

STAFF AUGMENTATION INVOICING PROCESS

This document details the **staff augmentation** 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	BrieAnn Howey 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
- 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

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

PAYMENT TERMS

Invoices are paid net **30** days from the date we receive the correct invoice. 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. For access, please contact CAI's MSP Help Desk at 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.