



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



SEP 10 2009

Department of the Interior Acquisition Policy Release (DIAPR) 2009-11

Subject: Internet Payment Platform (IPP) – Treasury Electronic Invoicing System

References: Financial and Business Management System (FBMS) Situation Report (SitRep), Internet Payment Platform (IPP) – Treasury e-Invoicing System, dated April 29, 2009

- 1. Purpose:** This DIAPR establishes Departmental policy regarding the use of special electronic invoicing requirements in solicitations and contracts issued using FBMS.
- 2. Effective Date:** Upon signature.
- 3. Expiration Date:** This DIAPR will remain in effect until a new Department of the Interior Acquisition Regulations (DIAR) clause is promulgated containing the IPP electronic invoicing requirements.
- 4. Background and Explanation:** The Department of the Interior (DOI) Financial and Business Management System (FBMS) will be implementing the U.S. Department of the Treasury IPP System. The IPP will be used as the electronic invoicing solution for FBMS. Implementation of IPP is planned as a 6-month pilot to begin on or about August 1, 2009, and Go-Live in full production by February 1, 2010.

A clause will be established for Department-wide FBMS use requiring contractors to use the Treasury IPP system for submitting electronic invoices.

5. Action Required: Use of the IPP Requirement in Solicitations and Contracts

Contracting officers must include the following Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) requirement in all new solicitations and contracts issued using FBMS after the effective date of this DIAPR. The IPP text will be uploaded into FBMS as a template for insertion into Section G of the solicitation or contract. This requirement is to be used in addition to any required and/or applicable invoicing and payment clauses.

Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) (August 2009)

All payment requests must be submitted by Suppliers electronically through the U.S. Department of the Treasury's Internet Payment Platform System (IPP) beginning February 1, 2010. The U.S. Department of the Treasury Financial Management Service (FMS), in partnership with the

Federal Reserve Bank of Boston (FRBB), a fiscal agent of the U.S. Treasury, is offering the IPP service for use by Federal government agencies and their suppliers at no charge. The IPP facilitates the conversion of paper-based processes to electronic interactions by providing a Web-based portal for easy data access at no charge to Agencies and their Suppliers. NOTE: The Internet Payment Platform (IPP) is the Department of the Interior (DOI) preferred method of submitting invoices for payment.

“Payment request” means any request for contract financing payment or invoice payment by the Supplier. To constitute a proper invoice, the payment request must comply with the requirements identified in FAR 32.905(b), “Payment Documentation and Process” and FAR 52.232-25.

Suppliers can enroll to access and use IPP for submitting requests for payment by going to the website at <https://www.ipp.gov/>. Supplier assistance with enrollment can be obtained by contacting the FBMS Customer Support Desk at 703-793-5575 or email FBMS_IPP@FBMS.doi.gov.

If your firm is unable to comply with using IPP for submitting invoices for payment due to lack of an account with a financial institution; a physical or mental disability; a geographic, language, or literacy barrier; or a financial hardship, then you must inform the contracting officer orally or in writing.

Exceptions

The following actions will be excluded from the use of IPP:

- Interagency agreements awarded to Federal suppliers.
- Grants and cooperative agreements disbursed through the Treasury Automated Standard Application for Payments (ASAP) System.
- Miscellaneous obligations.
- Leases (UPC Codes = X*****, Except X1991210).
- Obligations converted to FBMS from legacy systems.
- Zero dollar contracts issued from PRISM (e.g. IDIQ contracts, BPA's).
- PRISM awards using Charge Card for payment to vendors.
- Awards that are modified to add Alt Payee information.

Waiver Process

Beginning February 1, 2010, use of IPP for invoicing against FBMS-issued contracts will be mandatory, and contracting officers must obtain a waiver prior to awarding a new FBMS-issued contract action using alternate invoicing procedures. Waiver requests must be sent via email by the contracting officer to FBMS_IPP@FBMS.doi.gov, and these will be reviewed and approved by the Office of Acquisition and Property Management (PAM). Each waiver request must contain the vendor's name and DUNS (if available), contract type and total dollar value, and an explanation of how the purchase meets one of the conditions under which a waiver may be granted. Contracting officers may request a waiver from use of the IPP requirement based on one of the following conditions:

- **Condition 1.** An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that submission of invoices through IPP would impose a hardship due to either a physical or mental disability; a geographic, language, or literacy barrier; or a financial hardship.
- **Condition 2.** The requirement to submit invoices through IPP is automatically waived for all individuals who do not have payment capability using ACH with a financial institution.
- **Condition 3.** The political, financial, or communications infrastructure in a foreign country does not support access to IPP for submitting electronic invoices.
- **Condition 4.** The vendor is located within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to submission of invoices made within 120 days after the disaster is declared.
- **Condition 5.** The purchase is being made in support of emergency operations being conducted by DOI, or in support of contingency operations conducted by the Department of Defense.
- **Condition 6.** The submission of electronic invoices may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
- **Condition 7.** The agency does not expect to receive more than one invoice from the same vendor within a one-year period, i.e., the invoice submission is non-recurring, and the cost of submitting the electronic invoice exceeds the cost of submitting the invoice by mail.
- **Condition 8.** DOI's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless invoices are submitted by the vendor other than in electronic form through the IPP system.
- **Condition 9.** There is only one source for goods or services and the Government would be seriously injured unless invoicing by the vendor is permitted by means other than through the IPP system.
- **Condition 10.** The agency requiring invoicing through IPP does not have or loses the ability to process certain actions through IPP.

For those contracts/orders in which a waiver is granted by the PAM, the contracting officer must replace the IPP requirement with alternate invoicing procedures established by his or her bureau or office, or by specifying the mailing address of the payment office in Section G of the contract or in the appropriate block on the award form, so that the vendor may submit invoices by mail.

PAM will send notice of approved waivers to the FBMS Helpdesk. The FBMS team will maintain Vendor Master Data in FBMS showing the IPP status of each vendor. The vendor status will contain one of the following values:

- IPP (IPP – eligible)
- WVR (Waiver Approved)
- PLT (Pilot Vendor, IPP –registered)

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of this office on (202) 513-0747 or Tiffany_Schermerhorn@ios.doi.gov if you have any questions regarding this policy issuance. You may contact Dave Wunder at (303) 202-4035 or Dave_C_Wunder@ios.doi.gov of this office if you have any FBMS-related questions.

A handwritten signature in cursive script that reads "Debra E. Sonderman".

Debra E. Sonderman, Director
Office of Acquisition and Property Management