

VENDOR PAYMENT INFORMATION

INSTRUCTIONS FOR PROMPT PAYMENT OF PURCHASE ORDER:

- You must receive a **Purchase Order** for the supplies or services provided.
- Before payment can** be made, supplies or services must be provided to :
 - The "DELIVER TO" address in Block 15 of the Purchase Order SF1449 **form**, or
 - The "SHIP TO" **address** in Block 6 of the **Purchase Order** Optional Form 347.
- System for Award Management (SAM) is mandatory for payment of purchase orders.
 - Refer to <http://www.sam.gov> , phone 1-866-606-8220.

INVOICES:

- Submit Invoices either electronically or by mail.
 - To submit invoices electronically, please use the following web site:
 - https://www.fincen.uscg.mil/webinvoices/webinv_start.htm
- Original invoices are required for payment.
 - However, a copy may be accepted if marked **ORIGINAL**.
- Do not send extra or multiple copies of the invoice.
 - This only delays processing.

A PROPER INVOICE MUST CONTAIN THE FOLLOWING:

- Complete Business Name and Remittance Address
- Invoice Number, and Invoice Date
- Requisition Number in Block 1 on SF 1449, or Requisition Number in Block 4 on Optional Form 347
- Purchase Order Number in Block 4 on SF 1449, or Purchase Order Number in Block 3 on Optional Form 347.
- Your DUNS number must be indicated on your invoice before payment will be made.
- Description, **including the** price and quantity of supplies or services actually delivered or rendered.
- Shipping and payment terms.
 - Shipping charges in excess of \$100 must be supported by a copy of your prepaid freight bill.

BILLING ADDRESS ON PURCHASE ORDER:

- INVOICES MUST BE SUBMITTED DIRECTLY TO THE ADDRESS CITED ON THE PURCHASE ORDER.
 - Payment will be made as close as possible to 30 days after a proper invoice is received at:
 - The designated billing office or,
 - The date the material or service is accepted by the ordering unit, whichever date is later.

CUSTOMER SERVICE INQUIRIES:

- Please refer to your Coast Guard Purchase Order when inquiring about payment status.
 - The requisition number and order number is required.
- **Contacting Customer Service:**
 - **PHONE NUMBER: (757) 523-6940 or**
 - **TOLL FREE NUMBER: 1-800-564-5504 or**
 - **INTERNET WEB QUERY: <https://www.fincen.uscg.mil/secure/payment.htm>**
 - A Customer Service representative will respond to your telephone or web inquiry.
 - If all lines are busy when making a telephone inquiry, please leave a voice message.
 - Your call will be answered as quickly as possible, normally within 24 hours.
 - Please allow the 24-hour processing time before making any additional requests for payment status.

FEDERAL AGENCIES ARE EXEMPT FROM TAXES:

- The tax exemption number for the U.S. Coast Guard is B-239641.
- A Tax Exemption Certificate may be obtained from the issuing office listed in
 - Block 9 titled "ISSUED BY" on **the** SF1449, or in Block 5 titled "ISSUING OFFICE" **on the** Optional Form 347

SAMPLE OF TRAILER CARD PROVIDED WITH CHECK

INVOICES ARE NOT RETURNED, CHECKS ARE ELECTRONICALLY PROCESSED

NOTICE TO CHECK RECIPIENT TREASURY-FINANCIAL MANAGEMENT SERVICE TFS FORM 3039 [REV.]		
VENDOR NAME: J. Q. VENDING CO. INC.		VENDOR I.D. NUMBER 999999999
AGENCY NAME AND BILLING ADDRESS:	COMMANDING OFFICER USCG Finance Center 1430A Kristina Way Chesapeake, VA 23326-3635	U.S. TREASURY REG. FINANCIAL CENTER: KANSAS CITY, MO
		CHECK NUMBER 3091-13168357
<u>23078473XG061-000</u> <u>05152007</u> \$300.00		AGENCY SCHEDULE NUMBER 000VC80781
		AGENCY TELEPHONE NUMBER 757-523-6940
PLEASE DIRECT ANY INQUIRES CONCERNING THIS PAYMENT TO THE AGENCY AT THE ADDRESS (OR PHONE NUMBER) INDICATED ABOVE.		

