

DFAS-Europe Customer Service



DFAS-EUROPE-CUSTOMERSERVICE@MAIL.MIL

Submit a Customer Service Ticket for:

- Payment Status Request after 30 days
- Any other questions or assistance

Include the following information:

- Reason for Ticket: Payment Status or Question
- Subject Line: Contract Number Invoice Number (no dashes)
EX: H9227616P0001 INV0001
- Payment DoDAAC
- Attach Payment Package (if possible)

DFAS - EUROPE

PAYMENT PACKAGE SUBMISSION & CUSTOMER SERVICE



Payment Package

Submittal Requirements

All payment packages must include an Invoice and a Receiving Report (DD Form 250).

Acceptance should be completed as expeditiously as possible.

The unit receiving official should send the complete payment package to DFAS-Europe by the 5th working day after Government acceptance.

When submitting, use the following template:

Subject Line: Contract # (no dashes) Invoice #

EX: H9227616P0001 INV0001

Please label attachments.

**PLEASE SUBMIT TO THE CORRECT ADDRESS FOR
YOUR UPLOADS**

Invoice Requirements:

- Contractor Name
- Contractor Address
- Invoice Date
- Order Number (if applicable)
- Company Point of Contact (Name, Address, Phone/Email)
- Period of Performance (if applicable)
- CLIN Information (Number, Description, Quantity, Unit of Measure, Unit Price, Amount, Total)
- EFT Banking Information (Bank Name, Beneficiary Name, Account Number, BLZ Number, SWIFT-BIC, IBAN)
- Cage Code
- Invoice Number
- Contract Number

DD Form 250 Requirements:

- Block 1** 13 Digit contract number, and four digit call/order number, where applicable.
- Block 2** Shipment number.
- Block 3** Actual or estimated shipment date.
- Block 4** Government or commercial bill of lading transportation control number.
- Block 5** Discount terms in percentages and days allowed.
- Block 6** Invoice number and actual or estimated date of submission.
- Block 7** Consecutive page numbers.
- Block 8** Enter "S" for source acceptance point or "D" for destination acceptance point.
- Block 9** Contractor name, address and CAGE Code.
- Block 10** Contract Administration Office address and DoD Activity Address Directory (DoDAAC) code number.
- Block 11** Address, FOB and code of "shipped from" location.
- Block 12** Payment office name, address and code as stated in contract.
- Block 13** "Shipped to" address and code from contract.
- Block 14** "Marked for" address and code from contract.
- Block 15** CLIN, SUBCLIN, and ELIN item number as cited in contract.
- Block 16** Item name, stock and/or part number and description.
- Block 17** Quantity shipped.
- Block 18** Abbreviated unit of measure.
- Block 19** Unit Price.
- Block 20** Extended amount.
- Block 21** To be completed by Quality Assurance Representative.
- Block 22** To be completed by receiving activity.
- Block 23** Contractor Use Only.