



United States Department of the Interior

OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



MEMORANDUM

To: External CORs/COTRs
From: U.S. Department of the Interior – National Business Center
Acquisition Services Directorate (AQD)
Date: October 11, 2011
Subject: Transition to DOI's Mandatory E-Invoicing System

The Acquisition Services Directorate (AQD) – a shared service provider within the Department of the Interior's National Business Center (NBC) – is migrating to the Department of the Interior's enterprise-wide Financial and Business Management System (FBMS). We will also be implementing a new electronic invoicing tool, the Internet Payment Platform (IPP), as part of the transition.

Therefore, effective November 7, 2011, AQD will require the use of the Internet Payment Platform (IPP) for electronic invoice submittal, COR/COTR review, and documentation of the receipt and acceptance of goods and services. IPP will replace GovPay, the invoicing tool currently used by customers of AQD's Divisions I and II. As part of the migration process, current contracts being invoiced via GovPay will convert automatically to IPP.

Customers of other AQD locations, including Sierra Vista, Boise and Denver, will continue to process invoices against current contracts manually. Beginning October 1, 2011, invoices against new/future contracts and orders will be processed via IPP in accordance with this document.

The Internet Payment Platform (IPP) is a secure web-based electronic invoicing and payment information service made available to all Federal agencies and their vendors by the U.S. Department of Treasury's Financial Management Service. CORs/COTRs will receive an email message from Treasury's User Provisioning Service (UPS) with instructions on how to logon to IPP.

Registering with IPP

Registration invitations for IPP will be sent via email from the Treasury Web Applications Infrastructure (TWAI). In the upcoming weeks, **users (CORs/COTRs) will receive two emails from the Treasury UPS User Administration.** The first email will contain the IPP Logon ID. The second email, sent within 24 hours of receipt of the first email, will contain the password and instructions for logging into IPP. Please login to IPP when you receive the second email and change your password.

Please add the following email addresses to your address book so you do not disregard these emails or mistake them for spam. U.S. Treasury Email Address: twai.gov@mail.eroc.twai.gov

GovPay Retirement

Although vendors will no longer be able to submit invoices via GovPay, customers (CORs/COTRs) who are currently registered with the system will still be able to login and retrieve historical data (history of previous invoices, payments, etc). GovPay will remain available on-line for the next few months. After that, AQD will back-up and store all documents currently held in GovPay in case our customers should have a need to access any of the documents or information. For questions regarding the transition from GovPay to IPP, please email invoices@aqd.nbc.gov.

IPP Customer Support

The IPP Customer Support is available at (866) 973-3131 to assist users from 8:00 AM through 6:00 PM ET, Monday through Friday (excluding Federal holidays). Please visit the IPP website at <https://www.ipp.gov> for questions on the program. For DOI-specific questions regarding the mandatory use of IPP, please email the DOI IPP Team at fbms_ipp@fbms.doi.gov.