

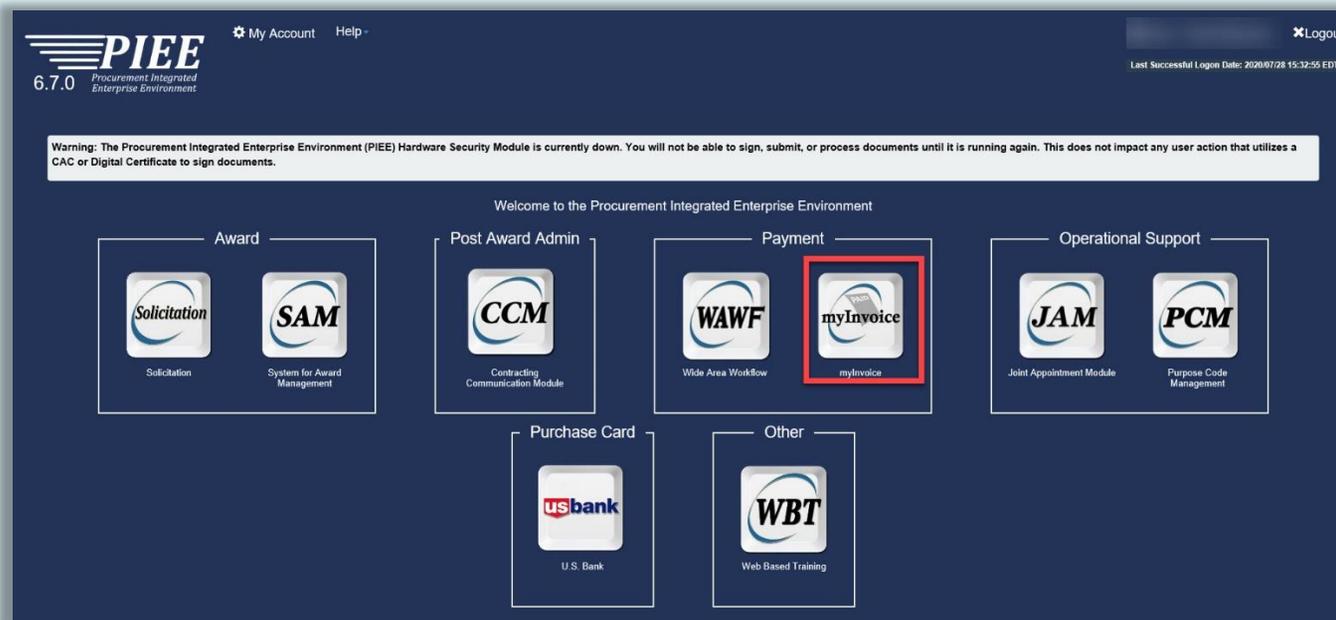
Accessing myInvoice Electronic Value Added Tax (VAT) Form

Login

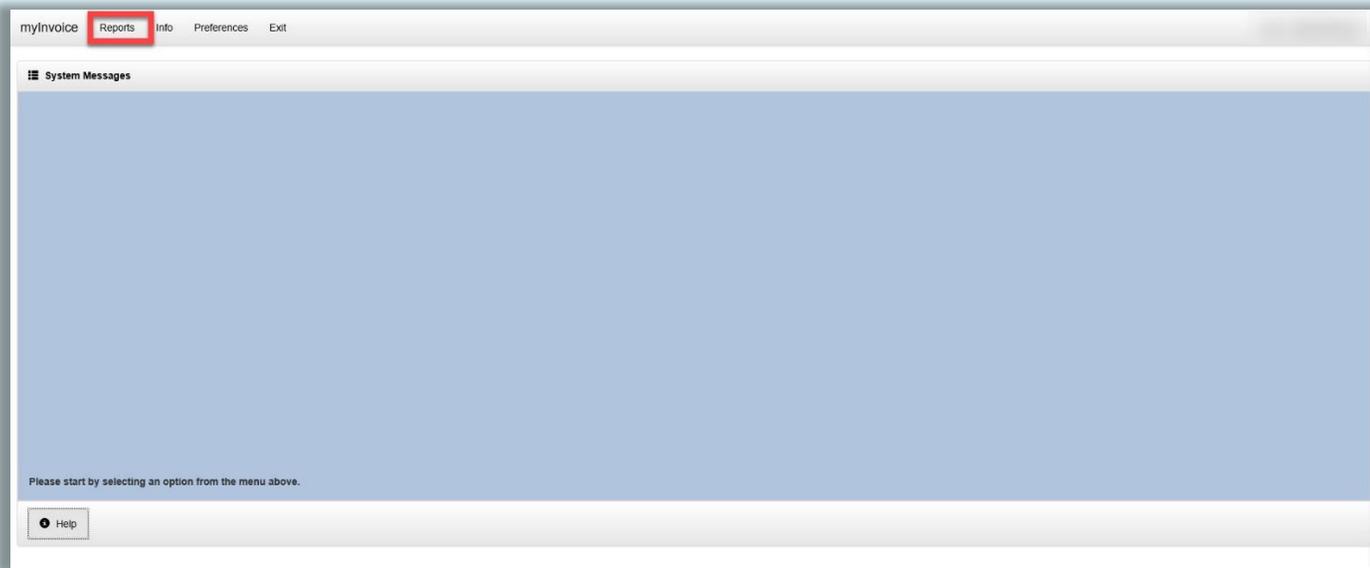
myInvoice

This guide will review the steps to access the Electronic Value Added Tax (VAT) Form in the myInvoice module.

1. Log into PIEE and click the **myInvoice** module under the Payment section. Ensure your user account has the appropriate permissions to access VAT forms.



2. Click the **Reports** menu to view available report options such as Payment Reports, Status and Date Reports, and Contract/Invoice Reports.



Help Page Access/eVAT Usage Report

The MyInvoice Help Page provides users with information about the EVAT Usage Report, including eligibility rules and access restrictions. While all users can view the Help Page, access to specific report data is permission-based.

How to Access the Help Page

1. In MyInvoice, navigate to Reports.
2. Click EVAT Usage Report from the available options.
3. On the EVAT Usage Report screen, click the Help button in the top-left corner.

What the Help Page Covers

- How to use the EVAT Usage Report.
- Who can access the EVAT report based on user roles and permissions.
- Where to find VAT forms within MyInvoice.

What can you access in the Help Page?

- All users can view the Help Page.
- Government users can access the full EVAT Usage Report in MyInvoice.
- Vendors have limited access and can only see VAT data associated with their registered CAGE/NCAGE codes.
- Users without proper permissions will see the Help Page but will not have access to VAT-related reports within MyInvoice.

eVAT Usage Report

Search results *

20 records per page

Contract Number

Delivery Order Number

From Date

To Date

CAGE Code/NCAGE

Payment Report

Purpose:

- Use this report to query invoices by using the EFT Trace Number, Check Number, Date of Check, Amount, or Voucher Number.

Inputs:

- Search in * - Select Active Database or Archive Database from the drop down list. This is a required entry.
- Search by * - Select CAGE Code/NCAGE or DUNS Code from the drop down list. This is a required entry.
- Search results * - Select the number of records to be displayed on the search result pages. This is a required entry.
- Payment Type * - Select a Payment Type from the drop down list. This is a required entry.
- EFT Trace Number - Enter the EFT Trace Number. This is an optional entry.
- Invoice Amount - Enter the Invoice Amount. This is an optional entry.
- Total Payment Amount - Enter the Total Payment Amount. This is an optional entry.
- CAGE Codes/NCAGEs * - Enter one or more (maximum of 100) comma delimited CAGE Codes/NCAGEs. This is a required entry.

Operation:

- Download All VAT Forms - Select to populate fields required for Download All VAT Forms.
 - *When Download All VAT Forms box is checked***

Inputs:

 - Search in * - Select Active Database from the drop down list. This is a required entry.
 - CAGE Code/NCAGE * - Enter the CAGE Code/NCAGE. This is a required entry.
 - Contract Number - Enter the complete and valid Contract Number. This is an optional entry.
 - Delivery Order Number - Enter the Delivery Order Number. This is an optional entry.
 - From Invoice Paid Date - Enter the From Invoice Paid Date in 'YYYY/MM/DD' format or select the From Invoice Paid Date from the calendar popup. This is an optional entry.
 - To Invoice Paid Date - Enter the To Invoice Paid Date in 'YYYY/MM/DD' format or select the To Invoice Paid Date from the calendar popup. This is an optional entry.

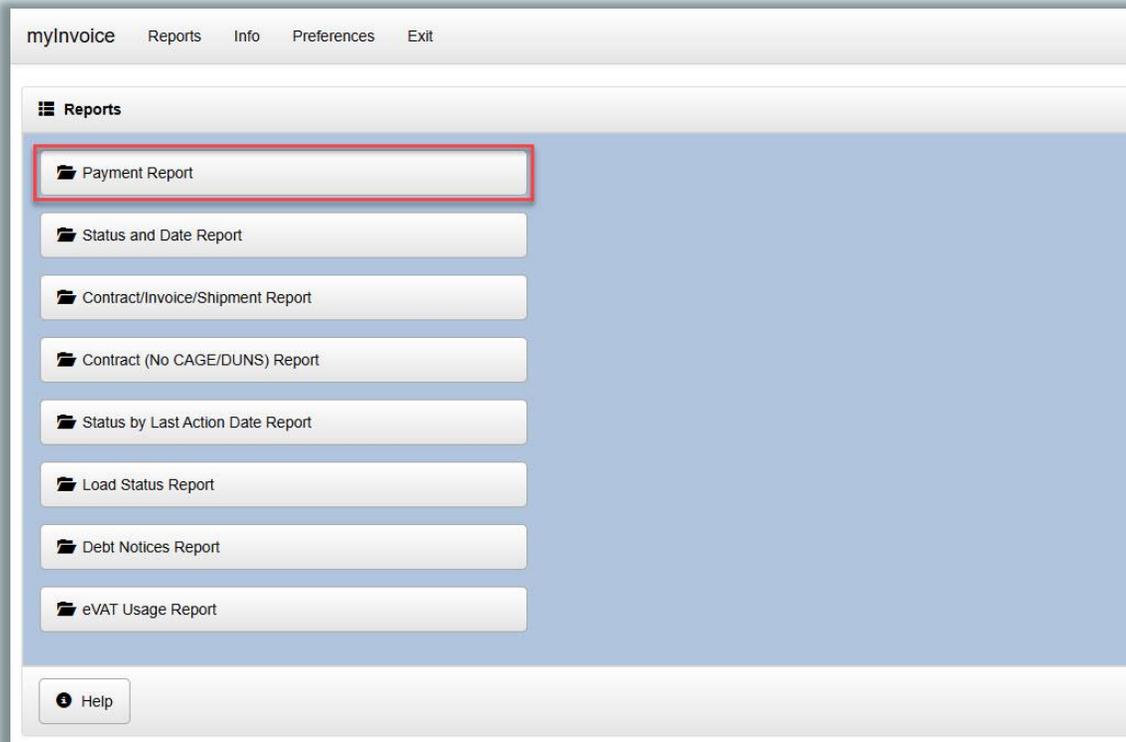
Operation:

 - Download All VAT Forms - Click to download all VAT Forms (access Key 3).
- Search - Click this button to search for invoice payment records (access key 1).
- Download (txt) - Click this button to download the report data as a comma delimited text (.txt) file (access key 3).
- E-Mail - Click this button to display the E-Mail Assistance page (access key 2).
- Back - Click this button to return to the previous page (access key 8).

Notes:

- Asterisk * = required entry.

3. Under Reports, select **Payment Reports** to search for invoices using criteria such as CAGE Code, Payment Type, and EFT Trace Number.



4. In the Payment Report, enter the CAGE Code and other optional filters (e.g., EFT Trace Number or Invoice Amount) to narrow results. Click the **Search** button to display matching records.

Payment Report

Download All VAT Forms

Search in * Search by * Search results *

Active Database CAGE Code/NCAGE 20 records per page

Payment Type * EFT Trace Number

EFT

Invoice Amount Total Payment Amount

CAGE Codes/NCAGEs *

5. The user clicks the **Details** link.

myInvoice Reports Info Preferences Exit User : WAWF Pay Off

Payment Report Record Count: 59

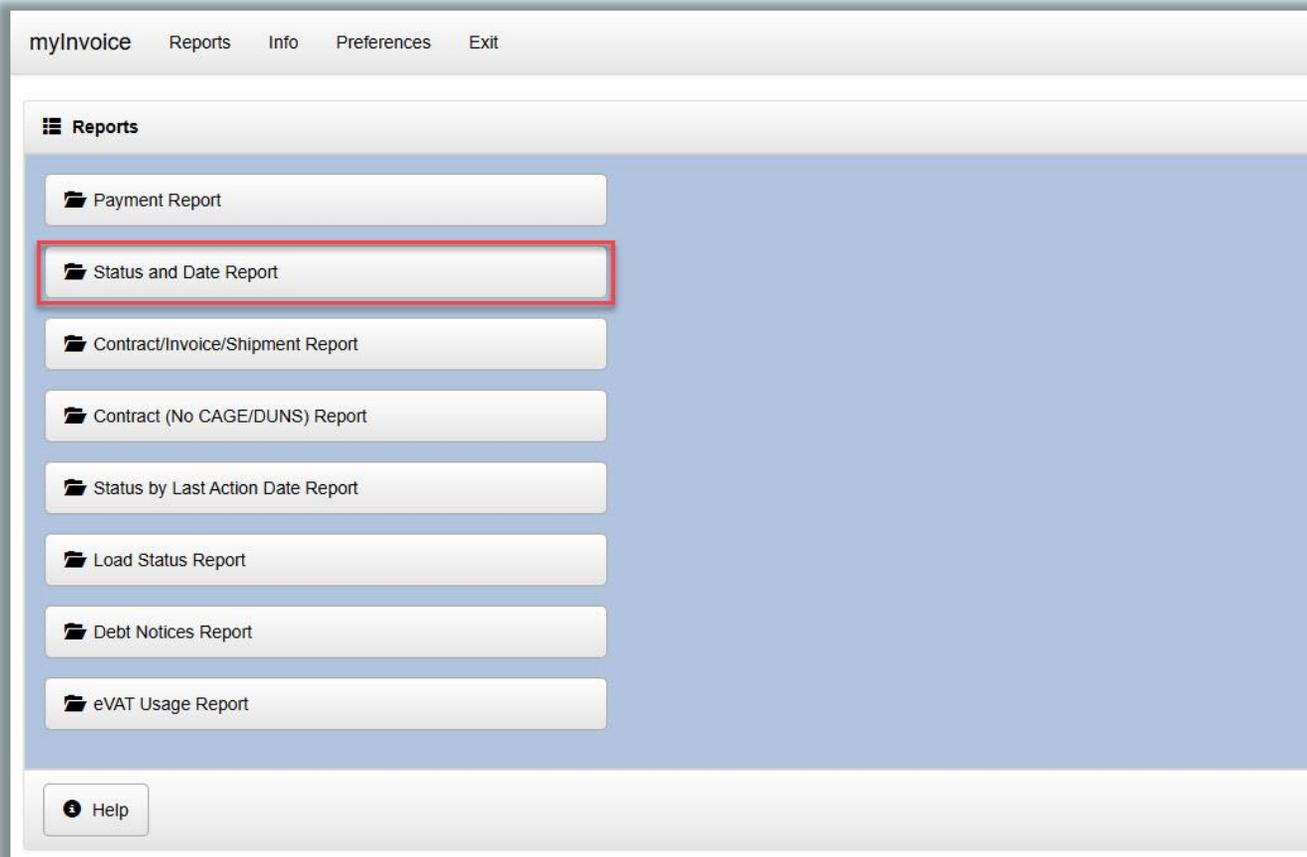
Record	CAGE Code/NCAGE	Contract Number	Order Number	Invoice Number	CLIN	Trace Number	Invoice Amount	Total Amount	Total Payment Amount	Action
1	3X778	7562BA08D0100	0002	MISC3167INV08		074036080092642	5,179.97	5,179.97	5,179.97	Details
2	3X778	7562BA09D0100	0001	CAB0011INV02		074036080091416	2,211.43	2,211.43	2,211.43	Details
3	3X778	7562BA09D0100	0007	CAB0034INV06		074036080092339	1,219.72	1,219.72	1,219.72	Details
4	3X778	7562BA09D0100	0009	CAB0041INV06		074036080092643	2,201.10	2,201.10	2,201.10	Details
5	3X778	KBC02072025	0001	KBC0016		E4000031	24,017.00	24,017.00	24,017.00	Details
6	3X778	KBC02072025	0001	KBC0017		E4000031	24,017.00	24,017.00	24,017.00	Details

6. Click the VAT Form **Available** link. If the VAT Form link is available, it will display on the Details page. The VAT form is now displayed only for invoices meeting these conditions:
 - a. Invoice status is 'PAID'.
 - b. Ship To/Mark For delivery address is in Germany.
 - c. Currency code is one of the following: EUR, EU, ER, EO, USD, or US.
 - d. If the link does not appear, confirm that the invoice matches these criteria

Detail Report

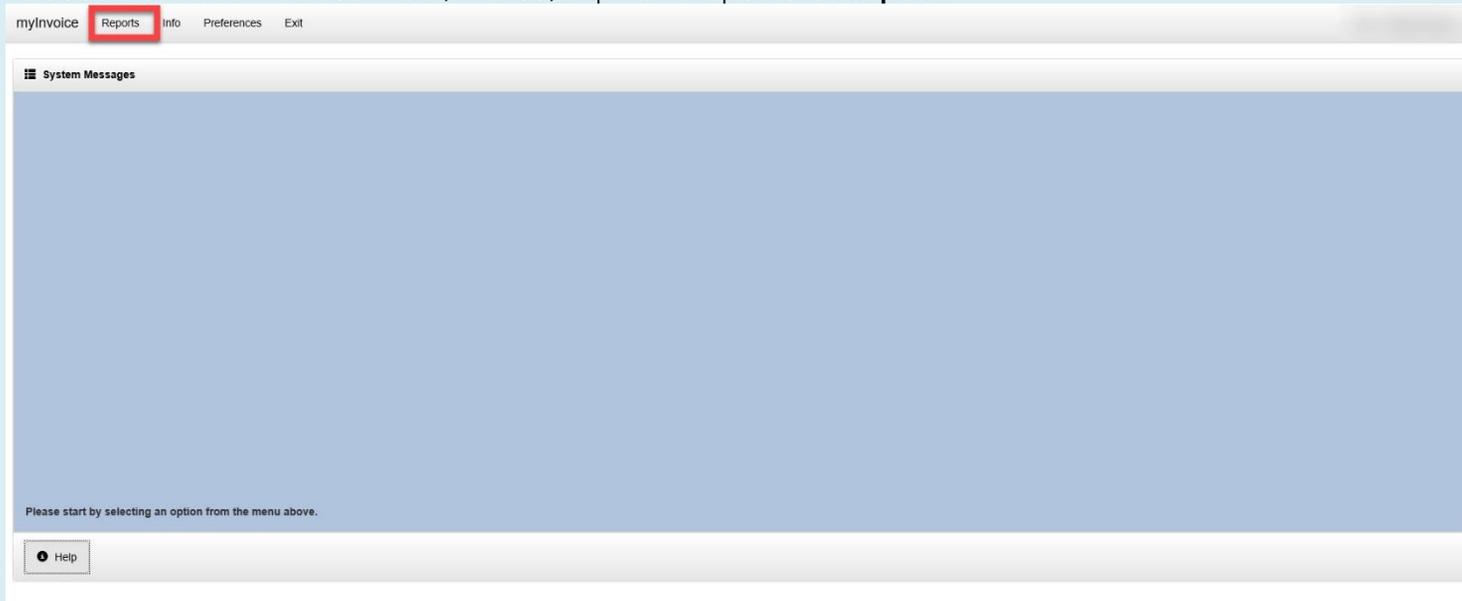
Contract Number:	KBC02072025	Status:	PAID
Delivery Order Number:	0001	Reason :	F
Invoice Number:	KBC0016	Remarks :	
Shipment Number:	KBC0016Z	Fuel Lift Date:	
CLIN:		Quantity Paid:	.00
ACRN:		Unit Price:	.00
Invoice Amount:	24,017.00	UM:	
Freight:	.00	Issue Date:	08-FEB-25
Interest:	.00	Received Date:	08-FEB-25
Discount:	.00	Acceptance Date:	
Tax Withheld:	.00	Last Action Date:	08-FEB-25
Adjustment 1:	.00	Payment Due Date:	08-FEB-25
Adjustment 2:	.00	Actual Payment Date:	08-FEB-25
Invoice Amount Paid:	24,017.00	Voucher Number:	
Check/EFT Amount:	24,017.00	Trace Number:	E4000031
Interest Reason :		Check Number:	
Adjustment Reason 1 :		Currency:	EURO
Adjustment Reason 2 :		Processing Site:	COLUMBUS OHIO NORTH
CAGE Code/NCAGE:	3X778	DSSN:	
DUNS Code:	011173312	VAT Form:	Available
Account Number:			
Payee Name:	Kelli		
Address:			
Voucher Remarks:			
Description:	PAID		
Recommended Action:	Allow 2 Business Days for the Deposit to Post to your Bank		
UEID:			

NOTE: For assistance with electronic VATs for **GERMANY**, please contact: dfas.rheinland-pfalz.jht.mbx.dgk-customerservice@mail.mil

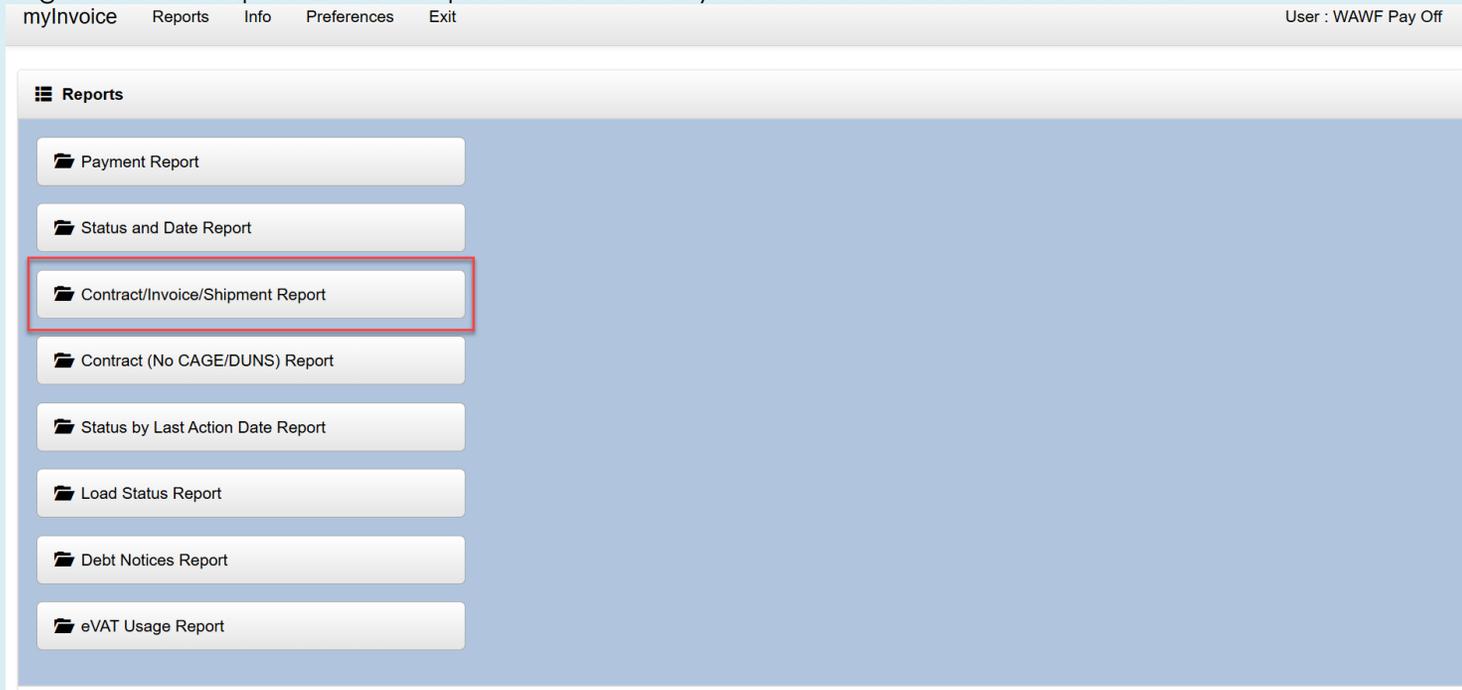


12. Follow steps 4-7.

13. To access a VAT form for Contract/Invoice/Shipment Report click **Reports**.

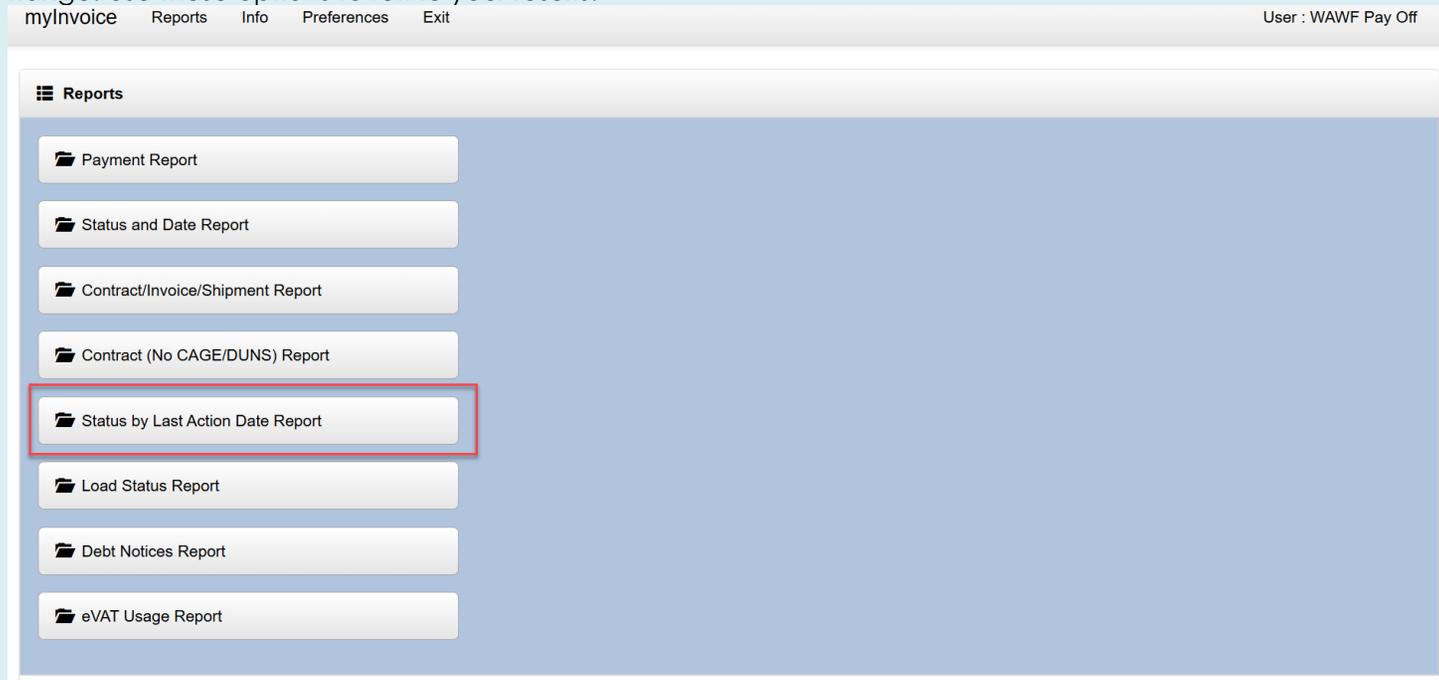


14. Under Reports, click **Contract/Invoice/Shipment Report**. Use the updated filters, such as CAGE Code, Contract Number, and Date Range, to generate the report. Ensure the parameters match your search criteria for accurate results.



15. Follow steps 4-7.

16. Click **Reports** and select **Status by Last Action Date Report**. This report supports filtering by CAGE Code, Contract Number, and Date Range. Use these options to refine your results.



17. After selecting Status by Last Action Date Report, provide the required filters, such as Date Range, CAGE Code, or Contract Number, to generate the results. Click **Search** to view relevant records.

Status by Last Action Date Report

Search in *

Active Database

Search by *

CAGE Code

Search results *

20 records per page

Payment Status *

PAID

From Last Action Date

To Last Action Date

Invoice Amount

Total Payment Amount

CAGE Codes *

 Search

 Download (txt)

 E-Mail

 Back

 Help

18. Follow steps 4-7.