Keep track of your bottom line – on-line with GovPay™
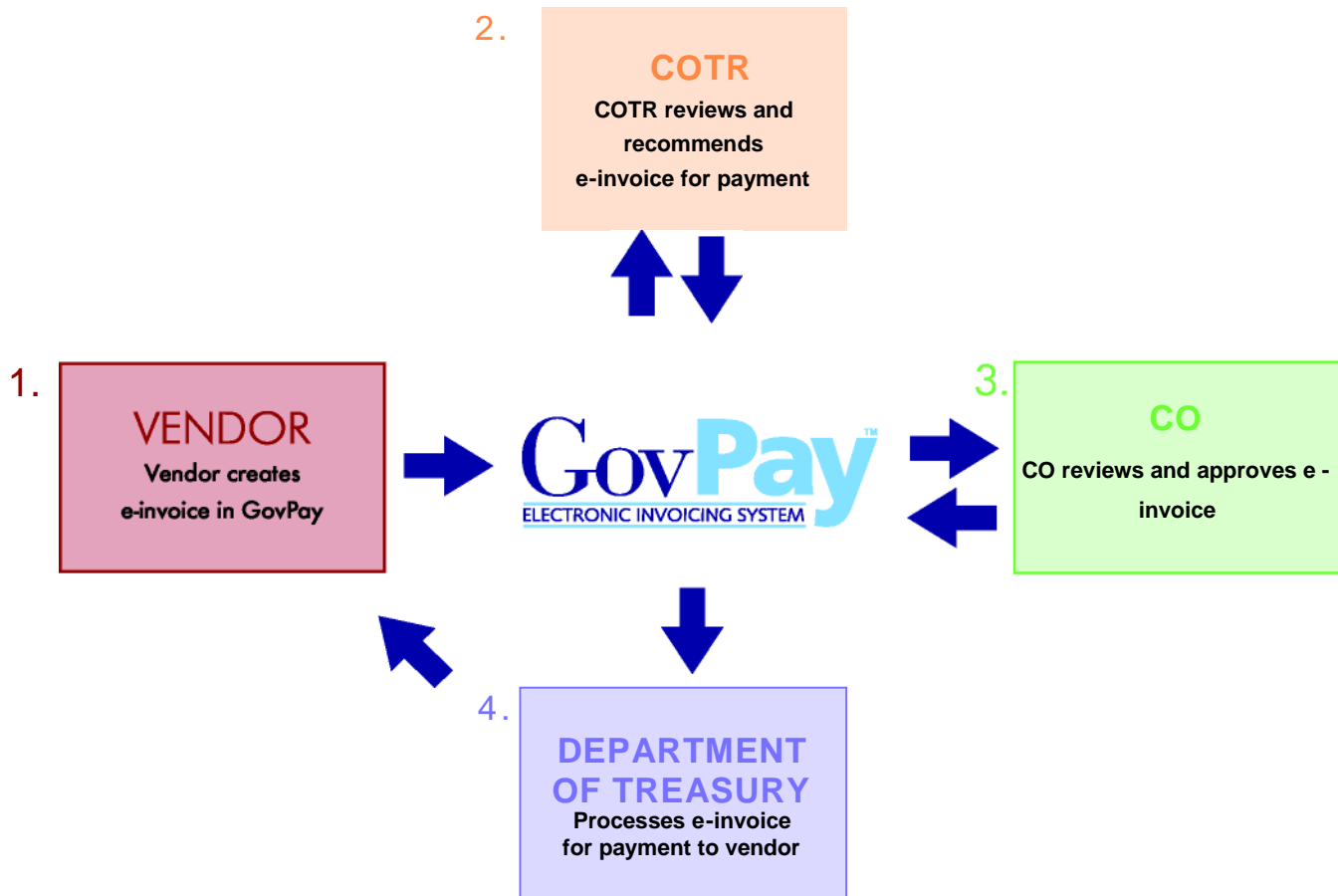
www.govpay.gov

The GovPay Electronic Invoicing System is a fast, better way to process invoices. As a management tool, GovPay invoices are reviewed, approved, and tracked over a secure web-based site. In short, GovPay is designed to streamline the flow of invoices without the added administrative burden of a paper-driven system.

GovPay is another example of our commitment to provide on-line financial information and accountability. In addition to the electronic invoicing system, you can review financial statements on-line at any time. This accessibility and openness is unsurpassed in the Federal marketplace.

- 24/7 accessibility via the Internet
- Quick, paperless invoice routing
- Real-time approval and verification of invoice status
- E-mail confirmation of completed transactions
- On-line invoice reporting with export options

GovPay™
ELECTRONIC INVOICING SYSTEM

E-INVOICE PROCESS

2. COTR
COTR reviews and recommends e-invoice for payment

1. VENDOR
Vendor creates e-invoice in GovPay

GovPay™
ELECTRONIC INVOICING SYSTEM

3. CO
CO reviews and approves e-invoice

4. DEPARTMENT OF TREASURY
Processes e-invoice for payment to vendor

E-INVOICE PROCESS

1. Vendor securely creates and submits invoices via GovPay. Edit features are available throughout invoice development and a final review is required before final submission. Notification will be sent if the invoice contains incomplete information or validation of data.

2. GovPay transmits the completed invoice to the receiving official or Contracting Officer Technical Representative (COTR) for review. If no additional information is required, the COTR makes payment recommendation for the Contract Officer (CO).

3. The CO views the invoice documentation on-line before approving payment.

4. The Department of Treasury receives an electronic payment authorization from our finance officer to pay the invoice.

HELP

GovPay is a very simple and intuitive system designed with the end-user in mind. An on-line tutorial has been developed to provide specific user instructions regarding registration, system navigation, administration, and the complete invoice process. A training manual is also available upon request. If personal assistance is needed, please contact HelpDesk@govpay.gov.

HelpDesk@govpay.gov
703-964-8802
703-964-8475 (fax)