13.403 Preparation and execution of orders.

Priced or unpriced contracts, *purchase orders*, or BPAs using the fast payment procedure *shall* include the following:

(a) A requirement that the *supplies* be shipped transportation or postage prepaid.

(b) A requirement that *invoices* be submitted directly to the finance or other office designated in the order, or in the case of unpriced *purchase orders*, to the *contracting officer* (see 13.302-2(c)).

(c) The following statement on the consignee's copy:

Consignee's Notification to Purchasing Activity of Nonreceipt, Damage, or Nonconformance

The consignee *shall* notify the purchasing office promptly after the specified date of delivery of *supplies* not received, damaged in transit, or not conforming to specifications of the *purchase order*. Unless extenuating circumstances exist, the notification *should* be made not later than 60 days after the specified date of delivery.

Parent topic: Subpart 13.4 - Fast Payment Procedure