



Purchase Orders (POs) Invoicing Instructions

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

INVOICE REQUIREMENTS

SEND INVOICE(S) DIRECTLY TO THE INVOICE MANAGEMENT SECTION (IMS) USING ONLY ONE OF THE FOLLOWING METHODS:

1. ELECTRONICALLY VIA EMAIL (**JPL PREFERRED METHOD**) TO ap.invoices@jpl.nasa.gov USING DOCUMENT FILE FORMATS OF .PDF, .TIF, .JPG, .BMP OR .GIF.

- OR -

2. MAIL ORIGINAL DOCUMENT TO: JET PROPULSION LABORATORY, 4800 OAK GROVE DRIVE, MAIL STOP 601-209, PASADENA, CA 91109-8099.

SHOW ANY APPLICABLE STATE SALES OR USE TAX OR FEDERAL EXCISE TAX SEPARATELY ON THE INVOICE. PREPAID SHIPPING CHARGES EXCEEDING \$100.00 REQUIRE A COPY OF THE SUPPORTING FREIGHT CARRIER BILL. FREIGHT INSURANCE IS NOT ALLOWABLE.

IF PAID RECEIPTS IN SUPPORT OF THE INVOICE ARE NOT OBTAINABLE, A STATEMENT AS DESCRIBED BELOW MUST BE COMPLETED, SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, AND ATTACHED TO THE INVOICE.

"I certify that the shipments identified below have been made, transportation charges have been paid by supplier, and paid freight or comparable receipts are not obtainable.

Contract or Order Number: ___ Destination: ___."

THIS ORDER MAY BE SUBJECT TO CALIFORNIA STATE AND UNITED STATES FEDERAL INCOME TAX REPORTING AND WITHHOLDING. REFER TO THE NOTICE OF POTENTIAL TAX WITHHOLDING CONTAINED WITHIN THE INCORPORATED GENERAL PROVISIONS. THIS NOTICE IS LOCATED AT: <http://acquisition.jpl.nasa.gov/docs.htm>

REFER TO THE INVOICE MANAGEMENT SECTION WEB SITE FOR FURTHER INFORMATION: www.invoice.jpl.nasa.gov.



Purchase Orders (POs) Invoicing Instructions (Cont.)

The following items should be included on invoice:

1. JPL Purchase Order (PO) Number
2. Invoice Date
3. Tax Identification Number (TIN)
4. Remittance Address
5. Description of item(s) or service(s)
6. Separately show applicable state sales, use tax, or federal excise tax
7. Total amount due
8. Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed
9. If freight costs exceed \$100.00, you must attach a copy of the freight bill. If you do not have the freight bill, complete and sign the statement below and either include it on the invoice or attach it separately to the invoice.

"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."

Subcontract or Purchase Order Number (missing freight bill only): (fill in)

Destination: (fill in)

Note:

For faster payment, IMS recommends signing up for Direct Deposit. Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the Direct Deposit Authorization form.