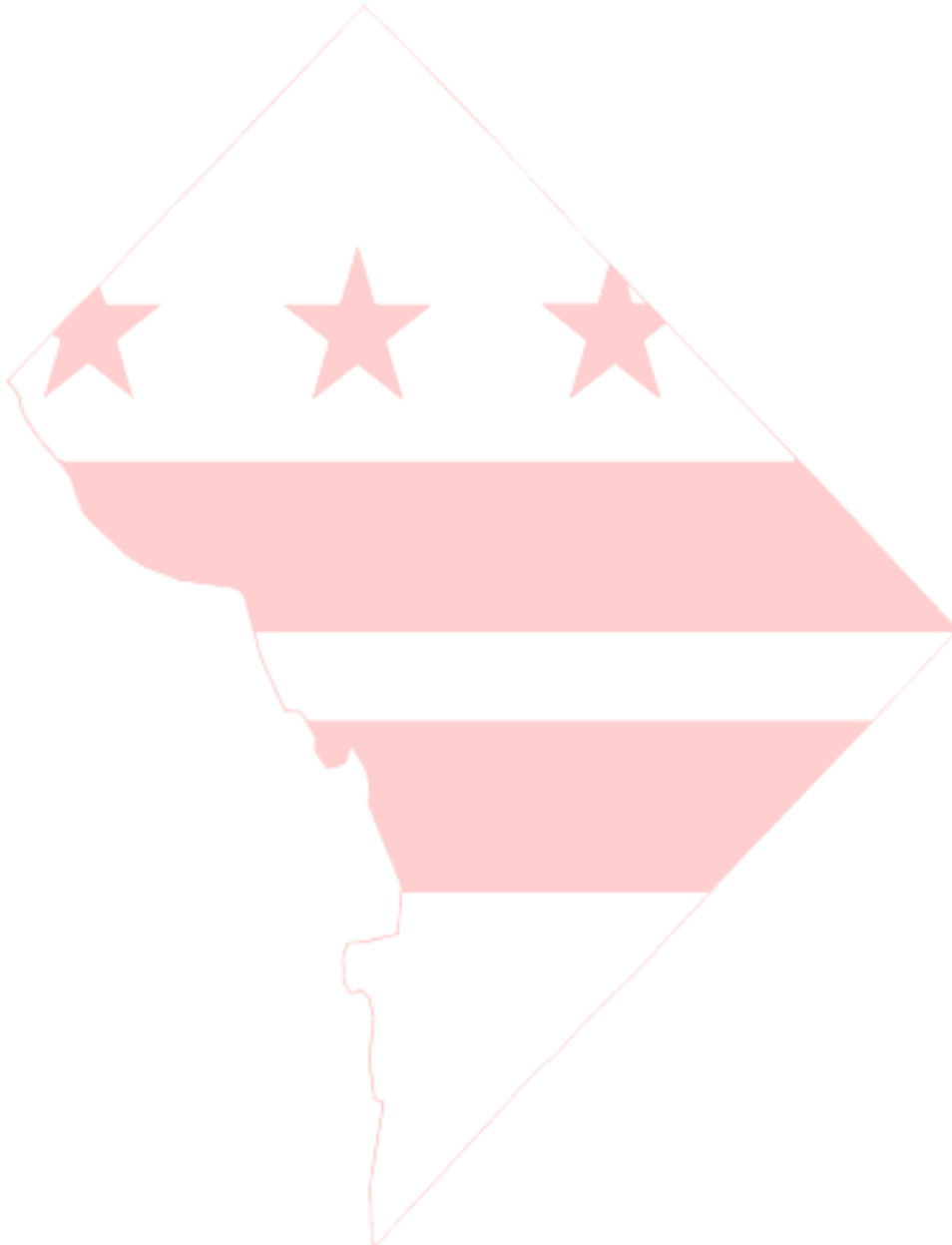


Viewing Payments on Vendor Portal



Viewing Payments on Vendor Portal



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 www.vendorportal.dc.gov
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

a. Payments button or Payments on the Dashboard

Payment button or payments on dashboard

Dashboard navigation: Home, Create Invoice, Purchase Orders, Invoices, Payments

Welcome minds, creative Account Log Out

47 Purchase Orders | 90 Invoices | 3 Payments

Purchase Orders | Invoices | **Payments**

Show 10 entries Search: Last 30 days

Agency	PO#	Invoice#	Invoice Create Date	Voucher #	Check #/ACH #	Credited Account Number	
OCTO	PO561370-V2	PO561370 inv 1	5/30/2017	VOE71029	75605	9086	Details
OCTO	PO561354-V5	PO561354-V3	5/30/2017	VOE71028	75581	9031	Details
OCTO	PO561328-V3	PO561328 inv 2 rv	5/24/2017	VOE70945	75173	8096	Details

Showing 1 to 3 of 3 entries Previous 1 Next

Viewing Payments on Vendor Portal



Payments tab from menu bar

b. Payments tab on the Menu bar

DC Vendor Portal Home Create Invoice Purchase Orders Invoices **Payments** Welcome minds, creative Account Log Out

47 Purchase Orders 90 Invoices 3 Payments

Purchase Orders Invoices **Payments** Last 30 days

Show 10 entries Search:

Agency	PO#	Invoice#	Invoice Create Date	Voucher #	Check #/ACH #	Credited Account Number	
OCTO	PO561370-V2	PO561370 inv 1	5/30/2017	VOE71029	75605	9086	Details
OCTO	PO561354-V5	PO561354-V3	5/30/2017	VOE71028	75581	9031	Details
OCTO	PO561328-V3	PO561328 inv 2 rv	5/24/2017	VOE70945	75173	8096	Details

Showing 1 to 3 of 3 entries Previous 1 Next

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

DC Vendor Portal Home Create Invoice Purchase Orders Invoices **Payments** ?

Home / Payments

Search Payments

Purchase Order Number Invoice Number ACH/Check # Voucher Number

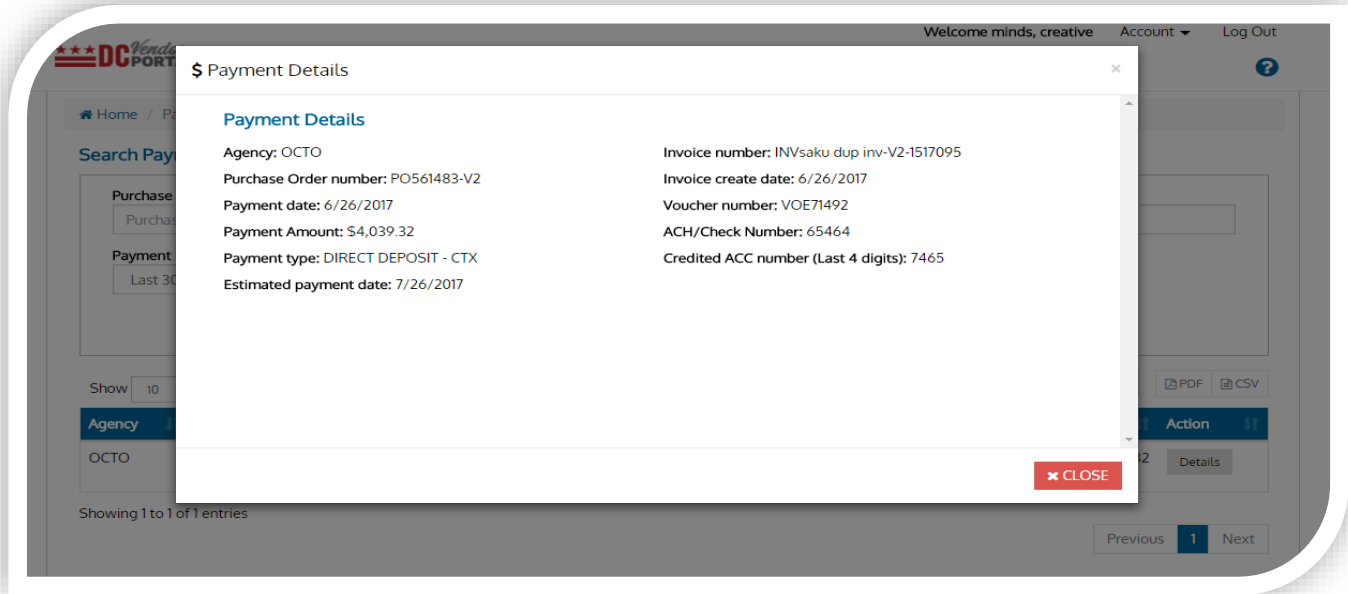
Payment Date ?

Reset Search

Show 10 entries Search: PDF CSV

Agency	PO #	Invoice #	Invoice Create Date	Voucher #	ACH/Check #	Payment Amount	Action
OCTO	PO561450	INVinv561450-V2-1517032	6/21/2017	VOE71423	76535	\$11,200.00	Details
OCTO	PO561514	INVinv561514-1516884	6/13/2017	VOE71267	65464	\$100,000.00	Details
OCTO	PO561501	INVin561501-1516856	6/12/2017	VOE71238	75944	\$50,000.00	Details

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



- 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.
- Vendor can export the details to PDF or CSV formats

- End of Document -