

Electronic Invoices Quick Reference Guide

Contents

Electronic Invoices	2
What is an Invoice?	2
How do I navigate between the tabs of creating an Invoice?	2
Which tabs contain required fields on an Invoice?.....	2
How do I create an Invoice?.....	2
What is Step 1 (Header Information) of Creating an Invoice?	5
Which fields are required on the Header Information tab?	5
Where do the inferred values in the Discount Information fields come from?	5
How do I change the inferred discount information?	6
What is Step 2 (Line Information) of Creating an Invoice?	6
What fields are displayed on the Step 2 (Line Information) tab?	6
Which fields are required on the Line Information tab?	8
How does the Line Amount field get populated for Item commodities?	9
Does the Line Amount on the Invoice have to match the Line Amount on the Award?	9
What is Step 3 (Comments & Attachments) of creating an Invoice?	9
What is Step 4 (Invoice Summary) of creating an Invoice?	9
How do I change information displayed on the Invoice Summary tab?.....	9
How do I submit an Invoice?.....	9
What happens after I submit an Invoice?.....	10
How do I print or save a copy of an Invoice?	10
Who is notified once an Invoice is submitted?	10
How do I cancel an Invoice?.....	10

Electronic Invoices Quick Reference Guide

Electronic Invoices

What is an Invoice?

An invoice enables vendors to bill for the shipment of goods or the dollar amount of services rendered. Invoices created in VSS must reference an existing commodity based Award (a contractual agreement between Los Angeles County and a vendor). The various reference Awards used to create an invoice are Contract, Delivery Order and Purchase Order.

How do I navigate between the tabs of creating an Invoice?

You can click on the tab names, or you can use the **Go to Next Step** button. However, you must complete all required fields before you can navigate to the next tab. You can also select the **Previous** button to return to a previous tab.

Which tabs contain required fields on an Invoice?

The Header and Line Information tabs contain required fields. The Comments & Attachments tab is optional and the Invoice Summary tab displays a summary of the information you have entered for your review prior to submitting the invoice.

How do I create an Invoice?

Within the Vendor Self Service site, navigate to the Award Summary Search page and follow the steps below to create a new invoice:

Step 1. Search for and select an Award document in your search results that represents the document for which an invoice will be created. To select an Award, select the checkbox located on the correct line of the chosen Award.

Note: Only one Award can be selected to be invoiced at time. Multiple lines cannot be checked at once.

Step 2. Click the **Create New Invoice** button located at the bottom of the search results grid.

Result: The invoice is displayed on a new page.

WHAT IF I SEE THE ERROR: "You are not authorized to create invoices."?

If you see the error "You are not authorized to create invoices" when you click the Create New Invoice button, you have not been granted the "Create Invoices" access level on your user account.

Primary account administrators are granted the "Create Invoice" access level by default. For all other user accounts, your account administrator will be able to provide this access level to your account if needed. (Account administrators: to modify a user account's access levels, locate that account in the **Users** tab under **Account Information**, then click *View/Modify*.)

Electronic Invoices Quick Reference Guide

Step 3. The invoice will open on the Header Information tab; enter a **Vendor Invoice Number** (duplicate invoice numbers are not permitted), select the **Address ID, Contact ID** and **Discount Information**. If you would like to change or add a new discount term check the box next to **Make changes to Discount** and proceed with the change.

Note: The “Discount Information” section allows you to update or make no changes to the discount information that is displayed. Changes can be made to both the discount percent and the number of days. However, terms cannot be less favorable than terms specified on the selected Award and must be favorable to Los Angeles County. Changes to the displayed discount information can only be made to those commodity lines that originally had a discount. If there is no discount information on the referenced Award document, the invoice in VSS will not display any discount information. Also, you can add new discounts, if any of the **Number of Days** or **Discount Percent** fields are not populated. However, you must enter the discounts in Sequence (that is, you cannot enter values in the **Number of Days 4** and **Discount Percent 4** fields if discount information is not entered in the **Number of Days 3** and **Discount Percent 3** fields.) The new value in the **Discount Percent** field cannot be less favorable than the value that was inferred onto the invoice (that is, if the inferred **Discount Percent 2** field is 10% on the left side and the revised **Discount Percent 2** field is 8% on the right side then an error will be issued.

Step 4. Click the **Go To Next Step** button.

Result: The Line Information tab is displayed.

Step 5. Select the lines you wish to invoice. You can select one or more lines to invoice or you can select all lines by clicking the **Select All Lines** button.

Step 6. For the selected lines, enter the **Quantity, Unit Price, Service From** and **Service To** and any **Comments (optional)** for each specific line.

Step 7. Click the **Go To Next Step** button.

Result: The Comments & Attachments tab is displayed.

Step 8. Click the **Attach Files** button.

Result: The Add files page will display.

Step 9. Click the **Browse** button and navigate to the document to be attached. Double click on the document name.

Result: The link appears in the **File 1** panel.

Step 10. Click the **Attach Files** button.

Electronic Invoices Quick Reference Guide

Note: You can include one or more attachments. Attach Files function can be used to attach a soft copy of the invoice produced by your account system. The attachment **Type** available for Electronic Invoice is *Standard*.

Result: The Comments & Attachments tab is displayed.

Note: You also have an option to enter more comments on this page. Clicking the scissor icon located left to the attachment link allows you to delete the attached files.

Step 11. Click the **Go To Next Step** button.

Result: The Invoice Summary tab is displayed.

Step 12. This page allows you to review a summary of the invoice information prior to submitting the invoice. Click the **Submit Invoice** button.

Result: The Thank You page is displayed.

Note: This page verifies that your invoice has been submitted to VSS.

Step 13. The Thank You page also allows you to save or print a copy of your submitted invoice. Click the **Print** button.

Note: Los Angeles County recommends Vendors saving and printing a copy of the submitted invoice for your personal records.

Result: A File Download window is displayed.

Step 14. Click the **Open** button.

Result: A PDF version of the invoice is displayed.

Step 15. Close the PDF by clicking the **X** button located in the top right corner.

Result: The Thank You page is displayed.

Step 16. Click the **Close** button to exit the Thank You page.

Result: The Award Summary Search page is displayed.

Note: You will receive a confirmation email stating that the invoice has been submitted. The invoice will display in VSS (Invoices sub-tab) immediately after submission with a status of *Submitted*. The status of the invoice will not change (e.g. *Pending Approval, Approved, Cancelled, Paid and Payment Scheduled*) until after reviewed by Los Angeles County staff.

Electronic Invoices Quick Reference Guide

What is Step 1 (Header Information) of Creating an Invoice?

Step 1 of creating an invoice (Header Information) requires you to enter information such as the Invoice Number, payment address and contact information, as well as enter discount information. The “Discount Information” section allows you to update or make no changes to the discount information that is displayed. Changes can be made to both the **Discount Percent** and the **Number of Days**. However, terms cannot be less favorable than terms specified on the selected Award and must be favorable to Los Angeles County. Also, changes to displayed discount information can only be made to those commodity lines that originally had a discount. If there is no discount information on the referenced Award document, the invoice in VSS will not display any discount information. The Invoice Amount is auto generated once you enter the Line Information during Step 2. Below is a description of each field:

Section	Field Label	Explanation
“Header Information”	Invoice Number	A unique identification number created by the vendor, used to identify the invoice.
“Payment Address Information”	Address ID	The Address ID is auto generated but you can select a different address by clicking the Find button.
“Contact Information”	Contact ID	The Contact ID is auto generated but you can select a different Contact ID buy clicking the Find button.
“Discount Information”	Make No Changes to Discounts Inferred for this Invoice	There will be no changes to the inferred discount terms.
	Make Changes to Discounts for this Invoice	There will be changes to the discount terms.

Which fields are required on the Header Information tab?

The following fields are required on the Header Information tab:

- **Vendor Invoice Number** – This must be a unique value, which is manually entered.
- **Invoice Amount** – This field will auto generate based on information entered on the Line Information tab.
- **Discount Information** - One check box must be selected under the “Discount Information” section. If **Make No Changes to Discounts Inferred for this Invoice** is selected, then inferred discount information must exist and no changes will be made to the inferred values. If **Make Changes to Discounts for this Invoice** is selected then information must be entered in at least one of the Discount Percent fields.

Where do the inferred values in the Discount Information fields come from?

The “Discount Information” fields on the left side of the page are automatically populated for you based on the discount information set up for the Award you selected when creating an invoice. If discount information was not set up for the award, then discount information is inferred from your vendor account. If discount information was not set up for your vendor, then the discount information fields are listed, but the values are blank.

Electronic Invoices Quick Reference Guide

How do I change the inferred discount information?

Select the **Make Changes to Discounts for this Invoice** check box under the “Discount Information” section on the Header Information tab. The discount information is automatically inferred in the discount fields on the right. You can change the value in any of the inferred **Discount Percent** and **Number of Days** fields; however, the changes must be favorable to Los Angeles County. You can add new discounts, if any of the **Number of Days** or **Discount Percent** fields are not populated. However, you must enter the discounts in Sequence (that is, you cannot enter values in the **Number of Days 4** and **Discount Percent 4** fields if discount information is not entered in the **Number of Days 3** and **Discount Percent 3** fields.) The new value in the **Discount Percent** field cannot be less favorable than the value that was inferred onto the invoice (that is, if the inferred **Discount Percent 2** field is 10% on the left side and the revised **Discount Percent 2** field is 8% on the right side then an error will be issued.

What is Step 2 (Line Information) of Creating an Invoice?

Step 2 (Line Information) allows you to select the lines for which you wish to invoice. You have the option to invoice all commodity lines for the selected Award or select specific lines which you wish to invoice. Push the **Select All Invoice Lines** button to invoice all lines. Once a Line is selected, information defaults for the various data entry fields from the Award. The data entry fields are dynamic based on the commodity line type. Step 2 also allows you to enter comments for each individual line.

What fields are displayed on the Step 2 (Line Information) tab?

Section	Field Label	Explanation
“Information for New Invoice”	Quantity	The Quantity field is the amount of goods provided to Los Angeles County based upon the selected Award.
	Unit	The Unit is the identification code assigned to the unit of measure of the goods being invoiced. This field is inferred from the referenced Award.
	Service From	The Service From field is the date from which you began services for Los Angeles County. The Service From field is inferred from the referenced Award but you can change this field manually.
	Service To	The Service To field is inferred from the referenced Award and is the date that services provided to Los Angeles County ended.
	Line Amount	The Line Amount provides the contractual amount that you are owed based on services provided. The Line Amount field can only be populated if the Line Type is <i>Service</i> . This field is inferred from the referenced award but you can manually change the amount displayed.
	Comments (Optional)	This field is optional and you can manually enter information in this field.
“Information From Award”	Quantity	The Quantity field provides the contractual quantity amount listed on the referenced Award.
	Unit	The Unit is the identification code assigned to the unit of measure of the goods being invoiced. This field is inferred from the referenced Award.

Electronic Invoices Quick Reference Guide

Section	Field Label	Explanation
	Unit Price	The cost per unit of the goods.
	Line Amount	The dollar amount of the invoice.
	Award Ref Line No	The Award Ref Line No is the commodity line number (of the selected line) on the referenced Award.
	Tax Rate	The tax percent/rate that will be added to the Invoice Amount. The Tax Rate is inferred from the Tax Rate on the referenced Award.
	Received Quantity/Received Amount	The quantity/amount received by Los Angeles County.
	Invoiced Quantity/Invoiced Amount	The quantity/amount of items or services being invoiced.
	Paid Quantity/Paid Amount	The quantity/amount previously paid for the commodity line.
	Goods Received Date	The actual date that ordered goods and services were received by Los Angeles County.
	Disc. No of Days 1	The Number of days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. This field is inferred from the referenced Award when available.
	Disc. No of Days 2	The Number of days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. This field is inferred from the referenced Award when available.
	Disc. No of Days 3	The Number of days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. This field is inferred from the referenced Award when available.
	Disc. No of Days 4	The Number of days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. This field is inferred from the referenced Award when available.
	Discount Percent 1	The Discount Percent indicates the percentage that will be applied to a payment when Los Angeles County disburses a payment in a specified amount of days per the established Discount Schedule on the referenced Award. This field is inferred from the referenced Award when available.

Electronic Invoices Quick Reference Guide

Section	Field Label	Explanation
	<i>Discount Percent 2</i>	The <i>Discount Percent</i> indicates the percentage that will be applied to a payment when Los Angeles County disburses a payment in a specified amount of days per the established Discount Schedule on the referenced Award. This field is inferred from the referenced Award when available.
	<i>Discount Percent 3</i>	The <i>Discount Percent</i> indicates the percentage that will be applied to a payment when Los Angeles County disburses a payment in a specified amount of days per the established Discount Schedule on the referenced Award. This field is inferred from the referenced Award when available.
	<i>Discount Percent 4</i>	The <i>Discount Percent</i> indicates the percentage that will be applied to a payment when Los Angeles County disburses a payment in a specified amount of days per the established Discount Schedule on the referenced Award. This field is inferred from the referenced Award when available.

Which fields are required on the Line Information tab?

At least one line must be selected on the Line Information tab and the required fields must be populated based on the type of commodity.

The following fields are required on the Line Information tab for Item commodities:

- ***Quantity*** - The ***Quantity*** field is inferred from the Award but can be changed or manually entered by the vendor user. This field is only displayed for Commodity based lines and is required to move forward to the next step. An error will display if there is an invalid ***Quantity***.
- ***Unit Price*** - The ***Unit Price*** field is inferred from the Award. This field is only displayed for Commodity based lines. Changes can be made to the ***Unit Price*** but cannot be less favorable than the terms specified on the referenced Award. The ***Unit Price*** is a required field and will display an error if not entered.

The following fields are required on the Line Information tab for Service commodities:

- ***Service From*** - The ***Service From*** field is inferred from the Award but can be changed or manually entered by the vendor user. This field is only displayed for Service based lines. When selecting a Service based line, the ***Service From*** field is required and will display an error if left blank.
- ***Service To*** - The ***Service To*** field is inferred from the Award. This field is only displayed for Service based lines. When selecting a Service based line, the ***Service To*** field is required and will display an error if left blank.
- ***Line Amount*** - The ***Line Amount*** field is inferred from the Award but can be changed or manually entered by the vendor user. This field is auto generated after you enter the ***Quantity*** for a Commodity based line. For Service based lines, you can manually enter the ***Line Amount***. When selecting a Service based line, the ***Line Amount*** is required and will display an error if left blank.

Electronic Invoices Quick Reference Guide

How does the Line Amount field get populated for Item commodities?

The **Line Amount** is automatically calculated as the **Quantity** times the **Unit Price**.

Does the Line Amount on the Invoice have to match the Line Amount on the Award?

A warning is issued if there is at least one Award line selected for invoicing where the invoice **Quantity** or **Unit Price** does not match the outstanding Award **Quantity** or **Unit Price** (for 'Item' lines) or the **Line Amount** does not match (for 'Service' lines). If the difference is not within the tolerances established for the Award, then the invoice will be rejected. If the invoice **Unit Price** is greater than the Award **Unit Price**, an error will be invoked and the invoice cannot be submitted.

What is Step 3 (Comments & Attachments) of creating an Invoice?

Step 3 (Comments & Attachments) allows you to upload any documents that you wish to submit with your invoice as well as add any comments that you wish to enter for the invoice. You are not required to add any comments or attachments to your invoice. This is an optional step. The Attach Files function can be used to allow you to attach a soft copy of the invoice produced by your accounting system. You can include one or more attachments. Any attachments uploaded to your invoice cannot be opened and viewed after the invoice is submitted in VSS. By clicking the scissor icon located left to the attachment link, you can delete the attached file. The attachment **Type** available for Electronic Invoice is *Standard*. Follow the steps below to attach any documents to your invoice:

Step 1. While viewing the Step 3 (Comments & Attachments) tab, click the **Attach Files** button.

Result: The Add files page will display.

Step 2. Click the **Browse** button and navigate to the documents you wish to attach. Double click on the document name.

Result: The link appears in the **File 1** panel.

Step 3. Click the **Attach Files** button.

Result: The Comments & Attachments tab is displayed and all documents that have been attached will be displayed.

What is Step 4 (Invoice Summary) of creating an Invoice?

Step 4 (Invoice Summary) allows you to review all information that was entered throughout each step of the invoice creation process, ensuring that all information is correct prior to submitting the invoice.

How do I change information displayed on the Invoice Summary tab?

You can select the **Previous** button until you reach the tab that contains the incorrect information or you can select the tab name.

How do I submit an Invoice?

You can submit the invoice by clicking the **Submit Invoice** button on the Invoice Summary tab once all required fields have been populated.

Electronic Invoices Quick Reference Guide

What happens after I submit an Invoice?

After you successfully submit the invoice you are taken to a Thank You page. From the Thank You page, you can click the **Print** button, which allows you to view, print, or save a PDF version of the invoice. The **Close** button returns you to the Award Summary Search page. You can view your submitted invoice immediately after submission on the Invoice Summary Search page. The invoice will have a status of *Submitted* until the time it has begun being reviewed by Los Angeles County staff. After the invoice has begun the review and approval process, the invoice status in VSS will then change and begin to reflect those updates (e.g. *Pending Approval, Approved, Cancelled, Paid and Payment Scheduled*). Once submitted, you cannot make any modifications to your invoice. All modifications must be made prior to submitting the invoice.

How do I print or save a copy of an Invoice?

After you have successfully submitted the invoice you are taken to a Thank you page. The **Print** button allows you to view, print, or save a PDF version of the invoice.. Follow the below steps to print or save a copy of your invoice:

Step 1. Once you have successfully submitted your invoice and the Thank You page is displayed, click the **Print** button.

Result: A File Download window is displayed.

Step 2. Click the **Open** button.

Result: A PDF version of the invoice is displayed.

Note: Here, you have the option to either print the PDF document or save it for your personal records.

Step 3. Close the PDF by clicking the **X** button located in the top right corner.

Result: The Thank You page is displayed.

Step 4. Click the **Close** button to exit the Thank You page.

Result: The Award Summary Search page is displayed.

Who is notified once an Invoice is submitted?

After an invoice is successfully submitted an email is sent confirming the submission of the invoice. This email message is sent to the email address provided for the contact information on the Header Information tab. An email message is also sent to the VSS user who submitted the invoice.

How do I cancel an Invoice?

If you do not wish to submit a new invoice that you are in the process of creating, you can cancel it during any of the 4 steps. Cancelling an invoice can only be done while creating an invoice. Follow the below steps to cancel an invoice:

Electronic Invoices Quick Reference Guide

Step 1. While on any of the 4 tabs of creating any invoice, click the **Cancel** button located at the top of the page.

Result: A Message From Webpage window will appear.

Step 2. Click the **OK** button.

Result: The invoice has been cancelled and the Award Summary Search page will appear.