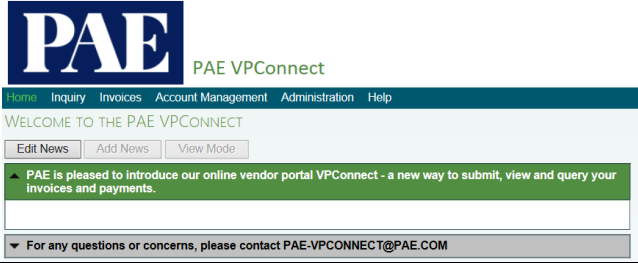

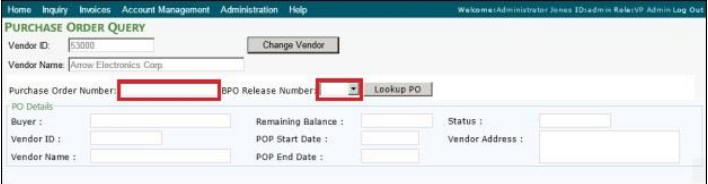
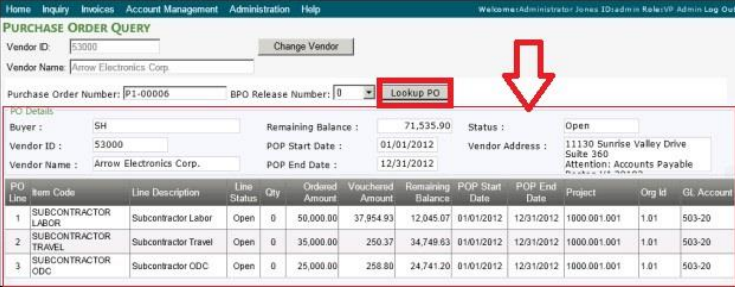


VPCONNECT JOB AID

VPCONnect: Search Purchase Order Information

The **Purchase Order Query** allows you to search for all purchase orders that are assigned to a specific vendor. It provides a listing of purchase orders, their status, and the funds remaining by line.

<p>1. Login to VPCONnect</p>	 <p>The screenshot shows the PAE VPConnect homepage. The navigation menu includes Home, Inquiry, Invoices, Account Management, Administration, and Help. A green banner at the bottom of the page reads: "PAE is pleased to introduce our online vendor portal VPCONnect - a new way to submit, view and query your invoices and payments." Below this, it says "For any questions or concerns, please contact PAE-VPCONNECT@PAE.COM".</p>																																																				
<p>2. Select "Inquiry" and click "Purchase Order Query" to search for all purchase orders that are assigned</p>	 <p>The screenshot shows the PAE VPConnect homepage with the "Inquiry" menu item highlighted. A dropdown menu is open, showing options: Purchase Order Query, Invoice Query, Invoice Labor Query, Invoice Travel Query, Invoice ODC Query, and Payment Status. The "Purchase Order Query" option is highlighted with a red box.</p>																																																				
<p>3. Enter "Purchase Order number" and enter "tab" on keyboard, system automatically validates this number to ensure it exists</p> <p>4. Select "BPO Release Number" from dropdown if applicable to select PO release numbers</p> <p><i>Note: BPO contains a single zero (0) value if the PO is a not a blanket order, it may contain values greater than 0 if the purchase order is a blanket PO</i></p>	 <p>The screenshot shows the "PURCHASE ORDER QUERY" form. The "Purchase Order Number" field is highlighted with a red box. The "BPO Release Number" dropdown menu is open, and the "Lookup PO" button is highlighted with a red box.</p>																																																				
<p>5. Click "Lookup PO" and PO Details will be displayed</p>	 <p>The screenshot shows the "PURCHASE ORDER QUERY" form with the "Lookup PO" button highlighted by a red box and a red arrow pointing to it. Below the form, the "PO DETAILS" section is displayed, showing a table of purchase order lines.</p> <table border="1"> <thead> <tr> <th>PO Line</th> <th>Item Code</th> <th>Line Description</th> <th>Line Status</th> <th>Qty</th> <th>Ordered Amount</th> <th>Vouchered Amount</th> <th>Remaining Balance</th> <th>POP Start Date</th> <th>POP End Date</th> <th>Project</th> <th>Org Id</th> <th>GL Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SUBCONTRACTOR LABOR</td> <td>Subcontractor Labor</td> <td>Open</td> <td>0</td> <td>50,000.00</td> <td>37,954.93</td> <td>12,045.07</td> <td>01/01/2012</td> <td>12/31/2012</td> <td>1000.001.001</td> <td>1.01</td> <td>503-20</td> </tr> <tr> <td>2</td> <td>SUBCONTRACTOR TRAVEL</td> <td>Subcontractor Travel</td> <td>Open</td> <td>0</td> <td>35,000.00</td> <td>250.37</td> <td>34,749.63</td> <td>01/01/2012</td> <td>12/31/2012</td> <td>1000.001.001</td> <td>1.01</td> <td>503-20</td> </tr> <tr> <td>3</td> <td>SUBCONTRACTOR ODC</td> <td>Subcontractor ODC</td> <td>Open</td> <td>0</td> <td>25,000.00</td> <td>258.80</td> <td>24,741.20</td> <td>01/01/2012</td> <td>12/31/2012</td> <td>1000.001.001</td> <td>1.01</td> <td>503-20</td> </tr> </tbody> </table>	PO Line	Item Code	Line Description	Line Status	Qty	Ordered Amount	Vouchered Amount	Remaining Balance	POP Start Date	POP End Date	Project	Org Id	GL Account	1	SUBCONTRACTOR LABOR	Subcontractor Labor	Open	0	50,000.00	37,954.93	12,045.07	01/01/2012	12/31/2012	1000.001.001	1.01	503-20	2	SUBCONTRACTOR TRAVEL	Subcontractor Travel	Open	0	35,000.00	250.37	34,749.63	01/01/2012	12/31/2012	1000.001.001	1.01	503-20	3	SUBCONTRACTOR ODC	Subcontractor ODC	Open	0	25,000.00	258.80	24,741.20	01/01/2012	12/31/2012	1000.001.001	1.01	503-20
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