

Invoicing Processing Platform (IPP) Exception Request

Contractors must submit payment requests through the IPP, unless an exception is granted. Exceptions may be granted in the following circumstances. The Contractor must indicate which circumstance(s) apply and provide sufficient details to support the request. Upon completion, the Contractor must sign the Exception Request and submit it to the designated Contracting Officer.

Solicitation or Contract Number:

Exceptions Involving National Security, Natural Disasters, or Public Safety

Submitting invoices through the IPP may pose a threat to national security, endanger the life or physical safety of an individual, or compromise a law enforcement action.

The Contractor is located within an area designated by the President of the United States or an authorized agency administrator as a disaster area. This exception is limited to invoices submitted within 120 days after the disaster is declared.

The purchase is being made in support of emergency or contingency operations being conducted by the agency and the conditions prevent the invoice from being submitted through the IPP.

Exceptions Involving Unusual and Compelling Urgency

The agency's need for goods and services is of such urgency that the Government would be seriously injured if invoices are submitted through the IPP; or there is only one source for goods or services and the Government would be seriously injured unless invoicing by the vendor is permitted by means other than through the IPP.

Exceptions Involving Foreign Companies

The political, financial, or communications infrastructure of a foreign country does not support access to the IPP. **NOTE:** Contracts that authorize payment in a foreign currency are exempt from the requirement to use the IPP; no additional exception is required.

Other - Describe in detail

Detailed Explanation and Documentation to Support the Contractor's Request for Exception:

Company Name and Address:

Signature of Employee Authorized to Submit Request on behalf of the Contractor

Signer's Typed Name and Title:

Date Signed: