

Quick Reference: Create an Invoice

This quick reference guide is intended for vendors who are already familiar with the invoicing process and need to quickly review the steps on how to submit an invoice in PASSPort.

For more detailed information on the invoicing process, see [Invoicing in PASSPort: A Complete Guide](#), which contains these steps as well as how to track your invoice, understand your invoice status, resolve common blocking alerts, and more.

Before We Begin

Users provisioned with the following roles can create, edit, and submit Invoices:

- **Vendor Admin**
- **Vendor Financials Level 2 (L2)**

Note: Vendor Financials Level 1 (L1) users can view, but not submit, invoices.

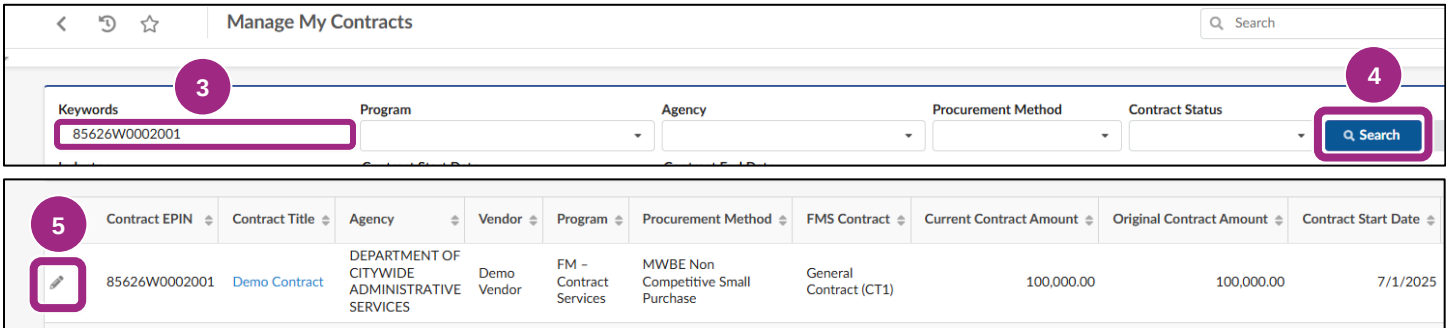
Locate Your Purchase Order (PO) ID

1. Click **Contracts** in the top navigation menu.
2. Select **Manage My Contracts** from the drop-down menu.



The Manage My Contracts page appears.

3. Enter the Contract EPIN or Contract ID in the **Keywords** field or use the other search filters to locate your contract.
4. Click the **Search** button. Search results will appear below the search filters.
5. Click **pencil** icon to enter the contract.



The contract opens into the Overview tab.

6. Go to the **Header** tab using the left navigation menu.
 7. Scroll to the **Fiscal Year Budgets** section near the bottom of the page to view the PO ID.
- Each fiscal year has its own PO for expense contracts. Capital funding will have FY9999.

Contract details

Search

Save Save and Close

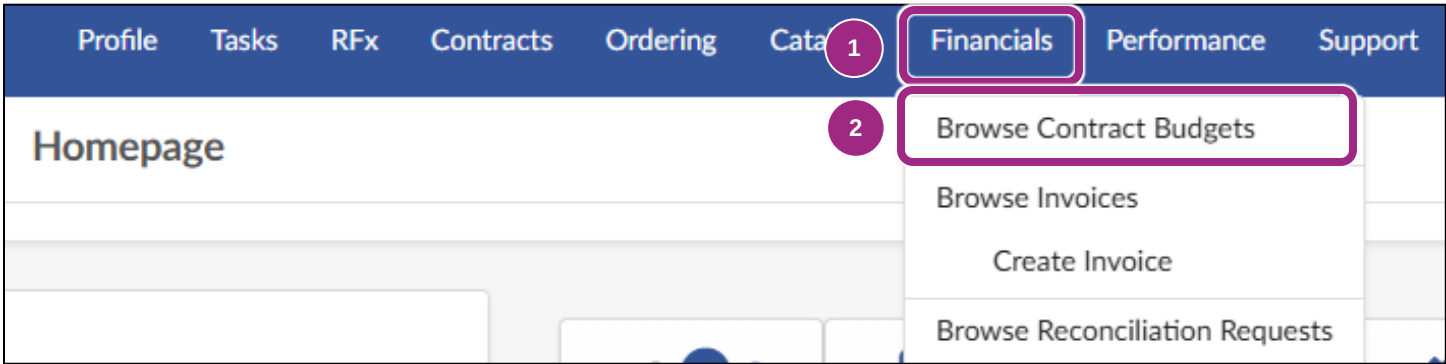
Fiscal Year Budgets

BUDGET FISCAL YEAR	CURRENT BUDGET	CURRENT BUDGETED AMOUNT	YTD INVOICED AMOUNT	RE
2025	PO393280	616,459.11	436,967.50	
2026	PO435542	1,521,563.56		
2027		1,172,464.01		
3 Result(s)				

Now that the PO ID has been located, we can begin invoicing.

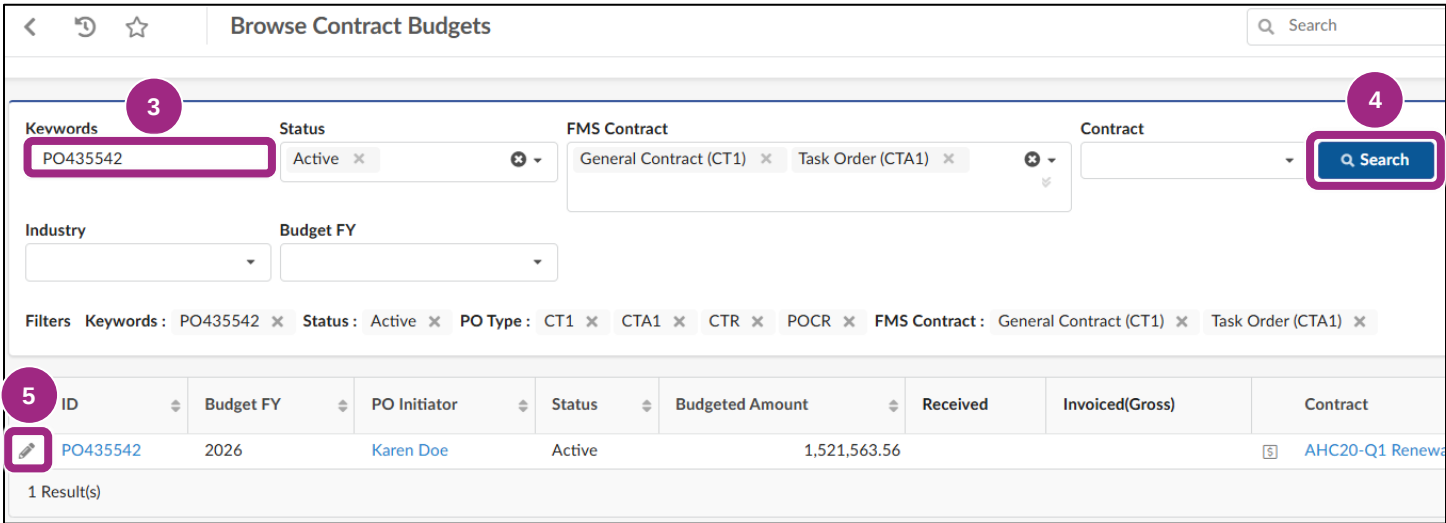
Create and Submit an Invoice

- 1. Click **Financials** on the top navigation menu.
- 2. Select **Browse Contract Budgets** from the drop-down menu.



The Browse Contract Budgets page appears. All your Purchase Orders (fiscal year budgets in PASSPort) are housed on this page.

- 3. In the **Keywords** text field, enter the PO ID. (Example: PO404140).
 - 4. Click the **Search** button.
- Results matching your criteria will display in a table below the search filters.
- 5. Click the **pencil** icon to open the PO.



The Purchase Order displays.

6. First, check if the budget lines are marked invoiceable.
 - a. Go to the **Budget** tab of the Purchase Order.
 - b. Scroll down to **Detailed FY Budget** section. There should be a checkmark in the **Invoiceable?** column indicating that the line item can be invoiced.

Note: Reach out to agency if the item is not checked invoiceable.

PO: PO435542 - (Active) Search

Overview Receipts Invoices **Budget**

Create a Invoice Deduction Create Invoice

Detailed FY Budgets

Filled in Amount still unallocated
☐ Percentage ☒ Amount \$-133679.78

Sub-Budget	Item Category	Sub Item Category	Budget Line Item	Additional Information	Expected Delivery Date	Invoiceable?	Quantity
	Other		AHC20-Q1 Renewal - Expense			☒	1.6

1 Result(s)

7. Once you confirm the budget is invoiceable, click the **Create Invoice** button.

Pre Prod Debug PASSPortCentral Profile Tasks RFx Contracts Ordering Catalogs Financials Performance Support

PO: PO404140 - 06925N0017-HHS Invoice Demo Do Not Touch - CAMBA INC (Active)

Overview Indirect Rate Fiscal Year Budget Information

Create a Invoice Deduction **Create Invoice** Request Advance

Once you create the invoice, you will see the Invoice Header. From here, start inputting information in the mandatory fields marked with the red asterisk (*).

8. Enter an Invoice reference number in the **Invoice Ref** field.

This can be any alphanumeric identifier and is often the vendor's internal invoice number.

Invoice Search

Save Save and Close Exit

Invoice Header

Fiscal Year
2026

Status

Creation Date
9/11/2025

Invoice Ref.*

Original Submission Date

Orders/Contracts

Orders*
PO435542 - AHC20-Q1 Renewal #1

Contract

Payment Information

PRC2/PPRC2 ID

9. Scroll down to the **Payee Address** field. The Payee Address should be the same address used by your organization in the Payee Information Portal (PIP). If Payee Address does not auto-populate, click the drop-down arrow, then click **See All** to view the addresses you have on file.
10. Click the **Save** button at the top of the page. The Products and Services section will appear below.

The screenshot shows the 'Invoice' form. At the top, there are navigation icons and the title 'Invoice'. Below this, there are three buttons: 'Save' (highlighted with a red circle 10), 'Save and Close', and 'Exit'. The main form area has two sections: 'Payee Vendor' and 'Payee Address'. The 'Payee Vendor' section has a dropdown menu showing 'AARCO ENVIRONMENTAL SERVICES CORP'. The 'Payee Address' section has a dropdown menu that is currently empty, with a red circle 9 next to it. Below the dropdown, there is a text prompt 'Type at least 3 character(s) to start searching...' and a 'See All' button.

Once the first mandatory fields (Invoice Ref and Payee Address) are saved, a blocking alert will appear in the Alert section at the top of the page. This is completely normal; it is the system telling you to input more information.

The screenshot shows the 'Alert' section at the top of the page. It contains a message with a red exclamation mark icon: '- Please add item(s) under "Product and Services"'. The message is highlighted with a yellow background.

11. Scroll down to the **Products / Services** section of the invoice. Click one of the two options:
 - **Add All Invoiceable Items:** Adds all invoiceable lines from the budget into the invoice.
 - **Add An Item:** Adds one line at a time.

This job aid will show how to “Add an Item.”

The screenshot shows the 'PRODUCTS / SERVICES' section of the invoice. At the top, there is a dropdown menu with the text 'PRODUCTS / SERVICES'. Below this, there is a instruction: 'Hover (hold mouse pointer over) or click Gap amount to view Ordered and Received quantity and amount.' Below the instruction, there are two buttons: 'Add All Invoiceable Items' and 'Add An Item' (highlighted with a red circle 11). Below the buttons, there is a table with the following columns: 'Item Label', 'Unit', 'Invoice Quantity', 'Invoice Unit Price', 'Invoice Amount', 'Invoice Value', and 'Sub-Budget'. The table currently shows '0 Result(s)'.

The Add/Edit Invoice Lines window appears.

12. Click the ellipses (three dots) under **Item Label**. The Order Line Items window appears.
13. Click the **checkbox** to select the invoiceable Product or Service from the budget to be invoiced.
- The Order Line Items window will close, and you return to the Add/Edit Invoice Lines window.

The screenshot shows the 'Add/Edit Invoice Lines' window with the 'Order Line Items' sub-window open. The 'Order Line Items' window has a search bar with 'Keywords' and a 'Search' button. Below the search bar, there are fields for 'Orders' (PO435542 - AHC20-Q1 Renewal #1) and 'Vendor' (AARCO ENVIRONMENTAL SERVICES CORP 810551121). A checkbox labeled 'Show Invoiceable Items Only' is present. Below these fields, there are filters for 'Orders' and 'Order type'. A table of results is shown with columns: 'Good/Service', 'Item Category', 'Sub-Budget', 'Sub Item Category', 'Budget Item Label', 'Expected Delivery Date', 'Invoiceable?', and 'C'. The first row is 'Service', 'Other', 'AHC20-Q1 Renewal - Expense', and the 'Invoiceable?' checkbox is checked. A purple circle with the number 12 highlights the ellipsis icon under 'Item Label' in the left sidebar. Another purple circle with the number 13 highlights the 'Invoiceable?' checkbox in the table row for 'AHC20-Q1 Renewal - Expense'.

14. Click the **Save** button at the top of the window.

The screenshot shows the 'Add/Edit Invoice Lines' window. At the top, there are three buttons: 'Save', 'Save and Close', and 'Close'. A purple circle with the number 14 highlights the 'Save' button. Below the buttons, there is a section titled 'Invoice Line' with a dropdown arrow. Under this section, there are fields for 'Item Label*' (with a dropdown menu showing 'AHC20-Q1 Renewal - Expense'), 'Item Type', 'Order', 'Service Dates From', 'To', 'Invoice Quantity', 'Units', and 'Invoice Amount'.

The page refreshes and you can now edit the invoice line.

15. Enter dates in both the **Service Dates From** and **To** fields to identify when services started and ended. Both dates should be within the purchase order's fiscal year (July 1st – June 30th).
16. If this is the first invoice against the PO, click the **Units** drop-down and select 'Dollars' or 'Each'.
Note: Whichever unit you choose will automatically populate going forward. Either unit is fine unless the item is rate-based (like equipment), in which case Each should be selected.
17. Enter in Invoice Amount or Quantity.
- If Units is '**Each**', enter the quantity you want to invoice in the **Invoice Quantity** field.
 - If Units is '**Dollar**', enter the amount you want to invoice in the **Invoice Amount** field.
 - The quantity or amount you want to invoice must be less than or equal to the Remaining Amount for this item line on the PO budget.

Important: Leave the **Invoiced Value** text field empty.

Add/Edit Invoice Lines

Alert

- The Invoice Service Dates are not within the start and end date of the Invoice Fiscal Year.
- Either Invoice Amount or Invoice Value must have a dollar amount greater than zero.

Invoice Line

Item Label*

Item Type
Service

Order
PO435542 - AHC20-Q1 Renewal #1

Service Dates From*
To*

Invoice Quantity
Unit Price ⓘ
Invoiced Value

Units*
Invoice Amount

Total PO 1,655,243.34
Total Received 0

18. Click the **Save and Close** button near the top of the window to return to the Invoice page.

Add/Edit Invoice Lines

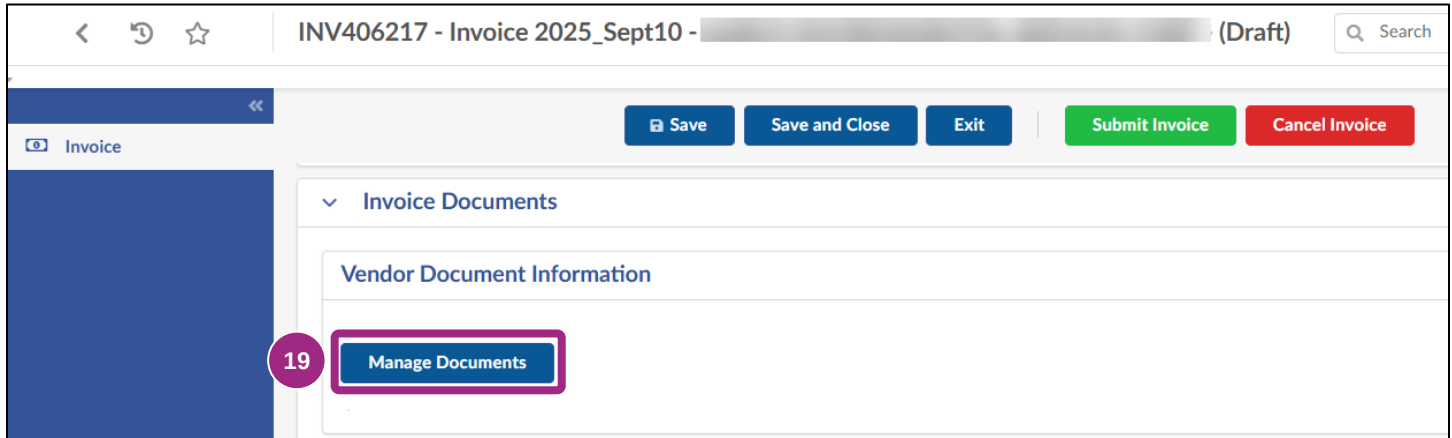
Save **Save and Close** **Close**

Total PO 1,655,243.34
Total Received 0

Repeat steps 11-18 for each line of the budget that you wish to add.

19. If documents are required with the invoice submission, scroll down to Invoice Documents. In the **Vendor Document Information** section, click the **Manage Documents** button.

Note: Documents can only be added when the invoice is in Draft status. For detailed steps on managing documents, refer to the [Upload or Link a Document to a Task](#) guide.

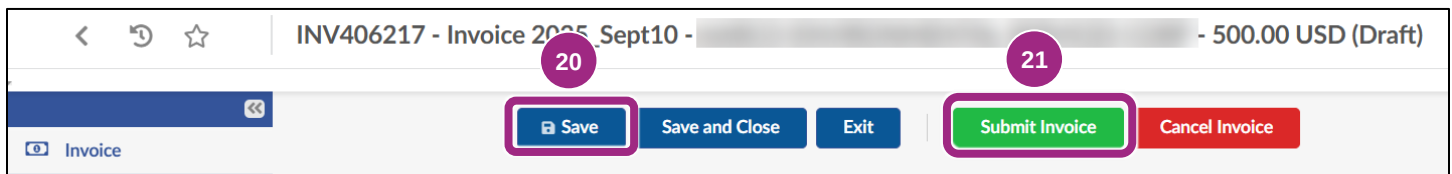


The screenshot shows the top of the invoice page. The header includes navigation icons, the invoice title 'INV406217 - Invoice 2025_Sept10 - (Draft)', and a search bar. Below the header, there are buttons for 'Save', 'Save and Close', 'Exit', 'Submit Invoice', and 'Cancel Invoice'. The 'Invoice Documents' section is expanded, showing 'Vendor Document Information'. A purple circle with the number 19 highlights the 'Manage Documents' button.

20. Click the **Save** button near the top of the Invoice page.

In the Invoice Amount section, the Gross Invoiced Amount field will update.

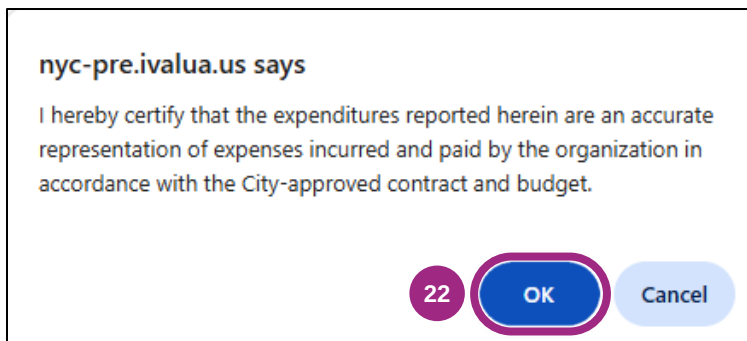
21. Click the **Submit Invoice** button near the top of the page.



The screenshot shows the top of the invoice page. The header includes navigation icons, the invoice title 'INV406217 - Invoice 2025_Sept10 - 500.00 USD (Draft)', and a search bar. Below the header, there are buttons for 'Save', 'Save and Close', 'Exit', 'Submit Invoice', and 'Cancel Invoice'. A purple circle with the number 20 highlights the 'Save' button, and a purple circle with the number 21 highlights the 'Submit Invoice' button.

22. A dialog box will appear. Click the **OK** button to certify the listed expenditures.

The invoice has been submitted.



The screenshot shows a dialog box from nyc-pre.ivalua.us. The text reads: "I hereby certify that the expenditures reported herein are an accurate representation of expenses incurred and paid by the organization in accordance with the City-approved contract and budget." There are "OK" and "Cancel" buttons. A purple circle with the number 22 highlights the "OK" button.