



Labor Hour - Subcontract Work Orders (SWOs) Invoicing Instructions

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Please submit one invoice per email with any required backup documents in PDF format to:

subcontract.invoices@jpl.nasa.gov

Invoice Requirements

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Tax Identification Number (TIN)
- 5. Invoice number
- 6. Billing period
- 7. Remittance address
- 8. Current itemized labor cost
- 8.1 SWO number
- 8.2 SWO value
- 8.3 Employee name (If no name is specified in the subcontract, we will the accept labor classification)
- 8.4 Labor classification
- 8.5 JPL badge number and org number (CAT A only)
- 8.6 If more than one JPL project/task number, break out amount allocated by JPL project/task number
- 8.7 Number of hours
- 8.8 Hourly rate
- 8.9 Cost
- 8.10 Retention
- 8.11 Total labor costs
- 8.12 Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed. **Refer to Note E. for detail**
- 8.13 Less % retention amount (% amount specified in the subcontract)
- 8.14 Travel cost
- 8.15 Current amount due
- 9. Cumulative amount
 - 9.1 Cumulative hours
 - 9.2 Cumulative labor cost
 - 9.3 Cumulative retention
 - 9.4 Cumulative labor and retention
 - 9.5 Total cumulative retention



- 9.6 Cumulative ODC costs
- 9.7 Cumulative amount

- 10. Travel breakout
 - 10.1 SWO number
 - 10.2 Employee name
 - 10.3 Travel dates
 - 10.4 Amount allocated by JPL project/task number
 - 10.5 Travel cost
 - 10.6 G&A rate and cost (if applicable)
 - 10.7 Total travel costs
 - 10.8 Cumulative travel costs
 - 10.9 Totals
- 11. Certification wording, authorized signature, printed name, email, and phone number
"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

Authorized Signature	Name (Please Print)
Email	Phone Number/Extension

- 12. Travel receipts and forms per your subcontract
- 13. Numbered pages

Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Services (IMS):
 1. Once we receive your invoice, we review each invoice for the above requirements.
 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
 4. Once we receive CTM approval, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Direct Deposit. Please visit our website and download the Direct Deposit Authorization form.
- E. **Notice of Potential Tax Withholding** – incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including

Email: invoice@jpl.nasa.gov
 Phone: (818) 354-7768



Jet Propulsion Laboratory
Invoice Management Services
Mail Stop 202-100
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Invoice Instructions

customization of tangible goods, performed in California or (2) rental or lease of real or tangible property in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.



Jet Propulsion Laboratory
 Invoice Management Services
 Mail Stop 202-100
 4800 Oak Grove Drive
 Pasadena, CA 91109-8099

SAMPLE INVOICE – LABOR HOUR with SWOs

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.



Billed To:
 Jet Propulsion Laboratory
 Invoice Management Section
 Mail Stop 202-100
 4800 Oak Grove Drive
 Pasadena, CA 91109

From:

1. Invoice Date:
 2. JPL Subcontract
 3. Subcontract Value:
 4. TIN:
 5. Invoice Number:
 6. Billing Period:

7. Remit To:

8. CURRENT LABOR COST										9. CUMULATIVE AMOUNT		
8.1 SWO Number	8.2 SWO Value	8.3 Employee Name	8.4 Labor Classification	8.5 JPL Badge Number and JPL Org (CAT A only)	8.6 JPL Project /Task Number	8.7 Number of Hours	8.8 Hourly Rate	8.9 Cost	8.10 Retention	9.1 Number of Hours	9.2 Cumulative Labor Costs	9.3 Cumulative Retention
001	\$25,000.00	John Jones	Engineer II		123456/001	40	\$100.00	\$4,000.00	(\$200.00)	80	\$8,000.00	(\$400.00)
002	\$25,000.00	Anne Smith	Engineer III		123456/002	40	\$125.00	\$5,000.00	(\$250.00)	80	\$10,000.00	(\$500.00)
003	\$25,000.00	Bob White	Engineer IV		123456/003	40	\$150.00	\$6,000.00	(\$300.00)	80	\$12,000.00	(\$600.00)
8.11 Total Labor Costs								\$15,000.00	(\$750.00)	9.4 Cumulative	\$30,000.00	(\$1,500.00)
8.12 Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed								\$1,000.00				
8.13 Less Retention									(\$750.00)	9.5 Cumulative Retention	(\$1,500.00)	
8.14 Total Travel Cost								\$3,150.00		9.6 Cumulative ODC Costs	\$6,300.00	
8.15 CURRENT AMOUNT DUE								\$17,400.00		9.7 Cumulative Amount	\$34,800.00	

10. TRAVEL BREAKOUT							
10.1 SWO Number	10.2 Employee Name	10.3 Travel Dates	10.4 Project/Task Number	10.5 Travel Costs	10.6 G&A (5%)	10.7 Total Travel Cost	10.8 Cumulative Travel Costs
10.9 Totals				\$0.00	\$0.00	\$0.00	\$0.00

11. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

Authorized Signature

Name (Please Print)

Email

Phone Number/Extension

Email: invoice@jpl.nasa.gov
 Phone: (818) 354-7768