



U.S. General Services Administration

Federal Acquisition Service

GSA ASSIST – Central Invoice Service (CIS)

Live Training for GSA FEDSIM Employees

November 13, 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 Session, You Will Learn...

- How to access CIS
- The overall CIS process:
 - Contractor invoice submission
 - Client acceptance of goods and services
 - GSA acceptance of invoice
- Duration of training: 60 minutes
- Question & answer session: 30 minutes

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Topics

- Introduction
- High-level Workflow
- CIS Navigation
- Contractor Invoice Submission
- Client Acceptance of Goods and Services
- GSA Invoice Acceptance
- Integration with TOS
- 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 to provide 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
 - NBA: 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

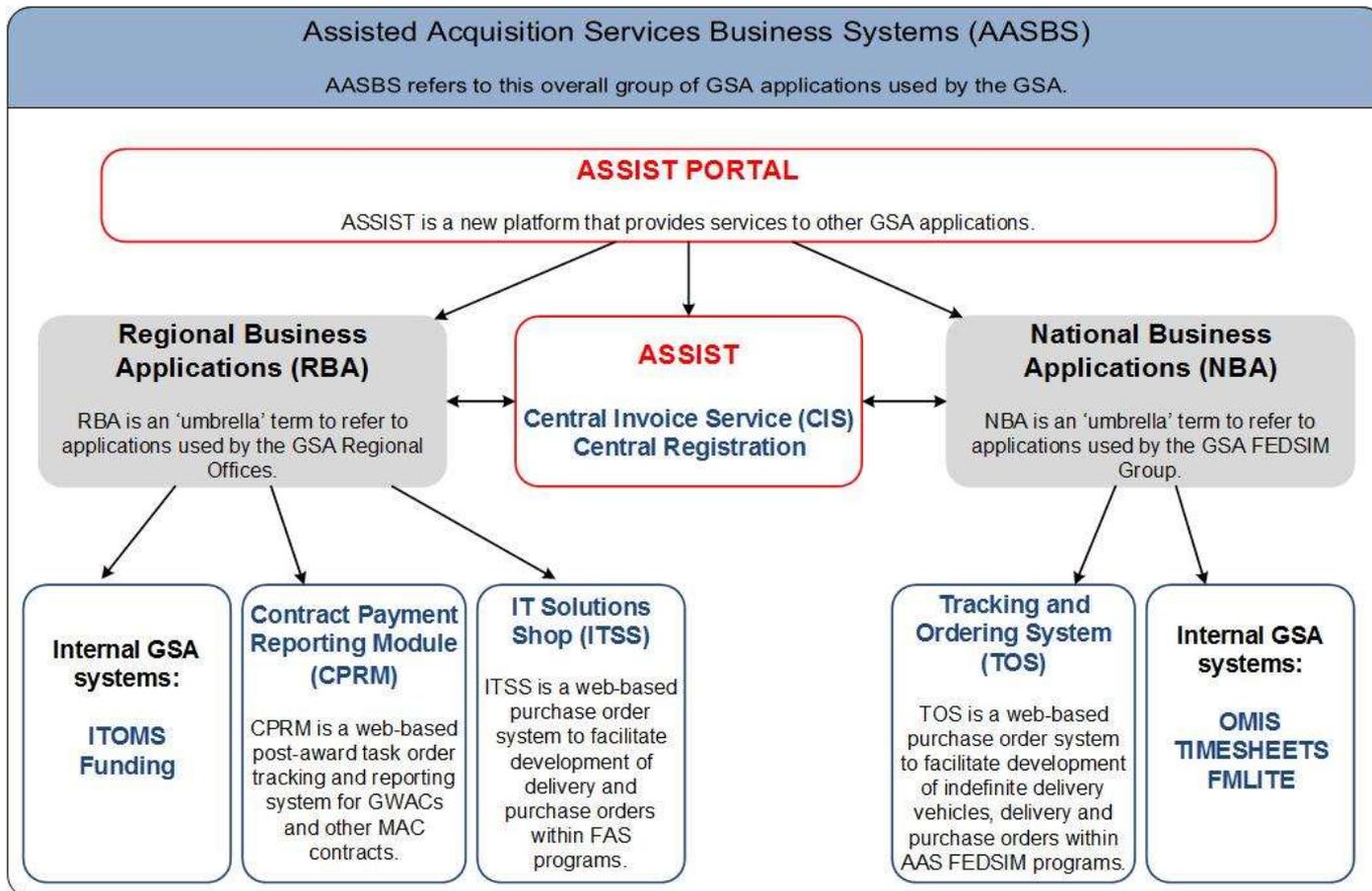
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GSA Benefits

- **Better quality invoices** resulting in less processing effort and fewer rejections
- **Improved efficiency** by reducing navigation requirements and providing more functional user experience elements
- **NBA: PPM role** able to provide input to the acceptance process
- **Greater transparency** with invoice payment tracking information
- **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

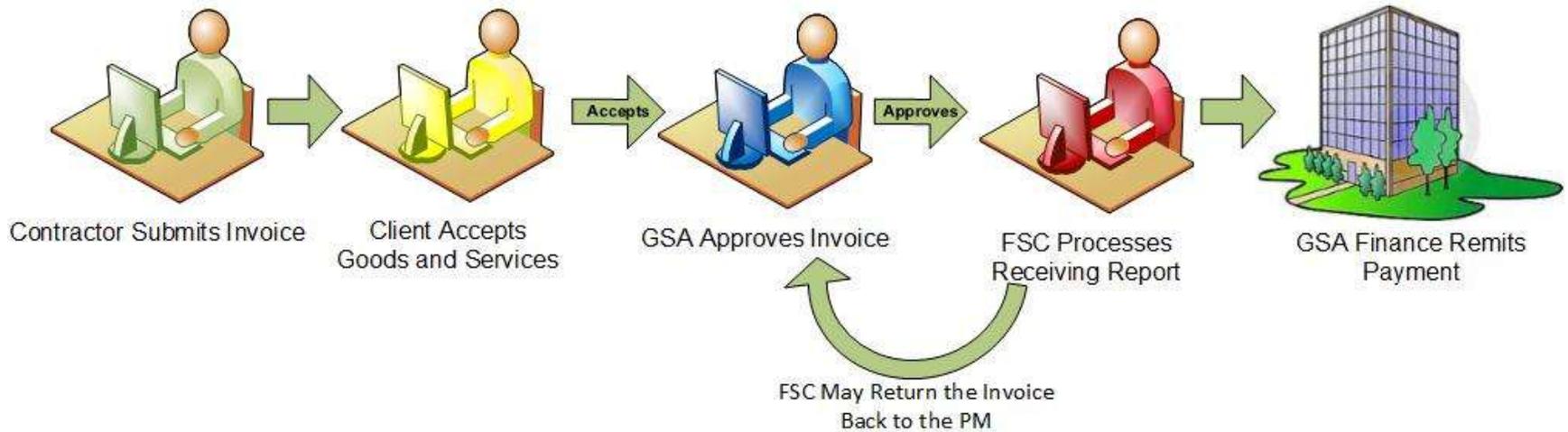
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Systems and Acronyms



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CIS High-level Workflow



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CIS NAVIGATION

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How to Access CIS

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



Direct Access to Shared Web-Services

Central ECF Service

In-Process Invoices

TOS

- Order Package
 - Order Package
 - Order 2011- 12345
 - Summary
 - Contracting Office
 - Financial Management
 - Customer
 - Points of Contact
 - Industry Partner
 - Dates
 - Supplies and Services
 - Supporting Documents
 - Interagency Agreement
 - Urgency Classification
 - Performance Metrics
 - Reviewer Notes
 - Comments
 - Checklist
 - FPDS-NG Form
 - Award 2011-12345
 - MODs
 - Invoices and Acceptance Reports**

Invoice History

Help with this Page

Summary

Order ID	12345
Award Amount	\$278,363,222.38
Approved Invoice Total	\$208,879,269.08
Invoice Credits/Adjustments	(\$204,149.17)
POP Start Date	02/02/2011
POP End Date	02/01/2015

Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount	Approved Amount
No filter applied				
Invoice Acceptance Report	AB12345-25	04/16/2014	\$5,797.98	\$0.00
Invoice Acceptance Report	AB12345-23	04/16/2014	\$3,882,663.83	\$0.00
Invoice Acceptance Report	AB12345-21	04/16/2014	\$4,367,584.42	\$0.00
Invoice Acceptance Report	AB12345-19	04/16/2014	\$1,847.02	\$0.00
Invoice Acceptance Report	AB12344-16	03/13/2014	\$6,142,922.06	\$6,142,922.06
Invoice Acceptance Report	AB12344-15	03/13/2014	\$1,779,233.43	\$1,779,233.43
Invoice Acceptance Report	AB12343-08	02/14/2014	\$38,533.16	\$38,533.16
Invoice Acceptance Report	AB12342-11	02/12/2014	\$4,836,981.54	\$4,836,981.54

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Navigation within CIS

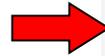
➤ Order Navigator

- Displayed on “view” CIS pages → Provides navigation throughout the entire order package



➤ Invoice/Acceptance Report

- Links allow quick navigation between pages



Acceptance Report	
Invoice Summary	
Invoice Number	TestInvoice_1234
Invoice Amount	\$17,243.37

Invoice	
Contractor Invoice	
Invoice Number	TestInvoice_1234
Acceptance Report	Go to Acceptance Report

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Help

➤ Several resources are provided to guide GSA 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

WELCOME [Logout](#)

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

AASBS.helpdesk@gsa.gov 

[Help with this Page](#)

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CONTRACTOR SUBMITS INVOICE FORM

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Contractor Invoice Submission Process



- 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
- An attached copy of the invoice and other supporting documents is mandatory

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Contractor accesses CIS

- Contractor navigates to their order
 - TOS Order Package displays “Invoices and Acceptance Reports” link

TOS

- Order Package
 - Order Package
 - Award 2013-12346
 - Award
 - MODs
 - Invoices and Acceptance Reports**

All Active Orders By PIID

Invoice History [Help with this Page](#)

Create New Invoice

[Create New Invoice](#) Button to create a new invoice

Summary

Order ID	ID07140034
Award Amount	\$80,000.00
Approved Invoice Total	\$9,588.00
Invoice Credits/Adjustments	(\$410.00)
POP Start Date	01/01/2014
POP End Date	12/31/2014

Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount	Approved Amount
No filter applied				
Invoice	BillingsCsn12461734Z	09/16/2014	\$2,000.00	\$0.00
Invoice	Flatfee091014A2461734Z	09/10/2014	\$2,000.00	\$2,000.00
Invoice Acceptance Report	TESTINV00022461734Z	09/09/2014	\$4,000.00	\$4,000.00
Invoice	TestInv00012461734Z	09/05/2014	\$20.00	\$0.00
Invoice	Test09042014A2461734Z	09/04/2014	\$40.00	\$0.00
Invoice Acceptance Report	DFT4505A2461734Z	09/03/2014	\$4,000.00	\$4,000.00

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Contractor View of New Invoice Form – Top

GSA ASSIST WELCOME, Test User [LOGOUT](#)
(877) 472-4877 | CONTACT US
AASBS.helpdesk@gsa.gov

WELCOME INVOICES

Create New Invoice

Invoice submission is not complete until all validation messages are resolved and system confirmation is received.

Contractor Invoice

Invoice Number *	<input type="text" value="11155544"/>	CIS appends the ACT Number to the end of each invoice number in order to ensure a unique number is transmitted to the GSA Finance system.
Submitted By	Test Username	Users contact information
Email	Test_Username@example.com	
Phone	(858)123-4567	
Fax	(858)123-4568	
Final or Partial Invoice	<input type="text" value="Partial"/>	"Partial" means this is not the final invoice for the acquisition
Discount Terms	Net 30 Days / <input type="text" value="0"/> % <input type="text" value="0"/> Days	Contractor may offer improved Discount Terms for individual invoices – defaults to contract terms on the most recent award
Contractor Comments	<input type="text"/>	

Order Information

Order ID	ID07140029	Comments
----------	------------	----------

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Contractor View of New Invoice Form – Middle

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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Contractor View of New Invoice Form – NBA Schedule of Supplies and Services

The invoice total may not be greater than the available balance

The line item begin and end dates must be within the Period of Performance Date Range

Invoice Amount field is calculated as data is entered

Schedule of Supplies and Services

Available Balance \$40,111,920.16
POP Start/End Date Range 06/12/2013 - 06/11/2014

Item Number	Description	Quantity	Unit	Unit Price	Invoice Amount	Begin Date	End Date	Ship Date
▶ 0001	Labor	0	EA	\$0.00	\$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
▶ 0003	Long Distance Travel	0	EA	\$0.00	\$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
▶ 0004	Tools	0	EA	\$0.00	\$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
▶ 0005	Other Direct Costs (ODCs)	0	EA	\$0.00	\$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
Invoice Total				\$0.00				

Triangle icon / twistie

Invoice total will update dynamically as data is entered for each line item

Begin Date and End Date must be entered for service line items; Ship Date for commodities and deliverables

Schedule of Supplies and Services includes all line items from the most recent awarded modification

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Contractor View of New Invoice Form – Attachments

Phone: (858)123-9988
Fax: (858)123-8899

Schedule of Supplies and Services

Item Number	Description
001	test

Invoice Total \$0.00

File Attachments

You must attach a copy of your invoice, to include any required documents.

[Manage Attachments](#)

This invoice report has no attachments.

[Submit Invoice](#)

Central Invoice Service Log Out

You are signed in as

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 and duplicate files.
- 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: ID07140029
PIID #: GS07Q14BGA0006
Invoice Number: AH092214

Attachment #1:
Description: Invoice Attachment

Attachment #2:
Description: Invoice Attachment

Attachment #3:
Description: Invoice Attachment

Attachment #4:
Description: Invoice Attachment

Attachment #5:
Description: Invoice Attachment

Attachment #6:
Description: Invoice Attachment

Click to open the Attachment form

Submit button

Click 'Return to Form' to complete the upload process

Click 'Browse' to open a dialog box to find a file on your computer

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New Invoice Form Submitted

The screenshot displays the GSA ASSIST web interface. At the top right, it says "WELCOME, Test User" with a "Logout" button. Below this, contact information is provided: "(877) 472-4877 | CONTACT US" and "AASBS.helpdesk@gsa.gov". The main navigation bar includes "WELCOME" and "INVOICES". A left sidebar shows a breadcrumb trail: "Order Package" > "Task Overview Report" > "ID09140041-COIClient Name (Organization)" > "01 BOM/SOW ID09140041 - 000 Version 00" > "Invoices and Acceptance Reports". The main content area is titled "Invoice History" and features a green success message: "The Invoice Form has been Successfully Submitted." A yellow callout box points to this message with the text: "System presents the Invoice History page with the Success message". Below the message is a "Create New Invoice" button. A "Summary" table is also visible, containing the following data:

Summary	
Order ID	ID09140041
Award Amount	\$80,000.00
Approved Invoice Total	\$4,057.96
Invoice Credits/Adjustments	\$4.00
POP Start Date	01/01/2014
POP End Date	12/31/2014

At the bottom of the main content area, there is a section titled "Invoices".

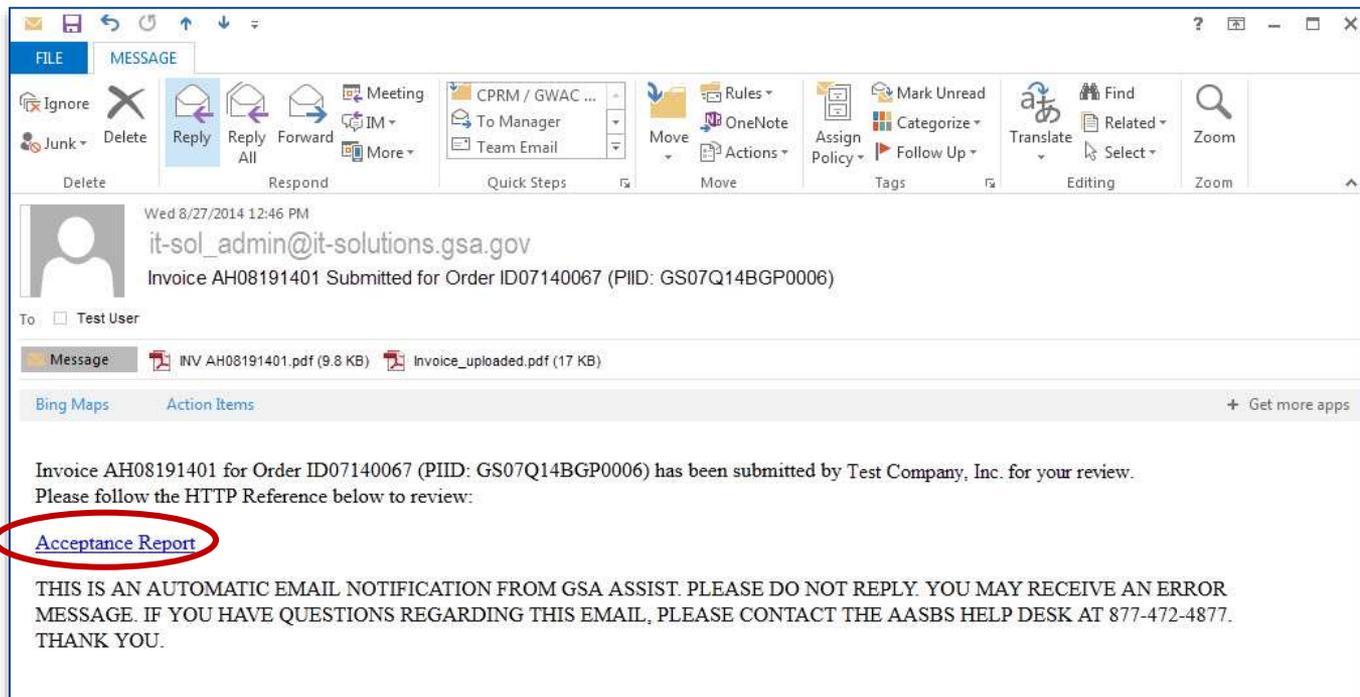
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CLIENT AND GSA NOTIFICATION OF INVOICE

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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 one view: My In-Process Invoices
- GSA Employees have access to two views:
 - “My” In-Process Invoices
 - “All” In-Process Invoices



Invoice Number	Invoice Date	Invoice Amount	Invoice Status	Invoice Type	Invoice Category	Invoice Sub-Category	Invoice Description	Invoice Location	Invoice Agency	Invoice Office	Invoice Contact	Invoice Email
...

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CLIENT 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 – Client View

The screenshot displays the 'Acceptance Report' form in a client view. The interface includes a navigation menu on the left, a main content area with an 'Acceptance Report' title and an 'Invoice Summary' table, and a 'Help with this Page' link. Several callouts provide instructions on how to interact with the form.

Navigation option to access acquisition resources

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

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	

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Acceptance Report Form – Client Edit Mode

NBA: Contractor Invoice Section

Triangle icon / Twistie

Performance / Ship Dates for the line items invoiced

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	<input type="text" value="\$0.00"/>
▶	0011	CLIN 0011 Tools	1	lot	\$2,500.00	\$2,500.00	08/01/2014	08/31/2014	N/A	<input type="text" value="\$0.00"/>
▶	0012	CLIN 0012 ODCs	1	lot	\$3,000.00	\$3,000.00	N/A	N/A	08/31/2014	<input type="text" value="\$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 – Client 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'

GSA
Central Invoice Service

Return To Form

ATTACHMENTS

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
 PID #: GSO0714B50005

Invoice Number: 21
 Attachment #1:

Description: Invoice Attachment

Select 'Return to Form' button

Select 'Browse'

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Acceptance Report Form – Client 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

Select authorization from the select list

Comments are required when partially accepting or rejecting

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Acceptance Report Form – Client 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 – Client 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 receives email notification when client submits form



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Client Acceptance Report Submission

The screenshot displays the GSA ASSIST web application interface. At the top right, it says "WELCOME, Test User" with a "Logout" button. Below that, contact information is provided: "(877) 472-4877 | CONTACT US" and "AASBS.helpdesk@gsa.gov". The main navigation bar includes "WELCOME" and "INVOICES". The left sidebar shows a navigation tree with "Order Package" expanded, containing "Task Overview Report", "ID07140048-COI Client Name (Organization)", and "01 BOM/SOW ID07140048 - 000 Version 00", with "Invoices and Acceptance Reports" selected.

The main content area is titled "Invoice History" and features a green success message: "The Acceptance Report has been Successfully Submitted." A yellow callout bubble points to this message with the text: "System presents the Invoice History page with the Success message". Below the message is a "Summary" section with the following data:

Order ID	ID07140048
Award Amount	\$966,962.70
Approved Invoice Total	\$565,870.68
Invoice Credits/Adjustments	\$0.00
POP Start Date	01/01/2014
POP End Date	12/31/2014

Below the summary is an "Invoices" section with a table listing individual invoices:

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount
No filter applied			
Invoice Acceptance Report	INV09182014A461720O	09/18/2014	\$15,000.00
Invoice Acceptance Report	4T	04/10/2014	\$92,903.02

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GSA INVOICE ACCEPTANCE

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Acceptance Report Form

- Documents invoice acceptance – invoices may be:
 - Accepted → Payment of invoice approved in full
 - Partially Accepted → Partial payment of invoice
 - Rejected → Invoice rejected in full
- Minimizes navigation by providing all pertinent invoice data and file attachments needed to determine acceptance
- Client acceptance of goods and services captured on the form – GSA provides invoice acceptance or rejection
- Provides the ability to specify granular billing information and/or revise contractor breakouts

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Acceptance Report Form – GSA View Mode

The screenshot displays the GSA Acceptance Report Form in View Mode. The interface includes a navigation menu on the left, a main content area with an 'Acceptance Report' header and an 'Invoice Summary' table, and a 'Help with this Page' link. Callouts provide instructions on how to interact with the form.

Navigation option to access the order package

Click to put the form into 'Edit Mode'

Click the Invoice Number link to view the Invoice Form

Invoice submission date

Status indicates current point in the workflow

Contractor Comments from Invoice form

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

Invoice Summary	
Invoice Number	AH081914012483082J
Invoice Amount	\$1,500.00
Contractor Company	Test Company Name, Inc.
Submitted By	Test Username
Invoice Date	08/19/2014 05:42:30 PM
Final or Partial Invoice	Partial
Status	Client Reviewed - Accepted
Order ID	ID07140067
ACT Number	A2483082J
PIID	GS07Q14BGP0006
Contract Number	GS07Q14ABC0001
Discount Terms	Net 30 Days / 0% 0 Days
Contractor Comments	my comments on the invoice

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Acceptance Report Form – GSA Edit Mode NBA: Contractor Invoice Section

Triangle icon / Twistie

Contractor Invoiced Amount per line item

Performance / Ship Dates for the line items invoiced

Item Number	Description	Quantity	Unit	Unit Price	Contractor Invoice Amount	Begin Date	End Date	Ship Date	Client Acceptance Amount	GSA Acceptance Amount							
0001	Labor (Tasks 1, 2 and 4, except Task 1, Subtask 1.1)	1	EA	\$5,000.00	\$5,000.00	05/01/2014	05/31/2014	N/A	\$0.00	\$0.00							
<table border="1"> <tr> <td>Awarded Amount</td> <td>Approved Amount</td> <td>Pending Invoices</td> <td>Balance</td> </tr> <tr> <td>\$84,908,803.00</td> <td>\$54,550,044.20</td> <td>\$0.00</td> <td>\$30,358,758.80</td> </tr> </table>		Awarded Amount	Approved Amount	Pending Invoices	Balance	\$84,908,803.00	\$54,550,044.20	\$0.00	\$30,358,758.80	Financial balance information							
Awarded Amount	Approved Amount	Pending Invoices	Balance														
\$84,908,803.00	\$54,550,044.20	\$0.00	\$30,358,758.80														
0005	Other Direct Costs (ODCs)	1	EA	\$1,000.00	\$1,000.00	05/01/2014	05/31/2014	N/A	\$0.00	\$0.00							
Contractor Invoice Total				\$6,000.00													
Client Accepted Total				\$0.00													
GSA Accepted Total				\$0.00													
Deduction Amount				\$0.00													

Invoice / Acceptance Totals

- GSA Accepted Amount dependent upon "GSA 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 – GSA Edit Mode

File Attachments Section

File Attachments Uploaded to Invoice by Contractor ⓘ

Click a Link to Download an Attachment

Invoices/Vouchers - (INV_AH08191401.pdf) Invoice Submitted for invoice# AH08191401
 Invoices/Vouchers - (testDocument.pdf) Invoice Attachment

System generated PDF copy of the Invoice form

File Attachments

Manage Attachments

Select 'Manage Attachments'

Central Invoice Service

ATTACHMENTS

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 the
- 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.
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- 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: I007140045
 PRD #: G500714B00005

Invoice Number: 21
 Attachment #1: Description: Invoice Attachment

Return to Form

Select 'Return to Form' button

Select 'Browse'

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Acceptance Report Form – GSA Edit Mode Client Authorization Section

- Clients provide goods and services acceptance on the Acceptance Report form
 - Accepted → All goods and services have been received in full
 - Partially Accepted → Portion of the goods and services accepted for payment
 - Rejected → Zero goods and services were received
- GSA may move forward with invoice approval if client step is not completed in the system

Client Authorization

Client Authorization Date	06/25/2014 12:33:06 PM
Authorization	Client Reviewed - Accepted
Authorized By	Test Client
Client Review Comments	N/A

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Acceptance Report Form – GSA Edit Mode

Invoice Questionnaire Section

GSA Authorization
 Invoice Questionnaire ?

This section is required. If you answer 'No' to any of the questions numbered 2-6, then you must partially accept or reject the invoice in the next step.

Question 1 * YES NO N/A Invoice (including supporting documentation) submitted in accordance with contract/task order? ?

Justification for NO *

Select 'Yes', 'No', or 'Not Applicable' for each question

Comments are required when questions are answered 'No'

Question 2 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	The invoice prices/rates, labor hours, and labor categories conform to the terms and conditions of the contract/task order? ?
Question 3 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	Hours billed do not exceed the contract/task order ceiling limit(s)? ?
Question 4 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	Other direct costs are valid and, in the case of time and materials or labor-hour contracts, costs associated with such other direct costs are allowable and have been determined to be reasonable and directly associated with contract/task order? ?
Question 5 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	Travel costs are supported and are allowable by the contract/task order? ?
Question 6 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	Period of performance invoiced is within the period of performance of the task order? ?
Question 7 *	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	All subcontractor rates are valid, and have been properly reviewed and substantiated by the prime? ?

Federal Acquisition Service

Acceptance Report Form – GSA Edit Mode

GSA Authorization Section

- Invoices may be:
- Accepted → Payment of invoice approved in full
 - Partially Accepted → Partial payment of invoice
 - Rejected → Invoice rejected in full

GSA Authorization Date	N/A
Authorization *	Accepted
Authorized By	N/A
GSA Review Comments	

Select your authorization from the select list

Comments will be visible to Contractors

Comments are required when partially accepting or rejecting

Federal Acquisition Service

Acceptance Report Form – GSA Edit Mode

NBA: Distribute Invoice Amounts to Accounts Section

- Once the GSA Authorization is selected, the “Distribute Invoice Amounts to Accounts” section becomes active

Distribute Invoice Amount to Accounts

Accepted Invoice Total \$5,750.00
Amount Left To Allocate \$5,750.00

Amount Left to Allocate reduces as amounts are entered in the table

Table displays all accounts with a positive balance

Filter icon

Account Number	Title	Service FY	Balance	Previously Approved Amount	Amount to Allocate
No filter applied					
10053DEM-3002	FY13 Flowthrough	2013	\$21,339,442.16	\$56,584,706.84	\$0.00
10053DEM-5400	FY 2014 Flowthrough	2014	\$18,772,478.00	\$0.00	\$0.00

Federal Acquisition Service

Acceptance Report Form – GSA Edit Mode

Receipt and Acceptance Dates

- Indicate receipt and acceptance dates for goods/services
 - In accordance with prompt pay provisions, acceptance must occur within 7 days of receipt
- Dates may be entered by clients, but can be overwritten if necessary

Receipt and Acceptance

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

Federal Acquisition Service

Acceptance Report Form – GSA Edit Mode

Submission of Form

- May be saved as “Draft” if unable to complete in a single session
- Edit History records all submissions by client and GSA users (including drafts)

Edit History

Recent Edits

Test Client, 2014-06-16 05:07:46 PM

Submit

Save as Draft

Federal Acquisition Service

GSA Acceptance Report Submission

The screenshot displays the GSA ASSIST web interface. At the top right, it says "WELCOME, Test User" with a "Logout" button. Below that are contact details: "(877) 472-4877 | CONTACT US" and "AASBS.helpdesk@gsa.gov". The main navigation bar includes "WELCOME" and "INVOICES". A left sidebar lists navigation options like "Order Package", "Task Overview Report", "Order Package", "MODs", and "Invoices and Acceptance Reports". The main content area is titled "Invoice History" and features a green success message: "The Acceptance Report has been Successfully Submitted." Below this is a "Summary" section with the following data:

Order ID	12346
Award Amount	\$96,696,627.00
Approved Invoice Total	\$56,584,706.84
Invoice Credits/Adjustments	\$0.00
POP Start Date	06/12/2013
POP End Date	06/11/2014

Below the summary is an "Invoices" table with the following data:

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount
No filter applied			
Invoice Acceptance Report	AH09101421482775	09/11/2014	\$6,000.00
Invoice Acceptance Report	INV01	04/10/2014	\$92,903.02

A yellow callout box points to the success message and summary section, stating: "System presents the Invoice History page with the Success message".

Federal Acquisition Service

Acceptance Report Form – PDF

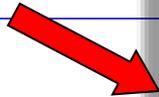
- Upon processing by GSA, a PDF copy of the CIS Acceptance Report form is generated by the system for user records
 - Provided as an attachment to the Acceptance Report form

File Attachments

Click a Link to Download an Attachment

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

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

A screenshot of a web browser window displaying an 'ACCEPTANCE INFORMATION DOCUMENT'. The document title is 'ACCEPTANCE INFORMATION DOCUMENT' and the section is 'Invoice Summary'. The summary table contains the following information:

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	

Federal Acquisition Service

GSA ACCEPTANCE DEMO

Federal Acquisition Service

TOS INTEGRATION

Federal Acquisition Service

Setting the Client User in TOS

The screenshot shows the TOS Active Orders interface. On the left is a navigation tree with 'Customer' selected. The main area displays order details for Request # 2014-32850, including agency information for the Department of Agriculture. A 'Customer' section shows 'No person assigned yet' and a 'Select Client POCs' button. A red arrow points from this button to a secondary window titled 'GSA ASSIST'. This window shows 'Organization Information' for the Department of Agriculture and a 'Primary Client User' section with a 'Lookup Primary Client User' button. Below this is an 'Alternate Client Users' section with a table that currently shows 'No results found'. Annotations in yellow callouts provide instructions: 'Click Select Client POCs', 'Only Agency and Bureau is known', 'No person assigned yet', 'Click Add Alternates to add more client POCs to the order', and 'Lookup Primary Client User'.

Federal Acquisition Service

OTHER CONSIDERATIONS

Federal Acquisition Service

Invoice History

The screenshot shows the GSA ASSIST web application interface. At the top, there is a navigation bar with 'WELCOME' and 'INVOICES' tabs. The main content area is titled 'Invoice History' and includes a 'Summary' section with key metrics and an 'Invoices' table. Annotations highlight the left-hand navigation, a filter icon, a page-level help button, and a table with sorting instructions.

WELCOME, Test User [Logout](#)
 (877) 472-4877 | [CONTACT US](#)
AASBS.helpdesk@gsa.gov

GSA ASSIST

WELCOME INVOICES

Order Package
 Task Overview Report
 ID07140048-COI Client Name (Organization)
 00 Chronology
 01 Electronic Contract File (ECF)
 01 Acquisition Plan - APM Deferred
 01 BOM/SOW ID07140048 - 000 Version 00
 Invoices and Acceptance Reports

Invoice History [Help with this Page](#)

Summary

Order ID	ID07140048
Award Amount	\$38,000.00
Approved Invoice Total	\$3.00
Invoice Credits/Adjustments	\$0.00
POP Start Date	07/15/2014
POP End Date	07/07/2015

Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount
No filter applied			
Invoice Acceptance Report	AH0828142473540G	08/28/2014	\$1,050.00

Left-hand navigation to Order Package

Filter icon

Page-level help

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

Federal Acquisition Service

Invoice Payment Information

- Payment made by GSA Finance indicated on the Invoice form
 - Payment Status
 - Processed Date
 - Payment Amount

Invoice

Contractor Invoice

Invoice Number	GMINV52314RBA62473541Y
Acceptance Report	Go to Acceptance Report
Submitted By	Test Contractor
Email	test@testco.com
Phone	123-456-7890
Fax	987-654-3210
Invoice Date	05/23/2014 03:39:08 PM
Final or Partial Invoice	Partial
Status	Processed for Payment
Discount Terms	Net 30 Days / 22% 2 Days
Contractor Comments	
Payment Status	PAID
Processed Date	04/30/2014 - 01:02:03 EST
Payment Amount	\$1,000,000.00

Federal Acquisition Service

Electronic Contract File

- Attachments on the Invoice and Acceptance Report forms (including the system generated PDF documents) are tagged with the following ECF Metadata:
 - INVOICES – Tab: Invoices/Vouchers, DCN: Invoices/Vouchers
 - ACCEPTANCE REPORTS – Tab: Invoices/Vouchers, DCN: Review/Accept/Reject Evidence & Back Up

ECF Tab	ECF Tab Name	Category	File Description	File Name	Uploaded On	Uploaded From
23 of 24 items shown. Clear filter						
34	Invoices/Vouchers	Invoices/Vouchers	Final Invoice Submitted for invoice# Reedtest637	INV_Reedtest637.pdf	07/02/2014 11:16:11 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Invoice Attachment	test18.bt	07/02/2014 11:15:49 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Final Invoice Submitted for invoice# Reedtest924	INV_Reedtest924.pdf	07/02/2014 10:15:29 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Invoice Attachment	test17.bt	07/02/2014 10:15:21 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Final Invoice Submitted for invoice# Reedtest576	INV_Reedtest576.pdf	07/02/2014 08:41:45 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Invoice Attachment	test16.bt	07/02/2014 08:41:05 AM ET	ASSIST:Central Invoice Service Invoice
34	Invoices/Vouchers	Invoices/Vouchers	Final Invoice Submitted for invoice# reedtest1029	INV_reedtest1029.pdf	07/02/2014 07:36:25 AM ET	ASSIST:Central Invoice Service Invoice

Federal Acquisition Service

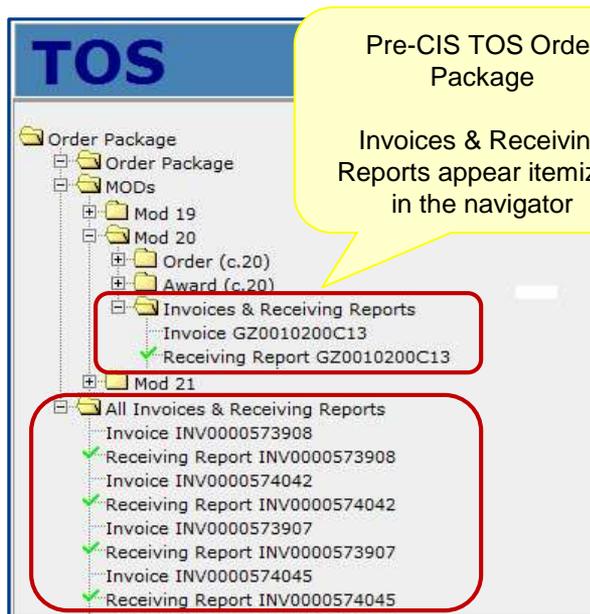
Invoice Auto Rejection

- Effective upon CIS deployment, contractors must submit invoices using the new CIS process
- Direct submissions to GSA Finance will no longer be accepted*
 - Exception: Invoices for FAS OCIO orders are submitted to GSA Finance
- Invoices submitted directly to GSA Finance following CIS deployment will be identified, imported to CIS and automatically rejected

Federal Acquisition Service

NBA Data Migration

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



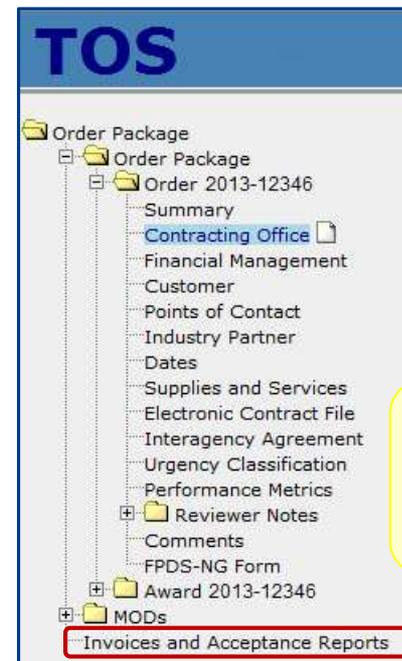
TOS

Order Package

- Order Package
 - MODs
 - Mod 19
 - Mod 20
 - Order (c.20)
 - Award (c.20)
 - Invoices & Receiving Reports
 - Invoice GZ0010200C13
 - Receiving Report GZ0010200C13
 - Mod 21
 - All Invoices & Receiving Reports
 - Invoice INV0000573908
 - Receiving Report INV0000573908
 - Invoice INV0000574042
 - Receiving Report INV0000574042
 - Invoice INV0000573907
 - Receiving Report INV0000573907
 - Invoice INV0000574045
 - Receiving Report INV0000574045

Pre-CIS TOS Order Package

Invoices & Receiving Reports appear itemized in the navigator



TOS

Order Package

- Order Package
 - Order 2013-12346
 - Summary
 - Contracting Office
 - Financial Management
 - Customer
 - Points of Contact
 - Industry Partner
 - Dates
 - Supplies and Services
 - Electronic Contract File
 - Interagency Agreement
 - Urgency Classification
 - Performance Metrics
 - Reviewer Notes
 - Comments
 - FPDS-NG Form
 - Award 2013-12346
 - MODs
 - Invoices and Acceptance Reports

Post-CIS TOS Order Package

Link to Invoices and Acceptance Reports

Federal Acquisition Service

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

Federal Acquisition Service

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
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 Receiving Report
Accepted, FSC Partial Payment	GSA Accepted, FSC processed Receiving Report as shortpay
Accepted, FSC Rejected	GSA Accepted, FSC Rejected
Accepted – Partial Payment, FSC Accepted	GSA Partially Accepted, FSC processed Receiving Report
Accepted – Partial Payment, FSC Partial Payment	GSA Partially Accepted, FSC processed Receiving Report as shortpay
Accepted – Partial Payment, FSC Rejected	GSA Partially Accepted, FSC Rejected
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
COM	Short for 'Commodity', a type of task item in ITSS
CPRM	Contract Payment Reporting Module
ECF	Electronic Contract File
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price, a type of task item in ITSS
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