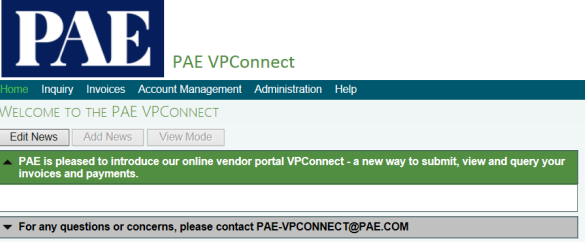
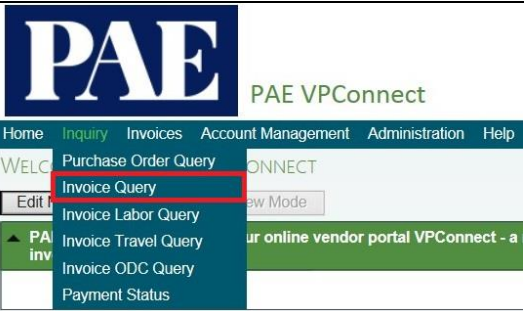



VPCONNECT JOB AID

VPCONnect: Review Invoice Status and Details

The **Invoice Query** allows you to search for one or more invoices that were entered through VPCONnect. This query does not find invoice records submitted to IAConnect via any other method.

<p>1. Login to VPCONnect</p>	
<p>2. Select “Inquiry” and click “Invoice Query” to search for one or more invoices</p>	
<p>3. Enter “Invoice Number” and click “Search”</p>	
<p>4. Click “Search” to see all records that are matching selected criteria and invoice details will be displayed</p>	