

U.S. Department of Justice Office of Justice Programs Bulletproof Vest Partnership

For agencies under audit, the Bureau of Justice Assistance (BJA) expects the payment request to have at least one invoice file uploaded per receipt. Each invoice file should reflect the distributors invoice for vests purchased by the agency. Invoices should detail the cost that was incurred when a National Institute of Justice (NIJ) compliant armored vest was purchased, including allowable items or accessories. Additionally, the word "Invoice" is usually visible somewhere on the document to bring it to the attention of the purchasing agency. Invoices should <u>not</u> be a print-out from the Bulletproof Vest Partnership (BVP) Program web site, a price quote, or a purchase order. The uploaded invoice file must conform to the format described in the sections below.

Checklist for uploading an invoice file:

- 1. "Ideally" an invoice file will include the following items:
 - The word "Invoice"
 - Vendor Name who sold the vest to the BVP Program participant
 - The *name of the BVP Program participant* agency name, police department, sheriff's office, department of corrections, etc.
 - Dates the date the order was placed, a delivery date, or a date the invoice was printed
 - NIJ Model ID Number
 - Description
 - Manufacturer's Name
 - Officer's First and Last Name who the vest will be assigned to
 - Serial Numbers for the armored vest panels Each panel has its own unique serial number.
 - Unit Price the cost of the vest being sold
 - Quantity
 - *Tax, Shipping and Handling Charges* See below for more information.
 - *Invoice Total* See below for more information.

Some of items listed above may not be included on the invoice and may be hand-written on the invoice before uploading. Some invoices may appear as a simple sales receipt. Both of these are acceptable. You should upload what you have.

2. Invoices and Tax, Shipping and Handling Charges

Invoices may include items that are not related to an armored vest and are therefore not eligible for any reimbursement. Make sure you exclude the tax, shipping and handling charges for non-eligible items. The invoice totals entered into BVP should reflect only those related to eligible purchased vests.

3. Uploading an Invoice File:

If your agency is under audit, the system displays two Error Messages at the top of the Payment Request Submit page (Figure 1) after you select **Submit** for a payment request. You must upload valid invoices and link them to the appropriate receipts before you can continue with the submission. a. To begin uploading the invoice file(s), select the **View** link in the Action column for the payment request.

WITNERS !!	PA)		NT RE	QUES	ST SI	JBM	IT	
1. Registration								
2. Application			ou have selected to outton to go back	be submitted. Plea	ase correct the	errors listed be	elow to	
3. Payment	• The selecte	d payment req	uest does not hav	e valid invoice(s).	Please upload	l necessary ii	nvoice	L.
4. Status	(s) before sub							
5. Personal Information			uest has receipt(s) pre submission.) unlinked to invo	ice(s). Please	associate all i	receipts	
Help			0	- ())	
JUR: ACTON TOWN, MA	Confirm Payme Request Subr		Review Banking & Contact Info	Autho Desig		Chief Ex Certific		
OMB #1121-0235	PAYMENTR	EQUESTS						
(Expires: 10/31/2016)	Created							
	Payment Request ID	Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action	
	120748	\$2,350.00	\$1,175.00				View	J3a
	CANCEL							

Figure 1 Payment Request Submit page showing invoice error messages and View link

b. Select the **View Invoice Information** link (Figure 2) in the Payment Request Summary section of the Receipt Drawdown page.

PAYMENT REQUEST SUM	MARY
Request ID	120748
Total Cost	\$2,350.00
Request Amount	\$1,175.00
Status	Created
Requested Date	
Processing Date	
Approved Date	
View Invoice Information	3b

Figure 2 View Invoice Information link on the Receipt Drawdown page

c. On the Manage Invoices page, select the **Upload** button (Figure 3).

OMB #1121-0235 (Expires: 10/31/2016)	Зc	UPLOAD
		INVOICES
		None available
		DELETE PAYMENT REQUESTS BACK

Figure 3 Manage Invoices page with Upload button

d. On the File Upload page, select **Browse...**, locate and select the invoice file, and then select the **Upload** button (Figure 4).

NOTE: The BVP system allows you to upload files in PDF, GIF, or JPEG format. Uploaded invoice files are listed in a table at the bottom of the page.

	A DOMESTICE				
Bulletproof Vest Partnership	FILE UPLOAD				
BVP HELP DESK Toll-Free 1-877-758-3787	Click on the Browse button to find your file. When your file is found, click the Open button and then on the Upload button.				
	Tips for successful upload File: Browse				
	Note:				
	3d UPLOAD DONE 3e				

e. Upload additional files, as needed. When finished, select the **Done** button.

Figure 4 File Upload page

The system displays the Manage Invoices page with the newly uploaded invoice file(s) listed (see Figure 5). To view an uploaded file, select the attachment name.

4. Linking Receipts to an Invoice File:

After uploading the invoice file(s), you must link it to the appropriate receipt. Note that each receipt in the payment request must be linked to an uploaded invoice file before you can submit the payment request.

a. To begin linking an invoice file to receipts, select the **Edit** link in the Linked Receipts column for the uploaded invoice (Figure 5).



Figure 5 Manage Invoices page with uploaded invoice file

The system displays the Invoices Receipts page with all available receipts listed in the "Unlinked Receipts" section.

b. Select the checkbox for the receipt you wish to link. Then select the **Update** button (Figure 6). *NOTE: The receipt must directly match the uploaded invoice file information.*

Expires: 10/31/2016)	4b UPDA	238124	3	\$2,350.00	04/15/2015			
DMB #1121-0235	Select	Receipt ID	Quantity	Total Cost	Ordered Date	Linked Invoices		
LOGOUT	Unlinke	d Receipts						
UR: ACTON TOWN, MA				None available				
Help	Linked	Receipts						
5. Personal Information	INVOICI							
4. Status	Invoice II	D: <u>18689</u>						
3. Payment	column ar	nd click the Updat	e button.					
2. Application		Below are receipts that have been linked or are available to be linked to the invoice. You may disassociate linked receipts or associate unlinked receipts by selecting the corresponding checkboxes under the Select						
1. Registration				ESRE	ECEIPT	13		
MINERO		11.11	IOIO			TC.		

Figure 6 Invoices Receipts page with unlinked receipts

The receipt moves to the section of the table labeled "Linked Receipts" under the Invoice ID header, as shown in Figure 7.

MATINER OF		IN	/010	ES RE	ECEIPT	ſS		
1. Registration			. 0.10					
2. Application	Below are receipts that have been linked or are available to be linked to the invoice. You may disassociate linked receipts or associate unlinked receipts by selecting the corresponding checkboxes under the Select							
3. Payment	column a	nd click the Upda	te button.					
4. Status	Invoice II	D: <u>18689</u>						
5. Personal Information	INVOIC	E RECEIPTS						
Help	Linked Receipts							
	Select	Receipt ID	Quantity	Total Cost	Ordered Date	Linked Invoices		
JUR: ACTON TOWN, MA		238124	3	\$2,350.00	04/15/2015			
LOGOUT								
DMB #1121-0235 Expires: 10/31/2016)	Unlinke	Unlinked Receipts						
				None available				
	UPDA	АТЕ ВАС	к 4с					

Figure 7 Invoices Receipts page with linked receipts

- c. Continue linking receipts to invoices as needed. When finished, select the **Back** button to return to the Manage Invoices page.
- d. On the Manage Invoices page, select the **Payment Requests** button to return to the Payment Request page to re-initiate the submission process.