Vendor Portal / Manifest Trips

My Trips

- Input Date Range
- Filter – Vendor Accepted
- Select Manifest

Vendor Portal / Manifest Trips

My Trips

- Enter Manifest Info
  - Mile Start (Office Odometer)
  - Mile Begin (Pick-up Odometer)
  - Mile End (Drop-off Odometer)
  - Start Time (Leave Office)
  - Begin Time (Pick-up Member)
  - End Time (Drop-off Member)
  - Comments
  - No Show Box
- Save

ABC Company

LCP Transportation LLC

Trip(s)

| Trip Filters : | Trip Id | 01-06-2020 | 01-06-2020 | VendorAccepted ▼ | ▼ Filter |

Manifest

1 Riders | Indianapolis,Indiana-46201 | CARMEL,Indiana-46032

				Comments/Notes
Mile Start	Start Mileage	Start Time	Start Time	NoShow ☐
Mile Begin	Begin Mileage	Begin Time	Begin Time	
Mile End	End Mileage	End Time	End Time	

Save **Cancel**

1567888-2 | 12188-A N MERIDIAN ST, STE 101 | 905 Ewing St | VendorAccepted | 21.976 | 01/06/2020 1150 | 01/06/2020 1320

Showing 1 to 5 of 5 trips.

Est. Distance must be +/- 5 miles to move into complete status.
Must notify LCP Claims or Vendor Relations to reopen for corrections.
Vendor's office location should be the location "start" odometer/time.

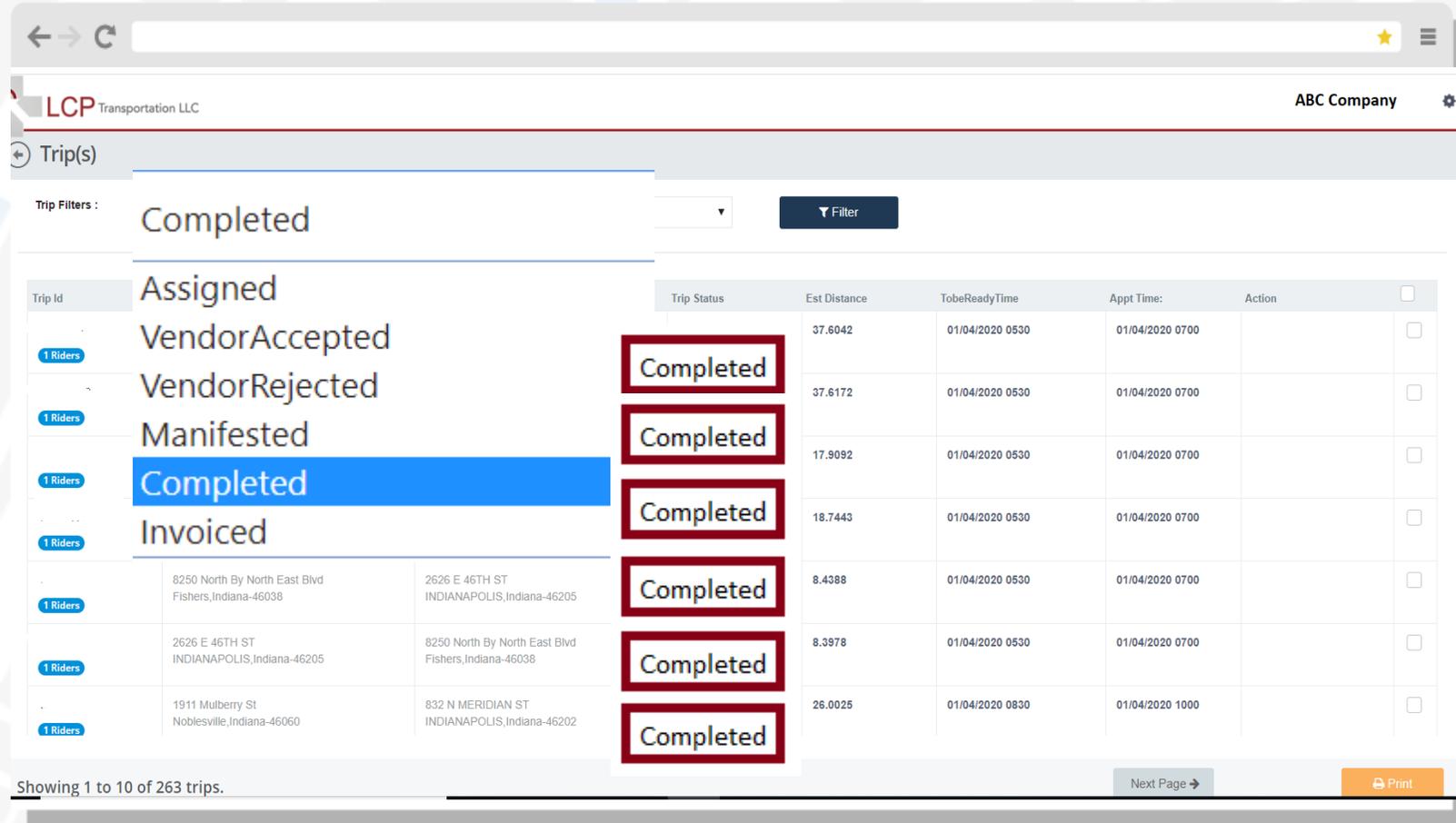🖨 Print

Vendor Portal / Manifest Trips

My Trips

📍 Status = Completed

If Status shows complete, you are ready to invoice. You should be able to check off all completed trips with your paperwork as a checks and balances.

Note: Corrections to trips must be requested by contacting LCP Claims or Vendor Relations to reopen & correct:

vendorclaims@lcptransportation.com
vendorsupport@lcptransportation.com

Trip Assignments - Manifesting

📍 Est. Distance calculates from shortest distance in google maps

📍 Manifest miles must be within +/- 5 miles of est. distance to move to completed status

📍 If your manifest miles and status returns an error; you must contact LCP to reopen trip for you to make correction.

Note: Email <u>vendorclaims@lcptransportation.com</u> or <u>vendorsupport@lcptransportation.com</u>

Vendor Portal / Invoice Trips
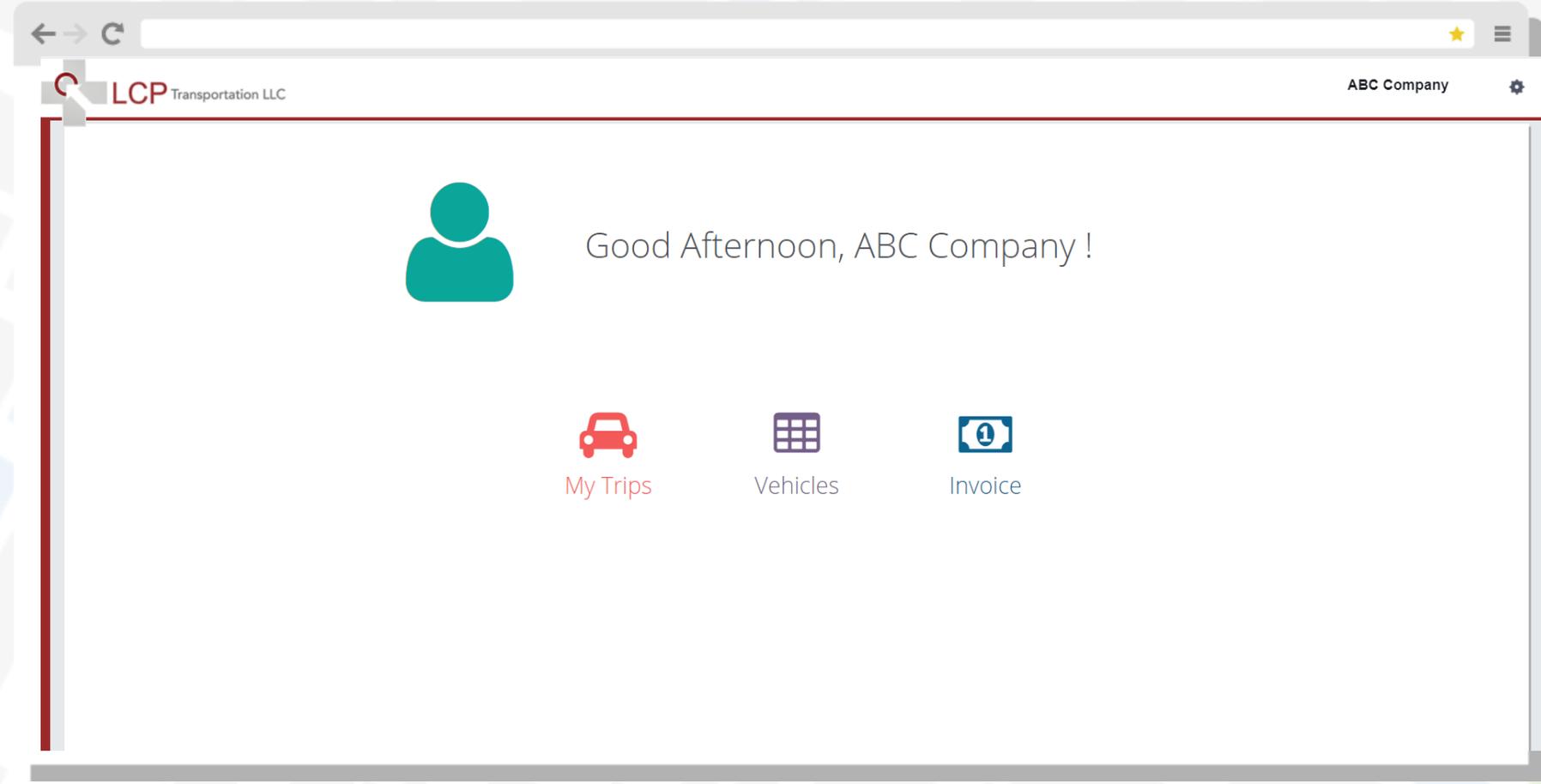
Invoice

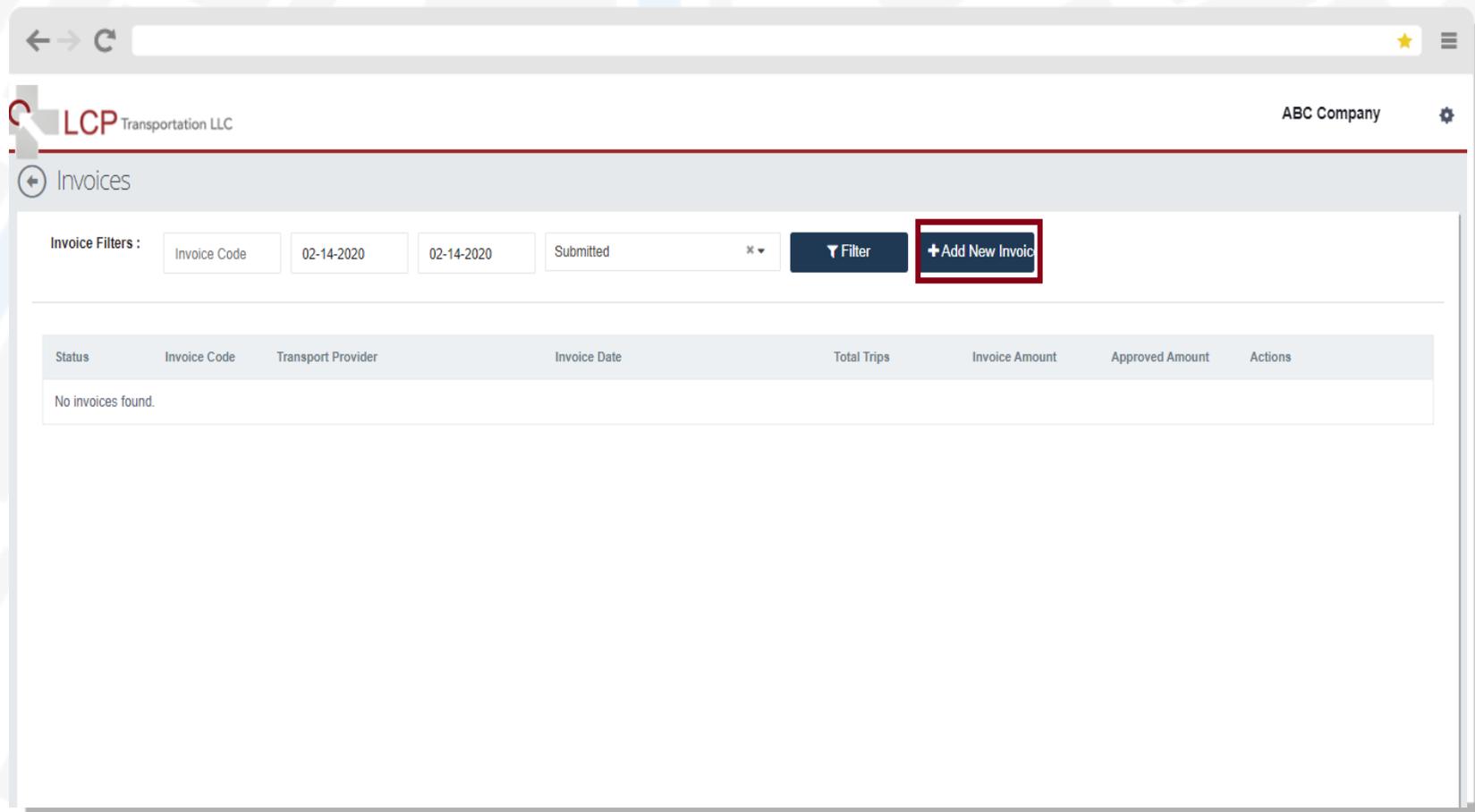📍 Invoice Trips

Vendor Portal / Invoice Trips

Invoice

📍 Select "Add New Invoice"

Note:
Separate all signature pages into the groups of insurance carriers so that you can create an invoice number for each:

- MHS HIP 2.0
- MHS HCC
- MHS HHW
- Care Source HHW
- Care Source HIP

Vendor Portal / Invoice Trips

Invoice

- Select Carrier at Dropdown
- Write Down Invoice#
- "Check Box" Beside Trip
- Choose "Submit"
- Repeat Steps – All Carriers You Provided Service will have an Invoice #

Note:
Never choose "Save" or "Close" on this screen

Vendor Portal / Invoice Trips

ABC Company

LCP Transportation LLC

View Invoice

			Mileage				Cost			
Trip ID	**Trip From**	**Trip To**	**Begin**	**Start**	**End**	**Total**	**Unloaded**	**Loaded**	**Wait**	**Trip Cost**
123456-1	Anderson	Muncie	914932	914916	194948	32	0.00	7.50	0.00	$17.50

16 unloaded miles + 16 loaded miles = 32 miles (paid 10.00 base rate (included in first 10 miles) + 6 miles X 1.25 = 7.50 ($17.50)

1589580-1	2147 Madison Ave	2340 E 10TH ST	194477	194481	194489	12	$0.00	$0.00	$10.00	$0.00	$10.00	$0.00
1589580-2	2340 E 10TH ST	2147 Madison Ave	194502	194511	194517	15	$0.00	$0.00	$10.00	$0.00	$10.00	$0.00
1590738-1	252 S Oakland Av	5515 W 38TH ST	194974	194980	194992	18	$0.00	$2.50	$10.00	$0.00	$12.50	$0.00
1590738-	5515 W 38TH ST	252 S Oakland Av				20	$0.00	$2.50	$10.00		$12.50	$0.00

Vendor Portal / Invoice Trips

Invoice

- Once Invoicing Completed, Status = Submitted
  - Invoice# & amount will be Added to Grand Total Invoice
  - Grand Total Invoice & Signature Sheets – Upload to One Drive to Complete Process

Vendor Portal / Invoice Trips

Invoice

📍 Grand Total Invoice (GTI)

Note: You will note any adjustments in the body of the invoice (i.e. No shows, negotiated rates, etc…)
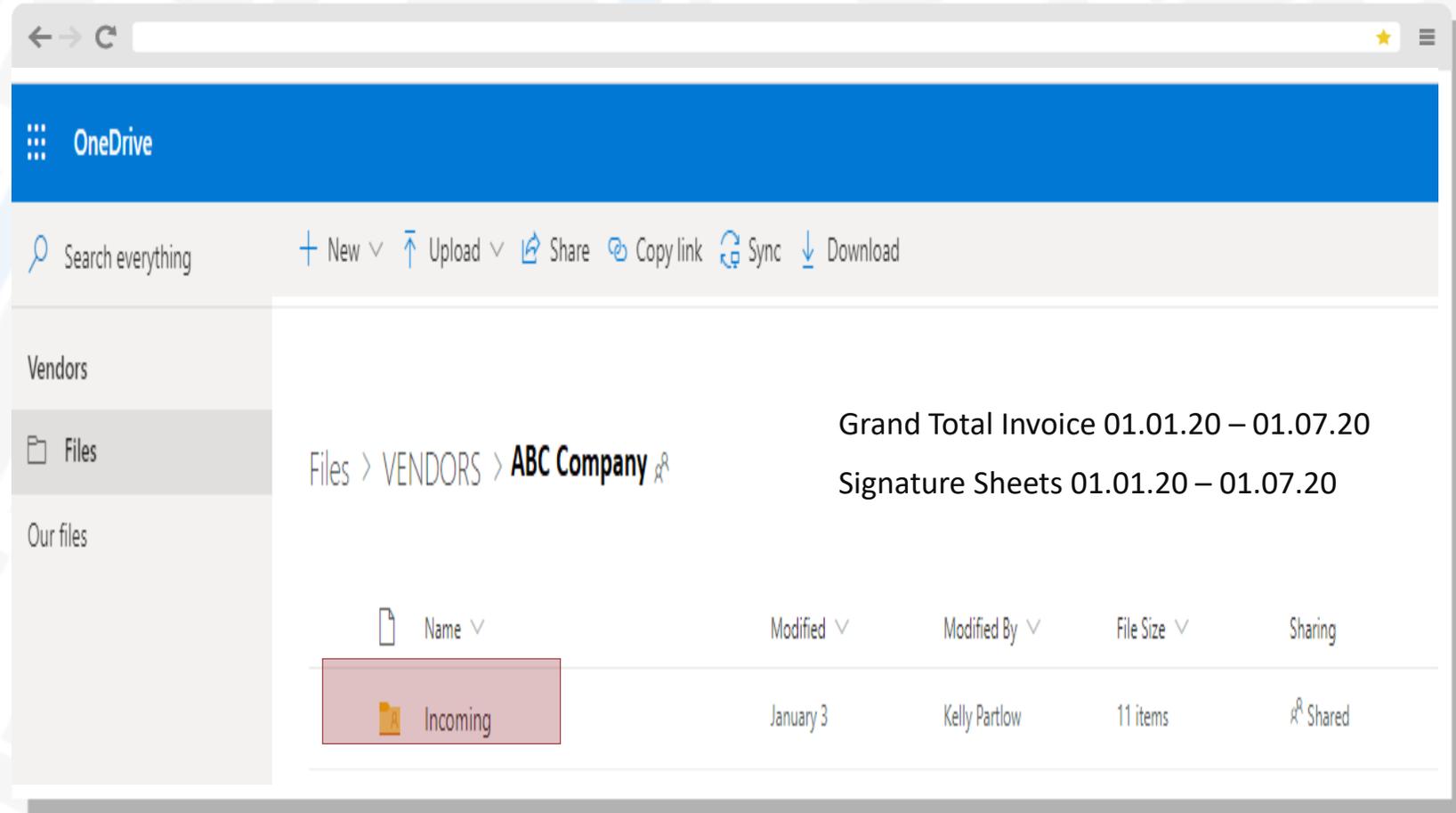
Vendor Portal / Invoice Trips (Upload One Drive)

Invoice

- 📍 One Drive – Upload
  - Grand Total Invoice
  - Signature Sheets

Note: Best Practice to Verify with LCP that your Grand Total Invoice & Signature Sheets are Showing in One Drive After You Upload.

Grand Total Invoice 01.01.20 – 01.07.20

Signature Sheets 01.01.20 – 01.07.20