

CERTIFIED BUSINESS ENTERPRISE(CBE) REPORTING FORM

Data for Period Ending month/ day/ year

VENDOR

Project Title:		Current Contract Amount: \$	\$0.00
Prime Contractor/Vendor:		CBE Participation Goal: 50.0%	\$0.00
Reporting Period(month/year):		Current CBE Participation:	#DIV/0! \$0.00

Division/Type of Work	Subcontractors	CBE Number	Committed Amount (Current Approved Subcontracting Plan)	Revised Contract Award (approved change orders included)	Amount Paid To Date
GRAND TOTAL				\$0.00	\$0.00



Fixtures, Furniture & Equipment (FF&E) Cost Invoicing Breakdown

Project Name: _____
 PO Number: _____
 Vendor Name: _____
 Invoice Date: _____
 Invoice Number: _____

Line #	Item Description	Qty.	Cost Each (Include Freight/Delivery and Installation)	Line Total
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
13				\$0.00
14				\$0.00
15				\$0.00
16				\$0.00
17				\$0.00
18				\$0.00
19				\$0.00
20				\$0.00
21				\$0.00
22				\$0.00
23				\$0.00
24				\$0.00
25				\$0.00
26				\$0.00
27				\$0.00
28				\$0.00
29				\$0.00
30				\$0.00
31				\$0.00
32				\$0.00
33				\$0.00
34				\$0.00
35				\$0.00
36				\$0.00
37				\$0.00
38				\$0.00
39				\$0.00
40				\$0.00
			Total Cost	\$0.00

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



VENDOR REMINDERS FOR TIMELY PAYMENT PROCESSING

As of 11/19/2018, vendor invoice packages must be submitted to Department of General Services via the e-invoicing system/DC Vendor Portal. Please ensure that you have completed the necessary steps to register and gain access to this system.

See details below for vendor registration and other information regarding the DC Vendor Portal including FAQs and designated contact for assistance:

- For registration, go to <https://vendorportal.com>.
- For questions, call 202-741-5200 – DC’s office of the Chief Technology Officer and Office of the Chief Financial Officer who has led the implementation of the city-wide DC Vendor Portal. Please submit inquiries to <https://vendorportal.dc.gov/ContactUs>.
- PASS Help Desk can be reached at 202-727-8700.
- For training videos and other information regarding the e-invoicing process, visit <http://passhelp.dc.gov/e-invoicing>.
- Ensure that your contact information is correct in the vendor portal
- DGS construction forms can be found at <https://dgs.dc.gov/page/dgs-ccs-forms-and-instructions-for-vendors>
- Under DC Quick Payment Act, the required payment date shall be 30 days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.
- Data entered via the vendor portal must be correct at time of submission (vendors cannot enter submission once it has been confirmed)
- Be familiar with the type of funding dedicated to your project as operating funds are exhausted at the end of the fiscal year (9/30/2019)
- Invoice billing period must comply with terms of contract
- Payment status can be viewed by visiting the DC Vendor Portal. <https://vendorportal.dc.gov>.

Thank you.

PMO | Capital Construction Services
Department of General Services
1250 U St. NW | 3rd Floor | Washington, DC 20009
prolog.support2@dc.gov
www.dgs.dc.gov