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.

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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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.

<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Correct</th>
<th>Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: XYZ Corp</td>
<td>PO:HHSN299202000053J/75X98019500848</td>
<td>Invoice:XYASAD</td>
</tr>
<tr>
<td>XYZ Corp</td>
<td>PO # HHSN299202000053J \75X98019500848</td>
<td>Invoice # XYASAD</td>
</tr>
<tr>
<td>XYZ Corp</td>
<td>HHSN299202000053J \75X98019500848</td>
<td>Invoice # XYASAD</td>
</tr>
<tr>
<td>Vendor: XYZ Corp,PO: HHSN299202000053J \75X98019500848,Invoice:XYASAD</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Vendor: XYZ Corp</td>
<td>PO:HHSN299202000053J</td>
<td>Invoice:XYASAD</td>
</tr>
</tbody>
</table>

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.

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- 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).

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.