

Invoice Payment Portal Instruction for External Users

Before you follow the steps in this document, locate the following items:

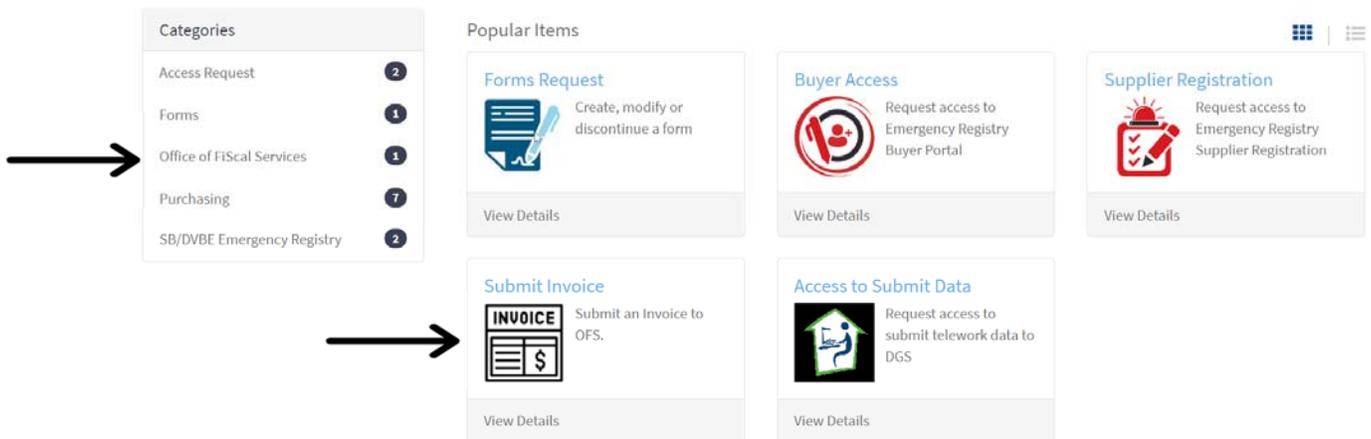
- Department of General Services issued procurement document number
 - o Purchase Order Number begin with 7760-XXXXXXXXXX
 - o Contract (STD 213) Agreement Number XX-XXXXX
- If related to Statewide Emergency Support
 - o Mission Task Number
- If no procurement document is being issued
 - o DGS contact person information
 - o Record of request
- Invoice Document (Must attach at least one attachment)
 - o PDF format (preferrable)
 - o Scanned image
 - o Excel/Word

Step 1

Log in to the DGS Shared Services Portal https://dgs.service-now.com/dgs_ssp

Step 2

Click on Office of Fiscal Services from the categories list or Submit Invoice from the Popular Items



Step 3

Getting started, complete all the required fields marked with * asterisk

* Is this invoice related to a Statewide Emergency?

-- None --

Check if the Supplier name is different from the submitter company name

Is your company a Certified Business?

* Procurement Type

-- None --

-- None --

Purchase Order

Agreement Number

Public Work Construction

Lease Agreement

Other

* Invoice Number ?

Invoice Amount

* Invoice Date ?

YYYY-MM-DD

Credit Invoice

Comments

 Add attachments

Step 4

Review the submittal one final time, then click "Submit". Keep record of the Request Item number (RITM #). Refer to the RITM # when inquiring payment status, or any questions related to the submittal.