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 NOT already enrolled in IPP:

If your company/organization is not registered to use IPP, you are receiving this email as a point
of contact for your company. You will receive a series of emails from Treasury services.

- The first email will have your IPP Logon ID and a link to the IPP application.
- A second email, which will be sent within 24 hours of the first email, contains an IPP
  password.
- You must log in with the temporary password within 30 days

Additional user accounts including administrators can be created after initial login. Registration
is complete when the initial administrative user logs into the IPP web site with the User ID and
password provided and accepts the rules of behavior.

Please add the following email addresses to your address book so you do not disregard these
emails or mistake them for spam.

IPP Enrollment Email Address: ipp.noreply@mail.eric.twai.gov
**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](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**


**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](https://www.ipp.gov) 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

Diane J. Frasier

Digitally signed by Diane J. Frasier -S
Date: 2022.02.02 12:35:48 -05'00'