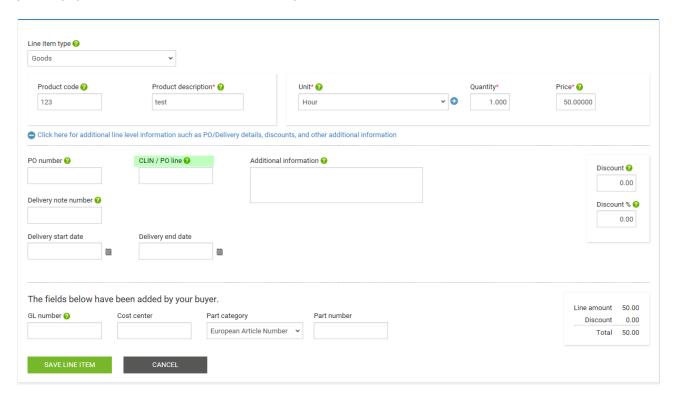


Dear Department of Veterans Affairs National Cemetery Administration supplier,

You are now receiving your *PO's with Contract Line Item Number (CLIN). **Starting November 9, 2020, you are required to populate PO Line/CLIN field when raising invoices, for the VA to process your payments.** If you are not using the PO convert option available to you and entering invoices manually, please populate the PO Line/CLIN field with up to 5 numeric characters.



This information is also included in the rendered VA image

CLIN / PO Line	Description	Quantity	Unit	Unit Price	Total	Discount %	Discount	Amount
	Line Item	1	Box	1.00		0.00	0.00	1.000
_	Start typing to search Start typing to search							

^{*}Note: If you are using the PO convert feature this field will be populated automatically and there is no action needed from you.

Should you have additional questions, comments, or concerns please raise them via the Tungsten support process with a Ticket.

Sincerely, Tungsten Support |VA's FSC