

# OTS Invoice Portal



## Innovating Online Invoicing Solutions

The OTS Invoice Portal has been created to enable vendors to submit invoices, check processing status and to review payments and payment dates once processing has been completed

All invoices related to FY25 purchase orders invoices are required to be submitted through the OTS Invoice Portal. All vendors are required to register users for the OTS Invoice Portal. To register for an account, use the below QR code to create your account today. Refer to QR Code for our instructional guide for more information. The use of the OTS. Invoice@La.gov mailbox for submitting vendor invoices will be discontinued.

The deadline for vendor registration is **July 15, 2024**.



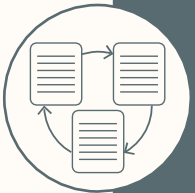
### Electronic Invoice Submittal

Submit invoices directly to OTS, resulting in a faster turnaround time on invoice processing as opposed to current methods.



### Accuracy

Provides a secure location to submit invoices and required collateral, ensuring that your invoice makes it to the right person in a timely fashion.



### Invoice Tracking

Stay informed on the progress of your invoice with step-by-step Updates from upload through payment.



### Auditing

Ability to track the history of invoice submissions and payments all in one convenient page.

## Start Utilizing the System Today!

Vendor Creates MyLA.gov account

Vendor activates account by clicking on the email link

Vendor requests access using their supplier number

OTS FDM ground authorizes vendor access

Vendor can access portal and upload invoices for payment

OTS FDM reviews the uploaded documents and processes them

Scan the QR Code to Create Your Account Today



Scan Here to Download Our Instructional Guide

