

Office of the
Chief Administrative Officer
U.S. House of Representatives
Washington, DC 20515-6860

August 27, 2010

Dear Vendor:

The U.S. House of Representatives is implementing a new Enterprise Financial Management System. The system, PeopleSoft, is part of our ongoing effort to streamline and modernize the manner in which the House conducts business.

The conversion to PeopleSoft will occur from October 1-11, 2010. During this period, no purchase orders or payments can be processed. Following the transition, a brief delay may be experienced as staff works to complete processing any backlog of purchase requests, receipts, and payments requested during the transition period.

If you provide goods and/or services prior to this transition period, please submit all documentation necessary to process payment requests by September 13, 2010. Such documentation must include the invoice, purchase order reference, Equipment Installation Notice (EIN) form containing the signature of the Member/Full Committee Chairperson, or other evidence of acceptance by the House as appropriate. Every effort will be made to make payment(s) prior to the transition period. Invoices received after September 13, 2010, will be processed in PeopleSoft in the order they are received. Please note that maintenance payments for the period ending September 30, 2010, will not be processed until after October 11, 2010.

Commencing October 12, 2010, you will notice changes in how the House does financial business, including a new purchase order form for those vendors who receive purchase orders. This new form as well as other information about the PeopleSoft transition can be found by visiting our web site at <http://www.house.gov> and clicking on Procurement Opportunities.

If you need assistance in preparing invoice documentation or have other questions regarding this transition, please contact the following:

Financial Counseling at 202-225-7848, fax 202-226-0065

(**Payment processing** for OSM, OSS, OSG, OSP, OSR, FSS, OSC, and MFP purchase orders)

Procurement Management Purchasing at 202-226-1080, fax 202-226-0381

(**Purchase order processing** for OSM, OSS, OSG, OSP, OSR, FSS, OSC, and MFP purchase orders)

Procurement Management at 202-225-2921, fax 202-226-3850

(Contracts, OFP, and OPR purchase orders)

Your patience and continued support of House operations during this transition is greatly appreciated.