## Accessing myInvoice Electronic Value Added Tax (VAT) Form

Login			myInvoice
This guide will revie	ew the steps to access the Electronic	: Value Added Tax (VAT) Form in th	e mylnvoice module.
1. The user logs into PIEE and navigates to the	e mylnvoice module.		
			Logout
6.7.0 Procurement Integrated Enterprise Environment			
Warning: The Procurement Integrated Enterprise Environment (PIEE) Hardwar CAC or Digital Certificate to sign documents.	re Security Module is currently down. You will not be able	to sign, submit, or process documents until it is runnin	y again. This does not impact any user action that utilizes a
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Solicitation Solicitation Solicitation System for Award Management	Contracting Communication Module	a Workflow	Joint Appointment Module Purpose Code Management
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4. The user enters a foreign CAGE Code and click	s the Search button.	
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🖀 Payment Report		
Search in *	Search by *	Search results *
Active Database	CAGE Code	20 records per page
Payment Type *	EFT Trace Number	
EFT		
Invoice Amount	Total Payment Amount	
CAGE Codes *		
R4768		

## 5. The user clicks the Details link.

myInvoice Reports Info Preferences Exit

🖆 Payment R	eport								Re	ecord Count: 6
Record	CAGE Code	Contract Number	Order Number	Invoice Number	CLIN	Trace Number	Invoice Amount	Total Amount	Total Payment Amount	Action
1	R4768	HTC71108D0022	0005	2093529			2,238,723.88	.00	.00	Details
2	R4768	HTC71108D0022	0005	2113077		102036550023374	2,699,822.94	2,699,822.94	2,699,822.94	Details
3	R4768	HTC71108D0022	0005	2114691		102036550023374	2,696,589.32	2,696,589.32	2,696,589.32	Details
4	R4768	HTC71108D0022	0005	2138478			3,067,725.00	.00	.00	Details
5	R4768	HTC71108D0022	0005	2138864			3,450,526.25	.00	.00	Details
6	R4768	HTC71108D0022	0005	2139953			2,728,844.75	.00	.00	Details
L Download	d (txt) Hack	1 Help								

## 6. Click the VAT Form Available link.

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🖆 Detail	Report
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Contract Number:	HTC71108D0022	Status:	PAID
Delivery Order Number:	0005		
Invoice Number:	2113077	Reason :	
Shipment Number:		Remarks :	
CLIN:		Fuel Lift Date:	
ACRN:		Quantity Paid:	.00
Invoice Amount:	2,699,822.94	Unit Price:	.00
Freight:	.00	UM:	
Interest:	.00	Issue Date:	25-JUN-13
Discount:	.00	Received Date:	25-JUN-13
Tax Withheld:	.00	Acceptance Date:	28-JUN-13
Adjustment 1:	.00	Last Action Date:	
Adjustment 2:	.00	Payment Due Date:	22-JUL-13
Invoice Amount Paid:	2,699,822.94	Actual Payment Date:	22-JUL-13
Check/EFT Amount:	2,699,822.94	Voucher Number:	DE30003380
Interest Reason :			
Adjustment Reason 1 :	BLNTRCV	Trace Number:	102036550023374
Adjustment Reason 2 :	VENDCRD	Check Number:	00233744
CAGE Code:	R4768	Currency:	DANISH KRONE
DUNS Code:	308376636	Processing Site:	DAYTON OHIO
Account Number:		DEEN	2904
Payee Name:	AIR GREENLAND A S	VAT Form:	Available
	HANSEN HANSPETER AQQUSINERSUAQ 3 5		
Address:	NUUK 3900 GREENLAND		
	NUUK 3900 GL		
Voucher Remarks:			
Description:			
Recommended Action:			
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7. Example of myInvoice VAT form.



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