



Office of Acquisitions (OA)
Office of Research Facilities Development
and Operations (ORF)
9000 Rockville Pike
Building 13, Room 2E43, MSC 5738
Bethesda, MD 20892-5738
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National Institutes of Health
Bethesda, Maryland 20892
www.nih.gov

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Re: New Requirements For Invoices

Beginning June 2007, the National Institutes of Health (NIH) implemented a new, federally mandated financial system (NBS). During the transition to NBS, NIH has encountered difficulties that may have caused delayed payment of invoices. NIH is diligently working to overcome these delays and apologizes for any past due payments. NIH thanks you in advance for your continued patience.

In order to minimize further problems or payment delays, please verify that all the information entered in the CCR (www.ccr.gov) is correct. For example, there are different routing numbers for wire transfer payments and Automated Clearing House (ACH) payments. NIH makes all payments through ACH and entering a routing number for a wire transfer payment will cause non-payment of invoices.

Submittal of invoices with incorrect or incomplete information has also created payment delays. Please review the invoice template you currently use to verify that the information contained in your template is correct and matches your CCR registration. In addition, all information on the attached Invoice Criteria is required and must appear on invoices submitted or payments will not be processed.

In order to conform to NBS's requirements, new Lease contract numbers have been assigned to each of NIH's Leases. The new Lease contract number will be memorialized in a Supplemental Lease Agreement to the Lease contract. Because this will take some time to accomplish for all of NIH's Lease contracts, and in order to expedite the payment process, attached is your new Lease contract number, together with any Amendment/Modification numbers(s) that have already been awarded for new funds under the new Lease contract number. This Lease contract number will be used throughout the remaining Lease term and must appear on the invoice along with any Amendment/Modification number. The Amendment/Modification number is not the same as a Supplemental Lease Agreement number. It is a payment number and will be used only for a specific invoice. You may need to contact the assigned Realty Specialist for additional clarification or support.

Sincerely,

Pat J. Rice
Acting Branch Chief
Office of Acquisitions (OA)
Office of Research Facilities
Development and Operations (ORF)

INVOICE CRITERIA

The following information must be included on every invoice submitted for payment. Invoices which do not conform to the following will be rejected for payment.

- Title:** Must be identified as "INVOICE". Statements are not accepted for payment.
 - Date.**
 - Invoice Number:** Invoice numbers MAY NOT be duplicated. Each invoice must be identified by a unique number and that number may be used only one time.
 - Address and Location of Leased Premises.**
 - Contractor's Name and Address** (Formerly Lessor or Management Company): This information must exactly match the information that appears in the CCR (www.ccr.gov). In order for payment to be timely received by Contractor, the CCR must be kept current and up to date. Any changes to Contractor's information, which do not appear in the CCR, will cause the invoice to be rejected and not paid.
 - DUNS + 4 Number.**
 - Contract Number** (Formerly Lease Number): Existing lease numbers will be replaced with new, parent Contract Numbers. An example of a new Contract Number is HHSN29200700023L. Must be only one Contract Number per invoice.
 - Supplemental Lease Agreement Number.** For the time being, the Supplemental Lease Agreement Number will continue to be a sequential number assigned for each project by the Realty Specialist assigned to the Contract.
 - Amendment/Modification Number.** The Amendment/Modification Number is a payment number automatically generated and assigned by NBS to the funds used for payment of all rents and/or Supplemental Lease Agreements. Must be only one Amendment/Modification Number per invoice. This Amendment/ Modification Number must be obtained prior to submitting any invoice for payment. Further information about obtaining the Amendment/Modification Number will be forthcoming.
 - Description of Services.** A line item identification of charges, including:
 - a. Description of work performed;
 - b. Where the work was performed (floor/suite no./room no.);
 - c. Institute for which the work was performed;
 - d. Period of performance (from and to dates) OR the date of service; and
 - e. Rent for _____ from _____ to _____
- PLEASE NOTE:** Invoices for rent and recurring charges such as those previously indicated must also include separate, specific line item identification. Identifying services solely as "additional rent" does not meet the invoice Criteria. Any rent invoice that does not include an acceptable line item identification for each cost will cause the invoice to be rejected and not paid.
- Invoices for rent and recurring charges, such as parking, operating expenses, daytime janitorial, and supplemental HVAC electricity, should be submitted 25 days prior to services being rendered, in order to be paid timely.
- Central Point of Distribution:** State that the central point of distribution is ORF/OA.
 - Identification:** State on the invoice "Three-way match".
 - One Page Only.** Excluding appropriate backup or supporting documentation.
 - Original Invoices:** All original invoices (hard copy and one page only) must be mailed to National Institutes of Health, Office of Financial Management, 2115 E. Jefferson Street, Room 4B-432, MSC 8500, Bethesda, MD 20892-8500.
 - Copies of Invoices:** Copies of invoices, together with backup, for non-recurring charges such as overtime HVAC, architectural & engineering services, construction, renovations, alterations, Supplemental Lease Agreements, Change Orders), PATWs, and Notices to Proceed must also be sent to National Institutes of Health, Office of Acquisitions, 9000 Rockville Pike, Building 13, Room 2E43, MSC 5738, Bethesda, MD 20892-5738, Attention: Realty Specialist. Invoices may be sent electronically to the assigned Realty Specialist. Please DO NOT transmit both electronically and by the U.S. Postal Service.
 - Copies of Invoices:** Copies of invoices, together with backup, for recurring charges such as rent, parking, additional rent, and operating expenses must also be sent electronically to the following address orfrentinv@od.nih.gov. In the event that email is not available, hard copies may be mailed to National Institutes of Health, Space Administration & Finance Branch, 31 Center Drive, Building 31, Room B4BN17, MSC 2330, Bethesda, MD 20892-2330. Please DO NOT transmit both electronically and by the U.S. Postal Service.