

IBA Home Energy Conservation Program Contractor Invoicing Procedures

In order to more efficiently process contractor invoices, all invoices MUST contain:

- Company name
- Company address
- Company phone number
- Date of invoice
- Client ID Number
- Client name
- Client County
- Section of Work Order completed (HVAC, plumbing, electrical, shell, or other)
- Amount of total materials
- Amount of total labor
- Amount of total invoice

Verify the appropriate county is on the invoice and matches what is on the on-line work order.

Verify the amounts for materials, labor, and total match the most current on-line work order. Call the appropriate County Energy Manager if there are discrepancies.

The on-line work order must match your invoice in order for payment to be processed.

Submitting invoices:

- Upload invoice in .pdf format to IBAEnergy.org website (work order is not necessary). If you do not have the ability to upload your invoice in pdf format you will need to fax your invoice to (317) 245-2142, attention Kim, one client at a time.
- Send an email to kim@buildindiana.org with client number and client name of each invoice that you uploaded. (Only necessary if invoice is not submitted at the time all other documentation is uploaded.)

Reminders:

- **Please do not delay jobs by waiting to submit invoices with the other required documentation.**
- Invoice MUST match on-line work order before submitting to IBA. If any changes are necessary, contact the appropriate County Energy Manager for approval and on-line changes.
- Invoices cannot be processed without proper job documentation submission prior to or at the time of invoice submission (i.e. testing forms, work order, etc.)
- There is no set schedule for invoice processing. It is recommended that you submit invoices for completed jobs as quickly as possible so that they may be processed quickly. - Job will not be paid until auditor passes job through an interim or final audit.
- A \$150 fee per occurrence will be charged back to the contractor for failed interim audits and final audits.
- IBA has 45 days to pay, however, every effort will be made to pay prior to that time. Please do not call to ask about the status of invoices as this only creates more delays for everyone. If you find invoices outstanding that are older than 30 days from the date the job was “passed” by the auditor , please forward an e-mail to Kim@BuildIndiana.org and she will research.