



# BVP Receipt Creation with CSV File Checklist

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

**NOTE:** For a detailed walkthrough of creating and submitting receipts and payment requests, consult the “BVP Receipts and Payment Requests Guide” on the BVP program resources page:  
<http://ojp.gov/bvpbasi/bvpprogramresources.htm>.

## Checklist for creating a new receipt by importing a CSV file:

1. Go to the BVP homepage: <http://www.ojp.gov/bvpbasi/> and select **Login** in the left menu.
2. Select the **Manage Receipts** link under **Section 3: Payment** in the left menu.
3. Select the **Create New Receipt** button.
4. Review the information that appears above the Receipt Header form as it details which receipts are eligible for reporting.
5. Enter the name of the distributor from whom you purchased the vest(s). The system will generate a list of the distributors that match the title you have entered.
6. Select the name of the distributor from the list that appears.  
**NOTE:** If the distributor you purchased the vest(s) from does not appear in the list, select the **Add Vendor** link in the Distributor row. Complete the ‘Add Vendor’ form, select the **Add Vendor and Continue** button.
7. If the tax and shipping & handling costs were incurred, enter the dollar amount into the corresponding field. The tax and shipping & handling costs cannot exceed 15% of the unit price multiplied by the number of vests. This amount does not represent the total receipt value.
8. Select the date on which your jurisdiction ordered the vests by clicking within the **Date Ordered** field and selecting the date of the order from the pop-up calendar box that appears.
9. Select the check box for **Importing File**.
10. Select the **Receipt File Import Guideline** link and ensure you have followed the formatting rules exactly.  
*Warning: If you do not format your file exactly as defined in the guidelines, your receipt will be rejected.*
11. Select the **Browse...** button, locate and select the CSV file you wish to upload.
12. Select whether you added a header to your imported CSV file.
13. Select the **Create Receipt** button.

You have completed the process for creating a receipt. Please go to the “BVP Payment Request Checklist” in order to follow the steps for submitting the Payment Request for this receipt.