

Vendor - Invoice Processing Process

1. Log into PeopleClick
2. Click on the Time Tab
3. On the Left Panel, click on the drop down against the Status button and select "Approved"
4. Click on the Search button
5. Time sheet data for your candidates will be displayed to you
6. The last column on the timesheet data for the candidates is "Invoice ID" which you need to keep note of
7. Run the Delivered Report – 4140: APS Vendor Reconciliation Report
 - a. Click Report Detail
 - b. Select Client Region: DC Gov
 - c. Enter the Invoice ID in "Misc Param 1"
 - d. Enter "0" (Without the quotation marks) in "Misc Param 2"
 - e. REPEAT process for each Invoice ID for your candidates
 - f. Click on Submit Report
 - g. Report is generated and sent to your email address
 - h. Open the Report which is an excel sheet with the information of the number of hours for each of your candidates
 - i. On receiving the files via email, send this excel report along with an invoice cover page of your company to OST, Print, Sign, Scan and email to ITSA-Invoices@ostglobal.com