

# Vendor Information Portal (VIP) Louisiana Department of Education User Guide

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Revised: 2/18/2021

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## Table of Contents

Overview .....	3
Accessing the Vendor Information Portal.....	3
Creating an Invoice.....	4
Invoice Menu .....	4
Entering Services .....	5
Submitting Final Invoice.....	7
Reporting Problems.....	7

## Overview

The Choices Vendor Information Portal (VIP) is an Internet based web application that allows vendors to submit invoices electronically with Choices. Using the Vendor Information Portal will help expedite payment of services performed as well as help facilitate accurate submission of billable services. The following instructions should prove to be helpful in learning how to use the different features of the Vendor Information Portal (VIP).

## Accessing the Vendor Information Portal

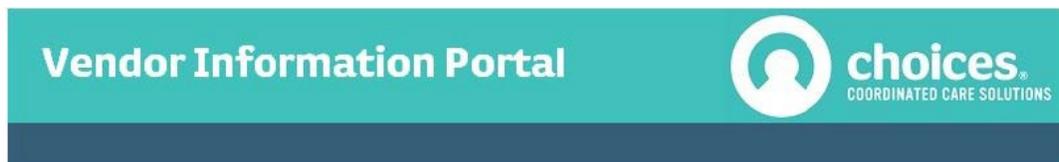
You can access the Vendor Information Portal at this link:

<https://LDOE.ChoicesCCS.org/Login.aspx>

The Vendor Information Portal is also published on the Choices website here:

<https://www.choicesccs.org/providers/claims>

For best performance, use Microsoft Internet Explorer Version 7 or higher or Google Chrome.



## Vendor Information Portal

Department of Education

Login ID

Password

[Reset your password?](#)

View your email address

## Creating an Invoice

In order to create and submit a valid invoice using the online billing system, please keep in mind the following guidelines:

- Service date cannot be a future date.
- Dates on the invoice should correspond to the actual date services were provided. Use a separate line for each service provided per client.

## Invoice Menu

After logging into the Vendor Information Portal, there will be the “Invoice Menu” screen (*Figure A1*). From this screen, new invoices can be created, and previously created invoices can be viewed.

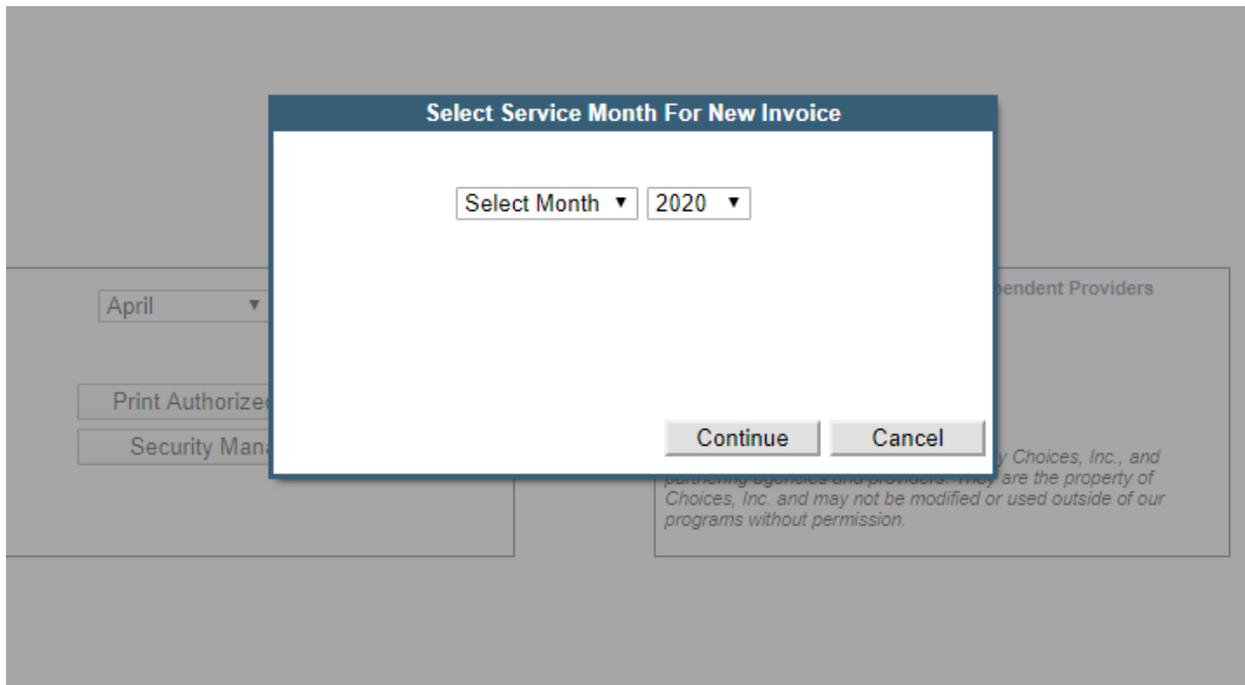


	Invoice	Service Month	Submit Date
<a href="#">Open</a>	WEB25945	2020January	Not Submitted
<a href="#">Open</a>	WEB25589	2019December	Not Submitted

*Figure A1*

## Entering Services

On the Invoice Menu screen, click the “New Invoice” button. You will be given the option to select the month and year of the service you are billing for (*Figure A2*).



*Figure A2*

After clicking “Continue” you will enter the Invoice Items screen (Figure A3). The following steps will outline the procedure to enter billable services on your invoice:

1. Enter the date in which the service was completed.
2. After the date has been entered, enter the client ID and click the "Check Date & Client" button.
3. Select the appropriate service code, rate, and quantity of the units of service. The line total will be calculated automatically.
4. Click the “Add to Invoice” button to add that service to your invoice.
5. Units should be billable in whole units.

Vendor Information Portal

Invoice Items

**Pending Service Entry**

Service Date:

ClientID:

Provider:

Service Code:

Rate:

Unit Quantity:  Total:

**Saved Invoice Items**

		Date	Client Name	ClientID	Code	Units	Rate	Total	Status
<a href="#">Edit</a>	<a href="#">Delete</a>	11/12/2020	Shatrice Jordan	1164646	90832	2.00	\$38.12	\$76.24	<a href="#">In Review</a>

LOUISIANA
Version: 2.6.0.0

Figure A3

## Submitting Final Invoice

After all of your services have been entered, you may click the “Submit Final Invoice to Choices” button. Before clicking this button, keep the following in mind:

- You will not be able to add any **new** services to this invoice after you have submitted the invoice. In addition, you will not be able to delete the invoice.

After your invoice has been successfully submitted, the system will automatically notify Choices’ personnel that your invoice has been completed. Please remember that before a successful submission of an invoice, you will have the option to view, delete, or print that invoice; however, if the invoice has been successfully submitted, you will not be able to delete it.

## Reporting Problems

If you experience technical difficulties such as unexplained error messages, please send an email to [LDOESupport@choicesccs.org](mailto:LDOESupport@choicesccs.org).