VPConnect - Table of Contents

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 https://www.amentum.com/doing- business-with-us/

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 receiving error message "Column 'Remaining Balance' does not belong to table Table1"
The issue is related to the date formatting and a computer default setting in a language other than English. Link below provides instructions to change the setting. https://answers.microsoft.com/en-us/windows/forum/apps_windows_10- outlook_cal/how-do-i-change-the-calendar-language-to-english/2e786f7a-79ba-48d6- 9ef5-58b544f3e5b7

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 ie. 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	Definition
Status represents the status of the invoice approval by PAE	
Unsubmitted	Shows all invoices that have been saved in VPConnect but have not been submitted for payment
Received	Shows all submitted invoices. This status indicates that the record was submitted and received successfully to PAE. 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 for any reason.
Submitted for Payment	The invoice has been fully approved within IAConnect and has been sent for payment.
AP Status	**Definition**
AP Status represents the status of the payment by PAE	
UNSUBMITTED	A voucher has not been generated by PAE 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 paid 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 DoNotReply@amentum.com.

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.

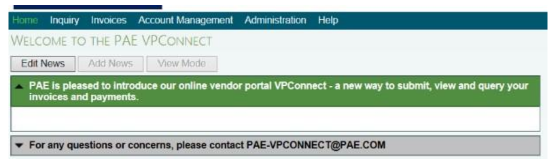
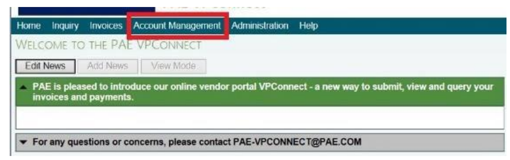
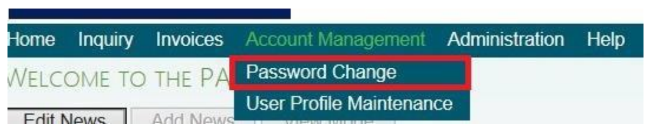
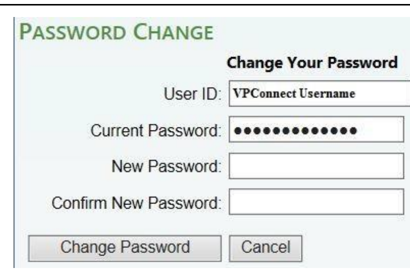
What is the exception process?
In the unlikely case that an invoice does not meet the Invoice Upload requirements, an Exception Process has been developed. Please coordinate with your buyer to determine if your invoice meets the exception criteria. *Please note the exception process is monitored and 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 VPConnect@amentum.com.
For password rest please contact ITSupport@amentum.com.
For concerns related to the funding and vendor ID of your purchase order, please contact your buyer.

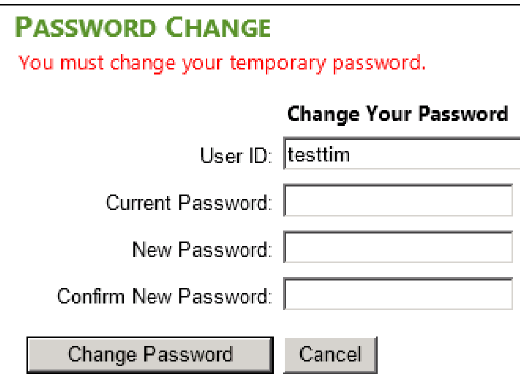
VPConnect: Changing Your Password

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

<table>
<tr><td>1. Login into VPConnect</td><td>
</td></tr>
<tr><td>2. Select “Account Management” from the tab</td><td>
</td></tr>
<tr><td>3. Select “Password Change”</td><td>
</td></tr>
<tr><td>4. Enter your “Username” and “Current Password”</td><td>
</td></tr>
<tr><td>5. Enter “New Password” and confirm it</td><td>
</td></tr>
<tr><td>6. Click “Change Password” and now password has been updated</td><td>
</td></tr>
</table>

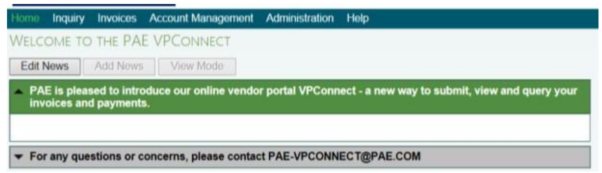
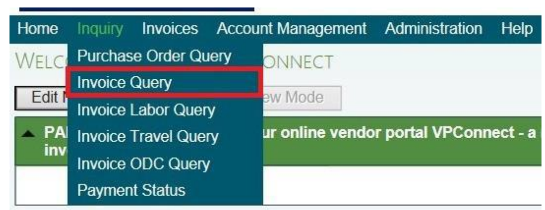
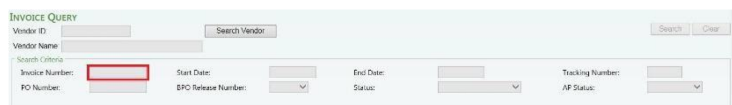
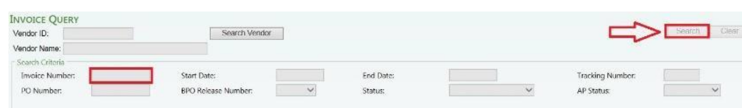
VPConnect: First Time Login

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.

1. Click on the link and enter your username and password	
2. Page will reload to change your password	
3. Once change is complete, Change Password Complete dialog box is displayed and click "**Continue**"	
4. Now go to "Account Management" and select **User Profile Maintenance** screen and set up the security questions	

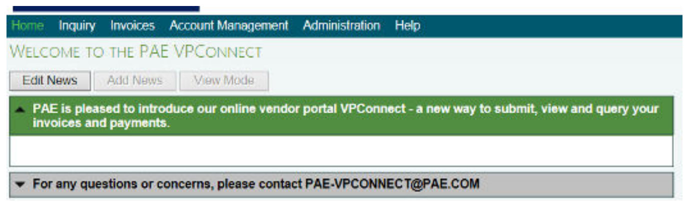
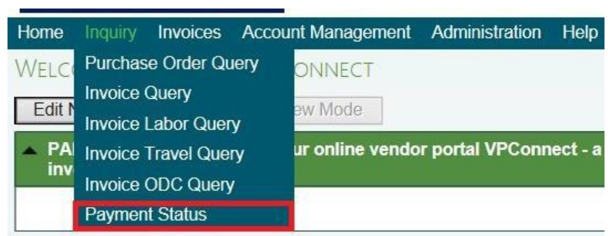
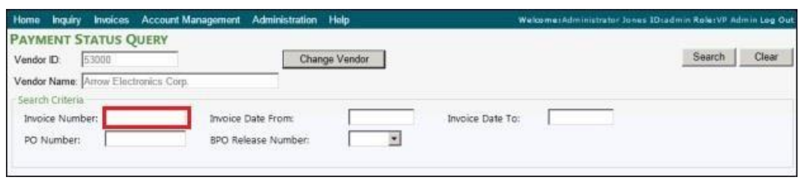
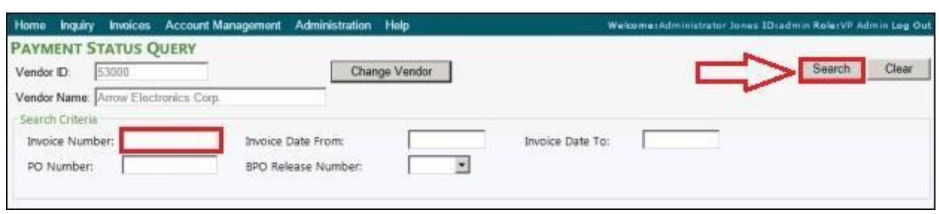
VPConnect: Review Invoice Status and Details

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	
2. Select "**Inquiry**" and click "**Invoice Query**" to search for one or more invoices	
3. Enter "**Invoice Number**" and click "**Search**"	
4. Click "**Search**" to see all records that are matching selected criteria and invoice details will be displayed	

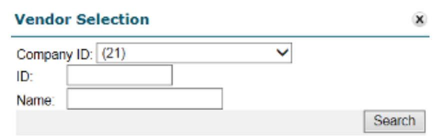
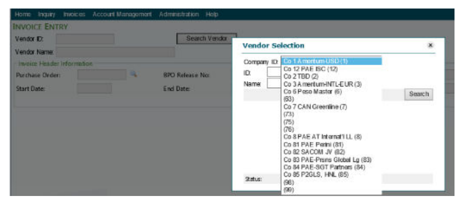
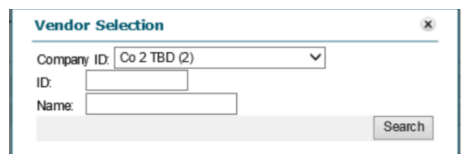
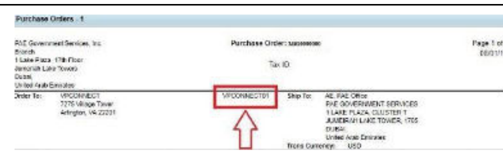
VPConnect: Review Payment Status

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.

<table>
<tr><td>1. Login to VPConnect</td><td>
</td></tr>
<tr><td>2. Select "Inquiry" and click "Payment Status" to search for any payments made on invoice</td><td>
</td></tr>
<tr><td>3. Enter "Invoice Number" corresponding to invoice for which you are searching</td><td>
</td></tr>
<tr><td>4. Click "Search" and invoice details will be displayed</td><td>
</td></tr>
</table>

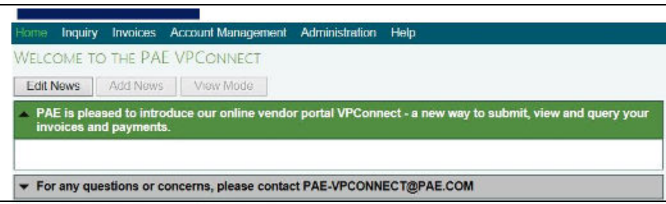
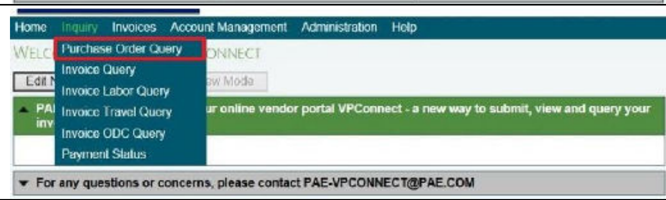
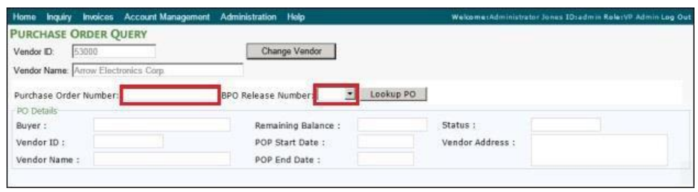
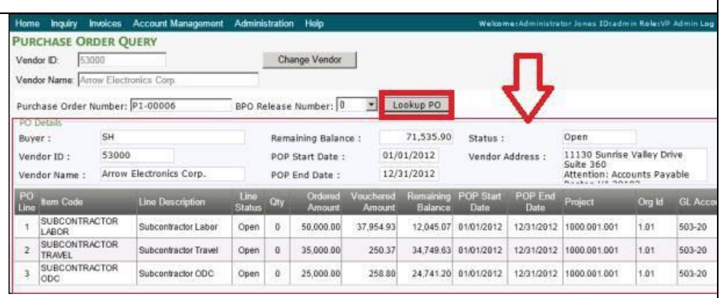
VPConnect: Search and Identify Vendor ID

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	
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**"	
4. Vendor selection window will appear	
5. Select "**Company ID**" from drop down menu	
6. Enter "**ID**" or "**Name**"	
7. Vendor ID can be found on purchase order, as shown on screenshot	
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	
10. Vendor is selected now 11. To change vendor, follow the same steps	

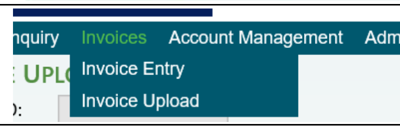
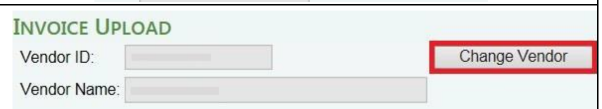
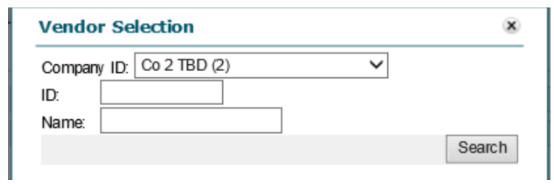
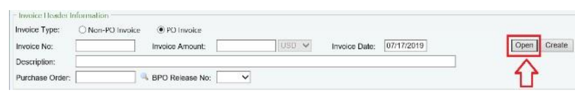
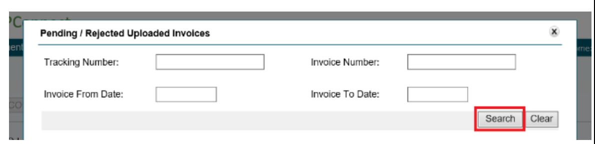
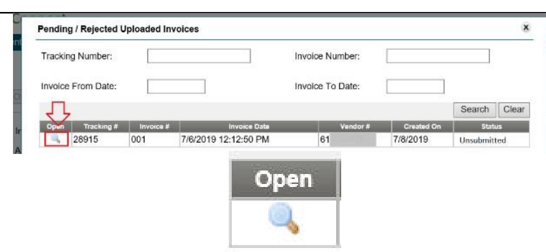
VPConnect: Search Purchase Order Information

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	
2. Select "**Inquiry**" and click "**Purchase Order Query"** to search for all purchase orders that are assigned	
3. Enter "**Purchase Order number**" and enter "tab" on keyboard, system automatically validates this number to ensure it exists 4. Select "**BPO Release Number**" from dropdown if applicable to select PO release numbers ***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*	
5. Click "**Lookup PO**" and PO Details will be displayed	

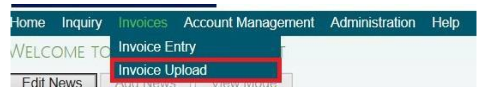
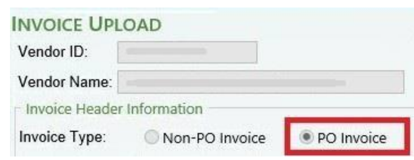
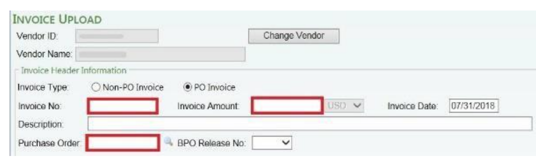
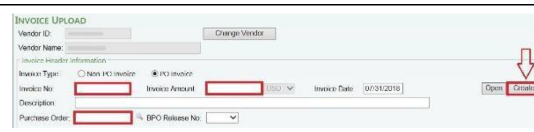
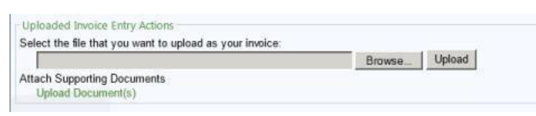
VPConnect: Submit an Unsubmitted Invoice

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	
2. Click on **"Invoices"** menu option, select "**Invoice Upload**" menu function	
3. To change "**Vendor ID**" click "**Change Vendor**" 4. Select "**Company ID**" from drop down menu and enter "**ID**" or "**Name**" 5. Vendor name will be display and simply click on vendor name, and vendor will be selected	
6. Click **"Open"** to look up for your invoice	
7. Click **"Search"** if you would like to see all invoices that are Unsubmitted or enter **"Tracking Number"** or **"Invoice Number"** and click **"Search"**	
8. Invoice will be displayed, and you will be able to click on **"Magnifying Glass"** or **"Lookup Icon"** and your invoice will open	
9. Once all details are entered and invoice with supporting documents are uploaded, click **"Submit"** to submit unsubmitted invoice	

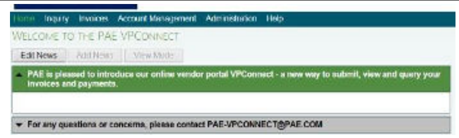
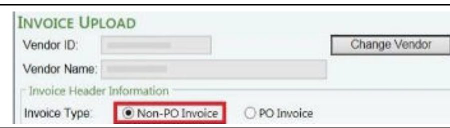
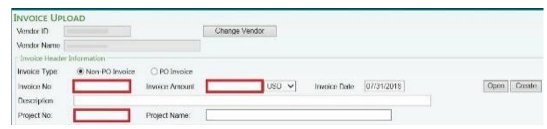
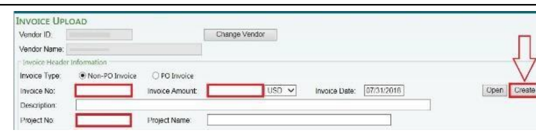
VPConnect: Uploading a PO Invoice

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	
2. Click "**Invoice**" and select "**Invoice Upload**"	
3. Select Invoice type "**PO Invoice**"	
4. Enter "**Invoice No.**" 5. Enter "**Invoice Amount**" ***<u>Note</u>**: 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 ***<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*	
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 ***<u>Note</u>**: 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 ***<u>Note:</u>** 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	

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.

1. Login to VPConnect	
2. Click "**Invoice**" and select "**Invoice Upload**"	
3. Select Invoice type "**Non-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 "**Project Number**" ***Note:*** *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 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**" once uploaded all required documentation	