

Purchase Order & Blank Purchase Agreement (BPA) Welcome Package

Invoice Process Overview and Explanation

Presented by: Invoice Management Section (IMS)

Updated: Jan 2011



Agenda

- Supplier On-Boarding
- Points of Contact
- Submitting Your Invoice
- Notice of Potential Tax Withholding
- Top Invoice Problems that Delay Payment
- Electronic Funds Transfer (EFT) Information
- Invoice Management Section (IMS) Web Site
- Questions



What is the Supplier On-Boarding Program?

- ▶ The purpose of the Supplier On-Boarding Program is to reach out to suppliers and to inform them of JPL's invoice requirements. The On-Boarding Team accomplishes this by contacting/meeting with suppliers and discussing invoice issues as well as reviewing established invoice instructions. Additionally, the Team addresses any concerns about invoicing that the supplier may have.
- ▶ Goals:
 - Connect IMS with the supplier's invoicing/accounts receivable team
 - All parties will be informed about requirements and the invoice payment process up front
 - Payment issues can be avoided with increased understanding
 - IMS will understand supplier's invoicing limitations and can be flexible case-by-case
 - Benefits include:
 - Less time spent on resolving invoice issues
 - Avoid payment delays associated with inaccurate or incomplete invoices
 - Overcome the information flow gap (IMS with supplier's invoicing/accounts receivable teams)



Your Points of Contact Moving Forward:

- ▶ Your IMS Payments Analyst is:
 - Phil N. Name
 - E-mail, Phone Number

- ▶ Your IMS Supervisor is:
 - Phil N. Name
 - E-mail, Phone Number

- ▶ Your Acquisition Subcontract Manager is:
 - Phil N. Name
 - E-mail, Phone Number



Submitting Your Invoice for Payment

- ▶ Invoice Requirements/Instructions
- ▶ 30 day clock starts when **IMS receives your invoice**
 - Not when End User, Subcontract Manager (SM)/Contract Technical Manager (CTM) receives it
 - Not when goods hit the dock
- ▶ Purchase and BPA invoices can be submitted through e-mail (**preferred method**) or regular mail:
 1. Email ap.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
or:
 2. Mail the **original and one photocopy** of the invoice and supporting documents to:

Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 601-209
4800 Oak Grove Drive
Pasadena, CA 91109-8099



Notice of Potential Tax Withholding

▶ California State Tax Withholding (7%)

- **Organization Types Affected:** Non-CA entities including Corporations, LLC, Individual Sole Proprietors, Partnerships
- **Purchase Types Affected:** Labor Services in CA, Rentals in CA, Software used in CA (Royalty)
- **Exemptions:** Submission of Form 590 indicating exemption granted by CA Secretary of State

▶ Federal Tax Withholding (up to 30%)

- **Organization Types Affected:** Non-U.S. entities including Corporations, LLC, Individual Sole Proprietors, Partnerships
- **Purchase Types Affected:** Labor Services in U.S., Rentals in U.S., Software used in U.S. (Royalty)
- **Exemptions:** Submission of Form 8233 claiming Tax Treaty Exemption may reduce withholding amount



Top Invoice Problems That Delay Payment

➤ **Common errors to avoid when submitting a Purchase Order (PO) invoice**

1. Missing or incorrect PO number
2. Invoicing for services performed after Purchase Order (PO) expiration date
3. Invoice amount is in excess of authorized funds on PO
4. No record of receipt. Send proof of delivery to ap.invoices@jpl.nasa.gov
5. Good(s) or service(s) not authorized on PO
6. Quantity billed at variance with quantity received
7. Services not received
8. Duplicate invoice- JPL has already received and/or paid invoice

➤ **Common errors to avoid when submitting a BPA invoice**

1. Missing or incorrect PO number
2. Missing or incorrect release number
3. Price variance
4. Freight documentation not attached for freight over \$100
5. Incomplete or omitted “item description” for PO match



EFT Information

- ▶ Have you signed up for EFT payments from JPL? All bank account and tax identification information is held in strict confidentiality by JPL
- ▶ Visit JPL's invoice web site at <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> to download the EFT Authorization Form
- ▶ The completed form can be emailed to invoice@jpl.nasa.gov, faxed to (818) 393-3308 or mailed to:

Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 601-207
4800 Oak Grove Drive
Pasadena, CA 91109



For More Information....

Please visit the IMS web site at

<http://invoice.jpl.nasa.gov>

All forms and invoice instructions can be found on the IMS web site

<http://invoice.jpl.nasa.gov/IMS-Forms.cfm>

The JPL logo is located in the bottom left corner of the slide. It consists of the letters 'JPL' in a bold, red, sans-serif font. The logo is set against a blue background with a fine, diagonal hatched pattern. The background of the slide features a large, abstract graphic in the bottom left corner, composed of a blue hatched area, a black diagonal line, and a light blue gradient area.

Questions?

