

Special Notice – Department of the Interior (DOI) Electronic Invoicing Requirement

The U.S. Department of the Treasury's Financial Management Service (FMS), in partnership with the Federal Reserve Bank of Boston (FRBB), a fiscal agent of the U.S. Treasury, is offering the Internet Payment Platform (IPP) service for use by Federal government agencies and their suppliers. The IPP is a new service provided by the FMS to assist DOI and its vendors in streamlining the order-to-pay process.

Beginning May 1, 2011, the Department of the Interior (DOI) will require the use of IPP for the electronic submittal of invoices and exchange of payment information to its suppliers of goods and services. The use of IPP for submittal of invoices is a mandatory requirement for all **new** contract awards dated on/after May 1, 2011 with the following DOI Bureaus: Bureau of Land Management (BLM), Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE), Office of Surface Mining (OSM), and the United States Geological Survey (USGS).

Beginning on/after October 1, 2011, the U.S. Fish and Wildlife Service (FWS) and the DOI Departmental Offices – including the National Business Center (NBC) will require the use of IPP for the electronic submittal of invoices. This notice will be updated as the use of IPP is mandated throughout the remaining DOI bureaus. The remaining bureaus include: Bureau of Reclamation (BOR), National Park Service (NPS), and the Bureau of Indian Affairs (BIA).

The IPP is available through FMS at no cost to DOI vendors. The IPP enables vendors to create invoices directly from the contract award and submit invoices electronically to the DOI. The IPP also provides vendors on-line access to invoice status and payment information for all government payments; not only those invoiced via IPP, including offset and partial payments (replaces the PAID system). Please visit the IPP website at <https://www.ipp.gov/> for questions on the program, contact information, demonstrations, registration video and seminar schedules that you may attend. For IPP enrollment questions, please contact the IPP Helpdesk (866-973-3131) or email IPPgroup@bos.frb.org for assistance. For DOI-specific questions regarding the mandatory use of IPP, please email the DOI IPP Team at FBMS_IPP@FBMS.DOI.GOV.