



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
 - 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 Active and EFT (Electronic Fund Transfer) information updated
- Vendor Enrollment into the IPP system:
 - Enrollment will be initiated by the agency and will be completed by IPP. Once enrolled, vendors will receive two emails with an IPP login ID and a temporary password. ***Note-** these emails do periodically end up in your SPAM (junk folder) so make sure to check that location for ID and Password.
 - 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/vendors/enrollment-vendors> and follow the steps.
 - This is not a required step in order to be paid in IPP.
 - By completing one of the steps above, vendors will be able to monitor invoice status within IPP under the collector portal.
 - Reminder: Active SAM registration is **Required**.
- IPP Training and Vendor Information: <https://www.ipp.gov/vendors/index>
 - 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](#)
 - [IPP Collector User Guide](#)
 - [Quick Reference Guide](#)

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
- Vendors need to have the following information for status of invoice (whether calling or emailing):
 - Name of Company/Name as written on the invoice
 - Agreement Number
 - Incident Name/Number
 - Resource Order Number
 - Incident Dates of Service
 - Amount of invoice
 - Date Invoiced was Signed