

COLLEGE OF REMOTE AND OFFSHORE MEDICINE
CoROM

Claimant User Guide

Timesheet & Invoice Portal

Document	Claimant User Guide
Audience	All Personnel submitting timesheets and invoices to CoROM
Policy Reference	CoROM-FIN-INV-001
Version	1.0
Effective Date	1 April 2026
Contact	accounts@corom.edu.mt

Introduction

The CoROM Timesheet & Invoice Portal is the sole authorised channel for submitting timesheets and invoices for payment. This guide walks you through every step of a submission from start to finish. Please read it before making your first submission — it will save you time and help ensure your claim is processed without delay.

Important

CoROM cannot process payment without a valid, approved timesheet and matching invoice submitted through the Portal. Submissions by email or post will not be accepted (CoROM-FIN-INV-001, Section 5).

Before You Start

Have the following to hand before opening the Portal:

- Your CoROM contract reference number (if known)
- Your invoice, prepared and saved as a PDF or Word file
- Your IBAN and BIC/SWIFT bank details
- The dates and descriptions of work completed during the billing period

Not sure which contract type you have?

Check your signed agreement: if it specifies a monthly hours cap and an hourly rate, you are Type A. If it covers a specific course or teaching event, you are Type B. If it specifies a fixed fee for a defined deliverable or project, you are Type C.

The Submission Process — Step by Step

The portal guides you through 6 steps. You can go back at any point to correct an entry before submitting.

Step 1 — Your Details

Enter your full legal name (as it appears on your contract), your email address, your contract reference if you have it, and your role. Name and email are required; the contract reference and role are helpful but optional if you do not have them to hand.

Step 2 — Activity Type and Submission Route

Select the activity type that matches your engagement with CoROM:

Type A	General Contractor Work. Ongoing work billed monthly by hours. Deadline: 5th of the following month.
Type B	Teaching / Instructor Work. Teaching or facilitation at a named course. Deadline: within 5 working days after the course ends.
Type C	Fixed-Fee / Task-Based Work. A fixed deliverable or milestone. Deadline: within 10 working days of task completion.

Then select your submission route:

Route A — Budget Holder Approval	Standard route for the majority of submissions. Your submission is reviewed by a designated Budget Holder before being passed to Finance.
Route B — Direct Submission	For activities funded directly from the Executive Team budget (operational, marketing, or institutional activities). Your submission goes straight to the Finance Department.

If you select Route A, you will be asked to choose a Budget Holder from a dropdown list. Select the person responsible for the budget that funds your work. If you are unsure, ask your CoROM contact before submitting.

Step 3 — Submission Details

This step differs depending on your activity type.

Type A — General Contractor

Select the billing month and year, enter your hourly rate and contracted monthly hours cap, then complete the activity log table. Each row must have a date, a clear description of the work done, and the number of hours. The minimum billing unit is 0.5 hours. Vague entries such as 'work done' or 'admin' will not be accepted by the Budget Holder — be specific enough that the person approving can verify the work against your contract.

Hours Cap Warning

If your total hours approach or exceed your contracted monthly cap, a warning will appear. You must have prior written approval from your Budget Holder before submitting more hours than your cap allows. Retrospective approval is not normally granted.

Type B — Teaching / Instructor

Enter the course name, course dates, location, your daily rate, and the number of days instructed. Include preparation time in the days count. The portal will calculate the total amount automatically.

Type C — Fixed-Fee / Task-Based

Describe the task or deliverable completed (as defined in your contract), provide the milestone or payment stage reference, enter the period covered, and state the amount being claimed. This must not exceed the fee specified in your contract for this stage. Hours are not recorded for Type C submissions.

Step 4 — Bank Details

Enter the bank account to which payment should be made. You will need the account holder name, IBAN, and BIC/SWIFT code. The bank name is optional. Double-check these carefully — CoROM accepts no responsibility for payments made to incorrectly stated accounts.

Changed bank account?

If your bank details have changed since your last submission, please also send an email to accounts@corom.edu.mt to update CoROM's records separately.

Step 5 — Invoice Upload and Certification

Attach your invoice file. The Portal accepts PDF, Word, JPEG, and PNG files up to 10 MB. The Portal will not allow you to proceed without an attached invoice.

Your invoice must include all of the following (Section 7 of CoROM-FIN-INV-001):

- Your full legal name, address, and VAT/tax registration number (where applicable)
- CoROM Foundation as the recipient: 34 Triq Profs Anton Tabone, Birzebbuga, BBG2040, Malta
- A unique sequential invoice number assigned by you
- Invoice date and contract reference
- Billing period and clear description of services
- Fee calculation: hours and rate (Type A/B) or milestone description and fixed fee (Type C)
- VAT treatment — state whether VAT applies and at what rate, or confirm you are not VAT-registered
- Total amount in EUR and your IBAN/BIC for payment

Once the invoice is attached, read and tick the certification statement. By ticking, you confirm that the submission is accurate, that all work was genuinely performed within your contract scope, and that you understand the consequences of submitting false records.

Step 6 — Review and Submit

Review all the details you have entered. If anything is incorrect, use the Back button to return to the relevant step and correct it. When you are satisfied, click Submit Timesheet & Invoice.

Once submitted, your timesheet cannot be edited.

If you realise you have made an error after submitting, contact accounts@corom.edu.mt immediately, quoting your reference number.

After Submission — What Happens Next

Once you submit, you will receive a confirmation email containing your unique reference number (e.g. TSA-2026-1234). Keep this number — quote it in any correspondence about the submission.

The submission then follows this process:

1

Budget Holder Review (Route A only)

Your Budget Holder receives an email with a link to review your submission. They will approve or decline. You will receive an email notification of their decision. If declined, the Budget Holder will provide a reason. Correct the issue and resubmit.

2

Finance Department Review

All submissions — whether Route A (after BH approval) or Route B (direct) — are reviewed by the CoROM Finance Department.
This is a standard compliance check applied to every submission, regardless of value or type.
This step is not a reflection on you or your work — it ensures all payments comply with CoROM's financial regulations and contractual terms.
Payment is subject to final approval by CoROM Finance.
You will be contacted if any further information is required.

3

Payment

Once Finance approves, payment is processed by SEPA bank transfer.
Payment is made within 30 calendar days of the Financial Controller confirming the submission.
CoROM does not make payments in cash.
All taxes and social security contributions are your responsibility as a contractor.

Submission Deadlines

Type A — General Contractor	By the 5th calendar day of the following month
Type B — Teaching / Instructor	Within 5 working days after the final day of the course or event
Type C — Fixed-Fee / Task-Based	Within 10 working days of completing the task or reaching the milestone

Late submissions

Late submissions may result in delayed payment. CoROM accepts no responsibility for delays caused by late submission. If you cannot submit on time due to exceptional circumstances, contact the Financial Controller in advance to request an extension.

Your Reference Number

Every submission receives a unique reference number in the format:

TSA-2026-XXXX	Type A — General Contractor submission
TSB-2026-XXXX	Type B — Teaching / Instructor submission
TSC-2026-XXXX	Type C — Fixed-Fee / Task-Based submission

Always quote your reference number when emailing accounts@corom.edu.mt about a submission.

Help and Contact

If you have questions about the Portal or a specific submission:

- Email: accounts@corom.edu.mt
- Use the Help bar at the top of the Portal to access the Policy document (CoROM-FIN-INV-001) and this User Guide
- For questions about your contract scope, rate, or hours cap, contact your Budget Holder directly before submitting

Policy Reference

This Portal operates under CoROM's Timesheet Submission and Invoice Policy, reference CoROM-FIN-INV-001, effective 1 April 2026. A copy is accessible from the Help bar at the top of the Portal.