

INVOICE & CHANGE ORDER REQUEST GUIDELINES:

The following parameters exist for Invoice & Change Order Request (COR) Processing.

Please follow the 1-1-1 Rule.

ONLY ONE (1) INVOICE or Change Order Request No. ; PER ONE (1) CONTRACT/PROJECT, with ONE (1) ATTACHMENT. An invoice / COR MUST reference ONE Contract /Project only -- we cannot accept an invoice which references multiple contracts/projects. Invoices remitted in this fashion will be denied and returned to the subcontractor/vendor.

PLEASE NOTE:

- You will need to ENTER ONLINE the following information to remit your invoice or change order request:
 - * Your Company Name
 - * Your Contact Name
 - * Email Address (Contact)
 - * Type of Document: (Invoice, Change Order Request)
 - * Project Description
 - * 5 Digit Project No. (This is referenced on your contract)
 - * Invoice / COR No.
 - * Invoice/ COR Amount \$
 - * Attachments: each document needs to be an acceptable file format.
Acceptable file format (PDF, XLS, TFFF, DOC)

- Hard copies of invoices/ COR **DO NOT NEED** to be sent to Menemsha.