BRASS Invoice Submission Guide

City of New Orleans
10/11/19

Submitting an Invoice

- Invoices can only be submitted within the Supplier Portal if you are a registered supplier and have a **Released/Printed/Emailed** Purchase Order or Service Contract associated with your account.

- If you have not yet registered in the Supplier Portal, please follow the BRASS Vendor Registration Guide to complete your registration.

- To check if you have a Purchase Order or Service Contract that can be invoiced, go to www.purchasing.nola.gov and sign in to your account. Please note that you must be registered within the Supplier Portal to complete this step.
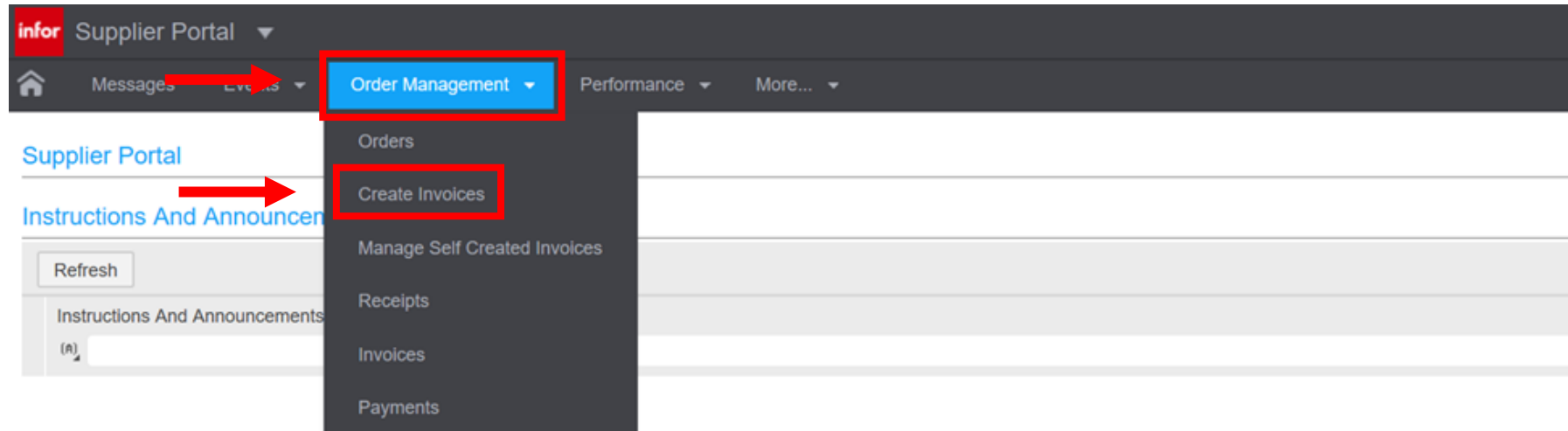
Sign In

Click Sign in or Register.

On the following screen, enter your user name and password, then click Login to sign into your account.

Create Invoice

- Select Order Management → Create Invoices

Select Invoice Type

- Select PO Match if you have a Purchase Order (PO).
- Select Service Contract if you have an active service contract.
- **Only select Expense if you do not have an active PO or Service Contract.**

Check for Purchase Orders and Service Contracts

- Click the icon to display a list of available POs or Service Contracts.

Check for Purchase Orders and Service Contracts

- Select the PO or Service Contract you want to invoice against from the pop-up window.

Invoice Entry

Create Invoice

| Invoice Entry | Submit Invoice |

Company: 100 **1**

Invoice Number: ENTER INVOICE NUMBER **2**

Purchase Order: ▢ 🔍
☐ Select To Create Details For All Open PO Lines; Otherwise, You Will Be Asked To Select Which Lines To Invoice

Description: Enter brief description **3**

Invoice Date: 8/14/2019 📅

Due Date: 8/14/2019 📅 **4**

Due date will only be used when no terms agreements exist

Invoice Amount: 1.00 **5**

Attach a scanned copy of the invoice

Invoice Image: C:\fakepath\0795DA1D 📁 **6**

Optionally attach a scanned proof of delivery document

Proof Of Delivery: 📁 **7**

Click Next when done.

‹ Previous   Next ›

1. **The Company number will autopopulate.**
2. **Enter your invoice number here.**
3. **Enter a brief description of your invoice.**
4. **Enter the invoice date and the due date. If you enter the letter 't' in this field it will populate with today's date.**
5. **Enter the dollar amount of the invoice you are submitting.**
6. **Attach a copy of your invoice in JPEG, JPG, PNG, or PDF form. The file path will appear as "fakepath" even though the system has located your file.**
7. **Optionally, you may attach proof of delivery of services or goods.**

Invoice Entry – Purchase Orders
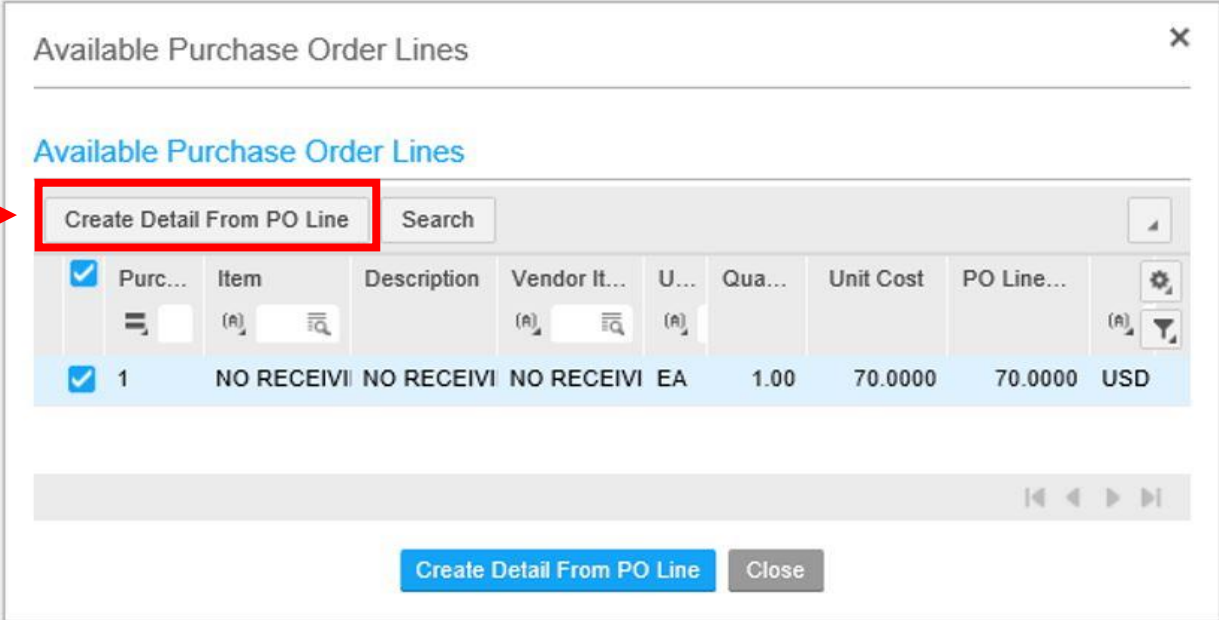
- Select Create Detail from PO Line.

Invoice Entry – Purchase Orders

- Check the box next to the line(s) that you want to invoice against.
- Select Create Detail from PO Line.
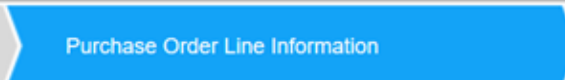
Invoice Entry – Purchase Orders

- The line will automatically populate Invoice Quantity, Unit Cost, and Total Functional Amount according to your PO.

- If you are not invoicing the full amount of your PO, you can adjust the Invoice Quantity and Unit Cost fields accordingly.

- After editing, click Save to update the line details.

Invoice Entry – Service Contracts

- Click Open to update contract line details to reflect the amount you want to invoice.

Create Invoice

Invoice Entry ✔	Service Contract Information	Submit Invoice

Contract Lines

Save	Delete	Open	Search		▴

		Contract Line					Enter Invoice Detail			⚙
Contract …	Item Number	Description	UOM	Service Code	Amount Remaining	Quantity Rem…	Quantity	Unit Cost	Total Distribution Am…	
1		LINDY CONSTRUCTION SER	EA	Amount	120,000.00		1.0000	0.0000	0.00	
Total									**0.00**	

Click Next when done.

< Previous | Next >

Invoice Entry – Service Contracts

▪ Fill in applicable Quantity and Unit Cost information in the pop-up window, then click OK.

Click Next when done.

Review and Submit Invoice

- Invoice Amount and Total Detail Amount must match.

- Click View Invoice to review your invoice.

- Once you have verified that the information is correct, click Submit.