

NROTC Unit Supply Binder – 3-14

SUBJECT: Navy Exchange Command Uniform Invoice Certification

PURPOSE: To inform NROTC Units of the process for certifying Navy Exchange Command invoices for uniforms.

OVERVIEW: Invoices for uniform orders fulfilled by the Navy Exchange Command (NEXCOM) must be certified for payment by the receiving NROTC unit. Only the receiving NROTC unit can verify whether the items have or have not been received.

ACTION REQUIRED:

1. Receive the monthly invoice for certification from NSTC N4 Logistics Department via e-mail. Locate your NROTC unit's Department of Defense Automatic Address Code (DoDAAC) on the list. Not every NROTC unit will have an invoice every month. See the example on page 3.
2. Compare the list of requisitions on the invoice to the NROTC Online Supply System (NOSS) receipts and/or hard copy receipts.
3. Use the Remarks column to annotate those requisitions that have been received using a check mark, X, or similar annotation. Make a note if there is a discrepancy or the items were not received, for example – "0 RCVD" or "Short 10". See the example on page 3. This step could be accomplished by printing the document and writing on it or by making electronic annotations using Acrobat.
4. Print the certifier's name and date and signature in the space immediately following that NROTC unit's requisitions. See the example on page 3. This step could be accomplished by wet ink signature on hard copy or digital signature on electronic copy.

****NOTE**** *Certification must be accomplished by an individual in the NROTC unit with a DD577 Appointment/Termination – Authorized Signature designation to do so. NROTC unit Commanding Officers and Executive Officers have this designation and shall certify the invoice for payment supported by information from the Unit Supply Technician or acting Supply Technician.*

5. Return the annotated and certified invoice to the issuing Point of Contact in the initiating e-mail **within 5 business days of receipt**. This step could be accomplished by returning a scanned hard copy of the printed, annotated and signed document or by returning the electronically annotated and signed electronic document.

****Note**** *Failure to certify and return the invoice may lead to NEXCOM refusing to fulfill future NROTC uniform orders.*

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| OBL AMT | INV AMT | DIFF | DOCUMENT# | REMARKS | NIIN |
|-------------------|-------------------|-----------------|-----------------------|--------------------|-------------------|
| \$235.00 | \$235.00 | \$0.00 | N3582A9063R010 | ✓ | LL-L00-7590 |
| \$136.80 | \$136.80 | \$0.00 | N3582A9063R014 | ✓ | LL-L00-0413 |
| \$17.25 | \$17.25 | \$0.00 | N3582A9063R015 | ✓ | LL-L00-0418 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R016 | ✓ | LL-L00-0419 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R017 | ✓ | LL-L00-0420 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R018 | ✓ | LL-L00-0421 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R019 | ✓ | LL-L00-0422 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R020 | ✓ | LL-L00-0423 |
| \$23.75 | \$23.75 | \$0.00 | N3582A9063R021 | ✓ | LL-L00-0424 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R022 | ✓ | LL-L00-0427 |
| \$40.00 | \$40.00 | \$0.00 | N3582A9063R023 | ✓ | LL-L00-0460 |
| \$42.00 | \$42.00 | \$0.00 | N3582A9063R024 | ✓ | LL-L00-0461 |
| \$48.20 | \$48.20 | \$0.00 | N3582A9063R025 | ✓ | LL-L00-0462 |
| \$46.00 | \$46.00 | \$0.00 | N3582A9063R026 | ✓ | LL-L00-0463 |
| \$48.00 | \$48.00 | \$0.00 | N3582A9063R027 | ✓ | LL-L00-0464 |
| \$378.00 | \$378.00 | \$0.00 | N3582A9063R028 | ✓ | LL-L00-0488 |
| \$667.00 | \$667.00 | \$0.00 | N3582A9063R029 | ✓ | LL-L00-0489 |
| \$333.50 | \$333.50 | \$0.00 | N3582A9063R030 | ✓ | LL-L00-0499 |
| \$378.00 | \$378.00 | \$0.00 | N3582A9063R031 | ✓ | LL-L00-0500 |
| \$338.50 | \$169.25 | \$169.25 | N3582A9063R032 | 10-Short | LL-L00-0503 |
| \$202.50 | \$202.50 | \$0.00 | N3582A9063R033 | ✓ | LL-L00-0516 |
| \$9.50 | \$9.50 | \$0.00 | N3582A9063R034 | ✓ | LL-L00-0535 |
| \$23.75 | \$23.75 | \$0.00 | N3582A9063R036 | ✓ | LL-L00-0543 |
| \$14.25 | \$14.25 | \$0.00 | N3582A9063R037 | ✓ | LL-L00-1313 |
| \$49.99 | \$49.99 | \$0.00 | N3582A9063R038 | ✓ | LL-L00-2632 |
| \$9.50 | \$9.50 | \$0.00 | N3582A9063S035 | ✓ | LL-L00-0535 |
| \$3,126.99 | \$2,957.74 | \$169.25 | SIGNATURE/DATE | <i>Donna Lopez</i> | <i>13 June 19</i> |
| \$163.17 | \$160.05 | \$3.12 | N500459059R009 | | LL-L00-6195 |
| \$163.17 | \$160.05 | \$3.12 | N500459059R010 | | LL-L00-6196 |
| \$86.80 | \$86.80 | \$0.00 | N500459059R011 | | LL-L00-7586 |
| \$413.14 | \$406.90 | \$6.24 | SIGNATURE/DATE | | |
| \$47.50 | \$47.50 | \$0.00 | N632119051R009 | | LL-L00-0419 |
| \$47.50 | \$47.50 | \$0.00 | N632119051R010 | | LL-L00-0420 |
| \$190.00 | \$190.00 | \$0.00 | N632119051R011 | | LL-L00-0424 |
| \$31.95 | \$31.95 | \$0.00 | N632119063R001 | | LL-L00-0001 |
| \$159.75 | \$159.75 | \$0.00 | N632119063R002 | | LL-L00-0002 |
| \$127.80 | \$127.80 | \$0.00 | N632119063R005 | | LL-L00-0004 |
| \$31.95 | \$31.95 | \$0.00 | N632119063R006 | | LL-L00-0292 |
| \$31.95 | \$31.95 | \$0.00 | N632119063R007 | | LL-L00-0294 |
| \$63.90 | \$63.90 | \$0.00 | N632119063R008 | | LL-L00-0295 |
| \$31.95 | \$31.95 | \$0.00 | N632119063R009 | | LL-L00-0297 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R011 | | LL-L00-0714 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R012 | | LL-L00-0715 |
| \$485.90 | \$485.90 | \$0.00 | N632119063R013 | | LL-L00-0717 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R014 | | LL-L00-0723 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R016 | | LL-L00-0729 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R017 | | LL-L00-0730 |
| \$194.36 | \$194.36 | \$0.00 | N632119063R018 | | LL-L00-0731 |
| \$97.18 | \$97.18 | \$0.00 | N632119063R019 | | LL-L00-0815 |
| \$194.36 | \$194.36 | \$0.00 | N632119063R020 | | LL-L00-0822 |
| \$51.83 | \$51.83 | \$0.00 | N632119063R021 | | LL-L00-6213 |
| \$51.83 | \$51.83 | \$0.00 | N632119063R022 | | LL-L00-6235 |
| \$51.83 | \$51.83 | \$0.00 | N632119063R023 | | LL-L00-6240 |