
BWXT Y-12, L.L.C. Billing Procedures

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J. C. Strader/s/ 07/24/2006
Signature and Date

How To Get Paid

Invoicing

- A “proper” invoice should include:
 - Correct name and billing address
 - Subcontract number
 - Line item number and description
 - Quantity and unit price of materials
 - Period of performance for services
 - Total dollar amount due

How To Get Paid

Payment

- Payment is determined by terms and conditions stated in the subcontract
- Official time begins on the date a “proper” invoice is received by BWXT Y-12
- Method of payment
 - Electronic (ACH) – next day
 - Check – allow 5 days

Required Y-12 Payment Approvals

- Service subcontracts require the Y-12 Subcontract Technical Representative (STR) approval
- Final release of retention requires the Y-12 Subcontract Administrator approval
- Normally, material shipments do not require internal Y-12 approval

Payment Inquiries

- Y-12 subcontract payment information may be obtained by accessing url [http://vass.y12.doe.gov/scripts/wgate/zfvass/!](http://vass.y12.doe.gov/scripts/wgate/zfvass/) and entering the subcontract number

Subcontract Travel Expenses

- Normally, travel arrangements are made by the subcontractor
- Travel expenses are reimbursed in accordance with the subcontract provisions
- If travel is a separate line item on the subcontract, receipts are required for lodging, transportation, and miscellaneous items \$75 or greater
- Foreign travel requires advance approval by the Department of Energy (DOE) via the Foreign Travel Management System (FTMS)

If You Owe Money to BWXT Y-12

- Y-12 sends collection letters to vendors requesting payment for outstanding debts
- Payment can be made by the following methods: electronic (ACH), check, wire transfer, or credit card
- If the debt is not paid within 180 days, then it is referred to DOE for collection