

MOCAS VPIS Help Guide

As of May 3, 2001

The MOCAS (Mechanization of Contract Admistration Services) Vendor Pay Inquiry System (VPIS) is an application developed for the convenience of contractors doing business with the Department of Defense (DoD). MOCAS VPIS is for DCMA Contract Administration Office issued contracts. MOCAS VPIS interactively provides information on invoices processed against DoD contracts that Defense Finance and Accounting Service (DFAS) Columbus Site is responsible for paying. VPIS consolidates the contract invoice data obtained from **MOCAS** into one central repository which contains open contracts with any payments made within the last 90 days, invoices which have "E"d (erred) out for the last 30 days, and contracts in an audit status (such as J, K, or D) for up to 2 years.

MOCAS VPIS contractors must pre-register and be approved to access the system. Under MOCAS Vendor Pay Inquiry System, click on **"User Registration"** and follow the instructions. Contractors create their own unique user id and password. There are 30 blocks on the bottom of the registration form for up to 30 Cage Codes. If you have only one Cage Code, place that 5 digit Cage code in only one block. Please allow 5-10 working days for the approval process. The VPIS is completely independent of the web based invoicing systems, such as **Electronic Data Interchange (EDI)** and **Web Invoicing System (WINS)**.

MOCAS VPIS is for contracts paid by DFAS-Columbus **South Entitlements** (previously known as Chesapeake, Southeast, and Capitol); **North Entitlements** (previously known as Bunker Hill, New Dominion, and Minuteman); or **West Entitlements** (previously known as Gateway, Santa Ana, Van Nuys, DPRO West, Gulfcoast, International).

VPIS does not contain the status of transportation Government Bills of Lading (GBLs).

If you have a question regarding a payment made more than 90 days ago or other information, please contact your MOCAS Customer Service office directly at 1-800-756-4571, select options 1-1 for North Entitlements, options 1-2 for South Entitlements, and options 1-3 for West Entitlements. West Entitlements is further broken down by contractor alpha name- if A-M option 1, if N-Z option 2.

You can use VPIS to perform several activities such as:

- Research the status of a recently processed MOCAS invoice, and determine when payment will be issued or if something is lacking for payment processing (see the **"Reason and Remark Code Document"** for explanation);
- Obtain information associated with a check you have received to include contract number, invoices covered, interest or freight included in the payment, or tax or discount withheld; or
- Obtain the same background information for an electronic funds transfer (EFT) payment.

You can query MOCAS VPIS eight different ways:

1. **Query by CAGE Code**-This query will list all invoice records that meet the criteria for MOCAS VPIS.

2. Query by CAGE Code-Process Date
3. Query by CAGE Code-Dollar Amount
4. Query by CAGE Code-Returned
5. Query by CAGE Code-Payable
6. Query by CAGE Code-Paid
7. Query by CAGE Code-Contract Number
8. Query by CAGE Code-EFT Number

Do not use dashes, slashes, spaces, etc, in doing these queries. Also, there are no alpha o's or alpha I's, these are numeric 0's or numeric 1's.

Each of the above eight queries requires your user id and password as a mandatory entry.

If your inquiry requires a date timeframe, you must enter the dates.

If your inquiry requires a dollar amount span, you must include this information.

If your contract requires a four-digit delivery order number, you must include this information in the appropriate box.

When you do a query, you will see information on no more than 10 records at a time. When you see this list of up to 10 records per screen, just click on the contract number record you would like to review and the remaining information will appear. The Reason and Remark Code information should be cross-referenced with the **"Reason and Remark Document"** found on the MOCAS VPIS home page.

You may also elect to download the results of your queries. Downloading the information is quick and the information is available for you to research throughout the day as needed. This eliminates the need to re-access the Internet for research, which can be very slow at times. Go to the **"Download Information"** section and print out the **"Download Instructions"** and **"File Layout"**. These two documents explain in detail how to download the information, what the column widths are, what the column headers are, and how to read the pay status of each record. Pay status of 1=paid, 2=payable or pending, and 3=others.

VPIS is updated daily, barring any system cycle run problems from the previous night's business. For daily status of VPIS, call 1-800-756-4571, select option 5. This message is updated with the VPIS status NLT 9:00 a.m. Eastern Standard Time.

Contractors are encouraged to review other valuable information listed on this web page, especially under General Information.

For assistance, contact one of the VPIS Administrators at DFAS Columbus at 1-800-756-4571, select option 6.