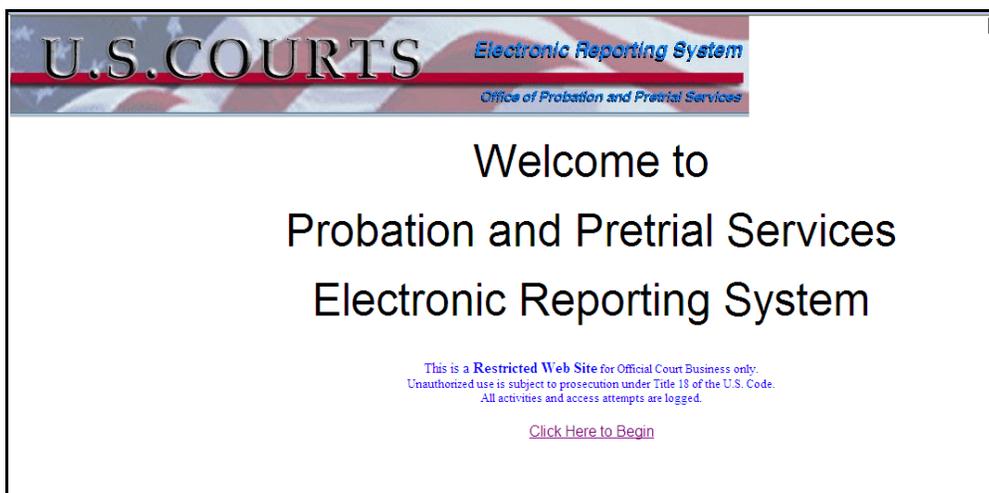


# Electronic Reporting System - Vendor Invoices Manual

Website: <http://ers.uscourts.gov/>

\* [Click Here to Begin](#)



Required fields are:

BPA Number:

Email Address: Contracting Officer: [Roy\\_Weber@sdp.uscourts.gov](mailto:Roy_Weber@sdp.uscourts.gov)  
[Amy\\_Verneulen@sdp.uscourts.gov](mailto:Amy_Verneulen@sdp.uscourts.gov)  
[Blayne\\_Olson@sdp.uscourts.gov](mailto:Blayne_Olson@sdp.uscourts.gov)

Agency: Always select - Probation Office

The screenshot shows a registration form with the following fields and options:

- Field 1: "Please enter the BPA Number associated with the services performed" with a required field asterisk and a text box containing "0869-2010-0011".
- Field 2: "Please enter the email address of the person you are attempting to contact" with a required field asterisk and a text box containing "Amy\_Verneulen@sdp.uscourts.gov".
- Field 3: "Please select the Agency to receive this file" with a required field asterisk and two radio button options: "Probation Office" (selected) and "Pretrial Services".

Below the form, there is a red asterisk followed by "= required". At the bottom of the form, there are two buttons: "Back" and "Next".

Select "Browse" and find your saved invoice file for uploading.

Check the box : I certify that all.....

Comments: Type your Vendor Name , type of treatment (ie MRT), and which BOC( 2526,2527,2530) that you are submitting.

\*\*\* Note: Each BOC will need to be submitted separately.

Select: Submit

The screenshot shows the submission interface for the U.S. COURTS Electronic Reporting System. At the top, the header reads "U.S. COURTS" in large blue letters, with "Electronic Reporting System" and "Office of Probation and Pretrial Services" in smaller blue text to the right. Below the header, there is a section for file selection: "Select the spreadsheet file you want to forward" followed by a text box containing the file path "C:\Documents and Settings\mstewart.SD\Desktop\7576 Rapid Ci" and a "Browse..." button. A red asterisk indicates a required field. Below this is a certification section with a checked checkbox and the text: "I certify that all expenditures and requests for reimbursement in this file are accurate and correct to the best of my knowledge and include only charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from either the client or the United States District Court." Underneath is a "Comments" text box containing the text "Vendor Name (ie Carroll Institute) BOC: 2526". A red asterisk and the text "= required" are positioned below the comments box. At the bottom of the form are two buttons: "Back" and "Submit".

Not

Takes a few minutes to upload the file.

e:

If you need to submit additional invoices, select Upload Another. Otherwise, you can Close the

webpag  
e.

The screenshot shows a confirmation message from the U.S. COURTS Electronic Reporting System. The header is identical to the previous screenshot, with "U.S. COURTS" and "Electronic Reporting System" text. The main content of the page is a large, bold black text that reads "Thank you for your Participation". At the bottom of the page, there are two buttons: "Upload Another" and "Close".

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