

INVOICE ALL-ELECTRONIC SUBMISSION AND SIGNATURE PROCESS

BLR 05620 & 05621



BUREAU OF LOCAL ROADS & STREETS

JULY 27, 2021

DI PIPDF29 (07/27/21)

GOALS & OBJECTIVES

- Increase processing of invoices / payments
- Establish tracking & control system for all invoices
- Modernize forms and process workflows
- Meet departmental mandates of less paper, less cost, more efficient document throughout
- Maintain District-level Quality Control (QC) process and work
- Employment of 2-step Quality Assurance (QA) review process by Central Office:
 - Step 1: Initial high-level compliance review (48 to 72-hour review & acceptance / return)
 - Step 2: Detailed invoice review process

RUNDOWN

- 3-part / division of responsibilities to assist in quality, validation of information, and participation (LPA / District / Central Office)
- All-electronic version of BLR 05620 (Invoice form) & BLR 05621 (Local Public Agency Cost Plus Fixed Fee Invoice form) are now on website and available
- Locals have the option of using BLR 05620 & BLR 05621 electronic form(s) or paper for invoice requirement submissions to District, **if District agrees**
- Districts **must** use updated BLR 05620 Invoice form, electronic signature, electronic support documentation materials, and e-mail submittal process for all invoice information and documents sent to Central Office
- CBLRS will **not** accept paper copies of the BLR 05620 Invoice form, nor supporting documentation packets after **9/07/2021**

PRESENTATION CONTENTS

- I. Local Public Agency Responsibilities
- II. District Requirements
- III. Central Office Process
- IV. Electronic Signature Setup/Process
- V. Questions

I. LOCAL PUBLIC AGENCY RESPONSIBILITIES

- Part I requires the main transmission of information and participation from the Local Public Agency (LPA)
- Both Form BLR 05620 (Invoice form) & Form BLR 05621 (Consultant Cost Plus Fixed Fee Invoice form) have been converted and updated to accept electronic signatures
- Form BLRS 05621 (when required), remains the same as with previous versions; however, Page 1 and 3 now permit both the Consultant and the LPA to apply their electronic signatures in the appropriate fields
- Form BLRS 05620 has received a small reorganization, and other internally necessary processing improvements, to aid in the completion requirements, as well as the conversion of the Form to now permit the District to apply their electronic signature
- Part I of this process also includes the important step of the electronic submission by the LPA (and Consultant through the LPA) of BLRS 05620 and **all** supporting documentation, which will all be encompassed in one, singular email from the LPA to the District for each Invoice
- *Optional – The LPA **may** continue to mail supporting documentation packet to District, **if District agrees***

BLR 05620



Invoice

E-mail DISTRICT Print With Instructions Reset Form

Date District

Payable To:

Local Public Agency

Address

Local Prepared By

Improvement Location

Improvement Description

Service Dates:

From To FHWA Date N/A FHWA Authorization Date

Maximum Reimbursement Previous Reimbursement Total Costs Incurred on Invoice Invoice Reimbursement Amount

My signature below acknowledges that the information contained in the attached Local Public Agency Invoice has been reviewed. This information has been found to be complete and compliant, and this request for reimbursement is recommended for processing and payment.

District Local Roads and Streets Engineer: Signature & Date Prepared By

E-mail CBLRS

Central Office Use Only

Received Date Tracking No.

Funding Code

Function Code

Schedule No.

Processed by:

Fiscal Control Staff: Signature & Date



Invoice

E-mail DISTRICT Print With Instructions Reset Form

Date District

Payable To:

Local Public Agency

Village of Schaumburg

Address

101 Schaumburg Court
Schaumburg, IL 60192-1878

Local Prepared By

Bob Smith

Improvement Location

Location

Improvement Description

Description

Service Dates:

From To FHWA Date N/A

Maximum Reimbursement Previous Reimbursement Total Costs Incurred on Invoice Invoice Reimbursement Amount

\$12,000.00 \$0.00 \$12,000.00 \$12,000.00

My signature below acknowledges that the information contained in the attached Local Public Agency Invoice has been reviewed. This information has been found to be complete and compliant, and this request for reimbursement is recommended for processing and payment.

District Local Roads and Streets Engineer: Signature & Date Prepared By

Michael Peterson
Digitally signed by Michael Peterson
Date: 2021.07.21 13:02:42 -0500

Michael L. Peterson

E-mail CBLRS

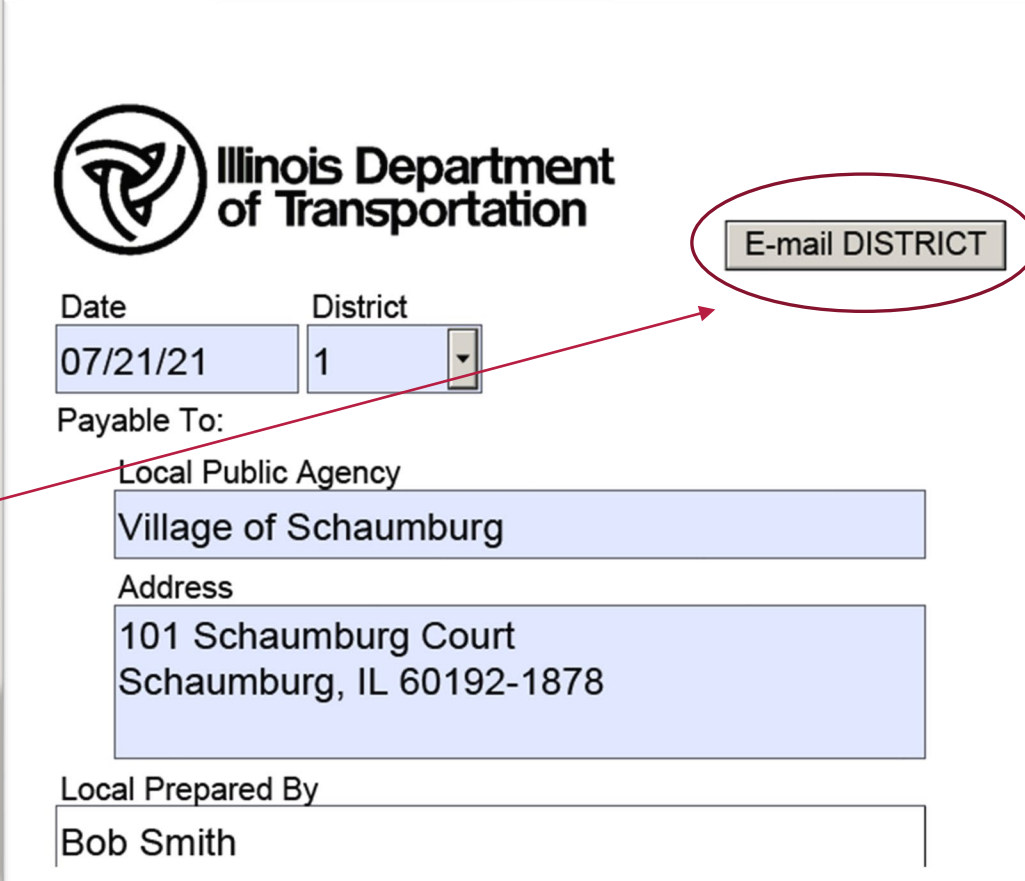
KEY INFORMATION FOR LPA


BLRS 05620:

- Required fields by the LPA:
 - *Submittal Date / District Identifier*
 - *State Job Number & Section Number*
 - *Local Public Agency Name & Address*
 - *Local Prepared By*
 - *Improvement Location & Description*
- **NOTE:** If fields are not completed, an error message will be generated, and the BLR 05620 will not be able to be submitted
- When completed, click “**E-mail DISTRICT**”

SUPPORTING DOCUMENTATION PACKAGE:

- Scan/Create invoice supporting documentation packet and attach to email
- **IMPORTANT:** Supporting documentation file **must** be one, singular PDF file.



 Illinois Department of Transportation

Date: 07/21/21 District: 1

Payable To:

Local Public Agency: Village of Schaumburg

Address: 101 Schaumburg Court
Schaumburg, IL 60192-1878

Local Prepared By: Bob Smith

E-mail DISTRICT

E-MAIL FROM LPA TO DISTRICT

- Form will be validated
- Email to respective District-Level Local Roads invoice unit
- “Subject” line in email will auto-populate showing the LPA Name & State Job Number
- Pre-arranged email addresses for each District have already been established and are linked to the “District” field values on BLRS 05620 to enable the “To” address to be auto-populated when engaging the “E-Mail District” button
- *For Reference:*

D1 – DOT.D1.BLRS@illinois.gov

D2 – DOT.D2.LocalRoadsInvoices@illinois.gov

D3 – DOT.D3.LocalRoads@illinois.gov

D4 – DOT.D4.LocalRoadsInvoices@illinois.gov

D5 – DOT.D5.LocalRoadsInvoices@illinois.gov

D6 – DOT.D6.LocalRoadsInvoices@illinois.gov

D7 – DOT.D7.LocalRoadsInvoices@illinois.gov

D8 – DOT.D8.LocalRoadsInvoices@illinois.gov

D9 – DOT.D9.LocalRoadsInvoices@illinois.gov

II. DISTRICT REQUIREMENTS

- Part 2 requires the main transmission of information and participation from the District to Central Office
- The District will still be required to perform an **in-depth Quality Control** check and review of all Forms (05621 and 05620), as well as all the contents of the supporting documentation packet
- Form BLRS 05620 will require completion of the fields / information beyond that supplied by the LPA
- Each email submission from the District to Central Office will be inclusive of 2 (two) attachments only – BLRS 05620 Form and the supporting documentation packet (Exception would be if supporting document packet was too large to directly email)
- *The District **must** supply the BLRS 05620 and the supporting documentation packet to Central Office by email. Paper copies will no longer be accepted after 9/7/2021*

KEY INFORMATION FOR DISTRICTS

BLRS 05620:

- Key fields by the District:
 - *Payment “Number” information*
 - *Service Dates Section*
 - *District-Level Bureau Chief Signature*

Service Dates:

From To FHWA Date N/A

Maximum Reimbursement	Previous Reimbursement	Total Costs Incurred on Invoice	Invoice Reimbursement Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **NOTE:** Like Part I (LPA to District), if fields are not completed, an error message will be generated, and the BLR 05620 will not be able to be submitted

My signature below acknowledges that the information contained in the attached Local Public Agency Invoice has been reviewed. This information has been found to be complete and compliant, and this request for reimbursement is recommended for processing and payment.

District Local Roads and Streets Engineer: Signature & Date Prepared By

Digitally signed by Jane Doe
Date: 2021.07.14 22:34:14 -05'00'

- When completed, click **E-mail CBLRS**

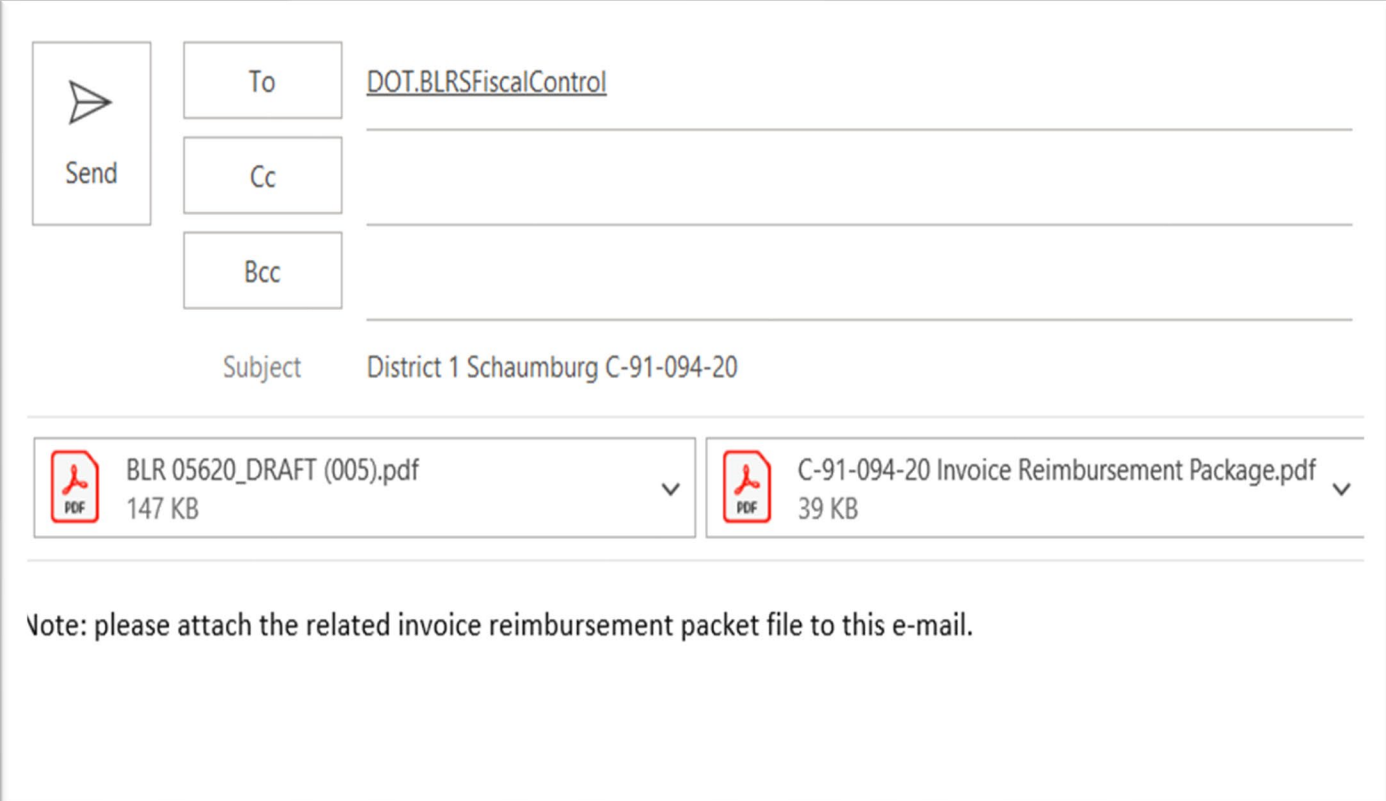
SUPPORTING DOCUMENTATION PACKAGE:

- Perform detailed Quality Control review of supporting documentation packet and attach to email
- **IMPORTANT:** District to ensure that supporting documentation file is one, singular file as a PDF.

KEY DISTRICT E-MAIL REQUIREMENTS

Importance of using the “E-mail CBLRS” button:

- Auto-populated E-mail:
 - Email address
 - Subject line
 - BLR 05620 attachment
- Attach Invoice Supporting Documentation Packet & Send
- **Hard Requirement** – This is how CBLRS will sort and process your invoice submittal



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'To' field contains 'DOT.BLRSFiscalControl'. The 'Cc' and 'Bcc' fields are empty. The 'Subject' field contains 'District 1 Schaumburg C-91-094-20'. Below the subject field are two attachment boxes. The first attachment is 'BLR 05620_DRAFT (005).pdf' (147 KB) with a PDF icon and a dropdown arrow. The second attachment is 'C-91-094-20 Invoice Reimbursement Package.pdf' (39 KB) with a PDF icon and a dropdown arrow. Below the attachments is a note: 'Note: please attach the related invoice reimbursement packet file to this e-mail.'

E-MAIL FROM DISTRICT TO CENTRAL OFFICE

- BLRS 05620 form will again be validated
- Email to Central Office Bureau of Local Roads invoice unit (only 1 unified address is available, per below)
- “Subject” line in email will be auto-populated with key data we need (*do **not** alter this information, you may add additional information at the end of it*)
- **NOTE:** Do **not** batch invoices, meaning only 1 (one) invoice per email submission
- For Reference:

DOT.BLRSFiscalControl@illinois.gov

III. CENTRAL OFFICE PROCESS

- *Please Remember – Central Office will **only** accept electronic submittals of invoices and invoice supporting documentation packets*
- Upon receipt of the District Invoice email (including the BLR 05620 and supporting documentation), CO Fiscal Control Team will commence a new Invoice Quality Assurance (IQA) process that is a 2-step process:
 - Part A – Initial Completeness & Compliance Review (typically a 48 to 72-hour turnaround)
 - Part A (Revisions) – Revisions to BLRS 05620 and / or supporting invoice materials will be sent back to District for correction
 - Part A (Acceptance) – Upon Acceptance of materials, CBLRS Fiscal Control Team will assign a unique tracking Number
 - Part B – Detailed Completeness & Fiscal Review of all materials provided, and processing of payments if materials are all in compliance with IOC, Departmental, and Bureau policies

CENTRAL OFFICE: PART A – REVIEW DETAILS

- Part A – Initial Completeness & Compliance Review, limited to:
 - QA Review BLR 05620 inputs, including identifying information (Obligation Number, State Job Number, Section, LPA identifiers), service dates (special focus on timing and authorization dates), and request information (including maximum reimbursement and total costs)
 - Initial “completeness” (but not compliance) review of supporting documentation packet materials
- If information is accepted, the invoice will receive tracking number and logged – to be processed in the order received
- If corrections are required, CBLRS will Email District, identifying the required correction(s)
- **PLEASE NOTE:** Per Departmental and Bureau policies, no additions/corrections can be made by CBLRS staff upon receipt of submitted information as this would trigger the following:
 - Invalidation of the District’s signature
 - Internal audit finding that will delay information processing
 - May lead to additional errors and / or miscommunication
 - Eliminates Quality Assurance version / revision traceable trail

CENTRAL OFFICE: PART B – REVIEW DETAILS

- Part B – Detailed Completeness & Fiscal Review, inclusive but not limited to the following:
 - Archive of Email and both attachments (BLR 05620 and supporting information packet), with transmittal and received dates
 - Assignment of unique with Tracking Number, (FYIN-XXXXXX-D#)
 - FY = Fiscal Year
 - IN = Constant value for Invoice
 - XXXXX = 5 Numbers indicating the internal sequential invoice received number
 - D# = District Identifier
 - Archive of Pre-Review Invoice to CBLRS internal “Shared Drive”
 - Completes BLR 05620 with Funding Code and Function Codes, and validates against COD
 - Process invoice in FOA
 - Combines BLR 05620 and invoice supporting documentation packet into single file
 - Upon processing and payment, archives files to WMFT Virtual File Room

COMPLETED BLR 05620



Illinois Department of Transportation

Invoice



E-mail DISTRICT

Print With Instructions

Reset Form

Date: 07/21/21
District: 1

Payable To:

Local Public Agency
Village of Schaumburg

Address
101 Schaumburg Court
Schaumburg, IL 60192-1878

Payment Number: no 1
 Final
 Section 1440

Obligation Number: AL123456
State Job Number: C-91-094-20

Section Number: 12-34567-89-01
Agreement Date: 07/21/21

Local Prepared By
Bob Smith

Improvement Location
Location

Improvement Description
Description

Service Dates:

From: 07/01/21 To: 07/16/21
FHWA Date N/A

Maximum Reimbursement	Previous Reimbursement	Total Costs Incurred on Invoice	Invoice Reimbursement Amount
\$12,000.00	\$0.00	\$12,000.00	\$12,000.00

My signature below acknowledges that the information contained in the attached Local Public Agency Invoice has been reviewed. This information has been found to be complete and compliant, and this request for reimbursement is recommended for processing and payment.

District Local Roads and Streets Engineer: Signature & Date
Michael Peterson
Digitally signed by Michael Peterson
Date: 2021.07.21 13:02:42 -05'00'

Prepared By
Michael L. Peterson

E-mail CBLRS



V. QUESTIONS

