



Consultant Contract Invoice Processing

Standard Operating
Procedure

Bridge & Structural Design
Section 25

09/30/2024

**CONSULTANT CONTRACT INVOICE PROCESSING
SECTION 25**

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1.0 Introduction

This SOP is supplemental to all applicable LADOTD Consultant Contract Services Section invoicing procedures and requirements, and applies to all invoices for contracts managed by the Bridge Design Section.

Should Consultant Contract Services discover errors on invoices reviewed and approved in accordance with this SOP, notify the Bridge Design Engineer Administrator immediately to determine if SOP requires modification.

2.0 Definitions

LADOTD Bridge Design Contract Manager (CM): Individual responsible for Project Specific contract or IDIQ contract administrative oversight.

LADOTD Bridge Design Invoice Coordinator (IC): Individual responsible for the processing of invoices and resolving related issues.

LADOTD Bridge Design Task Manager (TM): Individual responsible for Task Order administrative oversight.

Project Specific Contract: See Consultant Contract Services Manual.

IDIQ Contract: See Consultant Contract Services Manual.

3.0 Consultant Responsibilities

Upon notification from CM or TM that consultant DOTD Inbox Invoice folders have been created in ProjectWise (PW), upload all invoices to the following PW location with invoice file named using the format shown below:

PW Location:

pw:\\PROJECTWISE.dotd.state.la.us:LADOTD_Corp\\Documents_Consultants\\
Consultant_Contract #\\Inbox_DOTD\\Invoices

Invoice File Name Format:

Use underscores between elements and hyphens within elements as follows:

Contract Number_Project Number or Task Order Number_Purchase Order
Number_Year_Month_Invoice Number.pdf

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Example:

44-12345_H.012345_22-123456_2020-06_1.pdf

Note: Contracts and Task Orders funded by the Bridge and Structural Design Section Professional Services budget will not be assigned a Purchase Order (PO) number. In such cases, omit the Purchase Order number in the file name.

3.1 Frequency

Upload all invoices monthly, including Zero Dollar invoices.

Submit invoices associated with a Project-Specific contract as one document.

Submit invoices associated with an IDIQ contract as one document.

Identify the IDIQ contract number on Task Order invoices.

3.2 Required Invoice Information

Include the following with all invoices:

- Invoice Cover Letter (optional)
- Invoice checklist
- Current progress Report/Schedule.
- Summary of work performed during the billing period showing with level of detail sufficient to justify the work billed and signed by the consultant.
- DBE forms with the appropriate signature.

3.3 IC Notification

IC contact information is shown on the Bridge and Structural Design Section website opening page.

After uploading all invoices into the PW folder described herein, send a notification email to the IC with the Project Specific Contract or IDIQ Contract number shown in the email subject line.

Do not include invoices in the email. Do not copy anyone.

Include a list of the uploaded invoices and the associated balance due for each.

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4.0 Bridge Design Section Staff Responsibilities

4.1 PW Folder Creation

For new Projects, the IC, CM or TM follows LADOTD procedures to create a folder titled Invoices under the consultant's PW DOTD Inbox.

4.2 Invoice Review, Approval and Distribution

Upon consultant notifying the IC that invoices have been uploaded to PW, the IC will perform the following:

- Cursory invoice review.
- Attach PO Overview sheet if applicable.
- Review and approve DBE forms on behalf of CM or TM for Zero Dollar invoices.
- Review and approve Zero Dollar invoices.
- Review and complete invoice checklists to check for accuracy and consistency.
- Sign the invoice checklist on behalf of the LADOTD Project Manager for Zero Dollar invoices and as necessary.

For Project Specific contract invoices, the IC will send a notification email to CM.

For IDIQ contract Task Order invoices, the IC will send a notification to TM and copy CM.

Notification emails will only be sent to the invoice approver. The notification email will include the following:

- Request invoice review.
- A link to access the invoices.
- Notification of Zero Dollar invoice.
- CM or TM will have option to review Zero Dollar Invoices, but IC will approve as mentioned herein.

4.3 Invoice Review by CM or TM

Review invoice, including verifying the following as a minimum:

- Invoice amount is commensurate with the work performed.

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- All supporting documentation adequately justifies the submitted hours and direct expenses.
- Adequate funds are available for payment.

Complete invoice review within seven days of notification email receipt.

4.4 Invoice Approval by CM or TM

Upon finding the invoice to be satisfactory, the CM or TM stamps the invoice “Reviewed & Approved for Further Processing” and saves the file in the same PW folder, then renames the file with the extension “Approved”.

Example:

If the reviewed invoice original file name is:

44-12345_H.012345_22-123456_2020-06_1.pdf

Then, once the invoice is approved, save and name the file as:

44-12345_H.012345_22-123456_2020-06_1_Approved.pdf

For Dollar Amount invoices, the CM or TM uses the notification email voting button and selects "**Approved**" or "**All Invoices Reviewed and Approved**" to indicate that the invoice(s) have been approved.

For Zero Dollar invoices, the CM or TM uses the notification email voting button and selects "**Zero Dollar Invoice(s). Ok.**" to acknowledge receipt of the Zero Dollar invoice.

No further action is required of the CM or TM after approving Dollar Amount or Zero Dollar amount invoices.

4.5 Invoice Rejection by CM or TM

If the invoice is not acceptable, the CM or TM marks-up the invoice, identifying all issues requiring correction. Depending on the complexity of the invoice issue(s), the CM or TM chooses one of the following options:

Option 1: The CM or TM saves the marked-up invoice in the same PW folder and renames the file with the extension "Rejected."

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Example:

If the marked-up invoice file name is:

44-12345_H.012345_22-123456_2020-06_1.pdf

Then save and name the file as:

44-12345_H.012345_22-123456_2020-06_1_Rejected.pdf

The CM or TM uses the notification email voting button and selects “**One or More Rejected**” to indicate rejected invoice(s) that are to be returned to the consultant by the IC for correction.

Option 2: The CM or TM works directly with the consultant to resolve all invoice issues and copies the IC on all email correspondence. Once satisfactorily corrected, the CM or TM saves the approved invoice in PW in accordance with the “Invoice Approval” procedure above.

4.6 Invoice Submittal by IC

Upon voting notification from the invoice reviewer, the IC will upload approved invoices to CCS Invoice Processing Tracking system, or will return rejected invoices to the consultant as appropriate.

For Contracts and Task Orders funded by the Bridge and Structural Design Section Professional Services budget, the IC will forward approved invoices to the appropriate Administrative Assistant, who will set up payment for those invoices directly.

5.0 Contact Information

Inquiry Topic	Contact
Invoicing	IC and copy the CM
Contract	CM
Project	LADOTD Project Manager and Bridge Task Manager
SOP	Unit 8 Assistant Bridge Design Administrator