

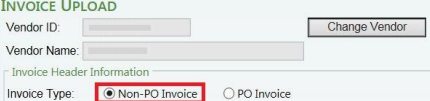
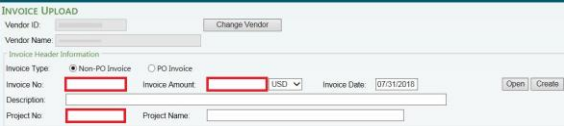
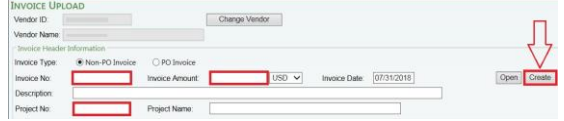



VPCONNECT JOB AID

VPCONnect: Uploading a Non-PO Invoice

Standard AP invoices can be uploaded through VPCONnect by accessing the menu item **Invoices | Invoice Upload**. The vendor must have an electronic pdf 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.

<p>1. Login to VPCONnect</p>	
<p>2. Click “Invoice” and select “Invoice Upload”</p>	
<p>3. Select Invoice type “Non-PO Invoice”</p>	
<p>4. Enter “Invoice No.” 5. Enter “Invoice Amount” <i>Note: Invoice Amounts must be formatted XXXX.XX – no commas or currency symbols</i> 6. Enter “Invoice Date” (current date defaulted) 7. Enter “Description” (optional) 8. Enter “Project Number” <i>Note: Project number field is validated against Costpoint once the Create button is clicked to ensure that it is an active project.</i> 9. “Project Name” field is filled in automatically</p>	
<p>10. Select “Create” this performs series of validation, if validations are passed upload dialog box is displayed at the bottom of the screen</p>	
<p>11. Click “Browse” to locate electronic invoice document <i>Note: File type must be pdf</i> 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 <i>Note: if you need to delete the uploaded file, click Delete link in from of the file name</i></p>	
<p>13. Click “Submit” once uploaded all required documentation</p>	