

## Vendor Purchase Orders and Invoicing

As a Vendor Admin, Procurement L2 or Financial L2 user in PASSPort, you will have the ability to manage Purchase Orders that your organization receives and 'flip' them into Invoices that can be digitally submitted to your respective agencies. If you have any questions or need assistance, please reach out to MOCS at [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

### Reviewing Purchase Orders

Vendor Admins, Vendor Procurement L1 and L2 at your organization have the ability to review Purchase Orders placed by your Purchasing agencies. To access the Purchase Order, please follow the below steps:

- Click on the “**Orders**” button on the top of the page.
- Select “**Browse Orders**”.
- Enter your search terms in the necessary fields and click the “**Search**” button. You may search by using relevant keywords (name of requestor, agency), contract number or order/delivery date ranges.
- Once you find the Order you want to review, click on the pencil  icon. To download a copy of the PO, click on the  icon.
- You can review the Purchase Order details including the **Order Date, Delivery Address, Line Items** and comments from the purchasing Agency’s requestor.

### Purchase Orders Actions

In PASSPort, your Vendor Admin, Vendor Procurement L2, or your Vendor Financial L2 users can take one of these three actions when a Purchase Order is received:

- Reject:** As a Vendor Procurement Level 2, you have the ability to reject Purchase Orders that are received from Agencies. When submitting a rejection, you will be required to enter in a reason why.
- Create Invoice:** You can create an invoice for the items supplied on a Purchase Order.
- Create Invoice Deduction:** You can create an Invoice Deduction to account for Reconciliation Requests from Agency users, which can be applied on an Invoice. Invoice deductions do not always need to accompany a Reconciliation Request. They can be done without one.

*\*\* Step-by-step guidance will be provided on the following page. Job Aids are available for Rejecting an Invoice and Creating an Invoice Deduction.*

## Creating and Submitting Invoices

As a Vendor Financial Level 2 user, you will have the ability to create and submit Invoices by following the below steps:

- Click on “**Ordering**” then “**Browse Orders**”. All of the Purchase Orders submitted by agencies will populate in this list.
- Select the pencil  icon for the Purchase Order you wish to create the Invoice for.
- Click on the “**Create Invoice**” button.
- Complete the **highlighted fields** by entering in the Invoice Reference, Invoice Date, Agency, and Address).
- Click on the **Save** button.
- In the *Product/Services* section, click on the **Add Items** button. Check off all the items which you are billing the agency for.
- Click on the **Add Selected and Close** button. (You then have the option to edit the quantity if needed.)
- Click on **Submit Invoice**. The Invoice will then be automatically sent to your purchasing agency.



Understanding and tracking the status of your Invoice:

**Draft:** The Invoice is drafted and not yet submitted for approval.

**Matching in Progress:** The Invoice is submitted and has failed some aspect of the 4-way match, so it is going through multiple match reconciliation step before it gets to invoice approval.

**Approval in Progress:** The Invoice is at the Invoice approver steps (Invoice approver #1 or #2).

**Ok-to-Pay:** The Invoice has passed Invoice approval and payment information has been sent to FMS.

**FMS Action Pending:** This status occurs in 2 scenarios: 1. Waiting for FMS Response or 2. After payment information is rejected and is awaiting reconciliation in FMS.

**Payment in Progress:** This status can occur when the agency is waiting for a payment request approval from FMS.

**Disbursed:** Payments have been disbursed to you.

**Canceled:** The Invoice has been canceled, either before “Ok-to-Pay or after payment rejection.