

Best Practices for Invoicing NIH using the Treasury IPP Platform

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Note: All awards in IPP are called a “PO”.

Business Case: Services Contract and Invoicing: You are ready to invoice against an NIH Purchase Order (PO) that appears in IPP. You are providing services for a 12-month period of performance. Your PO Total Amount is \$120,000, and you expect to invoice for \$10,000 monthly.

This PO may have been entered by NIH in one of three different ways. These three are listed below:

- Quantity = 1
- Amount = 120,000
- Monthly Billing

Depending on how the PO was awarded, you must invoice correctly. See below for how to invoice in each of these PO Entry Scenarios.

PO Award Scenario #1	PO Quantity is “1”.
PO Quantity = 1	Unit Price is “\$120,000”.

WARNING: If the Quantity is “1” and Unit Price is “\$10,000” for the first month’s Invoice, you cannot invoice a second time as you have fully invoiced based on the Quantity “1” entered for the first invoice.

To solve this situation, we recommend entering a fractional Quantity (less than “1”).

Leave the Unit Price unchanged (\$120,000). This will enable you to invoice multiple times.

You must use the same Unit Price (\$120,000) and adjust the PO Quantity so that the Total Amount (PO Quantity * Unit Price) equals the Total Amount of your invoice. This will avoid premature invoicing of the total PO Quantity.

When invoicing against this scenario (examples):

Billing Frequency	PO Quantity	Unit Price	Total Amount
Monthly	0.08333	\$120000	\$9999.60
Quarterly	0.25	\$120000	\$30000
Semi-Annual	0.5	\$120000	\$60000

Note: The PO Quantity is a fraction (percentage) of your Total PO Quantity.

The Unit Price is the total amount of the PO.

PO Award Scenario #2	PO Quantity is "120,000".
PO Quantity = Amount	Unit Price is "\$1".

Leave the Unit Price (\$1) unchanged.

You must use the same Unit Price (\$1) and adjust the PO Quantity (120,000) so that the Total Amount (PO Quantity * Unit Price) equals the Total Amount of your invoice.

When invoicing against this scenario (examples):

Billing Frequency	PO Quantity	Unit Price	Total Amount
Monthly	10000	\$1	\$10000
Quarterly	30000	\$1	\$30000
Semi-Annual	60000	\$1	\$60000

Note: The PO Quantity should be the amount of your invoice.

The Unit Price is a multiplier that converts the quantity to a dollar amount and should stay \$1.

PO Award Scenario #3	PO Quantity is "12".
Monthly Billing	Unit Price is "\$10,000".
	Services are provided during a 12 month period of performance.

For this scenario, we recommend using the service months as the PO Quantity (e.g., "1") and leaving the Unit Price as the same ("10,000") while invoicing.