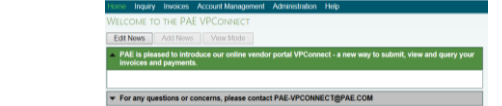
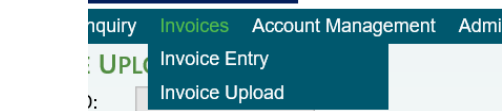


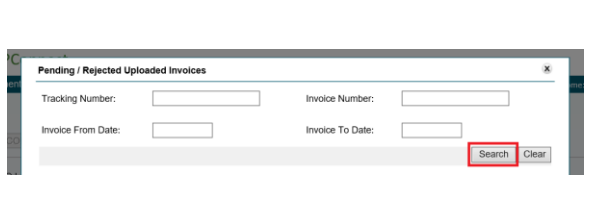
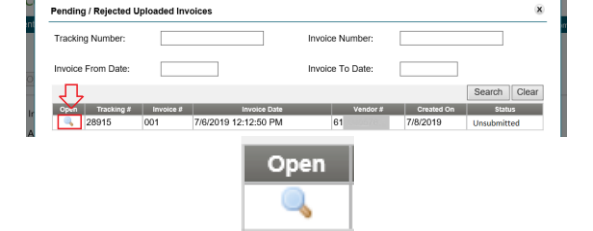


## VPCONnect: Submit an Unsubmitted Invoice

In order to submit an unsubmitted invoice, you will need to navigate to **Invoices | Invoice Upload**, select your appropriate Vendor ID for this invoice. Click **Open** to lookup for your invoice and once all related details are entered, invoice and supporting documents are attached, click **Submit** and an unsubmitted invoice will be submitted.

<p>1. Login to VPCONnect</p>	
<p>2. Click on “<b>Invoices</b>” menu option, select “<b>Invoice Upload</b>” menu function</p>	
<p>3. To change “<b>Vendor ID</b>” click “<b>Change Vendor</b>”</p> <p>4. Select “<b>Company ID</b>” from drop down menu and enter “<b>ID</b>” or “<b>Name</b>”</p> <p>5. Vendor name will be display and simply click on vendor name, and vendor will be selected</p>	
<p>6. Click “<b>Open</b>” to look up for your invoice</p>	
<p>7. Click “<b>Search</b>” if you would like to see all invoices that are Unsubmitted or enter “<b>Tracking Number</b>” or “<b>Invoice Number</b>” and click “<b>Search</b>”</p>	
<p>8. Invoice will be displayed, and you will be able to click on “<b>Magnifying Glass</b>” or “<b>Lookup Icon</b>” and your invoice will open</p>	
<p>9. Once all details are entered and invoice with supporting documents are uploaded, click “<b>Submit</b>” to submit unsubmitted invoice</p>	