Subject: IMPORTANT: IPP Invoicing Information/Dates for FY17 Year End

Please read the following reminder sent today to all Department of Interior Vendors; especially the bottom portion that is relevant to you, as an Aviation Vendor.

To our Valued Vendors:

As the end of FY17 quickly approaches, there are important dates to keep in mind regarding submission of your invoices into IPP. Our internal financial management system will be unavailable during year-end activities (starting September 22). During this time, IPP will be available to accept invoices, but payments may not be processed until our financial system is back online for FY18.

We encourage you to submit your invoices into IPP by September 20, 2017, for review and payment prior to year-end financial system unavailability.

Proper invoices submitted prior to September 20th, will most likely be paid prior to year-end close, provided all approvals are obtained.

Proper invoices entered in IPP after September 20th, will remain in IPP until our internal financial system is back online. Payments will resume when the system is available, approximately October 12th.

If you have any questions, please feel free to email us at aqdinvoicing@ibc.doi.gov

**Aviation Vendors**

IPP will be available to accept invoices and AIRS will be available to accept AURs, but payments may not be processed until our financial system is back online for FY18.

We encourage you to submit your non-fleet aviation invoices into IPP (and their associated AURs into AIRS) by Friday, September 8, for review and payment prior to year-end financial system unavailability.

Proper invoices submitted after September 8 but before Thursday September 21, will likely be paid prior to year-end close, provided the AUR is complete and all Government approvals are obtained. Priority for processing will be first-in, first-out.

Invoices submitted on September 21 or after will remain in IPP until our internal financial system is back online. Payments will resume when the system is available, approximately October 12th.

NOTE - Since both portals will be up for you but not for us, if you wish to "get the jump" on the review of your AUR for pre-funded orders/flight, we will be establishing an email box to send your AUR summary and attachments directly to. It will allow our staff to pre-review your AUR and give it priority processing at Go Live. Please advise your staff to watch for further communication directly from the AIRS Help Desk.