Requirements Contracts: Submitting Invoices

This guide provides step-by-step instructions on creating and submitting DO1 **Invoices** and **Invoice Deductions** for Requirements Contracts in PASSPort. Once vendors have created an Invoice, they will submit it for review and disbursement.

> 👤 The steps below can be completed by users provisioned with any of the roles below: **Vendor Financials L2** or **Vendor Admin**

Creating and Submitting an Invoice

1. Click (or hover over) **Ordering** in the top navigation menu and select **Browse Orders** to locate the Purchase Order (PO) from which an Invoice will be created.

   Note: It is a best practice to create Invoices directly from the PO, as it speeds up the Invoice creation process significantly by pre-populating the following fields of the Invoice: Creation Date, Agency, Contract Vendor, Payee Vendor and Orders.

2. In the **Keywords** field, enter the **Purchase Order ID** (also known as the purchase order number). Alternatively, use the other search criteria including those accessible via the **funnel** icon.

3. Click the **Search** button. Purchase Orders display in the table below.

4. Click the **pencil** icon to open the **Purchase Order.**

5. Click the **Create Invoice** button at the top of the page.
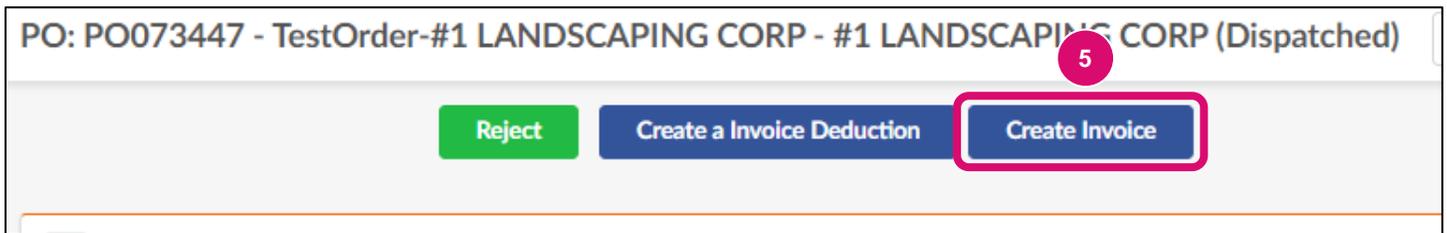
6. In the Invoice Header section, enter an Invoice reference number in the **Invoice Ref** field. This could be any type of numeric or alphanumeric information that helps identify the Invoice.
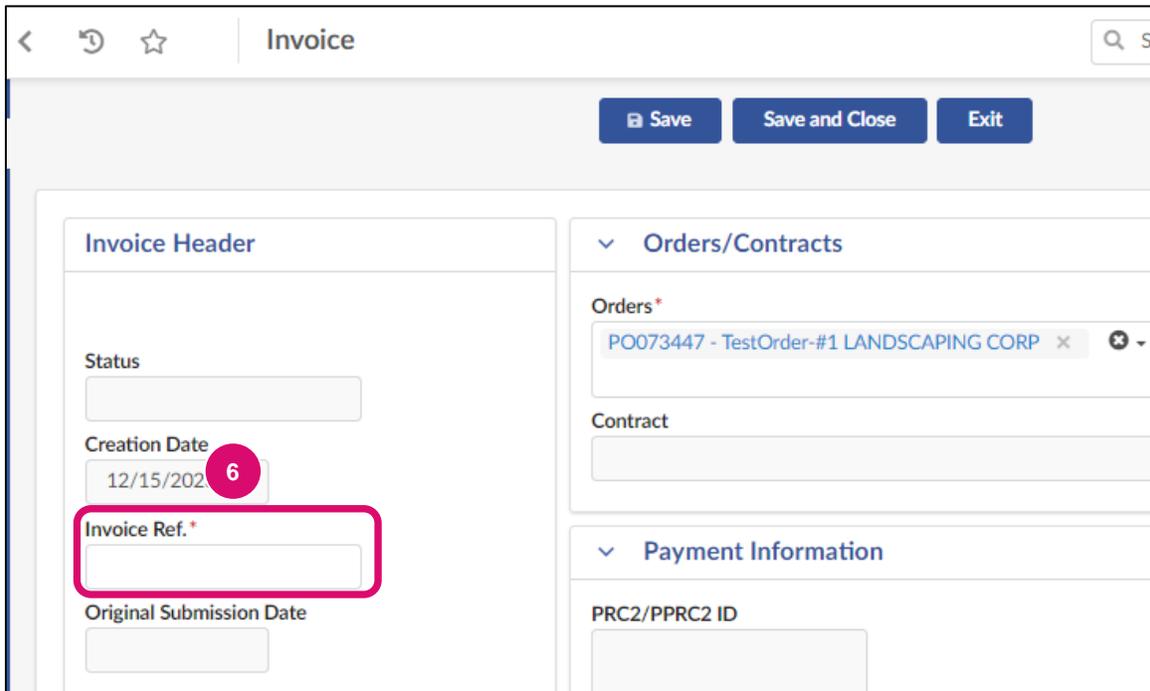

7. Make sure the Payee Address displays the same address used for your organization in the Payee Information Portal (PIP).
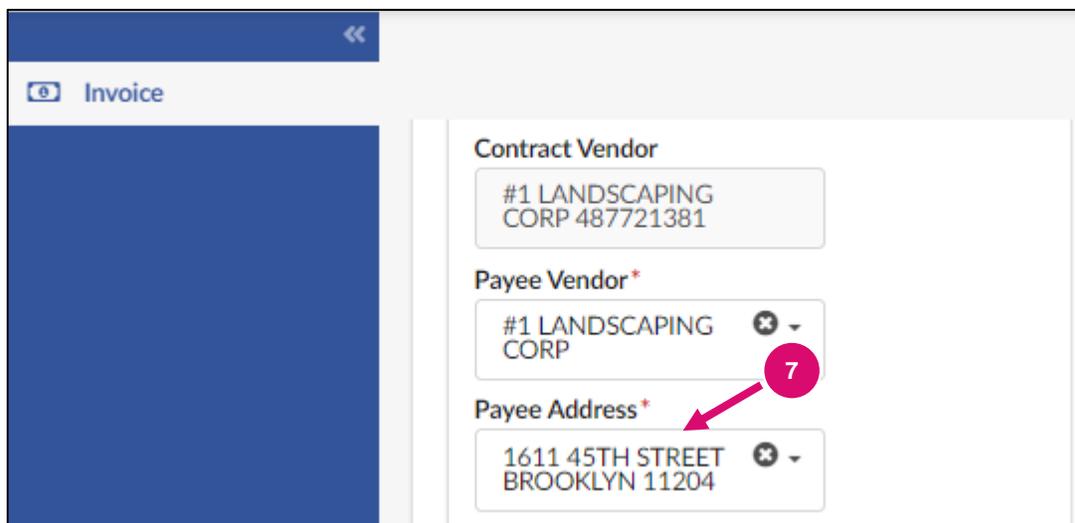
8. In the Invoice Documents section, click the **Click or Drag to add files** button to upload any supporting documentation required by the contracting Agency. The Invoice Document file format must be PPT, Excel, Word, or PDF. The maximum file size should be 125Mb. There is no limit to the number of files that can be attached to an Invoice.
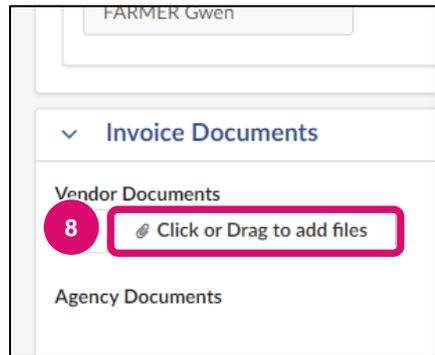

9. Click **Save** at the top of the Invoice. Invoiceable items may now be added to the **Products/Services** section.
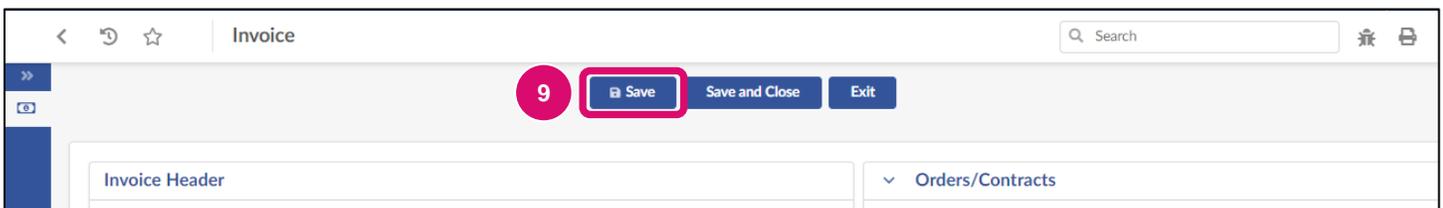
A system generated Invoice ID (started with **INV**) will now appear in the top left-hand corner of the Invoice and the status will update to Draft.

10. Scroll down to Products/Services and click **Add All Invoiceable Items** to add the invoice line(s). Choosing to click **Add All Invoiceable Items** will add all line items marked Invoiceable as listed in the Purchase Order with a value greater than 0 to the table. If **Add An Item** is clicked, then items shall be added one by one. The instruction in this guide focuses on adding all invoiceable lines.
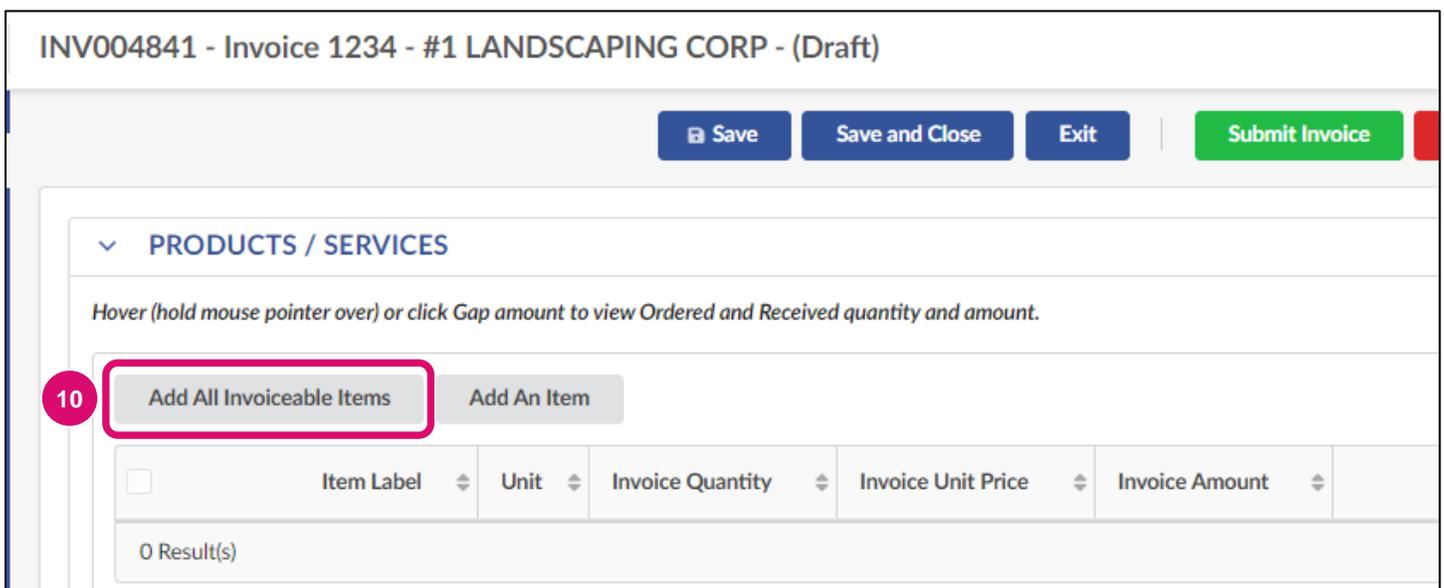
11. The invoiceable items from the budget will automatically display in the table below. Click the **trash** icon to remove any line(s) against which your organization is not going to Invoice.

12. Click the **pencil** icon to access each added line. An Add/Edit Invoice Lines pop-up window will display.

13. In the pop-up window, edits can be made to the **Invoice Quantity**. Once completed, click the **Save and Close** button.

ℹ️ **Unit Price Adjustment**

We strongly encourage vendors **not** to adjust the unit price of items on their Invoices. If a decrease in price should be applied due to an issue with the item quality or delivery, an Invoice Deduction may be applied instead. All permanent price adjustments should be approved by DCAS.

14. If adding items individually via the **Add An Item** button in the Products/Services section, click the **ellipsis** (three dots) under **Item Label**.

15. On the Order Line Items pop-up window, click the **checkbox** next to the item you would like to add. The window will automatically return to Add/Edit Invoice Lines.
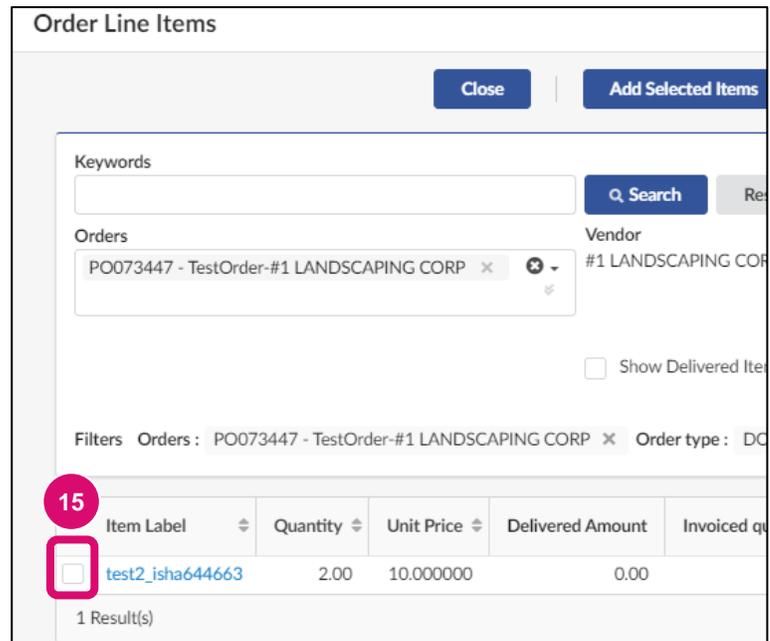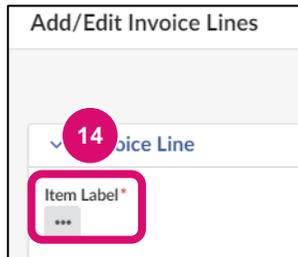
16. Click the **Save** button to make edits to the **Invoice Quantity** and/or **Unit Price**.

17. Once completed, click the **Save and Close** button to return to the main Invoice page.
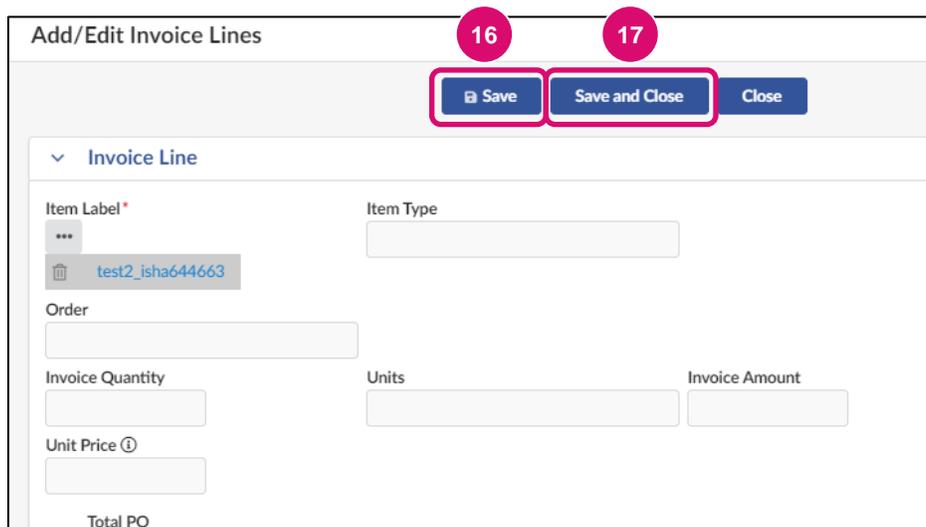
Repeat steps 14 - 17 for each of the Invoice lines that will be added.

18. Click **Save** at the top of the Invoice. This action populates the Gross Invoiced Amount.
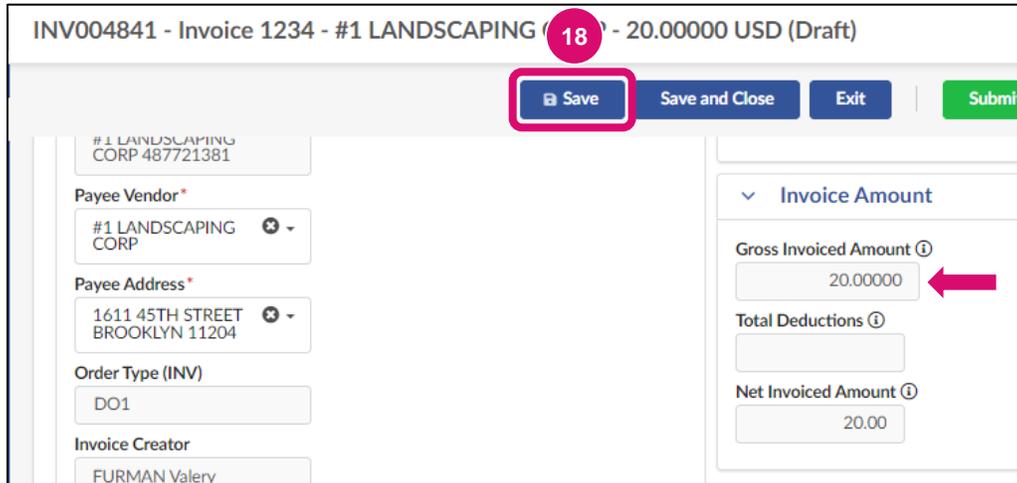
19. Click the **Submit Invoice** button.
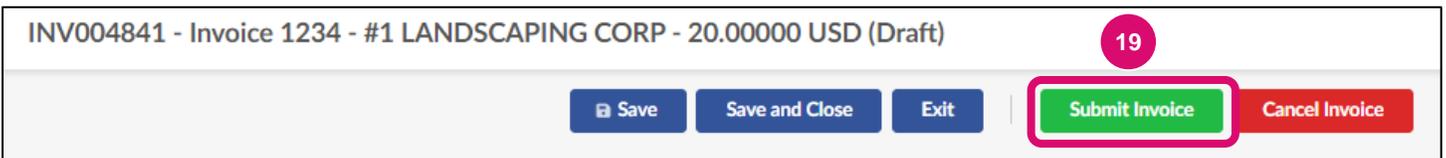
20. Click **OK** to certify the listed expenditures on the Invoice.
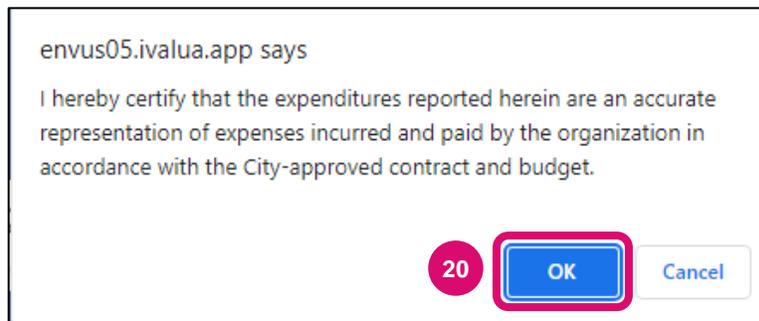
Upon successful Invoice submission, a message displays at the top of the Invoice and important new information displays in the Invoice Header:

- The Invoice Status will update from Draft to either **Matching in Progress**, if the Agency has not yet submitted a receipt for the item being invoiced, or **Invoice Approval in Progress**, if a receipt is already in Completed status.
- Original Submission Date displays the Invoice submission date.

Invoice Statuses may be monitored either directly via the Invoice or via the Purchase Order with all Invoices submitted for that fiscal year.

Invoice Deduction Overview

In PASSPort, Invoice Deductions can be created and submitted by the vendor in response to a Reconciliation Request sent by the Agency. These are negative Invoices used to deduct from the amount of the original Invoice. Invoice Deductions may be necessary if the Receiver conducts a return or exchange, BQA recommends quality reductions or rejects items, or if the Receiver requests deductions for broken or damaged items. All Invoice Deductions must be linked to an Invoice in order to be submitted for Agency approval.

An Invoice Deduction should not be created to correct a mistake on the initial Invoice. If this happens, you should cancel the initial Invoice and create a new one.

Once an Invoice Deduction has been approved, the negative balance will be applied to the Invoice it is linked to, subtracting the amount of the deduction from the gross invoiced amount.

Creating and Submitting an Invoice Deduction

Invoice Deductions may be initiated directly from the Invoice. Deductions can be used to reduce the amount of an Invoice that is already submitted. Prior to submitting an Invoice Deduction, review and determine whether canceling and submitting an Invoice with the impacted line(s) is the preferred step.

> 👤 The steps below can be completed by users provisioned with the role(s):
> **Vendor Financials L2** or **Vendor Admin**

1. Click (or hover over) **Financials** from the top navigation menu and select **Browse Invoices**.
2. In the **Keywords** field, enter the **Invoice ID** of the Invoice that needs a deduction.
3. Click the **Search** button.
4. Click the **pencil** icon to access the Invoice.

5. Click the **Create Invoice Deduction** button at the top of the Invoice. The Invoice Deduction form displays linking directly to Invoice.

6. Enter information in the **Invoice Deduction Ref** field to assist with tracking. This field can be used to add an internal reference number.

7. Click the **Reason** drop-down to select a reason for making the Invoice deduction.
The options are: Returned Goods, BQA Rejection, BQA Quality Deductions, Damaged Goods, Late Delivery, and Incorrect Invoice.
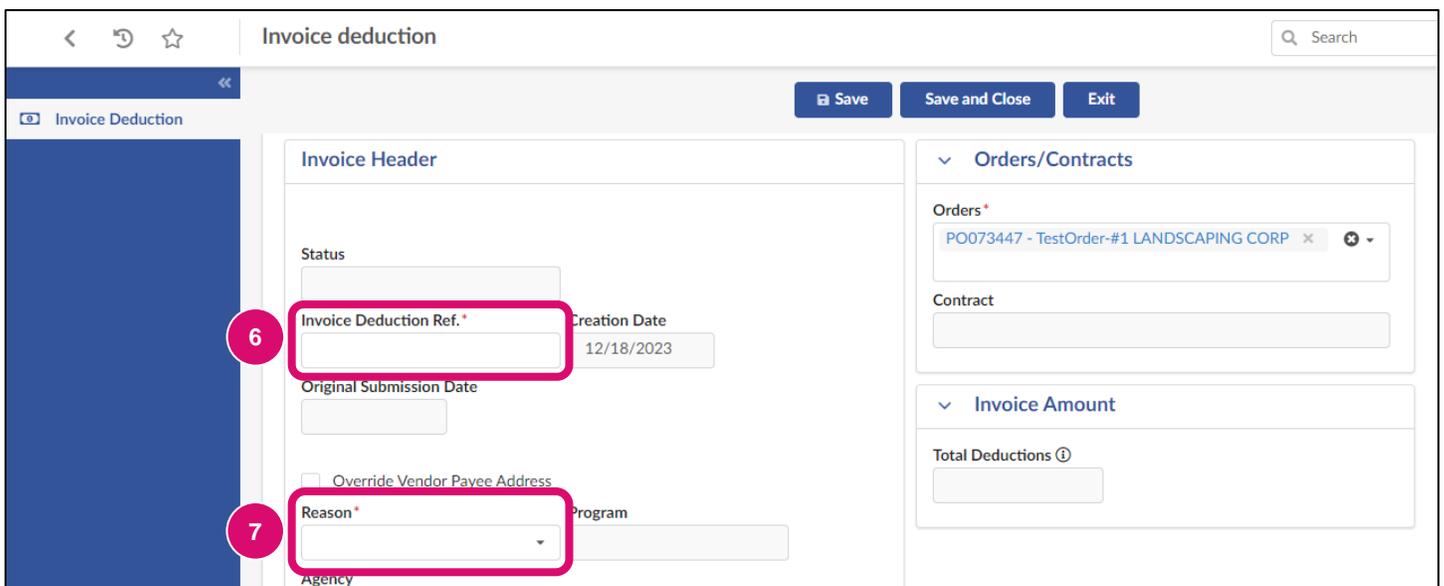
8. To attach any supporting documentation required by the contracting Agency, click the **Click or Drag to add files** button in the Invoice Documents section of the Deduction. Attachments may only be PowerPoint, Excel, Word or PDF files. The maximum file size should be 125Mb. There is no limit to the number of files that can be attached.

9. Click the **Save** button.
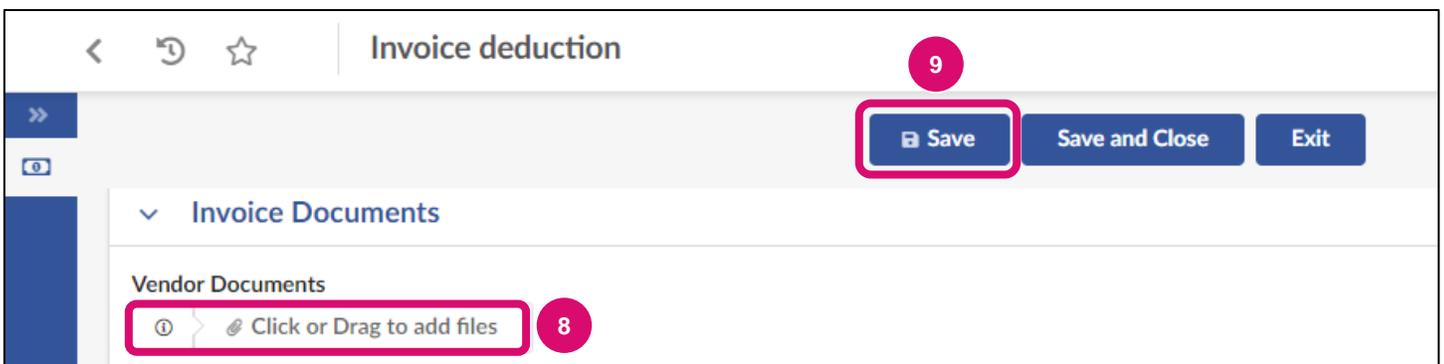
10. The Invoice Deduction is now saved as a Draft with a unique Deduction ID for reference. A **blocking alert** will now display with the instruction add item(s) in the Products/Services section.
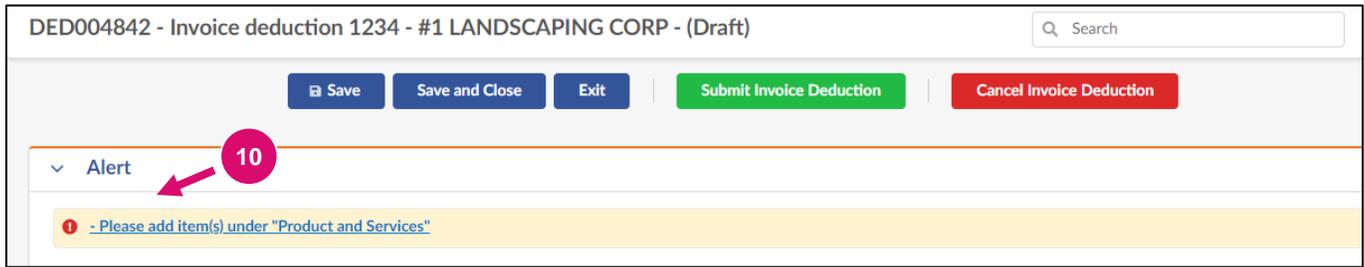
11. Click **Add All Invoice Items** to the Products / Services section.

12. Click the **trash** icon to remove any lines that do not require a Deduction.

13. Click the **pencil** icon next to Invoice line to bring up a new window.
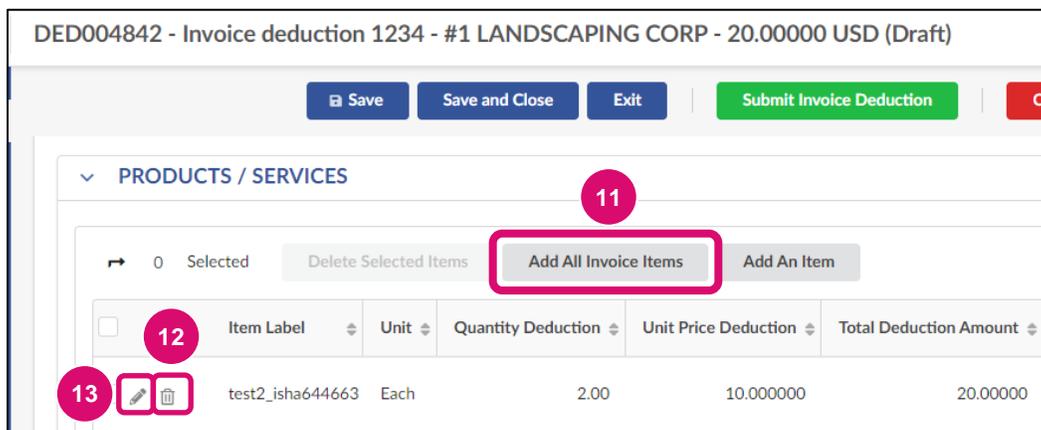
14. In the Add/Edit Invoices Lines window, select the **Deduction Type** – by Price or Quantity.

15. Depending on your selection, either the **Deduction Quantity** or **Deduction Unit Price** field will become editable.

16. Once the deduction has been entered, click the **Save And Close** button.
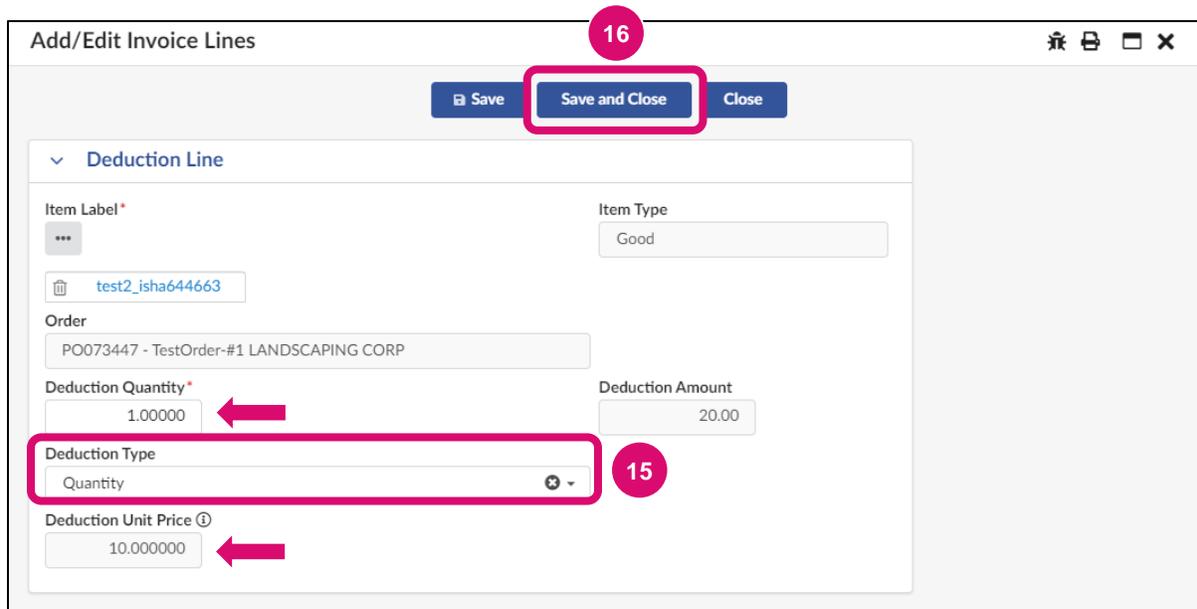
To add additional Deductions, repeat steps 13 – 16. Otherwise proceed to step 17.

17. Click **Save** at the top of Invoice Deduction.

18. Verify the **Total Deductions** located in the Invoice Amount section.

19. Click the **Submit Invoice Deduction** button.

20. Click **OK** to certify the invoice line deductions entered are accurate and complete.

Note: If needed, the option to **Cancel** the Deduction is available.

Upon submission, the Status will update from **Draft** to **Approval in Progress**.

To monitor the Deduction, take note of the Deduction ID and track it via the **Invoice** tab of the associated Purchase Order.

Once the Invoice Deduction is approved by the Agency, the total deduction amount will appear on the associated Invoice and Net Invoiced Amount will update.