



## How to use the Vendor Entry Alternative Sign Off Function

**Overview:** This guide outlines the process for submitting a Vendor Entry Alternative Sign-Off form and using the associated functionality within the Acumen DCI Portal.

### Step 1: Log In

Access your Acumen DCI Portal using your credentials.

### Step 2: Navigate to Vendor Payment Entry

In the upper-right corner of the portal, click Actions.

From the drop-down menu, select New Vendor Payment Entry.

The Add New Vendor Payment Entry screen will appear.

### Step 3: Complete Required Information

Enter all required fields for a standard vendor payment entry.

Scroll to the Invoice Attachment section:

Upload the signed Vendor Entry Alternative Sign-Off form and the invoice.

Locate the NJ Vendor Entry Alternative Sign-Off section:

From the drop-down menu, select 'Yes, I have received a signature on the invoice'.



**Add New Vendor Payment Entry**

Date(s) of Service: *	Date	Amount	Action
	Select Date (MM/DD/YY)		

Notes: Add Notes

Invoice Attachment: \*

Choose Files

Example Vendor Entry Alternative Sign Off Form.pdf

Example Invoice.pdf

NJ Vendor Entry Alternative Sign Off: Yes I have received a signature on the invoice

Cancel Save

Click Save to submit the entry for processing.

For further assistance feel free to reach out to our Vender Relationship Specialist Team

**Vendor-nj@acumen2.net**

**(848) 400-5738**