

GUIDELINES FOR INVOICE SUBMISSION AND PAYMENT PROCESSING

Dear Assessor,

We wish to inform you that the **Assessor Payment Policy has been updated**. Kindly adhere to the following guidelines to ensure smooth and timely processing of your payments:

1. Invoice Submission

- You are required to submit the invoice **within 7 days of the assessment date** in the Link: <https://forms.gle/7iaP5dw18PJRNrhJA>.
- Invoices submitted beyond this period may cause delays in payment processing.
- In case of any deviation in cost approved by the Ops Department, the assessor is subjected to submission of the approval email for claiming the additional expenses.

2. Payment Schedule

- Payments will be processed **twice every month**, i.e., on the **1st and 16th day of each month**.
- If the 1st or 16th falls on a holiday, payments will be processed on the **next working day**.

3. Submission of Hardcopy Evidence

- Assessors must submit the **hardcopy documents** to Invigilate **within 14 days from the date of assessment**.
- **No assessor is permitted to retain hardcopy documents for more than 30 days**.

4. Payment Conditions

- Payments are strictly subject to the **date of receipt of the hardcopy evidence** by Invigilate.
- Payments will only be processed **15 days after the receipt of the hardcopy evidence and Invoice**.
- Any **delay in submission of hardcopy evidence** will directly result in a **corresponding delay in payment**.

We request your cooperation in following these guidelines to ensure timely and accurate payment settlements.



1800 890 8599
+91 86065 56789



info@invigilate.in
www.invigilate.in



Cochin, Kerala
India - 682028