ADDENDUM B

UNIVERSITY OF CALIFORNIA

REQUIREMENTS FOR ELECTRONIC INVOICE SUBMISSION

Invoices must be submitted electronically, in LEDES format, using Bridgeway's Corridor web portal. Secure login information and instructions will be provided under separate cover.

Each firm must complete Corridor onboarding, which involves registering for Bridgeway's Corridor portal and providing a formatted list of approved timekeepers and rates.

- Each invoice must reference the UC matter number provided to you in the CLIENT_MATTER_ID field.
- Each invoice number must be unique.
    - If re-submitting an invoice, append "-1", "-2", "revised" or some other indicator to the original invoice number.
    - Invoices resubmitted with the same invoice number will be automatically rejected by the system.
- Only one matter per invoice. If submitting invoices for multiple matters, please use separate invoice numbers and separate files.
- Billing Start and End Dates are required.
- Standard UTBMS Task Codes are required.
    - Note: Activity Codes and Phase Codes may be used, but are not required.
- Standard UTBMS Expense Codes are required.
- Descriptions are required for all Fees and Expenses.
- All invoice details must include Fee or Expense dates.
- All fees must be billed by the $1/10^{th}$ (.10) of an hour.
    - E.g., billings of the .25 or .75 of an hour are not accepted.