

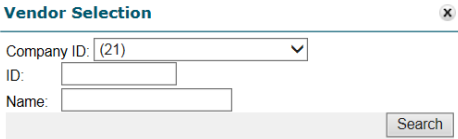






VPCONNECT JOB AID

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.*

<p>1. Login to VPCONnect</p>	
<p>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”</p>	
<p>4. Vendor selection window will appear</p>	
<p>5. Select “Company ID” from drop down menu <i>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.</i></p>	
<p>6. Enter “ID” or “Name”</p>	
<p>7. Vendor ID can be found on purchase order, as shown on screenshot</p>	
<p>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</p>	
<p>10. Vendor is selected now 11. To change vendor, follow the same steps</p>	