





Standard Process

How to view the payments on the DC vendor portal

Overview

Performed by

Registered DC Vendor

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- 1. In a browser, open <u>www.vendorportal.dc.gov</u>
- 2. Login from the home page of the portal with user credentials
- 3. Vendors can view payments made in the last 30 days. (a) by selecting the payments button or payments on dashboard, and (b) by selecting the payments tab on the menu bar

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4. Vendors can search payments by the following fields: Purchase Order Number, Invoice Number, ACH/Check #, Voucher Number or Payment Date.

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| осто | PO561450 | INVinvo561450-V2-1517032 | 6/21/2017 | VOE71423 | 76535 | \$11,200.00 | Details |
| | PO561514 | INVinv561514-1516884 | 6/13/2017 | VOE71267 | 65464 | \$100,000.00 | Details |
| OCTO | | | | | | | |



5. By selecting the Details button under Actions, vendor can view payment details as per screen below

| 🖀 Home / Pa | Payment Details | | <u> </u> | |
|-------------|------------------------------------|--|----------|--------|
| Search Payı | Agency: OCTO | Invoice number: INVsaku dup inv-V2-1517095 | _ | |
| | Purchase Order number: PO561483-V2 | Invoice create date: 6/26/2017 | | |
| Purchase | Payment date: 6/26/2017 | Voucher number: VOE71492 | | |
| Porchas | Payment Amount: \$4,039.32 | ACH/Check Number: 65464 | | |
| Payment | Payment type: DIRECT DEPOSIT - CTX | Credited ACC number (Last 4 digits): 7465 | | |
| | Estimated payment date. 7/20/2017 | | _ | |
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- 6. Vendors can view the Agency Name, Purchase Order Number, Invoice Number, Invoice Create Date, Voucher Number, ACH/Check #, last 4 digits of bank account for ACH payments.
- 7. Vendor can export the details to PDF or CSV formats
 - End of Document -