

DOI IPP Waiver Request Form

The Department of the Interior's (DOI) Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) (November 2010) Clause requires that all new awards from 05/01/2011 and forward have invoices submitted electronically via the Internet Payment Platform (IPP). Waivers to this requirement may be granted under the conditions described below. Please mark the condition which applies and complete the information requested at the bottom. Once complete, please sign the form (requestor) and submit to the FBMS IPP Team via email: FBMS_IPP@fbms.doi.gov.

Waiver Requests for Hardship

Condition 1 An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that submission of invoices through IPP would impose a hardship due to either a physical or mental disability; a geographic, language, or literacy barrier; or a financial hardship. The requirement to submit invoices through IPP is automatically waived for all individuals who do not have payment capability using ACH with a financial institution.

Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

Condition 2 The political, financial, or communications infrastructure of a foreign country does not support access to IPP for submitting invoices electronically.

Condition 3 The vendor is located within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to submission of invoices made within 120 days after the disaster is declared.

Condition 4 The submission of invoices electronically may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.

Condition 5 The contract terms allow for a Foreign Vendor to invoice and be paid in foreign currency.

Condition 6 The purchase is being made in support of emergency operations being conducted by DOI or in support of contingency operations conducted by the Department of Defense and the conditions prevent the invoice from being submitted electronically. Include the following information:

Award Number: _____ Award Type: _____
Award Total Dollar Value: _____
Award Description: _____

Waiver Requests for Non-Recurring Payments, Public Expedience, or Financial Hardship

Condition 7 The agency does not expect to receive more than one invoice from the same vendor within a one-year period, i.e., the invoice submission is non-recurring.

Condition 8 DOI's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless invoices are submitted by the vendor other than in electronic form through the IPP system; or, there is only one source for goods or services and the Government would be seriously injured unless invoicing by the vendor is permitted by means other than through the IPP system. Include the following information:

Award Number: _____ Award Type: _____
Award Total Dollar Value: _____
Award Description: _____

Explanation of Waiver Request (Please explain how the condition marked was met.)

Vendor Name: _____ DUNS: _____

Signed (Requestor): _____ Title: _____

Phone No.: _____ Date: _____

Approved: _____ Title: _____

Phone No.: _____ Date: _____