



# D.C. Courts IPP

Budget & Finance Division  
By Nadiuska Pringle  
6/26/2018

# Agenda

- Background and Requirements
- Process Details
- Invoice Demo
- Oracle I-Procurement Users

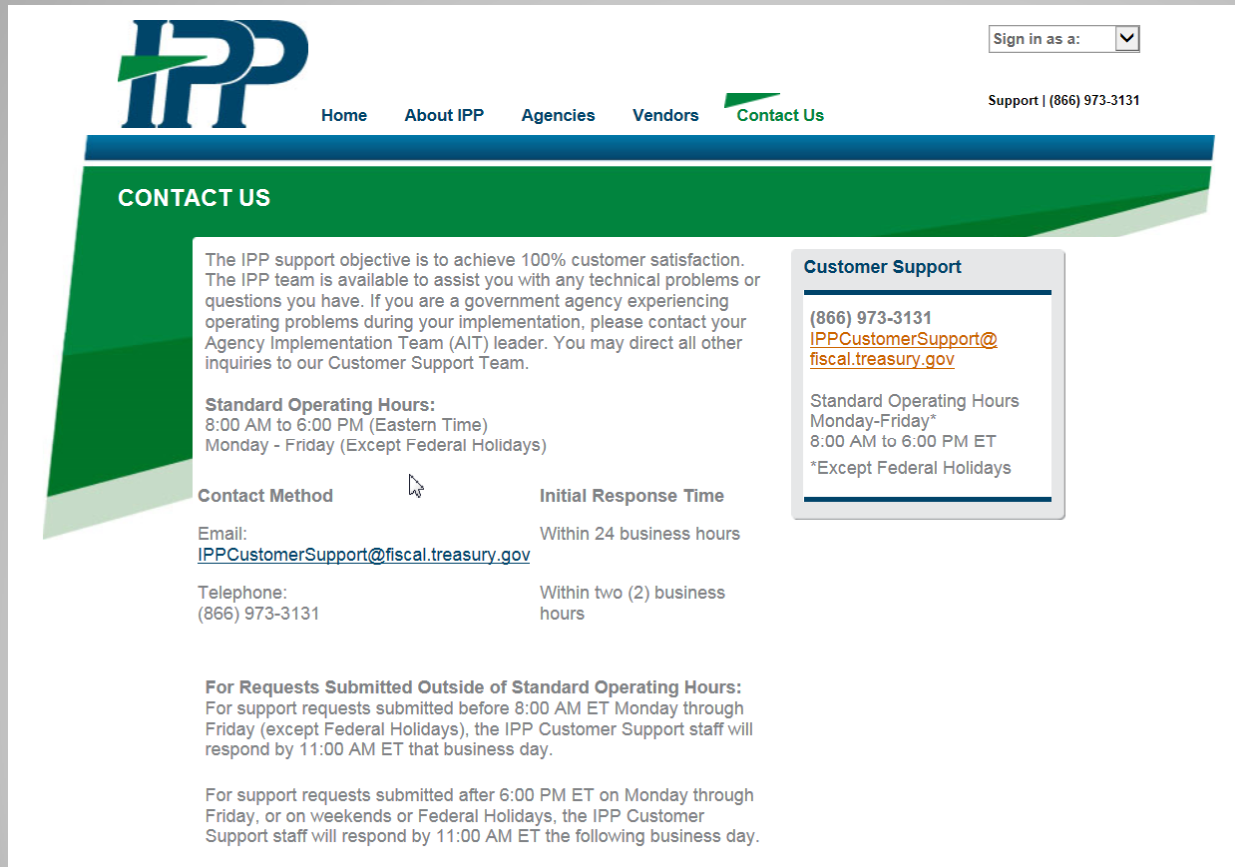
# Background

- The Office of Management and Budget (OMB) mandates e-invoicing by the end of 2018
- All Suppliers (commercial and independent vendors) must be registered in the System for Award Management (SAM) per FAR 4.1102 in order to participate in IPP (Invoice Processing Platform)
- D.C. Courts fully implemented IPP on June 8, 2018

# IPP Requirements

- Suppliers must have a current and active PO/CO/award in order to register in IPP.
- All Suppliers must be SAM registered and enroll in IPP.
- Any questions, by Supplier, related to the IPP registration process should be directed to IPP at [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov) or 866-973-3131
- Any questions related to D.C. Courts IPP process should be directed to 202-879-5541

# IPP Contact Information



The screenshot shows the IPP website's contact page. At the top left is the IPP logo. To its right is a navigation menu with links for Home, About IPP, Agencies, Vendors, and Contact Us. Further right is a 'Sign in as a:' dropdown menu and a 'Support | (866) 973-3131' link. The main content area has a green header with 'CONTACT US' in white. Below this is a paragraph explaining the support objective. To the right is a 'Customer Support' box containing contact details and hours. Below the paragraph is a table with 'Contact Method' and 'Initial Response Time' columns. At the bottom are two paragraphs about requests submitted outside standard hours.

**IPP** Home About IPP Agencies Vendors **Contact Us** Sign in as a:   
Support | (866) 973-3131

## CONTACT US

The IPP support objective is to achieve 100% customer satisfaction. The IPP team is available to assist you with any technical problems or questions you have. If you are a government agency experiencing operating problems during your implementation, please contact your Agency Implementation Team (AIT) leader. You may direct all other inquiries to our Customer Support Team.

**Standard Operating Hours:**  
8:00 AM to 6:00 PM (Eastern Time)  
Monday - Friday (Except Federal Holidays)

Contact Method	Initial Response Time
Email: <a href="mailto:IPPCustomerSupport@fiscal.treasury.gov">IPPCustomerSupport@fiscal.treasury.gov</a>	Within 24 business hours
Telephone: (866) 973-3131	Within two (2) business hours

**Customer Support**

(866) 973-3131  
[IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov)

Standard Operating Hours  
Monday-Friday\*  
8:00 AM to 6:00 PM ET  
\*Except Federal Holidays

**For Requests Submitted Outside of Standard Operating Hours:**  
For support requests submitted before 8:00 AM ET Monday through Friday (except Federal Holidays), the IPP Customer Support staff will respond by 11:00 AM ET that business day.

For support requests submitted after 6:00 PM ET on Monday through Friday, or on weekends or Federal Holidays, the IPP Customer Support staff will respond by 11:00 AM ET the following business day.

## Court Payments Excluded from IPP

- Court Order Mandated Payments,
- Web Vouchers,
- Credit Card,
- Utilities, and
- Micro-purchases under \$3,500 (direct payments).

# IPP Business Process

- Each Division must designate 2/3 specific individuals that will be IPP COTRs.
- Designated IPP COTRs will receive the IPP Notification and invoice from FOB and will be responsible to ensure the IPP invoice is properly supported and receipted in Oracle within 7 business days.

# IPP Business Process

- Supplier creates invoice through IPP
- Notification is given to the Supplier and Financial Operations Branch (FOB)
- Daily, FOB will review IPP report and validate that the submitted invoice PO/PR/Award is current.
  - If the invoice PO/PR/Award is current--FOB will notify the Designed IPP COTR that an invoice has been received and is awaiting receipt and approval within Oracle I-Procurement.
  - If the invoice PO/PR/Award is "not" current, FOB will reject the invoice and email a completed reject form to the Designed IPP COTR for review and approval.
- Invoices "MUST" be reviewed or rejected within 7 business days.
- Invoice "Receipt" (Approval) "MUST" done based on supporting documentation (shipping slip, progress reports, validation of services, etc.)



# IPP Invoice Payment Status

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**Invoice Number: 21463**

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**CREATIVE ENTERPRISE SOLUTIONS, L.L.C.**

**Interior Business Center - FMD**

**Remit To:**  
 CREATIVE ENTERPRISE SOLUTIONS, L.L.C.  
 CREATIVE ENTERPRISE SOLUTIONS, L.L.  
 60 E RIO SALADO PARKWAY, SUITE 900  
 TEMPE AZ 852819126  
 XMVL DUNS:006078659  
 XMVL DUNS-4:

**ALC Code:** 95690002

**Bill To:**  
 Interior Business Center - FMD  
 District of Columbia Courts  
 Gallery Place, 701 7TH Street, NW  
 Washington DC 20001

**Business Unit:** DCC      **Cost Center:**      **Dept. ID:**

**Invoice Details:**  
 Invoice Number: 21463  
 Issue Date: Jun 25, 2018  
 Receipt Date: Jun 25, 2018  
 Bill Period Start Date:  
 Bill Period End Date:  
 Supplier Contact Name:  
 Supplier Contact Phone:  
 Payment Terms: Prompt Pay Net 30  
 Anticipated Due Date: Jul 25, 2018  
 Prompt Pay Penalty: 0 day(s)  
 PO Number: 10329718PO363 R 0  
 Contract No.: 10329718PO368  
 Buyer Contact Name: Allen, Darryl M  
 Buyer Phone:  
 Buyer Email:  
 COTR: Nowicki, Francis J  
 COTR Phone:  
 COTR Email:  
 FOB Terms:  
 Goods/Services Received Date:  
 Goods/Services Accepted Date:  
 First Approver Date:  
 Prompt Pay Special Handling:  
 Currency Code: USD  
 PO Freight Limit: 0.00  
 Invoice Amount: 29,469.60

INV Line #	Dist #	PO Line #	PO Sch #	PO Dist #	Agency Part #	Item Code	Description	CLIN / SLIN	Service Date From	Service Date To	QTY	Unit Price	U.O.M. (Type)	Extended Price	Tax Type	Tax %	Tax Amount
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# IPP Invoice Payment Status

- Pending Approval
- Scheduled to Pay
- Paid
- Rejected

# IPP Invoice Payment Status

The screenshot shows the IPP Disburser web application interface. The browser address bar displays the URL: <https://www.ipp.fms.treas.gov/xpsn/Process>. The page title is "Welcome: Nadiuska Pringle Interior Business Center - FMD". The navigation menu includes: Welcome, Tasks, Purchasing, Invoices, Payments, Analysis, Suppliers, and Self-Service. The "Invoices" tab is currently selected.

Below the navigation menu, there is a "Quick Links" section with a link to "Matched Supplier List".

The main content area displays a "Recently Viewed" table with the following data:

Invoice	Supplier	Amount	Status	Routing Status
<a href="#">21463</a>	CREATIVE ENTERPRISE SOLUTIONS, L.L.C.	29,469.60 USD	Received	Routing Complete
<a href="#">DOC-17-0034</a>	NANTUIT LLC	6,600.00 USD	Pending Approval	Routing Complete
<a href="#">612467-1</a>	RCI SOUND SYSTEMS GENERAL PARTNERSHIP	70,372.96 USD	Scheduled to Pay	Routing Complete
<a href="#">243863-0</a>	PRICE MODERN LLC	404.00 USD	Pending Approval	Routing Complete
<a href="#">115800018</a>	MARKON, INC.	234,664.00 USD	Pending Approval	Routing Complete
<a href="#">612467</a>	RCI SOUND SYSTEMS GENERAL PARTNERSHIP	78,192.20 USD	Rejected	Routing Complete
<a href="#">MSDC-028-029</a>	PARAGON SYSTEMS, INC	1,183,434.14 USD	Rejected	Routing Complete
<a href="#">DOC-17-0033</a>	NANTUIT LLC	6,600.00 USD	Scheduled to Pay	Routing Complete
<a href="#">2018005</a>	RESTORATION VENTURES, INC	30,074.95 USD	Scheduled to Pay	Routing Complete

## Receipting within Oracle

- Division Designated IPP COTRs must attend training prior to receipting IPP invoices within Oracle.
- Any questions regarding the receipting of an IPP Invoice(s) within Oracle, please contact Vernice Russell via email at [Vernice.Russell@dcsc.gov](mailto:Vernice.Russell@dcsc.gov) or at 202-879-2896

# Oracle I-Procurement Users

- Current Social Service personal assigned the function to receipt, create, and funds to PO/PR/Awards
  - Terri Z Odom
  - Michael E Barnes
  - Kathie P Gant
  - Kevin Williams
  - Edward M Galiber
- Additional Back-Up for each IPP Designated COTR and a communication process is required within the Division

