DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health
Bethesda, Maryland 20892

www.nih.gov

April 22, 2022

To: Contractors/Vendors Identified in Attachment 1

From: Head of the Contracting Activity, National Institutes of Health (NIH).
Director, Office of Acquisition and Logistics Management

Subject: NIH Implementation of the Department of Treasury's Invoice Processing Platform (IPP) Electronic Invoicing System – Second Group (Wave 2)

The NIH is in the process of implementing a phased transition to a **new** electronic invoicing system. The Invoice Processing Platform (IPP) is a secure, Web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service in partnership with the Federal Reserve Bank of St. Louis (FRSTL). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency.

Under NIH's phased transition approach, this letter serves as notification that your company/organization is part of NIH's second group of contractors/vendors transitioning to IPP electronic invoicing effective **June 21, 2022**. This notification only applies to NIH awards with your company/organization.

What Does This Mean For You?

Prior to June 21, 2022, all NIH awards to your company/organization will be individually modified to incorporate the new IPP invoicing language. You will receive a bi-lateral award modification from your NIH Contracting Officer with the new IPP invoicing language.

Invoicing Cut-Off Dates

Effective June 21, 2022, the NIH Office of Financial Management (OFM) will no longer accept electronic invoices from your company/organization.

- Any proper invoice received **before/on** June 20, 2022, will be processed by the NIH OFM.
- All invoices received by the NIH OFM **on/after** June 21, 2022, will be automatically returned, and must be resubmitted using IPP.

Effective June 21, 2022, all invoices under NIH awards from your company/organization **must** be submitted using IPP.

Contract Modifications

The invoice language currently stated in your NIH awards will be replaced, via a bi-lateral modification, with the following invoicing instructions effective June 21, 2022. ***This contractual modification will be provided separately by your NIH Contracting Officer.***

This award is hereby modified to incorporate HHSAR 352.232-71 Electronic Submission of Payment Requests in full text and provide instructions for the transition from the NIH Office of Financial Management (OFM) electronic invoice submission to the Department of Treasury's Invoice Processing Platform (IPP).

The contractor/vendor shall use the existing NIH OFM electronic invoice submission process for invoices submitted **on or before** June 20, 2022. Any proper invoice received by the NIH OFM on or before June 20, 2022, will be processed for payment. Effective June 21, 2022, all invoices must be submitted using IPP. The NIH OFM electronic invoicing instructions are no longer applicable to this award on or after June 21, 2022.

All IPP invoices must contain a Unique Entity Identifier (UEI) which is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.

If this award is a parent indefinite delivery vehicle or a Blanket Purchase Agreement (BPA) Set-Up, then HHSAR 352.232-71 applies to all task/delivery orders or BPA calls issued under this award.

HHSAR 352.232-71 Electronic Submission of Payment Requests (FEBRUARY 2, 2022)

(a) Definitions. As used in this clause—

Payment request means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), "Content of Invoices" and the applicable Payment clause included in this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Department of Treasury Invoice Processing Platform (IPP) or successor system. Information regarding IPP, including IPP Customer Support contact information, is available at *www.ipp.gov* or any successor site.

(c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with HHS procedures.

(d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer's written authorization with each payment request.

(**End of Clause)**

Action to Take

Since your company/organization is already registered to use IPP, you will not be required to re-register. Please contact your company's IPP point of contact to request access to your IPP Collector. Starting June 21, 2022, please submit your invoices via the IPP system.

Contractor/Vendor Training

Contractor/vendor training materials, including a first-time login tutorial, are available on the IPP.gov website. Once you have logged in to the IPP application, you will have access to user guides that provide step-by-step instructions for all IPP capabilities, ranging from creating and submitting an invoice to setting up email notifications. Live webinars are held monthly and provides a great opportunity to learn the basic of the system and to call in and ask the IPP team questions about the IPP application.

- Next webinar scheduled for May 12, 2022 (11AM – 12PM ET)
- Webinar schedule posted at https://www.ipp.gov/vendors/training-vendors

Individuals within your company/organization responsible for submitting invoices should review these materials before using IPP.

Contractor/Vendor Updates and Communications

Please monitor the Office of Financial Management (OFM) Customer Service page (https://ofm.od.nih.gov/Pages/Customer-Service.aspx) for additional information throughout the rollout period.

The Office of Acquisition and Logistics Management (OALM) is in the process of establishing a new OALM IPP web site that will provide additional NIH-specific IPP information. You will be notified when this website is available.

Additional Support

IPP Phone support is available Monday through Friday from 8:00 am to 6:00 pm ET. The IPP Customer Support team is available during this time to provide user assistance and to answer any questions related to the IPP application. Questions about the IPP application can also be emailed to IPPCustomerSupport@fiscal.treasury.gov.

IPP frequently asked questions are located on the Vendor FAQ page on the IPP.gov Web site.

IPP enrollment questions should be directed to the IPP Customer Support Helpdesk via email: IPPCustomerSupport@fiscal.treasury.gov or by phone: (866) 973-3131.

Contract-specific questions should be directed to the NIH Contracting Officer for that specific award.

Questions concerning NIH's implementation of IPP that cannot be addressed as noted above should be directed to the IPP e-Invoicing Project Team at NIHe-InvoicingInitiative@mail.nih.gov.

NIH is providing this notification to each company/organization's SAM.gov and IPP Points of Contact (POC). You are listed as one or both POCs for these systems. If you feel you have received this letter in error, please forward this letter to the proper contact within your company/organization.

To help with your company/organization's transition to IPP, please ensure that your SAM.gov record does not expire and reflects accurate POC names.

Thank you again.

Diane J. Frasier -S

Digitally signed by Diane J. Frasier -S
Date: 2022.04.22 16:49:39 -04'00'

Diane J. Frasier

Attachment 1: List of IPP Wave 2 Contractors/Vendors