



CLIENT PORTAL

FINANCIAL HUB USER GUIDE



CLIENT PORTAL

FINANCIAL HUB

Log in



Simplify Your Billing Experience

Manage invoices and document distribution seamlessly in one place. Explore our portal

1. English version – Slide 4
2. Spanish version – [Slide 21](#)
3. Portuguese version – [Slide 39](#)



1. Login
2. Home
3. Financial Hub

To access the portal, you will need a Multi-Factor Authentication (MFA) app. Please download it before registering, as it is required for the process.

If you are using a personal email address, we strongly recommend activating your email provider's MFA as an additional layer of security.

Google Play

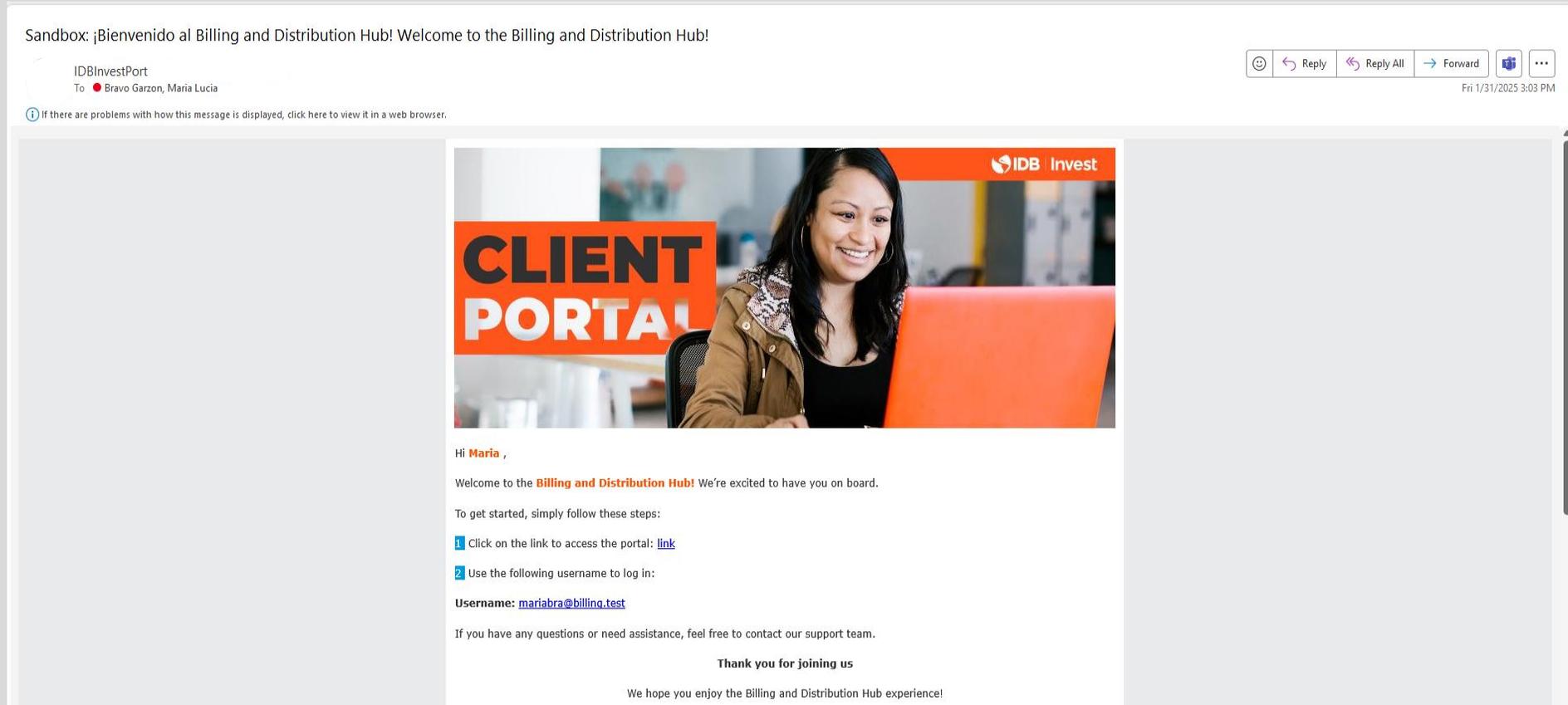


App Store



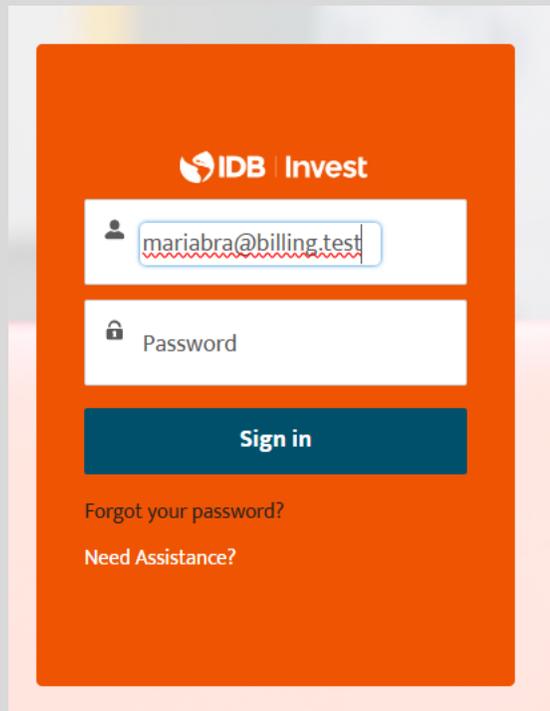
1. Login

You will receive a welcome email containing your username and a link to the Client Portal.

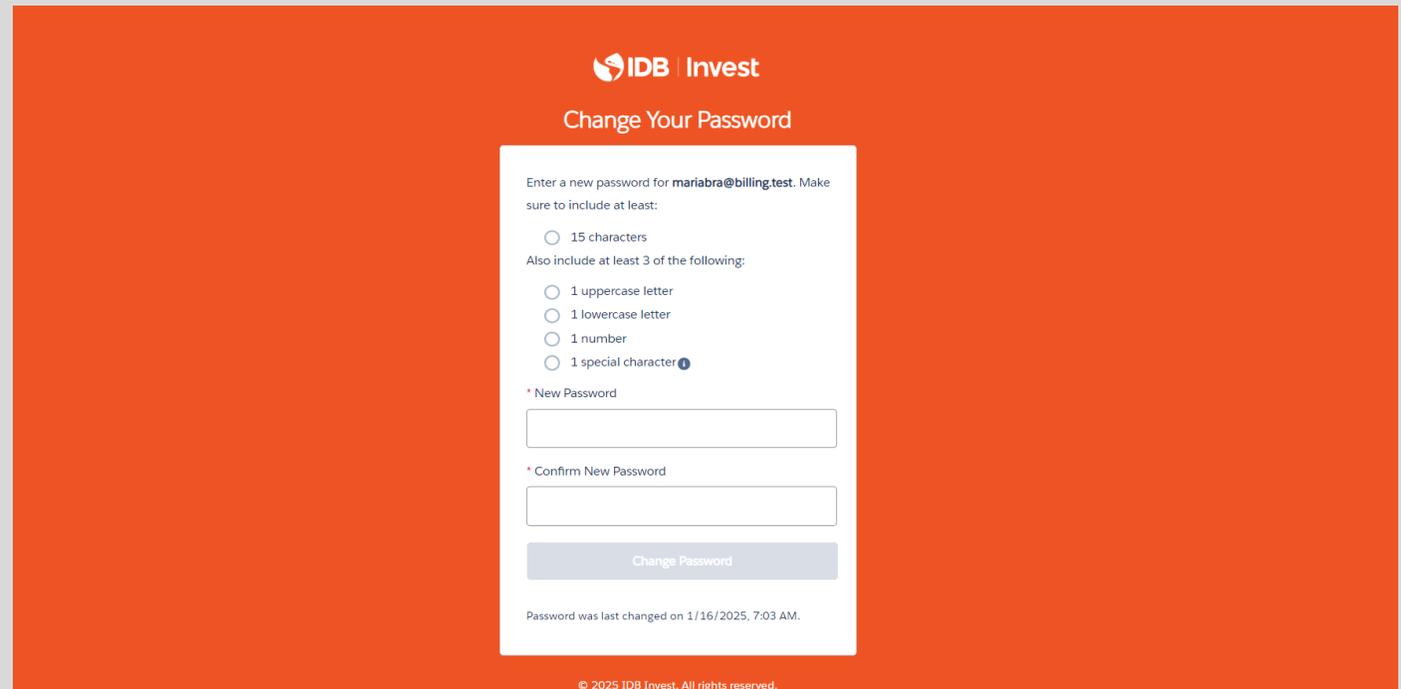


1. Login

When you click the link, you will be redirected to the Client Portal to create your password. Please follow the instructions to set up a secure password.



The screenshot shows the IDB Invest sign-in page. It features the IDB Invest logo at the top. Below the logo is a white input field containing the email address "mariabra@billing.test". Underneath the email field is another white input field labeled "Password" with a lock icon. A dark blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Forgot your password?" and "Need Assistance?".



The screenshot shows the IDB Invest "Change Your Password" page. It features the IDB Invest logo at the top. Below the logo is the heading "Change Your Password". The main content area is a white box with the following text: "Enter a new password for mariabra@billing.test. Make sure to include at least:" followed by a radio button and "15 characters". Below this is the text "Also include at least 3 of the following:" followed by four radio buttons: "1 uppercase letter", "1 lowercase letter", "1 number", and "1 special character". There are two required input fields: "* New Password" and "* Confirm New Password". A grey "Change Password" button is located below the second input field. At the bottom of the white box, it says "Password was last changed on 1/16/2025, 7:03 AM." The footer of the page contains the text "© 2025 IDB Invest. All rights reserved."

1. Login

Once your password is set, you will be automatically redirected to the Terms and Conditions page. Please read them carefully, and if you agree, check the box to accept and click the 'Next' button.


WE ARE YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH



CLIENT PORTAL

Terms of Use
IDB Invest Legal Procurement and Matter Management System - Vendor Portal
Effective: CurrentDate

Welcome to our centralized platform for the hiring and management of external legal counsel ("Counsel"). We hope you find this vendor portal useful in communicating and exchanging information with us. Please let us know if you have any questions.

These Terms of Use (the "Terms") are a binding legal agreement between you, the end user, and the law firm, business or entity you represent ("you"), and Inter-American Investment Corporation ("IDB Invest", "we" or "us"), an international organization established by its member countries pursuant to the Agreement Establishing the Inter-American Investment Corporation, and a member of the Inter-American Development Bank Group ("IDB Group"). For more information, please visit www.idbinvest.org.

These Terms apply to and govern your use of and access to IDB Invest's online legal procurement and matter management system and vendor portal, currently at legalprocurement.idbinvest.org and any associated versions of the site operated by IDB Invest, whether through the Web or a mobile app (as the same may be modified from time to time, the "Portal"). The Portal includes features and functionality that permit the creation, management and exchange of information, documents and communications regarding the selecting, retaining and managing of Counsel in relation to potential and existing financing transactions and other corporate or institutional matters involving IDB Invest (as it may be modified from time to time, the "Functionality"). Access or use of the Portal does not guarantee that any proposed legal services engagements will be entered into or approved by IDB Invest.

These Terms explain how you may use the Portal and the legal terms and conditions that apply to such use. Additional legal notices and terms may apply to specific services, materials, features and content referenced or made available in the Portal. These Terms also include a Privacy Notice, a link to which is provided below. We recommend that you keep a copy of these Terms for future reference and visit the Portal periodically for updates. Please contact us at GCL-invoices@iabp.org for information about these Terms. These Terms do not modify or supersede the terms of any signed agreements between you and IDB Invest.

By clicking "I AGREE", you agree to abide by and be legally bound to these Terms, as they may be modified by the IDB Invest from time-to-time and posted on the Portal at legalprocurement.idbinvest.org.

If you will be using the Portal as part of your employment by or on behalf of or with data or materials of a law firm or any individual legal practitioner who employs you or who has contracted with you or for whom you are an agent or representative in regards to a potential legal representation of IDB Invest (a "Law Firm"), these Terms apply to such Law Firm and to each user accessing the Portal on its behalf, including you. You must notify such Law Firm on whose behalf you are using the Portal of these Terms and obtain their authorization for you to agree to these Terms, and/or to use the Portal and exchange data and materials on their behalf.

IDB Invest may, but is not obligated to, independently verify an individual user's authorization to act on behalf of a Law Firm and assumes you have all necessary authorization to act and to use this Portal on behalf of such Law Firm. You will violate these Terms if you lack the authorization to use the Portal.

These Terms contain waiver provisions that, to the extent permitted by applicable law, could waive your right to a jury trial when making claims under these Terms or relating to the Portal. Please review Section 15 carefully for more details about applicable law and jurisdiction.

The Portal is operated and administered by IDB Invest from the United States of America. Access to the materials, services or functionality on the Portal from any location where such content or access may be illegal is prohibited. When you access the Portal, you are solely responsible for compliance with local and national laws. Our services may not be used by any person or entity in any jurisdiction where the provision or use thereof would be contrary to applicable laws or regulations of any governmental authority.

1. Registering and Using the Portal

1. The Portal is mainly designed for the Law Firm's own internal purposes to facilitate the process of selecting, retaining, and managing Counsel for IDB Invest representation, and you agree not to disclose it, or any of its content, or use it for any other purpose. To use the full Functionality of the Portal, you will need to become a registered user by having the designated IDB Invest administrator (the "Administrator") create for you or enable you to create a user's account and profile (the user account, the "User Account").
2. The Administrator shall be solely responsible for creating user profiles and enabling user credentials based on the minimum necessary data viewing, uploading and other rights that are required based on the user's role in a legal services engagement, and for maintaining the number of user profiles to the minimum required to conduct business. Administrator users shall disable access immediately to any User Account with lost or compromised credentials or for users who no longer have a role in the engagement. The Law Firm has the obligation to immediately notify IDB

I agree and accepted the conditions of this document

[Next](#)

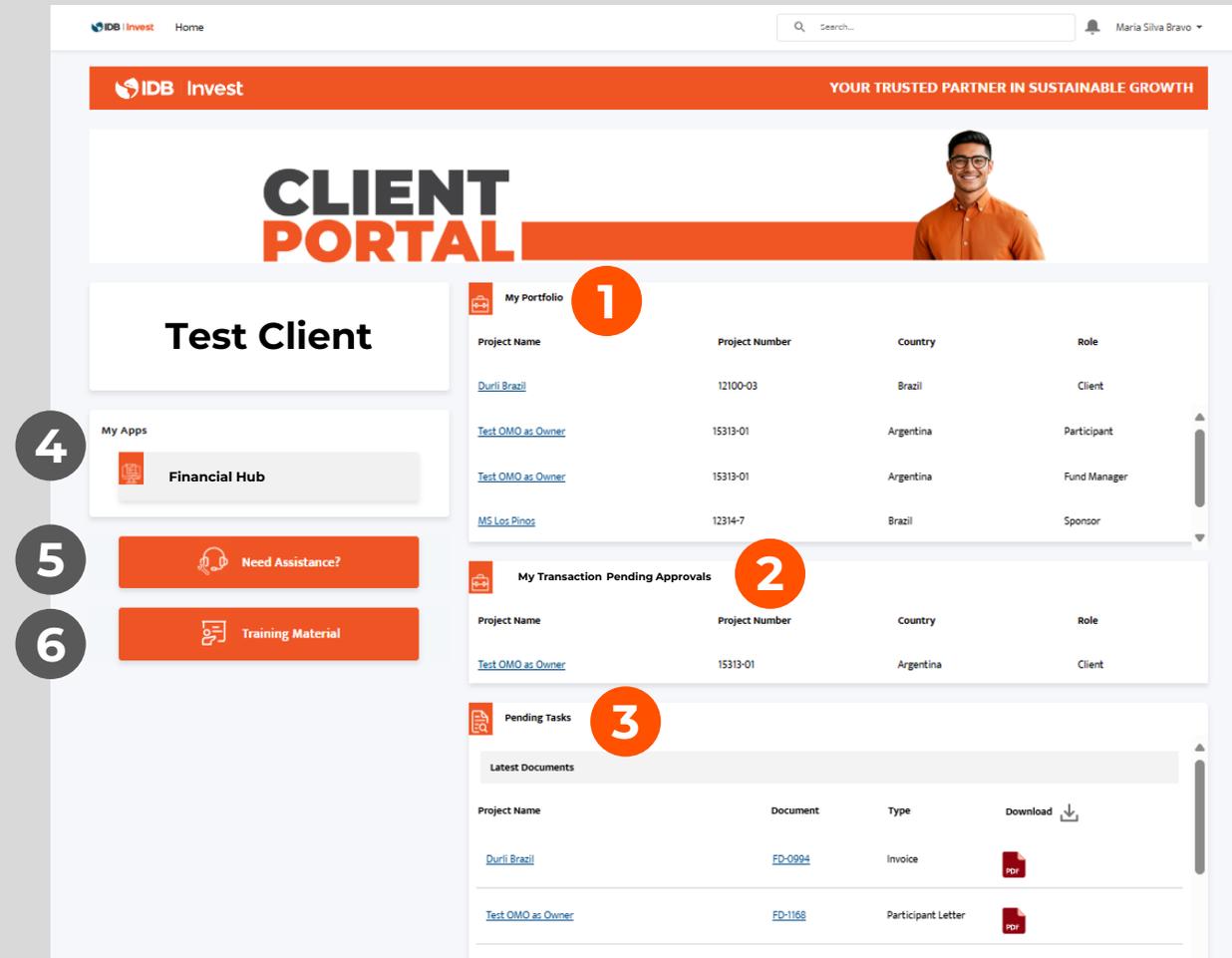
2. Home

Finally, you will be redirected to the Client Portal homepage, where you can view:

1. Your current portfolio
2. Your Transactions Pending Approval
3. Your pending tasks.

At this point, your account is fully active, and you can log in anytime using your credentials.

4. In the My Apps section, you will find the link to the Financial Hub.
5. If you need assistance, click the "Need Assistance?" button to create a support ticket.
6. To access training guides, click the "Training Material" button, which will redirect you to the webpage where these documents are available.



3. Financial Hub

To access the Financial Hub, simply click on the Financial Hub icon, and you will be redirected to the home of the Financial Hub

The screenshot shows the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo, a search bar, and the user's name 'Maria Silva Bravo'. Below this is a banner with the text 'YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH' and a large 'CLIENT PORTAL' logo. The main content area is divided into several sections:

- Test Client:** A section on the left with the text 'Test Client'.
- My Apps:** A section containing a button for 'Financial Hub', which is highlighted by a large orange arrow from the left. Below it are buttons for 'Need Assistance?' and 'Training Material'.
- My Portfolio:** A table listing projects with columns for Project Name, Project Number, Country, and Role.

Project Name	Project Number	Country	Role
Duri Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor
- My Transaction Pending Approvals:** A table listing pending transactions with columns for Project Name, Project Number, Country, and Role.

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client
- Pending Tasks:** A section for pending tasks.
- Latest Documents:** A section for the latest documents.

3. Financial Hub

This is the main page of the Financial Hub. At the top, you will find tabs for all available documents, including Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. In the middle section, you will see the most recent records for each document type.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000000	Test OMO as Owner	1/29/2025	Notification Mailed

3. Financial Hub

In each section, you will find the Document ID, Project Name, Due Date, and an option to preview or download a PDF version of the document.

The screenshot shows the IDB Invest Financial Hub interface. At the top, there is a navigation bar with links for Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. Below this is a banner with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". The main heading "FINANCIAL HUB" is prominently displayed, accompanied by a photo of a smiling woman in an orange shirt. Below the heading, the "INVOICES" section is active, showing a table with the following data:

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

A "View All" button is located at the bottom left of the table.

If you click in the *view all* phrase you will be directed to a more detailed page

3. Financial Hub

In this detailed section, you will also find the total amount of each invoice and its publication date

Financial Documents
Invoices

3 items · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1482	Durli Brazil	8/15/2024		USD 2,029,474.73	2/12/2025	Published
2	FD-2306	Durli Brazil	8/15/2025		USD 17,000.00	2/13/2025	Published
3	FD-2330	Durli Brazil	8/15/2024		USD 757,418.61	2/17/2025	Published

3. Financial Hub

By clicking on the Financial Document ID, you will be redirected to a detailed view of the invoice. You can also click to preview the financial document.

IDB | Invest
Home
Invoices
Participant Letters
Rate Reset Notifications
Distribution Notices
👤



Financial Document
FD-1482

Record Type	Account	Project Number	Opportunity	Segment	Document Status
Invoice	Test	12100-03	Durli Brazil	Corporates	Published

Detail

<p>Due Date 8/15/2024</p>	<p>Total Amount USD 2,029,474.73</p>
<p>Published Date 2/12/2025</p>	



Financial Document (1)



Invoice - Aug 15, 2024 [Download](#)

3. Financial Hub

In the detailed section of the *participant letters*, you will also find the total amount of each participant letter and its publication date.

Financial Documents

Participant Letters
▼
📌

1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated 13 minutes ago

⚙️
↺
▼

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025		USD 1,320,111.00	1/22/2025	Published

3. Financial Hub

In the detailed section of the *Rate reset notifications*, you will also find the publication date of the notification.

Financial Documents

Rate Reset Notifications 

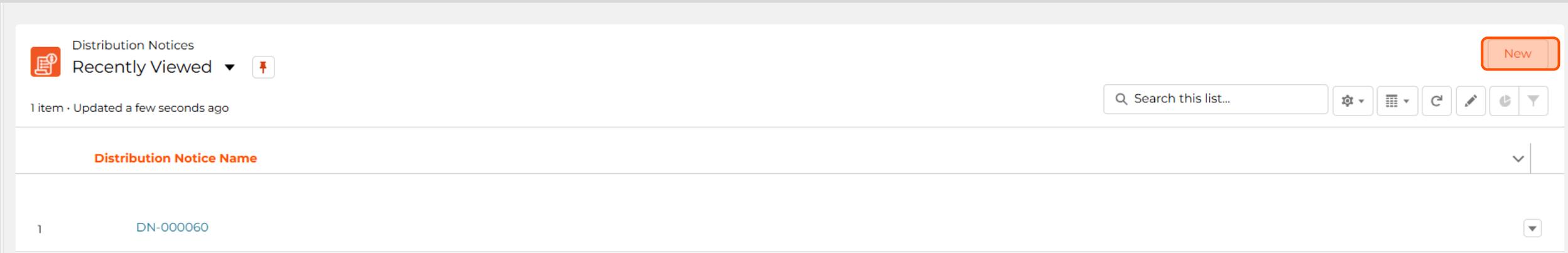
1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

Q Search this list...   

	Financial Document Id ↑	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status	
1	FD-2510	Durli Brazil	2/28/2025		2/28/2025	Published	

3. Financial Hub

In the *Distribution Notices* section, you can upload a new distribution notice by clicking the **'New'** button located on the upper right corner of the page.



Distribution Notices

Recently Viewed 

1 item · Updated a few seconds ago

[New](#)

Search this list...      

Distribution Notice Name		
1	DN-00060	

3. Financial Hub

Complete the form:

1. Enter the **Project Name**
2. Select the **Distribution Value Date**
3. Add any Comments
4. Once the required information is complete, click '**Save**'

Tip: Use "Save & New" if you need to create more than one notice.'

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Upload the file and send:

After clicking **'Save'**, the distribution notice will appear in the draft mode

1. Click the **arrow** to add a file
2. Click the **'Upload Files'** and select your document
3. Once the file has been uploaded, click 'Send' to complete the process

The screenshot shows a 'Distribution Notice' interface. At the top, it displays 'Distribution Notice DN-000123' with 'Edit' and 'Send' buttons. Below this, the 'Account' is listed as 'Test GHG Org' and the 'Status' is 'Draft'. A 'Details' section contains fields for 'Project Name' (Test OMO as Owner), 'Distribution Value Date' (10/27/2025), and 'Comments'. At the bottom, there is a 'Files (0)' section with an 'Add file' button. Red circles with numbers 1, 2, and 3 highlight the 'Add file' button, the 'Upload Files' button in the modal, and the 'Send' button respectively.

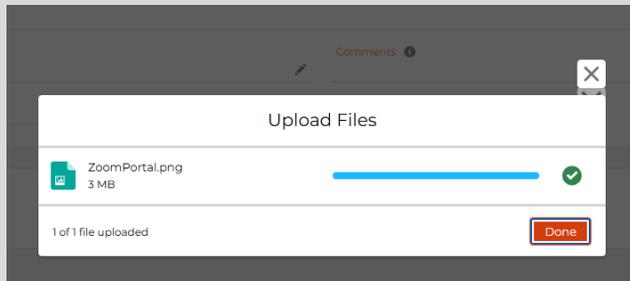
The modal window is titled 'New File'. It features a red circle with the number '2' next to an 'Upload Files' button. To the right of this button is a dashed box containing the text 'Or drop files'.

3. Financial Hub

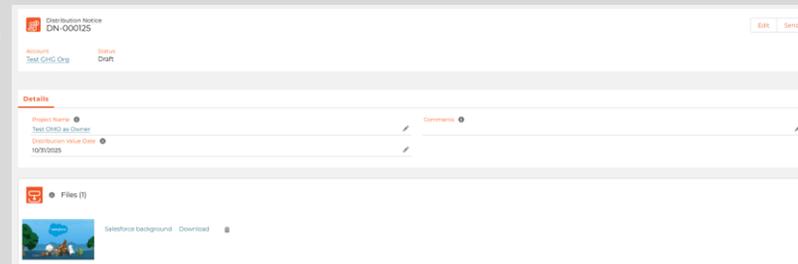
Submit the Distribution Notice

1. Once the file has been uploaded, click **'Done'**.
2. Then click the **'Send'** button.
3. A confirmation window will appear, click **'Finish'** to complete the process.
4. The status will automatically update from Draft to **'Notification Submitted'**.

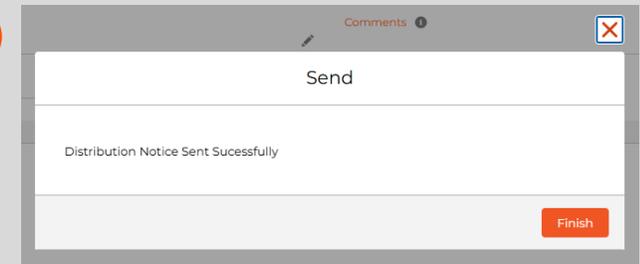
1



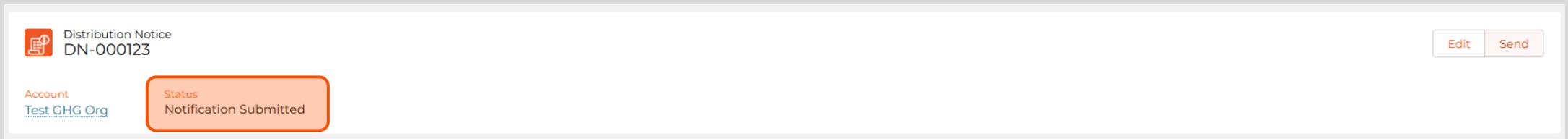
2



3



4



You're Ready to Use the Financial Hub!

Summary of What You've Learned:

- How to access and navigate the platform
- Managing invoices, participant letters, and notifications
- Confirming key contacts and roles

Next Steps:

- Ensure you give access to the people inside your organization that needs to manage invoices and financial documents
- Explore the features and familiarize yourself with the platform
- Check out our **FAQs section** for more information

CLIENT PORTAL

FINANCIAL HUB GUÍA DE USUARIO

VERSIÓN EN ESPAÑOL





1. Inicio de sesión
2. Home
3. Financial Hub

Para acceder al portal, necesitarás una aplicación de Autenticación Multifactor (MFA). Por favor, descárgala antes de registrarte, ya que es un requisito para completar el proceso.

Si estás utilizando una dirección de correo electrónico personal, te recomendamos activar la Autenticación Multifactor (MFA) proporcionada por tu proveedor de correo electrónico como una capa adicional de seguridad.

Google Play

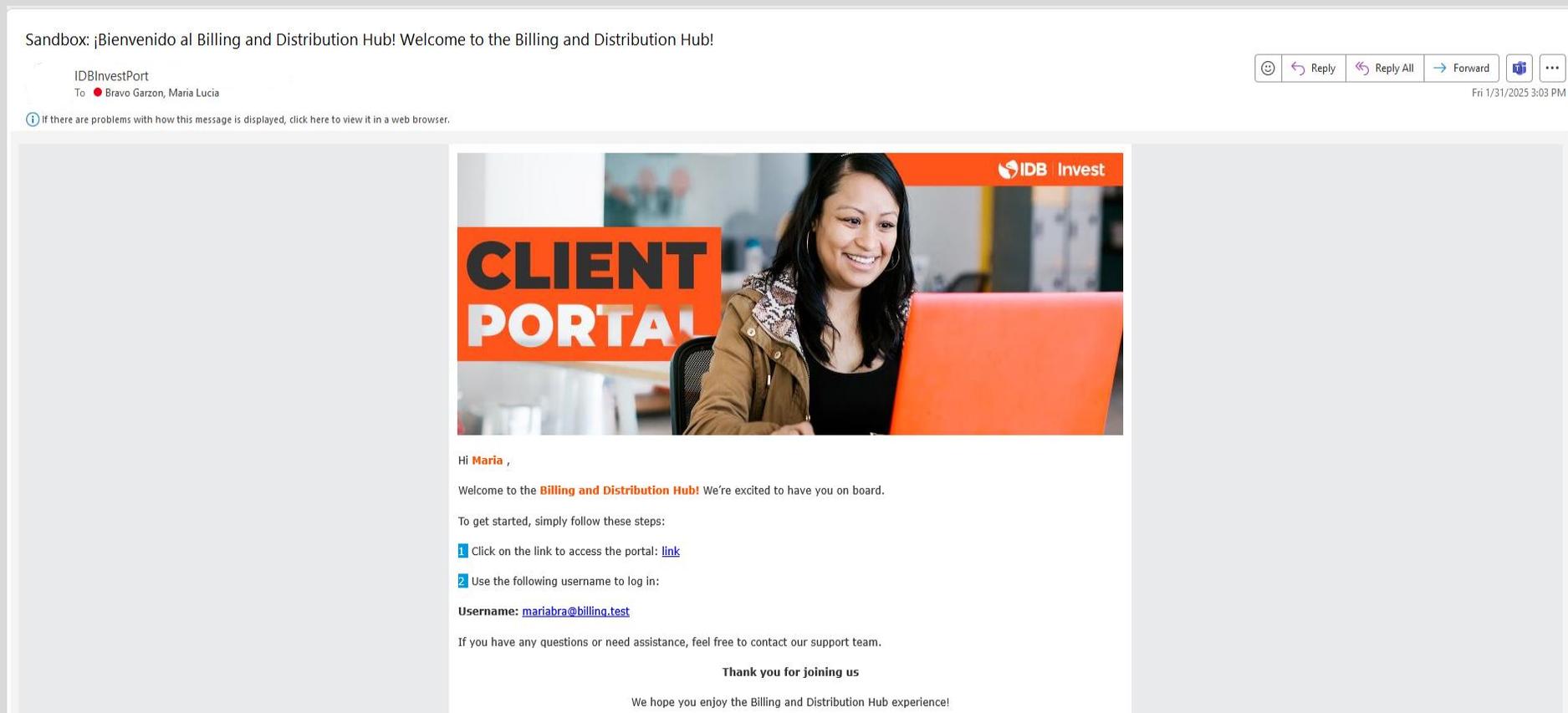


App Store



1. Inicio de sesión

Recibirás un correo de bienvenida con tu nombre de usuario y un enlace al Portal del Cliente.



1. Inicio de sesión

Al hacer clic en el enlace, serás redirigido al Portal del Cliente para crear tu contraseña. Por favor, sigue las instrucciones para establecer una contraseña segura.

1. Inicio de sesión

Una vez que hayas establecido tu contraseña, serás redirigido automáticamente a la página de Términos y Condiciones. Por favor, léelos con atención y, si estás de acuerdo, marca la casilla para aceptar y haz clic en el botón 'Next'.

IDB Invest
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If you will be using the Portal as part of your employment by or on behalf of or with data or materials of a law firm or any individual legal practitioner who employs you or who has contracted with you or for whom you are an agent or representative in regards to a potential legal representation of IDB Invest (a "Law Firm"), these Terms apply to such Law Firm and to each user accessing the Portal on its behalf, including you. You must notify such Law Firm on whose behalf you are using the Portal of these Terms and obtain their authorization for you to agree to these Terms, and/or to use the Portal and exchange data and materials on their behalf.

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- The Administrator shall be solely responsible for creating user profiles and enabling user credentials based on the minimum necessary data viewing, uploading and other rights that are required based on the user's role in a legal services engagement, and for maintaining the number of user profiles to the minimum required to conduct business. Administrator users shall disable access immediately to any User Account with lost or compromised credentials or for users who no longer have a role in the engagement. The Law Firm has the obligation to immediately notify IDB

I agree and accepted the conditions of this document

Next

2. Home

Finalmente, serás redirigido a la página de inicio del Portal del Cliente, donde podrás ver...

1. Tu portafolio actual
2. Tus transacciones en proceso de aprobación
3. Tus tareas pendientes

En este punto, tu cuenta está completamente activa y puedes iniciar sesión en cualquier momento utilizando tus credenciales.

4. En la sección Mis Aplicaciones, encontrarás el enlace al Financial Hub.
5. Si necesitas ayuda, haz clic en el botón "Need Assistance?" para crear un ticket de soporte.
6. Para acceder a las guías de entrenamiento, haz clic en el botón "Training Material", que te redirigirá a la página web donde están disponibles estos documentos.

The screenshot shows the IDB Invest Client Portal Home page. At the top, there is a navigation bar with the IDB Invest logo, a search bar, and the user's name 'Maria Silva Bravo'. Below this is a banner with the text 'YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH' and a large 'CLIENT PORTAL' heading. The main content area is divided into several sections:

- My Portfolio (1):** A table listing projects with columns for Project Name, Project Number, Country, and Role. The table contains three rows of data.
- My Transaction Pending Approvals (2):** A table listing pending transactions with columns for Project Name, Project Number, Country, and Role. It contains one row of data.
- Pending Tasks (3):** A section titled 'Latest Documents' with a table listing documents. The table has columns for Project Name, Document, Type, and Download. It contains two rows of data.
- Test Client:** A section with the heading 'Test Client'.
- My Apps (4):** A section with a button labeled 'Financial Hub'.
- Need Assistance? (5):** A button with a speech bubble icon and the text 'Need Assistance?'.
- Training Material (6):** A button with a book icon and the text 'Training Material'.

3. Financial Hub

Para acceder al Financial Hub, simplemente haz clic en el ícono de Financial Hub y serás redirigido a la página de inicio del Financial Hub.



Test Client

My Apps

- Financial Hub**

Need Assistance?

Training Material

My Portfolio

Project Name	Project Number	Country	Role
Durl Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor

My Transaction Pending Approvals

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client

Pending Tasks

Latest Documents

3. Financial Hub

Esta es la página principal del Financial Hub. En la parte superior, encontrarás pestañas para todos los documentos disponibles, incluyendo Facturas, Cartas de Participantes, Notificaciones de Reajuste de Tasas y Avisos de Distribución. En la sección central, verás los registros más recientes para cada tipo de documento.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000000	Test OMO as Owner	1/29/2025	Notification Mailed

3. Financial Hub

En cada sección, encontrarás el ID del Documento, el Nombre del Proyecto, la Fecha de Vencimiento y una opción para previsualizar o descargar una versión en PDF del documento.

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

Si haces clic en la frase 'view all', serás dirigido a una página más detallada.

3. Financial Hub

En esta sección detallada, también encontrarás el monto total de cada factura y su fecha de publicación.

 Financial Documents

Invoices ▼ 

⚙️ ↺ ⏴

3 items · Sorted by Financial Document Id · Filtered by All financial documents · Record Type, Document Status, Created Date · Updated a few seconds ago

	Financial Document Id ↑ ▼	Project Name ▼	Due Date ▼	Download PDF	Total Amount ▼	Published Date ▼	Document Status ▼
1	FD-1482	Durli Brazil	8/15/2024		USD 2,029,474.73	2/12/2025	Published ▼
2	FD-2306	Durli Brazil	8/15/2025		USD 17,000.00	2/13/2025	Published ▼
3	FD-2330	Durli Brazil	8/15/2024		USD 757,418.61	2/17/2025	Published ▼

3. Financial Hub

Al hacer clic en el ID del Documento Financiero, serás redirigido a una vista detallada de la factura. También puedes hacer clic para previsualizar el documento financiero.

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo and several menu items: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. A user profile icon is visible in the top right corner.

The main content area features a card for a "Financial Document" with ID "FD-1482". Below this, a table lists key details:

Record Type	Account	Project Number	Opportunity	Segment	Document Status
Invoice	Test	12100-03	Durli Brazil	Corporates	Published

Below the table, a "Detail" section provides further information:

Due Date	8/15/2024	Total Amount	USD 2,029,474.73
Published Date	2/12/2025		

At the bottom, there is a "Financial Document (1)" section with a preview of the invoice. The preview shows a document titled "Invoice - Aug 15, 2024" with a "Download" link. The document content is partially visible, showing a table with financial data.

3. Financial Hub

En la sección detallada de las *Participant letters*, también encontrarás el monto total de cada carta y su fecha de publicación.

Financial Documents
Participant Letters

1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated 13 minutes ago

Search this list...

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025		USD 1,320,111.00	1/22/2025	Published

3. Financial Hub

En la sección detallada de las *Rate reset notifications*, también encontrarás la fecha de publicación de la notificación.

Financial Documents
Rate Reset Notifications 

1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

Search this list...   

	Financial Document Id 	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status	
1	FD-2510	Durli Brazil	2/28/2025		2/28/2025	Published	

3. Financial Hub

En la sección *Distribution Notices*, puedes cargar un nuevo aviso de distribución haciendo clic en el botón **'New'** ubicado en la esquina superior derecha de la pantalla.

Distribution Notices

Recently Viewed

1 item · Updated a few seconds ago

[New](#)

Search this list...

Distribution Notice Name		
1	DN-000060	

3. Financial Hub

Completar el formulario:

1. Ingresar el '**nombre del proyecto**'
2. Seleccionar la **Fecha de Distribución**
3. Agregar comentarios
4. Una vez completada la información requerida, haz clic en '**Save**'

Tip: Usa "Save & New" si necesitas crear más de un aviso.

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Cargar el archivo:

Después de hacer clic en **'Save'**, el aviso aparecerá en estado **'Draft'**

1. Haz clic en la flecha para **agregar un archivo**
2. Haz clic en **'Upload Files'** y selecciona un documento
3. Una vez cargad el archivo haz clic en **'Send'**

Distribution Notice
DN-000123

Account: [Test.GHG.Org](#) Status: Draft

Details

Project Name ¹
[Test OMO as Owner](#)

Distribution Value Date ¹
10/27/2025

Comments ¹

Files (0)

Add file

New File

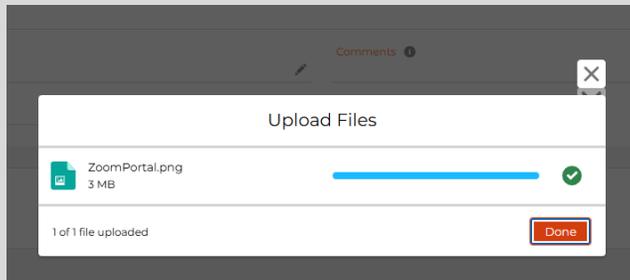
2 Upload Files Or drop files

3. Financial Hub

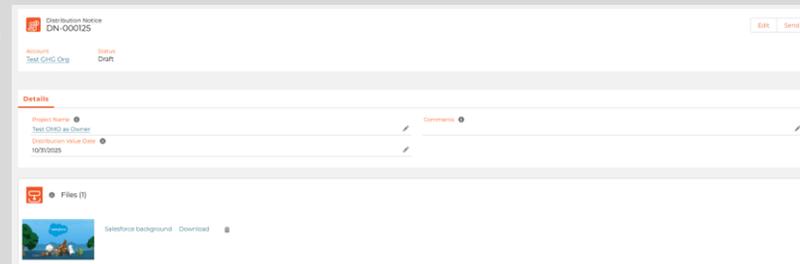
Enviar el Aviso de Distribución

1. Cuando el archivo ha sido cargado haz clic en **'Done'**.
2. Luego haz clic en el botón **'Send'**.
3. Aparecerá una ventana de confirmación, haz clic **'Finish'** para completar el proceso.
4. El estado cambiara de forma automática de Draft a **'Notification Submitted'**.

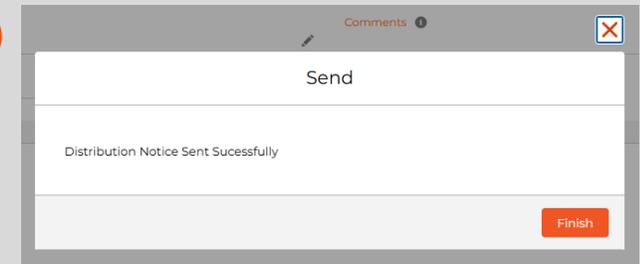
1



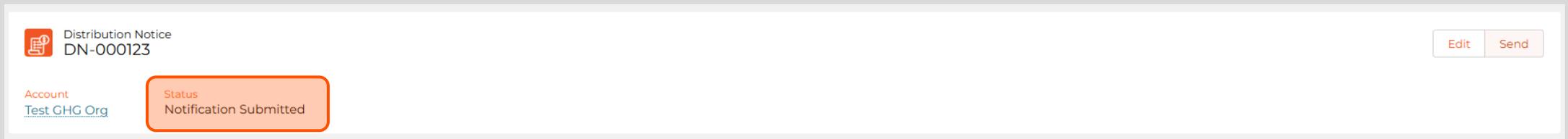
2



3



4



 **¡Estás listo para usar el Financial Hub!** **Resumen de lo que has aprendido:**

- Cómo acceder y navegar por la plataforma
- Gestión de facturas, cartas de participantes y notificaciones
- Confirmación de contactos clave y roles

 **Próximos pasos:**

- Asegúrate de dar acceso a las personas de tu organización que necesiten gestionar facturas y documentos financieros
- Explora las funciones y familiarízate con la plataforma
- Consulta nuestra sección de preguntas frecuentes (FAQs) para más información

CLIENT PORTAL

FINANCIAL HUB

GUIA DO USUÁRIO

VERSÃO EM PORTUGUÊS





1. Login
2. Pagina inicial
3. Financial Hub

Para acessar o portal, você precisará de um aplicativo de Autenticação Multifator (MFA). Por favor, faça o download antes de se registrar, pois é um requisito para concluir o processo.

Se estiver utilizando um endereço de e-mail pessoal (como Gmail, Yahoo, etc.), recomendamos ativar a Autenticação Multifator (MFA) oferecida pelo seu provedor de e-mail como uma camada adicional de segurança.

Google Play

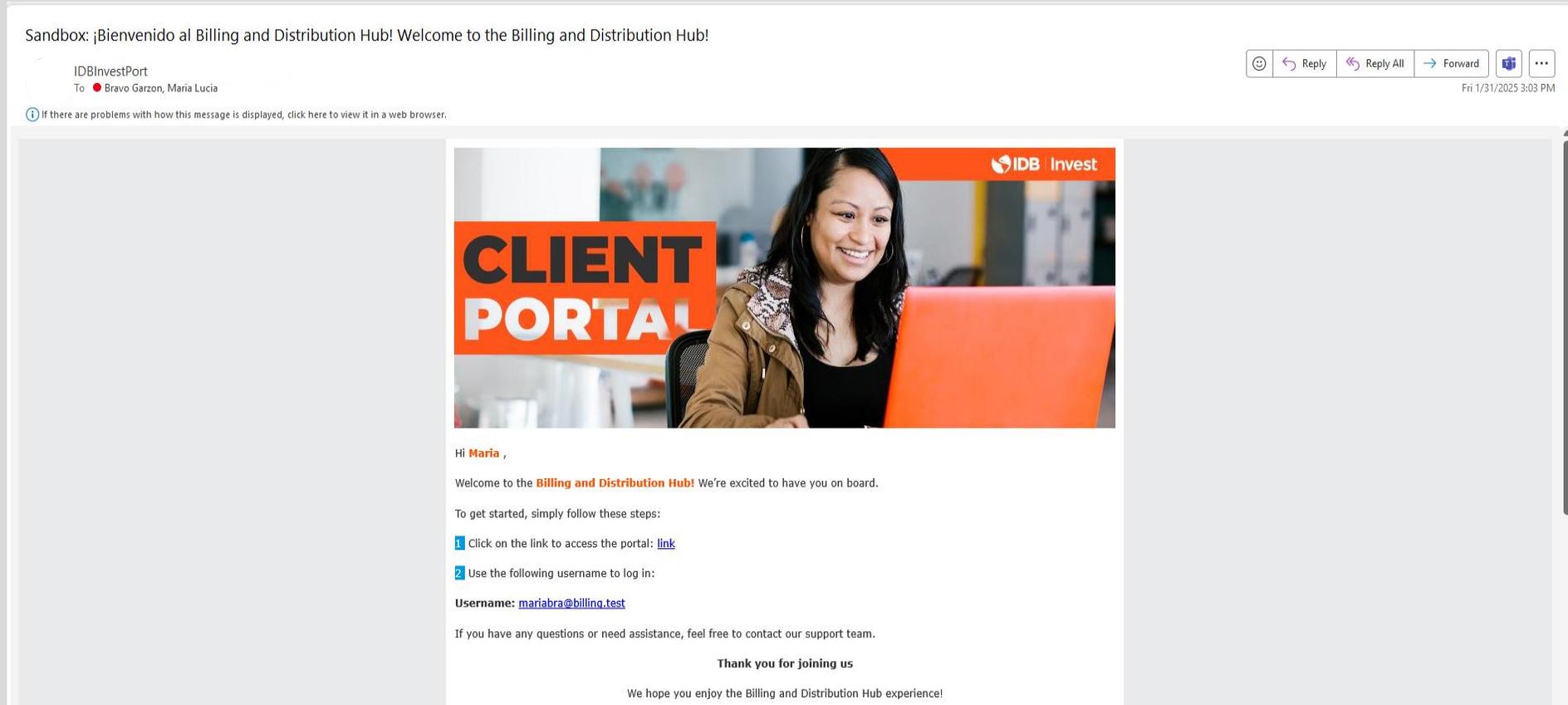


App Store



1. Login

Você receberá um e-mail de boas-vindas com seu nome de usuário e um link para o Portal do Cliente..



1. Login

Ao clicar no link, você será redirecionado para o Portal do Cliente para criar sua senha. Por favor, siga as instruções para definir uma senha segura.

1. Login

Uma vez que você tenha definido sua senha, será redirecionado automaticamente para a página de Termos e Condições. Por favor, leia atentamente e, se estiver de acordo, marque a caixa para aceitar e clique no botão 'Next'

WE ARE YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH

Terms of Use
IDB Invest Legal Procurement and Matter Management System - Vendor Portal
Effective: CurrentDate

Welcome to our centralized platform for the hiring and management of external legal counsel ("Counsel"). We hope you find this vendor portal useful in communicating and exchanging information with us. Please let us know if you have any questions.

These Terms of Use (the "Terms") are a binding legal agreement between you, the end user, and the law firm, business or entity you represent ("you"), and Inter-American Investment Corporation ("IDB Invest", "we" or "us"), an international organization established by its member countries pursuant to the Agreement Establishing the Inter-American Investment Corporation, and a member of the Inter-American Development Bank Group ("IDB Group"). For more information, please visit www.idbinvest.org.

These Terms apply to and govern your use of and access to IDB Invest's online legal procurement and matter management system and vendor portal, currently at legalprocurement.idbinvest.org and any associated versions of the site operated by IDB Invest, whether through the Web or a mobile app (as the same may be modified from time to time, the "Portal"). The Portal includes features and functionality that permit the creation, management and exchange of information, documents and communications regarding the selecting, retaining and managing of Counsel in relation to potential and existing financing transactions and other corporate or institutional matters involving IDB Invest (as it may be modified from time to time, the "Functionality"). Access or use of the Portal does not guarantee that any proposed legal services engagements will be entered into or approved by IDB Invest.

These Terms explain how you may use the Portal and the legal terms and conditions that apply to such use. Additional legal notices and terms may apply to specific services, materials, features and content referenced or made available in the Portal. These Terms also include a Privacy Notice, a link to which is provided below. We recommend that you keep a copy of these Terms for future reference and visit the Portal periodically for updates. Please contact us at GCL-invoices@iadb.org for information about these Terms. These Terms do not modify or supersede the terms of any signed agreements between you and IDB Invest.

By clicking "I AGREE", you agree to abide by and be legally bound to these Terms, as they may be modified by the IDB Invest from time-to-time and posted on the Portal at legalprocurement.idbinvest.org.

If you will be using the Portal as part of your employment by or on behalf of or with data or materials of a law firm or any individual legal practitioner who employs you or who has contracted with you or for whom you are an agent or representative in regards to a potential legal representation of IDB Invest (a "Law Firm"), these Terms apply to such Law Firm and to each user accessing the Portal on its behalf, including you. You must notify such Law Firm on whose behalf you are using the Portal of these Terms and obtain their authorization for you to agree to these Terms, and/or to use the Portal and exchange data and materials on their behalf.

IDB Invest may, but is not obligated to, independently verify an individual user's authorization to act on behalf of a Law Firm and assumes you have all necessary authorization to act and to use this Portal on behalf of such Law Firm. You will violate these Terms if you lack the authorization to use the Portal.

These Terms contain waiver provisions that, to the extent permitted by applicable law, could waive your right to a jury trial when making claims under these Terms or relating to the Portal. Please review Section 15 carefully for more details about applicable law and jurisdiction.

The Portal is operated and administered by IDB Invest from the United States of America. Access to the materials, services or Functionality on the Portal from any location where such content or access may be illegal is prohibited. When you access the Portal, you are solely responsible for compliance with local and national laws. Our services may not be used by any person or entity in any jurisdiction where the provision or use thereof would be contrary to applicable laws or regulations of any governmental authority.

1. Registering and Using the Portal

1. The Portal is mainly designed for the Law Firm's own internal purposes to facilitate the process of selecting, retaining, and managing Counsel for IDB Invest representation, and you agree not to disclose it, or any of its content, or use it for any other purpose. To use the full Functionality of the Portal, you will need to become a registered user by having the designated IDB Invest administrator (the "Administrator") create for you or enable you to create a user's account and profile (the user account, the "User Account").
2. The Administrator shall be solely responsible for creating user profiles and enabling user credentials based on the minimum necessary data viewing, uploading and other rights that are required based on the user's role in a legal services engagement, and for maintaining the number of user profiles to the minimum required to conduct business. Administrator users shall disable access immediately to any User Account with lost or compromised credentials or for users who no longer have a role in the engagement. The Law Firm has the obligation to immediately notify IDB

I agree and accepted the conditions of this document

Next

2. Pagina inicial

Finalmente, você será redirecionado para a página inicial do Portal do Cliente, onde poderá ver...

1. Seu portfólio atual
2. Suas transações em aprovação
3. Suas tarefas pendentes

Neste ponto, sua conta está completamente ativa e você pode fazer login a qualquer momento usando suas credenciais.

4. Na seção Minhas Aplicações, você encontrará o link para o Financial Hub.

5. Se precisar de ajuda, clique no botão "Need Assistance?" para criar um ticket de suporte.

6. Para acessar os guias de treinamento, clique no botão "Training Material", que o redirecionará para a página onde esses documentos estão disponíveis.

The screenshot shows the IDB Invest Client Portal dashboard. At the top, there is a navigation bar with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". Below this is a large banner with the text "CLIENT PORTAL" and a photo of a man. The main content area is divided into several sections:

- 1. My Portfolio:** A table listing projects with columns for Project Name, Project Number, Country, and Role. The table contains three rows of data.
- 2. My Transaction Pending Approvals:** A table listing pending transactions with columns for Project Name, Project Number, Country, and Role. It contains one row of data.
- 3. Pending Tasks:** A section titled "Latest Documents" with a table listing documents. The table has columns for Project Name, Document, Type, and Download. It contains two rows of data.
- 4. My Apps:** A section containing a button for "Financial Hub".
- 5. Need Assistance?:** A button for requesting support.
- 6. Training Material:** A button for accessing training resources.

3. Financial Hub

Para acessar o Financial Hub, basta clicar no ícone do Financial Hub e você será redirecionado para a página inicial do Financial Hub.



Test Client

My Apps

- Financial Hub**

Need Assistance?

Training Material

My Portfolio

Project Name	Project Number	Country	Role
Durl Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor

My Transaction Pending Approvals

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client

Pending Tasks

Latest Documents

3. Financial Hub

Esta é a página principal do Financial Hub. Na parte superior, você encontrará abas para todos os documentos disponíveis, incluindo Faturas, Cartas de Participantes, Notificações de Reajuste de Taxas e Avisos de Distribuição. Na seção central, você verá os registros mais recentes para cada tipo de documento.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000000	Test OMO as Owner	1/29/2025	Notification Mailed

3. Financial Hub

Em cada seção, você encontrará o ID do Documento, o Nome do Projeto, a Data de Vencimento e uma opção para visualizar ou baixar uma versão em PDF do documento.

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durlí Brazil	8/15/2024	
FD-2306	Durlí Brazil	8/15/2025	
FD-2330	Durlí Brazil	8/15/2024	

[View All](#)

Se você clicar na frase 'view all', será redirecionado para uma página mais detalhada..

3. Financial Hub

Nesta seção detalhada, você também encontrará o valor total de cada fatura e sua data de publicação.

Financial Documents
Invoices 

3 items · Sorted by Financial Document Id · Filtered by All financial documents · Record Type, Document Status, Created Date · Updated a few seconds ago

Search this list...   

	Financial Document Id ↑	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1482	Durli Brazil	8/15/2024		USD 2,029,474.73	2/12/2025	Published 
2	FD-2306	Durli Brazil	8/15/2025		USD 17,000.00	2/13/2025	Published 
3	FD-2330	Durli Brazil	8/15/2024		USD 757,418.61	2/17/2025	Published 

3. Financial Hub

Ao clicar no ID do Documento Financeiro, você será redirecionado para uma visualização detalhada da fatura. Você também pode clicar para visualizar o documento financeiro.

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo and menu items: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. A user profile icon is visible in the top right corner.

The main content area features a card for a "Financial Document" with ID "FD-1482". Below this, a table of key information is shown:

Record Type	Account	Project Number	Opportunity	Segment	Document Status
Invoice	Conta Corrente - Comércio de Bens, Serviços e Imoveis Ltda. Test	12100-03	Durli Brazil	Corporates	Published

Below the table, a "Detail" section provides further information:

Due Date	8/15/2024	Total Amount	USD 2,029,474.73
Published Date	2/12/2025		

At the bottom, there is a section for "Financial Document (1)" with a thumbnail of the invoice and a "Download" button. The thumbnail shows an invoice dated "Aug 15, 2024".

3. Financial Hub

Na seção detalhada das *Participant letters*, você também encontrará o valor total de cada carta e sua data de publicação.

Financial Documents
Participant Letters

1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated 13 minutes ago

Search this list...

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025		USD 1,320,111.00	1/22/2025	Published

3. Financial Hub

Na seção detalhada das *Rate reset notifications* você também encontrará a data de publicação da notificação.

Financial Documents
 Rate Reset Notifications 

1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

Search this list...   

	Financial Document Id ↑	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status	
1	FD-2510	Durli Brazil	2/28/2025		2/28/2025	Published	

3. Financial Hub

Na seção *Distribution Notices*, você pode carregar um novo aviso de distribuição clicando no botão **'New'**, localizado no canto superior direito da tela.

Distribution Notices

Recently Viewed

1 item · Updated a few seconds ago

[New](#)

Search this list...

Distribution Notice Name		
1	DN-000060	

3. Financial Hub

Preencher o formulário:

1. Digite o nome do projeto
2. Selecione a data de distribuição
3. Adicione comentários
4. Após preencher todas as informações obrigatórias, clique em **'Save'**

Dica: Use "Save & New" se precisar criar mais de um aviso.

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Carregar o arquivo:

Depois de clicar em 'Save', o aviso aparecerá com o status Draft (Rascunho).

1. Clique na seta para **adicionar um arquivo**
2. Clique em **'Upload Files'** e selecione o documento
3. Após carregar o arquivo, clique em **'Send'**

Distribution Notice
DN-000123

Account: [Test.GHG.Org](#) Status: Draft

Details

Project Name ⓘ [Test OMO as Owner](#) Comments ⓘ

Distribution Value Date ⓘ 10/27/2025

Files (0) **1** Add file

Edit Send **3**

New File

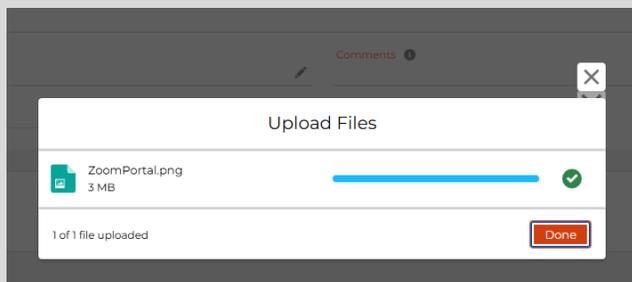
2 Upload Files Or drop files

3. Financial Hub

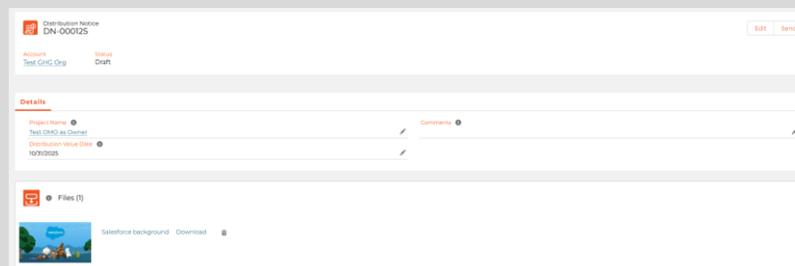
Enviar o Aviso de Distribuição

1. Quando o upload do arquivo estiver concluído, clique em **Done**
2. Em seguida, clique no botão **Send**
3. Uma janela de confirmação será exibida, clique em **Finish** para concluir o processo
4. O status será atualizado automaticamente de Draft para **Notification Submitted**

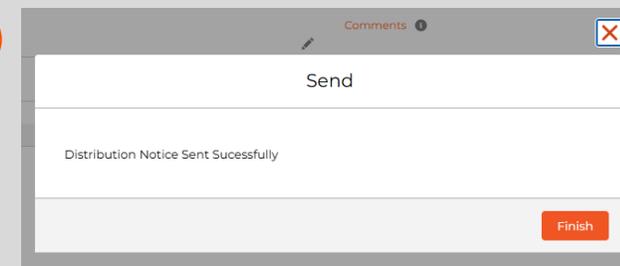
1



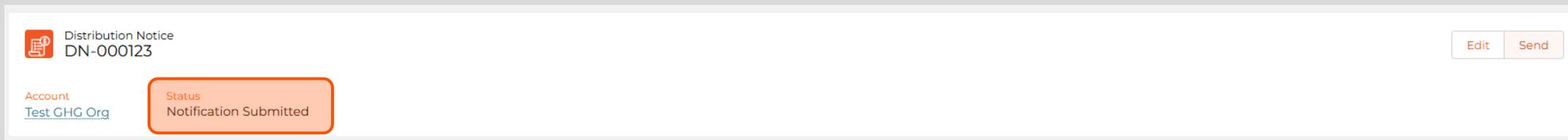
2



3



4



 **Você está pronto para usar o Financial Hub!** **Resumo do que você aprendeu:**

- Como acessar e navegar na plataforma
- Gestão de faturas, cartas de participantes e notificações
- Confirmação de contatos-chave e funções

 **Próximos passos:**

- Certifique-se de conceder acesso às pessoas da sua organização que precisam gerenciar faturas e documentos financeiros
- Explore as funcionalidades e familiarize-se com a plataforma
- Consulte nossa seção de perguntas frequentes (FAQs) para mais informações

CLIENT PORTAL

USER GUIDE

More information



@idbi nvest

www.idbi nvest.org

