



GSA Finance > Web Vendor > Home Page

GSA Serves  
The American Public  
Government Agencies  
Business and Industry

YOUR  
COMPANY  
NAME

Welcome to the GSA Web Vendor Application.

This application provides GSA Vendors with access to current payment and invoices status, as well as the ability to submit electronic invoices.

Payment Search

Payment Search

**Payment Search:** Check the status of goods and services contract payments. This search will show payments that have already been processed and submitted to the Department of Treasury for disbursement. The search returns the invoice number, payment type EFT or check number and payment date.

Submit Invoice

All PO  
Search PO

**Submit Invoice:** Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed, eliminating days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

View Invoice

All Unpaid  
Search Unpaid  
All Rejected  
Search Rejected

**View Invoice:** View the current inventory of invoices and the status of each invoice. This search returns invoices in-processing that have not been paid. The application will return the invoice number, invoice date, invoice amount and status of each in process invoice.

Other

Vendors User Guide  
Inv. Status & Codes  
C C R  
Help  
Sign Out



YOUR COMPANY NAME

Please direct any questions to [FW-PaymentSearch.finance@gsa.gov](mailto:FW-PaymentSearch.finance@gsa.gov).

Warning: This is a U.S General Services Administration Federal government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Note: We use temporary [cookies](#) on our site only for internal tracking and improving our service. No data is shared with any other parties. Learn more from our [Privacy and Security Policy](#).



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★ Quick Reference

- Frequently Asked Questions
- Faster Payments
- EFT/ACH Enrollment
- Finance Phone Numbers
- Invoice Addresses

## Web Vendors Help . . .

### 1. Submitting an Electronic Invoice

### 2. How to save searched data

**Saving Data:** It is possible to save the searched data to your local system hard drive in the form of a XLS Spreadsheet. If you are on a page which has a button "Save as Excel", click on the button and you will see a dialogue asking you to save or open the file. Click on Save and it will open another dialogue box where you can select a local path folder on your system and click on Save button. This will save a copy of this spreadsheet on your system. Even if you Open the file, you can still save it by clicking on "File" and "Save as" menus in your application.

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# Welcome!

## Instructions for submitting an electronic invoice

### ■ Requirements

In order to complete an invoice online, the following conditions must be met:

- 1) The Purchase Order (PO) must be in the system with an available balance.
- 2) The Designated Billing Office (DBO) must be the Fort Worth Finance Center.

Select **Submit Invoice** on the home page.

There are two ways to find a PO: selecting from "All POs" or searching under "Specific PO." Remember: Select the PO that corresponds to the invoice being submitted. Refer to the ACT number, Pegasys Document Number (PDN), PO Number, or Contract number found on the original contract.

### Selecting a PO under "All POs"

Download all PO's listing

**Save as Excel**

3 POs found.

PDoc No	ACT	PO Number	Contract	PO Date	PO Amount	PO Balance	Signature

**PDoc No:** Pegasys Document Number found within the original contract.

**ACT:** Can be found within the SF 300 box 4.

**PO Number:** Contract number.

**Contract:** Contract number.

**PO Date:** Date the order was initiated.

**PO Amount:** Total amount of the order.

**PO Balance:** Balance on PO remaining. Note: This amount does not include outstanding invoices pending payment.

**Signature:** Contracting Officer.

If PO is not listed, send a notification to [FW-PaymentSearch.finance@gsa.gov](mailto:FW-PaymentSearch.finance@gsa.gov).

### *Submitting a Proper Invoice*

\* Denotes a required field.

A proper invoice should contain the following:

#### Invoice Header

Invoice Header	
Invoice Date	<input type="text" value="m/dd/yyyy"/> *
Invoice Number	<input type="text"/> *
ACT Number	<input type="text"/>
Pegasys Doc No.	<input type="text"/>
Discount Percentage	<input type="text" value="0"/> % (i.e. Key 1% as 1)
Discount Days	<input type="text" value="0"/>

**Invoice Date** This field generates automatically.

**Invoice Number** Enter a unique invoice number. Do not submit an invoice number that has been previously submitted to GSA.

**ACT Number** This field generates automatically.

**Pegasys Doc No. (PDN)** This field generates automatically. [Note: The PDN can be found on the original contract.]

**Discount Percentage** Percent of discount as a whole number. Do not enter any decimals.

**Discount Days** Days from the invoice date that the discount is offered. For example, if the discount terms are 10/30, the discount days will be 10. By law the discount period begins from the date of the invoice.

**Vendor Remittance Information**

Vendor Remittance Information	
Vendor Code	
Name	
Address Line 1	
Address Line 2	
Address Line 3	
City	
State: PA	
Routing #	
Bank Account #	

**Note: Information contained in this section cannot be changed. If any information above is incorrect, STOP! Contact your contracting officer for name or address change.**

**Invoice Detail Line**

Delete	Line No.	Quantity*	Unit*	Unit Cost	Amount*	Item No.	Description*	Ship Date	Begin Date	End Date
<input type="checkbox"/>	1	0	EA	0	0					

**To add more lines, select “Add a new Invoice Detail Line.”**

**If providing goods:**

- Delete – Check *if* more than one line item has been submitted in error then select “Delete Marked Invoice Line.”
- Line No. – Denotes current line number.
- Quantity – Numeric Field.
- Unit – Enter the appropriate unit of measure.
- Unit Cost – Cost per unit entered (e.g. \$5.50, enter 5.50).
- Amount – Total amount per line item. Do not enter \$ symbol.
- Item No. – If the item contains a specific item number or CLIN be sure to list.
- Description – Description of goods provided.
- Ship Date – Date goods were shipped to GSA. (Format: mm/dd/yyyy)
- Begin Date – Not applicable. Leave blank.
- End Date – Not applicable. Leave blank.

**If providing a service:**

- Delete – Check *if* more than one line item has been submitted in error then select “Delete Marked Invoice Line.”
- Line No. – Denotes current line number.
- Quantity – Numeric Field.
- Unit – Enter the appropriate unit of measure.
- Unit Cost – Cost per unit entered (e.g. \$5.50, enter 5.50).
- Amount – Total amount due. Do not enter \$ symbol.
- Item No. – If the item contains a specific item number or CLIN be sure to list.
- Description – Description of service provided
- Ship Date – Not applicable. Leave blank.
- Begin Date – Starting date of service provided. (Format: mm/dd/yyyy)
- End Date – End date of service provided. (Format: mm/dd/yyyy)

**Purchase Order Information**

Purchase Order Information
PO Number
PO Amount
PO Open Balance
Contract Number
Contracting Officer

**Information contained in this section cannot be changed. If any information is incorrect contact your contracting officer.**

- PO Number** Current purchase order selected.
- PO Amount** Total amount of the contract.
- PO Open Balance** Amount available on the contract. Note: The invoice amount cannot exceed this value. (Outstanding invoices in process will not reflect in this amount.)
- Contract Number** Contract number of the current PO.
- Contracting Officer** Point of contact (POC) under this contract.

**Invoice Amount (Do not enter \$ symbol)**

Invoice Amount	
Tax Amount	<input type="text" value="0"/>
Shipping Amount	<input type="text" value="0"/>
Total Amount	<input type="text" value="0"/> *

Tax Amount – Enter tax amount if applicable.  
Shipping Amount – For FOB Shipping Point orders or shipping line item on the order only.  
Total Amount – Total amount of all line items plus tax and shipping cost.

Click the "continue" button when done.

**Review and Submit Invoice**

This screen allows the user to verify and change information entered. If any changes need to be made, click the "back" button and change. Otherwise, click "Submit Invoice For Payment" to process the invoice. Once the invoice has been submitted it cannot be deleted. If an error is discovered after submission, contact Customer Support at 817-978-2408.

**Save Invoice**

Save Invoice	
Invoice has been submitted successfully.	
Act Number:	04441199
Pegasys PO Document Number:	2B04441199
PO Number:	GS10TF03EBF0135
Vendor Invoice Number:	1
Invoice Date:	4/22/2005
Invoice Amount:	0
Confirmation Number:	GSANETINV0128859
Invoice Submit Date:	4/22/2005 12:49:30 PM

Click here  if you want to upload supporting document.

The invoice has been submitted successfully. You will be able to view it on the "View Unpaid Invoices" option in approximately 30 minutes.

Upon submitting a proper invoice, the user is allowed to attach documents relating to the invoice – shown below. If supporting documentation is required, "upload" document to the invoice. Otherwise, the invoice has been created and no other information is needed. As noted above, invoices cannot be viewed immediately. Please allow time for processing.

Upload a Supporting Document	
Click Browse to locate the document on your computer. Be sure to click Upload when you are done. (The file size can not be over 4 megabytes).	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	<input type="button" value="Cancel"/>

**Additional Information**

- Please do not submit the invoice by any other means (fax, mail, e-mail, or electronic submission – again). This will delay payment.