

## INVOICING PROCESS

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This document details the invoicing process for Pennsylvania's IT Staff Augmentation Contract.

### METHODS OF SUBMISSION

All invoices can be sent via mail or email to the following location:

METHOD OF SUBMISSION	
<b>Mail</b>	Sharon Lawler Computer Aid, Inc. 1390 Ridgeview Drive Allentown, PA 18104
<b>Email</b>	DGS_Invoices@compaid.com

**Please note:** If sending via email, please send in PDF, Excel, or Word format.

### TIME PERIOD

Invoices should be for a true month time period (e.g. 10/1 - 10/31)

### CONTENT

The invoice should contain the following information:

- Time period (e.g. 10/1 - 10/31)
- Person's name
- Number of hours worked
- Bill rate
- Total amount charged for individual resource
- Grand total for the invoice at the bottom

**Please note:** If you have multiple people engaged, feel free to combine them on one invoice.

### ADDITIONAL DOCUMENTATION

If necessary, please be sure to submit itemized reimbursable expenses with the invoice.

### PAYMENT TERMS

Invoices are paid according to the terms of your Subcontractor Agreement, and they are paid from the date we receive the **correct** invoice. Therefore, if there is an error on the invoice and a correction is requested, payment will be issued from the date we receive the correction, not the original submission.

### STATUS

CAI has a web-based system that allows you to view the status of invoices you have sent to CAI. To get access to this site, contact CAI's MSP Help Desk at [MSPNetwork\\_Help@compaid.com](mailto:MSPNetwork_Help@compaid.com).

**Please note:** You will need to provide your company's EIN number.

### QUESTIONS

Please direct all payment-related questions to [AccountsPayableQuestions@compaid.com](mailto:AccountsPayableQuestions@compaid.com).