

**OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK**

ROBERT H. JACKSON  
UNITED STATES COURTHOUSE  
2 NIAGARA SQUARE  
BUFFALO, NEW YORK 14202-3350  
(716) 551-1700 ★ (716) 551-1735 fax

MARY C. LOEWENGUTH  
CLERK OF COURT

PATRICK J. HEALY  
CHIEF DEPUTY CLERK

KENNETH B. KEATING  
FEDERAL BUILDING  
100 STATES STREET, ROOM 2120  
ROCHESTER, NEW YORK 14614  
(585) 613-4000 ★ (585) 613-4035 fax

[www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

August 10, 2016

**Please Take Action: Request for Registration in the System for Award Management (SAM) and the Invoice Processing Platform (IPP)**

Dear Vendor,

We are contacting you because you have been identified as a vendor doing business with at least one of the following court units within the federal court system in the Western District of New York: United States District Court, United States Bankruptcy Court, United States Probation & Pretrial Services, and the Federal Public Defender. To continue doing business with us, 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 November 7, 2016. This upgrade provides a benefit to you by expediting processing of your invoices and payments. All payments after November 7, 2016 will be disbursed by the U.S. Treasury.

After registering 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 federal Judiciary 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

Instructions for SAM and IPP registration are provided herein. **Please note there is no fee associated with either SAM or IPP registration.** Any request for payment for registration should be treated as fraudulent.

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: [vendor\\_administrator@nywd.uscourts.gov](mailto:vendor_administrator@nywd.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](http://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](http://www.fsd.gov), 866-606-8220 or the Help tab on the SAM website.

The screenshot displays the SAM System for Award Management website. 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?". A "Create an Account" link is also present. Below the header is a navigation menu with tabs for "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The "HELP" tab is selected, leading to a "Help" page. On the left is a sidebar with links for "FAQs", "User Guides", "Demonstration Videos", and "Exclusions Information". The main content area is titled "FAQs" and "General FAQs". It contains a section for "Frequently Asked Questions (FAQs)" with the text: "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](http://www.fsd.gov)". Below this text is a search input field and 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 directing to the IRS at 1-800-829-4933, 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](mailto: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: *Nicole*
      2. Last name: *Koch*
      3. Phone number: *(716) 551-1730*
      4. Email address: *vendor\_administrator@nywd.uscourts.gov*
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.