



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

SEP - 2 2011

## Department of the Interior Acquisition Policy Release (DIAPR) 2011-04, Amendment 2

Subject: **Internet Payment Platform (IPP) – Treasury Electronic Invoicing System**

References: **Federal Acquisition Regulation Subpart 32.9 – Prompt Payment**

### 1. **Purpose:**

This DIAPR amendment revises Departmental policy regarding the use of special electronic invoicing requirements in awards issued using FBMS. This DIAPR amendment supersedes DIAPR 2011-04, Amendment 1, Internet Payment Platform (IPP) – Treasury Electronic Invoicing System.

### 2. **Effective Date:**

Upon signature.

### 3. **Expiration Date:**

No expiration unless cancelled or superseded.

### 4. **Background and Explanation:**

The Department of the Interior (DOI) Financial and Business Management System (FBMS) is implementing the U.S. Department of the Treasury IPP System. The IPP is the electronic invoicing solution for FBMS.

This DIAPR amendment provides a revised local clause for Department-wide FBMS use that requires contractors to use the Treasury IPP system for submitting electronic invoices, and a standard form to be used for requesting waivers from use of IPP.

### 5. **Action Required:**

#### **Use of the IPP Requirement in Solicitations and Contracts**

Contracting officers (COs) must include the following DOI Local Clause - Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) (September 2011) in all new solicitations and contracts issued using FBMS.

Contracting officers must modify existing Indefinite-Delivery Vehicles (IDVs - task and delivery order contracts and blanket purchase agreements) against which orders may be

issued through FBMS to include the local clause, through a bilateral supplemental agreement, to the maximum extent practicable. Contracts that contain an earlier version of the IPP local clause are not required to be modified to include the September 2011 version. When modifying IDVs to include the IPP clause, the CO should provide any special instructions regarding use of IPP and/or the existing invoicing process to the contractor in the modification document (i.e., situations in which the contractor must use the existing invoicing process for existing orders, but must use IPP for orders awarded after a specific date, such as 10/1/2011 for Deployment 6 bureaus.) The FBMS team will provide more information to bureaus on how their deployments impact use of IPP.

Contracting officers must include the local clause in Section G of solicitations and contracts on which the Uniform Contract Format is used, or in the clause section as appropriate to the acquisition if another contract format is used. The IPP local clause will be uploaded into FBMS for insertion into solicitations and contracts. This requirement is to be used in addition to any required and/or applicable invoicing and payment clauses.

**Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) (September 2011)**

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice [*CO to edit and include the documentation required under this contract*]:

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The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in CCR) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email [ippgroup@bos.frb.org](mailto:ippgroup@bos.frb.org) or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

### Exceptions

The following actions will be excluded from the use of IPP:

- Relocation Services Contractors (UPC Code = V3010100).
- Interagency agreements awarded to Federal suppliers.
- Grants and cooperative agreements disbursed through the Treasury Automated Standard Application for Payments (ASAP) System.
- Obligations converted to FBMS from legacy systems, excluding obligations converted from the NBC AQD Herndon office.
- PRISM awards using Charge Card for payment to vendors.
- PRISM awards with an approved EFT waiver (e.g., foreign vendors paid via check instead of ACH).

### Waiver Process

Use of IPP for invoicing against FBMS-issued awards is mandatory, and contracting officers must obtain a waiver prior to awarding a new FBMS-issued award (contract or order) using alternate invoicing procedures. Waiver requests must be sent via email to [FBMS\\_IPP@FBMS.doi.gov](mailto:FBMS_IPP@FBMS.doi.gov). Each waiver request must be submitted on the attached DOI IPP Waiver Request Form. This form may be modified only for the purpose of accommodating additional approval levels when required by the bureau or office.

For those contracts/orders in which a waiver is granted, the contracting officer must replace the IPP requirement with alternate invoicing procedures established by his or her bureau or office, or by specifying the mailing address of the payment office in Section G of the contract or in the appropriate block on the award form, so that the vendor may submit invoices by mail.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of this office on (202) 254-5517 or [Tiffany\\_Schermerhorn@ios.doi.gov](mailto:Tiffany_Schermerhorn@ios.doi.gov) if you have any questions regarding this policy issuance. You may contact Dave Wunder at (303) 202-4035 or [Dave\\_C\\_Wunder@ios.doi.gov](mailto:Dave_C_Wunder@ios.doi.gov) of this office if you have any FBMS-related questions.



Debra E. Sonderman, Director  
Office of Acquisition and Property Management

Attachment

## IPP Waiver Request Form

The Department of the Interior's (DOI) Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) (September 2011) clause requires invoices to be submitted electronically via the Internet Payment Platform (IPP). Waivers to this requirement may be granted under the conditions described below. Please mark the condition that applies and complete the information requested at the bottom. Once complete, submit to the FBMS IPP Team via email: [FBMS\\_IPP@fbms.doi.gov](mailto:FBMS_IPP@fbms.doi.gov). This form may be completed electronically and submitted in Microsoft Word format.

### Waiver Requests for Hardship

Condition 1  An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that submission of invoices through IPP would impose a hardship due to either a physical or mental disability; a geographic, language, or literacy barrier; or a financial hardship. The requirement to submit invoices through IPP is automatically waived for all individuals who do not have payment capability using ACH with a U.S. financial institution.

### Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

Condition 2  The political, financial, or communications infrastructure of a foreign country does not support access to IPP for submitting invoices electronically.

Condition 3  The vendor is located within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to submission of invoices made within 120 days after the disaster is declared.

Condition 4  The submission of invoices electronically may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.

Condition 5  The contract terms allow for a Foreign Vendor to invoice and be paid in foreign currency.

Condition 6  The purchase is being made in support of emergency operations being conducted by DOI or in support of contingency operations conducted by the Department of Defense and the conditions prevent the invoice from being submitted electronically. Include the following information:  
Award Number: \_\_\_\_\_ Award Type: \_\_\_\_\_  
Award Total Dollar Value: \_\_\_\_\_  
Award Description: \_\_\_\_\_

### Waiver Requests for Non-Recurring Payments, Public Expedience, or Financial Hardship

Condition 7  The agency does not expect to receive more than one invoice from the same vendor within a one-year period, i.e., the invoice submission is non-recurring.

Condition 8  DOI's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless invoices are submitted by the vendor other than in electronic form through the IPP system; or, there is only one source for goods or services and the Government would be seriously injured unless invoicing by the vendor is permitted by means other than through the IPP system. Include the following information:  
Award Number: \_\_\_\_\_ Award Type: \_\_\_\_\_  
Award Total Dollar Value: \_\_\_\_\_  
Award Description: \_\_\_\_\_

### Explanation of Waiver Request (Please explain how the condition marked was met.)

\_\_\_\_\_  
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Vendor Name: \_\_\_\_\_ DUNS: \_\_\_\_\_

Requestor Name: _____ Requestor Phone Number: _____	<i>Leave Approval Field Blank.</i> Approved: _____
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