

# Menemsha: Invoice / Change Order Procedure for Contractors / Vendors

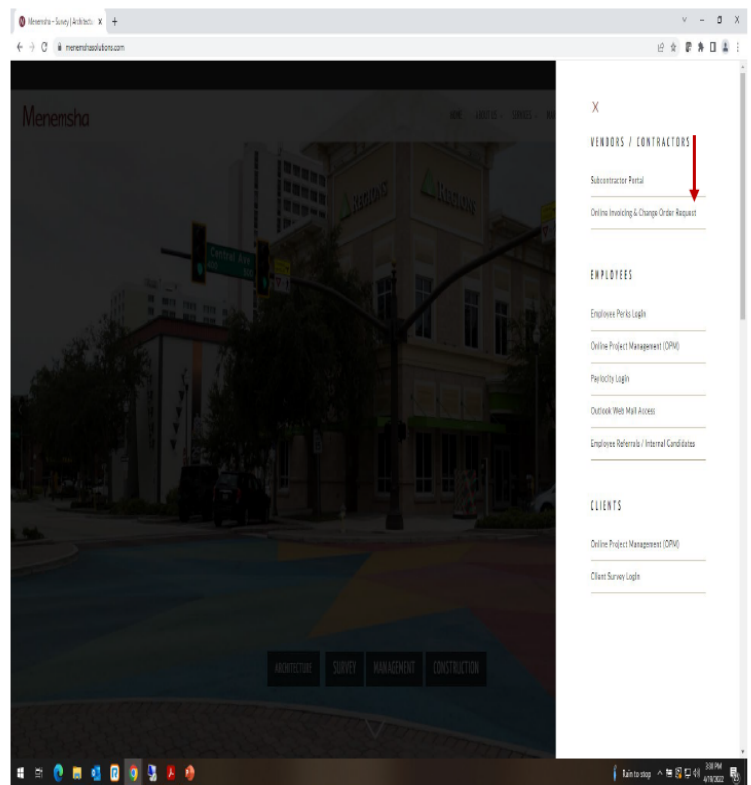
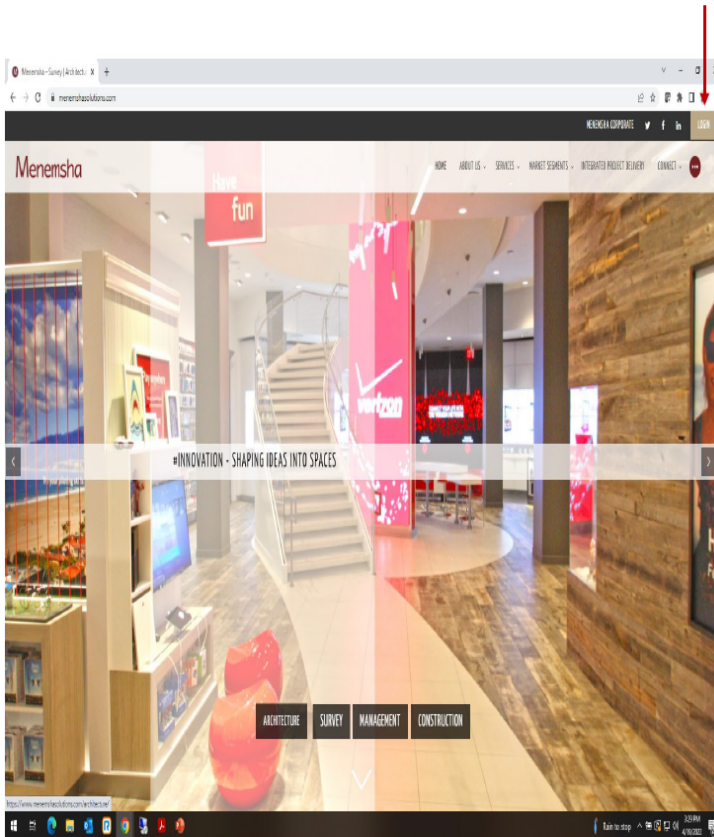


To our vendors / contractors:

**ALL INVOICES AND CHANGE ORDERS** must be submitted for payment, via Menemsha's ONLINE INVOICING tool. If your invoices and change orders are not uploaded timely this can delay payments and funding. If you have any issues/concerns/questions, please contact the Project Manager you are currently working with.

In order to submit your Invoices and Change Orders to Menemsha, please follow these steps:

- 1) All vendors/contractors must go to: [www.menemshasolutions.com](http://www.menemshasolutions.com)
- 2) Click the LOGIN icon (upper right).  
This will take you to the 'Vendor/Contractors' Portal.  
Select the link: [Menemsha Online Invoicing and Change Order Request](#)



## INVOICE / CHANGE ORDER GUIDELINES

**The following parameters exist for Invoice / Change Order Processing. Please follow the 1-1-1 Rule:**

**ONE (1) INVOICE NO.; PER ONE(1) CONTRACT; with ONE(1)ATTACHMENT.** An invoice MUST reference payment for ONE Contract only -- we cannot accept an invoice which references multiple contracts. Invoices remitted in this fashion will be denied. (Please Note: Reimbursable expenses can be invoiced separately OR with the labor/services invoice. We highly recommend that you invoice reimbursable expenses separately from the services you have provided so that payment is not delayed for work you have completed.

**ONE (1) CHANGE ORDER; PER ONE (1) CONTRACT; with ONE (1) ATTACHMENT.** A Change Order MUST reference ONE Contract only -- we cannot accept a change order which references multiple contracts. Change Orders remitted in this fashion will be denied.

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The screenshot shows the Menemsha web application interface for processing invoices and change orders. The header includes the Menemsha logo and the tagline 'SURVEY | DESIGN | BUILD'. The main title of the form is 'Invoice & Change Order Processing'. The form is divided into several sections: 1. Company Information: Fields for Company Name, Contact Name, and Email, with a prompt to 'Please fill out the following invoice Submittal form.' 2. Submission Details: A 'Submitting' dropdown menu set to 'Please Select', a 'Date' field with a calendar icon, and a 'Project Name/Description' text area. 3. Contract Information: A 'Contract/Project No.' field with a red warning message: 'You MUST enter the Contract/Project No. provided on your contract agreement. Only ONE file can be attached.' Below this is a note: 'Your Contract/Project No. is at MINIMUM 5 digits and MAY be followed with a "00" for contracts that include multiple project sites.' 4. Invoice/Change Order Details: Fields for 'Invoice / Change Order No.' and 'Invoice / Change Order Amount' (with a '\$' symbol and a '0' in the input field). 5. Attachment: A section showing 'Current Attachment: None' with a 'Choose File' button and a 'No file chosen' status. 6. Comments: A large text area for user comments. 7. Navigation: At the bottom, there are checkboxes for 'Skip This Notification' and 'Test Notification', and a 'Cancel' button.

Follow these instructions when posting your invoice / change order:

- Your Company Name
- Your Contact Name
- Email Address (Contact)
- Type of Document: (Invoice, Change Order,)
- Date
- Project Name / Description
- Contract No/Project No.:
- Invoice No. / Change Order No.
- Invoice / Change Order Amount \$
- Attachments: each document needs to be an acceptable file format. Acceptable file format (PDF, XLS, TFFF, DOC)

Once the information has been entered you are now able to submit the invoice / change order.

Select Submit

Hard copies of invoices **DO NOT NEED** to be sent to Menemsha. You will receive a response from the Online System identifying that your invoice(s) have been received at Menemsha.