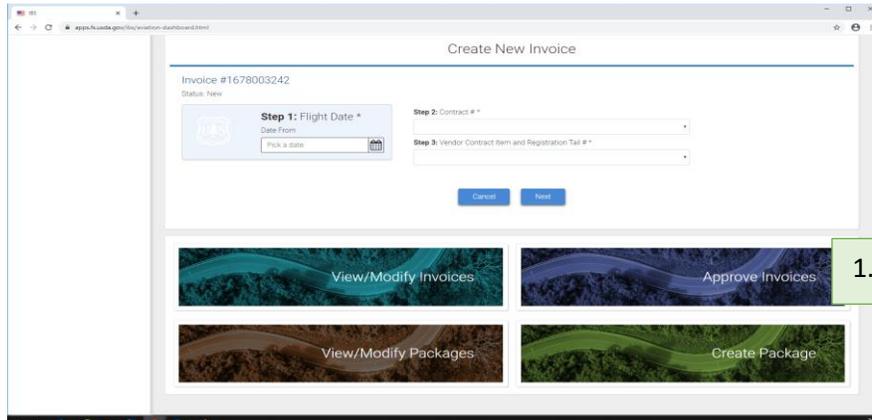


**Creating a Package to send to the Vendor.**



1. Select "Create Package"

1

2. Select flight

3. Contract #

4. Pick correct tail #

5. Search

Filter | Search Invoices by Contract

Step 1: Date Range \* 2      Step 2: Contract # \* 3      Step 3: Contract Item # \* 4      Search 5

03/01/2020 - 03/10/2020      12024B19F9000      N313XA - 2

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

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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

Enter Remarks

Create Package

7

7. Create the package

## Package Management

Filters

8. Pick first flight date

9. Contract #

10. Pick correct tail #

1. Flight Date From \*

2. Contract Number \*

3. Contract Item Number \*

Status

Package Number

Created By

11. Pick the Package # (Will say COR –APPROVED)

Contract: 12024B19F9000 - Item: 2 - N313XA

[Create Package](#)

Show 50 entries Search:

Package #	Status	Create Date	Create By	Updated Date	Updated By	Company	Remarks	Amount
47387	COR_APPROVED	03/10/2020	Susan Gethen	03/10/2020	Susan Gethen	Air Charter Service Inc.		27000
45406	SENT_TO_PAYMENT	09/17/2019	Susan Gethen	09/18/2019	Victor Graymez	Air Charter Service Inc.		12600
45676	SENT_TO_PAYMENT	08/16/2019	Susan Gethen	08/19/2019	Diana Natoli	Air Charter Service Inc.		183546

Showing 1 to 3 of 3 entries Previous  Next

### STANDARD

**Package Number:**

47387

**Created By:**

Susan Gethen

**Created Date:**

2020-03-10T14:37:43.867

**Vendor Name:**

Air Charter Service Inc.

**Vendor Code:**

1100359548

**Remarks:**

**Updated By:**

Susan Gethen

**Updated Date:**

2020-03-10T00:00:00

**Invoice Start Date:**

03/01/2020

**Invoice End Date:**

03/02/2020

**COR Email Address:**

susan.gethen@usda.gov



**Amount: \$27000**

**Status:**

COR\_APPROVED

**Payment Status:**

Sent Date:

Signed Date:

### Invoice List

Search:

Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
03/01/2020	<a href="#">1678004131</a>	N313XA	13500	0	0	0	0	0	0	0	0	13500	COR_APPROVED
03/02/2020	<a href="#">1678004133</a>	N313XA	13500	0	0	0	0	0	0	0	0	13500	COR_APPROVED

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12. Send the package to the vendor

This will show all the invoices that are included in the package.