



# Vendor Forest Service Incident Payment Information

(Keep for reference during fire season)

- All Forest Service Incident Contract payments will be made through IPP ([Invoice Processing Platform](#)) on behalf of the vendor starting 2022 Fire Season
- Invoices will continue to be sent to ASC EERA inbox: [sm.fs.asc\\_eera@usda.gov](mailto:sm.fs.asc_eera@usda.gov)
  - Invoices need be thoroughly reviewed prior to submission.

## Invoice Processing Platform (IPP)

- What does this mean for the Vendor?
  - Vendors may see increased e-mail communication from IPP
  - Vendors **DO NOT** initiate payment in IPP for this process. Invoices will be created on behalf of the vendor in IPP for incident contracts that are paid by the U.S. Forest Service.
  - Payment agency might be other than the Forest Service, depending on incident jurisdiction and contract type. Please review your contract/agreement for that information.
  - To minimize payment delay:
    - Thoroughly review invoices for accuracy PRIOR to signature
    - Make sure electronic POC in SAM is up to date
    - Keep **SAM Registration Active and EFT (Banking Information) information up to date**
- Vendor Enrollment into the IPP system:
  - Enrollment is automatically initiated by the agency (No vendor action required) and will be completed by IPP. Once enrolled, the initial vendor administrator user will receive an email from IPP with a link for them to log in, using either an existing ID.me or Login.gov account or creating a new one. \*Note- these emails do periodically end up in your SPAM (junk folder) so make sure to check that location for emails from IPP.
  - If you are working with a government agency that uses IPP for payment and would like to enroll your organization to receive an IPP account prior to initial invoice, please complete the following steps:
    - Go to <https://www.ipp.gov/knowledge-center/vendors/getting-started> and follow the steps.
    - Issues with enrollment, help guide attached here [Vendor MFA Quick Reference Guide](#)
    - Additional help can be found at [Vendor Logging In](#)
    - **This is not a required step in order to be paid via IPP.**
  - By completing the steps above, vendors will be able to monitor invoice status within IPP under the collector portal.
- IPP Training and Vendor Information: <https://www.ipp.gov/vendors/training-vendors>
  - To help vendors understand how their companies can use the IPP Collector module, IPP offers training in a variety of formats. See below for information on webinars and print-based documentation designed to help vendors learn the fundamentals of using IPP:
    - [Vendor Training Page](#)
    - [MFA Vendor Troubleshooting Tips](#)

## Invoice Issues

- Attempt to resolve invoice issues with the incident prior to signing the invoice.
- If invoice status questions cannot be answered by checking IPP, vendors may call or e-mail the ASC B&F Contact Center at **1-877-372-7248** or [SM.FS.SUPRT@usda.gov](mailto:SM.FS.SUPRT@usda.gov)
- Vendors need to have the following information for status of invoice (whether calling or emailing):

<b>Ground Resources</b>	<b>Aviation Resources</b>
Name of Company/Name as written on the Invoice	Name of Company
Agreement Number	CWN Award # "T" OR EU-Task Order Award # "K"
Incident Name/Number	Aircraft Tail Number
Resource Order Number	Dates of Service
Incident Dates of Service	Package Number
Amount of Invoice	Amount of Invoice
Date Invoice was Signed	