



Title: II, Voucher and Invoice Payments Manual

Chapter: 5, Procurement Payment Activities, Section 3, Integrated Acquisition System (IAS)

Bulletin: IAS 04-1, Conversion to the Integrated Acquisition System (IAS)

Date: September 30, 2004

To: Holders of the PRCH Procedure for  
Food and Nutrition Service (FNS)  
Food Safety and Inspection Service (FSIS)  
Natural Resources Conservation Service (NRCS)  
Rural Development (RD)

The United States Department of Agriculture (USDA), Office of Procurement and Property Management, Procurement Systems Division, is in the process of converting agency procurement processes to the new Integrated Acquisition System (IAS). IAS will gradually replace the Purchase Order System (PRCH) as USDA agencies are phased into IAS.

Effective October 4, 2004, **FNS, FSIS, NRCS, and RD** will convert to IAS and will not be able to process any new purchase orders in PRCH. These agencies must close out open purchase orders in PRCH within six months.

### **IAS Invoice Processing**

By the direction of the Associate Chief Financial Officer, Financial Operations, Controller Operations Division (COD), a policy decision has been made that all IAS invoices will be processed by the COD, Administrative Payments Branch (COD/APB). The following procedures are required for invoice processing:

- Agency procurement offices are asked to inform vendors to send bills/invoices for IAS orders directly to COD/APB (except for cases where proper contract administration requires that an invoice be submitted to the agency contracting office first for review). If the agency selects an IAS document type that requires the vendor's invoice to be forwarded to the agency contracting office first, the existing PRCH Form AD-838B, Invoice-Receipt Certification, must be completed by the agency and attached to the IAS invoice prior to submission to COD/APB. The form will help expedite processing and provide an agency contact for COD/APB in case of discrepancies.
- According to the Prompt Payment Act, the payment due date must be calculated based on the payment net terms and the later of the date the invoice is received by the designated agency office or the date the goods are received/accepted. For IAS document types where the invoice goes to the field first, the agency is responsible for recording the date they receive the invoice. This date must be recorded in Block 4 of the AD-838B to ensure the proper date is entered into IAS when the invoice is received by COD/APB. To avoid

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unnecessary assessment of interest penalties, receipts/acceptance must be entered into IAS by agencies as soon as they occur and the invoices forwarded to COD/APB in a timely manner.

- IAS is a line item driven system that will not have a tolerance on line items. Any amounts charged by the vendor on the invoice over the order amount will require the agency to modify the requisition/purchase order before the invoice can be processed. COD/APB **will not** be able to prepare amendments to expedite payments. Agencies will need to pay close attention to line amounts when preparing orders and receiving invoices for payment.

**IAS Invoice Guide**

<b>IAS Document Type</b> <i>(Referenced in the seventh position of the IAS order number)</i>	<b>Instruct Vendors to Mail Invoices Directly to COD/APB</b>	<b>Instruct Vendors to Mail Invoices to Agency Point of Contact (POC)</b> <i>(Agency to review invoice, prepare AD-838B, attach to invoice, and forward to COD/APB)</i>
“P” Purchase Orders (replaces PRCH Type 40 and 42 orders)	✓	
“D” Delivery/Task Orders (replaces PRCH Type 41 and 43 orders)		✓
“K” BPA Call Number (replaces PRCH Type 45 orders)		✓
“C” Contracts (replaces PRCH Type 50, 53, and 54 orders)		✓

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For IAS order Type “P” vendor billings/invoices **not requiring** Contracting Officer (CO) or Contracting Officer Technical Representative (COTR) review, instruct vendors to mail invoices to:

USDA, OCFO, COD, APB  
P.O. Box 60075  
New Orleans, LA 70160

For IAS order Types “D, K, and C” vendor billings/invoices **requiring** CO or COTR review, instruct vendors to mail the invoice to the designated agency office. After preparing and attaching the AD-838B to the invoice, the agency should send the invoice to:

USDA, OCFO, COD, APB  
P.O. Box 60075  
New Orleans, LA 70160

**Note:** This is the same post office box currently used for PRCH invoices. The IAS order number on the invoice will distinguish IAS invoices from PRCH invoices.

COD/APB will continue to provide customer support services for vendor and agency inquiries regarding invoice processing in IAS and PRCH through the APB inquiry line at **504-255-4724**, or **1-800-421-0323**, or via e-mail at [prch@usda.gov](mailto:prch@usda.gov). Questions about this bulletin can be referred to the Customer Liaison and Training Branch at **504-426-5471** or via e-mail at [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).

Refer questions about entry of IAS requisitions, purchase orders, and receipts, or technical support to the IAS Help Desk at **1-866-IAS-8686**.



CHARLES L. WALLACE, Director  
Controller Operations Division

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