

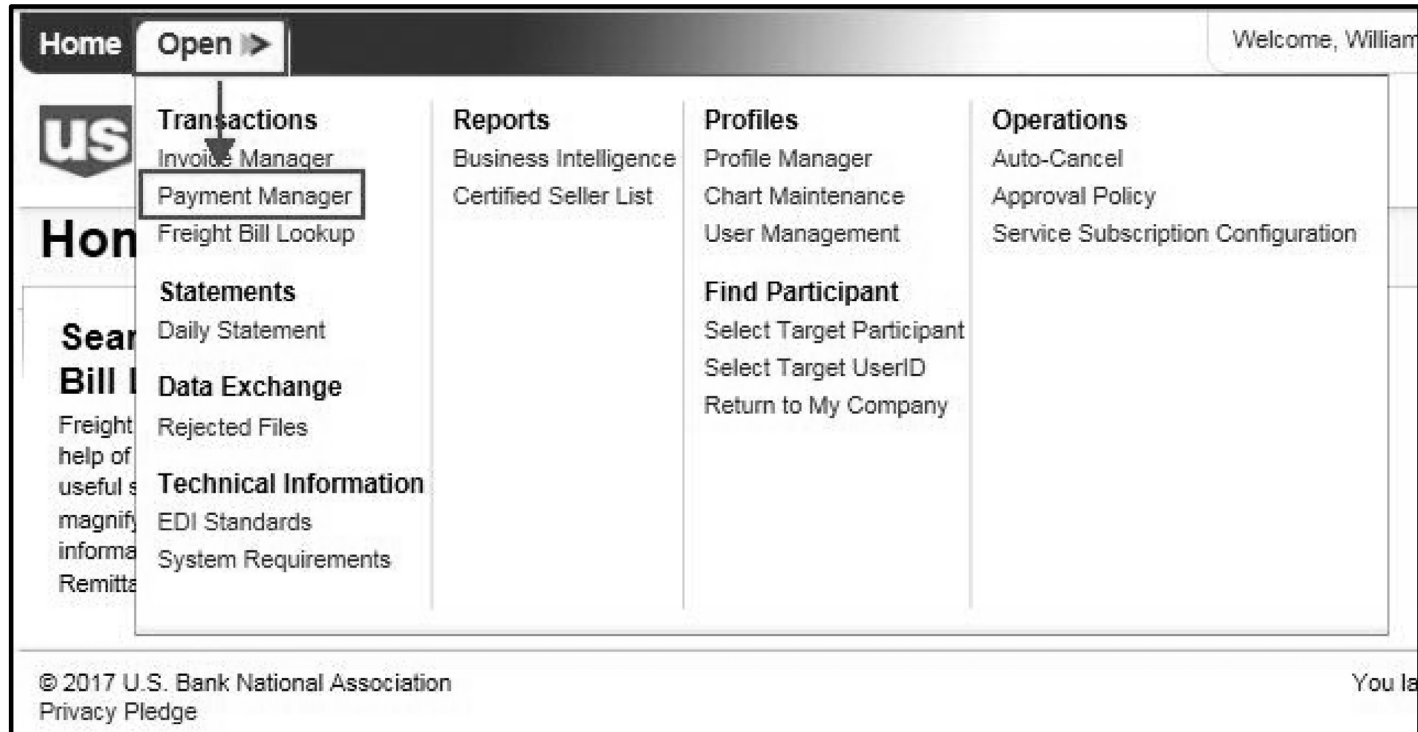


DPM Invoice Entry

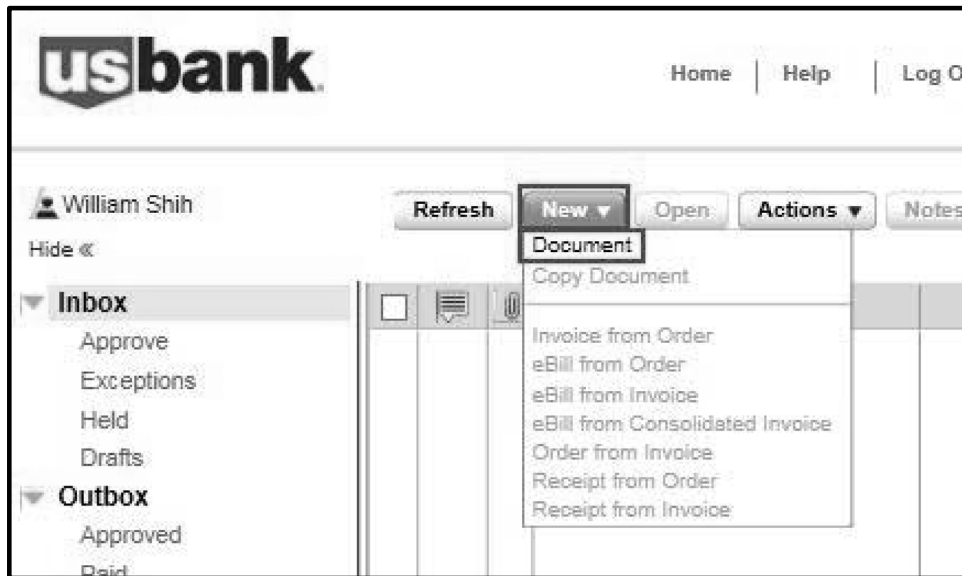
Syncada – Payment Manager

Updated as of 2/5/18

Step 1 – Open Payment Manager



Step 2a – Create New Invoice



The screenshot shows a 'New Document' pop-up window. It contains a form for selecting an owner organization. The form has the following fields and values:

- Select Owner Organization** (Section Header)
- Standard Carrier Alpha Code**: ARWC9129
- Name**: Arrow Moving & Storage of Cold
- Address 1**: 2885 Janitell Road
- Address 2**: (empty)
- Address 3**: (empty)
- Address 4**: (empty)
- City**: Colorado Springs
- State/Province**: Colorado
- Postal Code**: 80906
- Country**: UNITED STATES OF AMERICA
- County**: (empty)

At the bottom of the form, there are four buttons: 'Find Org', 'Previous', 'Next', and 'Close'.

- After selecting New > Document there will be a pop-up
- Select the Find Org button

Step 2b – Create New Invoice

Search For Supplier

Search By:

ID: Starts With

Name: Starts With

☐ Include Inactive Organizations

Find **Clear All**

Organizations Found:

Name	ID Type	ID	Address	Organization Status
Arrow Moving & Stor	Standard Carrier Alpl	ARWC9129	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active
Arrow Moving & Stor	Payee Identification	ARWC9129	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active
Arrow Moving & Stor	Assigned by Syncad	ARWCDPM	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active

OK **Cancel**

- Look for your DPM specific SCAC code
- Select the DPM SCAC and click OK

Step 2c – Create New Invoice

New Document

Select Owner Organization

Standard Carrier Alpha Cod: ARWC DPM

Name: Arrow Moving & Storage of Colo

Address 1: 2885 Janitell Road

Address 2:

Address 3:

Address 4:

City: Colorado Springs

State/Province: Colorado

Postal Code: 80906

Country: UNITED STATES OF AMERICA

County:

Find Org Previous Next Close

Search For Buyer

Search By:

ID: Starts With DPM

Name: Starts With

☐ Include Inactive Organizations

Find Clear All

Organizations Found:

Name	ID Type	ID	Address	Organization Status
DPM USAF JPPSO	Governments Bill Of	DPMKKFA	121 South Tejon Suite 800 Colorado Springs, CO, 80903, USA,	Active

OK Cancel

- Click Next
- Look for your DPM specific DoD Organization
- Select the DPM specific DoD Organization and click OK

Step 2d – Create New Invoice

This screenshot shows the 'New Document' window with the 'Select Recipient Organization' tab selected. The window contains several input fields for recipient information. The 'Name' field is populated with 'DPM USAF JPPSO COS'. The 'Address 1' field contains '121 South Tejon', 'Address 2' contains 'Suite 800', and 'City' contains 'Colorado Springs'. The 'State/Province' is set to 'Colorado' and the 'Postal Code' is '80903'. The 'Country' is 'UNITED STATES OF AMERICA'. At the bottom, there are four buttons: 'Find Org', 'Previous', 'Next' (which is highlighted with a red box), and 'Close'.

New Document

Select Recipient Organization

Governments Bill Of Lading ▼

Name: DPM USAF JPPSO COS ▼

Address 1: 121 South Tejon

Address 2: Suite 800

Address 3:

Address 4:

City: Colorado Springs

State/Province: Colorado ▼

Postal Code: 80903

Country: UNITED STATES OF AMERICA ▼

County:

Find Org Previous **Next** Close

This screenshot shows the 'New Document' window with the 'Owner Organization' tab selected. It displays the 'Owner Organization' as 'Arrow Moving & Storage of Colo ARWC' and the 'Recipient Organization' as 'DPM USAF JPPSO COS'. The 'Spend Category' is set to 'Household Goods' and the 'New Document Action' is 'Create Invoice'. At the bottom, there are three buttons: 'Previous', 'Next' (which is highlighted with a red box and has an arrow pointing to it from the left), and 'Cancel'.

New Document

Owner Organization: Arrow Moving & Storage of Colo ARWC

Recipient Organization: DPM USAF JPPSO COS

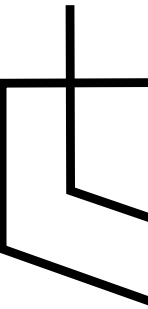
Spend Category: Household Goods ▼

New Document Action: Create Invoice ▼

Previous **Next** Cancel

- Click Next
- In the next screen, make sure the *Spend Category* is **Household Goods**
- Make sure *New Document Action* is **Create Invoice**

Step 3 – Entering Data (Header Fields)



Invoice
DPMCONTROL#

New ▾ Actions ▾ Notes Save Save As Draft Print Close

Invoice #:	DPMCONTROL#	Buyer	DPM USAF JPPSO COS ID: DPMKKFA	Financial Status:	
Order #:	DPMCONTROL#	Supplier	Arrow Moving & Storage Co ARWCDPM ID: ARWCDPM	Fulfillment Status:	
Order Release:	DPMCONTROL#	Ship From:	None	Pricing Status:	
Issue Date:	12/21/2017	Ship To:	None	Notice Status:	None

Order Amount:
Billed Amount: 190.72 USD
Tax Amount: 0.00 USD

- Input the DPM Control Number provided by site into the *Invoice #:*, *Order #:*, and *Order Release:* fields
 - Value should be the same for all three fields
- *Issue Date:* is your invoice date

Step 4b – Entering Data (Reference Fields)

The image displays three overlapping screenshots of a 'Reference' form, illustrating the process of entering data. Each form has a title bar 'Reference' and a close button 'X'.

- Top-left form:** Shows 'Data Type' as 'Date', 'Qualifier' as 'Actual Pickup Date', and 'Value' as '06/07/2017'. It includes an 'Add another reference' button.
- Middle form:** Shows 'Data Type' as 'Date', 'Qualifier' as 'Delivered', and 'Value' as '06/07/2017'. It includes an 'Add another reference' button.
- Bottom-right form:** Shows 'Data Type' as 'Reference', 'Qualifier' as 'Originating Company Identifier', and 'Value' as 'ARWC'. It includes 'Add another reference', 'Save', and 'Close' buttons.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
- Once you've entered the all the values and select the Add another reference button after you've completed all three
- Note – The Originating Company Identifier should be your four carrier SCAC code

Step 4c – Entering Data (Reference Fields)

The image displays three overlapping screenshots of a 'Reference' dialog box, illustrating different data entry configurations:

- Top-left screenshot:** Shows the 'Reference' dialog with 'Data Type' set to 'Reference', 'Qualifier' set to 'Carrier's Reference Number (PRO/Invoice)', and 'Value' set to 'DPMCONTROL#'. An 'Add another reference' button is visible at the bottom.
- Middle screenshot:** Shows the 'Reference' dialog with 'Data Type' set to 'Reference', 'Qualifier' set to 'Contract Number', and 'Value' set to 'FA2517-##-#-####'. An 'Add another reference' button is visible at the bottom.
- Bottom-right screenshot:** Shows the 'Reference' dialog with 'Data Type' set to 'User Defined Reference', 'Qualifier' set to 'Member Name', and 'Value' set to 'John Smith'. It includes 'Add another reference', 'Save', and 'Close' buttons at the bottom.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
 - Carrier's Reference Number = DPM Control number provided by site.
 - Data Type for Member Name is User Defined Reference meaning you will type in the qualifier value instead of selecting from a drop down
- Once you've entered all the values and select the Add another reference button after you've completed all three

Step 4d – Entering Data (Reference Fields)

The image displays three screenshots of a 'Reference' dialog box, each with a title bar and a close button (X). The first two screenshots on the left are connected by a vertical line with arrows pointing to them. The first screenshot shows 'Data Type' as 'Date', 'Qualifier' as 'Period Start', and 'Value' as '12/14/2017'. The second screenshot shows 'Data Type' as 'Date', 'Qualifier' as 'Period End', and 'Value' as '12/21/2017'. The third screenshot on the right shows 'Data Type' as 'Reference', 'Qualifier' as 'Social Security Number', and 'Value' as '####'. Each dialog box has three buttons at the bottom: 'Add another reference', 'Save', and 'Close'. In the third screenshot, the 'Save' button is highlighted with a red box.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
 - If there are any storage charges you will need to reflect the "Storage Date In" and "Storage Date Out" with **Period Start** and **Period End** qualifiers
- Once you've entered the all the values and click the Save button
- Note – Social Security Number should **only** be the last four digits of member's SSN

Step 4e – Entering Data (Reference Fields)

The screenshot shows the 'Header' tab of an invoice system. At the top, there are four tabs: 'Overview', 'Header' (selected), 'Participant', and 'Line Item'. Below the tabs, there are several input fields: 'Invoice Type' (set to 'Debit Invoice'), 'Terms' (set to 'Prepaid'), 'Exchange Rate' (empty), 'Scheduled Due Date' (empty), and 'Payment Terms' (set to 'days').

Below these fields, there are two tables. The first table, 'Evaluated Attributes', has two columns: 'Attributes' and 'Value'. It contains two rows: 'Below Minimum Weight' with value 'Re-evaluation Pending' and 'Small Parcel' with value 'Re-evaluation Pending'.

The second table, 'References', has two columns: 'Reference' and 'Invoice Value'. It contains six rows of data. To the left of the 'References' table are two buttons: 'Add' and 'Delete'.

Reference	Invoice Value
Actual Pickup Date	06/07/2017
Delivered	06/07/2017
Originating Company Identifier	ARWC
Carrier's Reference Number (PRO/Invoice)	DPMCONTROL#
Contract Number	FA2517-## # ####
Social Security Number	####

- Review the **Header** tab and make sure you've entered the information correctly
- Invoice with **storage charges** will need to reflect "Storage Date In" and "Storage Date Out" in the **Header** tab
- Note – If you miss key or forget to enter any of the above information you may delay payment

Step 5a – Entering Data (Participant)

The screenshot shows a software interface for entering participant data. At the top, there are four tabs: 'Overview', 'Header', 'Participant' (which is selected), and 'Line Item'. Below the tabs, there are two buttons: 'Add' and 'Delete'. The 'Add' button is highlighted with a red box, and an arrow points from it to the 'Participant' tab. To the right of the buttons is a 'Detail' section. In this section, the 'Role' dropdown menu is set to 'Carrier'. An arrow points from the 'Carrier' dropdown to a 'Find Org' button. Below the 'Role' dropdown is a 'Name' field. Below the 'Name' field is a 'Select an ID type' dropdown menu. Below the 'Select an ID type' dropdown menu are four 'Address' fields (Address 1, Address 2, Address 3, Address 4). Below the 'Address' fields is a 'City' field. Below the 'City' field is a 'State/Province' dropdown menu. Below the 'State/Province' dropdown menu is a 'Postal Code' field. On the left side of the interface, there is a table with three columns: 'Role', 'Name', and 'ID'. The table contains four rows of data.

Role	Name	ID
Buying Party	DPM USAF JPPSO COS	DPMKKFA
Supplier Party	Arrow Moving & Storage of Colo ARWC	ARWC9129
Carrier	Arrow Moving & Storage of Co	ARWC
Bill To Party	US Government Families First (HHG)	

- Select the **Participant** tab and click the Add button
- Select “Carrier” for *Role:* field
- Click Find Org button

Step 5b – Entering Data (Participant)

Search For CA

Search By:

ID: Starts With

Name: Starts With

☐ Include Inactive Organizations

Find **Clear All**

Organizations Found:

Name	ID Type	ID	Address	Organization Status
Arrow Moving & Stor Standard Carrier Al		ARWC9129	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active
Arrow Moving & Stor Payee Identification		ARWC9129	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active
Arrow Moving & Stor Assigned by Synoad		ARWCDPM	2885 Janitell Road Colorado Springs, CO, 80906, USA,	Active

OK **Cancel**

- Look for your DPM specific SCAC code
- Select the DPM SCAC and click OK

Step 5c – Entering Data (Participant)

The screenshot shows a software interface with four tabs: Overview, Header, Participant, and Line Item. The Participant tab is selected. On the left, there is a table with columns Role, Name, and ID. On the right, there is a 'Detail' form for the selected participant.

Role	Name	ID
Buying Party	DPM USAF JPPSO COS	DPMKKFA
Supplier Party	Arrow Moving & Storage of Colo ARWC	ARWC9129
Bill To Party	US Government Families First (HHG)	
Carrier	Arrow Moving & Storage of Colo ARWC	ARWC DPM

Detail

Role: Carrier

Name: Arrow Moving & Storage of Colo ARWC

Select an ID type

- Standard Carrier Alpha Code (SCAC)
- Group Purchasing Organization (GPO)
- Health Industry Number (HIN)
- Mutually Defined
- Payee Identification
- Standard Carrier Alpha Code (SCAC)
- Standard Point Location Code (SPLC)
- U.S. Customs Carrier Identification
- Vendor Number
- Federal Tax ID Number

Postal Code: 80906

- In the above drop down, select “Standard Carrier Alpha Code (SCAC)”

Step 6 – Entering Data (Charges)

Overview Header Participant **Line Item**

Open Line **Add Line** Delete Line Copy Line Download Tax Reference

Column Views: Document Only

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Line #	Line Type	Line Sub Type	Service Charge Source	Supplier Item No	Description	Qty	UOM	Unit Price	Net Price
1	Line Item	NRC-Non-recurring Charge		3004AD	OUTBOUND-CONTRACTOR	1.760000	Each	85.000000	149.60

- Select the **Line Item** tab and click the **Add Line** button
- Add a line # for each line item
- *Line Type* should be selected as Line Item
- *Line Sub Type* should be selected as NRC-Non-recurring Charge
- *Supplier Item No* should contain service charge code per your contract.
 - Free form entry
- *Description* should be service charge code descriptor per your contract (abbreviate as needed).
 - Free form entry
- *Qty* = Weight of shipment in CWT format (e.g. Total weight 12160; Qty = 121.6)
- *UOM* should be selected as Each
- *Unit Price* is based on the rate in your contract.
- Note – To view attachment, you must click the **Enable** button on the pop-up



DPM SC List

Step 7 – Entering Data (Transit Status)

Invoice
DPMCONTROL#

New ▾ Actions ▾ Notes Save Save As Draft Print Close

Invoice #: DPMCONTROL#
Order #: DPMCONTROL#
Order Release: DPMCONTROL#
Issue Date: 12/21/2017
Order Amount: 149.60
Billed Amount: 0.00
Tax Amount: 0.00

Buyer DPM USAF JPPSO COS
ID: DPMKKFA
Supplier Arrow Moving & Storage of Colo ARWC
ID: ARWC9129

Financial Status:
Fulfillment Status:
Pricing Status:
Notice Status: None

Notice Status

Type	Status	Status Date	Source
Transit Status ▾	Delivered ▾	06/07/2017	

Add Delete Open Save Close

- Click link for *Notice Status*:
- In window, Click Add button
- *Status* should be selected as Delivered
- Enter delivery date under *Status Date*
- Click Save

Step 8 – Entering Data (Invoice Completion)



The screenshot shows an invoice completion interface. At the top, there is a header bar with the title 'Invoice' and the identifier 'DPMCONTROL#'. To the right of the header are several buttons: 'New', 'Actions', 'Notes', 'Save' (which is highlighted with a red box), 'Save As Draft', 'Print', and 'Close'. Below the header, the form is organized into three main sections. The left section contains input fields for 'Invoice #', 'Order #', 'Order Release', and 'Issue Date', all of which are populated with 'DPMCONTROL#'. The 'Issue Date' field is set to '12/21/2017' and includes a calendar icon. Below these fields are 'Order Amount', 'Billed Amount', and 'Tax Amount', with values of '149.60 USD' and '0.00 USD' respectively. The middle section contains fields for 'Buyer' (DPM USAF JPPSO COS, ID: DPMKKFA), 'Supplier' (Arrow Moving & Storage of Colo ARWC, ID: ARWC9129), 'Ship From' (None), and 'Ship To' (None). The right section displays status information: 'Financial Status', 'Fulfillment Status', 'Pricing Status', and 'Notice Status' (all set to 'None').

Field	Value
Invoice #	DPMCONTROL#
Order #	DPMCONTROL#
Order Release	DPMCONTROL#
Issue Date	12/21/2017
Order Amount	
Billed Amount	149.60 USD
Tax Amount	0.00 USD
Buyer	DPM USAF JPPSO COS ID: DPMKKFA
Supplier	Arrow Moving & Storage of Colo ARWC ID: ARWC9129
Ship From	None
Ship To	None
Financial Status	
Fulfillment Status	
Pricing Status	
Notice Status	None

- Click Save button to save Invoice
- Note – If you are missing any key pieces of information a pop-up will display and give direction on what is missing; correct and click Save again

Misc – Supplemental Billing (Create linked eBill)

The screenshot shows a software interface with a top toolbar containing buttons: Refresh, New (with a dropdown arrow), Open, Actions (with a dropdown arrow), Notes, Attach, Download, View (with a dropdown arrow), and History. Below the toolbar, a search bar indicates "Quick Search: 1 results for INV". A table lists search results with columns: Number, Supplier, Billed Amount, Expected Amount, Due Date, and Previous Approver. The first row is selected, showing "DPMCONTROL#" as the Number and "Arrow Moving & Storage of Colo" as the Supplier, with a Billed Amount of "149.60 USD".

An arrow points from the "New" button to a second, larger screenshot below. This second screenshot shows the "New" dropdown menu open, listing options: Document, Copy Document, Invoice from Order, eBill from Order, eBill from Invoice (highlighted with a red box), eBill from Consolidated Invoice, Order from Invoice, Receipt from Order, and Receipt from Invoice. The background of this second screenshot shows a partial view of the same table, with the selected row showing "Arrow Moving & Storage of Colo" and a Billed Amount of "149.60 USD".

- If you were to have under billed client you can bill the supplemental charges via eBill
- Select Invoice that under billed, then Click New button
- Select “eBill from Invoice” option

Misc – Supplemental Billing (Create linked eBill)

eBill

New Actions Notes **Save** Print Close

eBill #: DPMCONTROL#
Issue Date: 12/21/2017
eBill Type: Charge Buyer
eBill Amount: 42.50 USD

Buyer: DPM USAF JPP SO COS
ID: DPMKKFA
Supplier: Arrow Moving & Storage of Colo ARWC
ID: ARWC9129

Financial Status:
Link To: Invoice
Linked Doc ID: DPMCONTROL#
Order Release:

More Header Data

Overview Header Participant **Line Item**

Open Line Add Line Delete Line Copy Line Download

Column View: Summary (All)

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LN #	Code Description	Related Item Number	Qty	UOM	Unit Price	Net Price	Reference
1		3004AD	.5	Each	85	42.50	

- Enter your unique *eBill #*; i.e. – use the DPM Control Number and add “a” at end of it
- *Issue Date*: should be similar to an Invoice Date
- *eBill Type*:
 - Under bill client = Charge Buyer
 - Over bill client = Charge Seller
- Enter in the supplemental charges and click Save button

End of Training Document

If need additional assistance please contact
customer.support@usbank.com or at 1.800.417.1844.