



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS CENTER
53560 HULL STREET
SAN DIEGO, CALIFORNIA 92152-5001

7000
D009/067

From: Commanding Officer, Space and Naval Warfare Systems Center, San Diego
To: Distribution

Subj: ENTERPRISE RESOURCE PLANNING SOLUTION

1. Space and Naval Warfare Systems Center, San Diego is implementing a new business management system that employs an Enterprise Resource Planning (ERP) solution using the SAP/R3 software package. This new system will improve the way the Center does business with its contractors for vendor payments. Transition to the new system is scheduled for the month of June 2001.
2. During transition, every effort will be made to ensure that there is minimal effect on the day-to-day payment process. However, there may be some delays specifically for invoices with payments citing our line of accounting (97X4930.NH3P..). We ask your patience and understanding during this period. The following information is provided for planning purposes during this transition period:
 - a. 1 June is the scheduled cutover date for transition to the new system. Valid invoices received through that date will be processed and scheduled for payment in the normal manner. Vendors are reminded that invoices must be free of defects and material or services must have been received and accepted. Because of delays in the mail, invoices may be hand carried to the Comptroller's Office, Bldg A33, Room 2616 through 1 June.
 - b. Invoices received after 1 June, and those that were not properly completed, will be scheduled for payment after the new system is operational. With implementation of SAP/R3 software, invoices citing our line of accounting will be processed via an electronic certified file to the local payment office.
 - c. If required, interest will be paid in accordance with the prompt pay regulations.
 - d. Invoices not citing our line of accounting will continue to be processed in the normal manner.
3. Questions or other concerns relating to this memorandum may be directed to Steve Hubbard at (619) 553-4911. Thank you for your understanding and cooperation.

A handwritten signature in black ink, appearing to read "Ernest L. Valdes".

ERNEST L. VALDES