


**UCLA's
Vendor Self-Service Website**

WELCOME TO UCLA'S VENDOR SELF-SERVICE WEBSITE

This application will allow you to check on the status of your invoices, track the status of payments and validate purchase order numbers. It will also provide you with contact information so that you can resolve any invoices that are on hold or incomplete status.

 [Learn more about the Vendor Self-Service Application.](#)

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

Username:

Password:



[Log In](#)

[Forgot Password](#)

First time users need to register to create a username and password.
Click on the "register" link.

REGISTRATION

In order to complete the registration process, your tax identification (TIN) must be on file with our office. If you encounter registration difficulties, it might be due to the fact that we don't have a TIN for your company entered into our system. If this is the case, please complete a W-9 and send it to our office so that we can update our records (<http://www.accounting.ucla.edu/ap/forms/>). In addition, payments made by EFT can significantly reduce delays associated with mailing times and depositing the items with your financial institution. If your company is still receiving paper checks, please complete the EFT authorization form and include it along with a copy of a voided check and your W-9.

Identification

Campus:	<input type="text" value="UCLA"/>	1. Select the appropriate campus location.
* Tax ID:	<input type="text"/>	2. Enter your Tax ID in the format of 99-9999999 or 999-99-9999 for a SSN.
* Invoice Number:	<input type="text"/>	3. In order to authenticate the vendor information, please enter the invoice number and corresponding amount from an order that has already been paid by UCLA (not the one you are inquiring about). Enter data in the same format as it is written on the check.
* Invoice Amount:	<input type="text"/>	

*Mandatory Field

Fill in the required information.

Tax ID should be in the format of 99-9999999 or 999-99-9999 (if SSN).

In the Invoice Number and Invoice Amount fields, use an order that has already been paid by UCLA. This is used to authenticate the user. Enter data in the same format as it is written on the check.

REGISTRATION

Sign Up

* Email Address:	<input type="text"/>	This will be your User Id.
* Name:	<input type="text"/>	
* Street Address:	<input type="text"/>	
* Zip Code:	<input type="text"/>	
* Phone Number:	<input type="text"/>	
* Password:	<input type="password"/>	
* Confirm Password:	<input type="password"/>	

*Mandatory Field

Complete registration by providing the following mandatory data: email address (which will be your Username), name, street address, zip code, phone number, and password.

UCLA VENDOR SELF SERVICE Welcome! [\[My Account\]](#) [\[Logout\]](#)

[UCLA Home](#) [Corporate Finance](#) [FAQ](#) [Comments](#)

[Check Payments](#) [Problem Invoices](#) [Paid Invoices](#) [Order Validation](#)

VENDOR PAYMENTS

Search by Order Number, Invoice Number, Invoice Date, Check Number, and Check Amount.

Search

* Search By: Order Number

*Mandatory Field

Check Payments Screen

Click the drop-down arrow to select a search by option (order number, invoice number, invoice date, check number, or check amount) and then enter corresponding information in the space to the right of the menu.

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VENDOR PAYMENTS

Search by Order Number, Invoice Number, Invoice Date, Check Number, and Check Amount.

Search

* Search By: Invoice Number

*Mandatory Field

- Click on the Invoice Number to get the Check Details

Invoice Status Code

C	Payment has been issued.
P	Payment will be issued soon. Please check the status of the payment in a few days.

1 records found

Invoice Number	Order Number	Invoice Date	Invoice Due Date	Invoice Status Code	Invoice Paid Amount	Check Number	Check Date
170299	3510NPA00500	6/30/2011	7/19/2011	C	\$179.00	00060959565	7/19/2011

Information regarding the inquiry will become available. This information can be downloaded as an Excel file or printed.

[Check Payments](#)

[Problem Invoices](#)

[Paid Invoices](#)

[Order Validation](#)

PROBLEM INVOICES

- Click on the Order Number to get the Contact Details.
- Problem Invoices displayed are for the last 2 years.

Invoice Status Code	
I	Invoice has not been processed. Please contact the department to resolve.
H	Invoice has been processed, but payment will not be issued until department completes the "receiving" function. Please contact the department to resolve.

[Print](#)

[Download as Excel file](#)

1 records found

Order Number	Invoice Number	Invoice Date	Invoice Amount	Invoice Status Code	Hold Reason
3170PPC36600	515514	8/18/2011	\$6,663.66	H	DO RECIVNG

[Print](#)

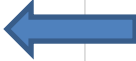
[Download as Excel file](#)

Problem Invoices Screen

The Paid Invoices Screen will display a list of all invoices placed on hold by Accounts Payable, along with a reason for the hold. This information can be printed or downloaded as an Excel file.

PAID INVOICES

Date Search

* From Date: To Date: Enter a 3-month range. 

*Mandatory Field

- Data represents activity for the last 3 months.

Invoice Status Code	
C	Payment has been issued.
P	Payment will be issued soon. Please check the status of the payment in a few days.

15 records found

Order Number	Invoice Number	Invoice Date	Invoice Due Date	Invoice Status Code	Invoice Amount	Check Number	Check Date
0500NNA00700	169376	5/31/2011	6/19/2011	C	\$54.00	00060937496	6/20/2011
3865XNB08900	168620	5/31/2011	6/20/2011	C	\$69.00	00060937497	6/20/2011
3510NNA01100	168970	5/31/2011	6/20/2011	C	\$89.00	00060937496	6/20/2011
2505ANE11600	168745	5/31/2011	6/22/2011	C	\$1,000.00	00060940275	6/22/2011

Paid Invoices Screen

A Date Search is available on the Paid Invoices Screen. Enter a 3-month range and click search. The corresponding information will become available on the lower portion of the screen and can be printed or downloaded as an Excel file.

ORDER VALIDATION

This search will allow you to verify whether a purchase order number is currently posted and valid. If the search returns 'Purchase order number not found' response, you should contact the ordering department at UCLA before delivering the goods or services.

UCLA only issues payments against purchase orders that are properly executed in accordance with university policies and procedures. Generally, properly posted purchase orders are sent via fax or email to the vendor. Vendors are encouraged to verify that the items ordered, along with the appropriate unit prices and quantities appear correctly on the order before processing. Accounts Payable is unable to pay invoices that do not match the purchase order. Contact the ordering department for discrepancies.

Search

* Purchase Order Number: Enter 10 Digit Order Number

*Mandatory Field

Order Number	Order Date	Order Status	Contact Name	Contact Number	Contact Email
3510NPA00500	7/18/2011	Open	Bruin, Joe	(xxx) xxx-xxxx	JBruin@email.com

Order Validation Screen

By entering a UCLA Purchase Order (PO) Number, order validation can be achieved. The order status will state either "open" or "closed". If an invoice needs to be submitted and the PO is closed, a new one will need to be obtained by contacting the ordering department. This information can be printed or downloaded as an Excel file.