

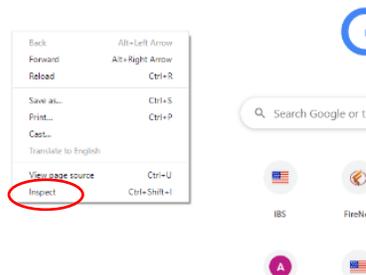
Navigating to IBS/Tips & Tricks:

Navigate to Google Chrome. **Currently the only platform that supports IBS.**

- URL: **Apps.fs.usda.gov/ibs**
- Firefox and other Platforms are incompatible. (you will get an error message)
- The IBS website has great information and training materials.
- The program will run on desktops, laptops, and tablet devices.

“Clear Cookies/Cache” in Google.

- After a new version has been deployed, or any time the program might be acting weird.
- Go to Google Chrome main page.
- Right Click anywhere in the white space.
- Pick “Inspect” option.



- Go up to the left side top of the page for the Refresh  button. Right click.
- Pick “Empty Cache and Hard Reload”.

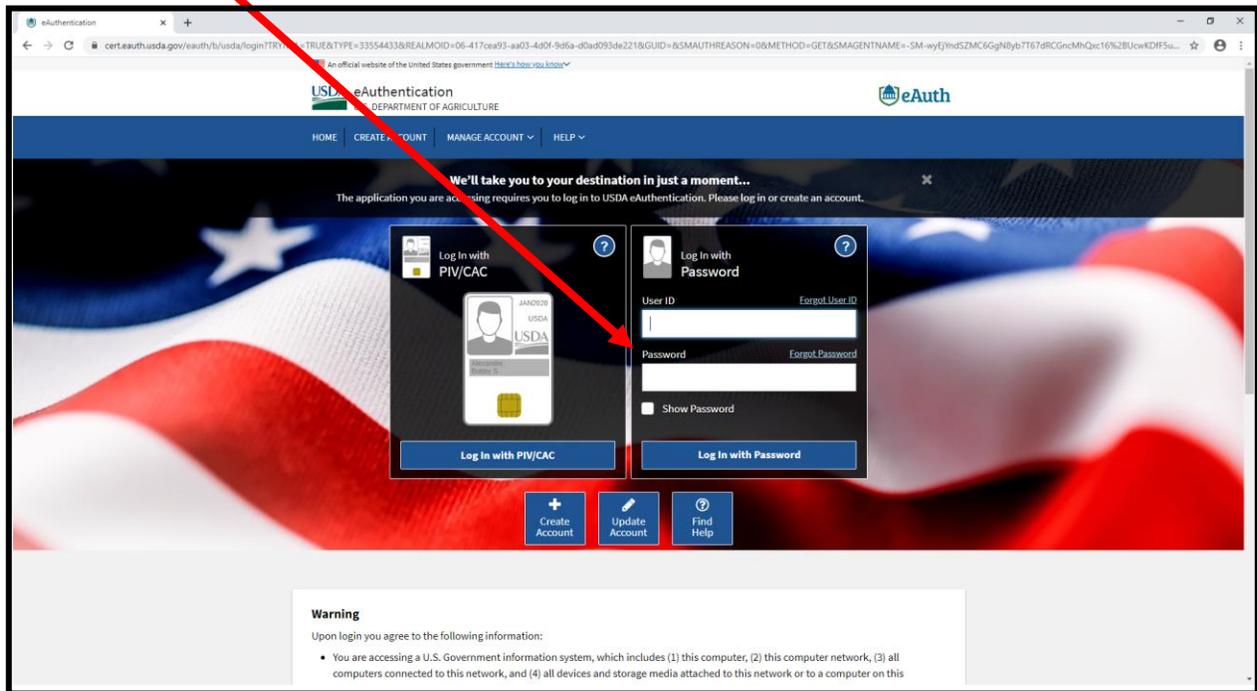


- Close Google and Reopen.

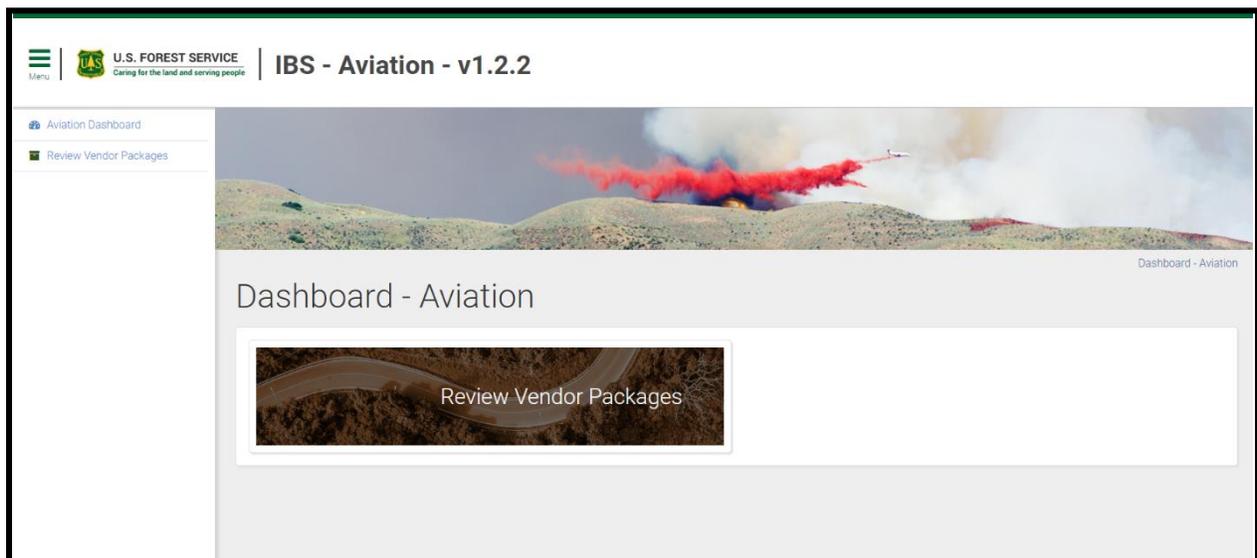
Type the URL apps.fs.usda.gov/ibs, using the GOOGLE CHROME browsers.

First screen you will see is the eAuthentication page. If you do not have an eAuth user name and password, go to the IBS Web Page, (<https://www.fs.fed.us/business/ibs/>) then go to the IBS tab then to IBS Training and look for Compter based Training Modules and USDA eAuthentication link. (<https://www.eauth.usda.gov/mainPages/index.aspx>) and create an account. Might take up to three days to get a returned email with information.

1. Type in your User ID and Password. (url: apps.fs.usda.gov/ibs)



2. Click on "Review Vendor Packages"



1. Enter the first flight date. The end date will be current date. You can manual override that if needed.

2. Enter your DUNS #

3. Enter your Vendor PIN # (Received from Contracting Officer)

4. Enter last four # of contract

5. Click "Get Contracts".

6. Click "Search Packages"

5a. If you have multi contract, use drop down menu.

Step 1: Get Contracts

Flight Date * 03/01/2020 - 03/12/2020

Vendor DUNS * 77777777

Vendor PIN *

Partial or Full Contract No. * CCC

Contract Number AG-TEST-C-14-CCCC

Get Contracts

Search Packages

Packages **7.** Listed below are all your packages.

Show 10 entries

Package #	Status	Create Date	Create By	Updated Date	Updated By	Contract #	Contract Item #	Company	Remarks	Amount
47047	SENT_TO_VENDOR	03/12/2020	FSCFO User14	03/12/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		381
47046	SENT_TO_PAYMENT	03/12/2020	FSCFO User14	03/12/2020	TEST - fscfouser15	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		381

Showing 1 to 2 of 2 entries (filtered from 19 total entries)

Previous 1 Next

8. "Sent_to_Vendor" packages are the one that need to be reviewed so you can send them to payment. Click on the Package # to open the package to see the daily invoices, to approve them.

8a "Send_to_Payment" is a package that has been sent to ASC for payment

Package Number: 47047	Updated By: FSCFO User14	Status: SENT_TO_VENDOR
Created By: FSCFO User14	Updated Date: 2020-03-12T12:40:53.393	Payment Status:
Created Date: 2020-03-12T12:40:12.363	Viewed Date:	Sent Date:
Vendor Name: TEST - fscfouser15	Invoice Start Date: 03/04/2020	Signed Date:
Vendor Code: 3469010101	Invoice End Date: 03/06/2020	Amount: 381
	COR Email Address: dcha@fs.fed.us	Remarks:

Invoice List 9 9. This shows all the invoices that are included in this package.

Show 10 entries

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	03/04/2020	1678000095	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR
<input type="checkbox"/>	03/05/2020	1678000096	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR
<input type="checkbox"/>	03/06/2020	1678000097	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR

Showing 1 to 3 of 3 entries

Actions

10. You can click on the Invoice number to open the invoice to check all legs and addition charges. If you agree with the invoice you can check the box and then click the Approve button. You will need to do this to each invoice. You can "Approve All" also. View them all then approve all. (Whichever is easiest for you)

Below is what the invoice will look like for you.

Invoice #1678000092
 Status: SENT_TO_VENDOR
 STANDARD
 Date: 03/12/2020
 Author: FSCFO User14
 Total: \$127.00

Receipt Date: 03/12/2020
Contract #: AG-TEST-C-14-COCC
Package #: 47046
Contract Item #: 1
Registration Tail #: NS37AR
Flight Date: 03/01/2020

CONTRACT DETAILS

Contract Type: E
Vendor Code: 3469010101
Company: TEST - fscfouser15
Vendor Email: rmannem@fs.fed.us
Aircraft Type: S

FLIGHT LINE ITEMS

Show 10 entries

Flight Leg #	Flight Order	From	To	Pay Code	Rate	Flight Leg Total (\$)	Select
1	AV			AV	127	127	⋮

Showing 1 to 1 of 1 entries

Click on the "Three Dots" to open the leg and see the complete invoice leg data.

11. Click the invoice(s) you want to approve, then the “Approve Invoice” box appears.

Approve Invoice(s)

Package #:47046
Contract #:AG-TEST-C-14-CCCC
Contract Item #1
Invoice(s) #1678000092

If you check more than one invoice, all the numbers will appear.

I certify that the services listed in the above invoice were received

Name of the Vendor *

Enter Name **12** **12. Enter your name**

DUNS Number *

Enter Number **13** **13. Enter your DUNS #**

PIN # *

Enter PIN **14** **14. Enter you contact PIN #**

11 **15** **15. Click “Okay” to approve them**

ST Total	RON Charges	Misc	Daily Total	Inv Status
0	0	127	SENT_TO_VENDOR	
0	0	127	SENT_TO_VENDOR	
0	0	127	SENT_TO_VENDOR	

Invoice List

Show 10 entries

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	03/01/2020	1678000092	NS37AR	127	0	0	0	0	0	0	0	0	127	VENDOR_APPROVED
<input type="checkbox"/>	03/02/2020	1678000093	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR
<input type="checkbox"/>	03/03/2020	1678000094	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR

Showing 1 to 3 of 3 entries

Actions **16** **16. Then Click the “Send to Payment”**

Approve Approve All Send to Payment Send back to COR

All invoices in the package need to be in “Vendor_Approved” status before the package can be sent to payment.

Package Details

Package No #47046

Contract Number: AG-TEST-C-14-CCCC
Contract Item No: 1

STANDARD

Package Number:

47046

Created By:

FSCFO User14

Created Date:

2020-03-12T11:23:26.547

Vendor Name:

TEST - fscfouser15

Vendor Code:

3469010101

Updated By:

TEST - fscfouser15

Updated Date:

2020-03-12T11:29:34.14

Viewed Date:

03/01/2020

Invoice Start Date:

03/01/2020

Invoice End Date:

03/03/2020

COR Email Address:

dcha@fs.fed.us

Status:

SENT_TO_PAYMENT

Payment Status:

SENT_TO_PAYMENT

Sent Date:

SENT_TO_PAYMENT

Signed Date:

SENT_TO_PAYMENT

Amount:

381

Remarks:

16. All Inv. Status will be "Send to Payment"

Invoice List

Show 10 entries Search:

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	03/01/2020	1678000092	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_PAYMENT
<input type="checkbox"/>	03/02/2020	1678000093	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_PAYMENT
<input type="checkbox"/>	03/03/2020	1678000094	NS37AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_PAYMENT

Once they are in "Send to Payment" status they can only be change by ASC. Normal processing time is about 7-10 day to see payment.

If you find an error, something missing or do not agree with an item on the invoice. See the handout "Correcting a Vendor's IBS Invoice".