

Invoicing & Payments

A. Invoicing Procedures

1. To be considered a proper invoice for Prompt Payment Act purposes, a separate invoice is required for each order or part of an order. Do not duplicate an invoice number used in prior billings. The company named on the order must submit the invoice. Each invoice must contain the following information.
 - a. Invoice number and date. Each invoice will have its own unique number. The invoice date cannot be earlier than the order ship/delivery date. If dated earlier than the ship/deliver date, MCX will return the invoice because of the early date or if it is otherwise improper.
 - b. The order number.
 - c. Contractor name and telephone number.
 - d. Item description and quantity shipped/delivered.
 - e. The three digit contract line item number. If the three digit contract item number is not available, use the nine, eleven or fifteen digit number or UPC number.
 - f. Line item cost and extension.
 - g. Payment and discount terms, distribution allowance, any special allowances.
 - h. Number of cases shipped.
 - i. Packing and crating charges. The contractor must prepay the reimbursable charges. State packing and crating charges and add to the total cost of invoice. If these charges cannot be included, then submit a separate packing and crating invoice. The invoice must cross-reference the merchandise invoice and include the order number.
 - j. Name and phone number of contact person regarding the invoice.
2. The contractor must invoice orders for delivery to a selling activity as follows.
 - a. An order for contractor direct delivery must have the original invoice packed in case number one or given to the exchange receiving activity upon delivery.
 - b. An order being shipped by contractor must have the original invoice and one copy packed in case number one. If the contractor cannot send the invoice with the shipment, enclose a packing slip in carton number one and send the original invoice to attached listing.
3. FOB Origin freight charges.
 - a. All FOB origin shipments must be shipped on a third party collect bill of lading. Freight charges are not to be added to a merchandise invoice unless you are directed to do so. This approval must be referenced on the invoice.

B. Payment Procedures

1. A proper invoice is considered received, and the net and prompt payment discount begins, on the later of the following dates:
 - a. The date the invoice is actually received by the designated paying office if, at the time of receipt, MCX marks the invoice with the date received.
 - b. The date of the invoice if the designated paying office, at the time of receipt, fails to mark the invoice with the date received.
 - c. The date an Electronic Data Interchange (EDI) invoice is received by the MCX EDI data bank.
 - d. The date of receipt of FOB destination shipment
 - e. The date of receipt of FOB origin shipment
 - f. The date of actual acceptance if an acceptance period is specified in the contract.

2. To determine if payment is timely, we count each calendar day except Saturday, Sunday and US federal holidays. Payments due on a Saturday, Sunday or US federal holiday may be made the next business day without incurring late payment charges.
3. Payment is considered to be made on the date of the check. The date of receipt of an electronic fund transfer, no matter the date the financial institution post the transfer.
4. MCX payment terms are as follows:
 - a. End of Month (EOM) Terms. When the contract specifies payment terms based upon an EOM term, the 25th day of the calendar month will establish the EOM. These terms are illustrated below using invoice receipt date.
 - b. Net 10 EOM. If a proper invoice is received on or before the 25th day of the month, payment is due on the tenth day of the next calendar month. If a proper invoice is received after the 25th day of the month, payment is due on the tenth day of the second calendar month.
 - c. For items other than those specified as special items categories, if the contract does not specify when net payment is due:
 1. But the contract specifies a prompt payment discount period of less than thirty days, net payment will be due thirty days after receipt of a proper invoice.
 2. But the contract specifies a prompt payment discount period of thirty days or more, net payment will be due thirty days after the prompt payment discount period ends.
 3. But the contract has no prompt payment discount, net payment will be due thirty days after receipt of a proper invoice.
 - d. We will send payment to the Vendor Master File Address.
 1. If the contractor wants to change the address where we should send payment, or contractor wants payment to a financial institution or factor, send a request, signed by responsible official of the contractor, to the contracting officer. The request must clearly state the new address and the address being superseded. The change is normally effective thirty days after approval by the contracting officer. The approval is with the understanding that no legal obligation is imposed on MCX for failure to make payment to the new payee/address.
5. Invoice payment questions should be directed to the paying office designated in the order. Contractor should wait at least ten days after payment is due before contacting the paying office. Proof of delivery may be requested by the paying office for FOB Destination contracts if payment of the invoice in question cannot be found. The Inquiry concerning unpaid invoices or any other payment discrepancy must include the following data:


Unpaid Invoice	Other Payment Discrepancies
Order No.	Order No.
Invoice No.	Invoice No.
Date of Invoice	Charge/Credit Voucher No.
Invoice Amount	Check No.
Ship to Address	

6. Any interest penalties due contractor will be computed according to the Prompt Payment Act, 31 U.S.C 3901-3906, as amended.
 - a. Proof of Shipment. Contractor must retain the proof of shipment for three years after completion of the contract. In the event contractor fails to provide a requested proof of shipment, contractor will be liable for any loss or cost to MCX. The following is a list of acceptable proof of shipment documents:

1. Original bill of lading, proper receipt by the carrier for all shipments made via railroad, motor carrier, freight, steamship or air.
 2. Original post office forms bearing canceled postage signed and dated by post office, indicating number of packages and Destination. MCX does not reimburse insured fees.
 3. Parcel delivery service pickup record-computer manifest, or equivalent, signed and dated by driver. Must reference number of packages and destination.
7. The following listing shows bases that are currently operating under the Centralized Retail Accounts Payable System and their respective implementation date. Each individual base's Accounts Payable office is responsible for payment of any invoices for merchandise received prior to the implementation date. Do not send pre-implementation invoices to Centralized Retail Accounts Payable.


Our goal in Centralized Accounts Payable (CAP) is to provide excellent customer service to our vendors. In an effort to obtain our goal, we provide a vendor rep line to ensure that all of our vendor inquiries are answered and resolved expeditiously:

Hanifah Thomas, Accounting Technician

Vendor Rep Line: 703-432-0022 

Email: OMBMCSSVENDORS@usmc-mccs.org

Jeny Cadenas, Administrative Support Assistant

Vendor Rep Line: (703) 432-1196 

Please e-mail all past due invoices, along with the supporting proof of delivery, claims, chargeback disputes and any other inquiries to OMBMCSSVENDORS@usmc-mccs.org. Hanifah and Jeny will be working diligently to answer and route all your inquiries. Please allow 48 business hours for a reply.