OTS Invoice Portal

Innovating Online Invoicing Solutions

OTS
OFFICE OF TECHNOLOGY SERVICES

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

Vendor Creates MyLA.gov account
An authorized vendor representative creates a MyLA.gov account using the Invoice Portal website

Vendor activates account by clicking on the email link
The vendor representative activates account by clicking on the registration email

Vendor requests access using their supplier number
The vendor representative requests access by signing on to the portal and providing the supplier number from purchase order

OTS FDM group authorizes vendor access
The OTS FDM group reviews the vendor representative access request and approves portal access

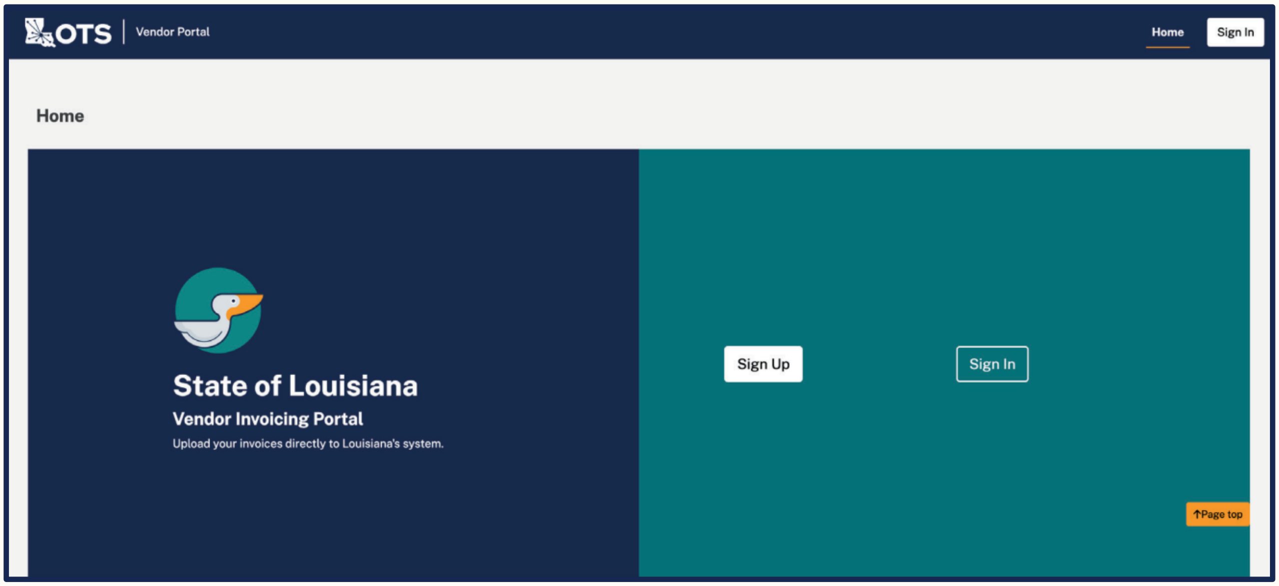
Vendor can access portal and upload invoices for payment
The vendor representative can now use the portal for invoice uploads and status checks

OTS FDM reviews the uploaded documents and processes
The OTS FDM group reviews the invoice and processes them as requested

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.



Upload your invoices directly to Louisiana's system.

For additional information or help, please visit https://My.la.gov/en-us/help

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:
- { [(< ! # , $ % ^ @ : \ | / & * - _ + = ; >)] }

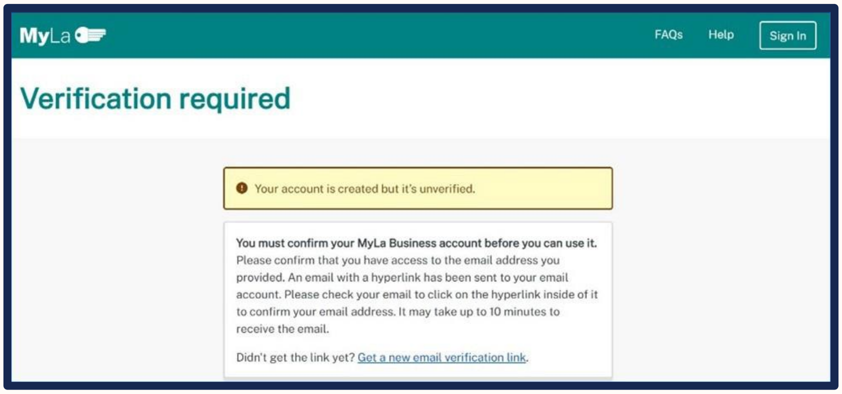
Pin

- 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.



Verification required

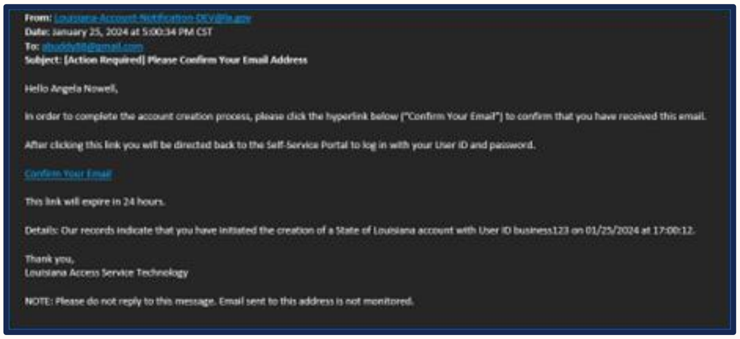
Your account is created but it's unverified.

You must confirm your MyLa Business account before you can use it. Please confirm that you have access to the email address you provided. An email with a hyperlink has been sent to your email account. Please check your email to click on the hyperlink inside of it to confirm your email address. It may take up to 10 minutes to receive the email.

Didn't get the link yet? Get a new email verification link.

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.



From: Louisiana-Account-Notification-DEV@la.gov
Date: January 25, 2024 at 5:00:34 PM CST
To: [illegible]
Subject: [Action Required] Please Confirm Your Email Address

Hello Angela Nowell,

In order to complete the account creation process, please click the hyperlink below ("Confirm Your Email") to confirm that you have received this email.

After clicking this link you will be directed back to the Self-Service Portal to log in with your User ID and password.

Confirm Your Email

This link will expire in 24 hours.

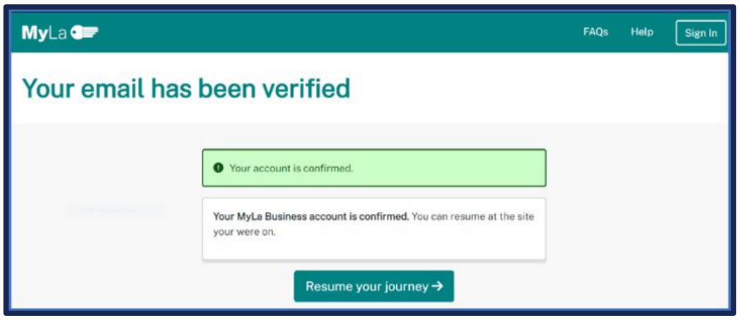
Details: Our records indicate that you have initiated the creation of a State of Louisiana account with User ID business123 on 01/25/2024 at 17:00:12.

Thank you,
Louisiana Access Service Technology

NOTE: Please do not reply to this message. Email sent to this address is not monitored.

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

Select **Resume your Journey**



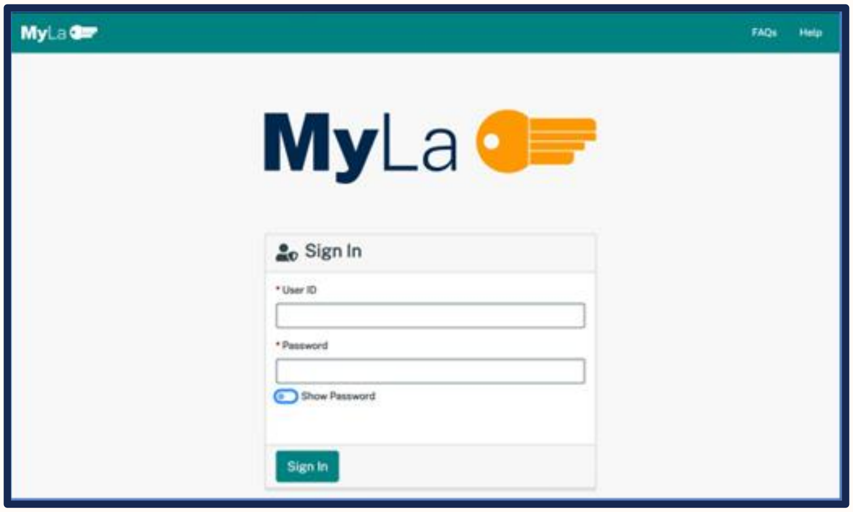
Your email has been verified

Your account is confirmed.

Your MyLa Business account is confirmed. You can resume at the site your were on.

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

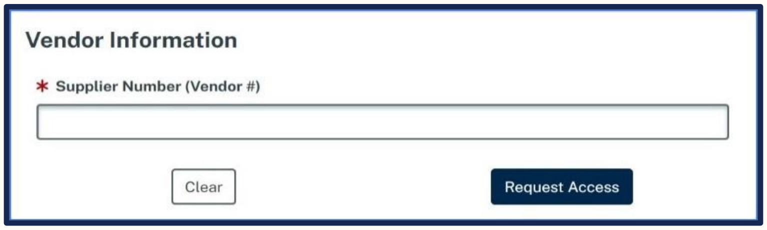
Once registration is complete, sign out. Use the portal link to sign back in using your credentials.
https://vendor.otsinvoicing.la.gov
The standard login screen will appear as follows:

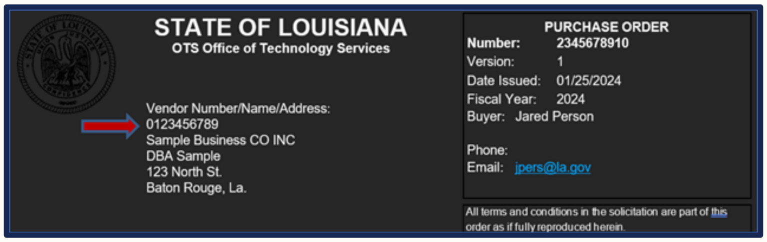

MyLa
FAQs
Help
MyLa
Sign In
* User ID
* Password
Show Password
Sign In

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.


Vendor Information
* Supplier Number (Vendor #)
Clear
Request Access



STATE OF LOUISIANA
OTS Office of Technology Services

Vendor Number/Name/Address:
0123456789
Sample Business CO INC
DBA Sample
123 North St.
Baton Rouge, La.

PURCHASE ORDER
Number: 2345678910
Version: 1
Date Issued: 01/25/2024
Fiscal Year: 2024
Buyer: Jared Person

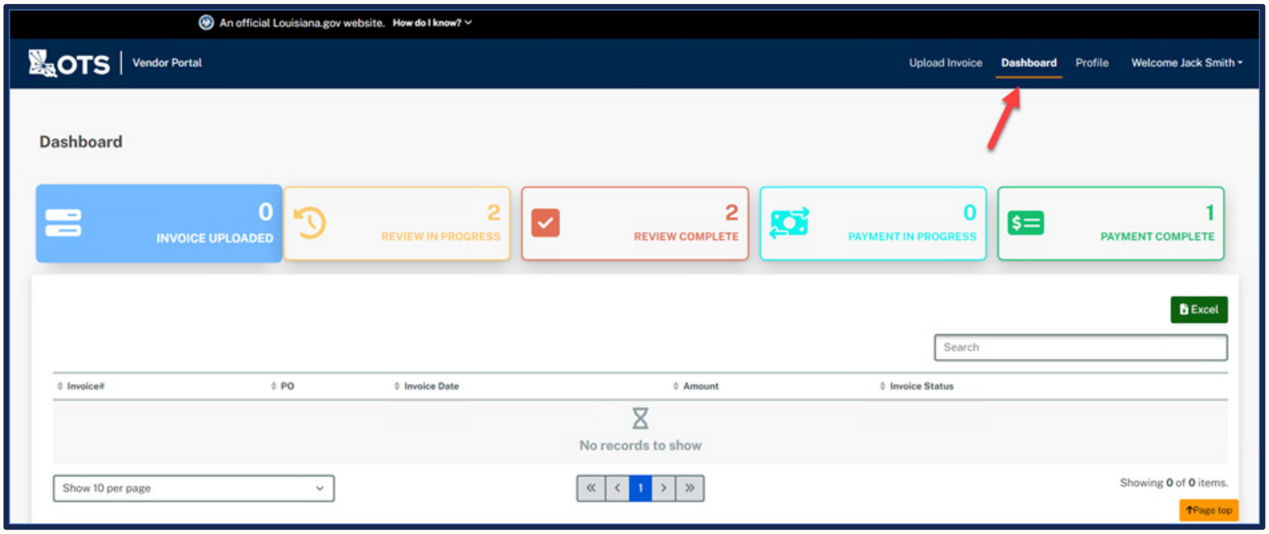
Phone:
Email: jpers@la.gov

All terms and conditions in the solicitation are part of this order as if fully reproduced herein.

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.

OTS
OFFICE OF
TECHNOLOGY
SERVICES

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


An official Louisiana.gov website. How do I know?
OTS
Vendor Portal
Upload Invoice
Dashboard
Profile
Welcome Jack Smith
Dashboard
0 INVOICE UPLOADED
2 REVIEW IN PROGRESS
2 REVIEW COMPLETE
0 PAYMENT IN PROGRESS
1 PAYMENT COMPLETE
Excel
Search
Invoice#
PO
Invoice Date
Amount
Invoice Status
No records to show
Show 10 per page
1
Showing 0 of 0 items.
Page top

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.

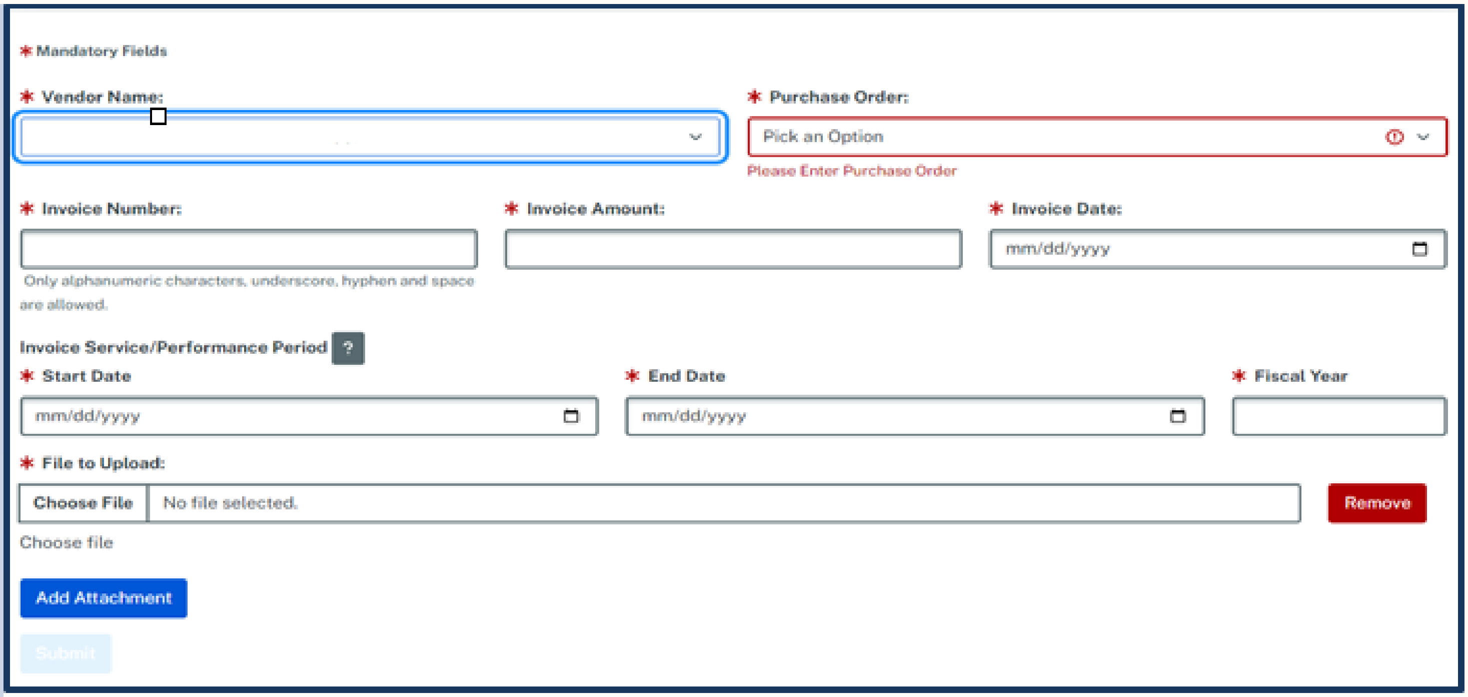
The "**Excel**" icon allows for the export of invoice/payment details to Excel.

Icons

Resubmit ☰
View Document 👁, 👁
Download ⤓
History ↺
Comments 💬
Attachments: 📎

Uploading Invoices

Selecting upload invoice allows you to enter invoice details:



* Mandatory Fields

* Vendor Name:

* Purchase Order: Pick an Option

Please Enter Purchase Order

* Invoice Number:

Only alphanumeric characters, underscore, hyphen and space are allowed.

* Invoice Amount:

* Invoice Date: mm/dd/yyyy

Invoice Service/Performance Period

* Start Date: mm/dd/yyyy

* End Date: mm/dd/yyyy

* Fiscal Year

* File to Upload: No file selected.

Choose file

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

All fields with an asterisk (*) are required.

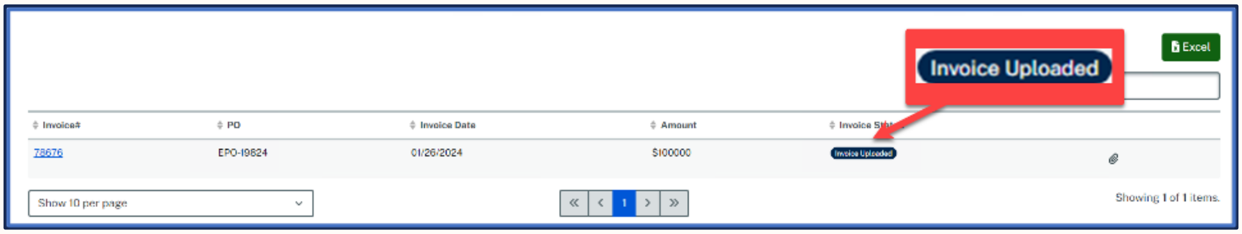
Vendor Name– This field will auto populate.
Purchase Order– Select purchase order number listed on invoice.
Invoice Number– Enter invoice number listed on invoice.
Invoice Amount – Amount should be entered without dollar sign ($).
Invoice Date– Enter invoice date listed on the invoice.
Start/End Date – 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

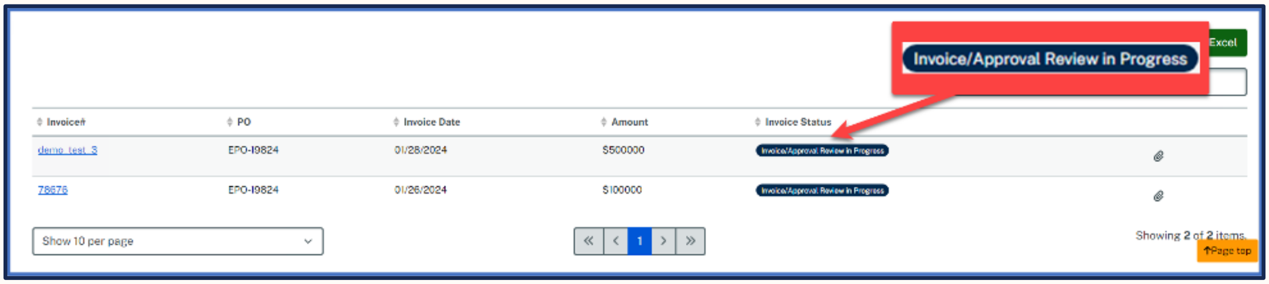
Once invoice is submitted, it will appear on the Dashboard along with the current status:


Invoice Uploaded
Excel
Show 10 per page
Showing 1 of 1 items.

Invoice#	PO	Invoice Date	Amount	Invoice St
78676	EPO-19824	01/26/2024	$100000	Invoice Uploaded

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:


Invoice/Approval Review in Progress
Excel
Show 10 per page
Showing 2 of 2 items.
↑Page top

Invoice#	PO	Invoice Date	Amount	Invoice Status
demo_test_3	EPO-19824	01/28/2024	$500000	Invoice/Approval Review in Progress
78676	EPO-19824	01/26/2024	$100000	Invoice/Approval Review in Progress

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.