Accessing myInvoice Electronic Value Added Tax (VAT) Form



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.

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Please start by selecting an option from the menu above.	
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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.

r eVAT Usage Report		
Search results *		
20 records per page	~	
Contract Number		Delivery Order Number
From Date	г	To Date
CAGE Code/NCAGE		
Q Search & Download - 41	Back A Help	

O 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.	

Close

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

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Payment Report	
Status and Date Report	
Contract/Invoice/Shipment Report	
Contract (No CAGE/DUNS) Report	
Status by Last Action Date Report	
Load Status Report	
Debt Notices Report	
eVAT Usage Report	

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.

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🖬 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	~				
nvoice Amount		Total Payment Amount			
AGE Codes/NCAGEs *					
3X778					
					G

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

nyInvoice	e Reports Info	Preferences E	xit						User : WAWF	Pay Off
🖆 Payme	ent Report								Record 0	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	<u>Details</u>
2	3X778	7562BA09D0100	0001	CAB0011INV02		074036080091416	2,211.43	2,211.43	2,211.43	<u>Details</u>
3	3X778	7562BA09D0100	0007	CAB0034INV06		074036080092339	1,219.72	1,219.72	1,219.72	<u>Details</u>
4	3X778	7562BA09D0100	0009	CAB0041INV06		074036080092643	2,201.10	2,201.10	2,201.10	<u>Details</u>
5	3X778	KBC02072025	0001	KBC0016		E4000031	24,017.00	24,017.00	24,017.00	<u>Details</u>
6	3X778	KBC02072025	0001	KBC0017		E4000031	24,017.00	24,017.00	24,017.00	<u>Details</u>

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

Tetail Report

Contract Number:	KBC02072025	Status:	PAID
Delivery Order Number:	0001		
Invoice Number:	KBC0016	Reason :	F
Shipment Number:	KBC0016Z	Remarks :	
CLIN:		Fuel Lift Date:	
ACRN:		Quantity Paid:	.00
Invoice Amount:	24,017.00	Unit Price:	.00
Freight:	.00	UM:	
Interest:	.00	Issue Date:	08-FEB-25
Discount:	.00	Received Date:	08-FEB-25
Tax Withheld:	.00	Acceptance Date:	
Adjustment 1:	.00	Last Action Date:	08-FEB-25
Adjustment 2:	.00	Payment Due Date:	08-FEB-25
Invoice Amount Paid:	24,017.00	Actual Payment Date:	08-FEB-25
Check/EFT Amount:	24,017.00	Voucher Number:	
Interest Reason :			
Adjustment Reason 1 :		Trace Number:	E4000031
Adjustment Reason 2 :		Check Number:	
CAGE Code/NCAGE:	3X778	Currency:	EURO
DUNS Code:	011173312	Processing Site:	COLUMBUS OHIO NORTH
Account Number:		DSSN:	
Payee Name:	Kelli	VAT Form:	Available
Address:			
Voucher Remarks:			
Description:	PAID		
Recommended Action:	Allow 2 Business Days for the Depos	sit to Post to your Bank	
UEID:			
NOTE: For assistance with electronic VATs for GERMANY, plea	ase contact: dfas.rheinland-pfalz.jht.ml	bx.dgk-customerservice@mail.mil.	
4			



	re BS
Protocol on NATO Headquarters and Supplementing Agreement thereto du Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord le complétai	nt
1.Ausfertigung 1st copy für Zwecke der Umsatzsteuer for turnover tax purposes pour l'é	1er exemplaire impôt sur le chiffre d'affaires
Name and address of supplier TEST COMPART = T23 MAIN 31, BOLDING 1, CHT, S Nom et adresse du fournisseur Datum und Nr. des Vertrages / Auftrages Date and No of the contract / order TEST9602F0008 / 034C Date et nº du marché / de la commande TEST9602F0008 / 034C Name und Anschrift der amtlichen Beschaffungsstelle Defense Finance & Accounting Service, Kleber Kase Name und Anschrift der Empfangsdienststelle Name und Anschrift der Empfangsdienststelle Name and address of réceiving agency Mame and address of service réceptionnaire	erne, 67675 Kaiserslautern
Genaue Bezeichnung der Gegenstände oder Lieferung/ Lustung 1° 2) Menge der gelieferten G Ousnity of poods. Dato diviery 1 service 1° 2) Eract description of goods or services in service 1° 2) Anzahl, Maß und Gew Beisgnation eracte des marchandises ou prestations en al deutscher Sprache (German-allemand) Anzahl, Maß und Gew measurements in metric (English or Frach translation- traduction anglaise ou trançaise)	egenstände in slivides vicht Preis S e units Currency / E Più 3) on m nitös métriques
1 2 3	4
20-FEB-19 Invoice # 3004F1	4,950.0

- 8. To access a VAT form for Status and Date Report, click **Reports** and select **Status and Date Report**. Use the filters (CAGE Code, Contract Number, and Date Range) to refine your results.
- 9. A "Download All VAT Forms" checkbox is available on the Payment Report Search Page.
- 10. Users can select this option to download all VAT forms related to their search results.
- 11. Click Status and Date Report.

Payment Report		
Status and Date Report		
Contract/Invoice/Shipment Report		
Contract (No CAGE/DUNS) Report		
Status by Last Action Date Report		
E Load Status Report		
E Debt Notices Report		
🖆 eVAT Usage Report		

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

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ase start by selecting an option from the menu above.				
Help				

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.

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Reports	
Payment Report	
Status and Date Report	
Contract/Invoice/Shipment Report	
Contract (No CAGE/DUNS) Report	J. And the second s
Status by Last Action Date Report	
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Debt Notices Report	
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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.

myInvoice Reports Info Preferences Exit	User : WAWF Pay Off
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E Payment Report	
The Status and Date Report	
Contract/Invoice/Shipment Report	
Contract (No CAGE/DUNS) Report	
The Status by Last Action Date Report	
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🖀 eVAT Usage Report	

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.

earch in *		Search by *		Search results *	
Active Database	~	CAGE Code	~	20 records per page	~
Payment Status *		From Last Action Date		To Last Action Date	
PAID	~				
nvoice Amount		Total Payment Amount			
CAGE Codes *					
CAGE Codes *					
CAGE Codes *					
CAGE Codes *					
CAGE Codes *					ß