

File Validation

For the DA Billing process to work correctly files must be validated only when all services have been entered. The system then shows the file as ready to bill after all invoices are received against the open PO's.

When validating files:

- Check that all service items have been entered for each service we have arranged (transport, hotel, spares, launch, pilots, etc)
- Any services not utilized are deleted/canceled
- All PO's have been generated.
- Any DBA invoice is approved.
- Any prepaid vendor invoices are uploaded to the line item (customs, CTM, etc)
- All support including the SPO and appointment message is uploaded, or marked as not needed.
- All revenue is captured.

While we are asking that all files be validated within 10 days of sailing, for the DA Billing process to work, it is more important that all information is captured; please make sure that files are not being validated prematurely.

Files validated before all services are added may be billed prematurely; if additional services are added AFTER validation/billing this will cause an increase supplemental DA's. Supplemental billings should be kept to a minimum. Some Principals say they will not accept Supplemental Billings.

Note, the PO can be generated on an estimated amount; the PO amount DOES NOT need to equal the invoice amount.