

Corridor

Administrator Guide for Vendors/Law Firms

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Welcome to Corridor!

Mitratesh's Corridor is the optimum method for legal vendors to electronically submit invoices to their corporate clients. Mitratesh's matter management applications integrate with Corridor to provide a comprehensive system for tracking activities and costs associated with legal matters. Together, Corridor and the eCounsel or LawManager matter management applications automate the entire life cycle of an invoice from submission through approval, payment, and legal spend analysis.

Legal vendors submit invoices in standard LEDES format to the secure Corridor Website or manually create an invoice using Corridor's manual submission entry method. eCounsel or LawManager retrieves the invoices, and then automatically audits and routes them for approval. The Corridor Website is updated as the invoice passes from review status to payment in eCounsel or LawManager.

Welcome to Corridor!

Overview

Corridor Administration

This guide assumes you are the Corridor Administrator for a vendor/law firm. The Administrator user can set up all levels of Corridor users, change all passwords, update the vendor/law firm billing address/contact information, enter client IDs, submit LEDES files, create an invoice for submission, and view invoice statuses.



Mitratesh has provided you with a Web address to the Corridor Website plus a user ID and password. If you cannot locate this information or if you need any assistance, contact Mitratesh Support.

If your vendor/law firm has never been set up in Corridor, see [Setting Up Your Firm for the First Time](#); if your firm previously has been set up in Corridor, see [Adding a New Client Company](#).

Corridor Invoice Submission

This guide outlines the steps necessary to submit your invoices in electronic format to your client(s) using Mitratesh's Corridor Website. Corridor interfaces with Mitratesh's matter management applications (eCounsel or LawManager) to directly import your invoices into a client's internal matter management system.

This guide assumes that all the administrative steps have been followed to configure the system. The *Corridor Administration Guide for Vendors/Law Firms* contains system setup instructions.

If you need assistance, contact Mitratesh Support.

System Overview

Mitratesh's Corridor Website supports the electronic transmission of invoices using either of two methods:

- submitting an invoice by attaching a LEDES 1998B, 1998BI/1998BI V2, or LEDES 2000 format file. A LEDES file (which may contain multiple invoices) is submitted by the firm at the Corridor Website where it is held until it is retrieved by the matter management application.
- submitting a single invoice that has been entered into Corridor directly. An XML (extensible Markup Language) file is created that is similar to a LEDES file and is held until it is retrieved by the matter management application. Files that have been created through Corridor are encrypted and cannot be read by any program except Corridor.

Preliminary File Checks in Corridor

At a minimum, the information below will be verified as present in the invoice file before it will be accepted into Corridor. If any of these fields are blank, Corridor will return an error message. The preliminary file checks that take place in Corridor are:

- LEDES 1998B, 1998BI/1998BI V2, and LEDES 2000 (if submitting a LEDES formatted invoice file)
- Client's Matter Number
- Vendor's Tax ID Number (matches Tax ID in Corridor)
- Client ID (matches Client ID in Corridor)
- Invoice Number
- Invoice Total
- Invoice Date

In addition, Corridor validates the Client ID field in the invoice file against the Client ID field in Corridor for the receiving client company. If these do not match, Corridor will return an error message.

Additional basic validations occur once an invoice is submitted (either as a LEDES file or from manual entry in Corridor). See [Invoice Validations for Submissions](#) for more information.

- !** Further validation occurs once the invoice reaches the matter management application. For example, the file may pass initial checks because a value is entered in the Client Matter Number field, but may be rejected once it reaches the matter management application because the client matter number does not exist in eCounsel or LawManager. Additionally, eCounsel will reject an invoice that does not have a unique Invoice Number.

Invoice Validations for Submissions

When submitting a 1998B, 1998BI/1998BI V2, or LEDES 2000 file or a manually created invoice in Corridor, further validations occur during the submission process and will return errors prior to actual submission. The following is a list of validations that occur:

- **The line item total does not equal units times rate.**
This error occurs for any invoice for which a fee or expense line item total does not equal (rate * units) + discount amount + tax total (if the line item includes a discount and tax). Correct the line item total, rate, units, discount amount, or tax total as needed and re-submit the invoice.
- **The units field does not contain a value.**
For fees and expenses, the units field requires a value. Enter a value, verify the line item total is correct, and re-submit the invoice.
- **The rate field does not contain a value.**
For fees and expenses, the rate field requires a value. Enter a value, verify the line item total is correct, and re-submit the invoice.
- **The timekeeper identifier field does not contain a value.**
For fees, the timekeeper identifier field requires a value. Enter a value, and re-submit the invoice.
- **The invoice total does not equal the sum of all line items.**
This error occurs for any invoice for which the invoice total amount is not equal to the sum of all fees and expenses (including any tax amounts), minus any invoice-level discounts. Correct the invoice total or any fees, expenses, or invoice-level discounts and re-submit the invoice.
- **The line item date is not within the invoice billing start and end dates.**
This error occurs if a line item date is before or after the invoice billing period. Correct the date for the line item or change the invoice billing time period and re-submit the invoice.
- **The invoice billing start date is after the invoice billing end date.**
This error occurs if a date range is not specified correctly for the invoice billing time period. Correct the start or end date and re-submit the invoice.

- !** After encountering a validation error when submitting an invoice(s), Corridor allows you to override the error(s) and submit the invoice(s) with the errors. Be aware that doing so can cause the invoice(s) to be rejected according to the client's billing guidelines.

Invoice Retention Policy

Once an invoice is successfully submitted in Corridor and retrieved by the matter management application, the invoice files and attachments are deleted from the Corridor Website. Only a small amount of information is retained in Corridor in order to track the invoice's progress as it routes through the review/approval process in the matter management application.

The Corridor invoice submission task (internal to Corridor) runs nightly to remove any of the following:

- Invoice files that were uploaded more than two hours ago, but not submitted, will be deleted unless the user who uploaded the files is still logged into Corridor.
- Any information in Corridor concerning an invoice submission will be deleted by the task after a 12-month period.

Business Rule Validation

Once in the matter management application, the invoice undergoes audit rule validations. These validations are dependent on the company's unique billing guidelines. These rules can be set by the company to reject or warn. Review your client's billing guidelines carefully to minimize the chance of an invoice being rejected.

! eCounsel-specific: When submitting a LEDES file that contains multiple invoices in the file, the rejected status operates differently depending on the version of eCounsel used by the client company:

- If the client company is using a version of eCounsel prior to Version 8.2 and one of the invoices is rejected, none of the invoices in the file will be accepted into eCounsel for approval routing.
- If the client company is using eCounsel Version 8.1 with the XML Importer Changes for Better Error Handling, Logging, and Recovery patch or Version 8.2 or higher and one of the invoices is rejected, only the rejected invoice will not be accepted into eCounsel for approval routing (all other invoices in the same file that pass the audit rule validation will be accepted by eCounsel).
- If the client company is using eCounsel Version 8.3 or higher, details concerning the rejection can be accessed by clicking the right arrow next to an invoice submission.
- If the client company is using a version of eCounsel prior to Version 8.8 and an invoice fails to import into eCounsel because it could not be processed, the status will be reported as *Rejected*. In Version 8.8 or higher, the status will be reported as *Import error* in this scenario.

File Submission and Retrieval

Corridor is a secure Website where invoices are submitted to your client companies. Once an invoice file has been submitted by the law firm/vendor, the file is encrypted and awaits retrieval by the matter management application. The matter management application retrieves the encrypted submissions and attachments from Corridor at predetermined intervals for the client company and decrypts them with a stored private key. Once retrieved, the invoice files and attachments are deleted from the Corridor Website. Only a small amount of information is retained in Corridor in order to track the invoice's progress as it routes through the review/approval process in the matter management application.

Corridor performs initial error checking on the invoice file prior to allowing submission. The business rules audit is performed once the invoice reaches the matter management application and is dependent on the rules the client company has implemented.

The matter management application can be configured to notify your firm of the status of your invoices via e-mail and also can be configured to provide status updates via the Corridor Website. If you are not receiving updates on the progress of your submitted invoices, contact the client's administrator or project team to find out if your firm can be notified.

In addition to notifications from the matter management application, the Corridor Website sends an e-mail notification to the invoice submitter's e-mail address registered in Corridor anytime the status of a submitted invoice changes to "Rejected" if Corridor is updated from the matter management application. If you are not receiving rejection notifications for submitted invoices, verify your e-mail address and contact your Corridor administrator.


User Application Rights

The Corridor functions available to you are dependent on your application rights. If you have a role of Administrator, Manager, or Invoice Submitter, you can submit invoices and view the status of invoices. If you are a Read Only user, you can only view the status of an invoice if you know the invoice number. Your user login and application rights are listed in the upper-right corner of the [Corridor home page](#) if you are unsure of your role.

Application Rights

- **Administrator** – The Administrator can set up all levels of Corridor users, add and edit client IDs, change all passwords, update the vendor/law firm billing address/contact information, submit invoices, and check the status of all invoices submitted by the firm.
- **Manager** – The Manager can add Invoice Submitter and Read Only users, add and edit client IDs, change passwords, and perform all the functions of the system such as submitting invoices, checking the status of all invoices submitted by the firm, and updating the law firm billing address/contact information.
- **Invoice Submitter** – The Invoice Submitter is responsible for submitting invoices to a corporate client(s). This person can submit invoices and check on the status of the invoices submitted, but cannot perform administrative functions.
- **Read Only** – A Read Only user can view the status of an invoice if the invoice number is known.

All users will be required to change their password the first time they log into Corridor. The password must be at least six characters long and can consist of alphabetic letters and numbers only.

 If your account expires, you will be prompted to change your password the next time you login to Corridor. If your account is inactivated, you will not be able to login to Corridor (see [Resetting Your Password](#)).

About Mitrtech

Mitrtech doesn't change with the times – we change the times.

Mitrtech is more than a legal software company. We're a company born of a vision of real solutions for real customers. Our products aren't just made of lines of code. They are made out of ideas from years of customer relations and technical expertise. Put more simply, Mitrtech is about solutions and relationships.

Getting Started

Using this Guide

This guide uses typefaces and special symbol conventions.

- A **bold** font designates a button, menu, dialog box, or tab within Corridor.
- An *italic* font designates a checkbox or option.
- File paths and directories are formatted **like this**. For example: **c:\My Documents**.
- Text that appears in italic within angled brackets (such as <Server>) is called a placeholder representing information you must supply.
- References to keys on the keyboard are indicated in brackets, such as <CTRL>.
- A **i** icon points to tips and generally helpful information.
- A **!** icon alerts you to particularly important information that may have a significant impact on the setup and usage of Corridor.

Changing Your Password

A new Corridor user will be forced to change his/her password on first login. All users have the ability to change their own password.

To Change Your Password:

1. On the [Corridor home page](#), click on the **Change Password** link in the [Personal Options area](#).
2. On the **Change Password** page, type the old password in the text box, type a new password, and then re-enter the password. The password must be at least six characters long and can consist of alphabetic letters and numbers only.

Change Password

Please change your password before using Corridor.

Name: Robert Cagle *
Application Rights: Invoice Submitter
Status: Active *

Username: rcagle *
Old Password: *
New Password: *
Confirm Password: *

Save
Cancel

Password must contain at least 6 characters of letters and numbers only.

Contact Information

Phone: (713) 599-8300 *
Fax:
Email: robert.cagle@abccorp.com *
Expiration Date: 09/27/2013

Fields with * are required.

For changes to your user information, please contact:
Adriana Smith Phone: (503) 222-2525
Fernando Thompson Phone: (503) 212-1212
Nicholas Petersen Phone: (713) 599-8300

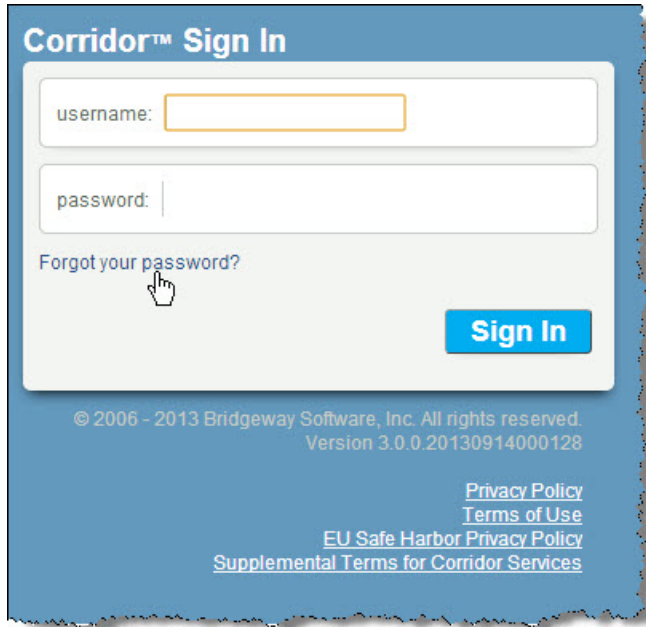
3. Click **Save**.

Resetting Your Password

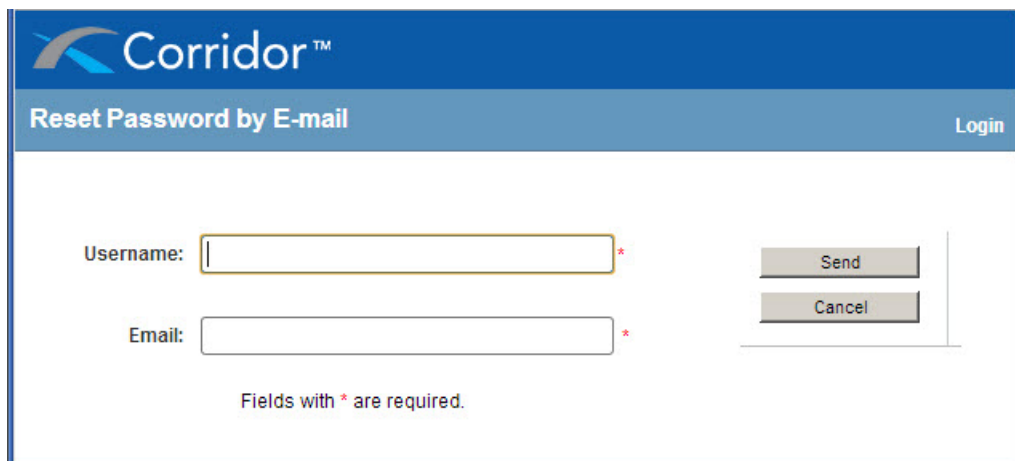
If you have forgotten your password, you can request a password reset from Corridor on the **Login** page. You will need to know your login and the e-mail address associated with your user account in order to reset your password. If you do not have this information, contact your Corridor Administrator.

To Reset Your Password:

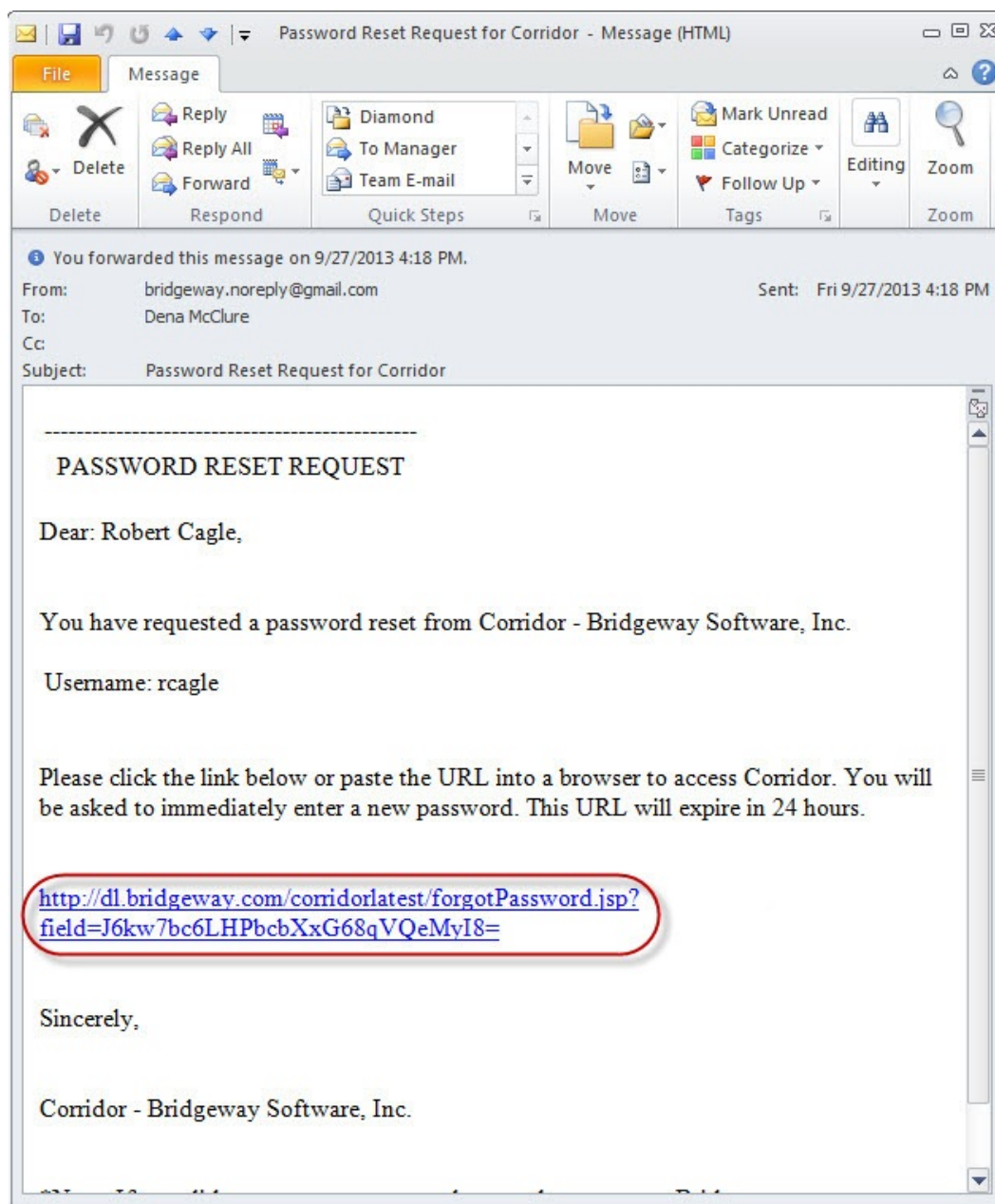
1. On the Corridor **Login** page, click on the **Forgot Your Password** link.



2. On the **Reset Password by E-mail** page, type your user name and the e-mail address associated with your user account, and click the **Send** button.



3. When you receive the e-mail message from Corridor for your password reset, click on the link in the e-mail or copy the link and paste it in a browser address bar.



4. Once Corridor has opened to the **Change Password** page, type a new password in the text box, then re-enter the password. The password must be at least six characters long and can consist of alphabetic letters and numbers only.

Change Password

Please change your password before using Corridor.

Name: Robert Cagle *
 Application Rights: Invoice Submitter
 Status: Active *

Username: rcagle *
 Old Password: *
 New Password: *
 Confirm Password: *

Save
Cancel

Password must contain at least 6 characters of letters and numbers only.

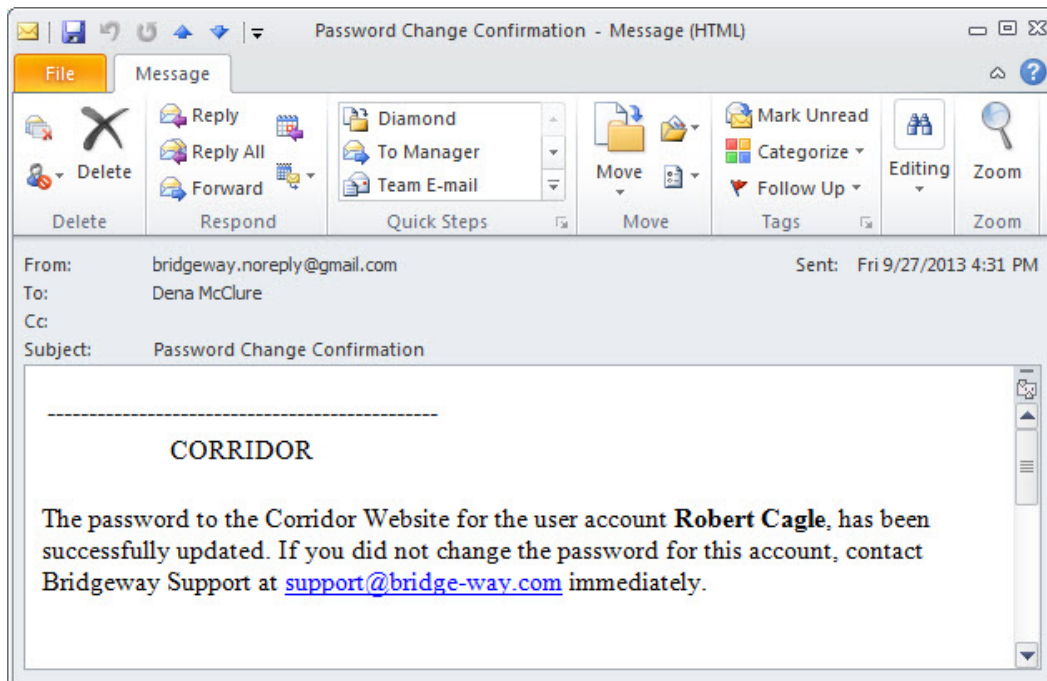
Contact Information

Phone: (713) 599-8300 *
 Fax:
 Email: robert.cagle@abccorp.com *
 Expiration Date: 09/27/2013

Fields with * are required.

For changes to your user information, please contact:
 Adriana Smith Phone: (503) 222-2525
 Fernando Thompson Phone: (503) 212-1212
 Nicholas Petersen Phone: (713) 599-8300

- Click **Save**. You will receive a confirmation e-mail that your password has changed.



Setting Up Your Vendor/Law Firm for the First Time

If this is your vendor/law firm's first time to use Corridor, the steps outlined below will aid you in configuring the product.

Before You Begin:

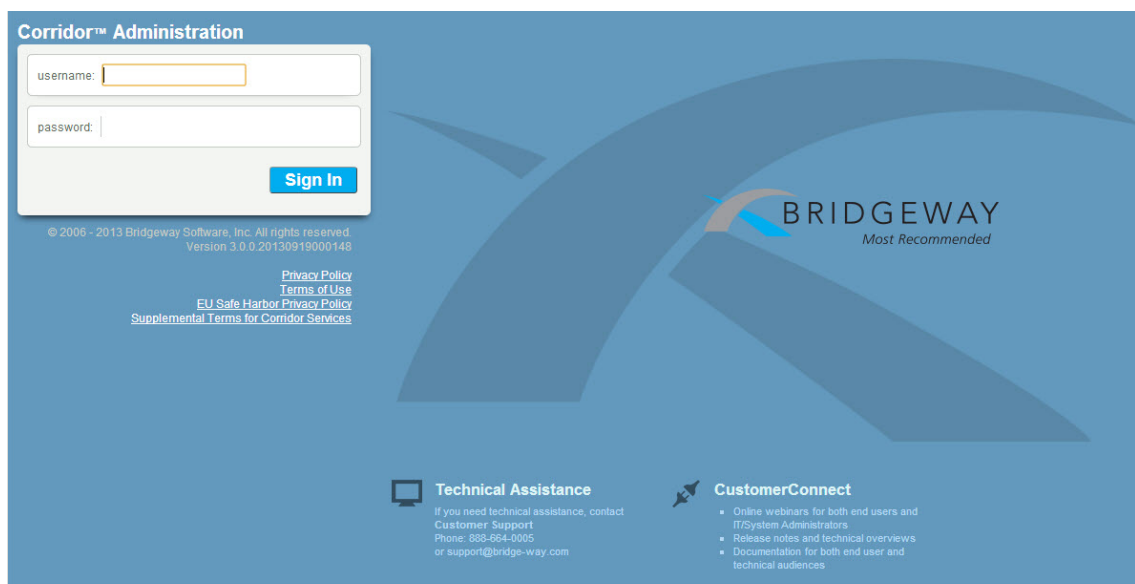
1. Request a matter list from the client company. This list includes matters for which this client expects your firm to bill. Match your vendor/law firm's internal matter number with the client's matter number(s). As the client's matter number will be required in the invoice submission file in the CLIENT_MATTER_ID field (if submitting a LEDES file) or the Client Matter Number field (if creating a new invoice in Corridor), you should record these corresponding client matter numbers in your time-and-billing system. Each time a new matter is assigned to your vendor/law firm from this client company, you will need to reconcile the client's matter number with your vendor/law firm's internal matter number.

! The CLIENT_MATTER_ID in your LEDES file or Client Matter Number in a Corridor manually created invoice must match a valid matter number for this client company in the matter management application to successfully import your invoice(s) into eCounsel or LawManager.

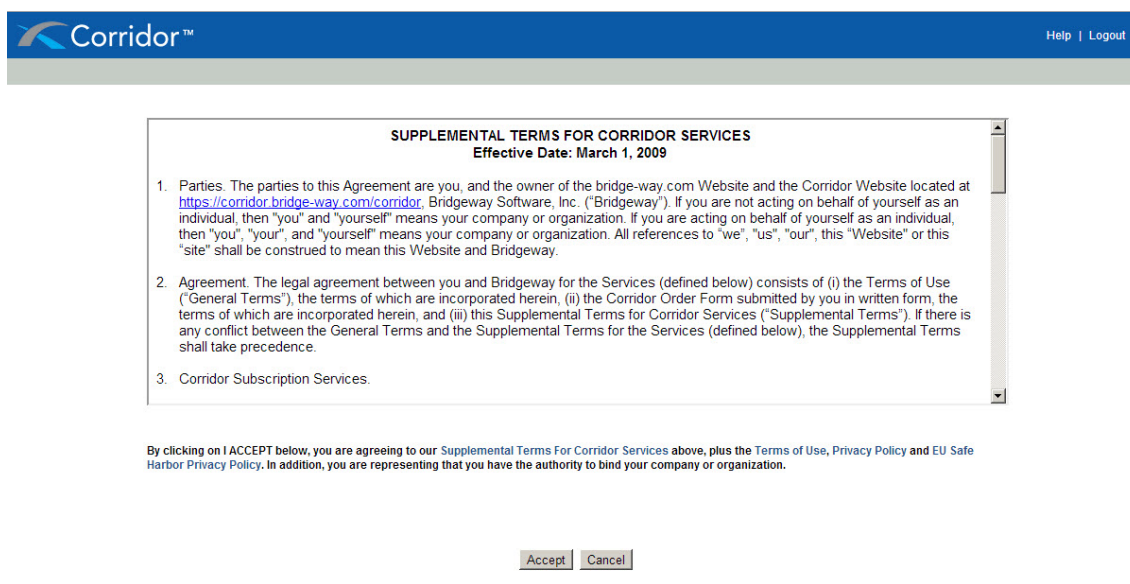
2. Find out from the client company what information they require regarding your timekeepers. Client companies vary on the amount of information they require. Be prepared to send a worksheet with a list of your vendor/law firm's timekeepers (TK) including name, title, rate, billing method, TK identifier, contact information, and possibly the corresponding matters on which the TK will be working. This information will need to be entered by the client company into the matter management application before you can invoice electronically.
3. Review the client company's billing guidelines.
4. Complete the new [user worksheets](#) in this packet with your Corridor users, vendor/law firm information, and client IDs. If you plan to act as the system's Manager, include yourself in the list of users. At least one Manager is required.

To Login to Corridor:

1. Login using the new Administrator user ID and password to complete the setup.



2. You will be prompted to accept the Supplemental Terms for Corridor Services agreement. Accepting the agreement will allow you to continue with configuration. You cannot access Corridor until the agreement is accepted.



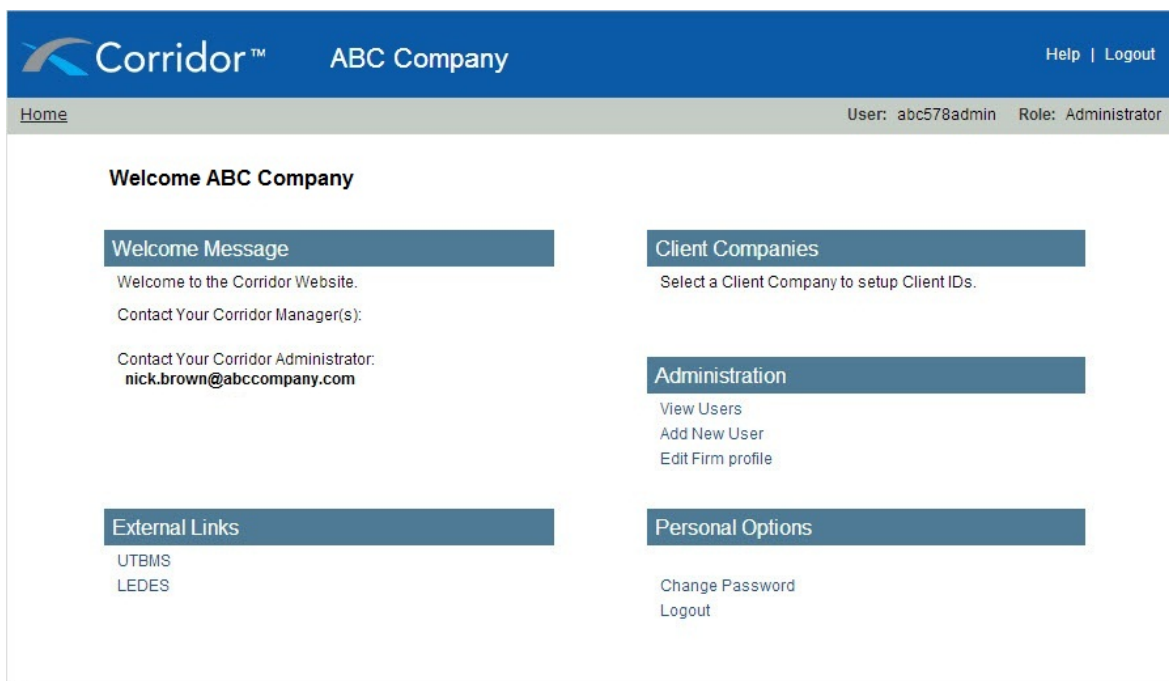
SUPPLEMENTAL TERMS FOR CORRIDOR SERVICES
Effective Date: March 1, 2009

1. Parties. The parties to this Agreement are you, and the owner of the bridge-way.com Website and the Corridor Website located at <https://corridor.bridge-way.com/corridor>, Bridgeway Software, Inc. ("Bridgeway"). If you are not acting on behalf of yourself as an individual, then "you" and "yourself" means your company or organization. If you are acting on behalf of yourself as an individual, then "you", "your", and "yourself" means your company or organization. All references to "we", "us", "our", this "Website" or this "site" shall be construed to mean this Website and Bridgeway.
2. Agreement. The legal agreement between you and Bridgeway for the Services (defined below) consists of (i) the Terms of Use ("General Terms"), the terms of which are incorporated herein, (ii) the Corridor Order Form submitted by you in written form, the terms of which are incorporated herein, and (iii) this Supplemental Terms for Corridor Services ("Supplemental Terms"). If there is any conflict between the General Terms and the Supplemental Terms for the Services (defined below), the Supplemental Terms shall take precedence.
3. Corridor Subscription Services.

By clicking on I ACCEPT below, you are agreeing to our [Supplemental Terms for Corridor Services](#) above, plus the [Terms of Use](#), [Privacy Policy](#) and [EU Safe Harbor Privacy Policy](#). In addition, you are representing that you have the authority to bind your company or organization.

! You can view a printable version of the agreement by clicking on the **Supplemental Terms for Corridor Services** link. In addition, click on the **Terms of Use** and **EU Safe Harbor Privacy Policy** links to view more information.

Once the agreement is accepted, the **Corridor** home page will display. After Mitrtech Support has activated the relationship between your company and a client company, the home page will display with the client company listed.



Corridor™ ABC Company Help | Logout

Home User: abc578admin Role: Administrator

Welcome ABC Company

Welcome Message

Welcome to the Corridor Website.

Contact Your Corridor Manager(s):

Contact Your Corridor Administrator:
nick.brown@abccompany.com

Client Companies

Select a Client Company to setup Client IDs.

Administration

[View Users](#)

[Add New User](#)

[Edit Firm profile](#)

External Links

[UTBMS](#)

[LEDES](#)

Personal Options

[Change Password](#)



[Logout](#)

Adding a New Client Company

If this is your 2nd, 4th, or 100th connection to a new client company using Corridor, follow the steps below. Your vendor/law firm may be given a temporary Administrator user ID and password for the new connection. Since your firm is already a Corridor user, disregard the temporary credentials and log in using your existing Corridor Administrator user ID and password.

If you are not familiar with the system setup, see the [Corridor home page](#) for more information. This procedure assumes you are the Corridor Administrator.

To Add a New Client Company:

1. Request a matter list from the client company. This list includes matters for which this client expects your vendor/law firm to bill. Match your vendor/law firm's internal matter number with the client's matter number(s). As the client's matter number will be required in the invoice submission file in the CLIENT_MATTER_ID field (if submitting a LEDES file) or the Client Matter Number field (if creating a new invoice in Corridor), you should record these corresponding client matter numbers in your time-and-billing system. Each time a new matter is assigned to your vendor/law firm from this client company, you will need to reconcile the client's matter number with your firm's internal matter number and enter it in your time-and-billing system.
 The CLIENT_MATTER_ID in your LEDES file or the Client Matter Number field in a Corridor manually created invoice must match a valid matter number for this client company in the matter management application to successfully import the invoice file into eCounsel or LawManager.
2. Find out from the client company what information they require regarding your timekeepers. Client companies vary on the amount of information they require. Be prepared to send a worksheet with a list of your firm's timekeepers (TK) including name, title, rate, billing method, TK identifier, contact information, and possibly the corresponding matters on which the TK is or will be working. This information will need to be entered by the client company into the matter management application before you can invoice electronically.
3. Review the client company's billing guidelines. Especially note any rejection criteria.
4. Complete the new [user worksheets](#) in this help with any new Corridor users, updated vendor/law firm information, and client IDs for the new client company.
5. Log in to the Corridor Website at <https://corridor.bridge-way.com/corridor/> using your existing Corridor Administrator user ID and password.
6. [Add any new users.](#)
7. [Verify your vendor/law firm address and tax ID information is correct.](#) *If any issue exists with your tax ID, contact Mitrtech immediately at 888-664-0005 to reconcile.*
8. Enter client ID(s) for the new company connection. (Select the company from the home page to enter, edit, or delete client IDs.)
 If the client company is not available on your Corridor home page, Mitrtech has probably not yet received a signed services addendum from your firm. After receiving the signed Addendum, and receiving final activation approval from the client company, Mitrtech will activate your connection to this new client.

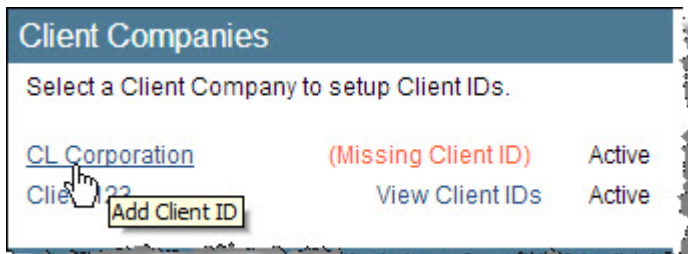
Administering Corridor

Adding a Client Identifier

To add a client ID, select the client company from the list. At least one unique client ID is required for each client company. Enter all client ID(s) that pertain to this client company for the purpose of submitting invoices. When an invoice file is submitted for this client company, a check will be performed to make sure that the client ID in the invoice file matches a client ID for this company in Corridor.

To Add a Client ID:

1. On the [Corridor home page](#), select the client company from the list.



2. At least one unique client ID is required for each client company. Enter all client ID(s) that pertain to this client company for the purpose of submitting invoices. When an invoice file is submitted for this client company, a check will be performed to make sure that the client ID in the invoice file matches a client ID for this company in Corridor.

3. Click **Save**.

i Client ID(s) also can be added from the **Invoices: Electronic Submission** or **Invoices: Manual Submission** pages by users with Administrator or Manager application rights. A user with Invoice Submitter application rights cannot add client ID(s).



Editing a Vendor/Law Firm Profile

You can edit the information about your vendor/law firm in the [Administration area](#) on the **Corridor** home page.

To Edit the Vendor/Law Firm Profile:

1. On the [Corridor home page](#), click on the **Edit Firm Profile** link.
2. On the **Admin: Edit Firm Profile** page, verify your vendor/law firm profile information.
3. Enter any missing information, including your mailing address. When entering phone numbers with extensions, enter the number, then type an "x" character before the extension. For example, enter (888) 664-0005x1234.

Admin: Edit Firm Profile

Name:	<input type="text" value="ClientSV"/>	*
Tax ID:	<input type="text" value="Client123"/>	*
Address 1:	<input type="text" value="6575 West Loop South"/>	
Address 2:	<input type="text" value="Third Floor"/>	
Address 3:	<input type="text"/>	
Address 4:	<input type="text"/>	
City:	<input type="text" value="Bellaire"/>	
State:	<input type="text" value="TX"/>	
Country:	<input type="text" value="USA"/>	
Zip:	<input type="text" value="77401"/>	
Phone:	<input type="text" value="(713) 599-8300"/>	
Fax:	<input type="text"/>	
Email:	<input type="text" value="nicholas.petersen@company.com"/>	
TimeBilling System:	<input type="text"/>	

Fields with * are required.

4. Click **Save**.

! The tax identifier can only be changed by contacting support. If an error displays in your tax ID, contact Mitratesch Support immediately.

Adding a New User

You can add a new user ID in the [Administration area](#) on the **Corridor** home page. A Manager's contact information (name and e-mail link) will be displayed on the **Corridor** home page. A link to the e-mail address of the Administrator also will display on the **Corridor** home page.

To Add a New User ID:

1. On the [Corridor home page](#), click on the **Add New User** link.

2. On the [Admin: Create a New User page](#), use the information on your [worksheets](#) to add new users to Corridor.
3. Select an application right for the user from the Application Rights dropdown menu. See [User Application Rights](#) for more information.

i The status for a new user is set automatically to *Active*. When editing a user account, the status can be changed to *Inactive*, which will override any expiration date and immediately revoke privileges to login to Corridor.
4. All fields are required except a FAX number. The following fields must be entered:
 - The User ID must be at least five characters and can contain letters, numbers, and underscores.
 - The Password must be at least six characters long and can consist of alphabetic letters and numbers only.
 - When entering phone numbers with extensions, enter the number, then type an "x" character before the extension. For example, enter (888) 664-0005x1234.

i An Expiration Date is set to today until the user first logs in and changes his/her password. It is then set automatically to six months after first login, but is [editable](#) by the Administrator. A Manager can change the Expiration Date for Invoice Submitter and Read Only users. Once a user's account expires, the user will be prompted to change his/her password the next time he/she logs into Corridor.
5. Click **Save** to save the record and return to the **Admin: View Users** page. The **Save/New** button allows you to add additional user IDs. The **Cancel** button cancels the entry and returns to the home page.

i A new Corridor user will be forced to change his/her password on first login.

Editing a User

You can modify user information in the [Administration area](#) on the **Corridor** home page.

To Edit an Existing User:

1. On the [Corridor home page](#), click on the **View Users** link.
2. On the **View Users** page, select a user from the list.

Admin: View Users

Name	User ID	Access Rights	Expiration Date	Status	Phone	Email	Fax
Adriana Smith	adriana	Manager	09/28/2013	Active	(503) 222-2525	paul.maszy@bridge-way.com	
Nicholas Petersen	tpfirmmanager	Manager	10/08/2013	Active	(713) 599-8300	dena.mcclure@bridge-way.com	
Robert Cagle	rcagle	Invoice Submitter	03/27/2014	Active	(713) 599-8300	dena.mcclure@bridge-way.com	
swarupa	swarupa	Invoice Submitter	03/27/2014	Active	(234) 567-8987	swarupa@swarupa.com	

[Edit User Robert Cagle](#)

3. On the **Edit User Profile** page, make changes as needed.
 - When entering phone numbers with extensions, enter the number, then type an "x" character before the extension. For example, enter (888) 664-0005x1234.
 - An Administrator can change the Expiration Date for all users; a Manager can change the Expiration Date for Invoice Submitter and Read Only users. Once a user's account expires, the user will be prompted to change his/her password the next time he/she logs into Corridor.
 - To immediately disable a user's account, change the Status setting to *Inactive*. This setting will override any expiration date and the user will not be able to login to the Corridor Website.
 - An administrator cannot change his/her role.
4. Click **Save** to save the record and return to the **View Users** page. The **Cancel** button cancels the entry and returns to the home page.

Submitting Invoices

Mitratch's Corridor Website supports the electronic transmission of invoices using either of two methods (step-by-step instructions are given for each method):

- [Submitting a LEDES File](#)
- [Manually Creating an Invoice](#)

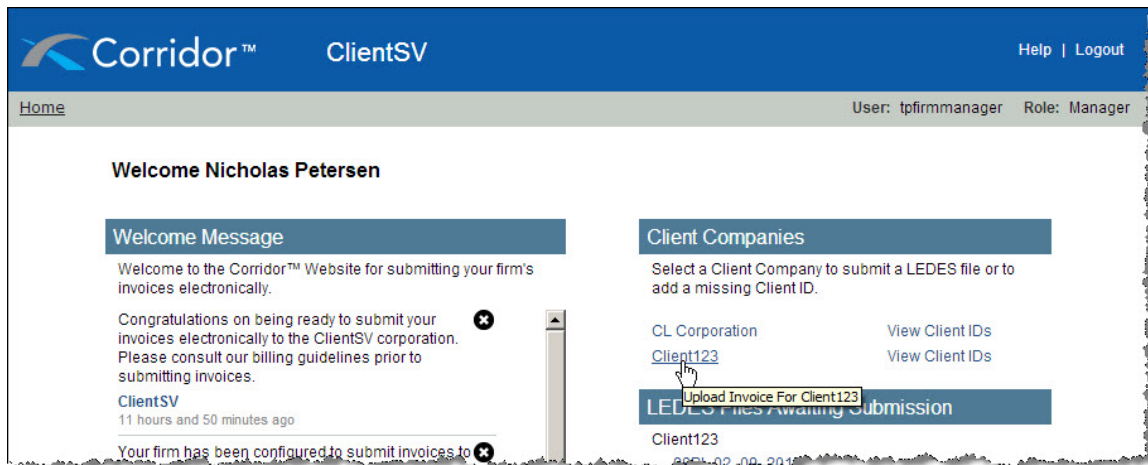
After an invoice has been submitted, you can [view the status of the invoice](#). If a submitted invoice that was created manually in Corridor is rejected, you can [modify the invoice](#) and resubmit.

Submitting a LEDES File

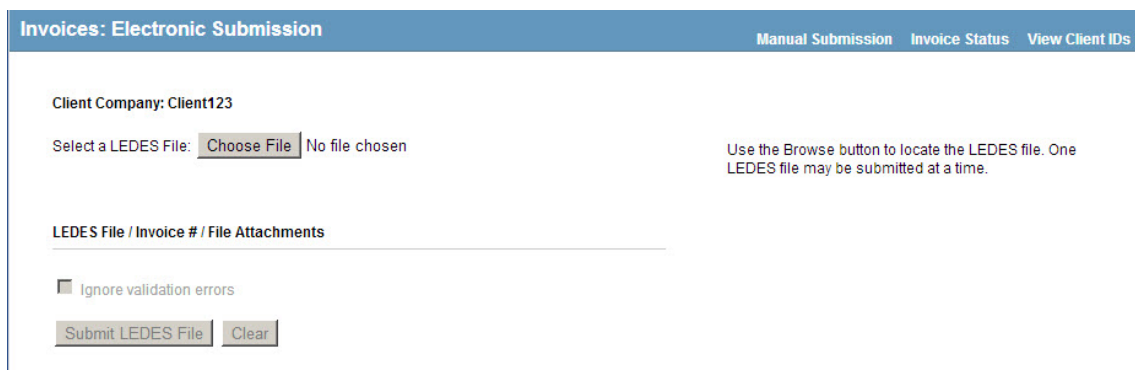
Follow the steps outlined below to submit a LEDES file to a client company:


To Submit a LEDES File to a Client Company:

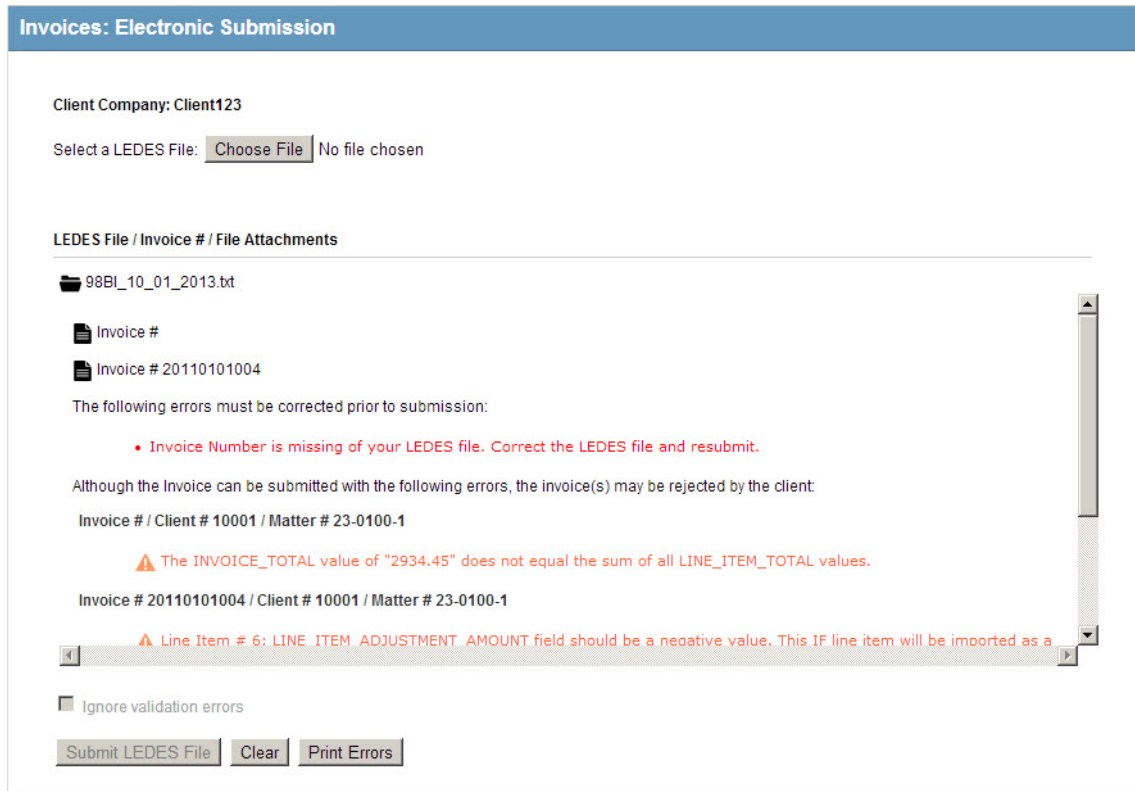
1. Login to the Corridor Website. Administrators, managers, and invoice submitters can submit invoices. The **Corridor** home page will display. The options available on the home page are dependent on your [application rights](#).
2. Click on the client company on your home page.



3. On the **Invoices: Electronic Submission** page, click the **Browse** button and navigate to the LEDES file you want to submit for this client. Only one LEDES file can be submitted at a time, and may have a maximum size of 20 MB.



4. The following LEDES format checks will occur immediately:
- Client ID in the LEDES file must match a client ID in Corridor for this company. Note that this step helps ensure that the LEDES file is being submitted to the correct client company. If required, a Manager can add a client ID to Corridor. To add a client ID, click on the **View Client IDs** link on the title bar on the **Invoices: Electronic Submission** page. If you are an Invoice Submitter, contact a Manager to add the client ID.
 - The following LEDES fields will be checked to contain a value: Client Matter Number, Vendor Tax ID, Invoice Number, Invoice Total, and Invoice Date.
-  Note that you cannot submit an invoice file with the above errors. You must correct the errors before Corridor will accept the submission of the invoice.





Invoices: Electronic Submission


Client Company: Client123

Select a LEDES File: No file chosen

LEDES File / Invoice # / File Attachments

 98BI_10_01_2013.txt

 Invoice #


 Invoice # 20110101004

The following errors must be corrected prior to submission:


- Invoice Number is missing of your LEDES file. Correct the LEDES file and resubmit.

Although the Invoice can be submitted with the following errors, the invoice(s) may be rejected by the client:

Invoice # / Client # 10001 / Matter # 23-0100-1

 The INVOICE_TOTAL value of "2934.45" does not equal the sum of all LINE_ITEM_TOTAL values.

Invoice # 20110101004 / Client # 10001 / Matter # 23-0100-1

 Line Item # 6: LINE_ITEM_ADJUSTMENT_AMOUNT field should be a negative value. This IF line item will be imported as a

☐ Ignore validation errors

5. Additional validations are performed that do not prevent the invoice file from being submitted (however, submitting with these errors may cause the invoice(s) to be rejected according to the client company's billing guidelines):
- The line item total must equal (rate * units) + discount amount + tax total (if the line item includes a discount and tax).
 - The invoice total must equal the sum of all line items.
 - The invoice billing start date must be before the invoice billing end date, and all line items must be within the invoice billing date range.
 - The following LEDES fields will be checked to contain a value: Units (fees and expenses), Rate (fees and expenses), and Timekeeper ID (fees only).
6. Optionally, check the *Ignore validation errors* checkbox to submit the file with any of the additional error validations found in Step 5. The LEDES format checks are performed for all submission files and any errors will prevent the invoice from being submitted, so this checkbox will not be enabled if any errors are found in Step 4.

Invoices: Electronic Submission

Client Company: Client123

Select a LEDES File: No file chosen

LEDES File / Invoice # / File Attachments

LEDES file is awaiting submission.

	98BI_02_09_2013.txt (Awaiting Submission)	
	Invoice # 20110101004	<input type="button" value="Attach..."/>
	August2013.xls	<input type="button" value="Remove..."/>

☒ Ignore validation errors

7. If the client company has configured the matter management application to accept attachments to invoices, add attachment(s), such as receipts, to the file by invoice. Click **Attach** next to the corresponding invoice and browse to the attachment. Attachments are allowed a maximum total size of 20 MB per submission. To remove an attachment before submission, click **Remove** next to the attachment name.

! A single LEDES file can contain multiple invoices, and each invoice can contain multiple attachments.

8. Click the **Submit LEDES File** button.

! Business rule validation occurs after submission and once the invoice reaches the matter management application. For example, the file may pass initial LEDES format error checks because it has a value in the Client Matter Number field but be rejected once it reaches the matter management application because the Client Matter Number value is invalid.

Once submitted, the page will indicate that the LEDES file was submitted with a date/time stamp. The LEDES file will now display on the **Invoices: Status** page.

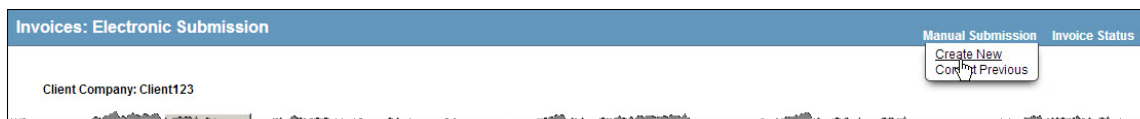
Browse to the next LEDES file to submit for this client company or click on the **Home** link to return to the **Home** page to select a different client company. You do not need to log out and log back in to change clients.

Manually Creating an Invoice

When manually creating an invoice to be submitted using Corridor, each invoice can only pertain to a single matter. If multiple matters are needed, you must create multiple invoices.

To Create an Invoice:

1. Login to the Corridor Website. Administrators, managers, and invoice submitters can submit invoices.
2. Click on the client company on your home page.
3. On the **Invoices: Electronic Submission** page, click the **Manual Submission** link and select *Create New*.



4. On the **Invoices: Manual Submission** page, select the identifier for the client from the Client ID menu.

! If a client ID is not available, an Administrator or Manager can add the client ID to Corridor. To add a client ID, click on the **View Client IDs** link on the title bar on the **Invoices: Manual Submission** page. If you are an Invoice Submitter, contact an Administrator or Manager to add the client ID.

Invoices: Manual Submission Electronic Submission Manual Submission Invoice Status **View Client IDs**

* Denotes a required field.

Client Name: CQA1038 Client ID: CQA1038 Invoice Number: * Invoice Comments:

Vendor Tax ID: VQA1038 Vendor ID:

Client Matter Number: * Invoice Date: * Service Start Date: * Service End Date: *


Invoice Total: 0.00 Currency Type: USD Tax Rate:

Invoice Details for Client Matter Number


New **Delete**

Line Item Date	Type	Timekeeper ID	Base Amount	Discount type	Discount amount	Discount percent	Total Amount	Tax Amount	Task Code	Activity/Expense Code
<p>Continue Cancel</p> <p>At least one invoice detail line item entry is required. The Invoice Total field will be calculated as the sum of the Total Amount plus the Tax Amount from each line item.</p> <p>Select "Continue" to validate, save and include attachments (pdf, word, excel, etc.) before submitting the invoice to the client company. All invoices are converted to an xml LEDES compatible file format for submission.</p>										

5. Enter the following information:

- Type the identifier for the invoice in the Invoice Number text box.
- If multiple vendor locations exist, type the identifier for the site in the Vendor ID text box. This identifier must match exactly the identifier for your firm used by the client company in the matter management application.
- Type the identifier for the client matter in the Client Matter Number text box. This identifier must match a valid matter number in the client's matter management application for the invoice to be transmitted properly. If the client company has synchronized matters with Corridor, click the ... button to select from a list of matters for which the law firm/vendor is a current player in eCounsel.
- Type the date for the invoice in the Invoice Date text box or click the  **Calendar** button to select a date.
- Type the start and end dates for the time period for which the invoice is being submitted in the Service Start Date and Service End Date text boxes.
- Indicate the type of currency (the default value is USD for United States Dollar) used for the invoice amount. The entry in the Currency Type field must match exactly the currency type for your firm used by the client company in the matter management application.
- If the invoice is subject to taxes and the client company has enabled tax support, Tax Rate field appears on the page. Type the percentage as a decimal number (for example, a tax of 8.75 percent is entered as .0875) of the fees/expenses that are taxed in the Tax Rate text box. Taxes can only be entered for a single jurisdiction.

To Create Line Items:

1. In the *Invoice Details* area, click the  **New** button to enter line item information for the invoice. At least one line item must exist in order to submit the invoice.
2. On the **Manual Submission: Invoice Detail** page, enter information for the line item. The fields will vary on the page depending on whether the type is a fee, expense, or invoice-level discount.

Fee Invoice Detail

Manual Submission - Invoice Detail		Save	Save/New	Close
Detail Type:	Fee	* Denotes a required field		
Date of Charge:	09/11/2013	*	← (Required) Enter the date of the charge.	
Timekeeper ID:	001		← Enter an identifier that must match the client's timekeepers if included.	
Task Code:			← (Required by the Client) Enter a code that must match the client's code.	
Activity Code:			← Enter a code only if the client requires one.	
Charge Type:	Unit Price		← Select whether the charge is by unit price or fixed charge.	
Units:	3.0	*	← (Required) If the Charge Type is "Unit Price", enter the number of units charged.	
Timekeeper Rate:	100.00	*	← (Required) Enter the rate being charged for the timekeeper.	
Base Amount:	300.00	*	← (Auto-calculated) Units times the Timekeeper Rate.	
Discount Amount:	0		← If a discount should be applied to this line item, enter as a negative amount.	
Total Amount:	300.00	*	← (Auto-calculated) The Discount subtracted from the Base Amount.	
Tax Amount:			← If taxes should be applied to this line item, enter the amount.	
Charge Description:	Fees for research			
			← (Required) Enter a description of the charge.	

Expense Invoice Detail

Manual Submission - Invoice Detail		Save	Save/New	Close
Detail Type:	Expense	* Denotes a required field		
Date of Charge:		*	← (Required) Enter the date of the charge.	
Timekeeper ID:			← Enter an identifier that must match the client's timekeepers if included.	
Task Code:			← (Required by the Client) Enter a code that must match the client's code.	
Expense Code:			← Enter a code only if the client requires one.	
Charge Type:	Fixed Charge		← Select whether the charge is by unit price or fixed charge.	
Units:		*	← (Required) If the Charge Type is "Unit Price", enter the number of units charged.	
Rate:		*	← (Required) Enter the rate being charged for the timekeeper.	
Base Amount:		*	← (Auto-calculated) Units times the Rate.	
Discount Amount:			← If a discount should be applied to this line item, enter as a negative amount.	
Total Amount:		*	← (Auto-calculated) The Discount subtracted from the Base Amount.	
Tax Amount:			← If taxes should be applied to this line item, enter the amount.	
Charge Description:				
			← (Required) Enter a description of the charge.	

Invoice-level Discount Invoice Detail

Manual Submission - Invoice Detail Save Save/New Close

Detail Type: Invoice-level Discount * Denotes a required field

Date of Charge: 09/11/2013 * (Required) Enter the date of the discount.

Timekeeper ID: 001 Enter an identifier that must match the client's timekeepers if included.

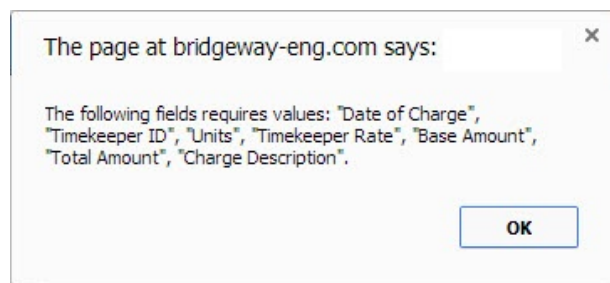
Discount Type: Flat (Required) Select either Flat or Percent. A percent discount cannot be calculated until submission time.

Discount Amount: 0 Enter as a negative amount.

Charge Description: Invoice Level Discount (Required) Enter a description of the discount.

3. If the client company has enabled tax support, a Tax Amount field appears on the page. If applicable, you must manually apply the tax rate to the base amount of the line item and enter this amount in the Tax Amount text box.
4. Click **Save** or click **Save/New** to enter another line item. Click **Close** when you have entered all line items. Click **Yes** to close the window.

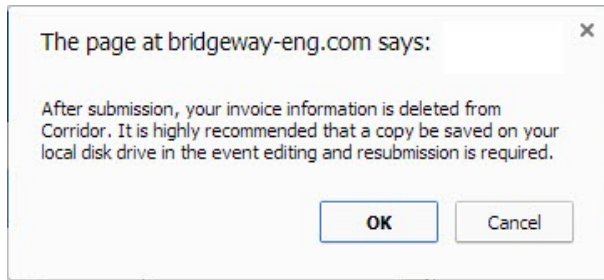
! If a required field is not entered, Corridor will prompt you to enter the information before you can save the line item.

**To Submit a Manually Created Invoice:**

1. On the **Invoices: Manual Submission** page, click **Continue**.

! If a required field is not entered, Corridor will prompt you to enter the information before you can continue.

2. Click **OK** on the message box that informs you that it is recommended you save a copy of the invoice to your local disk drive. In order to correct a manually entered invoice in the event of a business rule rejection, you must save a copy of the invoice and use the steps in [Correcting a Manually Entered Invoice](#) to resubmit the invoice.



3. Select the location to which you want to save the file, then click **Save**.

! Corridor uses the following naming convention for all saved invoice files:

Corr<Invoice_Number>YYYYMMDDHHMM.XML, where <Invoice_Number> is the text entered in the Invoice Number field, YYYY is the four-digit year, MM is the two-digit month, DD is the day, and HHMM is the time the file was created using a 24-hour clock (military time). Even if a file is renamed during the save process, Corridor will refer to the file using the internal naming convention above (on the [Invoice: Status page](#)).

4. Additional validations are performed that do not prevent the invoice file from being submitted (however, submitting with these errors may cause the invoice(s) to be rejected according to the client company's billing guidelines):
 - The line item total must equal (rate * units) + discount amount + tax total (if the line item includes a discount and tax).
 - The invoice total must equal the sum of all line items.
 - The invoice billing start date must be before the invoice billing end date, and all line items must be within the invoice billing date range.
 - The following LEDES fields will be checked to contain a value: Units (fees and expenses), Rate (fees and expenses), and Timekeeper ID (fees only).

Optionally check the *Ignore validation errors* checkbox to submit the file with any of the additional error validations found.

5. If the client company has configured the matter management application to accept attachments to invoices, add attachment(s), such as receipts, to the file by invoice on the **Invoices: Manual Submission** page. Click **Attach** next to the invoice and browse to the attachment. Attachments are allowed a maximum total size of 20 MB per submission. To remove an attachment before submission, click **Remove** next to the attachment name.

Invoices: Manual Submission

Client Company: Client123

Select a LEDES File:

LEDES File / Invoice # / File Attachments

LEDES file is awaiting submission.

CorrTP0001232013103928.xml (Awaiting Submission)	
Invoice # TP000123	<input type="button" value="Attach..."/>
September2013.xls	<input type="button" value="Remove..."/>

☐ Ignore validation errors

6. Click the **Submit LEDES File** button.

Correcting a Manually Entered Invoice

Follow the steps outlined below to correct an invoice that has been [manually entered in Corridor](#) for the selected client company and has been rejected by a business rule.

To Modify a Manually Entered Invoice:

1. Login to the Corridor Website. Administrators, managers, and invoice submitters can submit invoices.
2. Click on the client company on your home page.
3. On the **Invoices: Electronic Submission** page, click the **Manual Submission** link and select *Correct Previous*.

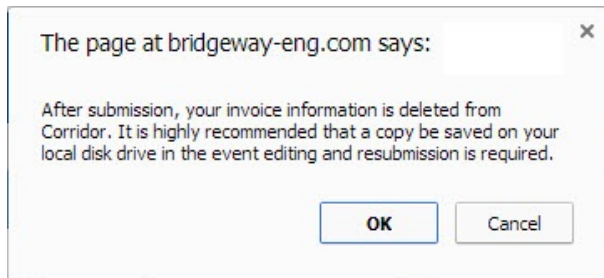
Invoices: Electronic Submission

Client Company: Client123

Select a LEDES File:

4. On the **Invoices: Manual Submission** page, click the **Browse** button and navigate to a previously saved invoice file, then click **Open**. Files that have been created through Corridor are encrypted and cannot be read by any program except Corridor. Selecting a file other than a proprietary Corridor file will result in an "Incorrect file format selected" error. Only the user who created the invoice can open the encrypted invoice file.

5. Add line items or make changes to the invoice as needed, then click **Continue**.
6. Click **OK** on the message box that informs you that it is recommended you save a copy of the invoice to your local disk drive. In order to correct a manually entered invoice, you must save the invoice.



7. Select the location to which you want to save the file, then click **Save**.
8. Additional validations are performed that do not prevent the invoice file from being submitted (however, submitting with these errors may cause the invoice(s) to be rejected according to the client company's billing guidelines):
 - The line item total must equal (rate * units) + discount amount + tax total (if the line item includes a discount and tax).
 - The invoice total must equal the sum of all line items.
 - The invoice billing start date must be before the invoice billing end date, and all line items must be within the invoice billing date range.
 - The following LEDES fields will be checked to contain a value: Units (fees and expenses), Rate (fees and expenses), and Timekeeper ID (fees only).

Optionally check the *Ignore validation errors* checkbox to submit the file with any of the additional error validations found.

9. If the client company has configured the matter management application to accept attachments to invoices, add attachment(s), such as receipts, to the file by invoice on the **Invoices: Manual Submission** page. Click **Attach** next to the invoice and browse to the attachment. Attachments are allowed a maximum total size of 20 MB per submission. To remove an attachment before submission, click **Remove** next to the attachment name.
10. Click the **Submit LEDES File** button.

Viewing the Status of an Invoice

Follow the steps outlined below to view the status of your invoices. Invoice submitters also will receive e-mail notifications from Corridor of any changes to the statuses of invoices that they submitted.

To View the Status of an Invoice:

1. Select the client company from your home page to open the **Invoices: Electronic Submission** page.
2. Click on the **Invoice Status** link in the upper-right corner of the title bar. The [Invoices: Status page](#) displays.

! For a Read Only user, selecting a client company from the home page will open the **Invoices: Status** page automatically. The list of invoices will be blank, and an invoice number must be entered to display the invoice status.

For an Administrator or Manager, the **Invoices: Status** page contains a list of all invoices submitted by the firm. For an Invoice Submitter, the **Invoices: Status** page contains a list of all invoices he/she submitted.

Invoices: Status

Electronic Submission Manual Submission

Client Company: Client123

Display Filter

Invoice Number:

Invoice Date Range:

Invoice Status:

All

Submit

Clear

Download List as Microsoft Excel Spreadsheet

LEDES File	Invoice #	Status	Submitted By	Firm Matter #	Client Matter #	Invoice Date	Date/Time Submitted	Currency	Amount
▶ CorrTP0001232013103928.xml	TP000123	Waiting for Import	Nicholas Petersen		Q2393	10/01/2013	10/03/2013: 15:06:43	USD	375.00
▼ 98BI_10_02_2013.txt	20110101004	Import Error	Nicholas Petersen	23-0100-1	23-0100-1	02/01/2011	10/03/2013: 01:57:19		2,934.45
<div> <div>⚠ Invoice '20110101004' failed to import. Error: Line Item 1: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> <div>Invoice '20110101004' failed to import. Error: Line Item 2: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> <div>Invoice '20110101004' failed to import. Error: Line Item 3: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> <div>Invoice '20110101004' failed to import. Error: Line Item 4: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> <div>Invoice '20110101004' failed to import. Error: Line Item 5: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> <div>Invoice '20110101004' failed to import. Error: Line Item 6: The Matter Number (23-0100-1) is not a valid client Matter Number.</div> </div>									
▶ 98BI_02_09_2013.txt	20110101004	Awaiting Submission	Nicholas Petersen	23-0100-1	23-0100-1	02/01/2011	09/30/2013: 19:50:55		2,934.45
▶ CorrA1001201309301440.xml	A1001	In Process	Nicholas Petersen		Q2460	09/30/2013	09/30/2013: 19:40:45	USD	300.00
▶ Corr1201309121351.xml	1	Import Error	Adriana Smith		1	09/12/2013	09/12/2013: 18:51:11	USD	1.00

Submitting Timekeepers


Adding Timekeepers for Approval

For clients who have enabled the functionality for vendors/law firms to submit timekeepers for approval via Corridor, you can either enter the timekeepers individually, or [upload them from the timekeeper CSV \(Comma-separated value\) file](#). Once the timekeepers are entered via either of these methods, you can select to [submit them to the client company](#). At any point in the future, you can access any timekeeper record previously submitted, verify if the submitted timekeeper was approved by the clients, and [make changes to that record](#) and re-submit to the client.

To Manually Add a Timekeeper:

1. On the [Corridor home page](#), click on the **Add Timekeepers** link.
2. On the [Add Timekeepers page](#), select a client if your law firm submits to multiple eCounsel clients.
3. Type information concerning the timekeeper on the page. Required fields are indicated with a red asterisk (*).

4. Click **Save/New** to add another record or **Save** to complete data entry.

 If the first name/last name combination already exists for the vendor/client, Corridor will popup a message to confirm that you want to enter the potential duplicate record.

Uploading Timekeepers for Approval

For clients who have enabled the functionality for vendors/law firms to submit timekeepers for approval via Corridor, you can either [enter the timekeepers individually](#), or upload them from the timekeeper CSV (Comma-separated value) file. Once the timekeepers are entered via either of these methods, you can select to [submit them to the client company](#). At any point in the future, you can access any timekeeper record previously submitted, verify if the submitted timekeeper was approved by the clients, and [make changes to that record](#) and re-submit to the client.

Any warnings will be indicated on the page after upload, but the timekeeper information can be inserted in Corridor by clicking **Submit Timekeepers**. The following are examples of warnings:

- Timekeeper with same last/first name exists in the database – A potential duplicate entry has been identified with a timekeeper that already exists for this vendor/client.
- There are multiple timekeepers with the same last/first name – The upload CSV file contains multiple timekeepers that are potential duplicates.

The following errors must be corrected prior to submitting the timekeeper:

- Field is required – A required field is missing a value.
- Field max length is [max length] – The value for the field has more characters than allowed for that field.
- Invalid date format MM/dd/yyyy – The date format used is not valid for Corridor.
- Field is invalid number – For the Rate field only, the rate is invalid.
- Vendor field in spreadsheet does not match current vendor – The vendor information is not correct.
- End date must be after begin date – The timekeeper end date is prior to the begin date.
- Can't upload more than 500 records at the time – Only 500 records in the CSV file can be uploaded at one time. Divide any files into 500 or less records per file.
- Client id is null or empty – The Client identifier is missing.
- Header is malformed, please review your file – The header information for the CSV file is not recognized.
- Remove duplicate Timekeeper Id: [TKID] – The Timekeeper ID is repeated in the CSV file.

To Upload Timekeepers from a CSV File:

1. On the [Corridor home page](#), click on the **Upload Timekeepers** link.
2. On the [Upload Timekeepers page](#), select a client if your law firm submits to multiple eCounsel clients.
3. Click **Choose File** and select the CSV file with the timekeeper information.
4. On the **Upload Timekeepers** page, review any warnings prior to submitting the information.

! If a timekeeper record has a warning (highlighted in orange), you must resolve the issue with the record in the CSV file prior to creating the timekeepers, or the timekeeper record will not be created.

VQA1038

[Home](#)

Upload Timekeepers

Client ID: CQA1038

Select a CSV File: Choose File No file chosen

CSV File: TK VQA1038-V1 - Copy.csv

* Select a Client ID prior to selecting your file. Client ID is a required field.

Use the Browse button to locate the CSV file. One CSV file may be submitted at a time.

After reviewing your Timekeepers click the "Create Timekeepers" button below.

Timekeepers with warning messages will not be created.

Example - Warnings Example - Updates.

Change Type	Vendor Tax ID	Vendor ID	Vendor Name	Timekeeper ID	Salutation	Last Name	First Name	Middle	Suffix	Title	Job Classification	Primary Phone
Update	VQA1038	V3	VQA1038	VQA1		anaya01	sofia01					
											Job Classification is required	
New	V2	V3	VQA1038_V2	VQA2		anaya02	sofia02				Employee	
	Vendor Tax ID doesn't match current Vendor		Vendor Name doesn't match current Vendor									
New	V2	V3	VQA1038_V2	VQA3		anaya03	sofia03				Employee	
	Vendor Tax ID doesn't match current Vendor		Vendor Name doesn't match current Vendor									
Update	VQA1038	V3	VQA1038	VQA4		anaya04	sofia04				Employee	
New	V2	V3	VQA1038_V2	VQA5		anaya05	sofia05				Employee	
	Vendor Tax ID doesn't match current Vendor		Vendor Name doesn't match current Vendor									
New	V2	V3	VQA1038_V2	VQA6		anaya06	sofia06				Employee	
	Vendor Tax ID doesn't match current Vendor		Vendor Name doesn't match current Vendor									
New	VQA1038	V3	VQA1038_V2	VQA7		anaya07	sofia07			QA	Employee	
			Vendor Name doesn't match current Vendor									

Total of 7 timekeeper(s)

Create Timekeepers

Clear

5. Click **Create Timekeepers**. Any timekeeper information with errors will not be uploaded, and Corridor will report the specific errors.

Upload Timekeepers View Timekeepers

Client ID: *

Select a CSV File: No file chosen

CSV File:

0 Timekeeper(s) where created.

- Timekeeper ID: VQA2, Vendor Tax ID doesn't match current Vendor. Vendor Name doesn't match current Vendor.
- Timekeeper ID: VQA3, Vendor Tax ID doesn't match current Vendor. Vendor Name doesn't match current Vendor.
- Timekeeper ID: VQA5, Vendor Tax ID doesn't match current Vendor. Vendor Name doesn't match current Vendor. Rate is required. Billing Method is required. Currency is required.
- Timekeeper ID: VQA6, Vendor Tax ID doesn't match current Vendor. Vendor Name doesn't match current Vendor. Rate is required. Billing Method is required. Currency is required.
- Timekeeper ID: VQA7, Vendor Name doesn't match current Vendor. Rate is required. Billing Method is required. Currency is required.
- Timekeeper ID: VQA1, Job Classification is required. Rate is required. Billing Method is required. Currency is required.

* Select a Client ID prior to selecting your file, Client ID is a required field.
 Use the Browse button to locate the CSV file. One CSV file may be submitted at a time.
 After reviewing your Timekeepers click the "Create Timekeepers" button below.
 Timekeepers with warning messages will not be created.
 Example = Warnings Example = Updates.

Editing Timekeepers

For clients who have enabled the functionality for vendors/law firms to submit timekeepers for approval via Corridor, you can either [enter the timekeepers individually](#), or [upload them from the timekeeper CSV \(Comma-separated value\) file](#). Once the timekeepers are entered via either of these methods, you can [select to submit them to the client company](#). At any point in the future, you can access any timekeeper record previously submitted, verify if the submitted timekeeper was approved by the clients, and make changes to that record and resubmit to the client. You also can delete certain timekeeper records from Corridor (see below).

Editing/deleting timekeepers is dependent on the status of the record:

- **Awaiting Submission** – Timekeepers in this status can be deleted or edited at any time because they are not synchronized with the client company.
- **Waiting for Import** – Timekeepers cannot be deleted in this status, but can be modified and the modifications will replace the current timekeeper information to be sent to the client company.
- **In Process** – Timekeepers in this status cannot be deleted nor modified since the client company has received the information and must accept or reject the timekeeper before additional modifications are possible. When editing the record, all fields are read-only and cannot be modified.
- **Accepted** – Information concerning that timekeeper (such as rate, etc.) can be modified and resubmitted to the client company (which will change the status of the timekeeper to "Waiting for Import"). Once a timekeeper is accepted by a client company, the timekeeper cannot be deleted nor can the timekeeper identifier be changed since it is now synchronized with the client company. When editing the record, the Vendor Tax ID, Vendor Name, and Timekeeper are read-only and cannot be modified.
- **Rejected** – Timekeepers that are rejected by the client company can be deleted or modified for resubmission to the client company.

To View/Edit Timekeepers:

1. On the [Corridor home page](#), click on the **View Timekeepers** link.
2. On the [View Timekeepers page](#), select a criteria by which to filter the list of timekeepers. Filtering can be performed by client, timekeeper specific information, or by status of timekeeper or timekeeper submission. Navigation controls are available at the bottom of page to navigate through the pages. Any rejection comments from the client for a specific timekeeper can be accessed by expanding the comment section.

View Timekeepers

Click on a Timekeeper to edit its information.

Display Filter

Timekeeper ID: Client ID:

First Name: Status:

Last Name: Submission Status:

Job Classification:

Search Clear

Delete Selected

Submit for Approval

Timekeeper Id	Client Id	Last Name	First Name	Job Classification	Rate	Billing Method	Currency	Begin Date	End Date	Submission Status
56562	CQA1038	Aarons	Cheryl	Attorney	450	Hourly Rate	USD	01/06/2019		Rejected
Y'all Wrong rates										
3444	CQA1038	Dillard	Andre	Attorney	424	Hourly Rate	USD	04/12/2019		Rejected

Total of 2 timekeepers entered.

3. Once you have identified the timekeeper record to be edited, click the Timekeeper ID link for the timekeeper.

Timekeeper Id	Client Id	Last Name	First Name	Job Classification	Rate	Billing Method	Currency	Begin Date	End Date	Submission Status
56562	CQA1038	Aarons	Cheryl	Attorney	450	Hourly Rate	USD	01/06/2019		Rejected
Y'all Wrong rates										
3444	CQA1038	Dillard	Andre	Attorney	424	Hourly Rate	USD	04/12/2019		Rejected

Total of 2 timekeepers entered.

4. On the **Edit Timekeeper** page, change any values for the timekeeper. For all statuses, the Vendor Tax ID, Vendor Name, and Timekeeper are read-only and cannot be modified. In addition, for "In Process" timekeepers, all fields are read-only and cannot be modified.
5. Click **Save**.

Submitting Timekeepers for Approval

For clients who have enabled the functionality for vendors/law firms to submit timekeepers for approval via Corridor, you can either [enter the timekeepers individually](#), or [upload them from the timekeeper CSV \(Comma-separated value\) file](#). Once the timekeepers are entered via either of these methods, you can select to submit them to the client company. At any point in the future, you can access any timekeeper record previously submitted, verify if the submitted timekeeper was approved by the clients, and [make changes](#) to that record and resubmit to the client.

Submitting timekeepers to a client company is dependent on the status of the record:

- **Awaiting Submission** – Timekeepers in this status can be submitted to the client company at any time because they are not synchronized with the client company.
- **Waiting for Import** – Modified timekeeper information will replace the current timekeeper information to be sent to the client company.
- **In Process** – Timekeepers in this status cannot be modified since the client company has received the information and must accept or reject the timekeeper before additional modifications are possible.
- **Accepted** – Information concerning that timekeeper (such as rate, etc.) can be modified and resubmitted to the client company (which will change the status of the timekeeper to "Waiting for Import"). Once a timekeeper is accepted by a client company, the timekeeper identifier cannot be changed since it is now synchronized with the client company.
- **Rejected** – Timekeepers that are rejected by the client company can be modified for resubmission to the client company.

To Submit Timekeepers:

1. On the [Corridor home page](#), click on the **View Timekeepers** link.
2. On the [View Timekeepers page](#), select a criteria by which to filter the list of timekeepers. Filtering can be performed by client, timekeeper specific information, or by status of timekeeper or timekeeper submission. Navigation controls are available at the bottom of page to navigate through the pages.
3. Once you have identified the timekeeper record to be submitted, click the checkbox next to each timekeeper or click the checkbox in the header row to select all timekeepers on the page.

View Timekeepers Upload Timekeepers

Click on a Timekeeper to edit its information.

Display Filter

Timekeeper ID: Client ID:

First Name: Status:

Last Name: Submission Status:

Job Classification:

<input type="checkbox"/>	Timekeeper Id	Client Id	Last Name	First Name	Job Classification	Rate	Billing Method	Currency	Begin Date	End Date	Submission Status
<input checked="" type="checkbox"/>	LK43545	CQA1038	Benson	Tom	attorney	568	Hourly rate	usd			In Process
<input checked="" type="checkbox"/>	TK0811-1	CQA1038	Tobar	Tatiana	Employee	25	Check	US	11/21/2019	11/30/2020	In Process
<input checked="" type="checkbox"/>	TK-K110	CQA1038	Martin	Mike 1	Fixed Fee	20	Hourly Rate	USD		04/02/2019	In Process
<input type="checkbox"/>	MM-M131	CQA1038	Martin	Gerard 1	Employee	20	Hourly Rate	USD		04/02/2019	In Process
<input type="checkbox"/>	66669	CQA1038	Palacios	Kna	Employee	1.13	ACH	USD			In Process
<input type="checkbox"/>	MMM-001	CQA1038	Martinez	Juancito	Employee	1	Fixed Fee	USD	12/10/2019		In Process
<input type="checkbox"/>	TK-SA1	CQA1038	Anaya	Sofia	Employee	1.15	Fixed fee	CAD	12/11/2019		In Process
<input type="checkbox"/>	TK-BD 1	CQA1038	A	Andrea	Employee	1.5	Fee	CAD	11/25/2019		In Process
<input type="checkbox"/>	TK-K130	CQA1038	Martin	Rafael	Employee	20	Hourly Rate	USD		04/02/2019	In Process
<input type="checkbox"/>	TK-K140	CQA1038	Tatiana	Tatianas	Employee	1	Fixed Fee	USD			In Process

Total of 32 timekeepers entered.

<< Previous 1 2 3 4 Next >>

4. Click the **Submit for Approval** button.

Corridor Pages

Corridor Home Page

When logging in to Corridor using an Administrator user ID and password, the **Corridor** home page displays with options for administering the product. The home page has several areas:


- [Welcome Message](#)
- [External Links](#)
- [Client Companies](#)
- [LEDES Files Awaiting Submission](#)
- [Administration](#)
- [Timekeepers](#)
- [Personal Options](#)

The screenshot shows the Corridor home page for user VQA1011. The header is blue with the Corridor logo, user ID VQA1011, and links for Help and Logout. Below the header is a grey bar with a Home link and user/role information. The main content area is divided into several sections:

- Welcome VQA1011**: A section with a blue header.
- Welcome Message**: A section with a blue header containing text about contacting Corridor Managers and Administrators.
- Client Companies**: A section with a blue header containing a table of client companies.
- Administration**: A section with a blue header containing links for View Users, Add New User, and Edit Firm profile.
- Timekeepers**: A section with a blue header containing links for Add Timekeeper, Upload Timekeeper, and View Timekeepers.
- External Links**: A section with a blue header containing links for UTBMS and LEDES.
- Personal Options**: A section with a blue header containing links for Change Password and Logout.

Client Company	View Client IDs	Active
CQA1011		

Welcome Message Area

Once your users are set up, the *Welcome Message* area on the [Corridor home page](#) contains the Corridor contact information for the Managers and Administrator user accounts at your vendor/law firm. This information will display on the home page of all users of Corridor. In addition, the *Welcome Message* area contains a bulletin board for notices from Mitratesch Support and your client companies. Each notification can be deleted by clicking the  **Delete** button to the right of the message. Notifications appear for every user; deleting a message only removes the notification from that user's home page.

Welcome Message

Welcome to the Corridor™ Website for submitting your firm's invoices electronically.

Congratulations on being ready to submit your invoices electronically to the ClientSV corporation. Please consult our billing guidelines prior to submitting invoices.

ClientSV
just now

Your firm has been configured to submit invoices to your client companies. Please review the client's billing guidelines carefully prior to submitting invoices through Corridor. Contact the client co

Bridgeway Support

Contact Your Corridor Manager(s):

Adriana Smith	(503) 222-2525
Fernando Thompson	(503) 212-1212
Nicholas Petersen	(713) 599-8300

Contact Your Corridor Administrator:
claudia.sorto@creativaconsultores.com

External Links Area

The *External Links* area on the [Corridor home page](#) lists hyperlinks to the UTBMS and LEDES Websites for convenience.

External Links

[UTBMS](#)

[LEDES](#)

Client Companies Area

The *Client Companies* area on the [Corridor home page](#) lists all client companies that have requested for your vendor/law firm to submit invoices electronically using Corridor.

- !** If the company is missing a client ID, an identifier will have to be entered before proceeding to submit an invoice. Only Managers or the Administrator can add client IDs. Once a client ID has been entered, the Missing Client ID message will not display in the *Client Companies* area.



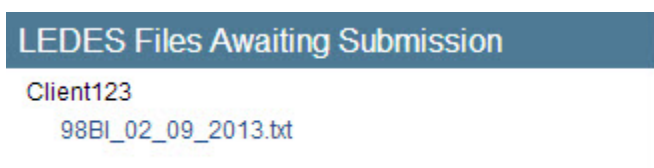
Missing Client ID

This message signifies that the client company is missing a client ID, the unique code that identifies a client company to your firm/office. You may have one or many client IDs (subsidiaries, divisions, etc.) for a single client company. One of the client IDs entered must match the client ID in your LEDES file or manually created invoice in order to successfully submit an invoice to this company.

To add a missing client ID, login as a Manager or Administrator and click on the **View Client IDs** link. On the **Admin: View Client IDs** page, add a client ID to match the client ID on your LEDES file and a description. Managers also can add client IDs from the **Invoices: Electronic Submission** page. More detailed directions for adding client IDs can be found in the [Adding a Client Identifier](#).

LEDES Files Awaiting Submission Area

The *LEDES Files Awaiting Submission* area on the [Corridor home page](#) lists all invoices that have been uploaded or created, but not submitted. Invoice files that were uploaded more than two hours ago, but not submitted, will be deleted nightly unless the user who uploaded the files is still logged into Corridor.



Administration Area

The *Administration* area on the [Corridor home page](#) lets you view, add, and edit user accounts. You also can edit the vendor/law firm profile.



View Users

Click on the **View Users** link to display a list of all Corridor users at your vendor/law firm. This area allows you to edit existing user information, such as re-setting passwords, updating an e-mail address, or inactivating a user account with an expiration date.

To edit an existing user, click on the **View Users** link on the **Corridor** home page. Select a user from the list to open the **Admin: Edit User Profile** page. The **Save** button saves the changes; the **Cancel** button cancels the entry and returns you to the home page.

i The **View Users** link also can be selected from the title bar of the [Admin: Create a New User](#) page.

Add New User

Click on the **Add New User** link to enter a new Corridor user account. Use the information on the [User Information Worksheet](#) to add your new users to Corridor.

i A new Corridor user will be forced to change his/her password on first login.

Edit Firm Profile

On first login, this area contains the vendor/law firm information that was transmitted from the matter management application when the client company initially configured your office to access Corridor. The tax ID sent from the client company uniquely identifies your vendor/law firm to Corridor. If there is an error with your tax ID in Corridor, contact Mitrastech Support immediately. All other information can be updated by the Corridor Administrator as needed.

Timekeepers Area

The *Timekeepers* area on the [Corridor home page](#) allows a vendor/law firm to access timekeeper information that has been submitted to client companies.

Timekeepers

[Add Timekeeper](#)
[Upload Timekeeper](#)
[View Timekeepers](#)

Personal Options Area

The *Personal Options* area on the [Corridor home page](#) includes the following links:

Change Password

All users have the ability to change their own password.

Logout

Logs the user out of Corridor.

Personal Options

Your password expires in 6 days. Please change your password before it expires.

[Change Password](#)
[Logout](#)

Add Timekeepers Page

Timekeepers can be added manually to Corridor to be submitted for approval to individual eCounsel client companies.

Fields

Vendor Tax ID – A read-only field with the vendor's tax identifier.

Vendor Name – A read-only field with the vendor's name.

Vendor ID – The identifier for the vendor from the client company.

Client ID – Select the client for which this timekeeper will be submitted.

Timekeeper ID – An identifier that is unique for the client/vendor combination.

Job Classification – The type of job done by the timekeeper.

First Name – The given name of the timekeeper.

Middle Name – The middle name of the timekeeper.

Last Name – The surname of the timekeeper.

Suffix – Any additional information (such as Jr.) for addressing the timekeeper.

Title – The job title of the timekeeper.

Salutation – Any additional information (such as Jr.) for addressing the timekeeper.

Primary Phone – The telephone number that is the primary phone number for the timekeeper.

Mobile Phone – The mobile telephone number for the timekeeper.

Fax – The facsimile telephone number for the timekeeper.

Email Address – The primary email address for the timekeeper.

Ethnicity – An indication of the timekeeper's genetic heritage.

Gender – The gender (Male, Female, or Unspecified) of the timekeeper.

Rate – The monetary amount billed by the timekeeper.

Billing Method – The manner in which the timekeeper will bill for the matter.

Currency – The type (such as US Dollars) of currency at which the invoice is billed.

Begin Date – The date on which billing on a matter can begin for the timekeeper.

End Date – The date on which billing on a matter will cease for the timekeeper.

Button/Links


Save – Click to save the record and return to the **Home** page.

Save/New – Click to save the record and remain on the **Add Timekeepers** page.

Cancel – Click to cancel the entry and return to the home page.

Upload Timekeepers Page

Timekeepers can be uploaded via Comma-separated values (CSV) file to Corridor to be submitted for approval to individual eCounsel client companies. If any warnings are indicated, correct the CSV file and reload prior to creating timekeepers. Any records with warnings will not be created in Corridor and cannot be submitted to the eCounsel client.


VQA1038

Home

Upload Timekeepers

Client ID:

Select a CSV File: No file chosen

CSV File: TK VQA1038-V1 - Copy.csv

* Select a Client ID prior to selecting your file. Client ID is a required field.

Use the Browse button to locate the CSV file. One CSV file may be submitted at a time.

After reviewing your Timekeepers click the "Create Timekeepers" button below.

Timekeepers with warning messages will not be created.

Example = Warnings Example = Updates

Change Type	Vendor Tax ID	Vendor ID	Vendor Name	Timekeeper ID	Salutation	Last Name	First Name	Middle	Suffix	Title	Job Classification	Primary Phone
Update	VQA1038	V3	VQA1038	VQA1		anaya01	sofia01					
		Update				Update					Job Classification is required.	
New	V2	V3	VQA1038_V2	VQA2		anaya02	sofia02				Employee	
	Vendor Tax ID doesn't match current Vendor.		Vendor Name doesn't match current Vendor.									
New	V2	V3	VQA1038_V2	VQA3		anaya03	sofia03				Employee	
	Vendor Tax ID doesn't match current Vendor.		Vendor Name doesn't match current Vendor.									
Update	VQA1038	V3	VQA1038	VQA4		anaya04	sofia04				Employee	
		Update				Update						
New	V2	V3	VQA1038_V2	VQA5		anaya05	sofia05				Employee	
	Vendor Tax ID doesn't match current Vendor.		Vendor Name doesn't match current Vendor.									
New	V2	V3	VQA1038_V2	VQA6		anaya06	sofia06				Employee	
	Vendor Tax ID doesn't match current Vendor.		Vendor Name doesn't match current Vendor.									
New	VQA1038	V3	VQA1038_V2	VQA7		anaya07	sofia07			QA	Employee	
			Vendor Name doesn't match current Vendor.									

Total of 7 timekeeper(s).

Create Timekeepers

Clear

Fields

Client ID – Select the client for which this timekeeper will be submitted.

Change Type – An indication of whether the record in the CSV file will update a current record (identified by the Timekeeper ID) or is a new record.

Vendor Tax ID – A read-only field with the vendor's tax identifier.

Vendor ID – The identifier for the vendor from the client company.

Vendor Name – A read-only field with the vendor's name.

Timekeeper ID – An identifier that is unique for the client/vendor combination.

Salutation – Any additional information (such as Jr.) for addressing the timekeeper.

Last Name – The surname of the timekeeper.

First Name – The given name of the timekeeper.

Middle Name – The middle name of the timekeeper.

Suffix – Any additional information (such as Jr.) for addressing the timekeeper.

Title – The job title of the timekeeper.

Job Classification – The type of job done by the timekeeper.

Primary Phone – The telephone number that is the primary phone number for the timekeeper.

Mobile Phone – The mobile telephone number for the timekeeper.

Fax – The facsimile telephone number for the timekeeper.

Email – The primary email address for the timekeeper.

Ethnicity – An indication of the timekeeper's genetic heritage.

Gender – The gender (Male, Female, or Unspecified) of the timekeeper.

Rate – The monetary amount billed by the timekeeper.

Billing Method – The manner in which the timekeeper will bill for the matter.

Currency – The type (such as US Dollars) of currency at which the invoice is billed.

Begin Date – The date on which billing on a matter can begin for the timekeeper.

End Date – The date on which billing on a matter will cease for the timekeeper.

Button/Links

Choose File – Click to select a CSV file with the timekeeper information.

Create Timekeepers – Click to save the uploaded records. You can access these records at any time to submit to the client.



If a timekeeper record has a warning (highlighted in orange), you must resolve the issue with the record in the CSV file prior to creating the timekeepers, or the timekeeper record will not be created.

Clear – Click to cancel the upload and select another file.

View Timekeepers Page

For clients who have enabled the functionality for vendors/law firms to submit timekeepers for approval via Corridor, you can either [enter the timekeepers individually](#), or [upload them from the timekeeper CSV \(Comma-separated value\) file](#). Once timekeepers are available, you can view the timekeepers to determine which records to submit to a client company for approval. The View Timekeepers page includes options to filter the list by client or by status, checkboxes by each record to select to submit or delete records, and links to the timekeeper records to make changes to the records prior to submission.

View Timekeepers

Upload Timekeepers Add Timekeepers

Click on a Timekeeper to edit its information.

Display Filter

Timekeeper ID: Client ID:

First Name: Status:

Last Name: Submission Status:

Job Classification:

	Timekeeper Id	Client Id	Last Name	First Name	Job Classification	Rate	Billing Method	Currency	Begin Date	End Date	Submission Status
<input type="checkbox"/>	LK43545	CQA1038	Benson	Tom	attorney	568	Hourly rate	usd			In Process
<input type="checkbox"/>	TK0811-1	CQA1038	Tobar	Tatiana	Employee	25	Check	US	11/21/2019	11/30/2020	In Process
<input type="checkbox"/>	TK-K110	CQA1038	Martin	Mike 1	Fixed Fee	20	Hourly Rate	USD		04/02/2019	In Process
<input type="checkbox"/>	TK-K120	CQA1038	Martin	Mike 20	Employee	2	Hourly Rate	USD		04/02/2019	Accepted
<input type="checkbox"/>	MM-M131	CQA1038	Martin	Gerard 1	Employee	20	Hourly Rate	USD		04/02/2019	In Process
<input type="checkbox"/>	66669	CQA1038	Palacios	Kna	Employee	1.13	ACH	USD			In Process
<input type="checkbox"/>	MMM-001	CQA1038	Martinez	Juancito	Employee	1	Fixed Fee	USD	12/10/2019		In Process
<input type="checkbox"/>	TK-SA1	CQA1038	Anaya	Sofia	Employee	1.15	Fixed fee	CAD	12/11/2019		In Process
<input type="checkbox"/>	TK-BD 1	CQA1038	A	Andrea	Employee	1.5	Fee	CAD	11/25/2019		In Process
<input type="checkbox"/>	MNC-01	CQA1038	Martinez	Miguel	Employee	30	Hourly Rate	USD			Accepted

Total of 50 timekeepers entered.

<< Previous 1 2 3 4 5 Next >>

Search Options

- The Client ID field allows you to search by client who has enabled the functionality.
- The Timekeeper ID allows you to search by unique identifier for the timekeeper.
- The First Name and Last Name allows you to search for all timekeepers with the same first or last name.
- The Status allows you to search for timekeepers by status (*Active or Inactive*).
- The Submission Status allows you to search for timekeepers by whether the timekeeper has been submitted to the client (*Awaiting Submission, Waiting for Import, In Process, Accepted, or Rejected*).
- The Job Classification allows you to search for timekeepers by the type of job done by the timekeeper.
- Clicking the **Clear** button removes all search options.

Fields

Timekeeper ID – An identifier that is unique for the client/vendor combination.

Client ID – An identifier for the eCounsel client for which the timekeeper has been created.

Last Name – The surname of the timekeeper.

First Name – The given name of the timekeeper.

Job Classification – The type of job done by the timekeeper.

Rate – The monetary amount billed by the timekeeper.

Billing Method – The manner in which the timekeeper will bill for the matter.

Currency – The type (such as US Dollars) of currency at which the invoice is billed.

Begin Date – The date on which billing on a matter can begin for the timekeeper.

End Date – The date on which billing on a matter will cease for the timekeeper.

Status – The submission status of the timekeeper to the client company (*Awaiting Submission, Waiting for Import, In Process, Accepted, or Rejected*).

Statuses

Corridor Status	Description
Awaiting Submission	The timekeeper submission process was not completed by the law firm/vendor. Timekeepers in this status can be deleted or edited at any time because they are not synchronized with the client company.
Waiting for Import	The timekeeper is awaiting retrieval by the client's matter management application or has been retrieved but not processed. Timekeepers cannot be deleted in this status, but can be modified and the modifications will replace the current timekeeper information to be sent to the client company.
In Process	The timekeeper has been uploaded to the client company, but has not been accepted or rejected. Timekeepers in this status cannot be deleted nor modified since the client company has received the information and must accept or reject the timekeeper before additional modifications are possible.
Accepted	The timekeeper has been approved by the client company and has been added to the client matter management application for invoicing. Information concerning that timekeeper (such as rate, etc.) can be modified and resubmitted to the client company. Once a timekeeper is accepted by a client company, the timekeeper cannot be deleted nor can the timekeeper identifier be changed since it is now synchronized with the client company.
Rejected	The timekeeper has not been approved by the client company and has not been approved for invoicing. Timekeepers that are rejected by the client company can be deleted or modified for resubmission to the client company.

Button/Links

Search – Click to filter the list of timekeepers by the selected criteria.

Clear – Click to remove the selected criteria from the page.

Delete Selected – Click to remove the selected timekeepers. Only timekeepers with a submission status of "Awaiting Submission" or "Rejected" can be deleted.

Submit for Approval – Click to queue the selected timekeepers for import into the client company's matter management system. Timekeepers with a status of "In Process" cannot be resubmitted to the client company until the client company has accepted or rejected the timekeeper.

Invoices: Status Page

The **Invoices: Status** page contains the following information:

Invoices: Status

Electronic SubmissionManual Submission

Client Company: Client123

Display Filter

Invoice Number:

Invoice Date Range:

Invoice Status: All

Download List as Microsoft Excel Spreadsheet

LEDES File	Invoice #	Status	Submitted By	Firm Matter #	Client Matter #	Invoice Date	Date/Time Submitted	Currency	Amount
▶ CorrTP0001232013103928.xml	TP000123	Waiting for Import	Nicholas Petersen		Q2393	10/01/2013	10/03/2013: 15:06:43	USD	375.00
▼ 98BI_10_02_2013.bt	20110101004	Import Error	Nicholas Petersen	23-0100-1	23-0100-1	02/01/2011	10/03/2013: 01:57:19		2,934.45
<div> Invoice '20110101004' failed to import. Error: Line Item 1: The Matter Number (23-0100-1) is not a valid client Matter Number. Invoice '20110101004' failed to import. Error: Line Item 2: The Matter Number (23-0100-1) is not a valid client Matter Number. Invoice '20110101004' failed to import. Error: Line Item 3: The Matter Number (23-0100-1) is not a valid client Matter Number. Invoice '20110101004' failed to import. Error: Line Item 4: The Matter Number (23-0100-1) is not a valid client Matter Number. Invoice '20110101004' failed to import. Error: Line Item 5: The Matter Number (23-0100-1) is not a valid client Matter Number. Invoice '20110101004' failed to import. Error: Line Item 6: The Matter Number (23-0100-1) is not a valid client Matter Number. </div>									
▶ 98BI_02_09_2013.bt	20110101004	Awaiting Submission	Nicholas Petersen	23-0100-1	23-0100-1	02/01/2011	09/30/2013: 19:50:55		2,934.45
▶ CorrA1001201309301440.xml	A1001	In Process	Nicholas Petersen		Q2460	09/30/2013	09/30/2013: 19:40:45	USD	300.00
▶ Corr1201309121351.xml	1	Import Error	Adriana Smith		1	09/12/2013	09/12/2013: 18:51:11	USD	1.00

Search Options

- The Invoice Number field allows you to search by invoice number.
- The Invoice Date Range field allows you to search for all invoices within a certain invoice date range.
- The Invoice Status allows you to search for invoices by status (*All*, *Awaiting Submission*, *Import Error*, *In Process*, *Paid*, *Posted*, *Rejected*, or *Waiting for Import*).
- Clicking the **Clear** button removes all search options.

Statuses

Corridor Status	Description	Matter Management Status
Awaiting Submission	The file submission process was not completed by the law firm/vendor.	N/A
Waiting for Import	The file is awaiting retrieval by the matter management application.	N/A
Import Error	The file could not be processed by the matter management application.	N/A
In Process	The invoice(s) has passed the audit rejection rules in the matter management application and is being routed in the matter management application for review and approval.	Imported, In Process, On Hold
Rejected	The invoice failed one or more audit rule validations that are configured to reject, or the invoice was rejected by one of the approvers/reviewers in the matter management application.	Rejected
Posted	The invoice has completed approval routing in the matter management application and has been marked as posted to Accounts Payable in the matter management application.	Posted
Paid	The invoice has been marked as paid from Accounts Payable in the matter management application.	Paid

i Notes:

- Depending on the client company's version of eCounsel, a LEDES file containing multiple invoices may be rejected if one of the invoices in the file is rejected. If this situation occurs, the entire LEDES file must be reviewed, corrected and resubmitted.

Admin: Create a New User Page

You can add a new user ID by clicking the **Add New User** link in the [Administration area](#) on the [Corridor home page](#). On the **Admin: Create a New User** page, all fields are required except a FAX number.

Admin: Create a New User

View Users

Name:

Application Rights:

Manager

Status:

Active

Username:

New Password:

Confirm Password:

Save

Save/New

Cancel

User ID must contain at least 5 characters. May contain letters, numbers, and underscores.

Password must contain at least 6 characters of letters and numbers only.

Contact Information

Phone:

Fax:

Email:

Fields with *are required.

Fields

Name – The full name of the user.


Application Rights – Select an application right for the user from the Application Rights dropdown menu. See [User Application Rights](#) for more information.

 For administrators, the application rights cannot be modified.


Status – The status for a new user is set automatically to *Active*. When editing a user account, the status can be changed to *Inactive*, which will override any expiration date and immediately revoke privileges to login to Corridor.

Username – The identifier must be at least five characters and can contain letters, numbers, and underscores.

New Password/Confirm Password – A password must be at least six characters long and can consist of alphabetic letters and numbers only.

 A new Corridor user will be forced to change his/her password on first login.

Contact Information – A Manager's contact information (name and e-mail link) will be displayed on the **Corridor** home page. A link to the e-mail address of the Administrator also will display on the **Corridor** home page. When entering phone numbers with extensions, enter the number, then type an "x" character before the extension. For example, enter (888) 664-0005x1234.

 An Expiration Date is set automatically to six months after the user first logs in and changes his/her password, but is [editable](#) by the Administrator. A Manager can change the Expiration Date for Invoice Submitter and Read Only users. Once a user's account expires, the user will be prompted to change his/her password the next time he/she logs into Corridor.

Button/Links

View Users – Click to open a list of users in the system.

Save – Click to save the record and return to the **Admin: View Users** page.

Save/New – Click to save the record and remain on the **Admin: Create a New User** page.

Cancel – Click to cancel the entry and return to the home page.

Worksheets

Print and complete the following worksheets before configuring Corridor:

- [User Information](#)
- [Client Information](#)

User Information Worksheet

Provide the name and contact information for your users.

Manager

The Manager can add Invoice Submitter and Read Only users, change passwords, and perform all the functions of the system such as submitting invoices, checking the status of all invoices submitted by the firm, and updating the Law Firm billing address/contact information.

Name: _____

Application Rights: Manager

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Name: _____

Application Rights: Manager

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Invoice Submitter

This user, who is responsible for submitting invoices to a corporate client(s), can submit invoices and check on the status of the invoices he/she submitted. He/she cannot perform administrative functions.

Name: _____

Application Rights: Invoice Submitter

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Name: _____

Application Rights: Invoice Submitter

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Name: _____

Application Rights: Invoice Submitter

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Read Only User

This user can view the status of an invoice if the invoice number is known.

Name: _____

Application Rights: Read Only

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Name: _____

Application Rights: Read Only

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Name: _____

Application Rights: Read Only

Login name: _____

Password: _____

Email address: _____

Phone: _____

Fax: _____

Client Information Worksheet

A Client ID uniquely identifies a client company to your vendor/law firm/office. One Client ID is required for each client company, and multiple Client IDs can account for the client company's divisions, subsidiaries, etc. Include all Client IDs that relate to this client company. One of the Client IDs that you enter into Corridor must match the Client ID in your LEDES file in order to successfully submit an invoice. In the Description field, enter the specific entity/subsidiary name that matches the client code in your firm's internal systems.

[illegible]

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