

US EPA Agreement For Email Submission of Contract Invoices

The Environmental Protection Agency's (EPA) Research Triangle Park Finance Office (RTP-FC) has developed a program that will allow contractors to submit their contract invoices to the Environmental Protection Agency [—EPA “or —Agency“] Finance Center via email. In order for a contractor to submit their invoices via email, the following release agreement must be signed by a duly authorized representative of the contractor and returned to RTP-FC, and/or the contract terms currently in force must allow for electronic invoicing in the award or modifications. As a part of the release and/or award terms, the contractor agrees to submit invoices subject to the invoicing procedures attached. The contractor should ensure that contract terms are fulfilled concerning submission of invoice copies to the project officer and contracting officer since the email submitted to RTP-FC will not be forwarded to them. This agreement remains in force until it is terminated or rescinded, or applicable sections are modified by EPA.

Release of Liability:

I certify that I, _____ (Name) am the
_____ (Official Title) of the contractor,
_____ (Company Name) and that I have full and complete authority
to sign the following Release Agreement and to bind the contractor,
_____ (Company Name), to its terms and conditions. The
contractor understands that there are risks inherent with the electronic email submission of invoices,
including, but not limited to, the release of confidential business information. The contractor
hereby releases the Environmental Protection Agency of any liability with regard to such risks and
will make no claims against the Agency if the contractor is harmed as a result of submitting an
electronic invoice. The contractor understands that the Agency will not intentionally forward email
submissions to potential competitors of the contractor and will be used solely for invoice payment
processing purposes. The contractor understands that it is not required to submit invoices
electronically via email and this release only applies to those invoices submitted electronically via
email.

The contractor therefore understands and accepts the inherent risks of electronically
transmitting sensitive data. The contractor further agrees that it will follow the invoicing procedures
(copy attached) for any invoices that it chooses to submit electronically. This release applies to all
invoices submitted as designated in the procedures below. Further, this release applies to ALL
contracts (both current and future) for the contractor listed above.

Please reference current active contract numbers and DUNS number:

Name (Signature)

Date

*Email PDF completed agreement with signature to: ContractPaymentInfo@epa.gov (919-541-1148)

Contract Invoices

1. Complete and sign [EPA's Agreement for Email Submission of Contract Invoices](#) and email the completed form to ContractPaymentInfo@epa.gov (phone: (919) 541-1148).
2. Wait for authorization. Please do not submit a contract bill via email until you receive an authorization email from the RTP Finance Center.
3. After receiving authorization from the RTP Finance Center, submit your invoice in PDF format via email using the following procedures.
 - Put the contract number, invoice number and delivery order number in the SUBJECT line of the email.
 - Example: I_68w09999_234B_00005.pdf. If multiple invoices are attached, please put the contract number only. If you are attaching multiple invoices, please limit the number of attachments/invoices to 10 per email. Please submit separate emails per contract.
 - Do not submit correspondence in the body of the email, and do not include any attachments which are not invoices.
 - It is suggested that the following statement be included in email body: NOTICE: this email data is for the designated recipient only and may contain privileged or confidential information. If you have received it in error, please notify the sender immediately and delete the original. Any unauthorized use of this email is prohibited.
 - Invoices must be in PDF format and attached to the email. A separate attachment for each invoice is required. If the invoice is a scanned document, the size should be standard 8.5" x 11". The first page of the PDF document must contain the first page of the invoice.
 - Each invoice must be signed by a representative of the contractor that is fully and completely authorized to sign on behalf of the contractor. The representative must also print his/her name, direct dial phone number, and email address on the invoice.
 - Invoices in PDF format must be named as follows:
contractnumber_invoicenumber_ordernumber.pdf. Invoices may be rejected if the file name is incorrect.
 - Contract number: Field is 8 digits (for non-EPA contracts we use the first two digits and the last six digits)
 - Invoice number: Field is 11 digits. Please do not exceed 11 digits per invoice number.

Any invoice that exceeds the 11 digit limit will be entered using the first 11 digits starting from the right. Numbers should not begin with a zero or with a special character. Invoice numbers should not include an underscore or a '/'.

- Order number: Field is 5 digits (if there is no order number, please enter '00000' or simply end with the .pdf)

- Example:

I_EPXX9999_STB-300_00001.pfd

I_68XX0000_7.pdf (no order number required)

I_261D00XX_54678994999_00000.pdf (using zeros as placeholders; no order number required)

I_GSF0440G_B345_01100.pfd

I_EPW01111_1.pdf

4. Email your invoice to DDC-KInvoices@epa.gov after you receive the authorization email and as instructed.
5. You will receive an auto reply message once the RTP Finance Center receives your email. If for some reason the RTP Finance Center cannot accept your electronic invoice, you will be notified as soon as possible. You are required to contact the RTP Finance Center at 919-541-1148 if your email submission is rejected.
6. Receipt date for invoices will be the date the RTP Finance Center retrieves and successfully opens the invoice attachments. If invoices are sent on a weekend or federal holiday, or after 3 p.m. (EST or EDT) on a regular work day, the receipt will be dated for the next business day.