

DSCP-HP (Joanne Bonese 215-737-2913)

18 March 2003

Headquarters Notice No. HPF 04 (3)

Subject: Electronic Invoicing Capability Requirement

Notice to Our Valued Suppliers

In the past year or so we at the Defense Supply Center Philadelphia (DSCP) Produce Business Unit have sent notices to you to inform you of upcoming significant business and technology changes that are occurring here at DSCP that have a direct impact on you, our Valued Suppliers. We are now announcing that the next phase of our Business System Modernization is Electronic Invoicing capability.

Commencing as soon as possible, but no later than October 1, 2003, all Blanket Purchase Agreement (BPA) suppliers will be required to have an Internet Service Provider (ISP) so that they can access the web-based electronic invoicing process. This will be a condition for being awarded a fiscal year 2004 BPA. Additional instructions on accessing the web-based electronic invoicing system will follow in the future. This Phase will facilitate expeditious payments by providing a real-time system for invoice processing. The intention is to provide a quick and easy way for you to submit your invoices for payment and to help ensure prompt payment.

For many of you, this will have no effect if you currently have Internet access. We want this transition to be a comfortable one for all our Valued Suppliers. If you have any questions about this upcoming change, please contact Kathy McCoy at (215) 737-3778.

P.J. CARR
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