OnBase Invoice Upload System Changes

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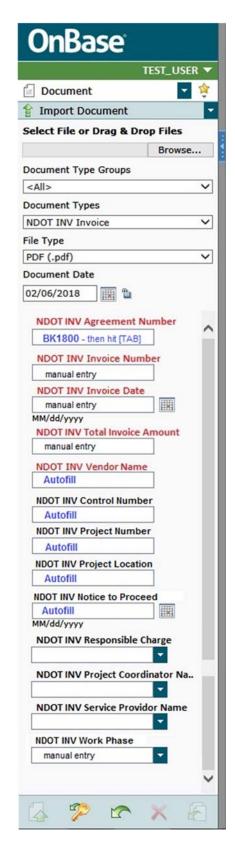

(May 16, 2018) Consistent with our ongoing effort to make NDOT easier to do business with, OnBase users who submit invoices to NDOT will notice some helpful changes beginning May 21.

First off is a reordering of the keywords that must be filled out when uploading an invoice. Although project and control numbers are very important project identifiers, the Agreement Number is the most important number when it comes to invoicing for your services. Therefore, the Agreement Number keyword will now be located at the top of the keyword list. This not only emphasizes the importance of the Agreement Number, but also allows the magic of "autofill" to cut down on the remaining keywords that must be typed in by the user.

By entering the Agreement Number and hitting the TAB key, OnBase will automatically populate other related project keywords such as Control Number, Project Number, Project Location, Vendor Name, and Notice to Proceed date.   To ensure you typed in the correct Agreement Number you are invoicing for, please double-check these autofilled keywords to make sure they match your records. If Vendor Name does not autofill, this may be a sign that you typed in the wrong agreement number, or you are typing in a Master Agreement (MA) number. MAs cannot be invoiced against; you must enter the task order agreement number. Please be patient as your wait for the autofill to work as it can take up to 15 seconds to work on a remote connection.

The Agreement Number (2 letters and 4 numbers, example BK1800) is typically located at the top right corner of the agreement, and should be listed on the NDOT Form 162 – Cost Breakdown Form that is submitted with your invoices. Contact an NDOT representative if you cannot find your Agreement Number.

Please pass this along to those in your firm that process NDOT invoices for you.

   -NDOT Consultant Services Team

Want to know more about NDOT invoicing using OnBase? Take a look at our OnBase Information page and the Consultant Invoice User Guide.