

May 5, 2023

OALM Business Rule

Processing Assignment of Claims with Vendors Registered in the System for Award Management (SAM)

Assignment of Claims Process for Invoice Processing Platform (IPP) Vendors

Background

Under an Assignment of Claims, a vendor may assign moneys due or to become due under a contract with certain conditions. This process requires that a third-party relationship be established with the assignee in the NIH Business System (NBS).

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) shall forward a signed copy of the Notice of Assignment to the Office of Financial Management (OFM) email mailbox at: nbrssgovtacctg@mail.nih.gov.
3. If applicable, the CO (or designee) will modify the award to incorporate the Assignment of Claims billing instructions into the invoice instructions located at: <https://oamp.od.nih.gov/nih-document-generation-system>.
4. Both the vendor and the assignee must be registered in SAM and have an active Unique Entity Identifier (UEI).
5. Both the vendor and the assignee must be an active Vendor in NBS. If the assignee is not in the NBS, the Buyer/CO will need to submit an NBS Vendor Request. Refer to Job Aid: [Submit a SAM Request for Vendor Job Aid.docx \(nih.gov\)](#).
6. The Contracting Officer will submit a request to OFM email mailbox at nbrssgovtacctg@mail.nih.gov to establish a third-party relationship in NBS for the Vendor's (Assignor) Contract UEI(+EFT) to Remit to the Assignee UEI(+EFT) for the duration of the AOC. If no end-date is specified, an indefinite relationship will be established until a Notice of Release of Assignment is submitted.

7. When setting up the relationship in NBS, OFM will work with the Contracting Officer and enter a from date that is on or before the earliest invoice date that needs to be remitted to the assignee.
8. OFM will create a third-party relationship in NBS on the Assignor Vendor record for the Contract UEI(+EFT) Site to Remit to the Assignee UEI(+EFT) Site for the date range specified on the AOC request. For UEI(+EFT) to NBS Vendor Site UEI mapping refer to: [SAM UEI DUNS Vendor Lookup \(nih.gov\)](#)
9. Upon establishing the relationship in NBS, to ensure that OFM directs payment to the assignee, Vendor must submit the Assignment of Claims Invoices outside of IPP to OFM Invoicing email mailbox at: ippaoctthirdparty@od.nih.gov and include the Remit to Assignee Name, Address and UEI(+EFT) detail.

Note: Vendor must NOT submit these Invoices in IPP as it will be duplicate and may cause delay in prompt pay of a proper Invoice.

Example:

Vendor (Assignor): ABC Company
123 Anywhere Street
Bethesda, Maryland 12345-0000
ASSIGNOR CONTRACT UEI(+EFT): ABCDEF12GHI3(+EFT)

Remit to Assignee: XYZ Company (ASSIGNED)
589 Monty Street
New York, New York 56791-0000
ASSIGNEE UEI(+EFT): XYZ78RSTUVW9(+EFT)

10. OFM Invoice Entry Specialist will review and process the Invoice by selecting the Assignee UEI(+EFT) Site as Remit to Site on the Payment Schedule.
11. When the Assignment of Claims is fulfilled:
 - a. The CO should submit the Notice of Release of Assignment request to OFM email mailbox at nbrssgovtacctg@mail.nih.gov.
 - b. OFM will review the request and end date the third-party relationship in NBS on the Assignor Vendor record.
 - c. Vendor must stop invoicing directly to OFM and start billing through IPP.