

Consultant Advisory

2015-8

November 20, 2015

MDOT Project Manager Review/Approval of Consultant Invoices Using ProjectWise

Effective December 1, 2015, **all** consultant invoices must be submitted by Consultants and approved by MDOT through ProjectWise. Upon receipt of an e-mail from Contract Services Division, Project Manager's will log into ProjectWise to review your invoice. If you need assistance with any ProjectWise related question, including ProjectWise access and log in, please contact MDOT-ProjectWise@Michigan.gov

In conjunction with the electronic submittal/review of consultant invoices using ProjectWise, the following changes to the invoicing process will occur effective 12/1/15:

1. In an effort to reduce the number of pages in the invoicing document, the following may no longer be submitted by the consultant with the invoicing documents. These documents, however, may be requested at any time for submittal directly to the MDOT Project Manager:
 - Progress Schedules
 - Individual consultant employee timesheets. The Consultant's Summary of Labor Hours, documenting employee names, dates, and hours worked must be included with the invoice, however individual timesheets are not permitted
2. The following items will no longer be provided to MDOT Project Managers by Contract Services Division with the invoicing documents:
 - Project Manager Checklist
 - Payment History Spreadsheet

Please see [ProjectWise Project Manager Instructions](#) to assist you through the electronic invoice review process.

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Questions regarding this
Consultant Advisory
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