



## **Invoicing Procedures**

To: All Vendors

Broughton Construction Company does not accept invoices via email, mail or fax. Invoices will only be processed if submitted by vendors using our website:

- <http://invsystem.broughtonconstruction.com/invsystem/login.php>

Please complete the Subcontractor Prequalification Form and email to [Accounting@BroughtonConstruction.com](mailto:Accounting@BroughtonConstruction.com) along with a IRS Form W9 to have your company setup with a Username and Password.

For your convenience we have provided you with links to a few short tutorials that will assist with utilizing the system:

- [http://broughtonconstruction.com/videos/update\\_profile/update\\_profile.html](http://broughtonconstruction.com/videos/update_profile/update_profile.html)
- <http://broughtonconstruction.com/videos/invoices/invoices.html>
- [http://broughtonconstruction.com/videos/insurance\\_certificates/insurance\\_certificates.html](http://broughtonconstruction.com/videos/insurance_certificates/insurance_certificates.html)

Invoices must be uploaded into the Invoice Management System in AIA format by the 20<sup>th</sup> of each month. Invoices received after the 20<sup>th</sup> of the month may not be processed in that month's requisition resulting in delayed payment. The system allows all vendors to check the approval status of any submitted invoice and to communicate with project managers regarding the status of all invoices.

Please forward all questions or concerns regarding invoices or payments to [Accounting@BroughtonConstruction.com](mailto:Accounting@BroughtonConstruction.com). You will receive a response within 24 hours of your inquiry.

Thank You.