

B.1 CONTRACT ADMINISTRATION

All contract administration matters will be handled by the following individuals:

a. CONTRACTOR: COMPANY _____
POC _____
TITLE _____
EMAIL _____
PHONE _____
DUNS _____

b. GOVERNMENT: Contracting Officer
Brian Shepard
U.S. Department of Veterans Affairs
Strategic Acquisition Center
10300 Spotsylvania Ave., Suite 400
Fredericksburg, VA 22408
Brian.Shepard@va.gov

Contracting Specialist
Katharine Lindner
U.S. Department of Veterans Affairs
Strategic Acquisition Center
10300 Spotsylvania Ave., Suite 400
Fredericksburg, VA 22408
Katharine.Lindner@va.gov

Program Office POC - TBD

B.2 CONTRACTOR REMITTANCE ADDRESS

All payments by the Government to the Contractor will be made in accordance with:

52.232-33, Payment by Electronic Funds Transfer—System for Award Management

B.3 INVOICES

Payments shall be made monthly in arrears upon receipt of a properly prepared receipt. The Vendor shall invoice orders as indicated on the individual delivery order. In order to comply with the Improper Payment Elimination and Recovery Act of 2010 (IPERA), the VA has mandated electronic invoice submission to the Veterans Affairs Financial Services Center (VAFSC). The VAFSC has partnered with OB10 e-Invoicing network for submission of all electronic invoices to the VA.

OB10 electronic invoicing is free to all VA vendors. In order to submit electronic invoices, all VA vendors must register with OB10 by submitting an email to VA.registration@OB10.com or calling 1-877-752-0900, option 2 for enrollment.

Contractor shall submit an electronic invoice by the tenth (10th) of the following month services were performed, to the Veterans Affairs Financial Services Center (VAFSC) e-Invoice through the website at <https://portal.ob10.com/login.aspx>. For questions regarding the submission of VA electronic invoices, OB10 customer service may be contacted at 1-877-489-6135.

All invoices shall reference the vendor name and address, customer name, contract number, appropriate obligation/funding order number, description of services provided quantity, unit price, and total invoice amount. Invoices shall also include any payment discount terms.

For questions regarding invoice receipt or payment, please call VAFSC directly at 1-877-353-9791 or email vafscshd@va.gov.

B.4 VENDOR ELECTRONIC INVOICE SUBMISSION METHODS

Fax, email and scanned documents are not acceptable forms of submission for payment requests. Electronic form means an automated system transmitting information electronically according to the accepted data transmissions below.

- VA's Electronic invoice presentment and payment system-The FSC uses a third party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please see Tungsten contact information below to begin submitting electronic invoices, free of charge.
- A system that conforms to the X12 electronic data interchange (EDI) formats established by the Accredited Standards Center (ASC) chartered by the American National Standards Institute (ANSI).
- The X12 EDI Web site (<http://www.s12.org>).

B.5 VENDOR E-INVOICE SET-UP INFORMATION

Please contact OB10 at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center (FSC) in Austin, TX for payment processing. If you have questions about the e-invoicing program or OB10, please contact the FSC at the phone number or email address listed below

- OB10 e-Invoice setup information: 1-877-489-6135
- OB10 e-Invoice email: VA.Registration@ob10.com
- FSC e-Invoice contact information: 1-877-353-9791
- FSC e-Invoice email: vafscshd@va.gov
<http://www.fsc.va.gov/einvoice.asp>

Communications:

<https://www.federalregister.gov/articles/2012/11/27/2012-28612/va-acquisition-regulation-electronic-submission-of-payment-requests>
<http://fcw.com/articles/2012/11/27/va-epayments.aspx?s=fcwdaily>

B.6 TERMS AND CONDITIONS

a) The Government is obligated only to the extent of authorized purchases actually made under the resultant contract. The terms and conditions included in this contract apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this contract and the Contractor's invoice, the provisions of this contract will take precedence.

b) Delivery Tickets:

The following provisions apply to all shipments:

Inspection: Destination

Acceptance: Destination

Shipping: Free on Board (FOB) – Destination

Ship To and Mark For: Deliveries shall be marked and shipped to various VHA locations identified in each order placed against the contract.

All shipments, either single or multiple container deliveries, shall bear and contain on the delivery tickets or sales slips (external shipping labels and associated manifests or packing lists) the following at a minimum:

- (i) Name of supplier
- (ii) Contract number
- (iii) Date of purchase
- (iv) Itemized list of supplies or services furnished
- (v) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided the invoice is itemized to show this information).
- (vi) Date of delivery or shipment

In the case of multiple container deliveries, a statement readable near the VA Order number will indicate total number of containers for the complete shipment (ex. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

Packing Slips/Labels and Lists shall include the following:

IFCAP PO # (i.e., 166-E11234)

Total number of Containers: Package ___ of ___. (i.e., Package 1 of 3)

c) Reports:

Quarterly Report:

In order to track compliance, VA requires the contractor to submit the quarterly report of sales in the approved format listed in Attachment E – Quarterly Reporting Tool based on the Governments fiscal calendar year. See below.

QUARTER	PERIOD OF SALES	SUBMISSION DUE DATE
1 st	October – December	Due last day in February
2 nd	January – March	May 31 st
3 rd	April – June	August 31 st
4 th	July – September	November 30 th

The contractor agrees that they shall adhere to this requirement. The contractor shall provide a quarterly report, no later than 60 calendar days after the end of each fiscal quarter ending December, March, June, and September. Reports shall be sent electronically to the SAC BPA Government points of contact until the contractor is notified, in writing, of a different point of contact.

- a. Project Manager;
- b. Contracting Officer's Representative;
- c. Contract Specialist;
- d. Financial Management Analyst at SACPAY@va.gov;