

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEBRASKA  
OFFICE OF THE CLERK**  
[www.ned.uscourts.gov](http://www.ned.uscourts.gov)

Denise M. Lucks  
Clerk of Court

Gabriela Acosta  
Chief Deputy Clerk

August 23, 2016

**Action Required:** 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 conducting business with the United States District Court, United States Bankruptcy Court, United States Probation and Pretrial Services Office, or Federal Public Defender's Office in the District of Nebraska.

These court units and federal public defender organization are upgrading their financial system, effective November 7, 2016. To expedite processing of your invoices and payments through the system, please enroll in the SAM and IPP by performing the following steps:

- 1) Obtain a Data Universal Number System (DUNS) number to begin registration.
- 2) Register in SAM.
- 3) Register with IPP.

Instructions to register for DUNS, SAM, and IPP are available at: <http://www.ned.uscourts.gov/public/vendor-enrollment>.

Vendors registered in SAM will receive payments via Electronic Funds Transfer (EFT), using the vendor's bank routing and account numbers registered in SAM. By registering in SAM, vendors can manage their name, address, contact, and banking information, which will ensure payments are sent quickly and accurately from the federal court.

Vendors registered with IPP can check the status of United States Treasury payments and receive email notifications of payments and remittance information along with a number of other benefits.

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

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111 South 18th Plaza, Suite 1152, Omaha, NE 68102-1322

Omaha: (402) 661-7350 | Fax: (402) 661-7387 | Toll Free: (866) 220-4381  
Lincoln: (402) 437-1900 | Fax: (402) 437-1911 | Toll Free: (866) 220-4379

**Notification of Registration:** Upon completion of the registration process in SAM, please send the court unit or federal public defender organization your DUNS number, so you can be set up as a SAM vendor in the new financial system. The contact information is as follows:

Bankruptcy:	<a href="mailto:vendorbk@neb.uscourts.gov">vendorbk@neb.uscourts.gov</a>	402.661.7476
District and Probation:	<a href="mailto:vendor@ned.uscourts.gov">vendor@ned.uscourts.gov</a>	402.661.7393 or 402.661.7370
Federal Public Defender:	<a href="mailto:bill_sweet@fd.org">bill_sweet@fd.org</a>	402.221.7845

Sincerely,



Gail Carlson  
Financial Administrator