



Invoice Submission Form Procedure

Responsible Section: Accounts Payable

Effective Date: July 11, 2024

INTRODUCTION

The guidance for Invoice Submission Form Procedure is for all external partners who provide public defense services and submit invoices to Oregon Public Defense Commission (OPDC) for payment (Vendor). OPDC will only accept invoices submitted via the online invoice submission form located at <https://www.oregon.gov/opds/provider/Pages/invoice-submission.aspx>.

The following sections describe the composition of the online form and what information is required to be completed for each Vendor and Invoice Type.

See Appendix I for invoice types and Appendix II for expected case types.
See FAQ's for commonly asked invoice submission and accounts payable questions.

INVOICE SUBMISSION FORM

All invoices must be submitted via the OPDC online Invoice Submission form at <https://www.oregon.gov/opds/provider/Pages/invoice-submission.aspx>. All the necessary fields in the form must be completed including the related expense summary showing the sum of all detail for each category shown on the invoice. The invoice and all other supporting documentation, including Pre-Authorized Expenses Authorization with the effective date, must also be attached. The grand total shown on the form should match the grand total shown on the attached invoice.

Submitted invoices must include all fees for services, out of pocket AND related travel expenses for the invoice period. The minimum invoice period for fees and expenses is a month, typically 30 days. Contract counsel should submit routine expenses every 90 days or when they total \$100 or more. Attorneys billing hourly should submit monthly or quarterly and once their invoice totals \$130 or more, unless it's a final billing. Monthly invoices with an amount due of \$100.00 or more for Contract Counsel and \$130.00 minimum for hourly attorney billings should only be submitted for Contract Counsel Routine expenses or when submitting a final invoice for a case or PAE authorization. Appropriate receipts for expenses, any other documentation, AND any applicable PAE authorization, must also be attached. The amount requirement does not apply to the final billing on the case.

The online form consists of eight tabs. Not all tabs and not all fields are required. The tabs are required based on vendor type and the type of service or expenses for which invoices are submitted. **Required fields are identified with a red asterisk (*) on the form.**

At the bottom of each tab there is a Previous and a Next button that can be used to move to the last or to the next tab. It is not necessary to select either of these buttons if you do not need to enter information on that tab. Tabs can be selected by clicking on the label to open. If a required tab is skipped or any required fields have been missed when the submitter clicks on the Submit button required fields will be flagged in red.

VENDOR INFORMATION

New vendors must send an email to accounts payable@opds.state.or.us for request to set up for a new vendor **prior** to submitting the first invoice or for existing vendor information changes.

Do not request a vendor number until you are ready to bill.

This will allow accounts payable staff to complete vendor set up. The email must have NEW VENDOR or VENDOR UPDATE in the subject line and contain the following information:

1. Vendor name (individual first and last name and business name if applicable)
2. Vendor mailing address
3. Vendor email address
4. Vendor phone number
5. Vendor number issued by the Department of Administrative Services (DAS), if known.
6. Completed and signed W-9. The W-9 form is available on the Public Defense Providers Information and Submission Invoice pages on our website. [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)

For new vendors, once the DAS vendor profile has been set up accounts payable will send an email with the new vendor number.

If a vendor would like direct deposit the form is available on the Invoice Submission page of our website. [Direct deposit authorization form \(Doc\) \(oregon.gov\)](#) This form will need to be completed and mailed to DAS after the vendor has received the email from OPDC with their new vendor number. Once processed, DAS will send the provider access to the Payment Information Center. Once a direct deposit payment is released, the vendor will receive an automated email confirmation from DAS. They can then log into the Payment Information Center and see the same payment information they would normally see on a remittance advice that is attached to a paper check/warrant.

DAS website link for an ACH form and Q&A:

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/ach.aspx>

VENDOR INFORMATION TAB

This tab must be completed by everyone submitting an invoice for payment, this includes all vendor types *and all invoice types unless otherwise specified below.*

Steps to complete this tab:

1. Select Vendor Type
 - a. Select Counsel for attorney fees and expenses.
 - b. Select Service Provider for other service fees and expenses.

- c. Select Administrator if submitting an invoice for multiple Counsel related to contract.
2. Enter Vendor Number
 - a. Enter the vendor number assigned by the Department of Administrative Services (DAS). The full 13-digit number including the dash must be entered (xxxxxxxxxxx-xxx). If you do not know your vendor number, then contact OPDC at accountspayable@opds.state.or.us.
 - b. Confirm that your payment information is current.
 3. If Counsel was selected as Vendor Type, then enter Counsel's Oregon State Bar (OSB) Number.
 4. Enter the Name of Vendor
 - a. Enter the last name of an individual Vendor.
 - b. Enter the business name of a business Vendor.
 5. Confirm if the Submitter's email address is different than the Vendor's
 - a. Select "Yes" if the Submitter's e-mail address is different.
 - i. Enter the Vendor's email address
 - ii. Enter the Submitter's email address
 1. All notices will be sent to the Submitter's email account.
 - b. Select "No" if the Submitter's email address is not different than the Vendor's.
 - i. Enter the Vendor's email address

OPDC requires that all Vendors receiving payment must have a valid email address. The Vendor Email Address must match the OPDC database.

6. Select the Invoice Type from the drop-down box. ***See Appendix I for Invoice Types.***
 - a. If the Invoice Type for Pre-Authorized Expenses (PAE) is selected a Pre-Authorized Expenses (PAE) Number box will auto-populate.
 - i. It is required that all granted PAE invoice types be entered. Enter the PAE authorization number related to services and expenses.
 - b. The system will verify if the PAE authorization number has been used previously. All duplicate submissions will be rejected unless a Notice of Adjustment is being submitted.
7. Select "Yes" or "No" for Notice of Adjustment Info Submission. The button defaults to "No". Select "Yes" ***ONLY*** if submitting missing information or requested clarification related to a ***Notice of Adjustment received for a previously submitted invoice.***
 - a. This system will accept a PAE authorization numbers that have been previously submitted if "Yes" is selected. The PAE submission must be related to a Notice of Adjustment, or it will be rejected during intake review.

The selection must be completed by all vendor and invoice types submitting additional information related to a Notice of Adjustment.

8. Select from the drop-down box the assigned County for Counsel or County where services were performed by Service Provider.
9. Enter the Begin Invoice Service Date.
 - a. Select from calendar or enter the first date of services or expenses for the attached invoice.
10. Enter the End Invoice Service Date.

- a. Select from calendar or enter the last date of services or expenses for the attached invoice.

11. Select “Next” applicable tab by clicking on the label.

APPELLATE PANEL TAB

This tab must be completed for invoices submitted for appellate panel counsel. *Must be completed for Counsel Vendor Type and Routine – Appellate Panel invoice type only.*

Steps to complete this tab:

1. Select appropriate Counsel Fee Type from the drop-down box.
2. Select appropriate Status from the drop-down box.
3. Select “Next” applicable tab by clicking on the label.

CASE AND APPOINTMENT INFORMATION TAB

This tab must be completed for all invoices submitted for services and expenses related to individual clients. *Must be completed by all vendor types and all invoice types except: Routine - Contract, Routine - Contract - PCR, Routine - Interpreter, Translation, or Discovery.*

Steps to complete this tab:

1. Select Most Serious Case Type of all represented cases related to the client from the drop-down box. The case types align with Caseload Reporting. **See Appendix II for expected case types.**
2. Enter either the Trial Court Case Number and/or Appellate Court Case Number of the most serious charge for all represented cases related to the client.
3. Enter the Client’s Name
4. Enter the Counsel Appointment Date.
 - a. Select from calendar or enter the court appointment date, from the order that is entered into Odyssey, regardless of when that data entry occurs.
 - b. If a case is reviewed at the request of OPDC and not appointed by the court, use the date of the OPDC request.

This must be completed for Counsel vendor type and is NOT required for Service Provider vendor type.

5. Select “Next” applicable tab by clicking on the label.

FEES AND EXPENSES SUMMARY TABS

The fee and expense summary tabs are broken out into Counsel Fees and Expenses Summary, Other Services Summary, Out of Pocket Expenses Summary, and Travel Expenses Summary. Only complete the information required for the selected Vendor and invoice type.

Where applicable, enter the total amount of time or pages for each category and either select the rate from the drop down or enter the approved rate. The form will calculate the Amount Invoiced where this information is entered. It may be necessary to complete information in more than one of the summary tabs. There are some line items where the Amount Invoiced must entered.

The entries into these tabs are a summary of the total amount detailed on the attached invoice. For instance, the summary amount entered for Counsel Fees is 12 Hours at \$75 per hour with a calculated \$900 Amount Invoiced. The invoice must provide the following detail: type of services provided with rates itemized by date (in tenths or hundredths of an hour).

COUNSEL FEES AND EXPENSES SUMMARY TAB

Counsel Fees and Expenses Summary: This tab must be completed for counsel related fees and be completed by counsel vendor type and any related invoice types.

Steps to complete this tab:

1. Enter the total number of hours, minutes or pages for each listed fee or expense on the attached invoice.
2. Enter or select the approved rate from the drop-down box.

Enter the subtotal of each expense type. NOTE: Detail information must be on an attached invoice.

3. Select next applicable tab by clicking on the label.

OTHER SERVICES SUMMARY TAB

Other Services Summary: This tab must be completed for Service Provider fees and expenses and by completed by Service Provider vendor type and any related invoice types.

Steps to complete this tab:

1. Enter the total number of hours, minutes or pages for each listed fee or expense on the attached invoice.
2. Enter or select the approved rate from the drop-down box.

Enter the subtotal of each expense type. NOTE: Detail information must be on an attached invoice.

3. Select next applicable tab by clicking on the label.

OUT OF POCKET EXPENSES SUMMARY TAB

Out of Pocket Expenses Summary: This tab must be completed for allowable expenses (i.e. photocopies, etc.) and must be completed by all vendor and invoice types that are invoicing for reimbursement of out-of-pocket expenses. If the out-of-pocket expense is not listed as an individual line item, list in Other Out of Pocket Expenses.

Steps to complete this tab:

1. Enter the total number of hours, minutes or pages for each listed fee or expense on the attached invoice.
2. Enter or select the approved rate from the drop-down box.

Enter the subtotal of each expense type. NOTE: Detail information must be on the Invoice Submission Form.

3. Select next applicable tab by clicking on the label.

TRAVEL EXPENSES SUMMARY TAB

Travel Expenses Summary: This tab must be completed for travel expenses including mileage, lodging, meals, and other related allowable expenses and must be completed by all vendor and invoice types that are invoicing for reimbursement of travel expenses.

IF there is mileage for multiple years, enter the most recent year in the Mileage category and enter the total amount for previous years in Travel Expenses (Parking/Rental Car/Airfare/Prior Year Mileage).

Steps to complete this tab:

1. Enter the total number of hours, minutes or pages for each listed fee or expense on the attached invoice.
2. Enter or select the approved rate from the drop-down box.

Enter the subtotal of each expense type. NOTE: Detail information must be on an attached invoice.

3. Select next applicable tab by clicking on the label.

GRAND TOTAL AND ATTACHMENTS TAB

The invoice and any related receipts and/or documentation must be attached to the form by dragging a chosen file into the Attachment Files box or by clicking on Select Files and selecting a file.

All submitted invoices must indicate the business name, remittance address, case and/or client information, describe the type of services provided with rates itemized by day in tenths or hundredths of an hour. Mileage and other travel details must include the date of travel and departure and destination city/location. **Do not include the names of victims.** Appropriate receipts for expenses must also be attached.

The Grand Total shown on this tab should match the Grand Total shown on the invoice.

Steps to complete this tab:

1. Check to make sure the Grand Total shown on the form matches the grand total shown on the attached invoice.

2. Upload attachments (invoice, receipts, transcripts, etc.) either by dragging the file into the Attachment Files box OR click on Select Files and search for and select files to upload.
3. Check the certification box.
4. Click the Submit button.

If any required fields have been missed when the submitter clicks on the Submit button required fields will be flagged in red.

NOTICES

The vendor, or submitter if different, will receive system generated notices related to the processing of the submission. Do not respond to these emails. Responses will not be received.

When there is a response requested, the email notification will include a link to a form with additional information with which responses can be given and any necessary documents uploaded.

Email notification will be sent for the following scenarios:

1. Invoice Received
2. Invoice submission CANCELLED - Virus found
3. Invoice submission CANCELLED - Vendor # and email do not match.
4. Invoice submission CANCELLED - Vendor # not found
5. Invoice submission CANCELLED - Invoice Failed Pre-Audit # txtReferenceId
6. Invoice submission CANCELLED - Invoice Failed Compliance Audit
7. Clarification Request - Invoice # txtReferenceId
8. Clarification Response CANCELLED - Virus found
9. Clarification Response - Insufficient - Invoice Failed Compliance Audit
10. Clarification Response - Received - Invoice # txtReferenceId
11. Transferred for Payment Invoice # txtReferenceId
12. Transferred for Payment - Notice of Adjustment - Invoice # txtReferenceId

APPENDIX I

INVOICE TYPES

Routine: Select for all routine expense invoices other than Appellate Panel, Appellate Transcripts or expenses related to contracts.

Routine - Appellate: Select for invoices related to Appellate Division fees and expenses other than Appellate Panel or transcripts.

Routine - Appellate Transcript Criminal: Select for invoices related to Appellate Division criminal transcripts.

Routine - Appellate Transcript Juvenile: Select for invoices related to Appellate Division juvenile transcripts.

Routine Contract: Select for invoices related to expenses of trial contract counsel.

Routine Contract - PCRCP: Select for invoices related to fees and services for PCRCP contracts.

Routine - Guardian/Conservatorship: Select for invoices related to fees and services for All juvenile guardianship or conservatorship cases (SB578).

Routine - Interpreter, Translation, or Discovery: Select for invoices related to indicated fees and services for which pre-authorization is not required.

Pre-Authorized Expenses: Select for invoices related to Pre-Authorized Expenses fees and Expense authorizations other than Appellate, Interpreter or Translator, PCRCP or Transcription.

Pre-Authorized Expenses - Appellate: Select for invoices related to Pre-Authorized Expenses appellate fees and expense authorization.

Pre-Authorized Expenses - Interpreter or Translation: Select for invoices related to A Pre-Authorized Expenses interpreter or translation authorization.

Pre-Authorized Expenses - Transcription: Select for invoices related to a Pre-Authorized Expenses transcription authorization.

APPENDIX II

EXPECTED CASE TYPES

Adult Criminal Case Types

Case Type	Case Category
AFEL	Felony
AM11	Felony
Appeal	Appeal
BFEL	Felony
BICC	Sp Court/Docket
BM11	Felony
CC	Sp Court/Docket
CFEL	Felony
CONT	Misdemeanor
CVHC	Habeas Corpus
CVPC	Post-Conviction Relief
DDIV	Sp Court/Docket
DFEL	Felony
DGPM	Sp Court/Docket
DNA	DNA

DPV	pv
DRG	Sp Court/Docket
DRUG	Sp Court/Docket
DUAD	Sp Court/Docket
DUIS	Misdemeanor
DVAD	Sp Court/Docket
DVCT	Sp Court/Docket
DVIO	Felony
DWSS	Misdemeanor
ECR	Sp Court/Docket
EDP	Sp Court/Docket
EDPM	Sp Court/Docket
EXTR	Misdemeanor
FAPA	Misdemeanor
FDC	Sp Court/Docket

Juvenile Case Types

Case Type	Case Category
JDEC	Dependency-Child
JDEP	Dependency-Parent
JM11	Felony
JPSRB	Juvenile Psychiatric Security Review Board
JPV	Dependency – Probation Violation
JUDF	Juvenile Delinquency
JUDM	Juvenile Delinquency
JUDO	Juvenile Delinquency
JUTC	Termination
JUTP	Termination
Juvenile	Juvenile Waiver Hearings
Juvenile	Juvenile Delinquency

AJUDF	Delinquency Appeal
GUAJ	Guardianship - Juvenile
CONJ	Conservatorship - Juvenile
GCBJ	Guardian/Conservatorship Both - Juvenile
GUAA	Guardianship - Adult
CONA	Conservatorship - Adult
GCBA	Guardian/Conservatorship Both - Adult

FAQ'S

What is an invoice?

An invoice is a list of goods sent or services provided, with a statement of the sum due. Invoices are legally enforceable documents that are necessary for us to reimburse for out-of-pocket expenses as well as services provided. A sample invoice has been provided as an example on the Invoice Submission page of our website [Oregon Public Defense Commission : Invoice Submission : Public Defense Providers Information : State of Oregon](#).

How many invoices can I submit for my client per invoice period?

Vendors shall submit one invoice per client per invoice period. Invoices with multiple clients will only be accepted for Routine interpretation or contract vendors submitting Routine expenses.

Do I bill all my cases separately for the same client?

No, submit through the online portal using the case with the highest charge (case type). If there are two cases with the same case type severity, pick the case number that is the oldest. Please be sure to also reference each case number on the invoice. The only time cases should be submitted separately for the same client is if the hourly rates differ between cases.

What needs to be included on the invoice?

Invoice Essentials	Required
<i>Vendor name, remittance address, email and/or phone number and DAS Vendor number</i>	X
<i>Case and/or client information. Do not include the names of victims</i>	X
<i>Invoice number</i>	X
<i>Invoice period (date range of services and expenses on the invoice)</i>	X
<i>Invoice date (the date of the invoice)</i>	X

<i>Services fees with dates of service, Month/Day/Year (date ranges will not be accepted), description of services provided for each date, the amount of time for each service provided (in tenths or hundredths of an hour), and the associated rate and total charge for that service. Subtotal all listed service hours and fees.</i>	<i>X</i>
<i>Out of pocket expenses must be listed and must be supported by receipts. Subtotal all listed out of pocket expenses.</i>	<i>X</i>
<i>Travel and mileage detail must include dates of travel, Month/Day/Year, with departure and destination city/location, total number of miles traveled (for mileage reimbursement only), meal allowance, lodging, and other travel expenses. All expenses other than mileage and meal allowance must be supported by receipts. Subtotal all listed travel and mileage expenses.</i>	<i>X</i>
<i>Grand total of all fees and expenses</i>	<i>X</i>

What if I use Word or Excel to produce my invoice?

Accounting software will produce an invoice with this type of standard format. There are several inexpensive options available for the small independent contractor. There are even those that have time tracking that integrates with the accounting software to streamline invoicing.

We understand that our vendors produce invoices in different ways, including Word or Excel, and that is acceptable as long as the required information shown in the grid above is included.

This information is required for our records. Should we be audited this is the information that will be examined. In addition, when this information is missing from the invoice it slows processing time. It is our goal to make sure we continue to move forward to meet our obligation as a steward of public funds and to continue to find areas where we might improve our process by eliminating any extra steps. We very much appreciate those who already include this information on their invoice.

*We are providing an invoice example for you to see how it may look. Please understand that how the invoice is produced, (accounting software, Word, or Excel) the format does not need to be exactly the same as the example, **but it is required that all the information shown in the Invoice Essentials grid in above FAQ is included.***

Invoice Example

Vendor Name
Vendor Address
Vendor Email
Vendor Phone Number
Vendor Number

Invoice Number: 2564
Invoice Period: 01/01/21-03/31/21
Invoice Date: 04/01/21

Case Number	Client Name	<u>Service Fees</u>			
Date	Quantity/ Activity	Hours	Rate	Amount	
01/01/21	Description of services provided	5.20	\$75.00	\$390.00	
03/01/21	Description of services provided	0.30	\$75.00	\$ 22.50	
03/05/21	Description of services provided	0.40	\$75.00	\$ 30.00	
03/15/21	Description of services provided	0.50	\$75.00	\$ 37.50	
Total Service Hours:		3.40		Subtotal: \$480.00	

<u>Other Expenses</u>				
Date	Expense	Qty	Rate	Amount
03/01/21	B&W copies	100	\$.10	\$ 10.00
				Subtotal: \$ 10.00

<u>Travel and Mileage</u>				
Date	Expense	Qty	Rate	Amount
01/01/21	Lodging	1	\$85.00	\$ 85.00
01/01/21	Meal Allowance	1	\$26.00	\$ 26.00
01/01/21	Mileage: departure city to destination city	20	\$.56	\$ 11.20
Total Mileage:		20		Subtotal: \$122.20

Invoice Grand Total: \$612.20

Why do you need proof of payment and what can I submit as proof?

Reimbursement is defined as the action of repaying a person who has spent or lost money. For this repayment to happen, we need valid documentation that the original payment was made.

Valid proof of payment can be a receipt from the vendor, showing the transaction was paid in full; a copy of the front and back of the cashed check; or a copy of the bank/credit card statement showing the transaction.

When can I use a Travel and Mileage Worksheet?

The Travel and Mileage Worksheet will be accepted in lieu of an invoice only when there are no other fees or expenses to be invoiced for the period. Travel and mileage should only be shown as a subtotal without detail on the invoice when the Travel and Mileage Worksheet is used listing each client/case separately. When travel includes work representing multiple clients the vendor may subdivide the total among clients when a reasonable explanation is provided.

How do I submit my Routine Expenses if I am an Administrator or Contract Counsel?

Administrators or Contract Counsel submitting Routine Expenses must use the Contract Counsel Routine Expense Worksheet.

If I am an interpreter, am I required to use the Interpreter Worksheet?

Interpreters may use the Interpreter Worksheet in lieu of a separate invoice to submit service fees.

Why do I need to provide my remittance address if I'm set up for direct deposit?

The final confirmation step for releasing payments from the agency is verifying we are paying the appropriate provider. This is done in multiple ways, and one of those is verifying the address you've provided. In addition, if your 1099 is undeliverable because of a bad remittance address, your vendor account is inactivated by the Department of Administrative Services (DAS).

When do I toggle the Notice of Adjustment button when I submit my billings?

Only when a submission has been previously paid, and this is additional information being provided to pay anything cut on that original submission. If the Notice of Adjustment button is toggled and the billing has not been paid against, it will be rejected.

How do I delete a billing submission or change a billing submission through the online portal?

A billing submission cannot be edited. If you would like to submit a corrected version, you will need to do that as a new billing submission. If you do choose to submit another version, please be sure to send an email to the AP mailbox accountspayable@opds.state.or.us, and let us know. Be sure to include the AP# assigned to your original submission (that needs to be cancelled). We will terminate the submission on your behalf.

The same applies to a submission that you would like us to completely discard. Email the AP mailbox accountspayable@opds.state.or.us, and include the AP# and we will terminate it on your behalf.

How do I reach someone if I need phone assistance?

Accounts Payable has a direct line phone number, (503) 378-3349. This can be found on our website under Provider/Provider Home as well as under Provider/Invoice Submission. [Oregon Public Defense Commission : Invoice Submission : Public Defense Providers Information : State of Oregon](#) Please leave us a phone message, along with your contact information and we will respond to these in the order they were received.