Vendor Portal and Electronic Invoices General Guidelines

1. Account Security and Access:

- Login credentials cannot be shared.
- Two-factor authentication code is required at each login.
- Only individuals directly involved in the invoice submittal process will have accounts.
- ACH account set-up for electronic payment remittance and banking account updates are to be made via the vendor portal account only.
- The vendor portal is best accessed using Google Chrome.

2. Invoice dates:

- The invoice date will be the date submitted.
- Payment terms begins when GTC receives a completed invoice with all complete and accurate supporting documentation. Any incomplete invoices are subject to rejection.
- If the original invoice submittal is not complete and a revision, correction, or additional documentation is required, the re-submittal date drives the payment terms.
- Invoice submittal should occur within 30 days of work completion.
- Double-check any calculations/utilize the "review invoice" before submittal.

3. Attachments:

- Attachments in PDF format are preferred.
- There is no ile size limitation.
- There is no limitation to the number of attachments.
- Capital Construction and Operations and Maintenance invoice attachments should be per the below "check lists," fully signed and completed.
- All other service invoice attachments should include — but not be limited to — miscellaneous receipts for material or meals, timesheets (approved or signed by GTC Authorized Person), inspection reports, third party billing, PDF of internally generated invoice.

CAPITAL CONSTRUCTION BID PROJECT PROGRESS INVOICE REQUIREMENTS: **PROJECT SPECIFIC BID PROJECTS (UNIT BASED)**	**Sign-off Requirements**
Unit sheet with billing date and billing number included	Contractor & Inspector
Pre-approved Change Order with applicable items included:	Contractor & Inspector
->Time sheets for man-hours and equipment	Contractor & Inspector
->Subcontractor, rental equipment, materials summary with mark-ups	Contractor & Inspector
->Back-up documentation for mark-up items	none

CAPITAL CONSTRUCTION TIME AND MATERIAL/WORK AUTHORIZATION INVOICE REQUIREMENTS: **TIME AND MATERIAL (RATE BASED)**	**Sign-off Requirements**
Time sheets for man-hours and equipment	Contractor & Inspector (Environmental Tech for grading and erosion control)
Subcontractor, rental equipment, materials summary with mark-ups	Contractor & Inspector
->Back-up documentation for mark-up items	none

OPERATIONS AND MAINTENANCE INVOICE REQUIREMENTS, as applicable and unless otherwise noted on the task release:	**Sign-off/Review Requirements**
Documents as applicable to specific billing, with applicable items below included:	
->Time sheets for man-hours and equipment, including overtime approvals, include approval or signature of Authorized GTC Person.	Contractor & O&M Rep
->Subcontractor, rental equipment, materials summary with mark-ups, including back-up documentation and any third-party invoices.	Contractor & O&M Rep
->Per Diem and mileage clearly defined, including origination and destination points.	Contractor & O&M Rep