

NBS Job Aid:
Summary of Invoice Requirements for NIH ADB
Acquisition Awards

➤ ALL NIH Simplified Acquisitions originally awarded prior to NBS Deployment of June 4, 2007. This includes modifications made to those original awards - In addition to the requirements of Federal Acquisition Regulation (FAR) Subpart 32.9, all invoices must contain:

- Vendor/Contractor
 - Name
 - Address
 - Point of Contact for the invoice
 - Name, title, telephone number, e-mail and mailing address
- Remit-to address (Name and complete mailing address to send payment).
- Remittance name must agree with name on original order.
- Invoice Date.
- ADB document number formats must be included for awards created in the ADB Order:
 - Purchase Order Number
 - Task or Delivery Order Number
 - Blanket Purchase Agreement (BPA) Call Number
- Federal Tax Identification Number (TIN).
- Description of supplies/services **that match** the description on the award, by line billed.
- Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that **match** the line items specified in the award.

NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and paid.

NBS Job Aid: Summary of Invoice Requirements for NIH NBS Acquisition Awards

- ALL Contracts, Purchase Orders, Task or Delivery Orders, and Blanket Purchase Agreement (BPA) Calls. In addition to the requirements of Federal Acquisition Regulation (FAR) Subpart 32.9, all invoices must contain:
- Vendor/Contractor
 - Name
 - Address
 - Point of Contact for the invoice
 - Name, title, telephone number, e-mail and mailing address.
 - Remit-to address (Name and complete mailing address to send payment).
 - Remittance name must match exactly with name on original order/contract. If the Remittance name differs from the Legal Business Name, then both names must appear on the invoice.
 - Invoice date.
 - Unique invoice #s for all invoices per vendor regardless of site.
 - NBS document number formats must be included for awards created in the NBS:
 - Contract Number
 - Purchase Order Number
 - Task or Delivery Order Number and Source Award Number (e.g., Indefinite Delivery Contract number; General Services Administration number)
 - BPA Call Number and BPA Parent Award Number
 - Data Universal Numbering System (DUNS) or DUNS + 4 as registered in the Central Contractor Registration (CCR).
 - Invoices submitted for payment against awards made **on or after June 4, 2007**, must include the contractor's DUNS number and Federal Taxpayer Identification Number (TIN). In those exceptional cases where a contractor does not have a DUNS number or TIN, a Vendor Identification Number (VIN) must be referenced on the invoice. The VIN is the number that appears after the contractor's name on the face page of the award document.
 - Description of supplies/services **that match** the description on the award, by line billed.
 - Freight or delivery charge must be billed as shown on the award. If it is included in the item price do not bill it separately. If identified in the award as a separate line item, it must be billed separately.
 - Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that **match** the line items specified in the award.
- Additional invoice information is required for CONTRACTS as follows (does not include any other award types identified above):
- Name of NIH Office of Acquisition that is administering the contract.
 - Statement that the contract is being paid using either a 2-way or 3-way match. The contract will identify which type of match to state on the invoice.
 - NIH E-mail address for Central Point of Distribution (2-way match contracts only). This will be provided by the NIH Office of Acquisition.
 - Any other information as may be detailed in the contract.
 - This additional invoice information may be required for Task Orders against some Indefinite Delivery Contracts that are for Research & Development (R&D) or are in support of R&D. The individual Task Order will state whether this additional invoice information is required.

Also, see Invoice Submission Instructions in Section G of the contract.

NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and paid.

12/7/2007