**HEPP & G-Invoicing**

**When submitting your G-Invoicing document for HEPP, please include the following:**

* DoDAAC - although it does not appear as a required field, DLA requires the customer DoDAAC be entered.
* Group Name must be: “DLA Troop Support Construction & Equipment, Heavy Equipment Procurement Program (HEPP)”
* Under Description of Product and Services/Item Description include:
	+ RFQ/Control Number
* Attach the email from the buyer that includes the quote from the vendor and the pricing breakdown including the cost recovery rate. At the very least, please include the price breakdown in the Description of Products and Services section (along with the RFQ).
* Ensure the “Period of Performance” end date is the day before the end date of the GT&C agreement (7600A) or the HEPP quote lead time plus an additional 90 to 120 days. If you select Non Several for Type of Service Requirements it will allow for the PoP to exceed 12 months.
* The Statutory Authority Fund Type Code must be “Working Capital”
	+ Orders with Economy act will have to be rejected, as DLA is the servicing agency and is providing supplies and services through our Working Capital Fund, 10 USC 2208 will be the applicable transfer authority.  Working Capital Fund should be chosen from the drop-down menu and if a citation is required, 10 USC 2208 can be cited.
* We will only accept submissions with **one line item**. Please do not separate out the unit and the cost recovery rate, the total with the cost recovery rate included should be used.

**After submitting the G-Invoicing, please email****hepp@dla.mil****with the G-Invoicing/Order number. This will prompt us to review and send to finance.**