

INVOICE INSTRUCTIONS

Step 1: Review Your Invoice Requirements

- Check your **NGA** or the **Deadlines** section in the portal to confirm your invoice due date.
- Most grants require a **single invoice**, but some may require multiple invoices over the course of the year.
- A **fillable invoice template** is available on our website here:
<https://www.wvhepc.edu/inside-the-commission/offices-and-affiliates/health-sciences/>.

You may use your own invoice format; however, it **must** include all required details listed below.

Step 2: Prepare Your Invoice

Your invoice must include:

- **Organization name** (*must match NGA and wvOASIS vendor registration*)
- **Vendor number**
- **Invoice number** and **invoice date**
- **Organizational address** and **phone number**
- **Lead contact email address**
- “Bill To” section:
West Virginia Higher Education Policy Commission
Attn: Deloris Vance
1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301
- **Payment of award number**
- **Amount of invoice**
- **Dates of service** covered by the invoice
- **Brief description** of the award/project being invoiced
- **IET funding code** (*if applicable*)
- **Signature** and **printed name** of the authorized preparer

Step 3: Submit Your Invoice in the Portal

1. Log in to the **Health Sciences Grants Portal**: <https://hsgrants.force.com>.
2. Go to the **Grant Agreements** tab.
3. Select your **grant agreement number** to open the grant details.
4. Under the **Related** tab, locate the **Disbursements** section and click on your **Disbursement number**.
5. On the next screen, click the **Related** tab again and upload your completed invoice in the **Files** section.

Step 4: Verify Submission



Once your invoice is uploaded, review your grant agreement to ensure it appears in the **Files** section under the corresponding disbursement.

Additional Notes

- Be sure the information on your invoice matches your NGA and wvOASIS vendor registration exactly to avoid payment delays.
- If you are unsure which template to use, we recommend the **fillable invoice PDF** available on our website.
- Processing times may vary, but signing up for **electronic funds transfer (EFT)** can help you receive payments faster.

Need Assistance?

- For **technical assistance** with uploading invoices, contact **Deloris Vance** at Deloris.Vance@wvhepc.edu.