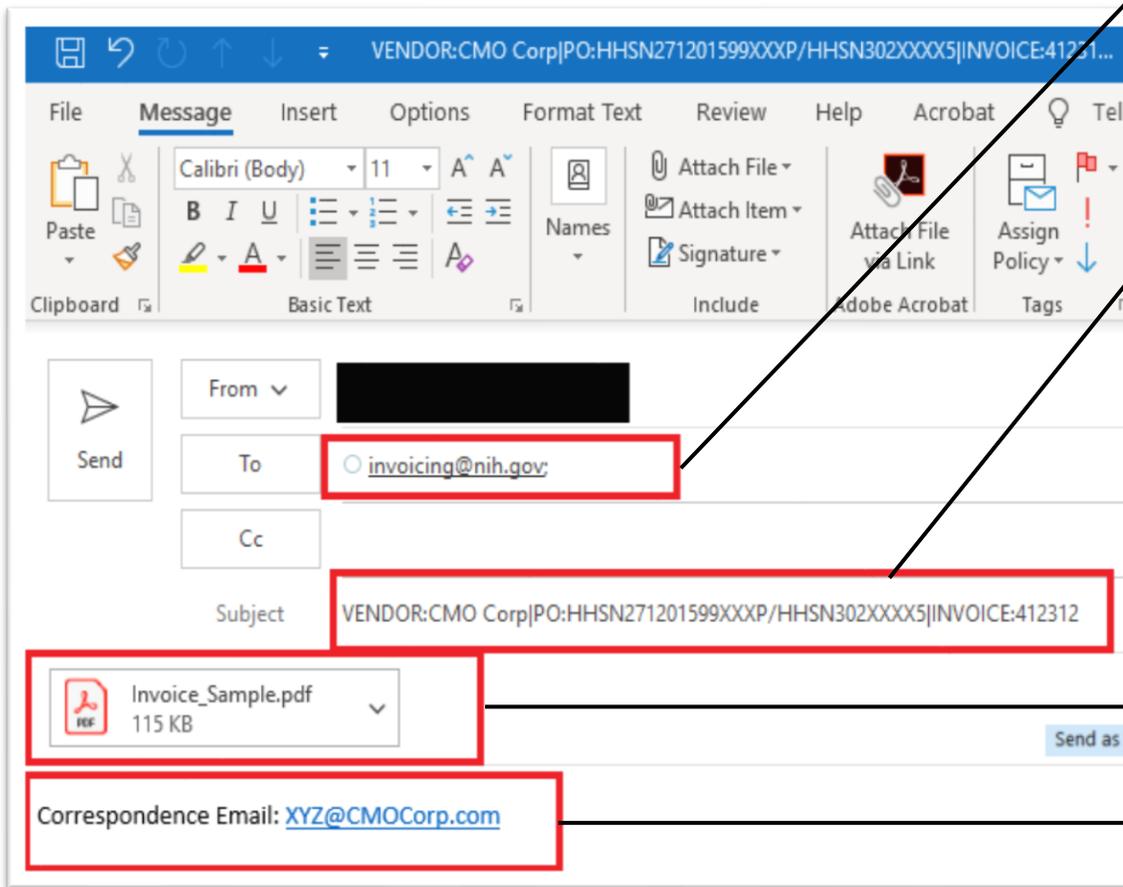


Instructions for Submitting Electronic Invoices via Email to the NIH Office of Financial Management (OFM) Effective April 23, 2020

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.

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

Step 2 Note: The key words (**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.

EXAMPLE: Vendor: name of the contractor or vendor **|PO:** Contract Number/Release Number **|Invoice:**9999999

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: Contract Number/Release Number Invoice:XYASAD	✓	
XYZ Corp PO # Contract Number\Release Number Invoice # XYASAD		✗
XYZ Corp Purchase Order # Contract Number\Release Number Invoice # XYASAD		✗
XYZ Corp Contract Number\Release Number XYASAD		✗
Vendor: XYZ Corp,PO: Contract Number\Release Number,Invoice:XYASAD		✗

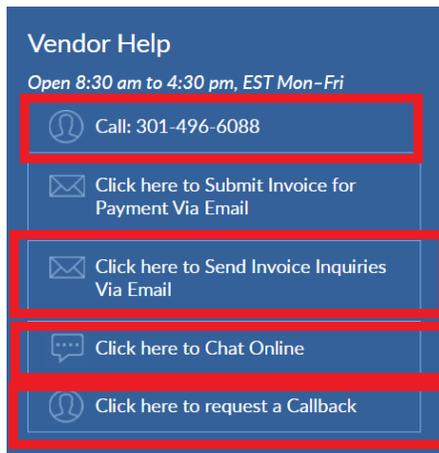
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Reminders:

- 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.
- Clearly identify a valid and complete contract number on each invoice
- Clearly identify a valid and complete order number on each invoice
- Clearly identify an accurate DUNS number on each invoice
- DO NOT include confidential information such as Social Security Numbers (do not include TIN if it is a Social Security Number)
- 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.

Please do not hand-deliver invoices to any NIH office. Please follow the above electronic submission instructions until further notice. 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.



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 OFM website: <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>

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.