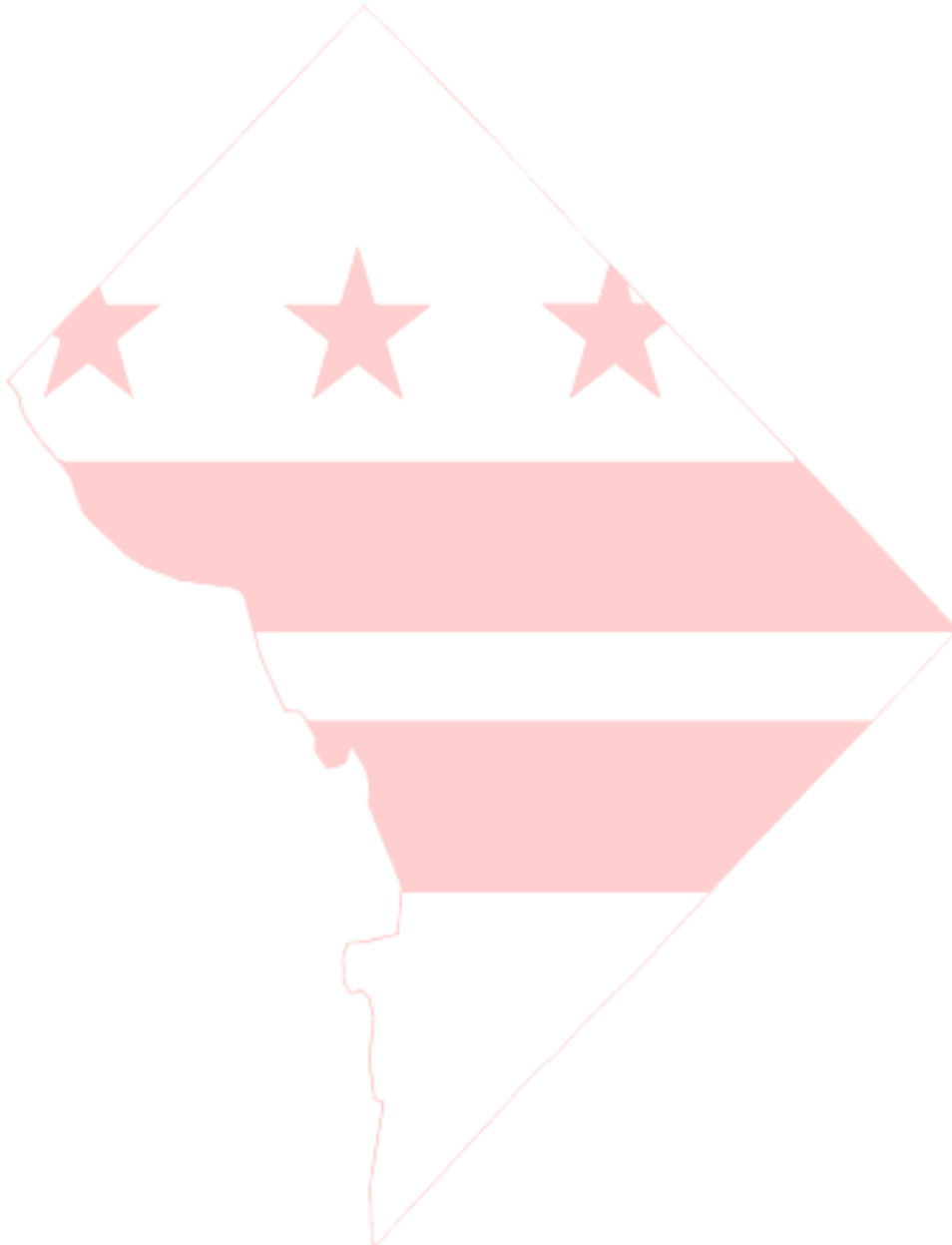


Create and Submit an Invoice



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

Welcome minds, creative Account ▾ Lo

Home Create Invoice Purchase Orders Invoices Payments

55 Purchase Orders 156 Invoices 1 Payments

Purchase Orders Invoices Payments

Show 10 entries Search: PDF CSV Last 30 days

PO Number	PO Title	Agency	Ordered Date	PO Amount	Amount Invoiced to Date	Action
PO561447	Req for line items rv to re verifying	OCTO	6/5/2017	\$3,850.00	\$0.00	Create Invoice
PO561403-V5	Requisition for contractors fy2016	OCTO	6/2/2017	\$3,850.00	\$860.44	Create Invoice
PO561418	req for line items rv to reduce amount	OCTO	6/2/2017	\$3,850.00	\$3,850.00	Fully Invoiced

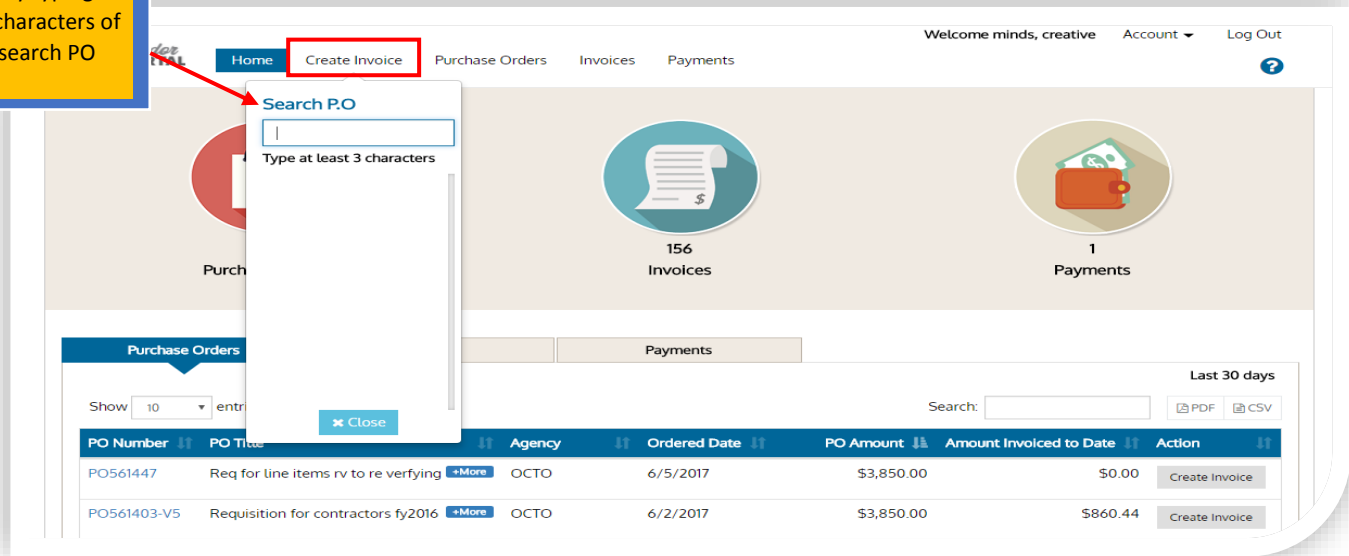
Invoice can be created by selecting create invoice button

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

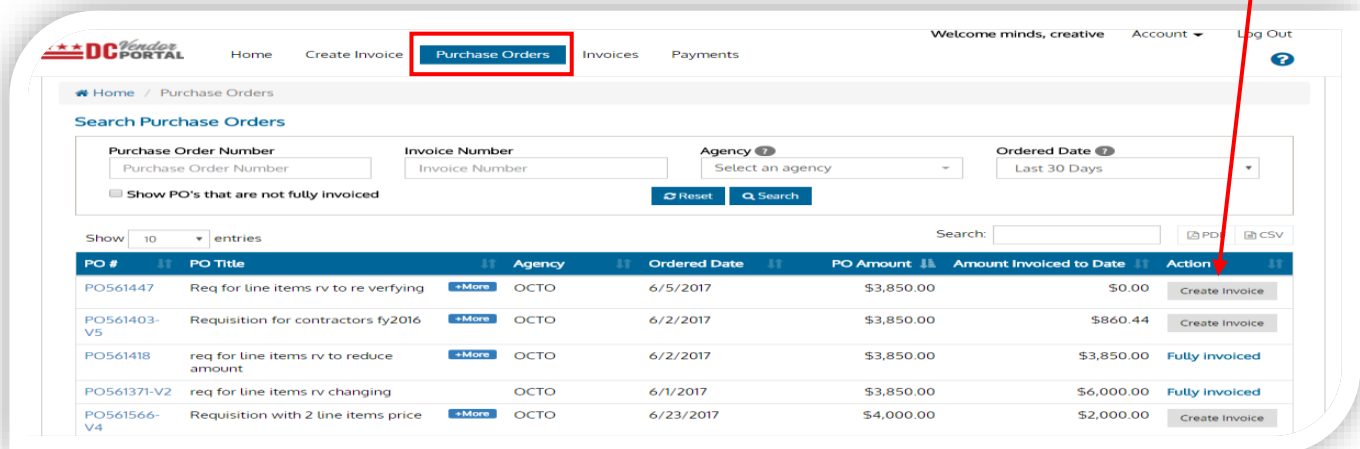
Invoice can be created by typing at least 3 characters of a PO in search PO box



- 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

Select Create Invoice button from Purchase Orders tab on menu bar

C. Create invoice from the “Purchase Orders” tab



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**

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