



1. PURPOSE

The purpose of this document is to provide the SPAWAR claimancy policy regarding the COR's responsibility in reviewing and approving contractor submitted invoices for goods and services via [iRAPT \(Invoicing, Receipt, Acceptance, and Property Transfer \(Formerly Wide Area Workflow \(WAWF\)\)\)](#).

Related guidance is available under CMPG section [5.2.3.3.3 Contract File Oversight](#) and [ASN \(RDA\)'s iRAPT overview](#).

2. POLICY

- 2.1 SPAWAR Contracts use iRAPT to electronically receive, accept, and certify invoices and receiving reports.
- 2.2 Use of the iRAPT was mandated via:
 1. [OUSD Memorandum of 14 Jul 2004](#)
 2. [FMO Memo of 25 Sep 2007](#)
 3. [DPAP Memo of 12 Mar 2008](#)
 4. [ASN \(RD&A\) Memo of 16 Mar 2007 which called for full deployment of WAWF \(now iRAPT\) by the end of FY 2008](#)
- 2.3 Effective 3 Nov 2014, iRAPT incorporated the capabilities of the Item Unique Identification (IUID) Registry for the capture of marking and valuation data on delivered items. This will require contracts issued in FY15 and on, to require IUID data to be submitted as part of the Material Inspection and Receiving Report. This change has been made to ensure that the values reported by industry for the acquisition of those items can be reviewed by the Government acceptor. It will also reinforce the practice where payment systems reject receiving reports that do not match the contract. In other words, the contract must state, as a separate CLIN, the hardware to be delivered and the price as listed in the contract. The contractor's invoice must itemize the cost of the hardware by CLIN. If the price being invoiced does not match the contract, the payment system will reject the invoice.
- 2.4 Based on your COR Designation Letter signed by the Contracting Officer, one of your primary duties is to review and validate the contractor-submitted invoices against products and/or services received to ensure the invoiced amount for labor, materials and travel are consistent and reasonable for the work performed during that billing cycle.

3. RESPONSIBILITIES

- 3.1 Generally, the **COR** is authorized by the **Contracting Officer** to perform:
 1. Inspection and acceptance of contract deliverables
 2. Verify the accuracy of contract vouchers/invoices
 3. Monitor contract expenditures
- 3.2 The **COR** shall review and validate the contractor submitted invoices against the provided goods and/or services received by the Government during that billing cycle.
- 3.3 All voucher/invoice reviews/validations must be conducted by a **Government employee** only, never by a contractor.



4. PROCEDURES

- 4.1** Currently Section G Invoicing Instructions of the Contract or Delivery Order do not include contractor iRAPT invoice notification to the COR.
1. The Invoicing Clause G has been revised to include mandatory e-mail notification to the COR when the contractor submits invoices in iRAPT.
 2. It is important to ensure the contractor provides the COR notification, an electronic copy of the invoice and any requested back-up data to assist the COR with the Invoice review/validation process.
 3. The COR must log into iRAPT to review invoices and, as appropriate, accept goods/services and ensure the invoiced amount in iRAPT matches the contract amount. This match is critical to contract administration and financial audit requirements.
- 4.2** For all cost-type, Time and Material (T&M), and Labor-Hour services contracts and task orders, the COR will perform Labor Rate and ODC reviews by comparing and documenting each Invoice submitted by the contractor utilizing the [Invoice-MSR Review Form](#).
- 4.3** For Firm Fixed Price Invoices/Receiving Reports in iRAPT:
1. The **COR** shall add Comments and/or upload any supporting documents under the Misc Info tab in iRAPT to support any Partial acceptances or any rejected items
 2. Also, upload any documentation used to validate Receipt and Acceptance into iRAPT under the Misc Info tab in iRAPT.
- 4.4** To determine what activity is responsible for the administration of the Contract or Delivery Order see the front page of the contract or delivery order. For a Contract, the SF30, Block 7, titled "ADMINISTERED BY:" or a Delivery Order DD1155, Block 7, titled "ADMINISTERED BY:" will identify the administering activity by UIC/DODAAC. See the following three scenarios ([4.5](#), [4.6](#), and [4.7](#)) to identify the COR's role for invoice reviews, acceptance and/or rejection of Goods and Services based on the administering activity.
- 4.5** If **SPAWAR HQ is administering the contract**, and you and/or your code are **receiving goods and services**:
1. You are the designated Acceptor; access iRAPT and accept or reject the invoice for goods and/or services.
 2. Review the invoice to ensure the invoiced amount correlates to the Goods/Services as documented in the iRAPT Shipment folder, or services provided during that billing cycle.
 3. *If goods/services are accepted, the SPAWAR HQ Local Processing Official (LPO) certifies the invoice.*
 4. In the case of rejection, the LPO will hold off certifying the invoice until the PCO provides resolution of the issue.
- 4.6** If **DCMA is administering the contract**, and you and/or your code are **receiving goods and services**:
1. You are the designated Acceptor; access iRAPT and accept or reject the invoice for goods and/or services.
 2. Review the invoice to ensure the invoiced amount correlates to the Goods/Services as documented in the iRAPT Shipment folder, or services provided during that billing cycle.





IRAPT INVOICE REVIEW

March 2016

INVOICING, RECEIPT, ACCEPTANCE, AND PROPERTY TRANSFER (FORMERLY WAWF)

3. You will not be certifying the invoice or approving payments. If you reject the Goods and Services, you should first contact the contractor to resolve the issue. If you are unable to resolve the issue with the contractor, you will need to discuss with the cognizant PCO. It is important to note that the invoice in question will still be paid and resolution may not occur until contract close out.
4. If you accept the Goods and Services no further action is required on your part.

If **DCMA** is administering the contract and is designated as the **Acceptor for the Goods and Services**, you have **no action** in iRAPT.

5. TOOLBOX

The main iRAPT link is the iRAPT Production Site which will provide step by step instructions for establishing a log-on and password and the required iRAPT Roles of both "Acceptor" and "Acceptor View Only."

1. [iRAPT Production Site](#)
2. [Web-Based Training Site](#)
3. [iRAPT Practice Site](#)
4. [Navy iRAPT Assistance](#): (800) 756-4571, option 6; [DFAS site](#)
5. [Navy iRAPT Quick References](#)
6. DISA Ogden Help Desk: (800) 618-5988; cscassig@csd.disa.mil
7. [DPAP Memorandum dated 14 Nov 2014, Line Item Structure](#)
8. [Invoice-MSR Review Form – Feb 2016](#)
9.  [COR SCPPM](#)



6. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

| Date | Description of Changes |
|---------------|---|
| March 2016 | Updated paragraph 4.5 regarding the Local Processing Official; updated the Invoice-MSR Review Form |
| December 2014 | WAWF changed to iRAPT, added IUID requirement, and updated the Invoice Review Report Format form. |
| August 2014 | Content converted to new format; links updated. |
| June 2014 | Last version created in old format. Latest update under this version was the addition of determining interagency acquisition fees and documenting rationale for selection of contract type. |