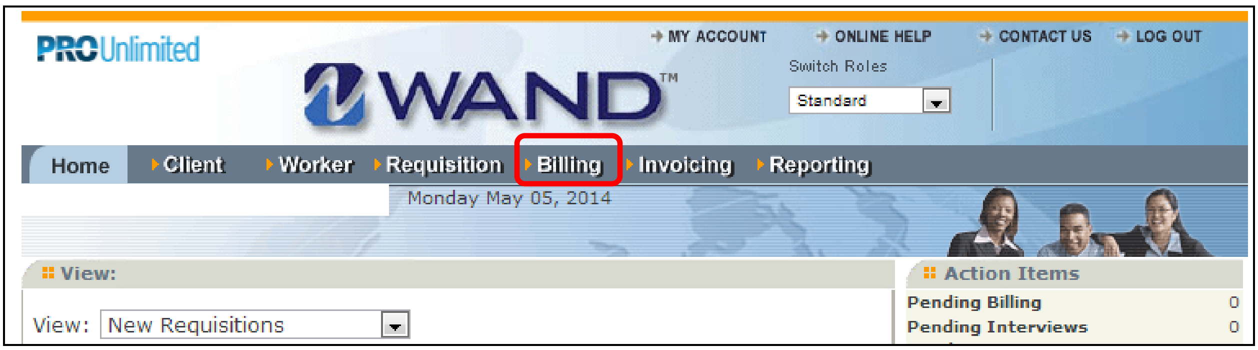
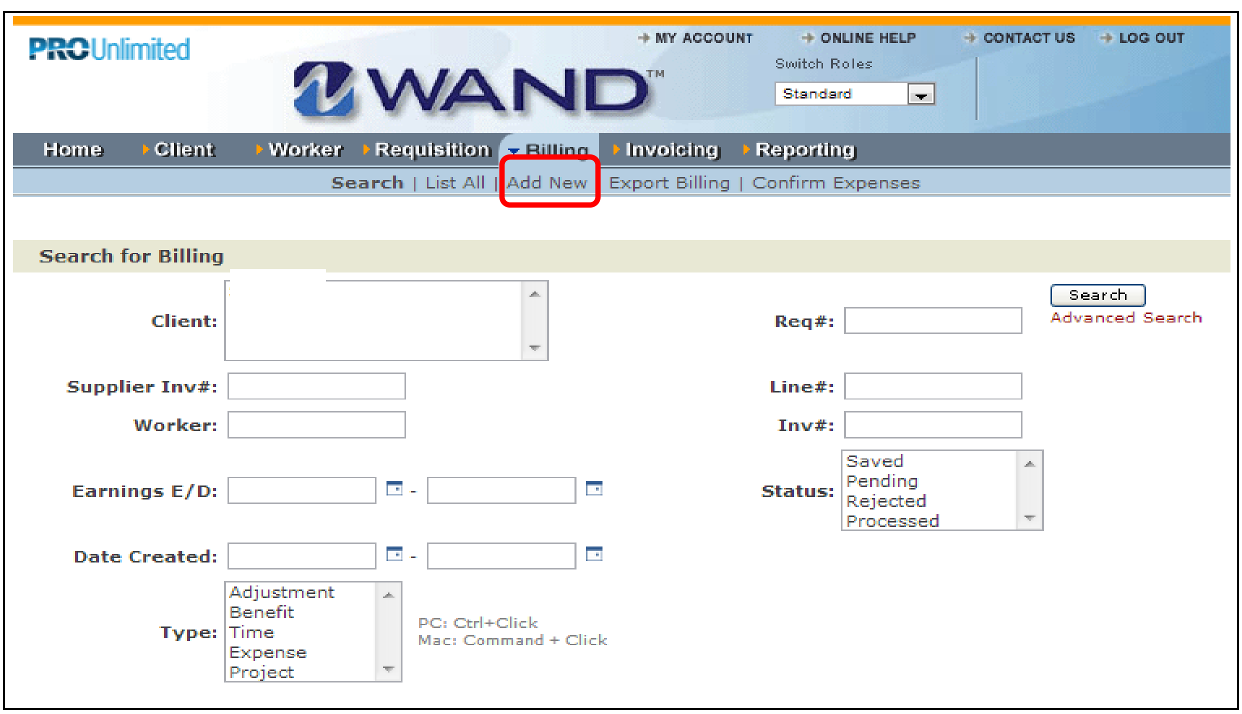
WAND SUPPLIER INSTRUCTIONS
Project Billing Submittal

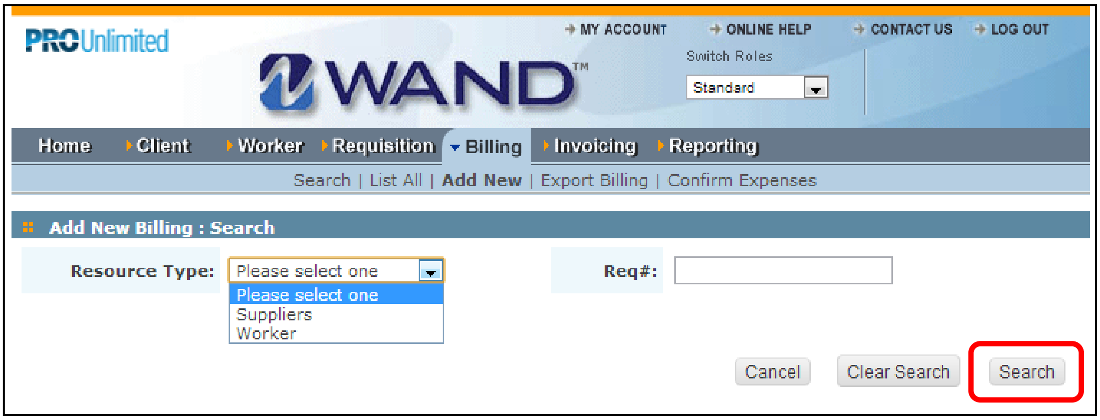
From the WAND Home Page, click on the ***Billing*** tab.



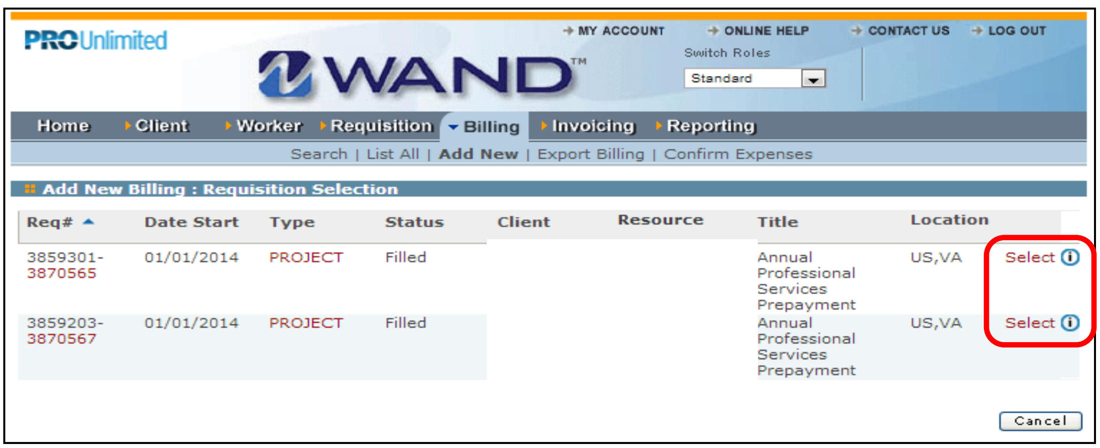
Click on ***Add New***.



Select the ***Resource Type*** (Suppliers or Worker). If supplier is selected, all available suppliers will list below. To select a displayed supplier, click on the supplier's name. You may also search by Requisition number by entering the Req # and clicking ***Search.***



Click on ***Select*** next to the correct Requisition.



Select the ***Billing Type*** (Project). Click ***Submit***.

You will be able to enter invoicing based on ***Positions***, ***Materials***, and/or ***Milestones***.

Position-based billing: Billing based on one or more positions
Material-based billing: Billing based on a flat unit price for material costs
Milestone-based billing: Billing based on a flat rate for the project deliverable

These parameters are determined during the initial setup of the project requisition.
For example: If the contracting manager originally determines that payment for the project will be processed based on milestones, then when you submit the invoice in WAND, you will only have the option of invoicing based on milestones. If you find that you need to invoice based on a parameter other than what is available to you in WAND, please contact your PRO representative.

If you have an Internal Reference number that you would like to use for this billing item to assist with payment reconciliation you can enter it in the ***Internal Supplier Reference*** field. Hover your mouse over the Help Text icon to get help on what the field means. Note that this field will be available on the Supplier Payment Invoice report.

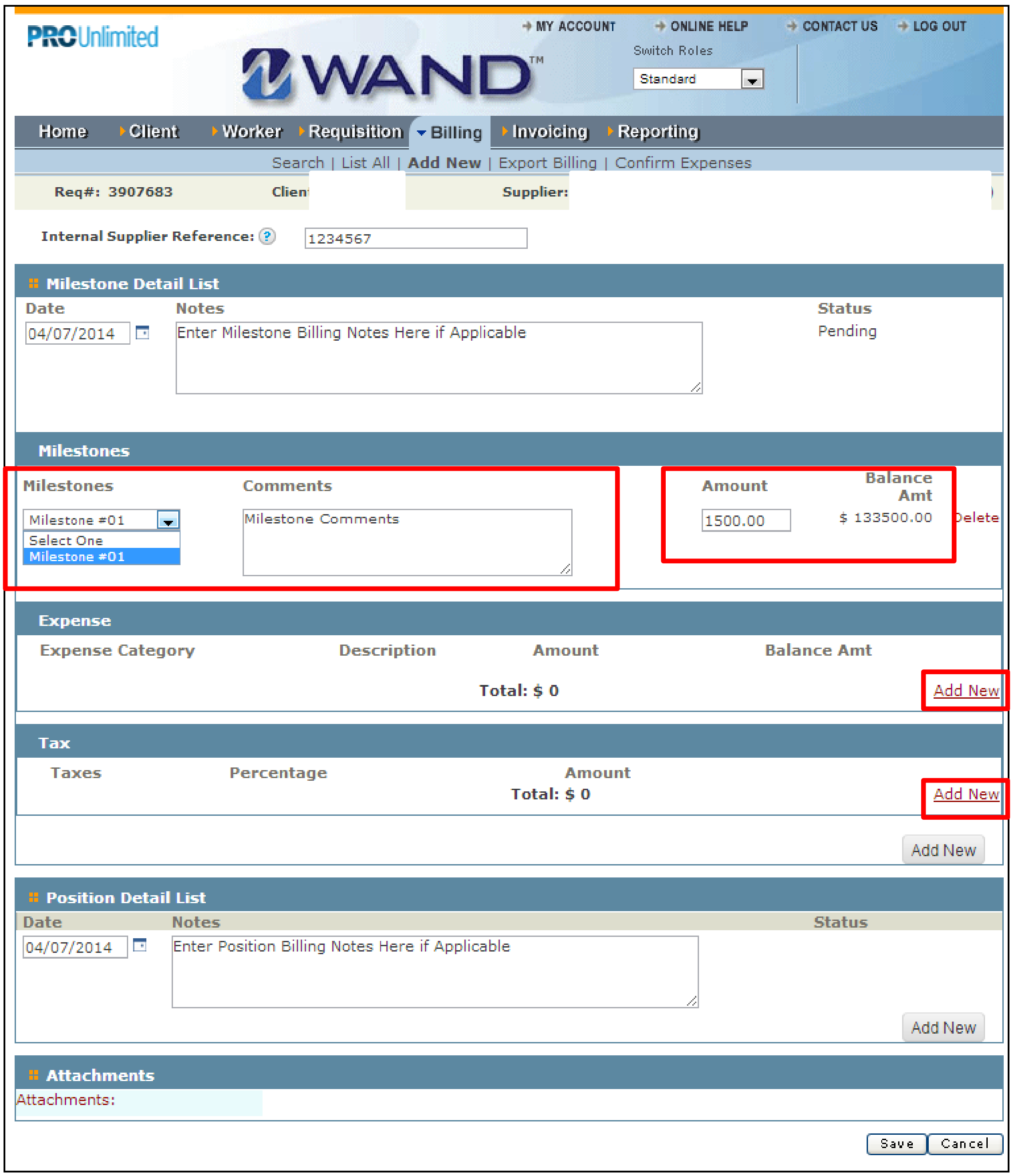
Next, enter the ***Date*** and any ***Notes*** in regards to the Milestone, Materials, or Position-based billing you are entering. You can also add an ***Attachment*** by click on the red ***Attachments*** link.

When complete, click on ***Add New*** under the section you would like to add billing for (Milestone, Position, or Materials).

Please Note: This screenshot example shows both Milestone and Position billing options. What you see when submitting a project billing will depend on how the project was setup.

Once you've clicked on ***Add New***, you will now see the screen below. You will start by adding your ***Milestone*** information. WAND will show you the remaining dollar balance for ***Milestones*** for this Project. You will enter the billing amount for this particular Milestone in the ***Amount*** field.

Next, you will enter any ***Expense, Tax*** or ***Custom Fields*** applicable to this Milestone billing by clicking on the red ***Add New*** hyperlink on the right in each section.

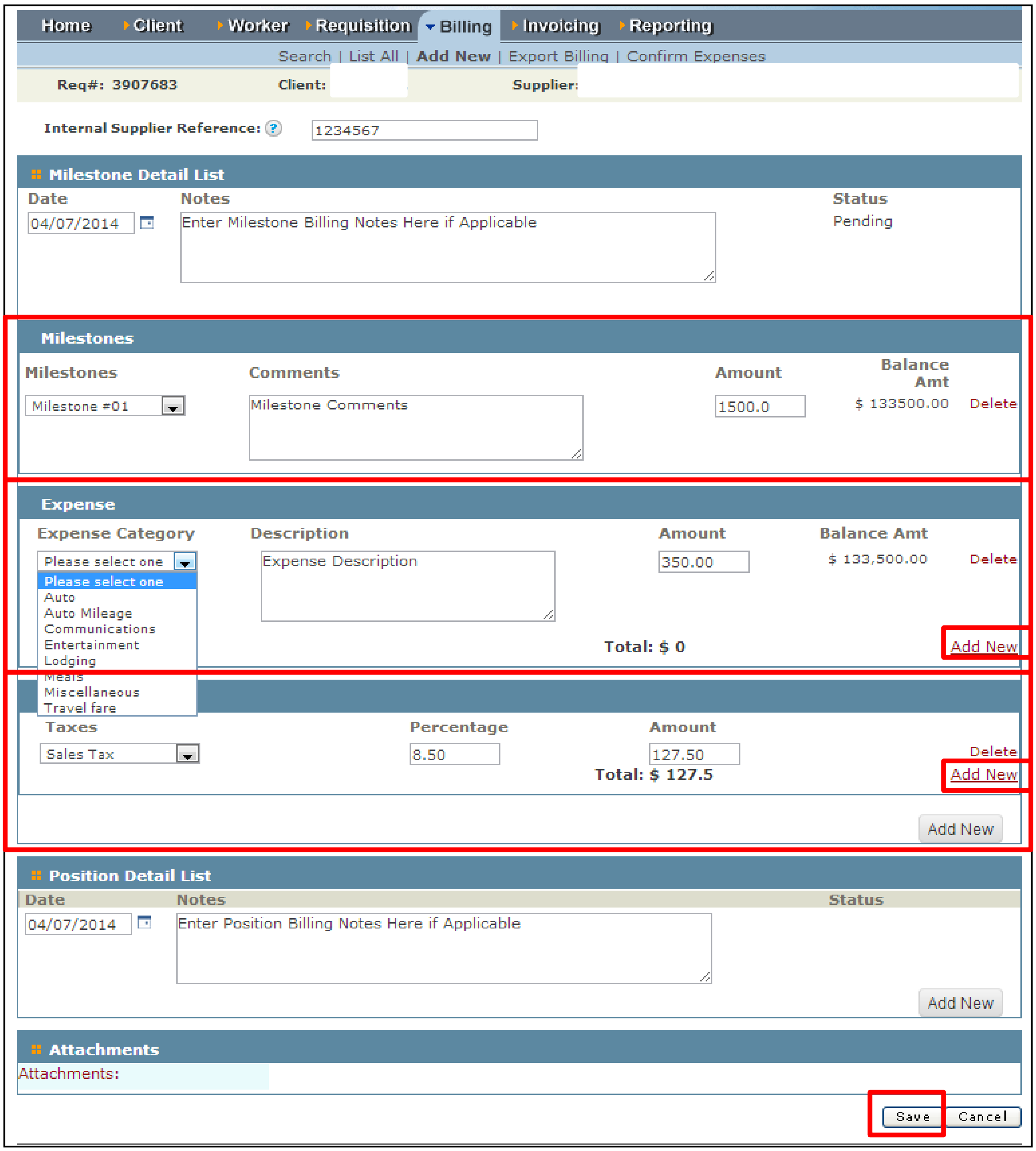


After clicking the ***Add New*** red hyperlink for the sections you need, you will see below that it has expanded the section allowing you to now enter your ***Expense***, or ***Tax*** information.

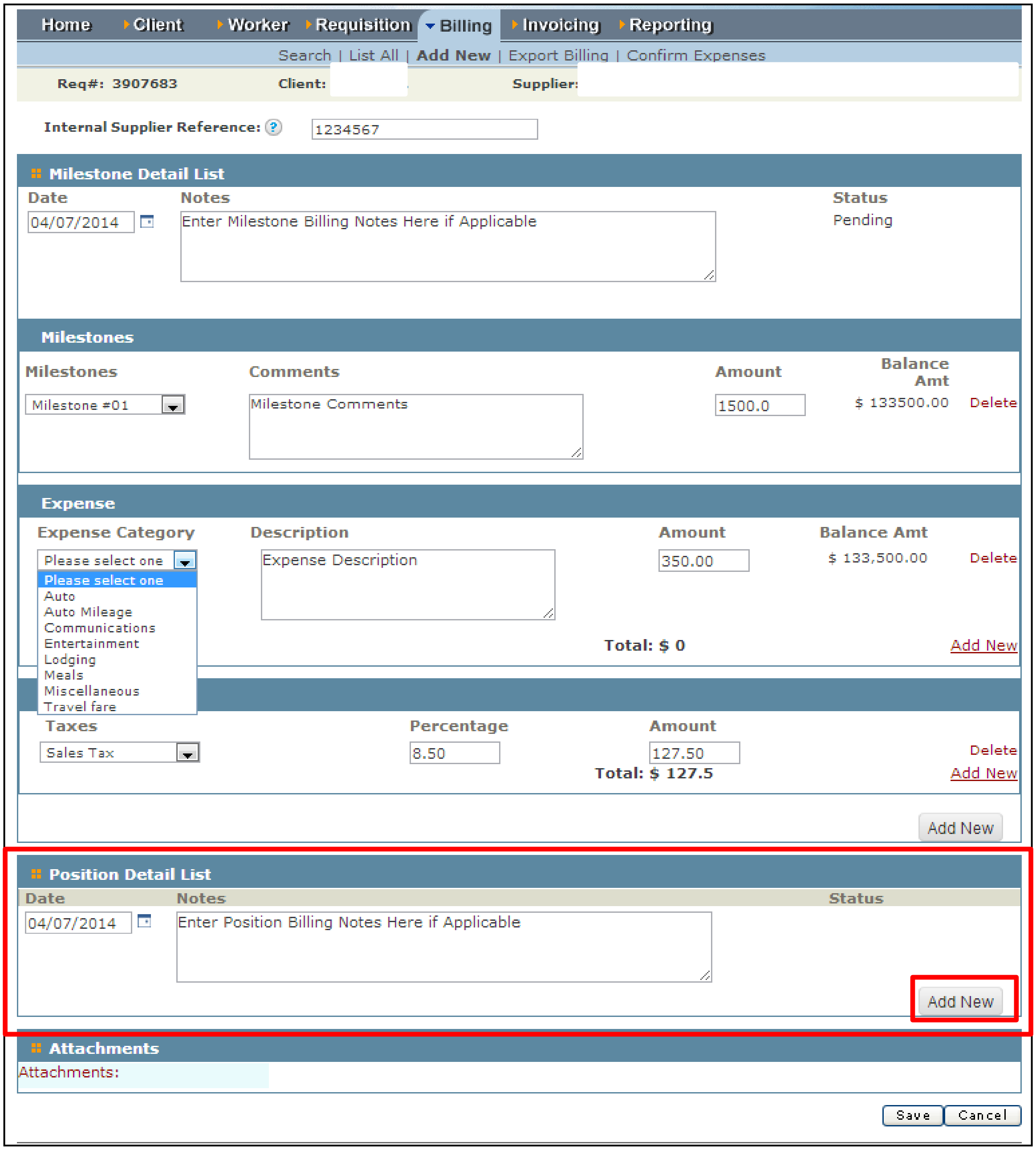
Enter the billing information for the sections selected. Click on the ***Add New*** red hyperlink again in each section to add an additional ***Expense***, or ***Tax***.

When you are finished, click on the Save button at the bottom of the page.

Note: Some clients have Custom Field options.

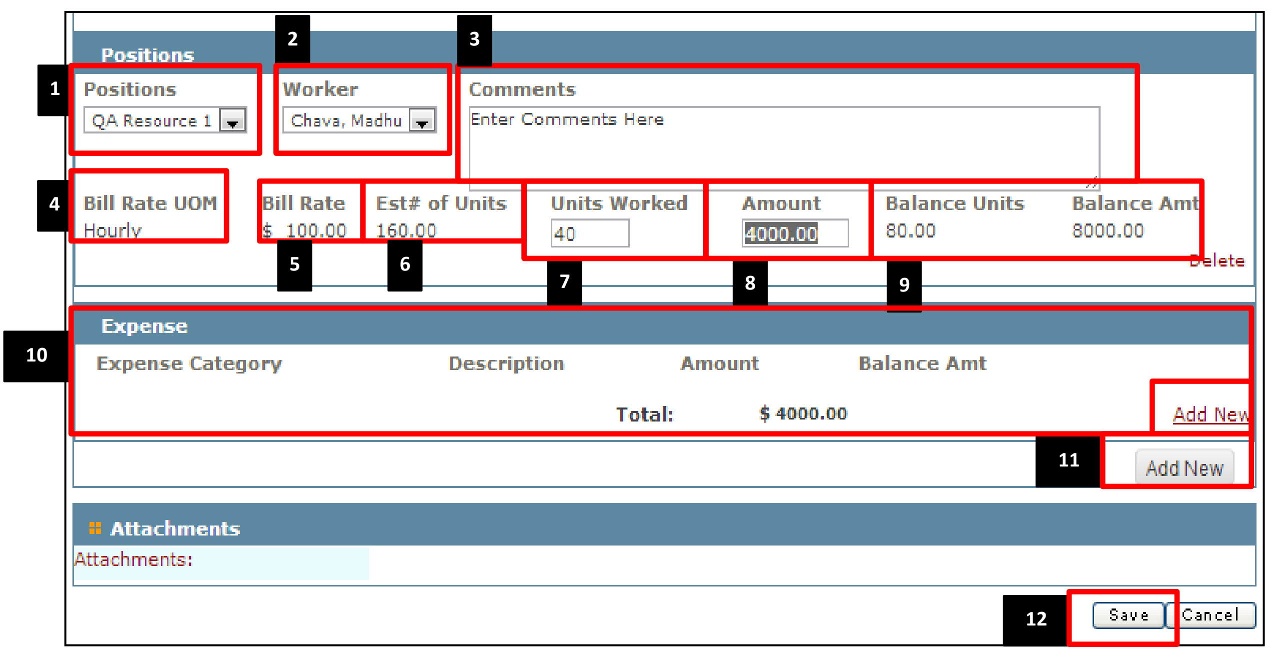


To add ***Position Details***, scroll down to the ***Position Details List*** section, enter the date and any notes, then click on ***Add New***:



Position Billing:

1. Select the appropriate ***Position*** from the drop down list.
2. Select the ***Worker*** associated if applicable. **Note:** This is an optional field.
3. Enter any ***Comments*** related to this position.
4. ***Bill Rate UOM*** (unit of measure) will show how this project is setup either by Hourly, Daily, or Weekly bill rate.
5. ***Bill Rate*** shows the rate per unit of measure setup for this position.
6. ***Est # of Units*** shows how many units were estimated for this position.
7. Enter the number of ***Units Worked*** (Hours, Days, or Weeks). In this example the Units Worked are by hour.
8. Tab over to the ***Amount*** field and the dollar amount will automatically populate based on the unit of measure, bill rate, and units worked.
9. The ***Balance Units*** and ***Balance Amt*** fields will also automatically update based on remaining ***Est # of Units*** and ***Amount***.
10. You may also enter any Expenses for the position and/or position worker combination under the ***Expense*** section. Click on the Add New red hyperlink to add multiple expenses.
11. To add another position or another worker under the same position, click on the ***Add New*** button at the bottom.
12. When finished click on the ***Save*** button at the bottom of the page.



Once you have Saved your billing information, you will see the screen below. At the top it will have a ***Billing Line #*** assigned to each item you entered (i.e. ***Milestone, Expense***).

When you are finished, simply click on the ***Done*** button at the bottom of the page. Your billing items have been submitted for processing.