To: Contractor/Vendor Identified in Attachment 1  
From: Head of the Contracting Activity, NIH  
Date: February 2, 2022  
Subject: NIH Implementation of the Department of Treasury’s Invoice Processing Platform (IPP)  
Electronic Invoicing System – First Group

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 first group of contractors/vendors transitioning to IPP electronic invoicing effective March 21, 2022. This notification only applies to NIH awards with your company/organization.

**What Does This Mean For You?**

Prior to March 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. This modification must be executed before IPP invoicing can be used under that individual award.

**Invoicing Cut-Off Dates**

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

- Any proper invoice received **before/on** March 11, 2022 will be processed by the NIH OFM.
- **Note:** March 12, 2022 through March 20, 2022 is the transition of contractor/vendor accounts from NIH to IPP. No invoices can be processed during this time period. Please plan accordingly as you submit invoices in March 2022.
- All invoices received by the NIH OFM **after** March 11, 2022 will be returned automatically and must be resubmitted using IPP.

Effective March 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 (see Attachment 1) will be replaced, via a bi-lateral modification, with the following invoicing instructions (or substantially similar language) effective March 21, 2022. This contractual modification will be provided separately by your Contracting Officer.

*Start of Contract Clause

Electronic Submission of Payment Requests (DATE TBD)

(a) Definitions. As used in this clause—

(1) “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 Contract Clause

Action to Take:

If you are already enrolled in IPP:

If your company/organization is already registered to use IPP, you will not be required to re-register. Starting March 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 February 10, 2022
- 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 Customer Service page [https://ofm.od.nih.gov/Pages/Customer-Service.aspx](https://ofm.od.nih.gov/Pages/Customer-Service.aspx) for additional information throughout the rollout period.

**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.

If you feel you have received this letter in error, please forward this letter to the proper contact within your company/organization.

Each company/organization has a SAM.gov Point of Contact (POC). Please ensure that your company/organization SAM.gov POC is aware of this change.

Thank you again.

Diane J. Frasier -S

[Signature]

Digitally signed by Diane J. Frasier -S
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