

## Determining a Contractor/Vendor's Invoice Processing Platform (IPP) Status

This Communication transmits updated guidance regarding how to determine a Contractor/Vendor's IPP status, and updated specific invoicing language for existing awards when a Contractor/Vendor has not transitioned to IPP regardless of mechanism. Specific language for new NBS PRISM awards regardless of mechanism, IPP PRISM Coding, and the OALM IPP Website information is also provided.

To determine if a Contractor/Vendor has transitioned to IPP, Buyers/Contracting Officers should use the NBS Vendor Site Helpful Lookup ([NBS Vendor Site Helpful Lookup \(nih.gov\)](https://nbs.vendor.site/helpfullookup.nih.gov)).

- If the “Vendor IPP Enabled = Yes” **and** “Vendor Site IPP Status = Matched”, then the Contractor/Vendor has transitioned to IPP and should be using IPP for invoicing [see below NBS Vendor Site Helpful Lookup screenshot using a Contractor/Vendor's Unique Entity Identifier (UEI) Number to search for the Contractor/Vendor's IPP Status].

**NBS Vendor Site Helpful Lookup**

Search For an NBS Vendor Site By:

Vendor Name:

Vendor Site Code/ Historical Vendor Site Code:

ADB/Legacy EIN:

NBS Vendor Number:

Vendor IPP Enabled:

Vendor Site IPP Status:

Reset Get Vendors

Search Results for ADB/Legacy EIN: [REDACTED]

Produced 1 NBS Vendor Site on 7/5/2022 4:20:28 PM

Vendor Name	NBS Vendor Number	Vendor IPP Enabled	Vendor Site Code	UEI Indicator	Historical Vendor Site Code	ADB/Legacy EIN	Vendor Type	Vendor Source	Inactive Date	ACH Banking Indicator	Bank Data Last Update Date	Partial NBS/ADB Supplier Site TIN/EIN	Partial ACH	Payme... Method	Letter of Credit PMS Enabled	Available in PRISM	Vendor Site Address	City	State	ZIP/PL... Code	Alterna... Vendor Name	CCR Indicator	Vendor Site IPP Status	Vendor Site IPP Last Update Date
[REDACTED]	[REDACTED]	YES	[REDACTED]	Y	[REDACTED]	[REDACTED]	VENDOR	VENDOR_SL...		N		[REDACTED]	CCR	EFT	N	Y	SILVER SPRING	MD	2091056...		Y	MATCHED	05/20/2022	

Vendor IPP Enabled = Yes

Vendor Site IPP Status = Matched

- If the “Vendor IPP Enabled” is Blank **and/or** “Vendor Site IPP Status = Eligible Not Matched” OR is Blank, then the Contractor/Vendor **has not** transitioned to IPP.
- If the Buyer/Contracting Officer cannot locate the vendor in NBS and the Buyer/Contracting Officer needs to Add a New Vendor in NBS in order to make the PRISM award, then the Contractor/Vendor will use IPP.

## Award Language:

Below are four (4) scenarios. Please review all scenarios to ensure that the correct award language is used.

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- **Scenario 1:** Document Generation System (DGS) is used; Contractor/Vendor has transitioned to IPP, or the Buyer/Contracting Officer needs to Add a New Vendor in NBS in order to make the award.
- **Scenario 2:** DGS is used; Contractor/Vendor has not transitioned to IPP.
- **Scenario 3:** DGS is not used; simplified acquisitions is used; Contractor/Vendor has transitioned to IPP, or the Buyer/Contracting Officer needs to Add a New Vendor in NBS in order to make the award.
- **Scenario 4:** DGS is not used; simplified acquisitions is used; Contractor/Vendor has not transitioned to IPP.

**NOTES:**

- For existing awards under Scenario 2 or Scenario 4 where the Contractor/Vendor has not transitioned to IPP, Buyers/Contracting Officers can add the appropriate below Scenario 2 or Scenario 4 IPP language to an in-progress or upcoming bi-lateral modification and in advance of OALM’s notification that a future Wave 3 through Wave 5 IPP modification is needed.
- The Contracting Officer is responsible for ensuring that the IPP information is accurately reflected in all awards. All IPP information must be reviewed in PRISM, FPDS reporting completed, the PRISM records validated, and all corrections made before the PRISM document is sent to the Contractor/Vendor for signature.

**Scenario 1: Include the below language in awards when:**

- Document Generation System (DGS) is used, and
- Contractor/Vendor has transitioned to IPP (“Vendor IPP Enabled = Yes” and “Vendor Site IPP Status = Matched”) or the Buyer/Contracting Officer cannot locate the vendor in NBS and needs to Add a New Vendor in NBS in order to make the award.
- Modifications incorporating the below HHSAR Clause must be bi-laterally executed using the SF30 form (Contractor/Vendor and Contracting Officer must sign the modification).

**Include the below HHSAR clause in full text under Article I.4.:**

**HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)**

(a) *Definitions.* As used in this clause—

*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](http://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 Clause)

## Scenario 2: Include the below language in awards when:

- Document Generation System (DGS) is used, and
- Contractor/Vendor has not transitioned to IPP ("Vendor IPP Enabled" is Blank and/or "Vendor Site IPP Status = Eligible Not Matched" OR is Blank)
- Modifications incorporating the below IPP language must be bi-laterally executed using the SF30 form (Contractor/Vendor and Contracting Officer must sign the modification). Existing awards can be bi-laterally modified to include the below IPP language in advance of OALM's notification that a future IPP modification is needed under Waves 3 through Waves 5.
- **Do not change the below language. Include the below language as an Advance Understanding:**

NIH is using a phased transition approach from the NIH Office of Financial Management (OFM) Electronic Invoice Submission instructions to the Department of Treasury's Invoice Processing Platform (IPP). This award will transition to IPP in the future. The Contractor/Vendor shall use the attached NIH OFM Electronic Invoice Submission Instructions until the contractor/vendor has transitioned to IPP as specified on the [OALM IPP website at https://oalm.od.nih.gov/IPP](https://oalm.od.nih.gov/IPP). It is the Contractor/Vendor's responsibility to periodically check the OALM IPP website and to be prepared to transition to IPP on the designated transition date. Questions concerning the transition to IPP should be directed to [NIH-IPPinvoicing@mail.nih.gov](mailto:NIH-IPPinvoicing@mail.nih.gov). Questions concerning this award should be directed to the NIH Contracting Officer.

All IPP invoices must contain a Unique Entity Identifier (UEI) which is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.

If this award is a parent indefinite delivery award or a Blanket Purchase Agreement Set-Up, then HHSAR 352.232-71 applies to all task/delivery orders or Blanket Purchase Agreement calls issued under this award.

**Include the below HHSAR clause in full text under Article I.4.:**

## HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)

(b) *Definitions.* As used in this clause—

*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](http://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 Clause)

**Include a copy of the NIH OFM Electronic Invoice Step-by-Step Submission instructions as an attachment to the award.**

### Scenario 3: Use the Invoice Instructions for Vendors who are in IPP when:

- Document Generation System is not being used
- Simplified Acquisition award is being made, and
- Contractor/Vendor has transitioned to IPP (“Vendor IPP Enabled = Yes” and “Vendor Site IPP Status = Matched”) OR the Buyer/Contracting Officer cannot locate the vendor in NBS and needs to Add a New Vendor in NBS in order to make the award.
- Modifications incorporating the IPP language must be bi-laterally executed using the SF30 form (Contractor/Vendor and Contracting Officer must sign the modification).

Please use the Invoice Instructions in the PRISM Library under Q1 or the attachment that is posted on [the ASRB SharePoint Site](#) for Vendors who are in IPP.

### Scenario 4: Use the Invoice Instructions for Vendors who have not yet transitioned to IPP when:

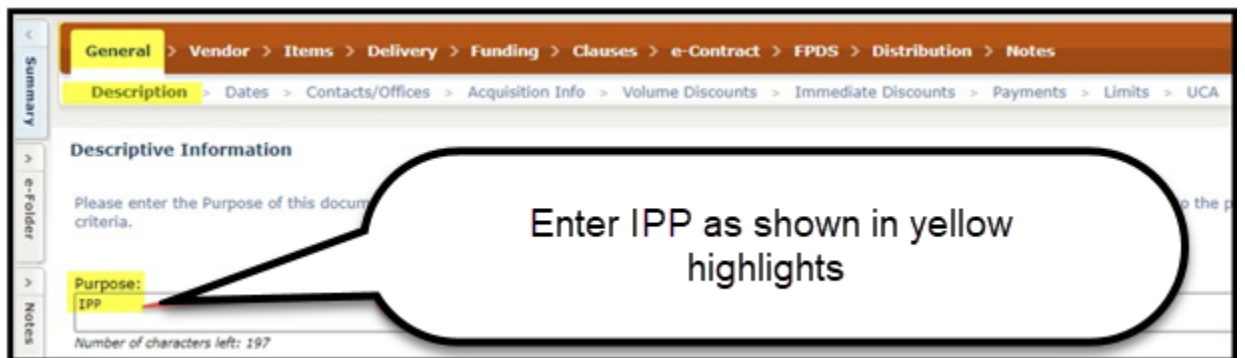
- Document Generation System is not being used
- Simplified Acquisition award is being made
- Contractor/Vendor has not transitioned to IPP (“Vendor IPP Enabled” is Blank and/or “Vendor Site IPP Status = Eligible Not Matched” OR is Blank)

- Modifications incorporating the IPP language must be bi-laterally executed using the SF30 form (Contractor/Vendor and Contracting Officer must sign the modification). Existing awards can be modified in advance of OALM’s notification that a future IPP award is needed under Waves 3 through Waves 5.

Use the Invoice Instructions in the PRISM Library under Q2 or the attachment that is posted on [the ASRB SharePoint Site](#) for Vendors who have not yet transitioned to IPP.

### IPP Coding in NBS PRISM under the General Description TAB:

Buyers **must** enter “IPP” as the first three characters in Purpose Field as shown below so that OALM can track completed IPP actions. Any other data in this field must follow “IPP”.



### OALM IPP Website:

Information concerning the transition to IPP is located on the OALM IPP website at [OALM Invoice Processing Platform \(IPP\) Information | Office of Management \(nih.gov\)](#). Please provide this website information to your Contractors/Vendors.