

Welcome to IPP!

The Invoice Processing Platform (IPP) is a secure Web-based service for federal agencies and their vendors to manage government invoicing from purchase order (PO) through payment notification.

How to Log into IPP

1. Using a Web browser, go to the IPP Web site at <http://www.ipp.gov>.
2. On the top right, select **Collector** from the **Sign in as a:** list.



3. On the log-in screen, enter your User ID and password. Click **Submit**.

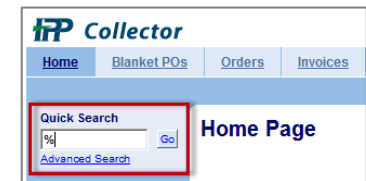
New to IPP?

- ▶ **Look for two e-mails** from IPP (stls.ipphelpdesk@stls.frb.org). These emails notify you of your access to the IPP Collector module. The first email contains your IPP User ID. The second (which you will receive within 12 hours of receiving your User ID) contains your temporary password.
- ▶ **Remember to log in within 90 days!** It is important to log in within 90 days of receiving your User ID and password to ensure your initial password is not deactivated.
- ▶ **Update your password.** To ensure the security and ongoing activation of your account, you are required to log in and update your password regularly.
- ▶ **Security Reminder.** As an IPP Collector, you acknowledge that access to IPP is restricted by IPP Credentials, which the holder will not divulge to anyone.

Tips

- ▶ **Search:** The % symbol acts as a search wildcard on each of the tabs in the Collector module. When you type % in a search box and click **Go**, the search results display all content.
- ▶ **Quick Search:** From the Home tab, you can view your purchase orders, invoices, and payment activity on one screen. To do this, click the **Go** button next to the Quick

From here, you can make edits and take action as your permissions allow.



Common How-Tos

Find and view POs, turn a PO into an invoice, check invoice status, and review payment information.

Conduct a Quick Search for POs, Invoices, and Payments

To view your purchase orders, invoices, and payment activity, from the Collector module Home tab, do one of the following:

- In the Quick Search box on the top left, click **Go**.
- Or type % in the Quick Search box and click **Go**.

A snapshot of all the activity associated with your profile appears. To view an individual item, click the link in the first column or scroll to the far right and click **View**.

Quick Search Results						
POs						
PO#	Invoice #	Agency	Amount	Issue Date	Status	
ES006_ALG2	Multiple	FederalReserveC	600,000.00 USD	May 1, 2015	Open	View
ES01_ALG2	Multiple	FederalReserveC	600,000.00 USD	Apr 16, 2015	Open	View
ES003_ALG2	Multiple	FederalReserveC	600,000.00 USD	Apr 16, 2015	Open	View
ES004_ALG2	Multiple	FederalReserveC	600,000.00 USD	Apr 16, 2015	Open	View
ES005_ALG2	Multiple	FederalReserveC	600,000.00 USD	Apr 16, 2015	Open	View

Invoices						
Invoice #	PO #	Agency	Amount	Invoice Date	Status	Document Source
11032215_v1	No IPP PO	FederalReserveC	0.00 USD		In Exception	Original
IN008_102	ES006_ALG2	FederalReserveC	100,000.00 USD	Oct 23, 2015	Draft	Original
ES01_ALG2_102	ES01_ALG2	FederalReserveC	200,000.00 USD	Oct 23, 2015	In Exception	Original
ES005_102	ES005_ALG2	FederalReserveC	97,000.00 USD	Oct 23, 2015	Pending Approval	Original
ES006_102_311	ES006_ALG2	FederalReserveC	30,000.00 USD	Oct 23, 2015	Pending Approval	Original
ES003_102_311	ES003_ALG2	FederalReserveC	1,000.00 USD	Oct 23, 2015	Pending Approval	Original

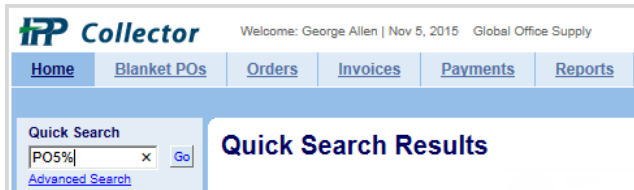
Payments								
Payment Date	Payment Type	Reference #	Invoice #	PO #	Agency	Amount	Issue Date	Status
No Payments found.								

The steps in this document explain the quickest way to perform a task.

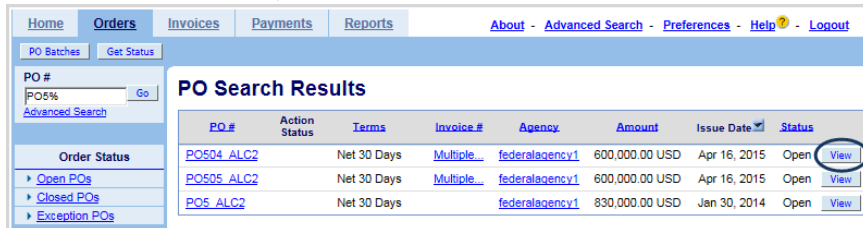
How to Find and View Purchase Orders

1. Click the **Orders** tab. By default, open POs for the last 30 days appear.
2. To see the purchase orders entered by the agency, from the Quick Search box on the left sidebar, do one of the following:
 - Click **Go** to return all your POs.
 - Type all of the PO number or part of the number plus % and click **Go** to search for specific POs.

Note: Click **Advanced Search** to enter refine search results.

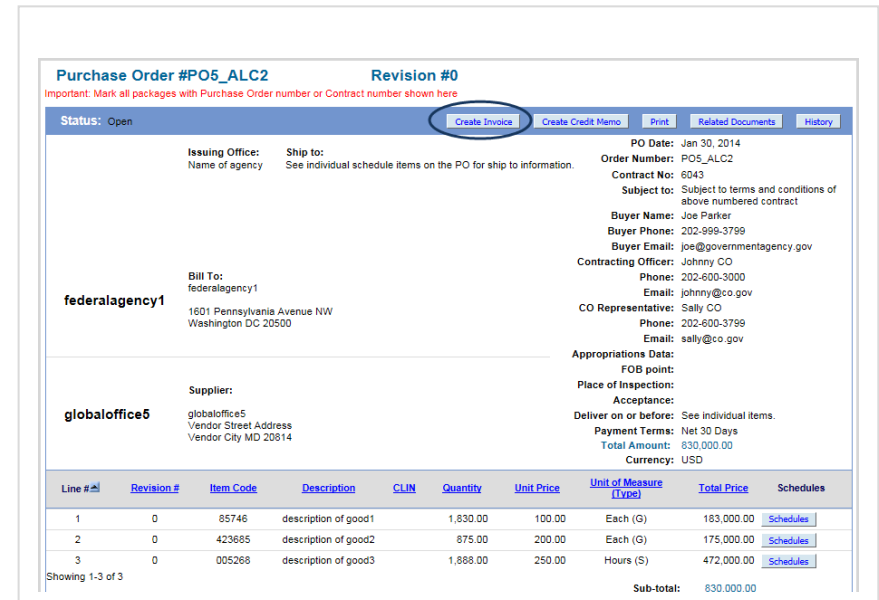


3. On the PO Search Results page, locate the PO you want to view.
4. From the PO # column, click the PO link or click the **View** button.



The selected PO appears.

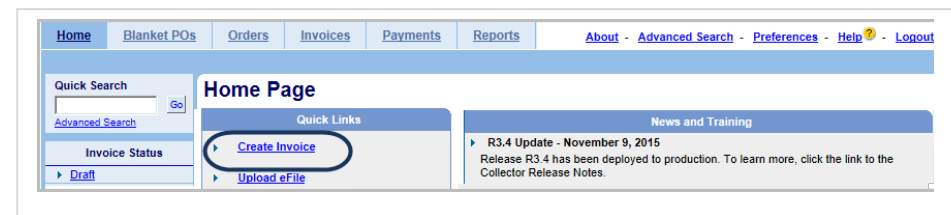
Note: If there is only one PO on file, it opens by default.



Creating Invoices

There are several ways to create an invoice. The preferred method is to create an invoice from a purchase order. For more information on other methods, including using an eFile upload, see the IPP Collector User Guide available from the Home page > News and Training.

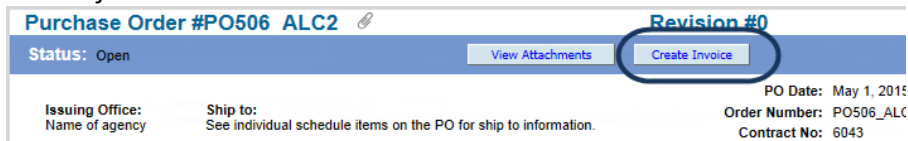
On the Home tab, check the Quick Links section to see if you have the **Create Invoice** link. If you see this link, you have the ability to create and edit invoices. If you do not see this link and need to create an invoice, contact your Collector Administrator to request the permission.



How to Create an Invoice from a Purchase Order

1. Click the **Orders** tab. Find and view the PO you want to invoice using the previous procedure.
2. On the top right of the Purchase Order detail page, click **Create Invoice**.

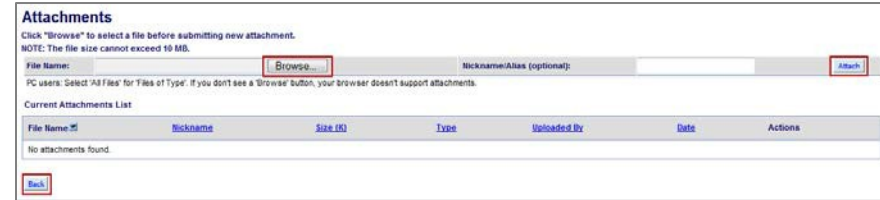
Note: Do not use the Create Invoice buttons outside of the PO (on the top and bottom left of the page), as doing so will create invoices from a blank form.



A new invoice page appears with information pre-filled based on the content of the PO.

3. Enter the information requested for the invoice.
 - Complete all required fields marked with an asterisk (*).
 - Type an invoice number. Be sure to adhere to any invoice numbering guidelines provided by your agency.
 - Use the format mm/dd/yyyy for date fields (if required).
4. Review the different PO lines at the bottom of page.
 - Select the lines you want to invoice.
 - Review the QTY and Unit Price fields and update accordingly.
 - Complete any line comments or custom field information, if needed.
5. Enter comments (up to 240 characters), if required.
6. If required, add attachments to the invoice.
 - On the top or bottom right, click **Attachments**.
 - In the pop-up box, click **Browse** and select your file attachment.
 - Click **Open** to select the attachment.

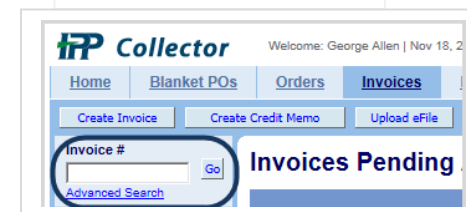
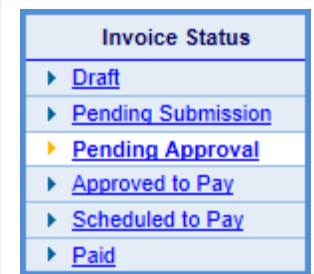
7. On the Attachments page, click **Attach** (top right). Then click **Back** to return to the Invoice page.



8. When you have finished entering information for the invoice, do one of the following:
 - Click **Save as Draft** to view the invoice before submitting it. *Saving as draft does not submit the invoice to the agency.*
 - Click **Submit**. This locks the invoice and sends it to the agency for approval.

How to Check Invoice Status

1. Click the **Invoices** tab. By default, invoices pending approval for the last 30 days appear.
2. To view the status of your invoices, do one of the following:
 - From the Invoice Status column on the left, click one of the statuses (such as, Draft, Pending Submission, Pending Approval, Approved to Pay). These default to a 30-day view of information.
 - In the **Invoice #** search box, click **Go** (or type a partial value with % and click **Go**). **Note:** Use *Advanced Search to enter specific search criteria.*



The Invoice Search Results page appears. The Status column indicates the invoice status (ex: Pending Approval, Approved to Pay, In Exception, etc.). For more information about the invoice, go to the last column and click **View**.

Invoice Search Results

CM	Invoice #	PO # / Blanket PO #	Agency	Amount	Invoice Date	Scheduled Pay Date	Status	Document Source
	INV504_PO504_ALC2_4	PO504_ALC2	federalagency1	2,000.00 USD	Apr 24, 2015		Pending Approval	Original View
	INV504_PO504_ALC2_3	PO504_ALC2	federalagency1	15,000.00 USD	Apr 23, 2015		Pending Approval	Original View
	INV504_PO504_ALC2_p1	PO504_ALC2	federalagency1	20,000.00 USD	Apr 21, 2015		Pending Approval	Original View

How to View Payment Information

1. Click the **Payments** tab. By default, payments for the last 30 days appear.

Payments for last 30 days
Payment data not associated with Purchase Orders or Invoices will not be available after 18 months. Showing 1-2 of 2

TIN	Payee Name	Payment Type	Payment Type Reference #	Invoice #	PO #	Agency	Payee Name	Amount	Issue Date	Status
X00006770	HSTelecomCo1	ACH	12345678	Inv1_PO1_ALC2	PO1	governmentagency	JUDICIARY BRANCH - DISTRICT COURT - US VIRGIN ISLAND	1,800.00 USD	Dec 11, 2013	Settled Full View

2. To view all your payments, in the **Payment Type Reference #** search box, click **Go** (or type a partial value with **%**). **Note:** Use *Advanced Search* to enter specific search criteria.
3. Locate the line containing the payment data you want to display and click **View**. Payment information for the item selected appears.

Payment Type Reference # 12345678

06084692 - JUDICIARY BRANCH - DISTRICT COURT - US VIRGIN ISLAND

Payment Type Reference # 12345678
Payment Type: ACH
Issue Date: Dec 11, 2013
Amount: 1,800.00 USD

Invoice Number	Invoice Date	PO Number	Invoice Amount	Balance	Payment	Additional Data
Inv1_PO1_ALC2	12/11/2013	PO1	2,800.00	200.00	1,800.00	ACH/DE

Register Bank Account
Bank Name: XXXXXXXXXXXX
Account Number: XXXXXXXXXXXX

You can also view Paid invoices from the Invoices tab by clicking the Paid link on the left side. Click View to display payment data for a specific invoice.

Home | Blanket POs | Orders | **Invoices** | Payments | Reports | Admin

About | Advanced Search | Preferences | Help | Logout

Create Invoice | Create Credit Memo | Upload eFile | Get Status

Invoice # Go
[Advanced Search](#)

Paid Invoices for last 30 days Showing 1-3 of 3

CM	Invoice #	PO # / Blanket PO #	Agency	Amount	Invoice Date
	INV_PO101_03052015	PO101_ALC2	federalagency1	15,000.00 USD	Mar 4, 2015 View
	INV1107_PO101	PO101_ALC2	federalagency1	300,000.00 USD	Mar 4, 2015 View
	Inv1_PO2_ALC1	PO2_ALC1	federalagency1	100.00 USD	Mar 4, 2015 View

Showing 1-3 of 3

Create Invoice | Create Credit Memo | Upload eFile | Get Status

Contact IPP

Have questions?

Call IPP Customer Support at (866) 973-3131. We're available 8 am to 6 pm (ET) Monday through Friday (except federal holidays).

Email us at IPPCustomerSupport@fiscal.treasury.gov.

Have your IPP User ID on hand when you contact IPP Customer Support.