

Submit an Advisor Invoice

This tutorial walks you through the steps to complete and submit an invoice for work done as an advisor and/or instructor. This invoice must be accompanied by a copy of the student information sheet you received from the Council. **Please note:** Before you can submit an invoice for payment you must print, fill out, and scan your **Advisor Invoice Submission Form** back to your computer along with the **Student Information Sheets** the two must be submitted as one invoice. Advisor Invoice Submission form (displayed below) can be found on the Council website.

Safety Codes Council	
	ADVISOR INVOICE SUBMISSION FORM
	Date: Invoice #:
	NY INFORMATION
Company & Advisor Name:	Address:
BILL TO IN	FORMATION
Company Norman	

BILL TO INFORMATION			
Company Name: Address:			
Safety Codes Council	500, 10405 Jasper Avenue Edmonton, Alberta T5J 3N4		

Customer #	Student Name	Course ID #	Fee	Extension	Complete	Incomplete	Job #
					Fo.		
					FOF OF		
						CUSE	
						- 6	ns
						GST	
GST #:						TOTAL	

DID YOU INCLUDE YOUR STUDENT INFORMATION SHEET(S)?





- 1. From the Advisor Invoice Submission Form enter:
 - a. Date: the date you submitted the invoice for payment
 - b. Invoice Number: the invoice number you use for your own records
 - c. Your Company Information: your company name and/or individual name and address
 - d. Bill To Information: this is pre-filled with the Safety Codes Council information
 - e. **Customer #**: the student/customer number is assigned by the Council (this is sent to you in your information package)
 - f. Student Name: first and last name of the student you are advising
 - g. Course ID Number: this is sent to you in your information package
 - h. Extention: if an extention added to the job fill in yes and charge the extension fee
 - i. Fee: amount charged for your service i.e 100.00.
 - j. Complete/Not Complete: leave blank for Council use only
 - k. Job Number: leave blank for Council use only
 - I. GST Number: enter your companys gst number here if applicable
 - m. **GST Amount**: total GST charged
 - n. Total Amount: total of all columns plus GST
 - o. Student Information Sheets: student information sheets must be submitted as one invoice with Advisor Invoice Submission Form

Safety Codes Council			Welco	ome, Teagan Connolly you are	signed in (≮ Sign Out) ヺ Cart I≣ My Account
My Account Organization Info Courses/ Ex My Dashboard	ams Online Store Crede	ential Search	Help FAQs & Tutorials Contact Us	iest	Go Back
Customer number: 100010085 SCO No: 500202 Calgary, AB TOA 020 CANADA Calgary, AB TOA 020 CANADA Calgary, AB TOA 020 CANADA Calgary, AB TOA 020 CANADA Calgary, Calgary, C	Teagan C Owner Grey Goose 74 Faiton Cic Calgary TOA CANADA	Connolly Inspections	Edit Primary Info	My Account Links My Dashboard My Contact Information My Applications My Continuing Education Reporting My Requests & Notifications My Certification & DOP My Training My Transcripts My Financial Transactions My Events My Assignments My Downloads Change My Password	
V My Certifications	Discipline Leve	l Certif	ication Date	Renewal Due Date	
Building: Residential	Building	05/29	/2018	05/29/2021	Certification Details
Electrical: Group A (Installations)	Electrical	06/07	/2018	06/07/2021	Certification Details
Plumbing: Group A (Installations)	Plumbing	05/29	/2018	05/29/2021	Certification Details

- 1. From the **My Dashboard** page:
 - a. Hover your cursor over the Help tab
 - b. Click Contact Us



Safety Codes Counc	il	Welcome, Mr. Teagan Connolly you are signed in (\$ Sign Out) 🛒 Cart 🗮 My Account
My Account Organization	Info Courses/ Exams Online Store Creder	ntial Search Help
Individual Informa		
Name:	Please select Accreditation Enquiries	
Customer Number:	Cancellations and Refund Enquiries Certification Enquiries Continuing Education	
Explain Your Reque	Designation of Powers Examinations	
Area of Interest:	General Enquiries General Service Requests Invoices Payment Enquiries Registration of Interest Release of Information Consent Enquiries	ribes your inquiry.
Information Requested:	Training and Courses	
Comments:	Feel free to add more specific details in the "Comments" a	irea.
Upload File:	Browse	

- 1. From the Individual Information Request page:
 - a. Click the arrow beside Area of Interest
 - b. Select Invoices



Safety Codes Cou	uncil Welcome, Mr. Teagan Connolly you are signed in (≮ Sign Out) 🛒 Cart i≣ My Account
My Account Organizatio	on Info Courses/ Exams Online Store Credential Search Help
Individual Inform Name:	Mr. Teagan Connolly
Customer Number:	100000019
Explain Your Requ	uest
Area of Interest:	Invoices Required: Please choose an area of interest that best describes your inquiry.
Information Requested:	Submission Course Advisor Submission - Course Instructor Submission - Other
Comments:	Submission - Course/Exam Developer Submission - Subject Matter Expert Submission - Exam Ratification Services
Upload File:	Feel free to add more specific details in the "Comments" area. Browse

- c. Click the arrow beside Information Requested
- d. Select Submission Course Advisor



Individual Information Request | Your Information

Name: Mr. Teagan Connolly

Customer Number: 100000019

Explain Your Request

Area of Interest:	Invoices	\checkmark
	Required: Please choose an area of interest that be	st describes your inquiry.
Information Requested:	Submission Course Advisor	
	Then choose the type of information you are reques	ling.
Comments:	Teagan Connolly is submitting an advisor invoice	
	for a student John Smith course ID number	
	10080M.	
	Feel free to add more specific details in the "Comme	ents" area.
Upload File:	C:\Users\Public\Pictures\/ Browse	
Upload File:		
	Only if required (Accepted formats PDF,DOCX,DOC	,XSL,XSLX,PNG)
	Email confirmation?	

- e. In the **Comments** section: enter as much information as possible regarding the submission
- f. Click on the **Browse** button to upload the **invoice** and **student information sheet** (must be submitted as one document)
- g. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission.
- h. Click the Submit button

Cancel

Submi



▼ My Applicat	ions								
Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submi Date	it Completion Date	Status	
Building: Residential	Building		06/26/2018					Pending Info	Continue Application
									Apply Now
✓ My Register Event Name	red Events		Event Type		Registration Dat	te	Ev	ent Date	
✓ My Past Event Name	ents		Event Ty	De	Status	с	ompleted Date		
✓ My Request	s								
Request Date	1		Status	Request T	уре		Reques	st Reason	
- 06/27/2018			Open	Submission	n Course Advisor		Invoices	6	
Summary Teagan Connolly is submitting in advisor invoice for John Smith course ID number 10080M.									

- 2. From the lower part of my dashboard click on the **arrow** to expand **My Requests** to see:
 - a. Request Date: the date you sent the request
 - b. Status: open or closed
 - c. Request type: Submission Course Advisor
 - d. Request reason: invoicePlus Sign: expands the section so you can see a summary of your request