Submitting Invoicing Disputes Utilizing Vendor Web
1.) Click “All Orders” under Order History section.

2.) Click “All Months.”

3.) Enter work order number into the “Search by Order Number.”
   a. Click “Search”
Note: After you select search Vendor Web will filter that order out so that it is the only order on that screen.

4.) Click “Order Detail”
5.) Scroll down to the “Create Status Report” section

6.) From the drop down select “Final Invoice Dispute.”
7.) It is extremely important that the "Reply-to E-mail Address" field is completed correctly, as that is where the dispute response will be sent.

8.) Provide additional supporting documentation to validate your reason for the dispute, including photos, documents, e-mails, POC etc. Be Specific. Direct comments need to be specific response as to the reason full payment was not made.

9.) Enter amount still due.

10.) Enter appropriate dispute reason and comments.