TEXAS DEPARTMENT OF TRANSPORTATION

PEPS

INVOICE TEMPLATE OVERVIEW

Updated: February 12, 2020

PEPS Invoice Template Overview

Presentation Structure

Payment Methods

Invoice Template Structure and Setup (Overview for all Payment Types)

- Instructions
- Function Code (FC) List
- Chart of Accounts (COA) Conversion Page
- Master Control-Section-Job (CSJ) List
- Invoice bb
- Work Authorization Financial Status Summary
- Summary of Total Amount Invoiced
- Labor Summary (Field)
- Labor Summary (Office)
- Unit Cost Summary
- Deliverable Summary
- Other Direct Expenses (ODEs)
- Travel Expense (TE) Summary

Provider - Final Preparation of the Invoice Template

PEPS Invoice Resources and Support

Payment Methods

Selection of Payment Types for Standard Disciplines

	CPFF	SR	UC	LS
Engineering				
Advanced Planning	X	X	X*	
Schematic Design and Environmental	X	X	X*	
PS&E	X	X	X*	X
Construction Phase Services		X		
Construction Engineering Inspection		X	X*	
Repetitive Tasks			X	
Surveying		X	X	X
Materials Engineering / Testing		X	X	
Geotechnical Engineering / Services		X	X	
Bridge Inspection		X	X	
Architecture				X

* Unit cost for: Survey, Materials Testing, Geotechnical, and Traffic items

Invoice Template Structure & Setup

Invoice Template Packages

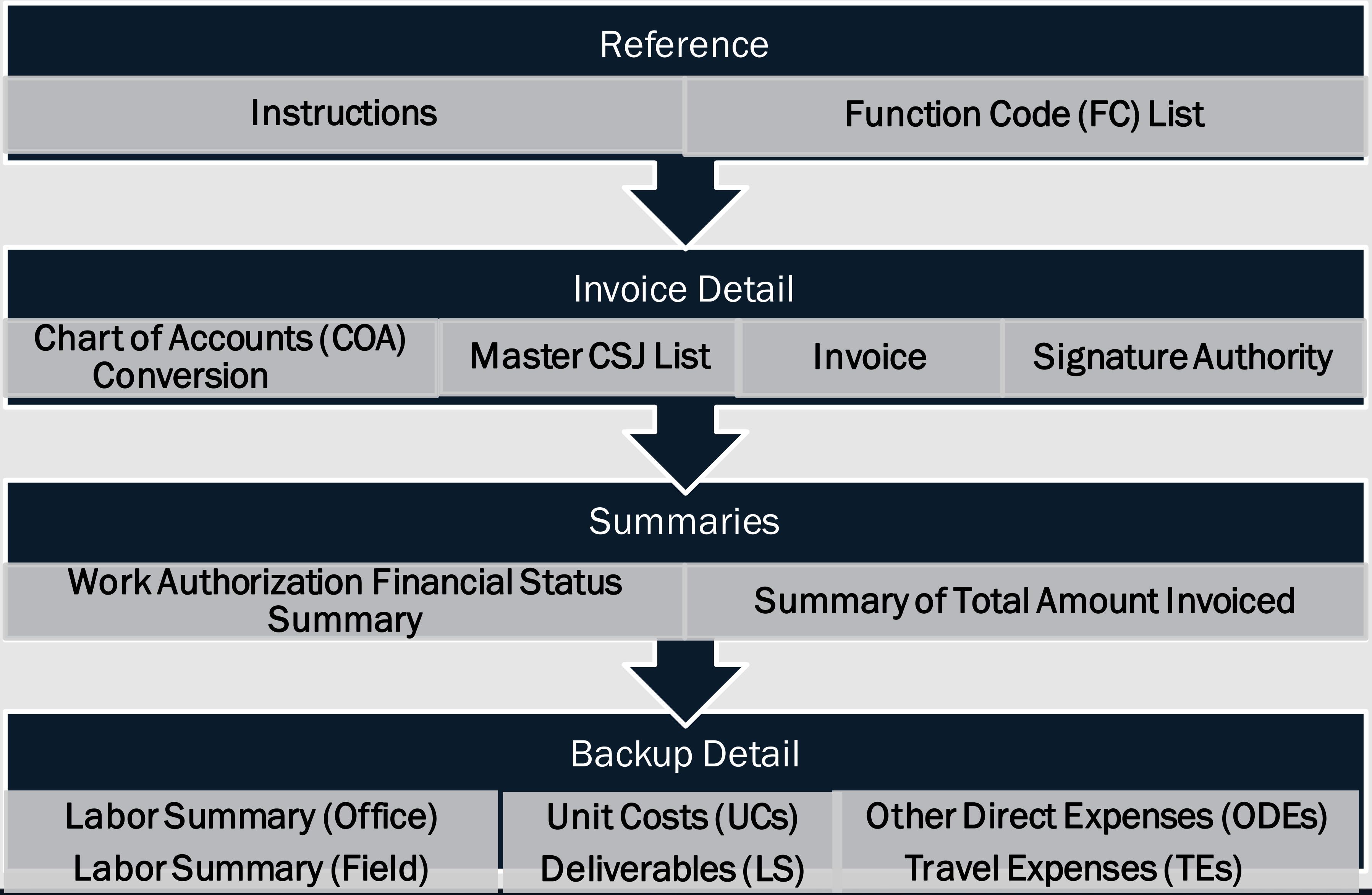
Four Invoice Templates - Setup by Payment Method

- Cost Plus Fixed Fee (CPFF)
- Specified Rate (SR)
- Specified Rate/Unit Cost - Hybrid (SR/UC)
- Lump Sum (LS)

Invoice Template Worksheets

Professional Engineering Procurement Services (PEPS) Invoice Template Packages														
InvoiceTemplate Package Workbook - Structure														
Payment Type	Instructions	Function (FC) List	Chart of Accounts (COA) Conversion Page	Master CSJ List	Invoice	Signature Authority Page	WA Financial Status Summary	Summary of Total Amt Invoiced	Labor Summary (Office)	Labor Summary (Field)	Deliverable Summary	Unit Cost Summary	Other Direct Expense (ODE) Summary	Travel Expense (TE) Summary
Cost Plus Fixed Fee	X	X	X	X	X	X	X	X	X	X			X	X
Specified Rate	X	X	X	X	X	X	X	X	X	X			X	X
Specified Rate/Unit Cost (Hybrid)	X	X	X	X	X	X	X	X	X	X		X	X	X
Lump Sum	X	X	X	X	X	X	X				X			

Invoice Template Structure (See previous slide for structure by payment type)



Invoice Instructions

Instructions

APPLICABLE TO ALL WORKSHEETS (TABS) IN THE TEMPLATE

- It is recommended that the worksheet be setup with all of the information associated with the particular Work Authorization (WA), and then saved as the master file.
- Data is entered into all cells that are highlighted in yellow for each worksheet, beginning with the ***Invoice*** worksheet. The highlighting will automatically be removed when the cells are populated. The remaining cells will automatically be populated from data that is entered into the linked worksheets in the invoice package.
  - **Provider instructions are to:**
    - use the current invoice template (the published template will be the current version), but reference the "updated" date in the top left corner of the ***Invoice*** worksheet;
    - "hide" the ***Instructions*** and the ***Function Code (FC) List*** worksheets in the master file workbook prior to saving the file as a pdf;
    - save the completed invoice template as a pdf
    - Send Invoice package to the PEPS Invoice Center as indicated on the last slide.

  Note: Do not make any modifications to the invoice template. Any modifications are cause for rejection of the invoice package.

Instructions

Instructions are setup and color coded to correspond to each worksheet (tab) within the workbook.

For Example: To find the instructions for the *Invoice* worksheet, click on the *Instructions* tab, and then scroll down until you come to the color coded tab for the *Invoice* worksheet. Reference the Cell Heading and the associated instructions that are shown to the right for each particular cell as shown below.

INVOICE WORKSHEET	
Cell Heading	
Invoice Header (Top Right)	
Provider Invoice Date	This cell is automatically populated by cell D34 of the Signature Authority worksheet, and is a write protected cell. Verify that this cell has been populated correctly.
Provider Invoice No.	Enter a unique number (assigned by the provider). The number can be up to 17 digits (alpha and numeric with dashes only). Do not duplicate invoice numbers. It is preferred that the invoice number begins with one (1) and that it s in sequence for each Work Authorization (WA) to ensure proper tracking.
Combined Invoice Template Log No.	The default is 1 (primary invoice). If combined invoice templates are used, click on Cell G2, and a drop down menu will appear. A combined invoice template package includes more than one invoice template (for example when using more than one payment method). Scroll up or down the menu bar to select the corresponding invoice template log number that matches the supplementary invoice templates that are included in the invoice package as indicated in the Signature Authority worksheet, Cell D16-22.. Reference the **Template Description Categories** on the Signature Authority worksheet (Cell M14-19).
PeopleSoft (PS) Contract PO No.	Enter the PS Contract PO number that is found in the top right corner (header) of the executed contract.
PS Work Authorization (WA) PO No.	Enter the PS WA PO number that is found in the top right corner (header) of the executed WA.

Instructions / FC List / COA Inv Conv / Invoice / Signature Authority / WA Financial Status Summary / Summary of Total Amt Invoiced

Function Code List (Reference)

Function Code (FC) List

FC List is included for reference only:

- Shows the "New" and the "Legacy" FC's.
- The Legacy FCs list will be used to populate the specified "Source (Legacy FC)" cells in the invoice template.
- The Legacy FC will automatically be converted to the New FCs and will auto populate the Chart of Accounts (COA) Invoice Conversion sheet that PEPS will use for voucher processing.
- FC 309 is longer used. Charge any services that originally fell under 309 to Legacy FC 351.

Professional Engineering Procurement Services (PEPS) Division

Nine (9) FCs have been consolidated from the legacy Thirty Three (33) FCs, as shown below.

New Fonction Codes (ERP Function Codes)		Legacy Function Codes	
FC	**Description**	**FC**	**Description**
100	Pre-DES Funding Agreement Work	180	District Design Review and Processing
		181	Austin Office Processing (State prepared PS& E)
		182	Austin Office Processing (Consultant Prepared PS& E)
102	Feasibility Studies	102	Feasibility Studies
		110	Route and Design Studies
		126	Donated Items or Services
		146	Rework by TxDOT of complete consultant plans on advance PE projects. Advance PE are activities in function codes 102 through 150.
		169	Donated Items or Services
		191	Toll Feasibility Studies
		195	Rail Division - PE
120	Social/Econ/Environ Studies	120	Social, Economic and Environmental Studies and Public Involvement
130	Right-of-Way Data	130	Right of Way Data (State or Contract Provided)
145	Managing Contracted/Donated PE	145	Managing Contracted or Donated Advance PE Services.
		164	Managing Contracted or Donated PS&E PE Services.
160	Roadway Design	150	Field Surveying and Photogrammetry
		160	Roadway Design Controls (Computations and Drafting)
		161	Drainage
		162	Signing, Pavement Markings, Signalization (Permanent)
		163	Miscellaneous (Roadway)
		165	Traffic Management Systems (Permanent)
		166	Rework By TxDOT Of Completed Consultant Plans on PE & E projects. PS&E PE are activities in Function Codes 160 through 190. Rework Segment 76 FCs 160-190 for metric conversion. Rework existing PS&E to metric units on projects already into plan preparation.
		170	Bridge Design
		190	Other pre-letting date charges, not otherwise classified.
192	District and Division CDA	192	Comprehensive Development Agreement Procurement
193	Toll Collection Planning	193	Toll Collection
300	General Function	310	Project Supervision
		320	Inspection of Work in Progress and Project Records
		330	Job Control
		340	Post Letting Date Construction Surveys for Construction Contracts.
		350	Design Verification, Changes and Alterations (State prepared plans only)
		351	Design Verification, Changes and Alterations (Consultant prepared plans only) Review of plans to verify applicability to actual conditions and for errors; checking Shop Drawings, Field Change Requests, Extra Work Orders, Memorandum Agreements and Supplement Agreements. Includes such activities at both residency and district headquarters. Includes all costs to acquire and manage consultant contracts and services applicable to Construction Engineering (CE).
		352	Final Plan Preparation
		390	Construction Engineering not Otherwise Classified

Chart of Accounts (COA) Conversion Page

Chart of Accounts (COA) Invoice Conversion

- **TxDOT Use Only** - This page is setup to automatically convert TxDOT's Legacy COA codes for voucher processing. The COA conversion page is setup to "roll up" the Legacy Function Codes (FCs) into the new FCs.
- The number of line items that you see on the COA worksheet will not match the same number of line items shown on the Invoice worksheet due to auto conversion. (Note: The COA includes a summary line that does not include a total in the "Amount" column. Disregard that summary line as it is part of the conversion program.)
- The Legacy FCs have been setup in drop down menus in the ***Labor Summary (Office).***
  - Project (CSJs) and Source (FCs) are selected on this worksheet and will auto populate the other worksheets in the invoice template in the corresponding subtotal line numbers (ie: See subtotal line 42 of the ***Labor Summary (Office)*** *worksheet*).
  - Select the Legacy Function Codes (FCs) that are associated with the scope of work in the contract.
  - The Legacy FC will automatically convert to the New FCs in the COA Invoice Conversion worksheet.
  - Contact your TxDOT Project Manager (PM) with any questions on FCs or COA numbers associated with your particular Work Authorization (WA).
- Verify the project budget setup COA against the completed ***Work Authorization Budget Projection PeopleSoft Setup Form*** that may have been provided with the fully executed WA. (If applicable, request a copy of the form for reference.)

Chart of Accounts (COA) Invoice Conversion Worksheet

TxDOT Use Only

Provider Name	0		Receipt No.	PEPS SC Input
Provider ID No.	0	Legacy Contract No. 0	Contract ID No.	0
Provider Invoice No.	0	WA No. 0	PO ID No.	0
		TxDOT Invoice No. 0	Receipt Date:	PEPS SC Input

	Dept/Budget Acct	Object of Expenditur	AY	Strategy/PCA	Fund	Task (6	Segment	DD + CSJ or Detail #	Function Range/SFI	Function Code
Reference:	XW 05	XW 02, 03		XW 01, 14	XW 04	N/A			XW 09	XW 09
Reference:	CF 01	CF 02	CF 03	CF 04	CF 05	CF 06	CF 07	CF 08	CF 09	CF 10
Amount	Dept	Account	Approp Year	Approp	Fund	Task	PC Business Unit	Project	Activity	Source Type
1	0000	7256	0	13035	0006			7256	PE	102
Total: $0.00										

Programming line. No data will be shown in the "Amount" column. This programming line moves to the last available line in the template once data is entered and converted to this worksheet.

Verify total shown here against total shown on Invoice worksheet (tab).

Master Control-Section-Job (CSJ) List

Master CSJ List List

Master CSJ list:

- Enter all of the approved **Project (CSJ or Detail No's)** that are associated with the specific Work Authorization.
- The CSJ/Detail No. entered on this list will auto populate the drop down menu in the ***Labor Summary (Office)*** worksheet in the workbook.
- The CSJ/Detail No's that are selected from the drop down menu in the ***Labor Summary (Office)*** that is used for the particular billing period will auto populate corresponding worksheets by subtotal line number.
- Reference the ***Instructions*** worksheet for additional detail.

Master Project List

The approved Project (CSJ or Detail No's.) will be provided by the TxDOT Project Manager (PM) for the particular Work Authorization (WA).

The Project (CSJ or Detail No's) shown below will auto populate the drop down menu of the **Labor Summary (Office)** worksheet of this Invoice Template.

All corresponding worksheets in the Invoice Template will be auto populated with corresponding Subtotal Line No's that have been selected using the drop down menu in the **Labor Summary (Office)** worksheet for the particular billing period.

Note: Not all Project (CSJ or Detail No.'s) n this list will be used for every billing period.

	A	B
1		
2	**Subtotal Line No.**	**Project (CSJ or Detail No.)**
3	1	
4	2	
5	3	
6	4	
7	5	
8	6	
9	7	
10	8	
11	9	
12	10	

Invoice

Invoice Template Workbook – Master Setup

- Setup the basic information for each worksheet according to the instructions.
- Cells that require data entry are highlighted in yellow, and will change to white when data is entered.
- Start with the Invoice worksheet and complete all cells highlighted in yellow.
- Work through setup of the drop down menus as indicated below.
- Setup the drop down menus in each worksheet of the Invoice Template workbook. The data entered will be specific to the particular Work Authorization (WA). For example:
  - Project (CSJ or Detail No.)
  - Subprovider Name/Acronym
  - Employee Name/Acronym
  - Labor staffing category/Acronym
  - Other Direct Expenses (ODEs)/Acronym
- Once setup, save the “Master File” so that it can be used for all invoicing for the WA.
- Begin populating information for the specific WA by entering data into the Labor Summary (Office) beginning with line 42 of the template that is labeled Subtotal Line 1. (If using Lump Sum payment type, enter data into the Deliverable Summary worksheet, beginning with line 43 of the template that is labeled Subtotal Line 1.)

Invoice

- Shows detailed contract and work authorization information, including roll-up of Project (CSJ/Detail) and Source (Legacy FC) detail for entry into PeopleSoft.
- Rolls-up applicable charges from each worksheet that is part of the invoice package as indicated below.
- Reference Slide 7 for a detailed matrix of the Invoice Template package.

Cost + Fixed Fee (CPFF) Specified Rate (SR)	Lump Sum (LS)	Specified Rate (SR) & Unit Cost (UC) - Hybrid
• Labor – Office • Labor - Field • Other Direct Expenses (ODE) • Travel (TE Summary)	• Deliverable Amount Billed • Deliverable Detail	• Labor – Office • Labor - Field • Unit Costs • ODE • TE Summary

Invoice –Always Use Current Template

- The Invoice templates that are published on the PEPS webpage are the current templates. To check the date, go to the Invoice worksheet, and check date in the top left corner of the template.

	C	D	E	F	G	H
1	Template Updated: February 2020 - Ver 1		**Provider Invoice No.**			
2			Combined Invoice Template Log No.			1
3			PeopleSoft (PS) Contract PO No.			
4	**Provider Invoice Date**		PS Work Authorization (WA) PO No.			
5			TxDOT Invoice No.			
6	**INVOICE**					
7			Legacy Contract No.			
8			Contract Amount:			
9			Contract Expiration Date:			
10			Legacy WA No.			
11			WA Authorized Amount:			
12			WA Execution Date:			
13			WA Expiration Date:			
14			WA Payment Type(s) for this WA:			
15			WA Project Manager (TxDOT):			

Invoice

The *Invoice* worksheet should be the starting point for setting up the invoice template. This is where the basic work authorization information is setup.

Provider Invoice No. and Combined Invoice Template Log No. will auto populate all worksheets based upon input entered into this worksheet.

	C	D	E	F	G	H
1	Template Updated: February 2020 - Ver 1		**Provider Invoice No.**			
2			Combined Invoice Template Log No.			1
3			PeopleSoft (PS) Contract PO No.			
4	**Provider Invoice Date**		PS Work Authorization (WA) PO No.			
5			TxDOT Invoice No.			
6			**INVOICE**			
7			Legacy Contract No.			
8			Contract Amount:			
9			Contract Expiration Date:			
10			Legacy WA No.			
11			WA Authorized Amount:			
12			WA Execution Date:			
13			WA Expiration Date:			
14			WA Payment Type(s) for this WA:			
15			WA Project Manager (TxDOT):			

Invoice

Provider Invoice Date is auto populated from the *Signature Authority* worksheet. This date reflects the date that the invoice was completed by the provider, and is required by TxDOT for voucher processing.

	C	D	E	F	G	H
1	Template Updated: February 2020 - Ver 1		**Provider Invoice No.**			
2			Combined Invoice Template Log No.			1
3			PeopleSoft (PS) Contract PO No.			
4	**Provider Invoice Date**		PS Work Authorization (WA) PO No.			
5			TxDOT Invoice No.			
6	**INVOICE**					
7			Legacy Contract No.			
8			Contract Amount:			
9			Contract Expiration Date:			
10			Legacy WA No.			
11			WA Authorized Amount:			
12			WA Execution Date:			
13			WA Expiration Date:			
14			WA Payment Type(s) for this WA:			
15			WA Project Manager (TxDOT):			
16	**INVOICE SUMMARY**					
17	**Project Description**					
18						
19	**INVOICE DETAIL**					
20	**PCBU (Enter 2 Digit Seg ID No. Only)**	**PROJECT (CSJ or Detail No.)**	**AMOUNT**	**SOURCE (Legacy Function Code)**	**ACCT (Object of Expenditure)**	**(TxDOT Use Only) SFI Code**
21						
22						
23						
24						
25						

Invoice

The Invoice template will auto populate the following information on all worksheets in the invoice template workbook.

Provider Invoice No.

Combined Invoice Template Log No.

Signature Authority

Signature Authority

Broken out into three (3) sections.

- **Combined Invoice Summary (for use in the following instances):**
  - ❑ More than one payment method
  - ❑ Additional lines are needed
  - ❑ Adjustments
  - ❑ Supplemental Invoices
- **Provider Certification statements for:**
  - ❑ Amount and billing detail
  - ❑ Prompt Payment
  - ❑ Provider Signature
- **TxDOT Only Section**
  - ❑ Reviewer Signatures
  - ❑ Approver Signature

Signature Authority – Supplemental Invoices

If a supplemental template is necessary, select the reason from the drop down menu and then enter the total Invoice Template Amount of the supplementary invoice.

The supplementary invoice will be developed using a 2nd invoice template that will be Invoice Log 2, Log 3, etc (depending on the particular circumstances). Each Invoice Template, along with all backup documentation will then be attached to follow the primary invoice. (Reference the *Instructions* tab of the Invoice Template for additional information.)

Common reasons for using a Supplemental Invoice Template are shown in the selection box that is part of the Invoice Template.

Provider Name:	RS Engineering, Inc.			
Provider ID No.	910111213			
COMBINED INVOICE SUMMARY (Populate Supplementary Template information 2-5 below if using multiple invoice templates to complete this invoice)				
Combined Invoice Templates	Invoice Template Log No.	Reason for Combined Invoice Template Package	Invoice Template Amount	Supplementary Invoice Templates
Primary Invoice Template	1	Primary Invoice Template	$6,935.93	Add 'l Pmt Method-Lump Sum
Supplementary Invoice Template	2	Add 'l Pmt Method-Lump Sum	$1,000.00	Add 'l Pmt Method-Specified Rate
Supplementary Invoice Template	3			Add 'l Pmt Method-Unit Cost
Supplementary Invoice Template	4			Add 'l Pmt Method-Cost Plus Fixed Fee
Supplementary Invoice Template	5			Add 'l Template - Add 'l Line Items Necessary
				Supplementary Invoice to Previous Billing
				Adjustment
TOTAL COMBINED INVOICE AMOUNT			$7,935.93	

Signature Authority – Prime Provider

This section includes the prime provider certification statements, and shall be signed by the prime providers designated signature authority for invoices and compliance. (Reference the *Instructions* tab for additional information.)

PROVIDER USE ONLY			
I am duly authorized to certify this invoice on behalf of the above named Vendor. I further certify that the claim is correct and is not duplicated on any paid or pending invoice.			
I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment). for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentations such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a complete PP form shall be attached.)			
Provider Invoice No. for PP Verification	Date Provider Received Payment MM/DD/YY (for PP Verification)	Begin Service Date MM/DD/YY (for PP Verification)	End Service Date MM/DD/YY (for PP Verification)

Provider Authorized Signature	
Name	
Title	
Phone #	
Email	
Provider Invoice Date	The date entered here will auto populate the date cell on the Invoice worksheet.

Signature Authority - PEPS Prompt Payment (PP) Certification

- Prompt Payment: Required by Texas Administrative Code (TAC)

  - ARTICLE 3. COMPENSATION.

    D. Engineer Payment of Subproviders. ***No later than ten (10) days after receiving payment from the State, the Engineer shall pay all subproviders for work performed under a subcontract authorized hereunder.*** *The State may withhold all payments that have or may become due if the Engineer fails to comply with the ten-day payment requirement. The State may also suspend the work under this contract or any work authorization until subproviders are paid. This requirement also applies to all lower tier subproviders, and this provision must be incorporated into all subcontracts.*

- PP certification is part of the new invoice templates.
  - A separate PP form is not required as an attachment to the Invoice package, except in instance indicated below.

- PP form will be used in the following instances:
  - Non-Compliance issues identified
  - Annual audit review

Signature Authority – TxDOT Signatures

This section is completed by TxDOT staff only:

- There are three spaces for the Reviewer. There may be a PEPS CS Reviewer and a PEPS Lead or Management Reviewer, in addition to the TxDOT DIST/DIV PM Reviewer and a DIST/DIV designee, as applicable.
- The Approver is the person that is officially designated by the DIST/DIV as the signature authority for the invoice.

TxDOT Use Only	
Reviewed By:	
Reviewer Electronic Signature Title Date	
Reviewer Electronic Signature Title Date	
Reviewer Electronic Signature Title Date	
Approved By:	
Approver Electronic Signature Title Date	

Work Authorization (WA) Financial Status Summary

Work Authorization (WA) Financial Status Summary

Broken out into the following sections:

WA Financial Summary

Applies to all payment methods.

Fixed Fee Summary

Applies to Cost Plus Fixed Fee (CPFF) payment method only.

Invoice Summary

Applies to all payment methods except Lump Sum (LS).

Work Authorization (WA) Financial Status Summary

Example taken from CPFF Template to show the three sections

The Total Combined Invoice amount includes supplemental invoices

Combined Invoice Template Log # 1

WORK AUTHORIZATION
FINANCIAL STATUS SUMMARY
Cost Plus Fixed Fee Payment Method

Provider Name:	0	Legacy Contract No.	0
Provider ID No.	0	Legacy WA No.	0

Work Authorization Financial Summary	
Authorized Amount	$0.00
Previous Invoiced Amount	
Amount of this Invoice	$0.00
Total Combined Invoice Amount	$0.00
Total Invoiced to Date (including this any supplemental invoices, if applicable).	$0.00
Balance Remaining	$0.00

Fixed Fee Summary (Applicable to Prime Only)	
Fixed Fee (FF) Authorized Amount (for this WA)	
Previous Fixed Fee Invoiced	
Amount of Fixed Fee for this Invoice	$0.00
Total Fixed Fee Invoiced to Date (Including this invoice)	$0.00
Fixed Fee Balance Remaining	$0.00
Fixed Fee Adjustment (If applicable, documentation required)	

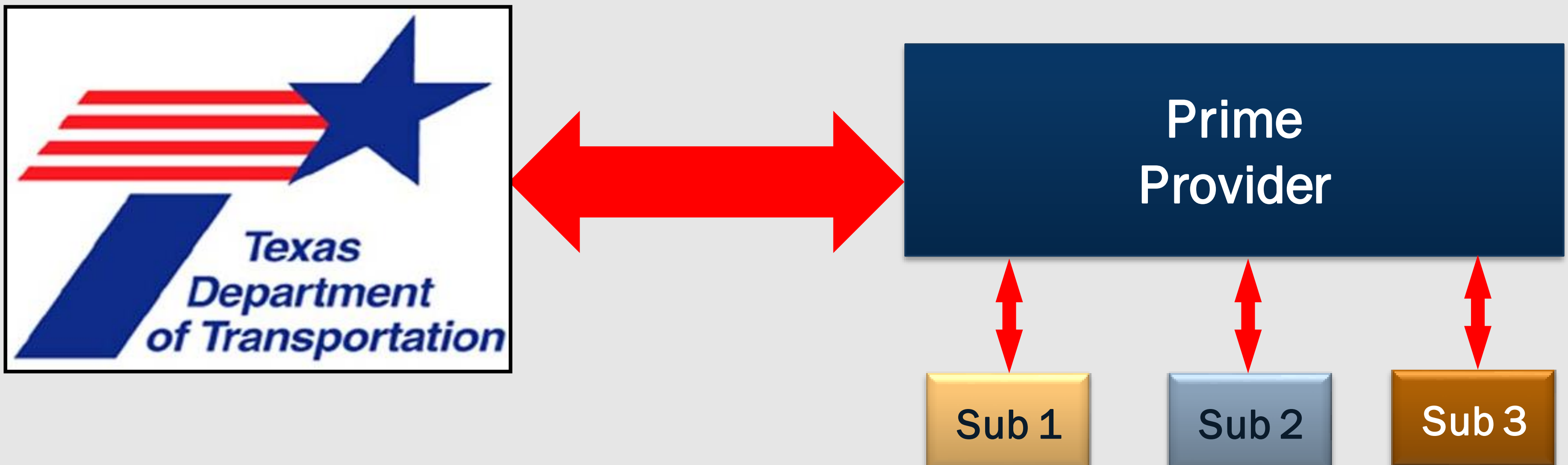
Invoice Summary		
Total Labor (Office)		$0.00
Total Labor (Field)		$0.00
Indirect Cost Rate (Office)		$0.00
Indirect Cost Rate (Field)		$0.00
Subtotal		$0.00
Fixed Fee Percentage (Applies to prime provider labor only. See Instructions)		$0.00
Adjustment (from previous billing)		$0.00
Subtotal		$0.00
Total Other Direct Expenses		$0.00
Total Travel Expenses		$0.00
Total Amount Invoiced		$0.00
Subprovider Name - Acronym		
Total Invoice Amount		**$0.00**

These sections on Fixed Fee are part of the CPFF template only.

WA Financial Status Summary - Subprovider Invoicing

Contract is between TxDOT and the prime provider. Subproviders shall submit:

- Invoice through the prime provider.
- Questions through the prime provider.
- Use the PEPS Invoice Templates, where reasonable.



Prime provider sets up subprovider firms in their “Master” Invoice Template that will be used for the particular Work Authorization. Reference the next slide for additional detail.

WA Financial Status Summary - Subprovider Setup Process

Setup Subprovider Name/Acronym list that will populate the drop down menu to use to select subprovider invoices submitted each month

Select Subprovider Acronym from the drop down menu (that was setup in the step shown above) for each subprovider that is submitting an invoice for services performed and included as part of the prime provider's invoice

Each subprovider acronym selected from the drop down menu auto populates the *Summary of Total Amount Invoiced* with the subprovider acronym in the designated columns of the worksheet

Enter the subprovider amount that is billed for each Project (CSJ/Detail) and Source (Legacy FC) for services performed and included as part of the particular invoice.

The total amount entered for each subprovider auto populates the *WA Financial Status Summary* for the line item indicated for each subprovider selected from the drop down menu for services performed and included as part of the particular invoice.

Subproviders are encouraged to use the PEPS Invoice Template for their invoices, where reasonable. The subprovider invoice and documentation shall be attached to the prime provider invoice package.

WA Financial Status Summary – Subprovider Name/Acronym Setup

1. Subprovider Name and Subprovider Name/Acronym list is setup in columns H and I and will auto populate the drop down menu that begins with cell A26.

2. Subprovider is selected from the drop down menu that is billing for services during the particular invoice period. The subprovider acronym will auto populate the subprovider columns of the ***Summary of Total Amount Invoiced***.

3. Go to the ***Summary of Total Amount Invoiced*** worksheet. The subprovider billing amount is entered in the column with the acronym for the subproviders that were selected from the drop down memo on ***the WA Financial Status Summary*** as noted in Step 2 above.

4. Enter the subprovder billable amount broken out by Project (CSJ/Project) and the Source (Legacy Function Code) for each subprovider that provided services into the subprovider columns in the ***Summary of Total Amount Invoiced***.

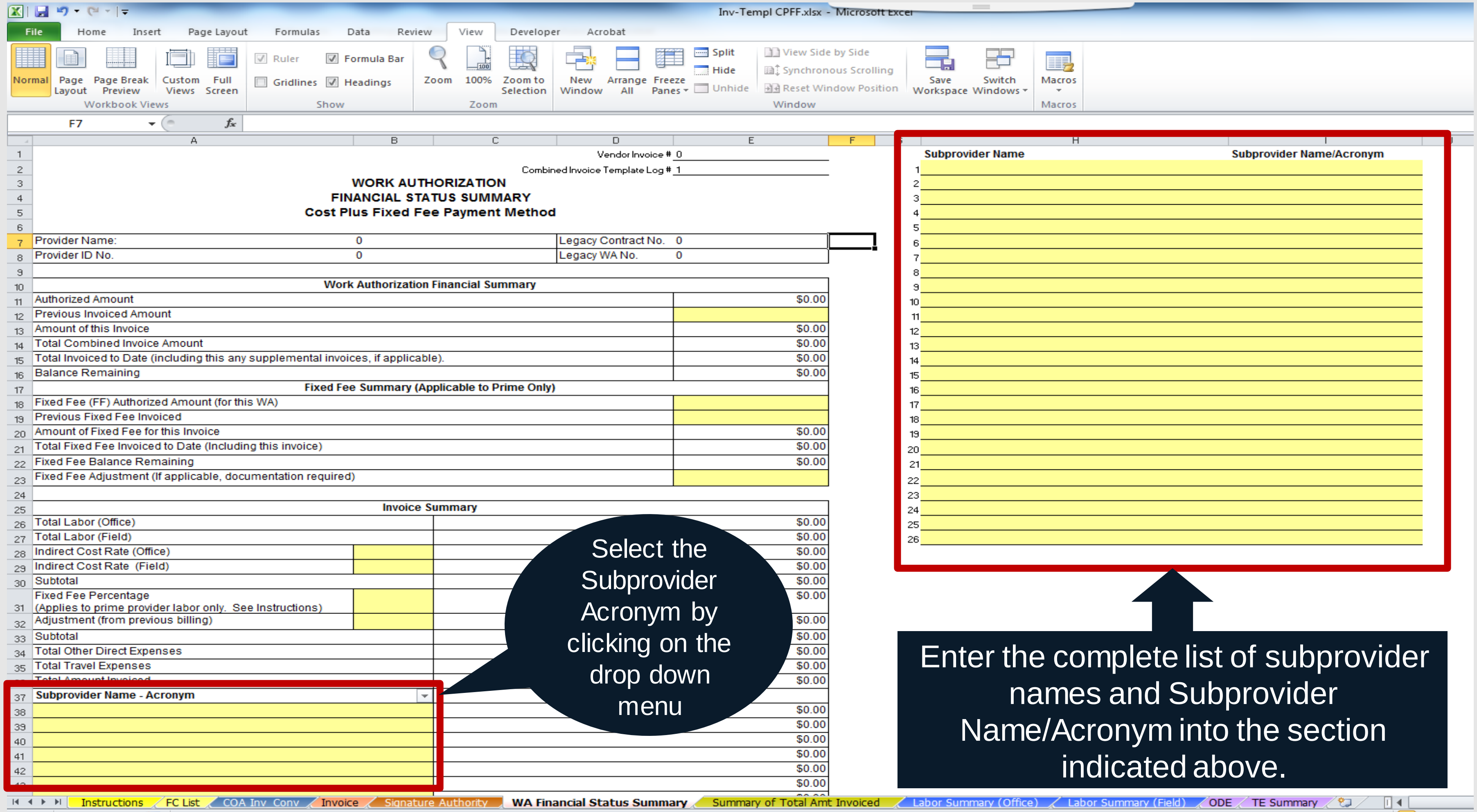
5. The amount entered into the ***Summary of Total Amount Invoiced*** will then auto populate the ***Work Authorization Financial Status Summary*** in the rows for the corresponding subprovider acronym. An example of the populated subprovider acronym and amount billed is shown below.

Example from ***Work Authorization Financial Status Summary*** where the amount billed for the subprovider has auto populated the ***WA Financial Status Summary*** worksheet in the row for the particular subprovider that was selected from the drop down menu for services that were provided for the particular invoice.

25	Subprovider Name	
26	ABC	$500.00
27		$0.00
28		$0.00
29		$0.00

WA Financial Status Summary – Subprovider Name/Acronym Setup

Setting up the drop down menu for subproviders



Select the Subprovider Acronym by clicking on the drop down menu

Enter the complete list of subprovider names and Subprovider Name/Acronym into the section indicated above.

Only subproviders billing for services during the particular billing cycle will be selected from the drop down menu.

Summary of Total Amount Invoiced

Summary of Total Amount Invoiced

Consolidated summary of the total amount invoiced for this billing period, broken out by Project (CSJ/Detail) and Source (Legacy FC).

Prime Provider invoice amount broken out by: Labor, Other Direct Expenses (ODES) and Travel Expenses (TE) Summaries.

Subprovider invoice amount billed through prime provider and includes all labor, ODEs and TEs charged for all services provided and billed for the particular billing period.

Summary of Total Amount Invoiced

All cells in this worksheet are auto populated from other worksheets except:

- Subprovider List (populated with subprovider acronym from the *WA Financial Status Summary*)
- Enter the total amount invoiced for each subprovider in the appropriate subprovider columns
  - Subproviders amounts shall be broken out by the line number Project (CSJ/Detail) and Source (Legacy FC) applicable to the services performed and billed for the particular invoice period.
  - Subprovider amounts entered into this worksheet will auto populate the *WA Financial Status Summary* worksheet in the rows that correspond to the subprovider acronyms selected for subproviders that performed services and billed for the particular billing period.

Summary of Total Amount Invoiced – Subprovider Invoices

Subprovider Name/Acronym is populated from the *WA Financial Status Summary.* Enter the subprovider amount billed in the applicable subprovider columns and rows that correspond to the Project (CSJ/Detail) and Source (Legacy FC) for the services billed for the particular invoice period. Reference the snippet shown below that is taken from the *Summary of Total Amount Invoiced*.

SUMMARY OF TOTAL AMOUNT INVOICED
SPECIFIED RATE PAYMENT METHOD

Legacy Contract No.	14-8IDP5001
Legacy WA No.	1
Provider Name:	RS Engineering, Inc.
Provider ID No.	910111213

Project CSJ or Detail No.) and Source (Legacy /FC) must all match same Project and Source (Per subtotal line number) for Labor Summary (Office), Labor Summary (Field), Provider ODE and Travel Expense (TE) Summary).

Subprovider List - Billing (subprover acronym populated from list in WA

Line #	Provider Labor (Office)	Provider Labor (Field)	Provider ODE	TE Summary	Project (CSJ/Detail)	Source (Legacy FC)	ABC	Total Amount
1	$2,250.00	$3,600.00	$12.50	$573.43	14-0000000	130	$500.00	$6,935.93
Total	$2,250.00	$3,600.00	$12.50	$573.43			$500.00	$6,935.93

Labor Summary (Office) Master Template Setup

Labor Summary (Office) – Master File Setup

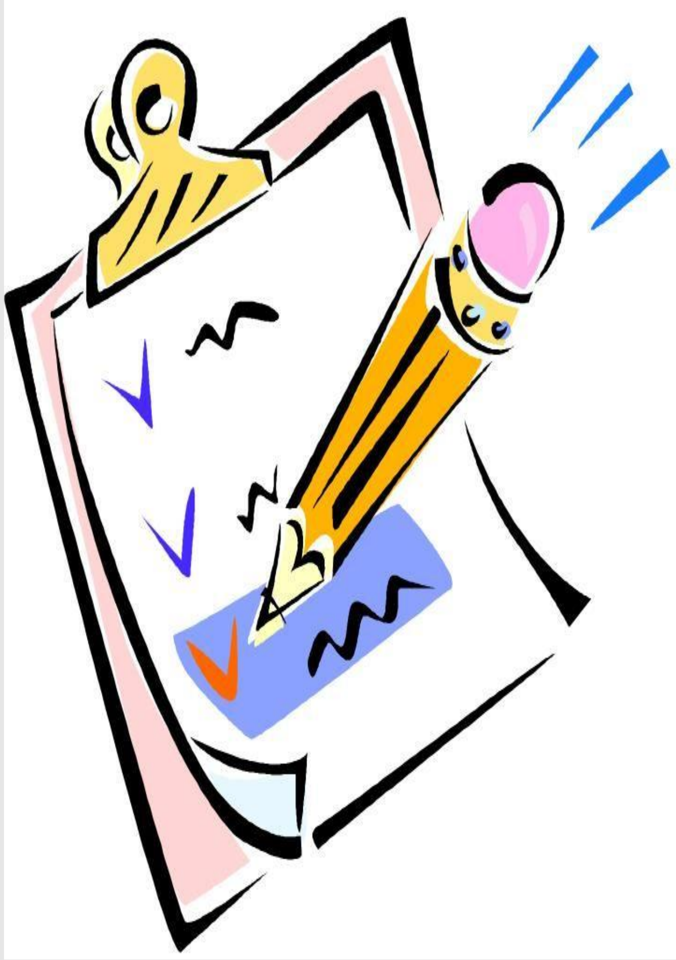
Prime provider labor breakdown for staff that perform services from the office using the Indirect Cost Rate (Office) negotiated in Attachment E Fee Schedule of the contract.

This worksheet also functions as the "master file setup" for drop down menus and will auto populate other worksheets in the invoice template as indicated below. Revisions to the auto populated cells indicated below must be performed in this worksheet.

Worksheet Name	Project (CSJ/Detail)	Source (Legacy FC)	Employee Name/Acronym	Employee Staffing Category/Acronym
Invoice	X	X		
Summary of Total Amount Invoiced	X	X		
Labor Summary (Office) **Master File Setup**	X	X	X	X
Labor Summary (Field)	X	X	X	X
ODE Summary	X	X		
Travel Expense (TE) Summary	X	X	X	

Labor Summary (Office) - Adding Employee Names and Staffing Categories

1. Add all of the Employee Names/Acronyms for staff that will be performing services for the particular WA.
2. Add all of the Employee Staffing Category and Staffing Category /Acronym that are part of the particular WA.
3. These lists populate the drop down menu, and the staff and staffing categories will be selected based upon the staff members that have performed services that will be billed for the particular invoice period.
4. Revisions or updates to these lists must be done in this worksheet, and the other worksheets will automatically be updated.



Labor Summary (Office) - Drop Down Menu Setup

Setup will include listing Employee Name/Acronym and Employee Staffing Category/Acronym. Once setup, the drop down menu will allow you to select the specific employee, along with their staffing category as identified in the Work Authorization.

The following table must be updated using Cells Column M and N. This table will auto populate (from drop down menu) the table in columns M and N of the Labor Summary (Field) and columns V and W of the TE Summary worksheets. Use the drop down menu shown in Cell C 12 to select the employees for this billing period.

	Employee Name	Employee Name - Acronym
1	Betty White	BWhite
2	Sam Smith	SSmith
3		
4		
5		
6		
7		
8		
9		
10		
11		

Labor Summary (Office) - Drop Down Menu Setup Cont'd

Setup will include listing Employee Name/Acronym and Employee Staffing Category/Acronym. Once setup, the drop down menu will allow you to select the specific employee, along with their staffing category as identified in the Work Authorization.

See note above for populating the following table. The same instructions apply to the Labor Summary (Field) worksheet. Use the from down menu shown in Cell E12 to select the staffing category for the employee selected.

	Employee Staffing Category	Employee Staffing Category - Acronym
1	Project Manager	PM
2	Engineering Tech	EIT
3		
4		
5		
6		
7		

Labor Summary (Office) – Using the Drop Down Menu

Once the setup for Employee Name/Acronym and Employee Staffing Category/Acronym is completed, then click on the drop down menu to select the employee, along with their staffing category for employees who performed services during the particular billing cycle.

Provider Invoice No.	RS001
Combined Invoice Template Log No.	1

LABOR SUMMARY (OFFICE)
Specified Rate Payment Method

Provider Name:	RS Engineering, Inc.	Legacy Contract No.	14-8IDP5001
Provider ID No.	910111213	Legacy WA No.	1

Labor Breakdown (Office):

CSJ/Detail No.	Func Code	Emp Name (Acronym)	Employee Staffing Category (Acronym)	No. of Hours	Contract Rate	Total Direct Labor	Total Labor by FC	Total Labor Summary (Office) (Cell J1563)
14-0000000	130	Bwhite	PM	12	$75.00	$900.00		
14-0000000	130	Ssmith	EIT	30	$45.00	$1,350.00		
14-0000000	130					$0.00		
14-0000000	130					$0.00		
14-0000000	130					$0.00		
14-0000000	130					$0.00		

Labor Summary (Office) – Drop Down Menu

						Provider Invoice No.		RS001
						Combined Invoice Template Log No.		1

LABOR SUMMARY (OFFICE)
Specified Rate Payment Method

Provider Name:	RS Engineering, Inc.	Legacy Contract No.	14-8IDP5001
Provider ID No.	910111213	Legacy WA No.	1

Labor Breakdown (Office):

CSJ/Detail No.	Func Code	Emp Name (Acronym)	Employee Staffing Category (Acronym)	No. of Hours	Contract Rate	Total Direct Labor	Total Labor by FC	Total Labor Summary (Office) (Cell J1563)
14-0000000	130	Bwhite		12	$75.00	$900.00		
14-0000000	130	Ssmith	EIT	30	$45.00	$1,350.00		
14-0000000	130					$0.00		

Click on button to access list that has been setup for Employee Name Acronym

Labor Summary (Office)

The Project (CSJ/Detail No), and the Legacy FC are setup on each subtotal line number, and will auto populate the cells above. Data will then be entered for each project and FC. Each subtotal line will auto populate the *Summary of Total Amount Invoiced.*

10	Labor Breakdown (Office):							
11	Project (CSJ/Detail No.)	Legacy Func Code	Emp Name (Acronym)	Employee Staffing Category (Acronym)	No. of Hours	Contract Rate	Total Direct Labor	Total Labor by FC
12	14-0000000	130	Bwhite	PM	12	$75.00	$900.00	
13	14-0000000	130	Ssmith	EIT	30	$45.00	$1,350.00	
14	14-0000000	130					$0.00	
15	14-0000000	130					$0.00	
16	14-0000000	130					$0.00	
17	14-0000000	130					$0.00	
18	14-0000000	130					$0.00	
19	14-0000000	130					$0.00	
20	14-0000000	130					$0.00	
21	14-0000000	130					$0.00	
22	14-0000000	130					$0.00	
23	14-0000000	130					$0.00	
24	14-0000000	130					$0.00	
25	14-0000000	130					$0.00	
26	14-0000000	130					$0.00	
27	14-0000000	130					$0.00	
28	14-0000000	130					$0.00	
29	14-0000000	130					$0.00	
30	14-0000000	130					$0.00	
31	14-0000000	130					$0.00	
32	14-0000000	130					$0.00	
33	14-0000000	130					$0.00	
34	14-0000000	130					$0.00	
35	14-0000000	130					$0.00	
36	14-0000000	130					$0.00	
37	14-0000000	130					$0.00	
38	14-0000000	130					$0.00	
39	14-0000000	130					$0.00	
40	14-0000000	130					$0.00	
41	14-0000000	130					$0.00	
42	**14-0000000**	**130**				**Subtotal Line 1**		**$2,250.00**

Labor Summary (Field)

Labor Summary (Field)

Prime Provider Labor Breakdown for staff that perform services from the field, using the Indirect Cost Rate (Field) negotiated in Attachment E Fee Schedule of the contract.

The following cells are auto populated from the Labor Summary (Office) worksheet:

- Project (CSJ/Detail)
- Source (Legacy FC)
- Employee Name/Acronym
- Employee Staffing Category/Acronym

Labor Summary (Field)

Project (CSJ/Detail), Legacy FC, are auto setup by Subtotal Line no. Employee Acronym, Staffing Acronym are auto setup from Labor Summary (Office) and selected by clicking on the corresponding drop down menu.

Provider Invoice No.	RS001
Combined Invoice Template Log No.	1

LABOR SUMMARY (FIELD)
Specified Rate Payment Method

Provider Name:	RS Engineering, Inc.	Legacy Contract No.	14-8IDP5001
Provider ID No.	910111213	Legacy WA No.	1

Labor Breakdown (Field):

Project (CSJ/Detail No.)	Source (Func Code)	Emp Name (Acronym)	Employee Staffing Category (Acronym)	No. of Hours	Contract Rate	Total Direct Labor	Total Labor by FC	Total Provider Labor Summary (Cell J1563)
14-0000000	130	Bwhite	PM	24	$75.00	$1,800.00		
14-0000000	130	Ssmith	EIT	40	$45.00	$1,800.00		
14-0000000	130					$0.00		
14-0000000	130					$0.00		

Unit Cost (UC) Summary

Applies to Unit Cost-Specified Rate Invoice Template Only

Unit Cost (UC) Summary

Unit cost breakdown for services that are billed based upon the units completed.

This payment method is combined with Specified Rate where the provider PM, Admin, or other applicable staffing categories are used in addition to the UC using the Indirect Cost Rate (Field) negotiated in Attachment E Fee Schedule of the contract.

The following cells are auto populated from the Labor Summary (Office) worksheet:

- Project (CSJ/Detail)
- Source (Legacy FC)

Unit Cost - Drop Down Menu Setup

Setup will include listing allowable units as identified in the Work Authorization. Enter the Type of Unit/Typed of Unit Acronym as shown in the snippet from the UC worksheet of the Specified Rate-Unit Cost Invoice Template.

Type of Unit	Type of Unit - Acronym
2 Man Survey Crew	2 Man Surv
3 Man Survey Crew	3 Man Surv
Drilling	Drill

Once setup, select the type of unit from the drop down menu hat will be billed for the particular invoice cycle.

Unit Cost Breakdown:

Project (CSJ/Detail No.)	Source (Legacy FC)	Type of Unit	Quantity
000000000	000	2 Man Surv	
000000000	000	3 Man Surv	
000000000	000		
000000000	000		
000000000	000		
000000000	000		

Deliverable Summary

Applies to Lump Sum Invoice Template Only

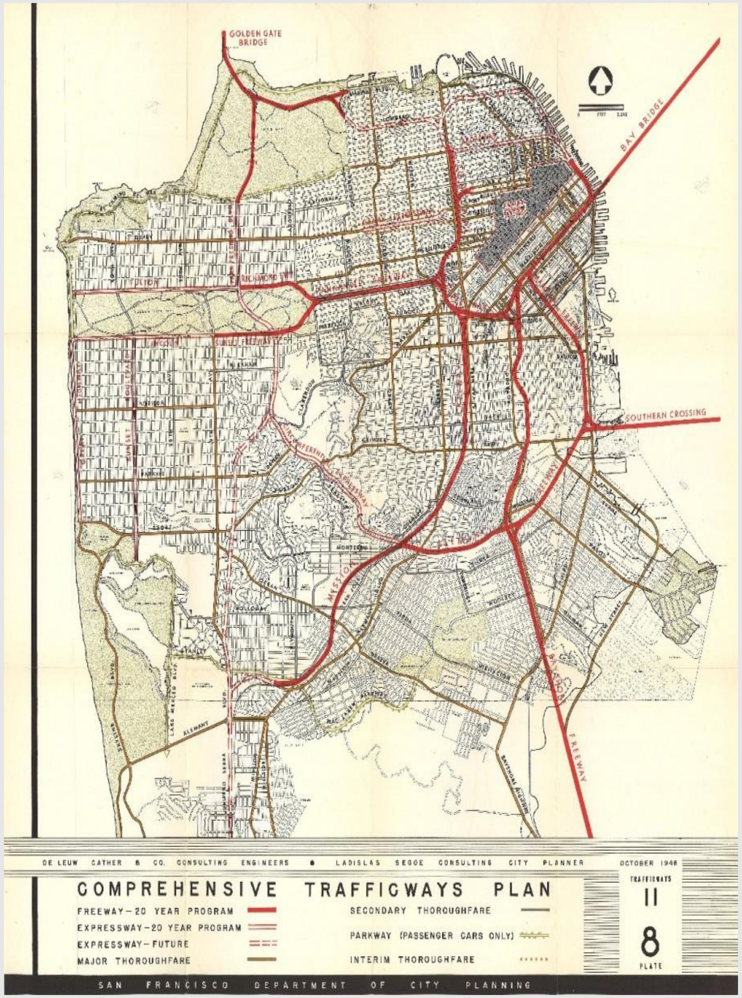
Deliverable Summary – Lump Sum Payments

Lump sum (LS) breakdown for services that are billed based upon the deliverables completed.

This payment method is based upon deliverables submitted and accepted by the TxDOT PM.

The deliverables to be billed are based upon the Table of Deliverables (TOD) that is part of Exhibit D of the Work Authorization, and must be billed based upon the completed line item for services indicated in the TOD of the WA.

Additional information on LS payments and TOD can be found by referencing the



Deliverable Summary – Lump Sum Payment

The Deliverable Summary is broken out into two sections.

- The first section provides the necessary detail to enter the total amount billed into TxDOT's electronic billing system.

Deliverable Breakdown by:

Project (CSJ/Detail) and Source (Legacy Function Code)

- The second section provides the necessary detail to identify the deliverables that have been submitted to the TxDOT PM based upon the line item completed as shown in the Table of Deliverables of the Work Authorization.

Deliverable date and description

Percentage of the Total Scope of Work

Deliverable amount billed

Deliverable Summary – Lump Sum Payments

Provider Invoice # 0
Combined Invoice Template Log # 0

DELIVERABLE SUMMARY
Lump Sum Payment Method

Provider Name:	0	Legacy Contract No.	0
Provider ID No.	0	Legacy WA No.	0

Deliverable Breakdown By Project (CSJ/Detail) and Source (Function Code)

PROJECT (CSJ or Detail No.)	SOURCE (LEGACY FC) Select from Drop Down Menu - Cell 42, 73, etc)	DELIVERABLE DESCRIPTION	DELIVERABLE AMOUNT (Must be billed by completed line item shown in the Table of Deliverables)
14-485331	130	30% PS&E Plan Development	$20,000.00
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	130		
14-485331	**130**	**Subtotal Line 1**	**$20,000.00**

Deliverable Summary – Lump Sum Payments

	Deliverable Detail			
1565				
1566	Deliverable Date	Deliverable Description	% of Total Scope	Deliverable Amount
1567	7/1/2018	30% PS&E Plan Development	2.0%	$20,000.00
1568			0.0%	$0.00
1569			0.0%	$0.00
1570			0.0%	$0.00
1571			0.0%	$0.00
1572			0.0%	$0.00
1573			0.0%	$0.00
1574			0.0%	$0.00
1575			0.0%	$0.00
1576			0.0%	$0.00
1577			0.0%	$0.00
1578			0.0%	$0.00
1579			0.0%	$0.00
1580			0.0%	$0.00

Other Direct Expenses (ODEs)

Other Direct Expenses (ODE's)

Allowable ODE's that are negotiated for reimbursement in the Work Authorization (WA).

Setup is required to list all allowable ODE's to populate the drop down menu for selecting the type of expense that is being invoiced for the particular billing period.

The following cells are auto populated from the *Labor Summary (Office)* worksheet:

Project (CSJ/Detail)

Source (Legacy FC)

Additional information on ODEs and TEs can be found at:
The guidance document is also published externally for direct access to providers at:
http://ftp.dot.state.tx.us/pub/txdot/ppd/ode-guide.pdf

ODE – Allowable Expenses Setup

Setup allowable expenses for the particular work authorization. The acronym list will auto populate the drop down menu to select expenses for the particular billing period.

	Type of Expense	Type of Expense - Acronym
1	Copes 8 1/2 x 11 Standard	Copies Stand
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Other Direct Expenses (ODEs)

Click on the drop down menu to select the type of expenses for the particular billing period, then enter all applicable data.

C12

Provider Invoice No. 0

Combined Invoice Template Log No. 1

Other Direct Expenses

Specified Rate Payment Method

Provider Name:	0	Legacy Contract No.	0
Provider ID No.	0	Legacy WA No.	0

ODE Breakdown:

Project (CSJ/Detail No.)	Source (Legacy FC)	Type of Expense (Acronym)	Quantity	Actual Rate (not to exceed max per contract)	Fixed Rate (per contract)	Total Amount Billed	Subtotal by Line No.	Total Provider ODE Summary (Cell I1562)
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		
000000000	000					$0.00		

ODE – Drop Down Menu

	A	B	C	D	E	F	G	H	I
4	Other Direct Expenses								
5	Specified Rate Payment Method								
6									
7	Provider Name:		RS Engineering, Inc.			Legacy Contract No.			
8	Provider ID No.		910111213			Legacy WA No.			
9									
10	ODE Breakdown:								
11	Project (CSJ/Detail No.)	Source (Legacy FC)	Type of Expense (Acronym)	Quantity		Actual Rate (not to exceed max per contract)	Fixed Rate (per contract)	Total Amount Billed	Subtotal by Line No.
12	14-0000000	130	Copies Standard	100			$0.10	$10.00	
13	14-0000000	130						$0.00	
14	14-0000000	130						$0.00	
15	14-0000000	130						$0.00	
16	14-0000000	130						$0.00	
17	14-0000000	130						$0.00	
18	14-0000000	130						$0.00	
19	14-0000000	130						$0.00	
20	14-0000000	130						$0.00	
21	14-0000000	130						$0.00	
22	14-0000000	130						$0.00	
23	14-0000000	130						$0.00	
24	14-0000000	130						$0.00	
25	14-0000000	130						$0.00	
26	14-0000000	130						$0.00	
27	14-0000000	130						$0.00	
28	14-0000000	130						$0.00	
29	14-0000000	130						$0.00	
30	14-0000000	130						$0.00	
31	14-0000000	130						$0.00	
32	14-0000000	130						$0.00	
33	14-0000000	130						$0.00	
34	14-0000000	130						$0.00	
35	14-0000000	130						$0.00	
36	14-0000000	130						$0.00	
37	14-0000000	130						$0.00	
38	14-0000000	130						$0.00	
39	14-0000000	130						$0.00	
40	14-0000000	130						$0.00	
41	14-0000000	130						$0.00	
42	**14-0000000**	**130**		**Subtotal Line**					**$10.00**

Travel Expense (TE) Summary

Travel Expense (TE) Summary

Allowable TE's that are negotiated for reimbursement in the Work Authorization (WA).

This worksheet is setup to capture sufficient information to support the expenses incurred for travel, along with required supporting documentation.

The following cells are auto populated from the *Labor Summary (Office)* worksheet:

- Project (CSJ/Detail)
- Source (Legacy FC)
- Employee Name/Acronym

Additional information on ODEs and TEs can be found at:
The guidance document is also published externally for direct access to providers at:
http://ftp.dot.state.tx.us/pub/txdot/ppd/ode-guide.pdf

Travel Expense (TE) Summary – Drop Down Menu

Provider Invoice No.	RS001
Combined Invoice Template Log No.	1

TRAVEL EXPENSE SUMMARY
Specified Rate Payment Method

Provider Name:	RS Engineering, Inc.	Legacy Contract No.	14-8IDP5001
Provider ID No.	910111213	Legacy WA No.	1

Current State Mileage Reimbursement Rate: 0.535

Travel Expense Breakdown:

						Lodging (Per Night Per Person)			Meals (Per Diem)		Mileage (Per Trip or Per Day)		Rental Car	Rental Car Fuel	Parking Fees	Toll Charges	Taxi/Cab Fare	
Project (CSJ or Detail No.)	Source (Legacy FC)	Emp Name (Acronym	Start Date	End Date	Air Travel (Round Trip Per Person)	Amount	Taxes	Total	Day No.	Amount	No. of Miles	Amount	Per Trip or Per Day (Tax, Fees Incl.)	Per Day or Per Trip	Per Day or Per Trip	Per Day or Per Trip	Amount	Line Total
14-0000000	130	BWhite	12/15/17	12/15/17	$256.00	$122.00	$36.00	$158.00			98	$52.43	$58.00	$12.00		$5.00	$32.00	$573.43
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
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14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
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14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-0000000	130							$0.00				$0.00						$0.00
14-	130															Subtotal Line 1		$573.43

Travel Expense (TE) Summary

Provider Invoice No.	0
Combined Invoice Template Log No.	1

TRAVEL EXPENSE SUMMARY

Specified Rate Payment Method

Provider Name:	0	Legacy Contract No.	0
Provider ID No.	0	Legacy WA No.	0

Current State Mileage Reimbursement Rate: 0.535

Change mileage rate here.

Travel Expense Breakdown:

						Lodging (Per Night Per Person)			Meals (Per Diem)		Mileage (Per Trip or Per Day)		Rental Car	Rental Car Fuel	Parking Fees	Toll Charges	Taxi/Cab Fare	
Project (CSJ or Detail No.)	Source (Legacy FC)	Emp Name (Acronym)	Start Date	End Date	Air Travel (Round Trip Per Person)	Amount	Taxes	Total	Day No.	Amount	No. of Miles	Amount	Per Trip or Per Day (Tax, Fees Incl.)	Per Day or Per Trip	Per Day or Per Trip	Per Day or Per Trip	Amount	Line Total
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00
000000000	000							$0.00				$0.00						$0.00

Provider - Final Preparation of the Invoice Template

Provider - Final Preparation of the Invoice Template

1. Use the drop down menu found in each worksheet to “roll up” unused rows. See instructions for additional detail.
2. Hide unused columns in the Subprovider Section of the Summary of Total Amount Invoiced.
3. Verify that all totals carry over correctly to the:
   a) Chart of Account Conversion Page
   b) Invoice
   c) Work Authorization Financial Status Summary
   d) Summary of Total Amount Invoiced
4. Save the final template, and save as a pdf file
5. Remove the pages with the Instructions and the FC List from the final pdf file (an option is to “hide” these two worksheets prior to saving as a pdf)
6. Add any backup documentation to the pdf file according to instructions
7. Electronically sign and date the final invoice package in the designated signature space found in the WA Financial Status Summary
8. Send electronic pdf file to the PEPS Invoice Center

PEPS Invoice Template Support

- PEPS Invoice Center supports general questions on:
  - invoice process folder address
  - invoice questions (allowable charges, etc)
  - invoice templates – general use
- PEPS COE supports PEPS Invoice Center on:
  - Programming questions and support
    - PEPS Invoice Center forwards excel invoice template file to COE for evaluation
    - PEPS COE will evaluate, and assist PEPS Invoice Center
    - PEPS COE will make any necessary revisions to template and send back to PEPS Invoice Center for further handling

PEPS Invoice Resources and Support

PEPS Invoice Questions and Support

PEPS Invoice Resources and Support

Invoice Questions and Processing:

PEPS_Invoice_Center@txdot.gov

Contract Administrator Support from PEPS Service Center:

http://ftp.dot.state.tx.us/pub/txdot/ppd/service-centers-map.pdf

Invoice Template Programming Support::

PEPS Center Of Excellence

PEPS_COE_Process@txdot.gov