

To: All US and Canada Contractors and Consultants and Their Managers
From: Christian Blood
Date: 12/30/21

Re: Updated Invoicing Process for Contractors

The Chennai-based Accounts Payable (AP) Team does heroic work, processing roughly 1200 invoices/week, and we want to make sure that US and Canada invoices are predictable to make their jobs easier. To that end, I have been working with AP to streamline and regularize our side of the process.

Hence, they have proposed that US and Canada invoicing for consultants and contractors shift to a pre-set, twice monthly schedule, with invoices submitted on the 10th of each month for payment on or about the 15th, and then again on the 25th of each month for payment on or about the last day of the month. I agree with them.

Here is the challenging part:

The team has also asked that we stick to this calendar, and barring emergency circumstances, that we not process invoices that aren't submitted on the assigned dates.

In the past, I've generally submitted invoices that are submitted off-schedule, and AP has always processed them, in large because everyone involved in this process recognizes how important it is for individuals to be paid in a timely manner. However, the AP team has their own processes, which are necessary if they're going to manage the volume of their work, and deviating from a schedule complicates things and also increases the likelihood of something going wrong.

To make this part work, we'll all need to work together to make sure everyone is aware of the deadlines. I'll be able to send reminders, but I'll need the help of managers to reinforce deadlines, and I'll need individuals to set their own reminders.

Once we all transition to the new calendar, I anticipate that the process will be smooth. However, I recognize that the transition period may present challenges for some. Please don't hesitate to reach out to me (blood@zohocorp.com) if you find that the transition period creates complications or challenges.

2022 Invoice Submission Dates

Note: I've worked with the AP team to create this calendar. However, as approach is new, we may find it necessary to adjust dates along the way.

Should that happen, I will announce changes ahead of time.

Monday, January 10, 2022

Tuesday, January 25, 2022

Thursday, February 10, 2022

Friday, February 25, 2022

Thursday, March 10, 2022

Friday, March 25, 2022

Friday, April 8, 2022

Monday, April 25, 2022

Tuesday, May 10, 2022

Wednesday, May 25, 2022

Friday, June 10, 2022

Friday, June 24, 2022

Friday, July 9, 2022

Monday, July 25, 2022

Wednesday, August 10, 2022

Thursday, August 25, 2022

Friday, September 9, 2022

Friday, September 23, 2022

Friday, October 7, 2022

Tuesday, October 25, 2022

Thursday, November 10, 2022

Wednesday, November 23, 2022

Friday, December 9, 2022

Friday, December 23, 2022