

**United States District Court
District of South Dakota**

Office of the Clerk
Room 128, Federal Building
400 S. Phillips Ave.
Sioux Falls, SD 57104-6851

Joseph Haas
Clerk of Court

Telephone
(605) 330-6600

March 14, 2016

Re: Request for Registration in System for Award Management (SAM) and 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 in the federal court system in the District of South Dakota: United States District Court, United States Bankruptcy Court, United States Probation Office, and the Federal Public Defender.

The federal court system is upgrading our financial system effective May 9, 2016. To expedite processing of your invoices and payments through the financial system, you are highly encouraged to enroll in the following programs:

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

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 proves a number of other benefits to vendors as well, including:

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

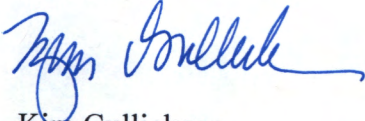
Please note there is no fee associated with either SAM or IPP registration. Any request for payment for registration should be treated as fraudulent.

Instructions for SAM registration are provided below. If you require additional support, SAM Quick Reference Guides, answers to Frequently Asked Questions, and demonstration videos are located on the SAM.gov website under the 'Help' tab. 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 applicable court unit address and provide your DUNS number:

| | | |
|-------------------------------|---|--------------------|
| District Court and Probation: | <u>Kim_Gullickson@sdd.uscourts.gov</u> | 605-977-8957 |
| Bankruptcy Court: | <u>Mary_Frederickson@sdb.uscourts.gov</u> | 605-357-2403 |
| Federal Public Defender: | <u>Joni_Bock@fd.org</u> | 605-343-5110 x 230 |

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.

Sincerely,



Kim Gullickson
Fiscal Operations Administrator
U.S. District Court