

VENDOR PAYMENT INFORMATION

INSTRUCTIONS FOR PROMPT PAYMENT OF PURCHASE ORDER

- You must receive a purchase order for the supplies or services provided.
- Supplies or services must be provided to the "Ship To" address, Block 15 of the Purchase Order, before payment will be made.
- Central Contactor Registration is mandatory for payment of purchase orders. Refer to <http://www.ccr.gov>

INVOICES

- Invoices can be submitted either electronically or by mail.
- To submit invoices electronically, please use the following web site:
https://www.fincen.uscg.mil/webinvoices/webinv_start.htm
- Original invoices are required for payment; however, a copy may be accepted if marked **ORIGINAL**. Do not send extra or multiple copies of the invoice. This only delays processing

A PROPER INVOICE MUST CONTAIN THE FOLLOWING

- Complete Business Name and Remittance Address, Invoice Number, and Invoice Date.
- Order Number in Block 4 of the Purchase Order. For extra insurance, also provide the Requisition Number in Block 1.
- Description, price, and quantity of supplies or services actually delivered or rendered.
- Shipping and payment terms. Shipping charges in excess of \$100 must be supported by a paid receipt of charges.

BILLING ADDRESS, BLOCK 18a OF PURCHASE ORDER

- INVOICES MUST BE SUBMITTED DIRECTLY TO THE ADDRESS PROVIDED IN BLOCK 18a OF THE PURCHASE ORDER.
- Payment will be made as close as possible to 30 days after a proper invoice is received at the designated billing office (see Block 18a) or the date the material or service is accepted by the ordering unit, whichever is later.

CUSTOMER SERVICE INQUIRIES

PHONE NUMBER: (757) 523-6940

INTERNET WEB QUERY: <https://www.fincen.uscg.mil/secure/payment.htm>

- Please refer to the Coast Guard Purchase Order when inquiring about payment status. The information contained in Blocks 1, 4, and 9 of the Purchase Order is required to process your inquiry.
- A Customer Service representative will respond to your telephone or web inquiry.
- If all lines are busy when making a telephone inquiry, please leave a voice message. Your call will be answered as quickly as possible, normally within 24 hours. Please allow the 24-hour processing time before making any additional requests for payment status

FEDERAL AGENCIES ARE EXEMPT FROM TAXES.

- The tax exemption number for the U.S. Coast Guard is B-239641. A Tax Exemption Certificate may be obtained from the issuing office listed in Block 9 of the Purchase Order.