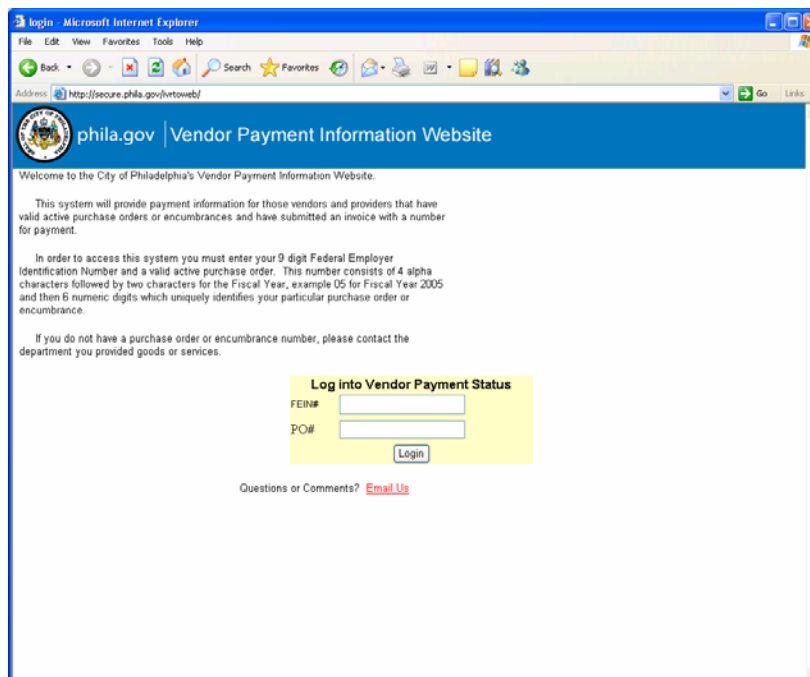


City of Philadelphia  
Vendor Payment Information Website  
<https://secure.phila.gov/ivrtoweb>  
Updated: 9/29/11

Contractors can check on invoices/payments through the Vendor Payment Information Website at <https://secure.phila.gov/ivrtoweb>.

1. Go to the City of Philadelphia website: [www.phila.gov](http://www.phila.gov)
2. On left side of home page in grey area click on Help Me! and then select **Vendor Invoice Information**.
3. You will be taken to the Vendor Payment Information website.
4. On this page enter your Employer Identification Number or Social Security Number and a valid purchase order.
5. For most professional services contracts, your encumbrance document number will appear on the Contract Summary and Endorsement sheet included in your contract (the number starts out with MDXX, MPXX, SBXX, or PO). If you do not have access to this sheet, you may contact the contracting department for the encumbrance document number.
6. After entering above information, the website will ask you to confirm that this information belongs to the provider/vendor displayed.
7. When you click yes, the Website Terms of Use will come up.
8. Please read and click Agree or Disagree.
9. If you pick agree, the Vendor Payment Information screen will become available. If you click disagree page will go back to login screen.
10. Once you are on the Vendor Payment Information screen, you can select to view all information and you can see all payments made to your organization or you can view information by encumbrance document number/purchase order number or invoice number.
11. *Please note: If there are no payments, the website will state "Combination Not Found".*

If you need assistance click on the Questions or Comments link/ Email Us



The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the City of Philadelphia's Vendor Payment Information Website. The address bar shows <http://secure.phila.gov/ivrtoweb/>. The page header includes the City of Philadelphia logo and the text "phila.gov Vendor Payment Information Website". Below the header, there is a welcome message and instructions on how to use the system. A yellow box contains the login form with the following fields and buttons:

**Log into Vendor Payment Status**

FEID#

PO#

At the bottom of the page, there is a link for "Questions or Comments? [Email Us](#)".