

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
WESTERN DISTRICT OF MISSOURI

KEVIN F. LYON
CHIEF U.S. PROBATION OFFICER

Gary L. Broyles, Jr.
DEPUTY CHIEF U.S. PROBATION OFFICER

400 E. 9th STREET, SUITE 4510
KANSAS CITY, MO 64106
816-512-1300
1-888-609-7664 (TOLL FREE)
816-512-1313 (FAX)

REPLY TO: KANSAS CITY



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80 LAFAYETTE STREET, SUITE 1230
JEFFERSON CITY, MO 65101
573-634-3293
1-800-550-8012 (TOLL FREE)
573-634-4908 (FAX)

222 N. JOHN Q. HAMMONS PARKWAY,
SUITE 1200
SPRINGFIELD, MO 65806
417-831-4494
1-800-333-3770 (TOLL FREE)
417-864-6583 (FAX)

ATTENTION

All Vendors currently doing business with U.S. Probation and Pretrial Services for the Western District of Missouri AND all vendors who will submit an offer to provide services to the U.S. Probation and Pretrial Services for the Western District of Missouri

Re: **PLEASE TAKE ACTION:** Request for System for Award Management (SAM) and Invoice Processing Platform (IPP) Registration

If you are a vendor currently doing business with the U.S. Probation and Pretrial Services Office for the Western District of Missouri, or are interested in submitting an offer to the U.S. Probation and Pretrial Services Office to provide services, we ask you to please enroll in the following programs:

- Register and recertify annually in the System for Award Management (SAM)
- Register with the Invoice Processing Platform (IPP)

The federal court system is upgrading our financial system effective **October 2017**. This upgrade provides a benefit to you by expediting processing of your invoices and payments. All payments after the implementation date in **October 2017** will be disbursed by the U.S. Treasury.

After our court transitions to the new financial system, and provided you have registered in SAM, your payments will be made via Electronic Funds Transfer (EFT) using bank routing and account numbers registered in SAM and you will no longer be issued payment via United States Treasury check. Registering in SAM allows you to manage your name, address, contact and banking information and will ensure you receive payments quickly and accurately from the United States Judiciary.

Registering with IPP will allow you to check the status of your U.S. Treasury payments and to receive email notifications of payments and remittance information. IPP provides a number of other benefits to US Judicial District vendors as well, including:

- Greater visibility into payment transaction data and documents
- Self-service features to quickly answer your payment-related questions
- Ability to better manage cash flow projections

Please note there is no fee associated with either SAM or IPP registration. Any request for payment for registration should be treated as fraudulent.

Instructions for SAM and IPP registration are provided below.

With respect to SAM, when you have completed the registration process, please notify us so we can set you up as a SAM vendor in our financial system. Please send an email to the following address and provide your DUNS number: **vendors@mow.uscourts.gov**.

If your agency has already registered as a SAM vendor, please provide your DUNS number to: **vendors@mow.uscourts.gov**.

In the meantime, please continue to notify us of any name, address or contact information changes. When you begin receiving our payments via EFT, you will no longer need to notify us since we will be using the information in the SAM system.

SAM Instructions

1. Dun & Bradstreet (DUNS) Number – To register in SAM, you will need a DUNS number. If you do not have a DUNS number, one can be requested – **without charge** – at <http://fedgov.dnb.com/webform>.
2. SAM Registration – Once you have a DUNS number, you can register in SAM by going to the following website: www.sam.gov.



3. SAM Registration Information – To complete SAM registration, you will need the following information. Please allow up to 10 business days after you submit your registration for it to become active in SAM.
 - Business Information: name, address, email, business start date, fiscal year-end close date, Tax Identification Number (SSN or EIN), Points of contact (name, phone/email)
 - Banking Information: ABA Routing Number, Account Number, Bank ACH (phone or email)
 - Other Information:
 - Commercial and Government Entity (CAGE) code. Note: If you do not have a CAGE code for your entity, one will be assigned automatically during the registration process.

4. Further Information – If you need further SAM information, SAM Quick Reference Guides, answers to Frequently Asked Questions, and demonstration videos are located on the SAM.gov website under the ‘Help’ tab.
5. Further Assistance – If you need further assistance, please contact the SAM Help Desk at www.fsd.gov, 866-606-8220 or the Help tab on the SAM website.

The screenshot shows the SAM.gov website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are login fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login area is a navigation bar with tabs: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A red arrow points to the 'HELP' tab. The 'HELP' section is expanded, showing a sidebar with 'Help', 'FAQs', 'User Guides', 'Demonstration Videos', and 'Exclusions Information'. The main content area is titled 'FAQs' and 'General FAQs'. It contains the heading 'Frequently Asked Questions (FAQs)' and a paragraph: 'This page provides answers to the most frequently asked SAM questions. You can perform a search for a question or filter the questions to a functional area. Please visit the Federal Service Desk (FSD) website for more help with SAM and other GSA IAE systems: www.fsd.gov'. Below this is a search bar with a 'Search' button. At the bottom, there are two bullet points: 'Who do I contact with additional questions on TIN (Taxpayer Identification Number) validation?' with an answer about contacting the IRS, and 'I manage multiple entity registrations in SAM. Can I link all my DUNS numbers to my user account?'.

IPP Instructions

IPP Registration – To enroll in IPP, please complete the following steps:

1. Designate IPP Administrator – Identify a person at your organization who will serve as the designated IPP account administrator. This person will be responsible for submitting the request to enroll in IPP and enrolling other users in your organization. It will be his or her contact information/work email address that is associated with the administrator account created. *Please note that due to U.S. Department of the Treasury guidelines, IPP cannot set up User IDs using a shared email address.*
2. Gather Required Information – Gather the company and designated contact information listed below. If you have more than one location or company name, please use your primary corporate information and location data.
3. Provide Required Information – Send an email with this information to IPPCustomerSupport@fms.treas.gov.
 - a. The email subject line must be **IPP Payment Notification Services**.
 - b. Please include all requested information in the body of the email message and not as an attachment. *IT security guidelines prohibit us from opening any email attachments.*
 - i. Company and designated IPP contact information
 - ii. Company name
 - iii. Primary company mailing address
 - iv. Primary company phone number
 - v. Designated IPP account administrator: The request to register an account must come from the person designated as the IPP account administrator (contact information/email address listed below).
 - vi. First name
 - vii. Last name
 - viii. Phone number
 - ix. Email address
 - x. Taxpayer Identification Number(s) (TINs) used for government agency payments
 - xi. Name of government agency doing business with your company
 - xii. Contract number: Note: If you have multiple contract numbers, please just list one for verification purposes

xiii. Contact information at the government agency

1. First name: *(provide First Name)*
 2. Last name: *(provide Last Name)*
 3. Phone number: *(provide Phone Number)*
 4. Email address: *(provide Email Address)*
4. What Happens Next – Account takes 5 to 10 business days to establish. After an account is established, you will receive two emails. The first one will include your IPP User ID, and 12 to 24 hours later a second email will give you an 8-character password. Use the ID and password to log onto IPP. You will be asked to change the temporary password to one of your own choosing, agree to the rules for using IPP, and set up the answers to security questions. As a vendor who provides goods or services to a government agency, once logged in you will be granted access to IPP's Collector module which will allow you to download purchase orders, upload invoices, access payment information, and more. Please note that only one Administrator can be initially enrolled in your IPP vendor profile. The Administrator can then add additional users as necessary.
5. Further Information – For the complete registration instructions, please see <https://www.ipp.gov/vendors/enrollment-vendors.htm>.
6. Further Assistance – If you have any questions regarding the enrollment process, please call the IPP Customer Support Desk at (866) 973-3131.