



## THE PAYMENT PROCESS

### 1- THE INVOICE

The payment process starts when the vendor submits his invoice to the email [cruxinvoices@gmail.com](mailto:cruxinvoices@gmail.com) (See invoices requirements in the document “The Invoice”)

### 2- THE APPROVAL

If the invoice meets the requirements described in “the invoice” document, it will be approved and it will enter in the payment process.

If it doesn't, the vendor will receive an email explaining the reason why the invoice has been rejected. It is the vendor's responsibility to do the corrections and re-submit. The payment time will start counting after the corrected invoice resubmission.

### 4- THE PAYMENT ORDER

The project supervisor prepares a weekly payments log. Partial or total payments will be approved according to the job advance. A 10% retainer will be made until the final project delivery.

### 5- THE PAYMENT

There are two payments systems:

Zelle : For less than \$800 dollars payments

Bill.com : For more than \$800 dollars payments

Checks or “Cash” are no available options.

### 6- TIMING

Onces the invoice has been approved, the approval, accounting and payment order process needs between 3 to 4 days. Zelle is an immediate payment but Bill.com takes 3 extra working days to transfer the money to the vendor's bank account.

**We recommend submitting the invoices before start working**