

Project Invoicing and Payment Process

Step 1: After the project is awarded, the RFP becomes a live project and is moved into the client and vendor's **Projects Desk**.

Project Details

My Central | Vendor Database | Education & Events | Forum | Facilities Booker

Summary	YTD
Projects Won	4
Total Earnings	\$0

[VIEW OPEN RFP's](#)

Projects Desk

Pain medication exploration	phones
produce	opinion

Proposals and Bids

Facility Bids	
Payment Testing	soft drink messaging
third rfp by clienta on 3-7-2009	this is testing rfp by tushar on 10-7

My Account

Escrows	Invoices
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Pain medication exploration | Funding and Payment | Feedback | Invoices

RFP | Project Message Board | Timeline | Proposal | Questionnaire

RFP

RFP Number: R1247428318-85

We solicit proposals from qualified market research vendors to conduct market research in the pain medication area. Our product is in growth of its product life cycle. competitive threat has led to the current need for research.

Based on the research findings, our team will Duis turpis dolor, mattis sit amet sagittis vel, porta eu dolor.. The specific research objectives for this project are the following: Duis turpis dolor, mattis sit amet sagittis vel, porta eu dolor? Phasellus sed purus ante, tincidunt aliquam elit? Curabitur sed enim a nisl porta feugiat at quis metus.

Our target audience is Adult women 35-55, with/without children. We would like a sample of 60 with the following quotas: 30 with kids, 30 without kids. We would prefer this research to be conducted using a qualitative one-on-ones approach but are open to considering other options proposed. The vendor should also keep the following factors in mind: no migraine sufferers

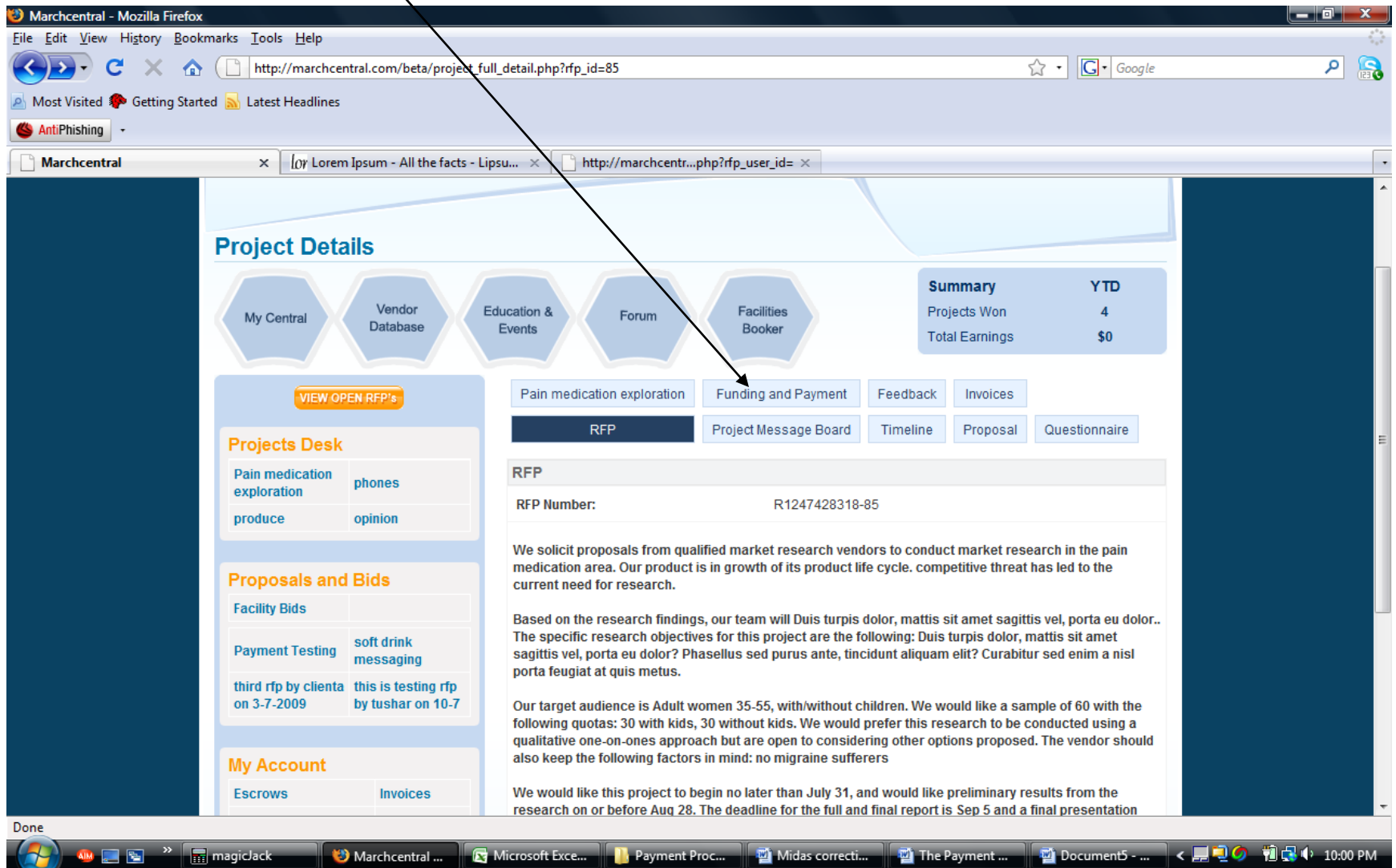
We would like this project to begin no later than July 31, and would like preliminary results from the research on or before Aug 28. The deadline for the full and final report is Sep 5 and a final presentation

The feedback button is made active after the End date of the project when the client can rate the vendor and leave useful feedback.

Attach the questionnaire/discussion guide for easy reference

The Timeline establishes the project start and end dates.

Step 2: Click on the **Funding and Payment** button to see the Funding Details plan for this project.



Step 3: Click on the **Generate Invoice** button to invoice the client for this project.

The screenshot shows the Marchcentral website interface. At the top right, there is a navigation menu with 'Home | FAQ | Contact Us'. Below this, a welcome message reads 'Welcome, vendorb' with links for 'My Account | Sign Out'. The main content area is titled 'Funding Details' and features a navigation bar with buttons for 'My Central', 'Vendor Database', 'Education & Events', 'Forum', and 'Facilities Booker'. To the right of this bar is a 'Summary' table:

Summary	YTD
Projects Won	4
Total Earnings	\$0

Below the summary is a 'GENERATE INVOICE' button. Underneath is a table titled 'Funding Plan for Pain medication exploration':

Date	Payment Plan	Project/RFP#	Project Amount	Vendor	PO/Escrow	Status
Jul 12, 2009	50% initial, 50% final	R1247428318-85	\$16,500.00	vendorb	34	Live

Below the funding plan table is a 'Transactions History' section with a message: 'No activity'.

The Windows taskbar at the bottom shows several open applications: magicJack, Marchcentral, Microsoft Excel, Guides, Midas correcti..., The Payment..., and Project Invoici... The system clock shows 10:08 PM.

Step 4: The invoice will auto-populate the client name and address, project name, number, an escrow number, and reference. The vendor has to fill in the amount, payment due date, and description as agreed with the client, and click on **Submit**.

The screenshot shows a web browser window with the URL `http://marchcentral.com/beta/generate_invoice.php?setup=rfp&rfp_id=85`. The page is titled "Generate Invoice" and features the MarchCentral logo. The invoice details include:

- INVOICE**
- Date: 12 Jul 2009
- To: ABC Associates, 123 Anyway, Washington, District of Columbia
- RFP/Project#: R1247428318-85 Art Prell, Creative Challenges, Texas
- Project Name: Pain medication exploration
- Payment Due Date:
- PO or Escrow#: 34
- Amount of Invoice:
- Description:

At the bottom of the form, it states: "Make all payments to MarchCentral Inc. Thank you for your business!".

The sidebar on the left contains several sections:

- Projects Desk**: Pain medication exploration (phones), produce (opinion)
- Proposals and Bids**: Facility Bids, Payment Testing (soft drink messaging), third rfp by client on 3-7-2009 (this is testing rfp by tushar on 10-7)
- My Account**: Escrows, Invoices, Payment Preferences, View Profile, Calendar, Edit Profile, Change Password, My Events

A callout box on the left side of the image contains the text: "Vendor can set up Payment Preferences." with an arrow pointing to the "Payment Preferences" link in the sidebar.

Step 5: MarchCentral will send the vendor the payment, less MarchCentral fees, as soon as funds are received from the client. Payments are sent according to the **Payment Preferences** set up by the vendor. The vendor can always check the status of Invoices by clicking on the **Invoices** button.

The screenshot shows the MarchCentral website interface. At the top, there is a navigation bar with links for Home, FAQ, Contact Us, and Tutorials. The main header area includes the MarchCentral logo and a welcome message for 'vendora'. Below this, there are several navigation buttons: My Central, Vendor Database, Education & Events, Forum, and Facilities Booker. A summary table shows 'Projects Won' as 2 and 'Total Earnings' as \$0. There are also buttons for 'VIEW OPEN RFP's' and 'GENERATE INVOICE'. The 'Invoices' section contains a table with the following data:

To	RFP/Project#	Invoice#	Amount	Date	Status	
ABC Associates	gum study	19	\$5,200.00	Jun 19, 2009	Hold	Display
ABC Associates	gum study	18	\$4,000.00	Jun 18, 2009	Paid	Display

At the bottom of the page, there is a 'My Account' section with links for Escrows and Invoices. A black arrow points from the 'Invoices' link in this section to the 'Invoices' button mentioned in the text above.