



Associated Purchase Order (APO) or Indefinite Delivery Subcontract (IDS) 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.

Submit the invoice and any required backup documents in PDF via e-mail: ap.invoices@jpl.nasa.gov

Invoice Requirements

- 1. Invoice date
- 2. JPL APO or IDS number
- 3. Tax Identification Number (TIN)
- 4. Invoice number
- 5. Remittance address
- 6. Associated Purchase Order (APO) Number:
 - 6.1. Order date
 - 6.2. Authorized JPL order releaser
 - 6.3. Description of item or service
 - 6.4. Price, quantity and subtotal of each item or service
 - 6.5. Separately show applicable state sales, use tax, or federal excise tax
- 7. Total amount due this invoice
- 8. 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 details**
- 9. Pre-paid and Bill: If freight costs exceed \$100.00, you must attach a copy of the freight bill. If you do not have the freight bill, complete and sign the statement below and either include it on the invoice or attach it separately to the invoice.

"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."

APO Number (missing freight bill only): (fill in)

Destination: (fill in)
- 10. 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
- 11. 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 Section:
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 order releaser for review and approval.
 4. Once we receive approval from the order releaser, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Direct Deposit. Please visit Forms & Instructions 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 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.
- F. **Freight Charges** - When terms of the PO require the use of JPL's UPS or Fed Ex accounts for all shipments and the supplier invoice includes freight charges:



SAMPLE INVOICE – ASSOCIATED PURCHASE ORDER

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.

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| <ol style="list-style-type: none"> 1. Invoice Date: 9/12/2019 2. JPL APO or IDS Number: 1234567 3. TIN: 12-3456789 4. Invoice Number: 10-234-6 | <ol style="list-style-type: none"> 5. Remit To:
 ABC Company
 ABC Company Accounts Receivable
 567 Any Street
 Anytown, VT 12345-1234 |
|--|--|

6. Order Release Number	6.1. Order Date	6.2 JPL Order Releaser	6.3 Description	6.4		
				Price	Quantity	Subtotal
1469376	5/23/2019	John Smith	Ergonomic desk chairs	\$230.00	6	\$1,380.00
					6.5 State Sales Tax	\$110.40
					7. Total Amount Due	\$1,490.40
8. 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						\$200.00

9. Freight Bill	
If freight costs exceed \$100 and you do not have the freight bill, please complete the statement below and fill in the required information.	
<i>"I certify that the shipments identified below have been made, transportation charges have been paid by (supplier name), and paid freight or comparable receipts are not obtainable."</i>	
APO Number (missing freight bill only):	1234567
Destination:	Pasadena, CA

10. "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