

## STATEMENT OF WORK INVOICING PROCESS

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This document details the **statement of work (SOW)** 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	
<b>Mail</b>	Computer Aid, Inc. Attn: Vendor Administrator 470 Friendship Road Suite 300 Harrisburg, PA 17111
<b>Email</b>	MSPNetwork_Help@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 deliverable and deliverable amount
  - **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from Peopleclick
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom

### ADDITIONAL DOCUMENTATION

The only documentation that needs 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.

**Please note:** 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.

### STATUS

CAI has a web-based system that allows you to view the status of invoices you've sent to CAI. To get access to this site, please 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).