

Accessing myInvoice Electronic Value Added Tax (VAT) Form

Login

myInvoice

This guide will review the steps to access the Electronic Value Added Tax (VAT) Form in the myInvoice module.

1. The user logs into PIEE and navigates to the myInvoice module.

The screenshot displays the PIEE 6.7.0 dashboard. At the top left is the PIEE logo with the text "Procurement Integrated Enterprise Environment". To the right are links for "My Account" and "Help". In the top right corner, there is a "Logout" button and a "Last Successful Logon Date: 2020/07/28 15:32:55 EDT". A warning banner states: "Warning: The Procurement Integrated Enterprise Environment (PIEE) Hardware Security Module is currently down. You will not be able to sign, submit, or process documents until it is running again. This does not impact any user action that utilizes a CAC or Digital Certificate to sign documents." Below the banner, the text "Welcome to the Procurement Integrated Enterprise Environment" is centered. The dashboard is organized into several categories: "Award" (Solicitation, SAM), "Post Award Admin" (CCM), "Payment" (WAWF, myInvoice), and "Operational Support" (JAM, PCM). Below these are "Purchase Card" (usbank) and "Other" (WBT). The myInvoice icon in the Payment category is highlighted with a red border.

PIEE 6.7.0 Procurement Integrated Enterprise Environment

My Account Help

Logout

Last Successful Logon Date: 2020/07/28 15:32:55 EDT

Warning: The Procurement Integrated Enterprise Environment (PIEE) Hardware Security Module is currently down. You will not be able to sign, submit, or process documents until it is running again. This does not impact any user action that utilizes a CAC or Digital Certificate to sign documents.

Welcome to the Procurement Integrated Enterprise Environment

Award

- Solicitation
- SAM System for Award Management

Post Award Admin

- CCM Contracting Communication Module

Payment

- WAWF Wide Area Workflow
- myInvoice** myInvoice

Operational Support

- JAM Joint Appointment Module
- PCM Purpose Code Management

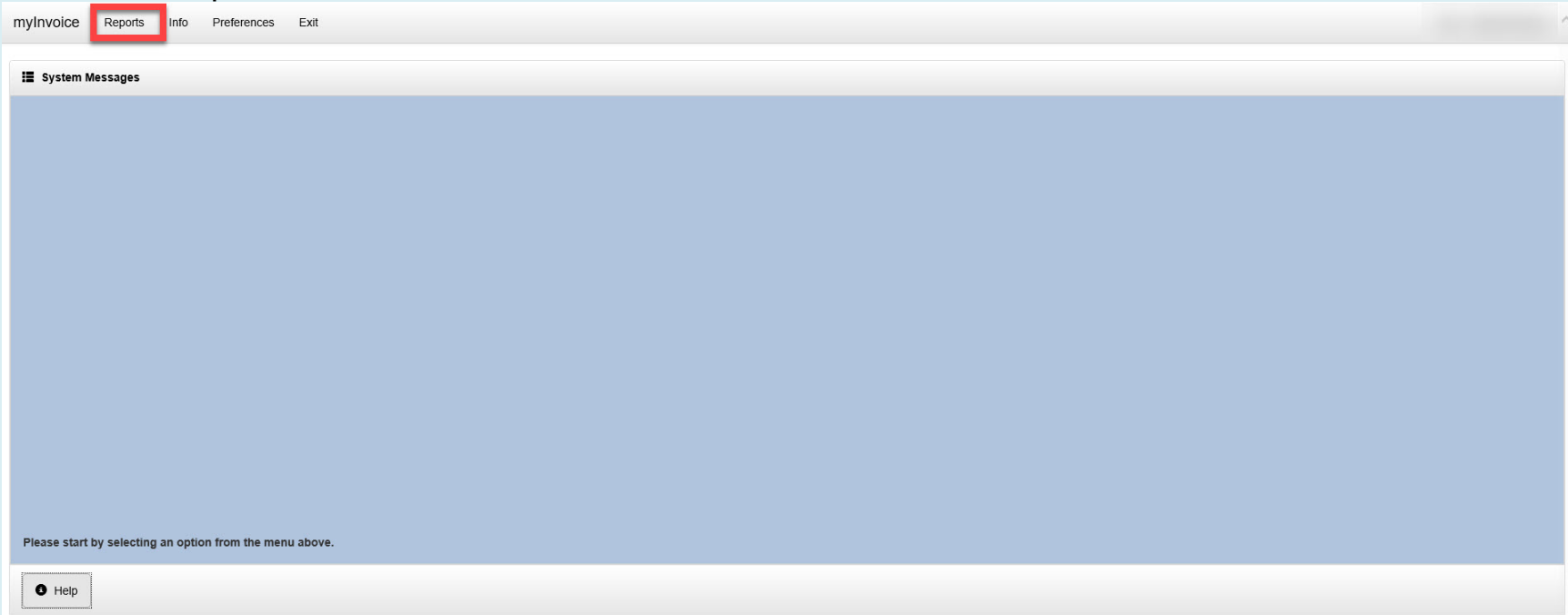
Purchase Card

- usbank U.S. Bank

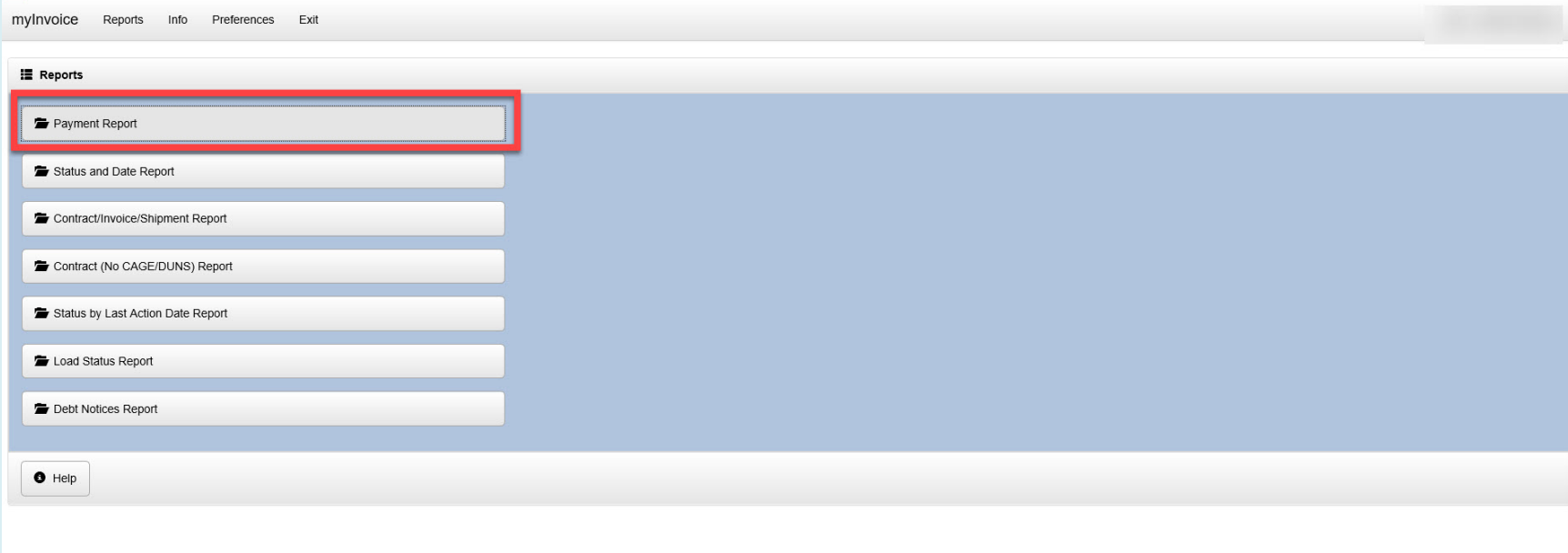
Other

- WBT Web Based Training

2. The user clicks Reports.



3. The user clicks Payment Reports.



4. The user enters a foreign CAGE Code and clicks the Search button.

myInvoice Reports Info Preferences Exit

Payment Report

Search in * Active Database Search by * CAGE Code Search results * 20 records per page

Payment Type * EFT EFT Trace Number

Invoice Amount Total Payment Amount

CAGE Codes * R4768

Search Download (txt) E-Mail Back Help

5. The user clicks the Details link.

myInvoice Reports Info Preferences Exit

Payment Report Record 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

Download (txt) Back Help

6. Click the VAT Form Available link.

myInvoice Reports Info Preferences Exit

Detail Report

Contract Number:	HTC71108D0022	Status:	PAID
Delivery Order Number:	0005	Reason:	
Invoice Number:	2113077	Remarks:	
Shipment Number:		Fuel Lift Date:	
CLIN:		Quantity Paid:	.00
ACRN:		Unit Price:	.00
Invoice Amount:	2,699,822.94	UM:	
Freight:	.00	Issue Date:	25-JUN-13
Interest:	.00	Received Date:	25-JUN-13
Discount:	.00	Acceptance Date:	28-JUN-13
Tax Withheld:	.00	Last Action Date:	
Adjustment 1:	.00	Payment Due Date:	22-JUL-13
Adjustment 2:	.00	Actual Payment Date:	22-JUL-13
Invoice Amount Paid:	2,699,822.94	Voucher Number:	DE30003380
Check/EFT Amount:	2,699,822.94	Trace Number:	102036550023374
Interest Reason:		Check Number:	00233744
Adjustment Reason 1:	BLNTRCV	Currency:	DANISH KRONE
Adjustment Reason 2:	VENDCRD	Processing Site:	DAYTON OHIO
CAGE Code:	R4768	DCSN:	2804
DUNS Code:	308376636	VAT Form:	Available
Account Number:			
Payee Name:	AIR GREENLAND A S HANSEN HANSPETER AQQUSINERSUAQ 3 5		
Address:	NUUK 3900 GREENLAND NUUK 3900 GL		
Voucher Remarks:			
Description:			
Recommended Action:			

◀ Back ? Help

7. Example of myInvoice VAT form.



VAT Form -
myInvoice.pdf

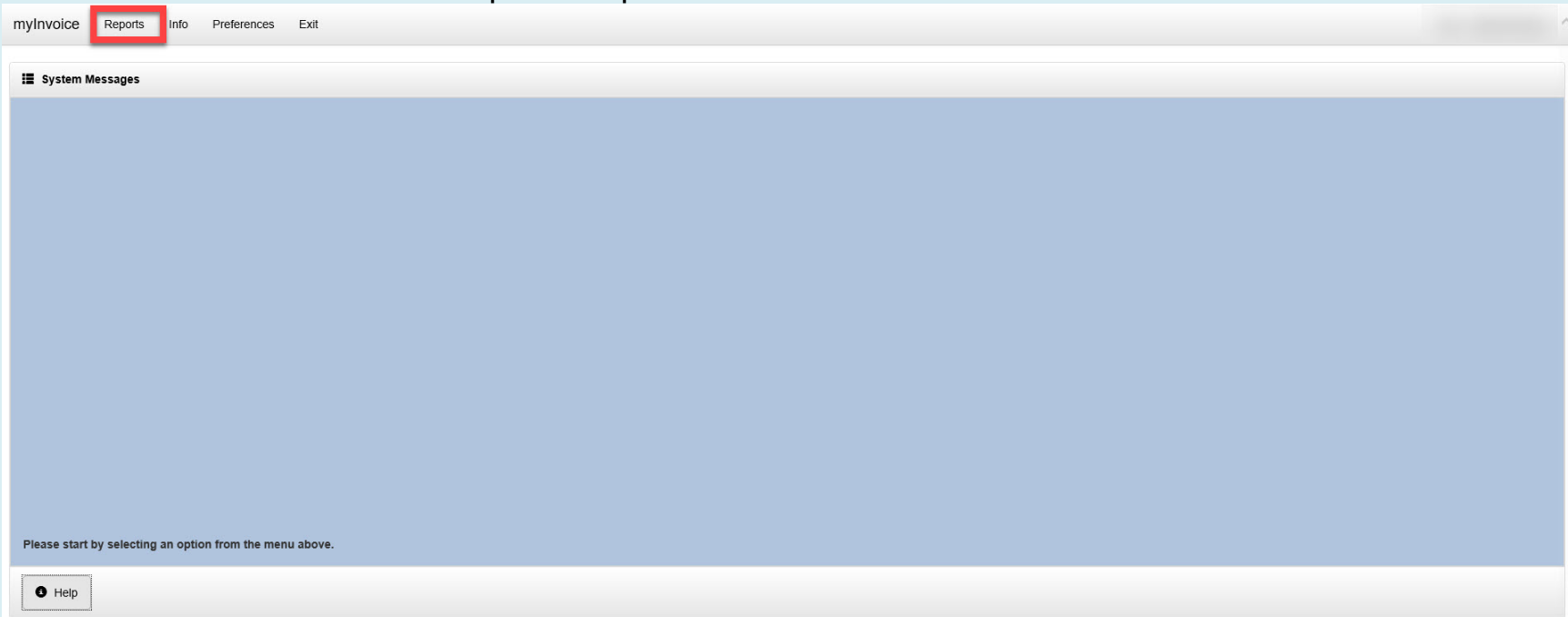
8. To access a VAT form for Status and Date Report click Reports.

myInvoice **Reports** Info Preferences Exit

☰ System Messages

Please start by selecting an option from the menu above.

● Help



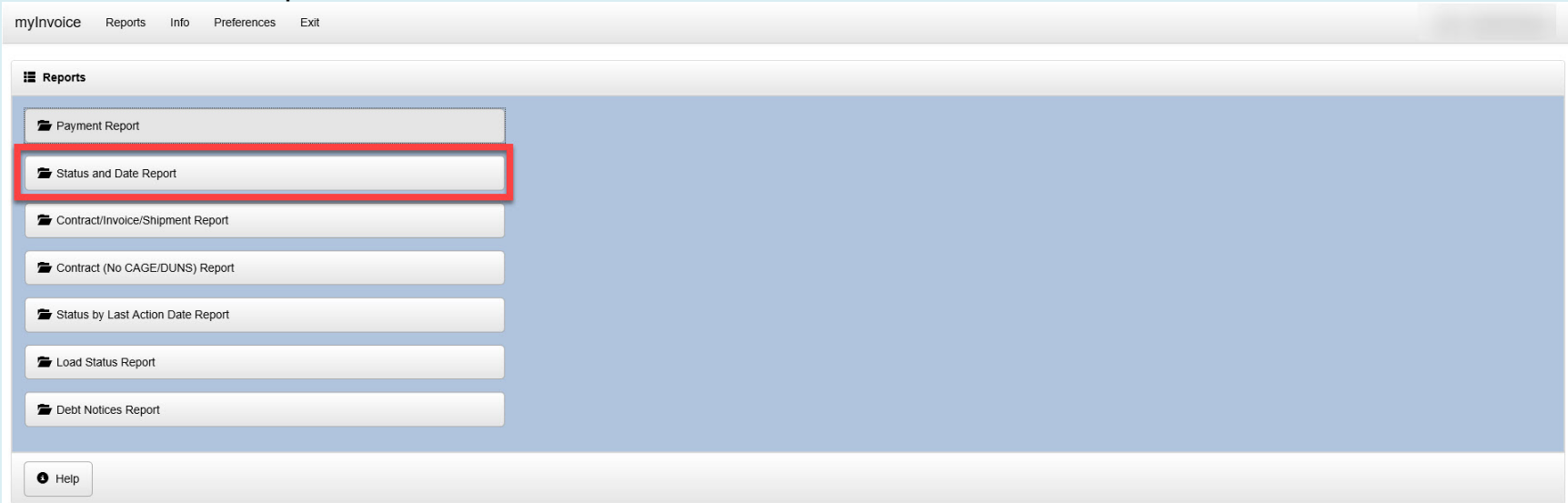
9. Click Status and Date Report.

myInvoice Reports Info Preferences Exit

☰ Reports

- Payment Report
- Status and Date Report**
- Contract/Invoice/Shipment Report
- Contract (No CAGE/DUNS) Report
- Status by Last Action Date Report
- Load Status Report
- Debt Notices Report

● Help



10. Follow steps 4-7

11. To access a VAT form for Contract/Invoice/Shipment Report click Reports.

myInvoice **Reports** Info Preferences Exit

☰ System Messages

Please start by selecting an option from the menu above.

Help

12. Click Contract/Invoice/Shipment Report.

myInvoice Reports Info Preferences Exit

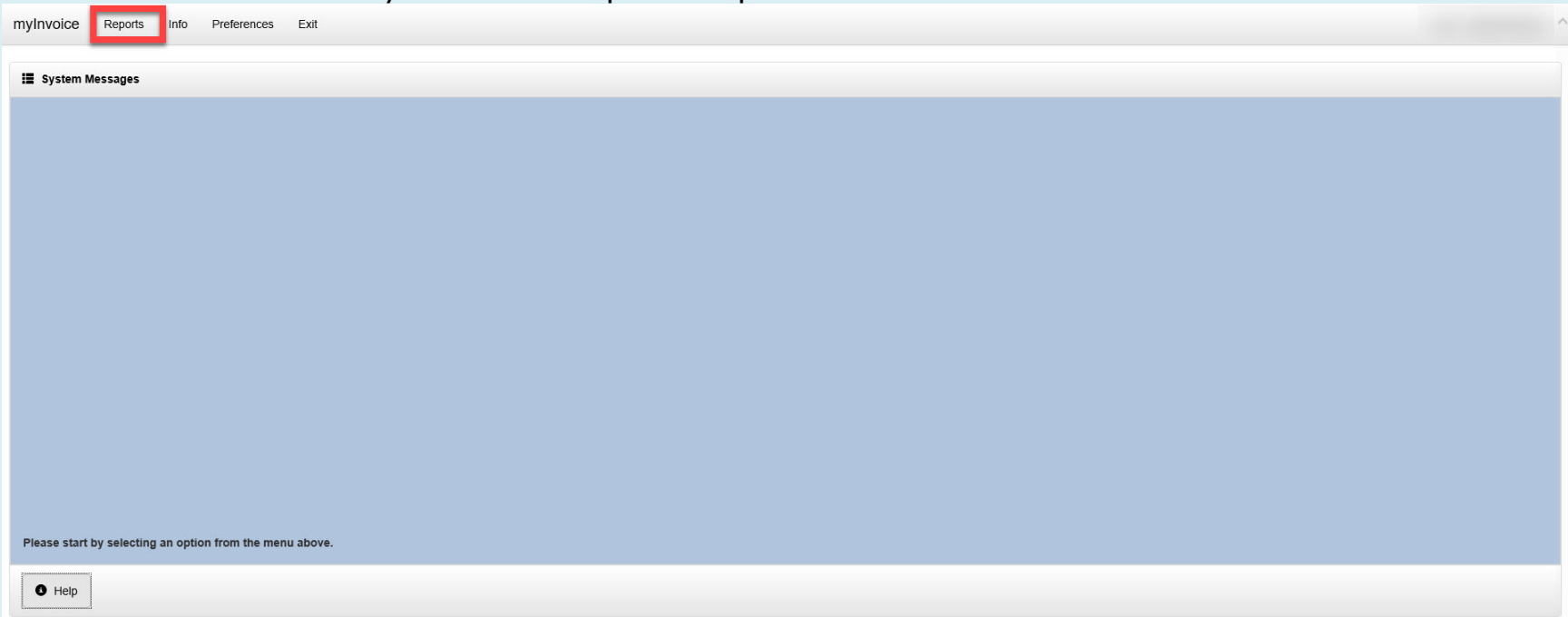
☰ Reports

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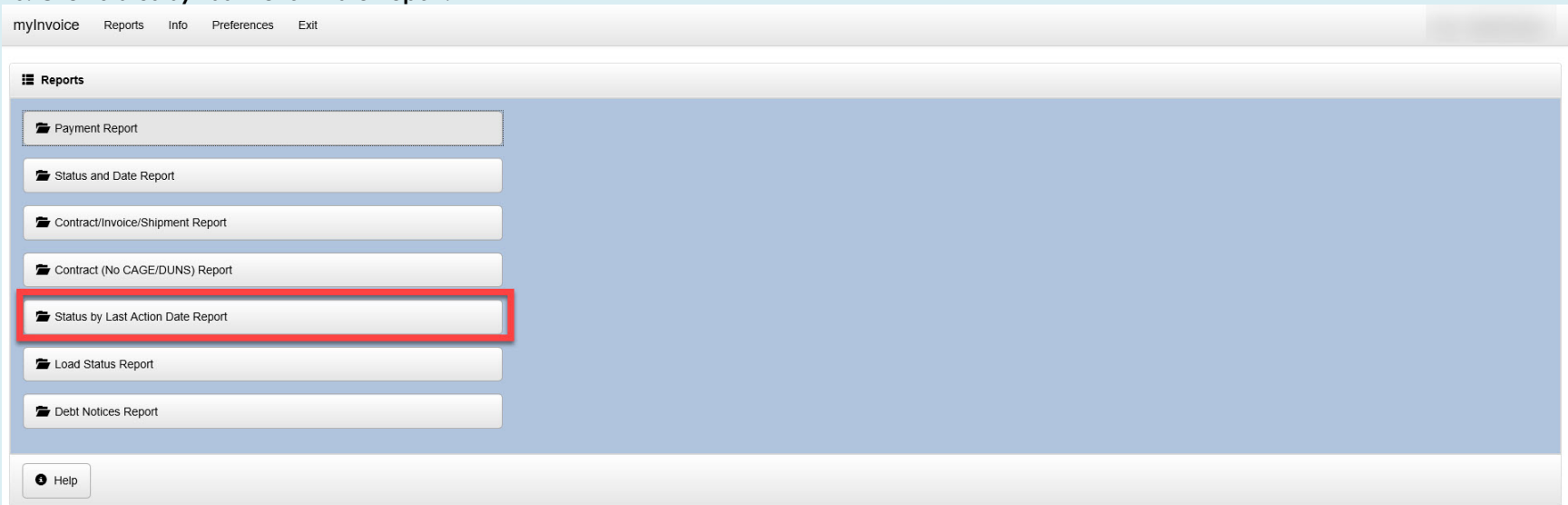
Help

13. Follow steps 4-7

14. To access a VAT form for Status by Last Action Date Report click Reports.



15. Click Status by Last Action Date Report.



16. Follow steps 4-7.