Create and Submit an Invoice
Create and Submit an Invoice

Standard Process
How to create and submit an invoice 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 www.vendorportal.dc.gov
2. Login to the home page of portal with user credentials obtained from the vendor registration process
3. Vendor can create an invoice
4. Three ways to create an invoice. (A) from the home page, (B) from the “Create Invoice” tab, and (C) from the “Purchase orders” tab.

A. Create Invoice from the Home page
Create and Submit an Invoice

- Select “Create Invoice” from any purchase order listed on the Dashboard
- The “Create Invoice” form will be opened

B. Create Invoice from “Create Invoice” tab

Invoice can be created by typing at least 3 characters of a PO in search PO box

- Select the “Create Invoice” from the Menu bar
- The user will be prompted to enter the Purchase Order Number.
- Enter the Purchase Order Number
- The “Create Invoice” form will be opened

C. Create invoice from the “Purchase Orders” tab

Select Create Invoice button from Purchase Orders tab on menu bar
Create and Submit an Invoice

- Select the “Purchase Orders” tab from the Menu bar
- Identify the Purchase Order for which an invoice is to be created.
- Then select the “Create Invoice” button
- The “Create Invoice” form will be opened

5. The create invoice form is divided into three parts: Invoice Details, Line Items, and Remit to/Bill to.

![Create Invoice Form]

<table>
<thead>
<tr>
<th>Line</th>
<th>PO Line Reference</th>
<th>Part/Description</th>
<th>Quantity (Unit)</th>
<th>Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Line 2</td>
<td></td>
<td>0 of 10</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>Line 2</td>
<td></td>
<td>0 of 10</td>
<td>$1,600.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total amount: $0.00

**Remit To**
- Supplier Name: creative minds
- Supplier Address: xyz herndon, va 56789

**Bill To**

**Comments**

255 characters left
Create and Submit an Invoice

Invoice Details:

- Vendors must enter a unique Vendor Invoice Number (which is a mandatory field. All other fields may be required). Supporting shipping documents and other documents can be uploaded by clicking on “browse” and selecting the file.
- Pre-populated fields from DC procurement system (PASS) include Contract number, Invoice Create Date, Purchase Order Number, Purchase Order Amount, Amount Invoiced to Date and Amount Remaining to Invoice.

Line Items:

- Portal will display all the line items from purchase order. Vendor must enter the quantities per line item. Portal automatically updates the total amount based on line item quantities entered.

Remit to / Bill to:

- Remit to and Bill to sections are pre-populated from DC procurement system (PASS). The vendor can enter comments in the “Comments” section. Once the invoice is submitted, portal will generate a message of its successful submission and processing.

Tip: System will not allow duplicate invoice numbers

Note:
Invoices must be submitted upon creation; they cannot be saved for later submission
Vendors cannot create an invoice if the “amount to be invoiced to date” is equal to $0.00

-End of Document -