



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 participant in IPP (Invoice Processing Platform)
- D.C. Courts fully implemented IPP on June 8, 2018

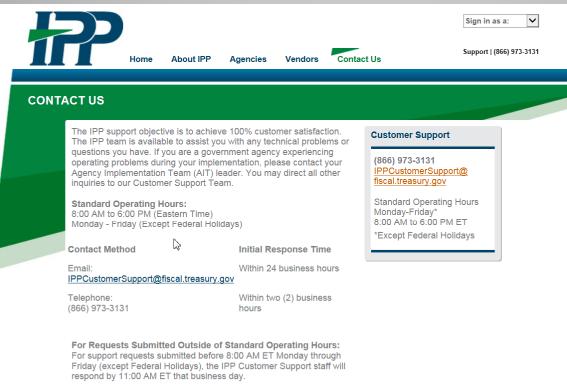
IPP Requirements

- 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 or 866-973-3131

 Any questions related to D.C. Courts IPP process should be directed to 202-879-5541

IPP Contact Information



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 designated 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.

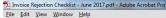
IPP Business Process

- 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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etails Task Description: There are no assigned tasks for you Routing Status: Routing Complete			
		Invoice Number:	21463
		Issue Date:	Jun 25, 2018
		Receipt Date:	Jun 25, 2018
		Bill Period Start Date:	
	Remit To: CREATIVE ENTERPRISE SOLUTIONS, L.L.C. CREATIVE ENTERPRISE SOLUTIONS, L.L. 60 E RIO SALADO PARKWAY, SUITE 900 TEMPE AZ 852319126 XM/L UDNS:006078659	Bill Period End Date:	
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		COTR Phone:	
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	Bill To:	FOB Terms:	
Interior Business Center - FMD	Interior Business Center - FMD District of Columbia Courts	Goods/Services Received Date:	
	Gallery Place, 701 7TH Street, NW	Goods/Services Accepted Date:	
	Washington DC 20001	First Approver Date:	
		Prompt Pay Special Handling:	
		Currency Code:	Sector Marco
		PO Freight Limit:	
		Invoice Amount:	29,409.00
Business Unit: DCC Cost Center:	Dept. ID:		
INV PO PO PO PO Agency Line #.Dist # ▲ Line #. Sch.# Pist # Part #	Item Code Description	CLIN / SLIN Service Date U.O. From To QTY Unit Price	M. Extended Tax Tax Pei Price Type Tax % Amount

IPP Invoice Rejection Checklist



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1	This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.	ng Fields	
	Reset Form DISTRICT OF COLUMBIA COURTS Submit Form 500 Indiana Avenue NW Washington DC, 20011 Guide Statement		
	INVOICE REJECTION CHECKLIST		
Ly.	Contract/Award/PO Number Invoice Number Invoice Date		
	The COTR should use this form to indicate the reason(s) for invoice rejection or dispute. Mark the symbol adjacent to the reason(s) indicated below, as appropriate. After completing this form (to include electronic signature), the COTR should be indicated below, as appropriate and the symbol adjacent to the Financial Operations Branch (accountingbranch@dcsr.cov) within three (3) days of receipt.		
	Duplicate invoice		
	Improper invoice: (the following must be included on the invoice unless qualified by an exception) ∇ Name of vendor Vinvoice date		
	∇ DC Courts' current contract number, or other authorization (e.g. award/purchase order number) for delivery of goods or services		
	∇ Vendor invoice number, account number, and/or any other identifying number agreed to by contract D escription (including, for example, contract line/sub-line number), price, and quantity of goods and services rendered		=
	∇ Shipping and payment terms (unless mutually agreed that this information is only required in the contract)		
	 Contact name (where practicable), title, mailing address, and telephone number Other substantiating documentation or information required by the contract. 		
	Order advancement Order advancement Order advancement		
	Contract financing payment ² not in accordance with the contract terms and conditions		
	□ No contract for the worked performed or goods received		
	Work performed outside of the scope of the contract (daim procedures must be followed)		
	Invoice amount not consistent with contract terms and conditions		11
	COTR Electronic Signature Date		
	Prompt Payment Act contains information on payment due date, invoice requirements, constructive acceptance, and interest penalities. Certain portions of the Gause regarding payment due date, and invoices have been extracted for your convenience. In general, mainteg an invoice payment' will be based on required of approximation required a table date for your convenience. In general, mainteg an invoice payment shall be made on the 30° day after the designated billing office has received a proper invoice from the vendor.		
	¹ Satisfactory performance is defined as work that is completed and found acceptable. ¹ Contract financing payment means a disbursement by a government agency of monies to a contract or under a contract clause other authinicity payment means a disbursement of monies to a vendor under a contract or authorization for pools and services accepted by the		
	Must be signed electronically and		
1	emailed back to FOB		

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Tools Fill & Sign Comment

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IPP Invoice Payment Status

- Pending Approval
- Scheduled to Pay
- Paid
- Rejected

IPP Invoice Payment Status

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Recently Viewed Invoice	Supplier	Amount	Status	Routing Status
Invoice	Supplier CREATIVE ENTERPRISE SOLUTIONS, L.L.C.	Amount 29,469.60 USD	Status Received	Routing Status Routing Complete
Invoice 21463				
	CREATIVE ENTERPRISE SOLUTIONS, L.L.C.	29,469.60 USD	Received	Routing Complete
Invoice 21463 DCC 17 0034	CREATIVE ENTERPRISE SOLUTIONS, L.L.C. NANTUIT LLC	29,469.60 USD 6,600.00 USD	Received Pending Approval	Routing Complete Routing Complete
Invoice 21463 DCC: 17: 0034 612467-1	CREATIVE ENTERPRISE SOLUTIONS, L.L.C. NANTUIT LLC RCI SOUND SYSTEMS GENERAL PARTNERSHIP	29,469.60 USD 6,600.00 USD 70,372.96 USD	Received Pending Approval Scheduled to Pay	Routing Complete Routing Complete Routing Complete
Invoice 21463 DCC: 17: 0034 612467-1 243363-0	CREATIVE ENTERPRISE SOLUTIONS, L.L.C. NANTUIT LLC RCI SOUND SYSTEMS GENERAL PARTNERSHIP PRICE MODERN LLC	29,469.60 USD 6,600.00 USD 70,372.98 USD 404.00 USD	Received Pending Approval Scheduled to Pay Pending Approval	Routing Complete Routing Complete Routing Complete Routing Complete
Invoice 21463 000 17 0034 912467-1 243953-0 115800018	CREATIVE ENTERPRISE SOLUTIONS, L.L.C. NANTUIT LLC RCI SOUND SYSTEMS GENERAL PARTNERSHIP PRICE MODERN LLC MARKON, INC.	29,469.60 USD 6,600.00 USD 70,372.98 USD 404.00 USD 234,664.00 USD	Received Pending Approval Scheduled to Pay Pending Approval Pending Approval	Routing Complete Routing Complete Routing Complete Routing Complete Routing Complete
Invoice 21463 9000 17: 0034 512467-1 2433553-0 115500018 512467	CREATIVE ENTERPRISE SOLUTIONS, L.L.C. NANTUIT LLC RCI SOUND SYSTEMS GENERAL PARTNERSHIP PRICE MODERN LLC MARKON, INC. RCI SOUND SYSTEMS GENERAL PARTNERSHIP	29,469.60 USD 6,600.00 USD 70,372.98 USD 404.00 USD 234,664.00 USD 78,192.20 USD	Received Pending Approval Scheduled to Pay Pending Approval Pending Approval Rejected	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 <u>Verncie.Russell@dcsc.gov</u> 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

