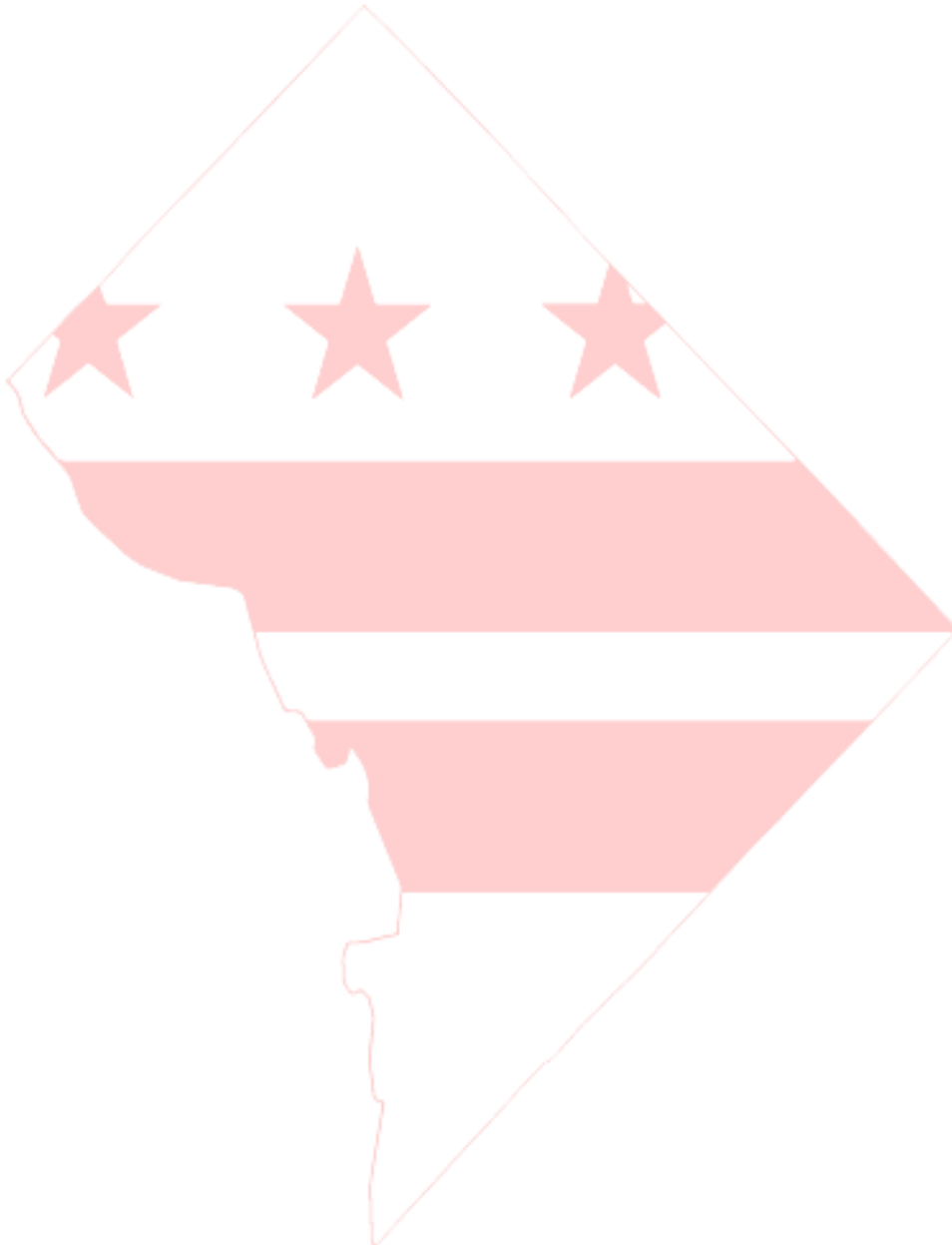


## Viewing Invoices on Vendor Portal



# Viewing Invoices on Vendor Portal



## Standard Process

How to view invoices on the DC vendor portal

## Overview

### Performed by

Registered DC Vendor

### Interface Used

DC Vendor Portal ( [www.vendorportal.dc.gov](http://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](http://www.vendorportal.dc.gov)
2. Login from the home page of the portal with user credentials
3. There are two ways to view the invoices:
  - a. By selecting the Invoice button on the Dashboard.
  - b. By selecting the Invoice tab on the Menu bar.

### a. Invoice button or Invoices on the Dashboard

Invoices can be found by selecting any 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 'Invoices' tab is highlighted in blue. Below the navigation bar, there are three main dashboard cards: 'Purchase Orders' (72), 'Invoices' (223), and 'Payments' (0). The 'Invoices' card is highlighted with a green box. Below the dashboard cards, there is a menu bar with 'Purchase Orders', 'Invoices', and 'Payments'. The 'Invoices' tab is also highlighted in blue. Below the menu bar, there is a table of invoices. The table has columns for Agency, Invoice#, PO#, Create Date, Invoice Amount, Invoice Status, and DC Comments. The first two rows of the table are visible.

Agency	Invoice#	PO#	Create Date	Invoice Amount	Invoice Status	DC Comments
OCTO	PO559707 rv2 inv	PO559707	5/1/2017	\$1,124.75	Approved	Estimated Payment da <a href="#">+ More</a> <a href="#">Copy</a>
OCTO	PO559707 rv3 inv	PO559707	5/1/2017	\$1,461.90	Approved	Estimated Payment da <a href="#">+ More</a> <a href="#">Copy</a>

# Viewing Invoices on Vendor Portal



- Dashboard will display details of invoices for the last 30 days
- Vendor can sort by Agency, Invoice Number, PO Number, Create Date, Invoice Amount, Invoice Status (Approved, Rejected, Pending and, In Review).
- Details can be exported into PDF or CSV formats.
- Vendor can search historical data of invoices by Purchase Order Number, Invoice Number, Agency and Invoice Create Date.

## a. By clicking the Invoice tab on Menu bar (to view historical invoices)

Home / Invoices

Search Invoices

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

Show 10 entries

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	A4	PO559696	5/2/2017	\$6.93	In Review		Copy
OCTO	A123	PO559695	5/2/2017	\$8.48	In Review		Copy
OCTO	4567	PO559876-V4	5/23/2017	\$10.00	Rejected	<a href="#">+ More</a> PO Changed duri	Edit Copy
OCTO	123	PO559876-V4	5/23/2017	\$10.00	Rejected	<a href="#">+ More</a> PO Changed duri	Edit Copy

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