

Buyer Invoicing and Payment Information
January 2008

Click on the appropriate Buyer name for information related to invoicing and payment. Additional Buyer information will be added periodically and upon request.

Note: This information was provided by, or obtained from, FedBid Buyers and is provided as a courtesy to the FedBid Seller community. We will update the information from time to time as we become aware of changes, but we make no representations or warranties regarding the accuracy of the information, as it is subject to change without our knowledge.

Department of State	2
DHS Federal Emergency Management Agency	3
DHS Transportation Security Administration	4
DHS Customs and Border Protection	5
Environmental Protection Agency:.....	6
GSA Region 2:.....	7
GSA Region 4:.....	8
GSA Region 7:.....	9
GSA Region 9:.....	10
Department of Defense	11

DEPARTMENT OF STATE

Contact the US Department of State Commercial Claims Customer Service Desk at:

Telephone: 877-704-9473
Email: CommercialClaims@state.gov
Facsimile: 866-483-3436
Mail: US DoS Global Financial Operations (RM/GFS/GFO)
PO Box 15000B
Office of Claims (RM/GFS/F/C)
Charleston, SC 29415-5008

DHS FEDERAL EMERGENCY MANAGEMENT AGENCY

Contact FEMA Office of the CFO, Financial Services Branch at:

Telephone: 202-646-4624

Facsimile: 202-646-4241

Email: kevinc.clark@dhs.gov

Mail: Federal Emergency Management Agency/DHS
Financial Services Branch
500 C Street, SW - Patriots Plaza, 6th floor
Washington, D.C. 20472
ATTN: Kevin C. Clark

DHS TRANSPORTATION SECURITY ADMINISTRATION

Contact the TSA the FinCen Customer Service Section at:

Telephone: 757-523-6940, Voice Option #1 (Available 8:00 AM to 5:00 PM Eastern Time, Monday through Friday, with voice-mail available 24 hours/day, 7 days/week)

Internet: https://www.fincen.uscg.mil/secure/PH_menu.htm (Payment History) or
<https://www.fincen.uscg.mil/secure/payment.htm> (Payment Status Request)

DHS CUSTOMS AND BORDER PROTECTION

Contact the CBP Payment Hotline at:

Telephone: 317-614-5001

Facsimile: 317-298-1038

ENVIRONMENTAL PROTECTION AGENCY:

Contact:

Telephone: 919-541-0616 for Customer Service (Have the Purchase Order Number and Invoice number available)

Internet: <http://www.fms.treas.gov/paid/index.asp> (Treasury's Payment Advice website, registration required)

GSA REGION 2:

For invoice payment status, contact GSA at:

Telephone: 817-978-2408
Internet: <http://www.finance.gsa.gov>.

For invoicing issues, contact Region 2, FAS/AASD at:

Name: Kevin O'Brien
Telephone: 732-532-5921
E-mail: kevin.obrien@gsa.gov

General Invoicing Instructions:

1. **For Shipping:** Reference all information from Block 13 (or, for Form 1449, Block 15) and the task order number on shipping labels before shipment goes out. Forward via email a shipment notification to GSA and the corresponding client(s), including the following information:
 - Items Shipped
 - Date of Shipment
 - Tracking Number of Shipment
2. **For Invoicing:** Invoices must be submitted simultaneously to:
 - ITSS via the IT Solutions website (<https://web1.itss.gsa.gov/Login>) and
 - GSA Finance via website (<http://www.finance.gsa.gov>) or regular mail (see Block 24, or, for Form 1449, Block 18a).

The ACT number in Block 4 (or, for Form 1449, Block 1) of the purchase order form and the invoicing period for which you are billing MUST be included on your invoice(s), and the final invoice must be marked “FINAL”. Attach a copy of the invoice(s) in ITSS (<https://web1.itss.gsa.gov/Login>) for acceptance and evaluation of your services by the end user. This will generate an e-mail notification to the client for invoice acceptance. Ensure that your accounts receivable department receives a copy of the purchase order for invoicing purposes.

GSA REGION 4:

For invoice payment status, contact GSA at:

Telephone: 817-978-2408
Internet: <http://www.finance.gsa.gov>.

For invoicing issues, contact Region 4, FAS/AASD at:

Name: Diana Chadwell
Telephone: 404-331-4860
E-mail: diana.chadwell@gsa.gov

General Invoicing Instructions:

1. **For Shipping:** Reference all information from Block 13 (or, for Form 1449, Block 15) and the task order number on shipping labels before shipment goes out. Forward via email a shipment notification to GSA and the corresponding client(s), including the following information:
 - Items Shipped
 - Date of Shipment
 - Tracking Number of Shipment
2. **For Invoicing:** Invoices must be submitted simultaneously to:
 - ITSS via the IT Solutions website (<https://web1.itss.gsa.gov/Login>) and
 - GSA Finance via website (<http://www.finance.gsa.gov>) or regular mail (see Block 24, or, for Form 1449, Block 18a).

The ACT number in Block 4 (or, for Form 1449, Block 1) of the purchase order form and the invoicing period for which you are billing MUST be included on your invoice(s), and the final invoice must be marked “FINAL”. Attach a copy of the invoice(s) in ITSS (<https://web1.itss.gsa.gov/Login>) for acceptance and evaluation of your services by the end user. This will generate an e-mail notification to the client for invoice acceptance. Ensure that your accounts receivable department receives a copy of the purchase order for invoicing purposes.

GSA REGION 7:

For invoice payment status, contact GSA at:

Telephone: 817-978-2408
Internet: <http://www.finance.gsa.gov>.

For invoicing issues, contact Region 7, FAS/AASD at:

Name: Roy LaBuff
Telephone: 210-341-8300
E-mail: roy.labuff@gsa.gov

General Invoicing Instructions:

1. **For Shipping:** Reference all information from Block 13 (or, for Form 1449, Block 15) and the task order number on shipping labels before shipment goes out. Forward via email a shipment notification to GSA and the corresponding client(s), including the following information:
 - Items Shipped
 - Date of Shipment
 - Tracking Number of Shipment
2. **For Invoicing:** Invoices must be submitted simultaneously to:
 - ITSS via the IT Solutions website (<https://web1.itss.gsa.gov/Login>) and
 - GSA Finance via website (<http://www.finance.gsa.gov>) or regular mail (see Block 24, or, for Form 1449, Block 18a).

The ACT number in Block 4 (or, for Form 1449, Block 1) of the purchase order form and the invoicing period for which you are billing MUST be included on your invoice(s), and the final invoice must be marked “FINAL”. Attach a copy of the invoice(s) in ITSS (<https://web1.itss.gsa.gov/Login>) for acceptance and evaluation of your services by the end user. This will generate an e-mail notification to the client for invoice acceptance. Ensure that your accounts receivable department receives a copy of the purchase order for invoicing purposes.

GSA REGION 9:

For invoice payment status, contact GSA at:

Telephone: 817-978-2408
Internet: <http://www.finance.gsa.gov>.

For invoicing issues, contact Region 9, FAS/AASD at:

Name: Clarice Flippin
Telephone: 415-522-4575
E-mail: clarice.flippin@gsa.gov

General Invoicing Instructions:

3. **For Shipping:** Reference all information from Block 13 (or, for Form 1449, Block 15) and the task order number on shipping labels before shipment goes out. Forward via email a shipment notification to GSA and the corresponding client(s), including the following information:
 - Items Shipped
 - Date of Shipment
 - Tracking Number of Shipment
4. **For Invoicing:** Invoices must be submitted simultaneously to:
 - ITSS via the IT Solutions website (<https://web1.itss.gsa.gov/Login>) and
 - GSA Finance via website (<http://www.finance.gsa.gov>) or regular mail (see Block 24, or, for Form 1449, Block 18a).

The ACT number in Block 4 (or, for Form 1449, Block 1) of the purchase order form and the invoicing period for which you are billing MUST be included on your invoice(s), and the final invoice must be marked “FINAL”. Attach a copy of the invoice(s) in ITSS (<https://web1.itss.gsa.gov/Login>) for acceptance and evaluation of your services by the end user. This will generate an e-mail notification to the client for invoice acceptance. Ensure that your accounts receivable department receives a copy of the purchase order for invoicing purposes.

DEPARTMENT OF DEFENSE

The DoD generally uses Wide Area Workflow (WAWF), a secure Web-based system for electronic invoicing, receipt and acceptance that enables users to research discrepancies, history, or status related to past payment, shipment, or invoices.

To use WAWF, go to <https://wawf.eb.mil/>

For more information, go to <http://www.wawftraining.com/>

For WAWF-RA Customer Support, contact DISA WESTHEM Area Command Ogden Customer Service Center at:

Telephone: 866-618-5988 (CONUS Only)
801-605-7095 (Commercial)
388-7095 (DSN)
Facsimile: 801-605-7453 (Commercial)
388-7453 (DSN)
Internet: CSCASSIG@CSD.DISA.MIL