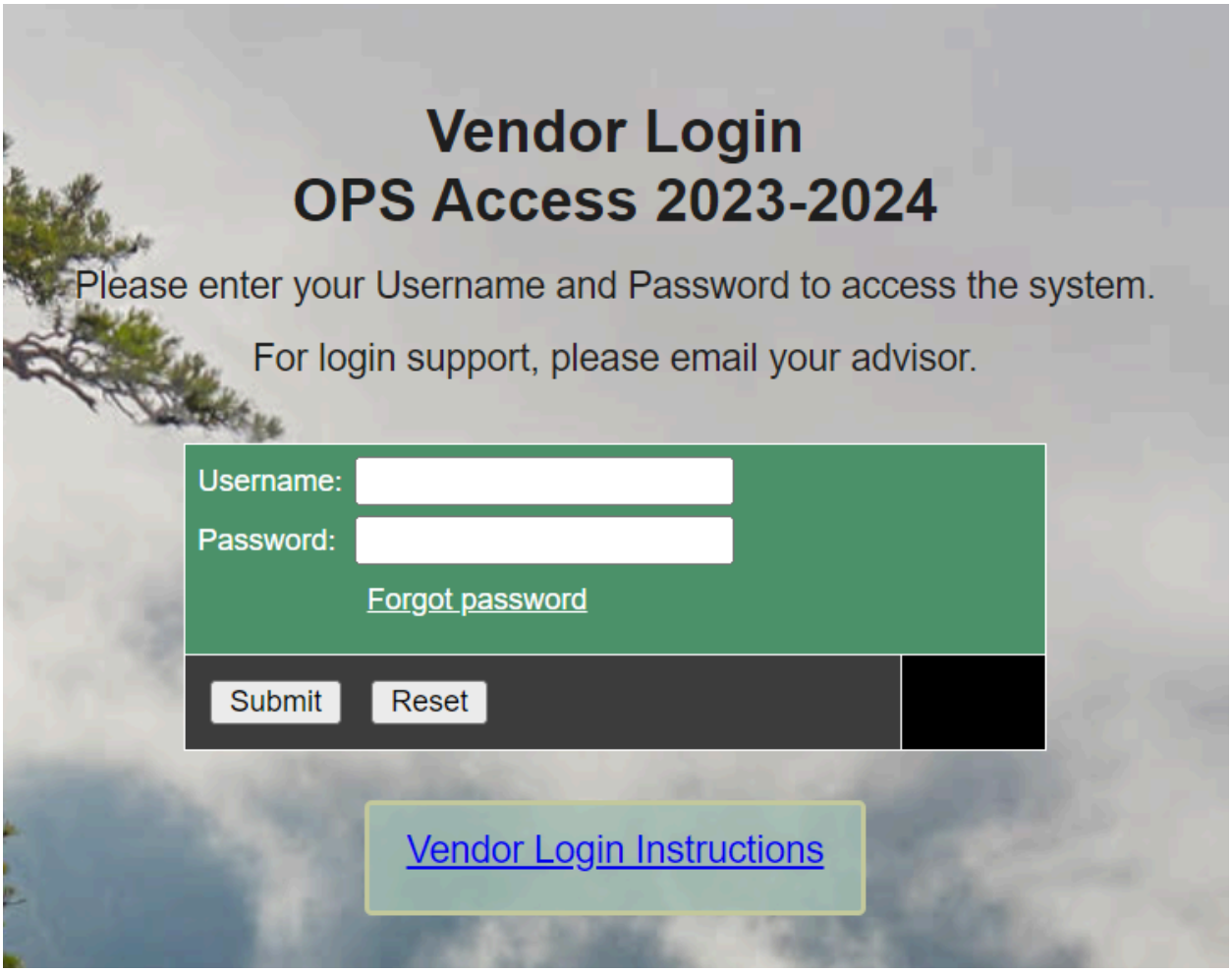
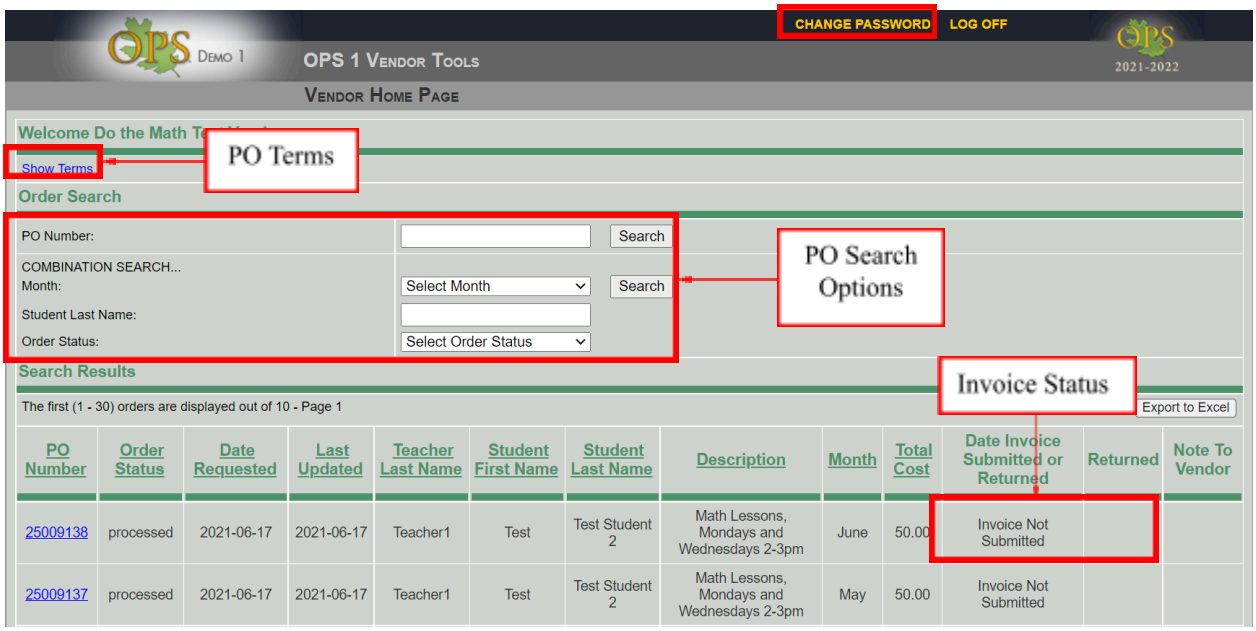
OPS
Online Purchasing System
& Library Resources

Vendor Login/Electronic Billing

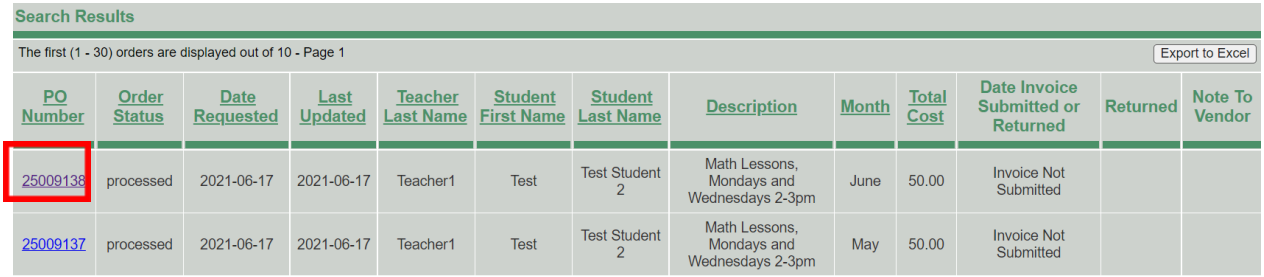
1. Bookmark this login page: https://www.ops-online.com/year27/vendor_login.php
2. Type in your username and password, then click "Submit"



3. Once you log in, you will see a page like the one on the following page. From here you will be able to change your password, view the terms of our PO's, submit an inquiry or information change through the Vendor Help Desk form, get the contact information for our Purchasing and Accounts Payable departments, sort your PO's by month, submit your completed PO's for payment or check the status of a submitted invoice.



4. To print or submit a PO, click on the PO number in the far left column.



5. Once you've clicked the PO number, a new page will open up like the one below. From here, you will be able to review the order and print it or complete the invoice section on the bottom of the PO and submit it for payment. To complete the invoice section, you will need to fill out one of the two sections as shown on Option 1 and Option 2 on the following page.

OPS
Online Purchasing System
& Library Resources

Purchase Order No. 25009138 **Purchase Order Date:** 06-17-2021 **Teacher:** Demo Teacher1 -	**Bill to:** ATTN: Accounts Payable OPS Demo 17532 Norlene Way Grass Valley, CA 95949 Phone: 530-273-9338
Vendor: Do the Math Test Vendor, 123 Sample St. Sampleton, CA 92555 Phone: (951)259-0716 Vendor# TESTVENDOR Acct# 0	**Ship to:** Test Test Student 2 C/O Demo Teacher1

Instructor	Item Description	Subject	Month	Value
Do the Math Test Vendor	Math Lessons, Mondays and Wednesdays 2-3pm	Math	June	50.00

Student: Test Test Student 2 - Gr. emr	Subtotal: Tax: Order Total:	50.00 0.00 50.00

AUTHORIZED SIGNATURE: _____

This Purchase Order (PO) serves as authorization for the listed vendor to provide the scheduled services for the listed student at the determined amount.

EITHER PARTY MAY TERMINATE THIS AUTHORIZATION by giving five (5) days notice.

Any changes to this PO will render it NULL AND VOID and it will not be honored by OPS DEMO CHARTER SCHOOL

This PO authorization and procedure for receiving payment is contingent on the stipulations and contract set forth in the Vendor Services Agreement, please refer to your copy of the agreement.

If you have any questions or concerns regarding this PO please contact the Element Education Purchasing Department at 555.555.5555.
Vendor login: https://www.ops-online.com/year22/vendor_login.htm

Student: Test Test Student 2

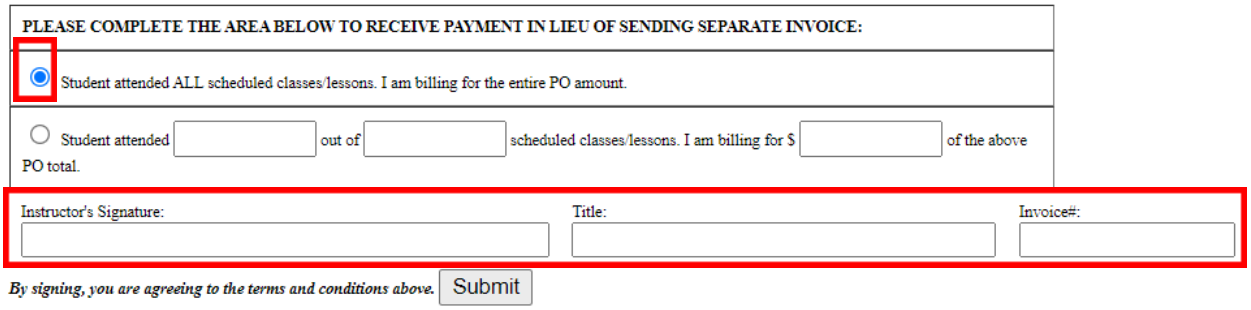
PLEASE COMPLETE THE AREA BELOW TO RECEIVE PAYMENT IN LIEU OF SENDING SEPARATE INVOICE:

○ Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.

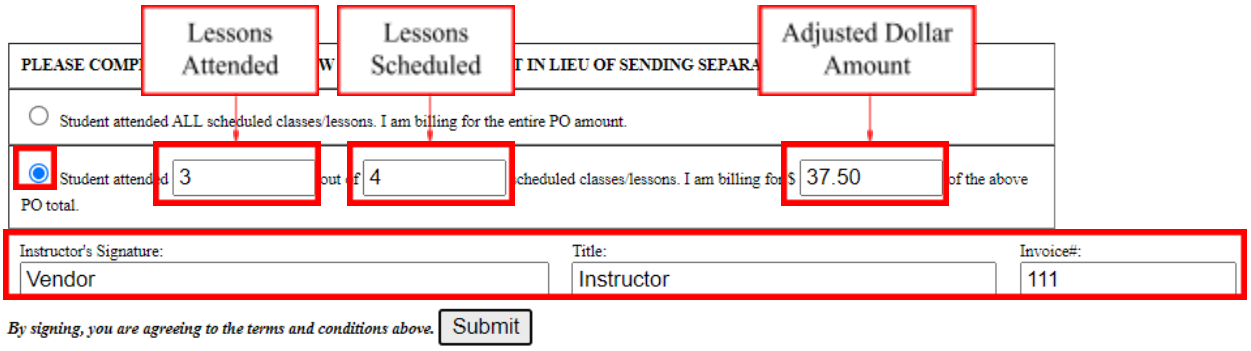
○ Student attended [ ] out of [ ] scheduled classes/lessons. I am billing for $ [ ] of the above PO total.

Instructor's Signature: _____ Title: _____ Invoice#: _____

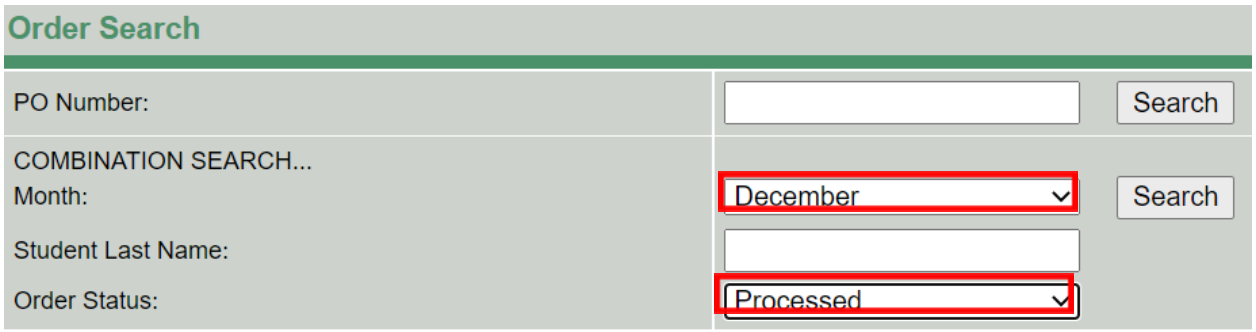
Option 1: If the student has completed all lessons listed on the PO, check the first box, type in your name, your title within your organization and the Invoice number you would like appended to the POs, then click "Submit".



Option 2: If the student has completed fewer lessons than listed on the PO, check the second box, list how many lessons they attended, then the amount they were supposed to attend, and the adjusted dollar amount. Then, type your name, your title within your organizations, and the date, then click "Submit".



6. To bill multiple invoices at the same time, select the Month of the POs you would like to bill, as well as the Status of "Processed". (*Note: The only option for multiple billing is "Student attended **ALL** scheduled classes/lessons. I am billing for the entire PO amount." This option will **NOT** allow you to partially bill an invoice.*)



7. Checkboxes will appear beside any POs on the results page that have not yet been submitted. Select which POs you would like to invoice, then scroll down and click the "Submit Selected" button. (*Note: You can select all POs by clicking the checkbox in the header row.*)



8. A new tab will appear, which will show the POs being billed, a total dollar amount, and a section to input the name of the person submitting the invoices, their title, and an Invoice Number. Once completed, click the Submit button.

Vendor:
DEMO SCIENCE, INC.,
555 SAMPLETON AVE.
SAMPLETON, CA 92596
Phone: (951)259-0716
Vendor # DEMOVENDOR Acct# DEMOVENDOR

PO Number	Student	Item Description	Month	Value
25272910	Luke Skywalker	Chemistry Tuesdays at 1pm	Dec	25.00
25272945	Chewbacca Wookie	Biology Wednesdays at 5pm	Dec	25.00
		Subtotal: Tax: Order Total		50.00 0.00 50.00

PLEASE COMPLETE THE AREA BELOW TO RECEIVE PAYMENT IN LIEU OF SENDING SEPARATE INVOICE:

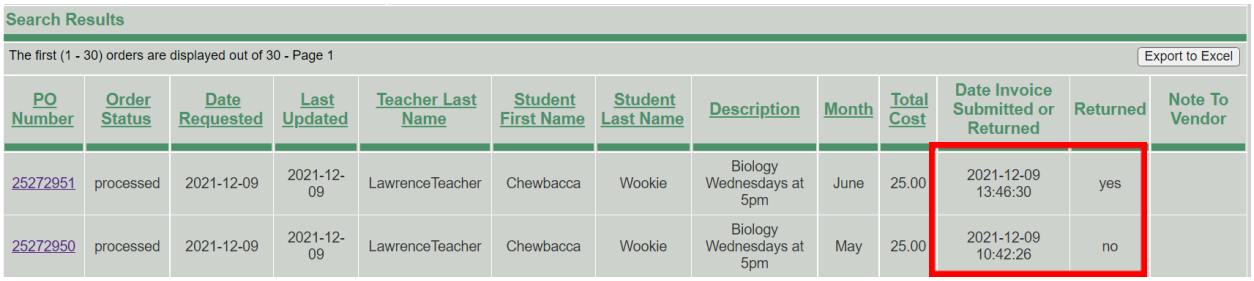
◉ Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.

Note: by completing the information below, you are confirmingthat all lessons have been completed on the above list of POs.

Instructor's Signature: Title: Invoice #:

Submit

9. Once an invoice, or invoices, has/have been submitted, you will receive a confirmation page. Close the tab, return to the main page, and refresh your screen.
10. When you refresh the main page, you will notice that the “Date Invoice Submitted or Returned” column will change. The system records the time and date that the invoice was submitted and also stamps it on the record that the Charter School (CS) receives. In the column directly to the right you will be able to see the status of the invoice, whether it has been returned by CSs’ Accounts Payable department or not.

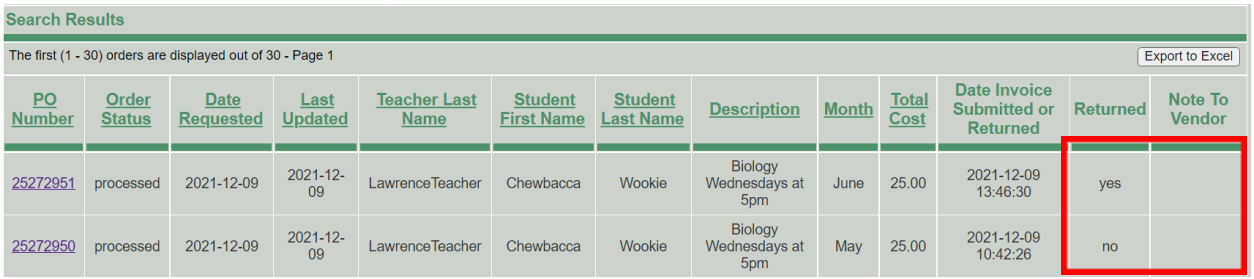


Search Results

The first (1 - 30) orders are displayed out of 30 - Page 1 — Export to Excel

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
25272951	processed	2021-12-09	2021-12-09	LawrenceTeacher	Chewbacca	Wookie	Biology Wednesdays at 5pm	June	25.00	2021-12-09 13:46:30	yes	
25272950	processed	2021-12-09	2021-12-09	LawrenceTeacher	Chewbacca	Wookie	Biology Wednesdays at 5pm	May	25.00	2021-12-09 10:42:26	no	

If PO is returned to the vendor by CS Accounts Payable, you will receive an automated email with the PO number in the subject line and will be directed to login and view the reason why it is being returned. To view a return reason, log back into the Vendor Login by following steps 1 and 2 and look at the far-right columns. The “Returned” column will read “Yes” and the “Note to Vendor” column will have the reason. If the return reason states that the lessons were billed prior to completion of the lessons, you can resubmit the invoice after the lessons have been completed by following step(s) 5 or 6-8, if more than 1 PO needs to be billed.



Search Results

The first (1 - 30) orders are displayed out of 30 - Page 1 — Export to Excel

PO Number	Order Status	Date Requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name	Description	Month	Total Cost	Date Invoice Submitted or Returned	Returned	Note To Vendor
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