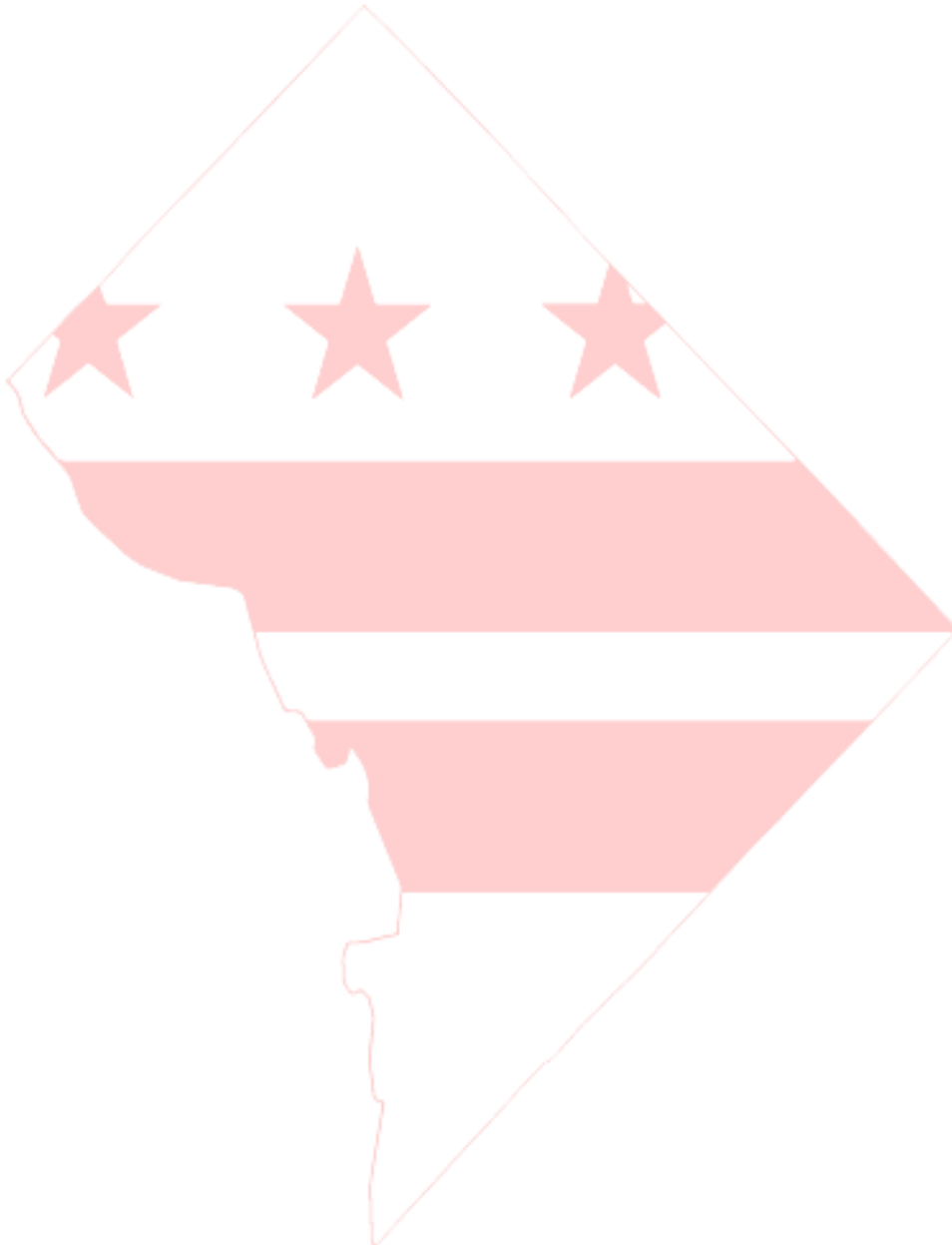


**View Rejected Invoices, Edit, Re-submit on
Vendor Portal**



View Rejected Invoices, Edit and Re-submit



Standard Process

How to view and edit the rejected invoices and re-submit on vendor portal

Overview

Performed by

Registered DC Vendor

User Interface

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. Select Invoices tab on menu bar at top of the page.
4. Identify the rejected invoice by using Purchase Order Number, Invoice Number, Agency or Invoice Create Date.
5. The results can be sorted by the following field names: Agency, Invoice number, Purchase Order number, Create Date, Invoice Amount, Invoice Status by selecting the up/down arrow buttons next to the field names.
6. Users can view comments for the rejection reasons.
7. Select the "Edit" button in the Action column to resubmit the rejected invoices.



***Tip: Only rejected invoices can be edited.
Invoices must be submitted upon creation; they cannot be saved for later submission.***

View Rejected Invoices, Edit and Re-submit



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

Home / Invoices

Search Invoices

Purchase Order Number: Invoice Number: Agency: Invoice Create Date:

Show entries Search:

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	VIN6549	PO561435-V3	6/26/2017	\$10,390.11	In Review		<input type="button" value="Copy"/>
OCTO	VIN3435	PO561403-V5	6/26/2017	\$200.00	In Review		<input type="button" value="Copy"/>
OCTO	split2chand rv-V3	PO561565	6/22/2017	\$700.62	In Review		<input type="button" value="Copy"/>
OCTO	split 2 invprud	PO561524	6/22/2017	\$2,431.00	Rejected	rejecting second <input type="button" value="+More"/>	<input type="button" value="Edit"/> <input type="button" value="Copy"/>
OCTO	saku dup inv-V2	PO561483-V2	6/26/2017	\$4,039.32	Approved	Estimated Payment <input type="button" value="+More"/>	<input type="button" value="Copy"/>

8. The following screen appears when the user selects the edit button.

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

Home / Create Invoice

Create Invoice * Required

A new version of this invoice will be created.

Vendor Invoice Number: * Purchase Order Number:
 Contract Number: PO Amount:
 Invoice Create Date: Amount Invoiced to Date:
 DC POC Email: Amount Remaining to Invoice:
 Tracking Number:
 Payment Note:
 Ship Date:

Shipping Documents: (Max: 1GB)
 No file chosen

New files have to be uploaded again to this version.

Additional Attachments: (Max: 1GB)
 No file chosen

Line #	PO Line Reference	Part/Description	Quantity (Unit)	Price	Line Total
1	2	line 2	<input type="text" value="0"/> of 2	\$1,000.00	\$0.00

Total amount: \$0.00

Remit To **BILL To**

Supplier Name: creative minds rv
 Supplier Address: xyz herndon, va 56789

Comments

Comments

255 characters left

* Required

View Rejected Invoices, Edit and Re-submit



- 9. A new version of the invoice will be created.
- 10. Users must complete all the mandatory fields and make necessary changes to address the comments.



Note: When re-submitting the invoices, please attach all the supporting documents. Earlier submitted supporting documents will not be available in the system.

- 11. Comments can be added in the vendor "Comments" section.
- 12. After comments have been made, select submit button.
- 13. Once submitted, a new version of invoice will appear on the dashboard with the invoice status as "Pending" as highlighted in the screen below.

The screenshot shows the 'Invoices' page in the DC Vendor Portal. At the top, there is a navigation bar with 'Home', 'Create Invoice', 'Purchase Orders', 'Invoices', and 'Payments'. The 'Invoices' tab is active. On the right, there are links for 'Welcome minds, creative', 'Account', and 'Log Out'. Below the navigation, there is a search section for invoices with fields for 'Purchase Order Number', 'Invoice Number', 'Agency', and 'Invoice Create Date'. Below the search fields, there are 'Reset' and 'Search' buttons. A table of invoices is displayed below, with columns for Agency, Invoice #, PO #, Create Date, Invoice Amount, Invoice Status, DC Comments, and Action. The first row is highlighted with a green border, showing an invoice from 'OCTO' with invoice number 'INV55434', PO # 'PO561481-V2', create date '7/5/2017', amount '\$3,463.37', and status 'Pending'. Other rows show invoices with status 'In Review'.

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	INV55434	PO561481-V2	7/5/2017	\$3,463.37	Pending		Copy
OCTO	inv 2	PO561595	7/5/2017	\$6,500.00	In Review		Copy
OCTO	inv 1 rv	PO561595	7/3/2017	\$7,500.00	In Review		Copy
OCTO	PO561505-V2 inv1	PO561505-V2	7/3/2017	\$10,000.00	In Review		Copy
OCTO	inv sb2	PO561584-V2	7/3/2017	\$407.72	In Review		Copy

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