Greetings,

Starting FY 2019 (**October 1, 2018**) all DDOT invoices will be processed through a new E-Invoicing system thereby replacing DDOT’s Invoice Tracker System.  The new system will use the District’s PASS application and will require **all users** who are involved in processing invoices, including approvers, reviewers, and receivers to use this system for invoice submission, review and approval.

**What does this mean for me?**

As of October 1, 2018 all invoices shall be submitted through the DC Vendor Portal. OCP will generate modifications to each active contract and will send those out over the next several days. The modifications will include the following language.

**INVOICE SUBMITTAL**

* The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>
* The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in this Contract.
* To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor’s profile.

**What is E-Invoicing?**

The objective of the E-Invoicing module is to standardize invoice processing and review across District agencies and **improve the payment process for vendors and contractors doing business with the District of Columbia Government**. There are several operational and strategic benefits of the new system, including:

* Paperless, electronic signatures;
* Increased Quick Payment Act (QPA) compliance, resulting from more timely vendor payments;
* Automated, real-time invoice tracking for District Government executives, agency program staff, and the OCFO;
* Improved reporting capabilities, including alert notifications to staff to ensure the timely review of invoices; and
* Deployment of an intuitive, public-facing vendor portal; vendors will have access to payment information.

**Training and Help?**

Training materials, Frequently Asked Questions (FAQs) and Videos are available online. If you have any questions, please contact the E-Invoicing Support Desk at (202) 741-5200 or dcvendorportal@dc.gov.

**Register for training sessions at the following url:**

<https://www.eventbrite.com/e/vendor-portal-training-session-phase-7-tickets-47112448602>

For your information, we have attached a screenshot containing representative view of the new E-Invoice system.

