National Institutes of Health

How to Search for and Export the Invoice History of a Purchase Order

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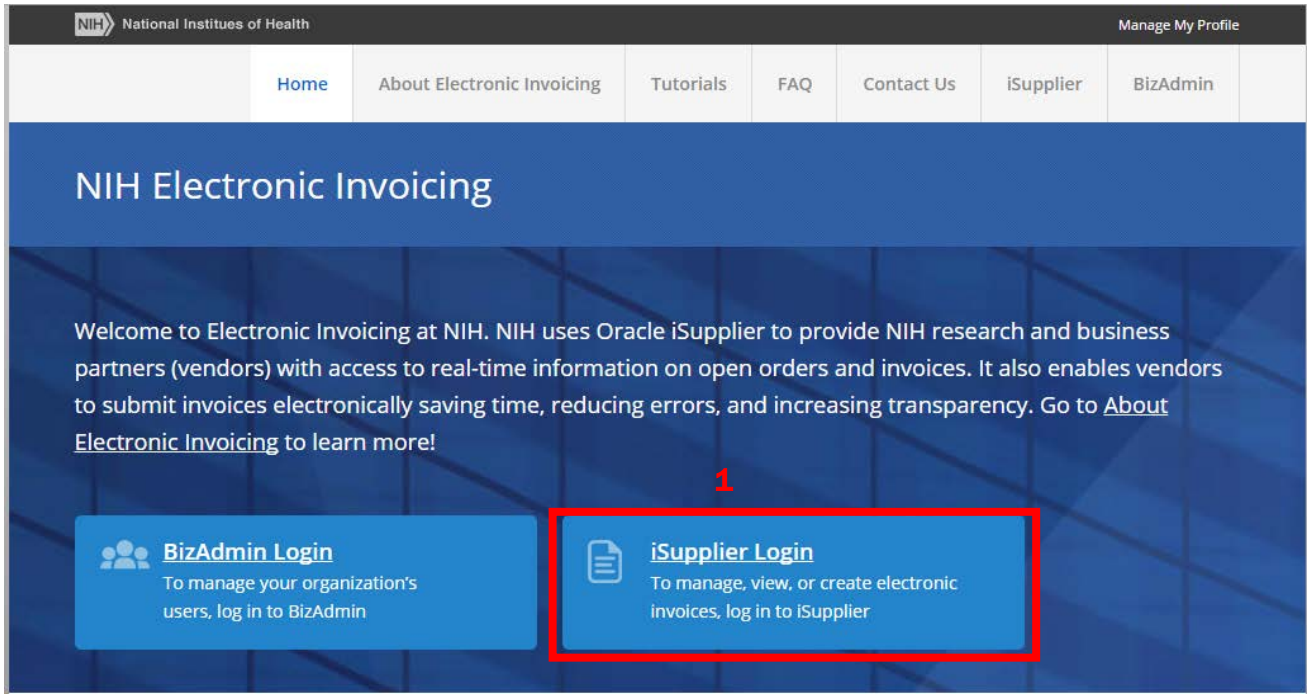
Overview

This job aid reviews the process for looking up the invoice history for a particular Purchase (PO) Order. To search for an invoice history you will need the PO number.

Note that iSupplier refers to all types of agreements (Awards, Contracts, TODOs, BPAs, IDIQs, and Orders) as **"Purchase Orders" or POs**.

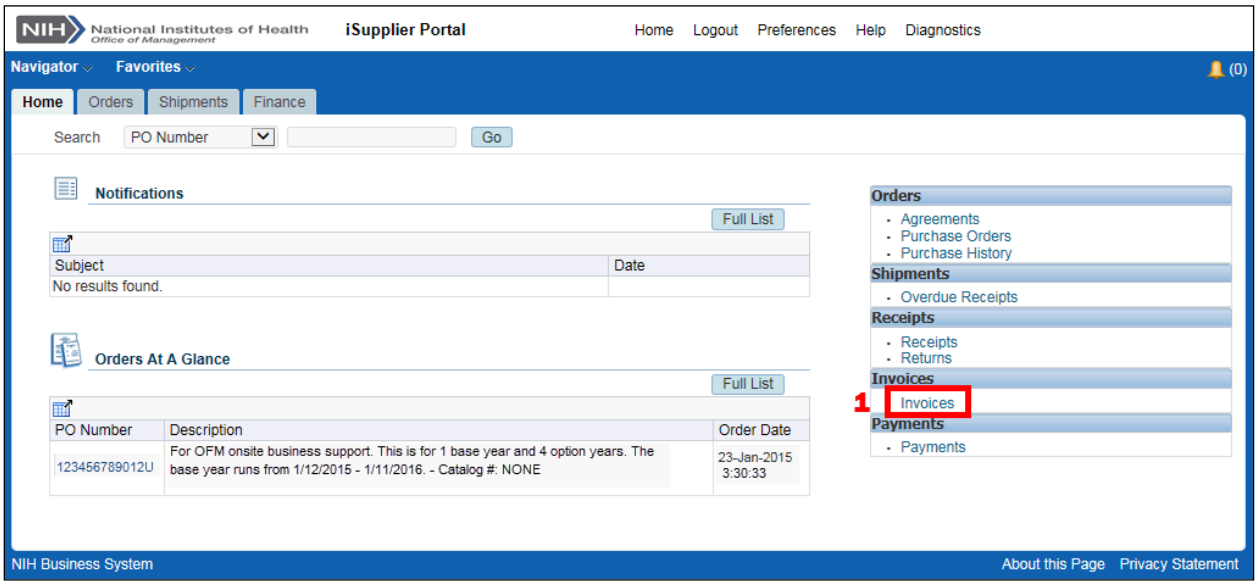
Step 1: Login to iSupplier

- To begin, go to the NIH Electronic Invoicing website (https://evip.nih.gov) and complete the user authentication process to log in to iSupplier (1).



Step 2: Search for a Purchase Order Number and Invoice History

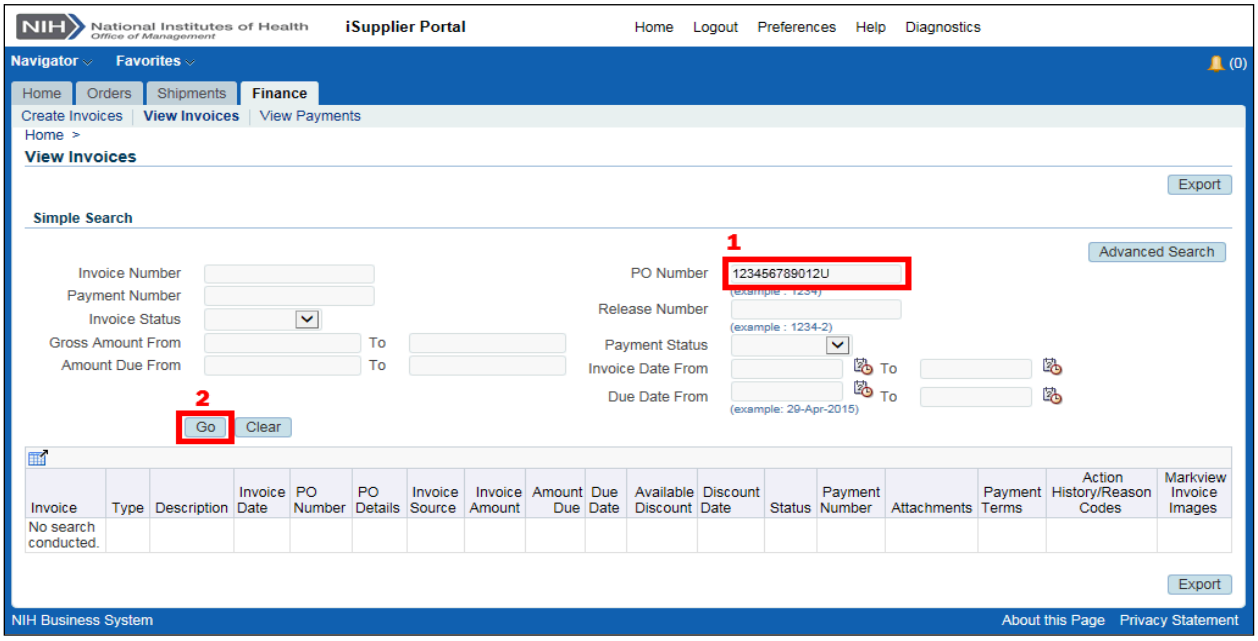
- Select **Invoices** from the right menu panel to begin the search for invoices.



- Enter the Purchase Order number for the invoice history in which you are interested in the **PO Number** (1) field.

- If you are searching for a BPA or IDIQ, you can add the **Release Number** to the Release Number field below the PO Number, or you can select it from the search results if you just search by PO Number.

- Select **Go** (2).



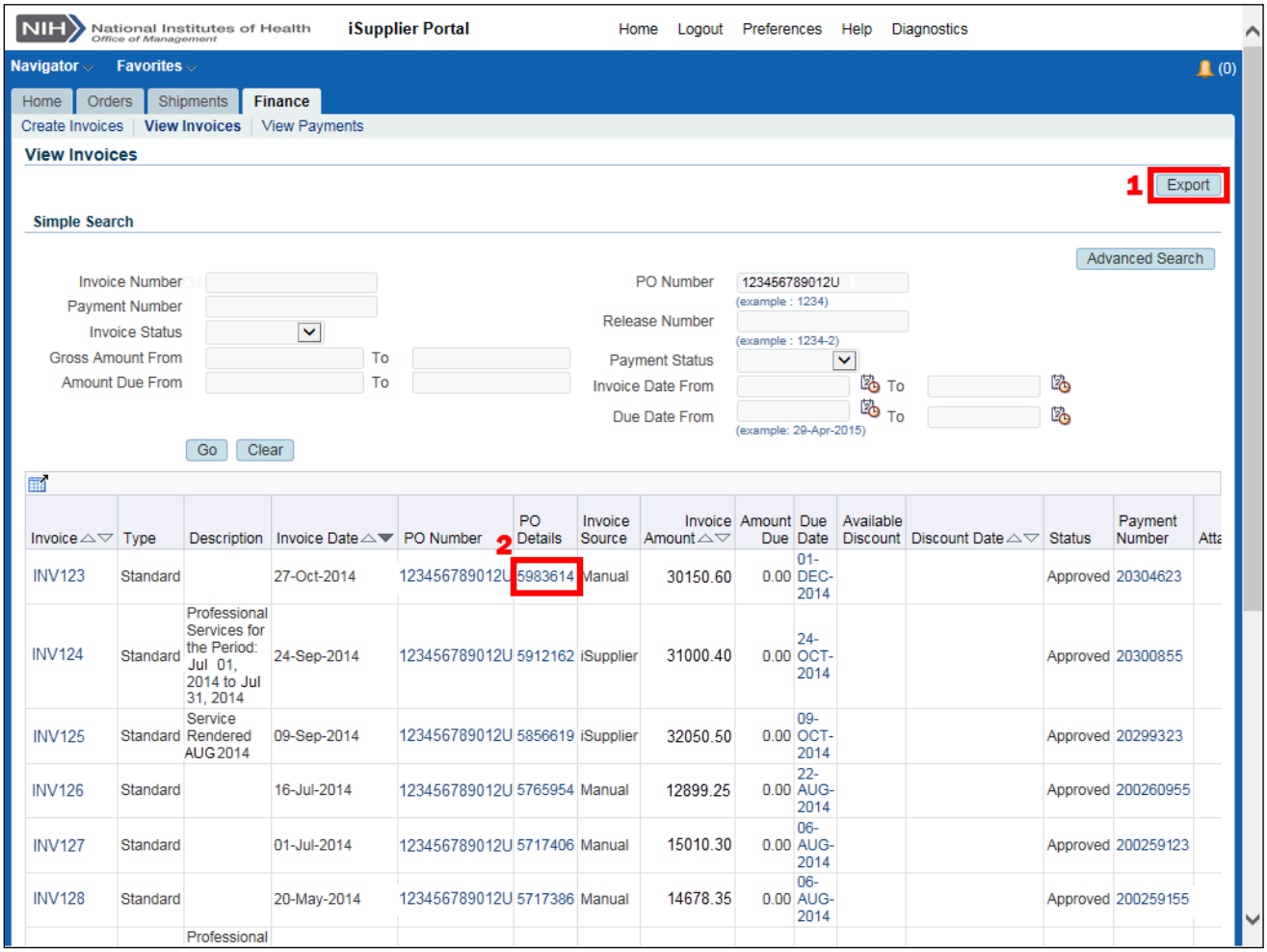
Step 3: Export Invoice History or Select Additional Invoice Details

- A page of all the invoices associated with the Purchase Order will appear. The table includes valuable summary information such as the invoice number, PO number, Invoice Source (Manual or iSupplier), **Due Date** (date invoice was / is to be paid), and of course **Status**. There is also a Payment Number for any invoices that have been approved and paid.

- **Note:** Select **Export** (1) to export this information to a file that can be saved and / or shared.

- You can view more information about a specific invoice including how much has been invoiced across a line, the funding status, and the specific invoice status through the **PO Details** column. Note that the numbers in this field are internal NIH-generated numbers.

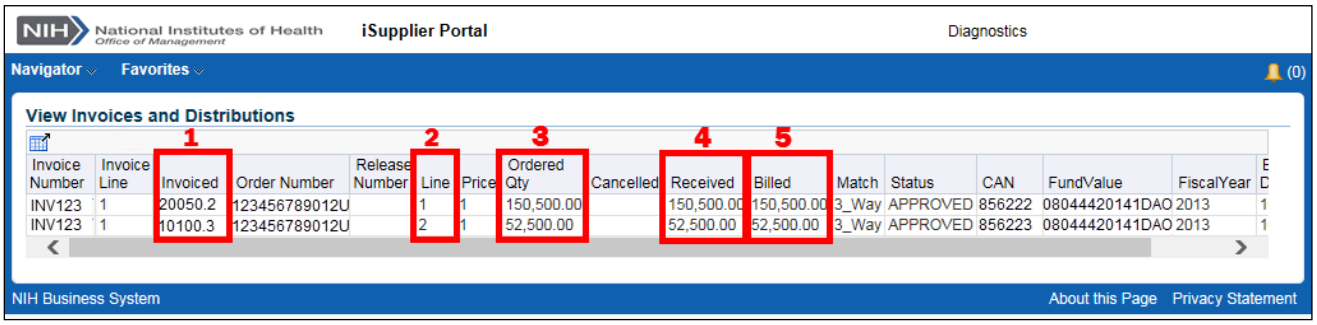
- Select the link under **PO Details** (2) to see detailed invoice information.



Step 4: View a Specific Invoice's Detail

- This page shows detail about a specific Invoice, including how much was invoiced (1), how the invoice was matched at the line level (2), the total quantity (value) of what was ordered on the line (3), what NIH has recorded as "received" to date (4) and the total amount that has been historically billed to each line (5).

- For 2-way invoices that go through a review and approval process, the Received column will say 0.



- **Close** this window to return to the View Invoices search results.

- To view additional detail about a specific invoice, you can select an invoice number link from the View Invoices, or refer to the Job Aid "How to Search for Invoice Status and Other Invoice Detail" on the https://evip.nih.gov website.

Need Help?

If you have any issues while submitting your invoice, please contact Vendor Support at (301) 496-6088.

HOURS OF OPERATION 8:30 a.m. to 4:30 p.m., EST Monday through Friday.

The office is closed each day from noon to 1:00 p.m.