

Vendor Management System (VMS)

Attorneys and Experts:

(1) Vendors with more than one VMS account (payees) - selecting your payment account in each voucher

When a vendor has more than one VMS payment account, they must select their choice in the basic info page before they can submit their voucher. There is no default selection.

The screenshot shows a web form for a voucher. On the left is a sidebar with sections: 'Tasks' (Link To Appointment, Link To Representation), 'Actions' (Import Service Entries (.csv)), and 'Reports' (Defendant Summary Budget Report). The main form area has a header with '14. LAW FIRM NAME AND MAILING ADDRESS', 'Date of Order: 4/17/2024', and 'Nunc Pro Tunc Date: 4/17/2024'. Below this is the 'Payment Details' section with the instruction: 'Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager'. A dropdown menu is currently set to '-- SELECT --'. At the bottom of the form are buttons for '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'.

This is a close-up of the dropdown menu from the previous screenshot. The menu is open, showing a list of options. The top option is '-- SELECT --'. Below it is another '-- SELECT --'. The third option is 'Brad Law Firm Attorney SSN'. The fourth and selected option is 'The Law Firm', which is highlighted with a grey background.

After making the selection, the selected payment account's details will show in the voucher. The vendor must save the voucher to keep the selection.

This screenshot shows the 'Payment Details' section after a selection. The dropdown menu now displays 'The Law Firm'. Below the dropdown, the details for 'The Law Firm' are shown: 'The Law Firm', 'TIN (EIN): ...-.....20', 'Doing Business As (DBA): Resident Attorney', '4001 SW CANYON RD', 'PORTLAND, OR 97221-2705'. To the right, the 'Authorized Agent' information is listed: 'Authorized Agent: Law Firm Manager', '4001 SW CANYON RD', 'PORTLAND, OR 97221-2705', 'bdobrinski+lfm@ce9.uscourts.gov', '5035555555'. At the bottom left, it states 'Electronic payments will be sent to: Zoo' and 'Routing Number: 125007098, HSBC BANK USA-SEATTLE' and 'Account Number:28'.

(2) Viewing closed vouchers (EFT payment trace number)

Closed vouchers paid using VMS will display the trace number of the EFT payment in the upper left:



(3) Vouchers Paid Report

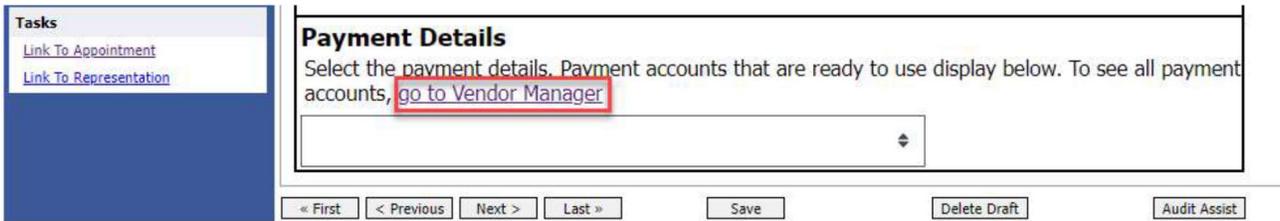
There will be no notification from Treasury about EFT payment deposits. But a new **Vouchers Paid Report** was added that allows vendors to see details on all their own payments. The parameters are a date range that is optional and a sort by choice that is mandatory. The report will include both checks and EFT payments. If a vendor has multiple court profiles, such as a district and circuit profile, they need to run this report for each court profile to see everything. The Payment Number field on the report will show either the check or the trace number that is associated with the payment. The report

The report can be generated by clicking on the **“Reports”** link on the eVoucher upper horizontal menu and then the **“Vouchers paid report”** link. The report is available for attorneys and experts to see their own payments.



(4) How vendors can access VMS after they have created their account

(a) The **basic info tab** on CJA 20/21/24/30/31 vouchers has a **“go to Vendor Manager System”** link.



(b) Vendors who can see their own **eVoucher Court Profile** page will see a link to **“Manage at Vendor Manager”**.



(c) Vendors viewing their own **Single Login Profile (SLP)** page can see a new **Billing Information** section. When this section is expanded by clicking on the plus sign, the **go to Vendor Manager** link displays.

Single Login Profile



(5) ADDITIONAL FAQs

I work in multiple courts. Should I set up one VMS account that is used for all the courts I work in, or do I need to set up VMS accounts for each separate court?

Because the VMS is linked to the external user's SLP, you only need to create one VMS account. When you switch to their other court accounts using the eVoucher Accounts menu, you can access your VMS payment details regardless of the court you're working in.

Can I set up a default payment account to appear when I process vouchers?

If you only have one payment account created in the VMS, eVoucher defaults to selecting that account on voucher creation. If you have multiple payment accounts in the VMS, you must select the appropriate payment account from the **Payment Details** drop-down menu on the Basic Info screen.

What if my EIN fails TIN matching?

If you fail to pass the TIN/name verification with the IRS, there are several ways that you can retrieve your EIN:

- Request your EIN information at <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>.
- Call the IRS Business & Specialty Tax Line at 800-829-4933 and request that the IRS search for your EIN. This option is available Monday through Friday from 7:00 A.M. to 7:00 P.M. local time. You will be asked to provide identifying information and can receive the EIN over the phone as long as you are the person authorized to receive this information (such as a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust, or an executor of an estate).
- Search for your state's Secretary of State website. These websites typically include a business search option.
- Locate the computer-generated notice that was issued when you first received your EIN from the IRS. This notice confirms your application and receipt of an EIN.
- If you used your EIN to open a bank account or apply for any type of state or local license, contact those organizations or agencies to secure your EIN.

What details are included with the EFT payment?

It depends on what your bank chooses to display. Some banks may not provide enough information to identify which payment goes to which voucher number. Attorneys can run the Vouchers Paid Report – Attorney and see their voucher payment information, including both check and EFT payments. Experts can also do this by running the Vouchers Paid Report – Expert. If an attorney or expert has multiple court profiles, such as district and circuit court profiles, they must run this report for each court to see everything.



If multiple payments are made on the same day, do I receive separate EFT payments, or are they batched?

The payments are not batched. You will receive separate EFT payments for each approved voucher.

How does the Authorized Agent, who doesn't have eVoucher access, get back into the VMS once they've created their account?

They can click the VMS link from the invitation email they received when they set up their Authorized Agent account and bookmark the URL for direct access to the VMS application.