

Please read this letter carefully. It contains important information about the upcoming transition to the Invoice Processing Platform (IPP).

This letter includes:

- ***Background information on IPP and its benefits***
- ***Schedule for the transition to IPP***
- ***Information on registering for IPP***
- ***IPP training and support information***

What is the Invoice Processing Platform (IPP)?

IPP is a secure, Web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service in partnership with the Federal Reserve Bank of Boston (FRBB). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency. Vendors may be invited to participate in IPP by a federal agency.

Among its array of capabilities, IPP:

- Enables federal agencies to upload purchase orders (POs), invoices, and payments.
- Provides a secure platform for federal agencies and vendors to efficiently manage invoices.
- Supports the Federal e-Government Act of 2002.
- Meets auditing and regulatory compliance standards.

Benefits of IPP

By using IPP, vendors can take advantage of the following benefits:

- Electronic submission and receipt of invoices
- Ability to log into IPP and view the status of submitted invoices
- Reduced data entry by vendor resources
- Ability to view electronic remittance information in support of the Prompt Payment Act

Important Dates to Remember

The Library of Congress plans to implement IPP on June 6, 2016. Vendors will be invited to participate on a pilot basis. Invoicing through IPP will be required of all contracts issued beginning October 1, 2016. This requirement does not apply to contracts with Congressional Research Service (CRS), National Library Service for the Blind and Physically Handicapped (NLS), and FedLink.

IPP Registration

IPP is open to any commercial vendor or independent contractor. Vendors may be invited to participate in IPP by a Federal agency.

Registration invitations are sent via email from the Treasury Web Applications Infrastructure (TWA) to the initial administrative IPP point of contact provided.

The initial administrative user will receive two emails from the Treasury UPS User Administration:

- The first email contains the initial administrative IPP User ID
- The second email, sent within 24 hours of receipt of the first email, contains a temporary password.

Please add the following email addresses to your address book so you do not disregard these emails or mistake them for spam.

Treasury Email Address: twai.gov@mail.ero.c.twai.gov

During registration, one initial administrative user account is created for your company. If your company uses multiple tax identification numbers (TINs), please let us know that when you respond to the data call. The initial administrative user is required to set up all other user accounts including other administrators. Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

If your company is already registered to use IPP, you will not be required to re-register.

Vendor Training

Vendor training materials, including a first time login tutorial, are available on the IPP.gov website. Once you have logged in to the IPP application, you will have access to user guides that provide step-by-step instructions for all IPP capabilities, ranging from creating and submitting an invoice to setting up email notifications.

Additional Support

Phone support for IPP is available Monday through Friday from 8:00 am to 6:00 pm ET. The IPP Customer Support team is available during this time to provide user assistance and to answer any questions related to the IPP application. Questions about the IPP application can also be emailed to IPPCustomerSupport@fms.treas.gov.

- For contract-specific questions, please contact your contracting officer at the number provided in your contract.
- For answers to frequently asked questions, visit the [Vendor FAQ](#) page on the IPP.gov Web site.

We appreciate your patience and participation as we make this transition. If you feel you have received this letter in error, please forward this to the proper contact within your company.

Thank you again.