

## Vendor Portal Navigation



# Vendor Portal Navigation



## Standard Process

How to navigate the Home page of the DC Vendor Portal

## Overview

### Performed by

Any person

### Interface Used

DC Vendor Portal ( [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov) )

### Supported Browsers

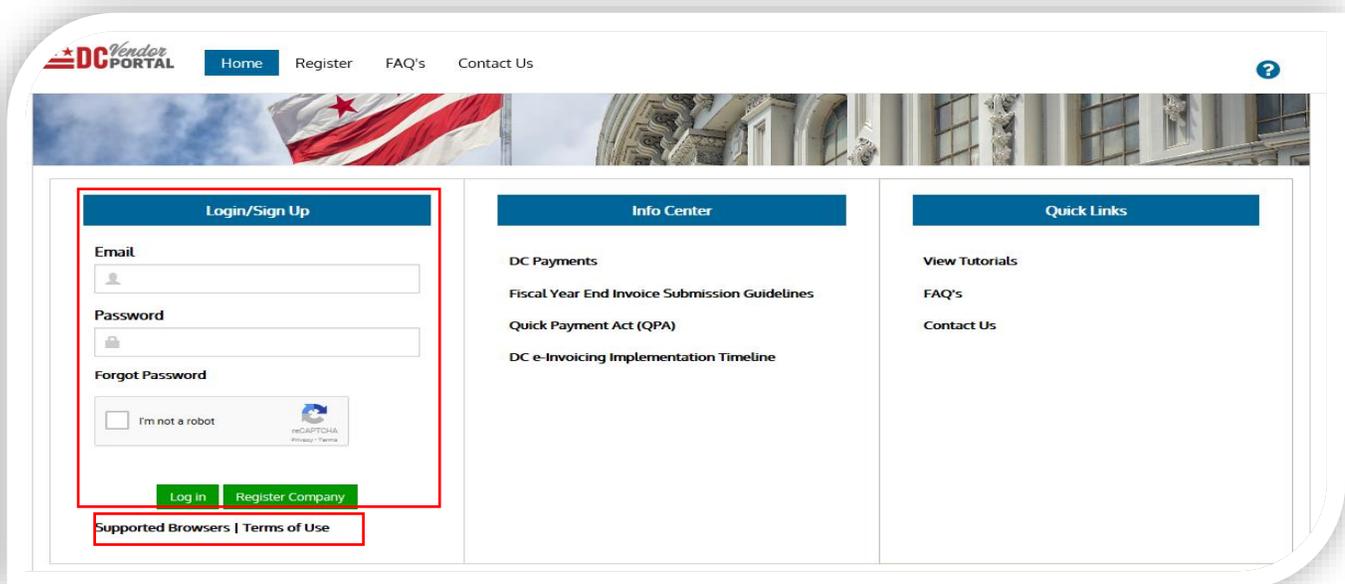
The following Internet browsers: IE, Chrome, Edge, Firefox or Safari

## Procedure Steps

1. In a browser, open [www.vendorportal.dc.gov](http://www.vendorportal.dc.gov)
2. Home page is divided into 3 sections

### a. Login/Sign up section

This section allows all registered vendors to use their login credentials to access the portal. New users can register by selecting “Register Company” button.





Note: The supported browsers and terms for use of the portal can be viewed by selecting the related button.

## b. Info Center Section (No login required)

This section provides a list of DC payments made by the District to vendors starting in FY 2017.

The screenshot shows the DC Vendor Portal home page. At the top, there is a navigation bar with 'Home', 'Register', 'FAQ's', and 'Contact Us'. Below the navigation bar is a banner image featuring the DC flag and a building. The main content area is divided into three columns: 'Login/Sign Up', 'Info Center', and 'Quick Links'. The 'Info Center' column is highlighted with a red box and contains the following links: 'DC Payments', 'Fiscal Year End Invoice Submission Guidelines', 'Quick Payment Act (QPA)', and 'DC e-Invoicing Implementation Timeline'. The 'Login/Sign Up' column includes fields for 'Email' and 'Password', a 'Forgot Password' link, a reCAPTCHA widget, and 'Log in' and 'Register Company' buttons. The 'Quick Links' column contains 'View Tutorials', 'FAQ's', and 'Contact Us'.

- Users can search for payments made by selecting the DC Payments link.

The screenshot shows the DC Vendor Portal 'DC Payments' search page. At the top, there is a navigation bar with 'Home', 'Register', 'FAQ's', and 'Contact Us'. Below the navigation bar is a breadcrumb trail: 'Home / DC Payments'. The main content area is titled 'Search' and contains a section with the heading 'Use one of the search criterias to find payments'. This section is highlighted with a red box and includes four search criteria: 'Purchase Order Number', 'Invoice Number', 'ACH/Check #', and 'Voucher Number'. Each criterion has a corresponding input field. Below the input fields are 'Reset' and 'Search' buttons. To the right of the search buttons, it says 'DC Payment data as of: 6/22/2017'. Below the search section is a table with columns for 'Agency', 'PO #', 'Invoice #', 'Invoice Date', 'Voucher #', 'ACH/Check #', 'Payment Amount', and 'Action'. The table currently shows 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' buttons.

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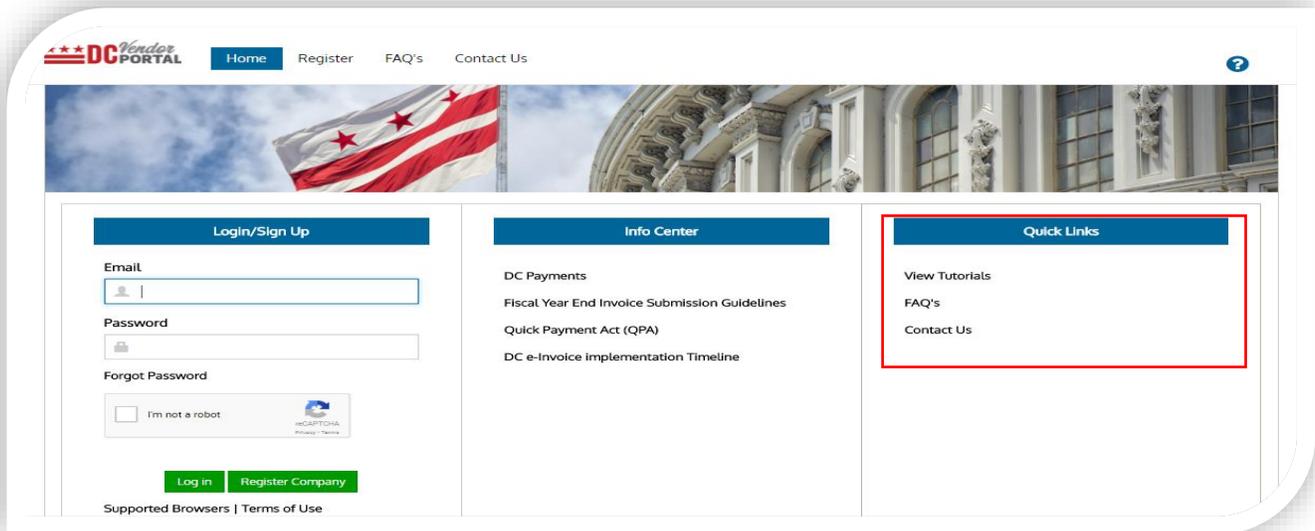


- Users may search by Purchase Order Number, Invoice Number, Check Number or Voucher Number.
- The Info center also provides fiscal year-end submission guidelines and other vendor communications.

### c. Quick Links section

This section provides quick links to:

- View Tutorials
- Frequently Asked Questions (FAQs)
- Contact Us (Helpdesk information)



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