Supplier Portal User Guide: Contract Management Instructions

Version 1: Effective May 2021

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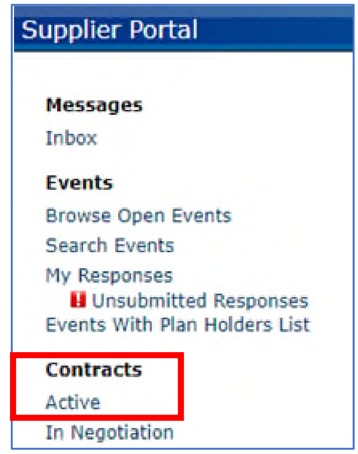
Section 1: Locating Active Contracts



Active Contracts can be found by clicking “Active” from the User Home Page or by clicking “Contracts” from the Navigation bar.

A. Active Contract Screen

  i. This screen displays all active contracts and their effective dates. Click on a contract to view it in full.

Contract	Working Contract ID	Name	Primary Contact	Effective Date	Expiration Date
1	1	G4S 001-020	Reggie Hill	01/01/2021	07/30/2022
24	24	More Security Guards	Reggie Hill	01/21/2021	07/30/2022
28	28	Insurance Broker Services	Andrea Cameron	01/18/2021	01/17/2024
168	168	Special Inspection and Testing Services	Sarah Clark	03/22/2021	04/30/2021

B. Expiring Contracts

  i. This tab will display contracts that are due to expire in the next 90 days.

1.1 Active Contracts that aren’t Displayed

An active contract that has disappeared from the active contract list indicates that it is in a status other than active or closed:

A. Renewals, Change Orders, Re-Assignments, or Master Agreements being issued a Task or Purchase Order:

  i. Contracts going through any of the above changes will temporarily make the contract unavailable on the supplier portal.

  ii. Once the above change has been completed and executed, the contract will become available again in the supplier portal with the updated changes.

B. Contracts with Subcontractors

  i. Contracts that have subcontractors can be viewed when it is in a status other than active or closed.

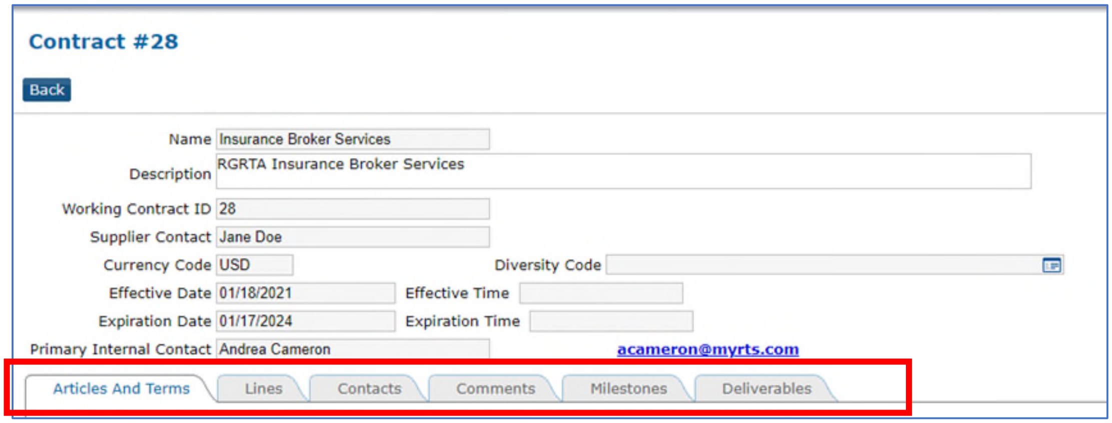
  ii. To do so, click on the “Using Subcontractors” from the Home Screen navigation list under “Contracts”.

Section 2: Viewing a Contract

Once you have located your contract, click on the contract name or number to open it.

A. The top half of the contract screen will display basic details such as the expiration date.

B. Below the details will be several tabs with different information.

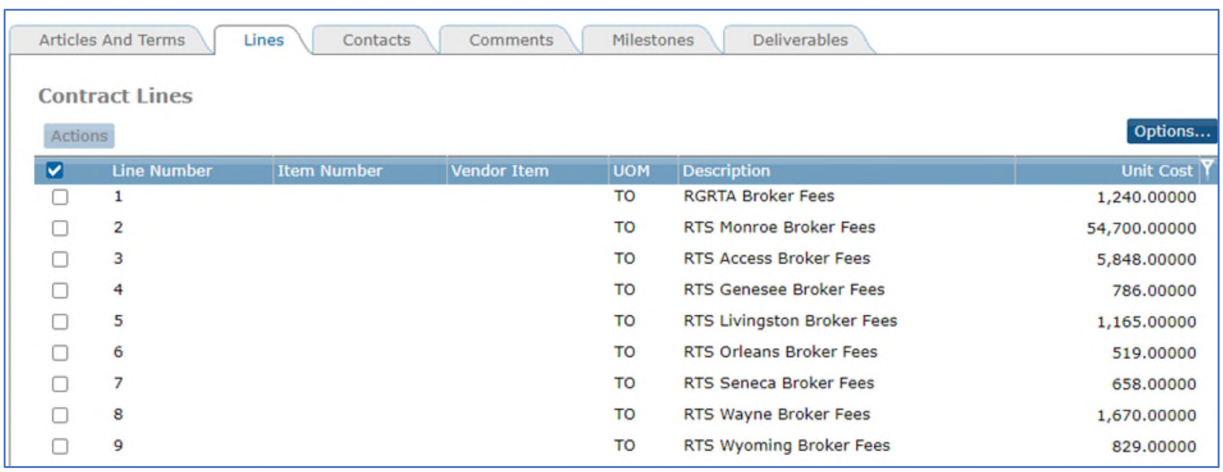


2.1 Articles and Terms

From this tab you can search through all the terms and conditions that are applicable to the contract. These are the terms that were referenced in the base contract that received the Suppliers signature for execution.

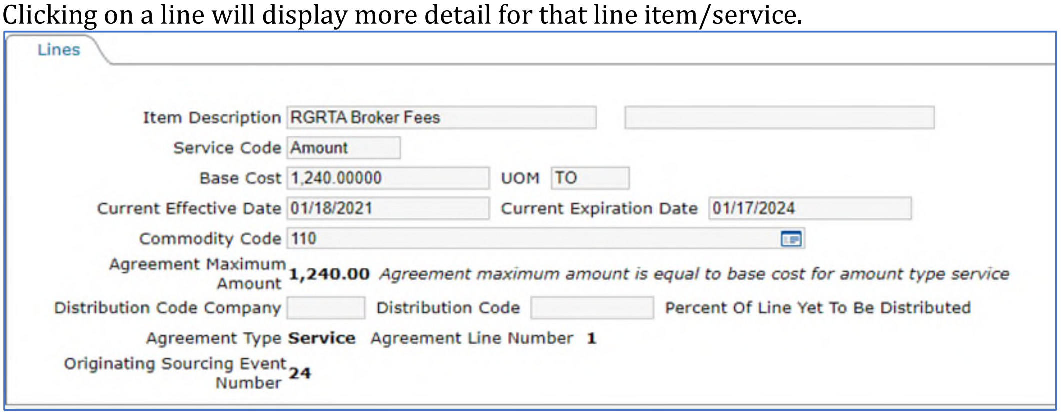
2.2 Lines

This tab displays the lines on the contract's associated Purchase Order (PO). *A PO number will be assigned to Supplier contracts after being signed by RTS. A message containing the PO number will be sent via the Supplier Portal. (See Section 6: Messages). The PO number must appear on all invoices associated to your contract to assure prompt and accurate payment.*



Line Number	Item Number	Vendor Item	UOM	Description	Unit Cost
1			TO	RGRTA Broker Fees	1,240.00000
2			TO	RTS Monroe Broker Fees	54,700.00000
3			TO	RTS Access Broker Fees	5,848.00000
4			TO	RTS Genesee Broker Fees	786.00000
5			TO	RTS Livingston Broker Fees	1,165.00000
6			TO	RTS Orleans Broker Fees	519.00000
7			TO	RTS Seneca Broker Fees	658.00000
8			TO	RTS Wayne Broker Fees	1,670.00000
9			TO	RTS Wyoming Broker Fees	829.00000

A. Clicking on a line will display more detail for that line item/service.



2.3 Contacts

This tab will display a list of contacts at RTS that can be reached for questions related to your contract.

Articles And Terms | Lines | Contacts | Comments | Milestones | Deliverables

Contacts

Actions Options...

☑	Contact	Name	Title	Contact Type	Phone Number	Email Address	Primary Internal Contact
☐	1	Andrea Cameron	CAS	CONTRACT SPECIALIST		acameron@myrts.com	Yes
☐	2	Dawn Sywulski	Civil Rights Liaison	CIVIL RIGHTS LIAISON		dsywulski@myrts.com	No

2.4 Comments

From this tab, you can view documents associated with your contract. These will include the original Event documents, your response, and any subsequent change orders and renewals as fully executed contract documents.

Articles And Terms | Lines | Contacts | Comments

Comments

Actions Options...

☑	Comment Title	Attachment File	Latest Document	Latest Addendum
☐	RFP - Special Inspection and Testing Services Term	Attachment File	No	No
☐	Vendor Information & Affirmations (5).pdf	Attachment File	No	No
☐	Insurance Form (3).pdf	Attachment File	No	No
☐	Disadvantaged Business Enterprise (DBE) Forms.pdf	Attachment File	No	No
☐	Receipt of Addenda Form (2).pdf	Attachment File	No	No
☐	Buy America Certification - Manufactured Goods.pdf	Attachment File	No	No
☐	Government-Wide Debarment and Suspension Certifica	Attachment File	No	No
☐	Federal Certification Regarding Lobbying.pdf	Attachment File	No	No
☐	Contract Document	Attachment File	No	No
☐	Change Order 1	Attachment File	No	No

2.5 Milestones – If Applicable

If a contract is subject to Civil Rights and Diversity goals, this tab is where you will find the related reporting requirements and deadlines to be completed by the Supplier.

Articles And Terms | Lines | Contacts | Comments | Milestones

Milestones

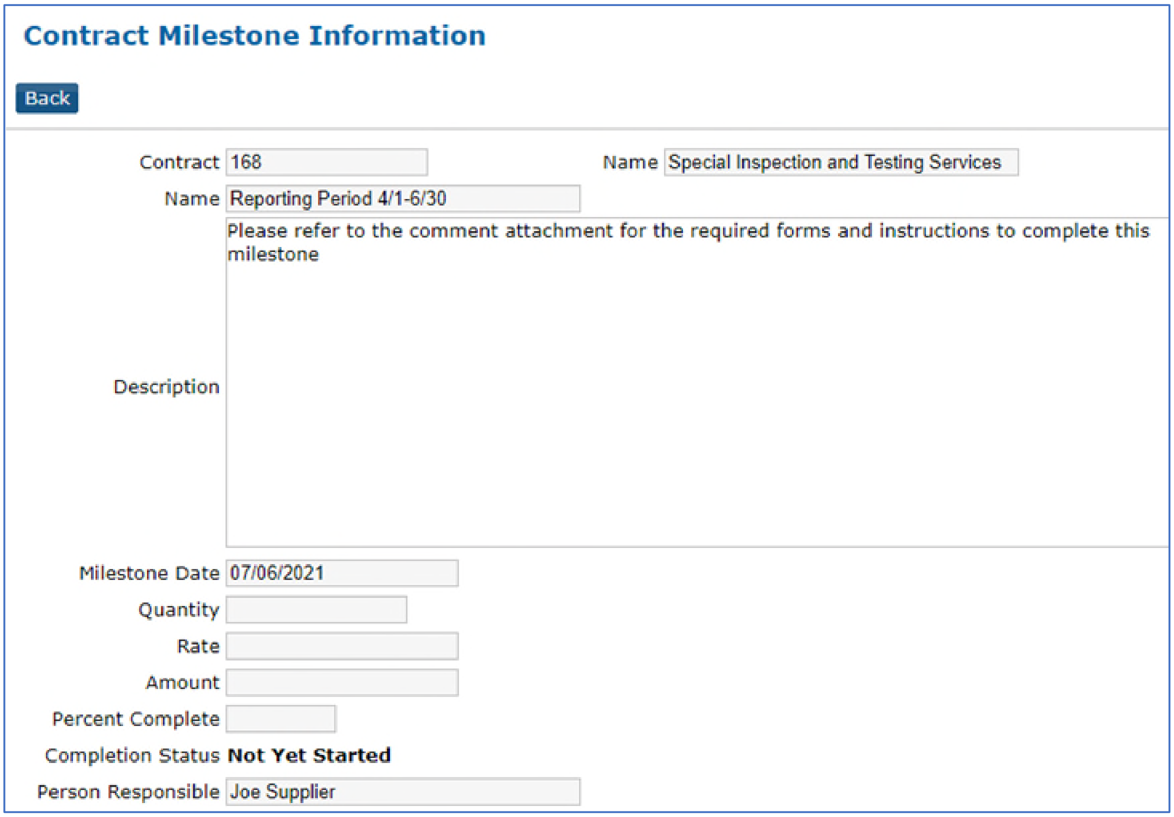
Actions Option

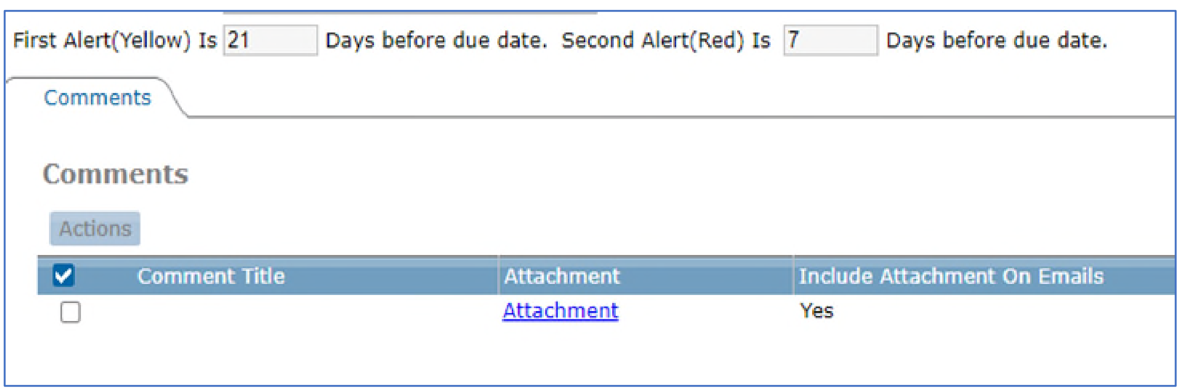
☑	Milestone	Name	Milestone Date	Status
☐	1	Reporting Period 4/1-6/30	07/06/2021	Not Yet Started
☐	2	Reporting Period 7/1-9/30	10/06/2021	Not Yet Started
☐	3	Reporting Period 10/1-12/31	01/06/2022	Not Yet Started

A. The Supplier's "Responsible Person" that was designated to handle Civil Rights and Diversity reporting will receive an email on a quarterly basis outlining the requirements and how to submit them to RTS.

B. Once RTS has received and validated the necessary documents, the milestone will be marked as complete.

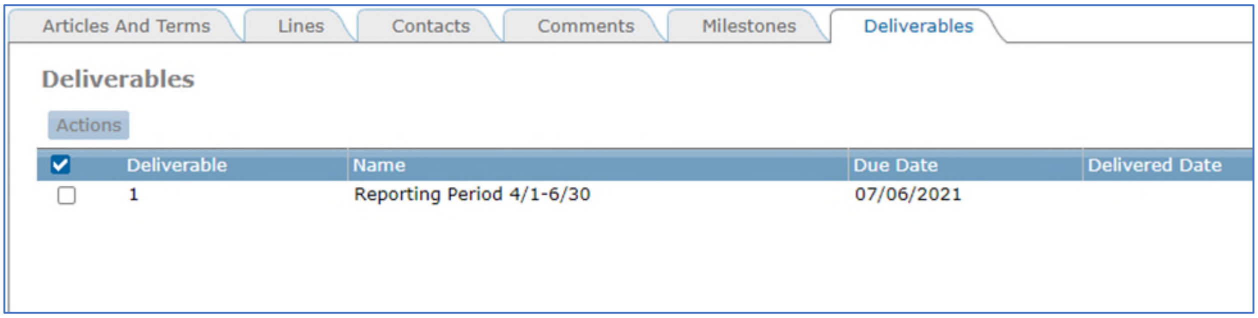
C. Clicking on the milestone will display more information on the milestone such as who the “Responsible Person” is, as well as any attachments that were included with the email alert.





2.6 Deliverables – If Applicable

If a contract is subject to Civil Rights and Diversity goals, this tab is where you will find the related reporting requirements and deadlines to be completed by the assigned Subcontractors.

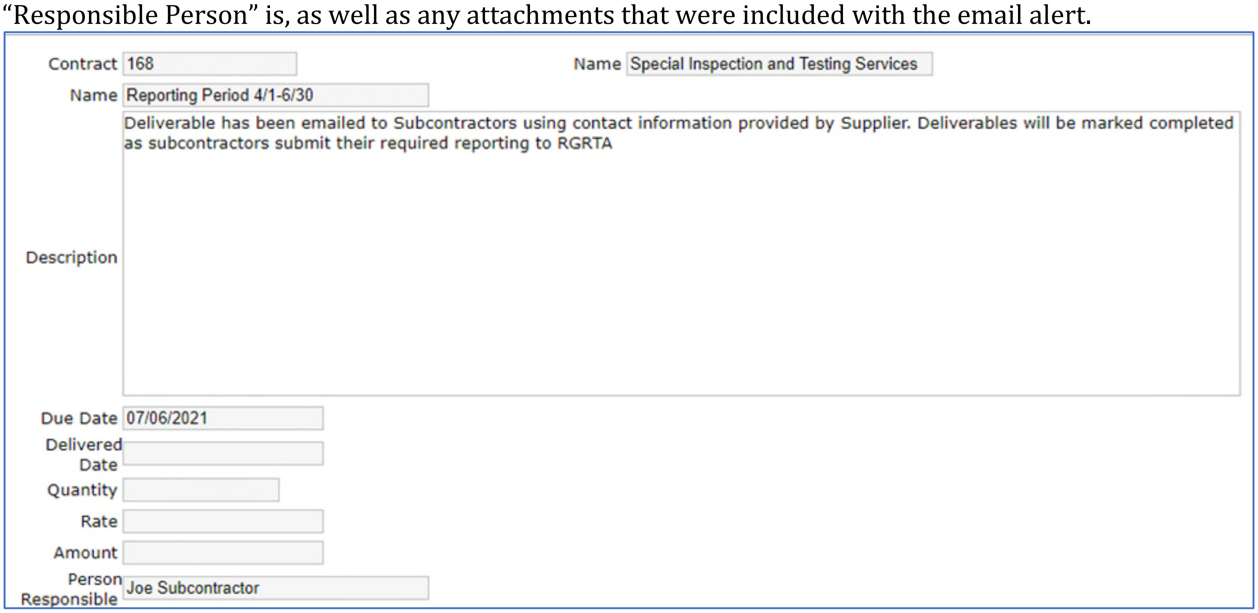


A. This tab will allow a Supplier (Prime Vendor) to see if their subcontractors have completed their required reporting related to the contracts Civil Rights and Diversity goals.

B. The Subcontractor's "Responsible Person" that was designated to handle Civil Rights and Diversity reporting will receive an email on a quarterly basis outlining the requirements and how to submit them to RTS.

C. Once RTS has received and validated the necessary documents, the deliverable will be marked as complete.

D. Clicking on the deliverable will display more information on the deliverable such as who the "Responsible Person" is, as well as any attachments that were included with the email alert.

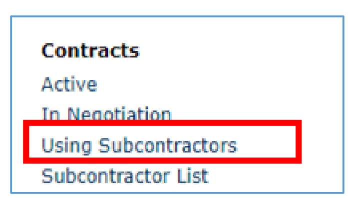


<u>Section 3: Subcontractors – Verifying & Adding/Updating</u>

It is the responsibility of the Supplier to verify that an active contract has the correct subcontractor information attached to it.

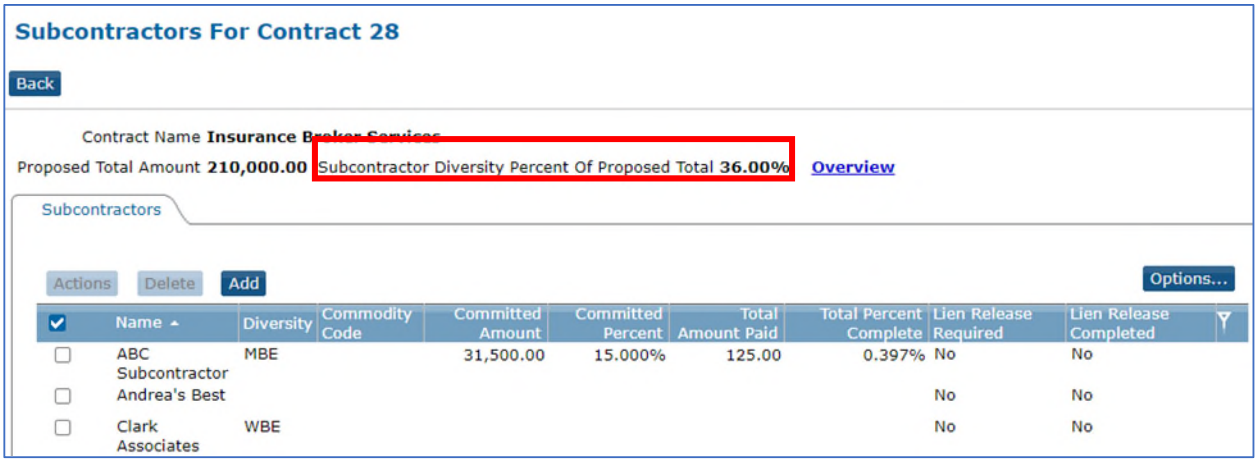
3.1 Viewing Subcontractors on an Active Contract

A. From the Home Page, navigate to Contracts - Using Subcontractors.



B. Locate the Active Contract you wish to review subcontractor information on and click "Subcontractors".

C. Verify that the "Subcontractor Diversity Percent of Proposed Total" is what you committed to.

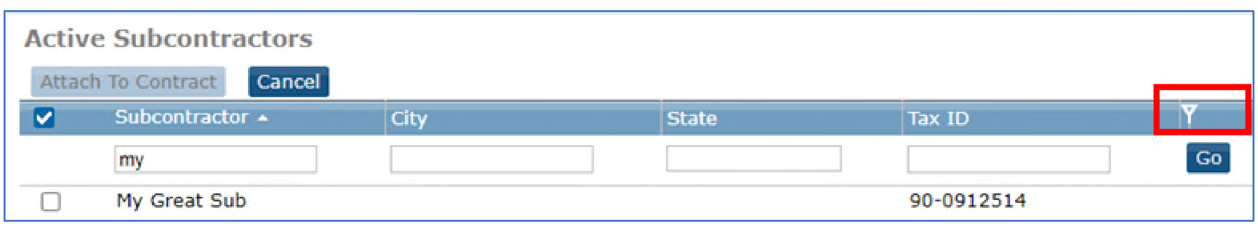


D. Verify that the subcontractors listed on your contract has the correct Diversity Certification and committed percent/amount.

3.2 Adding a Subcontractor to an Active Contract

If a subcontractor is missing from the subcontractor list for the contract, you can add them from the screen shown in Section 3.1.C

A. Click "add" and use the filter button to search.

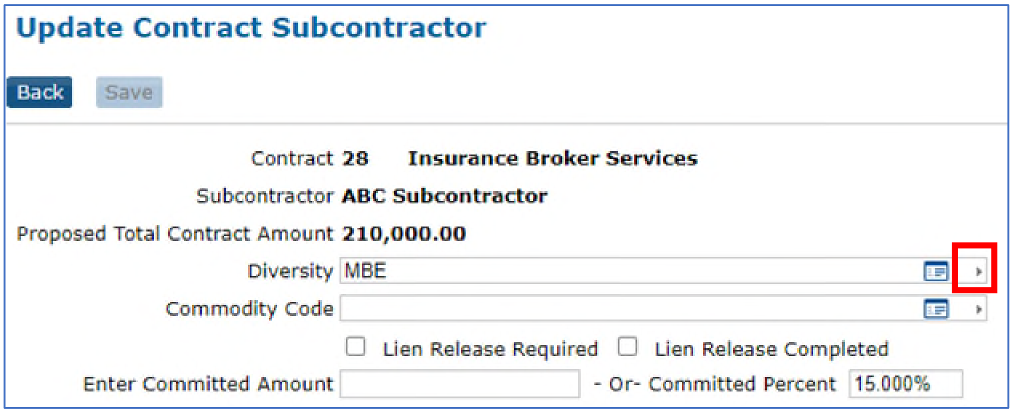


B. Check the box to the left of the subcontractor's name and click "attach to contract".

   i. If the subcontractor you wish to add is not on this list, go to step 3.3.

C. Once they are on the subcontractor list for the contract, click on the subcontractor's name to open the "Update Contract Subcontractor".

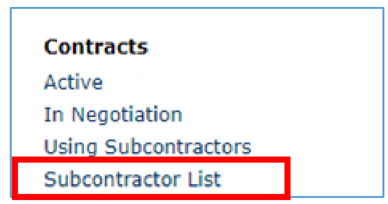
D. Select the subcontractor's diversity certification (if applicable) by clicking the **> ARROW**



E. Input either the Committed Amount or Percent into the fields as applicable.

F. Click "Save".

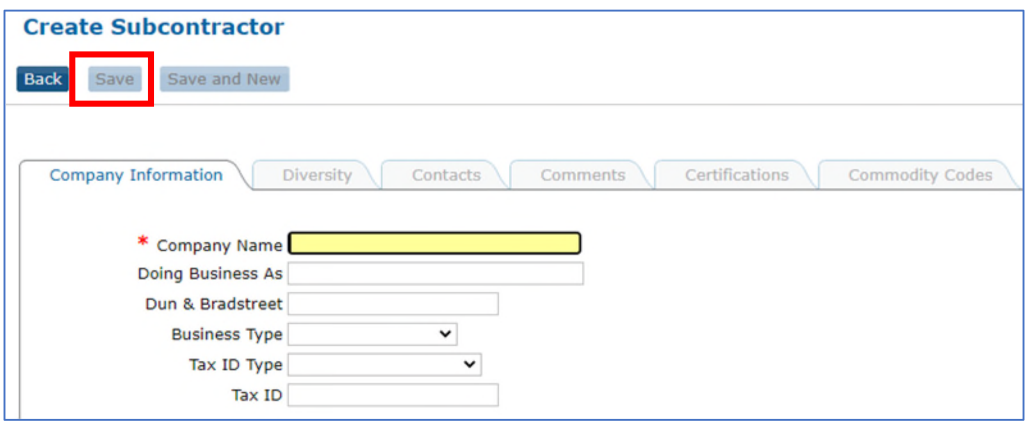
3.3 Creating a Subcontractor



From the User Home Page, Suppliers can access a list of subcontractors that have been engaged on RTS Contracts by clicking on "Subcontractor List" under "Contracts". If there is a subcontractor you have engaged that is not already on the Subcontractor List, you can add them.

A. From the Home Page, navigate to the Subcontractor List.

B. Click "Add" to open the "Create Subcontractor" form.



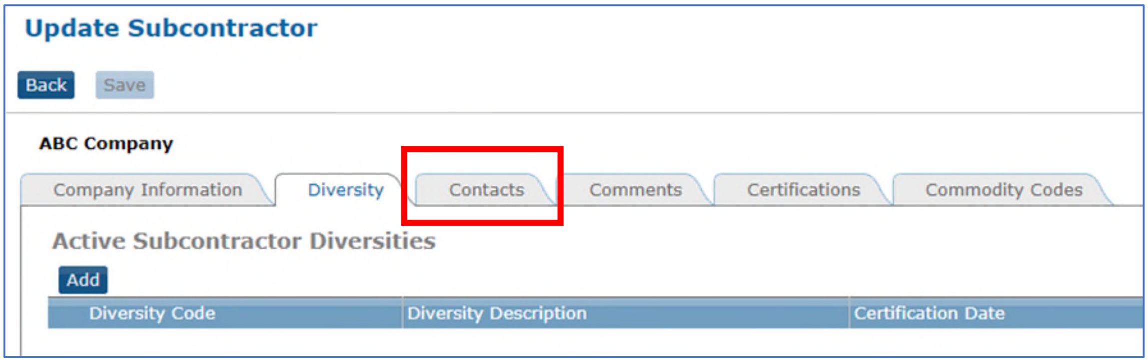
C. Enter the Company Name, Tax ID Type, and Tax ID.
   i. Tax ID is a Required Field

D. Enter Address Information as needed
   i. Country is a Required Field

E. Click the Save button and the other tabs become active.

F. On the Diversity, Contacts, Comments, and Commodity Codes tabs, Click the Add button to add information as needed.

i. You must add at least one valid contact and email address for any subcontractor so that they may be contacted for reporting purposes (Section 2.6.)



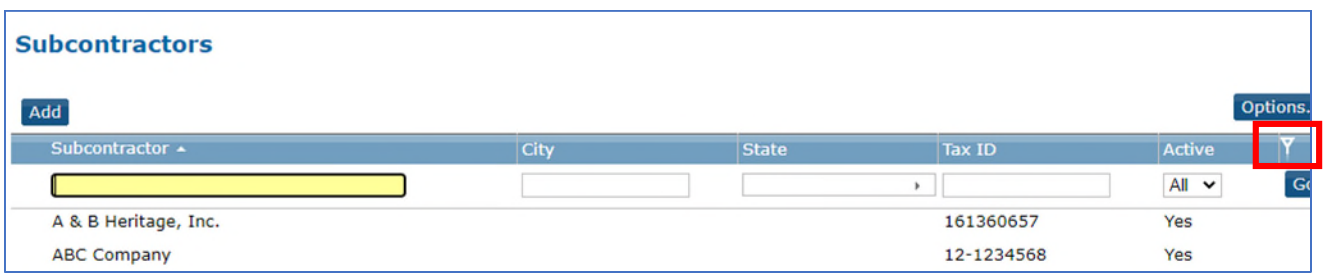
G. Once the subcontractor has been created, add them to your contract (Section 3.2).

3.4 Verify Subcontractor Contact Information

It is crucial that RTS has up-to-date contact information of subcontractors that have been engaged by Suppliers with active contracts. It is the Supplier's responsibility to verify that the contact information in Supplier Portal is correct for all subcontractors engaged on their contract. At minimum, contact information needs to include First and Last name, and an email address.

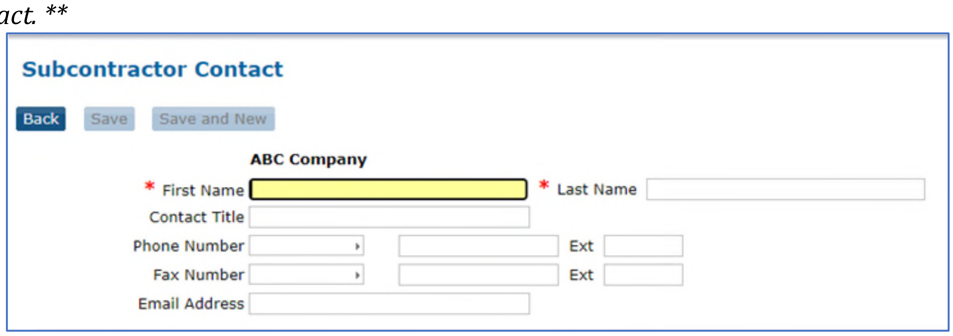
A. From the User Home Page, access the list of subcontractors by clicking on "Subcontractor List" under "Contracts".

B. Search for the subcontractor that you need to verify contact information on by using the filter button.



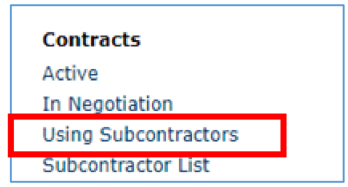
C. Click on the subcontractor's name and navigate to the "Contact" tab.

D. If there is no contact listed or if the contact listed is not accurate, make the necessary changes by adding or updating the contacts. ***Do not delete Subcontractor contacts unless you are aware that the contact is no longer an employee of the subcontractor. They may be a contract on another contract. ***



Section 4: Subcontractor Payments

Suppliers with contracts that are subject to Civil Rights and Diversity goals are required to submit proof of payment made to all subcontractors (both those with and without diversity certifications).



4.1 Recording a Payment to a Subcontractor

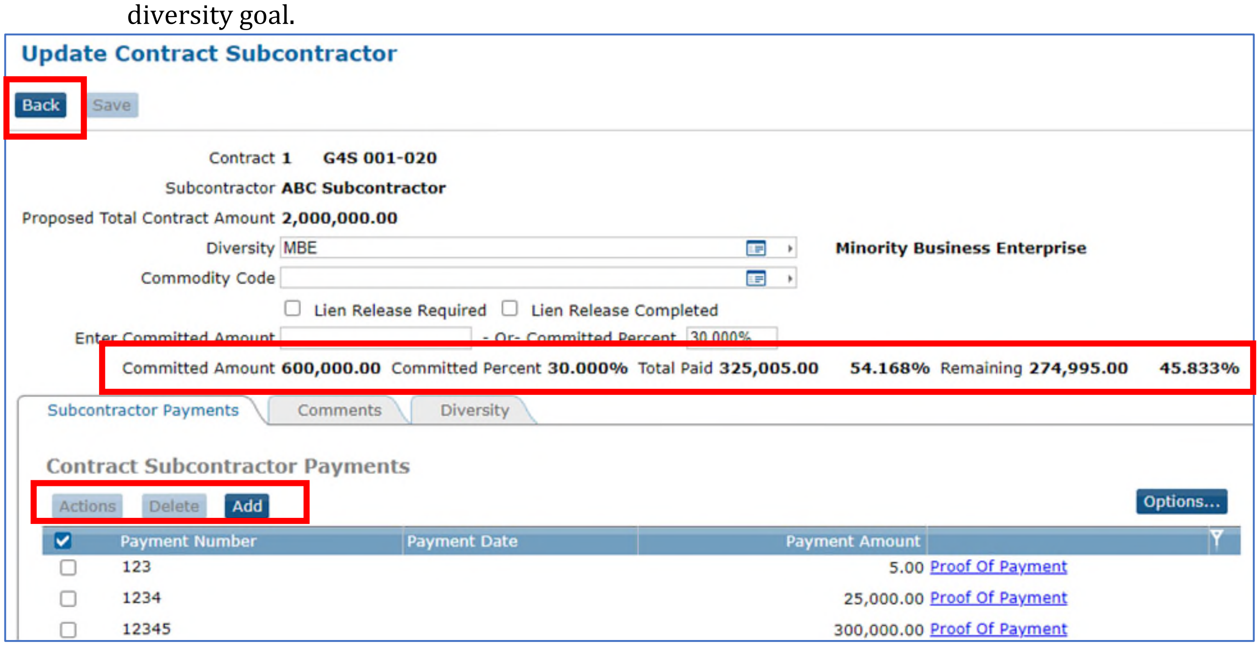
A. From the Home Page, navigate to "Using Subcontractors".

B. Locate the Active Contract you wish to add payments to and click "subcontractors".

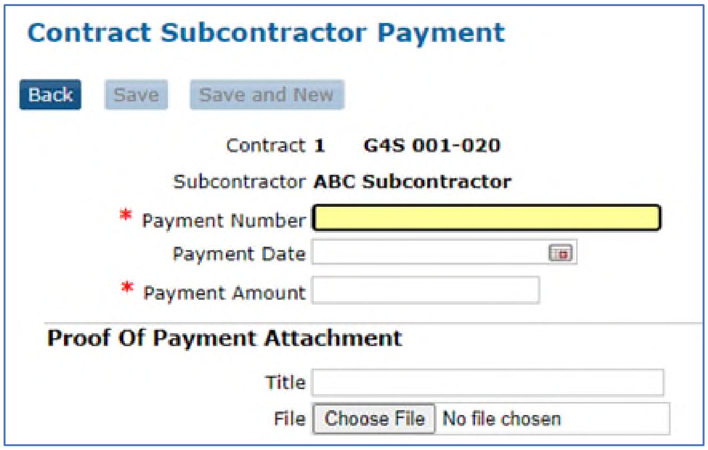
C. Click on the subcontractor's name that you want to input payments for and it will bring you to the "Update Contract Subcontractor" page.

i. From this screen you can add, delete, or edit payments.

ii. This screen becomes a record of payments and tracks the percentage achieved for the diversity goal.



D. Click "Add" to open the Contract Subcontract Payment form for the selected subcontractor.



Contract Subcontractor Payment

Back Save Save and New

Contract 1 G4S 001-020

Subcontractor ABC Subcontractor

* Payment Number

Payment Date

* Payment Amount

Proof Of Payment Attachment

Title

File Choose File No file chosen

E. Payment Number is Supplier's check or payment number; payment date is the day payment was issued.

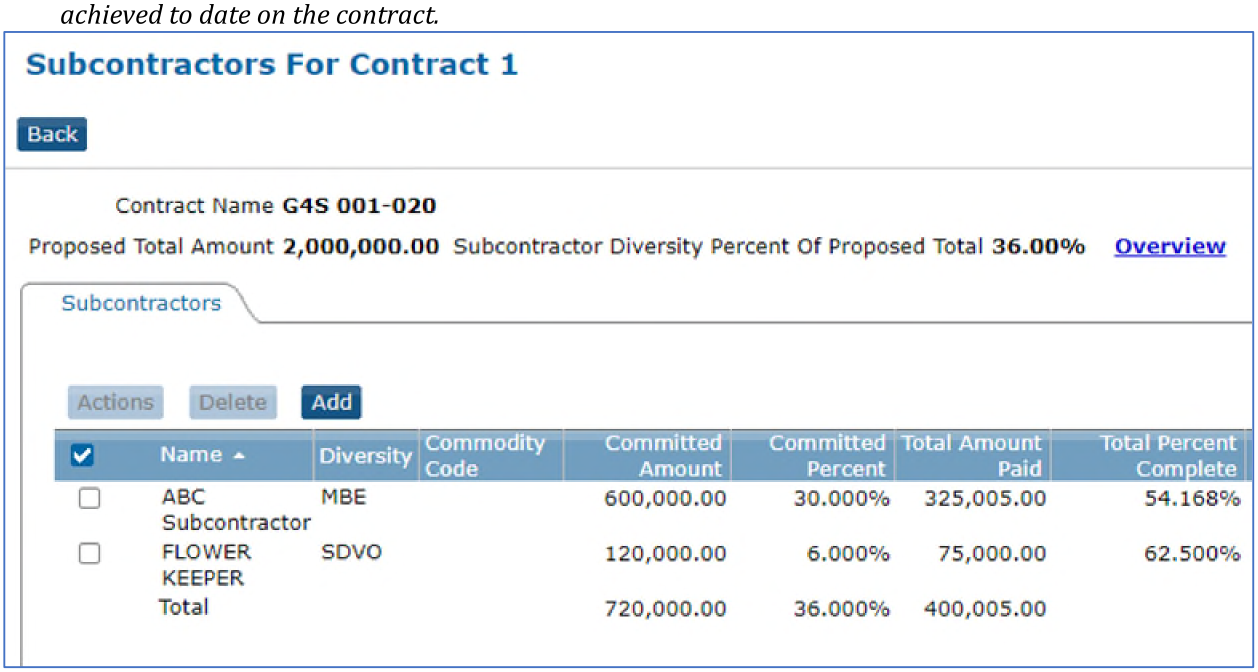
F. Title will default to the name of the file attached for proof of payment.

G. Proof of Payment Attachment shall be the subcontractor's invoice associated with payment. Only one document can be attached to a payment record.

H. To add another payment to the same subcontractor, click "Save and New".

I. To return to the list of subcontractors, click "Save" to return to the "Update Contract Subcontractor" page and then "Back".

Notice that once payments have been added to subcontractors, the list displays the goal percentage achieved to date on the contract.



Subcontractors For Contract 1

Back

Contract Name G4S 001-020

Proposed Total Amount 2,000,000.00 Subcontractor Diversity Percent Of Proposed Total 36.00% Overview

Subcontractors

Actions Delete Add

	Name	Diversity	Commodity Code	Committed Amount	Committed Percent	Total Amount Paid	Total Percent Complete
☐	ABC Subcontractor	MBE		600,000.00	30.000%	325,005.00	54.168%
☐	FLOWER KEEPER	SDVO		120,000.00	6.000%	75,000.00	62.500%
	Total			720,000.00	36.000%	400,005.00	

Section 5: Supplier Portal Account Maintenance

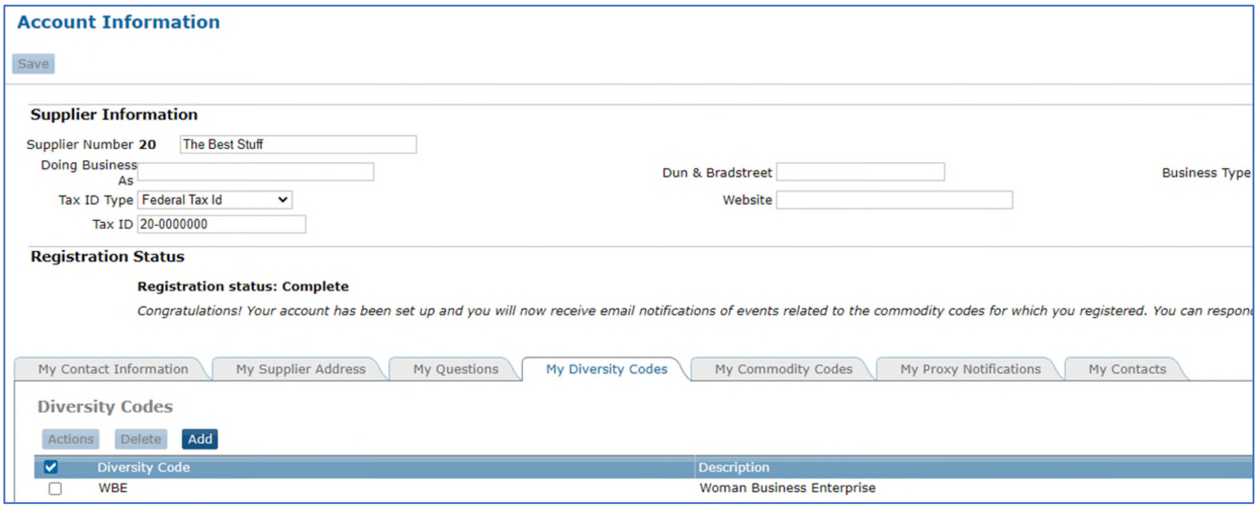
Once registration status with Supplier Portal has been completed you can review and maintain your account information

5.1 Maintain Diversity Codes

From this screen you can Add or Delete Diversity Codes

J. If a Supplier obtains a new diversity, click the Add button to display the list of Active Diversity Codes.

K. Select the applicable diversity code and click "Attach to Supplier"



5.2 Adding a New Diversity Certification

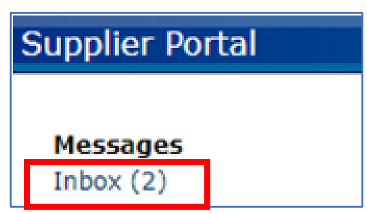
If you are adding a new diversity certification, you must email a copy of your valid certification to CivilRightsReporting@myrts.com

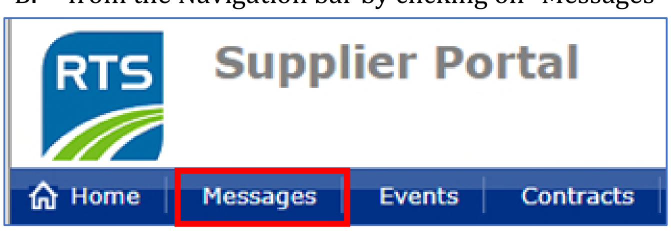
Section 6: Supplier Portal Messages

Suppliers will not always receive an email message notifying them of new messages in the supplier portal. Suppliers should navigate to the portal periodically to check for new messages in the inbox.

A. The Inbox can be accessed either from the User Home Page under "Messages", or

B. from the Navigation bar by clicking on "Messages"





6.1 Notice of Award

Once a Supplier has been selected for an Event, a message will be sent via Supplier Portal notifying that Supplier of the award.

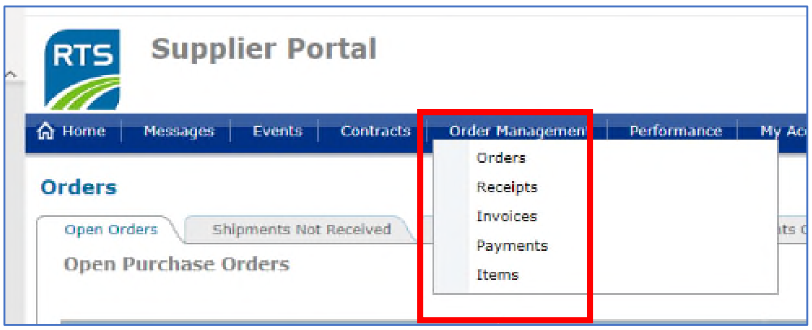
6.2 Purchase Order Number

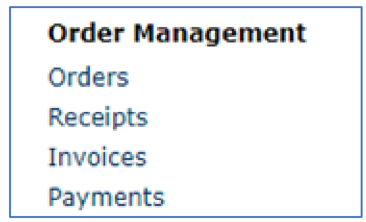
After the Event Award has been processed through and the resulting contract has been fully executed, the Supplier will receive a message in Supplier Portal with the contract's Purchase Order Number. The Purchase Order Number ***must*** be included on all invoices related to the contract in order to assure prompt and accurate payment.

Section 7: Order Management

Order Management is made up of several screens that are all interrelated and allow Suppliers to see the status of a Purchase Order after the services or items have been provided/sent to RTS.

A. Order Management can be accessed through the User Home Page or through the Navigation bar drop down:





B. Suppliers can use a "Search" or "Filter" function in most of these screens to locate information more quickly.

7.1 Orders

This screen is useful for Suppliers who have contracts that are classified as Blankets. Here a Supplier can view all the Purchase Orders issued against a Blanket contract and its status. Suppliers can also use this screen to view non-contract purchase orders.

A. Open Orders are active purchase orders that a Supplier is fulfilling and are in progress.

B. Shipments refers to whether RTS has marked items from the purchase order as "Received".

   i. A purchase order will display under one of the 3 Shipment tabs based on the delivery date that RTS assigned at the creation of the purchase order.

C. Closed Orders are purchase orders that have been received, invoiced, and paid in full.

7.2 Receipts

This screen is useful for Suppliers who have contracts that are classified as Blankets. Receipts are electronic confirmations that RTS has received in items from a purchase order

Receipts

All | Released | Closed

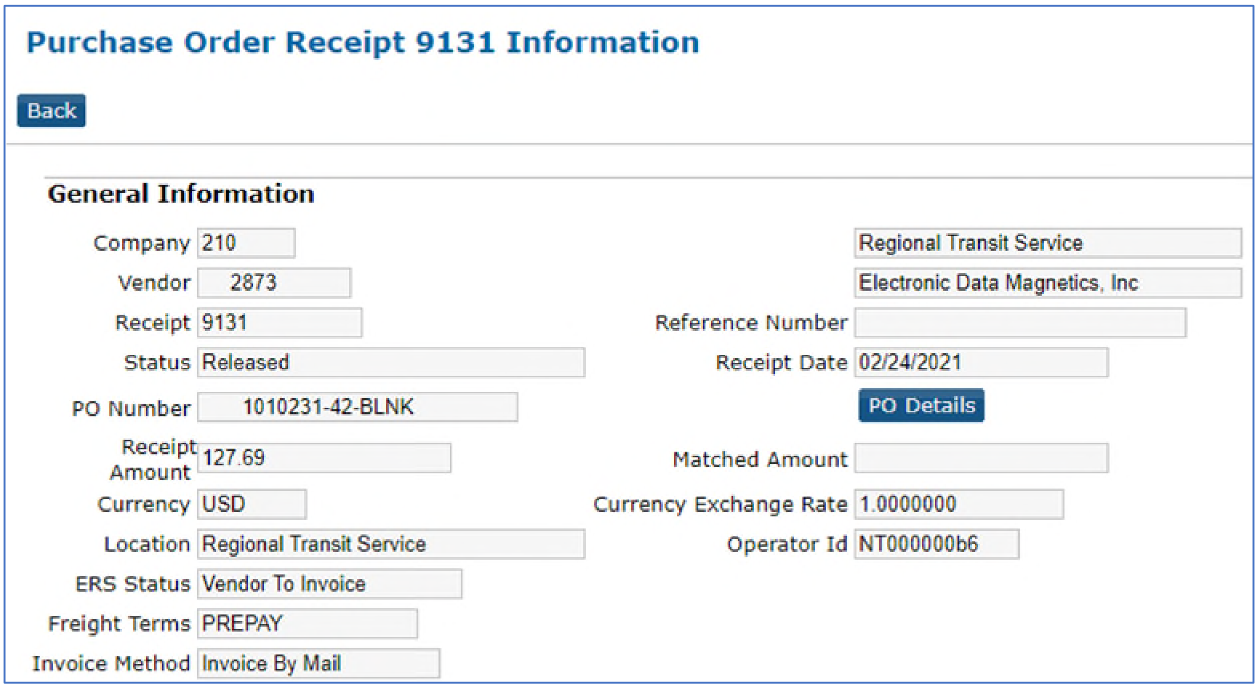
Purchase Order Receipts

Show Search

Options...

Receipt	PO Number	Location	Date	Amount		Status	
9132	1010231-43-BLNK	Regional	03/02/2021	166.44	USD	Closed	Details
9131	1010231-42-BLNK	Regional	02/24/2021	127.69	USD	Released	Details

A. Clicking on a Receipt's "Details" will give General Information related to the purchase order such as when the items were received.



Purchase Order Receipt 9131 Information

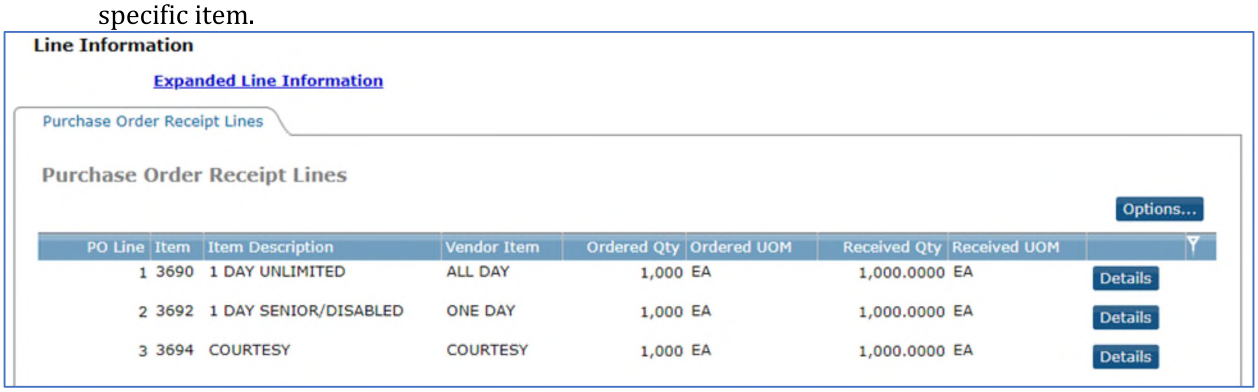
Back

General Information

Company	210		Regional Transit Service
Vendor	2873		Electronic Data Magnetics, Inc
Receipt	9131	Reference Number	
Status	Released	Receipt Date	02/24/2021
PO Number	1010231-42-BLNK		PO Details
Receipt Amount	127.69	Matched Amount	
Currency	USD	Currency Exchange Rate	1.0000000
Location	Regional Transit Service	Operator Id	NT000000b6
ERS Status	Vendor To Invoice		
Freight Terms	PREPAY		
Invoice Method	Invoice By Mail		

B. The bottom half of that screen displays Line Information, which provides a breakdown of what has been received for that purchase order by line.

i. Clicking on "Details" from here will open more information about the receipt of that specific item.



Line Information

Expanded Line Information

Purchase Order Receipt Lines

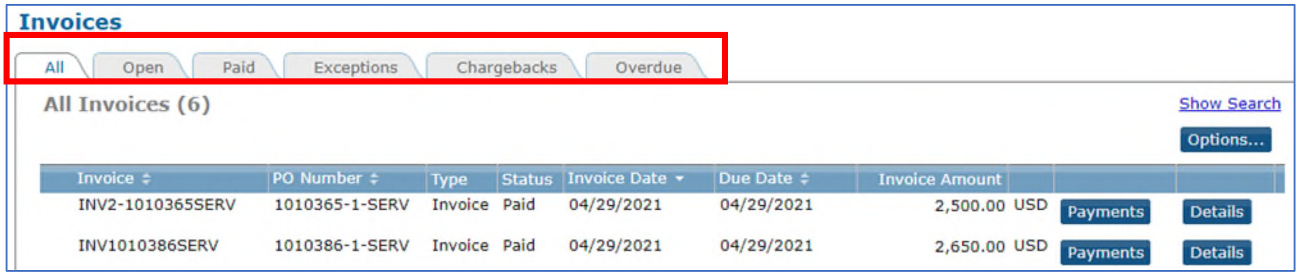
Purchase Order Receipt Lines

Options...

PO Line	Item	Item Description	Vendor Item	Ordered Qty	Ordered UOM	Received Qty	Received UOM	
1	3690	1 DAY UNLIMITED	ALL DAY	1,000	EA	1,000.0000	EA	Details
2	3692	1 DAY SENIOR/DISABLED	ONE DAY	1,000	EA	1,000.0000	EA	Details
3	3694	COURTESY	COURTESY	1,000	EA	1,000.0000	EA	Details

7.3 Invoices

When RTS receives an invoice from a Supplier and it is processed by Accounts Payable, it will create an electronic record with the basic information from that invoice. This screen allows a Supplier to see when RTS has processed invoices and made payments against them.



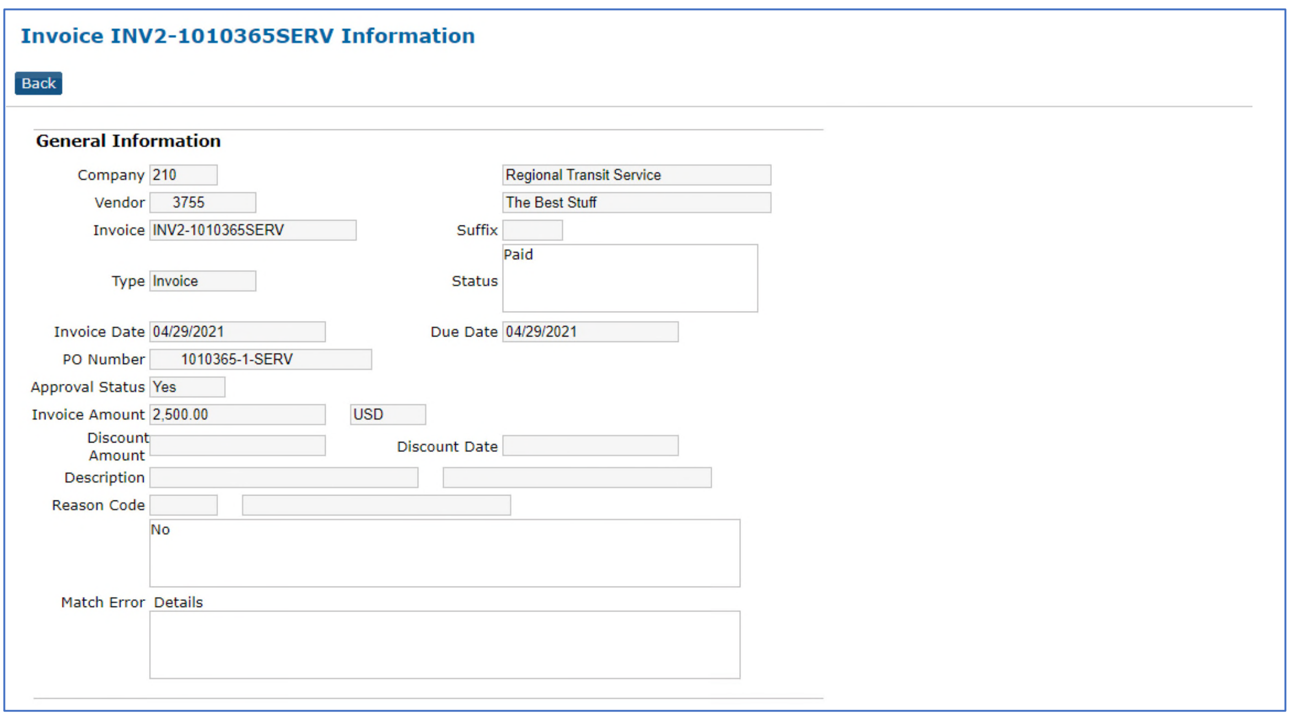
A. The Invoice Screen allows you to view invoices based on their status, such as open, paid or overdue:

   ii. Clicking on “Details” will take you to additional information for that invoice.

   iii. Clicking on “Payments” will display any payments that RTS has made against that invoice.

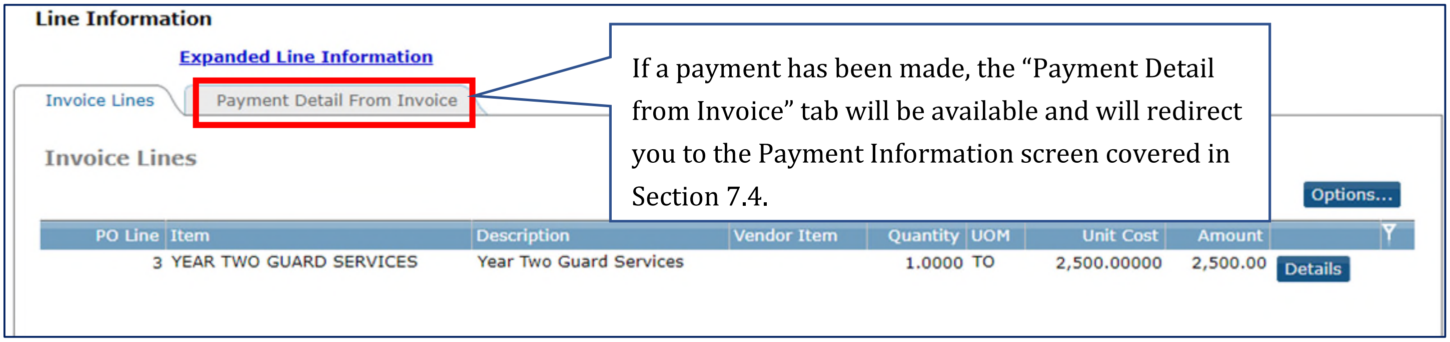
B. Clicking anywhere on the line of the invoice, or by clicking “Details” will bring you to the Invoice Information screen:

   i. the top half of the screen gives basic details from the invoice.

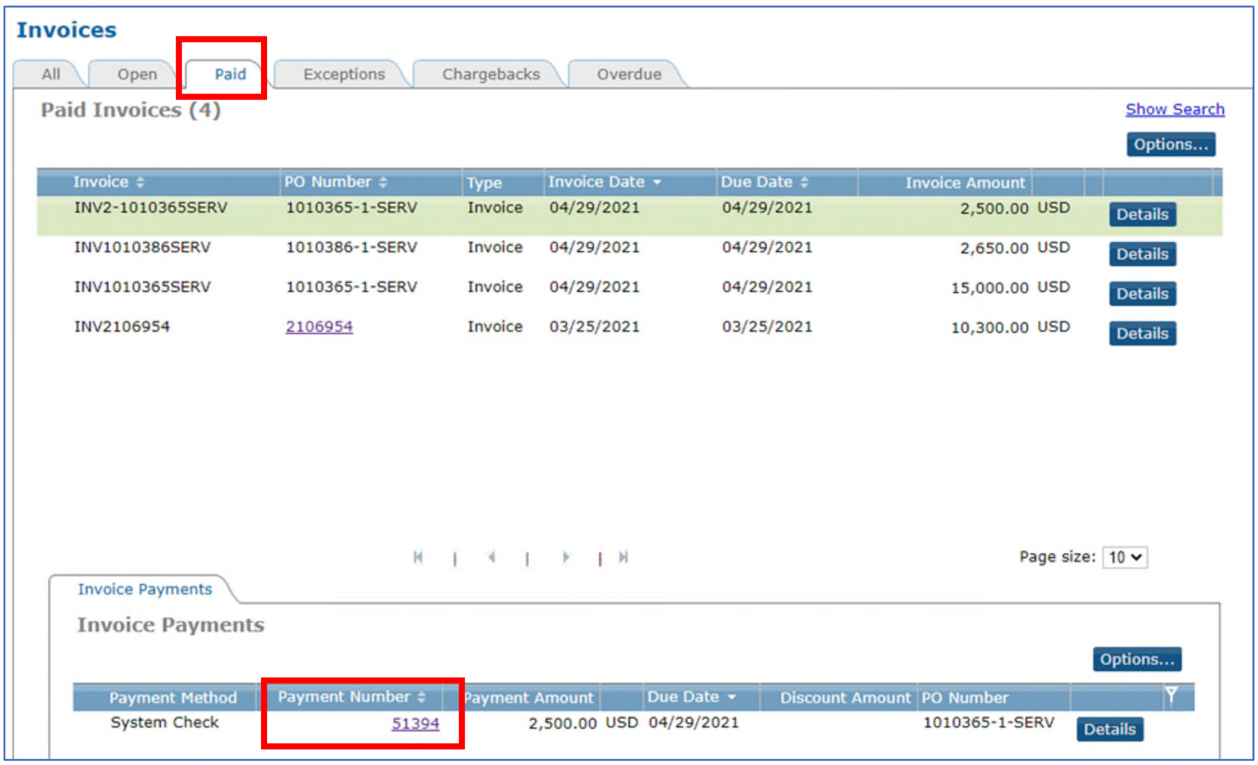


C. The bottom half of the screen displays what line of the PO the invoice was applied to.

i. clicking on "Expanded Line Information" or "details" will bring you to additional invoice information such as how it was matched to the purchase order as well as its status.



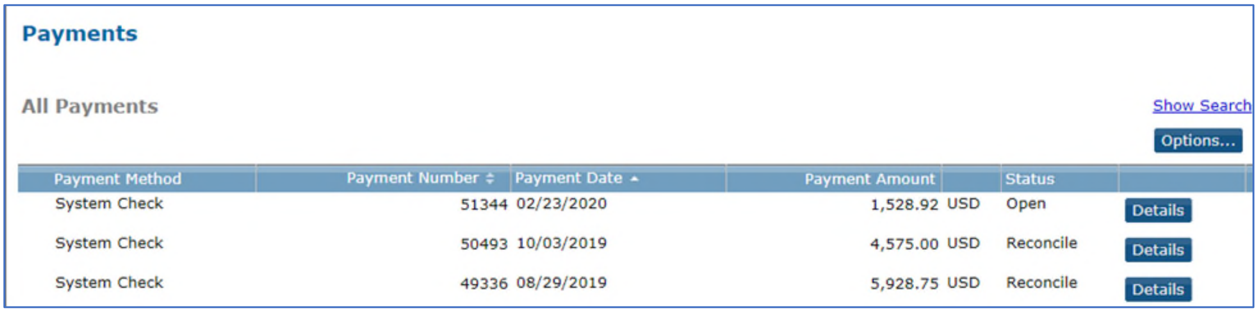
D. From the "Paid" tab, clicking on an invoice displays the Payment number (RTS's Check or Wire number) for that invoice on the bottom half of the screen



ii. If you click on the payment number, it will redirect you to the Payment Screen which is explained in Section 7.4.

7.4. Payments

This screen displays electronic records of payments that have been issued to the Supplier.



A. "Open" Status indicates a check has been issued, while "Reconcile" indicates the payment has been processed by the recipient.

B. Clicking on "Details" will display more information about the payment as well as what Invoice/PO the payment was made against.