

# E-INVOICE MANAGEMENT

## *Instructions for Employers*

*The PPL e-Invoice Management system allows vendors, enrolled in the NJ DDD Self Directed Option (SDO) program, to enter invoices online and submit them for approval by the Employer of Record (EOR). Employers can view the details and status of each invoice and approve or reject it.*

Instructions for vendors can be found online on the PPL website at [www.publicpartnerships.com](http://www.publicpartnerships.com).

### Individual/Employer of Record: E-Mail advises of e-invoice submission

# 01

If Vendors that have provided services to individuals in the NJ DDD SDO program, opt to enter their invoice(s) online, you, as the individual, Employer of Record (EOR) or Authorized Representative (AR) will receive an e-mail to advise of the invoice submission and request your review and approval or rejection. Here is an example of the e-mail you will receive:

**From:** Public Partnerships  
**Sent:** 01 January 2020 17:00  
**To:** NJ DDD Member  
**Subject:** A NJ DDD SDO invoice has been submitted for review and approval

Dear Employer:

A NJ DDD SDO invoice with invoice number **123** for services rendered to **Jane Smith** has been submitted for approval by **Example Provider**. You can access the PPL e-invoice system by using **this link** to review and approve or reject this invoice.

If you need additional information, please contact PPL Customer Service at 1-844-842-5891.

Thank you,  
 Public Partnerships

### REGISTER FOR AN ID & PASSWORD

In order to access the e-invoice platform, you must first register for an ID and Password by completing the registration form here:

<https://account.publicpartnerships.com/s4s/FormDetails/FillForm?formId=38>

*Once you access this form, complete your first name, last name, DDD ID# and e-mail address. You will receive your ID and password in less than 2 business days.*

## Access the e-invoice portal

- 01** Once you have been provided a Username and password, you can log into the e-Invoice web portal using your username and password: <https://account.publicpartnerships.com>

### Login

## Provider Invoices Summary

- 01** Once you access the system, you will be directed to a “Vendor Invoices” page:

Status	Invoice Number	Date	Individual	Individual Name	Amount	
Rejected	myInv1001	1/16/2020	CONJD005078	Lee Test	\$30.00	<a href="#">View Details</a>
Rejected	000002	1/22/2020	CONJD005013	Andrew Thornton	\$20.00	<a href="#">View Details</a>
Rejected	84848	2/4/2020	CONJD005548	Kate Test	\$500.00	<a href="#">View Details</a>
Rejected	J01	2/20/2020	CONJD005548	Kate Test	\$1.00	<a href="#">View Details</a>
Approved	LRS-000002	12/9/2019		Jon Smith	\$54.00	<a href="#">View Details</a>
Approved	LRS-0000001	12/3/2019		Jon Smith	\$132.00	<a href="#">View Details</a>
Approved	000001	1/1/2020	CONJD006739	Kimberly Smith Indiv	\$112.50	<a href="#">View Details</a>
Approved	1234	1/6/2020	CONJD005548	Kate Test	\$70.00	<a href="#">View Details</a>
Approved	1234b	1/8/2020	CONJD005078	Lee Test	\$36.00	<a href="#">View Details</a>

This page will provide the following fields of information:

- ✔ **Status** –
  - **Waiting for Approval** – Individual, EOR or Authorized Representative has not reviewed and approved the submitted invoice.
  - **Approved** – The invoice has been approved by the individual/EOR or AR and is being processed for payment.
  - **Rejected** – The submitted invoice has been rejected by the individual/EOR or AR.
- ✔ **Invoice Number** – PPL assigned #
- ✔ **Date** – Date invoice was submitted
- ✔ **Individual** – 6 digit DDD ID#
- ✔ **Individual Name** – The name of the individual to whom services were provided
- ✔ **Provider Name** – Name of the vendor that has provided services to the individual
- ✔ **Amount** – The dollar amount of the submitted invoice

## 02 The Vendor invoices can be filtered by Date range (using the From and To fields), status, individual or Provider.

## Review of Invoices

### 03 To view an Invoice select the "View Details" button.

Status	Invoice Number	Date	Individual	Individual Name	Provider Name	Amount	
Rejected	myInv1001	1/16/2020	000522	Lee Test	Legacy Riding Stables	\$30.00	<a href="#">VIEW DETAILS</a>
Rejected	000001	1/1/2020	002484	Fred Participant Employer 01	Legacy Riding Stables	\$112.50	<a href="#">VIEW DETAILS</a>
Waiting approval	myInv00002	1/22/2020	007118	Kate432 Test	Legacy Riding Stables	\$65.00	<a href="#">VIEW DETAILS</a>

A summary of the invoice will be displayed:

### 04 If you determine that the time entered on the invoice is accurate, click on the **Approve** button.

**You will see a confirmation message, displaying that the invoice is now approved.**

**Approve**

Remember, Public Partnerships will only pay for invoices that are Approved by the individual/EOR. By approving the invoice, a request for payment will be issued to our payroll system.

If you find an error on the invoice, click on the **Reject** button. It is suggested you select a rejection reason to advise the vendor of the reason why you are rejecting the invoice. This will help to address issues quickly.

### 05

**Reject**

When an invoice is rejected, it is sent back to the vendor for review and revision. The vendor will see the reasons entered for rejection and will need to correct the invoice.

Rate \$	Total cost \$	Rejection reason	Action
20	20.00	Please se	Reject

Please select...

- The service code is incorrect
- The plan is incorrect
- The outcome is incorrect
- The service is incorrect
- The amount is incorrect
- The date of service is incorrect
- The rate is incorrect
- Other
- Did not receive services from this provider

total: \$20.00

Close

It is suggested you follow-up with vendors regarding invoice rejections and work with them to resolve issues.

## Questions?

If you have any questions, please call Customer Service and a representative will be happy to assist.

## Customer Service:

1-844-842-5891