United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 5 - 2013

Department of the Interior Acquisition Policy Release (DIAPR) 2011-04, Amendment 4

Subject: Invoice Processing Platform (IPP) – Treasury Electronic Invoicing System

References: Federal Acquisition Regulation Subpart 32.9 – Prompt Payment

1. **Purpose**: This DIAPR amendment revises Departmental policy regarding the use of special electronic invoicing requirements in awards issued using FBMS. This DIAPR amendment supersedes DIAPR 2011-04, Amendment 2, Internet Payment Platform (IPP) – Treasury Electronic Invoicing System.

2. **Effective Date**: Upon signature.

3. **Expiration Date:** No expiration unless cancelled or superseded.

4. **Background and Explanation:** The Department of the Interior (DOI) Financial and Business Management System (FBMS) is implementing the U.S. Department of the Treasury IPP System. The IPP is the electronic invoicing solution for FBMS.

This DIAPR amendment provides a revised local clause for Department-wide FBMS use that requires contractors to use the Treasury IPP system for submitting electronic invoices, a standard form to be used for requesting waivers from use of IPP, and an updated exclusion list.

5. **Action Required**:

Use of the IPP Requirement in Solicitations and Contracts

Contracting officers (COs) must include the following DOI Local Clause - Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (April 2013) in all new solicitations and contracts issued using FBMS.

Contracting officers must modify existing Indefinite-Delivery Vehicles (IDVs - task and delivery order contracts and blanket purchase agreements) against which orders may be issued through FBMS to include the local clause, through a bilateral supplemental agreement, to the maximum extent practicable. Contracts that contain an earlier version of the IPP local clause are not required to be modified to include the previous version. When modifying IDVs to include the IPP clause, the CO should provide any special instructions regarding use of IPP and/or the existing invoicing process to the contractor in the modification document (i.e., situations in which the contractor must use the existing invoicing process for existing orders, but must use IPP for orders awarded after a specific date, such as 10/1/2012 for Deployment 7 bureaus.) The FBMS team will provide more information to bureaus on how their deployments impact use of IPP.

Contracting officers must include the local clause in Section G of solicitations and contracts on which the Uniform Contract Format is used, or in the clause section as appropriate to the acquisition if another contract format is used. The IPP local clause will be uploaded into FBMS for insertion into solicitations and contracts. This requirement is to be used in addition to any required and/or applicable invoicing and payment clauses.

Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (April 2013)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice *[CO to edit and include the documentation required under this contract]*:

_____
_____
_____
_____
_____

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) prior to the contract award date, but no more than 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

Exceptions

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

- Relocation Services Contracts (UPC Code = V3010100).
- Utility POs with one of the following UPC Codes (S1110000, S111000E, S1110001, S11100W1, S1120000, S112000E, S1120001, S11200W1, S1140000, S114000E, S1140001, S11400W1, S1190000, S119000E, S1190001, or S11900W1)
- Interagency agreements awarded to Federal suppliers.
- Grants and cooperative agreements disbursed through the Treasury Automated Standard Application for Payments (ASAP) System.
- Obligations converted to FBMS from legacy systems, excluding obligations converted from the NBC AQD Herndon office.
- PRISM awards using Charge Card for payment to vendors.
- POs awarded to a vendor without a Tax Identification Number (TIN), Employee Identification Number (EIN), or Social Security Number (SSN).

Waiver Process

Use of IPP for invoicing against FBMS-issued awards is mandatory, and contracting officers must obtain a waiver prior to awarding a new FBMS-issued award (contract or order) using alternate invoicing procedures. Waiver requests must be submitted to the FBMS Help Desk. Each waiver request must be submitted on the attached DOI EFT/IPP Waiver Request Form. This form may be modified only for the purpose of accommodating additional approval levels when required by the bureau or office.

For those contracts/orders in which a waiver is granted, 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.

The CO or Requestor must provide the vendor with a copy of the signed waiver form. The signed form will serve as notification to the vendor of the IPP waiver approval and when the approval will expire or notification that the IPP waiver was rejected.

Please disseminate this guidance within your bureau. It will also be available on the web at http://www.doi.gov/pam/programs/acquisition/diapr.cfm. You may contact David Carter of this office on (202) 513-7544 or David_Carter@ios.doi.gov if you have any questions regarding this policy issuance. You may contact Rebecca Reilly at (703) 793-5081 or Rebecca_Reilly@fbms.doi.gov if you have any FBMS-related questions.

Debra E. Sonderman

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

Attachment

DOI IPP Waiver Request Form v7

The Department of the Interior's (DOI) Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) local clause requires invoices to be submitted electronically via the IPP for all new awards created via PRISM. Waivers to this requirement may be granted under the conditions described below.

Instructions:

Complete the explanation section and all information fields below. The explanation must detail the hardship the vendor will experience if required to submit invoices via IPP. Incomplete forms will be returned to the requestor for completion. Note - if approved, this will result in an IPP waiver for the individual vendor record, expiring 2-years from approval date unless otherwise noted. Once complete, click "File, Save As", rename the file, then click "Save." Then, submit via an FBMS Help Desk Ticket.

Requestor must complete all fields in this section: (If you need more space, continue on a separate sheet, please be advised that this request & all supplemental documents must also be signed & dated.)

Explanation of Waiver Request (Explain how the condition marked was met)

Vendor Detail

Vendor Name (As shown in FBMS):

Vendor Address:

DUNS: **Vendor Number:**

New/Current/In-Progress Award Detail

Award # (If awarded): **Award Contracting Officer:**

Award Total Dollar Value: **Award Type:**

Award Description:

Requestor Information

Bureau: **Title:** **Name:**

Phone Number: **Email:** **Date:**

To be completed by the DOI PAM office

Action: Approved ☐ Rejected ☐ **Waiver Expiration Date:**

Title: Procurement Analyst, Office of Acquisition and Property Management

Name: **Date:**

Signature:

Rejection Explanation: