August 18, 2022

To: Contractors/Vendors Identified in Attachment 1

From: Head of the Contracting Activity, National Institutes of Health (NIH)

Subject: NIH Implementation of the Department of Treasury’s Invoice Processing Platform (IPP)
Electronic Invoicing System – Third Group (Wave 3)

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 third group of contractors/vendors transitioning to IPP electronic invoicing effective October 11, 2022. This notification only applies to NIH awards with your company/organization.

What Does This Mean For You?

Prior to October 11, 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 October 11, 2022, the NIH Office of Financial Management (OFM) will no longer accept electronic invoices from your company/organization.

- Any proper invoice received by the NIH OFM before/on October 10, 2022, will be processed for payment.
- All invoices received by the NIH OFM on/after October 11, 2022, will be automatically returned, and must be resubmitted using IPP.

Effective October 11, 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 October 11, 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). Information concerning NIH's transition to IPP is located at https://oalm.od.nih.gov/IPP.

The contractor/vendor shall use the existing NIH OFM electronic invoice submission process for invoices submitted before/on October 10, 2022. Any proper invoice received by the NIH OFM before/on October 10, 2022, will be processed for payment. Effective October 11, 2022, all invoices must be submitted using IPP. The NIH OFM electronic invoicing instructions are no longer applicable to this award on/after October 11, 2022.

It is the Contractor/Vendor’s responsibility to periodically check the OALM IPP website at https://oalm.od.nih.gov/IPP for important IPP information/updates and be prepared to transition to IPP on the designated transition date. Questions concerning the transition to IPP should be directed to NIH-IPP invoicing@mail.nih.gov. Questions concerning this award should be directed to the NIH Contracting Officer.

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 award or a Blanket Purchase Agreement Set-Up, then HHSAR 352.232-71 applies to all task/delivery orders or Blanket Purchase Agreement 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)
**Actions to Take**

Since your company/organization is already registered to use IPP, you are not required to re-register. Please contact your company’s IPP point of contact (POC) to request access to your IPP Collector.

Please do the following as soon as possible:

- Ensure your company/organization’s IPP POC is accurate, your IPP POC can log into IPP, and your IPP POC password remains active.
- Please contact the IPP Help Desk to make changes to your IPP POC or if you experience log-in issues. The IPP website is [https://www.ipp.gov](https://www.ipp.gov).
- **NOTE:** It is important that Vendors can log into IPP prior to their IPP transition date to avoid delays in submitting invoices due to IPP access issues. NIH as an agency and NIH awards will appear in IPP after your company/organization has transitioned to IPP.
- Ensure that your company/organization’s SAM.gov account does not expire and that your SAM.gov point of contact is accurate and up-to-date.

Continually check the Office of Acquisition and Logistics Management (OALM) IPP website at [https://oalm.od.nih.gov/IPP](https://oalm.od.nih.gov/IPP) for updates and important information.

Starting October 11, 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](https://www.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 provide a great opportunity to learn the basics of the system and to call in and ask the IPP team questions about the IPP application.

- Next webinar scheduled for September 8, 2022 (11AM – 12PM ET)
- Webinar schedule posted at [https://www.ipp.gov/vendors/training-vendors](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 continue to monitor the Office of Acquisition and Logistics Management (OALM) IPP website for additional NIH-specific IPP information as well as a link to sign-up for OALM IPP Alerts. [OALM Invoice Processing Platform (IPP) Information | Office of Management (nih.gov)]

**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.

Thank you again.

Diane J. Frasier
Head of the Contracting Activity, NIH

Attachment 1: List of IPP Wave 3 Contractors/Vendors