

### \*FAQs

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# FAQ – VPConnect



#### What is the VPConnect?

VPConnect is Amentum's online vendor portal for electronic invoicing.

#### What functionality does it provide for me?

VPConnect automates invoice processing. Through VPConnect, vendors can submit invoices that are instantly routed to Amentum at no added cost to vendors. Additionally, vendors can view the current and past status of an invoice.

#### How will I access VPConnect? What is the URL?

VPConnect portal can be accessed online at https://vpconn.amentum.com

#### How do I get an account?

To request an account please contact SupplierManagement@amentum.com.

#### Can I request an additional account?

Yes, additional accounts and multiple user logins can be requested and provided, please contact SupplierManagement@amentum.com.

#### What browsers does it support?

VPConnect is supported by most web browsers, however we recommend using Internet Explorer.

#### Do I need to install any software on my systems?

No, VPConnect is supported online through your web browser.

#### Where do I find user training guides?

Training materials and videos can be found at Doing Business With Us | Amentum

#### Are there any password requirements?

When creating a new password, please ensure there is a minimum of 8 characters, including a numeric, a non-numeric character and a special character.

#### Do I submit my invoice through VPConnect?

Please refer to the billing instructions stated on the Purchase Order/contract for the applicable billing method (i.e., via VPConnect). If an invoice is submitted through VPConnect, it should not be submitted through email, to avoid duplication.

\*Note, some programs are not supported by VPConnect, we ask you contact your buyer for further clarification.

#### What is my Vendor ID?

Your Vendor ID is stated on your Purchase Order. For further questions regarding specific Vendor IDs, please contact your buyer directly.

#### Can I change my Vendor ID?

Yes, you can change the Vendor ID by selecting "Change Vendor" and entering the applicable Vendor ID.

#### What is my PO number?

Your PO (Purchase Order) number can be found on your Amentum provided Purchase Order/contract. For further clarification related to your PO or PO funding, please contact your buyer directly.



#### What is my BPO number?

BPO (Blanket Purchase Order) number is your release number, which is driven by the PO. Please refer to your PO for the BPO number.

# I am receiving error message "This purchase order (XXXXXXXXXX) does not exist or is not for this vendor (XXXX).

You may receive error message if "BPO Release No." field is not populated. You can select "BPO Release No." from the dropdown if available. If your Purchase Order is not your BPO Release Number, you may click "Tab" on your keyboard once "Purchase Order" field is populated with Amentum PO number and this will auto populate "BPO Release No." field.

#### I am receiving error message "Invalid PO"

You may be receiving error message due to the selected Vendor ID. Please ensure the Vendor ID selected matches the contract. You can change the PO by selecting "Change Vendor"

# I am receiving error message "The total in this invoice for PO (XXX), Release Number (X) is greater than the remaining balance of (X.XX)"

You are receiving error regarding the remaining funding on the PO - there is not enough funding for the invoiced amount. We ask that you contact your buyer for further PO clarification.

#### I am unable to submit my invoice and continue to receive error messages.

To resolve some common issues, please ensure the Invoice Amount does not include a comma or currency symbol. Additionally, please exclude any special characters (e.g. / , . ' " ) from the Description Field. Lastly, please ensure your invoice upload is pdf format, as other file types i.e. excel, ppt, word files cannot be uploaded.

#### Can I submit an invoice from a prior date?

Yes, invoices can be submitted from a prior date. When uploading an invoice, select the appropriate Invoice Date.

#### What do I do if the Remit to Address is incorrect?

The Remit to Address can be changed in Invoice Upload, select the magnifying glass to the right of the Remit to Address box and select the applicable address. If the correct address is not available, please contact your buyer.

#### What invoice file types can be uploaded?

Only pdf files can be uploaded and approved by the Accounts Payable team.

#### Is there a file size limit?

Uploaded file size cannot exceed 8MB. Please note, additional files can be uploaded in Supporting Documents.

#### Can I submit multiple invoices at once?

Unfortunately, at this time you can only submit one invoice at a time.

#### Can I submit an invoice for a particular PO line item?

Yes, if applicable please clearly state PO line number information in the upload attachment.

#### Can I view and track previously submitted invoices?

Only invoices submitted via VPConnect will be shown and tracked through the 'Inquiry' options. For questions regarding invoices submitted through the old Amentum AP inbox process, please contact the Amentum AP team.



#### What do the different Invoice statuses refer to?

Please refer to table below for a list of Invoice status definitions.

STATUS	DEFINITIONS	
Status represents the status of the invoice approval by Amentum.		
UNSUBMITTED	Shows all invoices that have been saved in VPConnect but not been submitted for payment.	
RECEIVED	Shows all submitted invoices. This status indicates that the record was submitted and received successfully to Amentum. This stage is just prior to an invoice being submitted to the approval process.	
IN PROCESS	Shows all submitted invoices in which the invoice is in the approval process.	
APPROVED	Shows all submitted invoices that are in the approval process.	
REJECTED	Shows all submitted invoices that were rejected or any reason.	
SUBMITTED FOR	The invoice has been fully approved within IAConnect and has been sent for payment.	
PAYMENT		
AP STATUS	DEFINITION	
AP Status represents the status of the payment by Amentum.		
UNSUBMITTED	A voucher has not been generated by Amentum as of yet, meaning the invoice still resides for approval.	
HOLD	Voucher has been deferred for payment.	
PAY	Voucher is ready to be paid.	
PAYWPD	This designates a voucher that is not released for payment until a specific, designated A/R bill has been in full.	
PPHOLD	Partially paid but the remainder of the balance is on hold.	
PAID	The invoice has been fully paid.	

#### What happens if an Invoice is rejected?

If an invoice is rejected, you will receive an email notification from <u>DoNotReply@amentum.com</u>.

#### How do I view "Reject Reason" and resubmit a rejected invoice?

Revisit VPConnect: 1) Navigate to Invoice Upload Screen, 2) Select the same Vendor ID that was used to submit the invoice, 3) Click the "Open", 4) Enter the Invoice Number, or run an open search for all pending/rejected invoices, 5) Click on the Open (magnifying glass) icon for the Rejected Invoice, 6) Select "Reject Reason" – this will provide you the reason for rejection, 7) Update/modify the invoice accordingly, 8) Save, 9) Submit.

For further clarification regarding the invoice rejection reason, please contact the AP team.

# An invoice was submitted with the wrong Vendor ID, how do I resubmit this invoice with the correct Vendor ID?

The original invoice with the wrong Vendor ID must first be deleted, then a new invoice with the correct Vendor ID can be submitted. To delete the original invoice, re-open the invoice in Invoice Upload, and then select 'Delete.'

#### How do I change or update my billing information shown in VPConnect?

To change or update your billing information, we ask you please contact your buyer.

#### Can I submit invoices for freight, if the freight cost is higher than the approved PO funding?

If your PO does not have enough funding related to freight costs and qualifies as an exception with approval from your buyer, please follow the exception process. Please contact your buyer for further clarification.

## FAQ – VPConnect



#### What is the exception process?

In the unlikely case that an invoice does not meet the Invoice Upload requirements, an Exception Process has been developed. Please coordinate with your buyer to determine if your invoice meets the exception criteria.

\*Please note the exception process is monitored and needs approval in our systems internally. Invoices submitted through the exception process that do not meet the exception criteria will be automatically rejected.

#### What will be different with the way my company interacts with Amentum?

The only difference is that invoices are now uploaded and submitted through VPConnect, which will allow for more faster invoice processing. Interactions with your Amentum buyer will remain the same.

#### Who do I contact for support while using VPConnect?

After reviewing training materials and FAQ, if you are still facing issues with submitting your invoice, please contact <u>VPConnect@amentum.com</u>.

For password rest please contact <a href="https://www.internation.com">ITSupport@amentum.com</a>.

For concerns related to the funding and vendor ID of your purchase order, please contact your buyer.



VPConnect: Changing Your Password

In order to change your VPConnect password, you would need to log in to your account and select **Account Management** to change your password.

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1. Login into VPConnect	
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	VPConnect Home Inquiry Invoices Account Management Administration Help
	Welcome to the VPConnect
	Edit News Add News View Mode
	<ul> <li>VPConnect is Amentum's electronic invoicing vendor portal - instantly submit, view and track your invoices and payments.</li> </ul>
	VPConnect Training Materials including tutorial videos, job-aids and FAQ, please visit:     Additional questions or concerns, please contact!
2. Select "Account Management" from	
the tab	VPConnect
	Home Inquiry Invoice Account Management Administration Help
	Welcome to the VPConnect
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O Outert "Deserves IOI serves"	
3. Select "Password Change"	
	VPConnect
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	Edit News Add News View Mode
4. Enter your "Username" and "Current	
Password"	Password Change
	Change Your Password
	User ID:
	Current Password:
	New Password:
	Confirm New Password:
	Change Password Cancel
5. Enter " <b>New Password</b> " and confirm	PASSWORD CHANGE
it	Change Your Password
	USER ID: VPConnect Username
	Current Password:
	New Password:
	Confirm New Password:
	Change Password Cancel
6. Click "Change Password" and now	
password has been updated	Password Change
	Change Your Password USOF ID: VPConnect User Name
	Current Password:
	New Password:
	Confirm New Password:
	Change Password Cancel



### VPConnect: First Time Login

You will receive an email notification when your VPConnect Administrator has established your account. The email will contain a link to the VPConnect application, your **User ID** and a **temporary password** that you will have to change when you initially log in.

<ol> <li>Click on the link and enter your username and password</li> <li>2. Page will reload to change your password</li> </ol>	WELCOME TO THE VENDOR PORTAL ENTER YOUR CREDENTIALS BELOW. Log In User ID: Password: Log In Forgot your password?
2. Page will reload to change your password	PASSWORD CHANGE You must change your temporary password. Change Your Password User ID: testtim Current Password: New Password: Confirm New Password:
3. Once change is complete, Change Password Complete dialog box is displayed and click " <b>Continue</b> "	Change Password Cancel PASSWORD CHANGE Change Password Complete Your password As been changed! You can update your Security Question and other profile settings on the User Profile Maintenance page. Continue
4. Now go to "Account Management" and select User Profile Maintenance screen and set up the security questions	VPConnect Home Inquiry Invoices Account Management Administration Help Password Change VELCOME TO THE VP User Profile Maintenance Edit News Add News View Mode



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.

1. Login to VPConnect	VPConnect      Homo Inquiry Invoices Account Management Administration Help      WELCOME TO THE VPCONNECT      Edit News Add News Velev Mode      VPConnect Is Amentum's electronic invoicing vendor portal - Instantly submit, view and track your     Invoices and paymenta.      VPConnect Training Materials including tutorial videos, job-alds and FAQ, please visit:      v Additional questions or concerns, please contact!	
2. Select " <b>Inquiry</b> " and click " <b>Invoice</b> <b>Query</b> " to search for one or more invoices	VPConnect         Home       Inquiry       Invoices       Account Management       Administration       Help         Purchase Order Query       Edit N       Invoice Causy       ECT       Invoice Travel Query       Edit N       Invoice ODC Query       Edit N       Invoice odd payments       Edit N       Invoice Invo	
3. Enter " <b>Invoice Number</b> " and click " <b>Search</b> "	Invoice Queer         Sevel Vedor         Invoice Queer           Vedor 0.         Sevel Vedor         Invoire Vedor           Vedor 1.         Sevel Vedor         Invoire Vedor           Sevel Cada         Nor Name         Invoire Vedor           Nor Number         Unit Network         Vedor Name	
4. Click " <b>Search</b> " to see all records that are matching selected criteria and invoice details will be displayed	INVOICE QUERY Weeder FF Select Name	



VPConnect: Review Payment Status

The **Payment Status Query** allows you to search for any payments made on invoices that have entered into the VPConnect system. The result set lists information on the status of all payments that match the search criteria.

1. Login to VPConnect	CVPConnect      VPConnect      Home Inquiry Invoices Account Management Administration Help      WELCOME TO THE VPCONNECT      Edit News Add News View Mode
	✓ VPConnect is Amentum's electronic involcing vendor portal - Instantly submit, view and track your involces and payments.     ✓ VPConnect Training Materials including tutorial videos, job-aids and FAQ, please visit:     ✓ Additional questions or concerns, please contact!
2. Select "Inquiry" and click "Payment Status" to search for any payments made on invoice	Home       Inquiry       Invoices       Account Management       Administration       Her         Purchase Order Query       Invoice Query       ECT       Invoice Labor Query       Invoice Travel Query       Invoice Travel Query       Invoice Travel Query       Invoice Creation of the purchase of
<ol> <li>Enter</li> <li>"Invoice Number" corresponding to invoice for which you are searching</li> </ol>	Parment Status Queev Vendor Un Vendor Namer  Search Vendor Vendor Namer  Por Number  BPO Release Number  Vendor Namer  PO Number  BPO Release Number Vendor Namer
4. Click " <b>Search</b> " and invoice details will be displayed	Parment Status QUERY Work ID Work Name: Media Danie Monitor Name: No Anter: BPO Referen Number: BPO Referen Number: BPO Referen Number: Second Vender Media Date For: BPO Referen Number: Second Vender Media Date For: Second Vender Media Dat



### 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. <u>*Please Note:*</u> Vendor ID can be found on the Purchase Order, however, if further information is needed, please contact your buyer.

1. Login to VPConnect	
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	WELCOME TO THE VPCONNECT Edit News Add News Were Mode
	✓ VPConnect is Amentum's electronic invoicing vendor portal - instantly submit, view and track your invoices and payments.
	VPConnect Training Materials including Jutorial videos, job-aids and FAQ, please visit:     Additional questions or concerns, please contact!
2. Open any menu function available on the top of the	
page, as an example here we have opened	INVOICE UPLOAD Vendor ID: Change Vendor
<ul><li>"Invoice Upload" menu function.</li><li>3. To change "Vendor ID" click "Change Vendor"</li></ul>	Vendor Name:
4. Vendor selection window will appear	Vendor Selection
	Company ID: (21)
	Search
5. Select " <b>Company ID</b> " from drop down menu	Anno Anno Anno Anno Anno Anno Anno Anno
	Start Date     Lead Date     Hermit     C) 3 hermitsoft (LCU(S) (3) hermitsoft (3) (3) hermitsoft (3) hermitsoft (3) (3) hermitsoft (3) hermitsoft (3) (3) hermitsoft (3) hermitsoft (3) hermitsoft (3) (3) hermitsoft (3) hermitsoft (3
6. Enter " <b>ID</b> " or " <b>Name</b> "	Vendor Selection  Company ID: Co 2 TBD (2)
	ID: Search
7. Vendor ID can be found on purchase order, as	Purchase Drifers - 1 Put Construct Envices Inc. Purchase Order: Susannovo Page 1 of 3
shown on screenshot	Back Float The Float Sector Laboratory of Divides Date Vide Divides
8. Click search once " <b>ID</b> " or " <b>Vendor</b> " entered	Vendor Selection x
<ol> <li>Vendor name will be display and simply click on vendor name, and vendor will be selected</li> </ol>	Company ID: 61 USD Unrestricted (61) VID: Name: VPVendor01 Search
10. Vendor is selected now	
11. To change vendor, follow the same steps	



### VPConnect: Search Purchase Order Information

The **Purchase Order Query** allows you to search for all purchase orders that are assigned to a specific vendor. It provides a listing of purchase orders, their status, and the funds remaining by line.

1. Login to VPConnect	VPConnect      Home Inquiry Invoices Account Management Administration Help      WELCOME TO THE VPCONNECT      Edit News Add News Were Mode      VPConnect is Amentum's electronic invoicing vendor portal - Instantity submit, view and track your      VPConnect Training Materials including tutorial videos, job-aids and FAQ, please visit:      v Additional questions or concerns, please contact!
<ol> <li>Select "Inquiry" and click "Purchase Order Query" to search for all purchase orders that are assigned</li> </ol>	Home Inquiry Invoices Account Ma Purchase Order Query WELC Invoice Query Edit N Invoice Labor Query Invoice Travel Query VPI Payment Status invoices and payments.
<ul> <li>3. Enter "Purchase Order number" and enter "tab" on keyboard, system automatically validates this number to ensure it exists</li> <li>4. Select "BPO Release Number" from dropdown if applicable to select PO release numbers</li> <li><u>Note:</u> 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</li> </ul>	PURCHASE ORDER QUERY Valar on Valar on Vala
5. Click " <b>Lookup PO</b> " and PO Details will be displayed	Forme         Ingeling         Indexest Management         Administration         Help         Wexame Administrator Issues ED admin Rate to Administrator         Learning           PURCHASE ORDER QUERY         Under D         Status         Damps Vendor         Under D         Damps Vendor



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.

1. Login to VPConnect	
	WECONNECT WITCOMMENT WITCOMM
2. Click on "Invoices" menu option, select	
"Invoice Upload" menu function	nquiry Invoices Account Management Admi UPL: Invoice Entry ): Invoice Upload
3. To change "Vendor ID" click "Change	INVOICE UPLOAD
Vendor"	Vendor ID: Change Vendor
<ol> <li>Select "Company ID" from drop down menu and enter "ID" or "Name"</li> </ol>	Vendor Name:
5. Vendor name will be display and simply click	Vendor Selection
on vendor name, and vendor will be selected	Company ID: Co 2 TBD (2)
	ID:
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	Sedicit
6. Click " <b>Open</b> " to look up for your invoice	* Invite: Tooler Moleration           Invite: Type:         Non-K2 Involer           Novie No:         Invite Note           Description:         Particuse Order:         07/17/2019
<ol> <li>Click "Search" if you would like to see all invoices that are Unsubmitted or enter "Tracking</li> </ol>	9
Number" or "Invoice Number" and click	Pending / Rejected Uploaded Invoices X Tracking Number: Invoice Number:
"Search"	Invoice From Date:
	Search Clear
8. Invoice will be displayed, and you will be able to	Pending / Rejected Uploaded Invoices X
click on "Magnifying Glass" or "Lookup	Tracking Number:
Icon" and your invoice will open	Invoice From Date: Invoice To Date: Search Clear
	Open         Tracking #         Invoice 2         Invoice Colte         Vasidor #         Created On         Status           28915         001         7/62019 12:12:50 PM         01         7/8/2019         Unsubmitted
	Open
9. Once all details are entered and invoice with supporting documents are uploaded, click	INVOICE UNLOW
supporting documents are uploaded, click "Submit" to submit unsubmitted invoice	States to P

Initial Issue Date: 07/31/18 | Effective Date: 10/01/2024 Revision: 6



### 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. <u>Please note:</u> 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	VPConnect Addression VPConnect VPConnect A
2. Click "Invoice" and select "Invoice Upload"	nquiry Invoices Account Management Admi UPL(Invoice Entry ):
3. Select Invoice type " <b>PO Invoice</b> "	INVOICE UPLOAD Vendor ID: Vendor Name: Invoice Header Information Invoice Type: Non-PO Invoice PO Invoice
<ol> <li>Enter "Invoice No."</li> <li>Enter "Invoice Amount" <u>Note</u>: Invoice Amounts must be formatted XXXX.XX – no commas or currency symbols</li> <li>Enter "Invoice Date" (current date defaulted)</li> <li>Enter "Description" (optional)</li> <li>Enter valid "Purchase Order number"</li> <li>Select "BPO number" from dropdown to choose proper release number for that PO <u>Note:</u> 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</li> </ol>	INVOICE UPLOAD Vendor ID Vendor Mane Invoice Issee Invoice Type Non-PO Invoice Invoice Type Non-PO Invoice Invoice Amount Purchase Order Purchase Order BPO Release No
10. Select " <b>Create</b> " this performs series of validation, if validations are passed upload dialog box is displayed at the bottom of the screen	INVOICE UPLOAD Verder D Verder D Verder D Verder Name Verder Name Verder Name Verder Name Verder Name Verder Verder Verder Verder Verder Name Verder Verder Verder Verder Verder Verder Verder Verder Name Verder Ve



<ul> <li>11. Click "Browse" to locate electronic invoice document <u>Note</u>: File type must be pdf </li> <li>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 <u>Note:</u> if you need to delete the uploaded file, click Delete link in from of the file name</li></ul>	Uploaded Invoice Entry Actions . Select the file that you want to upload as your invoice: Attach Supporting Documents Upload Document(s) Upload Document(s)
13. Click " <b>Submit</b> " on the top of the page once uploaded all required documentation	



### 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. <u>Please note</u>: 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.

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	<ul> <li>VPConnect is Amentum's electronic invoicing vendor portal - instantly submit, view and track your invoices and payments.</li> </ul>
	VPConnect Training Materials including tutorial videos, job-aids and FAQ, please visit:     Additional questions or concerns, please contact!
	Additional questions of concerns, presse consect:
2. Click "Invoice" and select "Invoice Upload"	
	Home Inquiry Invoices Account Management Administration Help
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3. Select Invoice type "Non-PO Invoice"	The second se
	INVOICE UPLOAD Vendor ID: Change Vendor
	Vendor Name:
	Invoice Header Information     Invoice Type:     O Non-PO Invoice     O PO Invoice
4. Enter "Invoice No."	
5. Enter "Invoice Amount"	
Note: Invoice Amounts must be formatted	
XXXX.XX – no commas or currency symbols	Invoice: UPLOAD Vendor III Vendor Name
6. Enter "Invoice Date" (current date	Envoice Header Information Invoice   PO Invoice  PO Invoice
defaulted)	Invesion Nor Investor Ansant USU V Investor Date (07/31/2019) Open Orante.
7. Enter " <b>Description</b> " (optional)	Project No: Project Name
8. Enter "Project Number"	
<b><u>Note</u>:</b> Project number field is validated against	
Costpoint once the Create button is clicked to	
ensure that it is an active project.	
9. "Project Name" field is filled in	
automatically	
10.Select "Create" this performs series of	
validation, if validations are passed upload dialog	INVOICE UPLOAD Vendor ID Vendor Name
box is displayed at the bottom of the screen	Invoice Type       Non-PO Invoice       FO Invoice
	Invace No: Invace Amount USO V Invace Date: 07/31/2016 Open Create
	Project No Project Name



<ul> <li>11. Click "Browse" to locate electronic invoice document <u>Note</u>: File type must be pdf </li> <li>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 <u>Note:</u> if you need to delete the uploaded file, click Delete link in from of the file name</li></ul>	Uploaded Invoice Entry Actions Select the file that you want to upload as your invoice: Upload Attach Supporting Documents Upload Document(s)
13. Click " <b>Submit</b> " once uploaded all required documentation	