

Invoicing Process

To support high-wage job creation, retention, and career advancement through invoice verification



Receive Progress Payments

Receive P1 then P2

START

Receive/Process Final Invoice(s)

Multiple finals can be submitted for review during the life of a contract. ETP staff reviews for data to ensure contract requirements have been met



Process P1/P2

Process as advancement or credit-only



Receive/Review Closeout

The last invoice to close a contract is reviewed for a final determination on what can be officially paid or owed to ETP. ETP staff works with you to go over any issues/concerns.



Preliminary Email

An email is sent to share data for final determination before approving invoice and closing contract.



Contract Closed

The agreed upon determination is finalized, and payment is sent or an overpayment is due to ETP.

FINISH

This is ideal, but there are variations in this process dependent on issues found in review.