

Vendor Manual





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How to navigate the Vendor Portal

Standard Process

How to navigate the Home page of the DC Vendor Portal

Overview

Performed by

Any User

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

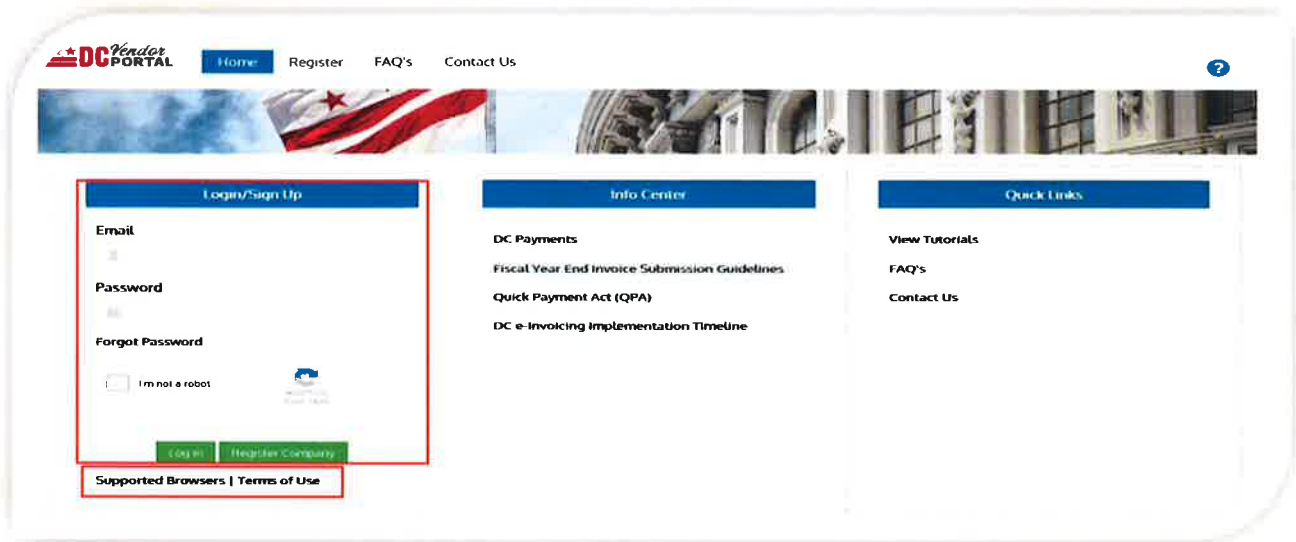
Procedure Steps

In a browser, open www.vendorportal.dc.gov

Home page is divided into 3 sections

a. Login/Sign up section

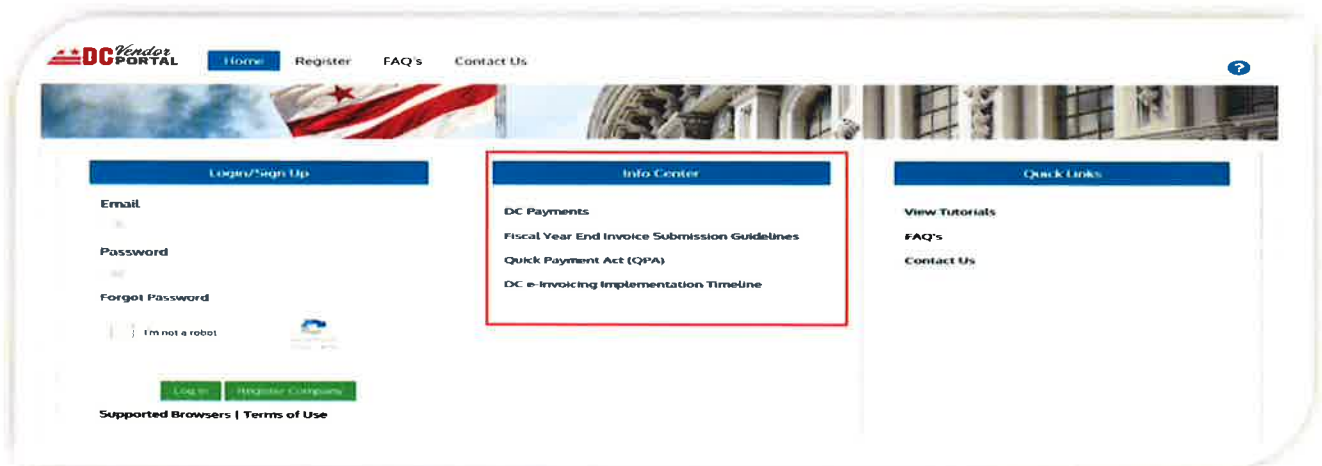
This section allows all registered vendors to use their login credentials to access the portal. New users can register by selecting “Register Company” button.



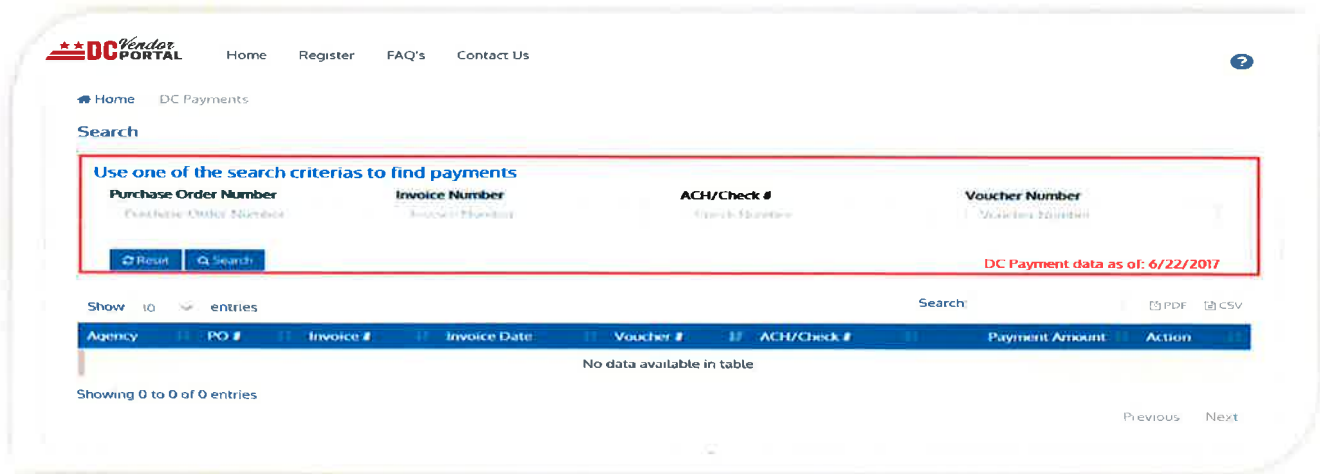
Note: The supported browsers and terms for use of the portal can be viewed by selecting the related button.

b. Info Center Section (No login required)

This section provides a list of DC payments made by the District to vendors starting in FY 2017.



Users can search for payments made by selecting the DC Payments link.

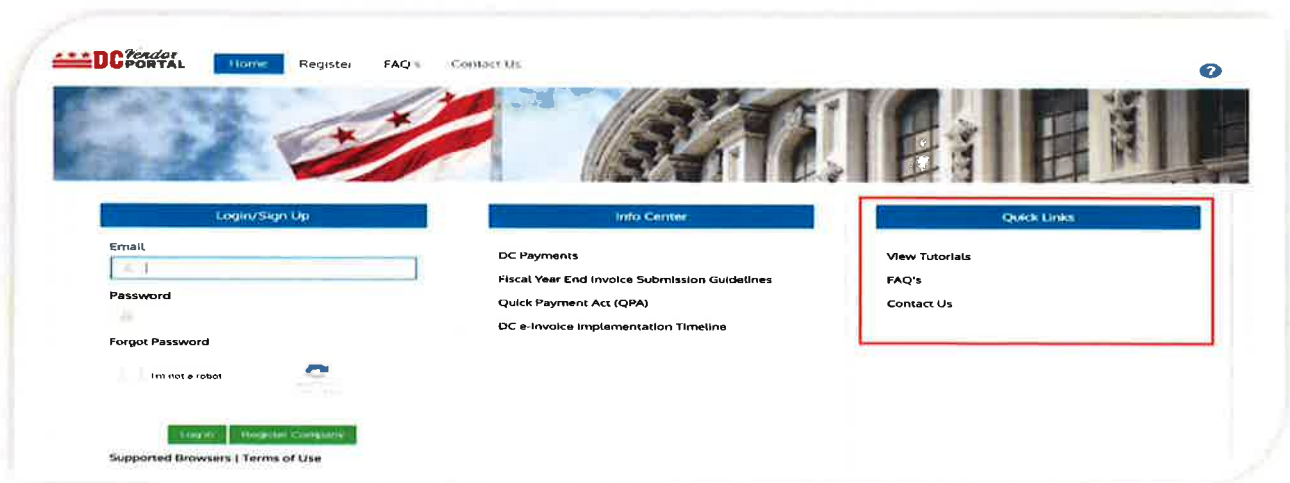


- Users may search by Purchase Order Number, Invoice Number, Check Number or Voucher Number.
- The Info center also provides fiscal year-end submission guidelines, link to Quick Payment Act (QPA) and other vendor communications.

c. Quick Links section

This section provides quick links to:

- View Tutorials
- Frequently Asked Questions (FAQs)
- Contact Us (Helpdesk information)



Vendor Registration Process

Purpose

To register on the DC Vendor Portal and to create a vendor account.

Overview

Vendors require an account to submit electronic invoices to District of Columbia.

Performed by

District of Columbia Vendors

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- In a browser, open www.vendorportal.dc.gov
- From the **Homepage**, select the **Register company** button or Select the **Register** tab from the main menu.
- The vendor must read and agree to the terms of registration to begin the registration process and select the **“Begin Registration Here”** button.

The registration form is divided into three sections:

- a. Company Information
- b. User Information
- c. Attachments



Note:

If a user tries to re-register using the same email address, following alert messages will appear:

For fully approved Registrations: ***“An account is already registered with this email address, please login or reset your password.”***

For registrations in processing or rejected registrations: ***“Your account registration is already in process; you will be notified soon via Email.”***

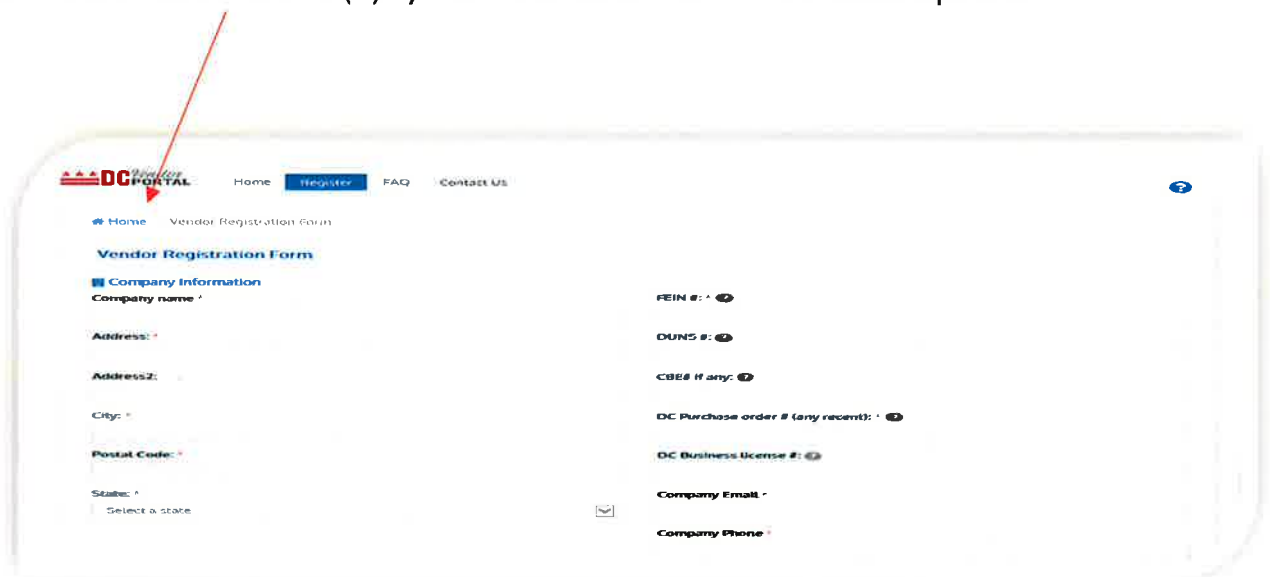
Creating a user account on DC Vendor Portal is a free of cost service.

Up to 10 user accounts can be registered for each vendor.

a. Company Information

The vendor must provide the following information: Company Name, Address, City, Postal Code, State, FEIN Number, DUNS #, a recent DC Purchase Order Number (if applicable). The CBE (Certified Business Enterprise) number and DC Business License fields should be provided (if applicable).

The vendor must also provide company email address and phone number. All required fields are marked with asterisk (*) symbol next to the field must be completed.



b. User Information

The vendor must provide the user's information and they all are mandatory fields. It contains First and Last Name, Title, Phone Number, Email address and Password. User email address will be the login id.



User Information

First name *

Last name *

Title: *

Phone number *

Email *

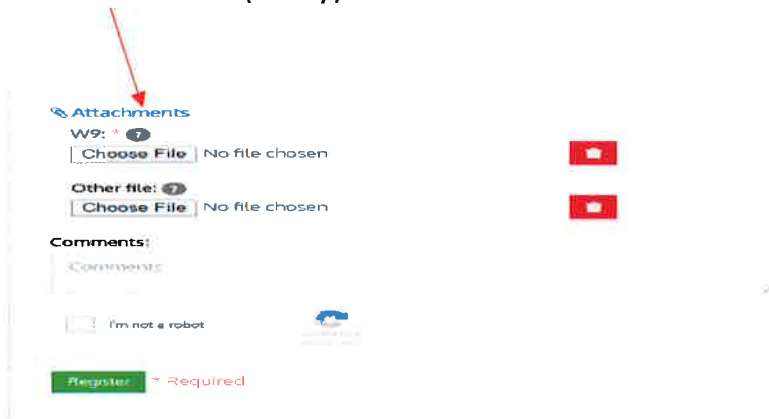
Re-enter email *

Password *

Confirm password *

c. Attachments

The vendor must attach their most recent W9 and other supporting documents. The vendor can submit comments (if any).



Attachments

W9: * No file chosen

Other file: * No file chosen

Comments:

I'm not a robot

* Required

Once all required documents and fields have been attached and completed, select the **“Register”** button to complete the registration process.

Once the registration form is submitted, the vendor will receive the email confirmation about the submission. The registration will be processed by DC Government within 2 business days.

After the registration is approved, users will receive an email with an activation link. Click on the activation link will activate the account. Vendor account is created. If the registration is rejected, the vendor will receive an email with reasons for rejection. In this case, vendor must make necessary changes and resubmit the application.

Resetting the Password

Standard Process

How to reset your password by using Forgot Password feature on the DC Vendor Portal

Overview

Performed by

Registered DC Vendor

Interface Used

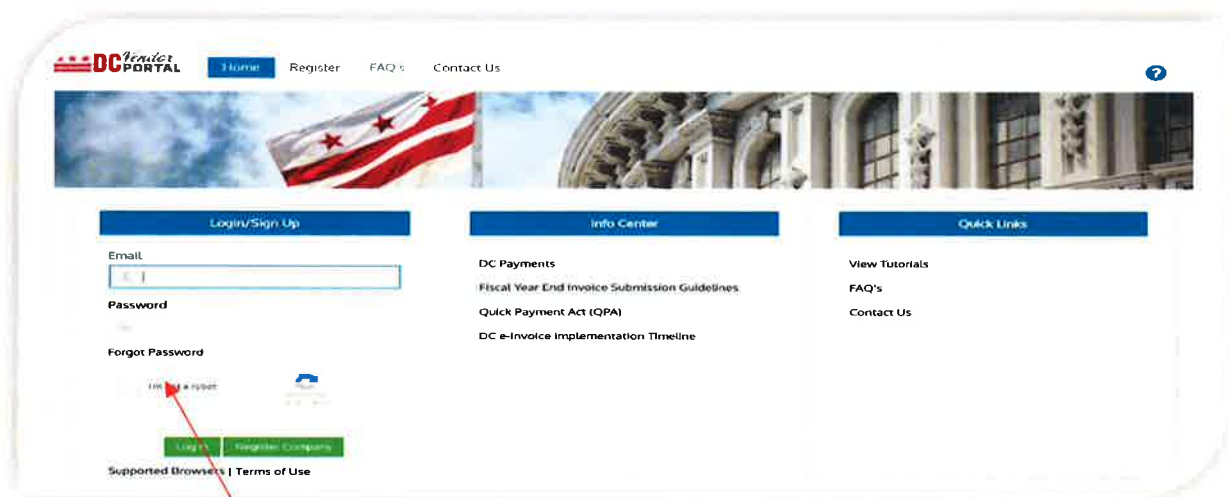
DC Vendor Portal (www.vendorportal.dc.gov)

Browsers Supported

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

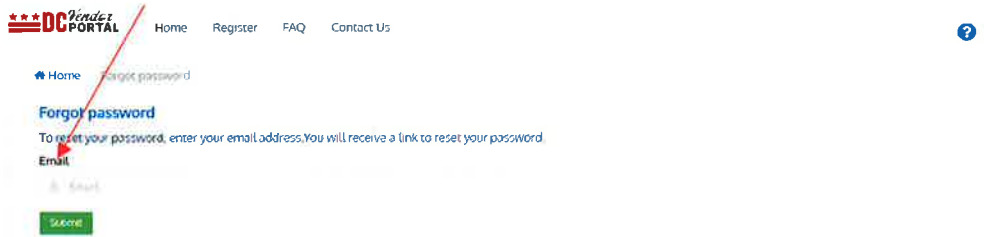
Procedure Steps

In a browser, open www.vendorportal.dc.gov

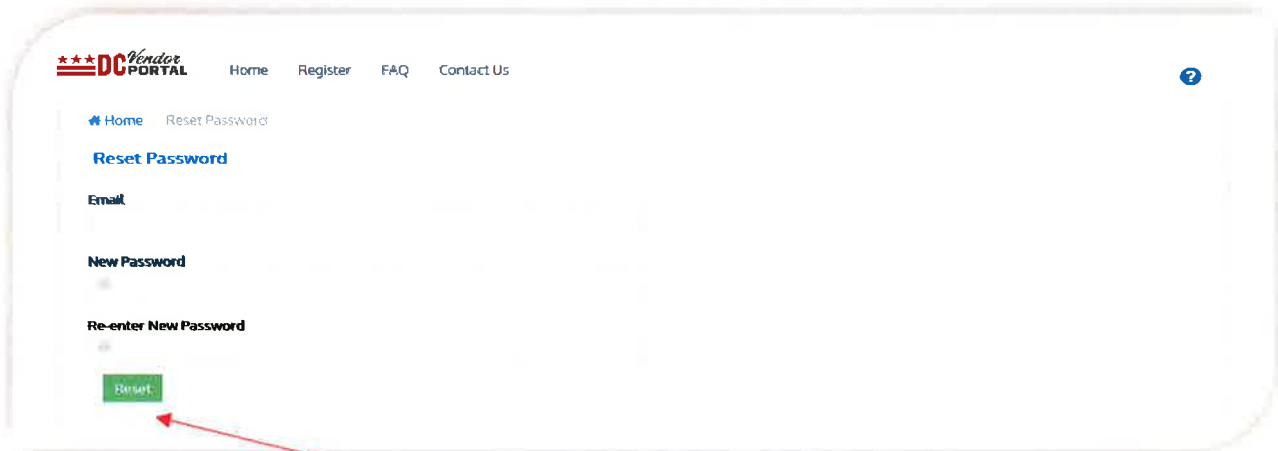


- Select "Forgot Password" link

- Enter registered email address and select the Submit button



- A confirmation email will be sent to the registered email address with a link to reset the password.
- Select the reset password link in the email which then opens the Reset Password page.



- Vendor needs to enter registered email and choose a new password to secure credentials by selecting “Reset” button.



Tip: Password must be at least 8 characters, and include a lower-case letter, one capital letter, and one number.

Accessing User Account and Changing the Password

Standard Process

How to view and access the user profile on the DC Vendor Portal

Overview

Performed by

Registered DC Vendor

User Interface

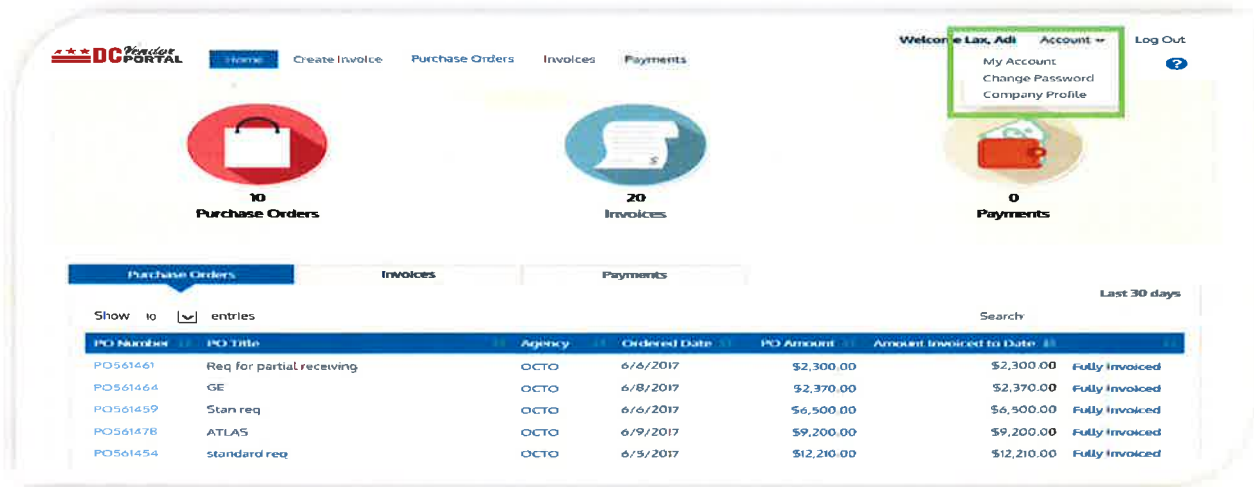
DC Vendor Portal (www.vendorportal.dc.gov)

Browsers Compatible

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- In a browser, open www.vendorportal.dc.gov
- Login from the homepage of the portal with user credentials
- On the top right corner of the home page, select the Account tab



The following options appear in the menu:

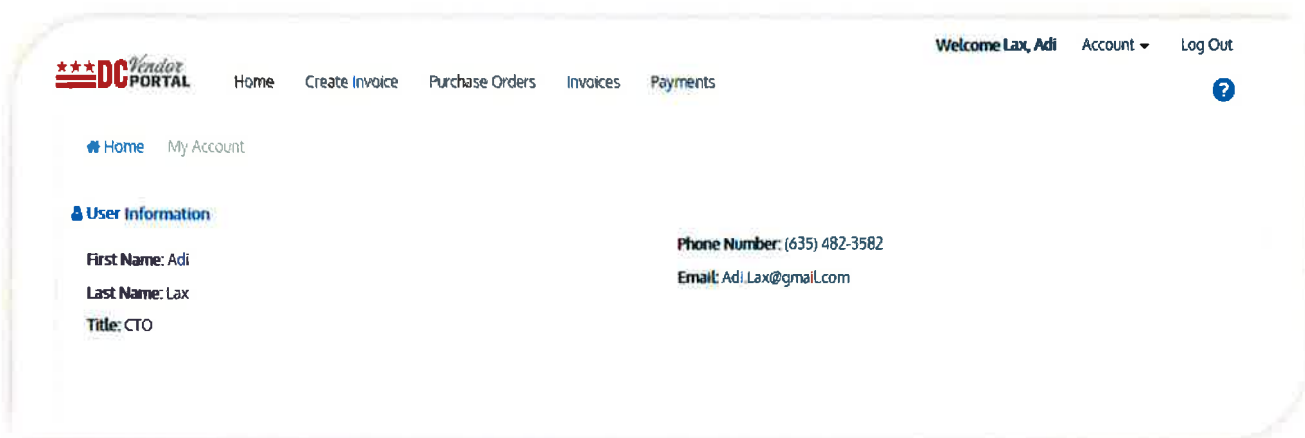
- a. My Account
- b. Change Password
- c. Company Profile



Note: User information is view only

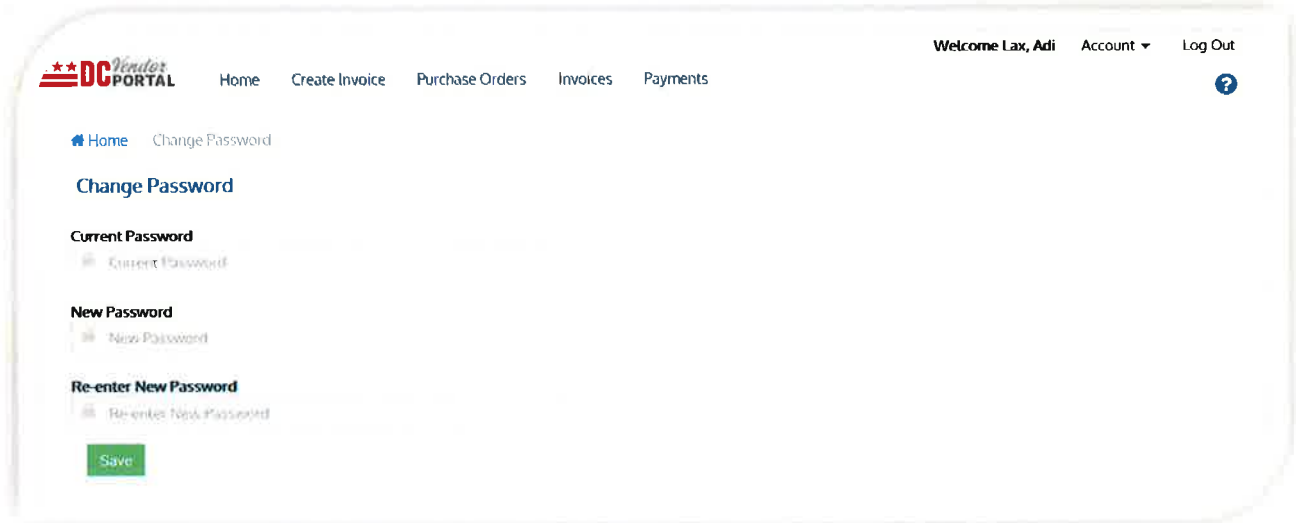
a. My Account

Users can view their information. For any profile changes, please contact the help desk. (see Contact Us tab under Quick links)



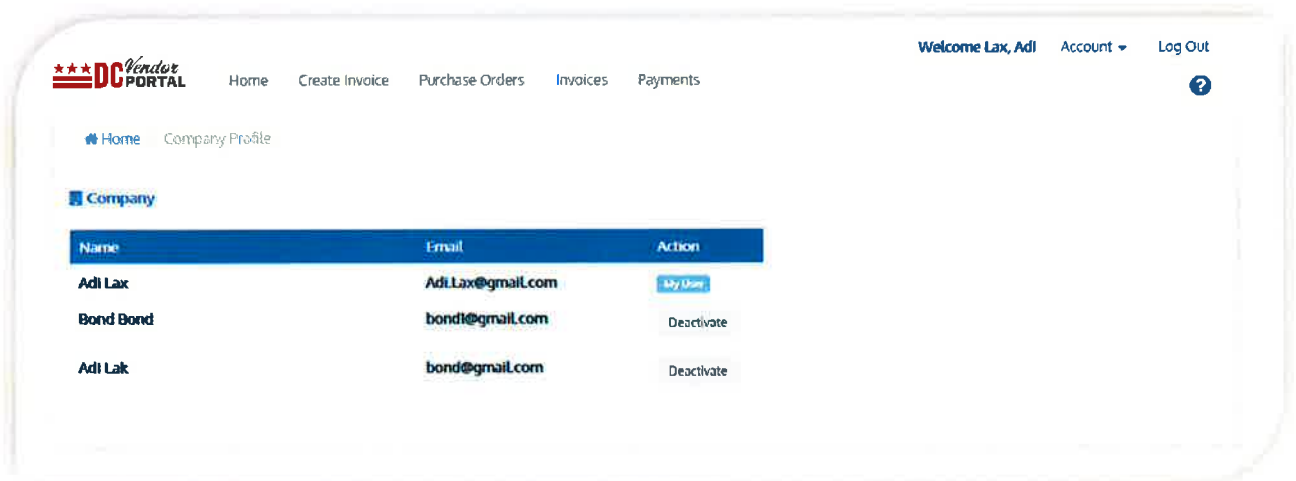
b. Change Password

Users can change their password by entering current password and new password



c. Company Profile

- Users can view list of other users associated with their organization.
- Users can deactivate any user by selecting the “Deactivate” button.



How to view Purchase Orders

Standard Process

How to view purchase orders on the DC Vendor Portal

Overview

Performed by

Registered DC Vendor

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- In a browser, open www.vendorportal.dc.gov
- Login from the home page of portal with user credentials

There are 2 ways to view purchase orders issued in the last 30 days:

- a) By selecting the Purchase Orders button or Purchase Orders and,
- b) By selecting Purchase Order tab on the menu bar

PO's can be found by clicking the select tab

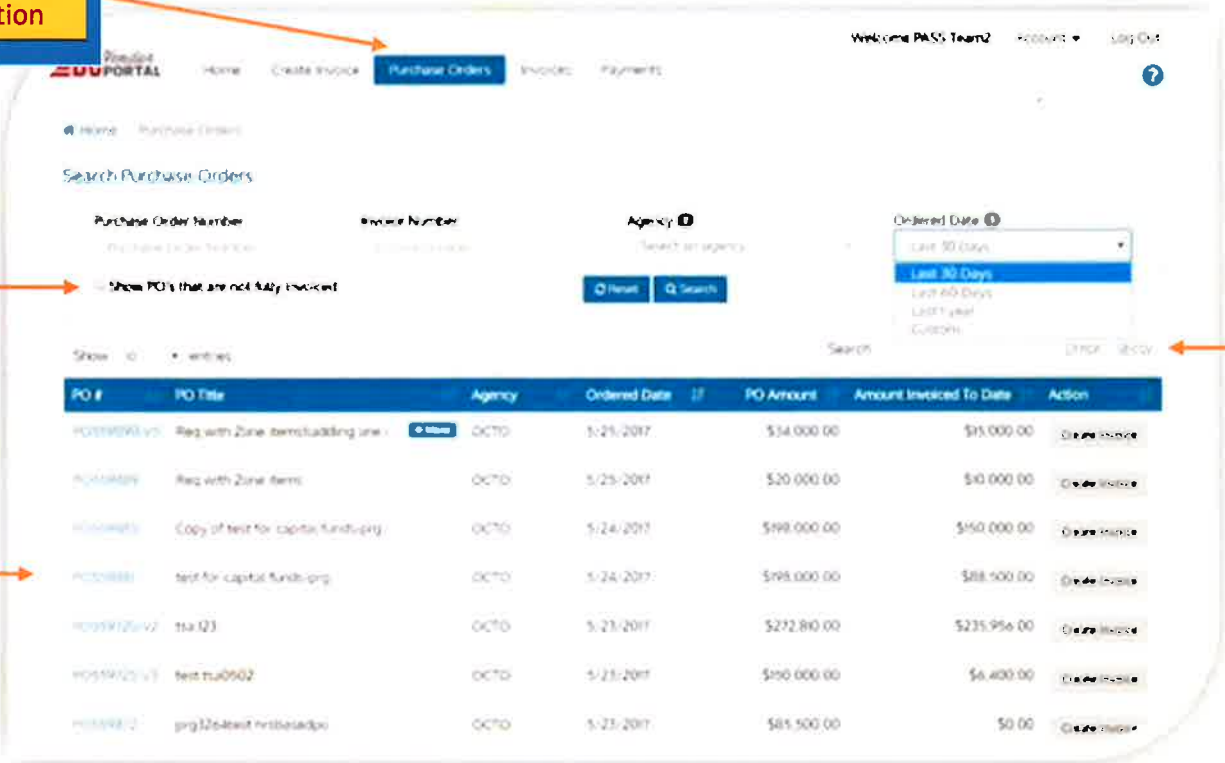
a. Purchase Orders button or Purchase Orders on the Dashboard

The screenshot shows the DC Vendor Portal dashboard. At the top, there is a navigation bar with 'Home', 'Create Invoice', 'Purchase Orders', 'Invoices', and 'Payments'. The main dashboard area features three large circular icons: 'Purchase Orders' with a shopping bag icon and the number '94', 'Invoices' with a document icon and the number '250', and 'Payments' with a wallet icon and the number '0'. Below these icons is a tabbed interface with 'Purchase Orders', 'Invoices', and 'Payments' tabs. The 'Purchase Orders' tab is selected and highlighted. Below the tabs, there is a table of purchase orders with columns for PO Number, PO Title, Agency, Ordered Date, PO Amount, Amount Invoiced To Date, and status. The table shows five entries, all with a status of 'Fully Invoiced'. A search bar and options for PDF and CSV are also visible.

PO Number	PO Title	Agency	Ordered Date	PO Amount	Amount Invoiced To Date	Status
PO559763-V2	prg for 10 items	OCTO	5/8/2017	\$3,465,000.00	\$3,465,000.00	Fully Invoiced
PO559683	test for ap specialist	OCTO	4/25/2017	\$2,345,670.00	\$2,345,670.00	Fully Invoiced
PO559740-V2	test tsapo	OCTO	5/3/2017	\$2,010,000.00	\$2,010,000.00	Fully Invoiced
PO559742	test tsa	OCTO	5/3/2017	\$1,900,000.00	\$1,900,000.00	Fully Invoiced
PO559761	test tsa	OCTO	5/8/2017	\$1,325,296.00	\$1,325,296.00	Fully Invoiced

Purchase Orders tab will open search option

b. Purchase Order Tab on the Menu Bar



- Vendors can search for purchase orders by following fields: Purchase Order Number, Invoice Number, Agency or Ordered Date.
- Vendors can view Purchase Orders that are not fully invoiced (i.e. purchase orders with balances in the “Amount invoiced to date” field) by checking the box next to “Show PO’s that are not fully invoiced”.
- Selecting a Purchase Order Number opens the Purchase Order Details page
- The purchase order details can be exported to PDF or CSV formats.

Purchase Order Details

Vendors can select the Purchase Order Number to view the details.



Tip: An invoice can be created for this purchase order by selecting the “Create Invoice” tab at top of the screen

- All the fields on Purchase Order details page are pre-populated from DC procurement system (PASS) and are not editable.
- This page can be printed or exported to PDF or CSV format.
- Section 1 contains Purchase Order Number, Purchase Order Amount, Amount Invoiced To Date, Amount Remaining to Invoice, Contract Number, Ordered Date and Supplier name.
- Section 2 contains Line Item details such as Line Number, Part/Description, Quantity, Price and Line Total of the purchase order.
- Section 3 contains Ship To, Bill To, Deliver To, Point of Contact (POC), Comments and Invoices tabs.



Note: The invoices tab in section 3 allows the vendor to obtain a list of invoices related to the purchase order.

How to view Invoices on Vendor Portal

Standard Process

How to view invoices on the DC vendor portal

Overview

Performed by

Registered DC Vendor

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

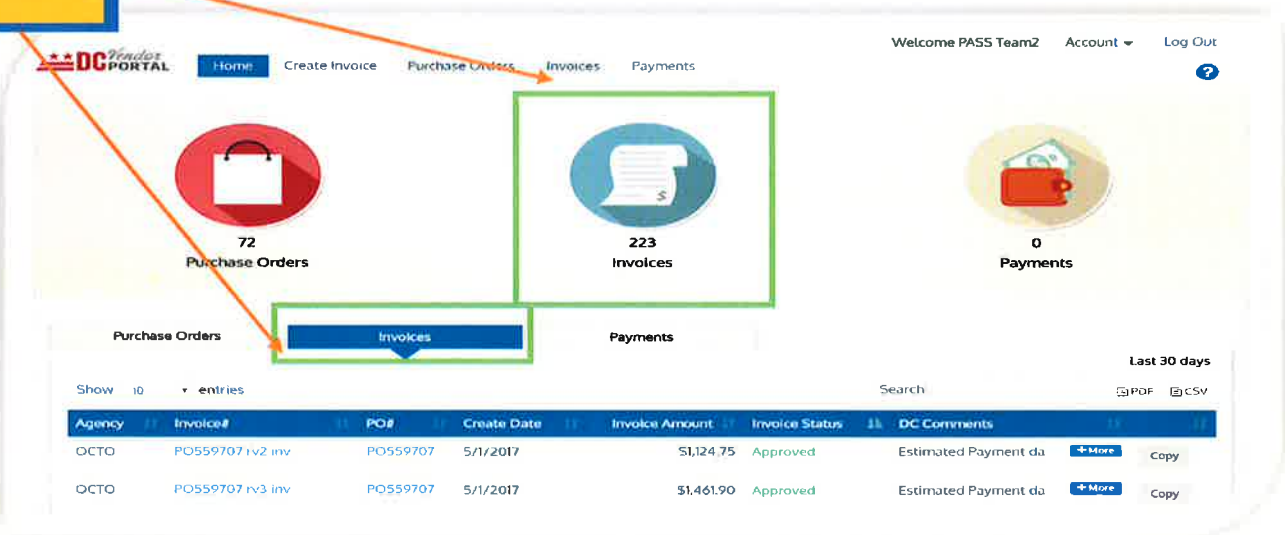
- In a browser, open www.vendorportal.dc.gov
- Login from the home page of the portal with user credentials

There are two ways to view the invoices:

- a. By selecting the Invoice button or Invoices on the Dashboard.
- b. By selecting the Invoice tab on the Menu bar.

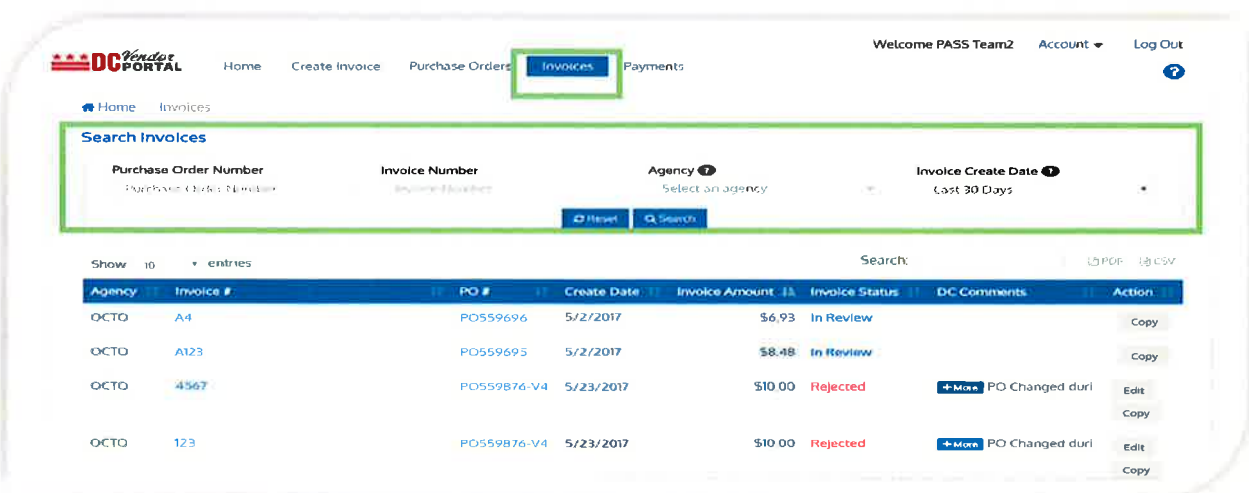
Invoices can be found by selecting any tab

a. Invoice button or Invoices on the Dashboard



- Dashboard will display details of invoices for the last 30 days
- Vendor can sort by Agency, Invoice Number, PO Number, Create Date, Invoice Amount, Invoice Status (Approved, Rejected, Pending and, In Review).
- Details can be exported into PDF or CSV formats.
- Vendor can search historical data of invoices by Purchase Order Number, Invoice Number, Agency and Invoice Create Date.

b. By clicking the Invoice tab on Menu bar (to view historical invoices)



How to create and submit invoices

Standard Process

How to create and submit an invoice on the DC Vendor Portal

Overview

Performed by

Registered DC Vendor

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

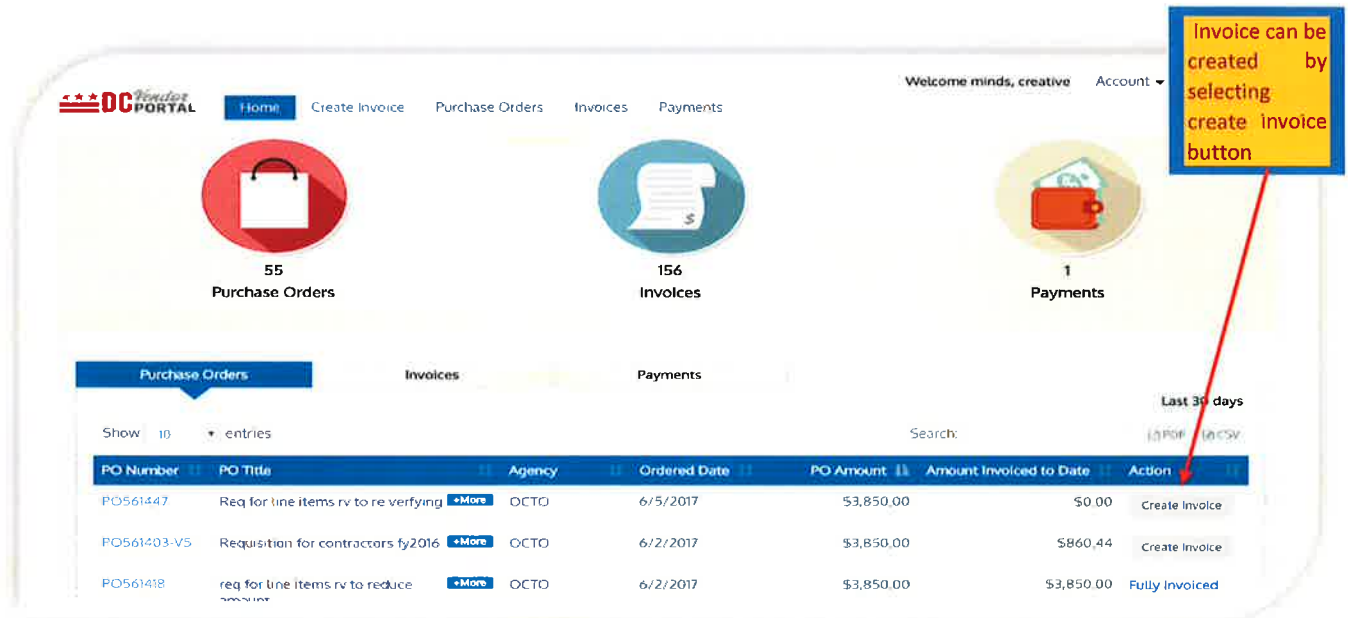
Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

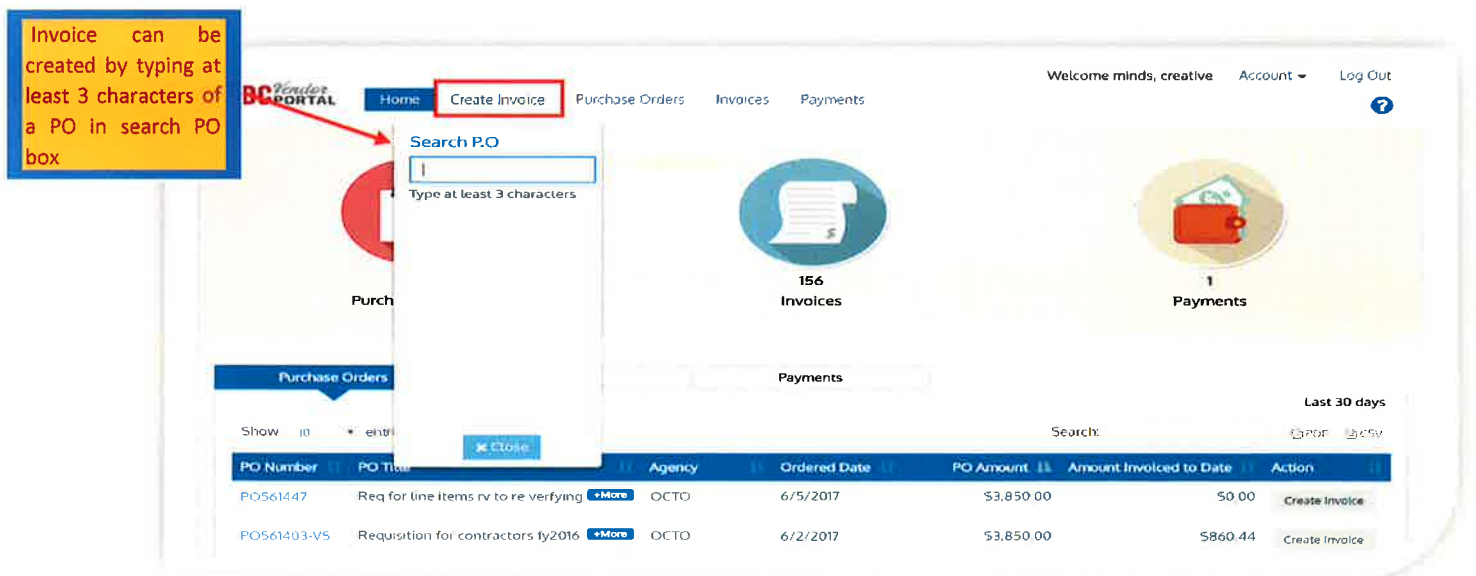
- In a browser, open www.vendorportal.dc.gov
- Login to the home page of portal with user credentials obtained from the vendor registration process
- Vendor can create an invoice
- Three ways to create an invoice. (A) from the home page, (B) from the “Create Invoice” tab, and (C) from the “Purchase orders” tab.

A. Create Invoice from the Home page



- Select “Create Invoice” from any purchase order listed on the Dashboard
- The “Create Invoice” form will be opened

B. Create Invoice from “Create Invoice” tab

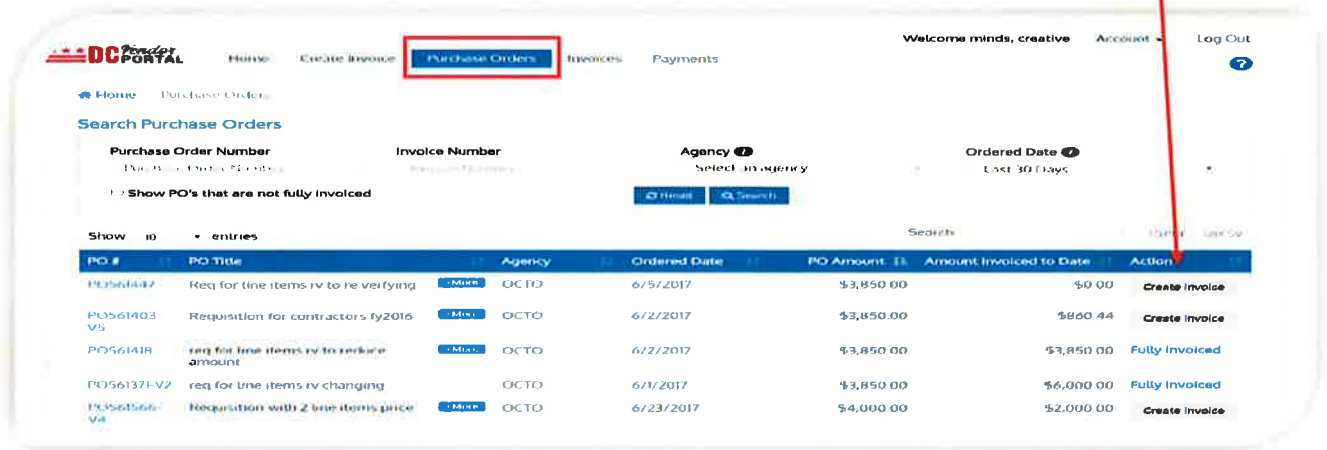


- Select the “Create Invoice” from the Menu bar
- The user will be prompted to enter the Purchase Order Number.

- Enter the Purchase Order Number
- The “Create Invoice” form will be opened

c. Create invoice from the “Purchase Orders” tab

Select Create Invoice button from Purchase Orders tab on menu bar



- Select the “Purchase Orders” tab from the Menu bar
- Identify the Purchase Order for which an invoice is to be created.
- Then select the “Create Invoice” button
- The “Create Invoice” form will be opened
- The create invoice form is divided into three parts: Invoice Details, Line Items, and Remit to/Bill to.

Create Invoice

Cancel Submit * Required

Vendor Invoice Number: * ?	Purchase Order Number:	PO561447
Contract Number: 56789	PO Amount:	\$3,850.00
Invoice Create Date: 6/30/2017	Amount Invoiced to Date:	\$0.00
DC POC Email: ? <small>201c.c@v.mhky</small>	Amount Remaining to Invoice:	\$3,850.00
Tracking Number: ?	Invoice Status:	Open
Payment Note: ?	Packing Slip ID: ?	
Ship Date: ?		
Shipping Documents: (Max: 1GB) ?	Additional Attachments: (Max: 1GB) ?	
File(s) to upload +	File(s) to upload +	
Choose File No file chosen ✖	Choose File No file chosen ✖	

Line Items

Line #	PO Line Reference	Part/Description	Quantity (Unit)	Price	Line Total
1	1	line 2	0 of 10	\$500.00	\$0.00
2	2	line 2	0 of 10	\$1,000.00	\$0.00

Total amount: \$0.00

<p>Remit To</p> <p>Supplier Name: creative minds rv</p> <p>Supplier Address: xyz herndon, va 56789</p>	<p>Bill To</p>	<p>Comments</p> <p>Comments</p> <p>255 characters left</p>
---	-----------------------	---

Cancel Submit * Required

Invoice Details:

- Vendors must enter a unique Vendor Invoice Number (which is a mandatory field. All other fields may be required). Supporting shipping documents and other documents can be uploaded by clicking on “browse” and selecting the file.
- Pre-populated fields from DC procurement system (PASS) include Contract number, Invoice Create Date, Purchase Order Number, Purchase Order Amount, Amount Invoiced to Date and Amount Remaining to Invoice.

Line Items:

- Portal will display all the line items from purchase order. Vendor must enter the quantities per line item. Portal automatically updates the total amount based on line item quantities entered.

Remit to / Bill to:

- Remit to and Bill to sections are pre-populated from DC procurement system (PASS). The vendor can enter comments in the “Comments” section. Once the invoice is submitted, portal will generate a message of its successful submission and processing.



Tip: System will not allow duplicate invoice numbers



Note:

Invoices must be submitted upon creation; they cannot be saved for later submission

Vendors cannot create an invoice if the “amount to be invoiced to date” is equal to \$0.00

How to view rejected invoices and edit the invoices

Standard Process

How to view and edit the rejected invoices and re-submit on vendor portal

Overview

Performed by

Registered DC Vendor

User Interface

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

- In a browser, open www.vendorportal.dc.gov
- Login from the home page of portal with user credentials.
- Select Invoices tab on menu bar at top of the page.
- Identify the rejected invoice by using Purchase Order Number, Invoice Number, Agency or Invoice Create Date.

The results can be sorted by the following field names: Agency, Invoice number, Purchase Order number, Create Date, Invoice Amount, Invoice Status by selecting the up/down arrow buttons next to the field names.

- Users can view comments for the rejection reasons.
- Select the “Edit” button in the Action column to resubmit the rejected invoices.



Tip: Only rejected invoices can be edited.

Invoices must be submitted upon creation; they cannot be saved for later submission.

The screenshot shows the 'Invoices' page in the DC Vendor Portal. At the top, there are navigation tabs: Home, Create Invoice, Purchase Orders, Invoices (selected), and Payments. The user is logged in as 'Welcome minds, creative' and can access 'Account' and 'Log Out' options. Below the navigation, there is a search section for invoices with filters for Purchase Order Number, Invoice Number, Agency (set to 'Select an agency'), and Invoice Create Date (set to 'Last 30 Days'). There are 'Reset' and 'Search' buttons. The main content is a table of invoices with columns: Agency, Invoice #, PO #, Create Date, Invoice Amount, Invoice Status, DC Comments, and Action. The 'Invoice Status' column is highlighted with a green box. The table contains five rows of data, with the second row having a status of 'Rejected' and the fifth row having a status of 'Approved'. The 'Action' column for the 'Rejected' row has an 'Edit' button highlighted with a green box. There are also 'PDF' and 'CSV' download buttons in the top right of the table area.

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	VIN6549	PO561435-V3	6/26/2017	\$10,390.11	In Review		Copy
OCTO	VIN3435	PO561403-V5	6/26/2017	\$200.00	In Review		Copy
OCTO	splt2chond rv-V3	PO561565	6/22/2017	\$700.62	In Review		Copy
OCTO	splt 2 invprud	PO561524	6/22/2017	\$2,431.00	Rejected	rejecting second	More Copy
OCTO	saku dup inv-V2	PO561483-V2	6/26/2017	\$4,039.32	Approved	Estimated Payment	More Copy

The following screen appears when the user selects the edit button.

The screenshot displays the 'Create Invoice' interface. At the top, a navigation bar includes 'Home', 'Create Invoice', 'Purchase Orders', 'Invoices', and 'Payments'. The 'Invoices' tab is active. A blue banner at the top of the form area contains the message: 'A new version of this invoice will be created.' Below this banner, the form is organized into two columns of fields. The left column includes: Vendor Invoice Number (inv to rej and vertysurv-V3), Contract Number (cz45678), Invoice Create Date (7/5/2017), DC POC Email, Tracking Number, Payment Note, Ship Date, and Shipping Documents (Max: 1GB). The right column includes: Purchase Order Number (PO561584-V3), PO Amount (\$10,500.00), Amount Invoiced to Date (\$10,500.00), Amount Remaining to Invoice (\$0.00), Invoice Status (Open), and Packing Slip ID. Below these columns are two file upload sections: 'Shipping Documents (Max: 1GB)' and 'Additional Attachments (Max: 1GB)', both with 'File(s) to upload' buttons and 'Choose File' links. A red error message at the bottom of the file upload sections states: 'New files have to be uploaded again to this version.' Below the file upload sections is a 'Line Items' table with the following data:

Line #	PO Line Reference	Part/Description	Quantity (Unit)	Price	Line Total
1	2	line 2	0 of 2	\$1,000.00	\$0.00

At the bottom right of the table, it says 'Total amount: \$0.00'. Below the table are three sections: 'Remit To' (Supplier Name: creative minds tv, Supplier Address: xyz herndon, va 56789), 'BILL TO', and 'Comments' (with a character count of 255 characters left). At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted in green.

- A new version of the invoice will be created.
- Users must complete all the mandatory fields and make necessary changes to address the comments.



Note: When re-submitting the invoices, please attach all the supporting documents. Earlier submitted supporting documents will not be available in the system.

- Comments can be added in the vendor “Comments” section.
- After comments, have been made, select submit button.
- Once submitted, a new version of invoice will appear on the dashboard with the invoice status as “Pending” as highlighted in the screen below.



[Home](#) [Invoices](#)

Search Invoices

Purchase Order Number Purchase Order Number	Invoice Number Invoice Number	Agency ⓘ Select an agency	Invoice Create Date ⓘ Last 30 Days
Reset Search			

Show 10 entries

Search:

[PDF](#) [CSV](#)

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	INV55434	PO561481-V2	7/5/2017	\$3,463.37	Pending		Copy
OCTO	inv 2	PO561595	7/5/2017	\$6,500.00	In Review		Copy
OCTO	inv 1 rv	PO561595	7/3/2017	\$7,500.00	In Review		Copy
OCTO	PO561505-V2 inv 1	PO561505-V2	7/3/2017	\$10,000.00	In Review		Copy
OCTO	inv sb2	PO561584-v2	7/3/2017	\$407.72	In Review		Copy

How to view payments

Standard Process

How to view the payments on the DC vendor portal

Overview

Performed by

Registered DC Vendor

Interface Used

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

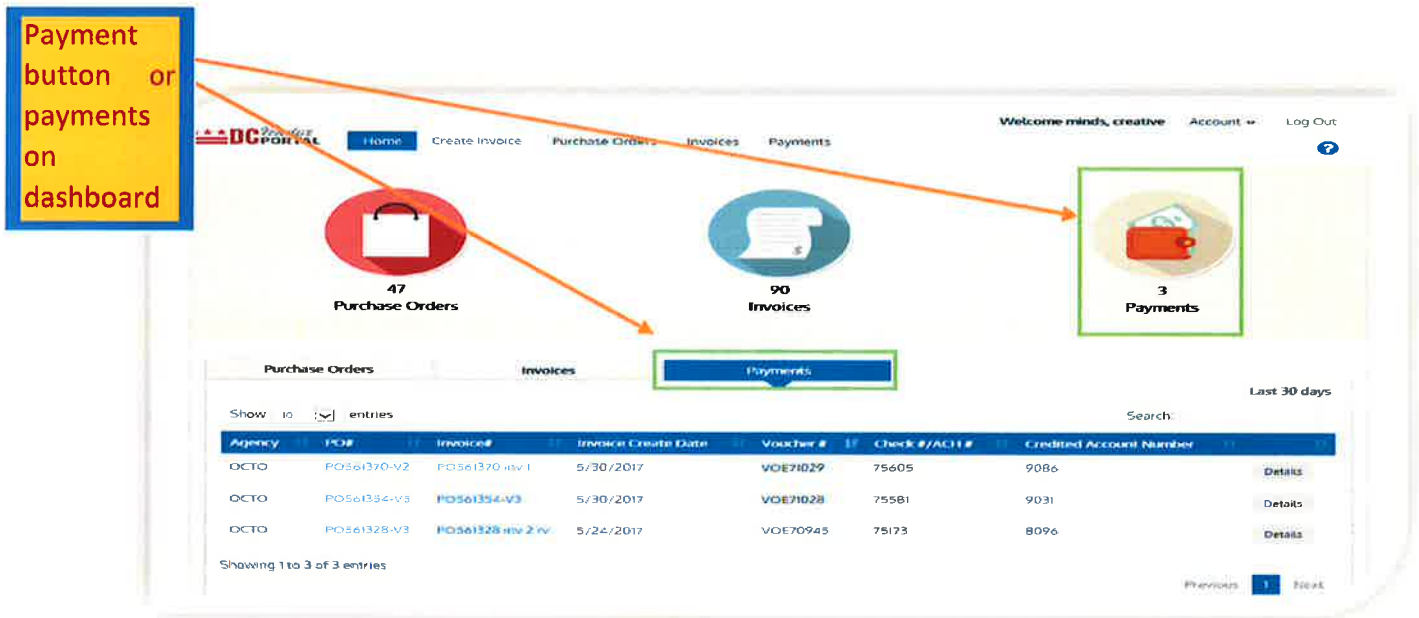
- In a browser, open www.vendorportal.dc.gov
- Login from the home page of the portal with user credentials

Vendors can view payments made in the last 30 days.

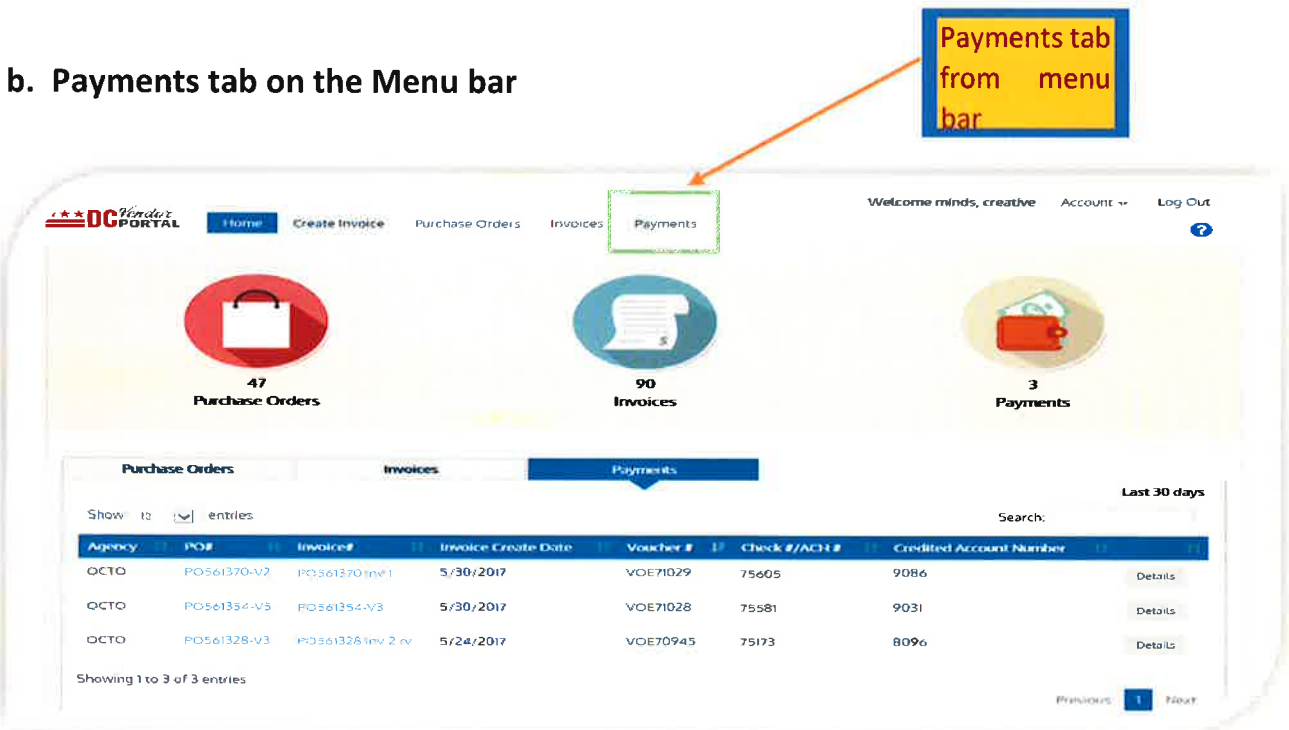
(a) by selecting the payments button or payments on dashboard, and

(b) by selecting the payments tab on the menu bar

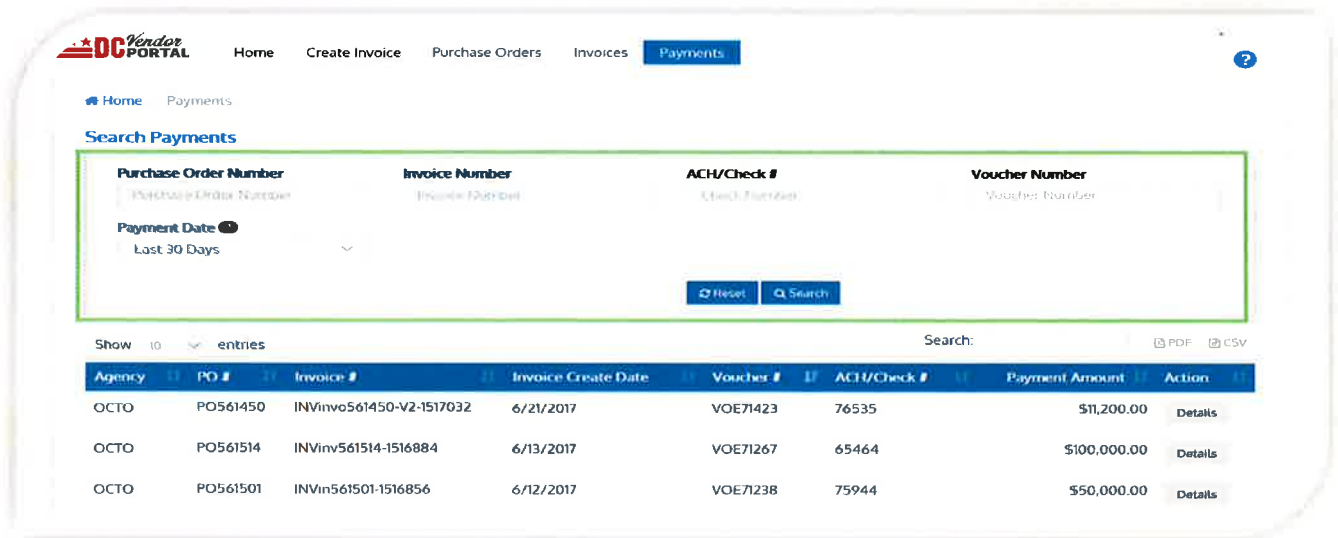
a. Payments button or Payments on the Dashboard



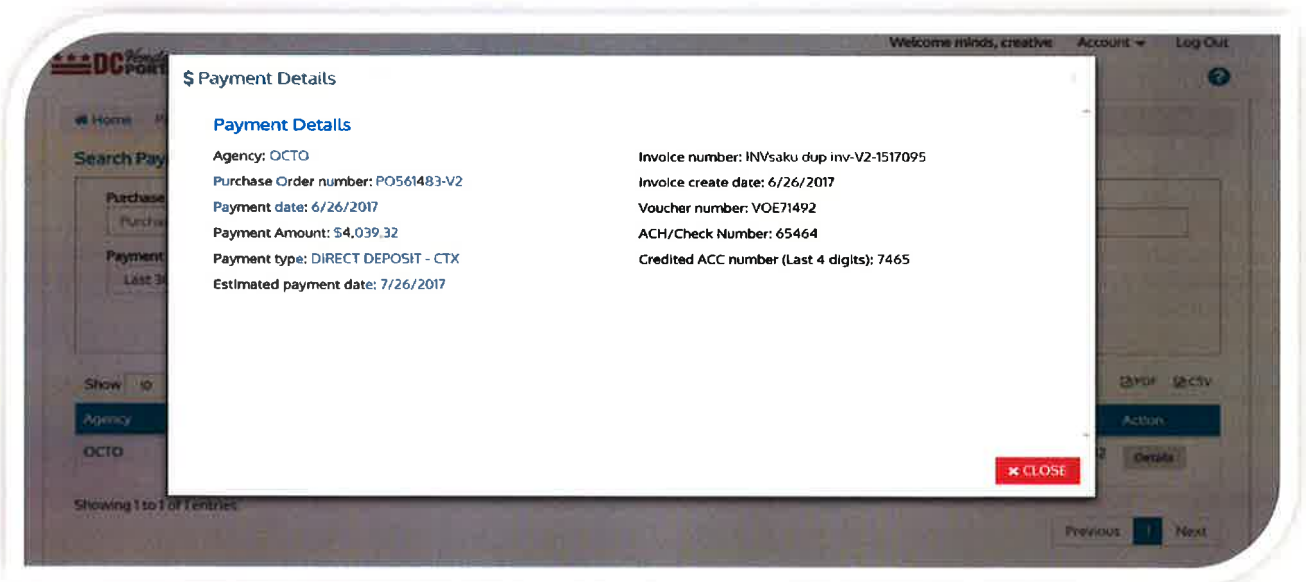
b. Payments tab on the Menu bar



- Vendors can search payments by the following fields: Purchase Order Number, Invoice Number, ACH/Check #, Voucher Number or Payment Date.



- By selecting the Details button under Actions, vendor can view payment details as per screen below



- Vendors can view the Agency Name, Purchase Order Number, Invoice Number, Invoice Create Date, Voucher Number, ACH/Check #, last 4 digits of bank account for ACH payments.
- Vendor can export the details to PDF or CSV formats.

- END OF DOCUMENT -

**View Rejected Invoices, Edit, Re-submit on
Vendor Portal**



Standard Process

How to view and edit the rejected invoices and re-submit on vendor portal

Overview

Performed by

Registered DC Vendor

User Interface

DC Vendor Portal (www.vendorportal.dc.gov)

Supported Browsers

The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

Procedure Steps

1. In a browser, open www.vendorportal.dc.gov
2. Login from the home page of portal with user credentials.
3. Select Invoices tab on menu bar at top of the page.
4. Identify the rejected invoice by using Purchase Order Number, Invoice Number, Agency or Invoice Create Date.
5. The results can be sorted by the following field names: Agency, Invoice number, Purchase Order number, Create Date, Invoice Amount, Invoice Status by selecting the up/down arrow buttons next to the field names.
6. Users can view comments for the rejection reasons.
7. Select the “Edit” button in the Action column to resubmit the rejected invoices.



***Tip: Only rejected invoices can be edited.
Invoices must be submitted upon creation; they cannot be saved for later submission.***

View Rejected Invoices, Edit and Re-submit



DC Vendor Portal Home Create Invoice Purchase Orders **Invoices** Payments Welcome minds, creative Account Log Out

Home Invoices

Search Invoices

Purchase Order Number: Part of Order Number Invoice Number: Invoice Name Agency: Select an agency Invoice Create Date: Last 30 Days

Reset Search

Show 10 entries Search PDF CSV

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	VIN6549	PO561435-V3	6/26/2017	\$10,390.11	In Review		Copy
OCTO	VIN3435	PO561403-V5	6/26/2017	\$200.00	In Review		Copy
OCTO	split2chand rv-V3	PO561565	6/22/2017	\$700.62	In Review		Copy
OCTO	split 2 invprud	PO561524	6/22/2017	\$2,431.00	Rejected	rejecting second	More Edit Copy
OCTO	saku dup inv-V2	PO561483-V2	6/26/2017	\$4,039.32	Approved	Estimated Payment	More Copy

8. The following screen appears when the user selects the edit button.

DC Vendor Portal Home Create Invoice Purchase Orders **Invoices** Payments Welcome minds, creative Account Log Out

Home Create Invoice

Create Invoice Cancel Submit Required

A new version of this invoice will be created.

Vendor Invoice Number: inv to rej and verfysurv-V3 Purchase Order Number: PO561584-V3

Contract Number: cz45678 PO Amount: \$10,500.00

Invoice Create Date: 7/5/2017 Amount Invoiced to Date: \$10,500.00

DC POC Email: Amount Remaining to Invoice: \$0.00

Tracking Number: Invoice Status: Open

Payment Note: Packing Slip ID:

Ship Date:

Shipping Documents: (Max: 1GB) Additional Attachments: (Max: 1GB)

File(s) to upload File(s) to upload

Choose File No file chosen Choose File No file chosen

New files have to be uploaded again to this version.

Line Items

Line #	PO Line Reference	Part/Description	Quantity (Unit)	Price	Line Total
1	2	line 2	1 of 2	\$1,000.00	\$0.00

Total amount: \$0.00

Remit To: Supplier Name: creative minds rv Supplier Address: xyz herndon, va 56789

Comments: 255 characters left

Cancel Submit Required

View Rejected Invoices, Edit and Re-submit



- 9. A new version of the invoice will be created.
- 10. Users must complete all the mandatory fields and make necessary changes to address the comments.



Note: When re-submitting the invoices, please attach all the supporting documents. Earlier submitted supporting documents will not be available in the system.

- 11. Comments can be added in the vendor "Comments" section.
- 12. After comments have been made, select submit button.
- 13. Once submitted, a new version of invoice will appear on the dashboard with the invoice status as "Pending" as highlighted in the screen below.

The screenshot shows the DC Vendor Portal interface. At the top right, it says "Welcome minds, creative" and "Account" with a dropdown arrow, and "Log Out". The navigation menu includes "Home", "Create Invoice", "Purchase Orders", "Invoices" (highlighted), and "Payments". Below the navigation, there's a "Search Invoices" section with filters for "Purchase Order Number", "Invoice Number", "Agency" (set to "Select an agency"), and "Invoice Create Date" (set to "Last 30 Days"). There are "Reset" and "Search" buttons. Below the filters, it says "Show 10 entries" and "Search:" with a text input field. There are also "PDF" and "CSV" icons. The main content is a table of invoices:

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	INV55434	PO561481-V2	7/5/2017	\$3,463.37	Pending		Copy
OCTO	inv 2	PO561595	7/5/2017	\$6,500.00	In Review		Copy
OCTO	inv 1 rv	PO561595	7/3/2017	\$7,500.00	In Review		Copy
OCTO	PO561505-V2 inv 1	PO561505-V2	7/3/2017	\$10,000.00	In Review		Copy
OCTO	inv sb2	PO561584-v2	7/3/2017	\$407.72	In Review		Copy

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