



The [Vendor Invoicing Portal & Electronic Reporting System \(VIPERS\)](#) is a web based system that allows government vendors and fund recipients to enter invoices electronically and delivers these invoices to other Energy related site(s) through a secure portal for payment. Use VIPERS to submit your payment requests and to upload documentation to support project costs, both DOE and cost share.

Contact VIPERS Customer Service at orfscmail@science.doe.gov or by phone at 855-384-7377. For system issues, contact VIPERS Technical Support at VipersSupport@science.doe.gov.

For invoicing help contact payments@hq.doe.gov or 888-251-3557.

Below steps 1 -6 are instructions to register with VIPERS; steps 7 – 10 are instructions to enter and submit an invoice in VIPERS.

Step 1: To register with VIPERS go to <https://vipers.doe.gov/> and click on Register.

The screenshot shows the VIPERS website homepage. At the top, there is a navigation bar with the following links: Main, News, Vendor Benefits, DOE Agencies, Contact Us, Register, and Login. A yellow arrow points to the 'Register' link. Below the navigation bar, there is a 'Welcome to VIPERS' section with a 'Terms Of Use, General Disclaimer, Security Notice' link. To the left, there is a 'Contact Information' section with details for Customer Service and Technical Support. Below that is a 'Documents' section with links for 'General documents' and 'FAQ'. The main content area features a 'Browser Compatibility' table and a 'News' section with several articles.

	Windows	Mac
Chrome	✓	✓
Firefox	✓	✓
Internet Explorer 9+ (recommend latest)	✓	n/a
Opera	✓	✓
Safari	n/a	✓

News

EDl 810
Tuesday, January 10, 2017
Electronic Data Interchange (EDI) version 810 is now available for vendors. To sign up for this feature, please contact FAST support@science.doe.gov.

EDl 810
Friday, July 29, 2016
Electronic Data Interchange (EDI) version 810 will be available for vendors beginning on September 1. For more information, please contact FAST support.

XML now available
Monday, June 27, 2016
Beginning on July 5, 2016, vendors will be able to submit XML files through VIPERS. For more information, contact VIPERS support at 888-251-3557. EDI 810 will also be available soon, and updates will be posted to the News section of VIPERS as this progresses.

Launch of new VIPERS
Monday, June 27, 2016
The new version of VIPERS will be available on July 5, 2016. Expect to see a more user friendly design, to include a standard invoice form for all users. Many of the new features that have been introduced were recommended by the VIPERS user.

Why Us

Credit Bureau, Inc
My office manager continues to forward comments about the benefits of VIPERS. From initial activation through payment receipt, the entire system could not be easier to use. We especially appreciate the invoice tracking feedback. This ensures there are no questions about the invoice and no delay in its processing. VIPERS has eliminated any thought of "red tape" in government services.
Kathy Edwards - President

H&T Enterprises, Inc
The VIPERS system is one of the best and most user friendly systems that we work with. It requires minimal data entry... It has a file attachment limit that is the highest that we have seen so far among the various government vendor payment systems. Its internet connection is relatively fast, stable, and rarely disruptive.
William Hall, Jr - President

Wastren Advantage, Inc
VIPERS is an excellent billing tool. The process is



Step 2: To initiate registration, you will be asked to review and agree to the Terms of Use. Once you have read and, if you agree to the terms, indicate that by checking the box. Once you have agreed to the term of use, a “Begin Registration Process” button will appear that allows you to continue the registration process.





Step 3: Provide your name, contact information, and create a password adhering to the stated Password Policy. Once done, click on the “Create Profile” button.

The screenshot shows the registration page for the VIPERS Portal. The browser address bar displays <https://vipers.doe.gov/Register.aspx>. The navigation menu includes: Main, News, Vendor Benefits, DOE Agencies, Contact Us, Register, and Login. The main content area is titled "Registration" and contains the following information:

It is very **IMPORTANT** that you understand the following:

- This registration is for the VIPERS Portal and is subject to the [Terms Of Use](#).
- Upon completion of the registration section you should receive an email for confirmation.
- Important:** Make sure that our domain DOE.GOV can send you email by putting us in your trusted senders list. Otherwise you might not be able to confirm your registration since some systems block this type of email as spam.

I have read and agree to the terms of use.

[Begin Registration Process](#)

Profile Information

Your Name:

Phone (Phone, Ext, Country Code):

Email Address:

Confirm Email Address:

Password: Very Strong

Confirm Password: Very Strong

Note Password Policy:

1. Must create a very strong password with the following:
2. Must be at least 8 characters and no greater than 16.
3. Must contain 2 upper, 2 lower, 2 numbers, and 2 special characters. Allowable special characters are (@#\$%!*)

- ✓ Length 8 - 16 characters
- ✓ Upper Case
- ✓ Lower Case
- ✓ A number
- ✓ Listed special character ! @ # \$ % * ()
- ✓ Passwords match

Passwords must not contain the following:

- The user identification (userid).
- Common English dictionary words, spelled forward or backwards (except words of three or fewer characters).
- Common names or numbers (e.g., the employee serial number, Social Security number, birth date, phone number).
- Any simple pattern of letters or numbers, such as 'qwertyxx' or 'xyz123xx'.

[Create Profile](#)

Two yellow arrows are overlaid on the image: one points from the left towards the "Begin Registration Process" button, and the other points from the bottom towards the "Create Profile" button.



Step 4: When you click on Create Profile, the screen will expand. Under Select Energy Site, select Department of Energy from the drop down menu. In order to continue to register, you will need have a **U.S. Taxpayer Identification Number (EIN, SSN, TIN)** and your **Award Number**. Verify that you have the required information to continue.

Next, choose an Energy site from the drop down listed below.

Select Energy Site:

Required Energy Site Security Information

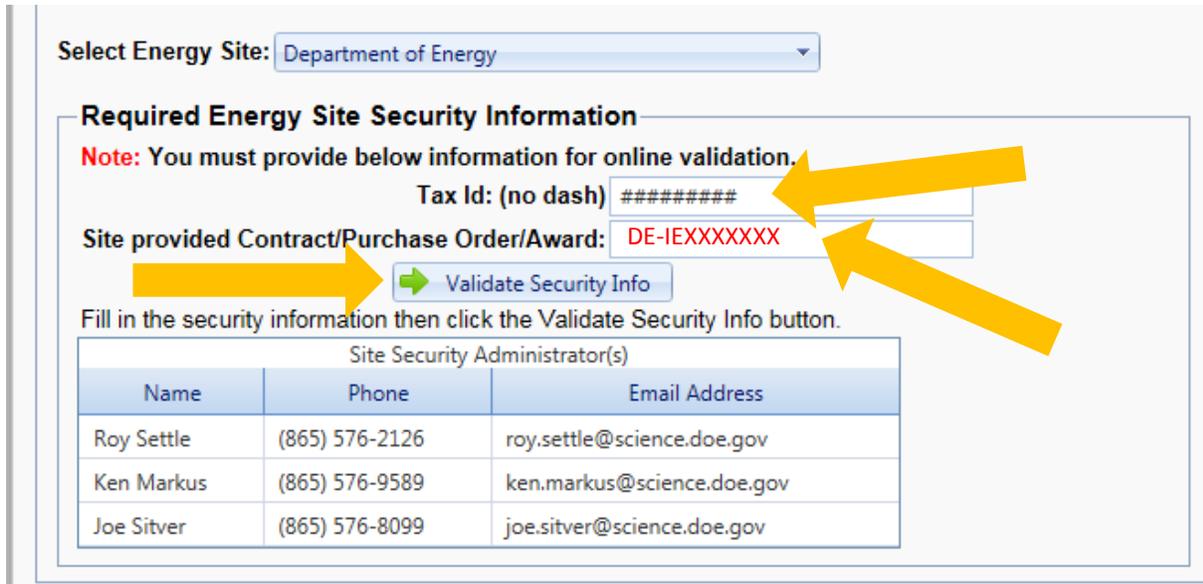
Note: The Energy site security policy requires the following pieces of information to self register.

- U.S. Taxpayer Identification Number (EIN, SSN, ITIN)
- Site provided Purchase Order or Award Number

Yes. I have the required information and will validate online.

Site Security Administrator(s)		
Name	Phone	Email Address
Roy Settle	(865) 576-2126	roy.settle@science.doe.gov
Ken Markus	(865) 576-9589	ken.markus@science.doe.gov
Joe Sitver	(865) 576-8099	joe.sitver@science.doe.gov

Step 5: Next you will be asked to enter your **U.S. Taxpayer Identification Number (EIN, SSN, TIN)** and **Award Number**. An Award Number will not be valid until the award has been executed by the Contracting Officer. Once you enter the requested data, click on the “Validate Security Info” button.



Select Energy Site: Department of Energy

Required Energy Site Security Information

Note: You must provide below information for online validation.

Tax Id: (no dash) #####

Site provided Contract/Purchase Order/Award: DE-IEXXXXXX

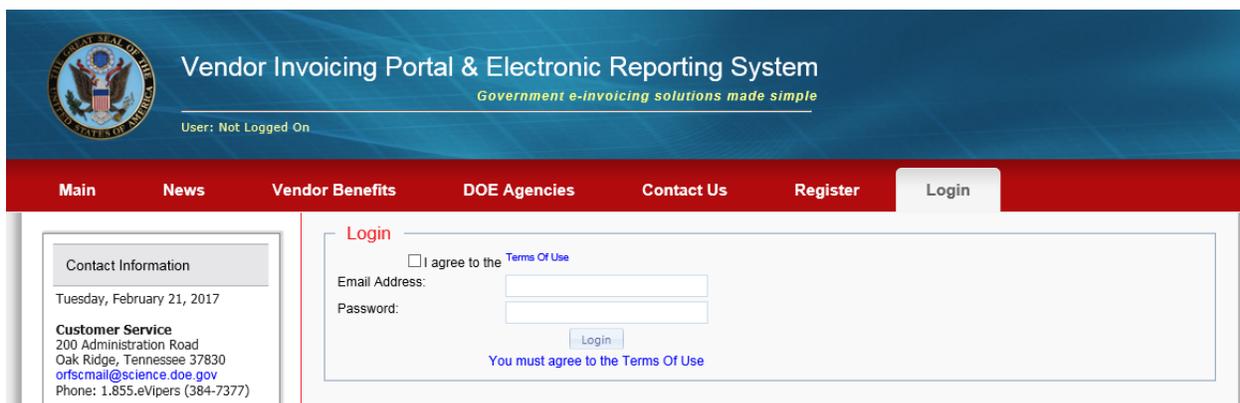
Validate Security Info

Fill in the security information then click the Validate Security Info button.

Site Security Administrator(s)		
Name	Phone	Email Address
Roy Settle	(865) 576-2126	roy.settle@science.doe.gov
Ken Markus	(865) 576-9589	ken.markus@science.doe.gov
Joe Sitver	(865) 576-8099	joe.sitver@science.doe.gov

Step 6: Complete registration as instructed by VIPERS to verify and validate your identity and award information. If you have questions, review Frequently Asked Questions ([FAQ](#)) on VIPERS, or contact Customer Service at orfscmail@science.doe.gov or 855- 384-7377.

Step 7: Go to <https://vipers.doe.gov> Login Tab and Enter Username and Password.



Vendor Invoicing Portal & Electronic Reporting System
Government e-invoicing solutions made simple

User: Not Logged On

Main News Vendor Benefits DOE Agencies Contact Us Register Login

Login

I agree to the [Terms Of Use](#)

Email Address:

Password:

Login

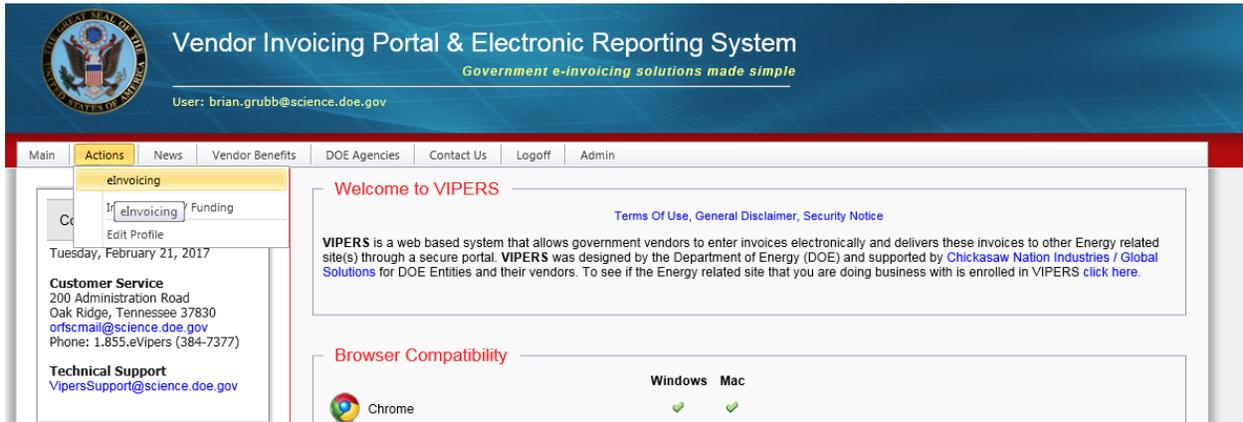
You must agree to the [Terms Of Use](#)

Contact Information
Tuesday, February 21, 2017

Customer Service
200 Administration Road
Oak Ridge, Tennessee 37830
orfscmail@science.doe.gov
Phone: 1.855.eVipers (384-7377)



Step 8: Create an invoice by clicking Actions then “eInvoicing” as shown in below screenshot.



Step 9: From the eInvoicing screen, Step 1 contains “Department of Energy” and Step 2 contains the name of your company. Click on Start Invoice Process. Then click on radio button “Invoice from a list of site provided Award/Order Numbers?”





Step 10: In the next screen, click on the Award/PO to use for your invoice.

Select Award / Order Number				
Choose a PO from the list by clicking on its row.				
(Awards / Order Number)	Funding Report	Payment Office Contact(s)	Invoice Approver(s)	FormType
<input type="text"/>				

Next, under the Verify Banking screen, review the information and ensure it is correct. Click on “Verify” button at the bottom of the screen.

Under the Create Invoice screen, fill in the required invoice fields and click the Certify and Submit button at the bottom of the screen.

After you submit the invoice you will be prompted to attach your supporting documentation.

If you have any questions on steps in submitting the invoice electronically, please contact customer support at payments@hq.doe.gov or by phone at 888-251-3557.