



Overview

This document is to centralize information for important Monthly NSSC AR processing dates. NSSC AR processes in accordance with Agency established calendars and the Service Delivery Guide. All requests should be routed through the Customer Contact Center.

NSSC General Information:

- Requests may be processed through the Customer Contact Center by
 - Call: 1-877-677-2123 (1-877-NSSC123)
 - E-mail: nssc-contactcenter@nasa.gov
 - Fax: 1-866-779-6772 (1-866-779-NSSC)
 - Contact the NSSC Customer Contact Center Online: [Submit an Inquiry](#)

Trading Partner Cutoff Dates:

- All requests for IPACs must be submitted by noon on the date of the cutoff to ensure timely processing. Please see the IPAC Cutoff Calendar below.
 - [IPAC Cutoff Date Calendar](#)

OCFO Monthly Processing Calendar:

- On the second to last business day of the month, the NSSC processes Agency Reimbursable Billing. During this time, requests are processed for each Center as soon as possible after Reimbursable billing is completed. Please ensure that all requests be routed through the Contact Center to ensure proper processing. The OCFO Monthly Processing Calendar may be accessed via OMB Max website.
- The NSSC AR team will notify the Center POCs that billing is complete.
- Refund requests are due no later than noon on the last day for Accounts Payable Payments.
- [Sales Order Exclusion Forms](#) are requested by the third business days prior to month end.