



caBIG

*cancer Biomedical
Informatics Grid*



caBIG Business Process Overview

Rockville, MD
October 2004

Invoicing Online IOL

All caBIG deliverables will be submitted and tracked using the Invoicing Online IOL

2

- ▶ Centers will submit all invoices through Invoice Online based on SOW/Deliverables Table
- ▶ Centers will have:
 - Direct access to their invoice information in real time
 - Invoice submit date
 - Invoice approved date
 - History with Check Number and Issue Date
 - Direct e-mail access to subcontracts administrator
- ▶ Accounts Payable Releases Invoice for payment on due date (Net 30)
- ▶ Bank issues payment through direct deposit (ACH), wire, or a standard check
- ▶ IOL updates

BOOZ | ALLEN | HAMILTON



Invoice On-Line

LOGIN:

If you are already invoicing online with us, please login. If you have forgotten your password, please [Contact Us](#).

Username: Password:

Register:

Come join the already growing number of vendors that are benefiting from either invoicing online or electronically. Now, registering with Invoice Online has never been easier. Click [Here](#) to register and a confirmation email with your login information will be sent to you.

FTP Member?

Are you already invoicing electronically via our ftp site? if so, Click [Here](#).

Welcome To Invoice On-Line

Invoice Online is Booz|Allen|Hamilton's premier website for vendors to submit their invoices online, or batch them electronically. There are many advantages for joining, such as:

- Easy 1-2-3 Registration process
- 3-click invoicing
- Real-time invoice status and history
- Online charge number validation
- Online employee look-up
- Online reports
- Secured invoicing system

To use IOL each Center will have to pre-register:

4

- ▶ The first step to becoming an Invoice Online (IOL) vendor is to register on the IOL website at: <https://iol.bah.com>. Follow the steps below to register online:
- ▶ **Step 1:** On the left side of the IOL Home Page, scroll down to the section titled “Register”. Click the blue underlined hyperlink for “Click Here to Register”.
- ▶ **Step 2:** Carefully review the Terms & Conditions for invoicing online using IOL. Please note that your vendor payment terms (ex. Net 30) are not expedited by using IOL. Payment will still adhere to the specified payment terms. If you agree to all the Terms & Conditions, click “Agree” at the bottom of the screen.
- ▶ **Step 3:** Complete the registration form with the appropriate information. Note that you may leave blank any information you do not have (ex. Booz Allen Vendor Number). As an IOL vendor, click the first checkbox for: “If you plan on individual invoicing online, check this box”. Click “Submit” once you have completed the registration form.
- ▶ **Step 4:** Your registration will be reviewed and evaluated by the IOL Systems Team. Once your registration has been approved, you will be provided with your IOL Username (your Booz Allen Vendor Number) and Password.

Notes for IOL

- ▶ Once you have been provided with your username and password, you may logon to IOL and begin the process of submitting invoices.
- ▶ You will be asked to submit a test invoice through IOL to ensure that no mistakes are made when an actual invoice is put through and to identify any potential issues that may arise from online invoicing.
- ▶ Also, note that you will be asked to submit paper invoices in parallel to online invoices for a period of 2 months. This allows all your invoices to be properly reconciled and moved completely to an online environment.

Once your account has been created you will be Submitting Online Invoices using IOL

6

- ▶ **Step 1:** Logon to IOL at: <https://iol.bah.com> using the provided username and password.
- ▶ **Step 2:** To submit a new invoice, click the “New Invoice” link on the Home Page
- ▶ **Step 3:** Complete sections of online invoice that are not pre-populated with data directly from the Purchase Order, make sure you paste the milestone name from caMP in this section
- ▶ **Step 4:** Fill in any information in the following fields
 - Comments – used if you have any notes or comments that are helpful in invoice processing.
 - This Invoice – enter the amount you wish to invoice at this time on each open line item.
 - Invoice Quantity – enter the amount of hours you wish to invoice for at this time.
- ▶ **Step 5:** Submit Invoice

Once an invoice has been submitted you can check its status by:

7

- ▶ **Step 1:** Click the “Invoice History” link on the top navigation bar.
- ▶ **Step 2:** You can either input an Invoice Number and Invoice Date if you are searching for a particular invoice, or simply click “Search” to view all invoices submitted through IOL.
- ▶ **Step 3:** You will be displayed with the Purchase Order (PO) Number, Release Number, Invoice Number, Invoice Date, Invoice Amount, and Status for each invoice you have submitted on IOL. To open up an invoice, click the blue hyperlinked “Invoice Number” to view the invoice in read-only format. You may print this page to submit with your paper receipts to Booz Allen Accounts Payable.

IOL POC's

- ▶ If you have any questions while submitting an online invoice using IOL, please contact:

Bill Quick 703-984-2042

Tessie Felarca 703-984-2033

Cancer Center activities are the foundation of caBIG success. Monthly Cancer Center reports help us monitor the pulse of the project.

9

- ▶ Program level status reports to Dr. Anna Barker and Dr. Ken Buetow
- ▶ caBIG Website materials
- ▶ Cancer Center Director Updates
- ▶ Scientific meeting presentation materials
- ▶ External communications materials

caBIG Points of Contact

Program Manager	Chalk Dawson	dawson_chalk@bah.com	240-314-5661
Project Manager	Mark Adams	adams_mark@bah.com	301-998-6934
Clinical Trial Mgmt. System Workspace Lead	Scott Finley	finley_scott@bah.com	410-825-2161
Integrative Cancer Research Workspace Lead	Juli Klemm	jklemm@3rdmill.com	781-890-4440 x226
Tissue Bank & Pathology Tools Workspace Lead	Greg Eley	eley_greg@bah.com	703-465-5736
Architecture Workspace Lead	Arumani Manisundaram	manisundaram_arumani@bah.com	301-998-8774
Vocabularies & Common Data Elements Workspace Lead	Christine Richardson	crichardson@kevrice.com	301-588-6000 x254
Data Sharing & Intellectual Capital Working Group Lead	Phan Winter	winter_phan@bah.com	703-465-5723
Training Working Group Lead	Caitlin Cusack	cusack_caitlin@bah.com	301-998-8762
Strategic Planning Working Group Lead	Chalk Dawson	dawson_chalk@bah.com	240-314-5661
Contracting	Sara Burkhart	burkhart_sara@bah.com	703-902-5583
CVS	Doug Kanoza	ncicbsystems@mail.nih.gov	301-496-5352