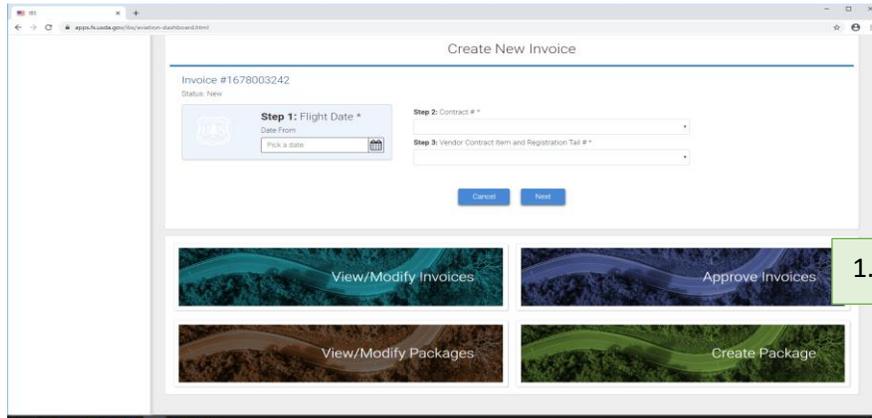


Creating a Package to send to the Vendor.



1. Select "Create Package"

2. Select flight

3. Contract #

4. Pick correct tail #

5. Search

Filter | Search Invoices by Contract

Step 1: Date Range *

Step 2: Contract # *

Step 3: Contract Item # *

Package Header

Contract Number	Contract Item No	Vendor Name	Date From	Date To
12024B19F9000	2	Air Charter Service Inc.	03/01/2020	03/02/2020

Show All entries

Search:

Select	Invoice #	Registration #	Date	Amount	Status	Created By	Updated By	Updated Date
<input type="checkbox"/>	1678004131	N313XA	03/01/2020	13500	COR_APPROVED	Susan Gethen	Susan Gethen	03/10/2020
<input type="checkbox"/>	1678004133	N313XA	03/02/2020	13500	COR_APPROVED	Susan Gethen	Susan Gethen	03/10/2020

6

6. Check the box of all the invoice you want in the package.

Showing 1 to 2 of 2 entries

Previous 1 Next

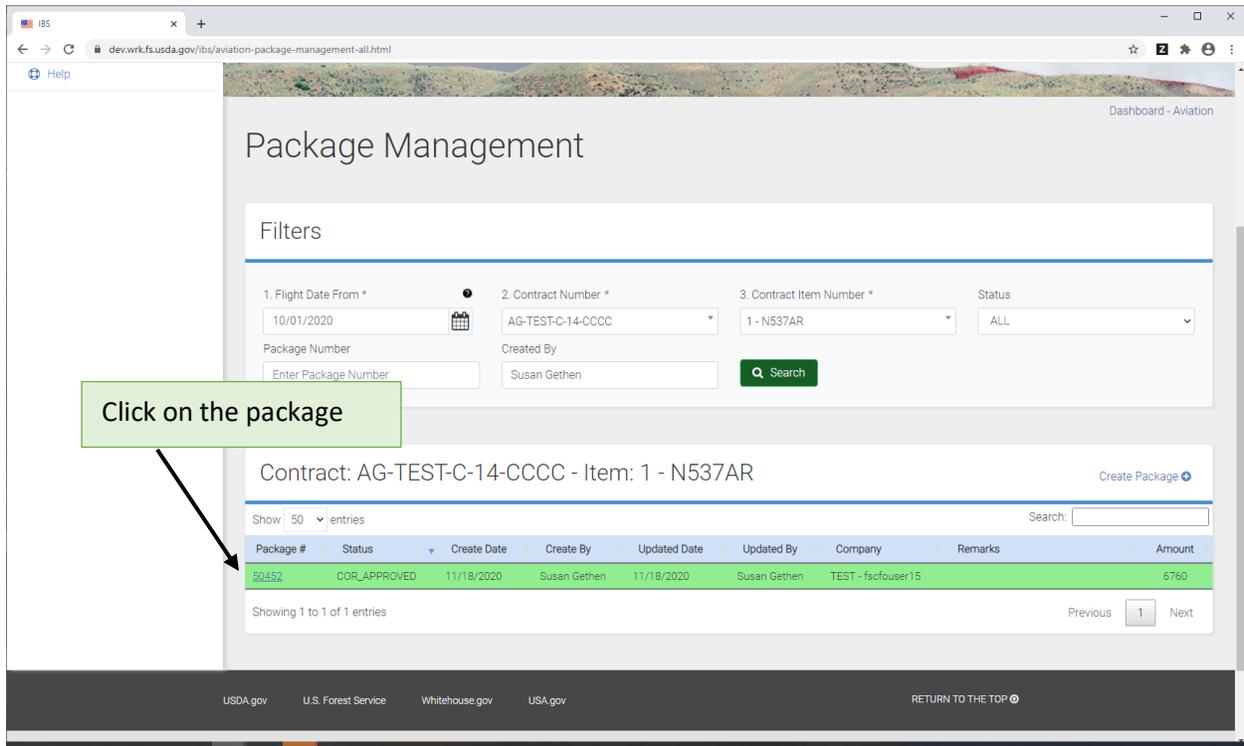
Package Remarks

Remarks

7

7. Create the package

The new version takes you directly the package that you just created. It will be highlighted in green



This opens to the package and ability to send to vendor.

