



The Invoice Assessment is a questionnaire covering program-specific questions related to contract requirements and service deliverables. If the invoice has a program that requires an Invoice Assessment below are the steps to follow.

Completing an Invoice Assessment	
1.	Log into EIM/ESM.
2.	Click the Billing Module.
3.	Select Invoice Search from the navigation bar.
4.	Enter search criteria. <i>Tip: Generally searching by the date is helpful, e.g. 07/01/2009 - 07/31/2009.</i>
5.	Click [Search] . <i>The results appear below the search criteria.</i>
6.	Click the Invoice link. <i>The Invoice Summary page appears.</i>
7.	Select Invoice Assessment from the navigation bar. <i>The Invoice Assessment page appears.</i>
8.	Click [Complete Assessment] . <i>The Invoice Assessment page reappears.</i>
9.	Enter information in the appropriate fields.
10.	Click [Next page] . <i>The Invoice Assessment page reappears.</i>
11.	Finish Assessment.
12.	Click [Submit] . <i>The Invoice Summary page reappears with a message displaying, "The Assessment has been completed successfully".</i> <i>Tip: Click [Previous page] to return to the previous page.</i>
Questions or need assistance? Call Virtual Gateway Customer Service 1-800-421-0938 (617-847-6578 - TTY for the deaf and hard of hearing) 8:30 am to 5:00 pm Monday through Friday	