

SECTION - G

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**** (USE BELOW IN ALL SOLICITATIONS AND CONTRACTS. EXCEPT NCI OA AND ORF.

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

Please Note: NIH/OFM will **NOT** accept any invoices postmarked and/or delivered in-person on/after December 1, 2020. ****

1. The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management \(OFM\)](#) via email at invoicing@nih.gov with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only one invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer Representative:

Approving Official: Contracting Officer

Name- _____ Email Address- _____

Contracting Officer Representative

Name- _____ Email Address- _____

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at ofm_customer_service@incontactemail.com or via phone at 301-496-6088. To send your inquiries via other available communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

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Note: The OFM Customer Service is open Eastern Standard Time Monday - Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

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**** (NCI OA Only: USE BELOW IN ALL SOLICITATIONS AND CONTRACTS.

ADDITIONAL INSTRUCTIONS FOR COMPLETING THIS ITEM:

- Select the appropriate Central Point of Distribution.)****

1. The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management](#) (OFM) via email at invoicing@nih.gov with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only one invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer Representative:

Approving Official: Contracting Officer

Name- _____ Email Address- _____

Contracting Officer Representative

Name- _____ Email Address- _____

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at ofm_customer_service@incontactemail.com or via phone at 301-496-6088. To send your inquiries via other available

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communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

Note: The OFM Customer Service is open Eastern Standard Time Monday - Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

One courtesy copy of the original invoice shall be submitted electronically as follows:

The Central Point of Distribution:

NCI OA Branch A - ncibranchinvoices@mail.nih.gov

NCI OA Branch B - ncibranchbinvoices@mail.nih.gov

NCI OA Branch C - ncibranchcinvoices@mail.nih.gov

NCI OA Branch D - ncibranchdinvoices@mail.nih.gov

NCI OA Branch E - ncibrancheinvoices@mail.nih.gov

NCI OA Branch F - ncibranchfinvoices@mail.nih.gov

Invoices shall be submitted in accordance with [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract.

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****(FOR ORF USE ONLY: USE BELOW IN ALL SOLICITATIONS AND CONTRACTS.)****

1. The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management](#) (OFM) via email at invoicing@nih.gov with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email

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to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only one invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer Representative:

Approving Official: Contracting Officer

Name- _____ Email Address- _____

Contracting Officer Representative

Name- _____ Email Address- _____

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at ofm_customer_service@incontactemail.com or via phone at 301-496-6088. To send your inquiries via other available communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

Note: The OFM Customer Service is open Eastern Standard Time Monday - Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

The Contractor shall submit one copy of the electronic invoice to the Office of Research Facilities (ORF) invoice processing email distribution mailbox: ORFOInvoice3Way@mail.nih.gov. The Contractor will receive an automated email reply confirming that your invoice has been received for processing. If you do not receive an email notification within 24 hours, it indicates that we did not receive your invoice for processing. In which case double check (1) that your email contained the scanned attachment of your invoice and that (2) you sent it to our inbox at ORFOInvoice3Way@mail.nih.gov. If you have any questions or concerns, please call the Intake Center at 301-402-0878.

****(USE BELOW IN ALL SOLICITATIONS AND CONTRACTS (EXCEPT for NCI OA).

ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:

1. **Subparagraph a:** Insert the name of the applicable Office of Acquisition.
2. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]

3. **Subparagraph f:** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
4. **Subparagraph g:** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2way_3way_match_8_20_07.doc)****

2. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
 - a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is _____ .
 - b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, Unique Entity Identifier (UEI), or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.

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- c. Unique Entity Identifier (UEI). The UEI is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number. The UEI number must identify the Contractor's name and address exactly as stated in the contract and as registered in the Central Contractor Registration (CCR) database. If the Contractor does not have a valid UEI number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, UEI, or VIN, contact the Contracting Officer.

- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.

- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.

- f. The Contract Title is:

- g. Contract Line Items as follows:

Line Item #	Line Item Description

****(NCI OA Only: USE BELOW IN ALL SOLICITATIONS AND CONTRACTS.

ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:

1. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]

2. **Subparagraph f :** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
3. **Subparagraph g :** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see [https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2 way 3 way match 8 20 07.doc](https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2_way_3_way_match_8_20_07.doc) .)****

3. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
 - g. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is National Cancer Institute .
 - h. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, Unique Entity Identifier (UEI), or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.

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- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.

- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.

- f. The Contract Title is:

- g. Contract Line Items as follows:

Line Item #	Line Item Description

****(USE BELOW IN ALL SOLICITATIONS AND CONTRACTS (EXCEPT for NCI OA).

ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:

1. **Subparagraph a:** Insert the name of the applicable Office of Acquisition.
2. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]

3. **Subparagraph f:** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
4. **Subparagraph g:** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2way3waymatch82007.doc)****

4. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
 - i. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is _____ .
 - b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, Unique Entity Identifier (UEI), or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.

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- c. Unique Entity Identifier (UEI). The UEI is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number. The UEI number must identify the Contractor's name and address exactly as stated in the contract and as registered in the Central Contractor Registration (CCR) database. If the Contractor does not have a valid UEI number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, UEI, or VIN, contact the Contracting Officer.
- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.
- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.
- f. The Contract Title is:
- g. Contract Line Items as follows:

Line Item #	Line Item Description

SECTION J

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****(USE BELOW IN ALL SOLICITATIONS

- Electronic Invoicing Instructions Notification to NIH Contractors/Vendors, located at: <https://oamp.od.nih.gov/sites/default/files/dgs/Communication%20to%20Vendors%20on%20Deadline%20to%20Stop%20Accepting%20Mailed%20Invoice%20Final%2011-4-20-508.pdf> .
- Electronic Invoicing Step-by-Step Instructions for NIH Contractors/Vendors, located at: <https://oamp.od.nih.gov/sites/default/files/dgs/GuidanceInvoiceSubmissionEmail%20NIHOFMrev103020-508.pdf> .)****

Attachment 46: **Electronic Invoicing Instructions for NIH Contractors/Vendors**