

# 2025 Apttus Vendor T&M Training

# 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](mailto:APInvoicesETP.mailbox@energytransfer.com)
  - It can take a few hours for the invoice(s) to appear in Apttus.
  - All Apttus invoices must 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

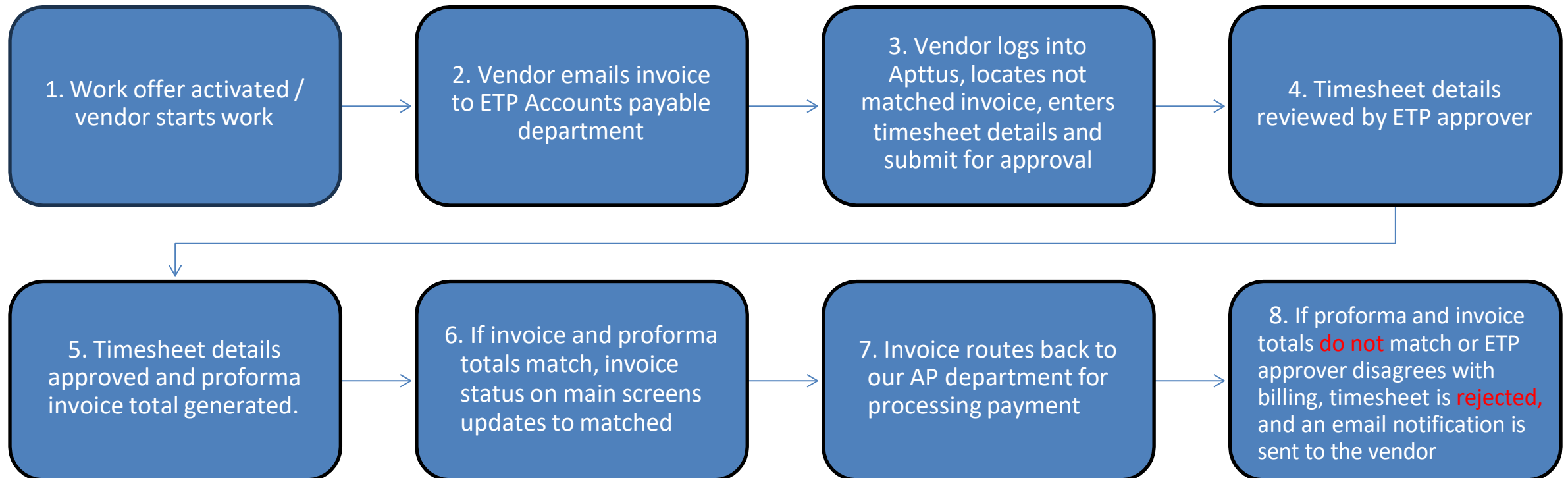
- Apttus System Support, X-Author connection issues or Password Resets: Send an email to [Apttus.Mailbox@energytransfer.com](mailto:Apttus.Mailbox@energytransfer.com).
- Any questions regarding invoice support: Reach out to your assigned work offer analyst or send an email to [ServiceDocControls.Mailbox@energytransfer.com](mailto:ServiceDocControls.Mailbox@energytransfer.com).
- All payment support, W9, or general AP concerns email: [dlaccountspayable@energytransfer.com](mailto:dlaccountspayable@energytransfer.com)
- Please send all rate increase requests to [ServiceContracts.Mailbox@energytransfer.com](mailto:ServiceContracts.Mailbox@energytransfer.com).
- Tax Questions, Direct Pay and Resale Certificates, etc. [SalesandUseTaxInquiry.Mailbox@energytransfer.com](mailto:SalesandUseTaxInquiry.Mailbox@energytransfer.com).
- For AFI (Authorization For Invoicing) invoice support email Kelsey Beicker at [Kelsey.Beicker@energytransfer.com](mailto: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.





# Requesting Access to Apttus



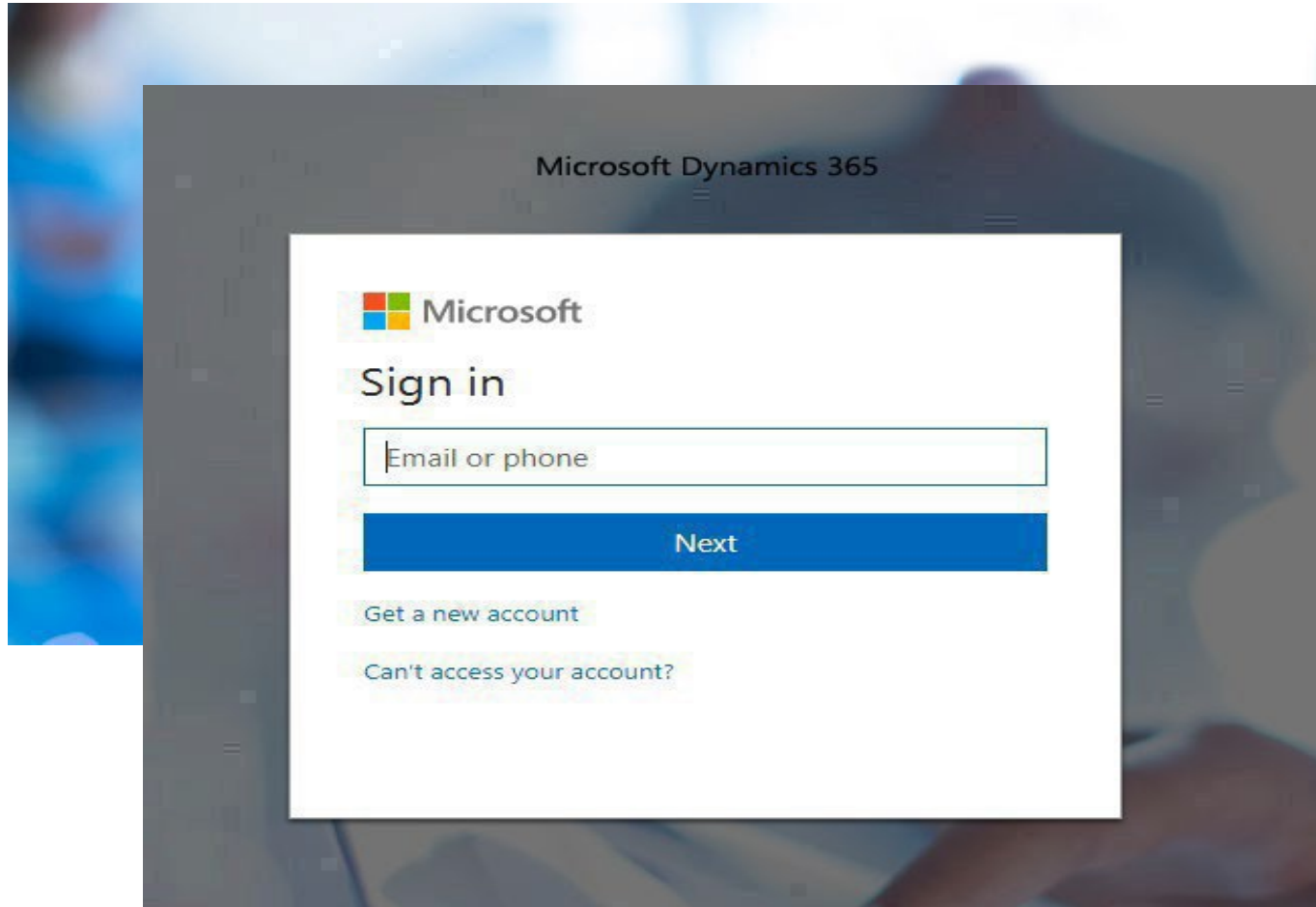
# Apttus Access

Send an email to [Apttus.mailbox@energytransfer.com](mailto:Apttus.mailbox@energytransfer.com) and copy the Service Doc Controls mailbox at [ServiceDocControls.Mailbox@energytransfer.com](mailto: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



## Microsoft Dynamics 365

Work or school, or personal Microsoft account

☐ Keep me signed in

[Sign in](#)

[Can't access your account?](#)

# Common Login Error Message

- This is a common error message when logging in for the first time. There are two reasons for this error:
- **First reason**: 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.
- **Second reason**: Your internet cacheshouldbe cleared, see following slides for steps. It's important to restart your computer once all the steps have been completed.



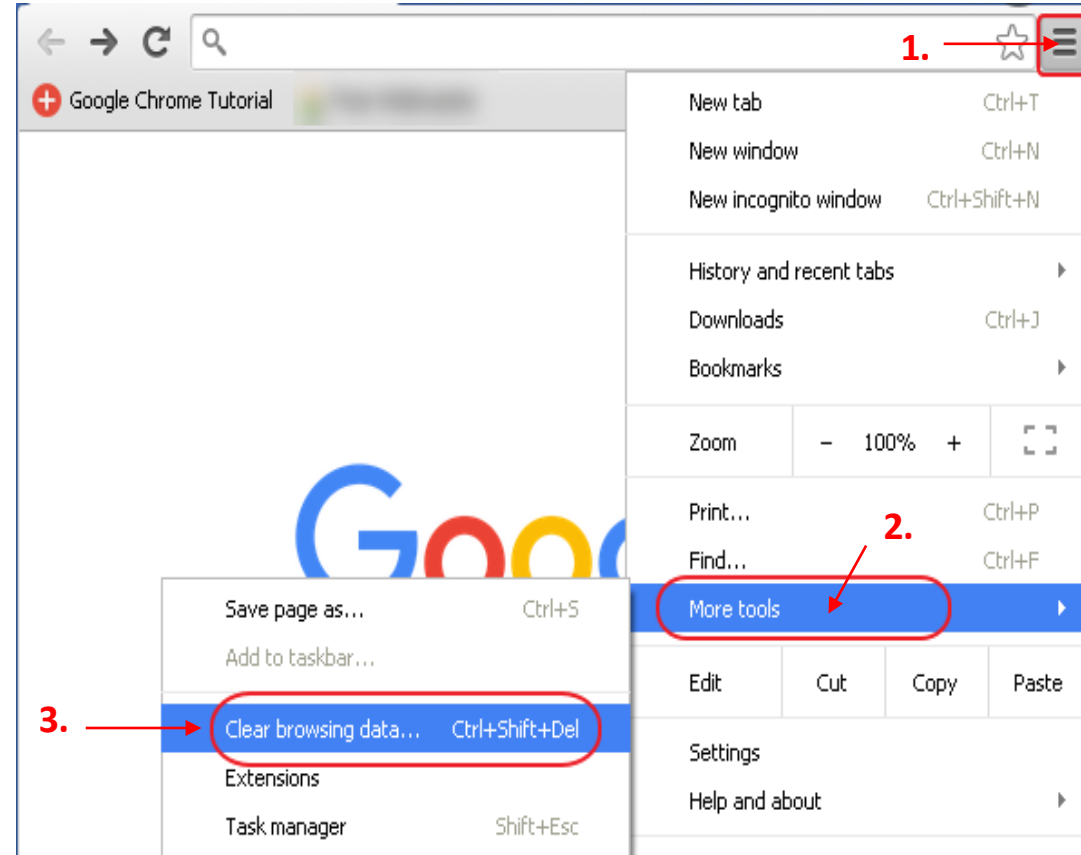
# Clearing Internet Cache

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

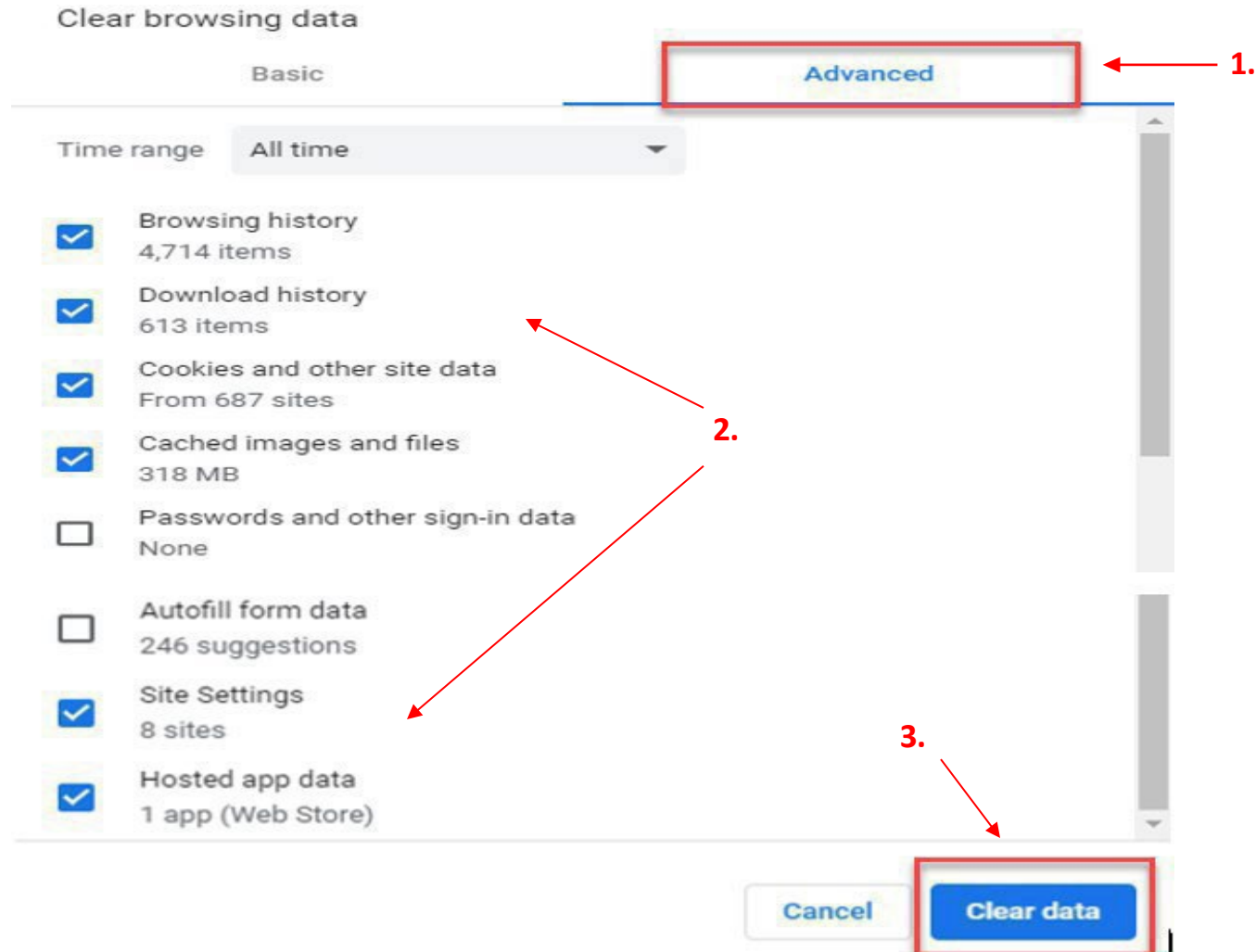
Much like navigating to a favorite website, Apttus has a cache that is stored in your internet browsing history.

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



# Basic Navigation



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# Searching in Apttus

The screenshot displays the Apttus application interface. On the left is a navigation bar with a hamburger menu icon at the top. Below it are sections: 'Home', 'Recent', 'Pinned', 'General' (containing 'Agreements', 'Dashboards', 'Reports'), 'Time/Data Entry' (containing 'WBS (AFEs)', 'AFIs', 'Invoices', 'Milestone Payments', 'Rate Sheets', 'Time Sheets'). The 'Invoices' item is highlighted with a blue bar and a red arrow points to it. The main area shows a table titled 'All Vendor Invoices\*'. The table has columns: SAP Do..., Creat..., Vendor, PO Number, Work Offer, Subtotal Amount, Total Invoice A..., Agreem..., Match Date..., Match Status, Vendor Invoice, Match T..., SAP Document..., and SAP Invoice Nu... The first row of data shows: 10/24/2025, 10/24/20..., NOBEL ENERGY AMERICAS LLC, 112205116, 112205116-Work Offer for Service-NOBEL ENERGY AMERICAS LLC, \$20,983.20, \$20,983.20, T&M, Not Matched, AECLP-097519, 000007065940. A search bar at the top right of the table contains the text '000007065940' and a red arrow points to it from the 'Invoices' menu item.

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



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# Identifying Invoice Status

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EnergyTransfer ETP > Invoices

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: [DIAccountspayable@energytransfer.com](mailto:DIAccountspayable@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

# Time Sheet Facts



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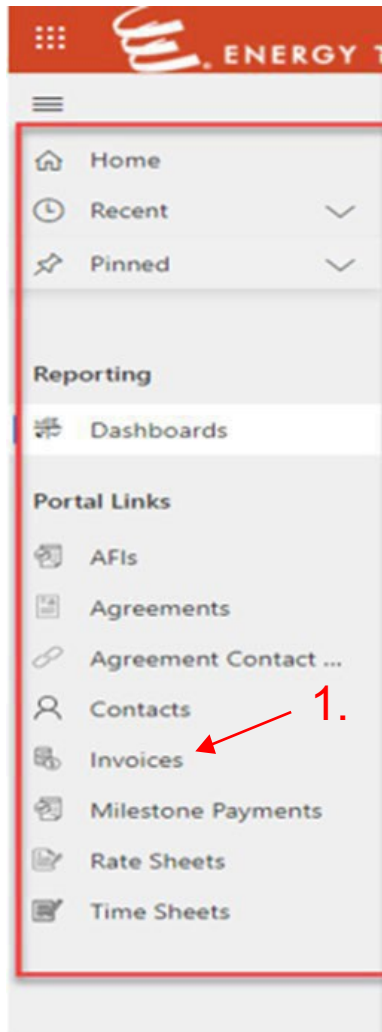


# Timesheet Facts

- (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 must 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.



All Vendor Invoices\* Edit col

<input type="checkbox"/>	SAP Do... ▾	Creat... ▾	Vendor ▴ ▾	PO Number ▾	Work Offer ▾	Subtotal Amount ▾	Total Invoice Amount ▾	Agreement Price Structure ... ▾	Match Status ▾
<input type="checkbox"/>	6/11/2025	6/17/202...		101207758	101207758-Work Offer for Service...	\$6,059.08	\$6,059.08	T&M	Not Matched
<input type="checkbox"/>	6/11/2025	6/17/202...		112188626	112188626-Work Offer for Service...	\$3,861.25	\$3,861.25	T&M	Not Matched

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](mailto:ServiceDocControls.Mailbox@energytransfer.com)
2. Click on the “work offer” hyperlink
3. Always select “discard changes”

The screenshot shows the SAP 'Vendor Invoice for 40057' interface. The top toolbar contains buttons for 'REPROCESS INVOICE', 'Save', 'Save & Close', 'New', 'Help Request', 'Download Invoice' (annotated with a red box and '1.'), 'Refresh', 'Check Access', and 'Run Report'. The 'Header' tab is selected, showing fields for 'Invoice Type' (Vendor), 'Marked From SAP' (ETC), 'Invoice Due Date' (10/13/2023), 'Vendor' (PERC ENGINEERING LLC), 'Work Offer' (112167265-Work Offer for Service-P... annotated with a red box and '2.'), 'PO Number' (112167265), 'AFE' (C-22176-PP-20140001), 'Cost Center' (---), and 'Requires Doc Control Review' (No). The 'SAP Information' section on the right shows 'SAP Document Number' (000005450175), 'SAP Invoice Number' (---), 'SAP Posting Date' (---), and 'SAP Transaction Type' (Invoice). An 'Unsaved changes' dialog box is open at the bottom right, asking 'Do you want to save your changes before leaving this page?'. It has two buttons: 'Save and continue' and 'Discard changes' (annotated with a red box and '3.').

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

101104436-Work Offer for Service-CORRPRO CO INC - Saved

Work Offer for Service Record Type Approved Approval Status

General Employee Onboarding for Time En... Time Sheets OQ Work Tasks CTV Check-ins Child Agreements Audit History Vendor Pre-Qualification Vendor Documents Related

Effective Date ---

Contract Analyst  
Kelsey Beicker (Offline)

Termination Date ---

ISN/EH&S Bypass ---

State of work being performed  
Florida

Start Date  
11/1/2017

Agreement Price Structure  
T&M

Termination Comments  
---

Ratesheet status fail  
Yes

County of work being performed  
Hillsborough

Completion Date  
12/9/2017

SAP Integration Status  
Success

Comments  
---

Legacy Contract Number  
---

COST INFORMATION

Project Manager Name  
Martin Winger (Offline)

AFE/CC Classification  
EXP

Work offer value  
\$65,000.00

Construction Manager Name  
---

WBS (AFE)  
953700000982

Actuals  
\$60,885.00

Last updated:  
9/6/2024 7:37 AM

VP Overseeing AFE  
Kelly Henry (Offline)

Cost Analyst  
Amy Powell (Busy)

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

The screenshot displays the Apttus software interface for a 'Work Offer for Service-CORRPRO CO INC'. The top navigation bar includes buttons for Save, Save & Close, Update Agreement, CTV Report, CTV Report All, Deactivate, Delete, Help Request, Refresh, Check Access, Process, View Hierarchy, and a search icon. Below this, the main header shows the record ID '101104436-Work Offer for Service-CORRPRO CO INC - Saved' and the record type 'Work Offer for Service'. The 'General' tab is active, and within it, the 'Employee Onboarding for Time Entry' sub-tab is selected and highlighted with a red box. A red arrow points to this tab with the instruction '1. Click on employee for time entry'. To the right of the tabs, a '+ New Agreement Onbo...' button is also highlighted with a red box, with a red arrow pointing to it and the instruction '2. Select + new agreement onboarding'. Below the tabs, there are filters for 'Job Classification', 'Vendor Employee', 'Has Completed Safety Training', and 'Created On'. The bottom of the screen shows 'No data available'.


# 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.

**New Agreement Onboarding Request**

**General**








Agreement \* **112138608-Work Offer for Service-PERC ENGINEERING LLC**

Job Classification \* Look for Job Classification 

Vendor Employee \*

Has Completed Safety Training \*

Rate Sheet Lines

	Drafting Services - Administrative	\$65.00	
	Drafting Services - CAD Designer	\$110.00	
	Drafting Services - CAD Operator 1	\$100.00	
	Drafting Services - CAD Operator 2	\$100.00	

[Advanced lookup](#)

# Adding Vendor Employee

New Agreement Onboarding Request - Unsaved

## General

The screenshot shows a web form titled 'New Agreement Onboarding Request - Unsaved'. Under the 'General' tab, there are four fields: 'Agreement' (101104436-Work Offer for Service-CORRPRO CO INC), 'Job Classification' (Contract Labor - Field Maintenance - Construction Foreman), 'Vendor Employee' (Look for Vendor Employee), and 'Has Completed Safety Training'. A red arrow labeled '1.' points to a magnifying glass icon in the 'Vendor Employee' field. Below this field is a list of contacts: Aaron Donato, Aaron Morris, Adolfo Long, Adrian hernandez, and Alan Houle Jr. A red arrow labeled '2.' points to a '+ New Contact' button at the bottom of the list. The text 'Advanced lookup' is visible at the bottom right of the contact list.

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

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

# Adding Employee Details

## Details

↑ Scan Business Card

First Name *	Olivia
Last Name *	Smith
Birthday *	7/16/1996
Job Title	Foreman
Company Name *	FIS OPERATIONS LLC

Save and Close ▼ Cancel

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

Save Save & Close Deactivate Help Request Refresh Process View Hierarchy Email a Link Run Report

---

112126163-Work Offer for Service-1418 E FAYETTE LLC  
Agreement

General Employee Onboarding for Time En... Time Sheets Agreement Checklist Child Agreements Audit History Vendor Pre-Qualification Vendor Documents Related

---

Job Classification	Vendor Employee	Has Completed Safety Training	Created On
Contract Labor - Maint. I/R Construction - Consultant	Olivia Smith	No	9/1/2020 11:59 AM

# 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

112185687-Work Offer for Service-AGAPITO ASSOC INC - Saved

Work Offer for Service Approved Activated  
Record Type Approval Status Status

General Employee Onboarding for Time En... **Time Sheets** Child Agreements Audit History Vendor Pre-Qualification Vendor Documents Related ▾

**2. Select + new time sheet** → + New Time Sheet Refresh Flow ⌵ ⌵

Version ↑ ▾	Start Date ▾	End Date ▾	Total Time ▾	Total Days ▾	Total Mileage ▾	Total Non-Labor ▾	Approval Status ▾
1	4/2/2024	4/30/2024	140.00	0.00	0.00	\$0.00	Approved

# 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

The screenshot shows the 'New Time Sheet - Unsaved' form in Apttus. The top toolbar includes buttons for 'Update', 'Save', 'Save & Close', 'X-AUTHOR', 'Help Request', and 'Flow'. The 'Save' button is highlighted with a red box and a red arrow pointing to it, with the text '2. Select save' next to it. Below the toolbar is a tabbed interface with 'Time Sheet' selected. The 'Header Details' section contains two rows: 'Vendor' with 'AGAPITO ASSOC INC' and 'Work Offer' with '112185687-Work Offer for Servic...'. To the right of these are two date fields: 'Start Date' with '4/1/2024' and 'End Date' with '4/25/2024'. These date fields are enclosed in a red box, and a red arrow points to the 'End Date' field with the text '1. Enter invoice billing cycle start and end dates' below the screenshot.

1. Enter invoice billing cycle start and end dates

# Adding Invoice Number To Time Sheet

The screenshot shows the 'New Time Sheet' interface. Step 1 points to the 'Time Sheet' tab. Step 2 points to a dropdown arrow in the top right. Step 3 points to the 'Vendor Invoice' field where '12345' is entered. Step 4 points to the 'Save' button in the top toolbar.

1. Select time sheet

2. Select the drop down, top right

3. Enter invoice number

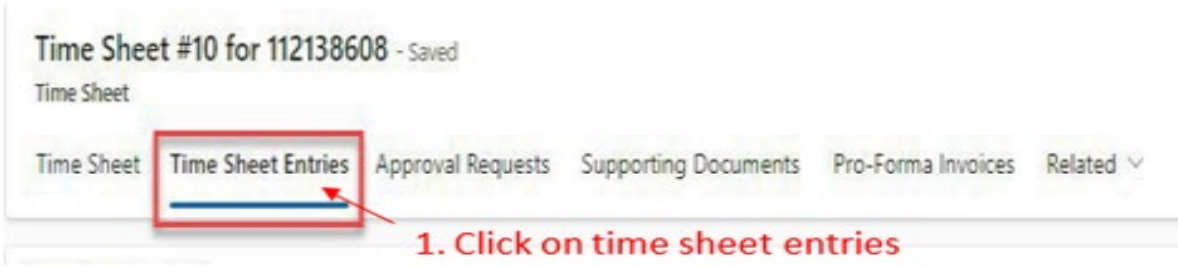
4. Select save

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)



- 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



- 6. Select save then update





# Adding additional line items as needed

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

Time Sheet #10 for 112138608 - Saved

Time Sheet

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

New Time Sheet Grid

Time Sheet Filter

+ Add new record ✓ Save changes ⌂ Cancel changes ⌂ Activate ⌂ Deactivate

Contractor/Classification	Type1	Unit	State	County	Per diem A...	Sat, Aug 15	Sun, Aug 16	Line Total	Comments
<input type="checkbox"/> Olivia Smith / Drafting Services - Administrative									
<input type="checkbox"/> Olivia Smith / Drafting Services - Administrative	Standard	Hour	Texas	Harris	\$200.00	8.00	8.00	16.00	
<input type="checkbox"/> Olivia Smith / Drafting Services - Administrative	Mileage	Mileage	Texas	Harris		120.00	120.00	240.00	

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



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# 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

Time Sheet #10 for 112138608 - Saved

Time Sheet

Vendor Invoice: 10 Approval Status

Time Sheet Time Sheet Entries Approval Requests Supporting Documents Pro-Forma Invoices Related ✓

Header Details

1. Select time sheet

Vendor \* PERC ENGINEERING LLC Start Date \* 8/15/2020

Work Order \* 112138608-Work Order for Servic... End Date \* 8/16/2020

Time Sheet Totals

Non-Labor Charges

2. Select + new non – labor charge

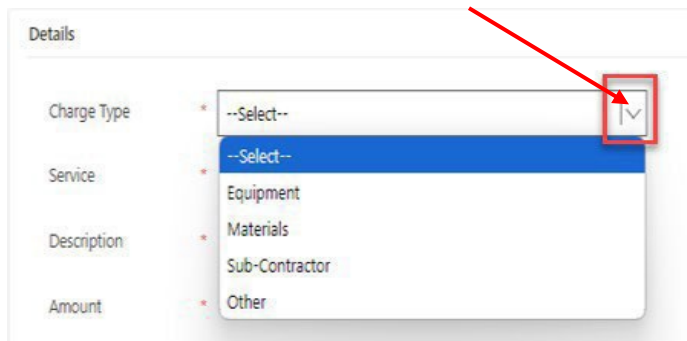
+ New Non-Labor Charge

Charge Ty... Service Description \* Amount

No data available

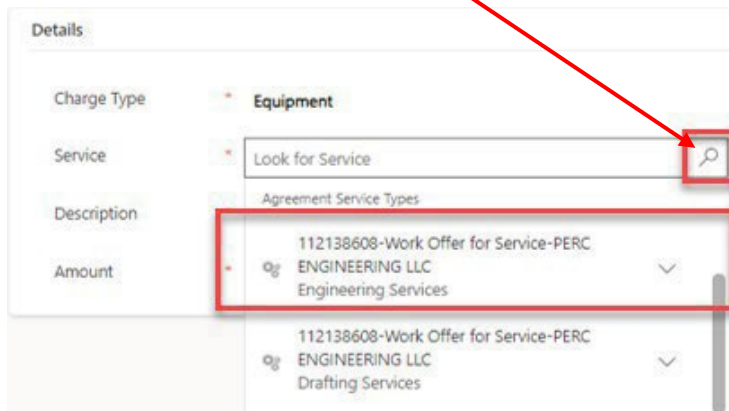
# Entering Non-Labor Details

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

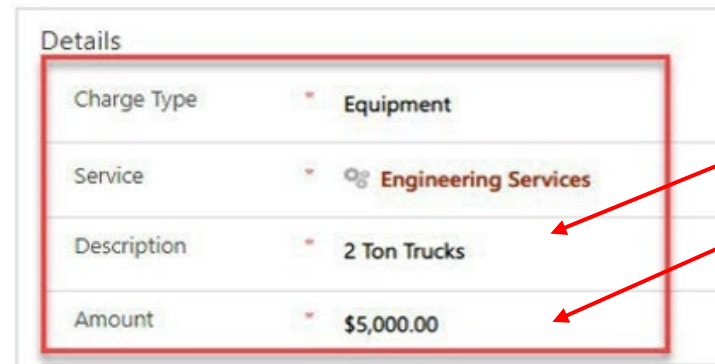


The screenshot shows the 'Details' form with the 'Charge Type' dropdown menu open. The menu options are: --Select--, --Select--, Equipment, Materials, Sub-Contractor, and Other. A red box highlights the dropdown arrow, and a red arrow points to it from the instruction.

2. Click the service drop down and select the service that is billing on the invoice

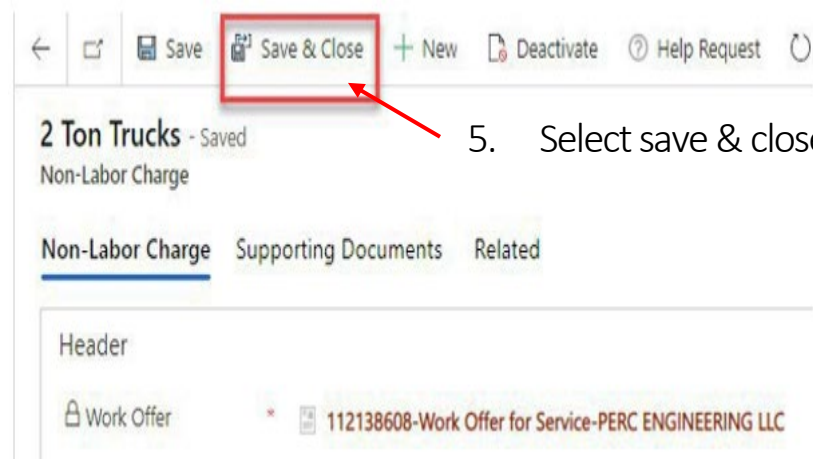


The screenshot shows the 'Details' form with the 'Service' dropdown menu open. The menu options are: Look for Service, Agreement Service Types, 112138608-Work Offer for Service-PERC ENGINEERING LLC, and 112138608-Work Offer for Service-PERC ENGINEERING LLC Drafting Services. A red box highlights the dropdown arrow, and a red arrow points to it from the instruction.



The screenshot shows the 'Details' form with the 'Description' field set to '2 Ton Trucks' and the 'Amount' field set to '\$5,000.00'. A red box highlights the 'Description' and 'Amount' fields, and a red arrow points to it from the instruction.

3. Click in the description area and enter details
4. Enter total amount billed for charge type



The screenshot shows the 'Save & Close' button in the 'Details' form. A red box highlights the button, and a red arrow points to it from the instruction.

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.

TIME SHEET  
Time Sheet # 2 for 131126802

Version 12 | Approval Status Pending Approval | Owner Pauline Sebastina

Time Sheet

Header Details

Vendor: GROUNDWATER & ENVIRONMENTAL / SVCS INC | Start Date: 10/18/2019

Work Order: 131126802-Work Order for Service-GROUNDWATER | End Date: 11/14/2019

'0205136i863086.pdf' - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools '0205136i863086...' x Sign In

73 / 153 | 66.7% | Share

**Invoice**

**LEWIS ENVIRONMENTAL INCORPORATED**  
155 RAILROAD PLAZA  
P.O. BOX 639  
ROYERSFORD, PA 19468

Invoice #: 48629  
Invoice Date: 11/7/2019  
Due Date: 12/7/2019  
Project: 21733 - 02  
P.O. Number: 1107065  
Job Number: 21733  
Account #:

**Bill To:**  
GROUNDWATER & ENVIRONMENTAL SV  
ACCOUNTS PAYABLE  
440 CREAMERY WAY - SUITE 500  
EXTON, PA 19341

Project Address  
GES  
491 LISA DRIVE  
EXTON, PA

Description	Hours/Qty	Rate	U/M	Amount
HAYWARD BAKER SERVICES				
DATES OF SERVICE: 10/14/19 TO 10/20/19 HAYWARD BAKER INVOICE 33 DATED 10/25/19 - COST + 15%	1	58,144.98	LS	58,144.98
PO #: 0205136-0200-870 ORGANIZATION: 1400				

Non-Labor Charges

Charge Type	Service	Description	Amount
Equipment	Environmental Services	4 Wheel Drive Vehicle HR - 6 units	\$144.00
Equipment	Environmental Services	4 Wheel Drive Vehicle DY - 3.5 units	\$577.50
Sub-Contract...	Environmental Services	48351	\$11,790.35
Sub-Contract...	Environmental Services	48352	\$12,129.43
Sub-Contract...	Environmental Services	48353	\$15,133.25
Sub-Contract...	Environmental Services	48499	\$102,487.37
Sub-Contract...	Environmental Services	48627	\$118,910.76
Sub-Contract...	Environmental Services	48628	\$123,721.91
Sub-Contract...	Environmental Services	48629	\$63,959.48
Sub-Contract...	Environmental Services	48630	\$11,715.00

1 - 10 of 18 | Page 1

Modified On: 1/6/2020 3:15 PM | Modified By: aptus Service



# 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
Service •	Environmental Services
Description •	48629
Amount •	\$63,959.48

Sub-Contract Name • Lewis Environmental Inc

## MANDATORY

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

The screenshot displays a software interface for managing time sheets. At the top, a breadcrumb trail shows 'Time Sheet' > 'Time Sheet Entries' > 'Time Sheet Line Items' > 'Approval Requests' > 'Supporting Documents' > 'Pro-Forma Invoices' > 'Related'. The 'Supporting Documents' tab is highlighted with a red box and labeled '1.'. Below the breadcrumb trail, a 'Timeline' section is visible on the left, containing a search bar and a note entry field. On the right, a document upload area is shown with a paperclip icon highlighted by a red box and labeled '2.'. Below the upload area, a document titled 'Test Doc.docx' is shown with a red box and labeled '3.'. At the bottom right, a button labeled 'Add note and close' is highlighted with a red box and labeled '4.'. A 'Cancel' button is also visible next to it.

Time Sheet #1 for 101207173 - Saved  
Time Sheet

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

Show form fill assist

Timeline

Search timeline

Enter a note..

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

Test Doc.docx X

Add note and close ▾ Cancel

# Verification of time sheet totals

← ↻ Update Save Save & Close X-AUTHOR **SUBMIT FOR APPROVAL** Delete ? Help Request ↻

**Time Sheet #2 for 101157331** - Saved  
Time Sheet

Time Sheet Time Sheet Entries Approval Requests Supporting Documents Pro-Forma Invoices Related ▾

**Header Details**

Vendor \* [CALVIN MAYS PETROLE...](#) x Start Date \* 12/13/2023

Work Offer \* [101157331-Work Offer for Servi...](#) End Date \* 12/15/2023

**Time Sheet Totals**

Total Time	19.00	Total Mileage	243.00
Last updated:	6/19/2025 7:58 AM	Last updated:	6/19/2025 7:58 AM
Total Days	0.00	Total Non-Labor	\$7,800.00
Last updated:	6/19/2025 7:58 AM	Last updated:	6/19/2025 7:58 AM

Work offers created prior 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 do not match, review the invoice data transcribed, and make corrections.

# Verification of time sheet totals

The screenshot shows the 'Time Sheet #1 for 131168806' interface. At the top, a toolbar contains buttons for 'Update', 'Save', 'Save & Close', 'X-AUTHOR', 'SUBMIT FOR APPROVAL' (highlighted with a red box and arrow 4), 'Delete', 'Help Request', and 'Refresh'. Below the toolbar, the 'Time Sheet Line Items' tab is selected (highlighted with a red box and arrow 1). In the 'Time Sheet Line Items Details' section, the 'Update Line Items Total' button is highlighted with a red box and arrow 2. At the bottom, the 'Time Sheet Totals' section displays a table of summary data. The 'Timesheet Value This Period' is highlighted with a red box and arrow 3.

Time Sheet Totals	
Total Time	90.00
Last updated: 10/23/2024 5:37 PM	
Total Days	0.00
Last updated: 10/23/2024 5:37 PM	
Total Labor	\$2,970.00
Total Work Offer	\$95,000.00
Total Mileage	0.00
Last updated: 10/23/2024 5:37 PM	
Total Non-Labor	\$2,194.50
Last updated: 10/23/2024 5:37 PM	
Timesheet Value This Period	\$5,164.50

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?

← [Icons] Update Reject Save Save & Close X-AUTHOR Delete Help Request Refresh Check Access Flow Run Report

**Time Sheet #14 for 101199212** - Saved

Time Sheet

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

Header Details

Vendor \* [Redacted] Start Date \* 9/1/2025

Work Offer \* [Redacted] 101199212-Work Offer for Servi... End Date \* 9/5/2025

Time Sheet Totals

Total Time	108.00	Total Mileage	0.00
Last updated:	10/27/2025 5:37 AM	Last updated:	10/27/2025 5:37 AM
Total Days	0.00	Total Non-Labor	\$5,754.60
Last updated:	10/27/2025 5:37 AM	Last updated:	10/27/2025 5:37 AM
Total Labor	\$13,725.00	Timesheet Value This Period	\$19,479.60
Total Work Offer	\$300,000.00		

Non-Labor Charges

Charge Ty...	Service	Description
Equipment	Contract Labor - Field Mainte...	1000x Polaris Side by Side
Equipment	Contract Labor - Field Mainte...	100HP Tractor w/12-15ft Batwing

Rows: 2

Time Sheet Rejection Details

Rejection Reason

On Hold  
Approval 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](mailto: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 delayed 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](mailto:APDisbursements.mailbox@energytransfer.com)

W9 Request– Business Partner Support– [dlbusinesspartnersupport@energytransfer.com](mailto: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](mailto:APInvoicesETP.Mailbox@energytransfer.com)
- Log into Apttus
- Search invoices and identify any unmatched invoices
  - Remember, your assigned DocControl 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 guidewhenquestions 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.