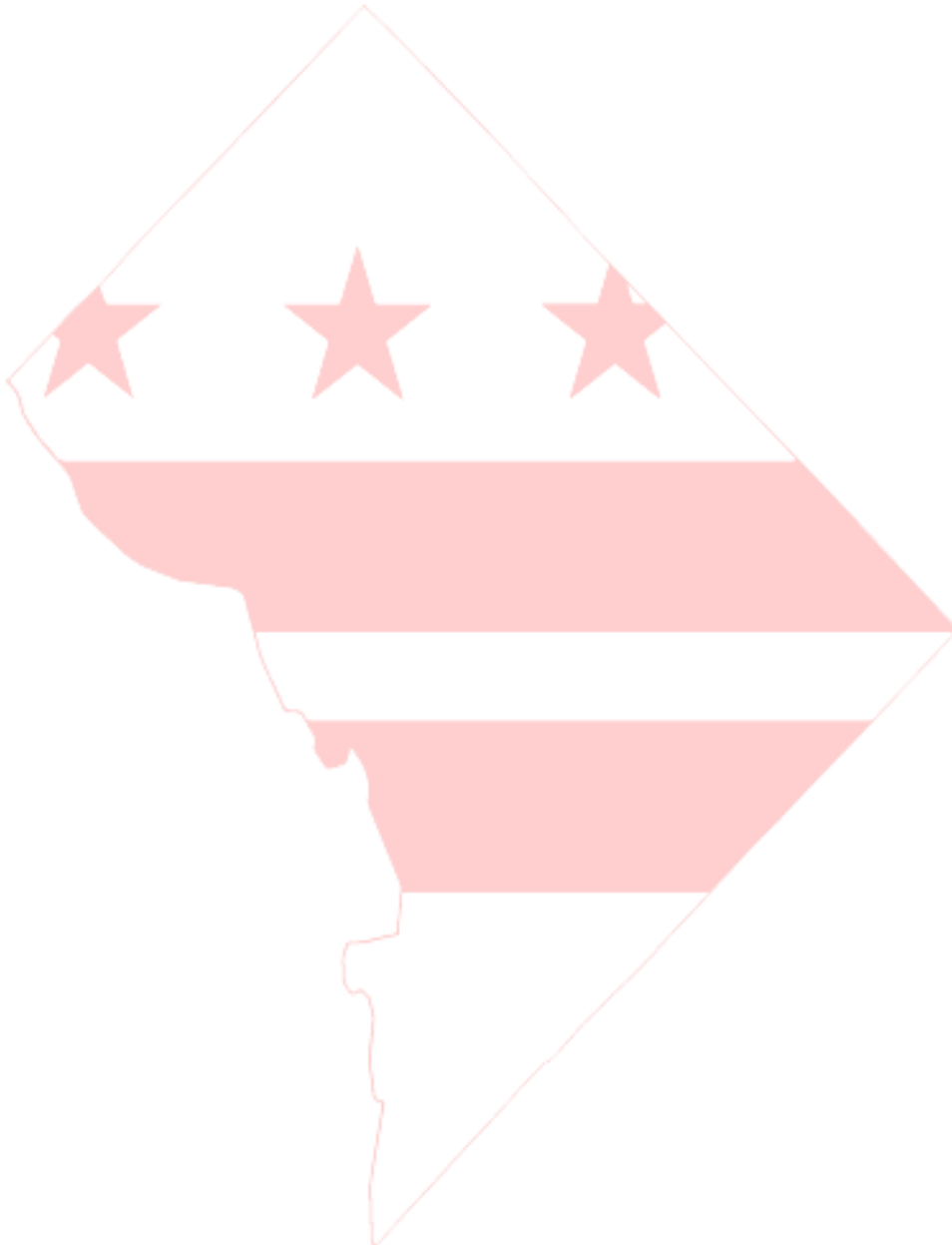# View Rejected Invoices, Edit, Re-submit on Vendor Portal

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

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

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.

- END OF DOCUMENT -