

INVOICE TEMPLATE FOR CONSULTING SERVICES

To: Inter-American Development Bank
1300 New York Ave NW Washington D.C

Invoice Date*: _____

Invoice Number: _____

Do not modify, this is an automatic field. The Invoice Number will appear when the PO number and Payment No. fields in Option B are completed

1. Consultant's Information:

Vendor Number* _____
Vendor Number must contain eight (8) digits

First Name*: _____

Last Name*: _____

Address: _____

Phone Number: _____

Email: _____

Currency*: _____

Total Amount*: _____

PO Number*: _____
PO Number must contain ten (10) digits

ATN: _____
if applicable

2. Payment Request Category*:

First click on the applicable button ☐ and then complete the required fields on the right. Choose only one category and leave all the others blank.

A - Consultant by Time - Daily - Monthly:

From date: _____

To date: _____

Number of days worked: _____

B - Consultant by Product (PEC):

Payment No. _____

Deliverables: _____

Comments:

Job Aid to generate the Invoice number in the Optional Invoice Template for Consulting Services

1. It is recommended that the template be downloaded in the computer before using it.
2. Fill out all fields marked with an **asterisk ***
3. Save the template once all information has been completed

Consultant by Product (PEC) Button B

For the Invoice Number to be generated as the image shows, the following two fields in the Invoice template must be completed: **PO Number** and **Payment No.**

Invoice Date*:

22-Nov-21

Invoice Number:

PYMT4-7000000000

Do not modify, this is an automatic field. The Invoice Number will appear when the PO number and Payment No. fields in Option B are completed

PO Number Field. Enter the PO Number as shown in the sample below

Currency*:

Select Payment Currency

PO Number*:

7000000000

PO Number must contain ten (10) digits

Payment Number Field. Click on the **Button B**. Click on the Pulldown list and Select the Payment Number as shown below



B Consultant by Product (PEC):

Payment No.

Select Payment Number

4

Select Payment Number

1

2

3

4

What to do if the Invoice Number is not displayed

After you complete the fields and if the Invoice Number is not displayed, as the image below shows:

Invoice Number: PYMTSelect Payment Numbe

Move the cursor to any other field and the number will be displayed

Invoice Number: PYMT9-7000000000