

EasternOperations@noaa.gov
Electronic Document Submission Requirements

Finance must pay invoices in accordance with the mandatory guidelines issued by the Department of Commerce and Office of Management and Budget. All invoices must be paid within 30 days of the original date the invoice is received by the Agency (NOAA), or the Agency may incur late interest charges.

GENERAL REQUIREMENTS:

- Use kite works, when appropriate, to submit files containing PII or BII
- Each Adobe .pdf file should only contain ONE certified document (invoice, SF-182, etc.)
- Each receiving report (CD406 / OF347) should only apply to ONE vendor invoice
- For ease of future reference and research, the email SUBJECT should include a document reference number (e.g. Contract, Purchase Order, Utility/Telecom Account, Training Authorization, etc.)

COMPLETED AND CERTIFIED INVOICE PACKAGES MUST INCLUDE:

- Authorizing signature;
- Date the invoice was "Received" by the Line Office;
- Complete ACCS (Bureau, Fiscal Year, Project Code, Task Code, Organization Code, and Object Class);
- Date the Goods or Services were rendered or accepted (CD406, OF347 or Receiving Report document); and,
- Document number (Reference, Contract, or Purchase Order) and the Line Number, MDL, and CLIN for each amount charged on the invoice.

SF-182 TRAINING FORM REQUIREMENTS INCLUDE:

- Vendor DUNS number;
- Section C, Box 6 (Billing Instructions): "Submit invoice(s) to Line Office POC for approval";
- Section E approval from an Authorizing Official.