

WHO'S USING IPP?

Dozens of federal agencies and tens of thousands of vendors already are achieving results.

For a growing list of agencies using IPP, please visit www.ipp.gov.

“IPP has streamlined and standardized the DOI’s invoicing process.”

– Becky Reilly, IPP Project Lead,
Department of the Interior

HOW DOES IPP DIFFER FROM COMPETITORS?

- It's available at no charge to federal agencies and their vendors.
- It's specifically designed for federal agencies with their input and tailored to government processes.
- It provides a secure, separate platform with standard processes to efficiently manage invoices.
- It's supported by the Treasury Department, which oversees all IPP enhancements and upgrades.
- It provides one system that allows vendors to transact with multiple federal agencies.
- It interfaces with all major financial systems via bulk file exchange.
- It provides detailed remittance information, making it easier for vendors to match payments to individual invoices.

“The support team has been outstanding. They’ve bent over backwards to help us.”

– Bob Deans, Manager of Financial Systems, Bureau of Engraving and Printing



ARE YOU STILL PROCESSING PAPER INVOICES?

WHAT SUPPORT SERVICES ARE AVAILABLE?

The IPP Team offers the following support services:

- Agency consultation, project management and training
- Customer service/help desk
- Application upgrades and enhancements
- Vendor enrollment analysis and management

Don't waste another minute chasing paper. Adopt IPP!

For more information, visit www.ipp.gov.

There's a better way.

The Invoice Processing Platform (IPP):

- Saves taxpayer dollars through more efficient invoice processing.
- Improves your financial management.
- Makes it easier to do business with government.



“Using IPP is like moving from paper checks to online banking—federal agencies can pay invoices faster using fewer resources.”

– Sheryl Morrow, Assistant Commissioner for Payment Management and Chief Disbursing Officer

The Invoice Processing Platform (IPP) is a secure, Web-based system that more efficiently manages government invoicing from purchase order (PO) through payment notification. The U.S. Department of the Treasury’s Financial Management Service offers IPP, which is available at no charge to federal agencies and their vendors, while the Federal Reserve Bank of Boston manages its implementation and operations.

WHY ADOPT IPP?

It saves time and money. With more efficient invoice processing, federal agencies can avoid Prompt Payment penalties while automating invoice collection, validation and approval workflows. Vendors can manage their receivables more easily using one system to transact with multiple agencies.

It improves financial management. IPP promotes standard processes to manage government invoices with increased controls and supports paperwork reduction initiatives.

It makes it easier for vendors to do business with government—and for federal agencies to transact with each other. IPP is configurable to support agency business rules and is complementary with agencies’ existing systems. It also provides a consolidated view of all transaction data—from PO to payment—in one place.

OTHER KEY BENEFITS

The Treasury Department estimates that by adopting IPP, the federal government can **reduce the cost of entering invoices and responding to invoice inquiries by \$450 million annually.** One federal agency reduced the cost of processing undisputed and disputed invoices by 46 percent and 26 percent, respectively.

IPP reliably supports high transaction volumes—**processing tens of thousands of POs and invoices and providing notification of millions of payments each year.**

IPP provides a secure platform for federal agencies and vendors to efficiently manage invoices outside agencies’ core financial systems.

HOW CAN IPP SIMPLIFY INVOICING?

IPP offers five modules federal agencies can adopt together, alone or in phases to achieve more efficient invoice processing:

- 1. Purchase Orders.** Agencies can upload POs to IPP from their business systems, notify vendors when they post a new PO and give vendors online access to POs, which results in greater visibility into all transaction data and documents associated with a PO.
- 2. Invoices.** IPP gives vendors multiple ways to submit invoices, such as by pre-populating invoices with data from POs within the system, creating invoices online without a PO or using electronic file submission. IPP then screens vendor invoices against agency business rules, automatically flagging any areas for correction that do not comply.
- 3. Workflow.** IPP automates and supports a sophisticated invoice approval process by offering multiple approval steps and options to delegate, reassign or escalate an invoice if it is not processed promptly.
- 4. Payment Notification Service.** Vendors can go online to check payment status, or choose to receive e-mails with a simple notification of payment or detailed remittance information. This service reduces payment status inquiries and enables vendors to more easily manage their receivables and match payments to specific invoices.
- 5. Intra-Governmental.** IPP supports more efficient buy/sell transactions between federal agencies by ensuring consistent communication between trading partners and providing visibility into each stage of the transaction.

WHAT ARE THE COMMON CONFIGURATIONS?

Thanks to IPP’s flexible architecture, federal agencies can select and implement the modules that best meet their business needs. As those needs evolve, agencies can adopt additional modules. Common configurations include:

- Payment Notification Service (PNS) only
- Purchase Orders (POs)/Invoices/Workflow/PNS
- Invoices/Workflow/PNS
- POs/Invoices/PNS
- Invoices only or with Workflow
- Intra-Governmental only or with any of the above configurations

WHAT ARE THE KEY IMPLEMENTATION STEPS?

FEDERAL AGENCIES

1. Schedule an initial consultation and complete an Agency Implementation Survey.
2. Sign an Agency Participation Agreement.
3. Establish a project team.
4. Conduct a kick-off meeting.
5. Begin project discovery and planning.
6. Select IPP modules.
7. Configure modules and implement interfaces.
8. Conduct quality assurance and user acceptance testing.
9. Invite vendors to enroll.
10. Go live!

VENDORS

1. Receive an invitation to enroll from a federal agency.
2. Complete online enrollment.
3. Start transacting via IPP.

It’s easy to adopt IPP.
For more information, visit
www.ipp.gov.

