

PASSPort

Procurement and Sourcing Solutions Portal

Managing Invoices for Vendors

<p>Roles Involved:</p> <ul style="list-style-type: none">• Vendor Financials L1 and Vendor Financials L2	<p>Summary:</p> <p>Step-by-step instructions on submitting Invoices and Invoice Deductions</p>
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Last Updated: March 20, 2020

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Accessing PASSPort

To access PASSPort and log in, go to <https://a858-login.nyc.gov/osp/a/t1/auth/saml2/sso>

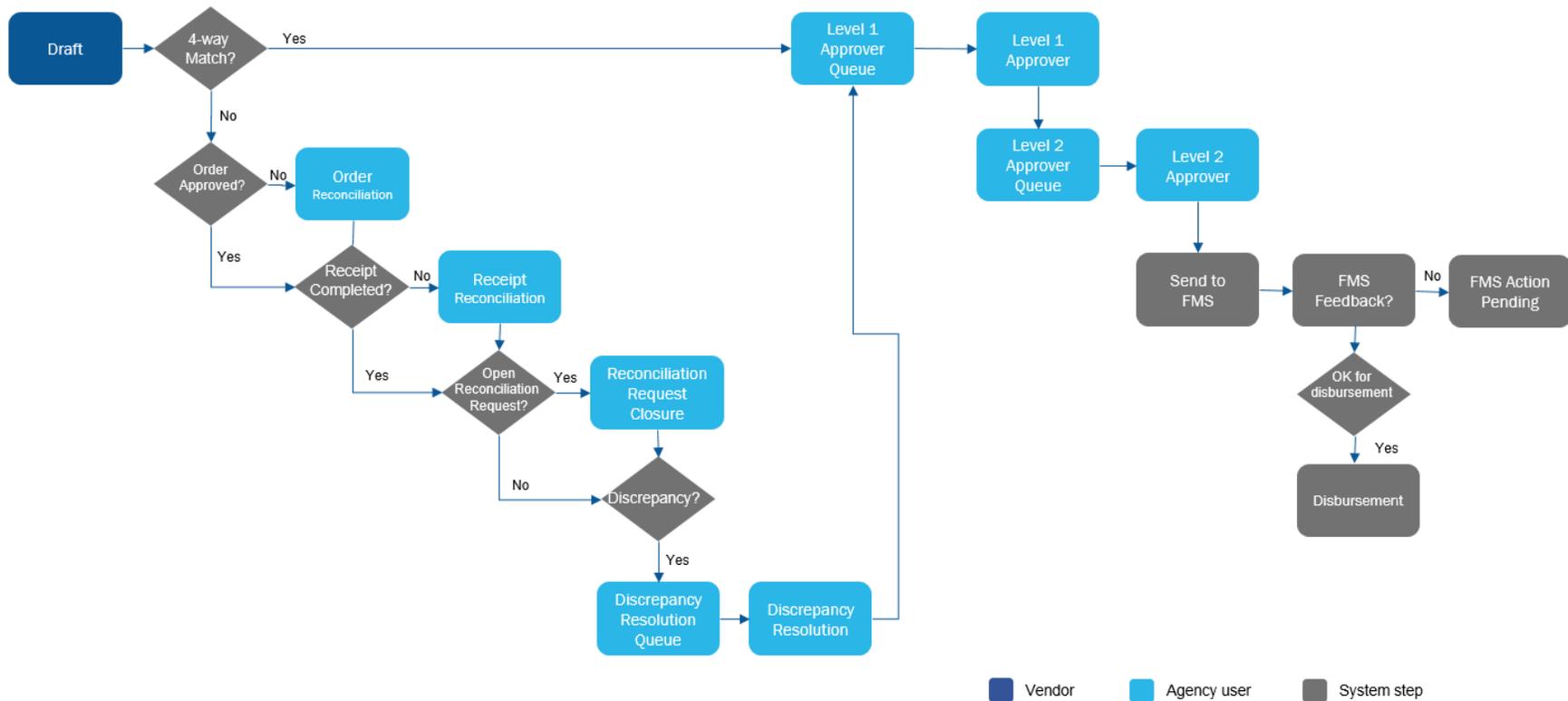
Note: While navigating PASSPort you are able to easily increase its font size and readability. To do this, click the “ctrl” and “+” keys simultaneously on your keyboard. Each time you click these keys, your web browser will zoom in and PASSPort will resize accordingly. To reduce PASSPort’s font size, simultaneously click the “ctrl” and “-” keys.

1. Invoicing Overview

This user manual provides you with step-by-step instructions for “flipping” a Purchase Order into an Invoice as well as submitting an Invoice Deduction in response to a Reconciliation Request sent by the City.

In PASSPort, Invoices are submitted by the vendor to facilitate payment for delivered goods. There is one standardized electronic Invoice template that can be submitted to any Agency that has purchased off a Requirements Contract. An Invoice can be created directly from the Purchase Order screen, which speeds up the Invoice creation process significantly by pre-populating the following fields of the Invoice: Invoice Date, Agency, Vendor, and PO. Once an Invoice has been created and submitted to the City, it goes through the 4-way match process, where the system checks for a “Dispatched” Purchase Order, a completed Receipt, no open Reconciliation Requests (non-BQA), and no discrepancy between the lines of the Purchase Order, Receipt, and Invoice. After the invoice passes the system check, the Invoice then goes through 2 levels of financial approval at the Agency to confirm payment details and allocations. Once the Agency has approved payment details, payment will be disbursed as usual.

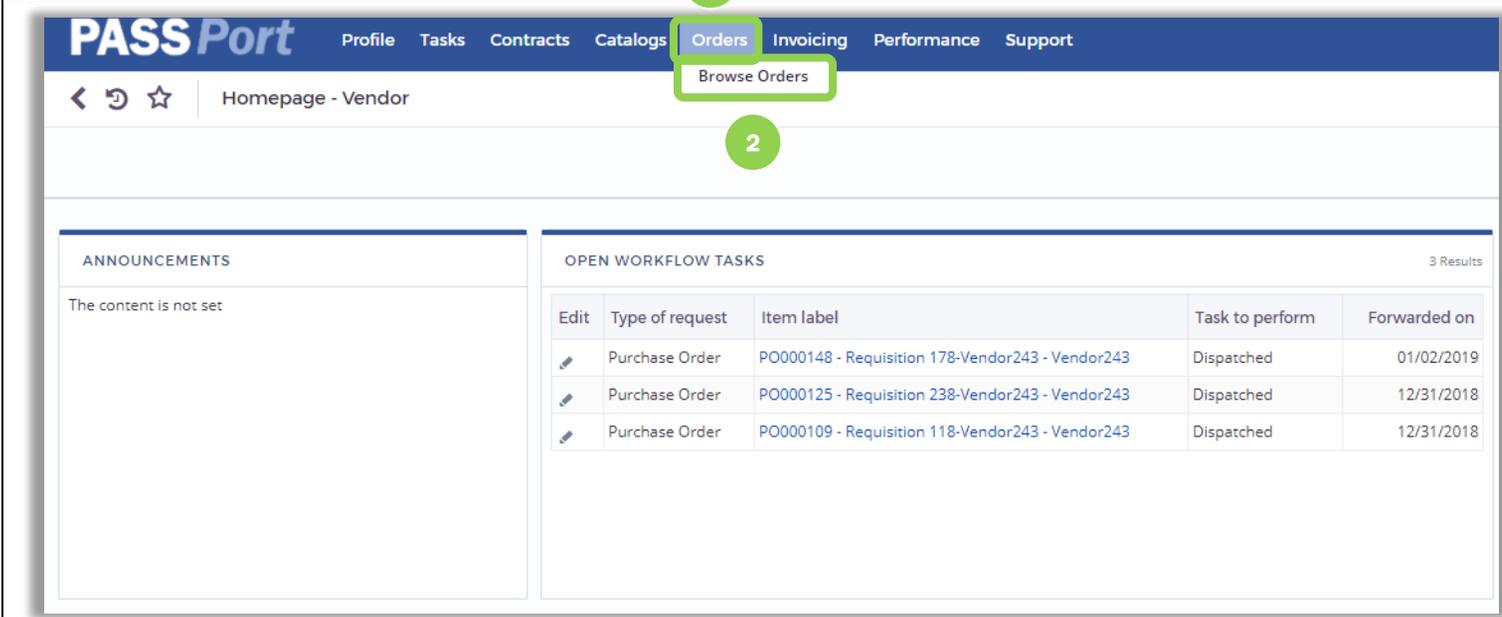
The invoicing process is represented by the following workflow in PASSPort:



For clarity, we have color-coded the agency workflow on this page to allow you to easily see which role is involved with each step of the process. The vendor-related steps of this workflow will be discussed and demonstrated throughout this user manual.

2. Creating and Submitting an Invoice

Note: Only vendors provisioned with Vendor Financials L2 access will be able to follow the below steps to create and submit an Invoice. Vendors provisioned with Vendor Financials L1 access will only be able to view Invoices:



The screenshot shows the PASSPort user interface. At the top, there is a navigation bar with the following items: Profile, Tasks, Contracts, Catalogs, **Orders**, Invoicing, Performance, and Support. A green circle with the number '1' is placed over the 'Orders' menu item. Below the navigation bar, there is a breadcrumb trail: < Home > Star | Homepage - Vendor. A green circle with the number '2' is placed over the 'Browse Orders' button in the breadcrumb trail. The main content area is divided into two sections. On the left, there is an 'ANNOUNCEMENTS' section with the text 'The content is not set'. On the right, there is an 'OPEN WORKFLOW TASKS' section with a '3 Results' indicator. Below this header is a table with the following data:

Edit	Type of request	Item label	Task to perform	Forwarded on
	Purchase Order	PO000148 - Requisition 178-Vendor243 - Vendor243	Dispatched	01/02/2019
	Purchase Order	PO000125 - Requisition 238-Vendor243 - Vendor243	Dispatched	12/31/2018
	Purchase Order	PO000109 - Requisition 118-Vendor243 - Vendor243	Dispatched	12/31/2018

1. From any page in PASSPort, click the “Orders” button at the top of the page.
2. Select “Browse Orders” from the drop-down menu.

The screenshot shows the 'Browse Orders' interface in the PASS Port system. At the top, there is a navigation bar with the 'PASS Port' logo and menu items: Profile, Tasks, Contracts, Catalogs, Orders, Invoicing, Performance, and Support. Below the navigation bar, there is a search area with a search bar and filters for 'Keywords', 'Status', and 'Contract'. A search button and a link to 'Advanced search' are also present. The main content area displays a table of orders. A green circle with the number '3' highlights the pencil icon in the first row of the table, indicating the step to click the icon to open and view the purchase order.

ID	Requestor	Status	Currency	Ordered	Received	Invoiced (Gross)	Progress	PO
PO000148	ADMIN City	Dispatched	USD	730.00	730.00		Dispatched	 
PO000125	ADMIN City	Dispatched	USD	920.00	920.00		Dispatched	 
PO000109	ADMIN City	Dispatched	USD	500.00			Dispatched	 

3 Results(s)

The Browse Orders screen displays all orders that have been sent to you. Creating an Invoice from an existing order pre-populates most of the Invoice information for you from the associated Purchase Order, making the process faster.

3. Click the  icon to open and view the purchase order you wish to create an invoice for.

PASSPort Profile Tasks Contracts Catalogs **Orders** Invoicing Performance Support

PO: PO000125 - Requisition 238-Vendor243 - Vendor243 (Dispatched)

Reject Create Invoice Deduction **Create invoice** 4

Header

Label: Requisition 238-Vendor243
 Vendor: Vendor243 111111473
 Agency: FIRE DEPARTMENT
 Vendor contact: HOPPE Theo
 Order date: 12/31/2018
 Order Reference:
 Legal Company: City of New York

Delivery address
 MAYORALTY
 9 Metro Tech Center
 11201 Brooklyn
 New York
 UNITED STATES

Invoicing address
 MAYORALTY
 9 Metro Tech Center
 11201 Brooklyn
 New York
 UNITED STATES

ALERTS

⊖ Purchase order cannot be rejected since goods on this order have been received or an invoice has been created on this order.

#	Ref.	Item description	Vendor	Ordered Quantity	Unit	Price	Total	Cur.	Deliv. date
200-2	sup-P234	Steel Toe Boots	(Vendor243) Vendor243	8.00	Units	95.00	760.00	USD	01/15/2019
200-1	sup-P753	Safety Goggles	(Vendor243) Vendor243	2.00	Each	80.00	160.00	USD	01/30/2019

2 Result(s)

Amount (tax excl.):	920.00	USD
Amount (tax incl.):	920.00	USD

4. Click **“Create Invoice”** at the top of the page.

An Invoice will be created immediately, with the following fields already pre-populated with information from the Purchase Order: Invoice Date, Agency, Vendor, and Order.

PASSPort Profile Tasks Contracts Catalogs Orders Invoicing Performance Support

Invoice

6 Save Exit Cancel Invoice

INVOICE HEADER

Status :

5 Invoice Reference :

Invoice Date : 01/07/2019

Agency : FIRE DEPARTMENT

Vendor : Vendor243 111111473

Invoice Creator : Hoppe Theo

Address :

INVOICE AMOUNT

Gross Invoiced Amount (USD) :

Total Deductions (USD) :

Net Invoiced Amount (USD) :

ORDERS/CONTRACTS

Order : (only USD)

x PO000125 - Requisition 238-Vendor243

Contract :

PAYMENT INFORMATION

PRC2 ID :

Disbursement Status :

Disbursement Date :

PIP Disclaimer: Please visit PIP for further payment details

INVOICE DOCUMENTS

Drag and Drop to Add a File

5. Enter text within the “**Invoice Reference**” screen. This field can be used to add an internal reference number or any information you find helpful.
6. Click the “**Save**” button.

PRODUCTS / SERVICES ▾

7

Delete Selected Items Add Items

	Order	Item Label	Quantity	Unit	Unit Price	Amount	Ordered Quantity	Rec Qty	Total PO	Total rec	Total inv	Gap	Qty inv	Commodity
<input type="checkbox"/>														

Scroll down the page to the “Products/Services” section.

7. To add items from the Purchase Order, click the “Add Items” button.

Invoiceable order items / terms

8 Add All Add Selected and Close

Keywords: Search Reset Order: ...
* PO000125 - Requisition 238-Vendor243

Currency: USD Show Delivered Items Only:

	PO	Label	Term	Quantity	Unit Price	Delivered Qty	Invoiced quantity	Total inv	Qty to be invoiced	Amount to be invoiced
<input type="checkbox"/>	PO000125 2	Steel Toe Boots		8.00	95.00	8.00	8.00	760.00	0.00	0.00
<input type="checkbox"/>	PO000125 1	Safety Goggles		2.00	80.00	2.00	2.00	160.00	0.00	0.00

2 Result(s)

8. Within the “Invoiceable order items / terms screen”, you will see two buttons: “Add All” and “Add Selected and Close.” Choose “Add All” if you intend to invoice for all items on the PO. To do a partial invoice, check off the items you wish to invoice for followed by clicking on “Add Selected and Close.”

PASSPort Profile Tasks Contracts Catalogs Orders **Invoicing** Performance Support

Invoice INVO00047 - Draft - Vendor243

9 Save Exit Cancel Invoice

INVOICE DOCUMENTS

Drag and Drop to Add a File

PRODUCTS / SERVICES

Add All Delete Selected Items Add an item

PO	Item label	Quantity	Unit	Unit Price	Amount	Ordered Quantity	Rec Qty	Total PO	Total rec	Total inv	Cap	Commodity
x PO000125 - Requisition 238-Vendor243/1	Safety Goggles	2.00	Each	80.00	160.00	2.00	2.00	160.00	160.00	160.00	0.00	
x PO000125 - Requisition 238-Vendor243/2	Steel Toe Boots	8.00	Units	95.00	760.00	8.00	8.00	760.00	760.00	760.00	0.00	

9. If needed, make edits to the item details including **Quantity** and **Unit Price**. After all the edits are made, click the **“Save”** button.

Note: If the Agency has created a receipt in PASSPort indicating the amount of an item they have received, your invoice will auto populate with the item quantity reflected in the receipt.

PASSPort Profile Tasks Contracts Catalogs Ordering **Invoicing** Performance Support Theo

Invoice INV000159 - 0.00 - Draft - Vendor243 Search ...

Save Exit Submit Invoice Cancel Invoice

INVOICE HEADER

Status : Draft

Invoice Ref. : 1234567

Invoice Date : 03/20/2020

Agency : FIRE DEPARTMENT

Vendor : Vendor243 111111473

Address : 456 Smith Street New York

Unit Price Adjusted :

Invoice Creator : Hoppe Theo

Address : 6954 Drew Ford
10001 New York

INVOICE AMOUNT

Gross Invoiced Amount : 0.00

Total Deductions :

Net Invoiced Amount : 0.00

ORDERS/CONTRACTS

Order : PO000125 - Requisition 238-Vendor243

Contract : Master Agreement 20129273611 - MA1-857-20129273611

PAYMENTS

PRC2 ID :

Disbursement Date :

PIP Disclaimer: Please visit PIP for further payment details

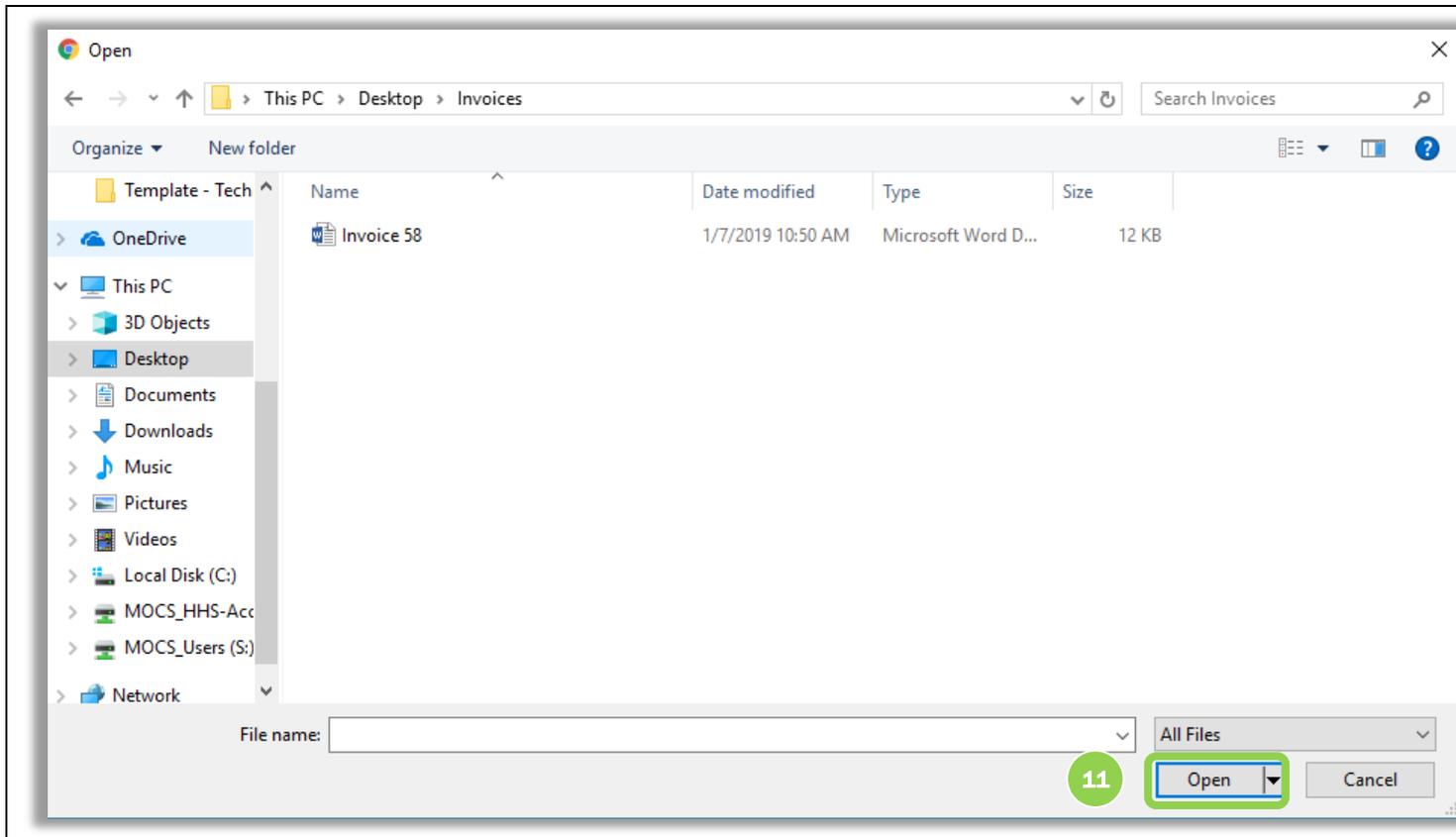
INVOICE DOCUMENTS 10

Vendor Documents : 📎 Drag and Drop to Add a File

Agency Documents :

The “Gross Invoiced Amount” field will adjust based on the edits made to these fields.

10. In the Invoice Documents section, upload documentation related to the order. Click “Drag and Drop to Add a File” to browse your computer for a file.



11. Select a file and click **“Open.”** Multiple documents can be attached to an Invoice.

Note: To attach multiple documents, repeat steps 8 and 9 as needed.

PASSPort Profile Tasks Contracts Catalogs Ordering **Invoicing** Performance Support

Invoice INV000159 - 0.00 - Draft - Vendor243 12

Save Exit **Submit Invoice** Cancel Invoice

INVOICE HEADER	INVOICE AMOUNT
Status : Draft Invoice Ref. : 1234567 Invoice Date : 03/20/2020 Agency : FIRE DEPARTMENT ... Vendor : Vendor243 111111473 Address : 456 Smith Street New \ ... Unit Price Adjusted : <input type="checkbox"/> Invoice Creator : Hoppe Theo Address : 6954 Drew Ford 10001 New York	Gross Invoiced Amount ⓘ : 0.00 Total Deductions ⓘ : Net Invoiced Amount ⓘ : 0.00
	ORDERS/CONTRACTS
	Order : <input type="text"/> ... × PO000125 - Requisition 238-Vendor243 Contract : Master Agreement 20129273611 - MA1-857-20129273611

12. Click **“Submit Invoice”** to submit the Invoice to the City for approval.

Gross Invoiced Amount ⓘ : 0.00

I hereby certify that I have the authority to submit this invoice and that its contents are accurate and complete.

Net Invoiced Amount ⓘ : 0.00 13

Cancel **OK**

13. A dialog box will appear asking you to confirm the submission. Click **“OK.”**

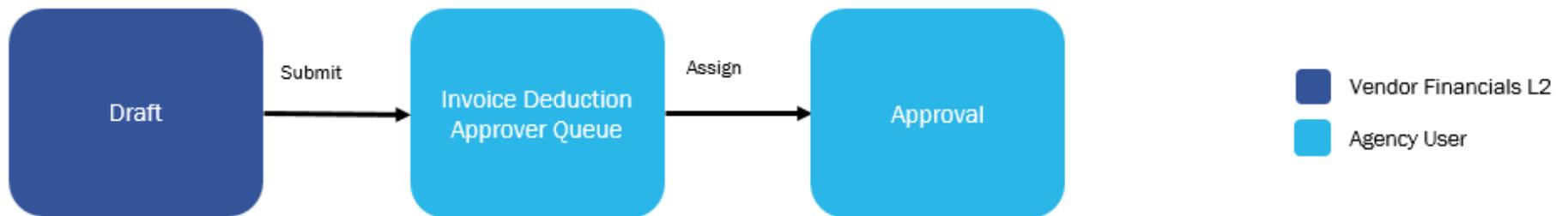
3. Invoice Deduction Overview

In PASSPort, Invoice Deductions can be created and submitted by the vendor in response to a Reconciliation Request sent by the City. 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.

The invoicing process is represented by the following workflow in PASSPort:

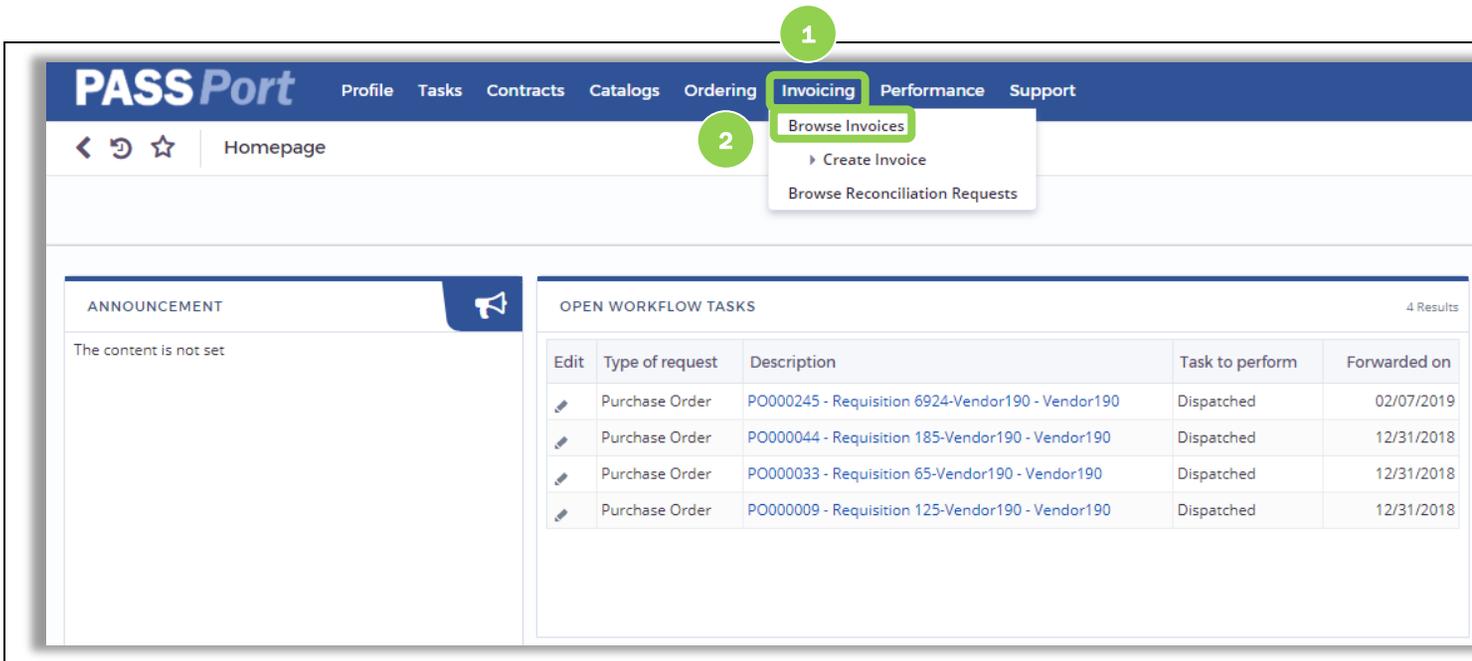


For clarity, we have color-coded the workflow on this page to allow you to easily see which role is involved with each step of the process. The vendor-related steps of this workflow will be discussed and demonstrated throughout this user manual.

4. Creating and Submitting an Invoice Deduction

Note: Only vendors provisioned with Vendor Financials L2 access will be able to follow the below steps to create and submit an Invoice. Vendors provisioned with Vendor Financials L1 access will only be able to view Invoices.

Follow the below steps to create and submit an Invoice Deduction:



The screenshot shows the PASSPort system interface. The top navigation bar includes 'Profile', 'Tasks', 'Contracts', 'Catalogs', 'Ordering', 'Invoicing', 'Performance', and 'Support'. The 'Invoicing' menu is highlighted with a green box and a circled '1'. A dropdown menu is open under 'Invoicing', with 'Browse Invoices' highlighted by a green box and a circled '2'. Below the navigation bar, there is an 'ANNOUNCEMENT' section with the text 'The content is not set' and an 'OPEN WORKFLOW TASKS' section with a table of 4 results.

Edit	Type of request	Description	Task to perform	Forwarded on
	Purchase Order	PO000245 - Requisition 6924-Vendor190 - Vendor190	Dispatched	02/07/2019
	Purchase Order	PO000044 - Requisition 185-Vendor190 - Vendor190	Dispatched	12/31/2018
	Purchase Order	PO000033 - Requisition 65-Vendor190 - Vendor190	Dispatched	12/31/2018
	Purchase Order	PO000009 - Requisition 125-Vendor190 - Vendor190	Dispatched	12/31/2018

1. From any page in PASSPort, click the “Invoicing” button at the top of the page.
2. Select “Browse Invoices” from the drop-down menu.

PASS Port Profile Tasks Contracts Catalogs Ordering **Invoicing** Performance Support

← ↻ ☆ Browse Invoices

Create Invoice Deduction Create Invoice

Keywords: Type: Agency: ... Status:

ID	Invoice Ref.	Agency	Invoiced (Gross)	Invoice Deductions	Total Deductions
 NV000068	Invoice 6924	FIRE DEPARTMENT	699.00		
 INV000005	5	FIRE DEPARTMENT	95,660.00		

The **Browse Invoices** page shows you all orders that have been sent to you. Creating an *Invoice Deduction* from an existing *Invoice* pre-populates most of the *Invoice Deduction* information for you, making the process faster.

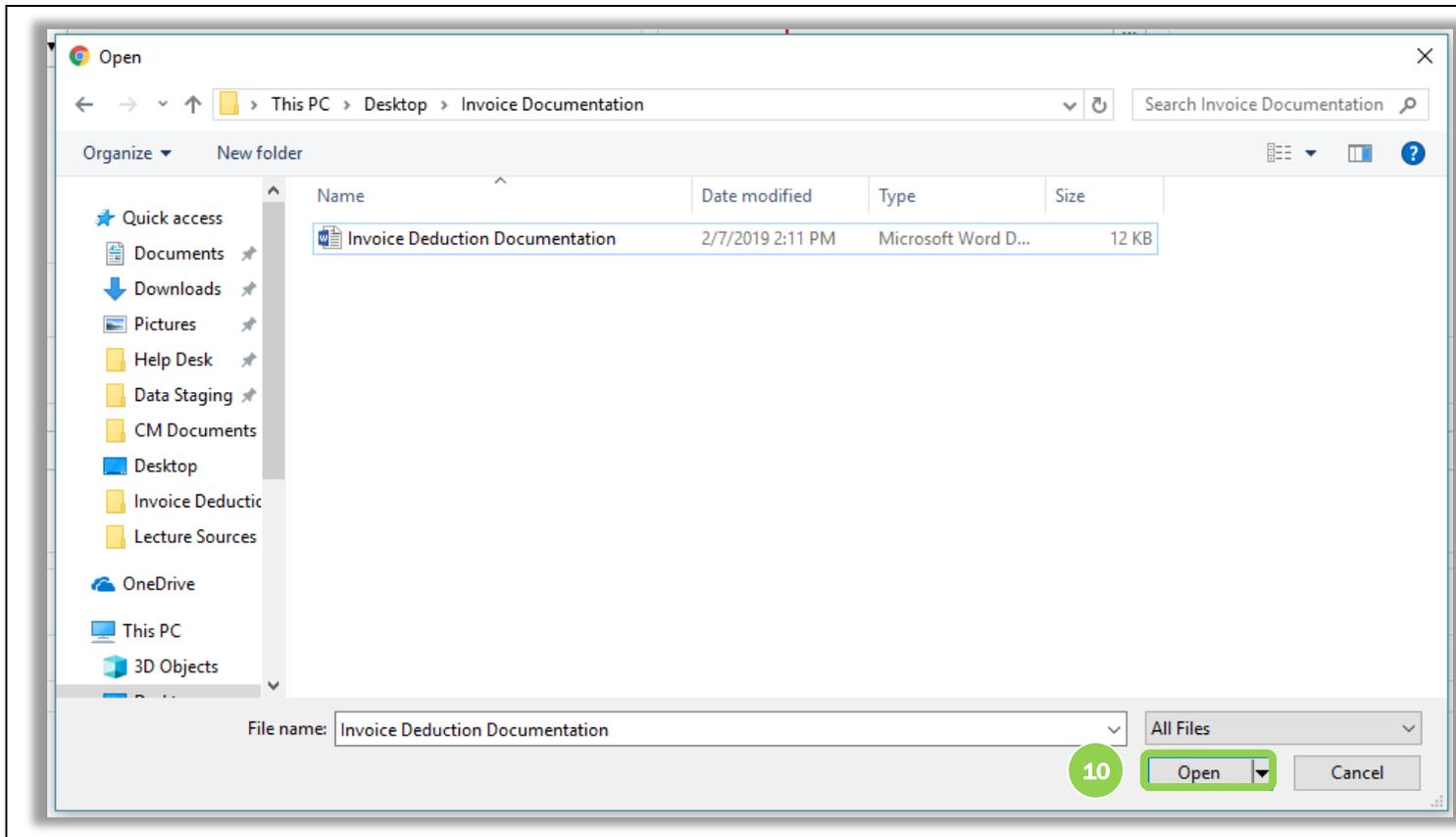
3. Click the pencil icon to open the order you wish to create an *Invoice Deduction* from.

The screenshot displays the PASSPort Invoicing interface. At the top, the navigation bar includes 'PASSPort' and tabs for Profile, Tasks, Contracts, Catalogs, Ordering, Invoicing, Performance, and Support. Below the navigation bar, the breadcrumb trail reads 'Invoice INV000068 - 699.00 - Approval in Progress - Vendor190'. A green circle with the number '4' highlights the 'Other Actions' button. A second green circle with the number '5' highlights the 'Create Invoice Deduction' option in the dropdown menu. The main content area is divided into three sections: 'INVOICE HEADER', 'INVOICE AMOUNT', and 'ORDERS/CONTRACTS'. The 'INVOICE HEADER' section contains the following information: Status: Approval in Progress; Invoice Reference: Invoice 6924; Invoice Date: 02/07/2019; Agency: FIRE DEPARTMENT; Vendor: Vendor190 111111420; Unit Price Adjusted: ; Invoice Creator: Gislason Curt; Address: 8876 Salvador Road, 10001 New York. The 'INVOICE AMOUNT' section shows: Gross Invoiced Amount: 699.00; Total Deductions: ; Net Invoiced Amount: 699.00. The 'ORDERS/CONTRACTS' section shows: Order: (only USD) PO000245 - Requisition 6924-Vendor190; Contract: Master Agreement 20069600062 - MA1-857-20069600062.

4. Click the “**Other Actions**” button at the top of the page.
5. Select “**Create Invoice Deduction**” from the drop-down menu.

An Invoice Deduction will be created immediately, with the following fields already pre-populated with information from the Purchase Order: Invoice Date, Agency, Vendor, Invoice Deduction Creator, and Order.

6. Enter an **“Invoice Deduction Reference.”** This field can be used to add an internal reference number.
7. Select the **“Deduction Type”** from the drop-down menu.
8. Select the **“Reason”** from the drop-down menu.
9. In the Invoice Documents section, upload documentation related to the deduction. Click **“Drag and Drop to Add a File”** to browse your computer for a file.



10. Select a file and click **“Open.”** Multiple documents can be attached to an Invoice Deduction.

Note: To attach multiple documents, repeat steps 9 and 10 as needed.

PASSPort Profile Tasks Contracts Catalogs Ordering **Invoicing** Performance Support

Invoice deduction

11 Save Exit

i

INVOICE HEADER

Status :

Invoice Deduction Ref. : 6924

Invoice Date : 02/07/2019

Agency : FIRE DEPARTMENT

Deduction Type : Quantity

Reason : Damaged Goods

Vendor : Vendor190 111111420

Unit Price Adjusted :

Invoice Deduction Creator : Gislason Curt

Address :

INVOICE AMOUNT

Total Deductions :

ORDERS/CONTRACTS

Order : (only USD)

PO000245 - Requisition 6924-Vendor190

Contract :

INVOICE DOCUMENTS

Drag and Drop to Add a File

Invoice Deduction Documentation.docx

11. Click the "Save" button.

PASSPort Profile Tasks Contracts Catalogs Ordering **Invoicing** Performance Support

Invoice deduction DED000069 - Draft - Vendor190

Save Exit Launch Invoice Workflow Cancel Invoice Deduction

ALERTS ▾

⊘ Please add item(s) under "Product and Services"

INVOICE HEADER

Status: Draft

Invoice Deduction Ref.: 6924

Invoice Date: 02/07/2019

Agency: FIRE DEPARTMENT

Deduction Type: Quantity

Reason: Damaged Goods

Vendor: Vendor190 111111420

Linked Invoice: INV000068 Invoice 65 Linked Invoice Status: Approval in Progress

Invoice Creator: Gislason Curt
Address: 8876 Salvador Road
10001 New York

INVOICE AMOUNT

Total Deductions ⓘ:

ORDERS/CONTRACTS

Order: (only USD)

PO000245 - Requisition 6924-Vendor190

Contract: Master Agreement 20069600062 - MA1-857-20069600062

INVOICE DOCUMENTS ▾

Drag and Drop to Add a File

Invoice Deduction Documentation.docx

PRODUCTS / SERVICES ▾

12

Add All Delete Selected Items Add an item

Order	Item Label	Quantity Deduction	Unit	Unit Price	Total Deduction Amount
<input type="checkbox"/>					

12. To deduct items, click the "Add an item" button.

Invoiceable order items / terms ✕

Add items Close 14

Keywords: Q Search ← Reset
Currency: USD

Order: ... Only delivered items:

✕ PO000245 - Requisition 6924-Vendor190
View only lines already invoiced:

13

	PO	Label	Term	Quantity	Unit Price	Delivered Qty	Invoiced quantity	Total inv	Qty to be invoiced	Amount to be invoiced
<input type="checkbox"/>	PO000245 2	Highway Roof Lights and Siren		1.00	475.00	1.00	1.00	475.00	0.00	0.00
<input type="checkbox"/>	PO000245 1	Rear View Mirror Replacement		14.00	16.00	14.00	14.00	224.00	0.00	0.00

2 Result(s)

13. Click the check box next to each item you are deducting.

14. Click the “Close” button.

Linked Invoice: INV000068 Invoice 65 ... Linked Invoice Status: Approval in Progress

Invoice Creator: Gislason Curt
Address: 8876 Salvador Road
10001 New York

INVOICE DOCUMENTS

Drag and Drop to Add a File
Invoice Deduction Documentation.docx

PRODUCTS / SERVICES

Add All Delete Selected Items Add an item

Order	Item Label	Quantity Deduction	Unit	Unit Price	Total Deduction Amount
x	Rear View Mirror Replacement	14.00	Each	16.00	224.00

15. Edit the Quantity Deduction or Unit Price field.

Note: Only one of these fields will be editable per Invoice Deduction. The field that is editable is determined by the “Deduction Type” selected.

16. Click “Launch Invoice Workflow” to submit the Invoice to the City for approval.

nyc-env.ivalua.us says

Do you really want to validate this invoice?

OK Cancel

17. A dialog box will appear asking you to confirm the submission. Click “OK.”