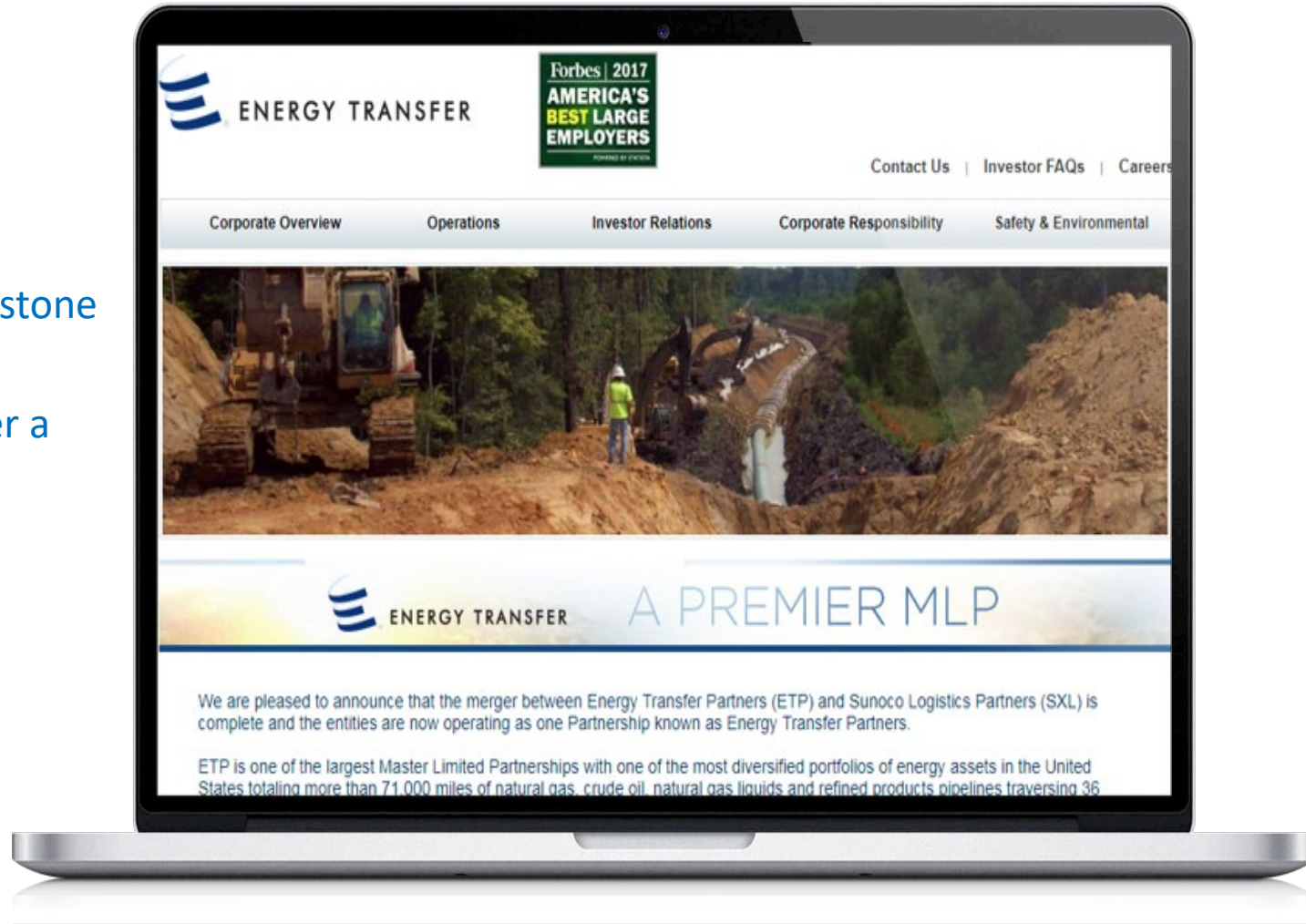


2020 Apttus Vendor Training



Agenda

- What is Apttus
- Getting Access
- X-Author
- Basic Navigation
- How to Enter a Milestone
- How to On-Board Employees and Enter a Timesheet
- Pro-Forma Invoices
- Invoice Status
- Apttus Support



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 you and Energy Transfer. Through this portal we provide visibility to all your ETP agreements, automatic rate verification on invoices, real-time onboarding, payment tracking and much more. This will deliver a more efficient and full featured work management system for all contract related activities.

Apttus Support

- There is one centralized e-mail address for invoice submissions. Please update your records and refrain from sending invoices to any e-mail address other than APInvoicesETP.mailbox@energytransfer.com.
- WO/PO#, WBS or Cost Center should be displayed on each invoice as applicable.
- If you need additional support entering time sheets, milestones or AFIs contact: ServiceDocControls.Mailbox@energytransfer.com or your assigned Doc Controls Analyst.
- Apttus System Support or Password Resets: Send an email to Apttus.Mailbox@energytransfer.com be sure and provide your Apttus user name if already provided.
- Upon completion of training, Vendors will assume responsibility for entering the required data in Apttus for both timesheets and milestone/AFI's. Invoices in Apttus prior to today's date will be processed by the assigned Doc Controls Analysts.

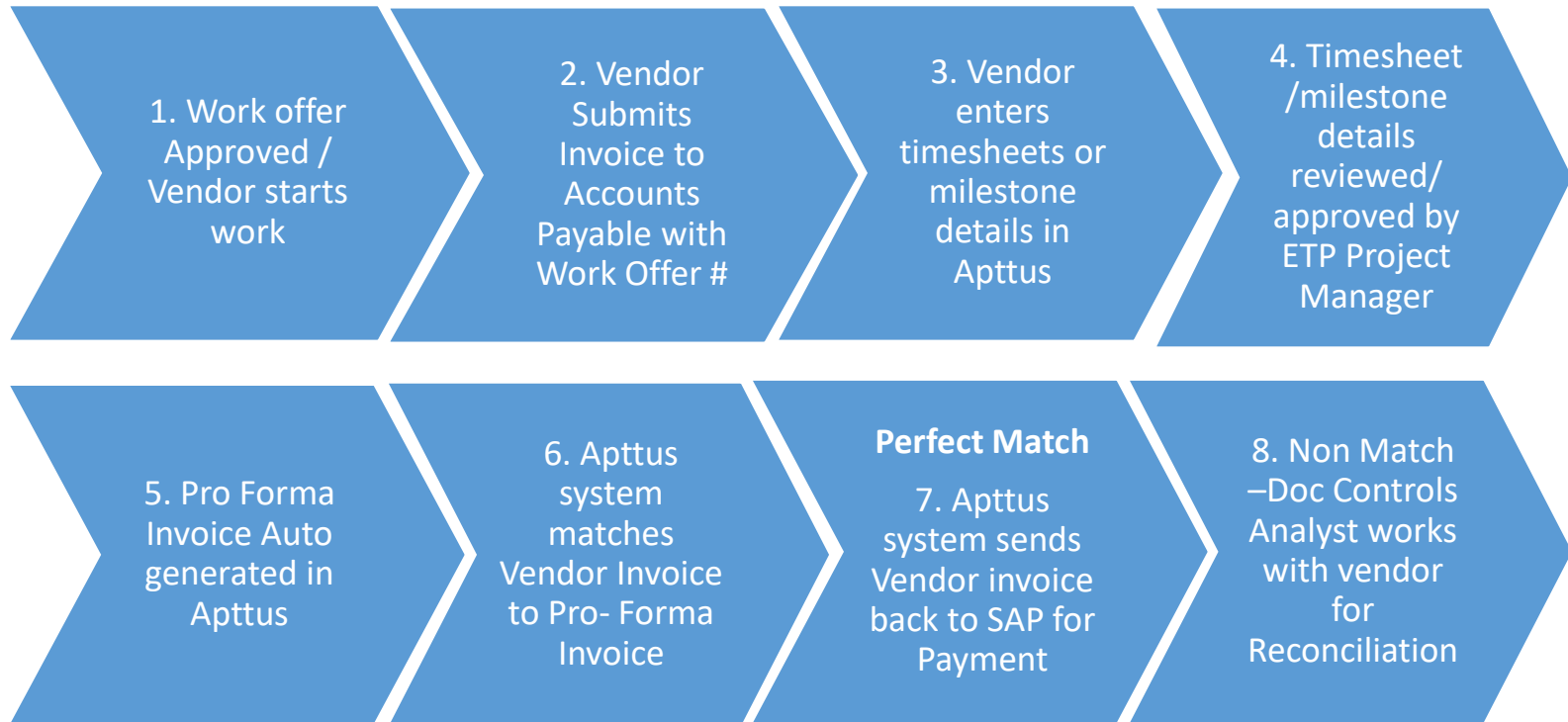
Vendor Benefits

- Ability to Pre-Qualify on Energy Transfer Projects
- Consistency and Transparency with Agreements
- 24/7 Access to contracts and contract related information in the portal
- Manage Operator Qualification as required by PHMSA
- Real-time Onboarding
- Submit Time-sheets through a Portal (eliminate paper copies)
- Automatic Rate Verifications on invoices
- Payment Tracking
- Vendor visibility to all PM's and ETP personnel
- No licensing costs

Apttus Invoice Process

All invoices are sent to the apinvoicesetp.mailbox@energytransfer.com

Vendors must ensure that work offer invoices reference the WO #



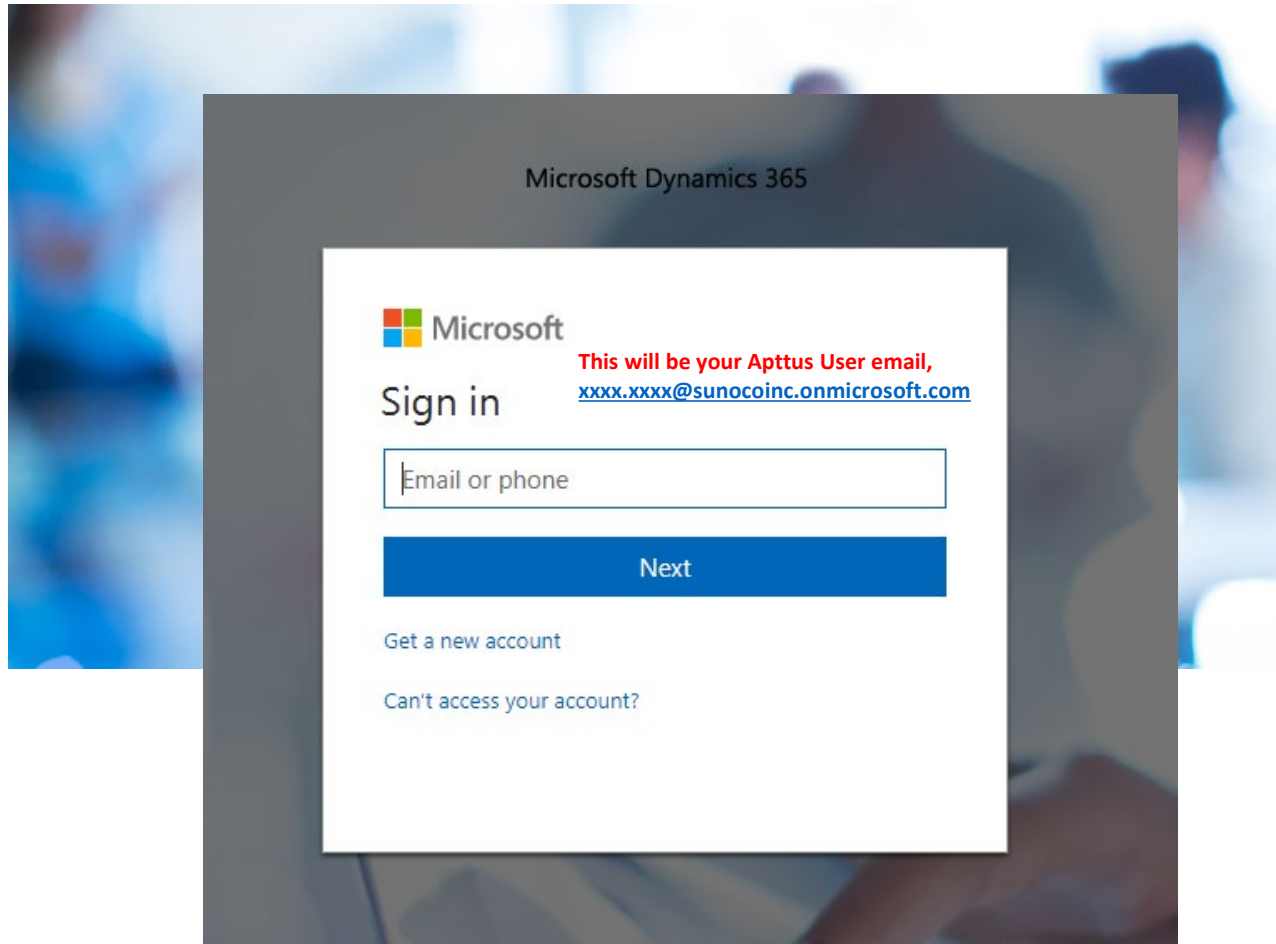
- If the Work Offer has not been approved or provided on the invoice, the invoice will not route to Apttus which delays payment

Getting Access

Requesting Access / Login

- Requesting Apttus Access - send an email to (Apttus.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

Logging In To Apttus



We have a new sign-in experience!
[Try it now](#) ×

Microsoft Dynamics 365

Work or school, or personal Microsoft account

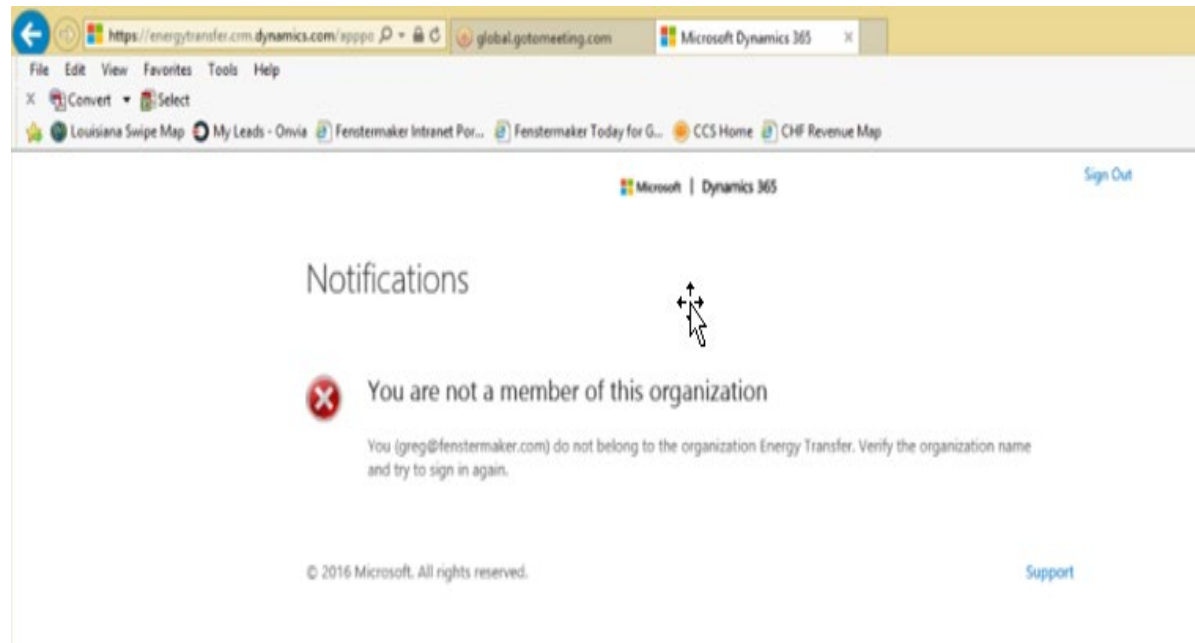
☐ Keep me signed in

[Sign in](#)

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

Log - In Error Message

- After receiving access if the following error message is received, follow the steps on the next page to clear your internet cache

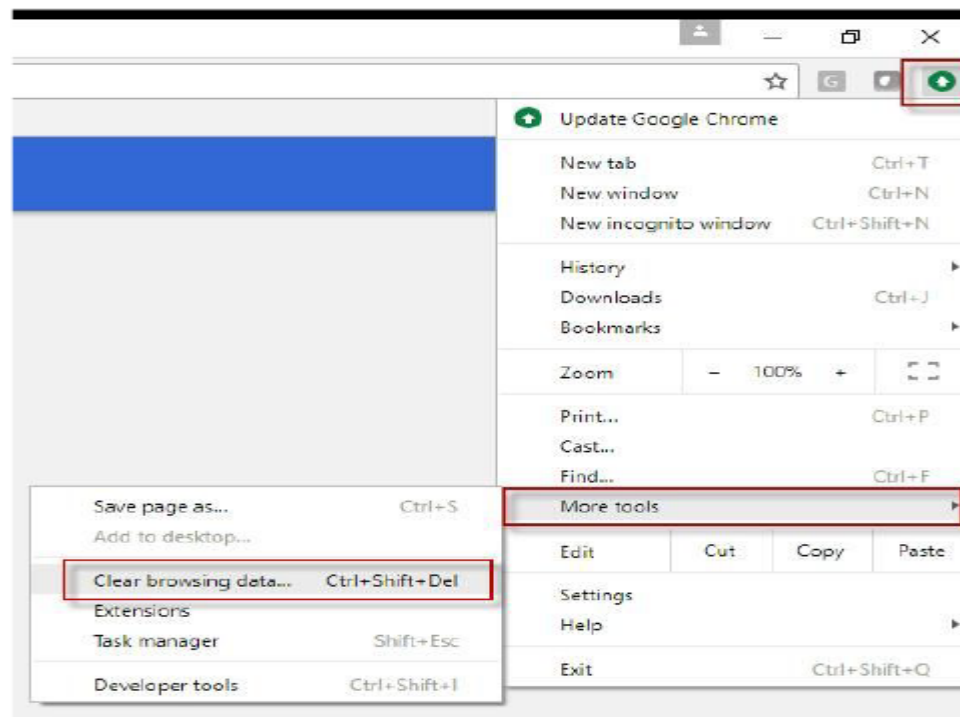


Deleting Cache – Google Chrome

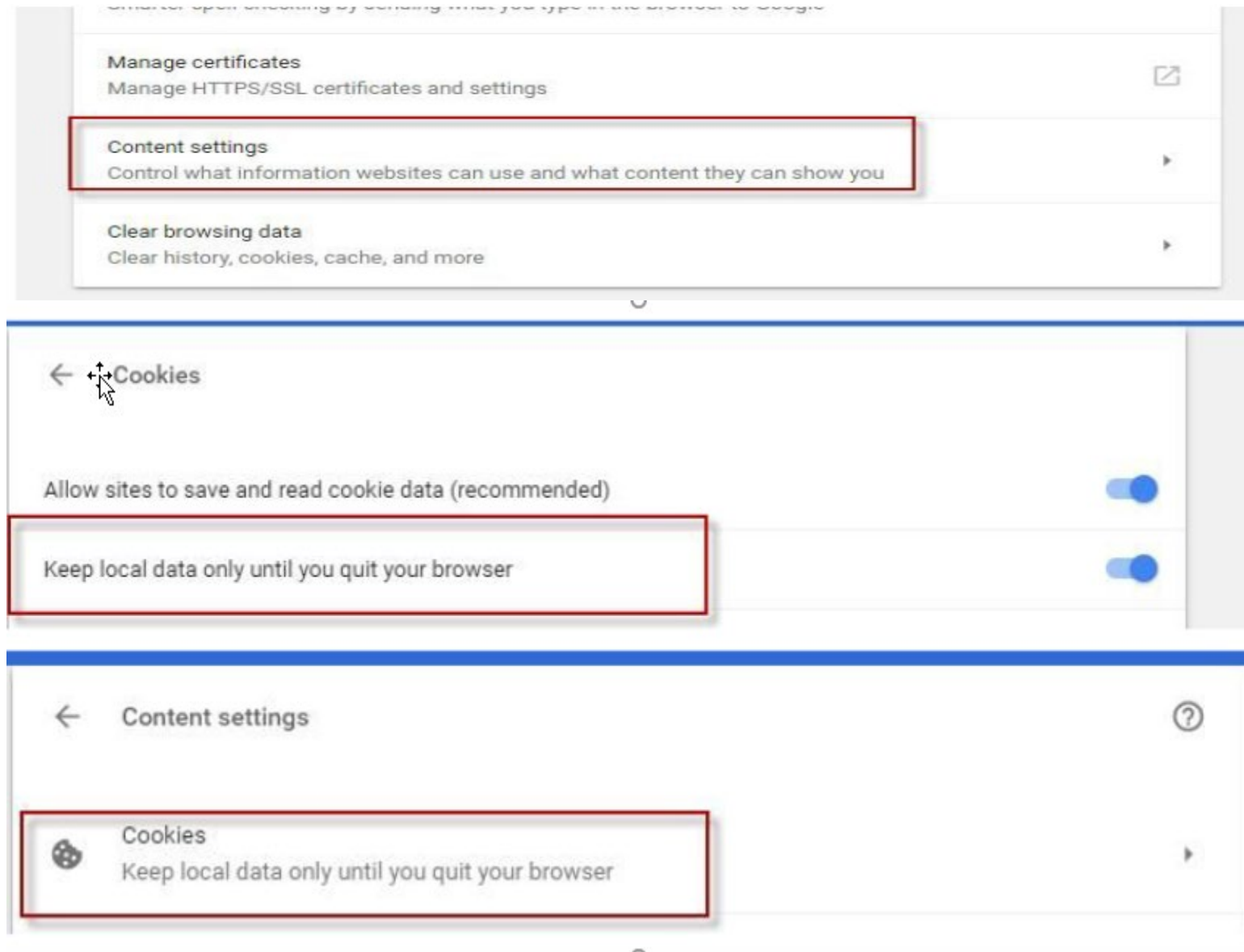
The Apttus system runs on a series of forms in a Cloud Environment. Much like navigating to a favorite website Apttus has cache that is stored in your internet browsing history. Updates in this environment often occur and if internet cache or browsing history is not cleared new updates or older data may still populate or not refresh when changes are incorporated in the system.

Please use the instructions below as a best practice for Apttus at Energy Transfer to help mitigate the types of issues this may cause. After these changes have been made, please log off and restart the computer for the best results.

Chrome Settings: (Preferred)



Deleting Cache – Google Chrome



Deleting Cache – Google Chrome

Clear browsing data

×

Clear the following items from the beginning of time

☒ Browsing history
196 items

☒ Download history
2 items

☒ Cached images and files
55.7 MB

☒ Cookies and other site data
This will sign you out of most websites.

☐ Passwords
none

☒ Autofill form data
5 suggestions

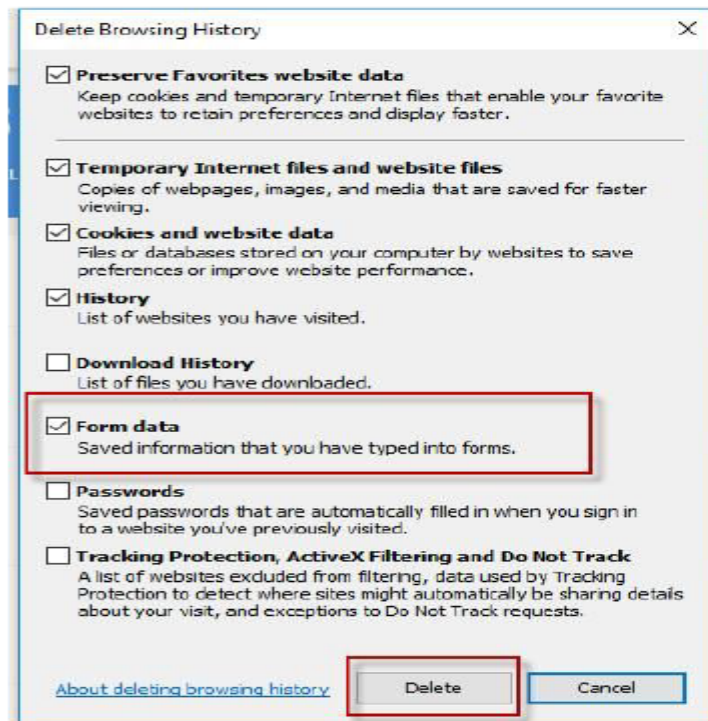
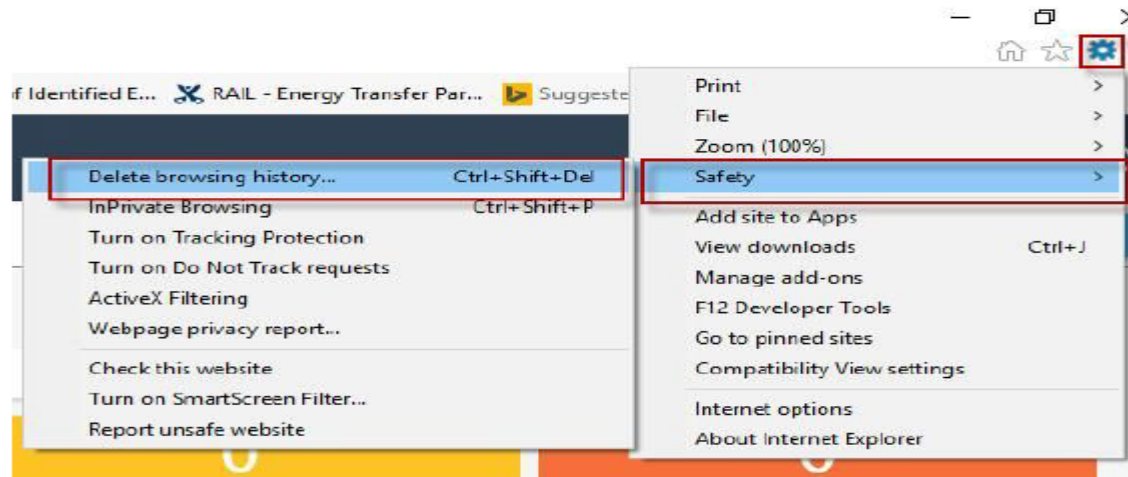
☒ Hosted app data
6 apps (Cloud Print, Gmail, and 4 more)

☒ Media licenses
You may lose access to premium content from some sites.

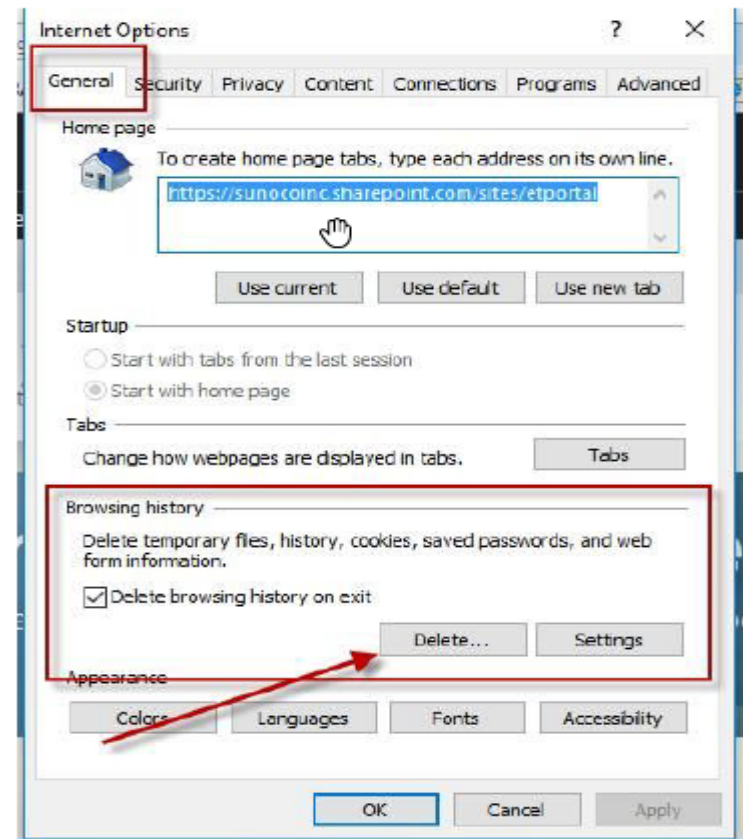
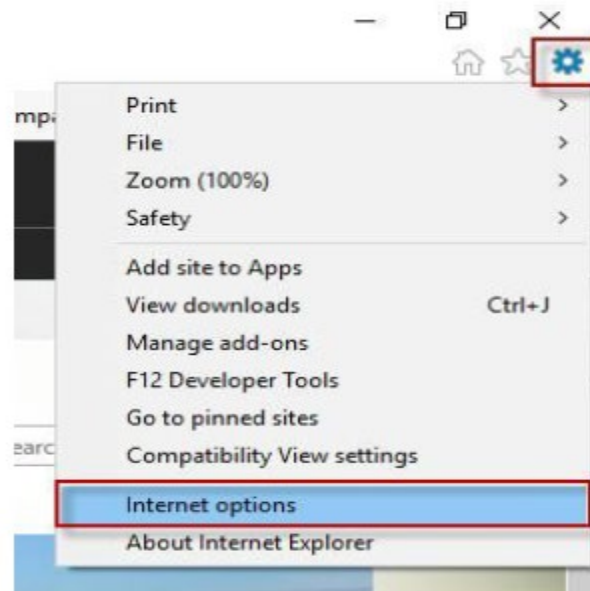
CANCEL

CLEAR BROWSING DATA

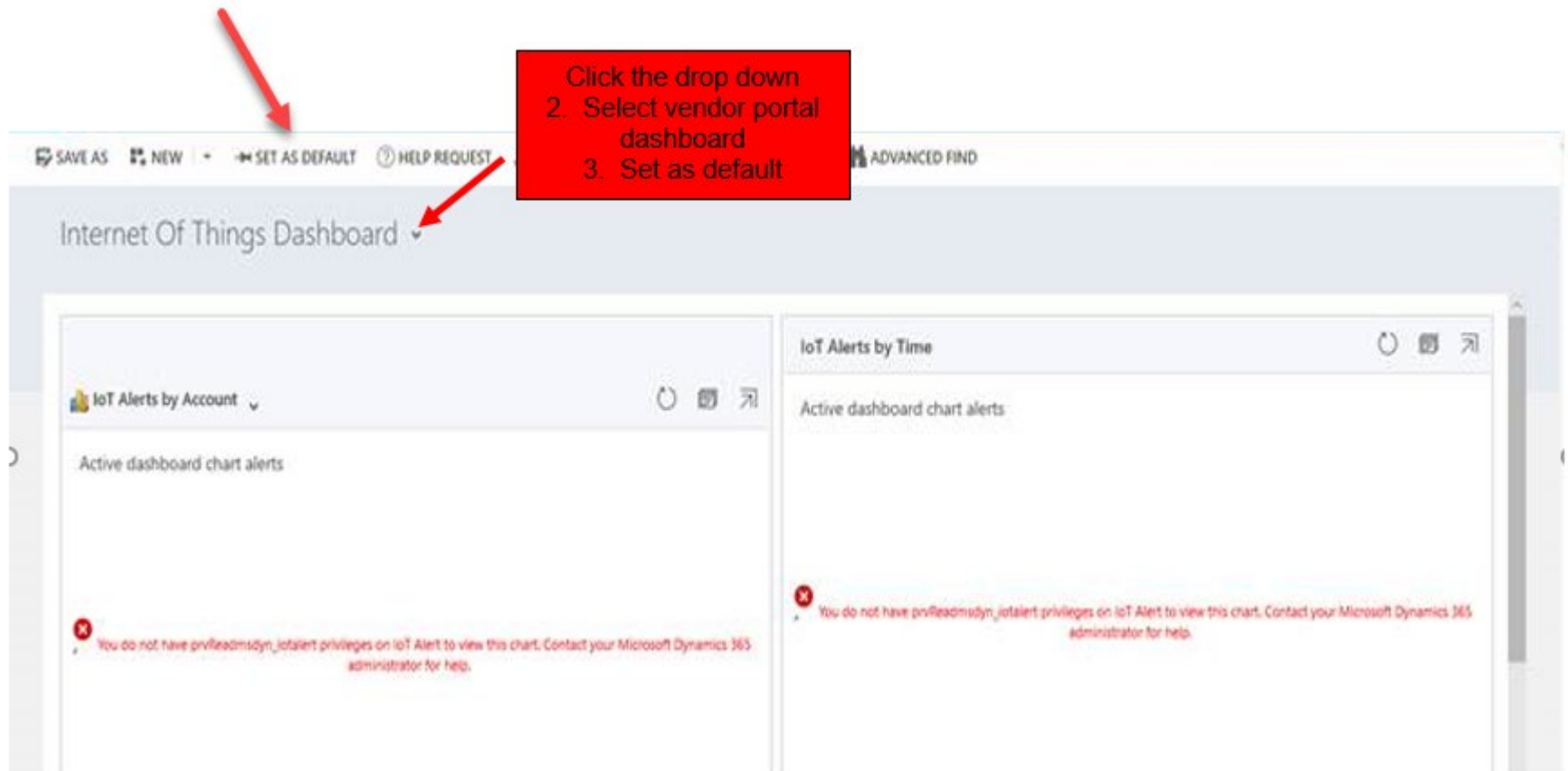
Deleting Cache – Internet Explorer



Deleting Cache – Internet Explorer



Internet of Things Dashboard



If your initial dashboard view looks like the above, follow the steps to set your vendor dashboard customized for your Company's details

Connecting to X-Author in Excel

X-AUTHOR

Work in Office. Be in ETP Vendor Portal.

Transforms Excel
from a stand-alone
desktop tool



Into a
UI for ETP Portal

Downloading X-Author

Copy and paste the link: <https://apttus.energytransfer.com>



CONTRACTS
RATES
AND
VENDOR
ENGAGEMENT

What is CRAVE?

Project CRAVE delivered our new vendor portal, find out more.

[Find Out More](#)



What is CRAVE?

Project CRAVE delivered the new Energy Transfer Vendor Portal.

[Find out More »](#)

[Training Material »](#)



Benefits to Vendors

Consistency and transparency with agreements and payments is one way Apttus will benefit you, find out more below.

[View details »](#)



Getting Access

Getting access to Apttus is easy, just email apttus@energytransfer.com.

[View details »](#)



Installing xAuthor

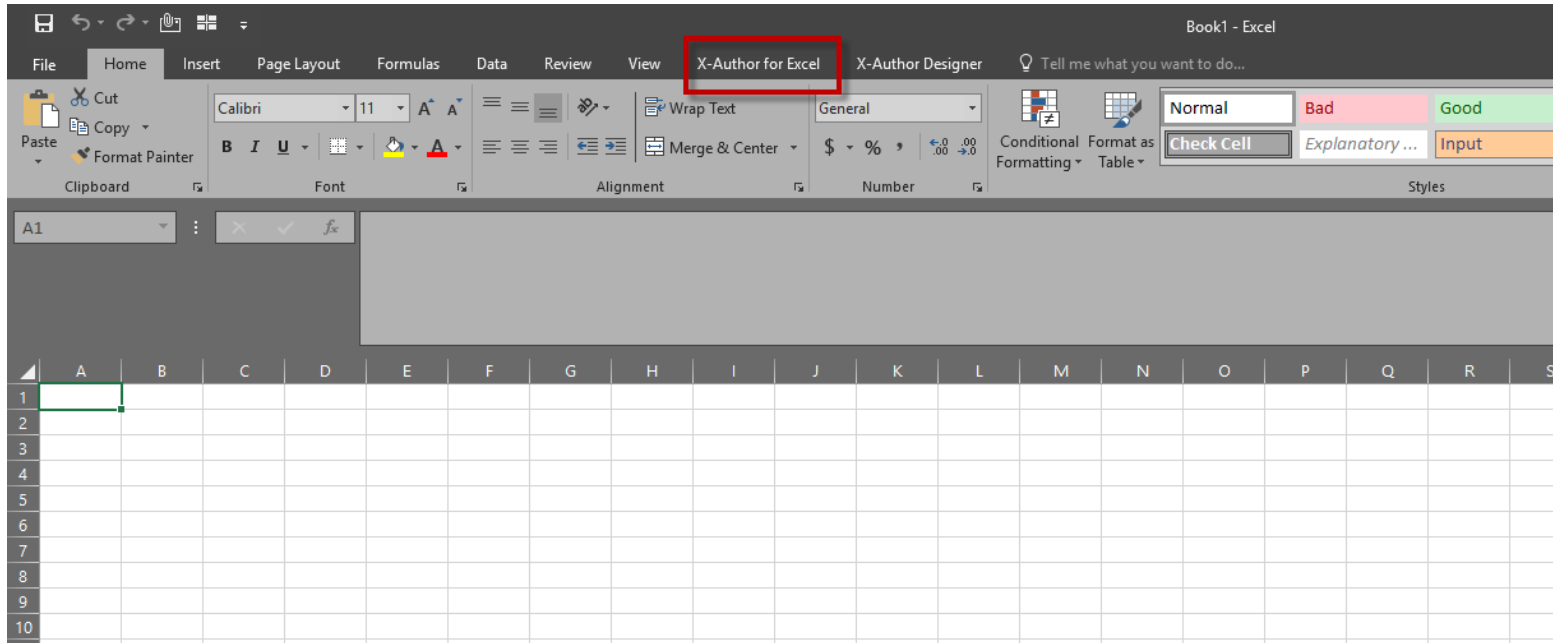
Download xAuthor for Excel

[Download Instructions »](#)

Click on the Download Instructions

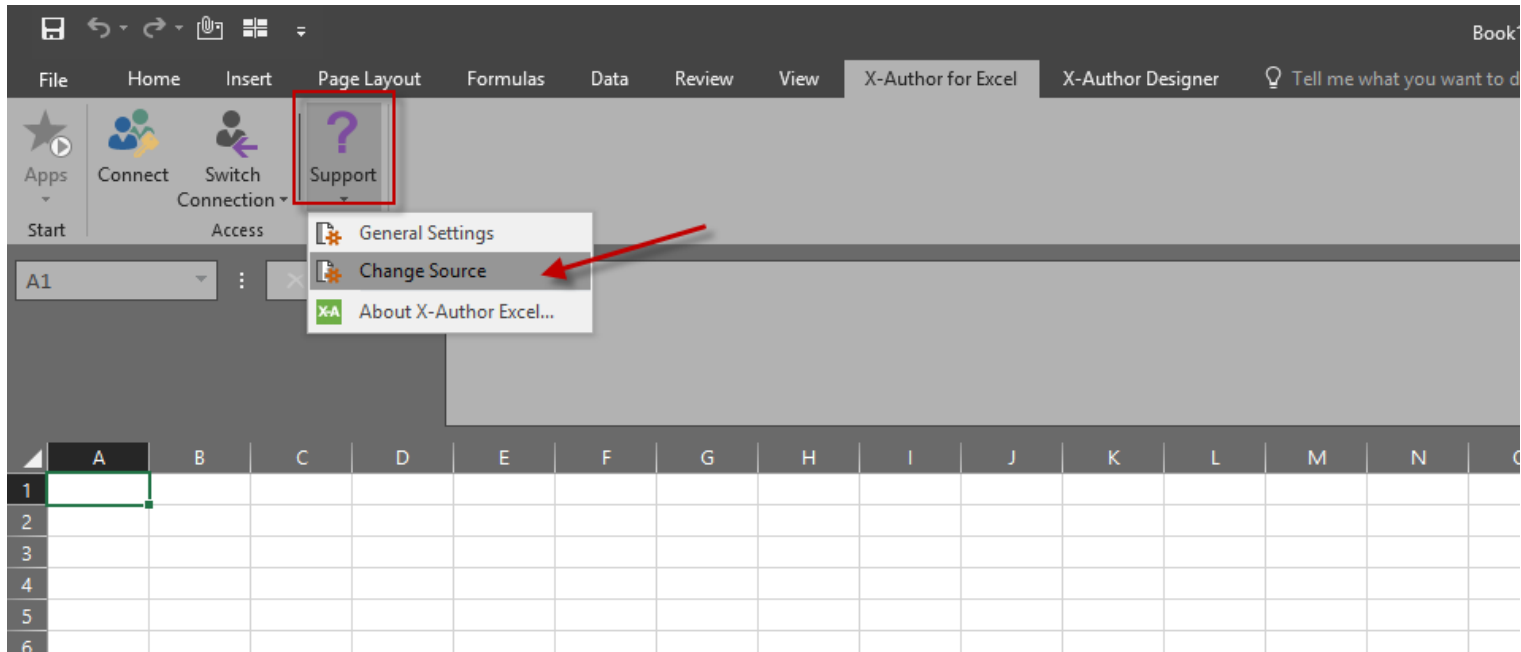
If you encounter issues, send email to our Apttus System support team, Apttus.Mailbox@energytransfer.com. Be sure to provide your Apttus user name.

Open X-Author through Excel



- After the X-Author download is complete, open a blank excel workbook
- Click on “X-Author for Excel” tab

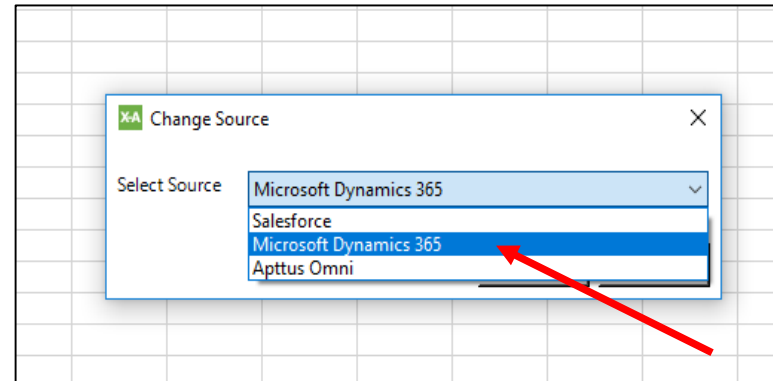
Open X-Author through Excel



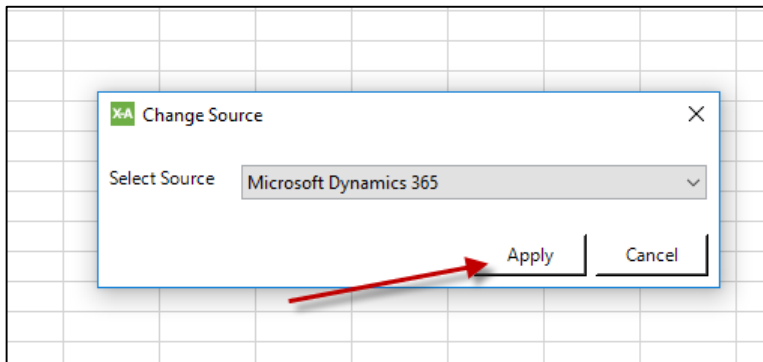
- Click on the Support Icon and choose Change Source

Open X-Author through Excel

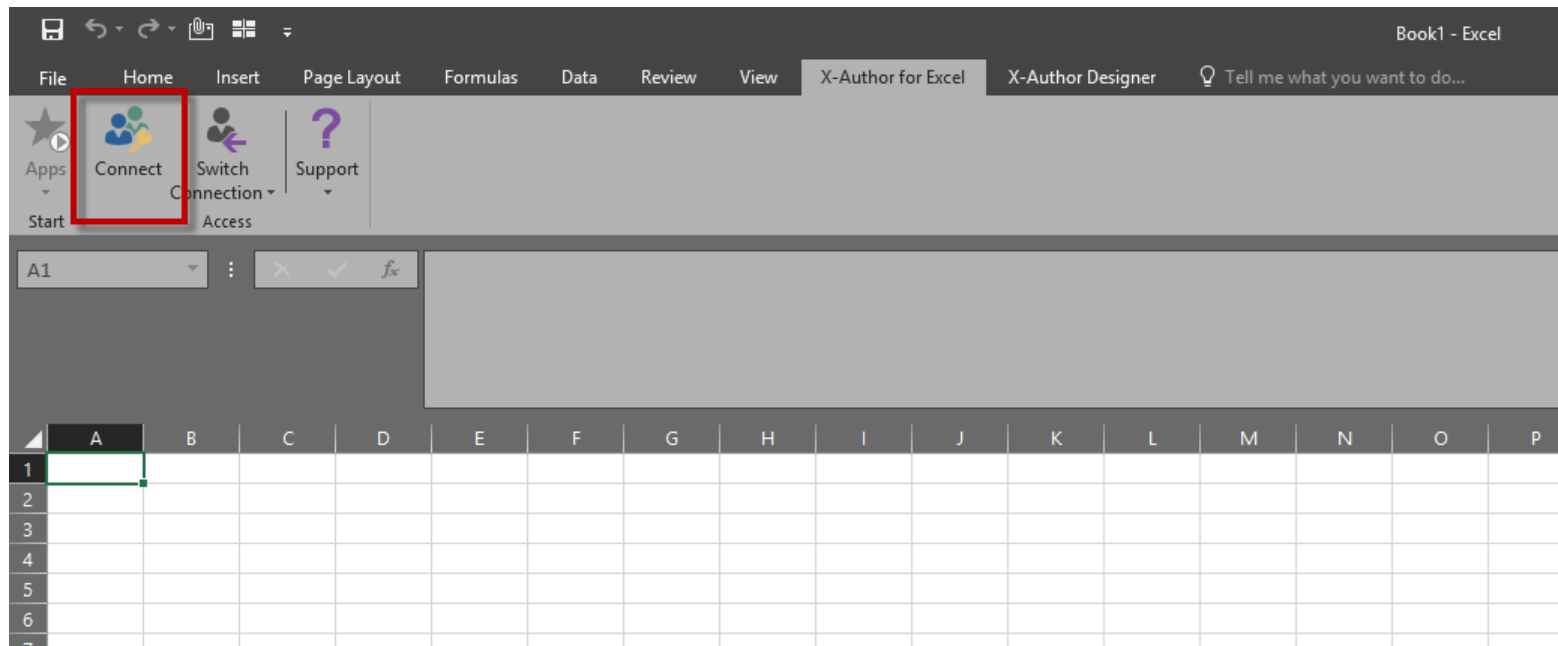
Choose Microsoft Dynamics 365 from the Select Source drop down menu



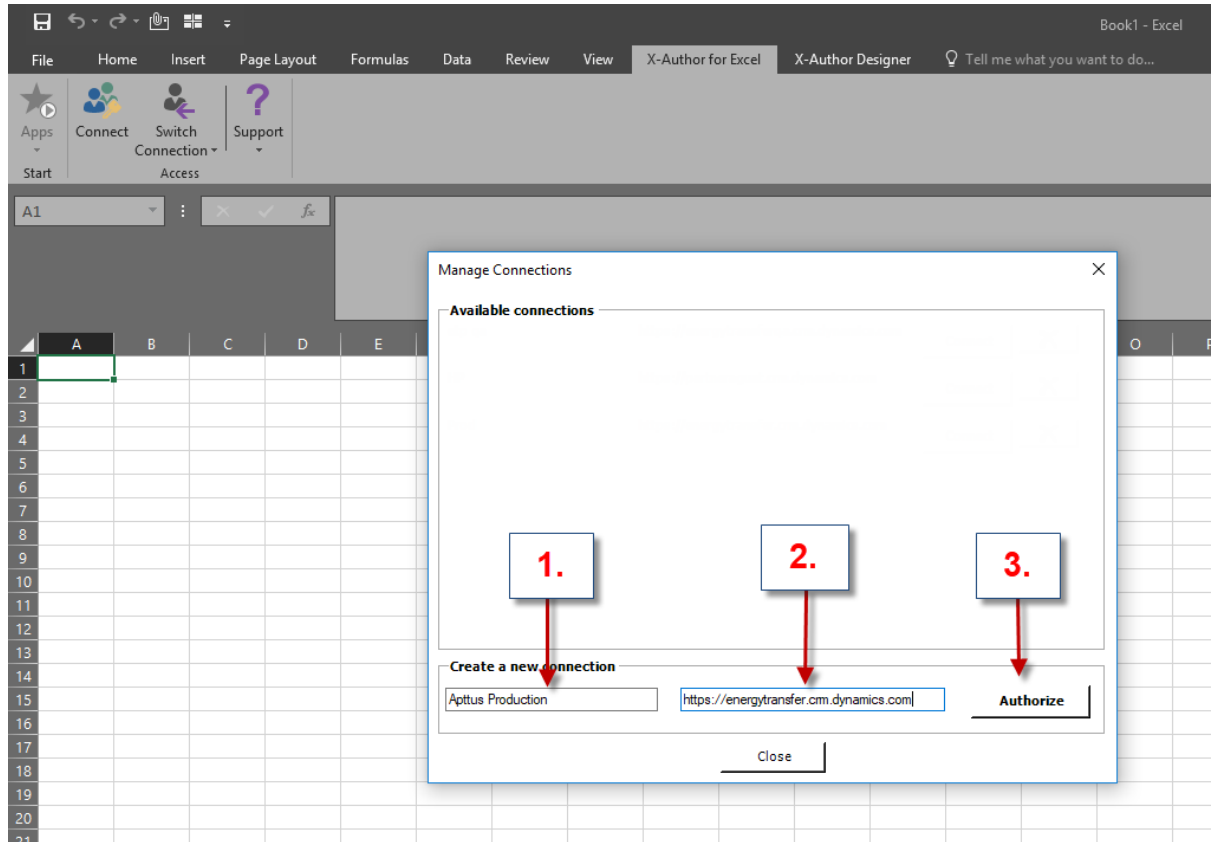
Click apply to save the selection



Click on the Connect Icon



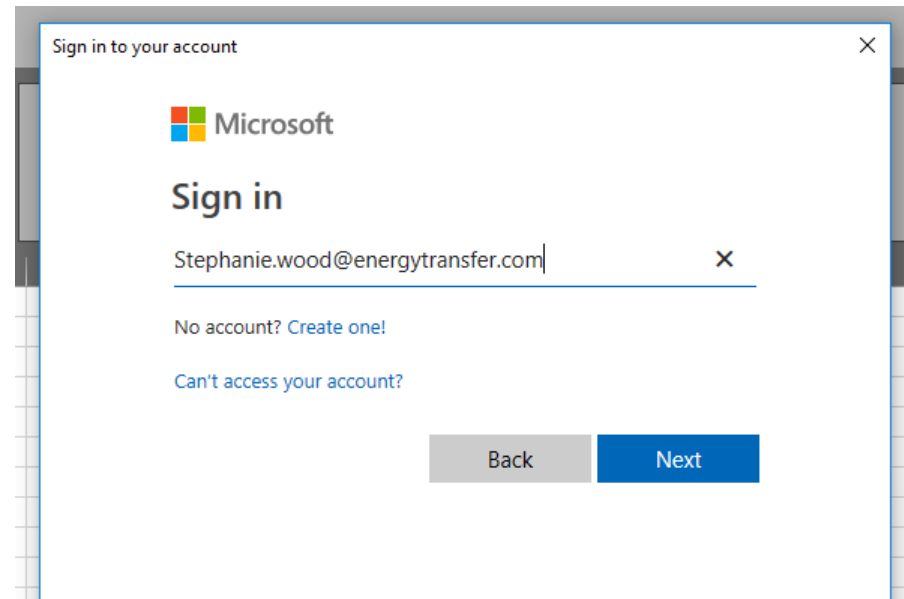
Enter Connection Information



1. Name the connection (this can be anything you choose).
2. Use the link: <https://energytransfer.crm.dynamics.com>
3. Authorize the Connection.
4. Close Excel and re-launch

Enter Email & Sign In

- Enter your Apttus User Email and Password
- Click Sign In
- You're done. NOTE – You only have to connect prior to the first time you open X-Author from Apttus.



If you encounter issues, send email to our Apttus System support team, Apttus.Mailbox@energytransfer.com. Be sure to provide your Apttus user name.

Basic Navigation

Vendor Portal Dashboard

ENERGY TRANSFER

ETP Vendor Portal

ETP > Dashboards

Save As

Now

Set As Default

Refresh All

Home

Recent

Pinned

Reporting

Dashboards

Portal Links

APIs

Agreements

Agreement Contact ...

Contacts

Invoices

Milestone Payments

Rate Sheets

Time Sheets

Vendor Portal Dashboard

Vendor Dashboard Notifications (Inclusive of ETP/SXL)

Recipient User	Recipient Team	Record Name	Message
Michelle Diaz	---	10113508-GSMA-PATRIOT INSPECTION SVCS INC.	Vendor do not have ISN number
---	---	101124820-Work Offer for Service-PATRIOT INSPECTION SVCS INC.	Agreement ready for signature.
Philip Belford	---	Time Sheet #23 for 101120614	---
John Bilhartz	---	Time Sheet #23 for 101120614	---
Darla Concione	---	Time Sheet #23 for 101120614	---
John Bilhartz	---	Time Sheet #22 for 101120614	---
Darla Concione	---	Time Sheet #22 for 101120614	---
Philip Belford	---	Time Sheet #22 for 101120614	---
---	---	103124906-Change Order-PATRIOT INSPECTION SVCS INC.	Agreement ready for signature.

1 - 9 of 1477 (0 selected)

Work Offers by Status - Vendor Dashboard (Inclusive of ETP/SXL)

Status	Record Type	Agreement Number ETP	WBS (AEI)	ETC Entity	Cost Center
Activated	Work Offer for Service	101118093	C 19115 CV 32150001	3215 WEST TEXAS GULF PL CO	---
Activated	Work Offer for Service	101119544	C 19125 MR 21110001	2111 ETC KATY PIPELINE, LTD.	---
Activated	Work Offer for Service	101120189	C 19051 GL 21300005	2130 ETC TEXAS PIPELINE, LTD.	---
Activated	Work Offer for Service	101122643	C 19130 GS 21300001	2130 ETC TEXAS PIPELINE, LTD.	---
Activated	Work Offer for Service	101124354	C 19117 GL 23080012	2308 REGENCY MARC GAS GATH LLC	---
Activated	Work Offer for Service	101117046	C 19038 CV 25100063	2510 SUNOCO PARTNRS MKT&TERM LP	---
Activated	Work Offer for Service	101118059	C 19051 PP 21300002	2130 ETC TEXAS PIPELINE, LTD.	---
Activated	Work Offer for Service	101118593	C 19038 CV 25300408	2530 SUNOCO PIPELINE L.P.	---
Activated	Work Offer for Service	101119323	C 19126 GL 21080002	2108 ETC NORTHEAST PL LLC	---

1 - 9 of 58 (0 selected)

Time Sheet / Invoice Comparison (Excluding SXL)

Agreement Number ETP (Work Offer)	Time Sheet	Approval Status (Time Sheet)	Start Date
101113735	Time Sheet #10 for 101113735	---	11/24/2018
101113834	Time Sheet #11 for 101113834	Approved	11/24/2018
101114781	Time Sheet #11 for 101114781	Approved	9/29/2018
101114781	Time Sheet #11 for 101114781	Approved	9/29/2018
101117053	Time Sheet #11 for 101117053	Rejected	5/11/2019
101113730	Time Sheet #12 for 101113730	Approved	12/8/2018
101114781	Time Sheet #12 for 101114781	Approved	10/5/2018
101116014	Time Sheet #13 for 101116014	Approved	1/12/2019
101113834	Time Sheet #14 for 101113834	Approved	12/8/2018

1.

2.

3.

Vendor Portal Dashboard - 1

Notifications

- Updates or Changes to Agreements
- Status Changes of Timesheets
- Status Changes of Invoices

Vendor Dashboard Notifications (Inclusive of ETP/SXL) ▾

Refresh See all records Email a Link ▾

Search this


✓	Recipient User ▾	Recipient Team ▾	Record Name ▾	Message ▾	Record URL ▾	Delivery ▾	Processed ▾	Created On ▾ ▾
	Michelle Diaz	---	100113508-GSMA-...	Vendor do not have ISN number	https://energytransfer-s4qa.crm.dynamics.com:443/ma	Immediate	Yes	8/28/2019 12:0...
	---	---	101124920-Work ...	Agreement ready for signature.	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/23/2019 4:09 ...
	Phillip Belford	---	Time Sheet #23 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/22/2019 8:59 ...
	John Bilhartz	---	Time Sheet #23 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/22/2019 8:59 ...
	Darla Concienne	---	Time Sheet #23 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/22/2019 8:59 ...
	John Bilhartz	---	Time Sheet #22 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/21/2019 3:52 ...
	Darla Concienne	---	Time Sheet #22 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/21/2019 3:52 ...
	Phillip Belford	---	Time Sheet #22 for...	---	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/21/2019 3:52 ...
	---	---	103124906-Chang...	Agreement ready for signature.	https://energytransfer.crm.dynamics.com:443/ma	Immediate	Yes	7/19/2019 1:51 ...

All # A B C D E F G H I J K L M N O P Q R S T U V W X

Vendor Portal Dashboard - 2

Work Offers by Status

Work Offers by Status - Vendor Dashboard (Inclusive of ETP/SXL) ▾

Refresh  See a

✓	Status ↑ ▾	Record Type ▾	Agreement Number ... ▾	WBS (AFE) ▾	ETC Entity ▾	Cost Center ▾	Work offer ... ▾	Commitments ▾	Actuals ▾	LA
	Activated	Work Offer for Serv	101118093	C-19115-CV-32150	3215 - WEST TEXAS GI	---	\$295,132.00	\$166,249.28	\$128,882.72	--
	Activated	Work Offer for Serv	101119544	C-19125-MR-21110	2111 - ETC KATY PIPEL	---	\$388,286.00	\$166,556.93	\$221,729.07	--
	Activated	Work Offer for Serv	101120189	C-19051-GL-21300	2130 - ETC TEXAS PIPE	---	\$140,246.80	\$13,104.80	\$127,142.00	--
	Activated	Work Offer for Serv	101122643	C-19130-GS-21300	2130 - ETC TEXAS PIPE	---	\$248,361.35	\$248,361.35	\$0.00	--
	Activated	Work Offer for Serv	101124354	C-19117-GL-23080	2308 - REGENCY MAR	---	\$90,318.93	\$90,318.93	\$0.00	--
	Activated	Work Offer for Serv	101117046	C-19038-CV-25100	2510 - SUNOCO PRTN	---	\$600,000.00	\$600,000.00	\$0.00	--
	Activated	Work Offer for Serv	101118059	C-19051-PP-21300	2130 - ETC TEXAS PIPE	---	\$252,404.00	\$18,847.66	\$233,556.34	--
	Activated	Work Offer for Serv	101118593	C-19038-CV-25300	2530 - SUNOCO PIPEL	---	\$72,522.00	\$72,522.00	\$0.00	--
	Activated	Work Offer for Serv	101119323	C-19126-GL-21080	2108 - ETC NORTHEAS	---	\$2,695.29...	\$2,498,928.59	\$196,362.91	--

Vendor Portal Dashboard - 3

Time Sheet/Invoice Comparison View

Time Sheet / Invoice Comparison (Excluding SXL) ▾

+

New

🗑

Delete

▾

🔄

Refresh

📄

See all records

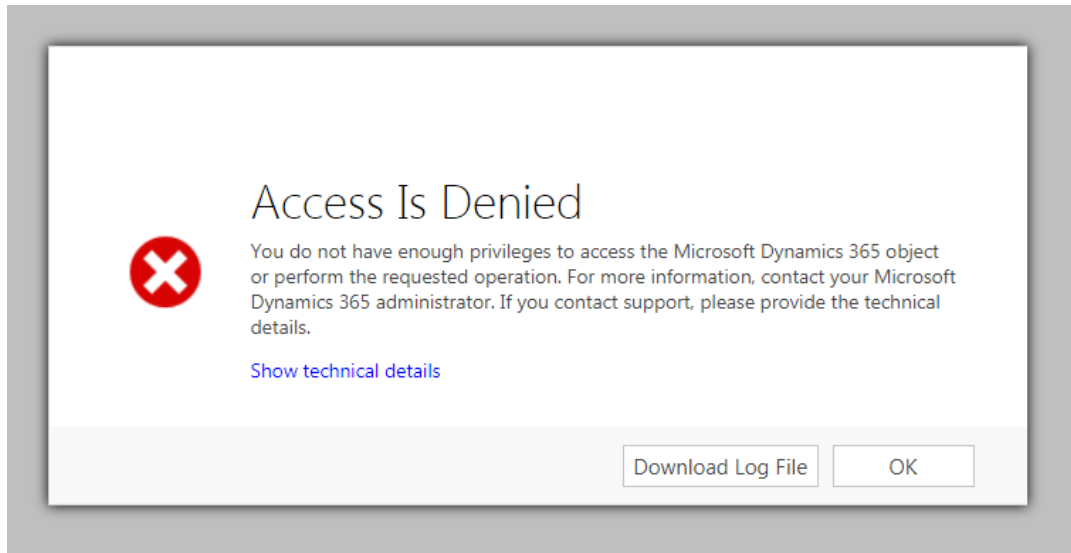
⋮

Search this view

🔍

✓	Agreement Number ETP (Work ... ▾	Time Sheet ↑ ▾	Approval Status (Time Sheet) ▾	Start Date ▾	End Date ▾	Project Manager Name (Work Offer) ▾	Pro-Forma # ▾	Vendor Invoice ▾
	101104751	Time Sheet # for 101104751	Approved	4/2/2018	4/6/2018	Robert Garza	PR0008316	---
	101104751	Time Sheet # for 101104751	Approved	4/2/2018	4/6/2018	Robert Garza	PR0013568	---
	101104751	Time Sheet # for 101104751	Approved	4/2/2018	4/6/2018	Robert Garza	PR0012844	---
	101104751	Time Sheet # for 101104751	Approved	4/2/2018	4/6/2018	Robert Garza	PR0013154	---
	101104847	Time Sheet # for 101104847	Approved	10/29/2018	11/17/2018	John Bilhartz	PR0005866	---
	101105042	Time Sheet # for 101105042	Approved	11/24/2017	12/1/2017	Gary Spencer	PR0000361	---
	101105042	Time Sheet # for 101105042	Approved	11/24/2017	12/1/2017	Gary Spencer	PR0000983	---
	101108299	Time Sheet # for 101108299	Approved	2/19/2018	2/25/2018	Sebastian Ross	PR0010380	---
	101108299	Time Sheet # for 101108299	Approved	2/19/2018	2/25/2018	Sebastian Ross	PR0011171	---

Common Error Message



Number ETP	AFE#	Cost Center
	953700001069	
	491000000776	
	588000000066	
	537000922111	
		0000561604
		0000653219
		0000653224
	537000922228	

Solution:

There are portions of the portal that are not accessible, these are sections where there is data that should not be altered. Depending on where you click in the system, possibly on a hyperlinked object, you may receive the above access denied error message.

For instance in the screen shot below if you clicked to open the agreement where the arrow is pointing all of the work offer information would be displayed. If you were to click the AFE number an error message would appear as that is an internal object that has secured information behind it.

General Navigation (Agreements)

Navigation is now located on the left

The screenshot displays the ETP Vendor Portal interface. The top header is orange with the 'ENERGY TRANSFER' logo, 'ETP Vendor Portal', and 'ETP > Dashboards' breadcrumb. The 'SAN' logo is in the top right. Below the header, a navigation menu is highlighted with a red box. It includes 'Home', 'Recent', 'Pinned', 'Reporting', 'Dashboards' (selected), 'Portal Links', 'AFIs', 'Agreements', 'Agreement Contact ...', 'Contacts', 'Invoices', 'Milestone Payments', 'Rate Sheets', and 'Time Sheets'. The main content area is titled 'Vendor Portal Dashboard' and shows 'Vendor Dashboard Notifications (Inclusive of ETP/SXL)'. A table lists notifications with columns for Recipient User, Recipient Team, Record Name, and Message. The table contains 10 rows of data. At the bottom, there is a table with columns labeled 'All', '#', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L'.

ENERGY TRANSFER ETP Vendor Portal ETP > Dashboards SAN

Save As New Set As Default Refresh All

Vendor Portal Dashboard

Vendor Dashboard Notifications (Inclusive of ETP/SXL)

✓	Recipient User	Recipient Team	Record Name	Message
	Michelle Diaz	---	100113508-GSMA-...	Vendor do not have ISN number
	---	---	101124920-Work ...	Agreement ready for signature.
	Phillip Belford	---	Time Sheet #23 for...	---
	John Bilhartz	---	Time Sheet #23 for...	---
	Darla Concienne	---	Time Sheet #23 for...	---
	John Bilhartz	---	Time Sheet #22 for...	---
	Darla Concienne	---	Time Sheet #22 for...	---
	Phillip Belford	---	Time Sheet #22 for...	---
	---	---	103124906-Chang...	Agreement ready for signature.

All # A B C D E F G H I J K L

1 0 of 1477 (0 selected)

Agreements

The All Agreements view allows data such as Status, Business Unit, Record Type and Agreement to be accessible. Also identifies if a work order is active for submitting invoices for payment.

ENERGY TRANSFER
 ETP Vendor Portal
 ETP > Agreements

SANDBOX

Home

Recent

Pinned

Reporting

Dashboards

Portal Links

AFls

Agreements

Agreement Contact ...

Contacts

Invoices

Milestone Payments

Rate Sheets

Time Sheets

Show Chart

Refresh

Email a Link

Run Report

All Agreements

<input checked="" type="checkbox"/>	Record Type	Vendor	Business Unit	Agreement Number ...	Status	Agre... ↑	Work
	GSMA		ROVER PIPELINE LLC	100102582	Activated	100102582-	
	GSMA		OHIO RIVER SYSTEM LLC	100102583	Activated	100102583-	
	GSMA		LA GRANGE ACQUISITION, L.P.	100102584	Activated	100102584-	
	GSMA		FLORIDA GAS TRANSMISSION COMPANY, L	100106085	Activated	100106085-	
	GSMA		OLD OCEAN PIPELINE, LLC	100113508	Activated	100113508-	
	GSMA		PANHANDLE EASTERN PIPE LINE COMPANY	100115144	Activated	100115144-	
	GSMA		RED BLUFF EXPRESS PIPELINE LLC	100120447	Activated	100120447-	
	GSMA		MI VIDA JV, LLC	100124196	Activated	100124196-	
	GSMA		CDM RESOURCE MANAGEMENT LLC	100124248	Activated	100124248-	
	GSMA		CDM RESOURCE MANAGEMENT LLC	100125333	Request	100125333-	
	GSMA		MI VIDA JV, LLC	100125431	Request	100125431-	
	GSMA		ENERGY TRANSFER EQUITY, L.P.	100126071	Request	100126071-	
	GSMA		ENERGY TRANSFER EQUITY, L.P.	100126072	Request	100126072-	
	GSMA		ENERGY TRANSFER EQUITY, L.P.	100126073	Request	100126073-	
	GSMA		ENERGY TRANSFER EQUITY, L.P.	100126074	Request	100126074-	
	GSMA		ENERGY TRANSFER EQUITY, L.P.	100126075	Request	100126075-	

All

#

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How to Enter a Milestone

How to Enter a Milestone

1. Select Agreements from the left menu bar
2. Search for the work offer number
3. Double click on the agreement name

The screenshot displays the Energy Transfer SANDBOX interface. The top navigation bar is orange and contains the Energy Transfer logo, a breadcrumb trail (EnergyTransfer > ETP > Agreements), the word 'SANDBOX', and various utility icons. A left-hand menu is visible with options like Home, Recent, Pinned, General, Agreements (highlighted with a red box and labeled '1.'), and Dashboards. The main content area shows a table of agreements under the heading 'All Agreements'. Above the table is a search bar containing the text '*100100001' (labeled '2.') and a search icon. The table has columns for Record Type, Vendor, Business Unit, Agreement Number, Status, Agreement Name, Work offer value, Parent Agreement Name, Parent Agreement Number, ETC Entity, and Status. The first row of data is highlighted with a red box and labeled '3.', showing the Agreement Name '100100001-GSMA-ENERGY SO'.

ENERGY TRANSFER SANDBOX

EnergyTransfer ETP > Agreements

Show Chart Edit Activate Deactivate Assign Share Email a Link Run Report Word Templates Create view

All Agreements

*100100001

✓	Record Type	Vendor	Business U...	Agreement Number ...	Status	Agreement Name ↑	Work offer value	Parent Agreement Name	Parent Agreement Number	ETC Entity	St...
✓	GSMA	ENERGY SOLUTIONS INTL INC. LA GRANGE AC	100100001	Activated	100100001-GSMA-ENERGY SO	---	---	---	---	---	---

General

Agreements

Dashboards

How to Enter a Milestone

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

112126166-Work Offer for Service-1418 E FAYETTE LLC

Agreement

Work Offer for Service
Record Type

Approved
Approval Status

Activated
Status

Service Contract Team
Owner

General Agreement Checklist Milestone Payments Child Agreements Audit History Vendor Pre-Qualification Vendor Documents Related

New navigation bar is located here

CONTRACT INFORMATION

△ Status Category	△ Agreement Name*	△ Parent Agreement*
In Effect	112126166-Work Offer for Service-1418 E FAYETTE LLC	110126131-PSA-1418 E FAYETTE LLC
△ Business Unit	△ ETC Entity	△ Company Code
LA GRANGE ACQUISITION, LP.	2100 - LA GRANGE ACQUISITION LP	2100 - LA GRANGE ACQUISITION LP
△ Vendor	△ Vendor Contact Name - Legal*	△ Vendor Contact Name - Business
1418 E FAYETTE LLC	---	Mara Grant
△ Vendor Insurance Expiration Date	△ Vendor ISN Grade	△ Vendor ISN Grade Check
---	---	Yes
△ Effective Date	△ Start Date	△ Completion Date
---	8/19/2020	8/31/2020
△ Contract Analyst	△ Agreement Price Structure	△ SAP Integration Status
Concepcion (Connie) Rodriguez	Lump Sum	Success
△ Termination Date	△ Termination Comments	△ Ratesheet status fail
---	---	No

COST INFORMATION

△ Project Manager Name	△ Construction Manager Name	△ VP Overseeing AFE
Ashton Hayse	---	---
△ AFE/CC Classification		△ Cost Analyst
Cost Center		---
△ Cost Center		
2100000120		
△ Work offer value		
\$75,000.00		

How to Enter a Milestone

1. Click on milestone payments
2. Highlight next available milestone and double click

112126166-Work Offer for Service-1418 E FAYETTE LLC
Agreement

Work Offer for Service | Approved | Activated | Service Contract Team
Record Type | Approval Status | Status | Owner

General | Agreement Checklist | **Milestone Payments** | Child Agreements | Audit History | Vendor Pre-Qualification | Vendor Documents | Related

Run Report | Export Milestone Pay... | See all records

✓ Version ↑ ↓	Period Start ↓	Period Ending ↓	Estimate ↓	Lump Sum Earned This Period ↓	Lump Sum Earned Previously Reported ↓	Vendor Invoice ↓	Approval Status ↓
1.0	8/19/2020	8/30/2020	---	\$37,500.00	\$0.00	Test 1	Approved
✓ 2.0	---	---	---	\$0.00	\$37,500.00	---	---

How to Enter a Milestone

1. Enter the Period Start
2. Enter Period Ending
 - Dates must fall between the Start and End Date on the Work Offer
3. Click Save & Close

Update

Save

Save & Close

X-AUTHOR

Update Vendor Invoice

Deactivate

Help Request

Refresh

View Hierarchy

Email a Link

Milestone Payment #2.0 for 112126166

Milestone Payment

... Vendor Invoice

2.0 Version

... Approval Status

Active Status

Milestone Payment

Totals

Milestone Payment Lines

Approval Requests

Supporting Documents

Pro-Forma Invoices

Related

Header

Work Offer	* 112126166-Work Offer for Service-1418 E FAYETTE LLC	1.	Period Start	...	
Agreement No	126166	2.	Period Ending	...	
Vendor	* 1418 E FAYETTE LLC		Retainage Percentage	...	

Agreement Details

Work Offer #	112126166	
Parent Agreement	* 110126131-PSA-1418 E FAYETTE LLC	
AFE#	...	
Work Offer Value	\$75,000.00	
Start Date	8/19/2020	
Completion Date	8/31/2020	

How to Enter a Milestone

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

112126166-Work Offer for Service-1418 E FAYETTE LLC
Agreement

Work Offer for Service Approved Activated Service Contract Team
Record Type Approval Status Status Owner

General Agreement Checklist Milestone Payments Child Agreements Audit History Vendor Pre-Qualification Vendor Documents Related

Double click on milestone #2 line item

Edit Activate Deactivate Assign Milestone Pay... Share Email a Link

✓ Version ↑	Period Start	Period Ending	Estimate	Lump Sum Earned This Period	Lump Sum Earned Previously Reported	Vendor Invoice	Approval Status
1.0	8/19/2020	8/30/2020	---	\$37,500.00	\$0.00	Test 1	Approved
✓ 2.0	8/20/2020	8/22/2020	---	\$0.00	\$37,500.00	---	---



Update Save Save & Close X-AUTHOR Update Vendor Invoice Deactivate Help Request Refresh View Hierarchy Email a Link

Milestone Payment #2.0 for 112126166
Milestone Payment

--- 2.0 --- Active
Vendor Invoice Version Approval Status Status

Milestone Payment Totals Milestone Payment Lines Approval Requests Supporting Documents Pro-Forma Invoices Related

Click milestone payment lines

Header	
Work Offer *	112126166-Work Offer for Service-1418 E FAYETTE LLC
Agreement No	126166
Vendor *	1418 E FAYETTE LLC
Period Start	8/20/2020
Period Ending	8/22/2020
Retainage Percentage	---

Agreement Details

Work Offer #	112126166
Parent Agreement *	110126131-PSA-1418 E FAYETTE LLC
AFE#	---
Work Offer Value	\$75,000.00
Start Date	8/19/2020
Completion Date	8/31/2020

How to Enter a Milestone

Update Save Save & Close X-AUTHOR Update Vendor Invoice Deactivate Help Request Refresh View Hierarchy Email a Link

Milestone Payment #2.0 for 112126166

Milestone Payment

... 2.0 ... Active
Vendor Invoice Version Approval Status Status

Milestone Payment Totals Milestone Payment Lines Approval Requests Supporting Documents Pro-Forma Invoices Related

Double click on milestone #2

Edit Activate Deactivate Assign Milestone Pay... Share Email a Link

Item	Description	GL Account	Expected Payment Scheduled Date	Unit Price	Percentage	Contract Lump Sum Price	This Period %	Previously Reported	Total To Date%	This Period	Previously Reported	Total To Date
Milestone1	Day 2 of Round 2 Testing	0000515302	8/30/2020	\$75,000.00	0.0000	50.00	50.00	...	\$37,500.00	\$37,500.00
✓ Milestone2	Day 3 of Round 3 Testing	0000615313	...	\$75,000.00	100.0000

How to Enter a Milestone

1. In the “This Period” field enter the % of the work that has been completed in relation to the unit price (**Example:** In this case we are billing 50% of the total unit price \$75,000.00 which is the invoice total of \$37,500.00)
2. Click Save and Close

The screenshot shows a software interface for entering a milestone. The top navigation bar includes buttons for Save, Save & Close, New, Deactivate, Help Request, Refresh, Assign, Share, Email a Link, Word Templates, and Run Report. The main content area is titled "Day 3 of Round 3 Testing" and "Milestone Payment Line Item". Below this, there is a "Milestone Payment Line" section with a "Related" link. The "Line Item" table lists the following details:

Line Item	
Work Offer	* 112126166-Work Offer for Service-1418 E FAYETTE LLC
Milestone Payment	* Milestone Payment #2.0 for 112126166
Type	* Original
Item	* Milestone2
Description	Day 3 of Round 3 Testing
GL Account	* 0000615313
Service Type	* Engineering Services
Expected Payment Scheduled Date	---
Percentage	* 100.0000
Unit Price	\$75,000.00

The "Work Completed (Percentage)" section shows the following values:

Work Completed (Percentage)	
This Period %	50.00
Previously Reported %	---
Total To Date%	---

The "Work Completed (Amounts)" section shows the following values:

Work Completed (Amounts)	
This Period	---
Previously Reported	---
Total To Date	---

How to Enter a Milestone

Milestone Payment #2.0 for 112126166

Milestone Payment

... 2.0 ... Active
Vendor Invoice Version Approval Status Status

Milestone Payment **Totals** Milestone Payment Lines Approval Requests Supporting Documents Pro-Forma Invoices Related

Click totals

+ New Milestone Payme... Refresh Run Report Excel Templates												
✓ Item ↑	Description ↓	GL Account ↓	Expected Payment Scheduled Date ↓	Unit Price ↓	Percentage ↓	Contract Lump Sum Price ↓	This Period % ↓	Previously Reported... ↓	Total To Date% ↓	This Period ↓	Previously Reported ↓	Total To Date ↓
Milestone1	Day 2 of Round 2 Testing	0000515302	8/30/2020	\$75,000.00	0.0000	---	---	50.00	50.00	---	\$37,500.00	\$37,500.00
Milestone2	Day 3 of Round 3 Testing	0000615313	---	\$75,000.00	100.0000	---	50.00	---	50.00	\$37,500.00	---	\$37,500.00

How to Enter a Milestone

Update Save Save & Close X-AUTHOR SUBMIT FOR APPROVAL

Milestone Payment #2.0 for 112126166
Milestone Payment

Milestone Payment Totals Milestone Payment Lines Approval Requests Supporting I

This Period

Lump Sum Earned	\$0.00
Last updated: 8/31/2020 9:37 PM	
Extra Work Earned	\$0.00
Last updated: 8/31/2020 9:37 PM	
Total Amount Earned	\$0.00
Retention	\$0.00
Net Amount	\$0.00

Click on lump sum earned

Update Save Save & Close X-AUTHOR

Milestone Payment #2.0 for 112126166
Milestone Payment

Milestone Payment Totals Milestone Payment Lines

This Period

Lump Sum Earned	\$0.00
Last updated: 8/31/2020 9:37 PM	
Recalculate	
Extra Work Earned	\$0.00
Last updated: 8/31/2020 9:37 PM	
Total Amount Earned	\$0.00
Retention	\$0.00
Net Amount	\$0.00

1. Click recalculate

2. Click update

How to Enter a Milestone

Update Save Save & Close X-AUTHOR **SUBMIT FOR APPROVAL** Update Vendor Invoice Deactivate Help Request Refresh Email a Link

Milestone Payment #2.0 for 112126166
Milestone Payment

... 2.0 ... Active
Vendor Invoice Version Approval Status Status

Milestone Payment Totals Milestone Payment Lines Approval Requests Supporting Documents Pro-Forma Invoices Related

This Period

Lump Sum Earned \$37,500.00

Last updated: 9/1/2020 10:20 AM

Extra Work Earned \$0.00

Last updated: 8/31/2020 9:37 PM

Total Amount Earned \$37,500.00

Retention \$0.00

Net Amount \$37,500.00

1. Lump sum earned total should reflect the invoice total.

Previously Reported

Lump Sum Earned \$37,500.00

Last updated: 9/1/2020 10:13 AM

Extra Work Earned \$0.00

Last updated: 8/31/2020 9:37 PM

Total Amount Earned \$37,500.00

Retention \$0.00

Net Amount \$37,500.00

Total To Date

Lump Sum Earned \$75,000.00

Extra Work Earned \$0.00

Total Amount Earned \$75,000.00

Retention \$0.00

Net Amount \$75,000.00

2. Click submit for approval

How to Enter a Milestone

Update Save Save & Close **X-AUTHOR** SUBMIT FOR APPROVAL

Milestone Payment-20200901100032254-Runtime.xlsm - Excel

File Home Insert Page Layout Formulas Data Review View X-Author for Excel X-Author Designer Acrobat Tell me what you want to do...

Apps Retrieve Save Add Row Paste Delete Row(s) from Dynamics Connect Switch Connection Support

Start Milestone Payment Edit Access

1. Click X-Author

2. In the "This Period" field enter the % of the work that has been completed in relation to the unit price
(Example: In this case we are billing 50% of the total unit price \$75,000.00 which is the invoice total of \$37,500.00)

3. Click save & close

A B C D E F G H I J K L M N

Milestone Payment Form
LA GRANGE ACQUISITION LP

Agreement Number: 112126166
Vendor: 1418 E FAYETTE LLC
Agreement Number: 110126131
WBS (AFE)#:
Cost Center: 2100000120
Work Order:
Project Name:
Work Offer Value: \$ 75,000.00

Period Start 8/20/2020
Invoice
Retainage Percentage:
Period Ending 8/22/2020

							Work Completed (Percentage)			Amount (Dollars)		
							This Period %	Previously Reported %	Total To Date	This Period	Previously Reported	Total To Date
Item	Description	Expected Payment Scheduled Date	GL Account	Service Type	Percentage	UnitPrice	Type					
Milestone1	Day 2 of Round 2 Testing	8/31/2020	0000515302	Engineering Servi	0.0000	\$ 75,000.00	Original	50.00	50.00	\$ -	\$ 37,500.00	\$ 37,500.00
Milestone2	Day 3 of Round 3 Testing		0000615313	Engineering Servi	100.0000	\$ 75,000.00	Original	50.00	50.00	\$ 37,500.00	\$ -	\$ 37,500.00

Approved
(Contractor Representative)

Approved
(Company Representative)

TOTALS:

Lump Sum Earned	\$ 37,500.00	\$ 37,500.00	\$ 75,000.00
Extra Work Earned	\$ -	\$ -	\$ -
Total Amount Earned	\$ 37,500.00	\$ 37,500.00	\$ 75,000.00
Retention Completion Date%	\$ -	\$ -	\$ -
Net Amount	\$ 37,500.00	\$ 37,500.00	\$ 75,000.00
Amount Payable This Estimate			\$ 37,500.00

Work Offer GL Code Data

GL Code	Amount
0000615313	\$ 75,000.00

How to On Board Employees and create a Time Sheet

Time Sheet Facts

- Automate & expedite Project Manager time sheet approval (Pro-Forma Invoice Generation)
- Rate verification is digitally verified
- The hard copy of the time sheets should be attached as support documentation for time sheet entry.
- Time entry may be entered 24/7 prior to submission
- Non-Labor, equipment and material charges must be included prior to submission; receipts are still mandatory and needs to be attached with the time sheet entry
- Submission of Time Sheets and billing cycle must coincide and the pro forma matches the invoice.

General Navigation (Agreements)

Navigation is now located on the left

1. Select Agreements from the left menu bar
2. Search for the work offer number
3. Double click on the agreement name

The screenshot displays the Energy Transfer SANDBOX application interface. The left-hand navigation menu is visible, with the 'Agreements' option highlighted by a red box and labeled with a '1.'. The main content area shows a table of agreements. The search bar at the top right contains the text '*112126163' and is labeled with a '2.'. The table has a header row with columns: Record Type, Vendor, Business Unit, Agreement Number, Status, Agreement Name, Work offer value, Parent Agreement Name, Parent Agreement Number, ETC Entity, Start Date, Completion Date, WBS (AFE), Project Manager, and Cost Analyst. The first data row is for 'Work Offer for Sen. 1418 E FAVETTE LLC' with Agreement Number '112126163' and Agreement Name '112126163-Work Offer for Sen.'. The 'Agreement Name' cell is highlighted with a red box and labeled with a '3.'. The top of the interface features a red header bar with the 'ENERGY TRANSFER' logo, 'SANDBOX' text, and various utility icons.

Record Type	Vendor	Business Unit	Agreement Number	Status	Agreement Name	Work offer value	Parent Agreement Name	Parent Agreement Number	ETC Entity	Start Date	Completion Date	WBS (AFE)	Project Manager	Cost Analyst
Work Offer for Sen.	1418 E FAVETTE LLC	LA GRANGE AC	112126163	Activated	112126163-Work Offer for Sen.	\$275,000.00	110126131-PSA-1418 E F...	110126131	3210 - MID VALLEY PL	8/19/2020	8/31/2020	C-20058-CL-32100

Time Sheet Entry

1. Click on the Employee Onboarding for Time Entry Section to expand the section
2. Click the plus button “New Agreement Onboarding”

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

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

Work Offer for Service Approved Activated Service Contract Team
Record Type Approval Status Status Owner

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

+ New Agreement Onbo... Refresh Run Report Excel Templates

Job Classification Vendor Employee Has Completed Safety Training Created On

Time Sheet Entry

New Agreement Onboarding Request

General

Agreement	* 112126163-Work Offer for Service-1418 E FAYETTE LLC
Job Classification	Look for Job Classification
Vendor Employee	Rate Sheet Lines
Has Completed Safety Training	<div><div>Contract Labor - Maint. I/R Construction - Consultant \$50.00</div><div>Drafting Services - Consultant \$75.00</div><div>Engineering Services - Consultant \$120.00</div></div>

Change View


- Under the general screen choose the Job Classification for the employee being on-boarded by clicking on the magnifying glass. Be sure to select the job classification that aligns with the billed rate on your invoice.
- If you do not see the classification scroll to the bottom of the list and choose Search more records
- ****Remember** to always choose a job classification that has a rate that aligns with your invoice rate. If you do not see the rate please reach out to your assigned Contract Analyst.

Time Sheet Entry

General

Agreement •
Job Classification •
Vendor Employee •
Has Completed Safety Training

101104436-Work Offer for Service [REDACTED]
Contract Labor - Field Maintenance - Construction For [REDACTED]



Alejaandrc [REDACTED]

Alejandro [REDACTED]

Allen [REDACTED]

Andree [REDACTED]

Andrew [REDACTED]

Andrew [REDACTED]

[Look Up More Records](#)

10 results [+ New](#)



- Under the vendor employee field choose the employee's name related to the selected Job Classification
- If you do not see the Employee's name listed, click the +New button at the bottom right
- If you have previously on-boarded an employee their name will be listed, if not they will need to be added


Time Sheet Entry

Quick Create: Contact ×

Details

↑ Scan Business Card

First Name *	Olivia
Birthday *	7/16/1996 
Last Name *	Smith
Job Title	Foreman
Company Name *	 1418 E FAYETTE LLC

Save and Close |  Cancel

- All fields with an * are required
 - First Name, Last Name, Birthday, Company Name
 - Click the save & close

In October of 2017 Energy Transfer implemented the Apttus program, among many functions this system requires employees be on-boarded to a timesheet and an approved rate from the contract. When we create an on-boarding record other than the persons first and last name we needed a way to identify a person as a unique record. Veriforce is the company that Energy Transfer uses to monitor contractors that come on to our property to verify they have completed necessary training and testing (safety, drug, etc.) when they register for Veriforce they are required to supply their birthday. Veriforce uses their first name first initial, last name first initial, 2 digit month, 2 digit day and 4 digit year of birth to identity individuals as a unique record so we adopted the same policy for the on-boarding so this would not be a foreign process to anyone that has had to enter our property and register with Veriforce and now enter time in Apttus.

Time Sheet Entry

- After all required fields have been entered click the Save and Close button on the top left
- When the screen is closed you are routed back to the employee onboarding for time entry screen

 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

1. Click on timesheets
2. Then + New Time Sheet

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

Work Offer for Service Approved Activated Service Contract Team
Record Type Approval Status Status Owner

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

+ New Time Sheet Refresh Run Report Excel Templates

Version	Start Date	End Date	Total Time	Total Days	Total Mileage	Total Non-Labor	Approval Status
1	8/23/2020	8/29/2020	31.00	0.00	0.00	\$0.00	Approved

Time Sheet Entry

- Enter the timesheet start date
- Enter the timesheet end date
 - The start and end dates cannot fall outside of the work offer start and end date
 - Apttus allows for a 31-day billing period per timesheet
- Click save & close

New Time Sheet

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

Header Details

Vendor	* 1418 E FAYETTE LLC	Start Date	* 9/1/2020
Work Offer	* 112126163-Work Offer for Service-1418 E FAYETTE ...	End Date	* 9/2/2020

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

1. Double click on the timesheet line that was created based on the start and end dates you entered.

Version	Start Date	End Date	Total Time	Total Days	Total Mileage	Total Non-Labor	Approval Status
1	8/23/2020	8/29/2020	31.00	0.00	0.00	\$0.00	Approved
2	9/1/2020	9/2/2020	0.00	0.00	0.00	\$0.00	---

Time Sheet Entry

1. Click on time sheet entries
 - There are two line items generated for each onboarded employee – Standard & Mileage
2. Begin entering “state” & “county” where project work is being completed
3. Select the Unit Type – Hour or Day
4. Per Diem – Should be the total dollar amount each employee billed
5. Begin entering the labor hours worked or the number “1” for a day rate
6. Click the “✓ Save Changes” button
 - Then save & update top left

[Update](#) [Save](#) [Save & Close](#) [X-AUTHOR](#) [SUBMIT FOR APPROVAL](#) [Delete](#) [Help Request](#) [Refresh](#) [Email a Link](#) [Run Report](#) [▼](#)

Time Sheet #2 for 112126163

Time Sheet

[Time Sheet](#) [Time Sheet Entries](#) [Approval Requests](#) [Supporting Documents](#) [Pro-Forma Invoices](#) [Related](#)

New Time Sheet Grid

Time Sheet Filter **Active**

[+ Add new record](#) [✓ Save changes](#) [Cancel changes](#) [Activate](#) [Deactivate](#)

	Contractor/Classification	Type1	Unit	State	County	Perdiem A...	Tue, Sep 1	Wed, Sep 2	Line Total	Comments
	Olivia Smith / Contract Labor - Maint. I/R Constructio...	Standard	Hour	Texas	Harris County		8.00	8.00	0.00	
	Olivia Smith / Contract Labor - Maint. I/R Constructio...	Mileage	Mileage	Texas	Harris County		120.00	120.00	0.00	

Time Sheet Entry

Apttus does not provide a subtotal until the PM has approved the timesheet and the pro-forma invoice has been generated.

- **Important:** Compare the total time, days or mileage entered to the values reflected on the invoice.
 - Line items totals are available at the far right of each employees line, this also allows for a verification of entered data

Update

Save

Save & Close

X-AUTHOR

SUBMIT FOR APPROVAL

Delete

Help Request

Refresh

Email a Link

Run Report

Time Sheet #2 for 112126163

Time Sheet

2
Version

Approval Status

Alisia Kennedy
Owner

Time Sheet

Time Sheet Entries

Approval Requests

Supporting Documents

Pro-Forma Invoices

Related

Header Details

Vendor

1418 E FAYETTE LLC

Start Date

9/1/2020

Work Offer

112126163-Work Offer for Service...

End Date

9/2/2020

Time Sheet Totals

Total Time

16.00

Total Mileage

240.00

Last updated:

9/1/2020 12:33 PM

Last updated:

9/1/2020 12:33 PM

Total Days

0.00

Total Non-Labor

\$0.00

Last updated:

9/1/2020 12:33 PM

Last updated:

9/1/2020 12:19 PM

Non-Labor Charges

+ New Non-Labor Charge

Charge Type

Service

Description

Amount

No data available.

Time Sheet Entry

- Non Labor items such as Equipment, Materials, Subcontractor and other purchases can be entered in the Non Labor Section of the timesheet on the right hand side, click the + button
- Be sure to select subcontractor for all third-party work and enter the required details

Non-Labor Charges

+ New Non-Labor Charge

✓ Charge Type Service Description Amount

Save Save & Close + New Help Request

New Non-Labor Charge 2.

Non-Labor Charge Supporting Documents

Header

Work Offer * 112126163-Work Offer for Service-1418 E FAYETTE LLC Time Sheet * Time Sheet #2 for 112126163

Details 1.

Charge Type	* Equipment
Service	* Engineering Services
Description	* 2 Ton Truck
Amount	* \$500.00

1. Enter all required fields:
Charge Type, Service,
Description, Amount
2. Click save & close

Time Sheet Entry

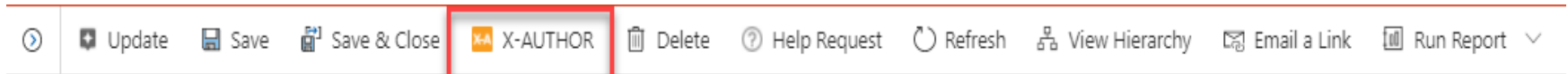
- If back-up should be added, click Supporting documents
- Click the paper clip to the far right
- Upload the document
- Click save & close

The screenshot displays the 'Time Sheet Entry' interface. At the top is a toolbar with icons for Save, Save & Close, New, Deactivate, Help Request, Refresh, Email a Link, Word Templates, and Run Report. Below the toolbar, the main content area shows '2 Ton Truck' with a status of 'Active' and owner 'Alisia Kennedy'. Underneath, 'Non-Labor Charge' is listed. A red box highlights the 'Supporting Documents' button, which is underlined. To the right of this button is a 'Related' link. Below the main content area is a 'Timeline' section with a search bar and a note entry field. A red box highlights a paper clip icon in the bottom right corner of the note entry field, indicating where to click to attach documents.

1. If back-up should be added, click in the Notes Section and attach all receipts and documents
2. Click Done
3. Then Save and Close

Time Sheet Entry in X-Author

- You can also enter time in X-Author by clicking the button at the top of your timesheet



Time Sheet	
Time Sheet Name	Time Sheet #2 for 101104436
Contract Number (Name)	101104436-Work Offer for Service COMPANIES INC
Vendor (Name)	COMPANIES INC
Start Date	12/01/2018
End Date	12/09/2018

Billable Items	
Equipment	Yes
Materials	Yes
Per Diem	Yes
Holiday Pay	No

Time Sheet Lines															
Contractor / Classification (Name)	Type	Unit	State	County	Per Diem Amount	Comments	12/1/2018 Sat	12/2/2018 Sun	12/3/2018 Mon	12/4/2018 Tue	12/5/2018 Wed	12/6/2018 Thu	12/7/2018 Fri	12/8/2018 Sat	12/9/2018 Sun
Aaror / Contract Labor - Field Maintenance - Construction Fore	Standard	Hour	Texas	Harris County	100.0000				8.00	8.00	8.00	8.00	8.00	8.00	
Aaror / Contract Labor - Field Maintenance - Construction Fore	Mileage	Mileage	Texas	Harris County					26.00	40.00	50.00	60.00	30.00	40.00	

- The same values in the portal are available on the X-Author Excel version, you can enter the non labor items on the second tab of the excel file
- Documents must be attached in the system per the instructions on the previous page

Always upload a copy of the invoice under supporting documents from the timesheet screen

1. Click on “supporting documents”
2. Click the paper clip to the far right
3. Upload your document
4. Click save & close

The screenshot displays the 'Time Sheet #2 for 112126163' interface. At the top, a navigation bar includes icons for Update, Save, Save & Close, X-AUTHOR, Delete, Help Request, Refresh, View Hierarchy, Email a Link, and Run Report. Below this, the title 'Time Sheet #2 for 112126163' is shown, along with 'Time Sheet' and a version number '2'. To the right, there are fields for 'Approval Status' and 'Owner' (Alisia Kennedy). A horizontal menu contains several tabs: 'Time Sheet', 'Time Sheet Entries', 'Approval Requests', 'Supporting Documents' (which is highlighted with a red box), 'Pro-Forma Invoices', and 'Related'. Below the tabs, there is a 'Timeline' section with a search bar labeled 'Search timeline' and a text input field labeled 'Enter a note...'. On the far right of the 'Enter a note...' field, there is a paper clip icon, which is also highlighted with a red box, indicating where to click to upload a document.

Time Sheet Entry

Update

Save

Save & Close

X-AUTHOR

SUBMIT FOR APPROVAL

Delete

Help Request

Refresh

Email a Link

Run Report

Time Sheet #2 for 112126163

Time Sheet

2
Version

...
Approval Status

Alisia Kennedy
Owner

Time Sheet

Time Sheet Entries

Approval Requests

Supporting Documents

Pro-Forma Invoices

Related

Header Details

Vendor

1418 E FAYETTE LLC

Work Offer

112126163-Work Offer for Service...

Start Date

9/1/2020

End Date

9/2/2020

Non-Labor Charges

+ New Non-Labor Charge

Charge Type	Service	Description	Amount
Equipment	Engineering Services	2 Ton Truck	\$500.00

Time Sheet Totals

Total Time	16.00	Total Mileage	240.00
Last updated:	9/1/2020 12:33 PM	Last updated:	9/1/2020 12:33 PM
Total Days	0.00	Total Non-Labor	\$500.00
Last updated:	9/1/2020 12:33 PM	Last updated:	9/1/2020 12:53 PM

Verify:

1. Dates are correct
2. Timesheet total details match invoice details
3. Click Submit for Approval
4. Save and Close

Pro-Forma Invoices

Proforma Invoice

- Once the time sheet or milestone is approved, a Pro forma invoice will generate
- The invoice matching section shows the matched status, matched date and match type as well as the Pro-forma information.
- If you double click on the matched pro-forma, a new screen populates which displays the pro-forma details and the coinciding time sheet.

Vendor Invoice for 112126163

Invoice

Header **Invoice Matching** Invoice Matching Invoice Payments Approval Requests Supporting Documents Related

Match Status **Matched** Match Type **Auto** Match Date/Time **8/28/2020 11:01 AM**

Double Click here

MATCH INVOICES **ADD INVOICE** **REMOVE SELECTED INVOICE** **UNMATCH**

<input checked="" type="checkbox"/>	Invoice Date ↓	Vendor	PO Number	Work Offer	Subtotal Amount	Total Invoice Amount	Match Date/Time	Match Status	Match Type
<input checked="" type="checkbox"/>		1418 E FAYETTE LLC	112126163	112126163-Work Offer f...	\$2,825.00	\$2,825.00	8/28/2020 11:01 AM	Matched	Auto

Pro-Forma Invoice for 112126163

Invoice

Header Invoice Lines Invoice Matching Supporting Documents Related

General

Invoice Type	* Pro-Forma	Vendor Invoice	---
Marked From SAP	ETC	Time Sheet	Time Sheet #1 for 112126163
Vendor	* 1418 E FAYETTE LLC	Start Date	8/23/2020
Work Offer	112126163-Work Offer for Servic...	End Date	8/29/2020
PO Number	112126163	Match Status	Matched
AFE	C-20058-CL-32100021		
Cost Center	---		
Doc Control Review Status	---		

Additional Details

Total Labor	\$2,825.00
Total Non-Labor	\$0.00
Retainage Amount	\$0.00
Subtotal Amount	\$2,825.00

Pro-forma Invoice – Frequent Question

- How is a pro-forma total generated? A timesheet pro-forma invoice total is generated based off of the criteria entered on the work offer and the timesheet.
 - Employees are on-boarded to the work offer to a specific Job Classification and Rate this multiplied by the hours or days worked generates a labor total
 - Mileage is calculated based on the IRS mileage rate specified for the year.
 - All non-labor totals are entered as a dollar amount including mark-up
 - All of these items added together = Pro-Forma total
- Timesheet Subtotal?
 - Can the timesheet generate a total before it is approved? If the rates entered on the work offer are correct, employees have on-boarded correctly and the PM approves the correct hours worked then the total amount of the Pro-Forma will be correct and is generated as soon as the timesheet is generated.

Invoice Status

Invoices can be viewed and tracked



Time/Data Entry

WBS (AFEs)

AFIs

Invoices

Milestone Payme...

Rate Sheets

Time Sheets

→ All Vendor Invoices ▾

Search for records

✓	Created On ▾	Vendor ▴	PO Number	Work Offer	Subtotal Amount	Total Invoice Amount	Match Date/Time	Match Status	Vendor Invoice	Match Type	SAP Document Number	SAP Invoice Number
	5/1/2018 12:15 ...		101107741	101107741-Work Offer for Service	\$39,131.25	\$39,131.25	5/1/2018 12:15 PM	Attempted	477053	Auto	000001413612	
	4/30/2018 8:45 ...		101106686	101106686-Work Offer for Service	\$29,700.00	\$29,700.00	4/30/2018 8:45 AM	Attempted	489705	Auto	000001464707	
	4/30/2018 8:45 ...		101106686	101106686-Work Offer for Service	\$15,348.20	\$15,348.20	4/30/2018 8:45 AM	Attempted	489704	Auto	000001464706	
	4/30/2018 7:45 ...		101106686	101106686-Work Offer for Service	\$34,200.00	\$34,200.00	4/30/2018 7:45 AM	Attempted	489706	Auto	000001464708	
	4/27/2018 10:30...		101107718	101107718-Work Offer for Service	\$120,647.80	\$120,647.80	4/27/2018 10:30 AM	Attempted	489577	Auto	000001463697	
	4/18/2018 9:45 ...		101108256	101108256-Work Offer for Service	\$35,902.69	\$35,902.69	4/18/2018 9:45 AM	Attempted	488259	Auto	000001445568	
	4/11/2018 9:45 ...		101107743	101107743-Work Offer for Service	\$39,131.25	\$39,131.25	4/11/2018 10:04 AM	Matched	477049	Auto	000001413611	5105692829
	3/14/2018 1:15 ...		101106436	101106436-Work Offer for Service	\$66,793.70	\$66,793.70	4/23/2018 6:40 PM	Matched	482062	Auto	000001371124	5105695592
	3/2/2018 2:30 PM		101107743	101107743-Work Offer for Service	\$39,131.25	\$39,131.25	3/12/2018 6:13 PM	Matched	477047	Auto	000001318674	5105690930
	3/2/2018 2:30 PM		101107743	101107743-Work Offer for Service	\$39,131.25	\$39,131.25	4/3/2018 10:06 AM	Matched	477049	Auto	000001318657	
	3/2/2018 2:30 PM		101107743	101107743-Work Offer for Service	\$39,131.25	\$39,131.25	4/11/2018 10:04 AM	Attempted	477048	Auto	000001318656	
	2/14/2018 10:45...		101106436	101106436-Work Offer for Service	\$90,428.20	\$90,428.20	4/5/2018 3:47 PM	Matched	479601	Auto	000001352024	5105692714
	2/12/2018 2:30 ...		101106686	101106686-Work Offer for Service	\$4,275.00	\$4,275.00	2/12/2018 2:30 PM	Attempted	479492	Auto	000001342585	
	2/12/2018 12:45...		101106686	101106686-Work Offer for Service	\$4,320.00	\$4,320.00	2/12/2018 12:45 PM	Attempted	479491	Auto	000001342584	
	2/12/2018 12:45...		101106686	101106686-Work Offer for Service	\$4,385.20	\$4,385.20	2/12/2018 12:45 PM	Attempted	479490	Auto	000001342583	
	12/28/2017 2:30...		101105738	101105738-Work Offer for Service	\$69,748.00	\$69,748.00	1/26/2018 4:04 AM	Matched	473912	Auto	000001281004	5105680771
	12/21/2017 3:30...		101104671	101104671-Work Offer for Service	\$39,519.60	\$39,519.60	1/16/2018 1:31 PM	Matched	468207	Auto	000001233011	5105679146
	12/8/2017 4:30 ...		101104682	101104682-Work Offer for Service	\$42,914.01	\$42,914.01	12/15/2017 4:36 AM	Matched	468209	Auto	000001233012	5105675137
	12/6/2017 3:30 ...		101104436	101104436-Work Offer for Service	\$60,885.00	\$60,885.00	12/22/2017 6:53 AM	Matched	468205	Doc Control	000001232570	5105676347

Payment Information Lookup – Invoices by Status

1. Search the invoice number
2. Highlight the line item and double click

All Vendor Invoices ▾

2. Double click anywhere on the line item

1. Search invoice number

*115974-0014

✓ Create... ▾	Vendor ▴ ▾	PO Number ▾	Work Offer ▾	Subtotal Amount ▾	Total Invoice Amount ▾	Match Date/Time ▾	Match Status ▾	Vendor Inv... ▾	Match Type ▾	SAP Document Num... ▾	SAP Invoice Number ▾	SAP Integr... ▾	SAP Integr... ▾
✓ 10/28/201...		101125151	101125151-Work Offer for Service	\$485.00	\$510.00	10/29/2019 8...	Matched	115974-00...	Doc Control	000003031272	5105629296	---	Success

Vendor Invoice for 115974-0014

Invoice

Header Invoice Matching Invoice Matching Invoice Payments Approval Requests Supporting Documents Related

General

Invoice Type	Vendor	Vendor Invoice	115974-0014
Marked From SAP	ETC	Match Status	Matched
Vendor			
Work Offer	101125151-Work Offer for Service		
PO Number	101125151		
AFE	C18001GS2130000100		
Cost Center	---		
Requires Doc Control Review	No		
Doc Control Review Status	---		

SAP Information

SAP Document Number	000003031272	SAP Approval Status	Approved
SAP Invoice Number	5105629296		
SAP Posting Date	10/29/2019		
SAP Transaction Type	Invoice	Approved Date	10/29/2019
SAP Fiscal Year	FY2019		
Ownership	SAP		
SAP Integration Status	Success		

Additional Details

Subtotal Amount	\$485.00
Pro-Forma Invoice Total	\$485.00
Invoice Match Difference	\$0.00

Payment Information Lookup – Invoices by Status

- Open up any invoice line to see the SAP Invoice Number and verify this invoice has been matched and paid.

INVOICE				Approval Status		Owner	
Vendor Invoice for 2051-10				Approved		Apttus Service	
General				SAP Information			
Invoice Type	Vendor	Vendor Invoice	2051-10	SAP Document Number	000003565282	SAP Approval Status	Approved
Marked From SAP	ETC			SAP Invoice Number	5106119446		
Vendor	VORTECH CONTRA			SAP Posting Date	7/7/2020		
Work Offer	201129906-Work O			SAP Transaction Type	Invoice	Approved Date	7/6/2020
PO Number	201129906			SAP Fiscal Year	FY2020		
AFE	C-19067-NS-22020			Ownership	SAP		
Cost Center	-----	Match Status	Matched	SAP Integration Status	Success		
Requires Doc Control Re	No						
Doc Control Review Stat	-----						
Additional Details							
Total Tax Amount	\$0.00						
Total Invoice Amount	\$207,662.25						
Subtotal Amount	\$207,662.25						
Pro-Forma Invoice Total	\$207,662.25						
Invoice Match Difference	\$0.00						

Additional Support Resources

Additional Apttus Support

- There is one centralized e-mail address for invoice submissions. Please update your records and refrain from sending invoices to any e-mail address other than APInvoicesETP.mailbox@energytransfer.com.
- WO/PO#, WBS or Cost Center should be displayed on each invoice as applicable.
- If you need additional support entering time sheets, milestones or AFIs contact: ServiceDocControls.Mailbox@energytransfer.com or your assigned Doc Controls Analyst.
- Apttus System Support or Password Resets: Send an email to Apttus.Mailbox@energytransfer.com be sure and provide your Apttus user name if already provided.

Additional Apttus Support

- Requesting Apttus Access - send an email to (Apttus.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

Accounts Payable Inquiries

The Accounts Payable Department implemented an Inquiry Management process.

Questions regarding invoice payment status or other Accounts Payable related inquiries should be directed to ET's Inquiry Management team via e-mail or phone.

- E-mail: accountspayable@energytransfer.com
- Phone: (214) 840-5422 from 9:00am – 4:00pm CT Monday – Friday (excluding holidays or for inclement weather in the Dallas, TX area.)

Please do not submit requests more than once within a 72 hour window. This creates duplicate requests resulting in delayed responses. If follow up is required, forward the original e-mail requesting a status update after the 72 hour window.

To expedite response, please include the following details in the inquiry:

- Vendor Name
- Invoice Number
- Invoice Date
- Invoice Amount
- WBS, Cost Center, or PO Number (if applicable)
- ET's Contact Name and E-mail Address



Questions?