



GENERAL TERMS AND CONDITIONS

1. NAVFAC Southwest requires an Advance Payment from all Private Party and NAFI Customers. For long-term recurring services such as Utilities and Vehicle Leases, the amount will be equivalent to a minimum of 3 months average billing for all. For non-recurring services, a full advance payment is required for the estimated amount. Any remaining balance will be refunded to customers after services are terminated and the account is paid in full.
2. Specific service and financial information will be provided on the eBill Request and Acknowledgment Form. Financial acknowledgment will occur after customer accounts are established by NAVFAC, and will provide EBILL and RON numbers that should be used as a reference when reviewing the eBill invoice generated by DFAS.
3. DFAS will notify customers electronically with collection details. The email address entered below will receive the electronic notification from DFAS. If this email address does not already have a pay.gov account established, DFAS will send an email with directions to establish an account. Payment by credit card or ACH is required within a timely manner. It is your responsibility to report any issues, disputes, or account closures to the applicable NAVFAC POC.
4. A DUNS number is required to establish a pay.gov account. The D&B DUNS number is a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is free for all businesses required to register with the US Federal government for contracts or grants.
<https://fedgov.dnb.com/webform/>

I agree to these terms and conditions.

Make sure you
sign

Authorized Representative Signature _____

Authorized Representative (Print name) _____

Date _____

Company Information:

Company Legal Name: _____

Company Mailing Address: _____

DUNS number: _____

Financial Point of Contact Info:

Name: _____

Phone: _____

Email Address: _____

Additional Email Address: _____



EBILL REQUEST & ACKNOWLEDGMENT FORM

SERVICE INFORMATION

TO BE COMPLETED BY NAVFAC PM/PA

Company Legal Name: _____

Location of services: _____

Services requested:

- | | | |
|--------------------------|---|--------------------------------|
| Utility services | Service contracts (ex BOS) | NAVFAC in-house labor services |
| Transportation services | Construction/Construction support contracts | Other Services |
| Hazardous Waste services | | |
| Facilities Services | | |

Fund Request Number (for contracts only): _____

Detailed description:

Period of Performance: _____

Total estimated cost of services: \$ _____

NAVFAC SW FINANCIAL ACKNOWLEDGMENT

TO BE COMPLETED BY NAVFAC FM

EBILL document number: _____

RON: _____

FM Signature: _____

Date: _____

DFAS will provide instructions via email on how to remit funds through eBill/Pay.Gov. The bill will reference the EBILL document number and RON in the details. Please be sure to check your junk email for any email from EBILL/Pay.Gov.