

Vendor – Invoice Processing Process

1. You will receive an email from itsa-support@ostglobal.com with the appropriate **Invoice IDs** needed for the Invoice Report.
2. Log into Peoplefluent
3. Run the Delivered Report
 - a. Move over the **Reports** icon located in the navigation toolbar at the top of the page.
 - b. Click **Delivered Reports**.
 - c. Click the **4140: APS Vendor Reconciliation Report** to highlight the selection.
 - d. In the action ribbon on the bottom right-hand side of the page, click **Report Detail**
 - e. Select Client Region: DC Gov
 - f. Enter the Invoice ID in “Misc Param 1”
 - g. Enter “0” (Without the quotation marks) in “Misc Param 2”
 - h. Click **Submit Report Request** in the action ribbon on the bottom right-hand side of the page
 - i. **REPEAT** the process for each Invoice ID for your resources
 - j. The Report is generated and sent to your email address
 - k. Open the **Report**, which is an excel sheet with the information of the number of hours for each of your resources.
 - l. On receiving the files via email, send this excel report along with an invoice cover page of your company. The cover page should include your vendor Name, Address, the OST Address, the Invoice Period, and a Contact Number. Print, sign, scan and email to itsa-invoices@ostglobal.com

Note: If the report does not generate all of your resources’ timesheets for that period, a timesheet was received **after** the invoice period has ended. This timesheet will be invoiced in the next Invoice Period. (You can find a copy of the **Invoice Schedule** at <http://itsa.ostglobal.com> at the bottom right-hand side of the page marked “Vendors”. Click on the Invoice Schedule link.)

Additional Items

1. You may view your resources’ timesheets at any time.
 - a. Move over to the **View** icon located in the navigation toolbar at the top of the page.
 - b. Click **Timesheets**.
 - c. Click the drop-down against the **Timesheet Status** and selected “approved.”
 - d. Fill in the appropriate “From” and “To” dates in the Invoice Period on the **Period End Date**. (You can find a copy of the dates per period in the **Invoice Schedule** link at <http://itsa.ostglobal.com> at the bottom right-hand side of the page marked “Vendors”.)
 - e. Click on the arrow next to “Click to initiate search.”
 - f. Timesheet data for your resources will be displayed to you within the Invoice Period.