This guide is meant to be used by those individuals or businesses that wish to provide goods or services to the Denver Public Schools District. The District is converting in stages to an e-commerce business platform, where bidding events, bid responses, negotiations, amendments and award notifications, etc., are processed and communicated online. The first step in the process is Suppliers registering online with the District.
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Supplier Portal Registration/Login:

https://extlawsonsscm.dpsk12.org/sscmprod/SourcingSupplier/controller.servlet?dataarea=sscmprod&context.session.key.SupplierGroup=DPS

Additional Supplier/Vendor Information can be found on the Denver Public Schools Website:

http://purchasing.dpsk12.org/

Questions regarding Invoicing using the Supplier Portal can be sent to:

accountspayable@dpsk12.org

All other Questions regarding the Supplier Portal can be sent to:

strategicsourcing@dpsk12.org
Supplier On-Line Invoicing

Login

The primary contact you established for your company will be able to submit online Invoices to Denver Public Schools. Please note the following conditions:

- The Purchase Order you will be invoicing from must be contained and viewable inside your portal.
- Your Contact Information must be current (DPS internally gives security permission for your contact to create online invoices. It’s important to give keep your company information current.)
- Invoice line data will use Purchase Order line data to reflect your shipments or services.
- To begin Invoicing, from the portal page, select “Login”
Supplier On-Line Invoicing

Login

- Login using the Username and Password established during your Supplier Registration.

**Note:** Both the User Name and Password are case-sensitive
● At the Home Page, Double-Click “Create Invoices”.
● Supplier On-Line Invoicing

Creating Invoices

● On the “Create Invoices” page, select the “Create Invoices from Purchase Orders” Tab. From there you can:

  o You can simply preview the various Purchase Orders and associated lines you have with Denver Public Schools by selecting the Purchase Order number under the Purchase Order column. **Or**

  o Click the “Create Invoice” button associated with the Purchase Order that you would like to create an Invoice for.

![Image of Lawson Supplier Portal]

● You will be able to Invoice all the lines associated with the Purchase Order that you selected.

● You are limited to having one Purchase Order’s information on one Invoice.

● Separate shipping charges, or other surcharges that are not included within the PO line item price, cannot be added to the Invoice line or billed separately.
Supplier On-Line Invoicing

Creating Invoices

Selecting the “Create Invoice” button in the previous step took you to the “Process Invoice – General Information” page (below).

- Input the invoice number and invoice date from the Invoice that you will attach here. Using the same numbering and dates from your internal billing system allows you to reconcile this electronic billing back to your own system.

- Upload the invoice image from your computer by clicking the “Browse” button on the right side of the Attachment box. Make sure the invoice is in pdf format so that the invoice cannot be subsequently changed.

- After the invoice has been attached, click “Continue” to proceed.
● Supplier On-Line Invoicing

Creating Invoices

● Your invoice number now appears near the upper left hand corner of the new page.

● On the “Line Information” page, Click the “Add” button to bring up the billable lines associated with this Purchase Order.

● Click the Checkbox of each line that you want added to your invoice.

  o Note: You can click the dark blue checkbox to select all the billable lines from the Purchase Order.
Supplier On-Line Invoicing

Creating Invoices

- Click the “Add to Invoice” button when you are done with your selection.
Supplier On-Line Invoicing

Creating Invoices on Goods PO

- The Quantity and Unit Cost fields will populate with the values from the Purchase Order.
  - You can change the Quantity value if you made a partial shipment and want to bill for that partial shipment.
  - The Unit cost is taken from the Contract agreement you have with DPS. If a different Unit cost is entered, you will be paid at the lower unit cost depicted on the contract agreement or this invoice.
  - If you alter the Quantity or Unit Cost, the “Update List” button will light. Click the “Update List” button to verify the altered amounts.

  **Note:** Clicking “Continue” instead of “Update List” will not change the altered amounts. “Continue” simply moves you to the next screen with the original Quantity and Unit Cost values.

- Before leaving this page, you can also click the “Checkbox” of any line you want to delete from this invoice, then click the “Delete” button.

- Select the “Add” button if you want to add additional lines from the Purchase Order to include on this invoice, select the “Add” button
0 The “Add” button returns you to the “Available Purchase Order Lines” page. From there
you can repeat the steps from pages 6 and 7 to process those additional lines from the
Purchase Order.

● Click “Continue” when you have completed adding the lines you want included in this invoice
and the Quantity and Unit Costs are correct.
Supplier On-Line Invoicing

Creating Invoices

- From the “Submit Invoice” page, you can........

  0 Click the “Done” button, which saves the information you have updated, but **does not** submit the invoice to DPS. Instead the unsubmitted invoice will be stored like a draft in the “Unsubmitted Invoices” Tab under the “Create Invoice” page.

  **OR**

  0 Click the “Submit” button to formally transmit the Invoice to DPS.

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![Lawson Supplier Portal](image-url)
Supplier On-Line Invoicing

Reviewing your Invoice Status

● At any time, you can review the status of your Invoices with DPS. From the “Create Invoices” page, select the Tab you want to review.

  ○ “Create Invoices from Purchase Orders” Tab lists the Purchase Orders that are available to create invoices from.

  ○ The “Unsubmitted Invoices” Tab contains the invoices that you have drafted, but have not been officially submitted to DPS.
Supplier On-Line Invoicing

Reviewing your Invoice Status

- The “Submitted Invoices” Tab displays the invoices that you have officially submitted to DPS.

- The “Processed Invoices” Tab displays the list of your submitted Invoices that have been successfully received by DPS. It **does not** mean that they have been processed and paid.
Supplier On-Line Invoicing

Your Invoice Status at DPS

- You can review the stages of progress of your invoices at DPS
  - At your Home page, select “Invoices” under the Order Management Topic shown on the left side of the page.
Supplier On-Line Invoicing

Your Invoice Status at DPS

Each Tab on this page represents a distinct status of your Invoices at DPS.