

Instructions for Submitting Invoices in VIPERS

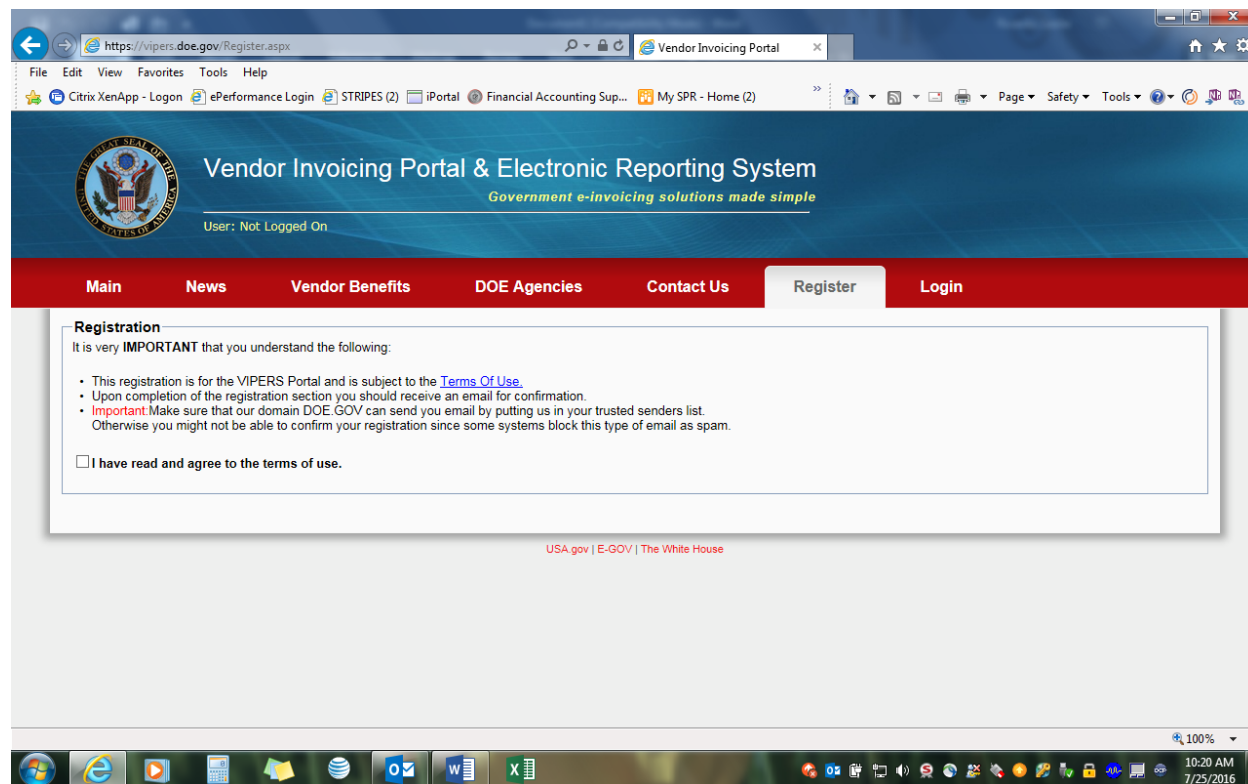
Purchasers will need to submit any bill/invoice payable by the Department of Energy using the Vendor Invoicing Portal and Electronic Reporting System (VIPERS). Additionally, purchasers will need to be registered in the System for Award Management (SAM). The SAM is a Government wide system used by all departments and agencies in the Federal Government and can be found online at <https://www.sam.gov/SAM/>. The information in the SAM must match the information used to register for the VIPERS. Failure to ensure the information is correct may result in delays for submission of bills and/or receipt of payment for those claims.

For assistance with the SAM, please visit <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>. The Department of Energy will not be able to provide assistance with the SAM.

For assistance with the VIPERS, please contact the VIPERS help desk at 1-888-251-3557. Additional contacts for the VIPERS can be found on the main log in page in the upper left. Following are instructions to assist you with registering in the VIPERS.

Required Procedures

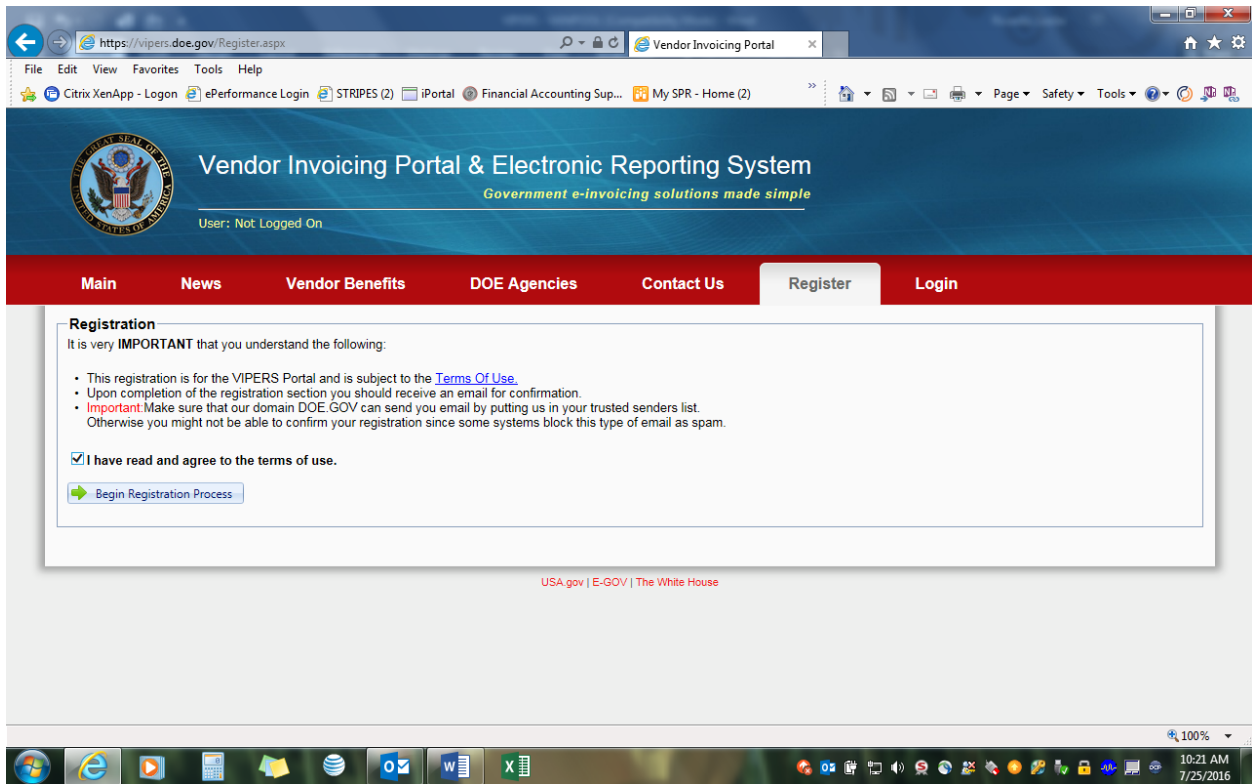
Step 1 If you already have a VIPERS logon, go to the VIPERS website <https://vipers.doe.gov/Login.aspx> click "Login". Go to Step 7.



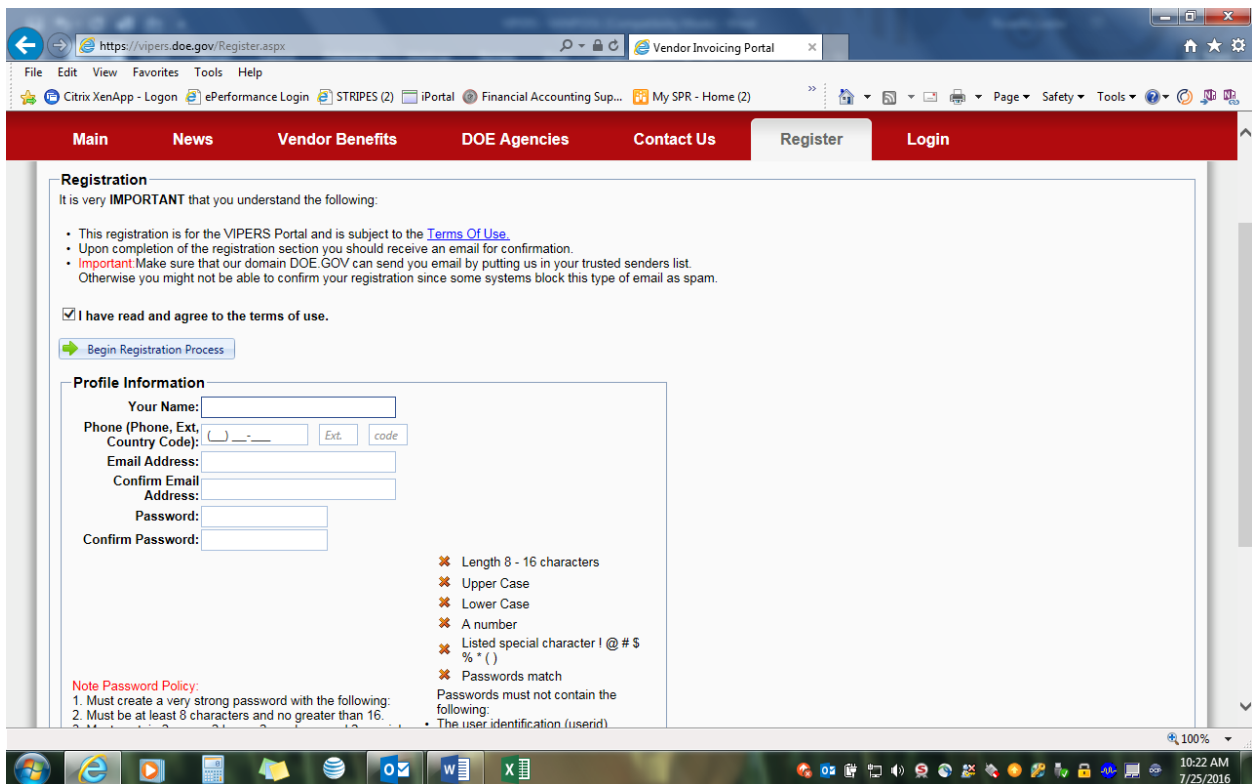
Step 2 If you do not have a VIPERS logon, Go to the VIPERS website <https://vipers.doe.gov/Register.aspx> and Click the **Register** button.

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Step 3 Click the box to show you agree to the terms of use.



Step 4 Click **Begin Registration Process**.



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Step 5 Enter your Profile information.

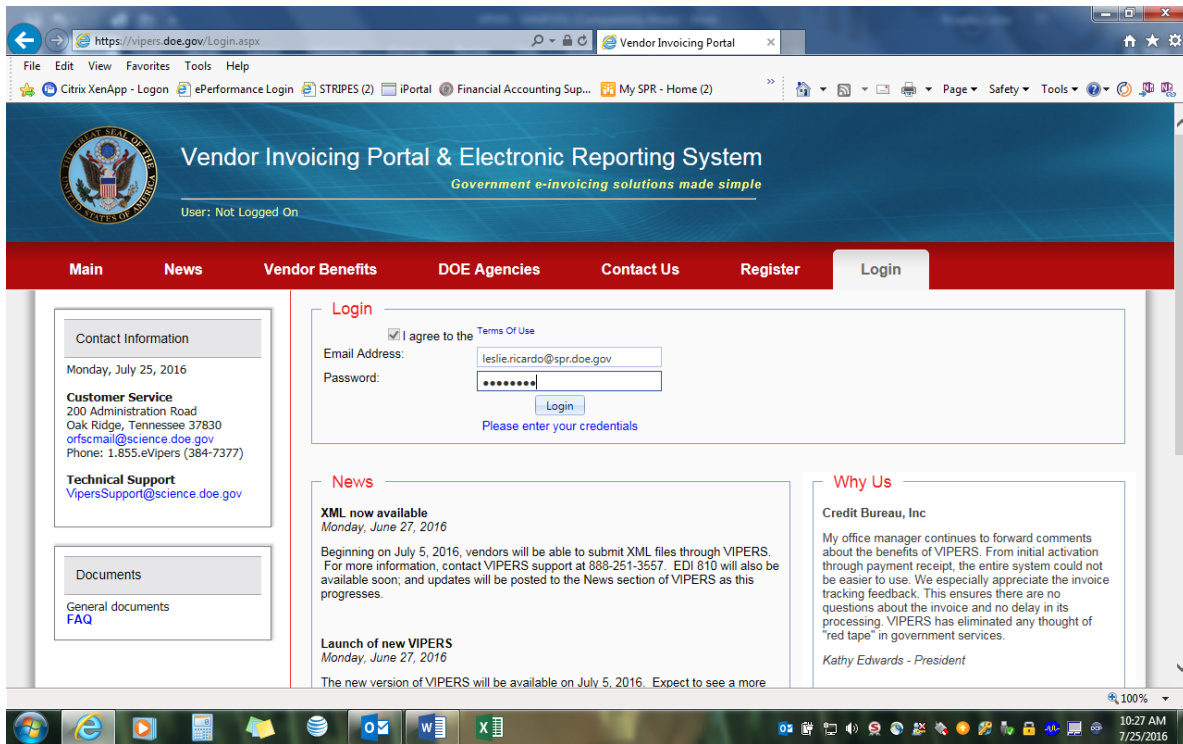
The screenshot shows the 'Register.aspx' page of the Vendor Invoicing Portal. The form includes the following fields: 'Your Name', 'Phone (Phone, Ext, Country Code)', 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'. A 'Create Profile' button is located at the bottom of the form. To the right of the form, there are password requirements listed with red 'X' icons: Length 8 - 16 characters, Upper Case, Lower Case, A number, Listed special character ! @ # \$ % * (), and Passwords match. Below these requirements, a 'Note Password Policy' section provides further instructions: 1. Must create a very strong password with the following: 2. Must be at least 8 characters and no greater than 16. 3. Must contain 2 upper, 2 lower, 2 numbers, and 2 special characters. Allowable special characters are (@#%!*). It also lists items that passwords must not contain: user identification (userid), common English dictionary words, common names or numbers, and simple patterns of letters or numbers.

Step 6 Click Create Profile.

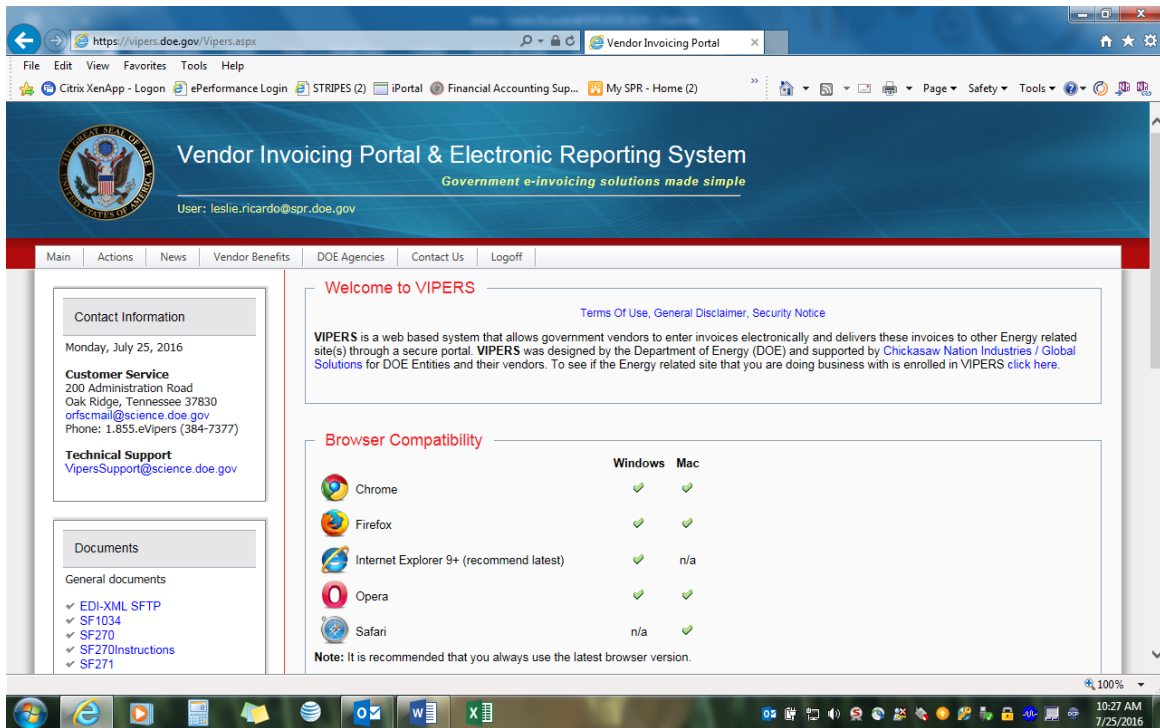
The screenshot shows the 'Login.aspx' page of the Vendor Invoicing Portal. The page features a navigation menu with links for Main, News, Vendor Benefits, DOE Agencies, Contact Us, Register, and Login. The main content area includes a 'Login' section with a checkbox for 'I agree to the Terms Of Use', fields for 'Email Address' and 'Password', and a 'Login' button. Below the login section, there is a 'News' section with two articles: 'XML now available' and 'Launch of new VIPERS'. To the right, there is a 'Why Us' section with a testimonial from Kathy Edwards, President of Credit Bureau, Inc. The page also includes a 'Contact Information' sidebar with customer service and technical support details.

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Step 7 Click in the **box** to show agreement with the Terms of Use.



Step 8 Enter your **SPR email address and VIPERS password** that you created when you registered.



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Step 9 Click Actions.

The screenshot shows the homepage of the Vendor Invoicing Portal & Electronic Reporting System. The browser address bar shows <https://vipers.doe.gov/Vipers.aspx>. The page features a navigation menu with 'Actions' selected. A sidebar on the left contains links for 'eInvoicing', 'Invoice Status / Funding', and 'Edit Profile'. The main content area includes a 'Welcome to VIPERS' message, a 'Browser Compatibility' table, and contact information for Customer Service and Technical Support.

	Windows	Mac
Chrome	✓	✓
Firefox	✓	✓
Internet Explorer 9+ (recommend latest)	✓	n/a
Opera	✓	✓
Safari	n/a	✓

Note: It is recommended that you always use the latest browser version.

Step 10 Click eInvoicing.

The screenshot shows the 'eInvoicing' page. It provides instructions for starting the invoice process and includes a form for selecting an Energy site and a Company. The 'Energy Site' dropdown is set to 'Department of Energy' and the 'Company' dropdown is set to 'Ricardo, Leslie A'. A 'Start Invoice Process' button is visible.

Energy Site

Department of Energy
Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, TN 37830

Customer Service
Payment Service Branch
(855) 384-7377
orfs@mail@science.doe.gov

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Step 11 in **STEP 2** on the screen, click the **arrow** to select your Company.

The screenshot shows the 'eInvoicing' section of the Vendor Invoicing Portal. The user is at Step 2, 'Choose an Company', where 'Ricardo, Leslie A' is selected. The 'Start Invoice Process' button is highlighted. The 'Energy Site' section shows 'Department of Energy' selected. The 'Invoicing Options' section has a radio button for 'Invoice from a list of site provided Award / Order Numbers?'. The page footer includes 'USA.gov | E-GOV | The White House'.

Step 12 Click **Start Invoice Process**, then click the **Invoicing Options** button.

The screenshot shows the 'eInvoicing' section of the Vendor Invoicing Portal after clicking 'Start Invoice Process'. The 'Start Invoice Process' button is now disabled. The 'Invoicing Options' button is visible. Below the form, there is a table titled 'Choose a PO from the list by clicking on its row.' with columns for Awards / Order Number, Funding Report, Payment Office Contact(s), Invoice Approver(s), and FormType.

(Awards / Order Number)	Funding Report	Payment Office Contact(s)	Invoice Approver(s)	FormType
M3SP50022		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: DUREL, GARY F gary.durel@spr.doe.gov 504-734-	INVOICE
MISP10020		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: LEE, SHERON M sheron.lee@spr.doe.gov 504-734	INVOICE
MISP10050		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: LEE, SHERON M sheron.lee@spr.doe.gov 504-734	FITNESS
MISP11016		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: DUREL, GARY F gary.durel@spr.doe.gov 504-734-	INVOICE
MISP60025		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: DUREL, GARY F gary.durel@spr.doe.gov 504-734-	INVOICE
MISP60029		Brian Grubb brian.grubb@science.doe.gov (865) 576-0765 Josh Clark joshua.clark@science.doe.gov (865) 576-0881	Approver: RICARDO, LESLIE A leslie.ricardo@spr.doe.gov 504-	INVOICE

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Step 13 A list of your PO numbers will appear. **Click on your PO number.**

The screenshot shows a web browser window with the URL <https://vipers.doe.gov/vipers/eInvoicing.aspx>. The page title is "Vendor Invoicing Portal". The browser's taskbar shows the time as 10:29 AM on 7/25/2016. The main content area contains a form with several sections: "Tax ID and DUNS Information", "Remittance Information", and "Banking Information". A blue information popup box is overlaid on the form, containing the text: "Info... If your funds are to be assigned to a third party, please do not change banking on this screen. Contact ORFSC directly at customer service number or email to supplier@science.doe.gov. The copy of the notice of assignment can be emailed; or attached to your invoice submission." The form fields include "Agency Record" and "*SAM Record" for both Tax ID and DUNS information. The "Remittance Information" section includes fields for "Legal Business Name", "DBA Name", "Address Line 1", "Address Line 2", "City", "State", "Zip", and "Remittance Email(s)". The "Banking Information" section is partially visible at the bottom.

Step 14 Close the box above.

The screenshot shows the same web browser window, but the information popup is closed. The page title is "Vendor Invoicing Portal & Electronic Reporting System" with the tagline "Government e-invoicing solutions made simple". The user is identified as "User: leslie.ricardo@spr.doe.gov". The navigation menu includes "Main", "Actions", "News", "Vendor Benefits", "DOE Agencies", "Contact Us", and "Logoff". The main content area is titled "eInvoicing" and includes a "Note" about starting the invoice process. It features two steps: "STEP 1. Choose an Energy related site:" with a dropdown menu showing "Department of Energy", and "STEP 2. Choose an Company:" with a dropdown menu showing "Ricardo, Leslie A". A "Start Invoice Process" button is visible. To the right, there is an "Energy Site" section with the Department of Energy logo and contact information for the Oak Ridge Financial Service Center and Customer Service. Below this, there are tabs for "Select Award / Order Number", "Verify Banking", "Create Invoice", and "Attach Documents". The "Verify Banking" tab is active, showing a "Verify Banking" button. The "Tax ID and DUNS Information" section is partially visible at the bottom.

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Step 15 Your TIN, Remittance Info, and Banking Info should appear on the screen. Review the info then click **Verify Banking**.

The screenshot shows the Vendor Invoicing Portal interface. A pop-up box titled "Info..." is displayed over the main content. The pop-up contains the following text:

Important Note:
Please direct any questions concerning required documentation to one of the contract approving officials listed below.

Approver(s)
Approver: DUREL, GARY F gary.durel@spr.doe.gov 504-734-4969

The background interface shows the "Energy Site" section with a dropdown menu set to "Department of Energy" and a "Start Invoice Process" button. Below this is the "Invoice Summary" section with fields for "Name and Address", "Date", and "Invoice#".

Step 16 Close this box.

The screenshot shows the Vendor Invoicing Portal interface with the "Info" pop-up box closed. The "Energy Site" section is now visible, showing the Department of Energy logo and contact information:

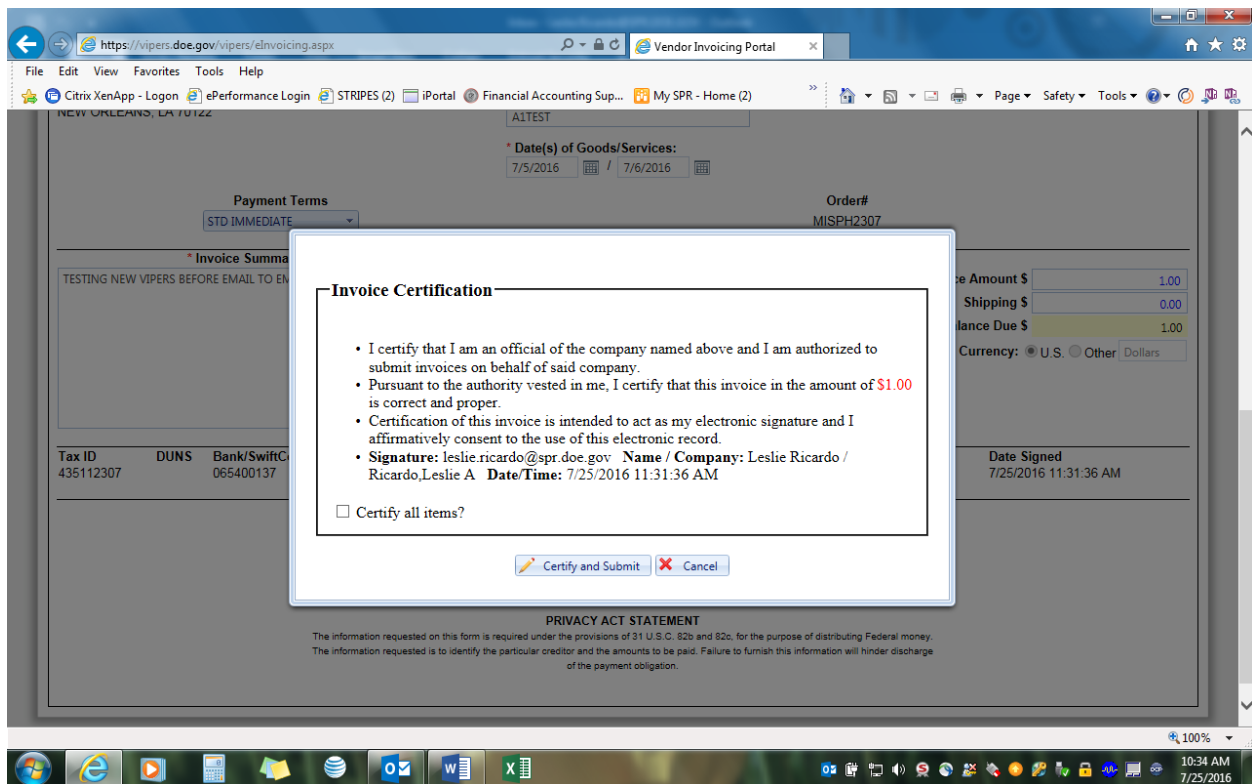
Department of Energy
Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, TN 37830

Customer Service
Payment Service Branch
(855) 384-7377
orfscmail@science.doe.gov

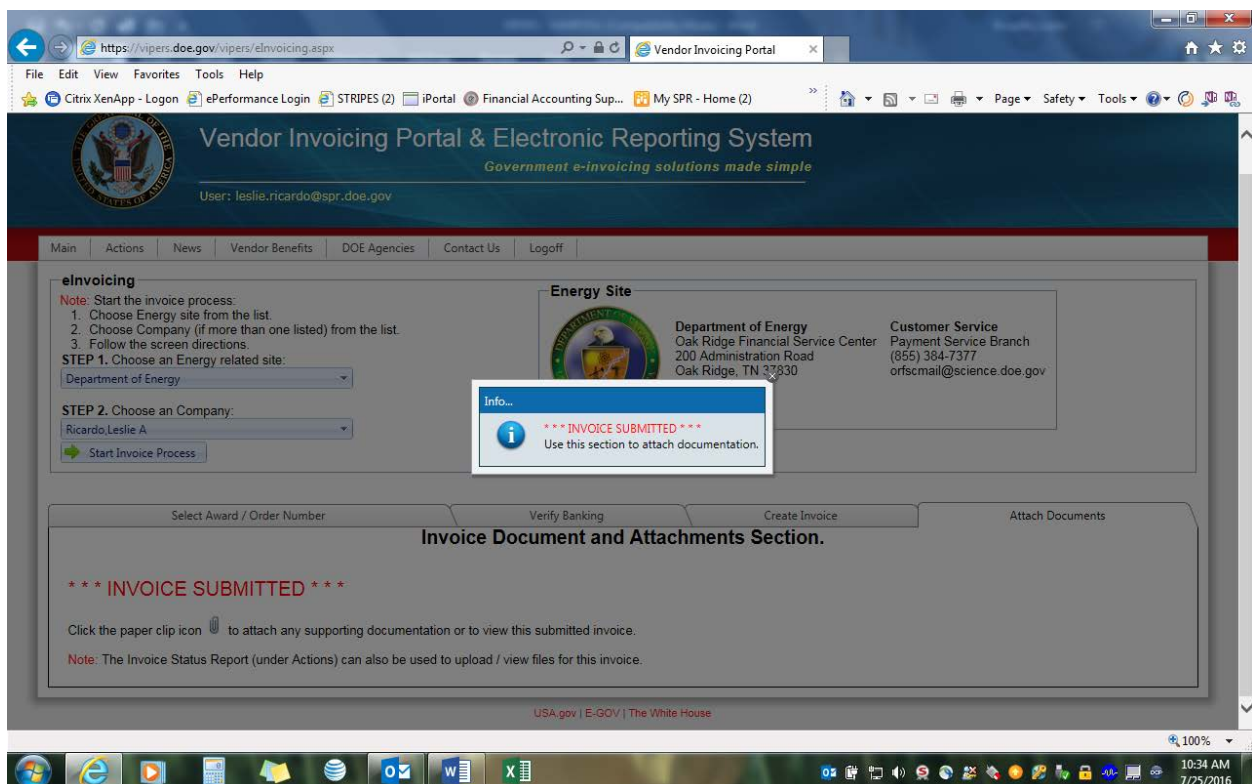
The "Invoice Summary" section is also visible, showing the "Name and Address" field with the address: RICARDO, LESLIE A, 4421 LAFAYE ST, NEW ORLEANS, LA 70122. The "Date" field shows 7/25/2016 11:31:36 AM. The "Invoice#" field is empty. The "Date(s) of Goods/Services" field is also empty.

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Step 17 Enter and create an **invoice #, Date of Service, and Invoice Amount**. Click **Certify and Submit**.



Step 18 Read the Invoice Certification. Click the **box** to certify all items. Click **Certify and Submit**.



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Step 19 The invoice has been submitted.

The screenshot shows the Vendor Invoicing Portal & Electronic Reporting System interface. The user is logged in as leslie.ricardo@spr.doe.gov. The main content area displays the 'Invoice Document and Attachments Section' with a confirmation message: ***** INVOICE SUBMITTED *****. Below the message, there is a note: "Click the paper clip icon to attach any supporting documentation or to view this submitted invoice." and another note: "The Invoice Status Report (under Actions) can also be used to upload / view files for this invoice." The interface includes a navigation menu with options like Main, Actions, News, Vendor Benefits, DOE Agencies, Contact Us, and Logoff. There are also tabs for 'Select Award / Order Number', 'Verify Banking', 'Create Invoice', and 'Attach Documents'.

Step 20 You must attach your receipts. Click the **paper clip icon**.

The screenshot shows the 'Invoice Attachments' dialog box overlaid on the main interface. The dialog box contains the following information:

Invoice Document and Attachments

Note the following concerning this screen:

- Use the Select button below to select documents you wish to include with this invoice.
- Up to 5 documents can be added (15 MB each). Allowed attachment types: xls,xlsx,doc,docx,pdf,txt,jpg
- Click the icon next to any document listed below to print / save a copy for your records.
- Use the icon to remove documents associated with this invoice.
- If attachments are not included at this time, they can be added later by running the Invoice Status Report.

Invoice: A1TEST

Delete Attachment	Print View	File Name	File Size (Bytes)	Submitted By	Submitted On (U.S. Eastern Time)
		ACH Instructions.doc	56,832	leslie.ricardo@spr.doe.gov	7/25/2016 11:38:08 AM
		InvoiceImage.pdf	803	leslie.ricardo@spr.doe.gov	7/25/2016 11:34:52 AM

File successfully uploaded...

Step 21 Click **Select**. Browse for your document and attach the file that has your receipts. You are done.

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Reports

You can check the status of payments by running the **Invoice Status/Funding Report** from VIPERS.

Log onto VIPERS following Steps 1, 7 and 8.

	Windows	Mac
Chrome	✓	✓
Firefox	✓	✓
Internet Explorer 9+ (recommend latest)	✓	n/a
Opera	✓	✓
Safari	n/a	✓

Step 22 Click on **Actions** then **Invoice Status/Funding**.

Energy Site

Department of Energy
Oak Ridge Financial Service Center
200 Administration Road
Oak Ridge, TN 37830

Customer Service
Payment Service Branch
(855) 384-7377
orfscmail@science.doe.gov

Step 23 Select **your company** name and the past 30 days.

Step 24 Click **Run Report**. Your invoice will appear in the list. It will show the date the invoice was paid.