

# How to Submit Invoices to Facilities via the FPO Contract Payment Request Web Portal

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## General Operating Guidelines

- Suppliers will first enter a properly formatted FPO contract, release order, or construction order number. This number will be validated against our contracts database and, if there is a match, access to the web form will be granted. All FPO contract numbers are 10 alpha-numeric digits that begin with the letter 'F'. This number will be provided on the contract document issued to you by FPO. If you are unable to validate your contract number or if you do not know or have a contract number, you will be redirected to an alternate email-based process where you will be able to upload and transmit your payment request document to our monitored secure email inbox where it will be manually reviewed and processed.
- Suppliers do not need to change the way that their company currently generates invoices. Suppliers can continue to generate invoices using their current systems and software; but rather than submitting a paper invoice, they will upload or transmit a PDF copy of the invoice (scanned or converted) and any attached supporting documents using this system. One exception, if an invoice numbering system to number and identify invoices is not currently being used; we encourage you to implement one.
- Submit only **one** file containing **one** invoice or payment request document with each web form. Only PDF files may be submitted and the file must contain your invoice or payment request document PLUS all associated supporting documentation that would otherwise be attached to and submitted with a paper invoice. DO NOT combine multiple invoices into one file to upload with a single web form. We cannot separate files containing multiple invoices and your payment request will be rejected and returned for you to resubmit individually.
- Before performing any work for Facilities, please ensure that the person requesting the work has initiated a contract action through FPO and ask them to provide a contract number. If you have already performed billable work and have not been issued a contract, release order, or construction order; contact the individual who requested the work or the Contract Administrator in FPO. Invoices and payment requests with no existing record of a valid contract number in our database cannot be processed for payment unless and until a funded contract has been issued and entered into our financial system.
- This system will be used to process ONLY invoices for Facilities contracts, release orders and construction orders generated either by the Facilities Procurement Office or the Facilities Business Office. Invoices and payment requests for other University purchases made by individuals or groups outside of FPO cannot be processed through this system.
- The web form is to be used to submit valid and current invoices only. DO NOT use the portal to re-send invoices that have already been submitted or to transmit statements, correspondence, or any other documents. Extraneous documents will be deleted from our system without action or response.

## Instructions for Using the FPO Contract Payment Request Web Portal

1. **Access** the FPO Contract Payment Request web portal at <https://facnet.princeton.edu/invoice>.
2. **Validate** using your FPO Contract Number. Insert a valid number for the FPO contract, release order, or construction order for which the payment request is being submitted. FPO contract numbers are 10 alpha-numeric digits that begin with the letter 'F'. The number is formatted as "FA#####A" where 'A'=alphabetic characters and '#' = numbers.

You will find the contract number on your contract document issued by FPO. If you have not been issued a contract, release order, or construction order document, please contact the individual who requested the work or your Contract Administrator in FPO. You will not be able to use the validated Web Form to transmit your invoice but you may use the alternate Email Form to do so.

3. **Enter information** into all of the fields on the Web Form and **browse and select your invoice document PDF file**. Each and every field on the web form must contain valid and properly formatted data and an invoice document PDF file must be selected in order to click Submit and successfully upload your invoice. A separate web form (or alternate email form) must be completed for each payment request:

❖ **Web Form Fields (validated contract number) --**

- **Company Name** – Your company name will be pre-populated from our database based on your validated contract number.
- **Company Contact Name, Phone & Email** – Insert the name and contact information for the person we should contact if there is a problem with or question about your invoice submission. NOTE: An email receipt confirming your invoice submission will be sent to the email address provided.
- **FPO Contract Number** – Your validated contract number will be displayed.
- **Invoice Number** -- Insert your company-assigned invoice number as it is shown on your invoice document.
- **Invoice Date** -- Insert the date of your invoice as it is shown on your invoice document. Dates must be formatted as “MM/DD/YYYY”.
- **Invoice Amount** -- Insert the actual total amount of your invoice as it is shown on your invoice or payment request document. Only amounts in US Dollars may be submitted. Include only the amount for the current payment request and DO NOT INCLUDE past due or other pending or outstanding amounts that may be noted on your invoice document.
- **Final Invoice for this Contract?** – Select yes or no to indicate if this will be the final payment request that your firm will submit for the contract.
- **Upload Payment Request Document** – Browse and select the file containing the invoice or payment request document associated with this form. There is no file size limit for uploading documents using the validated web form. Also see Uploading Invoice Documents below.

❖ **Alternate Email Form Fields (contract number not available or invalid) --**

- **Company Name** – Enter the name of company submitting the payment request.
- **Company Contact Name, Phone & Email** – Enter the name and contact information for the person we should contact if there is a problem with or question about your invoice submission. NOTE: An email receipt confirming your invoice submission will be sent to the email address provided.
- **FPO Contract Number** – Enter what you believe to be the FPO contract, release order, or construction order number for which the payment request is being submitted.
- **Invoice Number** -- Insert your company-assigned invoice number as it is shown on your invoice document.
- **Invoice Date** -- Enter the date of your invoice as it is shown on your invoice document. Dates must be formatted as “MM/DD/YYYY”.
- **Invoice Amount** -- Enter the actual total amount of your invoice as it is shown on your invoice or payment request document. Only amounts in US Dollars may be submitted using this system. Include only the amount for the current payment request and DO NOT INCLUDE past due or other pending or outstanding amounts that may be noted on your invoice document.
- **Final Invoice for this Contract?** – Select yes or no to indicate if this will be the final payment request that your firm will submit for the contract.
- **Upload Payment Request Document** – Browse and select the file containing the invoice or payment request document associated with this form. There is file size limit of 25MB when using the alternate email form to transmit documents. Also see Uploading Invoice Documents below.
- **Message Notes** – Enter any notes that you wish to include in the email message sent with your invoice document. If known, it would be helpful to include the name of a Princeton Contract Administrator or Project Manager that you are working with on the project you are submitting an invoice for.

## ❖ **Uploading Invoice Documents –**

- Upload only **one** file containing **one** invoice or payment request document with each form. The file must contain the complete invoice or payment request that includes your invoice or payment request document and all associated supporting documentation that would otherwise be attached to and submitted with a paper invoice. **DO NOT** combine multiple invoices into one file to upload with a single web form. We cannot separate files containing multiple invoices and your submission will be rejected and returned for you to resubmit the invoices individually.
  - **Only PDF files may be submitted.** PDF files may be generated either by converting electronic documents from other formats to PDF OR by scanning original documents and saving the scan as a PDF.
  - There are no file size limits when using the validated web form. If using the alternate email form, file size is limited to 25MB.
  - Scanned documents must be high quality, legible representations of the original documents. Be mindful of the following guidelines when scanning files –
    - To the extent possible, use the originals of the documents as source documents and avoid scanning from copies of the documents.
    - Documents must be scanned at a resolution that will capture the finest significant details of the original, typically a minimum resolution of 150dpi but preferably 300 dpi.
    - We prefer that documents be scanned in color; however, black & white or grayscale will be accepted.
    - After scanning, review the scan to ensure that:
      - The scan is not blurred or indistinguishable;
      - Each individual document is captured completely; and
      - The resulting image is not crooked or skewed.
4. **Click Submit** after completing all of the form fields and selecting the document for upload. You will receive error messages if any of your fields are not populated or not properly formatted. If all is well, you will be moved to a confirmation screen indicating that your request has been successfully processed. An email confirmation will be sent to the Company Contact email address provided on the form.
5. **Submit Another Invoice?** If you have more than one invoice to upload during a session, both the web form and the alternate email form contain functionality that will retain your Company and Contact information so that you don't have to reenter that for each invoice. When using the validated web form, the confirmation screen will provide two options to facilitate your needs – a button to submit another invoice for the same contract number that will return you to the validated web form and a button to submit a another invoice for a new contract number that will send you back to the validation screen to validate your new contract number. Similar functionality is available when using the alternate email form.

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## **For More Help and Assistance Contact Your FPO Contract Administrator**

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