



3.3 Private Mail Carrier-Matching

The minimum standard does not require an undelivered obligation (UDO) to be established in advance of receiving the invoice, nor require receipt and acceptance documents to be recorded in the financial system. Approval of the invoice by the program office serves to verify funds are available to cover the payment, and that goods/services have been received and accepted.

Bureaus may do a 2-document (undelivered obligation, invoice) match or a 3-document (undelivered obligation, receipt document, invoice) match if their business process efficiently supports it.

Program Office (PO) requests service from carrier. Vendor performs carrier service.

Vendor sends invoice to Accounts Payable (AP). AP sends vendor invoice to PO. PO approves vendor invoice for payment. PO returns approved invoice to AP with specific Accounting Classification Code String (ACCS) for correctly recording funding.

AP enters invoice into the financial system for payment. AP approves the invoice, authorizes payment, and schedules payment to Treasury for disbursing. Treasury disburses funds and provides confirmation/accomplishment information for recording in the financial system.

Private Mail Carrier is defined as any vendor providing courier services except the United States Postal Service.

Examples

Example: Program Office (PO) requests service from vendor. Vendor picks up the item and performs the service requested. Vendor sends its invoice to AP for payment. AP sends the invoice to PO for approval. PO approves invoice for payment and applies the specific funding information (ACCS) as needed and returns to AP. AP enters invoice into financial system and approves for payment. Payment is scheduled to Treasury for disbursing. Treasury disburses funds and provides confirmation/accomplishment information for recording in the financial system.

Sources

- Source:** AP BPR Recommendation 4.3.9 Private Mail Carrier
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
Publication Date: August 28, 2007
- Source:** AP BPR Recommendation 4.3.3 Federal Express
Document ID: Accounts Payable Standardization and Optimization Business Process Re-Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
Publication Date: August 28, 2007
- Source:** AP BPR Phase II Recommendation 2.10.1.1 Private Mail Carrier



Standard Accounts Payable Business Rules

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- Document ID:** Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
Publication Date: April 30, 2008
4. **Source:** AP BPR Phase II Recommendation 2.3.1.2 Federal Express
Document ID: Department of Commerce AP BPR Phase II Results Documentation (AP_BPR_Results_Final_v1.5.doc)
Publication Date: April 30, 2008
5. **Source:** AP BPR 4.10.2.1 Standardize Private Mail Carrier as No-Match
Document ID: AP BPR Implementation Status as of 09-13-10.xls
Publication Date: September 13, 2010
6. **Source:** AP BPR 4.3.2.2 Standardize Federal Express as No-Match
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