GovPay™
ELECTRONIC INVOICING SYSTEM

Government working with government

GovPay Vendor Manual

Minerals Management Service/GovWorks proudly announces GovPay—a state-of-the-art E-Invoicing System.

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Introduction

If acquisition services are cost effective, the Government can continue to meet its obligations without increasing administrative overhead. In the end, the Federal Government will spend a greater share of tax dollars to support citizens and a smaller share to support Government-operating expenses.

As part of this continuing effort, Minerals Management Service and GovWorks have created the GovPay E-Invoicing system to:

- Meet the Federal Government's overall goal to streamline information flow while increasing speed and quality
- Quickly and securely exchange invoice data over the Web
- Verify that submitted data is correct and complete, eliminating the need to follow up on incorrect invoices.

Capabilities of the GovPay System

Vendors can use GovPay to:

- Submit invoices over the Web
- Eliminate administrative burden due to paper-based processes
- Expedite invoice processing by eliminating the delays caused by incomplete data or key entry errors
- Check invoice status online, quickly and conveniently.

GovPay Process Overview

The GovPay application is a conduit for Vendors to securely create and submit invoices electronically via a Web browser and for Contracting Officer Technical Representatives (COTR) and Contracting Officers (CO) to then do what is necessary to process these invoices. To perform this function the following actions are taken:

1. Vendors create and submit invoices via GovPay. GovPay immediately validates all data on the invoice and notifies the Vendor of any incorrect or incomplete information.
2. GovPay transmits the invoice to the COTR. The COTR recommends an invoice action and submits it via GovPay to the Contracting Officer CO.
3. The CO reviews the COTR's recommendations and submits a payment action on the invoice.
4. The finance department coordinates a monetary transaction.

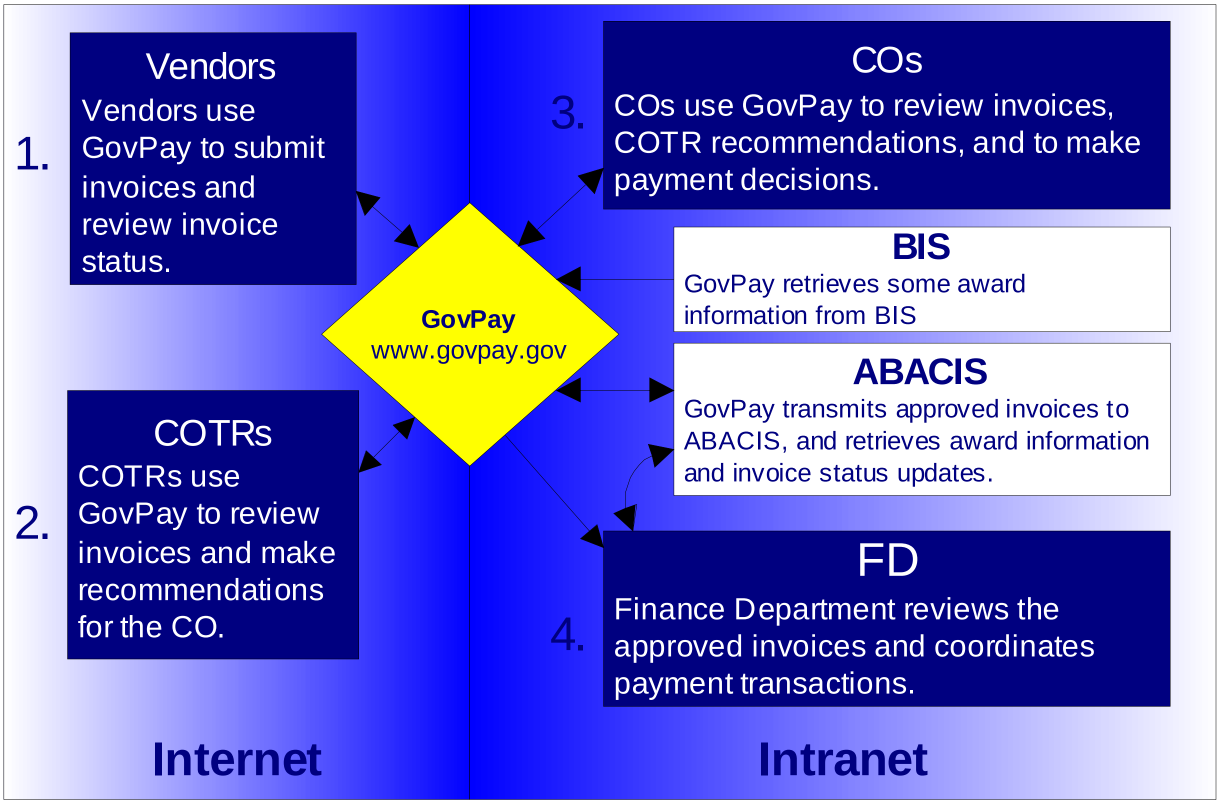


Figure 1: High-Level User Interaction with the E-Invoicing Process

Section One: System Overview

The GovPay system gives Vendors the ability to electronically submit invoices, and COTRs and COs the ability to electronically submit invoice actions and invoice action recommendations. All users can access reports on the status of their invoices and awards through the GovPay system.

The following section of this manual provides a description of system and security requirements, and the basic architecture of the GovPay E-Invoicing system.

System Requirements

To use GovPay, a minimum browser of Netscape 7.1 or Internet Explorer 5.0 is required. Some browsers may not fully support the graphics.

The recommended browser and version for the Web site is Internet Explorer v5+.

Security

Information is exchanged via 128-bit Secure Sockets Layer (SSL) encryption, and to preserve privacy of data each Vendor user receives a unique **Username** and **Password**.

System Architecture

The GovPay application seamlessly interfaces with two important software packages used to manage contract information. These are: (1) Advanced Budget/Accounting Control and Information System (ABACIS) and (2) Business Information System (BIS).

The GovPay System will also enable Finance Division (FD) users—the organization responsible for actually issuing payment on an invoice—to view E-Invoices. However the FD user still will need to use the ABACIS System to retrieve financial data and perform the financial transactions associated with the E-Invoice. Because the GovPay application will be receiving a nightly feed from the ABACIS system, this information will be available to GovPay users through the **Monetary Activity Report**.

Users who are outside of the GovPay organization will access the E-Invoicing system via the Internet. Internal system users will have access through the GovPay intranet.

A high-level illustration of the System Architecture Design follows.

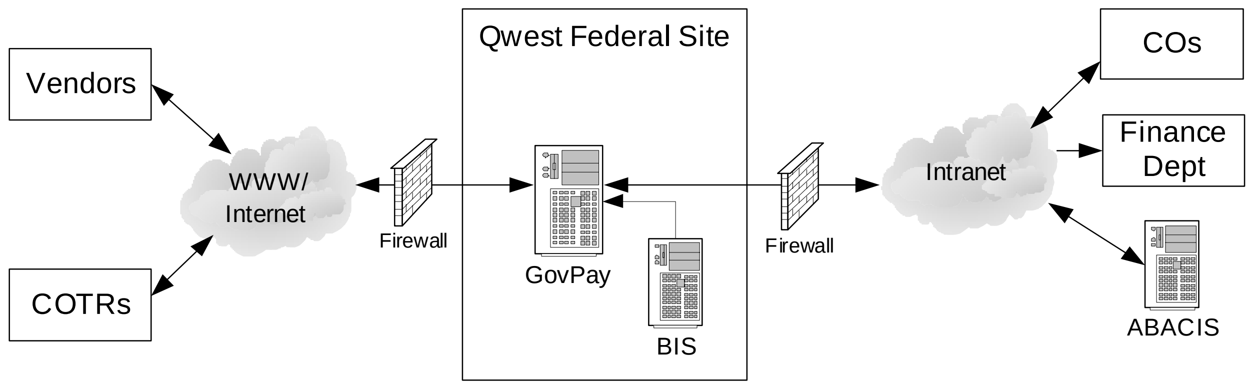


Figure 2: System Architecture

Section Two: System Login

This section describes how to access E-Invoicing system, including instructions on: (1) **Usernames** and **Passwords** and (2) How to Login.

Usernames and Passwords

If you do not have a **Username** and **Password**, you will not be able to Login to GovPay.

Enrolling a Vendor

To get a **Username** and **Password**, you can either: (1) Request an account from the GovPay administrator within your organization or (2) Click **Register** on the **GovPay Login** screen at *https://www.govpay.gov/GovPay*.

If your request for an account is granted you will be E-Mailed temporary Login information. After your first Login, you will be asked to change your **Password**. The **Password** must be at least 12 characters long, and must contain at least one character from three of the following four categories:

1. Uppercase letters (A-Z)
2. Lowercase letters (a-z)
3. Numbers (0-9)
4. Punctuation (@, #, $, etc.)

Note: *If you choose to register online for a GovPay account you must be able to provide a valid DUNS number, at least one active award on which they can invoice in GovPay, and have current information in the Central Contractor Registration (CCR) system at www.ccr.gov.*

Retrieving a Password

If you have forgotten your **Password** you can either: (1) Contact an administrator and ask that the **Password** be reset or (2) Click Retrieve Password and enter the requested information. A temporary **Password** will be E-Mailed to the address in your **User Profile**.

How to Login

To Login to GovPay, follow these three steps.

1. Open your Web browser and go to: https://www.govpay.gov/GovPay.
   The **GovPay Login** screen appears (see Figure 3: Login Screen).

Figure 3: Login Screen

1. Enter your **Username** and **Password.**
   Note: If you do not have a ***Username*** *and* ***Password****, you may request one by clicking the* Register *button and filling out the requested information.*
2. Click Login.
   The **Main Menu** screen appears (see Figure 4: Main Menu Screen).

Section Three: System Navigation

After a successful Login, you will see the **Main Menu** screen. There are two ways of navigating through the system: 1) the **Main Menu** and 2) the **Navigation Bar.**

Vendor Main Menu Options

From the **Main Menu** you can execute any of the Vendor-user tasks available via GovPay.

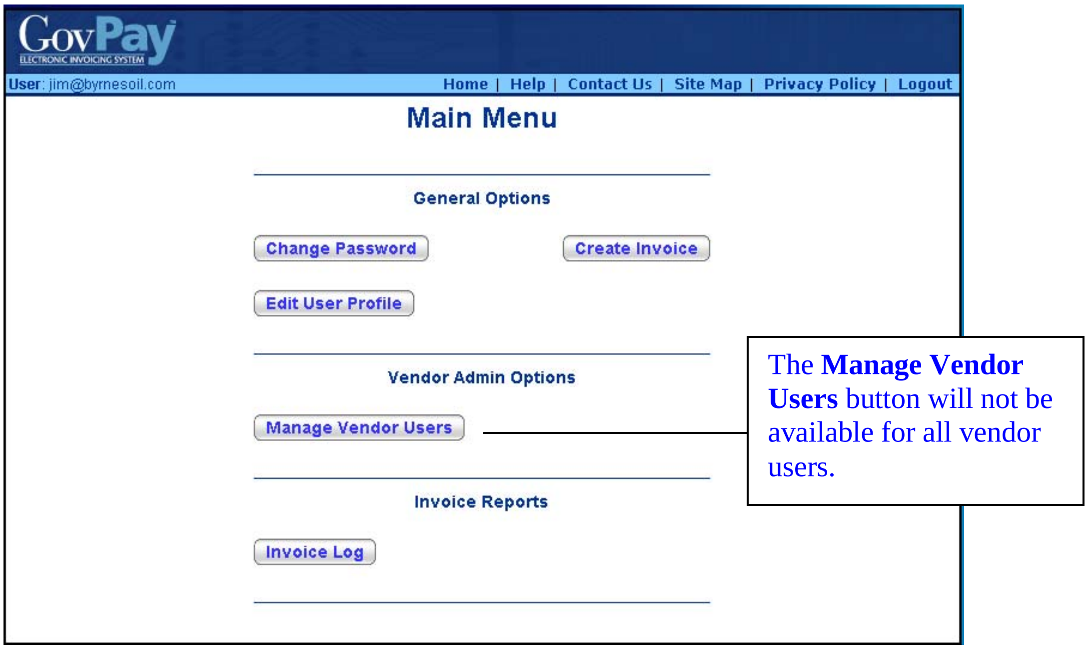


Figure 4: Main Menu Screen

Note: *GovPay System Administrators have the ability to create customized Vendor reports. The buttons available in the Reports section of the Main Menu may be different from those pictured.*

Graphical Application Organization

The **Main Menu** task buttons (**Create Invoice**, **Edit User Profile**, **Change Password**, **Invoice Log**, and **View Awards**) and corresponding process-screens are shown in Figure 5: Site Map.

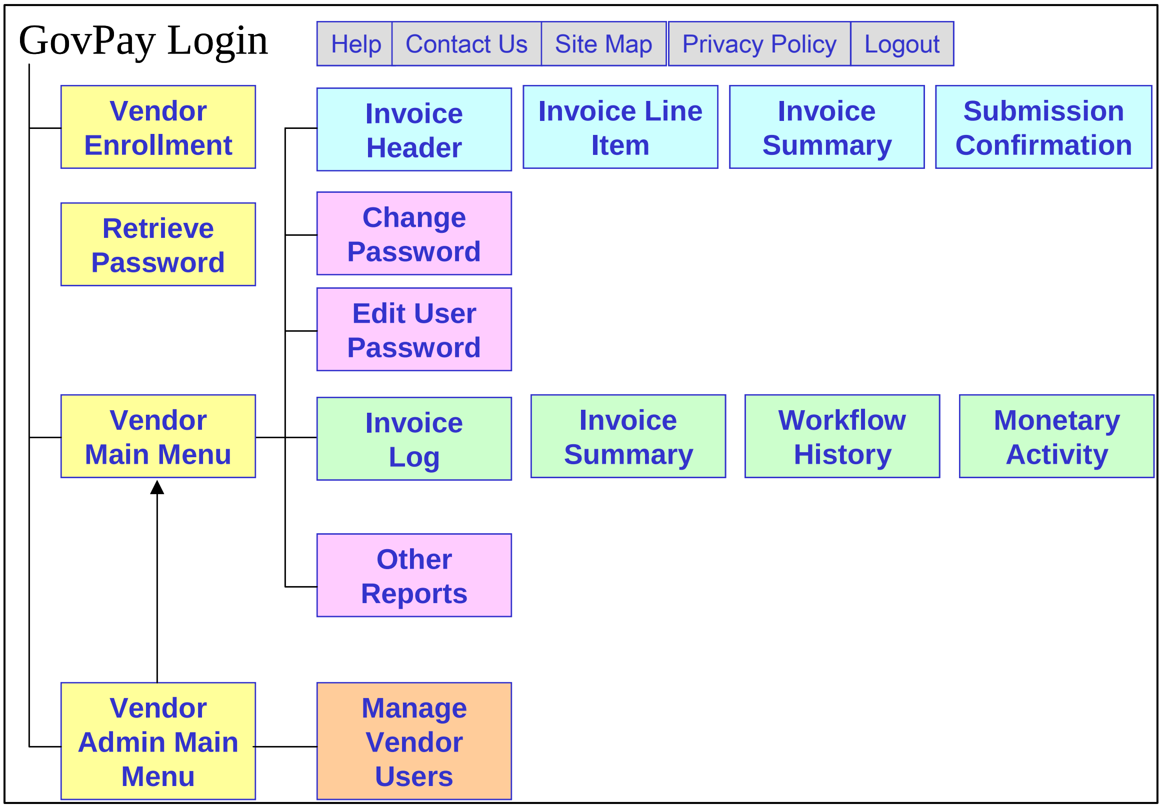


Figure 5: Site Map

Each of these tasks will be discussed in detail in subsequent sections of this manual.

Navigation Bar

Throughout the GovPay application, there is a standard Navigation bar with options that remain consistent throughout the application. It is important to become familiar with this Navigation bar and its elements. The Navigation bar includes the following elements.

- **Home:** Click **Home** to return to the **Main Menu** from any screen in the application.
- **Help:** Click **Help** to view the online help or to access a PDF of the User Manual.
- **Contact Us:** Click **Contact Us** to view pertinent contact information in a new browser window.
- **Site Map:** Click **Site Map** to open a site map for GovPay. From the site map you can access context-sensitive help and launch specific functions.

- **Privacy Policy:** Click **Privacy Policy** to open up a page that contains links that go to the DOI Privacy Policy and the DOI Disclaimer Statement for GovPay.
- **Logout:** Click **Logout** to logout of the system and to go to the GovPay **Login** screen.

Figure 6: Navigation Bar

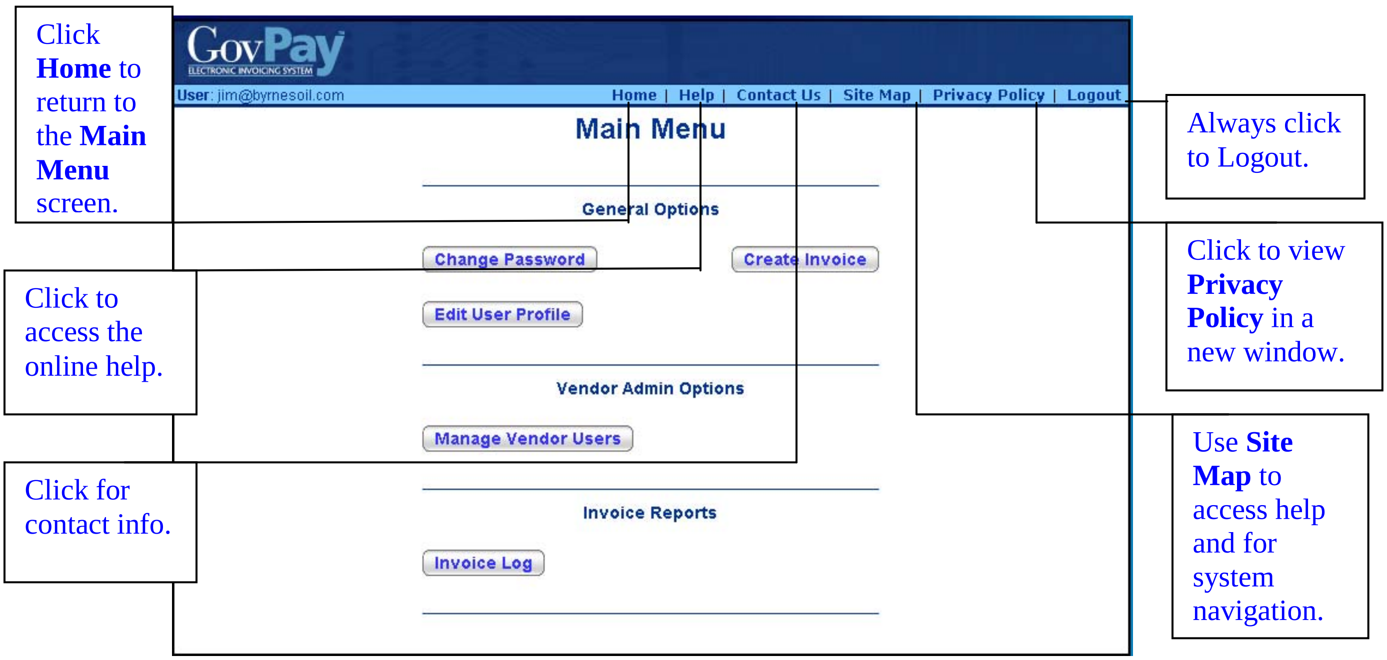


Figure 7: Navigation Bar Elements

Section Four: System Help

There are several online resources available to help you use the GovPay application. These resources include:

- Frequently Asked Questions
- Context Sensitive Help
- Searchable and Indexed help for all topics
- A PDF version of the User Manual

View Frequently Asked Questions (FAQ)

To view the FAQ, click **Help** on the **Login** screen Navigation bar (see Figure 8: FAQ).

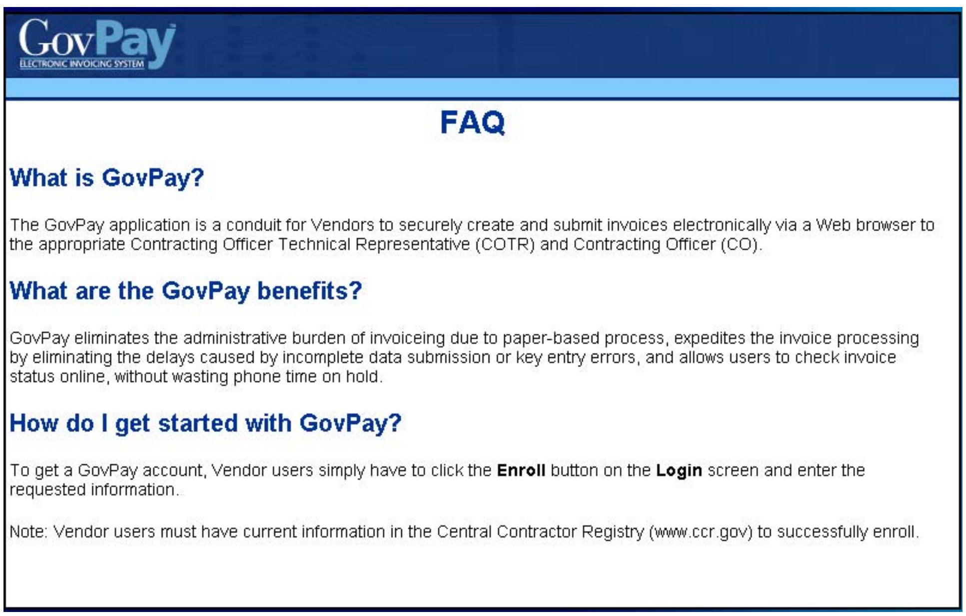


Figure 8: FAQ

View Context-Sensitive Help

To view the context-sensitive help, click **Help** on the Navigation bar. The help information will be displayed on the screen (see Figure 9: Context-Sensitive Help). This help will correspond directly to the screen you are viewing.

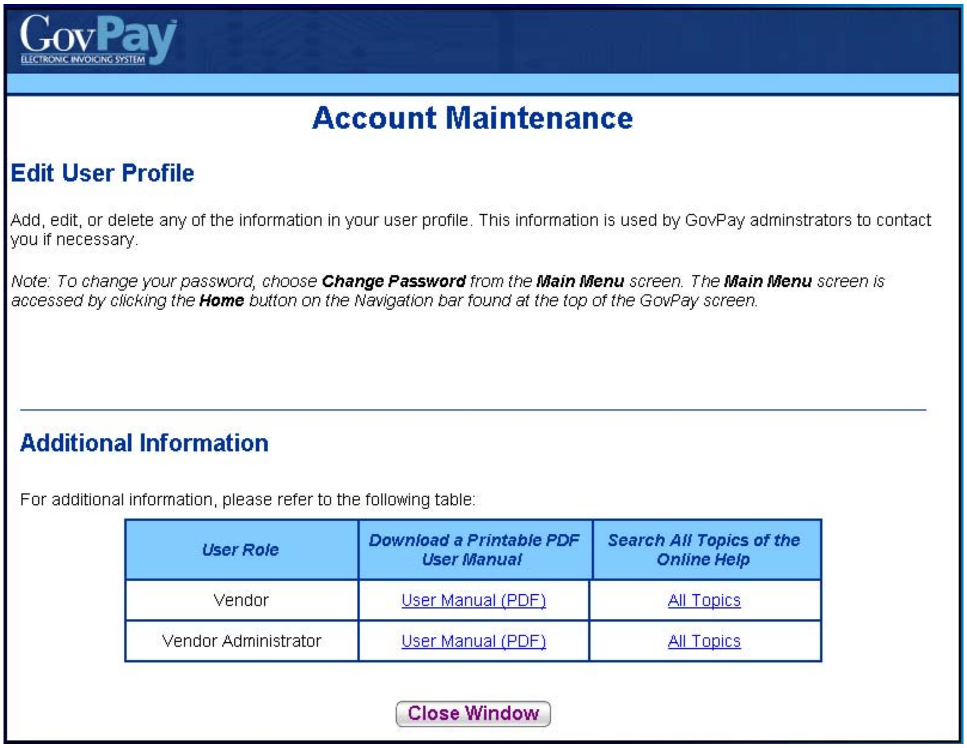


Figure 9: Context-Sensitive Help

View Site Map

To view the Site Map, click **Site Map** on the Navigation bar (see Figure 10: Site Map). The various sections of the application will be displayed.

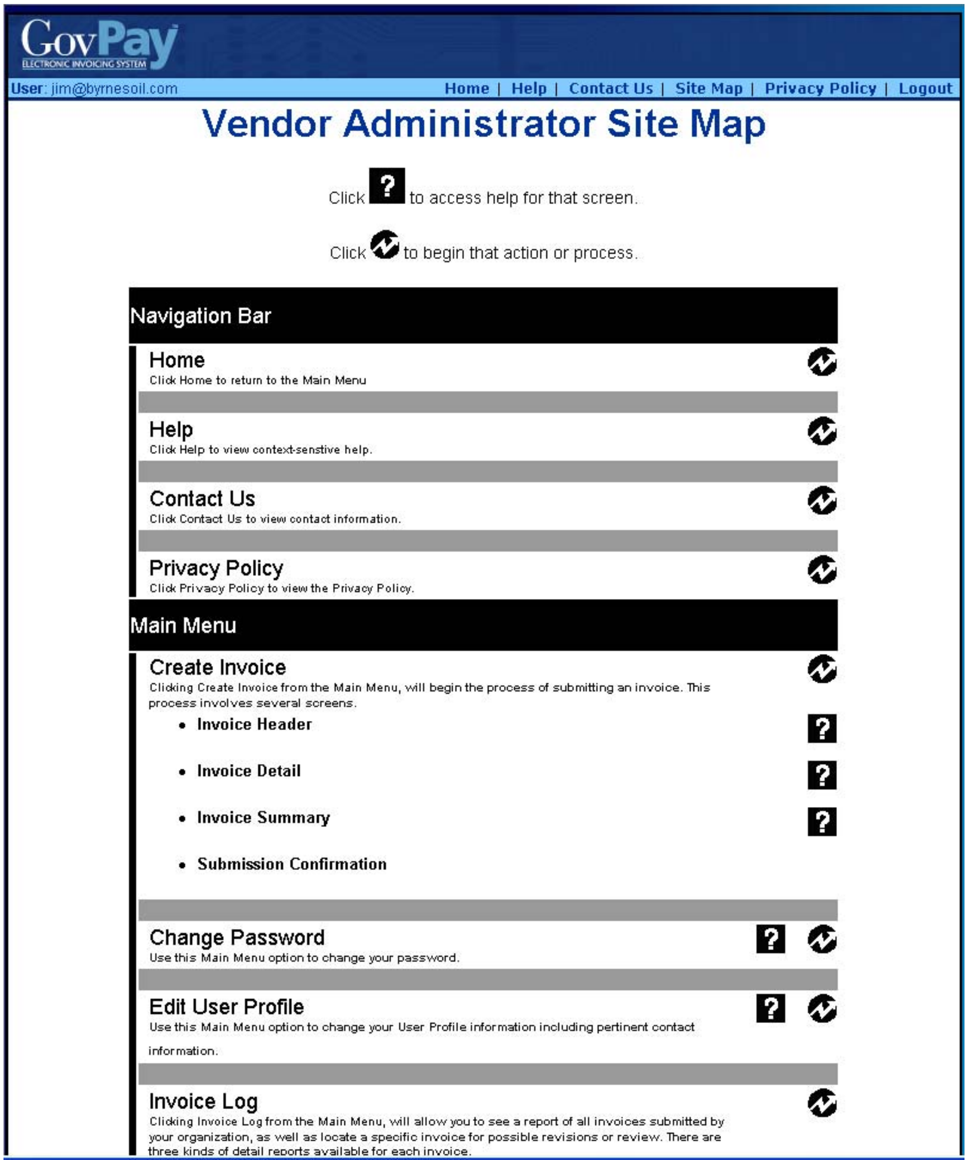


Figure 10: Site Map

Click on the to access help about the particular section or click to navigate to that section in the application.

View Online User Manual

To download the entire User Manual, click on the **User Manual (PDF)** link in the **Additional Information** table (see Figure 9: Context-Sensitive Help).

Search All Topics of the User Manual

To search all topics of the User Manual, click **Help** on the Navigation bar (see Figure 6: Navigation Bar). Click on the **All Topics** link in the **Additional Information** table. Click **Open** on the **File Download** box.

Note: Depending on your user and browser security settings, the All Topics help may not display. To view files in this event:

1. Click on the All Topics link, and choose to Save the file to your hard-drive.
2. Right-click the downloaded file and choose "Properties."
3. On the "General" tab of the Properties dialog, select "Unblock" from the attributes section.

The help is organized to provide 3 various types of functionality.

1. **Contents** – Navigate through the hierarchy of help topics (see Figure 11: Search All Topics - Contents).

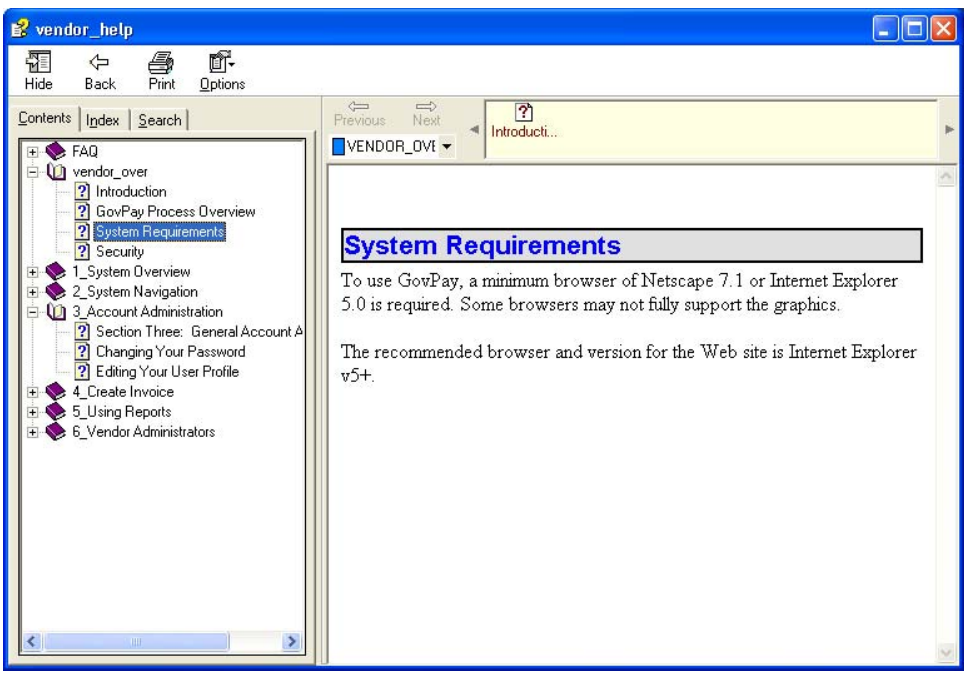


Figure 11: Search All Topics - Contents

2. **Index** – Search on predefined index terms (see Figure 12: Search All Topics - Index).

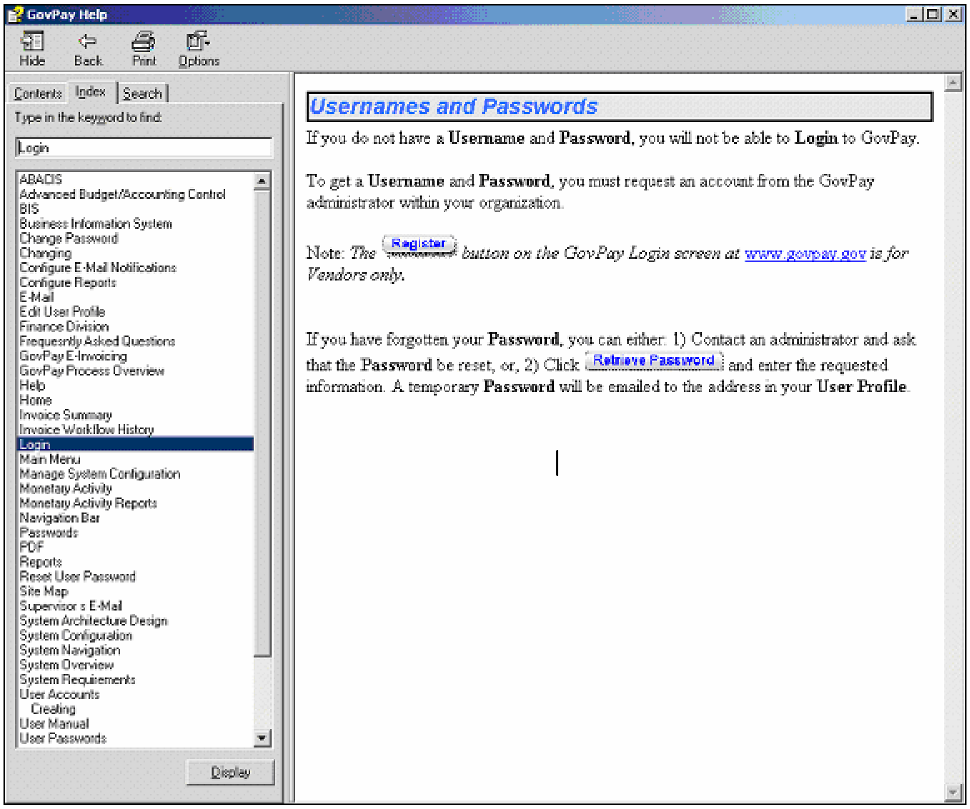


Figure 12: Search All Topics - Index

3. **Search** – Keyword search on all terms included in the help documentation (see Figure 13: Search All Topics – Search).

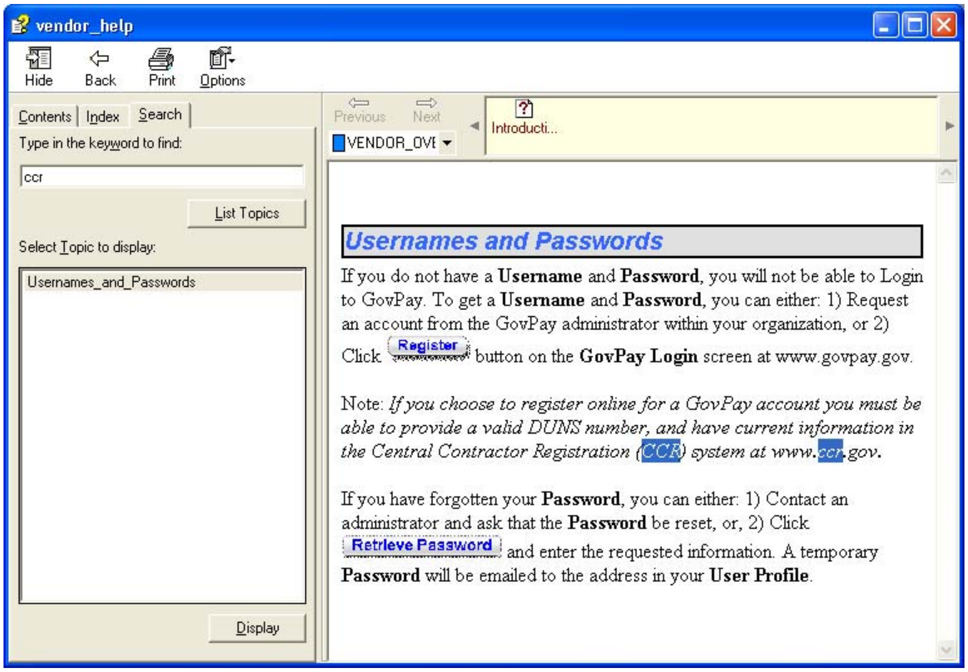


Figure 13: Search All Topics – Search

Section Five: General Account Administration

From the **Main Menu** screen (see Figure 4: Main Menu Screen) you can choose two account administration options: (1) Change **Password** and (2) Edit **User Profile**.

- Click **Change Password** to change the **Password** you use to Login to the system.
- Click **Edit User Profile** to update your contact information.

Changing Your Password

To change your **Password**:

1. Click **Change Password** from the **Main Menu** screen. (see Figure 4: Main Menu Screen.)
   The **Change Password** screen will appear. (see Figure 14: Change Password Screen.)
2. Enter your current **Password** in the **Old Password** field.
3. Enter the new **Password** in the **New Password** field.
4. Confirm the new **Password** by re-entering it in the **Confirm Password** field.
5. Click **Submit**.

Note: Passwords must be at least 12 characters long, and must contain at least one character from three of the following four categories:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Punctuation (@, #, $, etc.)

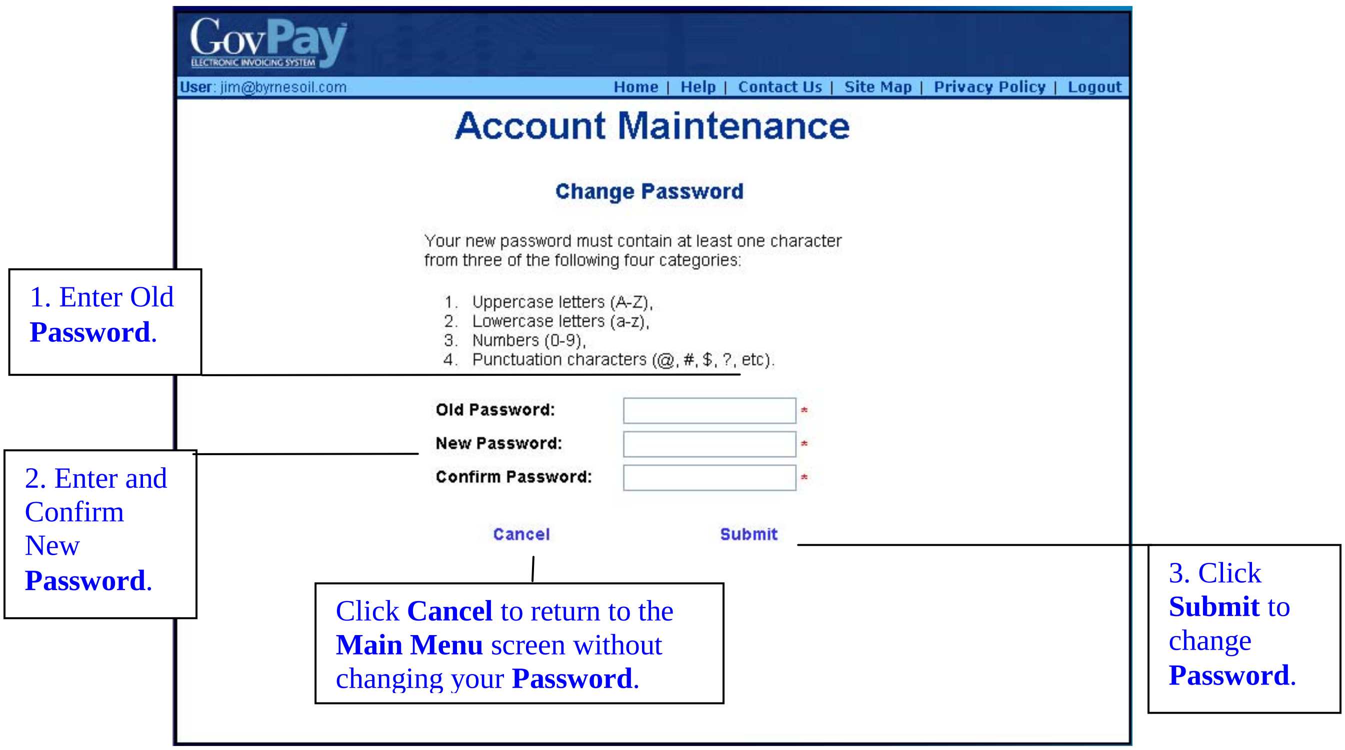


Figure 14: Change Password Screen

Editing Your User Profile

Your **User Profile** contains information that GovPay and GovPay administrators use to send you announcements or notifications.

To edit your **User Profile**:

1. Click Edit User Profile from the **Main Menu** screen. (see Figure 4: Main Menu Screen.)
   The **Edit User Profile** screen will appear. (see Figure 15: Edit User Profile Screen.)
2. Enter the new contact information.

   Note: A red asterisk after a text field indicates required information in the GovPay application.

3. Click Submit.

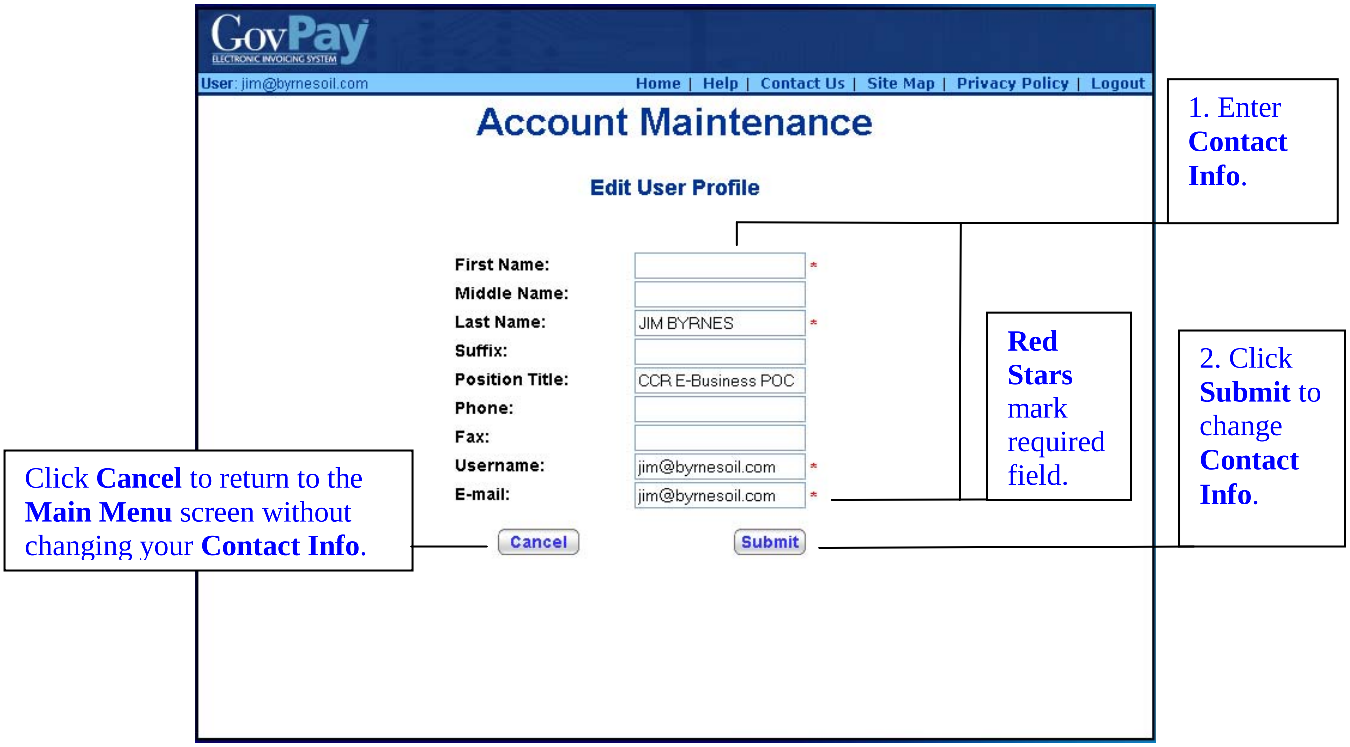


Figure 15: Edit User Profile Screen

Section Six: Creating a New Invoice

The GovPay application allows for the submission of: 1) Debit Invoices, and 2) Credit Voucher/Memos, however, the submission process in GovPay, is the same for both items.

Creating a new invoice in the GovPay application is a four-step process.

1. Click Create Invoice from the **Main Menu** screen.
2. Enter Invoice Header Information.
3. Enter Line Item Information.
4. Submit the Invoice Summary.

These four steps will be discussed in detail further on in this section.

Debit Invoices

Most of the time, Debit Invoices will be created by Vendors to request payment. To submit a Debit Invoice, follow the four basic steps indicated above, and ensure that the **Debit Invoice** selection is marked in the **Invoice Header Information** screen.

The GovPay application also gives Vendors the ability to mark an invoice submitted as the last on the award. A "Final Debit" invoice is treated the same as a Debit Invoice within the GovPay application, however, highlighting this option serves as a reminder to the CO and financial personnel to take action (outside of the GovPay System) to reconcile and close the award. This **Final Debit** option is on the **Invoice Header Information** screen shown in Figure 16: Invoice Header Screen.

Credit Voucher/Memo

Although most of the time Vendors will be creating Debit Invoices, they may occasionally need to submit a Credit Voucher/Memo. The Vendor submits a Credit Voucher/Memo when the Vendor wishes to return money to the Government; usually the result of an overpayment of some form on a previous invoice. To submit a Credit Voucher/Memo follow the same four general steps indicated above, being careful to ensure that the **Credit Voucher/Memo** selection is chosen in the **Information Header Information** screen.

Note: When submitting a Credit Voucher, GovPay will display the cost, fee and total amounts in red with parentheses as a reminder to the user.

Invoice Header Information Screen

When you click Create Invoice from the **Main Menu** screen, (see Figure 4: Main Menu Screen), the **Invoice Header Information** screen will appear. (see Figure 16: Invoice Header Screen.)

1. Enter the invoice data and click Continue > to proceed to the **Line Item Information** screen.

   *Note: You can attach a supporting document to the Invoice Header by clicking the **Browse** button and indicating your desired document. The document must be in plain text or PDF format and no larger than 5 MB.*

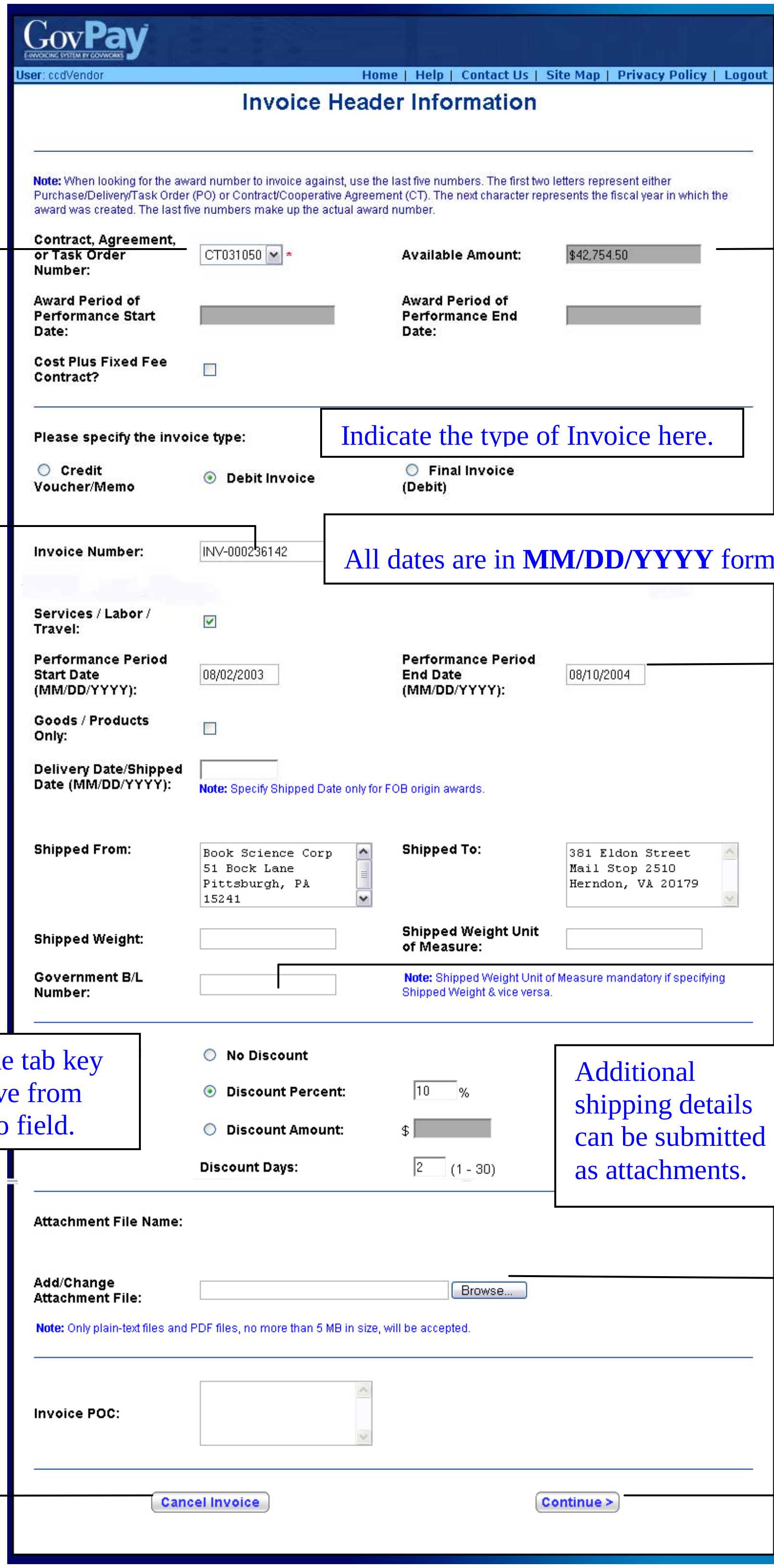
   *Note: Clicking Cancel Invoice will return you to the **Main Menu** screen without saving entered data.*

This field requires you to specify the award against which you are invoicing.

The **Invoice Number** field is required. It can be any combination of alphanumeric characters that is meaningful to your organization.

Use the tab key to move from field to field.

Click to return to the **Main Menu** screen. No entered data will be saved.



Indicate the type of Invoice here.

All dates are in **MM/DD/YYYY** format.

Additional shipping details can be submitted as attachments.

Gray fields are automatically populated by information already in the database.

Future dates may be specified for items such as subscriptions.

The Bill of Lading is a document issued by a carrier to a shipper, listing receipt of goods and specifying delivery terms.

You can attach any plain-text or PDF file up to 5MB in size.

Click to proceed to the **Invoice Line Item** screen.

Figure 16: Invoice Header Screen

Invoice Line Item Information Screen

When you click **Continue >** from the **Invoice Header Information** screen, (see Figure 16: Invoice Header Screen), the **Invoice Line Item Information** screen will appear. (see Figure 17: Invoice Line Item Information Screen.)

1. Enter data and click **Save Line Item**.
2. Repeat Step 1 for each line item until all invoice line items are entered.
3. Click **Review Invoice** to proceed to the **Invoice Summary** screen.

Note: *The* **Review Invoice** *button only appears after a line item has been entered*.

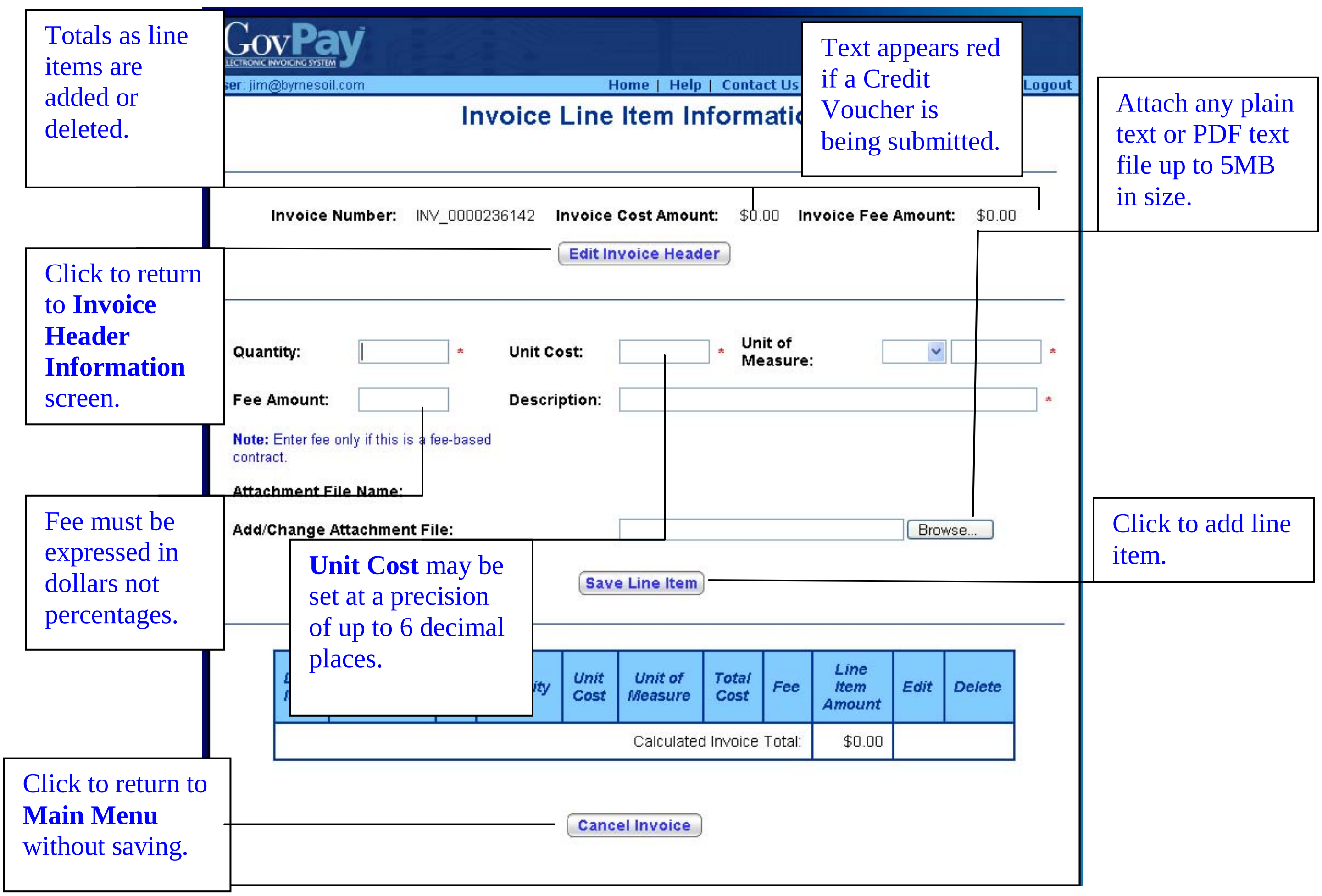


Figure 17: Invoice Line Item Information Screen

After the line item has been added, (see Figure 18: Invoice Line Item Information Screen after Adding Item), you can add another or click **Review Invoice**.

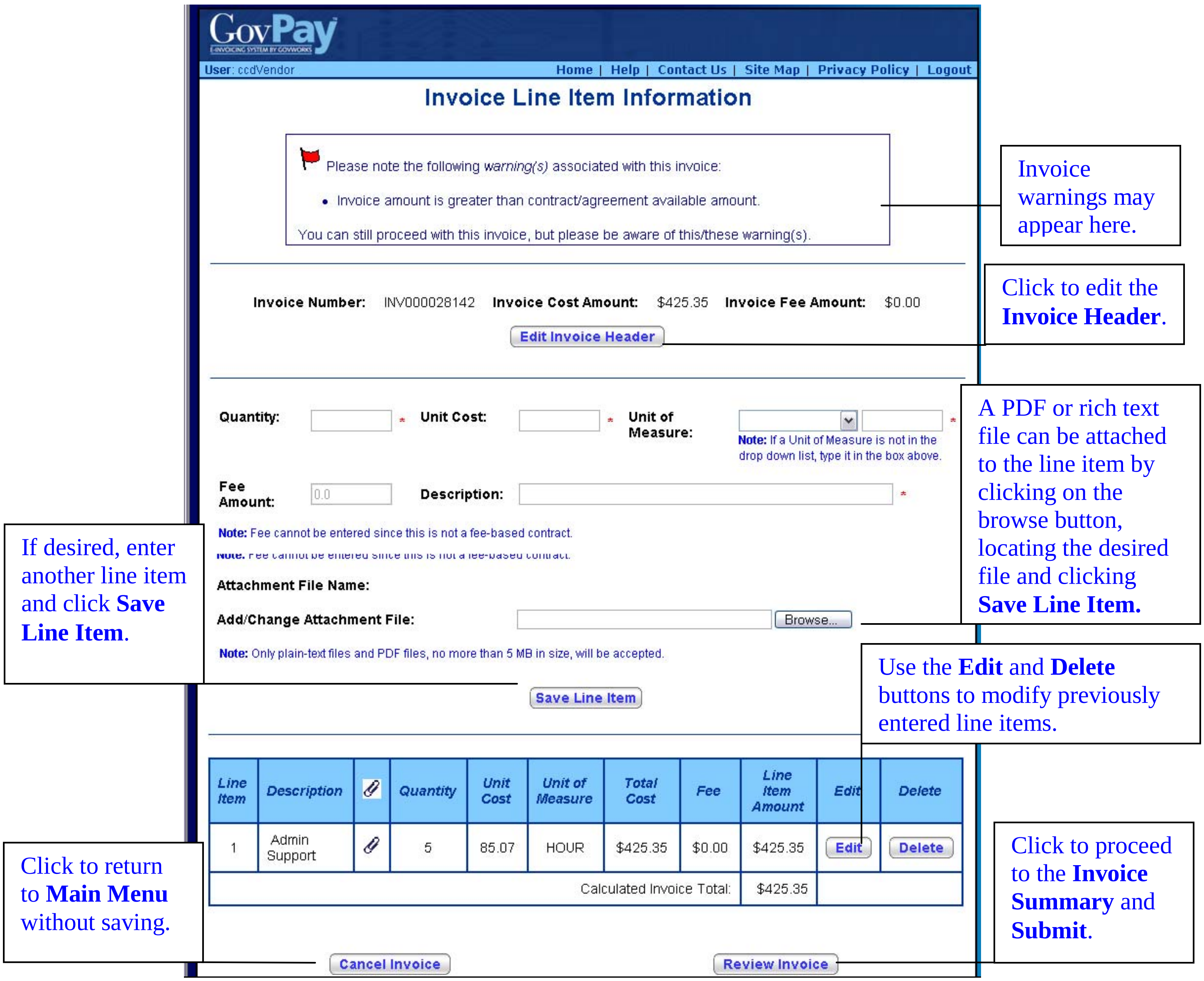


Figure 18: Invoice Line Item Information Screen after Adding Items

Invoice Summary Screen

When you click **Review Invoice** from the **Invoice Line Item Information** screen (see Figure 17: Invoice Line Item Information Screen), the **Invoice Summary** screen (see Figure 19: Invoice Summary Screen) will appear.

GovPay

User: ccdVendor Home | Help | Contact Us | Site Map | Privacy Policy | Logout

Invoice Summary

Please note the following *warning(s)* associated with this invoice:

- Invoice amount is greater than contract/agreement available amount.

You can still proceed with this invoice, but please be aware of this/these warning(s).

Contract, Agreement, or Task Order Number: PO010901 **Available Amount:** ($76,788.75)
Award Period of Performance Start Date: 9/29/2000 **Award Period of Performance End Date:** N/A
Cost Plus Fixed Fee Contract?: No

Invoice Type: Debit Invoice
Invoice Number: INV000028142 **Invoice Date:** 4/8/2005

Services / Labor / Travel:
Performance Period Start Date: 1/1/2005 **Performance Period End Date:** 1/1/2005

Goods/Products:
Delivery Date: N/A

Shipped From: **Shipped To:**
Shipped Weight: **Shipped Weight Unit of Measure:**
Government B/L Number:

Discount Terms (in Days): **Discount Amount / Percent:**
Discount Memo:

Header Attachment:

Line Item	Description		Quantity	Unit Cost	Unit of Measure	Total Cost	Fee	Total Amount
1	Admin Support		5	85.07	HOUR	$425.35	$0.00	$425.35
2	Consulting		30	45	HOUR	$1,350.00	$0.00	$1,350.00
Total:								$1,775.35

Invoice POC:

Edit Invoice Header Information Edit Line Items
Cancel Invoice Submit Invoice

Invoice warnings may appear here.

Once you click **Submit Invoice,** you will be able to view the invoice in the **Invoice Log** and make revisions for three hours.

Click to return to the **Invoice Header Information** screen.

Click to return to the **Invoice Line Item Information** screen.

Click to cancel invoice submission and return to the **Main Menu** screen.

Click to submit this invoice.

Figure 19: Invoice Summary Screen

1. Review the invoice information. If there are errors in the invoice information, use the buttons as indicated to make modifications.

Button	Action
Edit Invoice Header Information	Click the **Edit Invoice Header Information** button to edit the **Invoice Header Information** screen (see Figure 16: Invoice Header Screen). You can edit the invoice header and proceed to the **Invoice Line Item Information** screen.
Edit Line Items	Click **Edit Line Items** to edit to the **Invoice Line Item Information** screen (see Figure 17: Invoice Line Item Information Screen). You can edit line item information and proceed to the **Invoice Summary** screen.
Cancel Invoice	Click **Cancel Invoice** to return to the **Main Menu**. None of the invoice data will be saved.

You must return to the **Invoice Summary** screen to submit the invoice.

2. When all information in the **Invoice Summary** is correct, click Submit Invoice. The **Submission Confirmation** screen appears (see Figure 20: Submission Confirmation Screen).

   Note: *You may edit or delete a submitted invoice within three hours of the initial submission. When the grace period has expired, the edit and delete functions will no longer be available.*

Figure 20: Submission Confirmation Screen

Section Seven: Using Reports

From the **Main Menu** screen (see Figure 4: Main Menu Screen), you can choose to view various reports. System Administrators create GovPay reports and assign access privileges to them. The reports that appear in the **Main Menu** will vary depending on what the GovPay System Administrator has set up, however, the **Invoice Log**, will remain constant.

Report Types

Some reports only allow the user to view information, while others let you perform actions on individual records. The actions that are available within a report depend on (1) the type of report and (2) the type of user. There are five possible report types that can be generated by the GovPay system:

- Invoice
- User
- Award
- Vendor
- System Events.

The main difference between the report types is the column headings and the type of data presented. Vendor users may only perform actions on invoice reports. The other types of reports are for viewing only. (Again, the reports available will vary depending on what the System Administrator has set up.)

The following chart below lists the actions available to a Vendor user on an invoice report.

Action Menu Options	Result
View Invoice	The **Invoice Summary** screen appears. From the **Invoice Summary** you can print and access the **Invoice Workflow History** and the **Monetary Activity** screens. *Note: This option is available for all invoices submitted by your Vendor organization.*
Revise Invoice	The **Invoice Header Information (Figure 16: Invoice Header Screen)** screen appears and the user may proceed through the invoice creation screens as described in Section 4. All invoice information may be edited at this time. *Note: This action is only available during the three-hour grace period following an invoice submission. It is only available to the Vendor Administrator of your organization and the Vendor User who submitted the invoice.*
Delete Invoice	The system prompts the user to confirm their desire to delete the selected record. The user may either confirm or abort the action. Once an invoice is deleted it cannot be retrieved by the system. *Note: This action is only available during the three-hour grace period following an invoice submission. It is only available to the Vendor Administrator of your organization and the Vendor User who submitted the invoice.*

Invoice Log

The **Invoice Log** is an invoice-type report that shows the status of all invoices submitted by your Vendor organization.

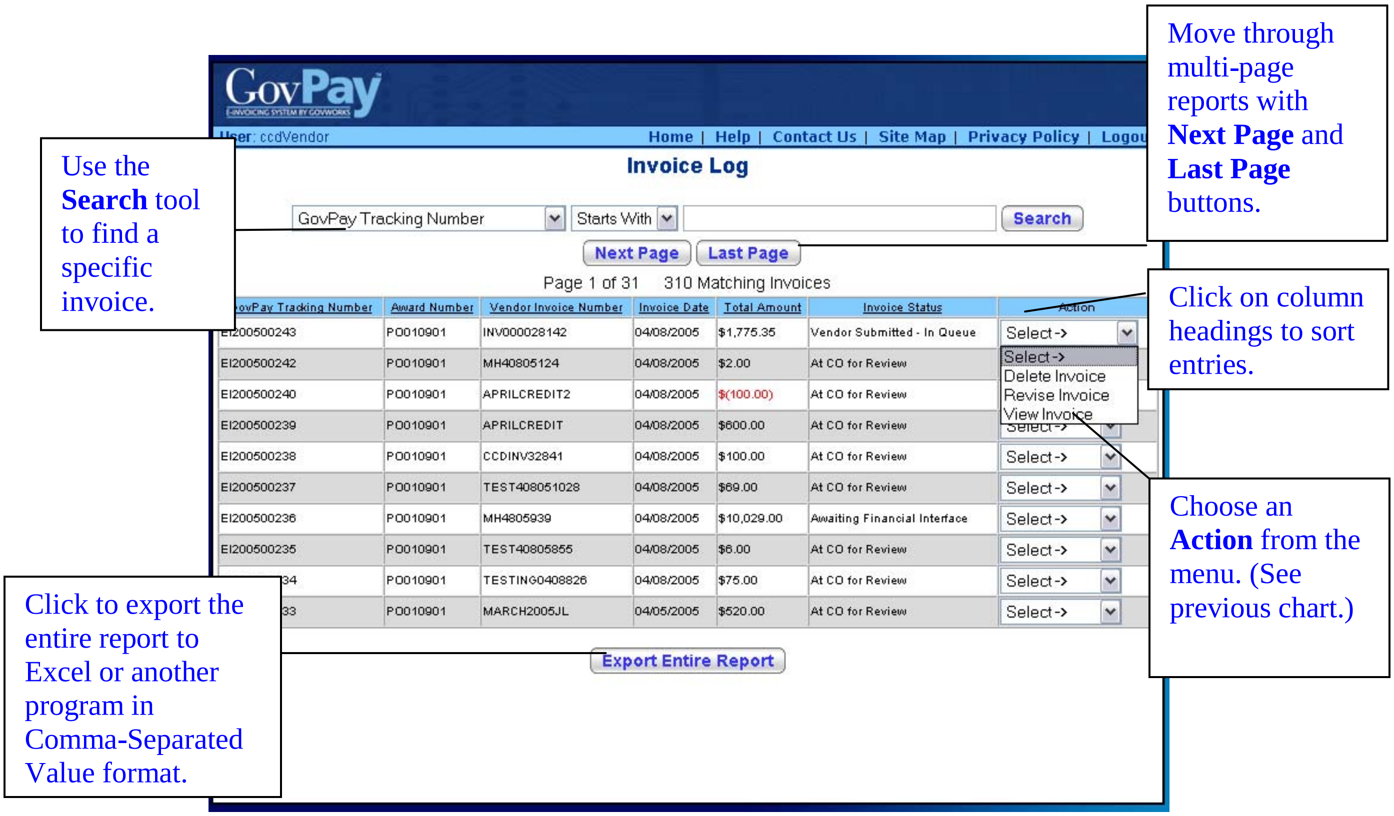


Figure 21: Invoice Log Screen

Searching and Sorting

The records in the **Invoice Log** report may be sorted by clicking the column heading for the criteria by which you wish to sort. When a column heading is clicked, an upward arrow appears, and the records are sorted in ascending order. Click the heading again and the arrow will point downward, sorting the records in descending order.

Invoice Log records may also be filtered to include only records that meet specific criteria. To create such a filter:

1. Select a column heading from the first pull-down menu at the top of the screen.
2. Select a qualifier from the second menu.
3. Type the criteria in the following text field.
4. Click **Search**.

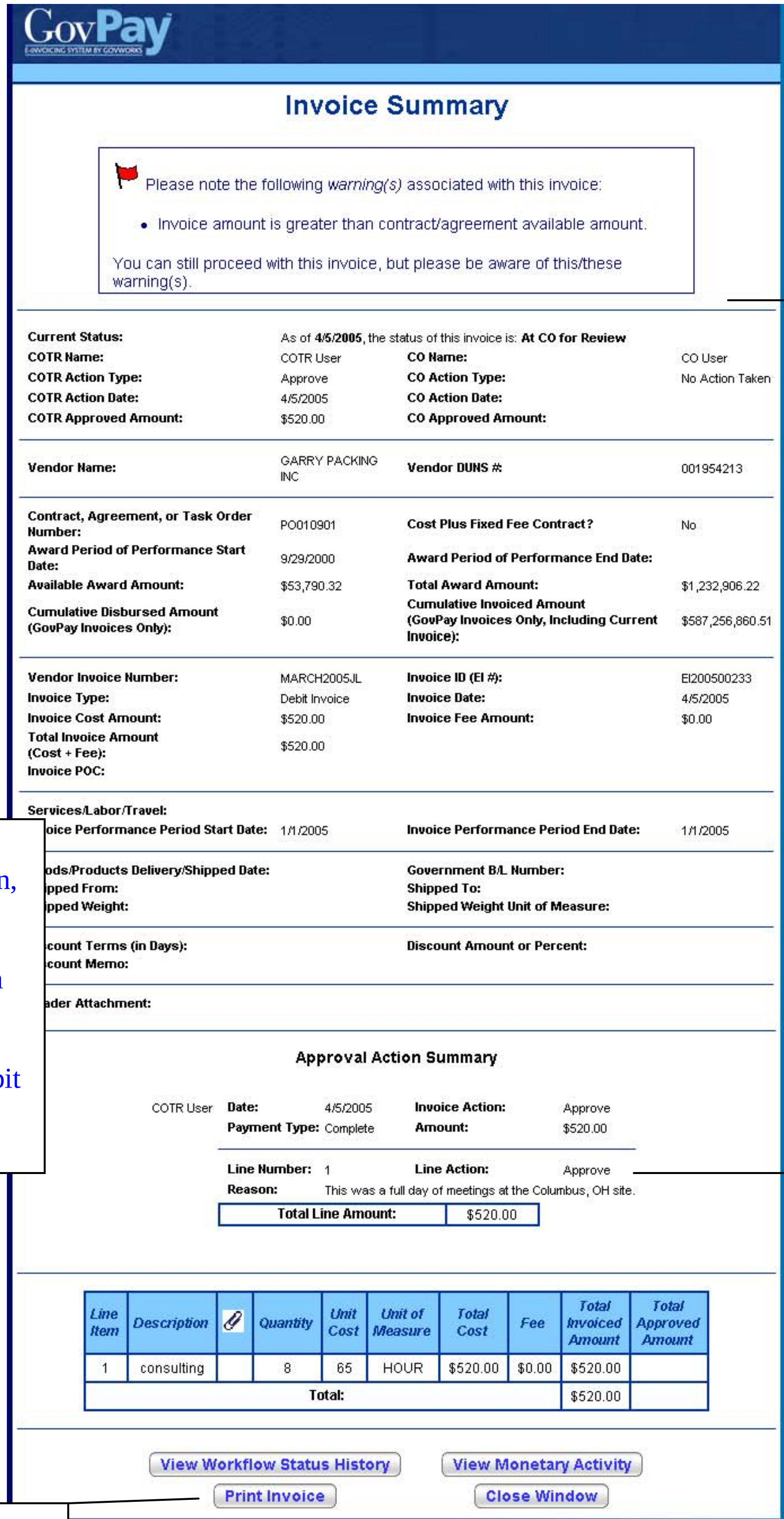
Only records that meet the specified criteria will appear in the report.

Most GovPay report types (Invoice, User, Award, Administrator and Vendor) have this same search and sort functionality.

Invoice Workflow History and Monetary Activity Reports

The **Invoice Workflow History** and **Invoice Monetary Activity** screens (see Figure 23: Invoice Workflow History) are only available by choosing **View Invoice** from the **Action** pull-down menu of the **Invoice Log**. The **Invoice Workflow History** shows the status of an invoice within the GovPay process. The **Invoice Monetary Activity** screen pulls data from ABACIS to show any financial transaction that has taken place on an invoice. To access these screens:

1. Select an **Invoice Report** from the **Main Menu**.
2. Locate a specific invoice in the report.
3. Choose **View Invoice** from the **Action Menu**. The **Invoice Summary** screen will appear (see Figure 22: Invoice Summary).
4. Click View Workflow Status History to view the **Invoice Workflow History** or View Monetary Activity to view the **Invoice Monetary Activity** screen (see Figure 23: Invoice Workflow History and Figure 24: Invoice Monetary Activity).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Invoice Summary

Please note the following *warning(s)* associated with this invoice:

- Invoice amount is greater than contract/agreement available amount.

You can still proceed with this invoice, but please be aware of this/these warning(s).

Current Status:	As of **4/5/2005**, the status of this invoice is: **At CO for Review**		
COTR Name:	COTR User	**CO Name:**	CO User
COTR Action Type:	Approve	**CO Action Type:**	No Action Taken
COTR Action Date:	4/5/2005	**CO Action Date:**	
COTR Approved Amount:	$520.00	**CO Approved Amount:**	
Vendor Name:	GARRY PACKING INC	**Vendor DUNS #:**	001954213
Contract, Agreement, or Task Order Number:	PO010901	**Cost Plus Fixed Fee Contract?**	No
Award Period of Performance Start Date:	9/29/2000	**Award Period of Performance End Date:**	
Available Award Amount:	$53,790.32	**Total Award Amount:**	$1,232,906.22
Cumulative Disbursed Amount (GovPay Invoices Only):	$0.00	**Cumulative Invoiced Amount (GovPay Invoices Only, Including Current Invoice):**	$587,256,860.51
Vendor Invoice Number:	MARCH2005JL	**Invoice ID (EI #):**	EI200500233
Invoice Type:	Debit Invoice	**Invoice Date:**	4/5/2005
Invoice Cost Amount:	$520.00	**Invoice Fee Amount:**	$0.00
Total Invoice Amount (Cost + Fee):	$520.00		
Invoice POC:			
Services/Labor/Travel:			
oice Performance Period Start Date:	1/1/2005	**Invoice Performance Period End Date:**	1/1/2005
ods/Products Delivery/Shipped Date:		**Government B/L Number:**	
pped From:		**Shipped To:**	
pped Weight:		**Shipped Weight Unit of Measure:**	
count Terms (in Days):		**Discount Amount or Percent:**	
count Memo:			
ader Attachment:			

Approval Action Summary

COTR User	**Date:** 4/5/2005		**Invoice Action:**	Approve
	Payment Type: Complete		**Amount:**	$520.00
	Line Number: 1		**Line Action:**	Approve
	Reason: This was a full day of meetings at the Columbus, OH site.			
	Total Line Amount:	$520.00		

Line Item	Description	📎	Quantity	Unit Cost	Unit of Measure	Total Cost	Fee	Total Invoiced Amount	Total Approved Amount
1	consulting		8	65	HOUR	$520.00	$0.00	$520.00	
				Total:				$520.00	

View Workflow Status History | View Monetary Activity

Print Invoice | Close Window

Invoice warnings may appear here.

The **View Invoice** screen shows the entire action history (actions taken by COs and COTRs) for the invoice. In this case, the COTR has approved the invoice and it has moved on to the CO approval stage.

Note: If red text appears on screen, the Invoice Summary being displayed is for a Credit Voucher/Memo rather than a Debit Invoice.

Click to print the report.

Figure 22: Invoice Summary

Invoice Status

One of the three invoice detail reports is the **Invoice Workflow History** report available from the **Invoice Summary**. It shows the status of the invoice.

GovPay ELECTRONIC INVOICING SYSTEM

Invoice Workflow History

Invoice Number:	INV_0000236142	**Invoice Date:**	9/26/2004
Invoice Type:	Debit Invoice	**Invoice ID (EI #):**	EI200406606

Status Date	Status Name	Status Description	Set By (Name)	Set By (Username)
2004-09-26 02:39:14.667	At CO for Review	Invoice or credit voucher/memo is being reviewed by the CO.	System Account	system
2004-09-26 02:23:09.98	At COTR for Review	Invoice or credit voucher/memo is being reviewed by the COTR.	System Account	system
2004-09-26 02:17:47.103	Vendor Submitted - In Queue	Invoice or credit voucher/memo submitted by the vendor is awaiting processing.	JIM BYRNES	jim@byrnesoil.com

Print Window Close Window

Figure 23: Invoice Workflow History

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Invoice Monetary Activity

Invoice Number:	INV_0000236142	**Invoice Date:**	9/26/2004
Invoice Type:	Debit Invoice	**Invoice ID (EI #):**	EI200406606

There is no activity to report.

Close Window

Figure 24: Invoice Monetary Activity

Section Eight: Vendor Administrators

At least one individual within your organization will be given Vendor Administrator rights. This allows them to create new User accounts for others within your organization.

The Vendor Administrator **Main Menu** has an additional button, **Manage Vendor Users**, that provides access to the administrator tasks such as Creating, Editing and Modifying Vendor user accounts within that organization (see Figure 25: Vendor Administrator Main Menu).

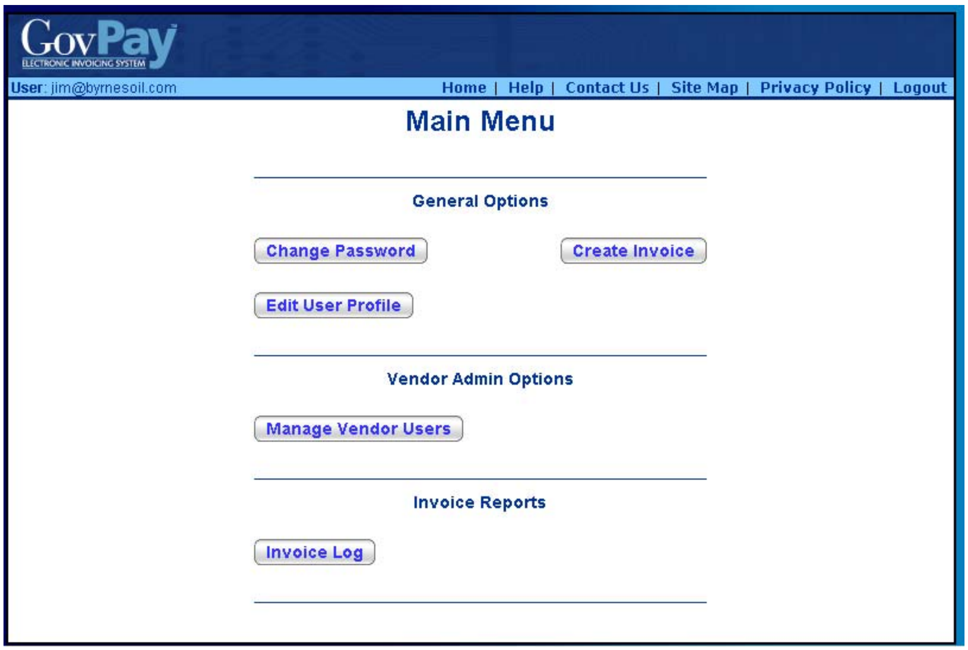

Figure 25: Vendor Administrator Main Menu

Adding Accounts within your Organization

Clicking the **Manage Vendor Users** from the **Main Menu**, (see Figure 25: Vendor Administrator Main Menu), displays the **Create Vendor Users** screen (see Figure 26: Create Vendor User Screen). From this screen you can add a new Vendor User who may submit invoices on behalf of your organization.

To add a Vendor user:

1. Click **Manage Vendor Users** from the **Main Menu.**
2. Fill in the **Create Vendor Users** form.
3. Click **Add User** .
4. Repeat previous until all users are added then click **Done**.

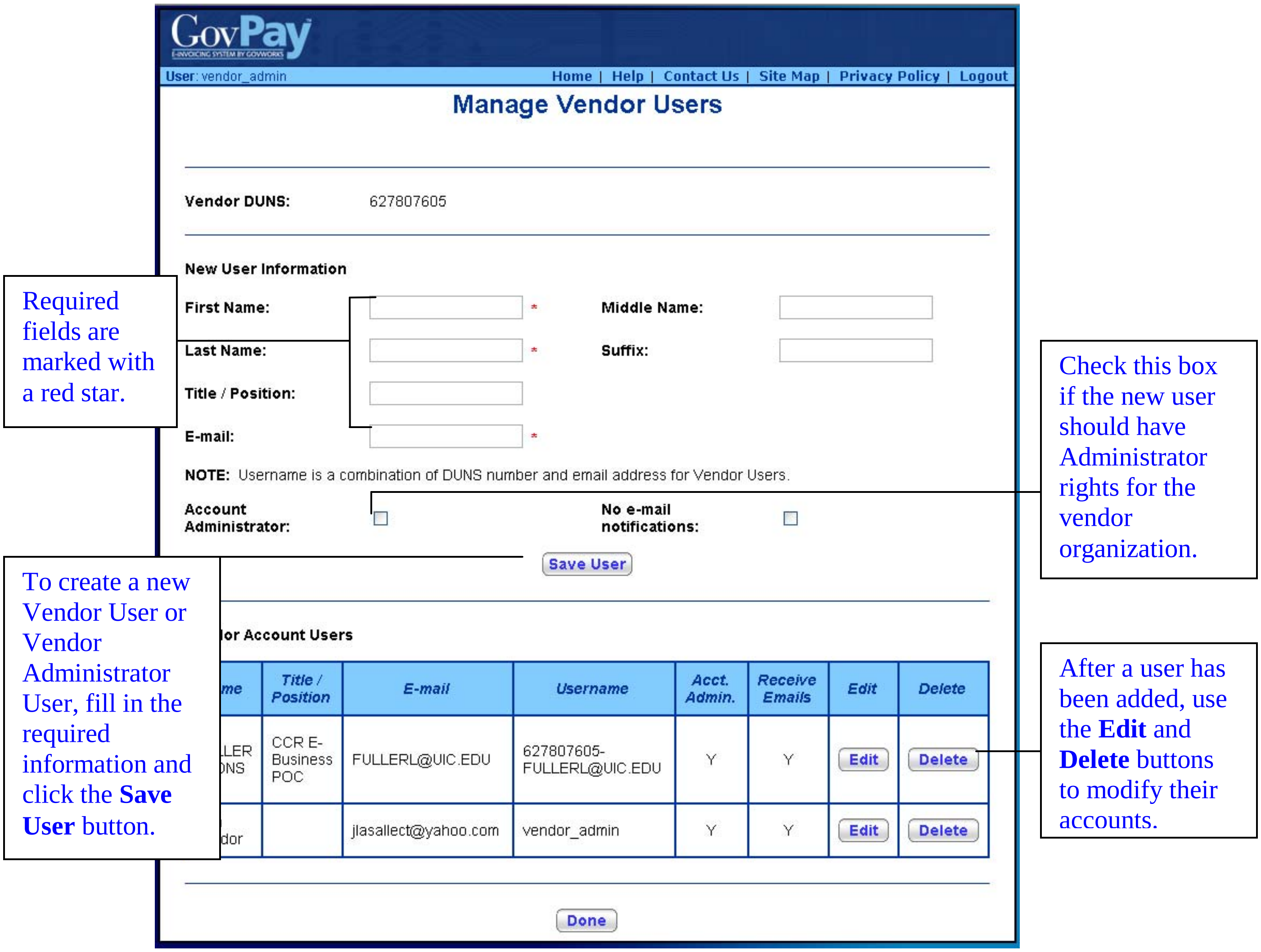

Figure 26: Create Vendor User Screen

Note: Each User Account requires a unique E-Mail address, Username, and Password.