

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 Non-IPP Vendors**

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#### **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) must forward a signed copy of the Notice of Assignment to the Office of Financial Management (OFM) email mailbox at: [nbrssgovtacctg@mail.nih.gov](mailto: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 a NBS Vendor Request. Refer to Job Aid: [Submit a SAM Request for Vendor Job Aid.docx \(nih.gov\)](#)
6. The Contracting Officer must submit a request to OFM email mailbox at: [nbrssgovtacctg@mail.nih.gov](mailto: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 Assignment of Claims. 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 to OFM Invoicing email mailbox at: [invoicing@nih.gov](mailto:invoicing@nih.gov) and include the Remit to Assignee Name, Address and UEI(+EFT) detail. Please see example below:

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 select the assignee as the remit to only on vendor submitted invoices that states this requirement.
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](mailto:nbrssgovtacctg@mail.nih.gov) .
  - b. OFM will review the request and end date the third-party relationship in NBS on the Assignor Vendor record.