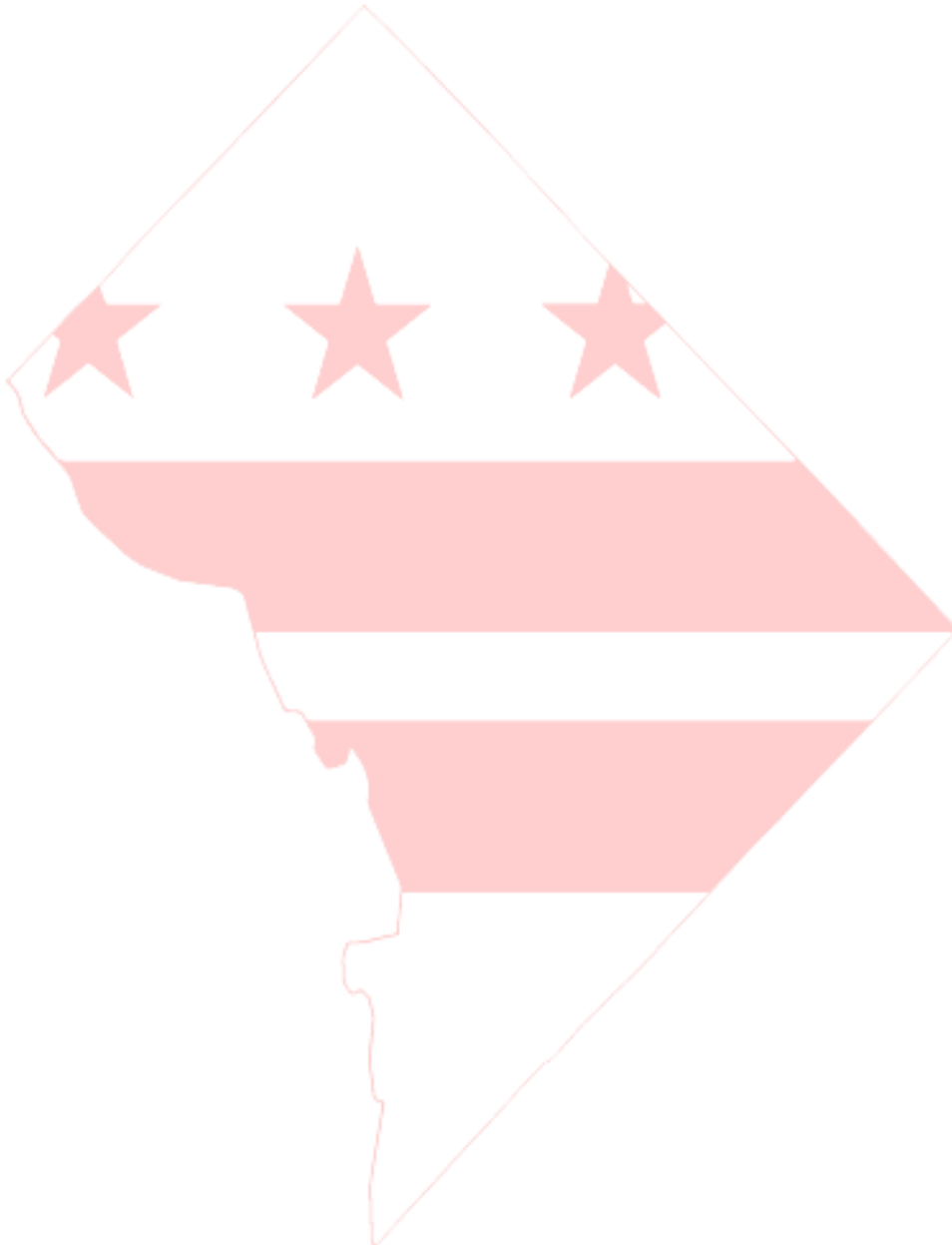


View Purchase Orders on Vendor Portal



View Purchase Orders in Vendor Portal



Standard Process

How to view purchase orders 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 portal with user credentials
3. There are 2 ways to view purchase orders issued in the last 30 days: a) By selecting the Purchase Orders button or Purchase Orders and, b) By selecting Purchase Order tab on the menu bar

a. Purchase Orders button or Purchase Orders on the Dashboard

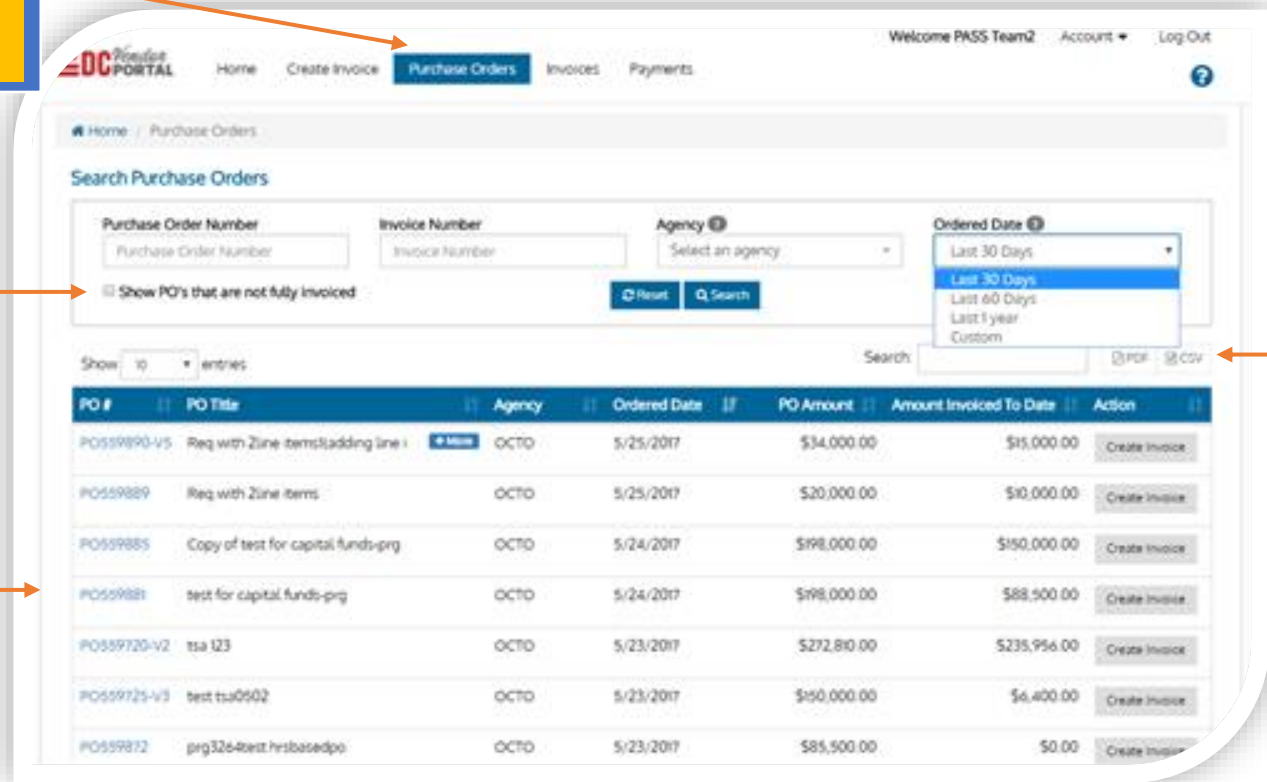
PO's can be found by clicking the select tab

The screenshot shows the DC Vendor Portal dashboard. At the top, there is a navigation bar with 'Home', 'Create Invoice', 'Purchase Orders', 'Invoices', and 'Payments'. The main dashboard area features three large circular icons: '94 Purchase Orders', '250 Invoices', and '0 Payments'. Below these icons is a menu bar with 'Purchase Orders', 'Invoices', and 'Payments' tabs. The 'Purchase Orders' tab is selected. Below the menu bar, there is a table of purchase orders for the last 30 days. The table has columns for PO Number, PO Title, Agency, Ordered Date, PO Amount, and Amount Invoiced To Date. The status of each PO is listed as 'Fully Invoiced'.

PO Number	PO Title	Agency	Ordered Date	PO Amount	Amount Invoiced To Date	Status
PO559763-V2	prg for 10 items	OCTO	5/8/2017	\$3,465,000.00	\$3,465,000.00	Fully Invoiced
PO559683	test for ap specialist	OCTO	4/25/2017	\$2,345,670.00	\$2,345,670.00	Fully Invoiced
PO559740-V2	test tsapo	OCTO	5/3/2017	\$2,010,000.00	\$2,010,000.00	Fully Invoiced
PO559742	test tsa	OCTO	5/3/2017	\$1,900,000.00	\$1,900,000.00	Fully Invoiced
PO559761	test tsa	OCTO	5/8/2017	\$1,325,296.00	\$1,325,296.00	Fully Invoiced

b. Purchase Order Tab on the Menu Bar

Purchase Orders tab will open search option



Search Purchase Orders

Purchase Order Number: Invoice Number: Agency: Ordered Date:

Show PO's that are not fully invoiced

Show 10 entries

PO #	PO Title	Agency	Ordered Date	PO Amount	Amount Invoiced To Date	Action
PO559890-V5	Req with Zline items(ladding line i	OCTO	5/25/2017	\$34,000.00	\$15,000.00	Create Invoice
PO559889	Req with Zline items	OCTO	5/25/2017	\$20,000.00	\$10,000.00	Create Invoice
PO559885	Copy of test for capital funds-prg	OCTO	5/24/2017	\$198,000.00	\$150,000.00	Create Invoice
PO559881	test for capital funds-prg	OCTO	5/24/2017	\$198,000.00	\$88,500.00	Create Invoice
PO559720-V2	tsa 123	OCTO	5/23/2017	\$272,810.00	\$235,956.00	Create Invoice
PO559725-V3	test tsu0502	OCTO	5/23/2017	\$10,000.00	\$6,400.00	Create Invoice
PO559872	prg3264test hrsbasedpo	OCTO	5/23/2017	\$85,500.00	\$0.00	Create Invoice

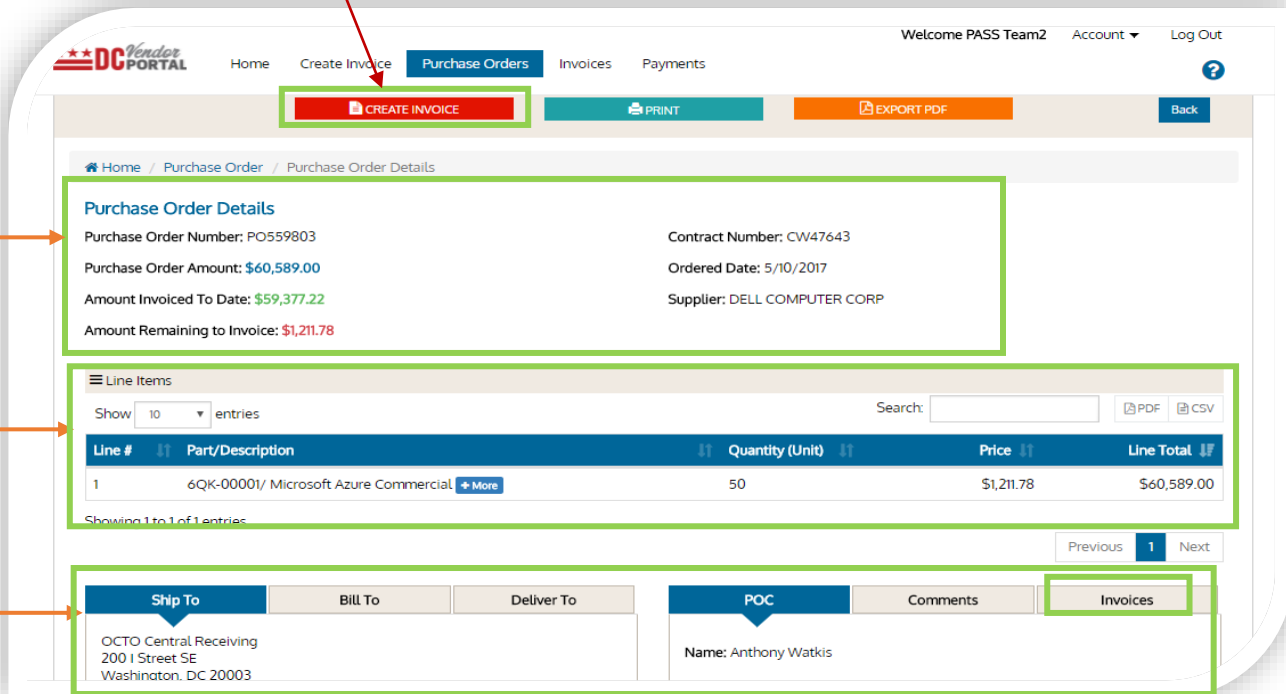
- Vendors can search for purchase orders by following fields: Purchase Order Number, Invoice Number, Agency or Ordered Date.
- Vendors can view Purchase Orders that are not fully invoiced (i.e. purchase orders with balances in the "Amount invoiced to date" field) by checking the box next to "Show PO's that are not fully invoiced".
- Selecting a Purchase Order Number opens the Purchase Order Details page
- The purchase order details can be exported to PDF or CSV formats.

Purchase Order Details

Vendors can select the Purchase Order Number to view the details.



Tip: An invoice can be created for this purchase order by selecting the “Create Invoice” tab at top of the screen



1. All the fields on Purchase Order details page are pre-populated from DC procurement system (PASS) and are not editable.
2. This page can be printed or exported to PDF or CSV format.
3. Section 1 contains Purchase Order Number, Purchase Order Amount, Amount Invoiced To Date, Amount Remaining to Invoice, Contract Number, Ordered Date and Supplier name.
4. Section 2 contains Line Item details such as Line Number, Part/Description, Quantity, Price and Line Total of the purchase order.
5. Section 3 contains Ship To, Bill To, Deliver To, Point of Contact (POC), Comments and Invoices tabs.



Note: The invoices tab in section 3 allows the vendor to obtain a list of invoices related to the purchase order.