

NSF 110 – ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS – INVOICE PROCESSING PLATFORM (IPP) (FEBRUARY 2019)

Payment requests by the Contractor shall be submitted for reimbursement in the manner and format described herein.

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in FAR 32.905(b), "Content of Invoices", and all applicable payment clauses and provisions included in this contract.

Invoices must be submitted electronically through the U.S. Department of the Treasury's Invoice Processing Platform System (IPP). The IPP website address is: <https://www.ipp.gov>. If you have multiple contracts with NSF, you cannot reuse the same invoice number when invoicing under different contracts. Each invoice number from your organization must be different.

(When searching for your PO in the system, please use the abbreviated form. For example, instead of "NSFDACS17T1234", please use "17T1234".)

If you are not already enrolled, please go to <https://www.ipp.gov> and click on the "Vendors – Enroll Now" button for instructions on how to enroll.

Contractor assistance with enrollment can be obtained by contacting the IPP Customer Support Helpdesk via e-mail: IPPCustomerSupport@fiscal.treasury.gov or by phone: (866) 973-3131.

If any contract deliverables are rejected for failure to conform to the technical requirements of the contract or are otherwise unacceptable, the provisions of this clause will apply only to delivery of the acceptable contract deliverables, unless otherwise determined by the Contracting Officer.

All payments for proper invoices will be made via Electronic Fund Transfer (EFT).

Contractors that are small businesses under the appropriate NAICS code for this contract are permitted to request accelerated payments in accordance with the OMB Memorandum, Accelerating Payments to Small Businesses for Goods and Services, dated September 14, 2011. Requests for accelerated payments shall be made by typing "Small Business Invoice" in the Comments field of your IPP invoice screen. Per the OMB Memorandum, Accelerating Payments to Small Businesses for Goods and Services, dated September 14, 2011, the accomplishment of accelerated payments to small businesses is a goal and not a guarantee.

If the Contractor is unable to comply with the requirement to use IPP for submission of invoices, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation. The Contractor may submit payment requests using other than IPP only when the Contracting Officer expressly authorizes alternate procedures in writing.

Payment assistance for small businesses is available from the NSF Office of Small and Disadvantaged Business Utilization (OSDBU) (see <https://www.nsf.gov/about/contracting/osdbu.jsp>).

NSF 310 NOTICE OF REGISTERING IN FASTLANE (MAY 2018)

The prospective awardee shall, upon notification from the Contracting Officer, register in Research.gov prior to award. Instructions on how to register in Research.gov are as follows:

1. Sign in to Research.gov. (If you do not have a NSF account, first go to Research.gov and select **Register** from the menu to create one.)
2. Select the **My Profile** link located on the top right hand of the screen.
3. Select the **Add a New Role** option from the left navigation bar.
4. Select **Add Organizational Role**.

Note: The organization is required to be registered in the System for Award Management (SAM). Please go to [SAM.gov](https://sam.gov) to register your organization with SAM prior to registering with NSF. *Note that completion of the SAM registration process may take up to two weeks. A DUNS number is also required to register your organization with NSF.*

For instructions on the registration process, go to

https://www.research.gov/common/attachment/Desktop/Single_ID_Help.pdf#page=11.

The prospective awardee shall follow the instructions and inform the Contracting Officer when registration has been completed.