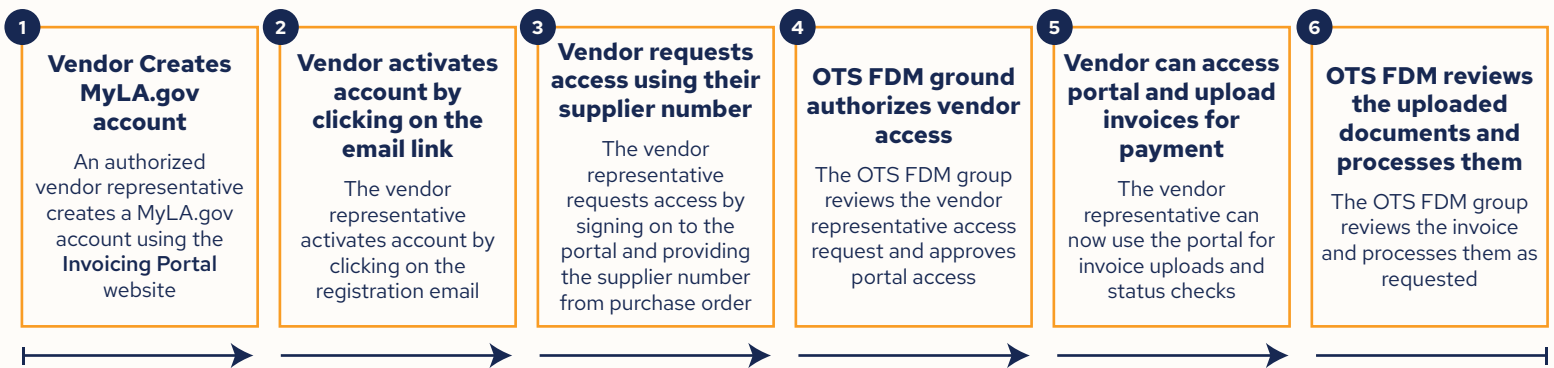


Innovating Online Invoicing Solutions

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.

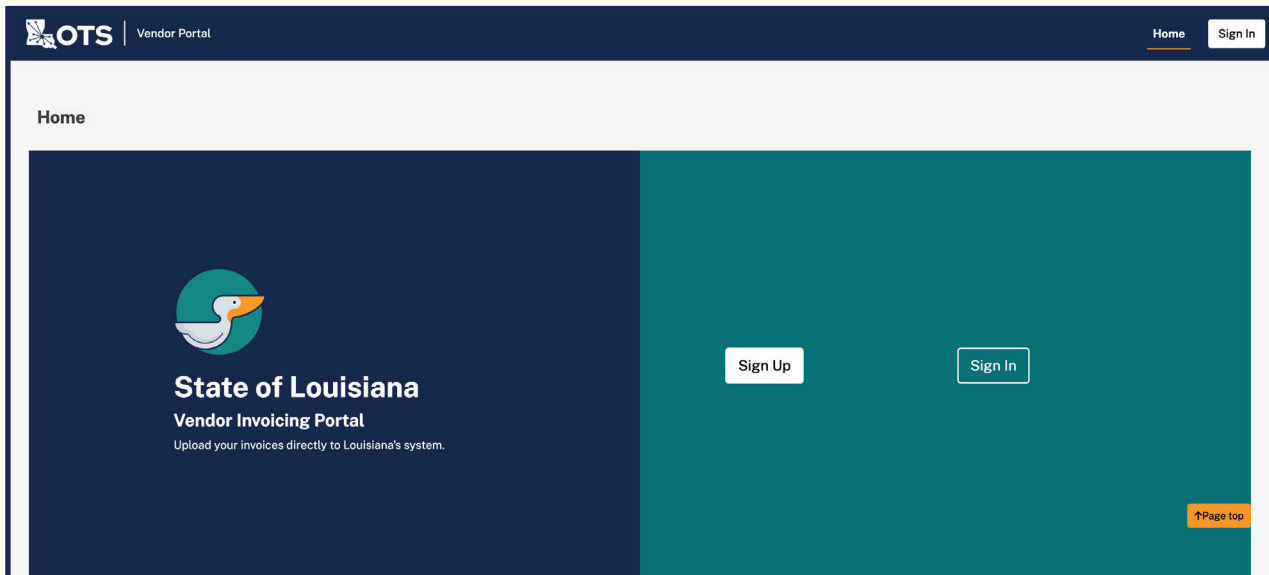
All vendors will be required to utilize this portal to submit all vendor invoices effective by 7/1/2024. Further information will be provided via email to your company with more specific details regarding



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 only 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 at least 8 characters but fewer than 64.

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

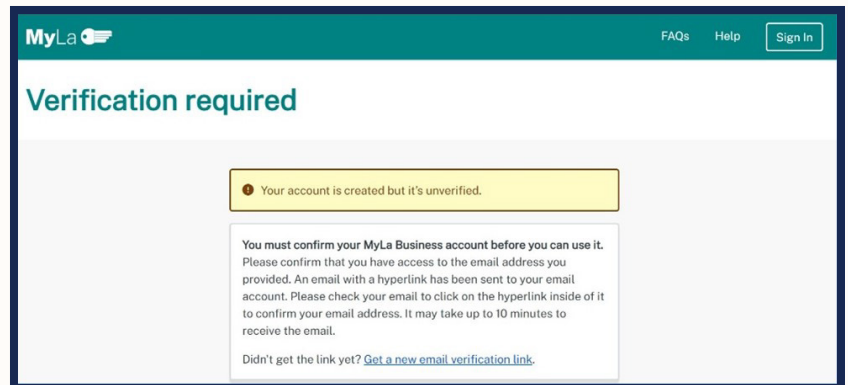
Pin

- Must be at least 6 digits

Email Address

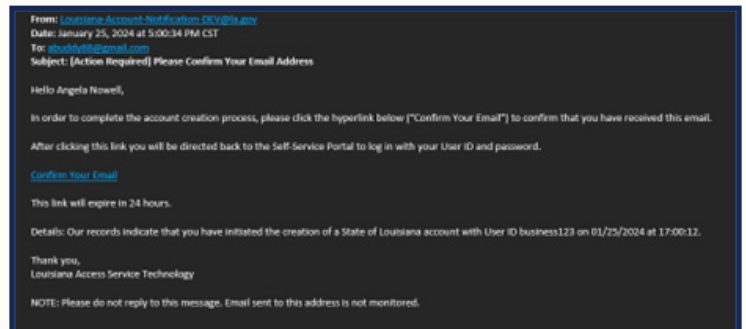
After submitting the form, a Verification Required notice will appear.

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.



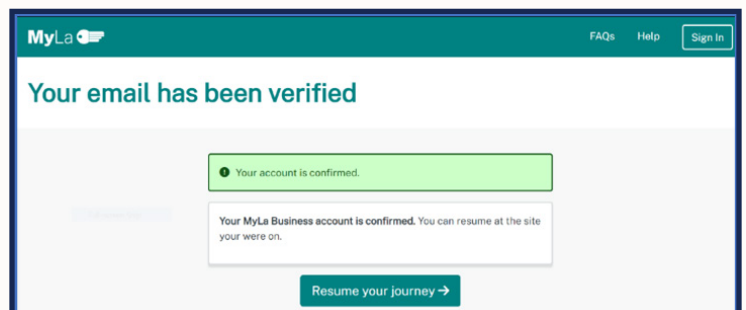
Activate your MyLA.gov Account

After completing the registration form, you will receive a registration email with a link to 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)

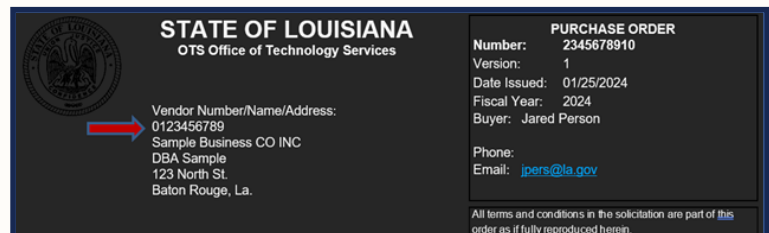
Once registration is complete, the standard login screen will appear as follows:



Providing Supplier Information

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

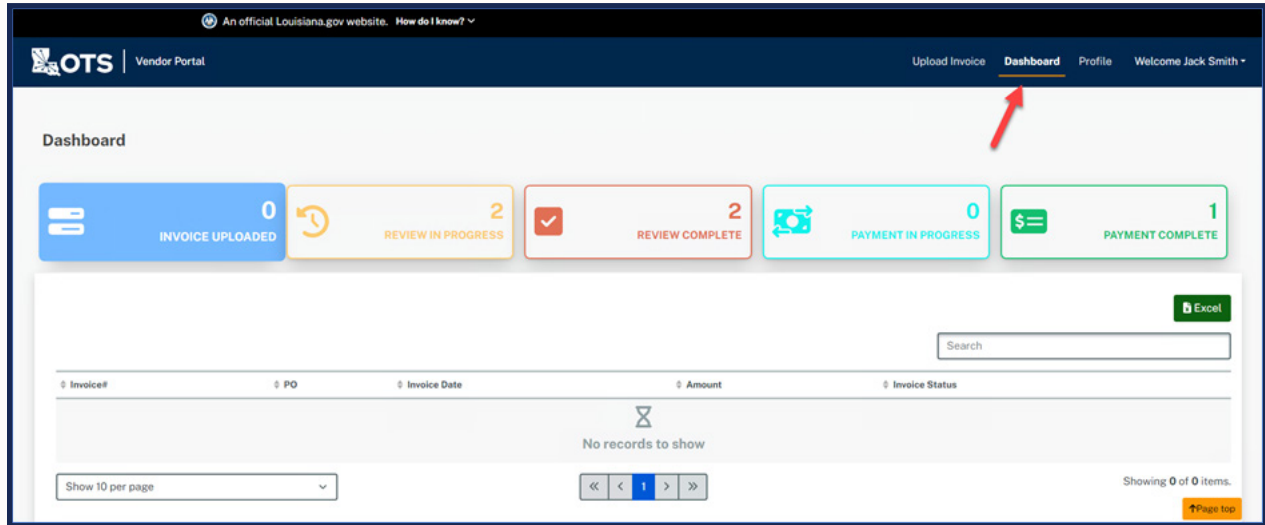
Please enter the supplier number (Vendor #) from your approved Purchase Order document.



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.

Innovating Online Invoicing Solutions

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.

Uploading Invoices

Selecting upload invoice allows you to enter invoice details:

An official Louisiana.gov website. How do I know? ▾

OTS Vendor Portal **Upload Invoice** Dashboard Profile Welcome Jack Smith ▾

Upload Invoice

Step 1: Order Details

* Mandatory Fields

Invoice Service Period

* Start Date

* End Date

* Vendor Name:

* Purchase Order:

* Fiscal Year

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

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OTS Vendor Invoicing Portal **Upload Invoice** Dashboard

Upload Invoice

Step 2: Invoice Details

* Mandatory Fields

* Invoice Number:

* Invoice Amount:

* Invoice Date:

* File to Upload:

Choose File

Choose file

Choose file

Choose file

Previous

All fields with an asterisk (*) are required.

Invoice number

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

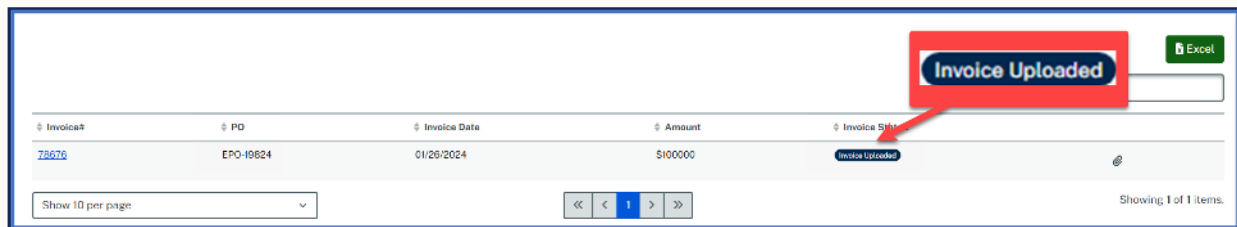
Invoice Date

File Upload – Only one invoice per entry.

Selecting the “plus” (+) icon will allow for the upload other supporting documentation or if the invoice is too large and needs to be split.

Uploading Invoices (cont'd)

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

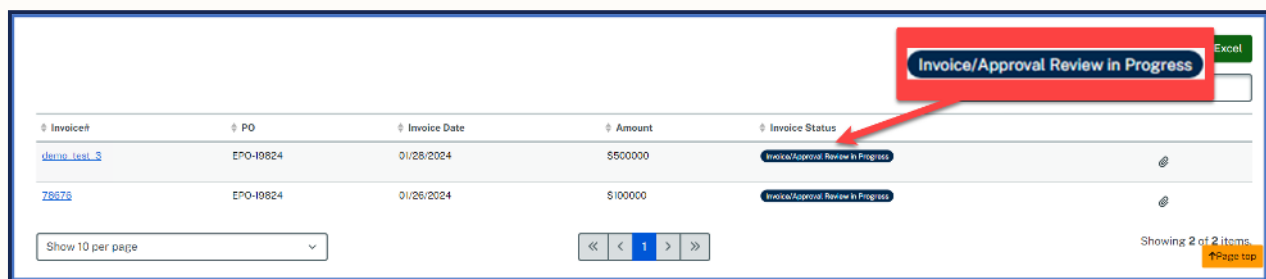


The screenshot shows a table with the following data:

Invoice#	PO	Invoice Date	Amount	Invoice Status
78675	EPO-I9824	01/28/2024	\$100000	Invoice Uploaded

A red box highlights the 'Invoice Uploaded' status in the 'Invoice Status' column, with an arrow pointing to it. A green 'Excel' button is visible in the top right corner. The table footer shows 'Showing 1 of 1 items.' and a 'Page top' button.

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
down_test_3	EPO-I9824	01/28/2024	\$500000	Invoice/Approval Review in Progress
78675	EPO-I9824	01/28/2024	\$100000	Invoice/Approval Review in Progress

A red box highlights the 'Invoice/Approval Review in Progress' status in the 'Invoice Status' column of the first row, with an arrow pointing to it. A green 'Excel' button is visible in the top right corner. The table footer shows 'Showing 2 of 2 items.' and a 'Page top' button.

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.