Part 5.1: Submitting Invoices

Part 5.1: Submitting Invoices - Scenario

Company Profile

Firm Name:	XYZ Corporation
Purchase Order: :	519246
Address Type:	Main-Purch
Invoice Number:	55555
Invoice Date:	9/29/2020
Invoice Type:	Invoice
Invoice Amount:	$175.56

Go to DC Water's Procurement Web Site

1) Open your **Internet Browser**. CHROME is the preferred web browser for the DC Water application.
2) Go to the **DC Water** website: **https://www.dcwater.com**.
3) Click on **Work with Us** on the menu options then click the **Procurement** link followed by the **DC Water Supplier Registration link**.   The page also includes a link for DC Water Supplier Portal log-in and DC Water Solicitation Abstracts (Solicitation Listing).
4) Enter Your username (contact email) and password

Good morning, KENNIE MARTIN!

Supplier Portal   Tools   Others

APPS

Supplier Portal

← **Step 5**

Things to Finish

Assigned to Me	Yesterday	✕	Yesterday	✕	Yesterday	✕	1 week ago
	FYI		FYI		ACTION REQUIRED		ACTION REQUIRED
13	Amendment 2 for Negotiation DCW-SOL-20-10061		Amendment 1 for Negotiation DCW-SOL-20-10061		You Are Invited to Negotiation DCW-SOL-20-10061		You Are Invited Negotiation DC SOL-20-10068 (

5) Click on the Supplier Portal icon to access the system (including your firm's profile).

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

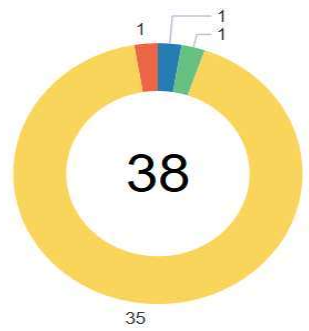**Deliverables**

- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice   **Step 6**

Requiring Attention

1
1
1

38

35

- ■ Agreements to Acknowledge
- ■ Orders to Acknowledge
- ■ Schedules Overdue or Due Today
- ■ Business Classifications Expiring

Recent Activity
Last 30 Days

Agreements opened	1
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	100	USD
Invoice Price Variance Amount		USD

Supplier News

6)   Click "Create Invoice" under the "Invoices and Payments".

How to Create Invoices

7) This is the main "Create Invoice" page.
8) To begin, you will need to identify the Purchase Order associated with the invoice.
9) To see the list of Purchase Orders connected with your firm, click the down arrow next to "Identifying PO".

9

Create Invoice ⊙

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel

* Identifying PO [ ] ▼   Remit-to Bank Account [ ] ▼   * Number [ ]
Supplier NATIO...   * Date [m/d/yy] 📅
Taxpayer ID 52-12...   * Type [Invoice ▼]
* Supplier Site [ ]   Invoice Currency
Address   Payment Currency

513223-MM		MAIN-PURCH
513223-MM		MAIN-PURCH
520066-MM		MAIN-PURCH
516238-MM		MAIN-PURCH
519246-MM		MAIN-PURCH
500888-MM		MAIN-PURCH
520494-MM		MAIN-PURCH

Search...

Supplier Tax Registration Number [ ]

Customer

Customer Taxpayer ID [ ]

Lines

View ▼ + ✕ ⬚ Cancel Line

| * Number | * Type | Purc... * Number | * Lin... | | ...ation | Tax Classification | Location of Final Discharge | Available Quantity |
No data to display.

Summary Tax Lines

View ▼

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit | Amount |

How to Create Invoices

10) Once you click the down arrow, a list of available purchase orders will appear - similar to the image above.
11) Click on the appropriate purchase order to continue.

10

Create Invoice ⑦

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel

* Identifying PO	513223-MM ✕ ▼
Supplier	▮▮▮▮▮▮▮
Taxpayer ID	
* Supplier Site	MAIN-PURCH ▼
Address	▮▮▮▮▮▮▮
Supplier Tax Registration Number	▼

Remit-to Bank Account	▼
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
Attachments	None ➕

* Number	
* Date	m/d/yy 📅
* Type	Invoice ▼
Invoice Currency	USD - US Dollar
Payment Currency	USD - US Dollar

Customer

* Customer Taxpayer ID	52-2201147 ▼
Name	DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address	

Lines

View ▼ ➕ ✕ ▤ Cancel Line

* Number	Type	Purchase Order Number	* Line	* Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
No data to display.													
				Total									

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

12) After selecting the appropriate purchase order, you will be returned to the "Create Invoice" screen. Please note details concerning the selected purchase order will appear on the screen (ie. Supplier Site and the Address).
13) To continue, you will need to add more information for this invoice. (The next six slides highlight what needs to be added).

Create Invoice ⑦

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel

* Identifying PO 513223-MM ✕ ▼

Supplier [black box]
Taxpayer ID

* Supplier Site MAIN-PURCH ▼

Address [black box]

Supplier Tax Registration Number ▼

Remit-to Bank Account ▼

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Step 14 ➡ Description

Attachments None ➕

Step 15 ⬅

* Number

* Date m/d/yy

* Type Invoice ∨

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

* Customer Taxpayer ID 52-2201147 ▼

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

Address

Lines

View ▼ ➕ ✕ ▤ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													
	Total												

Summary Tax Lines

View ▼

	Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit		Amount
No data to display.										

How to Create Invoices

14) DC Water encourages firms to enter a "Description" for the invoice. Providing a detailed description of the invoice reduces the risk of a delay in processing.

15) Click the "**+**" sign to attach support documentation.

12

Create Invoice ⓘ

Invoice Actions ▼   Save   Save and Close   Submit   Cancel

* Identifying PO	513223-MM ✕ ▼
Supplier	
Taxpayer ID	
* Supplier Site	MAIN-PURCH ▼
Address	
Supplier Tax Registration Number	▼

Remit-to Bank Account	▼
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
Attachments	None ➕

Step 16

Step 17

Step 18

* Number	
* Date	m/d/yy 📅
* Type	Invoice ▼
Invoice Currency	USD - US Dolla
Payment Currency	USD - US Dollar

Customer

* Customer Taxpayer ID	52-2201147 ▼

Name DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address

Lines

View ▼ ➕ ✕ ▤ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
No data to display.													
		Total											

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

How to Create Invoices

16) Create an invoice number.
17) Type in the date the invoice is created.
18) Click the down arrow next to the "Type" field to select between Invoice or Credit Memo.

13

How to Create Invoices

21) Clicking the "⊞" icon brings up a pop screen similar to the one above which identifies all the lines attached to this purchase order.
22) If you are billing against only one line select it by clicking on the space next to the appropriate line number.
23) Conversely, if you are billing against multiple lines, press the "CTRL" button on your keyboard and left click the appropriate lines.
24) One you selected your lines click "OK".

15

Create Invoice ⓘ

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel

Identifying PO	516238-MM ▼
Supplier	▮▮▮
Taxpayer ID	▮▮▮
Supplier Site	MAIN-PURCH ▼
Address	▮▮▮
Supplier Tax Registration Number	▼

Remit-to Bank Account	▼
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
Attachments	None ＋

* Number	6768
* Date	m/d/yy
Type	Invoice
Invoice Currency	USD - US Dollar
Payment Currency	USD - US Dollar

Customer

| Customer Taxpayer ID | 52-2201147 ▼ |

| Name | DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY |
| Address | |

Lines

View ▼ ＋ ✕ ▤ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Item ∨	516238-...	3	1			41929	SIGN 34 x18 FLO/OR DG ...	PO-BS4-BRYANT ▼	▼	▼	▼	1
	Total												

How to Create Invoices

25) Once you click "OK", you will be returned to the main " Create Invoice" screen.
26) Note the line(s) to be billed against now appear under the "Lines" section.
27) Review this screen for accuracy before continuing.
28) Please note, information only needs to be provided for spaces with an asterisk ("**"). All other spaces are optional.

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Create Invoice ⑦

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel |

Identifying PO	516238-MM ▼	Remit-to Bank Account	▼	* Number	6768
Supplier	████	Unique Remittance Identifier		* Date	m/d/yy 📅
Taxpayer ID		Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	MAIN-PURCH ▼	Description		Invoice Currency	USD - US Dollar
Address	████	Attachments	None ➕	Payment Currency	USD - US Dollar
Supplier Tax Registration Number	▼				

Customer

Customer Taxpayer ID	52-2201147 ▼	Name	DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
		Address	

Lines

View ▼ ➕ ✖ 🔳 | Cancel Line |

| * Number | * Type | Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Ship-from Location | Tax Classification | Location of Final Discharge | Available Quantity |
		* Number	* Line	* Schedule	Number	Line							
1	Item ∨	516238-...	3	1			41929	SIGN 34 x18 FLO/OR DG ...	PO-BS4-BRYANT ▼	▼	▼	▼	1
		Total											

How to Create Invoices

29) Also note, the new space below the "Lines" section. Here you complete the invoice against the purchase order line.
30) Depending on the PO/Line, you will need to complete the invoice by filling in: quantity, hours, etc.
31) Note the UOM and Unit Price are prefilled.
32) Also note the total line amount is auto –calculated as is the invoice amount.

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Create Invoice ⑦

Invoice Actions ▼ | Save | Save and Close | Submit | Cancel

Step 35
Step 36

Identifying PO	516238-MM ▼	
Supplier	███████████	
Taxpayer ID		
Supplier Site	MAIN-PURCH ▼	
Address	███████████	
Supplier Tax Registration Number	▼	

Remit-to Bank Account	▼
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
Attachments	None ➕

* Number	6768
* Date	m/d/yy 📅
Type	Invoice
Invoice Currency	USD - US Dollar
Payment Currency	USD - US Dollar

Customer

Customer Taxpayer ID	52-2201147 ▼	

Name	DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address	

Lines

View ▼ ➕ ✖ 📋 Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity
		* Number	* Line	* Schedule	Number	Line							
1	Item ▼	516238-...	3	1			41929	SIGN 34 x18 FLO/OR DG ...	PO-BS4-BRYANT ▼	▼	▼	▼	1
		Total											

How to Create Invoices

33) At this point, the invoice is complete.
34) Review this screen for correctness and ensure the necessary documentation is attached.
35) If it is correct click "Save" next to "Invoice Actions".
36) Then click "Submit".

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Invoice: 6578

Step 38 → Printable Page | Create Another | Done

Step 39

Identifying PO	513223-MM	
Supplier		
Taxpayer ID		
Supplier Site		
Address		
Supplier Tax Registration Number		

Remit-to Bank Account	
Unique Remittance Identifier	
Unique Remittance Identifier Check Digit	
Description	
Attachments	None

Number	6578
Date	9/25/20
Type	Invoice
Invoice Currency	USD
Payment Currency	USD

Customer

Customer Taxpayer ID	52-2201147
Legal Entity	DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY
Address	

Lines

View ▼

Number	Type	Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
1	ITEM	513223-...	1	1				SIGN SIGN BR...	PO-BS4-BRYANT STREET				4	15.84	EA
		Total													

How to Create Invoices

37) After clicking submit, this summary screen of your submitted invoice will appear.
38) You can print this screen if desired.
39) Click "Done" when you to be completed.

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