

Claiming Inspections in drumDRIVE

drumMUSTER reimburses Collection Agencies for every drum Inspected and accepted. While previously Reimbursement claims were sent to info@drummuster.org.au to be processed they can now be claimed directly through drumDRIVE.

Once logged in to drumDRIVE select the **drumMUSTER** submenu **Claims** and follow the steps below.

Step 1: Select Drop Offs

1. Select the checkbox(s) to the left of the site(s) you want to claim
 - a. Note: each line refers to the Inspections that were entered on the Inspection page. This means there can be multiple lines for one site.
 - b. Selected inspections will show a green tick in the checkbox
 - c. By selecting one Inspection line the Create Claim button in the bottom right hand will turn from grey to green

2. Select Create Claim

Step 2: Create Claim

Once create claim is selected the page will redirect to the **Create Claim** page.

1. The total value of the claim can be seen in the Value column on the **Create Claim** page. This total can be invoiced to **drumMUSTER** for reimbursement
2. **Upload** an invoice by selecting Upload
3. This will open the **Upload Your File** window
 - a. PDFs can be dragged and dropped into this window, or you can click within the green square to search your computer
 - b. Once a file is selected an aqua tick will appear under the heading Upload Your File
4. Select **Submit**

Step 3: Submit Invoice

1. Add the **Invoice Information** to the following fields:
 - a. Your Invoice Number
 - b. Your Invoice Date
 - c. Add Pre-Approved Miscellaneous Charges (ex GST)
 - i. If additional charges have been pre-approved by the **drumMUSTER** Manager
 - d. Your Invoice Total Including GST
 - e. Note: all other fields automatically populate (this replaces the previous systems use of Reimbursement forms)
2. Select **Submit**
 - a. This will send your invoice to the **drumMUSTER** team to reconcile your claim

Step 4. Check the Progress of Claims

The progress of Claims can be viewed on the **Create Claim Page**. This can be accessed on the **Claims Drop Off** page by selecting the Claims button to the left of Create Claim.

- When an invoice is complete and with the drumMUSTER team, the item line will show a green icon and the status will be ACTIVE
- When an invoice is incomplete and requires the Collection Agency's action, the item line will show an orange icon and the status will be WAITING FOR INVOICE