



U.S. General Services Administration

Federal Acquisition Service

GSA ASSIST – Central Invoice Service (CIS)

Live Training for GSA Clients

November 14, 2014

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Purpose

- Purpose of this session:
 - To provide training on the ASSIST Central Invoice Service workflow

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In This Training, You Will Learn...

- The overall process from contractor invoice submission to acceptance report
 - Focus on Acceptance Report form and features
- How to access CIS
- How to monitor in-process invoices
- How to accept goods and services in CIS

- Duration of training: 45 minutes
- Question & answer session: 15 minutes

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Topics

- Introduction
- High-level Workflow
- CIS Navigation
- In-Process Invoice Tracking and the Invoice Form
- Acceptance and the Acceptance Report Form
- Other Considerations

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Overview

- **New centralized system**
 - Contractors to submit invoices
 - Clients to accept goods and services
 - GSA employees to accept invoices
- **Integration with existing acquisition systems provides an intuitive, contiguous user experience**
- **CIS introduces four new ASSIST pages:**
 - Invoice form: Official invoice document
 - Acceptance Report form: Documents client & GSA acceptance
 - Invoice History page: All invoicing activity for a specific acquisition
 - In-Process Invoices page: Provides tracking of invoice processing activity

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Business Drivers

- The ASSIST Central Invoice Service was designed to provide:
 - Increased functionality
 - New data validations result in better quality invoices, thus fewer rejections
 - Client authorization of goods and services
 - Improved efficiency
 - A centralized, simplified invoicing experience for GSA contractors
 - System accepts official invoice; no draft invoices
 - Improved efficiency for invoicing and acceptance processing
 - Reduced systems and training overhead

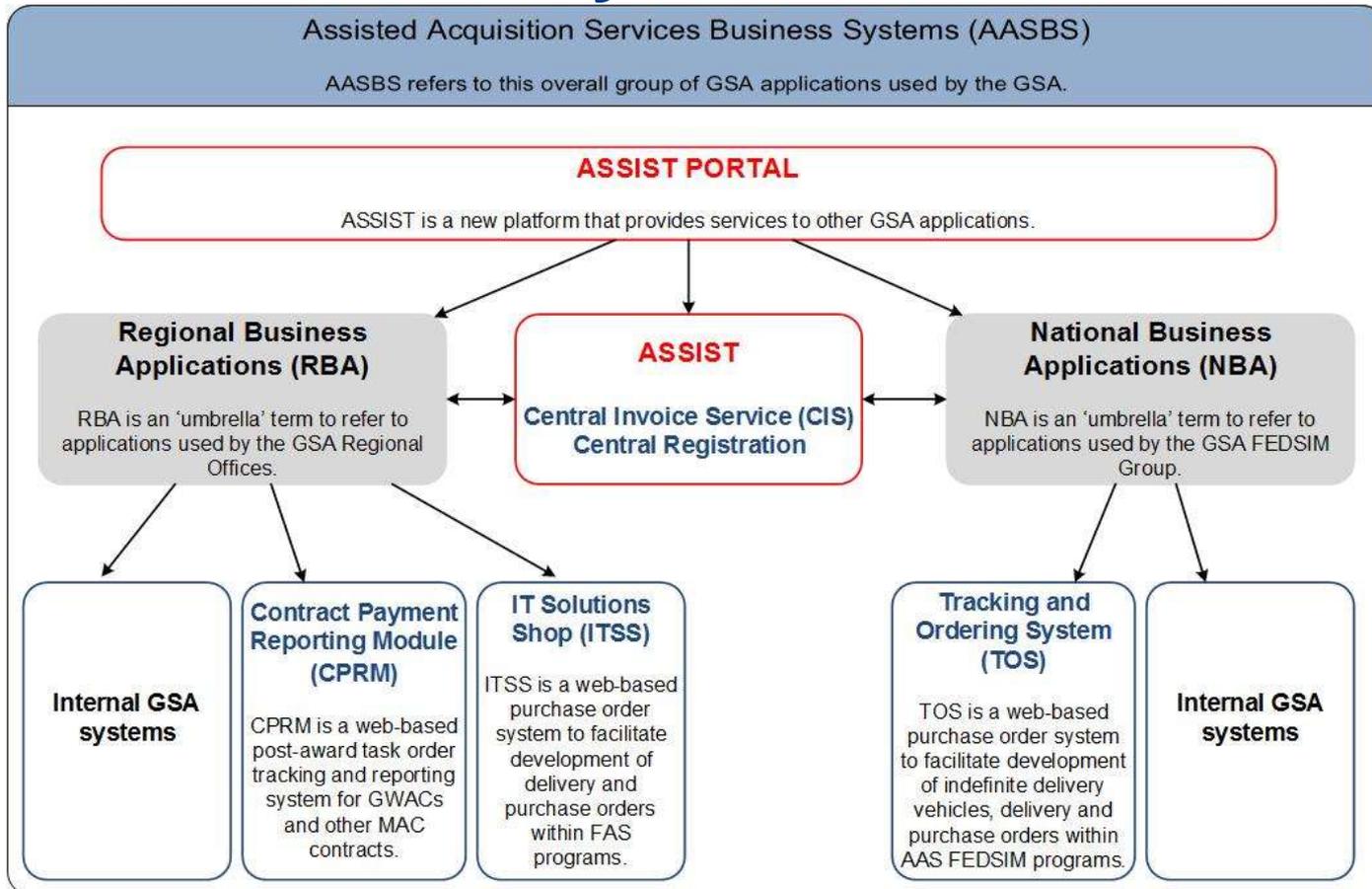
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Client Benefits

- **Common acceptance experience** for clients with acquisitions in TOS and ITSS
- **For TOS acquisitions...** online access to review invoices in real-time
- **For ITSS acquisitions...** detailed breakouts for billing distributions
- **Better reporting** via real-time, on-demand reports available at your fingertips
- **Convenient summary details** about historical and in-process invoices; combining all invoices across applications
- **Improved help content** with extensive 'tool-tips' and 'in-form' help

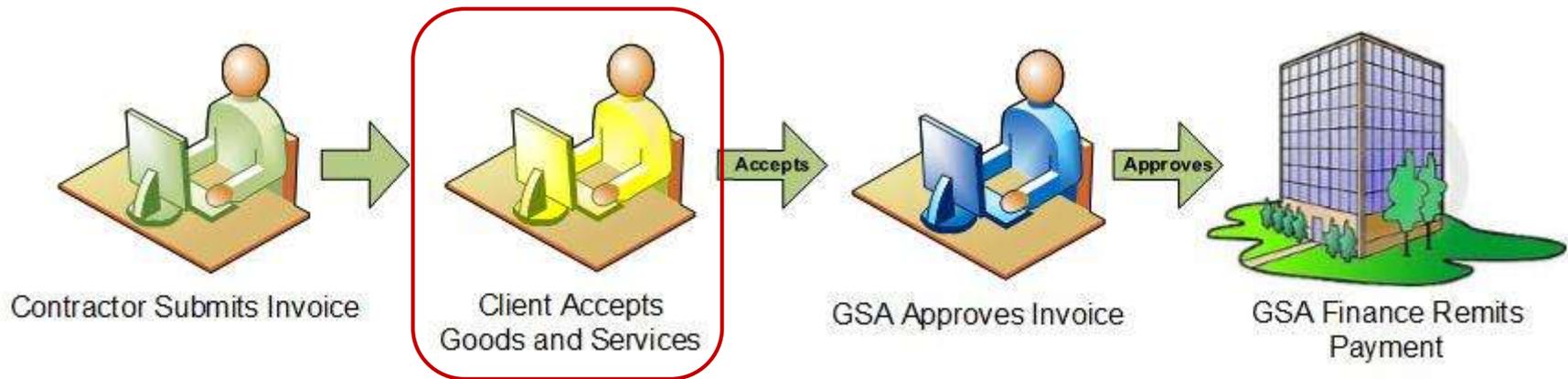
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Systems and Acronyms



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CIS High-level Workflow



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CIS NAVIGATION

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How to Access CIS

➤ Welcome Page



➤ Invoice/Acceptance Report

- Links allow quick navigation between pages

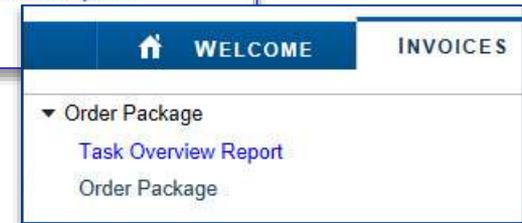
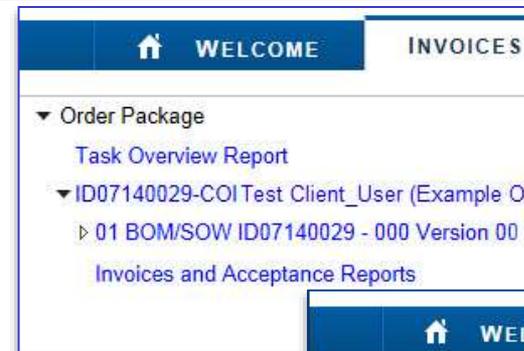


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CIS Navigation

- Order Navigator
 - Displayed on “view” CIS pages

- ITSS Order Package displays “Invoices and Acceptance Reports” link directing users to the Invoice History page for the acquisition



Invoice History

Summary

Order ID: 0007
 Award Amount: \$214,947.00
 Approved Invoice Total: \$0.00
 Invoice Credits/Adjustments: \$0.00
 POP Start Date: 05/22/2014
 POP End Date: 05/11/2015

Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount	Approved Amount	Invoice Status	Processed Date
Invoice Acceptance Report	VGJUNY212473258A	05/12/2014	\$2.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	VGJUNY202473258A	05/12/2014	\$2.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	asfakafakaf0473258A	05/08/2014	\$00.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	ed@kafakaf0473258A	05/08/2014	\$100.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	VGMAY2802473258A	05/28/2014	\$1.00	\$0.00	Accepted	Pending
Invoice Acceptance Report	Tec3903473258A	05/28/2014	\$2,000.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	F16H1231112473258A	04/29/2014	\$0,000.00	\$0.00	Accepted - Partial Payment	Pending
Invoice Acceptance Report	akafakaf04732066A	05/23/2014	\$2.00	\$0.00	Accepted - Partial Payment	Pending
Invoice Acceptance Report	GMMV12314R6A02473258A	05/23/2014	\$250.00	\$0.00	Under Review	Pending
Invoice Acceptance Report	GMMV12314R6A13473258A	05/23/2014	\$1,104.00	\$0.00	Under Review	Pending

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Help

➤ Several resources are provided to guide users through the CIS forms and workflow:

- Field “Tool Tips” → provides guidance on data entry fields
- Information Icons → provides guidance on read-only elements
- “Help with this Page” → provides overarching help documentation for specific modules and related processes

Indicate date goods/services were accepted. In accordance with prompt pay provisions, acceptance must occur within 7 days of receipt.

and accepted on * 

Balance 

\$42,478.00

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(877) 472-4877 | [CONTACT Us](#) 

AASBS.helpdesk@gsa.gov 

[Help with this Page](#)

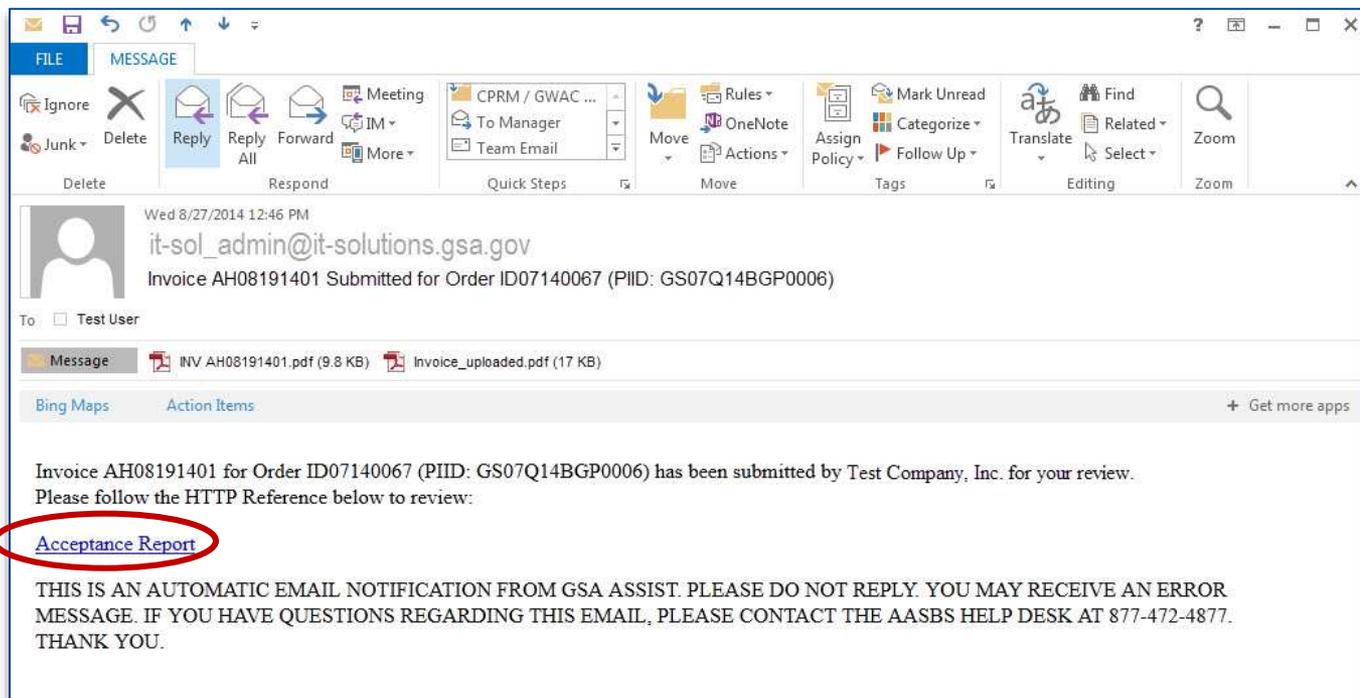
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CLIENT AND GSA NOTIFICATION OF INVOICE

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Client and GSA Receive Email Notification

- CIS will notify GSA users via system generated email when an invoice is awaiting acceptance (upon invoice submission AND upon client processing)



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In-Process Invoice Tracking

- Clients and GSA users are able to track their invoices awaiting acceptance via the “In-Process Invoices” page accessible from the ASSIST ITSS Welcome “Direct Access to Shared Web-Services” portlet
- Clients have access to: My In-Process Invoices



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AASST: helpdesk@gsa.gov

WELCOME INVOICES

In-Process Invoices

My In-Process Invoices [Help with this Page](#)

Invoice/Acceptance Report	Invoice Number	Invoice Date	Days Out	Amount	Acceptance Report Status
Invoice / Acceptance Report	INV002201AA1155844	08/20/2014	9	\$1,500.00	Awaiting Review
Invoice / Acceptance Report	Darwin0424758700	08/23/2014	6	\$5.00	Awaiting Review
Invoice / Acceptance Report	TEST00011150544	09/26/2014	4	\$1,500.00	Awaiting Review
Invoice / Acceptance Report	TEST00021150544	09/25/2014	4	\$2,500.00	Awaiting Review
Invoice / Acceptance Report	AA00051142403036	09/25/2014	6	\$1,500.00	Awaiting Review

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INVOICE FORM AND SUBMISSION

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Invoice Form

- Contractors submit the official invoice in CIS
- Pre-populated with data from the most recent award
 - Order information
 - Remittance address
 - Points of Contact
 - Schedule of Supplies and Services

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Invoice Form (Top Portion of Form)

Invoice [Help with this Page](#)

Contractor Invoice

Invoice Number	INV09252014A2460351K	Invoice Number
Acceptance Report	Go to Acceptance Report	Link to Acceptance Report
Submitted By	Test Username	Contact information for contractor who submitted the invoice
Email	Test_Username@example.com	
Phone	(858)123-4567	
Fax	(858)123-4568	
Invoice Date	09/25/2014 01:50:03 PM	
Final or Partial Invoice	Partial	"Partial" means this is not the final invoice for the acquisition
Status	Submitted	Contractors may offer improved Discount Terms for individual invoices – defaults to contract terms on the most recent award
Discount Terms	Net 30 Days / 0% 0 Days	
Contractor Comments	Test	Comments provided by contractor

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Invoice Form (Middle Portion of Form)

Order Information

Order ID	ID07140029
ACT Number	A11155544
PIID	GS07Q14BGA0006
Award Date	05/28/2014
Award Amount	\$50,000.00
Contract Number	GS07Q14ABC0123
Contracting Office	Region 07

High-level Order Information

Contractor Company Information

Company Name	Test Company Name, Inc.
Classification	Small Disadvantaged
DUNS	123456789
NAICS Code(s)	123456

Company Information

Remittance Address ⓘ

Company	Test Company Name, Inc.
Street1	123 Main Street
Street2	
City, State, ZIP	Anytown, CA 91122
Country	United States
Phone	N/A
Fax	N/A

Remittance information from the last awarded mod

GSA Point of Contact

Name	GSAUsername
Email	GSA.Username@gsa.gov
Phone	(858)123-9988
Fax	(858)123-8899

GSA CSR or PM associated to order

Shipping Information

Date Delivered	MM/DD/YYYY
Shipment Number	
F.O.B. Point	Destination
Government B/L No.	
Delivery F.O.B Date	MM/DD/YYYY
Shipping Comments	

The Shipping Information section will appear for TOS orders

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Invoice Form (Lower Portion of Form)

Invoice Amounts
greater than zero reflect
invoiced line items

Schedule of Supplies and Services

Item Number	Description	POP/Delivery Date	Invoice Amount	Begin Date	End Date	Ship Date
1	COM with surcharge	01/31/2014	\$0.00			
2	LAB with surcharge	01/01/2014 - 12/31/2014	\$600.00	08/01/2014	08/15/2014	N/A
3	COST with surcharge	01/01/2014 - 12/31/2014	\$500.00	08/01/2014	08/15/2014	N/A
4	FFP with surcharge	01/01/2014 - 12/31/2014	\$400.00	08/01/2014	08/15/2014	N/A
5	COM with surcharge	01/31/2014	\$0.00			
6	LAB with surcharge	01/01/2014 - 12/31/2014	\$0.00			
7	COST with surcharge	01/01/2014 - 12/31/2014	\$0.00			
8	FFP with surcharge	01/01/2014 - 12/31/2014	\$0.00			

Invoice Total**\$1,500.00**

Total Invoiced Amount

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Invoice Form (Lower Portion of Form)

File Attachments

Files attached by contractor

Click a Link to Download an Attachment

[Invoices/Vouchers - \(INV_AH092514.pdf\) Invoice Submitted for invoice# AH092514](#)
[Invoices/Vouchers - \(testDocument1.docx\) Invoice Attachment](#)
[Invoices/Vouchers - \(testDocument2.docx\) Invoice Attachment](#)

System-generated PDF copy of CIS invoice document

Breakout ⓘ

Distribute the full Invoice amount to the appropriate Bill Types for each Item listed below.

Item Number	Description	Invoice Amount	Amount Left to Distribute	COM	Labor	ODCs	Travel	Deliverables
1	COM with surcharge	\$0.00	\$0.00	0	N/A	N/A	N/A	N/A
2	LAB with surcharge	\$600.00	\$0.00	N/A	600	0	0	N/A
3	COST with surcharge	\$500.00	\$0.00	N/A	300	200	0	N/A
4	FFP with surcharge	\$400.00	\$0.00	N/A	N/A	N/A	310	90
5	COM with surcharge	\$0.00	\$0.00	0	N/A	N/A	N/A	N/A
6	LAB with surcharge	\$0.00	\$0.00	N/A	0	0	0	N/A
7	COST with surcharge	\$0.00	\$0.00	N/A	0	0	0	N/A
8	FFP with surcharge	\$0.00	\$0.00	N/A	N/A	N/A	0	0

Contractor breaks out invoice amount to different bill types

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ACCEPTANCE OF GOODS AND SERVICES

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Acceptance Report Form

- Documents invoice acceptance – goods and services may be:
 - Accepted → Approved in full
 - Partially Accepted → Partial approval of goods and services
 - Rejected → Rejected in full
- Minimizes navigation by providing all pertinent invoice data and file attachments needed to determine acceptance

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Acceptance Report Form – View Mode

The screenshot displays the 'Acceptance Report' interface. On the left is a navigation pane with a 'WELCOME' button and a dropdown menu for 'INVOICES'. The main content area shows the 'Acceptance Report' title, an 'Edit Acceptance Report' button, and an 'Invoice Summary' table. Callouts provide instructions: 'Click to put the form into 'Edit Mode'' points to the edit button; 'Click the Invoice Number link to view the Invoice Form' points to the invoice number; 'Use the 'Help with this Page' to access detailed form-level help' points to the help link; 'Invoice submission date' points to the invoice date; 'Status indicates current point in the workflow' points to the status field; and 'Contractor Comments from invoice form' points to the contractor comments field.

Navigation option to access acquisition resources

Acceptance Report

[Edit Acceptance Report](#)

Invoice Summary

Invoice Number	AH0925142460351K
Invoice Amount	\$1,500.00
Contractor Company	Test Company Name, Inc.
Submitted By	Test Username
Invoice Date	09/25/2014 06:29:47 PM
Final or Partial Invoice	Partial
Status	Awaiting Review
Order ID	ID09140041
ACT Number	A2460351K
PIID	GS09Q14BHP0002
Contract Number	GS07Q14ABC0001
Discount Terms	Net 30 Days / 0% 0 Days
Contractor Comments	

[Help with this Page](#)

Click to put the form into 'Edit Mode'

Click the Invoice Number link to view the Invoice Form

Use the 'Help with this Page' to access detailed form-level help

Invoice submission date

Status indicates current point in the workflow

Contractor Comments from invoice form

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Acceptance Report Form – Edit Mode RBA: Contractor Invoice Section

Triangle icon / Twistie

Contractor Invoiced Amount per line item

Performance / Ship Dates for the line items invoiced

Contractor Invoice

▶	Item Number	Fiscal Task Type	Description	POP/Delivery Date	Contractor Invoice Amount	Begin Date	End Date	Ship Date	Client Acceptance Amount ⓘ
▶	2	LAB	LAB with surcharge	01/01/2014 - 12/31/2014	\$600.00	08/01/2014	08/15/2014	N/A	\$0.00
▶	3	COST	COST with surcharge	01/01/2014 - 12/31/2014	\$500.00	08/01/2014	08/15/2014	N/A	\$0.00
▶	4	FFP	FFP with surcharge	01/01/2014 - 12/31/2014	\$400.00	08/01/2014	08/15/2014	N/A	\$0.00

Invoice / Acceptance Totals

Client Acceptance Amount dependent upon "Client Authorization" selection:

- Accepted – set to full Contractor Invoice Amount
- Partial – field becomes editable; revise values to indicate acceptable payment amounts
- Rejected – set to \$0.00

Contractor Invoice Total	\$1,500.00
Client Accepted Total	\$0.00
GSA Accepted Total	\$0.00
Deduction Amount	\$0.00

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Acceptance Report Form – Edit Mode NBA: Contractor Invoice Section

Triangle icon / Twistie

Performance / Ship Dates for the line items invoiced

Client Acceptance Amounts

Contractor Invoice

▶	Item Number	Description	Quantity	Unit	Unit Price	Contractor Invoice Amount	Begin Date	End Date	Ship Date	Client Acceptance Amount ⓘ
▶	0001	CLIN 0001 Labor (Task 1) Task Order Management	1	lot	\$5,000.00	\$5,000.00	08/01/2014	08/31/2014	N/A	\$0.00
▶	0011	CLIN 0011 Tools	1	lot	\$2,500.00	\$2,500.00	08/01/2014	08/31/2014	N/A	\$0.00
▶	0012	CLIN 0012 ODCs	1	lot	\$3,000.00	\$3,000.00	N/A	N/A	08/31/2014	\$0.00
Contractor Invoice Total		\$10,500.00								
Client Accepted Total		\$0.00								
GSA Accepted Total		\$0.00								
Deduction Amount		\$0.00								

Quantity

Unit Price

Invoiced Amount

Invoice / Acceptance Totals

Client Acceptance Amount dependent upon "Client Authorization" selection:

- Accepted – set to full Contractor Invoice Amount
- Partial – field becomes editable; revise values to indicate acceptable payment amounts
- Rejected – set to \$0.00

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Acceptance Report Form – Edit Mode

File Attachments Section

File Attachments Uploaded to Invoice by Contractor ⓘ

Click a Link to Download an Attachment

Invoices/Vouchers - (INV_AH092514.pdf) Invoice Submitted for invoice# AH092514.

Invoices/Vouchers - (testDocument1.docx) Invoice Attachment

Invoices/Vouchers - (testDocument2.docx) Invoice Attachment

System generated PDF copy of the Invoice form

File Attachments

Manage Attachments

Select 'Manage Attachments'

Central Invoice Service

ATTACHMENTS

[Return To Form](#)

File Upload Guidelines and Practices

- Maximum file size is 50 MB
- Filenames must be unique across the entire order, including rejected documents. The system enforces unique filenames to prevent collisions.
- Please minimize the use of special characters in document filenames.
- It is recommended to upload one file at a time if uploading large files sizes.
- File upload time is dependent upon file size and network speed.
- Uploading files at maximum size can take anywhere from a few minutes to 30 minutes or more for slower networks.
- Note that the browser's built in progress bar does not reflect the progress of the actual file upload.

Please attach your applicable requirements documentation.

Order ID: ID07140045
PBD #: GSO0714B50005

Invoice Number: 21
Attachment #:
Description: Invoice Attachment

Select 'Return to Form' button

Select 'Browse'

Federal Acquisition Service

Acceptance Report Form – Edit Mode

Client Authorization Section

- Invoices may be:
- Accepted → Goods and services approved in full
 - Partially Accepted → Goods and services partially accepted
 - Rejected → Goods and services rejected in full

Client Acceptance Information is not visible to contractors

Client Authorization

Client Authorization Date

N/A

Authorization *

Choose one...

Authorized By

Client Review Comments

Comments are required when partially accepting or rejecting

Select your authorization from the select list

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Acceptance Report Form – Edit Mode

Client Cost Section (ITSS Orders Only)

- Provides cost and fee information

Client Cost

Item Number	Fiscal Task Type	Description	POP/Delivery Date	Contractor Invoice Amount	Accepted Amount	Type of Charge	Surcharge Rate	Fee Amount	Cost to Client
2	LAB	LAB with surcharge	01/01/2014 - 12/31/2014	\$600.00	\$600.00	Surcharge	5%	\$30.00	\$630.00
3	COST	COST with surcharge	01/01/2014 - 12/31/2014	\$500.00	\$500.00	Surcharge	5%	\$25.00	\$525.00
4	FFP	FFP with surcharge	01/01/2014 - 12/31/2014	\$400.00	\$400.00	Surcharge	5%	\$20.00	\$420.00

Accepted Invoice Total \$1,500.00

Fee Total \$75.00

Cost to Client Total \$1,575.00

Updated totals

Accepted Amount

Fee calculated

Client Cost

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Acceptance Report Form – Edit Mode

Receipt and Acceptance Dates

- Indicate receipt and acceptance dates for goods and services
 - In accordance with prompt pay provisions, acceptance must occur within 7 days of receipt

Receipt and Acceptance

I certify that goods/services were received on * and accepted on *

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Acceptance Report Form – Edit Mode

Submission of Form

- Submit – If all validations pass, the status will update to one of the following:
 - Client Reviewed – Accepted
 - Client Reviewed – Partial Payment
 - Client Reviewed – Rejected
- Save as Draft – status will update to:
 - Client Reviewing
- Edit History records all submissions by client and GSA users (including drafts)
- GSA PM/CSR receives email notification when client submits form



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Acceptance Report Form – PDF

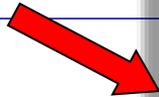
- Upon processing by GSA, a PDF copy of the CIS Acceptance Report form is generated by the system for user records
 - Provided as an attachment to the Acceptance Report form

File Attachments

Click a Link to Download an Attachment

[Invoices/Vouchers - \(Attachment813.doc\) Invoice Attachment](#)

[Invoices/Vouchers - \(INV_ID07140048DQ.pdf\) Final Invoice Submittal](#)

A screenshot of a web browser window displaying a PDF document titled 'ACCEPTANCE INFORMATION DOCUMENT'. The document contains an 'Invoice Summary' section with the following details:

Invoice Number	ID07
Submitted By	Test Contractor
Email	test@test.com
Phone	123-456-7890
Fax	
Invoice Date	01/02/2014
Final or Partial Invoice	Partial
Status	SUBMITTED
Discount Terms	Net 30 Days / 0% 0 Days
Contractor Comments	

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CLIENT ACCEPTANCE DEMO

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OTHER CONSIDERATIONS

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Invoice History

The screenshot shows the GSA ASSIST web application interface. At the top left is the GSA ASSIST logo. On the right, it says "WELCOME, Test User" with a "Logout" button. Below that is contact information: "(877) 472-4877 | CONTACT US" and "AASBS.helpdesk@gsa.gov". A navigation bar includes "WELCOME" and "INVOICES". A left-hand navigation pane shows a tree structure under "Order Package", with "Invoices and Acceptance Reports" highlighted. The main content area is titled "Invoice History" and contains a "Summary" section with key metrics and an "Invoices" table. Annotations include a callout for the left-hand navigation, a callout for the "Invoices and Acceptance Reports" link, a callout for a filter icon, a callout for "Page-level help", and a callout for the invoice table.

WELCOME, Test User [Logout](#)

(877) 472-4877 | [CONTACT US](#)
AASBS.helpdesk@gsa.gov

[WELCOME](#) [INVOICES](#)

Order Package

- Task Overview Report
- ID07140048-COI Client Name (Organization)
 - 01 BOM/SOW ID07140048- 000 Version 00 A
 - Invoices and Acceptance Reports**

Invoice History [Help with this Page](#)

Summary

Order ID	ID07140048
Award Amount	\$96,696,627.00
Approved Invoice Total	\$56,584,706.84
Invoice Credits/Adjustments	\$0.00
POP Start Date	11/01/2013
POP End Date	12/31/2016

Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount
No filter applied			
Invoice Acceptance Report	AH09101421482775	09/11/2014	\$6,000.00

Left-hand navigation to other resources

Page-level help

Table contains all invoices for the order. Click a table heading to re-sort the table.

Filter icon

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Data Migration

- NBA and RBA Invoices are migrated to CIS as Invoice and Acceptance Report documents

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Conclusion

Tip: Help is available on each page in the system.

AASBS Helpdesk contact info:

aasbs.helpdesk@gsa.gov

877-472-4877

Federal Acquisition Service

Invoice Status Definitions

Acceptance Report Status Definitions

Glossary

RESOURCES

Federal Acquisition Service

Invoice Status Definitions

Invoice Status	Definition
Submitted	New invoice, pending acceptance activity
Under Review	Acceptance in-progress, not yet finalized
Accepted	GSA Accepted full invoice amount
Accepted – Partial Payment	GSA Accepted portion of the invoice amount
Rejected	GSA Rejected the invoice
Processed for Payment	Invoice has been processed for full payment
Processed for Partial Payment	Invoice has been processed for partial payment
Rejected VITAP Import	Invoice submitted directly to VITAP – imported to CIS and automatically rejected

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Acceptance Report Status Definitions

Acceptance Report Status	Definition
Awaiting Review	New invoice submission
Client Reviewing	Client Saved as Draft
Client Reviewed – Accepted	Client submitted “Accepted” Acceptance Report, pending GSA action
Client Reviewed – Partial Payment	Client submitted “Partial” Acceptance Report, pending GSA action
Client Reviewed – Rejected	Client submitted “Rejected” Acceptance Report, pending GSA action
GSA Reviewing	GSA Saved as Draft, or FSC has rejected a previously accepted AR and returned to PM
Accepted	GSA submitted “Accepted” Acceptance Report
Accepted – Partial Payment	GSA submitted “Partial” Acceptance Report
Rejected	GSA submitted “Rejected” Acceptance Report
FSC Reviewing	FSC Saved as Pending
Accepted, FSC Accepted	GSA Accepted, FSC processed
Accepted, FSC Partial Payment	GSA Accepted, FSC processed as shortpay
Accepted, FSC Rejected	RBA only: GSA Accepted, FSC Rejected. If NBA FSC Rejects, then status returns to GSA Reviewing
Accepted – Partial Payment, FSC Accepted	GSA Partially Accepted, FSC processed
Accepted – Partial Payment, FSC Partial Payment	GSA Partially Accepted, FSC processed as shortpay
Accepted – Partial Payment, FSC Rejected	RBA only: GSA Partially Accepted, FSC Rejected . If NBA FSC Rejects, then status returns to GSA Reviewing
Rejected VITAP Import	Invoice submitted directly to VITAP – imported to CIS and automatically rejected

Federal Acquisition Service

Glossary

Term	Definition
AASBS	Assisted Acquisition Services Business Systems
ASSIST	Assisted Services Shared Information SysTem
CIS	Central Invoice Service
CPRM	Contract Payment Reporting Module
ECF	Electronic Contract File
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FSC	Financial Service Center
GSA	General Services Administration
IPAC	Inter-governmental Payment and Collections
ITSS	IT Solutions Shop
NBA	National Business Applications
ODC	Other Direct Costs
POC	Point of Contact
RBA	Regional Business Applications
TOS	Tracking and Ordering System