



**Fixed Price Level-of-Effort with Subcontract Work Orders (SWO's)
 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) JPL PREFERRED METHOD
 Send an e-mail to:
 subcontract.invoices@jpl.nasa.gov
 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:
 Jet Propulsion Laboratory
 Invoice Management Section
 Mail Stop 601-208
 4800 Oak Grove Drive
 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. Subcontract Work Order Information - SWO number, SWO value, SWO hours authorized
- 9. Work hours completed (not to exceed hours authorized per SWO) multiplied by hourly rate
- 10. Amount due
- 10a. 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**
- 10b. Travel costs (not to exceed ceiling per SWO)
- 11. Cumulative hours worked, labor costs and travel costs
- 12. Current amount due for this invoice
- 13. Cumulative amounts/hours billed to date
- 14. 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."

Authorized Signature

Name (Please Print)

Email

Phone Number/Extension

- 15. 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.



SAMPLE INVOICE – FIXED PRICE LEVEL-OF-EFFORT with SWO’s

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"> 1. Invoice Date: 12/31/2011 2. JPL Subcontract Number: 1234567 3. Total Subcontract Value: \$ 777,800.00 4. TIN: 12-3456789 5. Invoice Number: 10-234-6 6. Billing Period: 11/26/2011 – 12/31/2011 | <ol style="list-style-type: none"> 7. Remit To:
 ABC Company
 ABC Company Accounts Receivable
 567 Any Street
 Anytown, VT 12345-1234 |
|---|--|

8. SWO Information			9. Current		10.	11. Cumulative		
SWO #	SWO Value	Hours Authorized per SWO	Work Hours Completed	Hourly Rate	Amount Due	Hours Worked	Labor Cost	Travel Cost
001	\$ 202,000.00	1,000.00			\$	1,000.00	\$200,000.00	\$2,000.00
002	\$ 300,000.00	2,608.70			\$	2,608.70	\$300,000.00	\$0.00
003	\$ 275,800.00	1,100.00	160	\$250.00/hr	\$ 40,000.00	1,100.00	\$275,000.00	\$800.00
10a. 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					\$ 4,000.00			
10b. Travel costs (not to exceed ceiling per SWO)					\$ 800.00			
12. Current Amount Due for this invoice					\$40,800.00			
13. Cumulative Amounts/Hours Billed to Date					\$777,800.00	4,708.70	\$775,000.00	\$2,800.00

14. "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

