

RTP Verbiage Examples

RTP Update	RTP Reason Sent
<p>Currently, all VPR versions, 4 and above are acceptable for processing payment.</p> <p>Versions 1, 2 & 3 are <u>NOT</u> accepted and must be RTP'D due to the payment method option not being listed.</p>	<p>The Payment Request Form submitted is no longer accepted. Please submit all future requests using the updated form. (Version 4 and above)</p>
<p>Since Version 4 is split among two pages, both pages must be submitted together. If one page is missing, it must be RTP'D. Be sure to include a PDF of the current VPR to your email.</p>	<p>The _____ page of the Vendor Payment Request Form is not attached. All required forms must be submitted for processing. Please complete the attached VPR document to process your payment.</p>
<p>Accepting VPRs for incorrect/incomplete service codes.</p> <p>Conduent will process VPRs for service codes that it's clear what the unique service code should be, but it may be missing a specific number/letter. Ie; T1990S (missing a 9) T1999O5 (5 was listed instead of S)</p>	<p>If Conduent is unable to determine the exact service code listed to enter, an RTP email may be sent requesting corrections</p>
<p>VPRs submitted where the desired method of payment is missing, Conduent will process the payment as paper check. No educational RTP email will be required. In addition, if a VPR is submitted with MNC as the desired method of payment for a service code that is not eligible for MNC, Conduent will enter paper check as the desired method of payment. Ie; The VPR has MNC selected as the method of payment for service code S5165 but it's not eligible. Paper check will be selected for payment.</p>	<p>N/A</p>
<p>Math Errors on VPRs: If a VPR is submitted with math errors under \$5, will be accepted. Conduent will process the payment under the correct amount.</p>	<p>If the math reflects the amount above \$5, an RTP email will be sent advising of the incorrect amount submitted falls outside</p>

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<p>le; Total listed on invoice/VPR is \$1254.68 and FOCoS calculated the amount submitted as \$1258.76, Conduent will process the payment.</p>	<p>of the budget amount and request they resubmit the request.</p>
<p>No Updates: Reviewed request but unable to update due to the prepaid card invoice not containing a date in which to know what month to bill for. If the month is not specified on the VPR, it can result in the same invoice being submitted multiple times.</p> <p>For prepaid cards (EX: Cellphone), the specific month must be listed on the <u>Service Description & Explanation</u> line of the VPR. Participants are allowed to request cards one month in advance.</p>	<p>The Service description box must also include the specific month being requested. EX: for "MONTH" "YEAR" or "For the month of _____ YYYY" for prepaid cellphone cards.</p>