The Invoice Submittal process must be initiated by the municipality for District reimbursement. Supporting documents will need to accompany this invoice submittal process and is also outlined in these steps as Attach Documents. If you have any questions you can contact Jerome Flogel, P.E. –jflogel@mmsd.com or Nicolas Nadelhoffer – nnadelhoffer@mmsd.com

1) Login to e-BUILDER
2) Click on the Projects Tab and find your project. If you have multiple projects with the District, ensure you are selecting the appropriate project.

3) Select the appropriate project.
4) Select the "Processes" tab

Ensure you have the correct project and Funding Agreement opened
5) Select the “Start Process” tab

6) Select “Invoice Approval (All Invoice Types) (INV)”
7) Begin the process by inserting the municipal cover letter stating that you are requesting reimbursement for your project (See following enlarged picture).

8) Use the “Drag and drop” function to upload the cover letter to e-BUILDER. If this function does not work, use the “Browse Computer” tab to locate the letter on your computer and insert the document.
9) Verify that the document was inserted successfully. The name of the document should appear as indicated here.

10) Select the “Upload” tab to complete the cover letter upload.
Items marked with an * are required fields.

Commitment Invoice Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Commitment</th>
<th>Company/Contact</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commitment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Test Backside</td>
</tr>
<tr>
<td>2-test Community 1</td>
</tr>
<tr>
<td>Nick Test Commitment Village of Bayside</td>
</tr>
</tbody>
</table>

Payment Due Date: [Date]

Commitment Invoice Custom Fields

- Payment Due Date: [Date]
- Lawson Vendor Name: [Name]
- Lawson Vendor Number: [Number]
- System Code: [Code]
- Labor Invoice?: [Yes/No]

Invoice Items

There are no Commitment Invoice Items

The section below is ONLY applicable to final invoices.

For all final invoices associated with a contract, please attach the Contract Final Acceptance process via the attached processes tab.

For final invoices associated with a construction contract, please attach the additional requisite files in the fields below.

Lien Waivers: [Files]
11) “From Date” is the start date of this invoicing period

12) “To Date” is end date of this invoicing period

13) “Vendor Invoice Date” is the date that the municipality submits the invoice to the District

14) The municipality will ALWAYS answer this question with a “No”

15) Verify whether this is or is not a FINAL invoice
16) “Date Received” will auto populate

17) Select the appropriate Commitment from the drop-down list
### IMPORTANT!

18) **IMPORTANT!** Ensure that you fill in the correct “Invoice Amount”.

19) This section is filled in **ONLY** if this is a final invoice.

<table>
<thead>
<tr>
<th>Commitment Item #</th>
<th>Description</th>
<th>Budget Line Item</th>
<th>Current Commitment</th>
<th>Invoiced To Date</th>
<th>Retained To Date</th>
<th>Remaining to be Invoiced</th>
<th>Invoice Amount</th>
<th>Retainage %</th>
<th>Retained This Invoice</th>
<th>Custom Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-001</td>
<td>Village of Bayside Agreements</td>
<td>P-G-101</td>
<td>50,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>50,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
To attach documents, click on the “Attach Documents” tab.

Attached documents that support the amount that you are requesting for reimbursement. These documents may include contractor invoices, consultant invoices, excel spreadsheets, etc. that back up your reimbursement request.

Final project deliverables such as daily inspection reports, videos, QA/QC sheets, etc should NOT be included. Alternate means of delivery to the District should be made.
21) When you have attached all supporting documents, click of the “Finish” tab.

22) Use the “Drag and Drop” method as previously described. Include a description of your document.
23) All attached supporting documents will appear as shown here

24) Verify all appropriate documents are attached, click the “Submit” tab

25) You will be asked if you want to complete the following action, click the “Yes, Submit” tab to complete the invoice and attach documents submittal process

If you have any questions regarding this process, please contact Jerome Flogel, P.E. – jflogel@mmsd.com or Nicolas Nadelhoffer – nnadelhoffer@mmsd.com