elInvoicing Presentation

May 2018
e-Invoicing

The goal of e-Invoicing is to facilitate the automatic payment of invoices through the Agency’s financial system when the invoiced line items match the obligation, cost, and receipt data resident in the system.

OMB Memorandum M-15-19 requires Federal Agencies to move toward electronic invoicing by FY18 and OA Assistant Commissioner’s FY15 Initiatives.
The e-Invoicing project will be using the Invoice Processing Platform (IPP), a web-based electronic invoicing system, to accomplish this goal.

NASA decided to adopt IPP in February 2017 marking the beginning of the implementation planning and development process. NASA will use IPP as a pass-thru and continue to use its internal system (IRIS) for routing and approval of invoices.
IPP Overview

**Previous Process**
- Vendors currently submit invoices directly to NSSC by email, fax, and paper mail or electronically to iRAPT/WAWF for cost vouchers only
- NASA centers collaborate with NSSC using IRIS to perform actions required to prepare the invoice for prompt payment.

**New Process (IPP)**
- Vendors will be able to submit invoices electronically, often using the same tool they use to submit invoices to other federal agencies
  - FAR Clause updates are in process instructing vendors where/how to submit invoices in preparation for NASA’s phased IPP implementation approach
- NASA centers and NSSC will continue to use IRIS in the same way to prepare invoices based on prompt payment
  - All data elements and file attachments submitted by the vendor in IPP will be available to view in IRIS
  - NSSC and AAO personnel will be the only resources required to have access to the IPP application for processes supporting the technical interfaces
IPP Overview

Vendors submitting invoices through IPP are required to be matched to a NASA SAP vendor account prior to contract/PO data being sent. Vendor matching is handled by the NSSC. NASA has opted to provide the vendor’s award data so that all obligations for each award are rolled up to the CLIN level.

Contracting Officers/CORs will not have access to IPP. In response, the PO Extract Report was developed in SAP. The SAP PO Extract Report provides the NASA community a view into exactly what the vendor is seeing in IPP.
IPP Vendors Page

Vendor Training

To help vendors understand how their companies can use the IPP Collector module to complete invoicing tasks, IPP offers training in a variety of formats. Please see the Information on webinars and print-based documentation designed to help vendors learn the fundamentals of using IPP.  

Vendor Webinars

Each month, IPP hosts a live, Web-based information session that provides an overview of IPP's electronic invoicing system, its benefits and features (including reimbursement and payment notification options), and more. This is a great opportunity to learn the basics or call in and ask the IPP team questions about the IPP application.

Data and times are listed on the right. Send an email to ippgroup@huntsville.huntsville.als to register and receive the session information.

Video Tutorial

The following video tutorial is intended to help users understand the process for logging in to the IPP Collector Module for the first time and the associated one-time log-in setup tasks.

Tutorial: IPP First Time Login

Quick Reference Guide

Need a simple "how-to" guide at your fingertips? This quick reference guide provides step-by-step instructions on how to complete common tasks for the IPP Collector module.

Download Getting Started with the IPP Collector Module: Click here

IPP Collector User Guide

The IPP Collector User Guide helps IPP Collector users and administrators learn more about IPP's features and functions. The guide is posted on the landing page of the IPP Collector module. To access this guide, log in to the IPP Collector module and look under the Help and Training section for this and other useful resources.

See below for the quick link to the guide (access, you will be prompted for your IPP user name and password).

IPP Collector User Guide: Provides information on creating users and roles with permissions, creating invoices, viewing purchase orders and payments, and more.

Have questions?

As always, if you have questions about using the IPP Collector module, contact the IPP Customer Support team at (866) 975-3131.

Download Adobe Reader
What Data is Sent to IPP

- Contracts sent with funded Contract Line Item Number (CLIN) Information
- Stand-alone POs and task orders will be sent individually
- Only undisbursed amounts will be sent to IPP. Cannot bill beyond funds amounts showing in IPP.
- Information in SAP needs to resemble as close as possible the information that is included in the paper contract that the vendor receives in order for the vendor to appropriately invoice NASA using IPP
Agreement is in the “Order Number” field: 80MSFC17C0044

“Contract” is blank

All incremental funding actions rolled up by CLIN; Task Order CLIN(s) not shown because the vendor will invoice those separately.
IPP View: Task Order

Purchase Order #1YNHUX82UYY46
Revision #0

Order Number: 1YNHUX82UYY46
Contract No: 1YNHUX82XYY55

Task Order: 80MSFC17F0053
Agreement: 80MSFC17C0044

Status: Open

Issuing Office:
1 Agency Street
Huntsville AL 35824

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

Bill To:
National Aeronautics and Space Administration (NASA)
1 Billings Street
Huntsville AL 35824

Contracting Officer:
CO Name
Phone: 123-456-7890
Email: co@email.com

CO Technical Representative:
COTR Name
Phone: 123-456-7890
Email: cotr@email.com

Appropriations Data:
FOB point:
Place of Inspection:
Acceptance:
Deliver on or before: Oct 31, 2017
Payment Terms: Net 30 Days
Total Amount: $966.00
Currency: USD

NASA Test Collector 1
Vendor Name 100007
NASA Test Collector 1
1 Vendor Street
Huntsville AL 35824

Supplier:

Cost Voucher Yes or No: NO

Line # Revision # Item Code Description CLIN Quantity Unit Price Unit of Measure (Type) Total Price Schedules
1 0 Task Order 1 0003 Job ($) 906.00

Showing 1 of 1

Sub-total: 906.00
Total Freight: 0.00
Total Misc: 0.00
Total Taxes: 0.00
(Totals apply to full purchase order) Grand Total: 906.00

Comments:
Scope & Schedule of Invoices

- **Phase 1 - PPS and Legacy Cost-type awards (April 30, 2018)**
  - Procurement for Public Sector (PPS) Awards originating from June 2017
    - PPS awards have contract number beginning with 80AFRC.
    - Legacy Cost vouchers transition from DoD’s WAWF/iRAPT to IPP

- **Phase 2 – Legacy data awards (July 2, 2018)**
  - Legacy Awards not in Phase 1.
    - Legacy awards have contract number beginning with NND.
    - Awarded prior to June 19, 2017

- **Phase 3 – Auto-Routing; Invoice Routing and Information System (IRIS); Auto-Posting logic for business exceptions (FY19)**
IPP Action Plan (Phase 1) COMPLETED

- **March 1<sup>st</sup> through April 2<sup>nd</sup>**
  - Contract clause modifications to be completed for all awards in scope for Phase 1 - April 30th Go Live.
    - *Identify any award not completed by April 27th for me to share with NSSC*

- **April 13<sup>th</sup>**
  - For transitioning awards, the last manual invoices (i.e. postal mail, email, fax) must be received by the NSSC; Last WAWF/iRAPT Cost vouchers must be submitted no later than 5:00pm CST.
    - All WAWF/iRAPT submissions received after April 13 will be rejected by NSSC.
    - All manual submissions against ‘in-scope’ awards received after April 13 will be rejected by NSSC.

- **April 16<sup>th</sup> through April 27<sup>th</sup>**
  - Daily tag-ups with Center Escalators to complete cost and approval actions for Phase 1 invoices
  - NSSC vendor matching process triggers IPP notifications to vendors not enrolled already
    - *IPP direct communication with Vendor and IPP helpdesk assistance, 2 day delay from enrollment to process invoices in IPP*

- **April 26<sup>th</sup>**
  - Cost cut-off for all awards per monthly processing calendar
  - All invoice documents for ‘in-scope’ awards must be posted by NSSC to facilitate vendor matching in SAP

- **April 30<sup>th</sup>**
  - Phase 1 Go-Live
IPP Action Plan (Phase 2)

- **March 1\textsuperscript{st} through June 4\textsuperscript{th}** **ON-GOING**
  - Contract clause modifications to be completed for all awards in scope for Phase 2 – July 2\textsuperscript{nd} Go Live.

- **May 14\textsuperscript{th}**
  - Vendor notification sent out by email and hardcopy.

- **June 15\textsuperscript{th}**
  - For transitioning awards, the last manual invoices (i.e. postal mail, email, fax) must be received by the NSSC.
    - All manual submissions against ‘in-scope’ awards received after June 15 will be rejected by NSSC.

- **June 18\textsuperscript{th} through June 28\textsuperscript{th}**
  - Daily tag-ups with Center Escalators to complete cost and approval actions for Phase 2 invoices
  - NSSC vendor matching process triggers IPP notifications to vendors not enrolled already
    - **IPP direct communication with Vendor and IPP helpdesk assistance, 2 day delay from enrollment to process invoices in IPP**

- **June 26\textsuperscript{th}**
  - Cost cut-off for all awards per monthly processing calendar (**1 day earlier than Agency schedule**)  
  - All invoice documents for ‘in-scope’ awards must be posted by NSSC to facilitate vendor matching in SAP

- **July 2\textsuperscript{nd}**
  - Phase 2 Go-Live
New Invoicing Clause at NFS 1852.232-80
Submission of Vouchers/Invoices for Payment

(a) The designated payment office is the NASA Shared Services Center (NSSC) located at FMD Accounts Payable, Bldg. 1111, Jerry Hlass Road, Stennis Space Center, MS 39529.

(b) Except for classified vouchers, the Contractor shall submit all vouchers and invoices using the steps described at NSSC’s Vendor Payment information web site at: https://www.nssc.nasa.gov/vendorpayment. Please contact the NSSC Customer Contact Center at 1-877-NSSC123 (1-877-677-2123) with any additional questions or comments.

(c) Payment requests.

   (1) The payment periods are stipulated in the payment clause(s) contained in this contract.

   (2) Vouchers submitted under cost-type contracts and invoices submitted under fixed-price contracts shall include the items delineated in FAR 32.905(b) supported by relevant back-up documentation. Back-up documentation shall include at a minimum, the following information:

   ... see full text at NFS 1852.232-80
Welcome to the Vendor Payment Information page. NASA is committed to expedient and accurate payment of invoices. On this page you will find information about invoice payment, tips to avoid delayed payments and answers to questions you may have about the payment of your invoice.

Any questions or inquiries should be addressed to your Contracting Officer designated on your award or the NSSC Customer Contact Center.

NSSC Customer Contact Center telephone: 1-877-677-2123 (1-877-NSSC123)
E-mail: nssc-contactcenter@nasa.gov
Fax: 1-866-779-6772 (1-866-779-NSSC)

NASA began transitioning awards to Treasury’s Invoice Processing Platform (IPP) in April 2018. To support the second phase of this transition, contract modifications for invoice submission instructions are being worked by NASA Contracting Officers. In addition, NASA plans to send information/communication to affected vendors by May 14, 2018.

Note that invoice submission instructions are specific to EACH AWARD. If your company receives a modification from a NASA Contracting Officer to update the voucher or invoice submission process for a specific award, please be aware of the following changes that were effective April 30, 2018:

- Cost vouchers previously submitted via WAV/FARAPT and associated fee vouchers must now be submitted in IPP. The vouchers should be submitted separately in IPP.

- Invoices for awards that are 13 characters long and start with 80, followed by cntrYyyyy, are to be submitted through IPP. Note cntr = Center issuing the award; YYYY = fiscal year; yyyy = internal NASA number.

If you have an award that is 10 characters long and starts with an N (ex. Nxxxxxxxx) and you have received a contract modification for invoice submission, the following dates apply to that award: June 15, 2018:

- If the voucher or invoice submission process has been modified for your award, the last day to submit a voucher or invoice for payment via your current method for that award will be June 15, 2018.
- Vouchers or invoices cannot be submitted for these modified awards between June 15 and July 1, 2018. Vouchers and invoices submitted during this period will be rejected.

July 2, 2018:

- Beginning July 2, 2018, vouchers and invoices are to be submitted in IPP for awards modified to include the new voucher or invoice submission clause.
Questions/Open Discussion