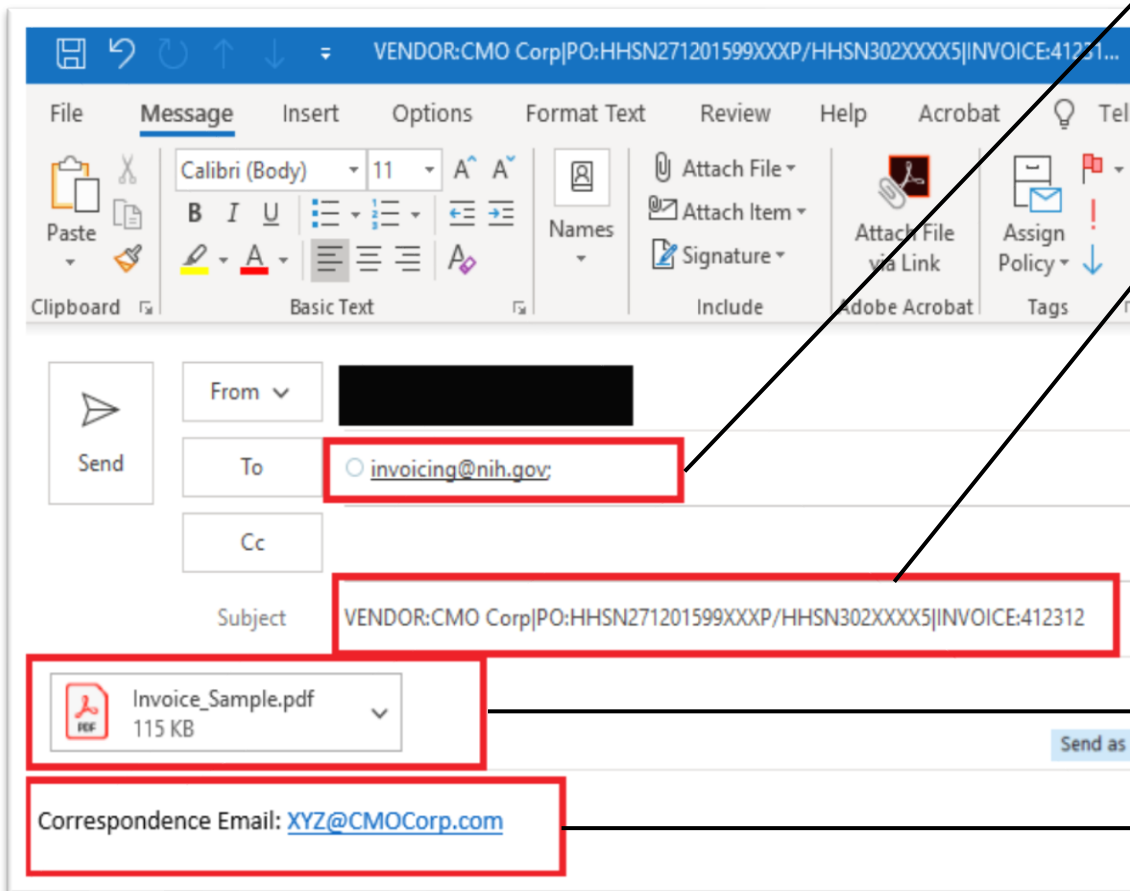


Instructions for Submitting Electronic Invoices via Email to the NIH Office of Financial Management (OFM) Effective April 23, 2020

4 Steps to Create the Invoice Submission Email



Step 1:
Send invoices to the following email address:
invoicing@nih.gov

Step 2:
Subject line must follow this format for the invoice you are submitting (see **note*** below)

Step 3:
Attach the invoice to the email as either a PDF or Word document. See Reminders below.

Step 4:
In the body of the email, type "Correspondence Email:" followed by your email address.

PLEASE READ THE BELOW INSTRUCTIONS THOROUGHLY BEFORE SUBMITTING YOUR INVOICE ELECTRONICALLY

***Note:** The keywords (**Vendor**, **PO**, and **Invoice**), Colon (:) character following the keywords and the **PIPE (|)** character must be present to identify the information. The pipe (|) character is entered by pressing and holding the shift key and the backslash (\) key at the same time. The term "PO" is being used as a generic term to identify the award number and must be used in the subject line, regardless of the specific type of your award.

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How to Properly Format the Subject Line of Your Email

EXAMPLE 1 – If Your Contract Includes a Contract Number AND a Release Number:

Vendor: Name of the Contractor or Vendor | **PO:**Contract Number/Release Number | **Invoice:**9999999

EXAMPLE 2 – If Your Contract ONLY Includes a Contract Number:

Vendor: Name of the Contractor or Vendor | **PO:**Contract Number | **Invoice:**9999999

If your contract does not include a Release Number, then only include your Contract Number within the Subject line as shown in EXAMPLE 2 above.

Screenshot of How to Locate the Contract Number and Release Number on Your SF 1449

(SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS Form)

The screenshot below shows where the Contract Number and Release Number are located on the SF 1449. The SF 1449 is provided to you by the NIH Contracting Officer upon awarding the contract. Please use the information on your SF 1449 to populate the correct Contract Number and Release Number in the subject line of your email invoice submission.

The Contract Number is required in order to process all invoices. The Contract Number is the same as the “PO” on the invoice email subject line. The Release Number is only applicable for certain contracts and can be found in field number 4, Order Number, on the SF 1449 form. If your SF 1449 does not include an Order Number, then follow EXAMPLE 2 on page 1 to ensure the Subject line of your email is properly formatted.

The screenshot shows the SF 1449 form titled "SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30". Red arrows point from the text "Contract Number" to field 2 (CONTRACT NO.) and field 4 (ORDER NUMBER). Red circles labeled "A" and "B" are placed around fields 2 and 4 respectively. Field 1 is REQUISITION NUMBER, field 5 is SOLICITATION NUMBER, field 6 is SOLICITATION ISSUE DATE, field 7 is FOR SOLICITATION INFORMATION CALL, field 8 is OFFER DUE DATE/LOCAL TIME, and field 9 is ISSUED BY. Field 10 contains checkboxes for various business types: UNRESTRICTED OR SET ASIDE, SMALL BUSINESS, HUBZONE SMALL BUSINESS, SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS, WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM, EDWOSB, and R (A). There are also fields for NAICS and SIZE STANDARD.

Screenshot of How to Locate the Contract Number on Your SF 1447 (SOLICITATION/CONTRACT Form)

The screenshot below shows where the Contract Number is located on the SF 1447. The SF 1447 is provided to you by the NIH Contracting Officer upon awarding the contract. Please use the information on your SF 1447 to populate the correct Contract Number in the subject line of your email invoice submission.

The Contract Number is required in order to process all invoices. The Contract Number is the same as the “PO” on the invoice email subject line.

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Contract Number

SOLICITATION/CONTRACT <i>BIDDER/OFFEROR TO COMPLETE BLOCKS 11, 13, 15, 21, 22, & 27</i>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE	OF
2. CONTRACT NUMBER A	3. AWARD/EFFECTIVE DATE	4. SOLICITATION NUMBER	5. SOLICITATION TYPE <input type="checkbox"/> SEALED BIDS (IFB) <input type="checkbox"/> NEGOTIATED (RFP)		6. SOLICITATION ISSUE DATE
7. ISSUED BY	CODE	8. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:			
		<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS NAICS: _____ <input type="checkbox"/> 8(A) SIZE STANDARD: _____			

Subject Line Examples

For your reference, below is a chart listing examples of the correct and incorrect subject lines. Note: These are just examples, you must enter the applicable information for the invoice you are submitting.

Subject Line	Correct	Incorrect
Vendor: XYZ Corp PO:HHSN299202000053J/75X98019S00848 Invoice:XYASAD	✓	
XYZ Corp PO # HHSN299202000053J \75X98019S00848 Invoice # XYASAD		✗
XYZ Corp HHSN299202000053J \75X98019S00848 Invoice # XYASAD		✗
XYZ Corp HHSN299202000053J \75X98019S00848 XYASAD		✗
Vendor: XYZ Corp,PO: HHSN299202000053J \75X98019S00848,Invoice:XYASAD		✗
Vendor: XYZ Corp PO:HHSN299202000053J Invoice:XYASAD	✓	

Reminders

- **Please do not hand-deliver or submit invoices to any NIH office via U.S. mail, FedEx, UPS, and DHL.** Please follow the electronic submission instructions on page 1. In addition, please note that your contract or order will not be modified to reflect the above changes to the invoicing instructions. Failure to follow the above electronic submission instructions may result in invoice processing delays.
- Only invoices should be sent to the following mailbox: invoicing@nih.gov. Please do not send emails to this mailbox requesting a status of your invoice(s) and do not include the invoicing@nih.gov email address in your correspondence with NIH Institutes/Centers.
- You must submit only **one** invoice per email.
- Follow the system size limits that apply to the email and each invoice: individual email attachments cannot exceed 5 megabytes each; and the email plus all attachments cannot exceed a total of 30 megabytes.
- The invoice attached to the email must be in a PDF or Word format. The date/time that a valid invoice is submitted electronically to the email box (invoicing@nih.gov) will be the same date/time logged as the invoice is received by NIH.
- Clearly identify a valid and complete contract number on each invoice.
- Clearly identify an accurate DUNS number on each invoice.

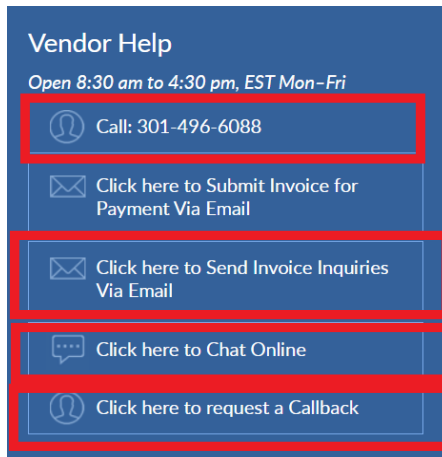
Instructions for Submitting Electronic Invoices via Email to the NIH Office of Financial Management (OFM) Effective April 23, 2020

- DO NOT include confidential information such as Social Security Numbers (do not include TIN if it is a Social Security Number).

Questions?

Please direct inquiries regarding the status of invoices such as receipt of invoices, due date, or payment of invoices to the OFM Commercial Accounts Branch, Customer Service Office. The OFM Customer Service contact information and methods to contact are available at the following OFM website <https://ofm.od.nih.gov/Pages/Customer-Service.aspx> and below.

The Customer Service Office is open Monday – Friday from 8:30 am to 4:30 pm (Eastern Standard Time) and is closed daily between 12:00 pm to 1:00 pm (Eastern Standard Time).



Vendor Help
Open 8:30 am to 4:30 pm, EST Mon-Fri

- Call: 301-496-6088
- Click here to Submit Invoice for Payment Via Email
- Click here to Send Invoice Inquiries Via Email
- Click here to Chat Online
- Click here to request a Callback

Instructions for Contractor Courtesy Copy Electronic Invoice Submission to the Contracting Officer (CO):

The Contractor shall send the OFM-submitted invoice to the NIH Contracting Officer.