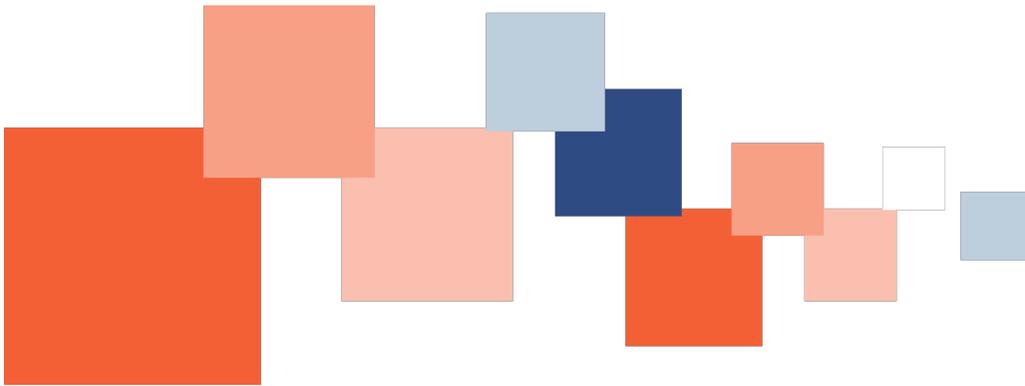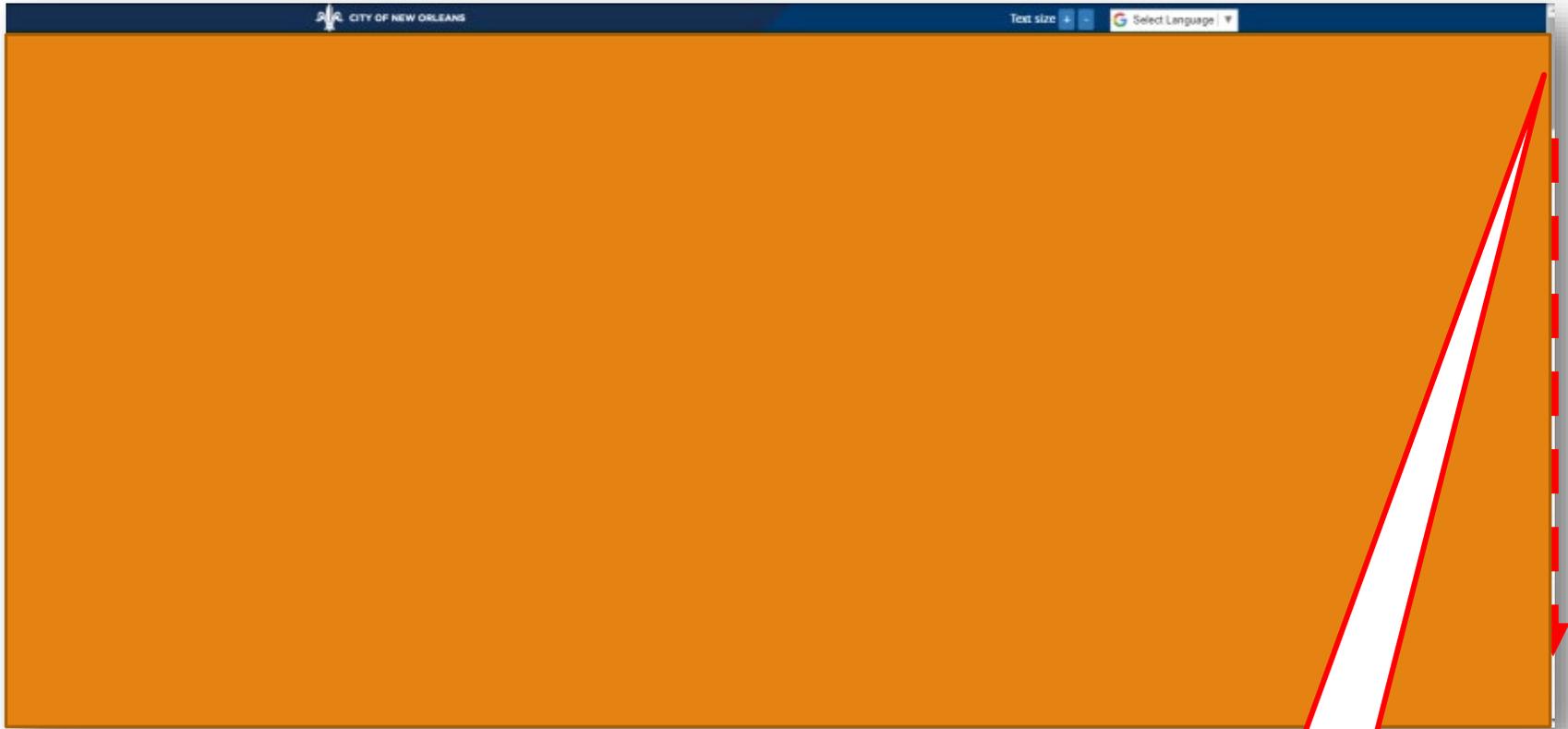# Submitting Invoices on a Purchase Order

BRASS Supplier Portal

BUREAU OF PURCHASING
DEPARTMENT OF FINANCE

CITY OF NEW ORLEANS

Navigate to Nola.gov, then use the scroll bar to scroll to the *Most Requested Services*.

Drag scroll bar down

Click *BRASS Supplier Portal.*

Most requested services

CITY HALL

City Hall Hours
Monday–Friday
8:00AM–5:00PM

311

Submit a request online
Look up a request
Explore all requests
Frequently asked questions

BIDS & CONTRACTS

BRASS Supplier Portal
Search contracts

BRAKE TAGS

Cost
Locations
What to expect

GET PERMITS

Business permits
Building permits
Residential permits
Event/Film permits

JOBS WITH THE CITY

Find jobs and apply online
Find unclassified jobs

PAY TAXES

Sales/Use/Parking Tax
Property Tax

PAY TICKETS

Traffic tickets
Parking tickets

TRASH AND RECYCLING

Residential trash and recycling schedule
Get a bin

Enter your login information, then click *Login*

Click the *Toggle Menu* button to reveal side menu options

Toggle Menu button.

Supplier Portal

Toggle Menu - Ctrl + Shift + K

Profile

Milwaukee Brewers

Contact: Lorenzo Cain

Phone: 5045687612

Email: MyAccountContactTile@nola.gov

Address: 1313 Mockingbird Lane
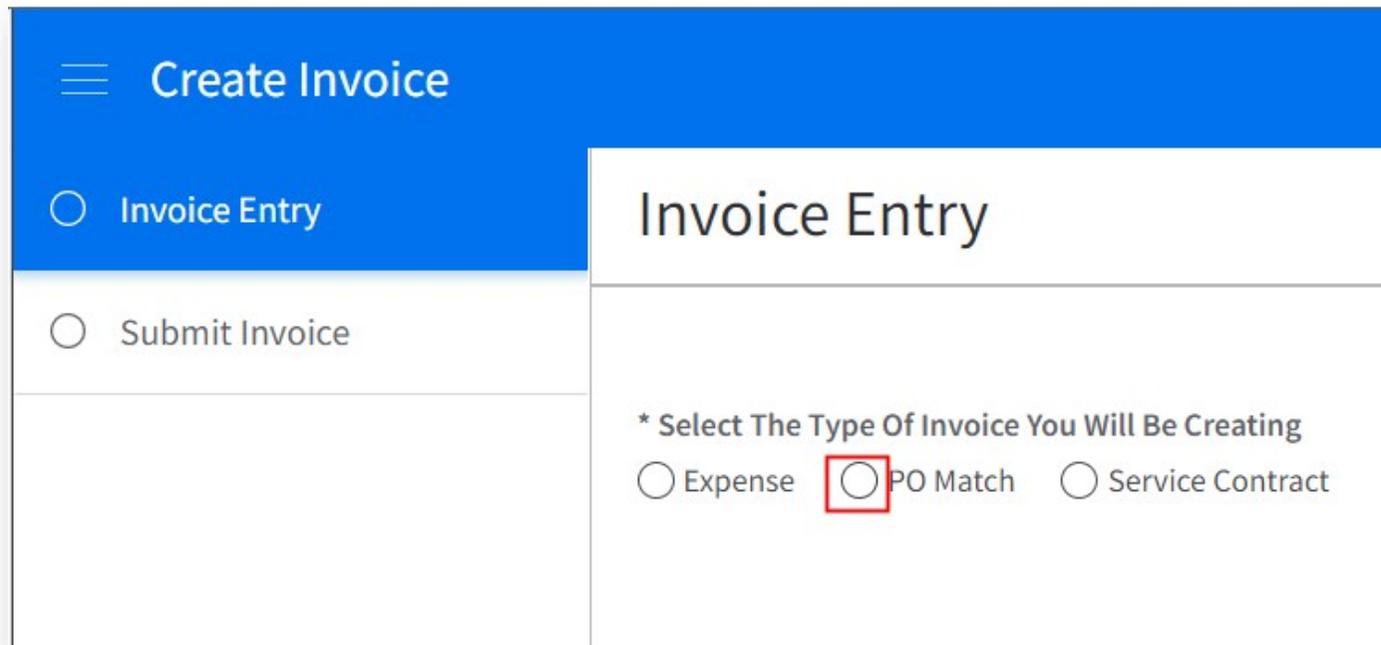Ground floor
New Orleans, LA 70112

Registration Status: Complete

Quick Links

Sign Out

Contact Us

Instructions

Evaluations

Event Metrics

Open Events →

Click *Order Management*

Click *Create Invoice*

Click *PO Match*

Complete the *Invoice Entry* page

Invoice Entry

Company *
```
100            Q=
```

Invoice Number

Enter your invoice number

Purchase Order

Click the Purchase Order look-up button to select your PO. **DO NOT** type in the PO number

☐ Select To Create Details For All Open PO Lines; Otherwise, You Will Be Asked To Select Which Lines To Invoice

Description

Enter a description for your invoice

Invoice Date

Enter your invoice date

Due Date

If entered, due date will be used instead of terms agreements

Invoice Amount

Enter your invoice amount

Note: It is crucial that you **select** your PO. **Do not** type it.

If you enter your PO manually, the system will not link your invoice to the correct purchase order, and our Accounts Payable team will not be able to see your invoice. This means your payment will be delayed.

Attach an image of your invoice

Invoice Entry

Invoice Amount

100.00

Attach a scanned copy of the invoice

Invoice Image

Your submittal must include a copy of your invoice.

Click the folder to find and select a copy of your invoice.

Optionally attach a scanned proof of delivery document

Proof Of Delivery

Click Next, after attaching a copy of your invoice.

Click the **Create Detail From PO Line** icon to select lines from your PO

To add a line, use Create Detail. If making changes to a line, click the Save bu~~~~nade.

Create Detail From PO Line

Invoice Details   ☰ Create Detail From PO Line   💾 Save   Delete   ...

☐	Vendor Item	Item Description	Quantity	UOM	Unit Cost	Total Functional A...

Check boxes to select lines from your PO

Click **Create Detail From PO Line** after selecting your lines.
Click **Close** when you are done, then click **Next.**

Click **View Invoice** tor review your invoice before submitting.

○ Purchase Order Line
  Information

○ **Submit Invoice**

Company

100   **NOLA AP Company**

Invoice Number

TRN1234

Invoice Amount

100.00

Click the Submit button to submit this Invoice immediately.

Submit

Click the link below to view the invoice

View Invoice

The invoice can also be viewed any time in manage self created invoices

The **Invoice Information Main** tab displays.
Click **PO Detail** to review your invoice details.

Invoice Information

Main

PO Detail

General Information

Company

100   NOLA AP Company

Vendor

5803   Milwaukee Brewers

Invoice

TRN1234   Invoice has not been submitted

Invoice Date   Due Date

12/10/2021   1/9/2022

Invoice Amount

100.00

USD

Click **Submit** after reviewing your invoice details

| | Invoice Information | | | | | Submit | ··· |

Main							
PO Detail							

Invoice Details   ···

☐	Vendor Item	Item Description	Quantity	UOM	Unit Cost	Total Functional ...
☐	I100	Item	2.00	EA	99.99000	199.98
	Total					199.98