

INFORMATION ON THE USAGE OF THE DD FORM 250 AS AN INVOICING MECHANISM ON SBIR CONTRACTS (FEB 2002)

Included on this web page is a blank Material Inspection and Receiving Report (DD Form 250) for your use as an invoicing mechanism **if desired**. You can download and reproduce this form for manual completion regarding shipments made pursuant to the terms of a SBIR contract.

The following information is offered to help facilitate the completion/usage of DD Form 250. This information is presented in an abbreviated format for your convenience and is **not** offered as a substitute for the information detailed in Appendix F of the Defense Federal Acquisition Regulation Supplement (DFARS) as cited in the clause entitled "Material Inspection and Receiving Report" (252.246-7000) set forth in your contract. Appendix F should be read and utilized by anyone filling out this form. Remember that you, the Contractor, are ultimately responsible for properly preparing and distributing the DD Form 250. Failure to properly complete the DD Form 250 and clearly mark it as an "Invoice" when using the DD Form 250 as an invoicing mechanism may result in the inability to make and receive prompt payment. Additional information on payment processes is also available on the Internet. You are highly encouraged to review this information. Clicking on the following will access some available information in this area:

<http://home.hiwaay.net/~bobsbir/dod/dodsbir.htm>

The Administrative Contracting Officer (ACO) located at the address set forth in Block 6 on the Award/Contract page of your contract (Standard Form 26) should be contacted if additional information or assistance is needed in processing this form or understanding the Internet information that is available relative to the processing of invoices and receiving payment. The Payment Address set forth in Block 12 of the Award/Contract page of your contract (Standard Form 26) should be contacted in the event of questions relative to returned DD Form 250 submissions / invoices or any particular DD Form 250 or invoicing requirement of the Payment Office indicated. The AFRL Technical Business Office identified in [the Section H contract clause entitled "RECEIVING REPORT \(DD FORM 250\) MAILING ADDRESS"](#) should be contacted for processing status at AFRL Rome.

ABBREVIATED/SIMPLIFIED Block-by-Block DD FORM 250 INSTRUCTIONS

The Material Inspection and Receiving Report (DD Form 250) blocks are as indicated in **bold typeface** with instructions in *italics*. The instructions following are based upon a shipment emanating from and by the Contractor indicated in Block 7 of the Award/Contract Cover Page (Standard Form 26), page 1 of the contract.

1 (PROC. INSTRUMENT IDEN. (CONTRACT) (ORDER NO.))

INSERT THE NUMBER SET FORTH IN BLOCK 2 OF THE AWARD/CONTRACT COVER PAGE (SF 26).

2. SHIPMENT NUMBER

*THIS IS A SEVEN CHARACTER CODE ASSIGNED BY YOU. THE FIRST THREE CHARACTERS SHALL BE ALPHA'S AND CAN BE ANY ALPHA DESIRED. THE SAME ALPHA'S HOWEVER MUST BE USED FOR THE LIFE OF THE CONTRACT. FOR INSTANCE THE ABC CORPORATION MAY USE: "ABC" FOR THE FIRST THREE ALPHA'S. THE LAST FOUR DIGITS SHALL BE NUMBERS CORRESPONDING TO THE NUMBER OF THE SHIPMENT BEING MADE AND/OR INVOICED. SHIPMENT NUMBER ONE WOULD BE 0001. THEREFORE THE ENTIRE "SHIPMENT NUMBER" FOR THE FIRST CONTRACT SHIPMENT IN THIS EXAMPLE WOULD BE: "ABC0001". **NOTE: WHEN MAKING THE LAST SHIPMENT A "Z" NEEDS TO BE ADDED TO THE RIGHT OF THE LAST DIGIT IN THE SHIPMENT NUMBER. AN EXAMPLE OF THE SHIPMENT NUMBER FOR THE LAST SHIPMENT USING THE SCENARIO PRESENTED ABOVE COULD BE: "ABC0004Z".***

3. DATE SHIPPED

INDICATE THE DATE SHIPPED IN A YEAR/MONTH/DAY FORMAT SUCH AS: 2000MAY27.

4. B/L TCN

FOR REPORTS SENT BY MAIL LEAVE BLANK.

5. DISCOUNT TERMS

LEAVE BLANK AS DISCOUNT TERMS WILL NOT IMPACT PROMPT PAYMENT.

6. INVOICE NO./DATE

ENTER THE DATE (FORMATTED AS IN BLOCK 3) THAT THE INVOICE IS SUBMITTED TO THE ADDRESS SET FORTH IN BLOCK 12 OF THE AWARD/CONTRACT COVER PAGE (SF 26).

7. PAGE OF

USUALLY THIS WILL BE PAGE 1 OF 1 FOR SBIR EFFORTS.

8. ACCEPTANCE POINT

USUALLY FOR SBIR EFFORTS THE "ACCEPTANCE POINT" WILL BE AT THE DESTINATION, IF SO ENTER: "D" FOR DESTINATION. THE ACCEPTANCE POINT WILL BE AS SET FORTH IN THE CONTRACT REQUIREMENT FOR DELIVERY OF REPORTS.

9. PRIME CONTRACTOR CODE

ENTER THE NAME, ADDRESS, AND CODE AS SET FORTH IN BLOCK 7 OF THE AWARD/CONTRACT COVER PAGE (SF 26).

10. ADMINISTERED BY CODE

ENTER THE NAME, ADDRESS, AND CODE AS SET FORTH IN BLOCK 6 OF THE AWARD/CONTRACT COVER PAGE (SF 26).

11. SHIPPED FROM (if other than 9) CODE FOB:

USUALLY: "SEE BLOCK 9" AND "D" FOR DESTINATION.

12. PAYMENT WILL BE MADE BY CODE

ENTER THE NAME, ADDRESS, AND CODE AS SET FORTH IN BLOCK 12 OF THE AWARD/CONTRACT COVER PAGE (SF 26).

13. SHIPPED TO CODE

ENTER THE NAME, OFFICE SYMBOL, AND ADDRESS OF THE AFRL PROGRAM MANAGER. CODE IS FA8750.

14. MARKED FOR CODE

FOR THE SHIPMENT OF REPORTS ONLY, IN A SBIR EFFORT USUALLY: "SEE BLOCK 13".

15. ITEM NO.

ENTER THE 4 CHARACTER NUMBER OR 6 CHARACTER ALPHA NUMERIC WHICH APPEARS IN THE: "ITEM NO." OR "ITEM" BLOCK OF SECTION B (SUPPLIES OR SERVICES AND PRICE/COST) OF THE CONTRACT. THIS IS THE SAME NUMBER OR ALPHA NUMERIC WHICH APPEARS UNDER THE "CLIN" or "ITEM" BLOCK IN SECTION F (SUPPLIES SCHEDULE DATA) OF THE CONTRACT. "CLIN" IS AN ACRONYM FOR "CONTRACT LINE ITEM NUMBER". SAMPLES OF TYPICAL/POTENTIAL "ITEM NO(S)"/"CLIN" NUMBER(S) ARE: 0001, 0002, 0001AA, 0001AB, ETC. MULTIPLE ITEMS/CLIN'S ARE ASSIGNED TO MULTIPLE DELIVERIES UNLESS MULTIPLE DELIVERIES OF THE EXACT SAME ITEM ARE INDICATED IN SECTION F. THEN THE ALPHA PRECEDING THE DELIVERY DATE IN THE: "DELIVERY DATE" BLOCK OF SECTION F WOULD BE ADDED AFTER THE CLIN/ ITEM CITATION. IT IS IMPERATIVE THAT THE CORRECT CLIN/ITEM BE REFERENCED FOR THE CORRECT SUBMISSION.

16. STOCK/PART NO. DESCRIPTION

(Indicate number of shipping containers - type of container - container number.)

ENTER: "SBIR INTERIM (OR FINAL REPORT AS THE CASE MAY BE) REPORT NUMBER (USING THE SAME CLIN/ITEM NOMENCLATURE INDICATED IN BLOCK 15 ABOVE), THE REQUIREMENT DATE FROM SECTION F OF THE CONTRACT (IF DESIRED) AND THE EFFORT TITLE FROM SECTION C (DESCRIPTION/SPECIFICATION) OF THE CONTRACT. TRY AND LIMIT ENTRY TO LESS THAN 28 CHARACTERS.

17. QUANTITY SHIP/REC'D*

USUALLY A "1" IS THE APPLICABLE ENTRY FOR SBIR EFFORTS.

18. UNIT

ENTER THE UNIT OF MEASURE SET FORTH IN THE: "PUR UNIT" (PURCHASE UNIT) or "UNIT" BLOCK OF SECTION B (SUPPLIES OR SERVICES AND PRICE/COST) OF THE CONTRACT. "LO" FOR LOT, "EA" FOR EACH, ETC.

19. UNIT PRICE

FOR SBIR EFFORTS THE BLOCK 19 AMOUNT IS USUALLY THE SAME AS THE BLOCK 20 AMOUNT.

20. AMOUNT

ENTER THE AMOUNT CLAIMED FOR PAYMENT WITH THIS SUBMISSION. FOR PAYMENTS ASSOCIATED WITH SBIR REPORTS THE AMOUNT SHOULD CORRELATE TO THE "TOTAL PRICE" or "TOTAL AMOUNT" BLOCK SET FORTH IN SECTION B (SUPPLIES OR SERVICES AND PRICE/COST) OF THE CONTRACT THAT CORRELATES TO THE SPECIFIC CLIN/ITEM BEING TRANSMITTED.

21. CONTRACT QUALITY ASSURANCE

A. ORIGIN

THIS IS FOR USE BY THE GOVERNMENT AND THEN RARELY FOR SBIR SUBMISSIONS. SECTION F (DELIVERIES OR PERFORMANCE) CONTAINS THE APPROPRIATE CLAUSE INDICATING THE APPLICABLE ACCEPTANCE POINT.

B. DESTINATION

THIS IS FOR USE BY THE GOVERNMENT TO SHOW ACCEPTANCE OF THE SUBMISSION (AT THE BLOCK 13 ABOVE LOCATION). **Payment will not be made without receipt by the payment office of a DD Form 250 containing documentation of this acceptance by the Authorized Government Representative in Block 21B.**

22. RECEIVERS USE

THIS IS FOR USE BY THE GOVERNMENT ONLY AND IS USED TO INDICATE RECEIPT INFORMATION ONLY (NOT ACCEPTANCE) OF THE SUBMISSION DOCUMENTED IN THE DD FORM 250.

23. CONTRACTORS USE ONLY

AS INDICATED, THIS IS FOR YOUR USE ONLY. IF APPLICABLE, THE INVOICE MARKING COULD BE PLACED HERE.

DISTRIBUTION OF THE DD FORM 250

Complete the DD Form 250 (except Block 21B, which will not be completed) and distribute it in accordance with the below. You are advised that payment will not be made until the payment office receives a copy of the DD Form 250 with Block 21B of the DD Form 250 indicating acceptance by the Authorized Government Representative (upon inspecting and accepting the deliverable, the Authorized Government Representative will complete Block 21B of the DD Form 250 tendered with the shipment and should forward same to the Block 12 Payment Office, sometimes through the DD Form 250 Block 10 Administering Office). You may find it in your best interest to verify with the Block 13/14 recipient if and when this has been accomplished (see address and phone number of AFRL Technical Business Office in clause no. E006 of the contract). It is acknowledged that some payment delays have been experienced in the past due to DD Form 250 completion errors as well as difficulties in coordinating receipt of both an "Original Invoice" DD Form 250 and a Block 21B completed "Payment Copy" of a DD Form 250 at the paying office.

DISTRIBUTION COPIES

The following are the DD Form 250 distribution requirements that should be employed for typical SBIR shipments pursuant to DFARS Appendix F as supplemented by information received from the Defense Finance and Accounting Service (DFAS):

- 1 original with: "**ORIGINAL INVOICE**" marked in letters at least one inch high and 3 copies marked "**INVOICE COPY**" in letters at least one inch high, to the address [in the Section H contract clause entitled "RECEIVING REPORT \(DD FORM 250\) MAILING ADDRESS,"](#) who will forward the original to the address in Block 12 on the DD 250 upon acceptance.
- 1 Copy to the Block 10 address on the DD Form 250
- 2 Copies with the actual shipment or transmission of the report or other deliverable to the Block 13 address on the DD Form 250.
- 1 Copy by mail to the Block 13 address on the DD Form 250
- 1 Copy to the office cited as "issued by" in Block 5 of the Award/Contract Cover Page (SF26).