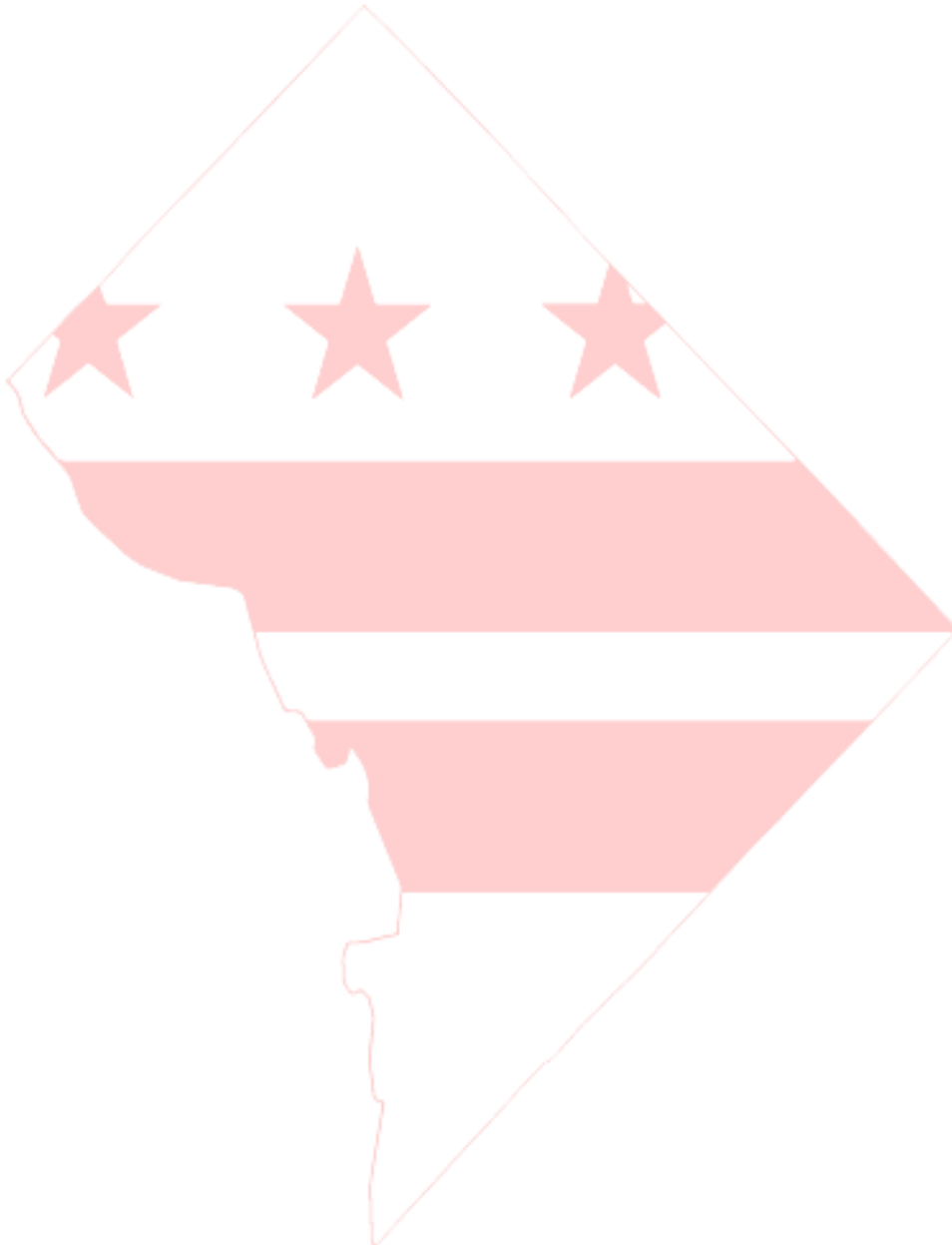# View Purchase Orders on Vendor Portal

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

   PO's can be found by clicking the select tab

   a. **Purchase Orders button or Purchase Orders on the Dashboard**

View Purchase Orders in Vendor Portal

b. Purchase Order Tab on the Menu Bar

4. Vendors can search for purchase orders by following fields: Purchase Order Number, Invoice Number, Agency or Ordered Date.
5. 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".
6. Selecting a Purchase Order Number opens the Purchase Order Details page
7. 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.

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

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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.

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