

Vendor Portal and Electronic Invoices General Guidelines

Sept. 2021

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.
- 30 days payment terms begins when GTC receives a completed invoice with all complete and accurate supporting documentation.
- If the original invoice submittal is not complete and a revision, correction, or additional documentation is required, the new 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 file size limitation.
- There is no limitation to the number of attachments.
- Construction agreement Attachments should be per the “check list”, fully signed and complete. See “Invoice Backup Documentation Checklist” exhibit below and provided with each contract award notification.
- Attachments for non-construction invoices should include any documentation historically included with non-electronic invoices, including — but not limited to — miscellaneous receipts for material or meals, time-sheets, inspection reports, third party billing, PDF of internally generated invoice.

The following documentation must be included with any bid project progress invoice submittals:	
PROJECT SPECIFIC BID PROJECTS	Sign-off Requirements
Unit sheet with billing date and billing number included	Contractor & Inspector
Change order as applicable to specific progress billing, with applicable items below 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

The following documentation must be included with any time & material contracts work authorization invoice submittals:	
WORK AUTHORIZATIONS	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