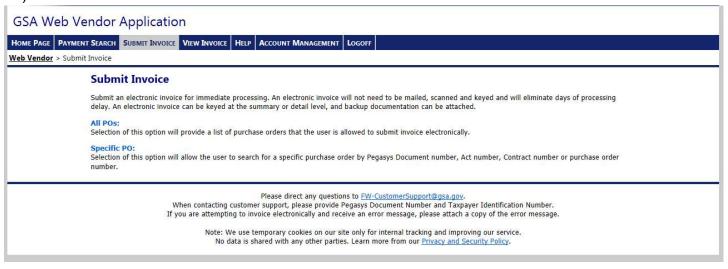


Note: We use temporary cookies on our site only for internal tracking and improving our service.

## A) To Submit an Invoice

- 1) Click on the Submit Invoice link
- 2) Click on the All POs link



3) Click on the link for the specific PO for which you want to submit an invoice (similar to the example below):

HOME PAGE PAYMENT SEARCH SUBMIT INVOICE VIEW INVOICE HELP ACCOUNT MANAGEMENT LOGOFF

Web Vendor > Submit Invoice > PO List

#### Purchase Order Search Result

Download all PO's listing

SAVE AS EXCEL

2 POs found.

PDoc No	ACT	PO NUMBER	Contract	PO DATE	PO AMOUNT	PO BALANCE	SIGNATURE
EPGS05P16SIP7003			GS-05-P-16-SI-P-7003	11/25/2015	\$12,000.00	\$4,000.00	
EPGS05P16GCP7002			GS-05-P-16-GC-P-7002	02/18/2016	\$62,006.85	\$2,963.55	

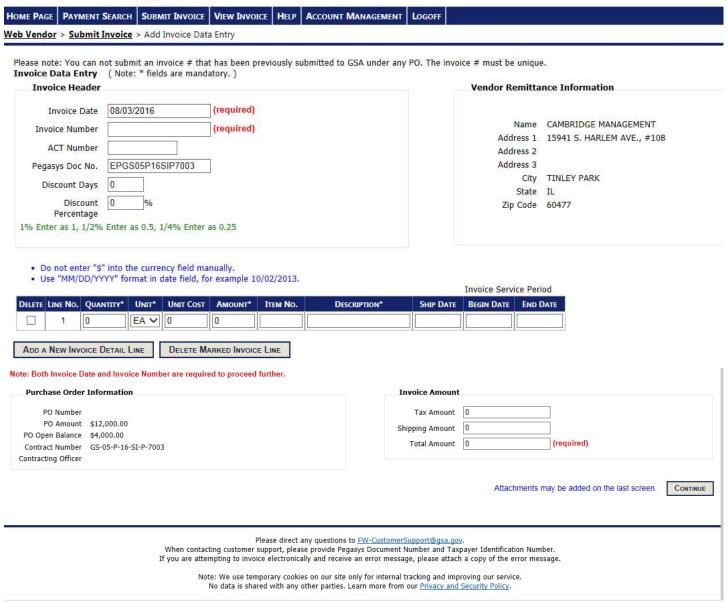
#### Note

When trying to submit your electronic invoice, if your purchase order does not appear in the listing for your TIN, please email GSAInvoiceAssistance@gsa.gov with the missing purchase order information. You may also submit your invoice via paper to

GENERAL SERVICES ADMINISTRATION PO Box 17181 Fort Worth, TX 76102-0181

until such time that your PO appears on the listing. For any other invoice inquiries, please contact Customer Service at FW-CustomerSupport@gsa.gov or call (800) 676-3690.

[ I clicked on the 1st PDoc No link]



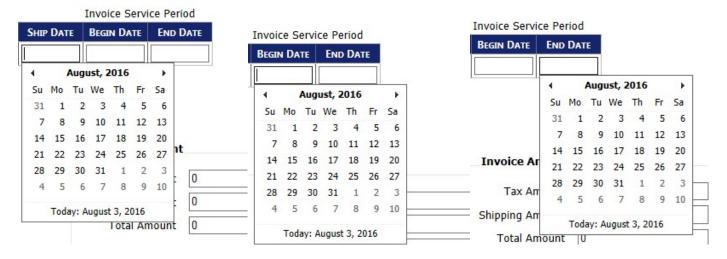
- 4) Enter Invoice Number (do not use any spaces or special characters)
- 5) If offering a discount, enter the number of discount days
- 6) If offering a discount, enter the discount percent (for example, 1% discount would be entered as 1 OR  $\frac{1}{2}$ % discount would be entered as 0.5)
  - 7) Enter the Quantity (must be a WHOLE number no fractions)
  - 8) Select Unit type from drop down box (usually EA)



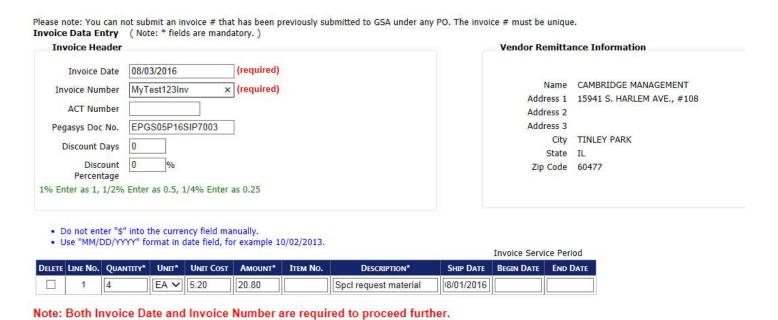
- 9) Enter Unit Cost (do not use dollar sign)
- 10) Enter Amount (must equal Quantity times Unit Cost)
- 11) Enter Brief Description (do not use any special characters)

12) Enter either the SHIP DATE or enter the Begin Date AND the End Date (do not enter all three dates) Use MM/DD/YYYY format for dates

A calendar will pop up for your use or you can enter it manually



#### Example of completed Invoice Header and completed Line item



#### 13) Enter the Invoice Amount information

Purchase Order Information	Invoice Amount
PO Number PO Amount \$12,000.00	Tax Amount 0 Shipping Amount 0
PO Open Balance \$4,000.00  Contract Number GS-05-P-16-SI-P-7003  Contracting Officer	Total Amount 0 (required)

**Example of completed Invoice Amount Information** 

Purchase Order	Information	
PO Number		
PO Amount	\$12,000.00	
PO Open Balance	\$4,000.00	
Contract Number Contracting Officer	GS-05-P-16-SI-P-7003	

Invoice Amount		
Tax Amount	0	
Shipping Amount	0	
Total Amount	20.80	(required)

Attachments may be added on the last screen.

CONTINUE

## 14) Then Click Continue

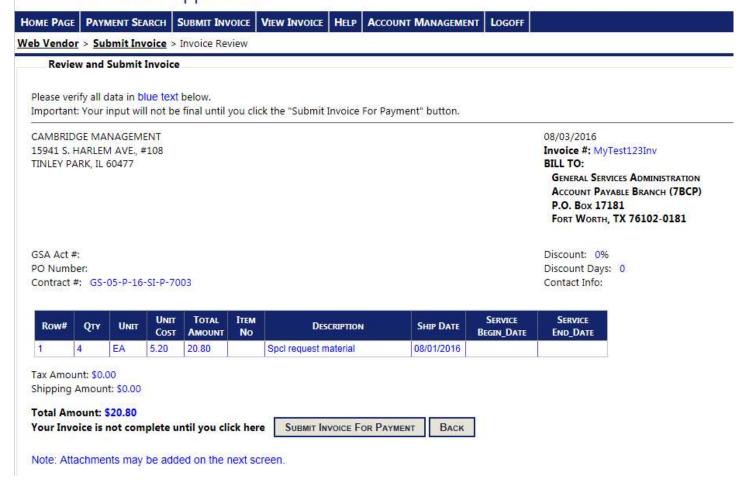
15) The Review Information page will display.

Verify all information.

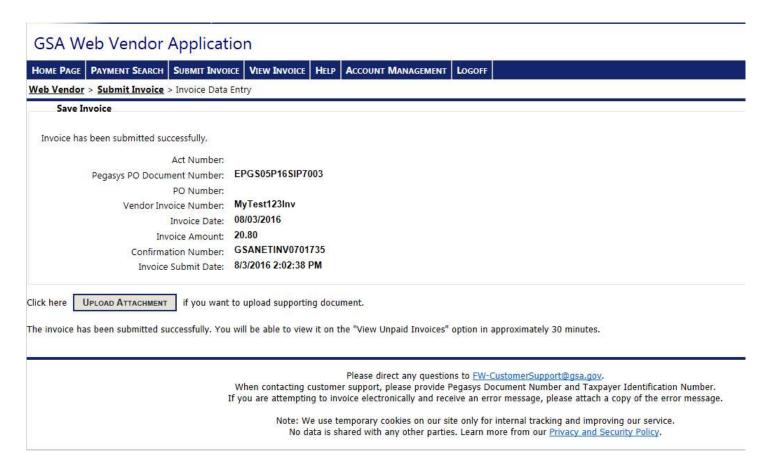
- a) If there are any errors, use the BACK button to return to the previous page to correct the errors and try again
  - b) If there are no errors, click the Submit Invoice For Payment link.

## Example of Review page:

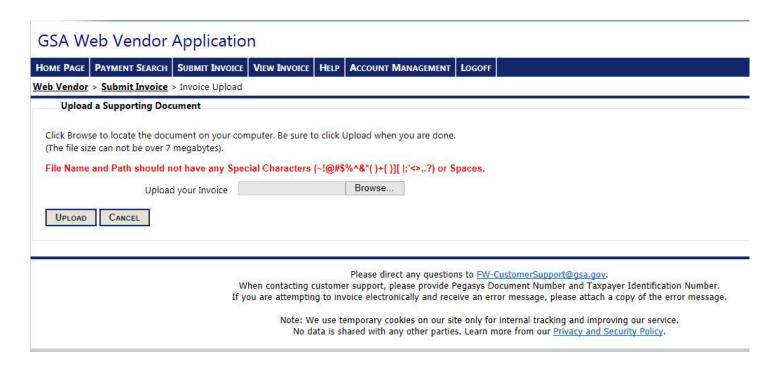
# **GSA Web Vendor Application**



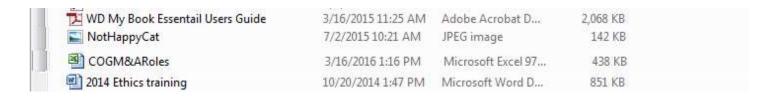
16) Invoice Submission Confirmation page will display (as shown below)



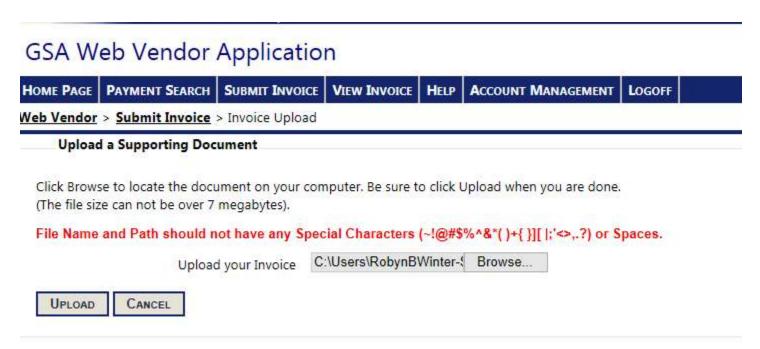
17) If you wish to attachment a backup document (only one attachment is allowed), click the UPLOAD ATTACHMENT link



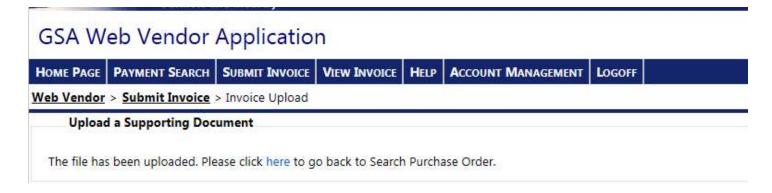
18) To upload your document, use the Browse button to locate the document on your PC. (this can be an EXCEL spreadsheet, a WORD document, a PDF, or other common business document type)



#### Click UPLOAD

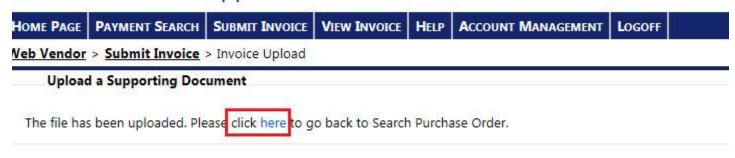


20) If your Upload is successful, you will get a confirmation of that



- 21) If your Upload is not successful, you will get an error message.
- 22) To go back to use the Search Purchase Order screen again, click on the CLICK HERE link as shown below or click LOGOFF if you have no further activity to complete

https://test-iis.ocfo.gsa.gov/WebVendors/AccountManagement/Login/LoginExternal.aspx



23) If you wish to continue, you will have the options to use Payment Search, Submit Invoice, View Invoice, or any of the other tabs on the page as shown below





#### **Submit Invoice**

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

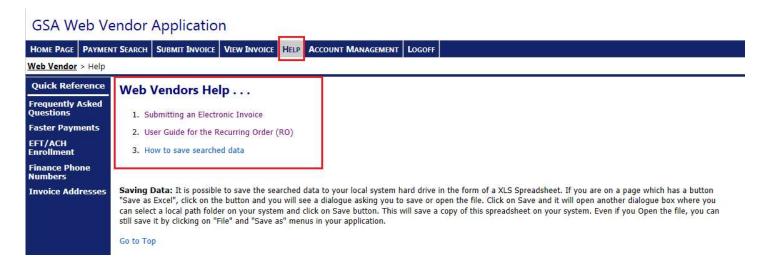
#### All POs:

Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

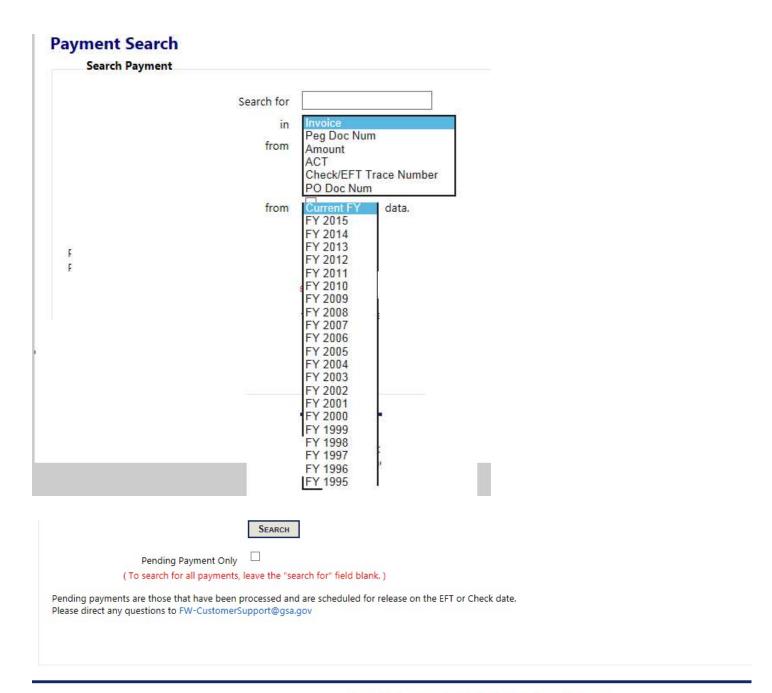
#### Specific PO:

Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

24) The HELP page has information you may find useful



25) The Payment Search page allows you to search for Payments using the down drop box criteria as shown below:



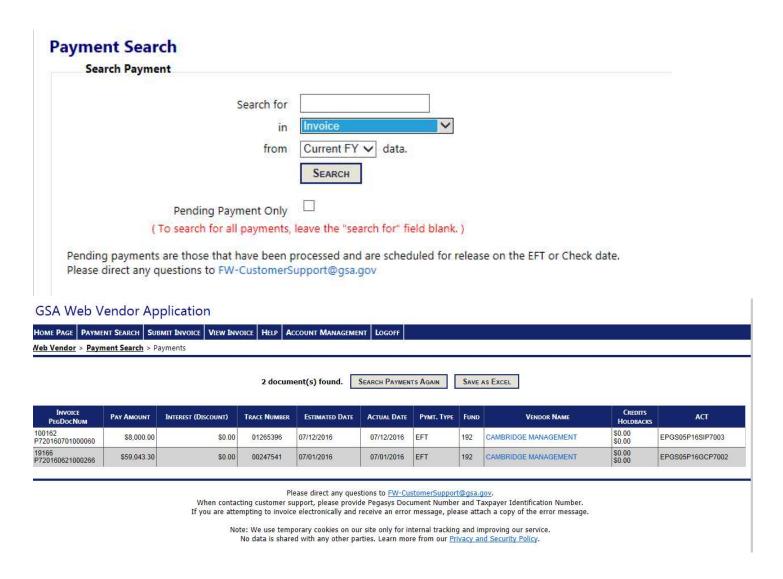
Please direct any questions to <a href="FW-CustomerSupport@gsa.gov">FW-CustomerSupport@gsa.gov</a>.

When contacting customer support, please provide Pegasys Document Number and Taxpayer Identification Number. If you are attempting to invoice electronically and receive an error message, please attach a copy of the error message.

Note: We use temporary cookies on our site only for internal tracking and improving our service.

No data is shared with any other parties. Learn more from our <a href="Privacy and Security Policy">Privacy and Security Policy</a>.

26) For example, Leaving the Search for box blank and accepting the default in "Invoice" and the default from "Current FY", and leaving the Pending Payment Only blank, click SEARCH



26) You have the option to Save the Results of your search as an EXCEL spreadsheet by clicking the Save As Excel button.

You will get a pop up at the bottom of your screen.



27) You can Open the file without saving it, or you can click the Save drop down arrow to save the spreadsheet to the location of your choice on your PC



28) Once the item is saved, you may still use any of the options on the Web Vendor page as you did before



#### **Submit Invoice**

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

Specific PO:
Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order