UNITED STATES DEPARTMENT OF COMMERCE
Office of the Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2023-02 REVISED October 29, 2026

ACTION

MEMORANDUM FOR: Senior Bureau Procurement Officials

FROM: Olivia J. Bradley
Senior Procurement Executive and
Director for Acquisition Management

OLIVIA BRADLEY Digitally signed by OLIVIA BRADLEY Date: 2026.10.29 09:06:46 -04'00'

SUBJECT: BAS Program PRISM Transition: Invoice Processing Platform (IPP)

Background
The Business Applications Solution (BAS) is a U.S. Department of Commerce modernization initiative to deploy an integrated suite of financial and business management applications in support of its mission. BAS is comprised of the following applications: Oracle E-Business Suite for financials, Unison PRISM for acquisition, and Sunflower Systems for asset management.

Purpose
The purpose of this memorandum is to establish procedures associated with the IPP system for invoicing processing.

Actions
Contracting officers shall comply with the following procedures:

(i) Contracting officers shall insert the language found in Attachment A**, Invoicing Processing Platform (Dec 2022)**, modified as necessary, in all contract actions.

Effective Date[1]
This procurement memorandum is effective immediately and remains in effect until rescinded or incorporated into the Commerce Acquisition Manual.

[1] A contracting officer may modify a contract at any time to add the language in Attachment A.

Exceptions
Exceptions to the requirements of this procurement memorandum may be provided in the below instances:

(i) Contract actions using the purchase card as a payment method.
(ii) Contract actions where the currency to be used to pay an invoice is other than the U.S. dollar.
(iii) Other instances as approved by the Senior Bureau Procurement Official, without further delegation.

Questions
Please direct any questions regarding this Procurement Memorandum to **OAM_Mailbox@doc.gov**.