Download Instructions for VPIS

The table below lists the columns that will be downloaded. We have included the name of the column, maximum length of the column, and a short description of the data that may be contained in the column. The file is separated by a comma between each field. For example, "123456789", "ABC", "CAGE", is representative of how the file will be formatted for Contract Number, Call Number, and CAGE Code.

This format is supported by a majority of office automation products (i.e. Excel, Access, etc). For example, when you save the file with a .csv extension, you can easily view the file in Microsoft Excel.

NOTE:
After downloading (into Excel), you must do a 'Format', 'Column', 'AutoFit Selection', for the entire spreadsheet.

If you are downloading Non-MOCAS VPIS, you must format Column H into a number with zero decimal places.

Column Name	Column Length	Remarks
Contract Number	19	Buying Activity, Fiscal Year, Contract Type, Contract Serial Number, Terminal Digits
Call Number	6	Supplemental Procurement Instrument Identification Number/Delivery Order/SPIN
CAGE Code	5	Contractor and Government Entity Code
DUNNS_plus 4	13	DUNS Company Name and Branch
Check Number	8	Check Number
Voucher Number	10	Assigned Voucher Number
Invoice Number	22	The Invoice Number
EFT Number	16	EFT Number, Please Include the RTN
Invoice Issue Date	8	Date on the Invoice
Payment Date	8	Date paid
Invoice Amount	13	Amount of the Invoice
Check/EFT Amount	13	Amount of the Check, or EFT Payment
Discount Amount	13	Amount of Discount Taken
Interest Amount	13	Amount of Interest Paid
Freight Amount	13	Amount of Freight Paid

Pay Status	1	**1**=Paid
		2=Pending
		3=Other *
		  (*If **MOCAS**, see Reason and Remark Code Explanation)
		  (If **Non-MOCAS**, call the applicable Customer Service Office)
		4=Scheduled for Payment
		5=Call your Certifying Officer
		6=In Process at a DFAS Location

Reason Code	1	Refer to MOCAS VPIS Reason and Remarks Code Document
Remarks	5	Refer to MOCAS VPIS

		Reason and Remarks Code Document
Pay Method	1	1=EFT 2=Cash/Check/Other
Invoice Rec. Date	8	Date DFAS Received Invoice
Merch. Accept. Date	8	Date Merchandise Was Accepted
Paying DSSN	4	Paying Disbursing Station Symbol Number
Tax Withheld Amount	13	Amount of Tax Withheld on Payment
Gross Inv. Amount	13	Gross Amount of Invoice Paid
Shipment Number	8	Shipment Number for Item Being Paid
Locator Code	2	Defense Contract Management District (DCMD), of the Defense Plant Representative Office (DPRO), or Accounting Office (AO)
Due Date	8	Schedule Payment Date
Date of Last Action	8	Date of Last Action
Location Code	4	The Code of Reference the Location of Payment Office, i.e. Columbus, OH
DSSN Check Number	12	The DSSN and Check Number Concatenated