



DEFENSE FINANCE AND ACCOUNTING SERVICE
UNIT 23122
APO, AE 09227



DFAS-EU/CVA

March 10, 2003

MEMORANDUM FOR RECEIVING ACTIVITIES

SUBJECT: Email Submission of Receiving and Acceptance Reports

This memorandum is issued to notify receiving activities of an alternate method to submit receiving reports to DFAS Europe Army Vendor Pay effective immediately. In order to provide an increased level of support to our customers and reduce late submission of receiving documents, e-mail submission of receiving reports or Designated Billing Office (DBO) certified invoices has been approved provided adherence to the submission guidelines outlined are met.

1. The receiving and acceptance documents or certified invoices will be scanned and saved (by the supported receiving individual) using only **Adobe Acrobat 5.0** or greater version software. The receiving/acceptance reports or Designated Billing Office (DBO) certified invoices are emailed as an attachment, **sent to only the designated controlled DFAS mailbox from the established customer (.mil address)** mailbox. Mailbox to mailbox addresses restrict the potential for alteration of documents. This process will prevent any manipulation or cut-and-past modification of documents received.
Note: Documents submitted from other than the established receiving individual or DBO email account (.mil address) will not be accepted. This limitation is required for internal control purposes.
2. It is the responsibility of the submitting activity to ensure that all submitted receiving and acceptance documents meet minimum receiving report requirements in accordance with the FAR 32.905. Certified invoices must also meet all requirements for a proper invoice in accordance with CFR 1315.9(b) and FAR 32.905. Only those invoices designated by the contractual document to be submitted to a DBO meet the qualifications to be a certified invoice. Additionally, DBO invoices are required to be date stamped upon receipt at the DBO with a date stamp that identifies the receiving office. The receiving office identification must be co-located with the invoice received date stamp.
3. Documents will be submitted to the following dedicated Vendor Pay MS Outlook email accounts established in the VPDCB:

DGK-VPDCB-RECRPT@dfas.mil for receiving/acceptance reports or DBO certified invoices, please put the contract number in the subject line

DGK-VPDCB-GPC@dfas.mil for all Government Purchase Card bills or CARE reject submissions, please put the billing official account number in the subject line
4. The authorized receiving activity or DBO certified invoice submitter will activate the MS Outlook Tracking Options features (read receipt and delivery receipt) on their controlled email account as a supporting method for logging and tracking submission of emailed documents. All documents received by DFAS Europe that do not meet minimum requirements or fail to adhere to the requirements established by the email receiving report policy will be returned to the submitter via email within 24 hours of receipt.
5. It is recommended Certified Invoices with VAT Forms attached be mailed or delivered to DFAS Europe. VAT forms require completion in original triplicate form. Should a DBO decide to email a certified invoice, the VAT form must still be mailed and with sufficient information provided that will allow DFAS Europe to match it to a payment document, complete the necessary information, sign and mail back to the customer. VAT forms received separate from the invoice will not be returned to the customer coinciding with payment information.



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This process is intended to enhance receiving report submission capability, and is not intended to replace or eliminate existing systemic programs and/or initiatives. Email submission of receiving reports or DBO certified invoices eliminates the requirement to submit hard copies with the exception of VAT Forms. Email submission is an additional method available to activities to submit documents and does not eliminate the choice to fax or mail documents.

If you require any additional information, please do not hesitate to contact me at DSN 484-4441, commercial 0631-413-4441.

//Signed//
Jana Haynie
Army Vendor Pay Chief
DFAS Europe