



U.S. General Services Administration

# Federal Acquisition Service

## **GSA ASSIST – Central Invoice Service (CIS)**

Live Training for GSA Regional Employees

November 12, 2014

## Federal Acquisition Service

# Purpose

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

## Federal Acquisition Service

# 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

## Federal Acquisition Service

# Topics

- Introduction
- High-level Workflow
- CIS Navigation
- Contractor Invoice Submission
- Client Acceptance of Goods and Services
- GSA Invoice Acceptance
- Integration with ITSS
- Other Considerations

# Federal Acquisition Service

## 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

## Federal Acquisition Service

# Business Drivers

- The ASSIST Central Invoice Service was designed to provide:
  - Increased functionality
    - New data validations result in better quality invoices, thus fewer rejections
    - RBA: Greater financial control over client billing
  - Improved efficiency
    - A centralized, simplified invoicing experience for GSA contractors
      - System accepts official invoice; no 'draft' invoices
    - Improved efficiency for invoicing and acceptance processing
      - Single invoice submission rather than 3-way match of ITSS Acceptance Info doc to VITAP invoice
    - Reduced systems and training overhead

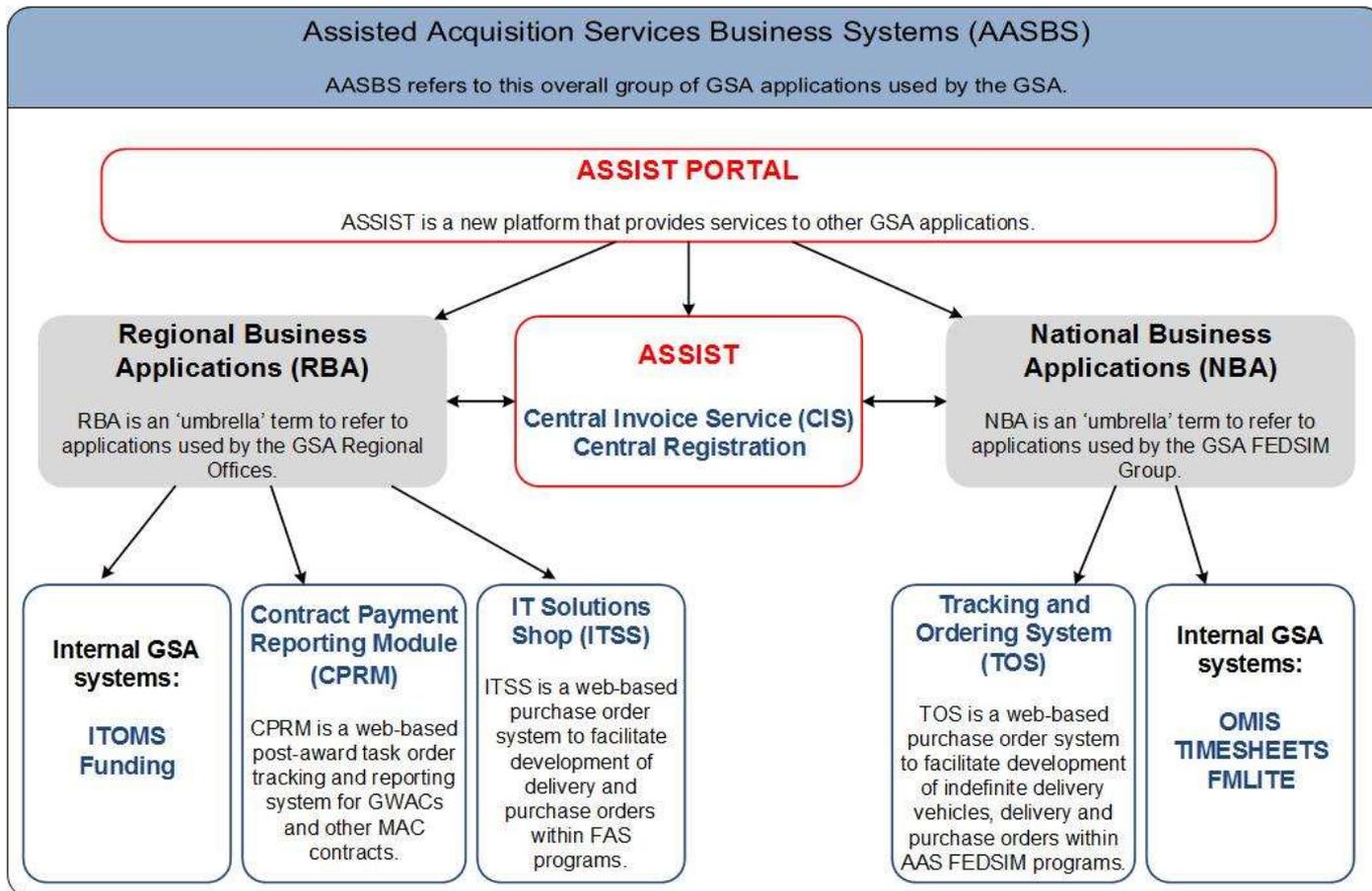
## Federal Acquisition Service

# 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
- **RBA: Greater financial control** with granular billing input
- **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

# Federal Acquisition Service

## Systems and Acronyms



## Federal Acquisition Service

# CIS High-level Workflow



## Federal Acquisition Service

# CIS NAVIGATION

# Federal Acquisition Service

## How to Access CIS

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

### Direct Access to Shared Web-Services

Central ECF Service

In-Process Invoices

### Orders - Entire Package

Next -> |

#### Order Package

- ▼ ID07140048-COI Test Client\_User (Example Organization)
  - 00 Chronology
  - 01 Electronic Contract File (ECF)
  - 01 Acquisition Plan - APM Deferred
  - ▶ 01 BOM/SOW ID07140048 - 000 Version 00 Amendment
    - Invoices and Acceptance Reports

### Invoice History

#### Summary

Order ID	ID87
Award Amount	\$224,947.00
Invoice Total	\$0.00
Invoice Total	\$0.00
POP Start Date	05/22/2014
POP End Date	05/11/2016

#### Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount	Approved Amount	Invoice Status	Processed Date
No filter applied						
Invoice   Acceptance Report	VGJUN1212473256A	06/12/2014	\$2.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	VGJUN1202473256A	08/12/2014	\$2.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	adafcdadaxd2473256A	08/04/2014	\$00.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	adffhxytes2473256A	05/06/2014	\$100.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	VGMAY2002473256A	04/28/2014	\$1.85	\$0.00	Accepted	Pending
Invoice   Acceptance Report	Fest2902473256A	05/23/2014	\$2,900.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	F8H1231112473256A	05/23/2014	85,930.00	\$0.00	Accepted - Partial Payment	Pending
Invoice   Acceptance Report	adafcdadaxd2473256A	08/23/2014	\$2.00	\$0.00	Accepted - Partial Payment	Pending
Invoice   Acceptance Report	GMNVS2314RBA23473256A	05/23/2014	\$250.00	\$0.00	Under Review	Pending
Invoice   Acceptance Report	GMNVS2314RDA12473256A	06/23/2014	\$1,104.00	\$0.00	Under Review	Pending

# Federal Acquisition Service

## 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



# Federal Acquisition Service

## 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](mailto:AASBS.helpdesk@gsa.gov) 

[Help with this Page](#)

Federal Acquisition Service

# CONTRACTOR SUBMITS INVOICE FORM

## Federal Acquisition Service

# 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

# Federal Acquisition Service

## Contractor accesses CIS

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

The screenshot displays the FAS CIS interface. On the left, a navigation pane titled "Orders - Entire Package" shows a tree structure. The path is: "Next -> |" > "Order Package" > "ID07140045-COI Test Client\_User (Example Organization) AW" > "01 BOM/SOW ID07140029 - 000 Version 00 Amendment 00". The "Invoices and Acceptance Reports" link is highlighted with a red box, and a red arrow points from it to the main content area.

The main content area is titled "Invoice History" and includes a "Create New Invoice" button, which is highlighted with a yellow callout box containing the text "Button to create a new invoice". Below this is a "Summary" section with the following data:

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

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

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount	Approved Amount
No filter applied				
Invoice	BillingsScn12461734Z	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 \*  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  Users contact information

Email

Phone

Fax

Final or Partial Invoice  "Partial" means this is not the final invoice for the acquisition

Discount Terms  Contractor may offer improved Discount Terms for individual invoices – defaults to contract terms on the most recent award

Contractor Comments

#### Order Information

Order ID  Comments

## Federal Acquisition Service

## 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

# Federal Acquisition Service

## Contractor View of New Invoice Form – RBA Schedule of Supplies and Services

### Schedule of Supplies and Services

▶	Item Number	Description	POP/Delivery Date	Invoice Amount ⓘ	Begin Date
▶	0001	COM item with surcharge	01/31/2014	<input type="text" value="\$0.00"/>	<input type="text"/>
▶	0002	LAB item with surcharge	01/01/2014 - 12/31/2014	<input type="text" value="\$0.00"/>	<input type="text" value="MM/DD/YY"/>
▶	0003	COST item with surcharge	01/01/2014 - 12/31/2014	<input type="text"/>	<input type="text"/>
▶	0004	FFP item with surcharge	01/01/2014 - 12/31/2014	<input type="text"/>	<input type="text"/>

Triangle icon / Twistie

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

Invoice Total \$0.00

### Schedule of Supplies and Services

▶	Item Number	Description	POP/Delivery Date	Invoice Amount ⓘ	Begin Date	End Date	Ship Date
▶	0001	COM item with surcharge	01/31/2014	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>
▶	0002	LAB item with surcharge	01/01/2014 - 12/31/2014	<input type="text" value="\$0.00"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
▶	0003	COST item with surcharge	01/01/2014 - 12/31/2014	<input type="text" value="\$0.00"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
▶	0004	FFP item with surcharge	01/01/2014 - 12/31/2014	<input type="text" value="\$0.00"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>

Invoice Total \$0.00

Total Invoiced Amount

Enter Invoice Amount for each row, leave \$0.00 on any rows not included on invoice

Enter the Invoice Service Dates or Ship Date for each line item that has an invoice amount

This is a U.S. General Services Administration Form. This is a U.S. General Services Administration Form. This is a U.S. General Services Administration Form.

## Federal Acquisition Service

# Contractor View of New Invoice Form

## – RBA Breakout

- ITSS feature only: orders can be set to require the contractor to breakout line items into work categories on the invoice form
- Purpose is to enable GSA to itemize client bills into the following categories:
  - COM (Commodity), Labor, ODCs (Other Direct Costs), Travel, Deliverables

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	LAB1	\$900.00	\$900.00		\$0.00	\$0.00	\$0.00		
2	LAB2	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
3	COM	\$150.00	\$150.00	\$0.00					
4	COST	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5	FFP	\$0.00	\$0.00				\$0.00		\$0.00

Values must be distributed

## Federal Acquisition Service

# 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**

## Federal Acquisition Service

## 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". On the left, a sidebar menu shows "Order Package" with sub-items like "Task Overview Report" and "ID09140041-COIClient Name (Organization)".

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. Further down, a "Summary" table provides details for Order ID ID09140041, including an award amount of \$80,000.00 and a total invoice value of \$4,057.96. The table also lists invoice credits, POP start and end dates, and a "Help with this Page" link.

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

**Invoices**

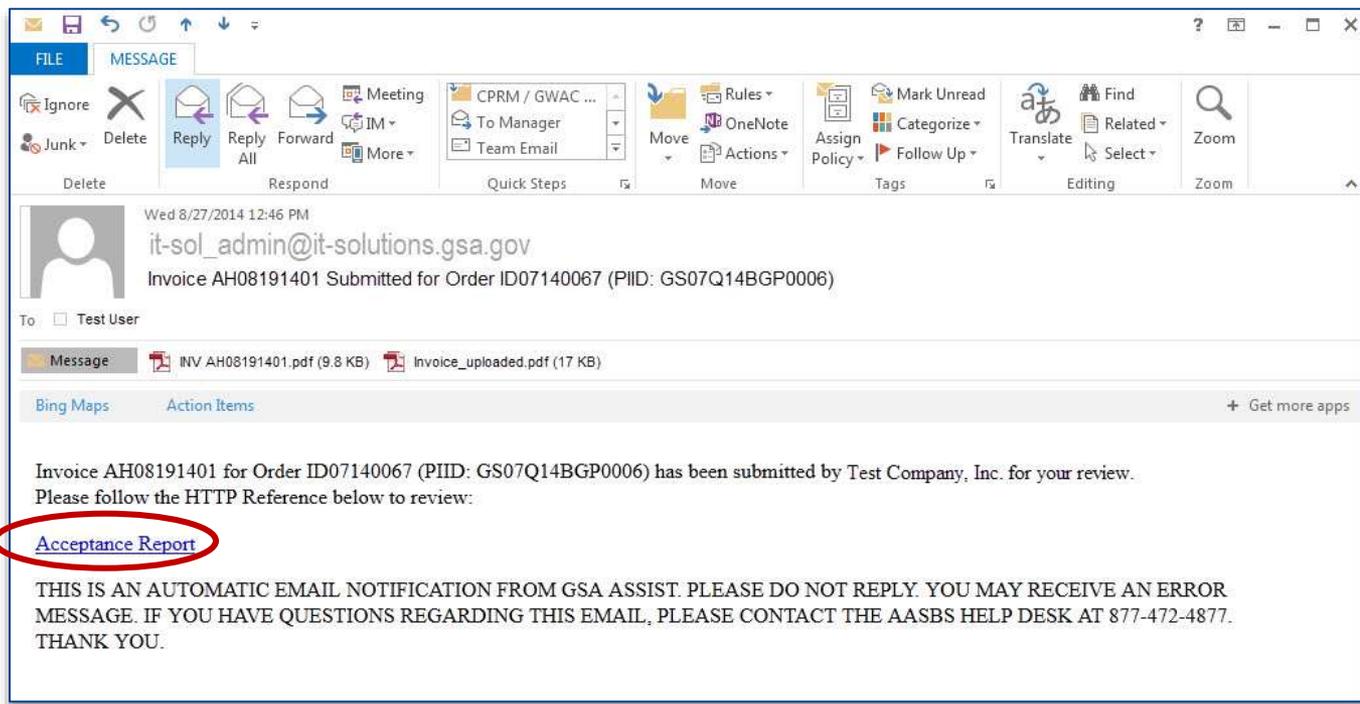
Federal Acquisition Service

# CLIENT AND GSA NOTIFICATION OF INVOICE

## Federal Acquisition Service

# 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)





Federal Acquisition Service

# CLIENT ACCEPTANCE OF GOODS AND SERVICES

## Federal Acquisition Service

# 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

## Federal Acquisition Service

## Acceptance Report Form – Client View

The screenshot shows 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	

# Federal Acquisition Service

## Acceptance Report Form – Client Edit Mode

### RBA: Contractor Invoice Section

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	
Awarded Amount		Approved Amount		Pending Invoices		Balance			
\$10,000.00		\$1,001.00		\$2,599.00		\$6,400.00			
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	
<b>Contractor Invoice Total</b>		\$1,500.00							
<b>Client Accepted Total</b>		\$0.00							
<b>GSA Accepted Total</b>		\$0.00							
<b>Deduction Amount</b>		\$0.00							

**Contractor Invoiced Amount per line item**

**Performance / Ship Dates for the line items invoiced**

**Triangle icon / Twistie**

**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

## Federal Acquisition Service

# 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'


Central Invoice Service

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[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 of 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 #1: <input type="text"/> <input type="button" value="Browse"/>
Description: Invoice Attachment

Select 'Return to Form' button

Select 'Browse'

## Federal Acquisition Service

# 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

## Federal Acquisition Service

# Acceptance Report Form – Client Edit Mode

## RBA only: Client Cost Section

- 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
<b>Accepted Invoice Total</b>				\$1,500.00					
<b>Fee Total</b>				\$75.00					
<b>Cost to Client Total</b>				\$1,575.00					

Updated totals

Accepted Amount

Fee Amount

Cost to Client = Cost + Fee

## Federal Acquisition Service

# 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 \*

## Federal Acquisition Service

# 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/CSR receives email notification when client submits form



## Federal Acquisition Service

# Client 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 is contact information: "(877) 472-4877 | CONTACT US" and "AASBS.helpdesk@gsa.gov". The main navigation bar includes "WELCOME" and "INVOICES". The left sidebar shows a tree view for "Order Package" with sub-items like "Task Overview Report" 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 a table of key metrics. At the bottom, there is an "Invoices" table listing individual reports.

**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  
 Invoices and Acceptance Reports

## Invoice History

The Acceptance Report has been Successfully Submitted.

[Help with this Page](#)

### Summary

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

System presents the Invoice History page with the Success message

### Invoices

Invoice/Acceptance Report	Invoice Number	Invoice Date	Invoice Amount
No filter applied			
<a href="#">Invoice   Acceptance Report</a>	INV09182014A461720O	09/18/2014	\$15,000.00
<a href="#">Invoice   Acceptance Report</a>	4T	04/10/2014	\$92,903.02

Federal Acquisition Service

# GSA INVOICE ACCEPTANCE

## Federal Acquisition Service

# 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

## Federal Acquisition Service

## 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

# Federal Acquisition Service

## Acceptance Report Form – GSA Edit Mode RBA: Contractor Invoice Section

Triangle icon / Twistie

Contractor Invoiced Amount per task item

Performance / Ship Dates for the task items invoiced

Financial balance information

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

Item Number	Fiscal Task Type	Description	POP/Delivery Date	Contractor Invoice Amount	Begin Date	End Date	Ship Date	Client Acceptance Amount	GSA Acceptance Amount
1	COM	Test Description	01/01/2015	\$1,000.00	N/A	N/A	07/31/2014	\$1,000.00	\$0.00
Awarded Amount		Approved Amount	Pending Invoices	Balance					
\$100,000.00		\$0.00	\$1,000.00	\$99,000.00					
4	FFP	Test Description3	01/01/2014 - 01/01/2015	\$500.00	07/01/2014	07/31/2014	N/A	\$500.00	\$0.00
<b>Contractor Invoice Total</b>		\$1,500.00							
<b>Client Accepted Total</b>		\$1,500.00							
<b>GSA Accepted Total</b>		\$0.00							
<b>Deduction Amount</b>		\$0.00							

## Federal Acquisition Service

# 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.
- 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: I007140045  
 PRD #: G500714B00005

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

Return to Form

Select 'Return to Form' button

Select 'Browse'

## Federal Acquisition Service

# 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

## Federal Acquisition Service

# 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'

<b>Question 2 *</b>	<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? <span style="float: right;">?</span>
<b>Question 3 *</b>	<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)? <span style="float: right;">?</span>
<b>Question 4 *</b>	<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? <span style="float: right;">?</span>
<b>Question 5 *</b>	<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? <span style="float: right;">?</span>
<b>Question 6 *</b>	<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? <span style="float: right;">?</span>
<b>Question 7 *</b>	<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? <span style="float: right;">?</span>

## 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

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

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 RBA: Client Cost Section

- Provides fee information and allows specification of client billing details

Labor task item

Accepted Amount

Fee Amount

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		
1*	LAB	LAB1	07/15/2014 - 07/06/2015	\$900.00	\$900.00	Surcharge	5%	\$45.00	\$945.00		
Contractor Breakout				Amounts Left To Distribute							
Labor Cost		\$500.00		Left to Distribute COST		\$0.00					
ODCS Cost		\$0.00		Left to Distribute FEE		\$0.00					
Travel Cost		\$400.00									
Burn Order	SAF	Subtask Number	Funding Document Number (Citation Code)	Unbilled to Cost	Unbilled to Fee	Bill to Labor Cost	Bill to Labor Fee	Bill to ODC's Cost	Bill to ODC's Fee	Bill to Travel Cost	Bill to Travel Fee
1	Y	02	GM Funds (Citation 1-SAF)	\$5,000.00	\$0.00						
2	N	01	GM Funds (Citation 3)	\$4,100.00	\$455.00	\$500.00	\$25.00	\$0.00	\$0.00	\$400.00	\$20.00
						\$500.00	\$25.00	\$0.00	\$0.00	\$400.00	\$20.00
3	COM	COM			\$150.00	\$150.00		Surcharge	3%	\$4.50	\$154.50
<b>Accepted Invoice Total</b>			\$1,050.00								
<b>Fee Total</b>			\$49.50								
<b>Cost to Client Total</b>			\$1,099.50								

Cannot distribute cost and fee to SAF LOA

Contractor breakout

Fee breakout

## 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 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 navigation bar includes "WELCOME" and "INVOICES". The left sidebar shows a menu with "Order Package" expanded, containing "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." 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 "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" section with a table listing individual invoices:

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

## Federal Acquisition Service

# Acceptance Report Form – PDF

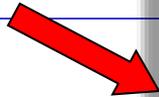
- Upon processing by GSA, a PDF copy of the CIS Acceptance Report form is generated by the system for user records
  - Provided as an attachment to the Acceptance Report form

### 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 contains an 'Invoice Summary' table with the following data:

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

# ITSS INTEGRATION

## Federal Acquisition Service

# Setting the Billing Breakout Requirement

**▼ GSA Order Specifics**

Region: 07. Greater Southwest Region

Program: FISSP

**Bill Type Breakout Required:**  Yes  No

Preparing Contracting Office Code: BG000 GSA/FAS Assisted and Expanded Acquisition

Offering Type: Professional Services  
[Click here for Offering Type descriptions](#)

Territory: San Antonio-TX

IA Number(s):

IA Attachment(s): **File Attachments:**



COI form

**Order Modification** Close Without Saving

 All Fields marked with  are required.

Submitted By: \_\_\_\_\_ at 08/28/2014

Order ID: ID07140048, Mod 001

PIID: GSO0714BG0027

Act Number: A2473540G

Contractor: \_\_\_\_\_

Alternate: \_\_\_\_\_

Modification Status: **Proposed**

*Prior Mod 000 Period of Performance*

From: 07/15/2014

To: 07/07/2015

*New Period of Performance:*

From: 07/15/2014

To: 07/07/2015

*Desired Delivery Date:*

Date: 07/15/2014

Project Descriptor: Test Project GM

Uses Advanced Billing: No

Severable Order?: No

Number of Option Periods (beyond the base period):

**Bill Type Breakout Required:**  Yes  No

Order Mod Body

Federal Acquisition Service

# OTHER CONSIDERATIONS

## Federal Acquisition Service

## Invoice History

**GSA ASSIST** 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)  
 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

Summary [Help with this Page](#)

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	<a href="#">Go to Acceptance Report</a>
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

# RBA Data Migration

- RBA Acceptance Information documents (matched) are migrated to CIS as Invoice and Acceptance Report documents



## Federal Acquisition Service

# Conclusion

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

AASBS Helpdesk contact info:

[aasbs.helpdesk@gsa.gov](mailto: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

<b>Invoice Status</b>	<b>Definition</b>
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