

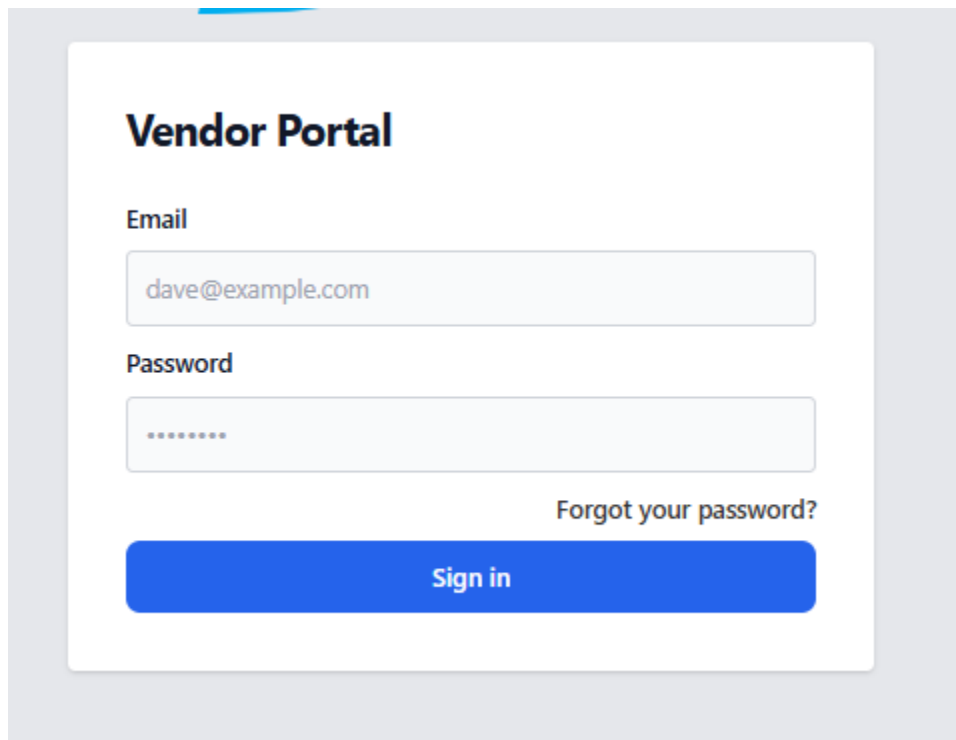
## VCI (Service) Vendor Invoicing

This article will review the vendor invoicing portal for student services. To accomplish this, you will need to be an active vendor with Springs and have been issued a Purchase Order.

### **Step 1: Accessing the vendor invoicing portal**

A link to the vendor invoicing portal will be included in the body of every email containing a Springs purchase order, but will also be found [here](#) in the Vendor FAQs.

Navigate to this link to reach the following.

A screenshot of a web form titled "Vendor Portal". The form is white with a light gray border. It contains two input fields: "Email" with the text "dave@example.com" and "Password" with a masked password ".....". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button with the text "Sign in".

**Vendor Portal**

Email

dave@example.com

Password

.....

[Forgot your password?](#)

**Sign in**

You will use your vendor email on file. If this is your first time accessing the portal, you will need to complete the "Forgot your password?" steps to set up your password.

*If you receive an error message at any point during this process, reach out to [marketplace.purchasing@springscs.org](mailto:marketplace.purchasing@springscs.org).*

Once you have a password. Sign in.

## Step 2: Viewing and invoicing your purchase orders.

Once you've gained access, you will be brought to a list of active purchase orders that have been issued to you. **You will be defaulted to the current school year, but you can use the school year filter to view POs from previous years.**

**Looking for a specific Purchase Order? You can search by PO# or Student Name by utilizing these search bars**

**You can always search through your Purchase Order history from previous school years by selecting the year here**

The screenshot shows a search interface with three main components: a 'Purchase Order ID' search bar, a 'Student' search bar, and a 'School Year' dropdown menu. The dropdown menu is open, showing options for 'All School Years', '2027', '2026' (highlighted in blue), and '2025'. Red arrows point from the text above to the search bars and the dropdown menu.

Each row will contain a single purchase order billable a single time per the details. These can be searched using the search bar near the student name and PO number to narrow it down. (1)

You can select the **blue PO#** number to view or download the PDF purchase order.

Once the invoiceable date in the **“Mark Complete”** column has occurred, you will have the ability to select **“Invoice full”** or **“Invoice partial”** (2)


To complete the process select Submit to invoice all POs you've entered values for. (3)


Example: (Please right-click and select “Open image in new tab” to enlarge the example.)

The screenshot shows a table of purchase orders. The first row is highlighted in blue. A dropdown menu is open over the 'Invoice Full' column, showing options for 'Invoice Full', 'Invoice Partial', and 'Select...'. A 'Submit' button is visible at the bottom right. Red numbers 1, 2, and 3 are placed above the search bars, the dropdown menu, and the Submit button respectively.

Purchase Order ID:	Student:	School Year								
680-104403 Processed Jane Doe School Year 2026	2026-05-13	4/12/26	Dance class Monday at 5:45. \$70/class	VCI	HSCS	N/A	\$70.00	Invoice Full	70.00	Submit

Once you select Submit, please be sure to type your full name at the bottom to confirm that the services have been completed. Once this has been completed, your invoice should be successfully submitted.

Please type your full name here. 



### Confirm Service Completion

I acknowledge that the services have been completed for the following purchase orders. Please enter your name to confirm.

PURCHASE ORDER	DATES	AMOUNT
680-104403	2026-05-13	\$70.00
<b>Total</b>		<b>\$70.00</b>

I confirm the services have been completed

If you encounter any errors during the process, please contact [marketplace.purchasing@springscs.org](mailto:marketplace.purchasing@springscs.org).

To follow up on payments invoiced, please contact [accounts.payable@springscs.org](mailto:accounts.payable@springscs.org)

**Note on Payment Terms:** Our standard terms are Net 30. We will issue payment within 30 days of receiving your invoice, contingent upon the successful delivery of goods or services.