



Submitting An Invoice Using Our Web Form

Need to **quickly submit an invoice to UPF**? Just visit www.upf.tv/invoice/ and follow these easy steps. This page provides 2 ways for you to submit your invoice: upload a PDF or use our web form to enter the details of your charges. These instructions apply when you choose the *Use Form* option.

Step 1 – Pick Your Invoice Type and Tell Us Your Vendor Details

Specify whether your invoice is related to film production and provide your name/company name, a contact individual, and your email.

Step 2 – Itemize Up To 5 Service Fees

You can enter up to 5 services that you supplied to UPF, with a separate quantity and rate for each service. Use multiple service lines to describe different services or services charged at different rates. After each service line, you'll be prompted to add another line, and you can add up to 5 services.

Example #1 - 5 Days at \$100/day and An Additional 3 Hours at \$15/hour

Enter the description for the 5 days of work on Service Description 1, set the Units/Days/Hours to 5, and set the Unit/Daily/Hourly Cost to 100. Once you've entered the details for the first service item, choose *Yes to Add a 2nd Line?* Enter a separate description for the 3 hours of work for Service Description 2, set the units/days/hours for this service to 3, and set the unit/daily/hourly cost to 15. Once complete, you'll submit an invoice for \$545.

Example #2 - An Honorarium Fee of \$500 and An Additional 5 Hours at \$20/hour

Enter the description for the single honorarium on Service Description 1, set the Units/Days/Hours to 1 (the default), and set the Unit/Daily/Hourly Cost to 500. Once you've entered the details for the first service item, choose *Yes to Add a 2nd Line?* Enter a separate description for the 5 hours of work for Service Description 2, set the units/days/hours for this service to 5, and set the unit/daily/hourly cost to 20. Once complete, you'll submit an invoice for \$600.

For service descriptions, **be sure to include:**

- ✓ The name of the project
- ✓ Position/title/duty
- ✓ Duration of the work being invoiced

Examples of **complete service descriptions:**

- Sultan & Saint production – Camera Asst - 5 days, 9/1 to 9/6/15
- Website devel - research consultant - 40 hrs, 8/1 to 8/31/15
- Enemy of the Reich interviews - Scholar honorarium - Sep 1, 2015

Step 3 – Itemize Up To 5 Reimbursable Expenses

You can submit up to 5 **pre-approved** reimbursable expenses using our web form. For each reimbursable expense, you'll submit the total cost that matches the description you provide. If you need more than 5 lines, consider combining similar expenses into a single line.

Step 4 – Click the Certification Checkbox and Submit Your Invoice

Click the checkbox to confirm that your form contains accurately reported business expenses of UPF, and press the *Submit Your Invoice* button. We'll calculate the total, assign your invoice a unique reference number, and send it along to our administrative team. Almost instantly, you should receive email confirmation of the charges you submitted. If the submission is correct, you're all done.