To NOAA Contractors

Subject: NOAA Transition to the Invoice Processing Platform Electronic Invoicing System

Effective October 1, 2023, the National Oceanic and Atmospheric Administration (NOAA) will transition contractor payment requests to an electronic invoicing system. The Invoice Processing Platform (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 St. Louis (FRSTL). The IPP is available at no cost to commercial vendors and independent contractors doing business with NOAA. The IPP website address is https://www.ipp.gov.

Action to take:

If you are already enrolled in the IPP:

If your company is already registered to use the IPP, you will not be required to re-register. Upon implementation of NOAA's Business Applications Solution, invoices for the identified contract(s) must be submitted electronically through the IPP system.

If you are **NOT** already enrolled in the IPP:

If your company is not registered to use the IPP, when NOAA initiates the enrollment process, your point of contact in SAM.gov will receive registration instructions via email from ipp.noreply@mail.eroc.twai.gov. Please add ipp.noreply@mail.eroc.twai.gov to your address book so you do not disregard these instructions or mistake them for spam.

 You will receive two emails from the IPP Customer Support:

- The first email will contain an initial administrative IPP User ID.

- The second email will contain a temporary password. Vendors must log in with the temporary password within 30 days.

Contractors can create additional user accounts, including administrators, after initial login. Registration is complete when the initial administrative user logs into the IPP website using the initial administrative IPP User ID and temporary password and accepts the rules of behavior.

Vendor Training

Vendor training materials, including a first-time login tutorial, are available on the IPP.gov website. After logging in to the IPP application, users can access guides with step-by-step instructions for all IPP capabilities, including creating and submitting invoices and setting up email notifications. Monthly live webinars provide a great opportunity to learn system basics and ask the IPP team questions about the application.

Additional Support

For assistance with the application, IPP users can call the IPP Customer Support team at (866) 973-3131, Monday through Friday from 8:00 a.m. to 6:00 p.m. Eastern Time, or send an email to IPPCustomerSupport@fiscal.treasury.gov. Vendors can also find answers to frequently asked questions on the Vendor FAQ page of the IPP.gov website.