

ELECTRONIC SUBMISSION

Background

RIUST Review Board has recently upgraded the claims database to allow for “Electronic Submission” of invoice information. This is part of an ongoing effort to improve the review process and eliminate the reentry of data and its associated errors. **WE STRONGLY ENCOURAGE THE USE OF ELECTRONIC SUBMISSION!**

Instructions

A Microsoft Excel file has been created called “RIUSTSubmission.xls”. This is the only file that may be used for submission of invoice data. **A printed version of this completed form can be used as a substitute for the vendor expenditure forms normally required for submission.**

1. Copy and rename this file using the following naming scheme.

RFR#, Disbursement#, Using DISB as an abbreviation.

i.e. For a submission for RFR number 401 for Disbursement 22
use the file name 401DISB22.xls

The file is capable of accepting information for a maximum of thirty (30) invoices. If additional space is needed, please create an additional file as Volume 2 as follows (using VOL as an abbreviation):

i.e. 401DISB22VOL2.xls

2. Enter the required information in the gray boxes ONLY. The file should be locked as to not allow edits to other cells in the sheet.

RFR Number - Enter the RFR Number assigned by RIUST in each line where invoice data is entered. Do not enter the RFR number on lines which will not be used for invoice data.

Vendor - Enter the vendor/contractor/supplier for the primary invoice being submitted.

Invoice Number - Enter the invoice number as it appears on the original invoice being submitted.

Invoice Date - Enter the date as indicated on the invoice.

Invoice Amount - Enter the invoice amount as it appears on the invoice. In the event that the entire invoice is not being claimed for reimbursement, this field should be modified to reflect the claimed amount. It is suggested, however, that the amount entered in this form also be indicated on the invoice with any deductions in order to show EXACTLY which items are not claimed or EXACTLY what discount has been applied.

If this invoice is a Resubmittal, enter the amount that is being claimed for resubmittal. This amount may not exceed the amount indicated as "No Backup" on the "Claim Summary Detail Report".

Resubmittal - Enter an upper case "N" to show that this invoice is not a resubmittal. Enter an uppercase "Y" to indicate that this invoice is being resubmitted.

Third Party - Enter an uppercase "N" to indicate that the invoice is not a Third Party Claim. If you are using this form for a Third Party invoice you must first contact the RIUST Review Board office.

Work Start Date - Enter the first date of work for which this specific invoice contains costs.

Work End Date - Enter the last date of work for which this specific invoice contains costs.

Memo - Enter a detailed description of the scope of work which this specific invoice covers. Ignore the formatting for printing purposes.

3. Submit a printed version of the completed form with your submission package. Ignore formatting issues.
4. You may submit the file(s) on a 3.5 inch floppy disk or a CD-R with your application package or make special arrangements with the office for email submission.