

Supplier Invoice/Payment Instructions

Effective July 1, 2025

A. Definitions:

"Supplier" shall mean Subcontractor, Subrecipient, Subawardee, Subgrantee, Consultant or Vendor as applicable. "Supplier Agreement" (also herein as "Agreement") shall mean the applicable Subcontract, Subaward, Subgrant, Contract, Consultant Agreement or Purchase Order in which this provision is being included.

- B. Invoices must be submitted to accounting@rti.org in a **single document**. Documents must be submitted in **one of the following file formats: PDF, Microsoft Word, TIF, TIFF, PNG, JPEG. Microsoft Excel file formats are NOT accepted.** Any supporting documentation for the invoice must be incorporated into the single file. Submission through postal mail or handwritten invoices will delay processing for payment.

- C. Questions regarding invoices should be directed to the Accounts Payable department at aphelp@rti.org.

- D. Adherence to invoicing instructions as outlined below will constitute a proper invoice for processing and payment. RTI will not reimburse bank fees related to wire transfers.

Required Information	Additional Required Detailed Information by Agreement Type
•RTI Assigned Purchase Order Number •RTI Supplier Agreement/Task Order Number (when applicable) •RTI Project Number •RTI Project Manager/Technical Contact •Sequentially Assigned Unique Supplier Invoice Number •Invoice Date & Billing Period •Total Amount Due •Current & Cumulative Amount for each Line Item included as supporting detail •Cumulative Amount Billed •Certification in this Article signed by an Authorized Official •Remittance Address and name & telephone number of person to contact for invoice questions •Applicable Banking Information (9-digit routing number, account number and account name) for processing invoice payments via ACH/Wire Transfer •Taxes owed by RTI (if applicable) •SUPPLEMENTAL SUMMARY INVOICE (applicable to subcontracts/subawards) •See subcontract agreement for instructions •Invoice Summary should be completed as a supplement to the standard invoice to report total amount invoiced by applicable Task #/Activity Name for specified reporting period	•FIXED PRICE •Description of Purchase/Item/Milestone Completed •Item Quantity (if applicable) and Unit Price •COST REIMBURSEMENT •Labor Hours, Hourly Pay Rate, and Labor Amount by Labor Category/Person •Itemized Breakdown of Other Direct Costs and Expenses by Cost Category incl. date of incurred cost •Indirect Costs by Category •Fringe benefit costs and fringe breakdown (if required) •COST PLUS FIXED FEE (CPFF) •All information referenced under Cost Reimbursement section above •Fixed fee amount •COST PLUS AWARD FEE (CPAF) •All information referenced under Cost Reimbursement section above •Award fee and Base fee amounts •TIME & MATERIALS (T&M) •Labor Hour, Hourly Pay Rate, and Labor Amount by Category •Itemized Breakdown of Other Direct Costs and Expenses by Cost Category incl. date of incurred cost •LABOR HOUR •Labor Hour, Hourly Pay Rate, and Labor Amount by Labor Category/Person

Additional Supplier Instructions are referenced below:

Lower-Tier Consultant Fees

- List individually approved lower-tier consultants including consultant name, period of performance, daily rate, total payment claimed
- Copies of consultant invoices shall be provided, as required, with the voucher to substantiate claim for consultant costs.

Lower-Tier Subcontracts

- List individually approved lower-tier subcontracts including subcontractor name, Certificate of Approval (if applicable, period of performance, dollar amount claimed for invoiced period.
- Copies of subcontractor invoices shall be provided, as required, with the voucher to substantiate the claim for subcontractor costs

Equipment

- Approved equipment costs shall include documentation of purchased equipment
- Documentation, as required, shall include sufficient detail to show what was purchased, make, model, quantity, serial number, etc.
- Unapproved equipment costs will not be reimbursed by RTI

Indirect Rates

- Applicable to cost reimbursement type agreements
- Invoices shall include sufficient detail for all indirect rates and costs
- Indirect rates will be verified by RTI

Certification as to Accuracy of Invoice

- All invoices shall be signed by an authorized representative of the Supplier organization
- All invoices shall include following certification: "I hereby certify that, to the best of my knowledge and belief, all charges presented are correct, accurate, and complete, that payment therefore has not been received, and that all amounts requested are for the appropriate purposes and in accordance with the Supplier Agreement"

Payment Terms

- Unless otherwise provided in Supplier's Agreement, terms of payment shall be Net 30 days from the date which RTI Accounts Payable receives a fully compliant invoice from Supplier that includes all required information

Subcontract Closeout

- Release and Assignment form and final invoice shall be submitted to RTI within 90 calendar days following completion of the period of performance of the subcontract
- Final invoice must be clearly marked as "final" to avoid any return of invoice or delays in processing payment

Electronic Funds Transfer

- Payments made by RTI under Supplier agreement shall be made by Electronic Funds Transfer (EFT) or Wire Payment
- All EFT/Wire information and any changes to EFT/Wire information shall be emailed to RTI's Accounts Payable Department at vendorsetup@rti.org.

Advance Payment

- Include details of the remaining advance and expenses incurred during the period that are being reconciled against the outstanding advance payment

Foreign Currency

- Ensure the values in the invoice are presented in the appropriate transactional currency and the currency is clearly identified.