

FEDLINK VENDOR UPDATE

New Library of Congress Financial System Will Affect Fall Payment Processing

The Library of Congress (LC) will implement a new financial management system this fall. During its installation and data conversion efforts, LC anticipates a 45-60 day period when FEDLINK (and other LC service units) will not be able to process or disburse vendor payments through the LC central payment system. The current time line indicates this period will begin at the end of September 2004 and last through mid-November.

FEDLINK will process all current and prior year vendor invoices submitted by September 10, 2004. To reduce delays, vendors should review any unpaid invoices with valid delivery orders that they have in-house and submit them to the FEDLINK Fiscal Office/Accounts Payable Section for payment processing as soon as possible. (Please allow extra time for mail delivery to LC because of increased screening.)

Vendors should also submit any invoices previously returned due to insufficient funds or without a FY2004 interagency agreement that now have a new delivery order that corrects these issues. Vendors should also submit any “end-of-year” orders ready to be invoiced by the submission deadline.

Vendors with questions or concerns about invoice processing should contact Mary Wilson, head of FEDLINK’s Account Payable Section, at (202) 707-4970.