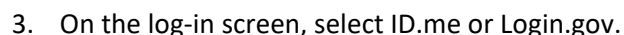


The Invoice Processing Platform (IPP) is a secure, Web-based service for federal agencies and their vendors that manages government invoicing from purchase order (PO) through payment notification.

- ▶ **Enrollment will be initiated by the agency** with which you are doing business. Once an agency has enrolled you, as the initial vendor administrator you will receive an email from IPP asking to either use an existing ID.me or Login.gov account or create a new one to log in to IPP.
- ▶ **Remember to use your IPP account email address**, so we can automatically link you IPP account to your ID.me or Login.gov account. If you use a different email address, we will not be able to link your account.
- ▶ **If an existing ID.me account will be used**, users must ensure that their IPP account email address is added to the account as the primary email address

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.



- ▶ **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 Search box (or type % in the Quick Search box and click **Go**). From here, you can make edits and take action as your permissions allow.



**See below for instructions on performing common tasks** (ex: 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**.

[illegible]

**Note:** To familiarize you with the IPP interface, the following procedures describe how to complete tasks from the Orders, Invoices, and Payments tabs. You can also complete these tasks from the Home tab by conducting a Quick Search, viewing a specific item (purchase order, invoice, etc.), and completing the subsequent steps in the instructions that follow.

## Find and View Purchase Orders

1. Click the **Orders** tab. By default, open POs for the last 30 days appear.
2. To view all your purchase orders, find the PO # or Agency search box on the top left and do one of the following:
  - Click **Go**.
  - Type % in the PO # or Agency box and click **Go** to use the wildcard symbol to search for all POs. **Note:** Click *Advanced Search* to enter specific search criteria.

3. On the PO Search Results page, locate the PO you want to view. From the PO # column, click the PO or scroll to the right and click **View**.

PO #	Action Status	Terms	Invoice #	Agency
PO1_V0001_ST0001_ALC2	Δ	1% Discount 10 Days Net 20 Days	SS NonPOInv1_ALC1	terryagency BuyerFunction100
PO3_V0002_ST0002_ALC2	Δ	1% Discount 10 Days Net 20 Days	Multiple...	terryagency BuyerFunction100

The PO selected appears.

**Note:** If there is only one PO on file, it will open by default.

**Purchase Order #PO10\_V0001\_ST0001\_ALC1** Revision #0

Important: Mark all packages with Purchase Order number or Contract number shown here

Status: Open

Issuing Office: IssueAgencyName100 IssueAgencyDept100 IssueAgencyStreet100 IssueOfficeCity100 IssueOfficeState100 IssueOfficePostCd30

Ship to: See individual schedule items on the PO for ship to information.

PO Date: May 1, 2012  
Order Number: PO10\_V0001\_ST0001\_ALC1  
Contract Num60  
Subject to: Subject to terms and conditions of above numbered contract

Buyer Name: BuyerName240  
Buyer Phone: BuyerPhoneNum60-617-973-3560  
Buyer Email: BuyerEmail240

Contracting Officer: ContractOfficerName100  
Phone: ContractOfficerPhone60  
Email: ContractOfficerEmail240@gmail.com

CO Technical Representative: COTRName100  
Phone: COTRPhone60  
Email: COTREmail240

Appropriations Data: Appropriation100  
FOB point: FOBTerms250  
Place of Inspection: Inspection100  
Acceptance: Acceptance100  
Deliver on or before: See individual items.  
Payment Terms: Net 45 Days  
Total Amount: \$30,217.91

## Creating Invoices

There are several ways to create an invoice. Here we will show you how to create an invoice from a purchase order. For more information on other methods of creating invoices (including via an eFile upload or by copying an invoice from another invoice), see the IPP Collector User Guide.

**Note:** On the Home tab, check the Quick Links section to see if you have a *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 the Collector Administrator for your organization to request the appropriate permissions.

**IPP Collector**

Home Blanket POs Orders Invoices Payments Reports

Quick Search: [Search Box] Go

Advanced Search

Invoice Status: Draft Pending Submission Pending Approval Approved to Pay

Quick Links: Create Invoice Create Credit Memo Upload E-File

## 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) for this procedure as doing so will create invoices from a blank form.

Purchase Order #PO10\_V0001\_ST0001\_ALC1 Revision #0

Important: Mark all packages with Purchase Order number or Contract number shown here

Status: Open

Issuing Office:  
IssueAgencyName100  
IssueAgencyDept100  
IssueAgencyStreet100  
IssueAgencyCity100 IssueOfficeState100 IssueOfficePostCd30

Ship to:  
See individual schedule items on the PO for ship to information.

PO Date:  
Order Number:  
Contract No:  
Subject to:

**Create Invoice** Create Credit Memo Print

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.
  - Enter information for the lines being invoiced (ex: dates).
  - Review the QTY and Unit Price fields and update accordingly.
  - If you are not invoicing for all the items in the PO, deselect the lines you do not want to include. To do this, uncheck the boxes to the left of the line item.
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.

Attachments

Click "Browse" to select a file before submitting new attachment.  
NOTE: The file size cannot exceed 10 MB.

File Name: Browse Nickname/Alias (optional): Attach

PC users: Select 'All Files' for 'Files of Type'. If you don't see a 'Browse' button, your browser doesn't support attachments.

Current Attachments List

File Name	Nickname	Size (K)	Type	Uploaded By	Date	Actions
No attachments found.						

Back

8. Once 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**. The submission confirmation pop-up will appear. Acknowledge by checking the box and click **Confirm**.

## 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:
  - **For invoices from the last 30 days:** From the Invoice Status column on the left, click one of the statuses (ex: Draft, Pending Submission, Approved to Pay, etc.). These default to a 30-day view of information.
  - **For all invoices:** In the **Invoice # or Agency** search box, click **Go** (or type % and click **Go**). **Note:** Click **Advanced Search** to enter specific search criteria.

Invoice Status

- Draft
- Pending Submission
- Pending Approval
- Approved to Pay
- Scheduled to Pay
- Paid

Collector

Home Blanket POs Orders **Invoices** Pa

Create Invoice Create Credit Memo Upload E-File

Invoice # or Agency  
% Go

Advanced Search

Invoices Pending Approval

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**

The following Search is by document numbers only (like Payment Type Reference #) for other search criteria use Advanced Search

Showing 1-10 of 17 | Previous | Next |

CM	Invoice #	PO # / Blanket PO #	Agency	Amount	Invoice Date	Scheduled Pay Date	Status	Document Source
	BP01_Inv1_ST0001_ALC2	BP01_V0001_ST0001_ALC2	terragency	100.10 USD	Oct 25, 2013		Pending Approval	Original <a href="#">View</a>
	BP02_Inv2_ST0002_ALC1	BP02_V0002_ST0002_ALC1	terragency	100.10 USD	Oct 26, 2013		Pending Approval	Original <a href="#">View</a>
	BP03_Inv3_ST0002_ALC2	BP03_V0002_ST0002_ALC2	terragency	100.10 USD	Oct 25, 2013		Pending Approval	Original <a href="#">View</a>
	BP04_Inv4_ST0003_ALC1	BP04_V0003_ST0003_ALC1	terragency	100.10 USD	Oct 25, 2013		Pending Approval	Original <a href="#">View</a>
	BP04_Inv4_ST0001_ALC1	BP04_V0001_ST0001_ALC1	terragency	100.10 USD	Oct 25, 2013		Pending Approval	Original <a href="#">View</a>
	BP04_Inv4_ST0005_ALC1	BP04_V0005_ST0005_ALC1	terragency	10,009.55 USD	Oct 25, 2013		In Exception	Original <a href="#">View</a>
CM	BP05_V0003_ST0003_ALC1 credit	BP05_V0003_ST0003_ALC1	terragency	100.10 USD	Oct 25, 2013		Pending Approval	Original <a href="#">View</a>
	PO_Inv1_ST0001_ALC2	PO10_V0001_ST0001_ALC1	terragency	100.10 USD	Oct 25, 2013		Approved to Pay	Original <a href="#">View</a>

**IPP Collector** | Welcome, Kelly Boyd | Dec 17, 2013 | HS Telecom Co

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

About - Advanced Search - Preferences - Help - Logout

Create Invoice | Create Credit Memo | Upload E-File | Get Status

Invoice # or Agency:  Go

Advanced Search

Invoice Status: [Draft](#) | [Pending Submission](#) | [Pending Approval](#) | [Approved In File](#) | [Scheduled To Pay](#) | **[Paid](#)** | [Paid Returned](#) | [CGR Expired](#)

**Paid Invoices for last 30 days**

Showing 1 of 1

CM	Invoice #	PO #	Agency	Amount	Invoice Date
	Inv1_PO1_ALC2	PO1	governmentagency	2,000.00 USD	Dec 12, 2013

Showing 1 of 1

## 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	Payer Name	Payment Type	Payment Type Reference #	Invoice #	PO #	Agency	Payer Name	Amount	Issue Date	Status
XXXX08770	HSTelecomCo1	ACH	12345678	Inv1_PO1_ALC2	PO1	governmentagency	JUDICIARY BRANCH - DISTRICT COURT - US VIRGIN ISLAND	1,800.00 USD	Dec 11, 2013	Settled Full <a href="#">View</a>

2. To view all your payments, in the **Payment Type Reference #** search box, click **Go** (or type % and click **Go**). **Note:** Click *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**

Pay To: HSTelecomCo1  
One East Zions Zions US Dollar  
US Treasury

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

Remittance Information 1 of 1

Invoice Number	Invoice Date	PO Number	Invoice Amount	Discount	Payment	Additional Data
Inv1_PO1_ALC2	12/12/2013	PO1	2,000.00	200.00	1,800.00	<a href="#">Add Data</a>

Supplier Bank Account

Bank Name	Account Number
N/A	XXXXXX0000

**Note:** Paid invoices can also be displayed from the **Invoices** tab by clicking the **Paid** link on the left side. Click **View** to display payment data for a specific invoice.

## 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).

**Submit** a request using the [Customer Support Form](#).