

OWA Invoicing Guidelines for Subcontractors

The chart below outlines the high-level steps required for submitting an invoice to OWA.



Step 1

Subcontractor registers with OpenInvoice online at www.OpenInvoice.com

Step 2

Subcontractor submits invoices to OWA in OpenInvoice. Must select the appropriate Prime Contractor.

Step 3

Prime Contractor reviews and codes invoice. Expectation is coding and approval will be within 14 days from receiving.

Step 4

Prime Contractor forwards invoice to OWA Coordinator for approval. OWA payment is usually within 60 days.

Step 5

Subcontractors can log into OpenInvoice to check on status of their invoices at any time.



**Orphan Well
Association**