



Electronic Invoicing Requirements

**Advance Shipping Notification (ASN)
Supporting Documents
Authorization to Pay
Payment Due Dates**

Endrea.White@usda.gov





Electronic Invoicing Requirements Details

4A52.232-80 Electronic Invoicing (June 2021)

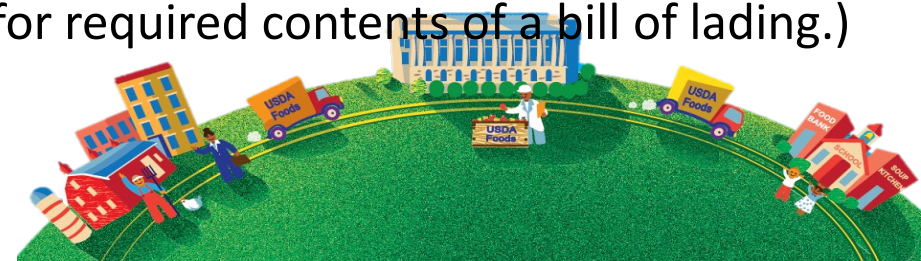
- **ASN as invoice (if ASN is required)** - Contractor's advance shipment notice (ASN), entered in WBSCM in accordance with 4A52.211-2, will serve as the contractor's invoice, i.e., request for payment. Separate entry of an invoice using WBSCM's Supplier Self Service is no longer required.
- ASN is not required on service contracts or some supplies (i.e., Raw Shelled Peanuts).





Electronic Invoicing Supporting Documents

- **Proof of product conformance**—as required in the applicable [commodity specifications document or solicitation](#)—such as:
 - Official checkloading certificate(s), and/or
 - Certificate of Analysis (COA), and/or
 - Certificate of Conformance (per FAR Clause 52.246-15), and/or
 - AMS Commodity Inspection Certificate or Graders Memorandum.
 - Any waivers granted by the Contracting Officer, if applicable.
 - The Contracting Officer reserves the right to specify any combination of documents listed above to evidence proof of product conformance.
 - ting that quantity received is good (see clause
- 4A52.247-3, *Bill of Lading Notations*, for required contents of a bill of lading.)





Electronic Invoicing Authorization to Pay

- **Authorization to pay.** The Government will not review an invoice for payment until all required supporting documentation has been received. In addition to the items in paragraph (2) above, all invoice payments must be supported by a receiving report (proof of delivery). A recipient-entered
- 30
- WBSCM goods receipt will serve as the receiving report. The recipient (receiving official) should enter the goods receipt into WBSCM no later than the 2nd calendar day after delivery.





Electronic Invoicing Payment due dates

(see next page)

<p>Upon receipt of a proper invoice for:</p>	<p>Payment must be made as close as possible to but not later than:</p>
<p><i>Meat or meat food products.</i> As defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Public Law 98-181, including any edible fresh or frozen poultry meat, and perishable poultry meat food product, fresh eggs, and any perishable egg product.</p>	<p>7th day after receipt of a proper invoice.</p>
<p><i>Fresh or frozen fish.</i> As defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)).</p>	<p>7th day after receipt of a proper invoice.</p>
<p><i>Perishable agricultural commodities.</i> As defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C 499a(4)). (This includes frozen fruit and vegetable products).</p>	<p>10th day after receipt of a proper invoice, unless another day is specified in the contract.</p>
<p>(4) Dairy products. As defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or oils. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products fall within this classification. Nothing in the Act limits this classification to refrigerated products. If questions arise regarding the proper classification of a specific product, the contracting officer must follow prevailing industry practices in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the contractor making the representation.</p>	<p>10th day after a proper invoice has been received</p>
<p><i>All other processed canned commodities (including fruits, vegetables, fish, and poultry products).</i></p>	<p>30th day after receipt of a proper invoice.</p>

