

OPERATING INSTRUCTION

Manifest Tracking/Invoice Verification and Payment (DRMSI)

Receipt and Initial Processing of HM/HW Disposal Contract Invoice
Chapter XIII, page 1

RESPONSIBILITY	STEP	ACTION
Environmental Technician	1	Immediately upon receipt, stamp the time and date on all copies of the invoices that are included in the tracking package.
	2	Log in receipt of package in the manual log book.
	3	Perform initial cursory review of tracking package for inclusion of the following documentation: a) Three copies of the contractors' invoice with reference to contract number and delivery order number. b) Manifest documentation (i.e., Begleitscheine and Lieferscheine or consignment note). c) Certificate of Disposal (except for container rental). d) DD Form 1155, (which replaces the 201 pickup report or 202 delivery report, for containers).
	4	Retrieve delivery order file folder and verify that it has been completed according to the Manifest Tracking Files Maintenance instruction. In the event that the delivery order file is not in the correct format, it must be correctly completed (see Manifest Tracking Files Maintenance instruction).
	5	Verify that the file folder contains DD Form 1155, Delivery Order Inventory Pickup Report, with the pickup amounts (in KGs), waste code, pickup manifest number, unit of issue, and pickup date filled in and signed by the Contracting Officer Representative (COR), the transporter, and the contractor.

RESPONSIBILITY	STEP	ACTION
Environmental Technician	6	<p>Choose the appropriate step listed below:</p> <ul style="list-style-type: none">a) All required documentation has been received and recorded, process the invoice for payment and forward to EDC for payment by finance. Log out in the enable database (EMH Database on G drive).b) The contractor has not provided the correct documentation (see step 3 above). Document all of the discrepancies noted. Photocopy the entire tracking package. Return original package with a letter to the contractor, explaining in detail why the invoice is being returned. Place the photocopies in the deliver order. File for reference and log the package out.
	7	<p>If the contract monitor or COR has not provided the correct documentation (see step 5 above):</p> <ul style="list-style-type: none">a) Contact, by telephone, the COR and request the required documentation be provided as soon as possible.b) If the COR is unable to provide the documentation, elevate the package to the contract administrator for further action.c) Record the telephone conversation, using the standardized letter, file a copy in the delivery order file.d) Retain the file and package until the documentation is received.e) When the documentation is received, process the package as prescribed in step 6 above.f) If the documentation is not received within a reasonable time frame, elevate to the contract administrator.

OPERATING INSTRUCTION

Manifest Training/Invoice Verification and Payment
 (DRMSI)

HM/HW Disposal Contract Files Maintenance
 Chapter XIII, page 1

RESPONSIBILITY	STEP	ACTION
Environmental Technician	8	<p>Setup and maintain the contract files. These will be maintained in “six way” file folders in the following format:</p> <ul style="list-style-type: none"> a) Section I: Pre-solicitation data. Generations data and letters, statement of work and original bid schedule, government cost estimate, purchase request and original funding documents, request for procurement, potential bidders list, and correspondence and messages related to requirements changes prior to issuance of the solicitation. b) Section II: Solicitation and pre-award data. Solicitation, pre-award survey report, evaluations of contractors, and correspondence and messages related to requirements changes prior to issuance of the contract. c) Section III: Contract administration data. Letter of appointment to the COR, record of pre-performance conference, contract monitors’ signed acceptance letter and surveillance reports and information regarding the contractor’s performance on this contract. d) Section IV: Contract correspondence. Letters and messages to the contracting center, letters and messages to the contract monitor, and letters and messages to the contractor. e) Section V: Contract. Contract award document and modifications to the contract award document. f) Section VI: Contract close-out and delivery order summary sheet.
	9	<p>The contract file will be assembled upon receipt of the contract award document. It will be labeled with the contract number. Each section of the file will be organized by date, with the most recent information on the top of the file section.</p>
	10	<p>Upon receipt of each deliver order issued, a delivery order file will be established.</p> <ul style="list-style-type: none"> a) Label the file folder with the contract number and the deliver order number. b) Attach the buyers worksheets to the left side of the file folder. c) Place the file copy of the DD Form 1155 also on the left side on top of the worksheets. d) The liquidation schedule should be the final document on the left side of the delivery order.

RESPONSIBILITY	STEP	ACTION
Environmental Technician	11	<p>The following will be maintained in the delivery order file:</p> <ul style="list-style-type: none">a) Record of invoicing and payment (liquidation schedule).b) Delivery order request (buyers worksheet).c) Delivery order (DD Form 1155).d) All invoices submitted and the backup disposal documentation that applies to the delivery order.e) All incoming and outgoing correspondence regarding the delivery order. Prior to filing, the completed DD Form 1155 will be verified for signature of authorized ordering officer.
	12	<p>All documentation, other than invoices and correspondence to and from contractor and/or COR will be fastened to the left side of the file. This information will be organized by date, with the most recent documentation on the top of the file section. Modifications will be filed in this manner with each modification tabbed and marked with appropriate number, (i.e., Mod 01). These file folders will be maintained directly behind the contract file folder, in numerical sequence.</p>

OPERATING INSTRUCTION

Manifest Training/Invoice Verification and Payment (DRMSI)

Processing of HM/HW Disposal Contract Invoice

RESPONSIBILITY	STEP	ACTION
Environmental Technician	13	Receive a tracking package along with the delivery order tracking file, organized in the manner outlined in steps 1-12.
	14	Review incoming documentation for accuracy. Each of the following items will be checked: <ul style="list-style-type: none">a) All CLINs assigned units listed on the invoice must match those shown on the delivery order.b) Verify invoiced quantity against the following: manifest quantity, delivery order quantity, removal contract or pickup report (DD Form 1155), and disposal certificates.c) Verify currency amount on invoice against the funding obligation amount on the delivery order.d) Payment amount on the invoice may not exceed the funding obligation shown on the delivery order. Verify removal date on the manifest with removal date on pickup report (DD Form 1155).e) Cross check disposal facilities listed on the manifest and/or the DRMSI Form 159 against the authorized disposal facility file for the contract. Verify that the waste streams disposed of are appropriate for the facilities listed. (EVNs may be checked against EVN database on G drive (ENABLE)).
	15	The contractor will be contacted by telephone or fax to resolve minor invoice discrepancies. These conversations must be documented with a description of the corrective action to be taken as discussed with the contractor. Minor discrepancies are addressed at Enclosure 2.

RESPONSIBILITY	STEP	ACTION
Environmental Technician	16	Discrepancies not resolved by telephone and facsimile are considered major discrepancies and are returned to the contractor. Major discrepancies are addressed at Enclosure 2.
	17	In the event that the amount to be paid on any delivery order will exceed the amount obligated for the delivery, check for modifications to increase funds on particular document numbers. If there is none, notify the COR that a modification needs to be requested from the contract administrator.
	18	Stamp acceptable invoices and do the following: a) Legibly sign the bottom certification stamp (for BOSS invoices). b) For disposal and manual invoices, not done in accordance with BOSS, initial the top right corner of the certification stamp.
	19	Submit the invoice, with all the backup documentation, to the contract administrator, log out the package and distribute accepted invoices as follows: a) Original plus two copies to DRMSI with a photocopy of the DD Form 1155 (if the invoice is not itemized showing CLIN amounts and unit prices). And the Abwicklungsschein or tax document for the country invoicing. b) One copy of the invoice and all the tracking backup documentation to the delivery order file.
	20	Update delivery order summary sheet when final payment has been made on a delivery order. If no funds remain; close out the delivery order. If funds remain, the COR must forward the Collection Summary Report (CSR) to the contract administrator for de-obligation of funds to close out the delivery order.