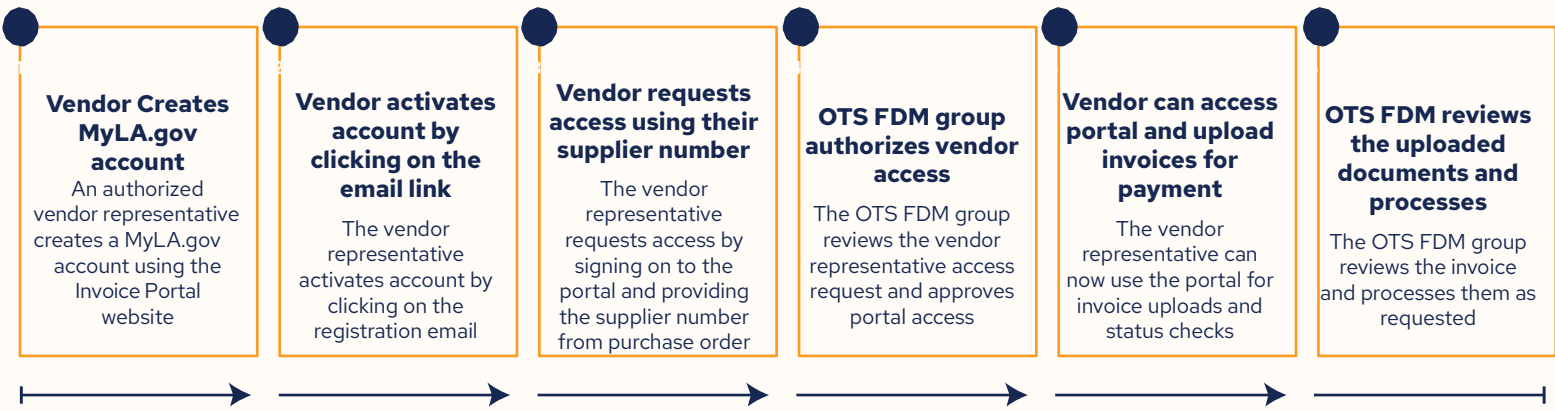


**Creating and Using a New Portal Account**

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. The goal of this portal is to streamline the payment process for OTS and ensure that payments are made in a timely manner for vendors.

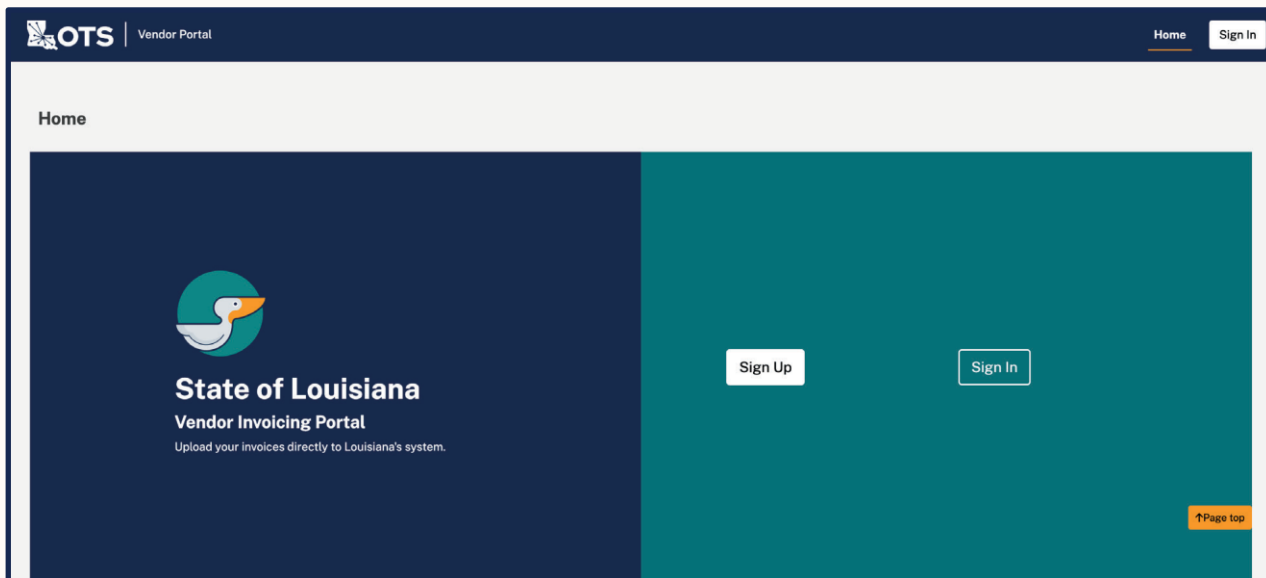
All vendors will be required to utilize this portal to submit all FY25 vendor invoices effective by 7/1/2024. Further information will be provided via email to your company with more specific details regarding



**Create a MyLA.gov Account**

Navigate to the Invoicing Portal and select the "sign up" icon. This will bring up the registration page for MyLA.gov.

*Note that users that upload invoices and check payment status need register for MyLA.gov accounts.*



## Create a MyLA.gov Account (cont'd)

The next page provides a registration form that requires the following information:

**First Name**

**Last Name**

**User ID**

- Don't use any special character twice in a row.
- You can use one of these symbols: - @ \_ , but not twice in a row.
- You must use at least one English letter, A-Z or a-z.
- You can use numbers too.
- You must use least 8 characters but fewer than 64. Cannot use email address.

**Password**

- Don't use a password from any of your other accounts.
- You must use letters and numbers.
- Make some letters uppercase, make letters some lowercase.
- Use some of these symbols too:  
• { [ ( < ! # , \$ % ^ @ : \ | / & \* - \_ + = ; > ) ] }

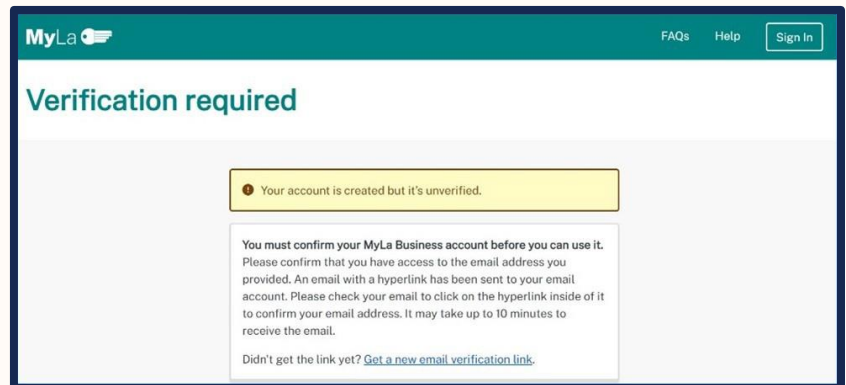
**Pin**

- Must be at least 6 digits

**Email Address**

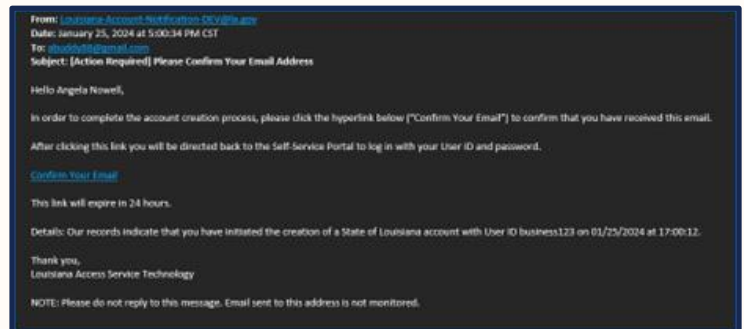
After submitting the form, a Verification required notice will appear.

Navigate to your email and verify your account by following the prompts. If you do not see an email verification, make sure to check your spam folder.



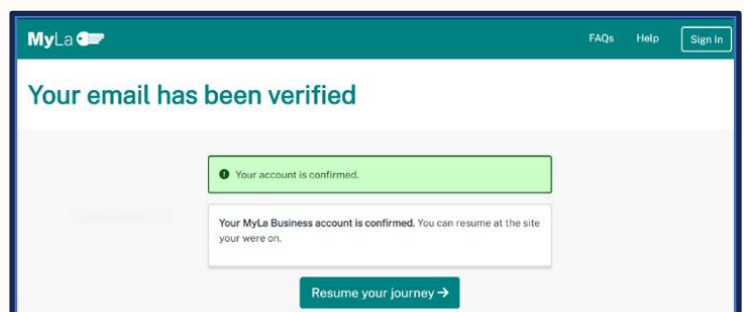
## Activate your MyLA.gov Account

After completing the registration form, you will receive a registration email with a link to an activate your MyLA.gov account.



After clicking the link provided in the registration email, you will see the following page in your browser.

Select **Resume your Journey**



## Activate your MyLA.gov Account (cont'd)

Once registration is complete, sign out. Use the portal link to sign back in using your credentials.

<https://vendor.otsinvoicing.la.gov>

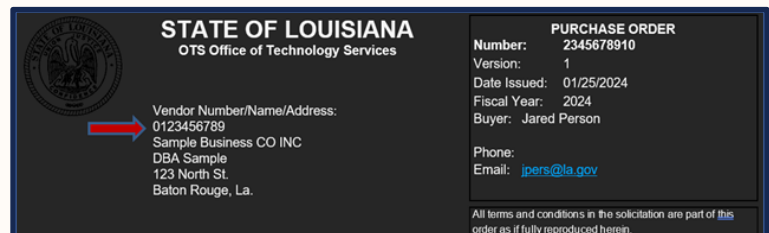
The standard login screen will appear as follows:



## Providing Supplier Information

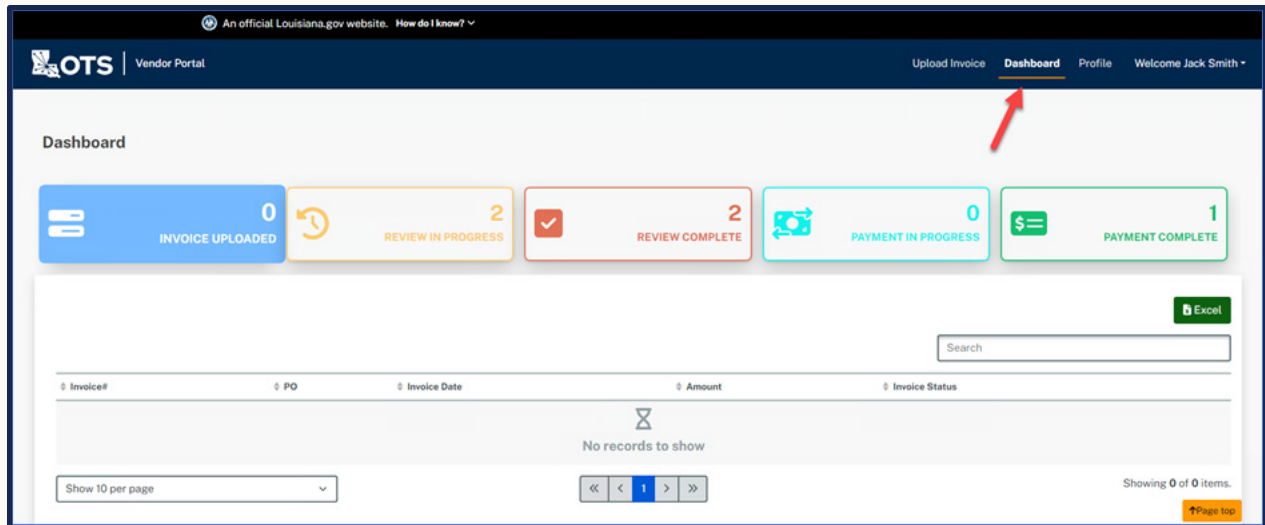
When you sign-on to the portal, you will be asked to provide a supplier number.

Please enter the supplier number (Vendor #) from your approved Purchase Order document.



Once your access has been approved, you will receive an email from OTS Invoicing that access has been granted. You will see the following page when you sign-on to the portal.

Once logged in, the Dashboard view will appear with the following options:



**Invoice Uploaded** – View uploaded invoices.

**Review in progress** – Invoices under review will appear here.








**Invoice Rejected** – Rejected invoices will appear here. Click the history button to view the rejection reasons.

**Submitted for Payment Processing** – View payment status of invoice.

**Payment Complete** – View payment related information.

The “**Excel**” icon allows for the export of invoice/payment details to Excel.

### Icons

- Resubmit 
- View Document  , 
- Download 
- History 
- Comments 
- Attachments: 

# Uploading Invoices

Selecting upload invoice allows you to enter invoice details:

The screenshot shows a web form for uploading invoices. At the top left, there is a section titled '\* Mandatory Fields'. The form contains several input fields, each marked with a red asterisk to indicate it is mandatory. The fields are: 'Vendor Name' (a dropdown menu), 'Purchase Order' (a dropdown menu with a red border and a red error message 'Please Enter Purchase Order'), 'Invoice Number' (a text box with a note below it: 'Only alphanumeric characters, underscore, hyphen and space are allowed.'), 'Invoice Amount' (a text box), 'Invoice Date' (a date picker with the format 'mm/dd/yyyy'), 'Start Date' (a date picker with the format 'mm/dd/yyyy'), 'End Date' (a date picker with the format 'mm/dd/yyyy'), and 'Fiscal Year' (a text box). Below these fields is a 'File to Upload' section with a 'Choose File' button, a text box containing 'No file selected.', and a red 'Remove' button. At the bottom left, there is a blue 'Add Attachment' button and a light blue 'Submit' button.

*\*Please note that Fiscal Year will auto populate based on the Invoice Service Period start date.*

All fields with an asterisk (\*) are required.

**Vendor Name**– This field will auto populate.

**Purchase Order**– Select purchase order number listed on invoice.

**Invoice Number**– Enter invoice number listed on invoice.

**Invoice Amount** – Amount should be entered without dollar sign (\$).

**Invoice Date**– Enter invoice date listed on the invoice.

**Start/End Date** – Enter the dates the goods/services were rendered

For Consulting Services: Enter the Start/End dates of the service/performance on the invoice.

For Tangible Products: Enter the date the product was shipped/delivered on the invoice.

For Software/Subscription: Enter the Start/End dates of the license/ Subscription term on the invoice.

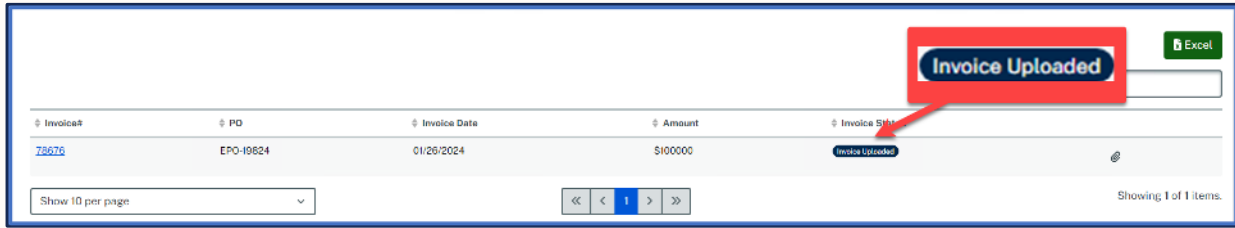
**Fiscal Year**– This field will auto populate.

**File Upload** – Only one invoice per entry.

Selecting the “**add attachment**” icon will allow for the upload other supporting documentation or if the invoice is too large and needs to be split.

# Uploading Invoices

Once invoice is submitted, it will appear on the Dashboard along with the current status:



The screenshot shows a table with the following data:

Invoice#	PO	Invoice Date	Amount	Invoice Status
78676	EPO-19824	01/28/2024	\$100000	Invoice Uploaded

The 'Invoice Status' cell for the first row is highlighted with a red box and labeled 'Invoice Uploaded'. The table also includes a search bar, an 'Excel' button, and pagination controls.

**Please note:** The invoice can only be edited while it is in the "Invoice Upload" status. All fields are open for modification during this period. Once the changes have been made, please click submit to return the invoice to the queue for processing.

Invoices that are pending review/approval will appear under the "Review in Progress" tile on Dashboard:



The screenshot shows a table with the following data:

Invoice#	PO	Invoice Date	Amount	Invoice Status
<a href="#">demo_test_3</a>	EPO-19824	01/28/2024	\$500000	Invoice/Approval Review in Progress
78676	EPO-19824	01/28/2024	\$100000	Invoice/Approval Review in Progress

The 'Invoice Status' cells for both rows are highlighted with a red box and labeled 'Invoice/Approval Review in Progress'. The table also includes a search bar, an 'Excel' button, and pagination controls.

The invoice will then proceed to the "Submitted for Payment Processing" and "Payment Complete" stages and show under corresponding tile.

Approval process will vary based on the invoice type and amount.

After submittal, process differs slightly based on type of invoice (Tangible vs. Intangible).

Additional approvals may be required depending on invoice type/amount from Contract Monitor (CM), Resource Monitor (RM), and Signature Authority (SA).

If an invoice contains both tangible and intangible items, the invoice is a tangible invoice.

