

Procedure for payment to remote workers outside the US

- All team members on hourly payment should track their time using the Time Doctor application (equivalent applications may be accepted only if hiring manager approves via email CC hr@mrosupply.com upon hiring).
- All outside of the USA workers must fill a W8-BEN form and send it to hr@mrosupply.com upon hiring.
- All invoices must include: (see sample invoice at the end of this document)
 - Beneficiary's name (as stated in the bank account)
 - Beneficiary's address
 - Payment period
 - Description of services/products being paid
 - Total to be paid
 - Bank Name
 - Bank Address
 - Bank SWIFT code
 - Account number
- MROSupply Manager is responsible of gathering all the invoices from all the remote workers at the end of the period.
- MROSupply Manager will send Time Doctor reports and invoices on the dates determined below to apayables@mechdrives.com CC ddurst@mechdrives.com for payment processing.
- For team members being paid once a month.
 - The period to pay is from the 26th of the last month to the 25th of the current month.
 - An invoice must be emailed to manager@mrosupply.com requesting the payment of the approved time on or before the 26th of the month, including the information required above.
 - Time Doctor report is to be sent before or on the 27th (or next business day).
 - Payment is to be issued on the 30th of the month (or closest before business day).
- For team members being paid twice a month.
 - The first period is from the 26th of the last month to the 10th of the current month.
 - First period Time Doctor report is to be sent before or on the 12th.
 - An invoice must be emailed to manager@mrosupply.com requesting the payment of the first period on or before the 11th of the month, including the information required above.
 - First period payment is to be issued on the 15th (or closest before business day).
 - The second period is from the 11th of the current month to the 25th of the current month.
 - Second period Time Doctor report is to be sent before or on the 27th.
 - An invoice must be emailed to manager@mrosupply.com requesting the payment of the second period on or before the 27th of the month, including the information required above.
 - Second period payment is to be issued on the 30th of the month (or closest before business day).

- For eventual workers (working uneven periods or one time only) on **hourly** payment.
 - A report of worked time must be submitted. The responsible manager is to submit the approved working time report via email on or before the 27th of the month.
 - An invoice must be emailed to manager@mrosupply.com requesting the payment of the approved time on or before the 27th of the month, including the information required above.
 - Payment is to be issued on the 30th of the month (or closest before business day).

- For eventual workers (working uneven periods or one time only) on **fixed** payment.
 - The responsible manager must submit the description of the services and the agreed payment via email on or before the 27th of the month.
 - An invoice must be emailed to manager@mrosupply.com requesting the payment of the approved time on or before the 27th of the month, including the information required above.
 - Payment is to be issued on the 30th of the month (or closest before business day).

(Sample Invoice below)



Invoice

From
Carmen Aguilar
carmen@sjkdakj.com
25 # 456
Merida, Yucatan
Mexico

For
MROSupply Inc
apayables@mechdrives.com
2915 E Washington Blvd
Los Angeles, CA 90023
United States

Number MMYT_Full Name
Date Nov 7, 2017
Terms 3 Days
Due Nov 10, 2017

Description	Quantity	Price	Amount
Services Describe services provided to the company, attached any proof if required.	1.00	\$100.00	\$100.00
Bonuses Description of bonuses (if applicable)	1.00	\$20.00	\$20.00
Bank fees If the company has agreed to pay any bank fees, they should be added as a separate line in your invoice.	1.00	\$5.00	\$5.00
Subtotal			\$125.00
Total			\$125.00
Balance Due (USD)			\$125.00

Notes

Please add in Notes:
Bank name
Bank address
Bank SWIFT code
Account number