OALM Business Rule

Processing Assignment of Claims With Vendor's Registered in the SAM

Background

Under an Assignment of Claims, a vendor may assign moneys due or to become due under a contract under certain conditions. Prior to the deployment of the NIH Business System (NBS) the Office of Financial Management (OFM) processed Assignments of Claims manually. This process leverages the existing System for Acquisition Management (SAM) functionality and requires the contractor to maintain relevant information on the assignee as part of the contractor's SAM record.

Assignment of Claims Process

1. Upon receipt of a request for an Assignment of Claims, the Contracting Officer (CO) shall follow the procedures set forth in FAR 32.805 concerning examination, acknowledgement, and processing of the request for Assignment.

2. The CO (or designee) will forward a signed copy of the Notice of Assignment to OFM, Commercial Accounts.

3. If applicable, the CO (or designee) will modify the award to incorporate the Assignment of Claims billing instructions to the invoice instructions located at: http://oamp.od.nih.gov/DGS.

4. Both the vendor and the assignee must be registered in SAM.

5. Both the vendor and the assignee must be part of the NBS. If the assignee is not in the NBS, the Buyer will need to submit an NBS Vendor Request. Refer to NAV: Submit a Request to Add a Vendor (Domestic or Foreign) to the NBS Vendor Table 08/07/08.

6. The vendor must maintain the assignee's banking information as part of their own SAM record. Specifically, the vendor is responsible for updating their SAM record to incorporate the assignee's banking information. This includes obtaining and associating a unique Dun and Bradstreet Number (DUNS or DUNS + 4 number) with the assignee's bank name and address.

   The Federal Service Desk (FSD) can provide assistance for updating SAM records to add assignee banking information. If vendors and/or assignees have

questions, they should contact the FSD, at either 866-606-8220,
or https://www.fsd.gov/

7. In order to ensure that OFM directs payment to the assignee, the vendor must
    include the following detail on their invoices:

    Vendor (Assignor):   ABC Company
                         123 Anywhere Street
                         Bethesda, Maryland 12345-0000
                         ASSIGNOR DUNS: 987654321

    Remit To Assignee: XYZ Company (ASSIGNED)
                       589 Monty Street
                       New York, New York 56791-0000
                       ASSIGNEE DUNS: 123456789 (or DUNS +4)

8. OFM will review and process invoices payable to the assignee.

9. When the Assignment of Claims is fulfilled, the vendor will stop including the
    assignee remit to information on invoices.