Submitting Invoices on a Purchase Order
BRASS Supplier Portal
Navigate to Nola.gov, then use the scroll bar to scroll to the Most Requested Services.
Click **BRASS Supplier Portal**.
Click **Sign in or Register**, then click **Sign In**
Enter your log in information, then click **Login**.
Click Order Management, then select Create Invoices.

Click Order Management then click Create Invoices.
Select the **PO Match** radio dial.
Complete all fields on the **Create Invoices** page.

**Enter your Invoice Number**

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

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

**Select your PO** from the list that displays.
Continue completing the **Create Invoice** page.

- **Check this box if you want to see open lines only**

- **Enter your invoice date**
  - Invoice Date: 2/14/2020

- **Enter your invoice amount**
  - Invoice Amount: 537.50

- **Your submittal must include a copy of your invoice.**
  - Attach a scanned copy of the invoice
  - Optionally attach a scanned proof of delivery document

- **Click the folder to attach an image of your invoice.**

- **Click Next when you're done.**
The Portal advances you to the **Purchase Order Line Information** page.

**Click the Create Detail From PO Line button.**
The Portal displays your **Available Purchase Order Lines**.

**Check the lines you want to invoice.**

Click **Create Detail From PO Line** after selecting your lines.

A message box indicating that you completed the task will appear. It will disappear on its own, but you can click the **X** to remove it.

**Click Close when you're done.**
The Portal now displays your only the **Purchase Order Lines** you selected.

If you want to change the **Invoice Quantity**, click the amount and enter the new quantity.

Click the **Save** button when you're done, then click **Next**.
The Portal now advances you to the **Submit Invoice** section.

Click the **View Invoice** link to review the information you entered.
The Portal now advances to the **Invoice Information** section. The **Main** tab is displayed and it shows general information about your invoice.

Click the **PO Detail** tab to review the PO lines you’re invoicing.
The Portal changes to the **PO Detail** section.

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### Invoice Information

<table>
<thead>
<tr>
<th>Vendor Item</th>
<th>Item Description</th>
<th>Invoice Quantity</th>
<th>UOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSTIVEL</td>
<td>PAPER,COPY,LTR SIZE #20</td>
<td>10.00</td>
<td>EA</td>
</tr>
<tr>
<td>PENCIL_2_G806</td>
<td>PENCIL, #2 BLK LEAD,144/PK</td>
<td>4.00</td>
<td>EA</td>
</tr>
<tr>
<td>LGL_PAD_WHT_DZ</td>
<td>PAD,LGL RULD,PERF,LGL,WHT</td>
<td>3.00</td>
<td>EA</td>
</tr>
<tr>
<td>ENV_10_WHT_100</td>
<td>ENVELOPE,10,GRIP SL 45,WE</td>
<td>2.00</td>
<td>BX</td>
</tr>
</tbody>
</table>

**Submit**

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Review the information presented. If you need to make corrections, you can do so here. Click **Submit when you're done**.
You just submitted an invoice to the City. You can now review invoices you’ve submitted or continue working on invoices you have not yet submitted.

Click **Order Management** then click **Manage Self Created Invoices**.
Do you want to continue working on invoices or review invoices you previously submitted?

The Unsubmitted tab is displayed. Click Submitted invoices to review invoices you’ve already submitted.