

Vendor Login/Electronic Billing

1. Bookmark this login page: https://www.ops-online.com/year23/vendor_login.php
2. Type in your username and password, then click “Submit”

Vendor Login
OPS Access 2022-2023

Please enter your Username and Password to access the system.

For login support, please email your advisor.

Username:

Password:

[Forgot password](#)

[Vendor Login Instructions](#)

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.

The screenshot shows the OPS Vendor Tools interface. At the top, there are links for 'CHANGE PASSWORD' and 'LOG OFF'. The main heading is 'VENDOR HOME PAGE'. Below this, there is a 'Welcome Do the Math Test Vendor' message. A 'Show Terms' link is highlighted with a red box and labeled 'PO Terms'. Below it is an 'Order Search' section with fields for 'PO Number', 'Month', 'Student Last Name', and 'Order Status', each with a 'Search' button. This section is labeled 'PO Search Options'. Below the search section is a 'Search Results' table. The table has columns for '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', and 'Note To Vendor'. The first row of data is highlighted with a red box and labeled 'Invoice Status'. The table contains two rows of data.

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
25009138	processed	2021-06-17	2021-06-17	Teacher1	Test	Test Student 2	Math Lessons, Mondays and Wednesdays 2-3pm	June	50.00	Invoice Not Submitted		
25009137	processed	2021-06-17	2021-06-17	Teacher1	Test	Test Student 2	Math Lessons, Mondays and Wednesdays 2-3pm	May	50.00	Invoice Not Submitted		

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

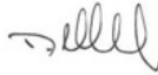
Search Results

The first (1 - 30) orders are displayed out of 10 - Page 1

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
25009138	processed	2021-06-17	2021-06-17	Teacher1	Test	Test Student 2	Math Lessons, Mondays and Wednesdays 2-3pm	June	50.00	Invoice Not Submitted		
25009137	processed	2021-06-17	2021-06-17	Teacher1	Test	Test Student 2	Math Lessons, Mondays and Wednesdays 2-3pm	May	50.00	Invoice Not Submitted		

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.

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:		50.00
		Tax:		0.00
		Order Total:		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:	
<input type="radio"/> Student attended ALL scheduled classes/lessons. I am billing for the entire PO amount.	
<input type="radio"/> Student attended <input type="text"/> out of <input type="text"/> scheduled classes/lessons. I am billing for \$ <input type="text"/> 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”.

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#:

By signing, you are agreeing to the terms and conditions above.

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”.

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#:

By signing, you are agreeing to the terms and conditions above.

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.)

Order Search

PO Number:	<input type="text"/>	Search
COMBINATION SEARCH...		
Month:	December	Search
Student Last Name:	<input type="text"/>	
Order Status:	Processed	

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.)

Select	PO Number	Order	Date requested	Last Updated	Teacher Last Name	Student First Name	Student Last Name
<input type="checkbox"/>		Select all					
<input type="checkbox"/>	25272945	processed	2021-12-09	2021-12-09	LawrenceTeacher	Chewbacca	Wookie
<input type="checkbox"/>	25272910	processed	2021-12-09	2021-12-09	LawrenceTeacher	Luke	Skywalker
<input type="checkbox"/>	25272899	processed	2021-12-09	2021-12-09	LawrenceTeacher	Leia	Organa

Submit Selected

- 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:	50.00
			Tax:	0.00
			Order Total	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 confirming that all lessons have been completed on the above list of POs.

Instructor's Signature: Title: Invoice #:

- 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.
- 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												
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
25272951	processed	2021-12-09	2021-12-09	Lawrence Teacher	Chewbacca	Wookie	Biology Wednesdays at 5pm	June	25.00	2021-12-09 13:46:30	yes	
25272950	processed	2021-12-09	2021-12-09	Lawrence Teacher	Chewbacca	Wookie	Biology Wednesdays at 5pm	May	25.00	2021-12-09 10:42:26	no	