Union Pacific
Electronic Submission Guidelines
(all field names correspond to LEDES format fields)

Invoice Submission:

- Firms whose annual billings total $50,000 or more are required to use this service.
- Union Pacific requires that all invoices be submitted on a monthly basis.   Invoices must be rendered within 30 days after the end of the service month.
- Each matter must be billed to a unique invoice number (single matter – single invoice).

Specific Client Requirements

1. Invoices numbers must follow the naming/numbering convention detailed in Attachment A.

2. Union Pacific requires each fee line item have a UTBMS task code assigned. The UTBMS codes sets allowed are: Litigation, Bankruptcy, Counseling and Projects.

3. Union Pacific requires each expense line item have a UTBMS expense code assigned.

4. Union Pacific does not require activity codes.

5. Invalid task and expense codes will cause the file to fail.

6. Fee line item units must not exceed 24.

7. Union Pacific requires their internal/PowerLaw reference number be populated in the CLIENT_MATTER_ID field.

8. All fee items (F) must have a TIMEKEEPER_ID and rate provided.

9. The TIMEKEEPER_CLASSIFICATION must be populated on all Fee line items.

10. Union Pacific requires the vendor id be present in the invoice rather than the tax id number. Datacert will automatically populate this for firms, unless multiple vendor ids are assigned to the firm by the client.

11. Union Pacific requires discounts not to be greater than $0.00. Positive discounts are not allowed.

12. Union Pacific requires line item units, rates and adjustments contain no more than two decimal places (example – 00.xx)

13. Union Pacific requires that the invoice total correctly. This means the sum of the Invoice LINE_ITEM_TOTAL amounts must equal the INVOICE_TOTAL amount. If these amounts do not match an error will occur

14. LINE_ITEM_TOTAL must equal the following: LINE_ITEM_UNIT_COST * LINE_ITEM_NUMBER_OF_UNITS + LINE_ITEM_ADJUSTMENT_AMOUNT. Examples for this are below:

LINE_ITEM_ UNIT_COST	*	LINE_ITEM_ NUMBER _OF_UNITS	+	LINE_ITEM_ ADJUSTMENT _AMOUNT	=	LINE_ITEM_TOTAL
100.00	*	2	+	-50.00	=	150.00
100.00	*	2	+	0.00	=	200.00
0.20	*	100	+	-10.00	=	10.00

15. Photocopies (E101) should not be charged at a LINE_ITEM_UNIT_COST exceeding $.10 per page.

16. Facsimile (E104) should not be charged at a LINE_ITEM_UNIT_COST exceeding $.25.

17. Certain types of charges will not be accepted:

    a. E102 -- Outside printing
    b. E103 – Word processing

18. Union Pacific will not pay for:
    - Expedited transcript unless expressly authorized by supervising Union Pacific attorney
    - Office overhead, including taxis and meals for work after hours
    - Administrative mark-ups
    - Staff overtime
    - Word Processing
    - Office Supplies
    - Local telephone calls
    - Invoice preparation
    - Basic legal research to educate attorneys in the fundamental field of law for which they have been retained.
    - Time for opening or closing a file
    - Transmittal letters for self-explanatory enclosures
    - Unidentified miscellaneous expenses

- First class air fare, unless no other flight is reasonably available

19. All other LEDES fields must be completed per the LEDES specification.

Monthly Fee Billing Protocols – only for use by firms who have a specific monthly fee agreement with Union Pacific.

- Case specific invoices should continue to be submitted through Datacert with the FEE portion offset in its entirety (i.e., a net zero fee amount). Task Code **L999** should be used exclusively for adjustments to invoices which are part of a monthly fee arrangement. The line item description should read *Invoice Adjustment – Monthly Fee.*
- Expenses on the case will be paid as incurred pending approval by UP managing counsel. Expenses should be billed on the case specific invoice.
- Monthly Fee invoices should be submitted through Datacert and charged to a general matter number provided by UP. Task Code **L998** should be used for the monthly fee. The line item description should read *Monthly Fee.*
- Calculation of the overage or underage will be based on the unadjusted fee amounts billed to cases included in the Monthly Fee for the 12-month agreement period. Those payments from the responsible party are due one month after the all case specific invoices are received for the final month of the 12-month agreement period. For example, if the Monthly Fee agreement covers January – December, all case specific invoices for December are due in January of the following year. Calculation of the overage or underage and resulting payment by the responsible party is due in February.

Examples:

Case Specific Invoice Example
(Fees are offset; expenses are billed)

Fee	L123	$150.00	Deposition
Fee	L456	$75.00	Confer with Client
Fee	**L999**	($225.00)	Invoice Adjustment – Monthly Fee
Exp	E123	$2.50	Copies
Invoice Net		$2.50	

Monthly Fee Invoice Example

Fee	**L998**	$3,000.00	Monthly Fee Invoice
Invoice Net		$3,000.00	

Client File Format:

The law firm may produce any file format supported by DataCert. These formats include LEDES 1998(B), DCH, and Peerpoint. If the firm is unable to produce a file in one of these formats please contact your Implementation Coordinator for possible options.

Client Contact:

Should your firm have questions regarding matter numbers or participation, please contact the Union Pacific attorney responsible for the matters on which your firm bills.

ATTACHMENT A

Invoice Number Guidelines - 08/01/02

Invoice numbers consist of no more than 16 <u>alphanumeric</u> characters. Do not use punctuation marks like dashes, commas, colons, etc. or miscellaneous non-alphanumeric characters like &, #, @, $, etc. in the invoice number. Do not use spaces, leading zeros or the alpha letter O (substitute alpha O with a numeric 0) in the invoice number.

1) Always use the invoice number shown on the document being processed, if any. Include all alphanumeric characters shown in the invoice number, especially if they are preceded by "Invoice No:" or "INV #:" Include all suffixes unless they are separated from the invoice number by multiple spaces. Samples of what to use and what not to use are attached.

2) If there is no invoice number, but there is:

An account number, then use the account number plus 4 numbers for the month and year, in this format: ACCOUNT# + MMYY. For account A562985 for June 30, 2002, the invoice number would be:

A5629850602

A name, like on subscriptions, medical billings, classes, seminars etc., use the last name (up to 12 letters) and 4 numbers for the month and year of the renewal, date of service, class, seminar, etc., in this format: LASTNAME + MMYY. For John Smith attending a class on October 12, 2003, the invoice number would be:

SMITH1003

3) If there is no invoice number and guidelines under number 2 do not apply, then:

Use the document date or the date of the service plus the entire invoice amount. If there is no date shown on the document or ATP, use the current date plus the entire

invoice amount in this format: DDMMYY + AMOUNT. For a document or ATP dated September 3, 2001, in the amount of $12,251.63, the invoice number would be:

903011225163

4) If the vendor recycles invoice numbers, or a duplicate invoice number occurs after applying guidelines 1 through 3, do the following. **Verify that it is not a duplicate billing (i.e. same invoice number, date, amount etc.), and that only the invoice number has been duplicated.** Then use the invoice number plus an alpha character as the new invoice number in this format: OLDINV# + A. For invoice # 3456719, the new invoice number would be:

3456719A

Under guidelines 1 through 4, if there are additional invoices with the same invoice number for the same vendor, continue to use an alpha suffixes (A, B, C, etc.), **only after verifying that the item is not a duplicate invoice.**

5) When paying additional charges on an invoice that was previously paid use the following suffixes:

INVOICE# + ADJ   -   For price adjustments (authorized by supply)

INVOICE# + BAL   -   If we short pay an invoice and we need to pay the balance

INVOICE# + CM   -   For all credit memos

INVOICE# + FRT   -   To pay omitted freight charges

INVOICE# + TAX   -   To pay omitted taxes