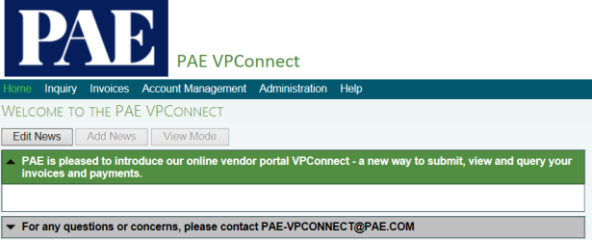

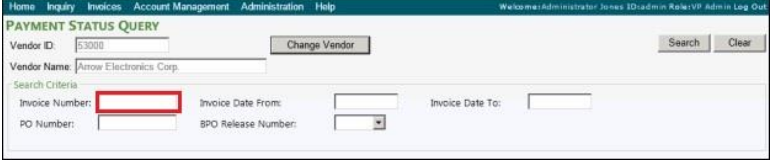
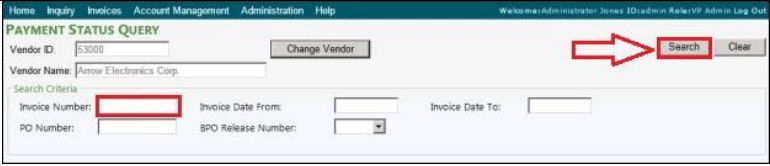


# VPCONNECT JOB AID

## VPCONnect: Review Payment Status

The **Payment Status Query** allows you to search for any payments made on invoices that have entered into the VPCONnect system. The result set lists information on the status of all payments that match the search criteria.

<p>1. Login to VPCONnect</p>	 <p>The screenshot shows the PAE VPCONnect homepage. At the top, there is a navigation menu with links for Home, Inquiry, Invoices, Account Management, Administration, and Help. Below the menu, there is a 'WELCOME TO THE PAE VPCONNECT' message and a 'PAE is pleased to introduce our online vendor portal VPCONnect - a new way to submit, view and query your invoices and payments.' announcement. At the bottom, there is a contact information box: 'For any questions or concerns, please contact PAE-VPCONNECT@PAE.COM'.</p>
<p>2. Select “<b>Inquiry</b>” and click “<b>Payment Status</b>” to search for any payments made on invoice</p>	 <p>The screenshot shows the 'Inquiry' dropdown menu expanded. The menu items are: Home, Inquiry, Invoices, Account Management, Administration, and Help. Under the 'Inquiry' menu, there are several options: Purchase Order Query, Invoice Query, Invoice Labor Query, Invoice Travel Query, Invoice ODC Query, and Payment Status. The 'Payment Status' option is highlighted with a red box.</p>
<p>3. Enter “<b>Invoice Number</b>” corresponding to invoice for which you are searching</p>	 <p>The screenshot shows the 'PAYMENT STATUS QUERY' form. It includes fields for Vendor ID (E3008), Vendor Name (Arrow Electronics Corp.), and Search Criteria. The Search Criteria section has fields for Invoice Number, Invoice Date From, Invoice Date To, PO Number, and BPO Release Number. The 'Invoice Number' field is highlighted with a red box.</p>
<p>4. Click “<b>Search</b>” and invoice details will be displayed</p>	 <p>This screenshot is identical to the previous one, but with a red arrow pointing to the 'Search' button in the top right corner of the form.</p>