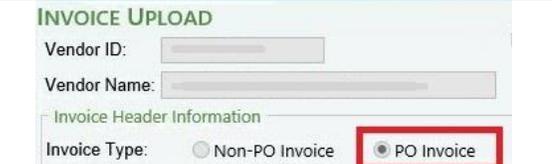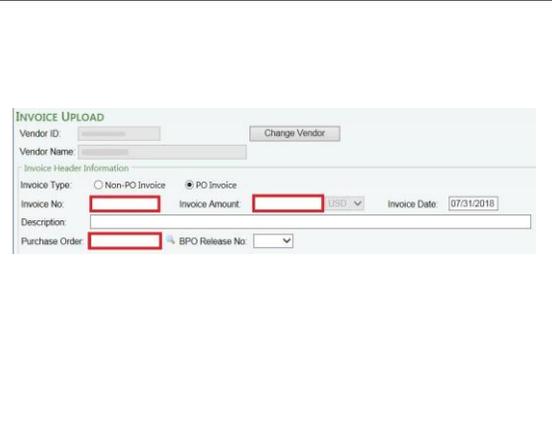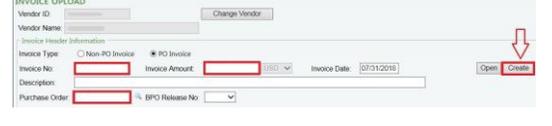# PAE   VPCONNECT JOB AIDS

VPConnect: Uploading a PO Invoice

Standard AP invoices can be uploaded through VPConnect by accessing the menu item **Invoices | Invoice Upload**. The vendor must have an electronic copy of the invoice prior to using this feature. _Please note: invoice file type must be pdf._ These would typically be used for non-subcontract type invoices but could be used for any types. Invoices can be uploaded for either non-PO invoices or PO invoices. The **PO Invoice** option offers a simple method for submitting invoices being charged against a PO without all of the entry requirements of invoice submission when using the **Invoice Entry** menu option.

1. Login to VPConnect	
2. Click "**Invoice**" and select "**Invoice Upload**"	
3. Select Invoice type "**PO Invoice**"	
4. Enter "**Invoice No.**" 5. Enter "**Invoice Amount**" _Note_: Invoice Amounts must be formatted XXXX.XX – no commas or currency symbols 6. Enter "**Invoice Date**" (current date defaulted) 7. Enter "**Description**" (optional) 8. Enter valid "**Purchase Order number**" 9. Select "**BPO number**" from dropdown to choose proper release number for that PO _**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	
10. Select "**Create**" this performs series of validation, if validations are passed upload dialog box is displayed at the bottom of the screen	
11. Click "**Browse**" to locate electronic invoice document _**Note**_: File type must be pdf 12. Once appropriate file is selected click "**Open**" and select "**Upload**" to upload selected file If upload is successful, document is listed under Upload Invoice File _**Note:**_ if you need to delete the uploaded file, click Delete link in from of the file name	
13. Click "**Submit**" on the top of the page once uploaded all required documentation	