

Create a Payment Request on a Work Order

Create a Work Order Payment Request

1. Log on to <http://iqnavigator.com>
2. Click on the  tab, then click on 
3. From the dashboard, click on the  **Customer Login**, then click the  button and enter in your login information
4. Click on  tab
5. Click on [assignment list](#) sub-menu link; the system displays a list of your assignments
6. From the displayed list, locate the assignment you want to invoice
7. Click on the checkbox next to the assignment number
8. Click on the modify button  (at the top of the column of checkboxes)
9. On the next screen, click the checkbox next to Create Payment Requests. Then click on the  button
10. Fill in the fields on the screen and attach supporting documents
 - **Choose Payment Type:** Select from drop down the applicable payment type
 - **Enter Requested Amount:** Input value to be invoiced
 - **Comments:** Optional field
 - **Supplier Invoice Number:** Input your internal invoice number. A maximum of 16 characters, including special characters, can be provided on the payment remittance. The invoice number **MUST be unique**. If the same invoice number is used, the TI A/P system flags the invoice as a duplicate and this **will delay payment**.
 - **Supplier Invoice Date:** Input the invoice date associated to your internal invoice number. Your invoice date along with your pay terms will be used to calculate the payment date. The invoice date should be no earlier than the date the work is completed and should never be a date in the future.
 - **Payment Request Attachment:** Attach an invoice per the following:
 - The invoice shall include the Company Name, Company Invoice number, IQN Agreement number, and Invoice Date.
 - The invoice shall be in English and can be of any file format (PDF, XLS, DOC...).
 - The invoice shall contain sufficient billing details to make it clear what is being invoiced, and it should be easy for an auditor or approver to correlate the details with the IQN/SOW.
 - If a payment request is for service that is Time and Material based, the invoice shall include:
 - The name of the resource and Job Title,
 - The hours, weeks, or months worked by each resource,
 - The hourly, weekly, or monthly rate for each resource,
 - Premium/overtime hours and rates (if applicable).

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- For pre-approved material payment requests, copies of the receipts or invoices from the material supplier shall be attached.
- For pre-approved travel expenses, follow the TI Travel and Living Expense Guidelines in the TI/Supplier Agreement.

11. Click on the [next](#) button, then click on the [finish](#) button

12. Click on the [payment requests list](#) sub-menu link

13. Status: **Submitted for Approval:** Supplier has submitted payment request; TI Approver has been notified

Approved: TI Approver has approved payment request but has not submitted it for invoicing; Supplier has been notified

Submitted for Invoicing: TI Approver has approved payment request and submitted it for invoicing; Supplier has been notified

Editing: Supplier has not submitted the payment request to TI for approval and needs to Submit for Approval or Cancel

Rejected: TI has rejected the payment request; Supplier needs to correct and re-Submit for Approval or Cancel the payment request