

# NTS PRE-TPPS Invoice Tracker 25 Sep 2014

## General Data Entry Instructions and Column Header Descriptions

### GENERAL DATA ENTRY INSTRUCTIONS

1. This invoice data collection is for non-temporary storage (NTS) PRE-Third Party Payment System (TPPS) invoices ONLY.
2. Recommend this page be printed for reference when completing the NTS-PRE TPPS Invoice Tracker data entry.
3. Use TITLE and UPPER case as indicated in below column "Case/Format" descriptions for ease of readability and uniformity
4. Enter each line item on the TOPS invoice as a separate entry on the invoice tracker, i.e., invoice QS-MMY-XXXX-#### has multiple customers listed, identify EACH customer separately (if customers are listed more than once on invoice, they should be listed separately on tracker as well)
5. Do NOT use "various" or "multiple" in the data entry fields
6. Date & dollar columns are pre-formatted (i.e., DD-MMM-YYYY, 0,000.00) for uniformity; ensure data entry methods don't alter default formats

### COLUMN HEADER DESCRIPTIONS

Col.	Name	Case/ Format	Description
A.	NTS TSP Full Name	Title	Enter the full name of the NTS TSP as listed on the NTS TOS
B.	NTS TSP CAGE Code	UPPER	Enter the SPECIFIC CAGE code for the NTS TSP identified on the NTS TOS document. Do NOT include multiple CAGE codes. For payments to be issued the CAGE code MUST be ACTIVE; verify listed CAGE is active in SAM, REACTIVATE if necessary.
C.	Invoice Number	UPPER	<b>Use TOPS invoice number found in the upper right hand corner; if unavailable, enter NTS TSP generated invoice number and explain lack of TOPS invoice number in column T "TSP Remarks".</b>
D.	Service Period Begin Date	DD-MMM-YYYY	Enter the first date of the service performance period; i.e., QS invoices will be the first date of a quarter 01-Jan-YYYY, 01-Apr-YYYY, 01-Jul-YYYY, 01-Oct-YYYY; HI or HO invoices may be a specific date or may include a full month...enter the first date of performance period as applicable
E.	Service Period End Date	DD-MMM-YYYY	Enter the last date of the service performance period; i.e., QS invoices will be the last date of a quarter 31-Mar-YYYY, 30-Jun-YYYY, 30-Sep-YYYY, 31-Dec-YYYY; HI or HO invoices may be a specific date or may include a full month...enter the last date of performance period as applicable
F.	Invoice Date	Title	Enter the date the invoice was <b>prepared</b> as identified in the upper left hand corner of the TOPS issued invoice OR issue date of NTS TSP generated invoice
G.	TOSS Number	UPPER	Enter the NTS TOSS Number as identified on the NTS TOS document; standard format of TOSS number is TOSS-##-G-####
H.	GBLOC of J/PPSO Storing Lot	Dropdown list	Select the Government Bill of Lading Office Code from the dropdown list
I.	Customer Branch of Service	Dropdown list	Select the customer's branch of service from the dropdown list: A - Army; F - Air Force; M - Marine Corps; N - Navy; P - Coast Guard; X - Unknown
J.	Customer Last Name	Title	Enter customer's LAST name
K.	Customer First Name	Title	Enter customer's FIRST name <b>or first and middle name initials</b>
L.	SSN Last4	0000	Enter the last four digits of the customer's social security number
M.	Lot Number	UPPER	Enter the lot number listed on the TOPS invoice or DD Form 1164
N.	Invoice Type	Dropdown list	Select invoice type from dropdown menu as applicable. HI: Handling In; HO: Handling Out; QS: Quarterly Storage; Other
O.	Description of Invoice Type: Other	Title	Specify invoices identified as "Other" in previous column, such as: crate, hoist, labor, etc.
P.	Invoice Line Item Charge	0,000.00	Enter the individual line item invoice charge
Q.	Overall Invoice Grand Total	0,000.00	Enter the grand total of an entire invoice, i.e., the sum total of ALL individual line item charges found on the last page of the TOPS invoice

## NTS PRE-TPPS Invoice Tracker 25 Sep 2014

### General Data Entry Instructions and Column Header Descriptions

COLUMN HEADER DESCRIPTIONS			
Col.	Name	Case/ Format	Description
R.	<b>Original Date TSP Submitted Invoice to J/PPSO</b>	DD-MMM-YYYY	Enter the original date the NTS TSP returned their signed and dated TOPS invoice to the J/PPSO. <b>DD-MMM-YYYY = 01-FEB-2012</b>
S.	<b>Most Recent Previous Written Communication Between Gov't &amp; NTS TSP on Invoice</b>	DD-MMM-YYYY	Enter date of the most recent written communication NTS TSP had with a responsible Government representative regarding this invoice (prior to THIS communication). <b>DD-MMM-YYYY = 01-FEB-2012</b>
T.	<b>TSP Remarks</b>	Title	Identify details regarding payment status inquiries made (i.e., date, name, method, etc.) to substantiate submission...supporting documentation may be requested by the J/PPSO

