

## INVOICING AND FINANCIAL REPORTS

The Subcontractor shall inform all of its personnel of the correct project/task account(s) (provided by JPL) against which the person is authorized to charge. Work, as authorized by SWO, shall be invoiced by project/task account in the format of Attachment A.

JPL provides exception reporting of invoicing errors to the Subcontractor through Contractor Work Authorization Web Application (CWAWA) as an aid to the Subcontractors in processing electronic invoices in an expeditious manner and for viewing errors on line.

Invoice records that pass JPL validation with no "fatal errors" shall be corrected by the Subcontractor and resubmitted to JPL for payment. Fatal errors will result when any of the following validation rules fail:

- a) Subcontract number and SWO number must be valid.
- b) Week ending date must be Sunday.
- c) Week ending date of the submittal must be valid for that SWO.
- d) Project and task must be valid and must also be valid for that SWO.

Fatal errors must be corrected before the record can be processed for payment.

Invoice records may contain "warning errors," which must be ultimately corrected by the Subcontractor, but which can be processed for payment. Examples of warning errors are:

- a) The badge number must be a valid JPL badge number for that TSEP person.
- b) If overtime hours are invoiced, the overtime hours must be within the authorized overtime limit for that SWO.
- c) Straight time hours must not be greater than 40 hours.

The CLEI billing submission must be accompanied by a certification from a responsible official within the Subcontracting Company that indicates that the official reviewed the invoice. All paper invoices must also contain the same certification. The reviewing official cannot be the individual responsible for preparing the invoice. The certification must state the following:

*“By the submission of this invoice, I, \_\_\_\_\_, certify that to the best of my knowledge and belief, the information provided is true and correct, and that the charges or costs contained therein are incurred for the Supplier accounting period ending Month, Day and Year, and in accordance with Subcontract Number \_\_\_\_\_ with JPL and other documents issued there under I further understand that the amount paid hereunder will become the basis of a claim against the United States Government.”*

Formats of the required invoice and financial reports are included in this Exhibit as Attachments A, B, C, and D.

- Attachment A Contractor Labor Electronic Invoice (CLEI)
- Attachment B Summary Reconciliation Report
- Attachment C CLEI Reconciliation Report Detail
- Attachment D Monthly Status and Cost Report Summary