



PENNSYLVANIA INVOICING PROCESS

The following information provides a general overview of the invoicing process for the Commonwealth of 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	
Mail	Sharon Lawler Computer Aid, Inc. 1390 Ridgeview Drive Allentown, PA 18104
Email	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 obtain access to this site, contact Debbie Yovish at Debbie_Yovish@compaid.com.

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

QUESTIONS

If you have questions regarding payments, please email paymentquestions@compaid.com.