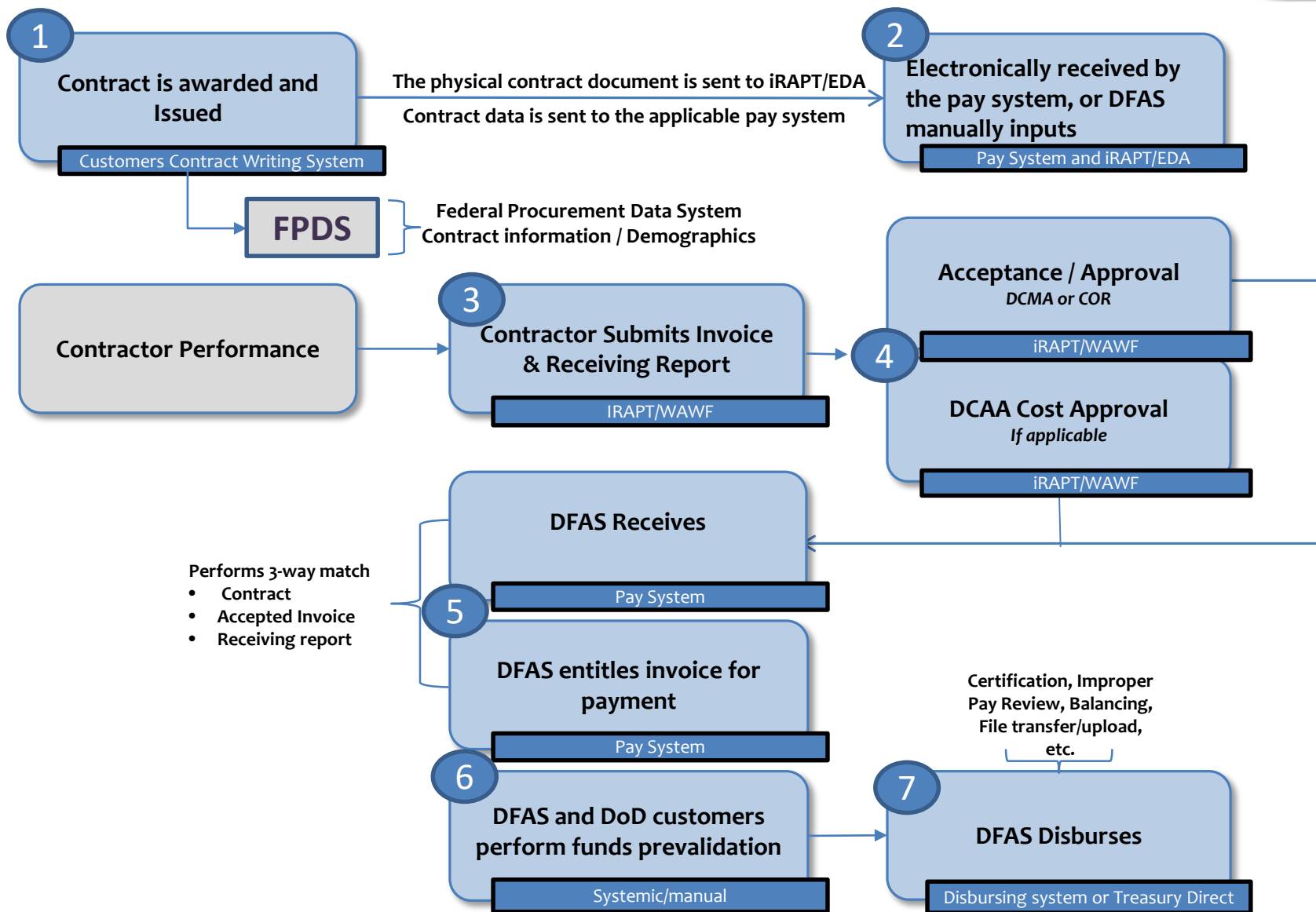
DFAS Columbus (Primary): All DoD Customers

DFAS Limestone: All DoD Customers

THREE WAY MATCH

Contract

Valid Invoice

Receipt & Acceptance

Funds Validation (Prevalidation)

Active SAM Registration

Commercial Payment Process

1 Contract is awarded and Issued
Customers Contract Writing System

The physical contract document is sent to iRAPT/EDA

Contract data is sent to the applicable pay system

2 Electronically received by the pay system, or DFAS manually inputs
Pay System and iRAPT/EDA

FPDS
Federal Procurement Data System
Contract information / Demographics

Contractor Performance

3 Contractor Submits Invoice & Receiving Report
IRAPT/WAWF

Acceptance / Approval
DCMA or COR
iRAPT/WAWF

4 DCAA Cost Approval
If applicable
iRAPT/WAWF

DFAS Receives
Pay System

Performs 3-way match
- Contract
- Accepted Invoice
- Receiving report

5 DFAS entitles invoice for payment
Pay System

6 DFAS and DoD customers perform funds prevalidation
Systemic/manual

Certification, Improper Pay Review, Balancing, File transfer/upload, etc.

7 DFAS Disburses
Disbursing system or Treasury Direct

EDA upload - PDS status

If you have a "deficient" status on any of your contractual documents in EDA you will receive a 'Validation Warning' message in WAWF when preparing your invoice. This message will continue point forward on all items associated with that contractual document. The only office that can attempt to resolve this is your contracting officer as the issue is between the contract writing system and the upload interface with EDA.

Just because you receive a 'Validation Warning' message in WAWF does not mean that you cannot invoice. The warning appears because the document sent to EDA did not flow in correctly, which in turns means that WAWF isn't' able to recognize the line items, amounts, unit of measure, ACRNs, etc... impacted on that document. The warnings intent is for you to ensure that you are billing items correctly. You can still submit your invoice without any issues.

Award Search Results

Options ∨	⬇ Export Results	🖫 Save Search	🔧 Refine Search	🔍 New Search

Selected Contract: -

Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS
▇▇▇▇	▇▇▇▇	P00001		Deficient
▇▇▇▇	▇▇▇▇			Verified (2.5.1)

Records: 1 to 2 |< < 1 > >| 10 ∨   2 Records Returned

NOTE: You may right-click on the contract record to conduct any necessary additional actions on that contract.

Common Reasons for Payment Delays

Submitting invoices within days of new contractual documents
- ✓ Most entitlement systems need as least 10 days to process

Contract Deficiency Report – CDR
- ✓ CLIN structure, Line of Accounting, Payment instructions, Pay Office correction

Your invoice has not been accepted, receiving report required
- ✓ Understand your contracts acceptance terms
- ✓ Be mindful of overseas acceptance terms
- ✓ Required before the invoice can start the payment process

Improper billing submission
- ✓ Know contractual billing requirements
- ✓ Use proper CLIN/SLIN structure and correct QTY/Unit Price/Unit of Measure
- ✓ Submit to the correct payment office

Invoice is waiting on prevalidation approval
- ✓ Funding must be verified with the accounting station for every item billed, to include ZERO amount CLIN.

SAM registration is expired
- ✓ Updating registration is an annual requirement
- ✓ The pay systems link with SAM and will prevent payment if the account is expired

Why hasn't DFAS paid me?

Contract Basics Continued

Where to find pertinent information in your contract:

- **Contract Number, Deliver Order: Block 1 and 2**
- **Date of Order: Block 3, this date is important to keep in mind when invoicing within 10 days of this date.**
- **Issued By: Block 6, typically contains the POC that wrote the document**
- **Administered by: Block 7, this is who oversees that the Issued By office and contractor both are in compliance of the contract and terms**
- **Mark If Business Is: Block 11, if you are a small business there should be something selected.**
- **Ship To: Block 14, provides who you are shipping your items to**
- **Payment Will Be Made By: Block 15, provides the pay office information and code associated with that office**
- **Block 24: contains the signature of the Contracting/Ordering Officer. This can be the same person stated in Block 6, or it can be someone different.**

Contract Basics Continued

Where to find pertinent information in your contract:

- **Section B: outlines the items of your contract**
- **Section E: outlines where inspection and acceptance takes place and by who**
- **Section F: provides your delivery information**
- **Section G: outlines the funding on your contract**
- **Section H: outlines special contract requirements**
- **Section I: outlines Contract Clauses - contains the FAR and DFAR clauses pertinent to your contract. Did you know you can Google them?**
- **Special Clauses:**

    FAR

252-232-7003 Electronic Submission Of Payment Requests and Receiving Reports

- **means electronic invoice submission is required**

252.232-7006 Wide Area Workflow Payment Instructions

- **provides specific invoicing information and POC's**

Self Help

SAM registration
https://www.sam.gov

Google FAR & DFAR Clauses
Either type the clause in the search bar or utilize
https://gpo.gov

AskDFAS
Required to reject invoices. Can inquire about invoices as well.
https://www.dfas.mil

myInvoice
Check status of your invoice. Requires PIEE (Procurement Integrated Enterprise Environment) know as WAWF suite.
https://wawf.eb.mil

Key Take Aways and Things You Should Know

- **Know who your contracting officer is**

- **Understand the terms of your contract, and invoice in accordance to them**

- **SAM registration**

- **Requests to reject an invoice MUST be submitted via AskDFAS**

- **Know who your DFAS payment office is**

- **Simplify: The more complex your contract, the more risk of delays**

- **Prompt Pay**

- **Use self help tools**