

# Attachment I

## Environmental Services Seaport and Real Estate Invoicing Procedures

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**Invoicing:** Failure to follow the invoicing procedure will result in delayed payments.

The Consultant will submit one invoice for each Port Project Manager (PPM) per month for each SD that incurred expenses for the period of the invoice. This means that if the consultant has three SDs for the same PPM that all three SDs will be under one invoice. If the work is associated with cost recoveries please contact David Kleiber for clarification. All Invoice documents require the Contract Number and Invoice ID. The Port tracks accounting information internally using a series of codes referred to as Chartfields. Chartfield numbers will be provided to the consultant by the PPM. The Chartfield numbers for each invoice will be listed in the Invoice Summary Form which is described below.

Invoices will be grouped by PPM. All invoices for one PPM will be submitted together as a set unless instructed otherwise. Each set of invoices will be submitted with the following documents:

- a) PPM Invoice Report with PO#s and amounts.
- b) Invoice Approval Form with PO#s, Chartfields and amounts.
- c) The Consultant's invoices submitted using the Consultant's standard invoicing format.

The PPM Invoice Report and the Invoice Approval Form may be submitted as one PDF document.

### **Expectations:**

Each invoice shall be one Adobe file. Please include in the cover sheet of the invoice the contact information. Contact information shall include: name, number, and e-mail address.

If the invoice does not comply with the invoice procedures including an incorrect profile Port staff will contact the consultant to make the appropriate changes and resubmit.

All invoices can be scored; especially those that are under the Cost Recovery Program. If the scorecard does not meet the invoicing criteria a follow-up e-mail will be sent to the consultant documenting the required changes for resubmitting the invoice.

If you have any questions on the cost recovery invoice requirements please check with David Kleiber with the contact information listed below.

The profile schema for the invoice PDF is shown below.

[INV]

[COST RECOVERY: Reimbursements (REIMB), Grant (GRNT), Insurance (INSR)]

[Consultant Name (acronym ok ARI or Windward)]

[Contract ID]

[Invoice ID]

[Date: YY/MM/DD]

[Port Project Manager for Invoice (ie Bahnick)]

[If the invoice amount is less than \$25K then add: -25, if greater than \$50K then add: 50+]

Example of Normal Invoice (without Cost Recovery) file profile schema:

INV ConsultantName P-00XXXXXX 01546 071222 Kuroiwa -25

Example of Cost Recovery Invoice file profile schema:

INV REIMB GRNT INSR Windward P-00XXXXXX LDWG1107 071222 Hotchkiss 50+

Access FTP: <ftp://ftp.portseattle.org>

1. Environmental Consultants will submit invoices to the FTP site. (Drag and drop in internet explorer) No e-mail required unless you are having difficulty:

The account for contractors is: envinvo  
password: 4PortEnv

Port staff will upload invoices to the Port's Document Management System and process invoices for Payment.

If you have difficulty loading to the FTP site please call or e-mail Meredith Fishkin at 206-787-3354 [fishkin.m@portseattle.org](mailto:fishkin.m@portseattle.org) or Dave Kleiber 206-787-3748, e-mail [kleiber.d@portseattle.org](mailto:kleiber.d@portseattle.org).

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## Environmental Services Seaport and Real Estate Invoicing Procedures

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### Cost Recovery Invoice Procedures and Forms

Department of Ecology (DOE) Approved Invoice Organization: Please use and follow directions in Attachment D when submitting invoices associated to Cost Recovery.

The format is intended to provide transparency and faster review by third parties to approve cost for the cost recovery program for the Port, and will be required for all invoices submitted to the Port.

**Seaport Environmental will provide Templates:** SA Grant Progress and Financial Report - **DM 620157**  
Invoice Forms - **DM 620169**

The Invoice submittal shall include:

- i. **Cover letter** with a table of contents
- ii. **Attachment 1** - Contract summary with Grant ID
- iii. **Attachment 2** - Invoice summary grouped by Grant ID and Grant Element
- iv. **SA Grant Progress and Financial Reports** (*DM 620157*) these reports are stand alone documents and should be inserted before the backup documentation that is included for each SA and is tied to specific grant elements. The grant eligible costs shall be organized with a progress report so that the costs and supporting detail are directly tied to the grant number and grant element. If the SD is for multiple grant elements, then the SD shall be split between the grant elements.
- v. **Insert Attachment 4** directly behind each SD Grant Progress and Financial Report–  
The Invoice: including summary by consultant task (grouped by SD) for consultant staff costs and direct expenses

Work completed for each SD or part of an SD shall include the following information in the order listed:

1. Summary of work performed
2. Status of overall budget
3. Schedule
4. Change in Scope
5. Deliverable Status
6. Amount invoiced for this grant element
7. Summary of costs by consultant SD (This summary shall not include non grant element costs).
8. Backup Documentation
  - a. Insert all backup documentation you have for each invoice by SA.  
Separate documentation and organize by SA number.
    - Do not include any receipts or invoices that do not relate to the invoice.
    - Consultants are required to provide supporting documentation for all costs.
    - Please clearly cross-reference your receipts, and invoices. All documents must be legible and formatted to fit on 8 ½ by 11 paper.
    - Include receipts for direct expenses, trip tickets, disposal logs, etc.  
Subcontractors who are billing through a prime contractor must also submit receipts (if less than \$25 for courier services backup is not required).
    - Direct Expenses and sub-consultants / contractors
      - Itemize list(s) and cost(s)
      - Backup for direct expenses
      - Receipts
      - Subcontractor Invoices-Receipts for subcontractor reimbursable expenses

### Invoicing and Project Management Forms

| FORM NAME             | PURPOSE  | FREQUENCY     |
|-----------------------|--|---------------|
| Invoice Approval Form | Form used by PPM to authorize attached invoices  | With Invoices |
| PPM Invoice Report    | Summarizes one or more invoices for one PPM. Used by the PPM to track and manage project budgets | With Invoices |
| SA Report             | Reports overall status of all SDs to the PCM   | With Invoices |