2025 Apttus
Vendor T&M Training

ENERGY TRANSFER

Training Agenda

What is Apttus

Requesting Apttus access

Basic Navigation

T & M work offers – Transcribing invoice details into Apttus for review/approval

Invoice status

Accounts payable support

Training completed, now what?

What is Apttus

In 2017, Energy Transfer implemented a new vendor contract management system through a portal. This portal, built on the Apttus platform, is the hub of activity and provides full transparency between the vendor and Energy Transfer. Through this portal we provide visibility to all your ETP agreements, automatic rate verification on invoices, real-time onboarding for vendor employees, payment tracking and much more.

This delivers a more efficient and full featured work management system for all contract related activities

Apttus Resources

- There is one centralized e-mail address for all invoice submissions. Email (1) invoice in PDF format to APInvoicesETP.mailbox@energytransfer.com
    - It can take a few hours for the invoice(s) to appear in Apttus.
    - All Apttus invoices <u>must</u> bill against a work offer

- Work offer number is listed on the executed work offer.
    - Vendor invoices must bill approved work offer rates, no exceptions.
    - Each work offer contains approved rates such as labor, equipment, per diem requirements, applicable mark-ups, and any other billables.
    - Copy of the work offer can be obtained under the vendor documents area in Apttus.
    - Apttus is configured to take the data entered and verify the correct rates are being billed.

Apttus Resources

- Apttus System Support, X-Author connection issues or Password Resets: Send an email to Apttus.Mailbox@energytransfer.com.

- Any questions regarding invoice support: Reach out to your assigned work offer analyst or send an email to ServiceDocControls.Mailbox@energytransfer.com.

- All payment support, W9, or general AP concerns email: dlaccountspayable@energytransfer.com

- Please send all rate increase requests to ServiceContracts.Mailbox@energytransfer.com.

- Tax Questions, Direct Pay and Resale Certificates, etc. SalesandUseTaxInquiry.Mailbox@energytransfer.com.

- For AFI (Authorization For Invoicing) invoice support email Kelsey Beicker at Kelsey.Beicker@energytransfer.com.

Vendor Benefits

- Consistency and transparency with agreements
- 24/7 Access to contracts and contract related information in the portal
- Real-time onboarding of vendor employees
- Submit time sheets through a Portal
- Automatic rate verifications on invoices
- Payment tracking
- Vendor visibility to all PM's and ETP personnel
- No licensing costs

Apttus Invoice Process Flow
If a timesheet is rejected, an email notification is sent to the vendor, assigned Project Manager, Cost Analyst and Work Offer Analyst advising of the issue.

1. Work offer activated / vendor starts work

2. Vendor emails invoice to ETP Accounts payable department

3. Vendor logs into Apttus, locates not matched invoice, enters timesheet details and submit for approval

4. Timesheet details reviewed by ETP approver

5. Timesheet details approved and proforma invoice total generated.

6. If invoice and proforma totals match, invoice status on main screens updates to matched

7. Invoice routes back to our AP department for processing payment

8. If proforma and invoice totals do not match or ETP approver disagrees with billing, timesheet is rejected, and an email notification is sent to the vendor

Requesting Access to Apttus

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Apttus Access

Send an email to Apttus.mailbox@energytransfer.com and copy the Service Doc Controls mailbox at ServiceDocControls.Mailbox@energytransfer.com with the following:

- 1 Active ETP Work Offer Number
- First & Last Name
- Company Name (do not provide acronyms; full company name only)
- Email Address
- Direct Phone Number

Please allow 7 -10 business days for access to be granted. Once access has been granted, you will receive an Apttus welcome email.

Logging Into Apttus
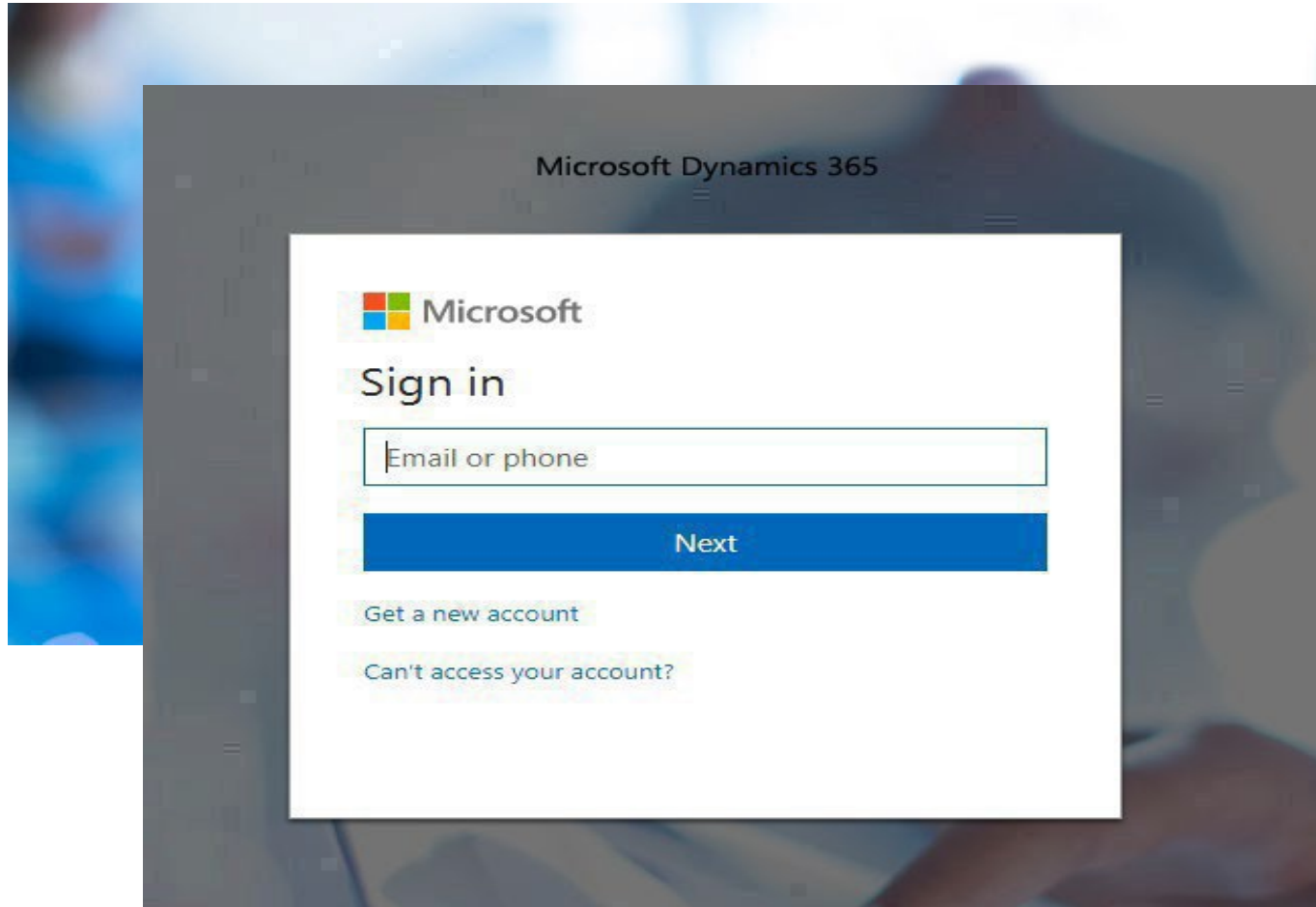
Common Login Error Message

- This is a common error message when logging in for the first time. There are <u>two</u> reasons for this error:

- <u>First reason</u>: End user has entered their company email address when logging in and should enter the Apttus username that was provided. Click sign out and login using the Apttus credentials provided.

- <u>Second reason</u>: Your internet cacheshouldbe cleared, see following slides for steps. It's important to restart your computer once all the steps have been completed.

Clearing Internet Cache

The Apttus system runs on a series of forms in a Cloud Environment.

Much like navigating to a favorite website, Apttus has a cache that is stored in your internet browsing history.

Updates in this environment occur often and if the internet cache or browsing history is not cleared periodically, newer updates or older data will continue to populate or not refresh when changes are incorporated in the system.

Perform steps 1 through 3 above to access the cache area in google chrome and microsoft edge. See the next slide for next steps.

Clearing Internet Cache

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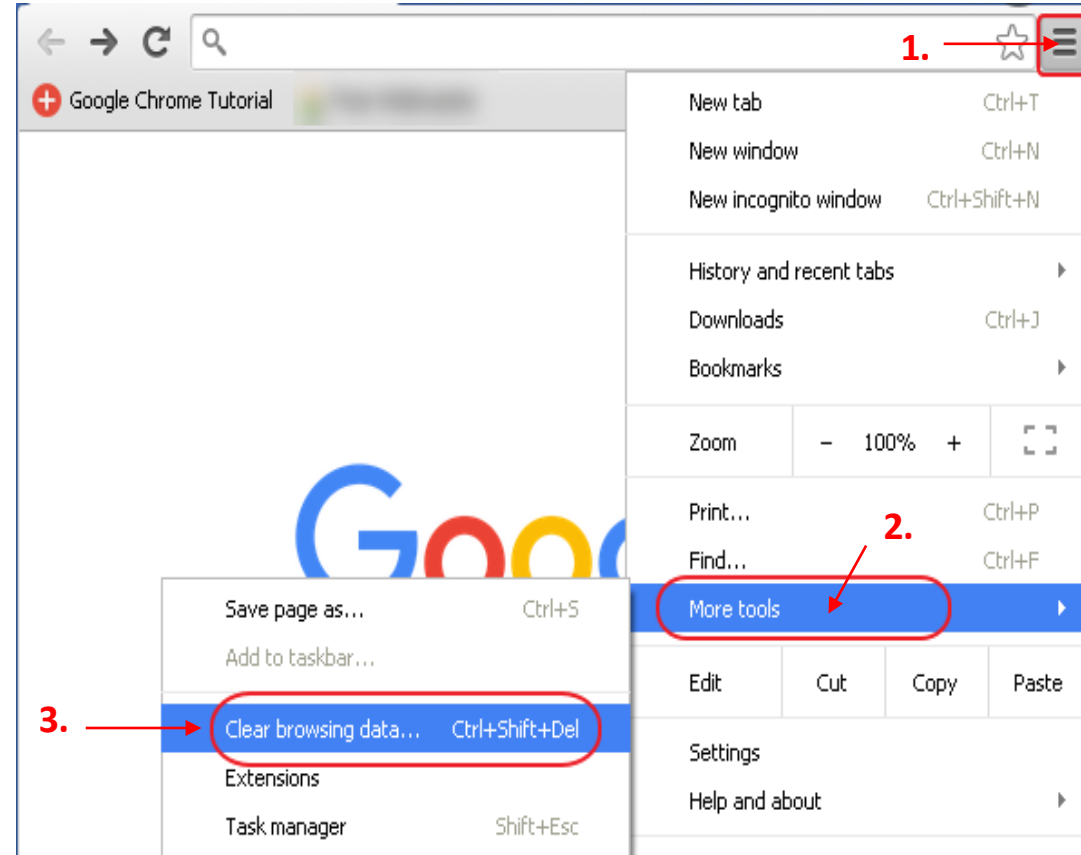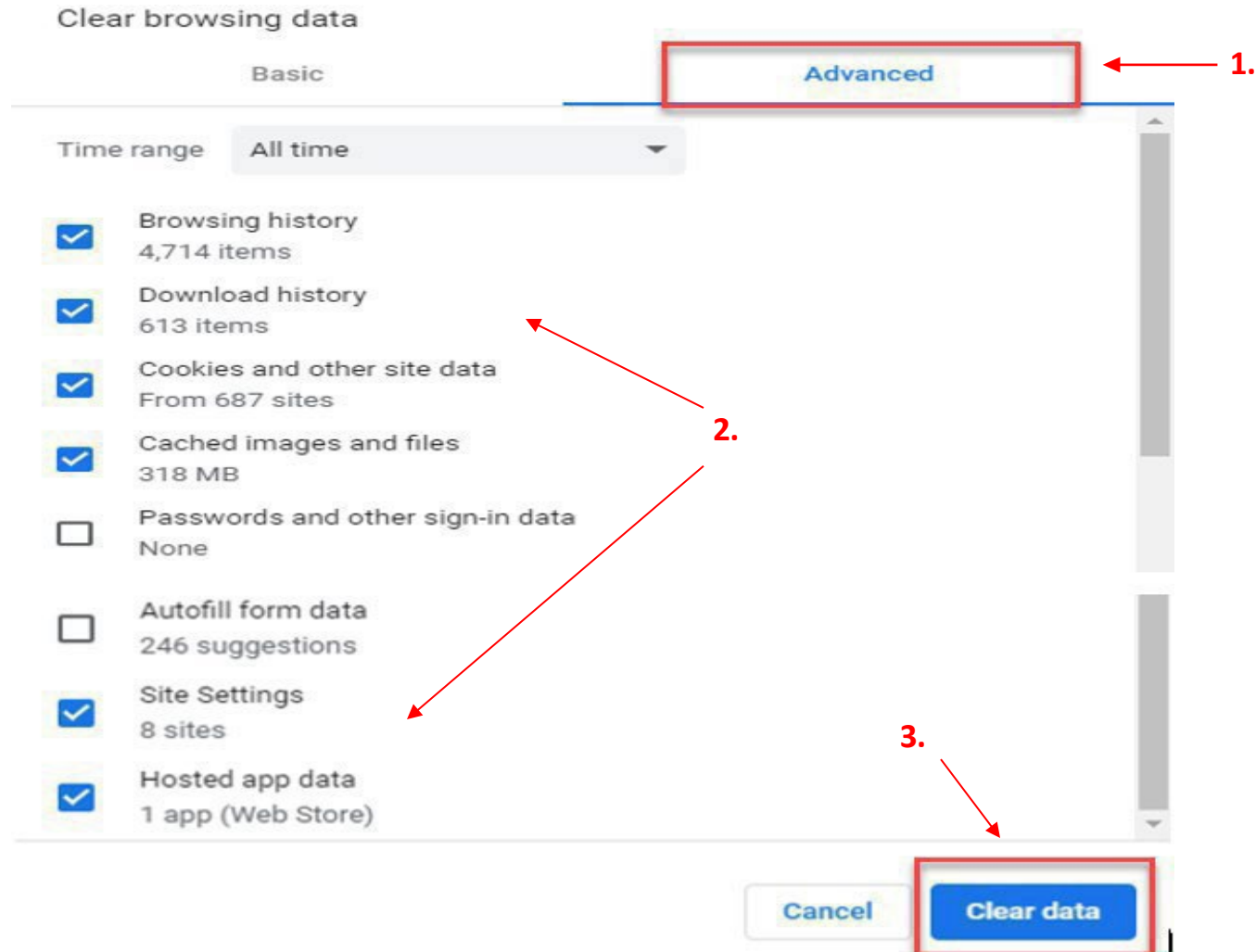
Basic Navigation

Searching in Apttus

- Navigation bar is on the left

- Select the item for the search such as invoices

- Enter search criteria far right search box and enter

  ➢ Ex: This search is for a specific invoice number or SAP document number.

Invoice Status

Identifying Invoice Status

Time/Data Entry

WBS (AFEs)

AFIs

Invoices

Milestone Payme...

Rate Sheets

Time Sheets

- From the navigation toolbar, select Invoices
- To determine if the invoice has been approved, view the "match status" category.

  - Not Matched – All invoices come into Apttus as not matched and remain in this status until the vendor enters invoice details and submits for ETP PM approval.

  - Matched – No actions are needed. Invoice already approved in Apttus and sent to the AP department for processing payment.

SAP Invoice Number displayed – Accounts Payable has posted payment

➤ For additional payment support email: DLAccountspayable@energytransfer.com

All Vendor Invoices* ⌄

Edit columns

○	SAP Do... ⌄	Creat... ↓ ⌄	Vendor ↑ ⌄	PO Number ⌄	Total Invoice Amount ⌄	Match Date/Time ⌄	Match Status ⌄	Vendor Invoice ⌄	SAP Document ... ⌄	SAP Invoice Number ⌄
	8/21/2024	8/26/202...	STX PROCESS EQUIP LLC	101188703	$524.40		Not Matched	30056	000006069920	
	8/23/2024	8/26/202...	STX PROCESS EQUIP LLC	101183582	$3,575.36	8/29/2024 10:58 AM	Matched	30099	000006074036	5108744857

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Time Sheet Facts

Timesheet Facts

- (1) Timesheet is created for each invoice.

- Employee timesheets must be included as back-up.

- All timesheet details are transcribed into Apttus for ETP PM approval

- Electronic timesheets are created to digitally verify billed rates. And to automate & expedite Project Manager approvals.

- Third party subcontractor invoice <u>must</u> be provided.

- Equipment and material charges must be listed in detail on each invoice.

- If a timesheet is rejected, an email notification is sent to the creator of the timesheet, ETP Project Manager, Cost Analyst and assigned Doc Control Analyst with an explanation as to why the timesheet is being rejected.

- All reimbursable expenses that are not covered under per diem, require receipts.

Identifying Invoice to Enter Details

1. From the navigation toolbar select invoices. Selecting invoices generates a list of all the invoices currently in Apttus.
2. Under the "match status" column, locate invoices that read as not matched and reference T&M in the agreement price structure column.
3. Double click on the invoice amount.

3.
Double click on the invoice amount

2.

Downloading Invoice

1. Click "download invoice"
   - ➢ Verify Invoice amount, number and due date is correct
   - ➢ If incorrect send an email to your assigned doc control analyst or the sdc mailbox at ServiceDocControls.Mailbox@energytransfer.com
2. Click on the "work offer" hyperlink
3. Always select "discard changes"

Identify type of work offer and persons managing the work offer. Vendors are required to enter invoice details for T&M work offers only.

Make a note of the state and county. This information will be used for entering timesheet details.

Employee Onboarding Details

Per each work offer, vendor employee names must be added into Apttus prior to transcribing the invoice details into the time-sheet area.

1. Select employee onboarding for time entry
   - ✓ If employee name(s) are listed, no actions are needed.
   - ✓ If the employees' names are not displayed see next steps.
2. Select + new agreement onboarding

Selecting Job Classification

1. Click on the magnifying glass under job classification. A list of rates will populate.

   - Be sure to select the job classification that aligns with the billed rate on your invoice.

   - If you do not see the classification rate scroll to the bottom of the list and choose search more records

   - Always choose a job classification that has a rate that aligns with your invoice rate.

   - If the rate you are looking for is not listed, reach out to your assigned Doc Control Analyst.

Adding Vendor Employee

If the employee bills multiple job classifications, the employee should be can be onboarded more than once.

1. Click on the magnifying glass under vendor employee
2. Select + New Contact at the bottom

Adding Employee Details

1. All fields with an asterisk * are required

   * First Name

   * Last Name

   * Birthday

   * Company Name

2. Click [Save and Close] Screen will re-direct back on-boarding screen and employee's name will be visible

Employee onboarding verification

- Once the employee is on-boarded, the screen will update, and the employee's name should be visible
  - If the name is not visible, select refresh

Time Sheet Entry

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Identify the invoice billing cycle

Review invoice for billing cycle dates

1. Select time sheets

2. Select + new time sheet

Enter billing dates

- Apttus has a 31−day threshold for each timesheet billing cycle.

  ➢ There is a hard stop in Apttus for any billing cycle the exceeds the 31 – day threshold.
  ➢ There is no work around to this hard stop.
  ➢ If you encounter an error message, you must revise the invoice and split the invoice into multiple invoices to accommodate the 31 - day threshold

← ☐ ✚ Update 💾 Save 💾 Save & Close X-A X-AUTHOR ⑦ Help Request ≫ Flow ⌄

New Time Sheet - Unsaved

2. Select save

Time Sheet   Time Sheet Entries   Time Sheet Line Items   Approval Requests   Supporting Documents   Pro-Forma Invoices

Header Details

| Vendor | * ▤ AGAPITO ASSOC INC | Start Date | * 4/1/2024 | 📅 |
| A Work Offer | * ▤ 112185687-Work Offer for Servic... | End Date | * 4/25/2024 | 📅 |

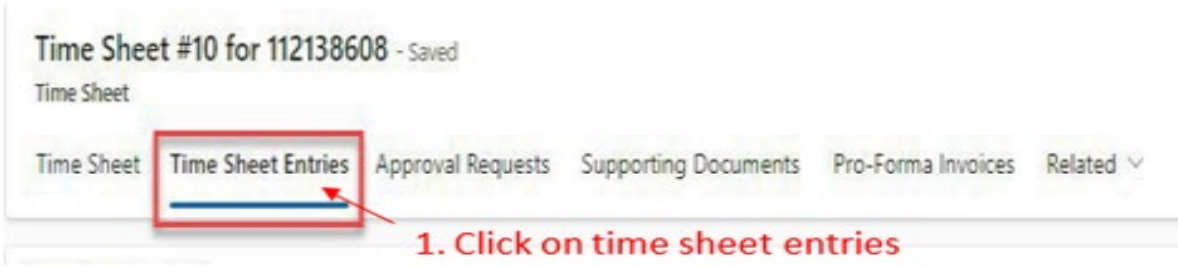1. Enter invoice billing cycle start and end dates

Adding Invoice Number To Time Sheet

1. Select time sheet
2. Select the drop down, top right
3. Enter invoice number
4. Select save

Transcribing billing details into time sheet

1. Click on timesheet entries
   - ➢ Two-line items generate for each employee (standard & mileage)

Time Sheet #10 for 112138608 - Saved
Time Sheet

Time Sheet | **Time Sheet Entries** | Approval Requests | Supporting Documents | Pro-Forma Invoices | Related ⌄

1. Click on time sheet entries

2. Enter state & county

3. Per diem total dollar amount billed for each employee (if applicable)

4. Enter hours worked per each date. If day rate is billed, change type 1 standard to day

5. Save changes

New Time Sheet Grid

Time Sheet Filter — Active

5. Save changes

2. Enter state & county
3. Per diem (if applicable)
4. Hours worked by employee on each date

+ Add new record | ✓ Save changes | ⊘ Cancel changes | Activate | Deactivate

Contractor/Classification	Type1	Unit	State	County	Perdiem A..	Sat, Aug 15	Sun, Aug 16	Line Total	Comments
Olivia Smith / Drafting Services - Administrative	Standard	Hour	Texas	Harris	$200.00	8.00	8.00	16.00	
Olivia Smith / Drafting Services - Administrative	Mileage	Mileage	Texas	Harris		120.00	120.00	240.00	

6. Select save then update

← | | | ▢ Update | 🖫 Save | Save & Close | X-AUTHOR | 🗑 Delete | ⊙ Help Request

6. Click on save & update

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Adding additional line items as needed

➢ To add additional billed hours such as overtime, weekend, holiday, etc., see steps below.

1. Click on + add new record
2. New record field will populate, begin typing employee's name. Employee's name and classification will auto- populate

3. Select the "type 1" field and select "overtime" and select the "unit" field and select "hour" and enter overtime hours worked.

Non-Labor Items

Non-Labor Details

Items such as the below are non labor items
- Equipment
- Materials
- Subcontractor
- Other Billables

1. Select time sheet
2. Select + new non labor charge
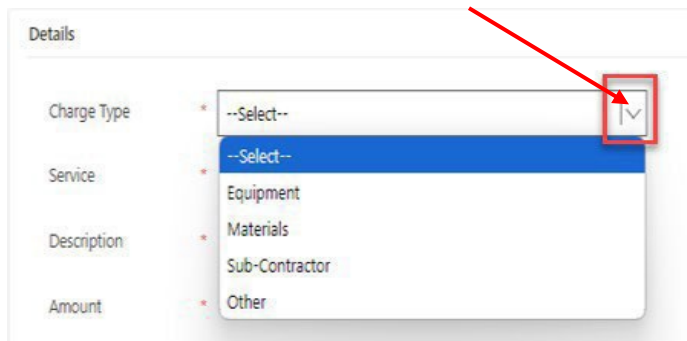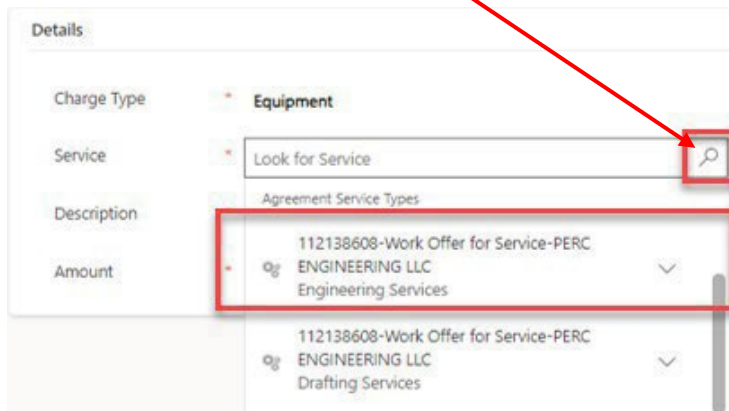
Entering Non-Labor Details

1. Click the charge type drop down and select the charge type that matches invoice billing

2. Click the service drop down and select the service that is billing on the invoice
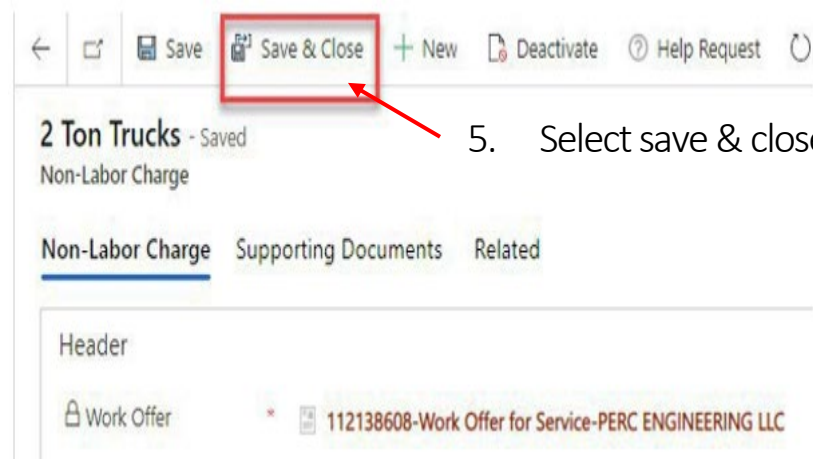
3. Click in the description area and enter details
4. Enter total amount billed for charge type

5. Select save & close

Non-Labor Subcontractor billables

Non-Labor charge type subcontractor, meaning any third-party contractor assisting the vendor to complete project work.

- In the example on the next (2) slides, the direct contractor is Groundwater and Environmental, the subcontractor is Lewis Environmental Inc., and a copy of the subcontractor's invoice must be provided.

- In the subcontract name field, the vendor's name who performed the work (in this case Lewis Environmental) has been entered

Non-Labor Subcontractor billables

The agreement is under Groundwater and Environmental, the cost of the invoice includes separate invoices from Lewis Environmental Inc.

Non-Labor Subcontractor billables

1. When selecting "charge type" subcontractor, an additional box populates.
2. In the subcontract name, enter the subcontractor who performed the services

NON-LABOR CHARGE
48629 ▾☰

▲ Non-Labor Charge

Header

Work Offer *   🔒 131126802-Work Offer for Service-GROUNDWATER & ENVIRONME   Time Sheet *   🔒 Time Sheet #12 for 131126802

Details

Charge Type *   Sub-Contractor   Sub-Contract Name *   Lewis Environmental Inc

Service *   Environmental Services

Description *   48629

Amount * $63,959.48

MANDATORY
Always upload a copy of your invoice under the supporting document area

1. Click supporting documents
2. Click the paperclip to the far right and upload the invoice
3. Invoice copy will appear far left
4. Click add note and close

Verification of time sheet totals

Work offers created <u>prior</u> to January 9, 2023 – Apttus does not provide a timesheet subtotal until the PM has approved the timesheet.

1. Compare the total time, days, mileage and non- labor against the totals within your invoice to ensure all details have been transcribed.
2. If timesheet totals match invoice totals, submit for approval.

   x   If the totals <u>do not match</u>, review the invoice data transcribed, and make corrections.

Verification of time sheet totals

Work offers created after January 9, 2023, generate a "timesheet value this period" field.

Invoice total and timesheet value this period totals must match.

1. Select timesheet line items
2. Select update line items total. The below box will remain on the screen until the calculations are completed.

Timesheet Line Items update request initiated. Page will refresh automatically after some time.

3. System calculates all the data entered and generates a total. If invoice and timesheet value this period totals match
4. Submit for approval

   x   If the totals do not match, review the invoice data transcribed, and make corrections.

On hold time sheet status?

After selecting submit for approval, if the time sheet populates on hold, this means a change order is required.

1. Send an email to the ET Project Manager and Cost Analyst assigned to the work offer advising a change order is needed.

Once the change order is executed, the time sheet will update to reflect pending approval.

Accounts Payable Support
Payment Status

Payment Details & ACH Changes for payments

Questions related to invoice payment status, re-routing, and processing issues email– dlaccountspayable@energytransfer.com or call (214) 840-5422 between 9am and 4pm, CT Monday– Friday.

Please do not submit requests more than once within a 72-hour window. Doing so creates a duplicate request resulting in <u>delayed</u> responses.

To expedite response, be sure to include the following details, provide a copy of the invoice in question or the following:

- Vendor name
- Invoice number
- Invoice date
- Invoice Amount
- WBS, Cost Center or PO number (if applicable)

Questions related to expedited payments, reissue of payment, stop payment and void payments –
APDisbursements.mailbox@energytransfer.com

W9 Request – Business Partner Support - dlbusinesspartnersupport@energytransfer.com

Reimbursement Check Information

Address for Reimbursement Checks

If a reimbursement check should be submitted, please send to the below PO Box and be sure to add the Service PO number to help identify where coding should be applied.

Energy Transfer
Partners P.O.Box
204317
Dallas, Texas 75320-4317

Completed Training,
Now What?

Vendor Immediate Action Items

- Continue emailing invoices to APInvoicesETP.Mailbox@energytransfer.com

- Log into Apttus

- Search invoices and identify any unmatched invoices

  - Remember, your assigned Doc Control Analyst will no longer enter invoice details so its imperative vendors begin submitting invoice details as soon as possible so payments can be issued.

- Begin entering invoice details into Apttus and submit for ETP PM approval.

  - Refer to the training guide when questions arise as it pertains to the steps for entering details.

  - If issue cannot be resolved after reviewing the training guide, reach out to the appropriate person(s) or department for assistance.