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: **https://vendorportal.dc.gov/Account/Login**.

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

Table of Contents

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

1 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):
  1. 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

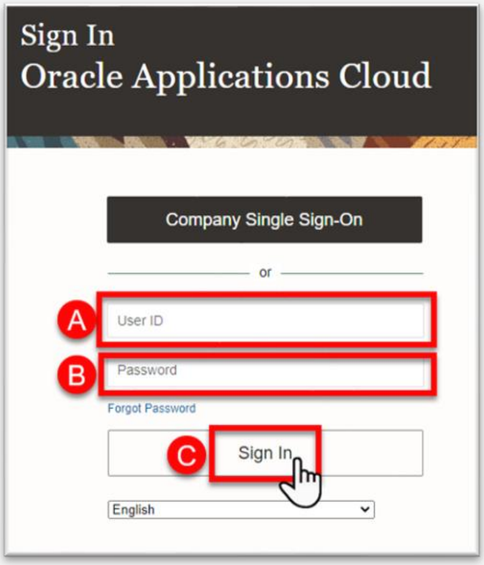
2 **Oracle Applications Cloud Sign In** page

- Go to the Supplier Portal Registration webpage at https://cfo.dc.gov/supplier_portal 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

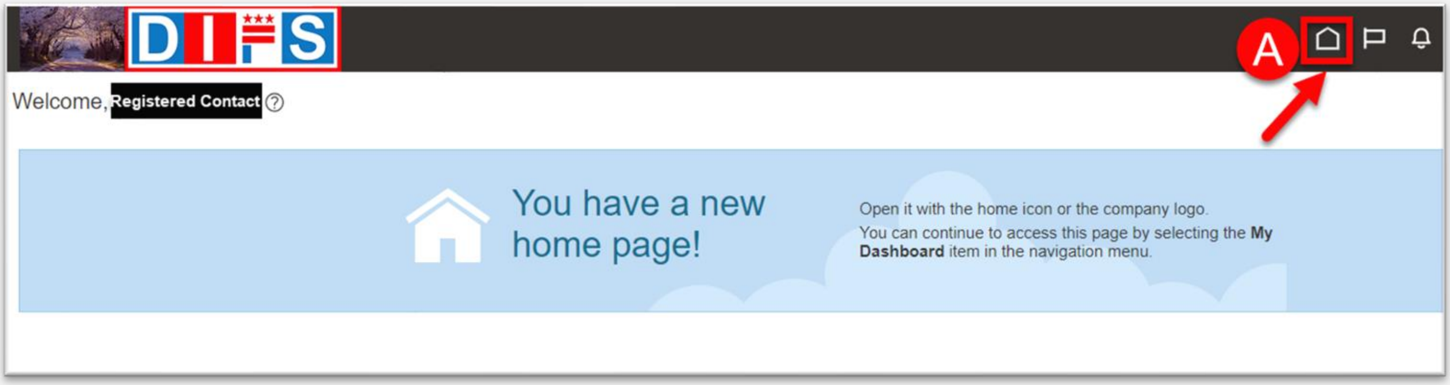
C. Click the **Sign In** button



3 Navigating the Supplier Portal

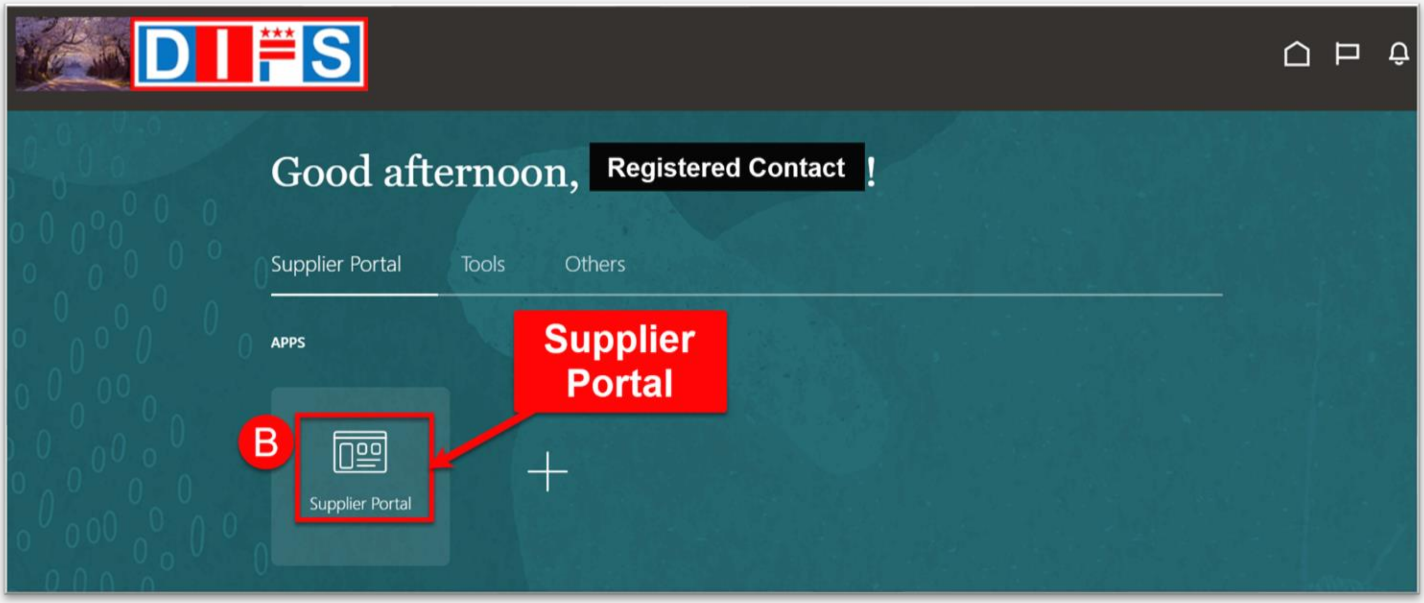
When you first log into the Supplier Portal, a Welcome page displays with your name.

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



The Oracle Dashboard screen displays.

B. Click the **Supplier Portal** link or icon



3 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.

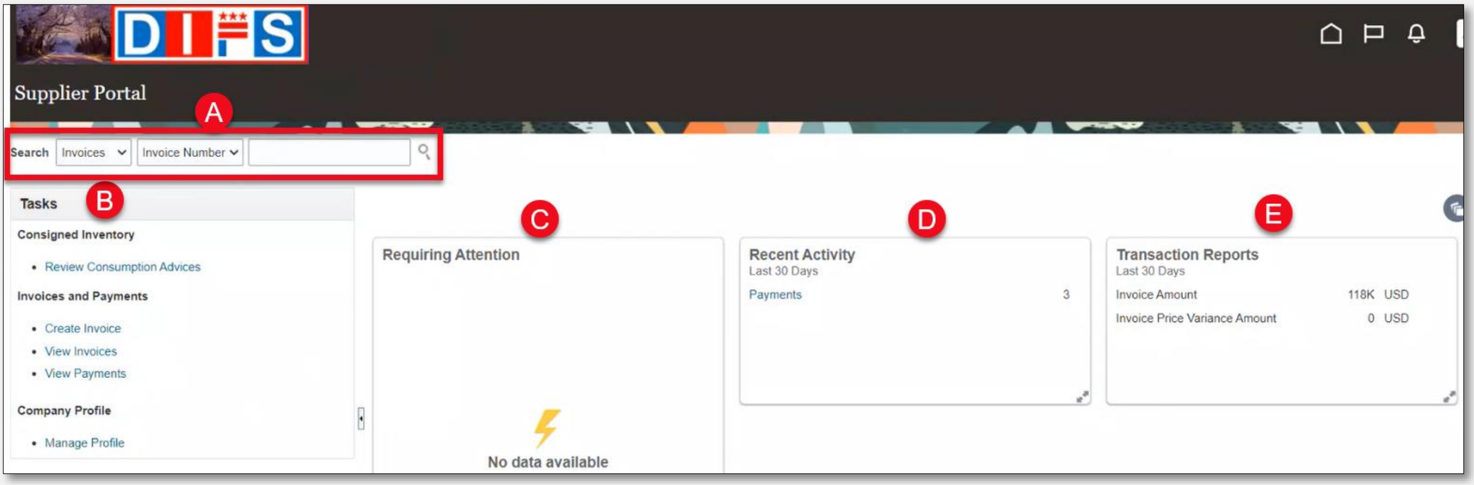
B. The **Tasks** section displays the following information:

- **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.

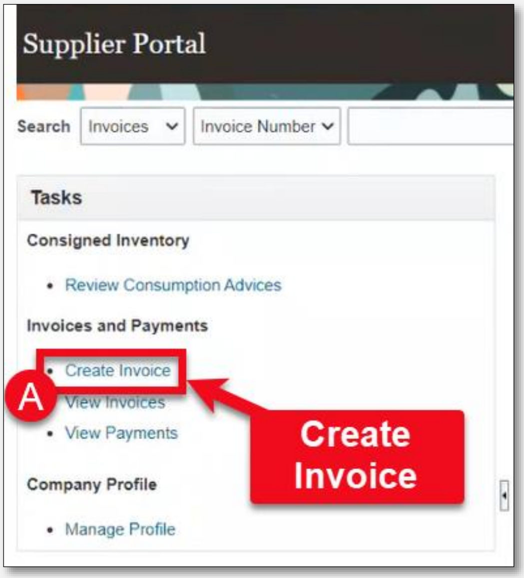
E. The **Transaction Reports** section provides comparisons of Purchase Order Amounts vs Invoice amounts.



4 Creating an Invoice

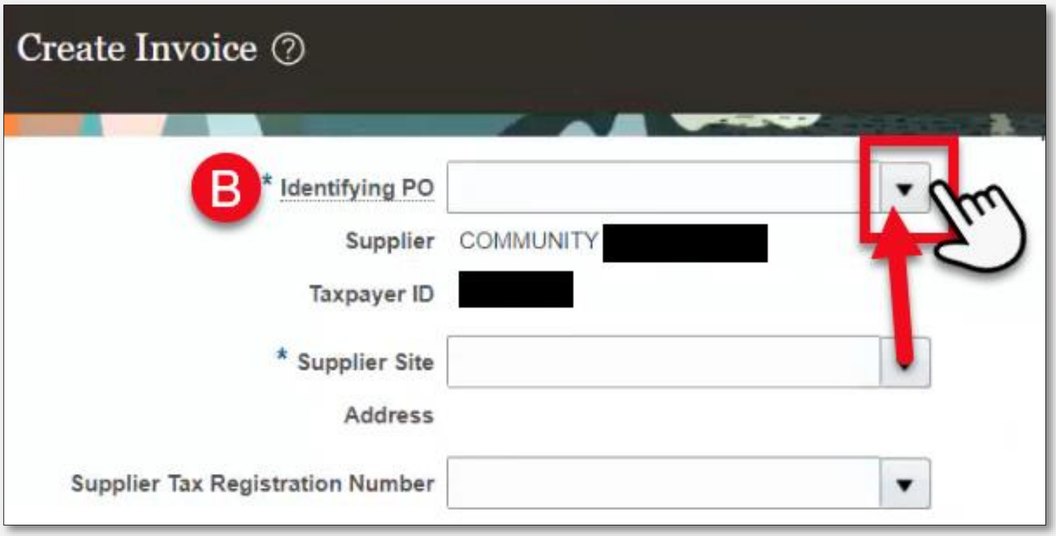
Go to the **Supplier Portal** page that displays a dashboard with different sections.

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.



3 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, click here to access the page.

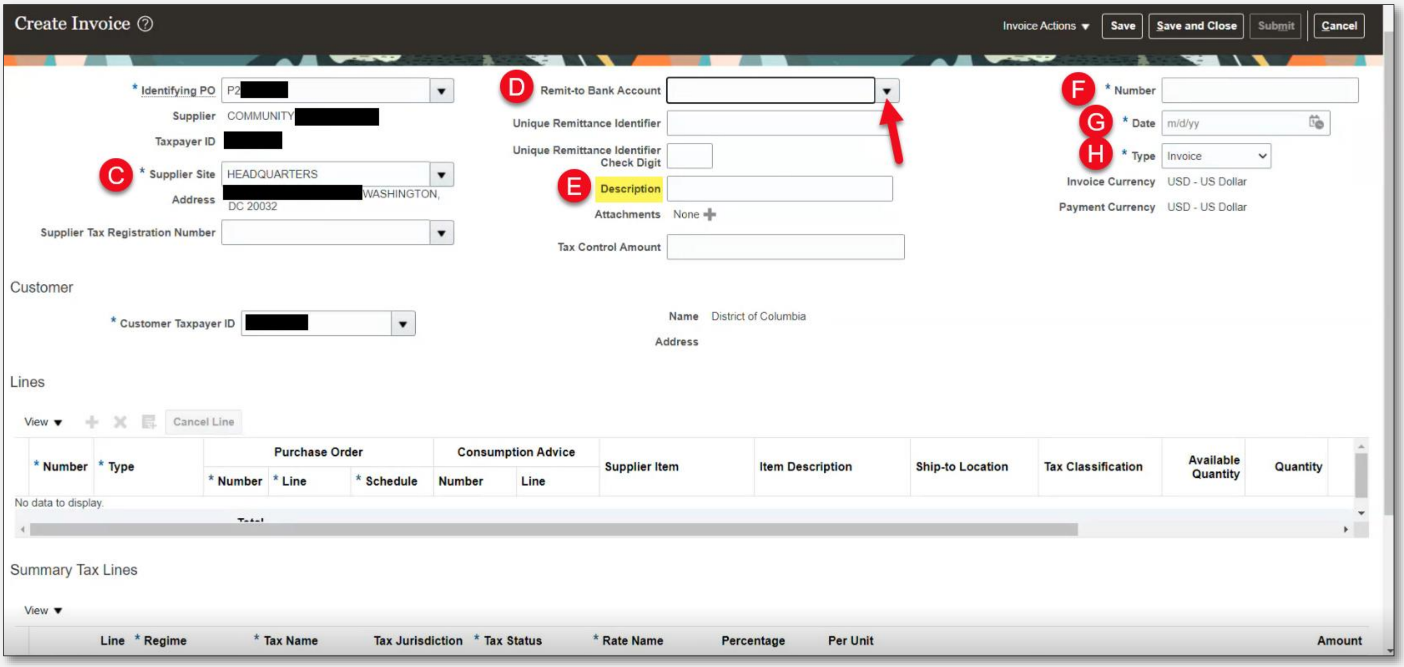
E. **Description** (required) – Enter the Service Period Dates and provide supporting documentation as attachments. See **Section 8 – Attach Documents to Submit** for further instructions.

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:

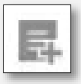
- **Invoice** – A document that lists the goods or services provided to the District, and the sum due payable to the supplier.
- **Credit Memo** – A document issued by a supplier to the District reducing the amount that the District owes to the supplier under the terms of an earlier invoice.

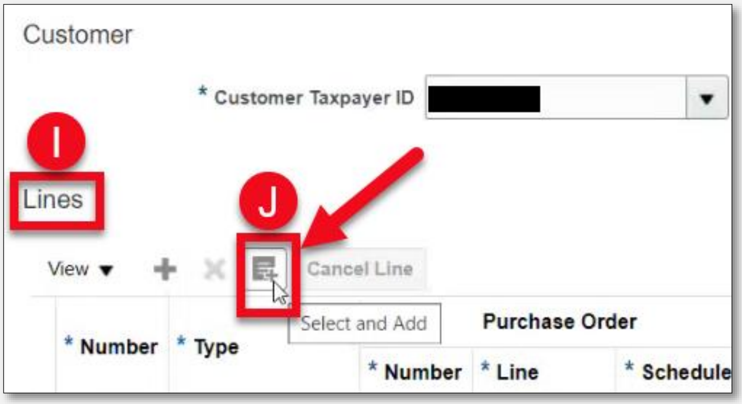


4 Creating an Invoice (Continued)

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. 



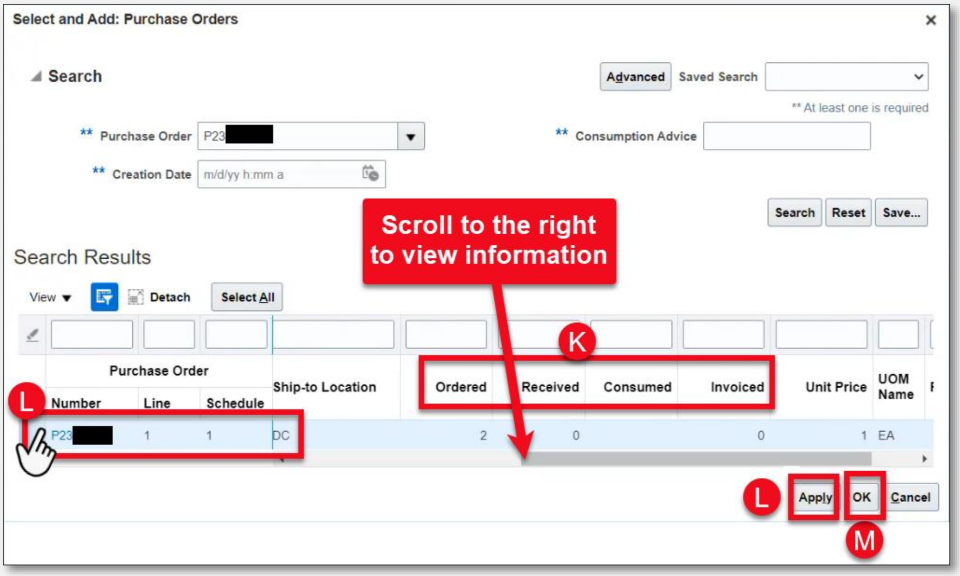
The **Select and Add: Purchase Orders** window opens and displays the Purchase Order (PO) lines of the **Identifying PO** number on the previous page.

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.



4 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.

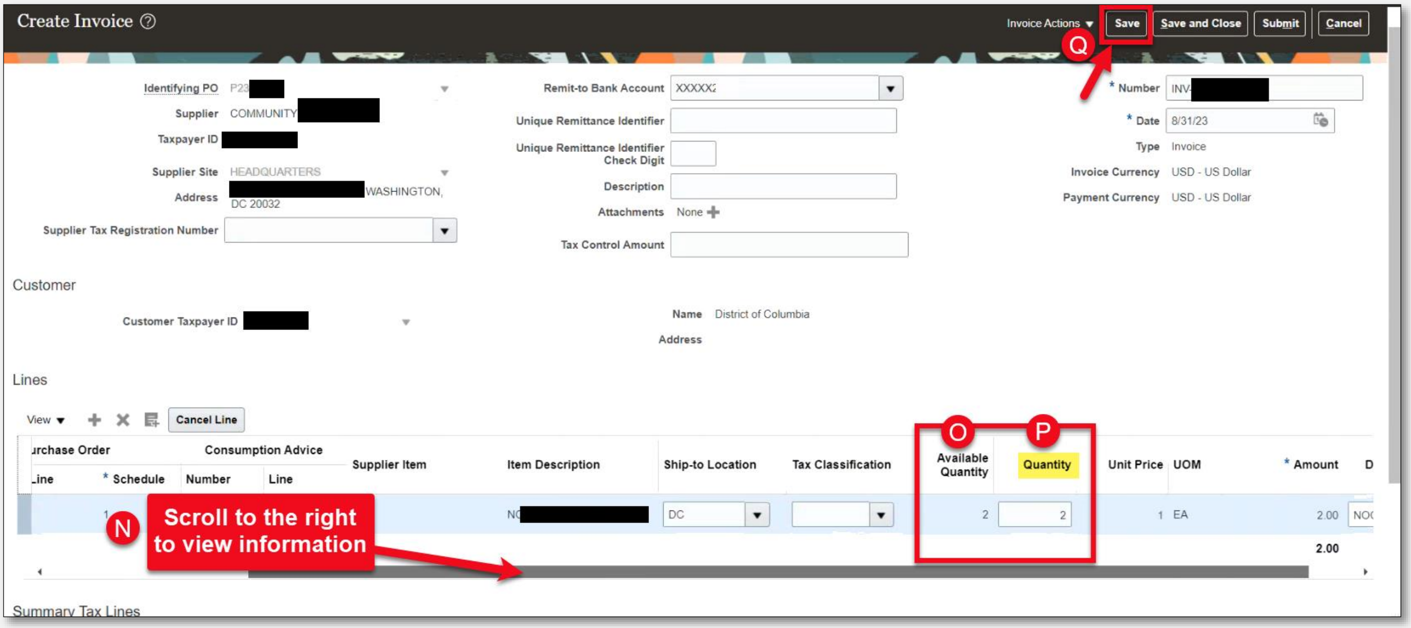
N. Scroll to the right of the window.

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.

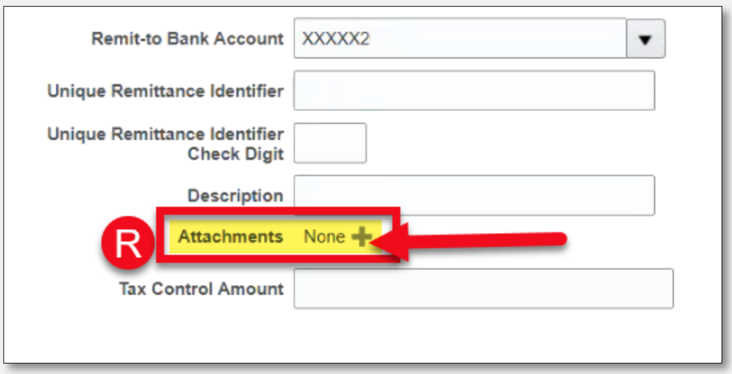
Q. Click the **Save** button to save the information entered.



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 **Section 8 – Attach Documents to Submit** for further instructions on attaching documents.

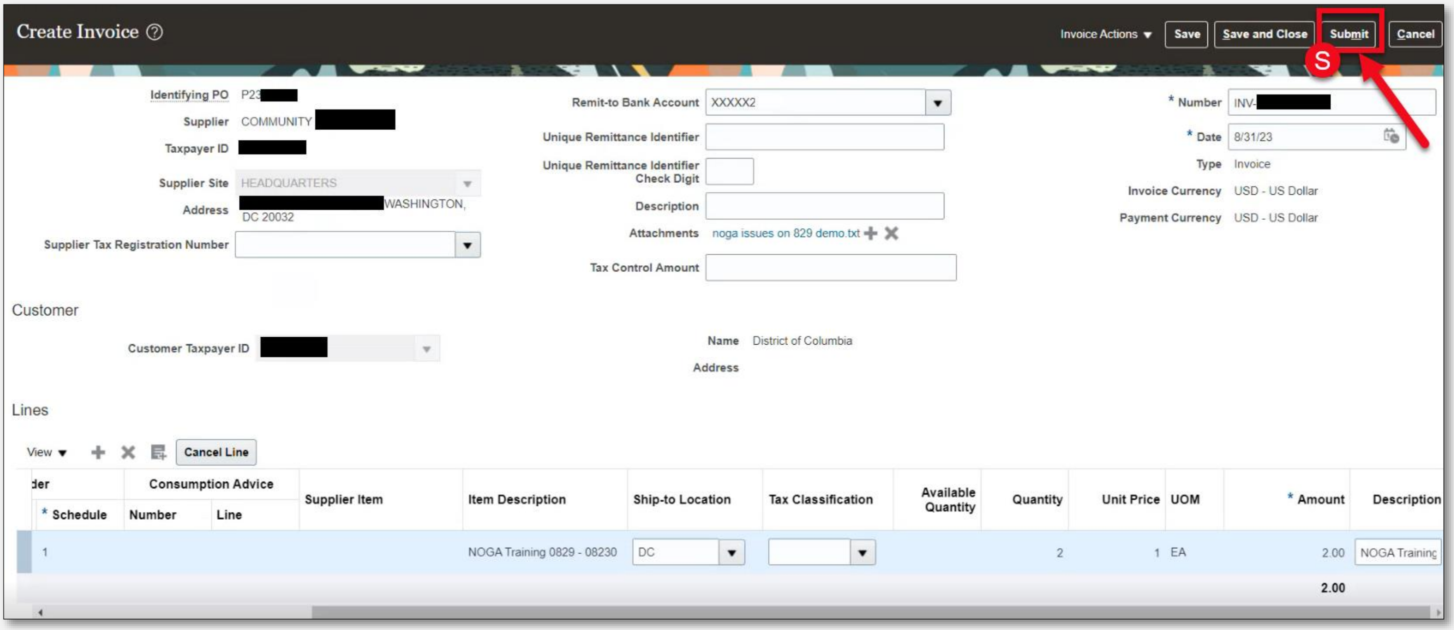


4 Creating an Invoice (Continued)

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.

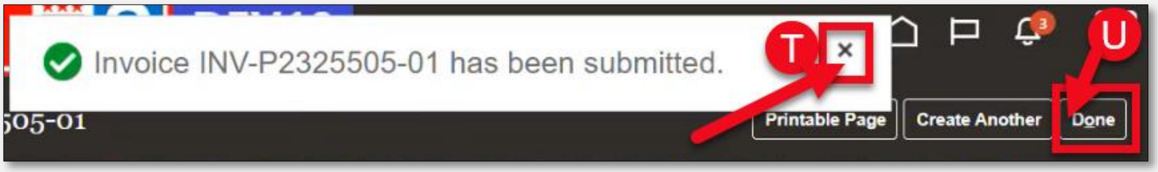


A message displays showing the invoice number and stating that the invoice has been submitted.

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.

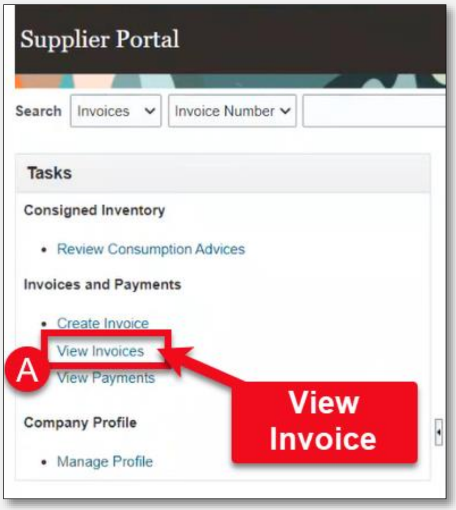


End of Process.

5 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:

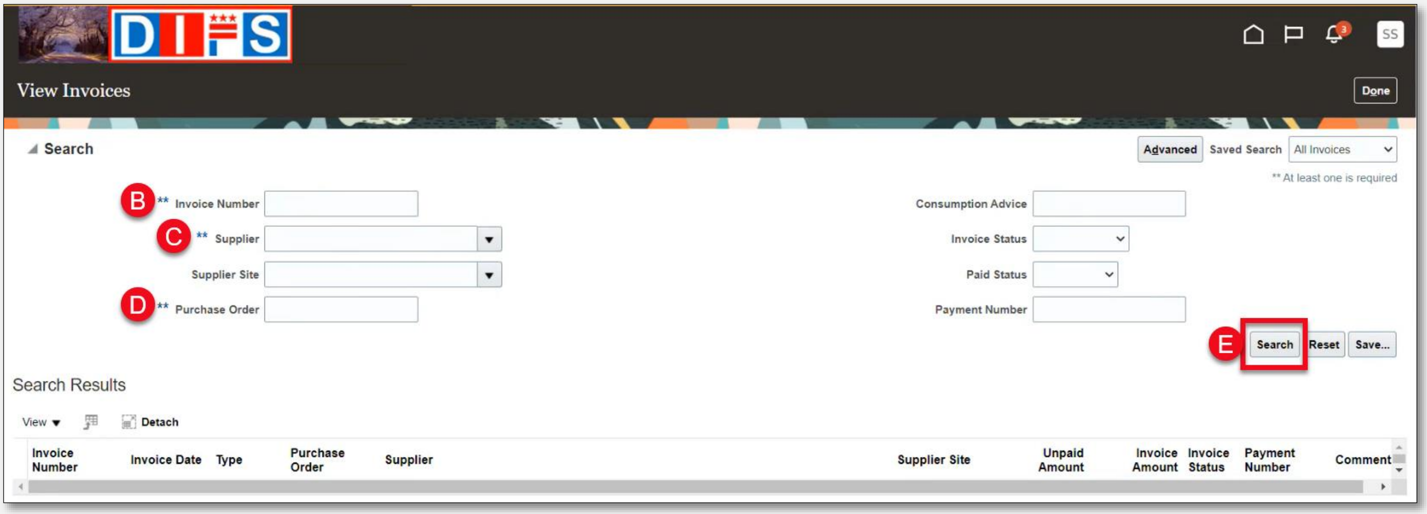
B. Invoice Number field – Type the invoice number to search.

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.



5 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.

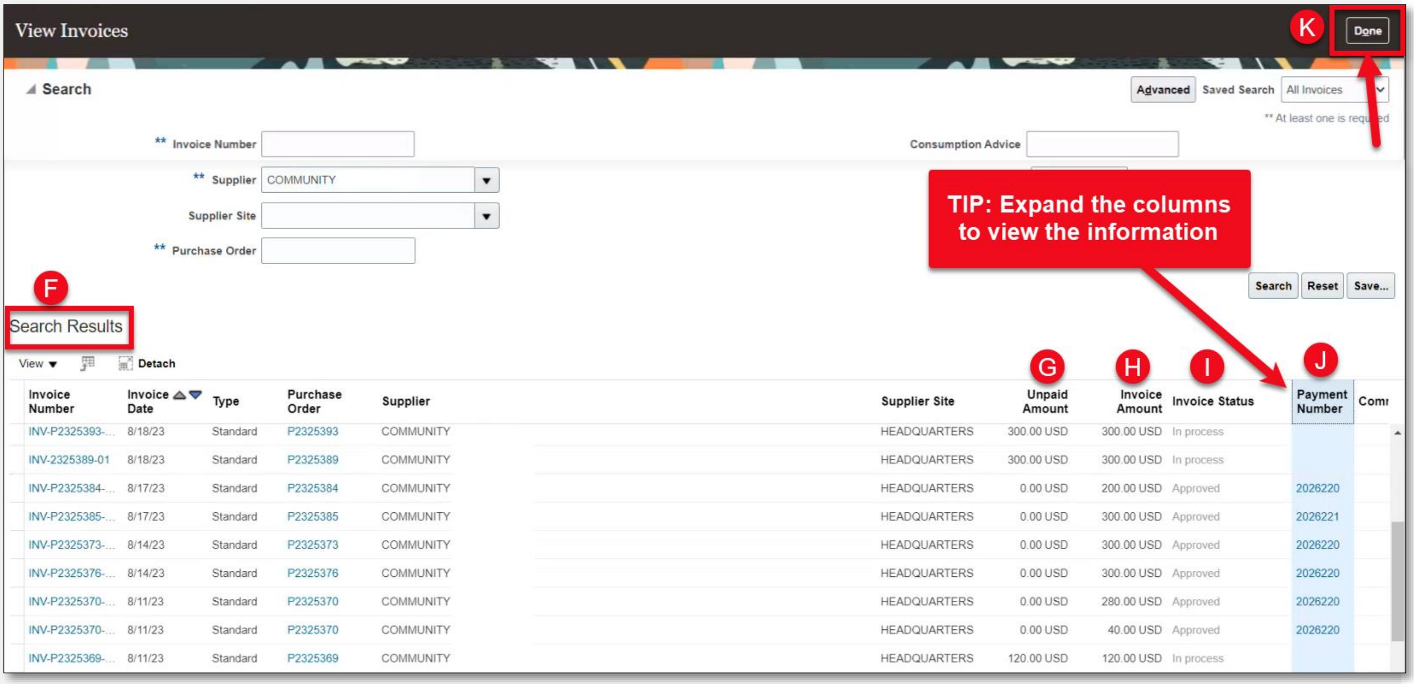
I. The **Invoice Status** field displays the following possible statuses:

- 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 Section 7 – Rejected Invoices for further information.

J. The **Payment Number** field displays the payment number. Click on the payment number to view payment information. See Section 6 - View Payment Information 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.

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



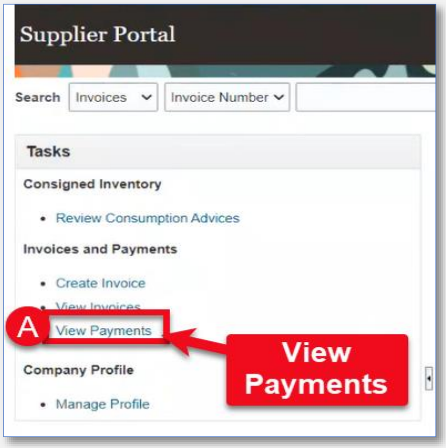
End of Process.

6 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.**



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.

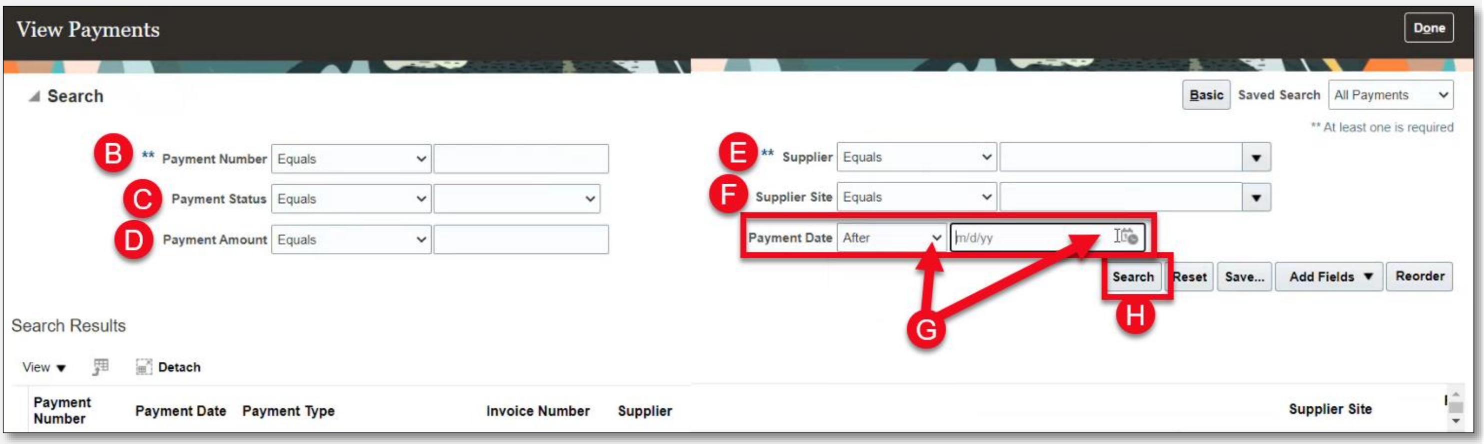
D. Payment Amount field (optional) – Type a number for payment amount to search.

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.

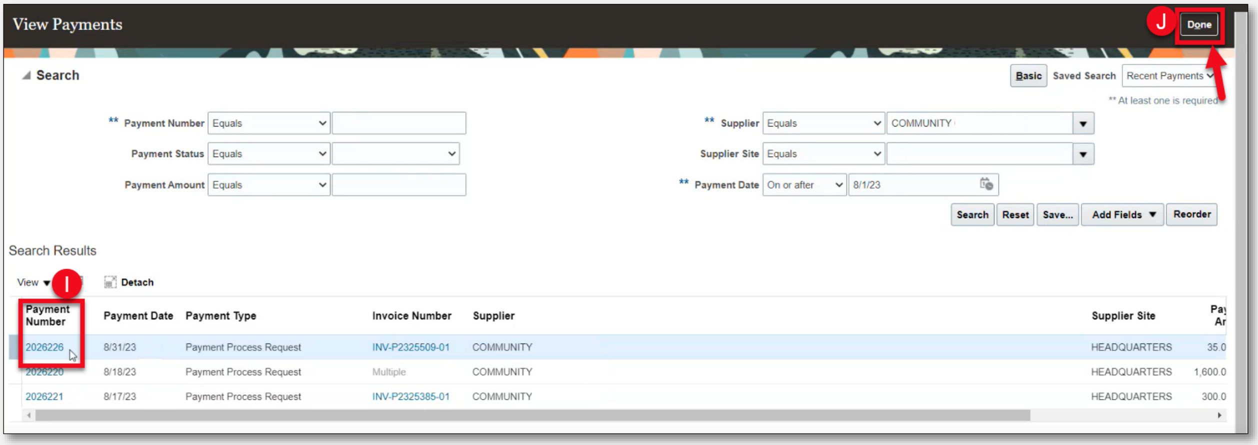


6 View Payment Information – Option 1 (continued)

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.

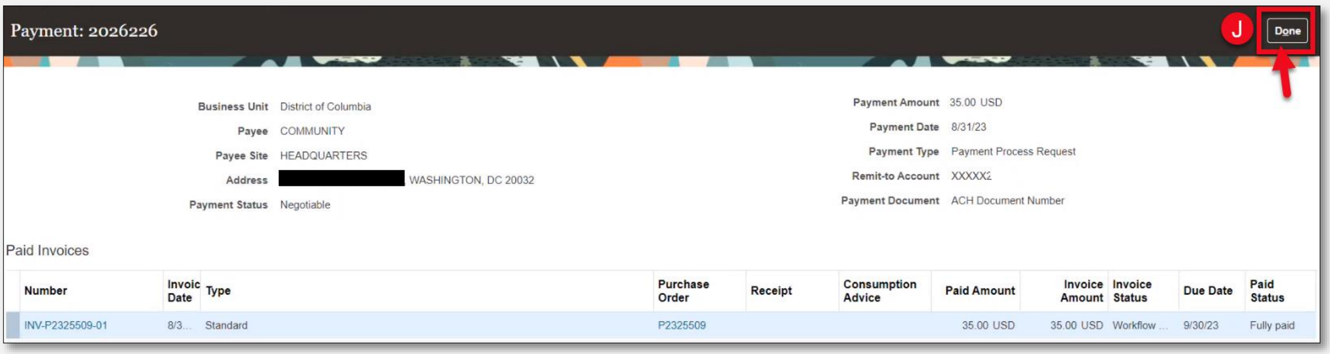
Tip: The columns on the **Search Results** section can be shortened or expanded by clicking and dragging the column border.



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

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

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.



End of Process.

6 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

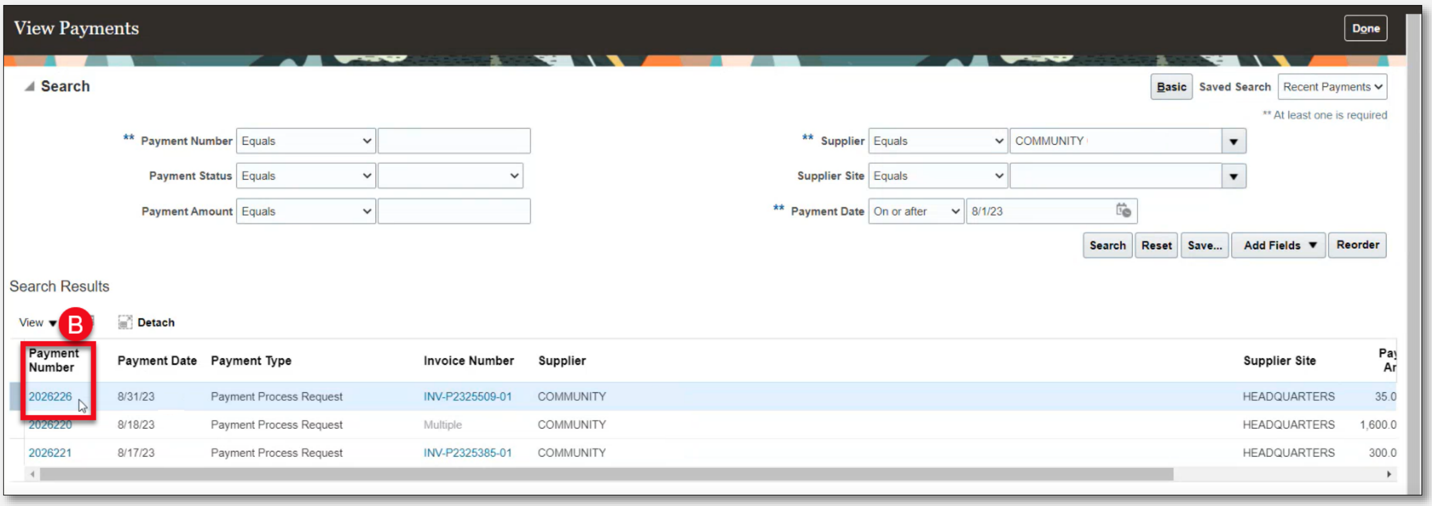
A. Go to the **Recent Activity** section of the dashboard and click **View Payments.**

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.

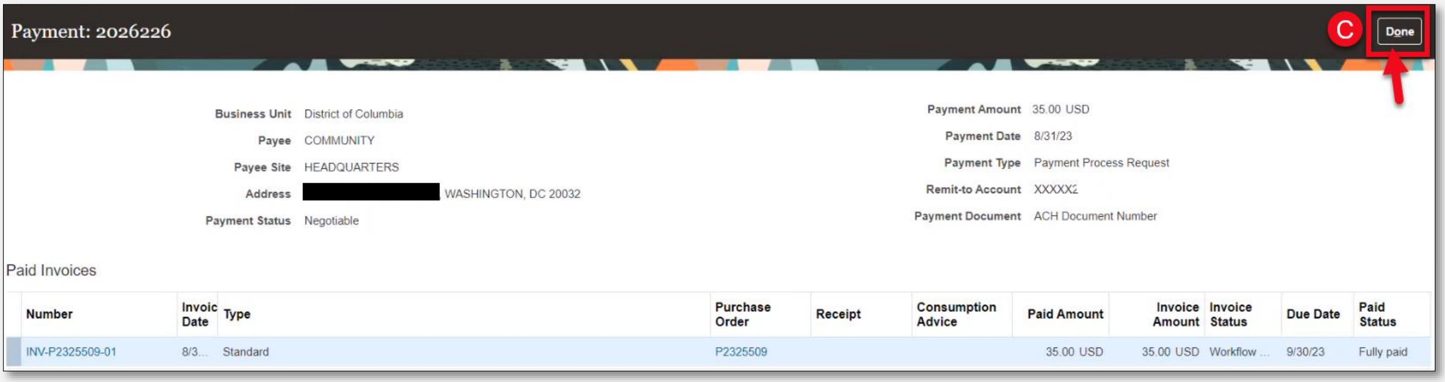


6 View Payment Information – Option 2 (continued)

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

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



End of Process.

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.

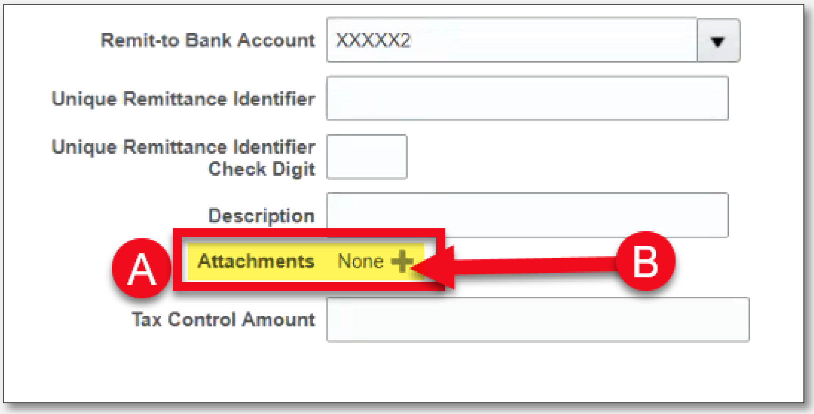
In case there is a rejected invoice in your Supplier Portal dashboard, please email us at suppliers@dc.gov, or call us at 202-442-6870 (Monday through Friday, 8:00 a.m. to 5:00 p.m. EST) and request for the invoice to be canceled.

8 Attach Documents to Submit

After adding or modifying information, attach supporting documentation.

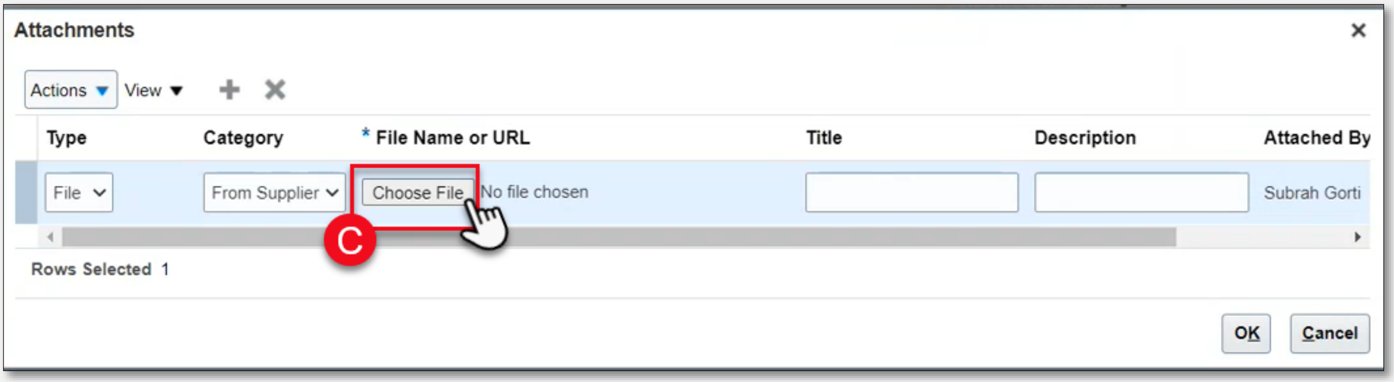
A. Go to the **Attachments** field **(required)**

B. Click on the **+** **button**



The ***Attachments*** window will open

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

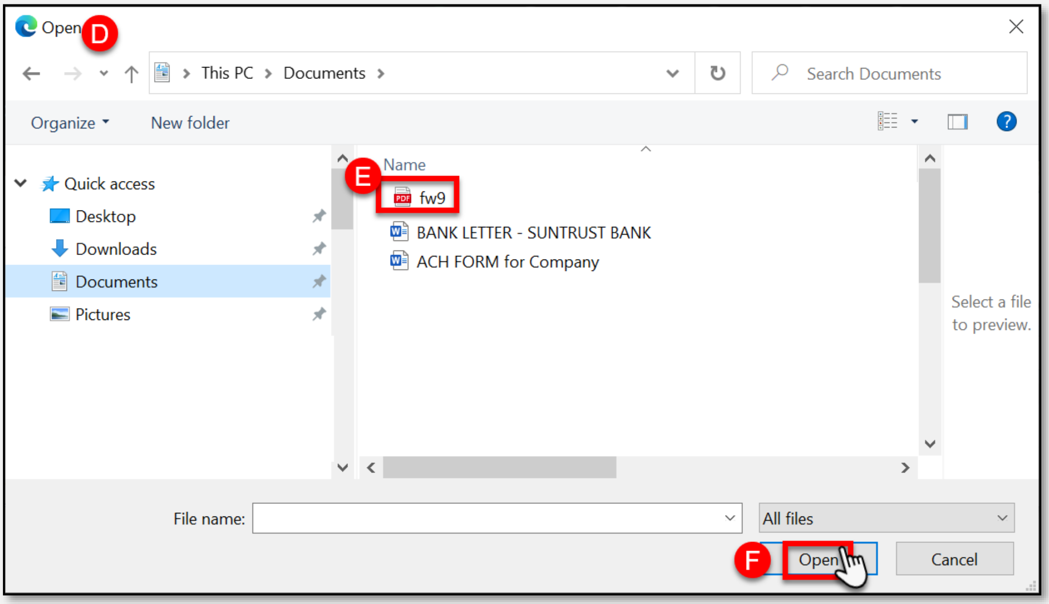


8 Attach Documents to Submit (continued)

D. A file window will open on your computer

E. Find and select the file to upload

F. Click on the ***Open*** button

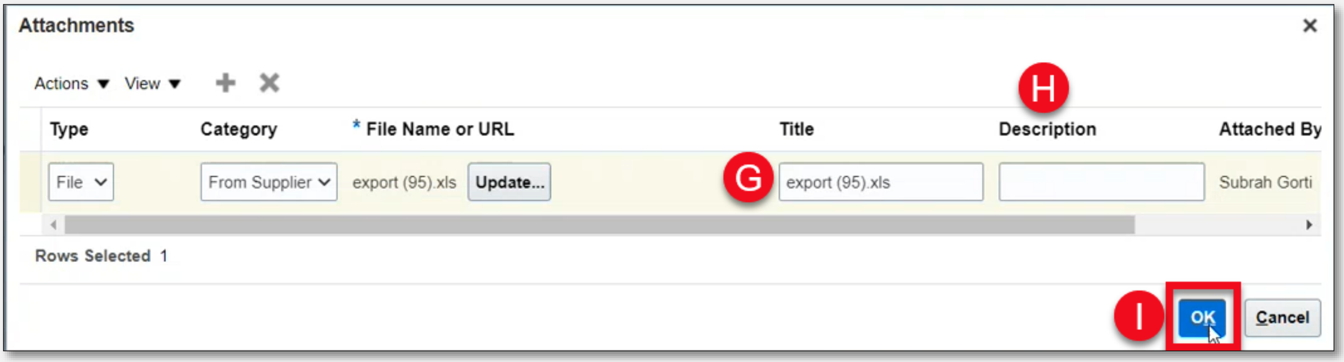


Provide a description of the selected file.

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



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.

Version History

Version #	Date	Key Updates
1.0	25-SEP-2023	Published Version
1.1	28-NOV-2022	1. On page 8, added to Step #L – to click on the **Apply** button when adding a PO line to an invoice. 2. On page 9, added additional information on Step #P, including 'Tip for Partial Invoicing'. 3. Added Version History page at the back of the job aid.