



## Instructional Vendor Invoice Requirements

Vendors must submit invoices upon the completion of services listed on the Purchase Order. Invoices must be accompanied by a Purchase Order and submitted through the OPS Vendor Portal or through the respective school's Invoice Inboxes (links at the bottom of this page).

Invoices submitted through the Invoice Inboxes may have more than one student on an invoice if the students are all from the same School or Resource Location. Invoices must include ALL of the following:

- Vendor Information
  - Name
  - Address
  - Phone number
- Name of School and/or Resource Location
- Invoice Number

**Note: This number must be sequential and may not be repeated. Any invoice with duplicate invoice numbers for a different school location or service will not be processed and will be returned by the PCI Business Department.**
- Purchase Order Number(s)
- Student's Full Name(s)
- Description(s) of Service/Activity provided
- Date(s) of Service/Activity
- Amount charged per student per Service/Activity  
(this amount must match the amount on the Purchase Order)
- Total Amount Owed (may not be more than the sum of all Purchase Orders)

**Disclaimer: PCI does not prepay for any service/activity. All invoices sent to PCI must be for services/activities that have previously taken place with a Purchase Order.**

Final invoices for the 2018-2019 school year must be turned in no later than Friday, May 31<sup>st</sup>, 2018.

### PCI pays invoices on a NET 30

Please submit invoices through one of the follow methods:

1. Submit invoice by logging into the OPS Vendor Portal,
2. Send invoice(s) with Purchase Order(s) to the corresponding Invoice Inbox, or
3. Send invoice to the corresponding school's email address listed on the Purchase Order.

OPS Vendor Portal: [www.ops-online.com/year18/vendor\\_login.htm](http://www.ops-online.com/year18/vendor_login.htm)  
Invoice Inboxes: [www.pacificcharters.org/about/vendor-information/](http://www.pacificcharters.org/about/vendor-information/)



### **Accessing the Active Vendors Invoice Inbox**

Vendors:

- 1) Open a web browser and go to [www.pacificcharters.org](http://www.pacificcharters.org).
- 2) In the navigation pane on top, locate "About" and click on "Business Vendor Portal" from the popup.
- 3) Below the "For Current Vendors:" section, click on "Invoice Inboxes" tab.
- 4) Click on the name of the School Location listed next to the school's name.
- 5) The website to the inbox will open.

### **Submitting Invoices through the Invoice Inbox**

- 1) On the inbox page, click "Add File" to attach the Invoice(s) and Purchase Order(s). Note: Files may not be larger than 10 MB. Acceptable file formats include .pdf, .doc, .docx, .xls, .xlsx, or .zip.
- 2) Enter your information in the remaining fields:
  - a. Name of Active Vendor
  - b. Email Address (optional to receive confirmation of submission)
  - c. Invoice #
  - d. Total Balance
  - e. Comments (if any)
- 3) Click "Submit" to submit the Invoices and Purchase Orders for processing.