

VAITCL INVOICING PROCESS

All invoices should be sent on **YOUR COMPANY'S LETTERHEAD**.

Staff Augmentation Only Invoicing Process

This section details the **staff aug.** invoicing process for Virginia's IT Contingent Labor (ITCL) Contract.

METHODS OF SUBMISSION

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

METHOD OF SUBMISSION	
Mail	VA Vendor Invoicing Computer Aid, Inc. 1390 Ridgeview Drive Allentown, PA 18104
Email	VITA_Invoices@compaid.com

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

TIME PERIOD

The invoices should be for a true month time period (10/1 - 10/31, 11/1 – 11/30, etc).

CONTENT

The invoice should contain the following information:

- Time period
- Person's name
- Number of hours worked
- Vendor 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

The only documentation that needs submitted with the invoice is itemized expenses, if any.

PAYMENT TERMS

Invoices are paid net **15** or **30** days (per your sub agreement with CAI) from the date we receive the correct invoice.

Statement of Work, Fixed Price Deliverable Invoicing Process

This document details the **statement of work (SOW)** invoicing process for Virginia's IT Contingent Labor (ITCL) Contract for Fixed Price Deliverable-based SOWs

METHODS OF SUBMISSION

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

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc. Attn: Vendor Administrator 3801 Paxton Street Harrisburg, PA 17111
Email	MSP_VendorMgmt@compaid.com

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

CONTENT

The invoice should contain the following information:

- Date of invoice
- Detailed description of milestone/deliverable and deliverable amount
 - **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from Peoplefluent
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom

ADDITIONAL DOCUMENTATION

The only documentation that needs to be submitted with the invoice is itemized re-billable expenses, if applicable

PAYMENT TERMS

Invoices are paid net 7 days from CAI's receipt of Commonwealth payment.

Statement of Work, O&M Invoicing Process

This document details the **statement of work (SOW)** invoicing process for Virginia's IT Contingent Labor (ITCL) Contract O&M fixed fee with optional T&M support SOWs. The monthly fixed fee and T&M support must be invoiced separately and follow the specific process for each as detailed below.

METHODS OF SUBMISSION - FIXED MONTHLY FEES

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

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc. Attn: Vendor Administrator 3801 Paxton Street Harrisburg, PA 17111
Email	MSP_VendorMgmt@compaid.com

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

CONTENT

The invoice should contain the following information:

- Date of invoice
- Detailed description of fixed fee and fixed fee amount
 - **Please note:** This should be an **EXACT** match of your SOW and the approved fixed fees from Peoplefluent
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom

ADDITIONAL DOCUMENTATION

The only documentation that needs to be submitted with the invoice is itemized re-billable expenses, if applicable

PAYMENT TERMS

Invoices are paid net 7 days from CAI's receipt of Commonwealth payment.

Statement of Work, O&M Invoicing Process - continued

METHODS OF SUBMISSION – T&M SUPPORT

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

METHOD OF SUBMISSION	
Mail	VA Vendor Invoicing Computer Aid, Inc. 1390 Ridgeview Drive Allentown, PA 18104
Email	VITA_Invoices@compaid.com

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

TIME PERIOD

The invoices should be for a true month time period (10/1 - 10/31, 11/1 – 11/30, etc).

CONTENT

The invoice should contain the following information:

- Time period
- Person's name
- Number of hours worked
- Vendor rate
- Total amount charged for individual resource
- Grand total for the invoice at the bottom

Please note: If you have multiple people engaged under the O&M SOW for T&M support, feel free to combine them on one invoice.

ADDITIONAL DOCUMENTATION

The only documentation that needs submitted with the invoice is itemized expenses, if any.

PAYMENT TERMS

Invoices are paid net **15** or **30** days (per your sub agreement with CAI) from the date we receive the correct invoice.

Additional Information

INVOICE CORRECTIONS

If there are errors on the invoice and a correction is requested, payment will be issued from the date we receive the correction, not the original submission.

PAYMENT STATUS

CAI has a web-based Accounts Payable Inquiry (API) system to track invoice payments. The URL for this site is <https://extranet.compaid.com/api/>. Once on the site's main page, you can activate your account by clicking on the blue "click here" to activate your account link and entering your Vendor ID and EIN. Once assigned your password, you can use that information to login. If you do not know your Vendor ID, contact MSP_VendorMgmt@compaid.com. If you are having problems with your password, please contact helpdesk@compaid.com or 877-234-4357. **Please note:** Invoices won't appear in API until approximately ten business days after submission.

QUESTIONS

Please direct all payment-related questions to AccountsPayableQuestions@compaid.com.