



AP checklist

Subcontractor name:

Job Number/s:

Date:

Before paying the EO invoice , investigate the following:

<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	CO has paid (If not, obtain payment date from CO and pass on to EO)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	EO's invoice amount matches WO amount (or note left on CRM to approve the amount)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	EO has provided pictures of the work (For PAQ, FVF & SLV)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	This EO is not already paid (see CRM noted)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	No other EO is paid or waiting to be paid for the same job
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	The EO's invoice is not a recall

<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	The customer is not disputing the job currently (Check with CRM)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	The EO's other invoices (If any) are not in-dispute
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	EO has not started legal proceeding (Check with lawyer)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	EO provided material proof of purchase
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	EO did not leave bad reviews (Check online)
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	Ensure the work-description on both EO's invoice to us and Our invoice to-customer state the same work undertaken
<input type="checkbox"/> Yes / <input type="checkbox"/> No Comment	AR1 from CO

Please note! In the event where the EO's invoice is payable however the customer has not paid us yet, ask the AR department to send AR2 and provide EO with payment date.