

INVOICING

Effective 2018 January 1, per 17(b) of the standard Terms and Conditions incorporated into all grants, invoices must be submitted electronically through the Maryland Procurement Office (MPO) website. Invoice submission through the MPO website is MANDATORY for organizations that have grants with National Security Agency (NSA). Grantees must have a current PKI Certificate to utilize this function. Hardcopy invoices will no longer be accepted. Be advised that hardcopy invoices will be rejected unless otherwise approved by the Office of Contracting and Accounts Payable.



Access to the MPO website requires an External Certificate Authority/Interim External Certificate Authority (ECA/IECA) PKI Certificate. Information on purchasing an ECA/IECA Certificate, including its initial and annual cost, is available on the internet at: <http://iase.disa.mil/pki/eca> (must be a Medium Assurance Certificate). The grantee shall contact the Electronic Commerce Office at (410) 854-5445 if they need additional information. After obtaining the ECA/IECA certificate, the grantee must contact the Electronic Commerce Office to obtain an account if one does not currently exist.

Steps for Obtaining a PKI and Instructions for Invoicing Electronically:

- Obtain an ECA Medium Assurance Certificate through either ORC, Identrust, or DoD. Certificates come in three forms either software (browser based), token (pre-loaded USBdevice), or hardware (CAC card loaded). It is the grant awardee's preference what form of the ECA certificate that is chosen. Costs range from \$100 - \$300 (per year). This process normally takes one to one and a half week to receive the certificate. Costs may be charged as a direct or indirect cost. No additional funds will be allocated to the grant as a result of this action.
- Once the certificate is received, contact the MPO Help Desk to request an account. Contact can be via email at dialogue@ec.ncsc.mil or phone at (410) 854-5445. It takes about 20-25 minutes to create the account.
- You will receive a welcome email entitled ***Welcome to the MPO Website*** that includes the user ID, password, and instructions on getting started.
- The MPO Help Desk can provide any detailed support needed for access and submission of electronic invoices through MPO.

Grantees are required to submit an invoice at least once every three months. Grantees may invoice more frequently.