

FIXED PRICE, DELIVERABLES-BASED STATEMENT OF WORK INVOICING PROCESS

This document details the fixed price, deliverables-based **statement of work (SOW)** invoicing process for Arkansas’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	Computer Aid, Inc. Attn: Vendor Administrator 3801 Paxton Street Harrisburg, PA 17111
Email	MSP_VendorMgmt@compaid.com

Please note: If sending via email, please send in PDF, Excel, or Word format.

CONTENT

The invoice should contain the following information:

- Date of invoice
- Detailed description of deliverable and deliverable amount
 - **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from Peoplefluent
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom

ADDITIONAL DOCUMENTATION

The only documentation that needs submitted with the invoice is itemized re-billable expenses, if applicable.

PAYMENT TERMS

Invoices are paid net **7** days from CAI’s receipt of State payment.

Please note: 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.

PAYMENT STATUS

CAI has a web-based Accounts Payable Inquiry (API) system to track invoice payments. The URL for this site is <https://extranet.compaid.com/api/>. Once on the site’s main page, you can activate your account by clicking on the blue “click here” to activate your account link and entering your Vendor ID and EIN. Once assigned your password, you can use that information to login. If you do not know your Vendor ID, contact **MSP_VendorMgmt@compaid.com**. If you are having problems with your password, please contact helpdesk@compaid.com or 877-234-4357. **Please note:** Invoices won’t appear in API until approximately ten business days after submission.

QUESTIONS

Please direct all payment-related questions to AccountsPayableQuestions@compaid.com.