

Vendor Invoice Deductions

This document serves as a quick start guide for vendors who want to familiarize themselves with the process of creating and submitting Invoice Deductions in PASSPort. If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.

PASSPort provides vendors with the ability to create and submit Invoice Deductions, most commonly in response to a Reconciliation Request from the City. These Invoice Deductions are linked to a specific Invoice in PASSPort and can be used to deduct either quantities or price amounts from the Invoice it is associated with.

Creating and Submitting Invoice Deductions

An Invoice Deduction can only be created when the Invoice is between the “Matching in Progress” status and the “OK to Pay” status. Only items that have been invoiced can be added to the Invoice Deduction.

- From any page in PASSPort, click the “**Invoicing**” button at the top of the page.
- Select “**Browse Invoices**” from the drop-down menu.
- Click the pencil icon to open the Invoice you wish to create an Invoice Deduction from.
- Click the “**Other Actions**” button at the top of the page. Then click “**Create Invoice Deduction**”.
- Enter an “**Invoice Deduction Reference.**” This field should be used to add an internal reference number.
- Select the “**Deduction Type**” from the drop-down menu.
- Select the “**Reason**” from the drop-down menu.
- Click the “**Save**” button.
- Select the “**Linked Invoice**” by clicking the “...” icon.
- Click the  icon to select the invoice to link to.
- Click the “**Add an item**” button to add the items from the invoice that you’d like to remove using the deduction.
- Click the check box next to each item you are deducting, then click the “**Close**” button.
- Adjust the price or quantity to reflect the deducted amount.
- In the Invoice documents section, click “**Drag and Drop to Add a File**” to add documentation related to your deduction.
- Select the file you wish to upload and click “**Open.**”
- Click the “**Submit Invoice Deduction**” button.
- Click “**OK**” to confirm the submission.



Invoice Deductions should only be created for delivery-related issues. They should not be used to resolve Invoicing errors. If an error is found on an Invoice, we recommend canceling the incorrect Invoice and creating a new one.

Each Invoice Deduction can be used to deduct price or quantity; these cannot be combined within the same deduction.