

Invoice Processing Platform (IPP)

Beginning June 2016, the United States Capitol Police (USCP) will be using the Invoice Processing Platform (IPP) to facilitate the electronic exchange of purchase orders (POs), invoices, and payment information to its suppliers of goods and services.

IPP is a government-wide, secure web-based payment information service offered free of charge to government agencies and their suppliers by the U.S. Department of Treasury's Bureau of the Fiscal Service.

A designated Primary Administrator for each vendor must complete the initial logon. The Administrator can add users and additional Administrators as needed. Once users have received their User ID and password, there is a one-time enrollment step for each user in order to start using IPP.

One-time enrollment in the IPP means that vendor's receive a series of emails from Treasury services. The first email will have the vendor IPP Logon ID and a link to the IPP application. A second email, which will be sent within 24 hours of the first email, contains an IPP password. Once vendor's receive these emails, they can log into the IPP application and complete the registration process.

Once registered to use IPP, vendor's will be able to receive e-mail notifications when invoices are paid, view online payment history, and access remittance downloads. The e-mail notification of payment is sent when a payment is distributed to the vendor's bank account and may include the following payment information: Date of payment, dollar amount, invoice number, paying agency, payee name, and ACH trace number.

IPP Customer Support is available to assist users of the system and can answer questions related to accessing IPP or completing the registration process.

- Toll-free number: 866-973-3131
- Email address: IPPCustomerSupport@fms.treas.gov
- Hours of operation: Monday through Friday (excluding bank holidays) from 8:00 am - 6:00 pm ET

Vendor's are still required to complete and submit PAYEE INFORMATION on the CP 1470 (06/16)– UNITED STATES CAPITOL POLICE VENDOR ENROLLMENT/UPDATE FORM and indicate whether or not they are currently enrolled in IPP, their Accounts Receivable Point of Contact or IPP User; their telephone number and email address, along with current Bank Routing and Account Information. This information is used for PAYMENT PURPOSES ONLY and the CP 1470 will be issued as an attachment to all USCP RFPs and RFQs or will be provided by the Contract Specialist prior to award of any USCP Delivery Order, Purchase Order or Task Order.