VPConnect: Search and Identify Vendor ID

Vendor could have multiple Vendor IDs and to search/change Vendor, you would have to simply open any of the menu functions available and “Change Vendor” button will be available. In order to change vendor, click “Change Vendor” and select appropriate vendor. Please Note: Vendor ID can be found on the Purchase Order, however, if further information is needed, please contact your buyer.

1. Login to VPConnect

2. Open any menu function available on the top of the page, as an example here we have opened “Invoice Upload” menu function.

3. To change “Vendor ID” click “Change Vendor”

4. Vendor selection window will appear

5. Select “Company ID” from drop down menu

   Note: Company ID is typically the first two numbers of your vendor ID. Or if you do not have a PO and/or a subcontract document, Company ID can be identified by the 2nd or 3rd character of the contract.

6. Enter “ID” or “Name”

7. Vendor ID can be found on purchase order, as shown on screenshot

8. Click search once “ID” or “Vendor” entered

9. Vendor name will be display and simply click on vendor name, and vendor will be selected

10. Vendor is selected now

11. To change vendor, follow the same steps