

Memorandum

To: JPPSO-San Antonio
From: DFAS-BVFA/SA (Ms. Cheryl Geary)
Date: 6/14/2004
Re: Vendor Pay Inquiry System

In order to assist the JPPSO-SAT vendors in inquiring about their payments made by DFAS-SA, please use the following instructions:

1. Log onto the DFAS web page WWW.DFAS.MIL
2. Click on MONEY MATTERS
3. Click on the VENDOR PAY INQUIRY SYSTEM
4. Under the "Non-Mocas System," Click on one of the following:
 - Query by Contract Number
Query Options: Inquiry by Contract Number only
Inquiry by Contract Number and Invoice Number
 - Query by Duns Number
Query Options: Inquiry by Duns Number only
Inquiry by Duns Number and Invoice Number
 - Query by Cage Code
Query Options: Inquiry by Cage Code only
Inquiry by Cage Code and Invoice Number

For more information on a payment, the vendor may contact DFAS-San Antonio Vendor Pay Customer Service at 1-888-478-5636.

//SIGNED//
Cheryl Geary
Supervisor, Miscellaneous Pay