Contractor Guide to AIM (AHRQ Invoice Module)

Overview

The AHRQ Invoice Module shall be used by all contractors for invoice submission for AHRQ awarded contracts and task orders.

Part 1: AIM Instructions

Complete the following steps for each invoice deposited:

(1) Prepare the invoice by including the information as required by the invoice clause.

(2) Attach the completed SF-1034 as the cover page for the invoice. Complete form SF-1034 according to the instructions found in Part 2: SF-1034 Instructions. Use the electronic copy of the SF-1034 in PDF format.

Note that each invoice file must be submitted in PDF format and cannot exceed 20 MB (20,000 KB). An invoice file that exceeds this limit will not be allowed and will result in an error message stating, "The attachment size exceeds the allowable limit."

(3) Go to https://docs.ahrq.gov/aim to begin the process of uploading and submitting your invoice.

(4) Enter the Project ID for your contract in the required field. Enter this number exactly as it appears on the contract document.

(5) Enter the contract number for the invoice you are submitting in the required field. Enter this number exactly as it appears on the contract document (the 17 digit alphanumeric configuration beginning with HHSA).

(6) Enter the task order number (if applicable) for the invoice you are submitting in the required field. Enter this number exactly as it appears on the task order document (the 13 digit alphanumeric configuration beginning with HHSA).

(7) Enter the invoice number for the specific invoice you are submitting payment for. A unique invoice number can only be used one time, regardless of the number of contracts or orders held by an organization.

(8) Enter the Captcha text as shown on the screen. An audio option is available if needed to ascertain the characters.

(9) Upload the appropriate PDF invoice file by clicking the "browse" button.

(10) Click the save button. If successfully submitted, you will see the message, "your invoice has been deposited."

Once completed, another invoice may be entered by clicking, "deposit another invoice." Follow the instructions above for the next invoice.

IMPORTANT: Once an invoice has been submitted via AIM, do NOT mail, email, or electronically deposit a copy of the same invoice to AHRQ. Multiple means of submission will result in delay of invoice payment.

Important Guidelines

Please note that **AIM will block** an invoice from being deposited for any of the following reasons:

1. The invoice file is too large; it exceeds the limit of 20 MB (20,000 KB).
2. The invoice file is not in PDF format.
3. Attempt to upload 2 PDF files for one submission.
4. The contract and/or task order numbers entered are incorrect or do not match the Project ID #.
5. The Project ID# is incorrect or does not match the contract and/or task order number(s).
6. The invoice number is a duplicate number that has been previously accepted and processed for your organization.
7. The Captcha text field was not properly completed.
8. Attempt to enter an invoice for a closed contract.

Please note that the **invoice will be returned unpaid** (even if successfully submitted via AIM), for any of the following reasons:

1. The invoice is not properly completed according to the applicable clause~~s~~ in the contract.
2. The invoice does not have a properly completed SF-1034 as the cover page.
3. The invoice does not contain the contractor's DUNS and TIN numbers.
4. The attached invoice file does not contain an invoice that is related to the contract information entered into AIM for submission.
5. Multiple invoices were deposited in the same invoice file/submission.
6. The AIM Deposit Screen, the SF-1034 and/or the invoice contain different invoice numbers.

Please note that invoices will only be considered "proper" (pursuant to FAR 32.9 and 52.232-25), once they are screened and determined to be in full compliance with the applicable FAR clauses and contract or task order. If an invoice is found to be improper, it will be returned unpaid to the contractor for correction and redeposit.

For negative invoices and refund checks, please contact your Contract Specialist for guidance.

Part 2: SF-1034 Instructions

(1) To facilitate quick review and processing of invoices, contractors are REQUIRED to complete the SF-1034 (Public Voucher for Purchases and Services Other Than Personal), following the

directions below: Information on the SF-1034 must be consistent with information in supporting documentation and attachments.

- In the block titled, *Voucher No.,* enter the invoice number. The invoice number shall be unique and specific to each individual invoice. Please note that each unique invoice number can only be used one time, regardless of the number of contracts or orders held by an organization. Letters and numbers may be used.
- In the block titled, *U.S. Department, Bureau or Establishment and Location* enter:

    Agency for Healthcare Research and Quality
    Division of Contract Management
    5600 Fishers Lane, Mailstop: 06N34B
    Rockville, MD 20857

- In the block titled, *Date Voucher Prepared,* enter the date the invoice was prepared.
- In the block titled, *Contract Number and Date,* enter the contract number under which reimbursement is claimed. If billing for work done under a task order or Blanket Purchase Agreement (BPA) call, enter the contract number, and if applicable, the task order number or BPA number against which the order or call was issued. The contract/task order/BPA number can be found on the award document.
- The block titled, *Requisition Number and Date* shall be left blank.
- In the block titled, *Schedule Number*, enter the applicable Project ID, which is found on the contract/task order/BPA award document.
- In the block titled, *Payee's Name and Address,* enter the organization name and address as it appears on the contract (or task order/BPA Call, as applicable). Include the DUNS and TIN number in this block. This block shall also include a point of contact name, phone number, and email address.
- The block titled, *Number and Date of Order shall be left* blank.
- In the block titled, *Date of Delivery or Service,* if billing for a specific month, enter the month and year. If billing for a period other than an exact month, enter the beginning ("From") and ending dates ("To") of the billing period.
- In the block titled, *Articles or Services,* include the statement:

    "I certify that all payments requested are appropriate and in accordance with the terms and conditions of the contract / task order."

  Include the name, title, and signature of the submission official.

- In blocks titled, *Amount and Total,* enter the total dollar amount claimed for the invoice.
- All blocks **<u>after</u>** *Amount and Total* shall be left blank.

INCOMPLETE INVOICES THAT ARE SUBMITTED WITHOUT THE REQUIRED INFORMATION WILL BE RETURNED UNPAID.