



Jet Propulsion Laboratory  
 Invoice Management Section  
 Mail Stop 601-208  
 4800 Oak Grove Drive  
 Pasadena, CA 91109-8099

**Fixed Price with Subcontract Work Orders (SWOs)  
 Invoicing Instructions  
 Prime Contract NAS7-03001**

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.

Submit the invoice and any required backup documents through e-mail (**Preferred Method**) or regular mail:

- |   |           |   |
|---|-----------|---|
| <p>1) <b>JPL PREFERRED METHOD</b><br/>         Send an e-mail to:<br/> <a href="mailto:subcontract.invoices@jpl.nasa.gov">subcontract.invoices@jpl.nasa.gov</a><br/>         with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif</p> | <p>or</p> | <p>2) Mail the <i>original invoice and one photocopy</i> of all the invoicing documents to:<br/>         Jet Propulsion Laboratory<br/>         Invoice Management Section<br/>         Mail Stop 601-208<br/>         4800 Oak Grove Drive<br/>         Pasadena, CA 91109</p> |
|---|-----------|---|

**Invoice Requirements**

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Tax Identification Number (TIN)
- 5. Invoice number
- 6. Billing period
- 7. Remittance address
- 8. SWO number
- 9. SWO value
- 10. JPL project and task number
- 11. Description that refers to work completed/delivered
- 12. Date work was completed/delivered
- 13. Amount Due
- 13a. 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. **Refer to Note E. for details**
- 14. Cumulative amount billed to date by SWO and total
- 15. Total amount due
- 16. Certification wording, authorized signature, printed name, email, and phone number  
*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

|   |   |
|---|---|
| <hr style="width: 80%; margin: 0 auto;"/> <i>Authorized Signature</i> | <hr style="width: 80%; margin: 0 auto;"/> <i>Name (Please Print)</i>    |
| <hr style="width: 80%; margin: 0 auto;"/> <i>Email</i>                | <hr style="width: 80%; margin: 0 auto;"/> <i>Phone Number/Extension</i> |
- 17. Numbered pages





## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Section (IMS):
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
  - 4. Once we receive CTM approval, we will process your invoice for payment.
- D. 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.
- E. **Notice of Potential Tax Withholding** – incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including customization of tangible goods, performed in California or (2) rental or lease of real or tangible property in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.



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### SAMPLE INVOICE – FIXED PRICE with SWOs

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Invoice Date: 7/1/2008</li> <li>2. JPL Subcontract Number: 1234567</li> <li>3. Total Subcontract Value: \$100,000.00</li> <li>4. TIN: 12-3456789</li> <li>5. Invoice Number: 10-234-6</li> <li>6. Billing Period: 6/1/2008 - 6/30/2008</li> </ol> | <ol style="list-style-type: none"> <li>7. Remit To:<br/>           ABC Company<br/>           ABC Company Accounts Receivable<br/>           567 Any Street<br/>           Anytown, VT 12345-1234</li> </ol> |
|---|--|

| 8.<br>SWO #   | 9.<br>SWO Value | 10.<br>JPL<br>Project/Task | 11.<br>Description that refers to the<br>work completed /delivered | 12.<br>Date deliverable/milestone<br>was completed/delivered | 13.<br>Amount Due  | 14.<br>Cumulative Amount<br>Billed to Date |
|---|-----------------|----------------------------|--|--|--------------------|--|
| 001   | \$10,000.00     | 123456/001                 | Completed Project ABC  | 6/20/08  | \$5,000.00         | \$10,000.00                                |
| 002   | \$15,000.00     | 123456/001                 | Completed Project DEF  | 6/20/08  | \$5,000.00         | \$15,000.00                                |
| 003   | \$25,000.00     | 123456/001                 | Completed Project GHI  | 6/20/08  | \$10,000.00        | \$20,000.00                                |
| <b>13a.</b> 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 |                 |                            |  |  | \$1,000.00         |  |
| <b>15. TOTAL AMOUNT DUE</b>   |                 |                            |  |  | <b>\$20,000.00</b> | <b>\$45,000.00</b>                         |

16. *"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

