

## **Webfiltering Ordering Instructions**

Ordering via this BPA is decentralized. Orders are prepared by a Government Ordering Officer (a duly warranted Contracting Officer whose warrant authorizes purchases from the GSA Schedule), in accordance with the terms and conditions of this BPA and the GSA Schedule. Orders may be placed by EDI, credit card, facsimile, on an authorized form such as a Standard Form (SF) 1449 or Department of Defense (DD) Form 1155.

### **INVOICING AND PAYMENT**

1. Invoicing. The requirements of a proper invoice are as specified below as required by FAR 52.212-4 in the Federal Supply Schedule contract. Full text of this clause can be found on the web at URL: <http://farsite.hill.af.mil/>.

The contractor shall submit an original invoice electronically to the address specified on the delivery orders issued against the BPA. An invoice must include:

- a. Name and address of the Contractor
  - b. Invoice date
  - c. Contract number, contract line item number and, if applicable, the order number
  - d. Description, quantity, unit of measure, unit price and extended price of the items delivered
  - e. Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading
  - f. Terms of any prompt payment discount offered
  - g. Name and address of official to whom payment is to be sent
  - h. Name, title, and phone number of the person to be notified in event of defective invoice
- Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125.

Prompt Payment Contractors are encouraged to assign an identification number to each invoice.

2. Fast Payment Procedure the provisions of FAR 52.213-1 FAST PAYMENT PROCEDURE (FEB 1998) are incorporated in this BPA by reference and pertain to Credit Card purchases or other applicable order deliveries. Fast Payment procedures may be used when the conditions of FAR 13.402 are met and the delivery order authorizes Fast Payment. Full text of this clause can be found on the web at URL: <http://farsite.hill.af.mil/>.

3. Precedence. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of the BPA and the Contractor's invoice, the provisions of the BPA will take precedence.