

# Vendor Connect Provider Training Guide

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**BE D·B·H·D·D**

Georgia Department of Behavioral Health & Developmental Disabilities

July 2020



# Registration Overview

- Registration Guide can be found: <https://www.dbhdduniversity.com/providers.html>
- **Who has NOT Registered?**
- Use your work email address for your user id, no “Generic” accounts can be used. Your user id MUST contain part of your First or Last Name.
  - [ABC@gamil.com](mailto:ABC@gamil.com) is considered a Generic Account
- WRITE DOWN YOUR SECURITY QUESTIONS
  - These are needed to Reset your Password
- You will be prompted to change your password every 45 days
- When there is no account activity, the system will send you an email 15 days prior to account lock requesting you sign into your Vendor Connect Account
- Accounts will automatically get “Locked Out” when no account activity has exceeded 45 days.
  - User will have to email: [VendorConnect.App@dbhdd.ga.gov](mailto:VendorConnect.App@dbhdd.ga.gov) and request account reactivation
- When registration has successfully been submitted, you will receive an email notification to verify your account.
  - If you do not receive an email, check your Junk/Spam folders



**BE**·D·B·H·D·D Vendor Connect

# Vendor Connect Account Request and Login

# Vendor Connect Account Request

- When your email has been confirmed:
- Step 1-Log in
  
- Step 2- Select New Application Request
  
- Step 3- Select Vendor Connect link

User Name

Password

[Forgot Password / Need help?](#)

Welcome to DBHDD Applications

Click the link below to request access to an applications:  
[New Application Registration](#)

This System is used to access DBHDD Applications.

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

Request Application Access	
Application	Description
DBMS	Deaf Services Survey
VendorConnect	Vendor Connect

# Vendor Connect Account Request

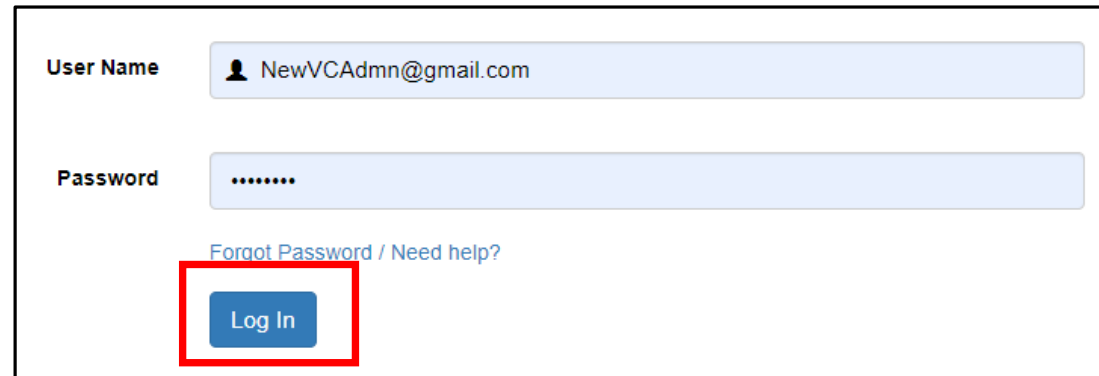
- Complete all required fields
  - Note: It is required that there be at least one Vendor Administrator per Provider, and no more than two active.
- Vendor Administrators' will not need to select \*Contract Permissions
- Vendor Users, select \*Contract Permissions
  - When the VC Request has been submitted your Vendor Administrator will “Approve”
- Vendor Administrators/Users can login when accounts have been approved

**Vendor Connect Application Access Request Form**

\* Account Type: Vendor  
\* Your Name: New VC Administrator  
\* Your Email: NewVCAdmn@gmail.com  
\* Your Phone: (333) 333-3333  
\* Job Title: Vendor Administrator-American Works  
Vendor: AmericanWork, Inc.  
\* User Role: -- Select --  
Vendor FEIN:   
Vendor Administrators:   
\* Contract Permissions:   
 View Only  
 Add / Edit Invoice  
 Add / Edit Report  
 Approve / Submit Invoice  
 Approve / Submit Report  
 Execute Contract  
Submit

# Vendor Connect Login

- Log in to Vendor Connect with your Username and Password

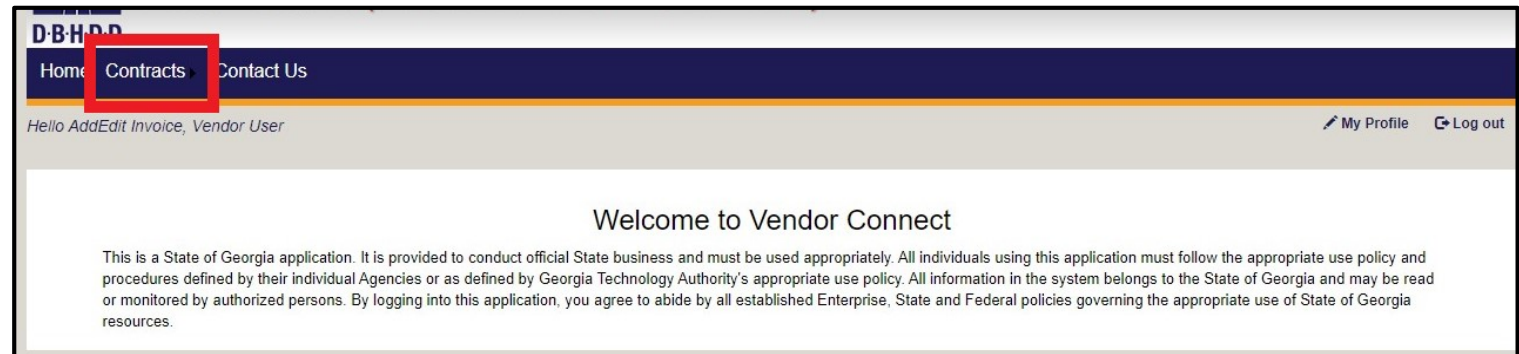


User Name

Password

[Forgot Password / Need help?](#)

- Click on Contracts



DBHDP

Home **Contracts** Contact Us

Hello AddEdit Invoice, Vendor User [My Profile](#) [Log out](#)

### Welcome to Vendor Connect

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.



# BE·D·B·H·D·D Vendor Connect

## Vendor Connect Add/Edit Standard Invoice

# Vendor Connect-Add/Edit Standard-Invoice

- The main VC main page has the Vendors location
- Users will have the capability to Search Contracts by:
  - Fiscal Year
  - Service Types
  - Contract #
  - Contract Start Date

The screenshot displays the Vendor Connect interface. On the left, a sidebar contains search filters: 'Filter by Fiscal Year' (dropdown), 'Filter by Services' (dropdown), 'Search by Contract Number' (text input), and 'Search by Start Date' (calendar input). A 'Search' button is located at the bottom of the sidebar. The main content area shows a header for '100 Blackmen of Georgia - Contracts' and a table with the following data:

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	



# Vendor Connect-Add/Edit Standard-Invoice

- Users have the capability to download a Contract PDF form.
- To add a Standard Invoice click on the Contract Number link

100 Blackmen of Georgia - Contracts

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	

- Click the Add Attachment button
- On the Add New Item screen>Type select>Invoice
- Sub-Type>Standard
- Enter Start & End dates>Save

Add Attachment

Submissions - Contract #: 44100-908-0000123333

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status
------	------------	----------	------------	--------------	-------------	----------	--------

Search by Start Date:

Filter by type:

Filter by Status:

Filter by Assigned To:

Add New Item

Type: Invoice Sub-Type: Standard

Period Covered by Invoice

Start Date: 07-20-2020 End Date: 07-24-2020

Add New Item

Type:  Sub-Type:

Period Covered by Invoice

Start Date:  End Date:



# BE·D·B·H·D·D Vendor Connect

## Vendor Connect Add/Edit Non-Standard Invoice

# Vendor Connect Add/Edit Non-Standard Invoice

- To Add/Edit Non-Standard Invoice, click the Contract Number link
- Click Add Attachment
- On the Add New Item screen>Type select>Invoice
- Sub-Type>(Non-Standard)
- Enter Start & End dates>Save
- Upload Invoice by clicking Browse and select document
- Click Save
- Status is changed to Uploaded

100 Blackmen of Georgia - Contracts

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	
44100-909-0000789456	AP	Center of Excellence	Open/Active	2021	7/20/2020	12/31/2020	50000.0000	

**Add Attachment**

Search by Start Date

Filter by type

Filter by Status

Filter by Assigned To

Add New Item

Type: Invoice | Sub-Type: Invoice (Non-Standard)

Period Covered by Invoice

Start Date: 07-22-2020 | End Date: 07-22-2020

Select File for Upload

Test Image Upload Document.pdf | **Browse ...**

Close | Save

Test Upload Documents

File | Home | Share | View

Clipboard | Organize | New | Open | Select

Name	Status	Date modified
Test Image Upload Documents		9/4/2019 12:24 PM
Test Upload Document		7/5/2020 3:01 PM

Submissions - Contract #: 44100-015-0000127777

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Non-Standard)	07-22-20	07-22-20	VUser One	07-23-20	0	----	Uploaded	



# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Add/Edit  
Non-Standard-CER Invoice

# Vendor Connect Add/Edit Non-Standard-CER Invoice

- To Add/Edit CER, click the Contract Number link
- Add Attachment
- Select Invoice>Subtype=CER (Non-Standard)
- Enter Start/End Dates
- Browse for Invoice
- Click Save
- Status=Uploaded

100 Blackmen of Georgia - Contracts								
Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	📄
44100-909-0000789456	AP	Center of Excellence	Open/Active	2021	7/20/2020	12/31/2020	50000.0000	📄

**Add Attachment**

**Search by Start Date**

**Filter by type**

-- Select --

**Filter by Status**

-- Select --

**Filter by Assigned To**

-- Select --

**Add New Item**

Type: Invoice | Sub-Type: Cumulative Expenditure Report (Non-Standard)

Period Covered by Invoice

Start Date: 07-22-2020 | End Date: 07-22-2020

Select File for Upload: Test Image upload document.pdf | Browse ...

Close | Save

Test Upload Documents

File Home Share View

Clipboard: Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, Easy access

Open: Properties, History

Select: Select all, Select none, Invert selection

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OneDrive > Desktop > Test Upload Documents

Name	Status	Date modified
📄 Test Image Upload Documents	🟢	9/4/2019 12:24 PM
📄 Test Upload Document	🟢	7/5/2020 3:01 PM

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report (Non-Standard)	07-22-20	07-22-20	VUser Four	07-23-20	0	----	Uploaded	📄



D·B·H·D·D

# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Add/Edit  
Standard-CER Invoice

# Vendor Connect Add/Edit Standard-CER Invoice

- To Add/Edit CER, click the Contract Number link
- Add Attachment
- Select Invoice>Subtype=CER
- Enter Start/End Dates
- Click Save
- Contract Budget and CER Details are displayed
- Status is set to "Started"

100 Blackmen of Georgia - Contracts

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-908-0000123333	AP	Accountability Courts	Open/Active	2021	7/17/2020	5/31/2021	50000.0000	
44100-909-0000789456	AP	Center of Excellence	Open/Active	2021	7/20/2020	12/31/2020	50000.0000	

**Add Attachment**

Search by Start Date

Filter by type

Filter by Status

Filter by Assigned To

**Add New Item**

Type: Invoice | Sub-Type: Cumulative Expenditure Report

Period Covered by Invoice

Start Date: 07-22-2020 | End Date: 07-22-2020

**Close** **Save**

Submissions - Contract #: 44100-909-0000789456

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	07-22-20	07-22-20	AddEdit Invoice	07-23-20		----	Started	

**Contract Budget and Cumulative Expenditure Report**

Contractor: 100 Blackmen of Georgia | Service: Center of Excellence

Contract #: 44100-909-0000789456 | Purchase Order #: | Contract Start Date: 12-31-2020 | Contract End Date: 07-20-2020

Regions Served:  Region 1  Region 2  Region 3  Region 4  Region 5  Region 6  Statewide

Electronic Funds Transfer?  Yes (Must have completed authorization for EFT on file)  No (Remit Checks or Remittance Advice to)

First Name: Mary | Last Name: Poppins | Address: 123 Anyplace

City: Atlanta | State: GA | Zip Code: 30123

Period Covered by Report: Start Date: 07-22-2020 | End Date: 07-22-2020

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personnel Services	10,000.00	0.00	0.00	10,000.00	
Regular Operating	15,000.00	0.00	0.00	15,000.00	
Travel	20,000.00	0.00	0.00	20,000.00	
Equipment	5,000.00	0.00	0.00	5,000.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fee/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name: | Vendor Representative Title: | Vendor Representative Phone: | Date of Signature / Certification: |

**Close** **Save**

# Vendor Connect Add/Edit Standard-CER Invoice

- Enter Expenditure Reimbursement amounts and click Save

**Contract Budget and Cumulative Expenditure Report**

Contractor: 100 Blackmen of Georgia Service: Center of Excellence

Contract #: 44100-909-0000789456 Purchase Order #: Contract Start Date: 12-31-2020 Contract End Date: 07-20-2020

Regions Served:  Region 1  Region 2  Region 3  Region 4  Region 5  Region 6  Statewide

Electronic Funds Transfer?  Yes (Must have completed authorization for EFT on file)  No Remit Checks or Remittance Advise to:

First Name: Mary Last Name: Poppins Address: 123 Anyplace

Attention: Mary Poppins City: Atlanta State: GA Zip Code: 30123

Period Covered by Report: Start Date: 07-22-2020 End Date: 07-22-2020

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personnel Services	10,000.00	0.00	0.00	10,000.00	
Regular Operating	15,000.00	0.00	0.00	15,000.00	
Travel	20,000.00	0.00	0.00	20,000.00	
Equipment	5,000.00	0.00	0.00	5,000.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	\$50,000.00	\$0.00	\$0.00	\$50,000.00	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name: Vendor Representative Title: Vendor Representative Phone: Date of Signature / Certification:

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personnel Services	10,000.00	0.00	200.00	9,800.00	
Regular Operating	15,000.00	0.00	200.00	14,800.00	
Travel	20,000.00	0.00	0.00	20,000.00	
Equipment	5,000.00	0.00	0.00	5,000.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	\$50,000.00	\$0.00	\$400.00	\$49,600.00	





# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Approve/Submit Standard-Invoice

# Vendor Connect-Approve/Submit Standard-Invoice

- Electronic Funds Transfer=Yes, the system will auto populate fields.
- Electronic Funds Transfer=No, user required to manually enter information.
- Complete all required fields.
- **\*\*NOTE: At least one Accomplishment must be added to submit invoice.**
- Complete Vendor Signature
- User can “Save” invoice and can make additional changes if needed.
- To “Submitted for Review/Approval”, user needs permissions to “Submit/Approve” Invoices
- When Invoice status is “Submitted”, no other changes can be made.

Standard Invoice

Contractor: 100 Blackmen of Georgia Contract #: 44100-908-000123333 Contractor's Account / Invoice #:

Electronic Funds Transfer?  Yes (Must have completed authorization for EFT on file)

No Remit Checks or Remittance Advise to:

First Name: Last Name: Address:

Attention: City: State: Zip Code:

Period Covered by Invoice

Start Date: 07-20-2 End Date: 07-24-2

No accomplishments or invoice amounts have been added. Click the link below to add accomplishments and an invoice amount. Please note that you may add multiple lines of accomplishments and invoice amounts using the link below.

+ Add Accomplishments / Invoice Amount

Vendor Signature / Certification

By checking the box above, I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. Additionally, I am also certifying that the services or products shown above have been provided according to the terms of the contract and that the payment amount claimed accurately reflects the contracted rate.

Vendor Representative Name: Vendor Representative Title: Vendor Representative Phone: Date of Signature / Certification:

Close Submit for Review / Approval Save

Period Covered by Invoice

Start Date: 07-20-2020 End Date: 07-24-2020

View / Edit	Start Date	End Date	Description	Amount (\$)	Delete
Select	07-20-2020	07-23-2020	Enter Short Accomplishment Description	2,500.00	
				2,500.00	

+ Add Accomplishments / Invoice Amount

Vendor Signature / Certification

By checking the box above, I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. Additionally, I am also certifying that the services or products shown above have been provided according to the terms of the contract and that the payment amount claimed accurately reflects the contracted rate.

Vendor Representative Name: Vendor Representative Title: Vendor Representative Phone: Date of Signature / Certification:

Add/Edit Report Invoice Staff 770-362-5908 7/22/2020 8:32:49 AM

Close Submit for Review / Approval Save



D·B·H·D·D

BE·D·B·H·D·D Vendor Connect

# Vendor Connect

## Approve/Submit Non-Standard Invoice

# Vendor Connect Approve/Submit Non-Standard Invoice

- To Approve/Submit Non-Standard Invoice, click the Contract Number link
- Click the Invoice (Non-Standard) link
- To Approve, click the Submit for Review/Approval button
- Status changes to “Submitted”

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-015-000012777	AP	AD Residential Treatment	Open/Active	2021	7/20/2020	1/29/2021	\$100,000.00	

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Non-Standard)	07-22-20	07-22-20	VUser One	07-23-20	0	----	Uploaded	

**Edit Submission**

Type:  Sub-Type:

Period Covered by Report

Start Date:  End Date:

Select New File for Upload - Optional

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Non-Standard)	07-20-20	07-21-20	VUser Four	07-23-20	0	----	Uploaded	
Invoice (Non-Standard)	07-22-20	07-22-20	VUser One	07-23-20	0	programmatic officer3	Submitted	



# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Approve/Submit Non-Standard  
CER Invoice

# Vendor Connect Approve/Submit Non-Standard CER Invoice

- To Approve/Submit Non-Standard Invoice, click the Contract Number link
- Click the Invoice (Non-Standard) link
- To Approve, click the Submit for Review/Approval button
- Status changes to “Submitted”

Contract Number	Type	Service	Status	Fiscal Year	Start Date	End Date	Amount	Contract PDF
44100-015-0000999999	AP	C/A Inpatient Beds	Open/Active	2021	7/1/2020	6/30/2021	\$120,000.00	

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report (Non-Standard)	07-22-20	07-22-20	VUser Four	07-23-20	0	-----	Uploaded	

Edit Submission

Type:  Sub-Type:

Period Covered by Report

Start Date:  End Date:

Select New File for Upload - Optional

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report (Non-Standard)	07-22-20	07-22-20	VUser Four	07-23-20	0	programmatic officer3	Submitted	



D·B·H·D·D

# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Approve/Submit  
Standard CER Invoice

# Vendor Connect Approve/Submit Standard CER Invoice

- To Approve/Submit Standard CER Invoice, click the Contract Number link
- To Approve, click the Submit for Review/Approval button
- Status changes to “Submitted”

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	7-22-20	07-22-20	AddEdit Invoice	07-23-20		----	Started	

**Add Attachment**

Search by Start Date

Filter by type

Filter by Status

Filter by Assigned To

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Personnel Services	10,000.00	0.00	200.00	9,800.00	
Regular Operating	15,000.00	0.00	200.00	14,800.00	
Travel	20,000.00	0.00	0.00	20,000.00	
Equipment	5,000.00	0.00	0.00	5,000.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Fees/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	\$50,000.00	\$0.00	\$400.00	\$49,600.00	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name: AddEdit Report  
 Vendor Representative Title: Invoice Staff  
 Vendor Representative Phone: 770-362-5908  
 Date of Signature / Certification: 7/23/2020 2:35:58 PM

**Submit for Review / Approval**

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Cumulative Expenditures Report	07-22-20	07-22-20	AddEdit Invoice	07-23-20	0	programmatic officer3	Submitted	





**BE·D·B·H·D·D** Vendor Connect

Vendor Connect  
Add/Edit  
Standard-Programmatic Report

# Vendor Connect-Add/Edit Standard-Programmatic Report

- To Add Standard Report>Add Attachment
- Type>Report>Subtype>Programmatic>Start and End Dates>Save
- Add Report required fields>Save

**Add Attachment**

Submissions - Contract #: 44100-015-0000123456

Type	Start Date	End Date	Created By	Date Created	Days In Queue	Assigned	Status	Download
Programmatic Report (Standard)	07-16-20	05-29-20	Vendor Manager One	07-17-20	5	Programmatic Officer	Submitted	

**Programmatic Report**

Contractor: 100 Blackmen of Georgia | Contract #: 44100-908-0000123333

Monthly  Quarterly  Semi-Annual  Annual

Your report has been successfully saved

Period Covered by Report

Start Date: 07-22-2020 | End Date: 07-22-2020

Accomplishments

Enter here the details of the Accomplishments

**Save**

**Add New Item**

Type: Report | Sub-Type: Programmatic Report (Standard)

Period Covered by Report

Start Date: 07-22-2020 | End Date: 07-22-2020

**Close** | **Save**

# Vendor Connect-Add/Edit Standard-Programmatic Report

- To Edit a Report, users must have the necessary permissions.
- Status must be in “Complete” to change
- Only “Accomplishment” can be changed or add additional comments
- Click Save to complete changes

Submissions - Contract #: 44100-908-0000123333

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Standard)	07-21-20	07-22-20	AddEdit Invoice	07-22-20	0	-----	-----	
Programmatic Report (Standard)	07-22-20	07-22-20	AddEdit Report	07-22-20	0	-----	Complete	

**Programmatic Report**

Contractor: 100 Blackmen of Georgia

Contract #: 44100-908-0000123333

Monthly  Quarterly  Semi-Annual  Annual

Period Covered by Report

Start Date: 07-22-2020 End Date: 07-22-2020

Enter here the details of the Accomplishments

ADDITIONAL DETAILS CAN BE ADDED WHEN THE STANDARD PROGRAMMATIC REPORT IS SAVED AND NOT SUBMITTED

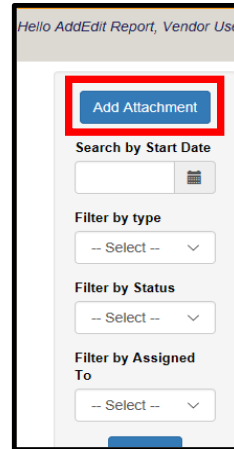


**BE·D·B·H·D·D** Vendor Connect

Vendor Connect  
Add/Edit  
Non-Standard Programmatic Report

# Vendor Connect-Add/Edit Non-Standard Programmatic Report

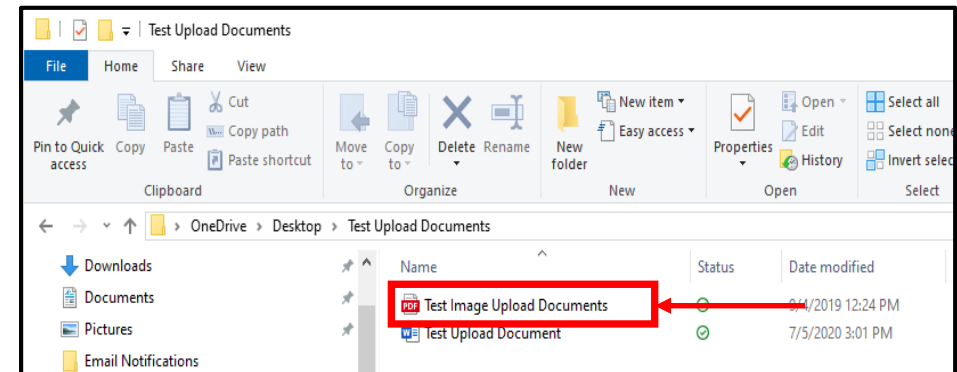
- To Add Non-Standard Report, click the Attachment Link
- Complete Add New Items fields
- Click Browse to locate Non-Standard Report
- Click Save
- To Edit Non-Standard Report, click the Invoice (Non-Standard) link



A screenshot of the 'Add New Item' form in the Vendor Connect interface. The form is titled 'Add New Item' and has a blue header. It contains several fields: 'Type' (Report), 'Sub-Type' (Programmatic Report (Non-Standard)), 'Start Date' (07-22-2020), and 'End Date' (07-22-2020). There is a 'Select File for Upload' section with a 'Browse ...' button highlighted in a red box. The form also has 'Close' and 'Save' buttons at the bottom.

Submissions - Contract #: 44100-015-000022222

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Invoice (Non-Standard)	07-22-20	07-22-20	VUser One	07-23-20	0	----	Uploaded	





# BE·D·B·H·D·D Vendor Connect

Vendor Connect  
Submit/Approve  
Non-Standard & Standard  
Programmatic Report

# Vendor Connect-Approve/Submit Non-Standard and Standard Programmatic Report

- To “Submit for Review/Approval”, user needs permissions to “Submit/Approve” Report
- Click Programmatic Report link
- Enter Accomplishments>Submit for Review/Approval
- Status=Submitted and Assigned to Programmatic Officer

Submissions - Contract #: 44100-908-0000123333

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Programmatic Report (Standard)	7-22-20	07-22-20	ApproveSub Report	07-23-20	0	----	Started	

Submitted By

Name: ApproveSub Report      Title: Vendor Program Manager      Date: 07/22/2020

---

DBHDD Approver

Name: programmatic officer3      Title: PO3      Invoice Status: Submitted

Comments / Action Requested / Reason for Disapproval

Close      Save

Programmatic Report

Contractor: 100 Blackmen of Georgia      Contract #: 44100-908-0000123333

Monthly     Quarterly     Semi-Annual     Annual

Period Covered by Report

Start Date: 07-22-2020      End Date: 07-22-2020

Accomplishments

Enter Accomplishment  
SUBMIT REPORT FOR APPROVAL

Close      Submit for Review / Approval      Save

Submissions - Contract #: 44100-908-0000123333

Type	Start Date	End Date	Created By	Date Created	Days In Que	Assigned	Status	Download
Programmatic Report (Standard)	07-22-20	07-22-20	AddEdit Report	07-22-20	1	programmatic officer3	Submitted	



D·B·H·D·D

# BE·D·B·H·D·D Vendor Connect

## Vendor Connect Email Notifications



# Vendor Connect-Email Notifications

## Sample Approve AP Invoice Email Notification

Vendor Name: A Helping Hand LLC  
Contract #: 44100-908-1245678  
Invoice #: 999999  
Invoice Date: July 22, 2020  
Invoice Amount: \$5000.00  
Submitted By: A Helping Hand User  
Status: Approved

For tutorials and help please go to the Help page [\[link to VC help page\]](#).

For questions about the Vendor Connect application please contact: [VendorConnect.app@dbhdd.ga.gov](mailto:VendorConnect.app@dbhdd.ga.gov)

For application issues or assistance please contact IT: [DBHDD.applications@dbhdd.ga.gov](mailto:DBHDD.applications@dbhdd.ga.gov)

Thank you for your time today.

**Replies to this email will not receive a response or be read.**

## Sample Denied AP Invoice Email Notification

Vendor Name: A Helping Hand LLC  
Contract #: 44100-908-1245678  
Invoice #: 999999  
Invoice Date: July 22, 2020  
Invoice Amount: \$5000.00  
Submitted By: A Helping Hand User  
Status: Denied

Login to Vendor Connect to view details.

For tutorials and help please go to the Help page [\[link to VC help page\]](#).

For questions about the Vendor Connect application please contact: [VendorConnect.app@dbhdd.ga.gov](mailto:VendorConnect.app@dbhdd.ga.gov)

For application issues or assistance please contact IT: [DBHDD.applications@dbhdd.ga.gov](mailto:DBHDD.applications@dbhdd.ga.gov)

Thank you for your time today.

**Replies to this email will not receive a response or be read.**

## Sample Request Details AP Invoice Email Notification

Vendor Name: A Helping Hand LLC  
Contract #: 44100-908-1245678  
Invoice #: 999999  
Invoice Date: July 22, 2020  
Invoice Amount: \$5000.00  
Submitted By: A Helping Hand User  
Status: **--ACTION NEEDED--**Request Details

Login to Vendor Connect to view Request details.

For tutorials and help please go to the Help page [\[link to VC help page\]](#).

For questions about the Vendor Connect application please contact: [VendorConnect.app@dbhdd.ga.gov](mailto:VendorConnect.app@dbhdd.ga.gov)

For application issues or assistance please contact IT: [DBHDD.applications@dbhdd.ga.gov](mailto:DBHDD.applications@dbhdd.ga.gov)

Thank you for your time today.

**Replies to this email will not receive a response or be read.**