E-INVOICE MANAGEMENT

Instructions for Vendors

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 also view the details and status of each invoice and approve or reject it.

Instructions for Employers can be found online on the PPL website at **www.publicpartnerships.com.**

REGISTER FOR AN ID & PASSWORD

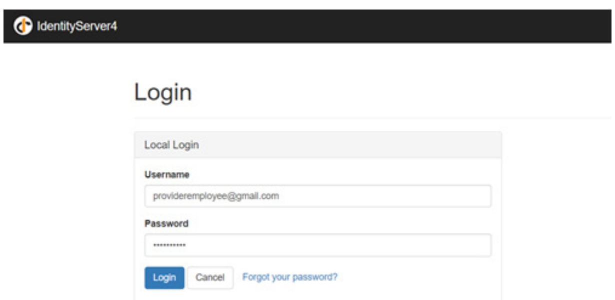
In order to access the e-invoice platform, you must first register for an ID and Password by completing the registration form here:

https://account.publicpartnerships.com/NJ-DDD-Vendor-Registration

Once you access this form, complete the requested information. You will receive your ID and password in less than 2 business days.

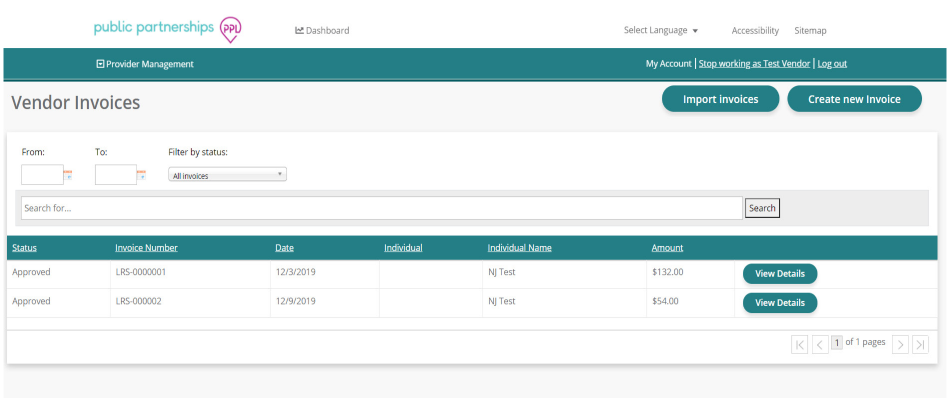
Section 1: How to Create and Submit an e-Invoice

01 Log into the e-Invoice web portal using your username and password: **https://account.publicpartnerships.com/**

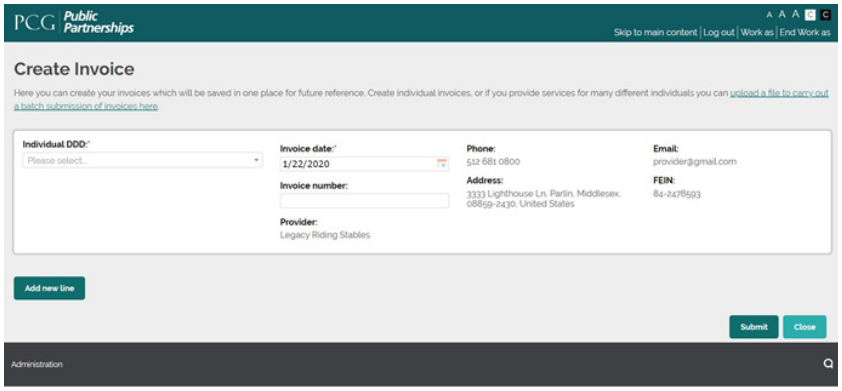


02 Once logged in, go to: **https://account.publicpartnerships.com/invoices**

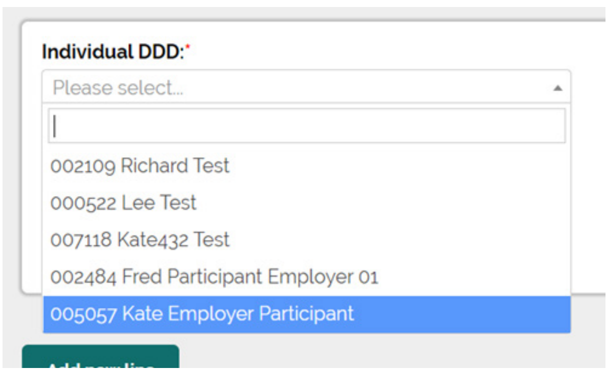
You will be redirected to see a summary of all your invoices, with options to “Import Invoices” OR “Create New Invoice”. These options are located directly beneath the green banner on the right-hand side of the screen.



03 Click on the Create New Invoice button. You will be directed to the Create Invoice screen. From here you can create an invoice for all the individuals that you provide services to.



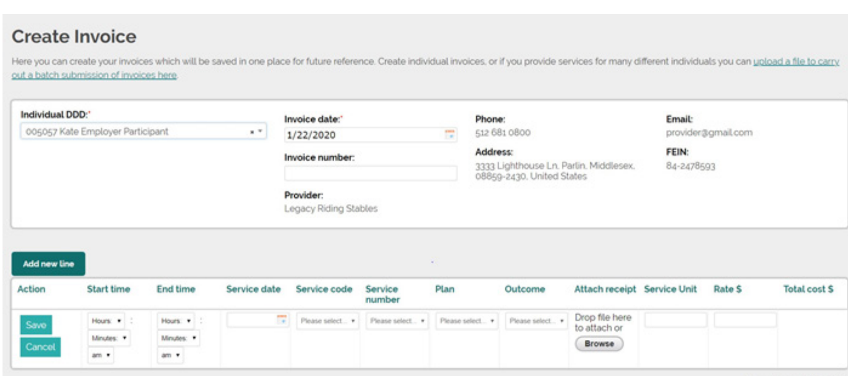
04 You will see a list of all the individuals you provide services to in the Individual DDD drop down. Select the individual you want to create an invoice for.



- The Invoice date in the header will default to the current date but can be changed to be a past date using the calendar control.
- Your business' name, phone number, address, email and FEIN will be displayed in the header of the invoice and are pulled through from the details provided in your account.

05 Enter an Invoice number. The number can be a combination of characters and numbers, but it is recommended you create something that is meaningful and incremental. If you leave this field blank, the system will automatically generate an invoice number for you, and this will be displayed in the invoice summary.

06 **Click on the Add new line button.** This will display several new fields to enable you to create a new invoice line item. An invoice can contain any number of invoice lines, so this button can be selected multiple times to add new lines to the invoice.



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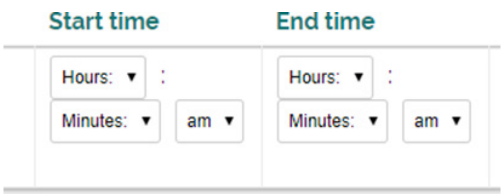
- Enter the Hours and Minutes you provided the service
- Enter the time of day you started by clicking the Start time dropdown
- Enter the time of day you ended by clicking the End time dropdown
- Enter morning or afternoon by clicking either am or pm
- Both are optional but enable you to record the start and end time for the service you provided.



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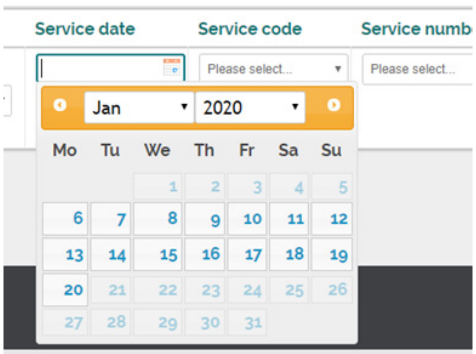
You must enter a Service date. The easiest way to do this is to click on the calendar icon next to the empty box, and choose the date from the calendar that corresponds to the date you provided the service The service date is validated when the line item is saved and must be a date in the past. Invoices cannot be future dated!



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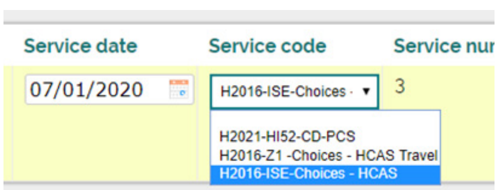
Select Service code. The individual's authorization will dictate the service codes available and these are the services that will be displayed in the Service code dropdown. This is a mandatory field so one must be selected, if you forget, the system will notify you when you try to save the line item. If only one service code has been allocated for services to the selected individual, then this will be selected automatically.



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The service plan, outcome and service correspond to the associated authorization found in the individual's service plan. If the individual has more than one option, you will need to select the appropriate option. If there is only one choice then this will be selected automatically.

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You can attach a receipt by selecting the" Browse" button, or by simply dragging and dropping a file into the location. This is an optional item but can be used to upload relevant receipts/supporting documentation to your invoice.

12

Enter Service Unit. Please enter a whole number. This is usually the number of hours you provided the service for.

12

Enter the Rate agreed for this service. It is typically the rate per hour.

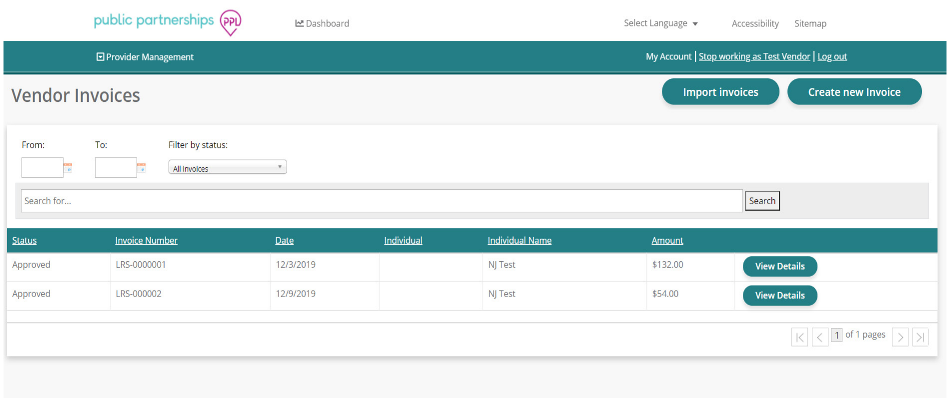
NOTE **Total Cost will be automatically calculated. Total Cost = Service Unit * Rate**

14 If you want to remove the line item select Cancel, otherwise select Save to save the invoice line item.

- To add another line item to the invoice, select Add new line button.
- All line items must be individually saved before the invoice can be submitted.

NOTE **Prior to submitting your invoice, please review all lines for accuracy and edit any changes if needed.**

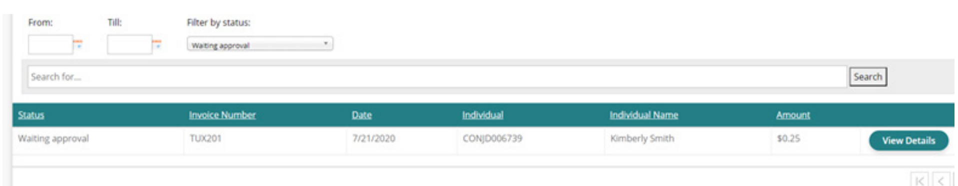
When an invoice is submitted you will return to the Invoice Summary page, where it will appear with a status of Waiting Approval.



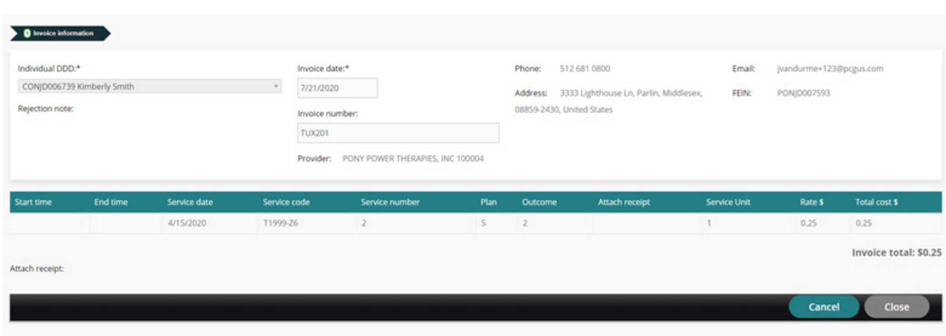
Section 2: How to Cancel a Submitted Entry

When you have submitted your invoice, it can be canceled before it has been Approved or Rejected if you realize you made a mistake while submitting the invoice. It is important to cancel and invoice before creating a new invoice for the same pay period as duplicate invoices will automatically be rejected.

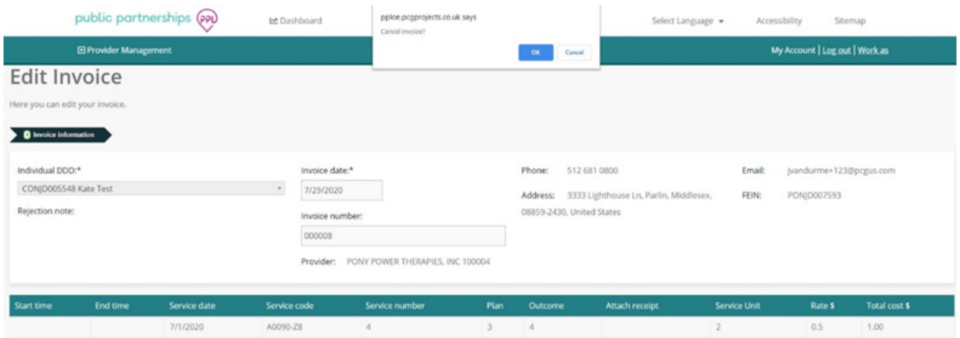
01 Cancelling an invoice can be done by selecting View Details button on Invoices in a “Waiting approval” status.



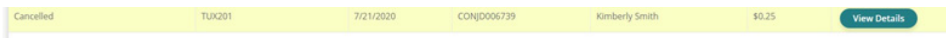
02 View details view. Cancel option is on the bottom right of invoice.



03 Prompts to cancel invoice



04 Moves to a canceled status.

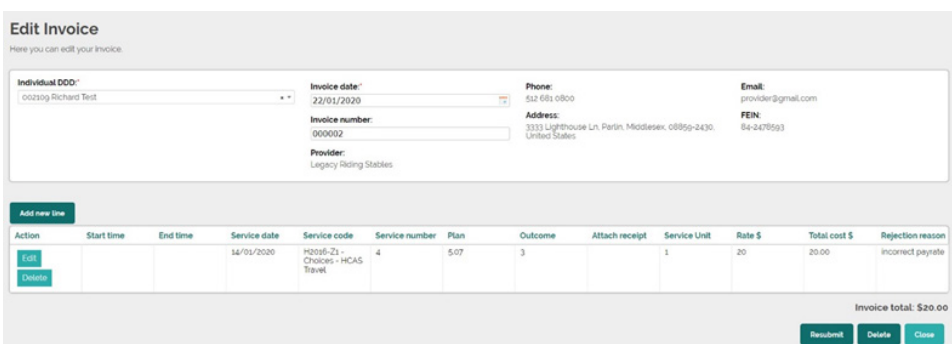


Section 3: How to Review and Re-submit a rejected e-Invoice

When you have submitted your invoice, it can be Approved or Rejected by either a PPL staff member, or by the individual you provided the service for.

You can view the invoice status daily (Approved, Rejected, Pending, Paid). Status changes will be updated at the end of business each day and will reflect any changes on the following day.You will receive an email notification to advise of both Approved and Rejected invoices, and you will see the relevant status when logging into the Invoice Summary screen as can be seen above.Rejected invoices must contain a rejection reason.

01 View rejected invoices can be viewed by selecting View details button. The rejection reason is contained in the **last field of the rejected line item.**



02 Select Edit to make the necessary amendments.

03 Select Save and Submit when you're happy with all changes.

Section 3: How to Review and Re-submit a rejected e-Invoice

Once the Participant has approved your invoice, the status of the invoice will change to an approved status and will be sent to Public Partnerships for validation.

Below are the expected outcomes based on invoice validation:

- **Approved (Pending)** There is something wrong with your invoice and causing it not to go into Good to Pay
- **Approved (Good to Pay)** Your invoice has passed validation and is awaiting to be paid on the next scheduled payroll
- **Approved (Paid)** A check has been generated for your invoice
- **Approved (Denied)** Participant approved your invoice in error and asks to have it denied.Invoice was pending for a long period of time and systematically denies or was asked to be denied. (would need to be re-entered if needed)

Questions?

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

Customer Service:

1-844-842-5891