



UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
OFFICE OF THE CLERK
1 COURTHOUSE WAY
BOSTON, MASSACHUSETTS 02210

Robert M. Farrell
CLERK OF COURT

To: Vendors, US Judicial District of Massachusetts

From: Robert M. Farrell, Clerk, US District Court

Date: October 9, 2015

Re: Please Take Action: Request for Invoice Processing Platform (IPP) Registration

We are contacting you because you have been identified as a vendor doing business with the US Judicial District of Massachusetts. If you plan to continue doing business with the US Judicial District of Massachusetts, we encourage you to register with the Invoice Processing Platform (IPP).

The federal court system is moving to a new and improved financial system effective **February 8, 2015**. To expedite processing of your invoices and payments through the new system, all payments will be disbursed by the U.S. Treasury.

Registering with IPP will allow you to check the status of your U.S. Treasury payments and to receive email notifications of payments and remittance information. IPP provides a number of other benefits to US Judicial District vendors as well, including:

- Greater visibility into payment transaction data and documents
- Self-service features to quickly answer your payment-related questions
- Multiple options for creating and submitting invoices electronically
- Ability to better manage cash flow projections

Please note there is no fee associated with IPP registration. Any request for payment for registration should be treated as fraudulent.

Instructions for IPP registration are provided below. For the complete registration instructions, please see <https://www.ipp.gov/vendors/enrollment-vendors.htm>. If you have any questions regarding the enrollment process, please call the IPP Customer Support Desk at (866) 973-3131.

Sincerely,

Robert M. Farrell, Clerk

IPP Instructions

IPP Registration – To enroll in IPP, please complete the following steps:

1. Designate IPP Administrator – Identify a person at your organization who will serve as the designated IPP account administrator. This person will be responsible for submitting the request to enroll in IPP and enrolling other users in your organization. It will be his or her contact information/work email address that is associated with the administrator account created. *Please note that due to U.S. Department of the Treasury guidelines, IPP cannot set up User IDs using a shared email address.*
2. Gather Required Information – Gather the company and designated contact information listed below. If you have more than one location or company name, please use your primary corporate information and location data.
3. Provide Required Information – Send an email with this information to IPPCustomerSupport@fms.treas.gov.
 - a. The email subject line must be **IPP Payment Notification Services**.
 - b. Please include all requested information in the body of the email message and not as an attachment. *IT security guidelines prohibit us from opening any email attachments.*
 - i. Company and designated IPP contact information
 - ii. Company name
 - iii. Primary company mailing address
 - iv. Primary company phone number
 - v. Designated IPP account administrator: The request to register an account must come from the person designated as the IPP account administrator (contact information/email address listed below).
 - vi. First name
 - vii. Last name
 - viii. Phone number
 - ix. Email address
 - x. Taxpayer Identification Number(s) (TINs) used for government agency payments
 - xi. Name of government agency doing business with your company
 - xii. Contract number: Note: If you have multiple contract numbers, please just list one for verification purposes
 - xiii. Contact information at the government agency
 1. First name: *(provide First Name)*
 2. Last name: *(provide Last Name)*
 3. Phone number: *(provide Phone Number)*
 4. Email address: *(provide Email Address)*
4. What Happens Next – Account takes 5 to 10 business days to establish. After an account is established, you will receive two emails. The first one will include your IPP User ID, and 12 to 24 hours later a second email will give you an 8-character password. Use the ID and password to log onto IPP. You will be asked to change the temporary password to one of your own choosing, agree to the rules for using IPP, and set up the answers to security questions. As a vendor who provides goods or services to a government agency, once logged in you will be granted access to IPP's Collector module which will allow you to download purchase orders, upload invoices, access payment information, and more. Please note that only one Administrator can be initially enrolled in your IPP vendor profile. The Administrator can then add additional users as necessary.
5. Further Information – For the complete registration instructions, please see <https://www.ipp.gov/vendors/enrollment-vendors.htm>.
6. Further Assistance – If you have any questions regarding the enrollment process, please call the IPP Customer Support Desk at (866) 973-3131.