

# Submit NOGA Invoices and View Payments in the DIFS Supplier Portal Self-Service Job Aid

Starting on October 2, 2023, for Fiscal Year (FY) 2024, the Notice of Grant Awards (NOGA) Purchase Orders (POs) are issued from the District Integrated Financial System (DIFS) and will no longer be issued from PASS. Therefore, NOGA invoices for FY2024 invoices need to be submitted via the DIFS Supplier Portal and not the DC Vendor Portal.

#### Instructions

This job aid shows step-by-step instructions for creating and submitting invoices for Notice of Grant Awards (NOGA) Purchase Orders issued to your company by a District Agency to provide goods and/or services.

Any invoices submitted via this portal that are not related to a NOGA PO that begins with the alphanumeric number of '**P23**', will be automatically rejected.

To invoice for Non-NOGA Purchase Orders, which contain a prefix of '**PO'**, please use the DC Vendor Portal via this link: <u>https://vendorportal.dc.gov/Account/Login</u>.

To update any company information, please go to <u>https://cfo.dc.gov/supplier\_portal</u> and click on the *Existing Suppliers* button. For questions, email us at <u>suppliers@dc.gov</u>, or call us Monday through Friday, 8:00 a.m. to 5:00 p.m. EST at 202-442-6870.

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This document provides step-by-step instructions for creating an invoice and viewing payment information. Select the appropriate section below for further instructions:

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### How to use this Job Aid

- Within the DIFS Supplier Portal, required fields are indicated by an asterisk (\*).
- There are some fields in DIFS that are not marked with an asterisk; however, they are required these fields are highlighted in yellow and bolded. *Please be sure to enter information in these fields.*



• This symbol indicates an important note.



• This symbol indicates a Tip.

#### **System Requirements**

- **Default Browser:** For best performance of Oracle Fusion Applications, use the latest browser version of Mozilla Firefox. Other browsers that can be used include Apple Safari, Google Chrome, Microsoft Edge, to be the fastest, in that order.
- **Blocked Pop-ups**: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.
- Site Exceptions: Here are the URLs for all Fusion Applications notifications in order to add them as exceptions (e.g., Chrome):
  - Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
  - 2. Add these exceptions:
    - [\*.]oracle.com
    - [\*.]oraclecloud.com
    - [\*.]oracleoutsourcing.com



### Log into the Supplier Portal



Oracle Applications Cloud Sign In page

- Go to the Supplier Portal Registration webpage at <u>https://cfo.dc.gov/supplier\_portal</u> and click on the *Existing Supplier* button.
- The Sign In Oracle Applications Cloud page will display
- A. In the User ID field, enter the email address registered with your supplier record
- B. In the Password field, enter your password
- C. Click the Sign In button

Orac	le Applications Cloud
	Company Single Sign-On
	or
A	User ID
B	Password
	Forgot Password
	English



### Navigating the Supplier Portal

When you first log into the Supplier Portal, a Welcome page displays with your name.

A. Click the Home icon to access the Supplier portal screens.

1	A Come, Registered Contact (?)	<u>∩</u> ₽ ¢
	You have a new home page! Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu.	
L		

The Oracle Dashboard screen displays.

B. Click the Supplier Portal link or icon

<mark>₩S</mark>	0 þ ð
Good afternoon, Registered Contact !	
Supplier Portal Tools Others	
APPS Supplier Portal	
B Supplier Portal	



### Navigating the Supplier Portal (continued)

The **Supplier Portal** page opens and displays a dashboard with different sections.

- A. The **Search** sections allows you to search Invoices, Purchase Orders, and Payments.
- B. The Tasks section displays the following information:

#### Invoices and Payments

- Create Invoice
- View Invoices
- View Payments
- > Company Profile
  - Manage Profile
- C. The Requiring Attention section displays any system actions to perform.
- D. The **Recent Activity** section displays information that occurred in the past 30 days.
- E. The **Transaction Reports** section provides comparisons of Purchase Order Amounts vs Invoice amounts.





### 4 Creating an Invoice

Go to the Supplier Portal page that displays a dashboard with different sections.

A. Under the Tasks section, go to the Invoices and Payments heading, click Create Invoice.



The Create Invoice page opens and displays your Supplier name and Taxpayer ID.

B. In the **Identifying PO** field (required), use the dropdown arrow to display all available Purchase Orders to select. Highlight the PO to select and enter.

Create Invoice ⑦		
B <sup>*</sup> Identifying PO Supplier Taxpayer ID	COMMUNITY	· Im
* Supplier Site Address Supplier Tax Registration Number		•



For questions or support contact us at <a href="mailto:suppliers@dc.gov">suppliers@dc.gov</a> or call us at 202-442-6870

### 3 Cre

### Creating an Invoice (Continued)

After selecting the Purchase Order, the **Supplier Site** and **Customer Taxpayer ID** information defaults.

- C. Verify the **Supplier Site** (required) is the address for the invoice. Select a different site if needed.
- **D. Remit-to Bank Account** (optional) Select the bank account where payment is to be sent.



Note: To setup a new bank account, please refer to the *DIFS Existing Supplier Portal Self Service Job Aid* found in the **Supplier Portal Resources** page, <u>click</u> <u>here</u> to access the page.

- E. Description (required) Enter the Service Period Dates and provide supporting documentation as attachments. See <u>Section 8 Attach Documents to Submit</u> for further instructions.
- F. Number (required) Enter the document number (for either an invoice or credit memo).
- **G.** Date (required) Enter the document date.
- **H. Type** (required) Select the value of '**Invoice**' from the dropdown. The document types available are the following:
  - **Invoice** A document that lists the goods or services provided to the District, and the sum due payable to the supplier.
  - Credit Memo A document issued by a supplier to the District reducing the amount that the District owes to the supplier under the terms of an earlier invoice.

	ice 🕜									Invoice A	ctions 🔻 Save	Save and Close	Submit Cancel
		-								-			
	* Identifying F	PO P2			•	D Remit-to E	Bank Account		T		F * Number		
	Suppli	ier COMMUI	NITY			Unique Remitta	nce Identifier				G * Date	m/d/yy	Êò
	Taxpayer	ID				Unique Remitta	nce Identifier				H * Type	Invoice	~
	* Supplier Si	ite HEADQU	JARTERS	MACHINGTO	•	B	Description		_		Invoice Currency	USD - US Dollar	
	Addre	SS DC 2003	2	WASHINGTO	лN,		Attachments	None 🗕			Payment Currency	USD - US Dollar	
Supplier Tax R	Registration Numb	ber			•	Tax Co	ontrol Amount						
,	* Customer Taxpa	iyer ID		•			1	ame District of Columbia					
nes View 🔻 🕂 :	X 🛃 Cance	el Line	<i></i>				Ado	ress					
nes View ▼ +	X 📑 Cance	el Líne	Purchase O	rder	Consum	nption Advice	Add	ress				Available	Quantita
New View View View View View View View Vi	X 🛃 Cance	* Number	Purchase O	rder * Schedule	Consum	nption Advice Line	Add Supplier Iter	i Item Description	ship-to	D Location	Tax Classification	Available Quantity	Quantity
New   Number * T	X 📑 Cance	* Number	Purchase O * Line	rder * Schedule	Consum Number	nption Advice Line	Add	ness Item Description	ship-to	D Location	Tax Classification	Available Quantity	Quantity
New View View View View View View View Vi	IV E. Cance	* Number	Purchase O * Line	rder * Schedule	Consum Number	nption Advice Line	Add	tem Description	h Ship-to	o Location	Tax Classification	Available Quantity	Quantity



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### 4 Creating an Invoice (Continued)

To add invoice lines, do the following on the **Create Invoice** page:

- I. Go to the Line section.
- J. Click on the **Select and Add** icon, a page icon with a plus sign.

100 4 1		13,	Sector And American	020020000
ines		Cancel Line		
0	* Custor	ner Taxpayer ID		•

The **Select and Add: Purchase Orders** window opens and displays the Purchase Order (PO) lines of the **Identifying PO** number on the previous page.

K. Scroll to the right of the window to view the following columns:

- Ordered The quantity of goods, or dollar amount worth of services requested on the PO.
- **Received** The quantity received by the District.
- Invoiced The amount you have already invoiced to the District.
- L. Select the Purchase Order lines to bill on the invoice, the selected lines will highlight in blue. Then click the **Apply** button.
- M. The applied line(s) will move to the invoice. Click the **OK** button.

Select and Add:	Purchase (	Orders								×
Search						Advanced S	Saved Search			~
								** At lea	ast one i	s required
** Purc	hase Order	P23		•	** Con	sumption Advi	ce			
** Cr	eation Date	m/d/yy h:mn	na 🙃							
				croll to t	ho right			Search	Reset	Save
Search Resu	ilts		to	view info	ormatio	n				
		_								
View 🔻 🕎	Detach	Select A			-					
1					K					
Pu	rchase Ord	er	Shin to Location	Ordered	Received	Consumed	Invoiced	Unit	Price	иом
Number	Line	Schedule	Ship-to Eocation	Ordered	Keceiveu	consumed	Invoiced		Thee	Name
/ P23	1	1	DC	2	0		0		1	EA
0								12	_	+
							0	Apply	ок	Cancel
									5	-
									M	



### Creating an Invoice (Continued)

The **Create Invoice page** opens, and the **Lines** section displays the Purchase Order (PO) line(s) that were selected on the previous window.

- N. Scroll to the right of the window.
- O. The Available Quantity field displays the quantity available for invoicing.
- P. In the **Quantity** field (required), the PO full line amount will show in the Quantity field. Enter the quantity to invoice. Perform this step for each PO line to invoice.

**Tip for Partial Invoicing:** Enter the partial invoice amount in the Quantity field.

Q. Click the **Save** button to save the information entered.

Create Invoice ⑦					In	voice Actions	Save and Close	Submit Cancel	
Identifying PO P23	Ψ	Remit-to Bank Account	XXXXXX2	•	]	* Number	INV		
Supplier COMMUNIT	Y	Unique Remittance Identifier				* Date	8/31/23	Č6	
Taxpayer ID		Unique Remittance Identifier				Туре	Invoice		
Supplier Site HEADQUAF	RTERS V	Check Digit				Invoice Currency	USD - US Dollar		
Address DC 20032	WASHINGTON,	Description	Nana da			Payment Currency	USD - US Dollar		
Supplier Tax Registration Number	•	Attachments			-				
	Long	Tax Control Amount							
Customer									
Customer Taxpaver ID			Name District of Colu	mbia					
Customer laxpayer ib	, , , , , , , , , , , , , , , , , , ,	Ac	dress						
Linor									
Lines									
View 🔻 🕂 🗶 🛃 Cancel Line						0			
urchase Order Consumption A	Advice	Item Description 8	this to I conting	Tex Classification	Available		lion	* Amount D	
_ine * Schedule Number Line	supplier item	Rem Description 3	hip-to Location	lax classification	Quantity	Quantity Onit Price	UOW	Amount	
Scroll to the	e right	NC	DC 🔽	-	2	2 1	EA	2.00 NO	(
N to view infor	mation				-			0.00	1
to view into	mation							2.00	
		-							

#### **Adding Attachments**

Attachments must be added to invoices prior to submitting for approval to the District.

R. On the same page, click the **Attachments +** plus icon (required). See <u>Section 8 – Attach</u> <u>Documents to Submit</u> for further instructions on attaching documents.

Remit-to Bank Account	XXXXX2
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
R Attachments	None -
Tax Control Amount	



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### Creating an Invoice (Continued)

After the attachments are added, review the information entered.

S. Click the **Submit** button to submit the invoice for approval.

**Tip:** If you need to come back and complete the invoice later, click the **Save and Close** button. The invoice will save, and the **Create Invoice** page will close.

Create Invoice ⑦					Invoice Actions	Save	Save and Close Su	b <u>m</u> it <u>C</u> ancel
Identifying PO P23 Supplier COMMUNITY Taxpayer ID Supplier Site HEADQUARTERS Address DC 20032 Supplier Tax Registration Number	Remit-to Bank Ar Unique Remittance Id Unique Remittance Id Chec , Desc Attach Tax Control A	Account XXXXX2 dentifier	on 829 demo txt 🕂 🗙		Inve Paym	* Numbe * Dat Typ ice Currenc	r INV- ø 8/31/23 • Invoice y USD - US Dollar y USD - US Dollar	ŝ
Customer Taxpayer ID		Name Distri Address	ct of Columbia					
der Consumption Advice * Schedule Number Line Supplier Item	Item Description Ship-	o-to Location Ta	x Classification	Available Quantity	Quantity Unit Price	e UOM	* Amount	Description
1	NOGA Training 0829 - 08230 DC	•	•		2	1 EA	2.00	NOGA Training
•				_		_	2.00	

A message displays showing the invoice number and stating that the invoice has been submitted.

- T. Click on the X on the message window to close the message.
- U. Click on the **Done** button.

The **Create Invoice** page will close, and you will be taken back to the **Supplier Portal** page.



#### End of Process.



### View Invoice Status

Go to the **Supplier Portal** page that displays a dashboard with different sections.

A. Under the Tasks section, go to the Invoices and Payments heading, click View Invoice.



The **View Invoices** page opens and displays various fields to perform a search. Select one or multiple of the following **required** fields:

- B. Invoice Number field Type the invoice number to search.
- **C. Supplier** field Select your company's name and select the appropriate **Supplier Site** name.
- D. Purchase Order field Type the PO number to search.
- E. Click the Search button.

**Note:** The search fields are case sensitive. For example, if the original invoice number contains capital letters, the invoice number being searched must contain capital letters; otherwise, no results will be displayed.





### Viewing Invoice Status (continued)

- F. The **Search Results** section displays the results of the search criteria, which includes Invoice Number, Invoice Date, Type (Standard for Invoices), Purchase Order, Supplier, Supplier Site, and the following fields:
- G. The Unpaid Amount field displays the amount of the invoice that has not been paid.
- H. The **Invoice Amount** field displays the total amount of the invoice.
- I. The Invoice Status field displays the following possible statuses:
  - Approved The invoice has been approved for payment.
  - Canceled The invoice has been canceled by the District's Payables Department.
  - In process The invoice is being reviewed for approval.
  - Rejected The invoice has been rejected in the approval process. See <u>Section 7 –</u> <u>Rejected Invoices</u> for further information.
- J. The **Payment Number** field displays the payment number. Click on the payment number to view payment information. See <u>Section 6 View Payment Information</u> for further details on viewing payments.

**Tip:** The columns on the **Search Results** section can be shortened or expanded by clicking and dragging the column border.

View Invoice	s						
A Search	** Invoid	e Number			1	Advanced Saved Search A "At I Consumption Advice	Il Invoices
F Search Results	** Suj ** Purch	Supplier [	COMMUNITY		•	TIP: Expand the columns to view the information	Reset Save
View ▼ ∰ Invoice Number	Detach Invoice ▲マ Date	Туре	Purchase Order	Supplier		Supplier Site Unpaid Amount Invoice Status	Payment Number Comr
INV-P2325393	8/18/23	Standard	P2325393	COMMUNITY		HEADQUARTERS 300 00 USD 300.00 USD In process	-
INV-2325389-01	8/18/23	Standard	P2325389	COMMUNITY		HEADQUARTERS 300.00 USD 300.00 USD In process	2026220
INV-P2325385	8/17/23	Standard	P2325385	COMMUNITY		HEADQUARTERS 0.00 USD 200.00 USD Approved	2026220
INV-P2325373	8/14/23	Standard	P2325373	COMMUNITY		HEADQUARTERS 0.00 USD Approved	2026220
INV-P2325376	8/14/23	Standard	P2325376	COMMUNITY		HEADQUARTERS 0.00 USD 300.00 USD Approved	2026220
INV-P2325370	8/11/23	Standard	P2325370	COMMUNITY		HEADQUARTERS 0.00 USD 280.00 USD Approved	2026220
INV-P2325370	8/11/23	Standard	P2325370	COMMUNITY		HEADQUARTERS 0.00 USD 40.00 USD Approved	2026220
INV-P2325369	8/11/23	Standard	P2325369	COMMUNITY		HEADQUARTERS 120.00 USD 120.00 USD In process	

K. When done reviewing the Invoice information, click the **Done** button to close the window.

#### End of Process.



### View Payment Information – Option 1

Go to the **Supplier Portal** page that displays a dashboard with different sections. There are two sections on the dashboard to view payments, see Option One (1) below.

#### **Option 1 - View Payments**

A. Under the **Tasks** section of the dashboard, under the **Invoices and Payments** heading, click **View Payments**.

Search	Invoices	✓ Invoic	e Number	<b>~</b>		
Task	5					
Consi	gned Inven	ntory				
• R	eview Cons	sumption Ad	lvices			
Invoic	es and Pay	ments				
• 0	reate Invoid	ce				
	iew Invoice	ala.				
	lew Payme	mis internet		Vie	w	
Comp	any Profile		P	avm	ante	

The **View Payments** page opens and displays various fields to perform a search. Select one or multiple of the following fields:



**Tip:** There are data qualifier fields on each of these search fields that contain values such as 'Equals', 'Contains', 'Before', 'After', etc., to narrow down your search. Each value may produce different search results.

- B. Payment Number field (optional) Type the payment number to search.
- C. Payment Status field (optional) From the dropdown arrow, select a status.
- **D.** Payment Amount field (optional) Type a number for payment amount to search.
- E. Supplier field (required) Select your company's name.
- F. Supplier Site field (optional) Select the site name.
- **G.** Payment Date field (optional) Select a data qualifier and date to search.
- H. Click the Search button.

View Payments	Done
✓ Search	Basic Saved Search All Payments V
B ** Payment Number Equals ~	** At least one is required
C Payment Status Equals ~	F Supplier Site Equals
D Payment Amount Equals	Payment Date After
	Search Reset Save Add Fields ▼ Reorder
Search Results	G U
View ▼ 3 III Cetach	
Payment Payment Date Payment Type Invoice Number Supplier	Supplier Site



### 6 View Payment Information – Option 1 (continued)

The **View Payments** page displays the results of the search criteria in the **Search Results** section, which includes Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, and other fields.

I. The **Payment Number** field displays the payment number. Click on the payment number to view payment information.

**Tip:** The columns on the **Search Results** section can be shortened or expanded by clicking and dragging the column border.

View Payme	ents								J	Done
			-							
Search								Basic Sa	aved Search Recent Pays	nents 🗸
	** Deverant No	mbas E-sub			** Complian	Courses and	COMBUNITY		** At least one is	required
	Payment Nu	mber Equals V			Supplier	Equais 👻	COMMONITY		•	
	Payment S	tatus Equals 🗸	~		Supplier Site	Equals ~			•	
	Payment Am	rount Equals 🗸			** Payment Date	On or after v 8/1/23	Ê			
							Search	Reset Save	e Add Fields 🔻 🖪	eorder
Search Results										
View <b>v</b>	Detach									
Payment Number	Payment Date	Payment Type	Invoice Number	Supplier					Supplier Site	Paj Ar
2026226	8/31/23	Payment Process Request	INV-P2325509-01	COMMUNITY					HEADQUARTERS	35.0
2026220	8/18/23	Payment Process Request	Multiple	COMMUNITY					HEADQUARTERS	1,600.0
2026221	8/17/23	Payment Process Request	INV-P2325385-01	COMMUNITY					HEADQUARTERS	300.0
4										•

The **Payment** page opens and displays the details of the payment including the following fields:

• Payee

- Remit-to-Account (Bank Account)
- Payee Site and Address
  Payment Document
  Payment Status
  Invoice Number
- Payment Amount
- Invoice NumberInvoice Date
- Payment AmountPayment Date
- Purchase Order
- Payment Type
- Receipt
- J. When done reviewing the Payment information, click the **Done** button to close the window. The **View Payments** page displays, click the **Done** button to close that window as well.

Payment: 2026226										Done
	-					-	and shares to			-
Busin	ess Unit District of Columbia				Payment Amou	nt 35.00 USD				•
Payee COMMUNITY			Payment Date 8/31/23							
Payee Site HEADQUARTERS				Payment Type Payment Process Request						
	Address	WASHINGTON, DC 20032	Remit-to Account XXXXX2							
Paymer	t Status Negotiable				Payment Docume	nt ACH Document	Number			
Paid Invoices										
Number Invoic Type	•		Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
INV-P2325509-01 8/3 Stan	dard		P2325509	-117		35.00 USD	35.00 USD	Workflow	9/30/23	Fully paid

End of Process.

Invoice Paid Amount

Invoice Amount

Invoice Due Date



### **5** View Payment Information – Option 2

Go to the **Supplier Portal** page that displays a dashboard with different sections. There are two sections on the dashboard to view payments, see Option Two (2) below.

#### **Option 2 - View Payments**

A. Go to the Recent Activity section of the dashboard and click View Payments.

Note: The Payments link will display only if payments have been made to your company.



The **View Payments** page displays the results of the search criteria in the **Search Results** section, which includes Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, and other fields.

B. The **Payment Number** field displays the payment number. Click on the payment number to view payment information.

**Tip:** The columns on the **Search Results** section can be shortened or expanded by clicking and dragging the column border.

View Payme	ents		•					Basic Saved Search Recent Pay	Done
	** Payment Nu	mber Equals			** Supplier	Equals 🗸	COMMUNITY	-	
	Payment S	Status Equals	~		Supplier Site	Equals 🗸		•	
	Payment An	nount Equals V			** Payment Date	On or after v 8/1/23	Ċô		
Search Results							Search F	Reset Save Add Fields 🔻	Reorder
View <b>B</b>	Detach								
Payment Number	Payment Date	Payment Type	Invoice Number	Supplier				Supplier Site	Pa <u>y</u> Ar
2026226	8/31/23	Payment Process Request	INV-P2325509-01	COMMUNITY				HEADQUARTERS	35.0
2026220	8/18/23	Payment Process Request	Multiple	COMMUNITY				HEADQUARTERS	1,600.0
2026221	8/17/23	Payment Process Request	INV-P2325385-01	COMMUNITY				HEADQUARTERS	300.0
4									



**6** View Payment Information – Option 2 (continued)

The **Payment** page opens and displays the details of the payment including the following fields:

• Payee

- Payee Site and Address Payment Document
- Payment Status
- Payment Amount
- Purchase Order
- Payment Type
- Receipt
- Remit-to-Account (Bank Account)
   Invoice Paid Amount
  - Invoice Amount
    - Invoice Due Date

C. When done reviewing the Payment information, click the **Done** button to close the window. The View Payments page displays, click the Done button to close that window as well.

Payment: 2026226								C	Done
						and the second			
Business Unit	District of Columbia			Payment Amoun	t 35.00 USD				•
Payee	Payee COMMUNITY			Payment Date 8/31/23					
Payee Site	HEADQUARTERS	Payment Type Payment Process Request							
Address	WASHINGTON, DC 20032	Remit-to Account XXXXX2							
Payment Status	Negotiable			Payment Documen	t ACH Document	Number			
Paid Invoices									
Number Invoic Type		Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
INV-P2325509-01 8/3 Standard		P2325509			35.00 USD	35.00 USD	Workflow	9/30/23	Fully paid

End of Process.

 Invoice Number Invoice Date Payment Date

DC Govt Confidential and Proprietary Information



### 7 Rejected Invoices

This section explains what to do if an invoice is 'Rejected' during the approval process.

There are a couple of reasons why an invoice may be rejected, which are the following:

- 1. The submitted invoice was created using a Non-NOGA Purchase Order (PO). Currently, only invoices for NOGA POs can be submitted for approval via the DIFS Supplier Portal.
- 2. The submitted invoice contains Non-PO matched lines such as Freight or Misc. lines.



**Note:** If this criteria is not met, the system will automatically reject these invoices, and the invoice will have a status of 'Rejected'.

3. The invoice may contain incomplete or incorrect information, in which case the approvers may reject with a reason.

When an invoice is 'Rejected', the invoice will be cancelled by the District's Accounts Payable Department.

Once the invoice is cancelled, you will need to submit a **BRAND-NEW** invoice, matched to a NOGA PO, that contains the corrections for which caused a prior rejection.



**Note:** The system will not allow the creation of any new invoices if there are outstanding rejected invoices that have not been cancelled.

In case there is a rejected invoice in your Supplier Portal dashboard, please email us at <u>suppliers@dc.gov</u>, or call us at 202-442-6870 (Monday through Friday, 8:00 a.m. to 5:00 p.m. EST) and request for the invoice to be canceled.



### 8 Attach Documents to Submit

After adding or modifying information, attach supporting documentation.

- A. Go to the **Attachments** field (required)
- B. Click on the **+ button**

XXXXX2
None -

The Attachments window will open

C. On the **File Name or URL** field (required) - click on the **Choose File** button

Attachments				×
Actions View	• + ×			
Туре	Category * File Name or URL	Title	Description	Attached By
File 🗸	From Supplier  Choose File No file chosen			Subrah Gorti
Rows Selected				•
				O <u>K</u> <u>C</u> ancel



For questions or support contact us at suppliers@dc.gov or call us at 202-442-6870

### Attach Documents to Submit (continued)

- D. A file window will open on your computer
- E. Find and select the file to upload
- F. Click on the Open button

C Open					$\times$
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 🖹 $\Rightarrow$ This PC	> Documents >	~	U 🔎 Se	earch Documents	
Organize 🔹 New folder				•	?
<ul> <li>✓          ✓ Quick access         ■ Desktop         ↓ Downloads     </li> <li>✓ Documents</li> <li>✓ Pictures</li> </ul>	Name Mare	Λ Γ BANK		Seletop	ct a file review.
File name:			✓ All files		~
			<b>F</b> Op	Cancel	

Provide a description of the selected file.

- **G.** Title (optional) Click on the field, and the information for this field will auto-populate with the file name of the uploaded file
- H. Description (optional) Provide an explanation about the uploaded file
- I. Click the OK button to save the information

ttachments					×
Actions  View	• + ×			0	
Туре	Category	* File Name or URL	Title	Description	Attached By
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A Rever Selected	4				+
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**Note:** To add additional files, follow the steps in this section. Once all the files are loaded, click the *OK* button to save the information.

#### End of Process.



For questions or support contact us at suppliers@dc.gov or call us at 202-442-6870

## **Version History**

Version #	Date	Key Updates
1.0	25-SEP-2023	Published Version
		<ol> <li>On page 8, added to Step #L – to click on the Apply button when adding a PO line to an invoice.</li> </ol>
1.1	28-NOV-2022	<ol> <li>On page 9, added additional information on Step #P, including 'Tip for Partial Invoicing'.</li> </ol>
		3. Added Version History page at the back of the job aid.