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/](https://vipers.doe.gov/) and click on Register.
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.
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.
**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.

**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](https://vipers.doe.gov) Login Tab and Enter Username and Password.
**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.

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.