

SUPPLY MANAGEMENT

USPS | Re:Supply

NEWSLETTER

ISSUE 38 | August 2022



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Vice President, Supply Management

To: All U.S. Postal Service Suppliers

You are receiving this newsletter from the Postal Service as you have registered your interest to do business with the Postal Service or your email address is on file as a point of contact for a current or past contract. Please share this newsletter with your colleagues within your company as it contains important supplier related information about the Postal Service.

Announcing Process and Software Changes to Electronic Invoicing System

Electronic Invoicing System (iSupplier) Enhancements

The Postal Service will release the following enhancements to its Electronic Invoicing System

Invoice Date to default to the System Date

The Invoice Date field will no longer be an editable field, for suppliers submitting an invoice, through the Electronic Invoicing Portal. The Electronic Invoicing system will now automatically generate the invoice date for each submitted Invoice based on the date that the invoice was entered into the system.

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Supporting Documentation

The inclusion of supporting documentations will be at the discretion of the Invoice Certifier and/or the Contracting Officer. Please refer to your contract or your Contracting Officer for guidance on all relevant documents that are required as part of the invoice submission.

The Contracting Officer and the Contracting Officer Representative (CO/COR) shall compare/validate key details in the Electronic Invoicing system to the supporting documentation, provided by the supplier and in accordance with the award language - i.e., receiving report/bill of lading for invoices certified by SL ASCSO, timecards, or other documentation, as required by the contract. If an invoice is approved, the CO/COR will certify the invoice, otherwise, an explanation is submitted in the system and the invoice is returned to the supplier.

Should you have any questions, please send an email to eInvoice@usps.gov.

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ARE YOU REGISTERED TO DO BUSINESS WITH THE U.S. POSTAL SERVICE?

All suppliers interested in doing business with the U.S. Postal Service should register their company in the Postal Service Supplier Registration system.

For more information, please go to <http://about.usps.com/suppliers/becoming/registration.htm>

Save and Grow with the USPS® Loyalty Program

The U.S. Postal Service has introduced USPS® Loyalty, a new program designed to reward small businesses and frequent users of Click-N-Ship with incentives for dollars spent on Priority Mail® and Priority Mail Express. To learn more about the USPS Loyalty Program go to <https://www.usps.com/business/loyalty.htm?utm>

Or contact USPSLoyaltyProgram@usps.com for questions or assistance.

CONTACT US!

We value your questions and feedback to this newsletter. Please feel free to reply to this message with your feedback or mail to:

U.S. Postal Service
Supply Management Communications
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