

Payment Package Submission Requirements:

The vendor is responsible for submitting their invoices to the Transportation Office. DFAS-Europe (DFAS-EU) will no longer accept payment packages directly from the vendor/contractor. The Transportation Office will then create the Military Freight Warrant that belongs to the invoice and submit the payment package to the DFAS-EU submission email box (see below) for it to be reviewed and uploaded for processing and payment.

Invoice Requirements for the Vendor:

- Name and Address of Vendor
- DFAS-Europe Address
- Invoice Number
- Description of Services
- Amount
- Banking Information
- Acceptance Stamp from the Transportation office

AE Form 55-355F (Military Freight Warrant) requirements from the Transportation Office:

- Issue date
- TMR Number
- Serial Number
- Consignor Info with DoDAAC
- Consignee Info with DoDAAC
- To and from Tariff Station
- Tender number
- Name of Carrier
- Quantity, Type Pack, Description of Good and Weight
- Bill to
- Tac Code, amount that matches invoice
- Transportation coordinator
- Signature

Additional Required Documents from the Transportation Office:

- Need a copy of the tender that is referenced on the invoice or Military Freight Warrant
- Army-Funded Transportation Funds Verification & Use Authorization

Payment Package Submission Process:

Once the Transportation Office has all the documents in the order above they can email the payment package to dfas-europe-submission-vptp@mail.mil as one attachment per email.

After emailing the payment package to the DFAS-EU submission box, the Transportation Office shall receive an email with a confirmation number that indicates the payment package has been reviewed and sent forward for processing. If the Transportation Office fails to receive a confirmation email within 2 business days they should email DFAS-EU using the submission box email address ([dfas-europe-](mailto:dfas-europe-submission-vptp@mail.mil)

submission-vptp@mail.mil) and confirm the payment package was received. If DFAS-EU identifies errors on the documents that were submitted, DFAS-EU will email the Transportation Office and identify the required corrections.

DFAS-Europe Customer Service

A Customer Service Ticket can be submitted to dfas-europe-customerservice@mail.mil if you have a payment status request after 30 days or any other questions.

When submitting a ticket, please include the following information in the subject line:

- Vendor Name
- Reason for Ticket (Payment Status or Question)
- Invoice Number - please attach the invoice if possible