

Austin Finance Online | Vendor Connection Reports Quick Reference Guide

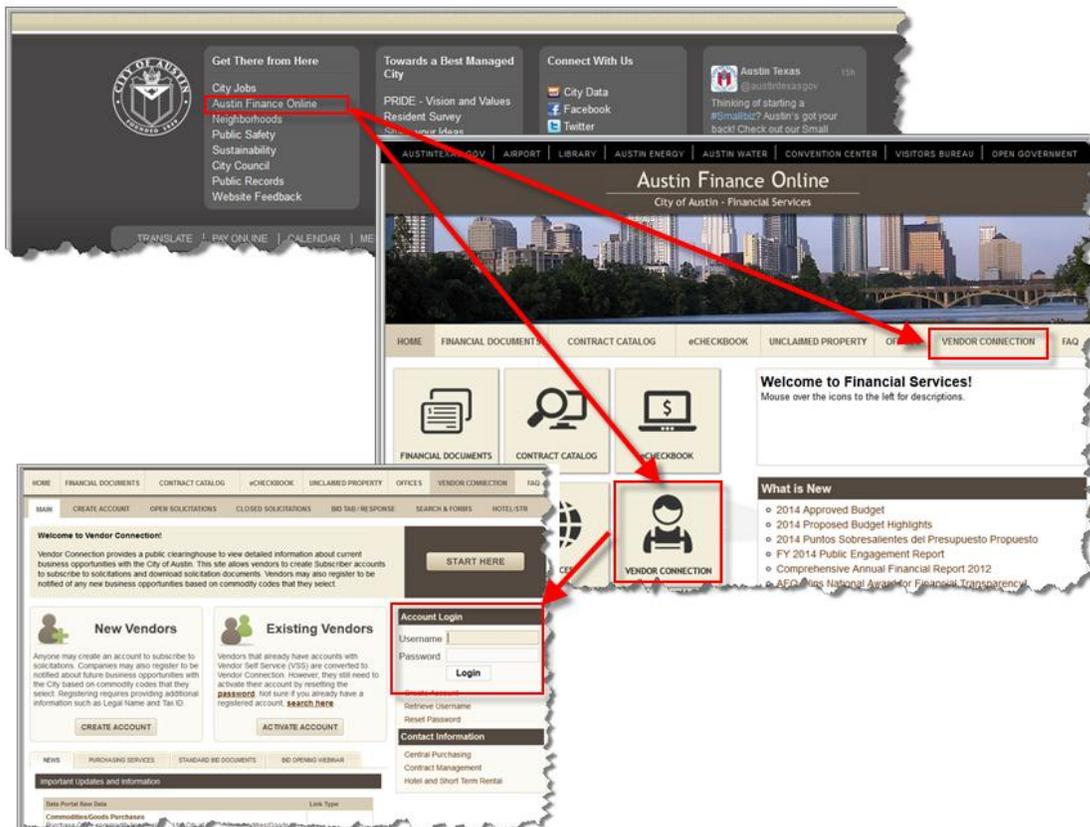
Vendor Connection is used by external customers to create, maintain, and manage Vendor accounts with the City including managing commodity codes. Vendor Connection also provides Vendors and the Community the ability to view and manage solicitations including notification preferences.

Vendor Connection also provides the ability for a registered vendor to examine their business relationships related to City of Austin awards. A Vendor can view data related to their account including prime payment, prime award, master/rotational agreement, compliance plan, and subcontractor payment information.

Vendor Connection may be accessed by following the Austin Finance Online link from the City of Austin's main website: <http://www.austintexas.gov/>

The URL link directly to Vendor Connection is listed here as well:

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm



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Vendors will need to log into their Vendor Connection Account in order to access the detailed reports information. If a vendor needs assistance with their account, they can contact the Vendor Registration group within the Purchasing Office.

Email: vendorreg@austintexas.gov

Phone: (512) 974-2018

Fax: (512) 978-7643

Hours: Monday - Friday 8:00 a.m. to 5:00 p.m. Central Time

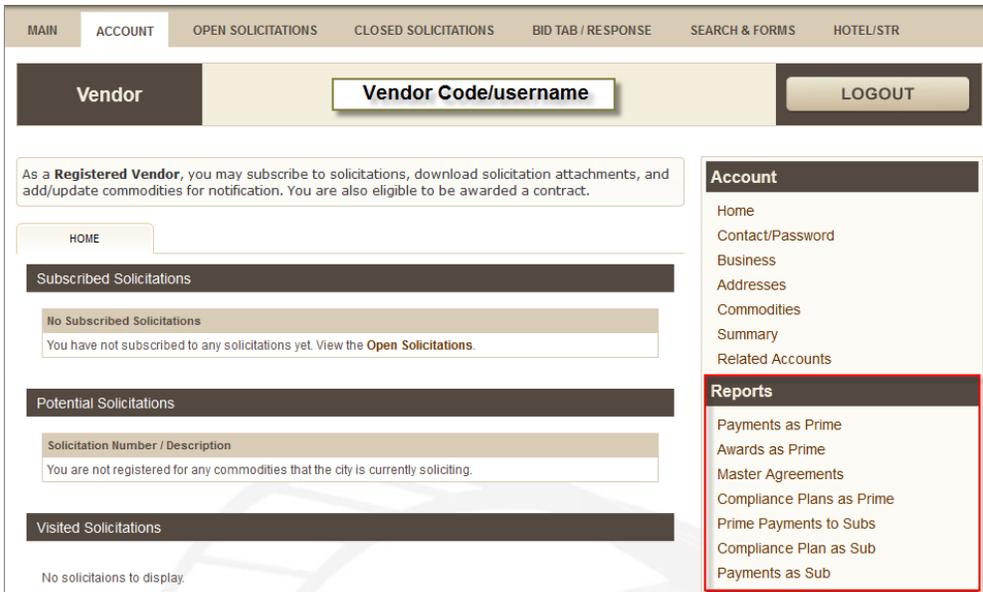
Online help is available under the Purchasing Services section on the Vendor Connection main page:

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm#PURCHASINGSERVICES

Additional information is available under the FAQ Vendor Connection section for Austin Finance Online: https://www.austintexas.gov/financeonline/finance/financial_docs.cfm?ws=2&pg=1

Once a vendor is successfully logged onto their account, they will be taken to their home screen. Vendors can manage their account information and can also view the various Reports made available.

The Report section is highlighted on the right side menu below. This is where vendors can access the prime payment, prime award, master/rotational agreement, compliance plan, and subcontractor payment information.



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We are going to start by highlighting two Reports that are available to Vendors that are Subcontractors on City of Austin Awards. The first report of these two is the **“Compliance Plan as a Sub”** report. A vendor is able to query information about compliance plans and award information where they are listed on a City of Austin award compliance plan(s) by a Prime Vendor.

There are two tabs available in this section. One tab is for Purchase Order (Contract) Award compliance plans and the second tab is for Master Agreement (Rotational) Award compliance plans. Our example below shows a subcontractor’s compliance plan information under a Master Agreement. The Vendor can link from each Award to additional details specific to their listing on the compliance plan. Also, from that details page, a vendor can link directly to the Contract Catalog to view award information if it is available and also link to the closed solicitation information if it is available. Currently only open award information is available on the Contract Catalog.

The screenshot displays the 'Compliance Plan as a Sub' interface. At the top, the 'COMPLIANCE PLAN AS SUB' tab is highlighted. Below it, a list of compliance plans is shown. One plan is selected, and its details are displayed. The 'Contract Number' is highlighted as 'MA 6100 PA110000063'. The 'Solicitation' is highlighted as 'RFQS 6100 CLMP079'. The 'Contract Details' page is also shown, displaying 'Contract Information' and 'Contract Details' including expenditure percentages and contract controls.

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The second report of these two containing data available to subcontractors is the **“Payments as a Sub”** report. A vendor is able to query information about subcontractor payment reports submitted to the City by Prime Vendors where they are listed as a subcontractor under an Award compliance plan.

There are also two tabs available in this section. One tab is for Purchase Order (Contract) Award subcontractor payments and the second tab is for Master Agreement (Rotational) Award subcontractor payments. The initial tabs of this section list all Awards where subcontractor payments by a Prime Vendor have been recorded. They are displayed with the Awards where the most recent payments were recorded. Our example below shows subcontractor payments reported by a Prime to the vendor under a Master Agreement. The Vendor can link from each Award to additional details specific to the subcontractor payments recorded. Also, from that details page, a vendor can link directly to the Contract Catalog to view open award information if it is available. There are several options from the Contract Catalog page to link to additional information including a listing of all orders associated with a Master Agreement.

Sub Contract Information

PURCHASE ORDERS | MASTER AGREEMENTS

Contract Description	Prime Name	Last Pay Date	Awarded Date
MA 6100 PA100000060 Advanced Watershed Continuing Engineerin Svcs Rotation List	Hdr Engineering Inc / Hdr/Claunch & M...	11/01/2011	03/25/2010
MA 6100 PA120000007 2012 ABIA Architectural and Engineering Rotation List	Corgan Associates Inc	08/24/2012	11/10/2011
MA 6100 PA100000060 Advanced Watershed Continuing Engineerin Svcs Rotation List	Ch2m Hill Inc	11/21/2011	03/25/2010

Showing 1 to 3 of 3 entries

CONTRACT DETAILS

Contract Information

Contract Number: MA - 6100 - PA120000007 | Description: 2012 ABIA ARCHITECTURAL AND ENGINEERING ROTATION LIST

Contract Details

Percent Time Expended/Remaining: 74.5% / 25.5%

Percent Amount Expended/Remaining: 29.2% / 70.8%

Contract Controls

Begin Date: 11/10/11 | Planned Expiration Date: 11/10/14 | Authorized Amount: \$7,500,000.00 | Amount Expended: \$2,187,004.94

Supporting Materials

Order List | View Order List

Contract: Data Not Currently Available | Authority: Item 010 on 11/10/2011 | Solicitation: No Solicitation Link

Goods and Services to be provided

CORGAN ASSOCIATES INC | View Vendor Data

INVOICES

Contract Number: MA 6100 PA120000007

Prime: Corgan Associates Inc

Invoice	Invoice Date	Payment Date	Invoice Amount	Award Amount	Certified	Gender	Ethnicity	MBE/WBE
12024.0100-4	08/24/2012	08/24/2012	\$1,850.76	\$0.00	Y	M	A	MB
12024.0100-2	08/04/2012	06/04/2012	\$7,611.42	\$0.00	Y	M	A	MB

Showing 1 to 2 of 2 entries

MA 6100 - PA120000007: 2012 ABIA ARCHITECTURAL AND ENGINEERING ROTATION LIST

Row	Order / Description / Vendor	Date	Ordered	Spent
1	DO 6100 12021408288 TERMINAL EXPANSION PROGRAMMING (TERMINAL EAST INFILL PROJECT CORGAN ASSOCIATES INC (COR7091015))	01/24/13	\$133,904.57	\$133,904.57
2	DO 6100 12031416230 FORMULA ONE SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	10/20/12	\$19,742.20	\$19,742.20
3	DO 6100 12031416230A FORMULA ONE SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	10/20/12	\$62,579.33	\$62,579.33
4	DO 6100 12031416230B FORMULA ONE SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	09/20/13	\$172,044.84	\$172,044.84
5	DO 6100 12031416230C SPECIAL EVENTS SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	09/19/13	\$86,081.39	\$86,081.39
6	DO 6100 12031416230D SPECIAL EVENTS SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	09/27/13	\$3,376.89	\$3,376.89
7	DO 6100 12031416230E SPECIAL EVENTS SUPPORT R. W. Armstrong & Associates, Inc. (VS0000010584)	09/19/13	\$17,157.67	\$17,157.67

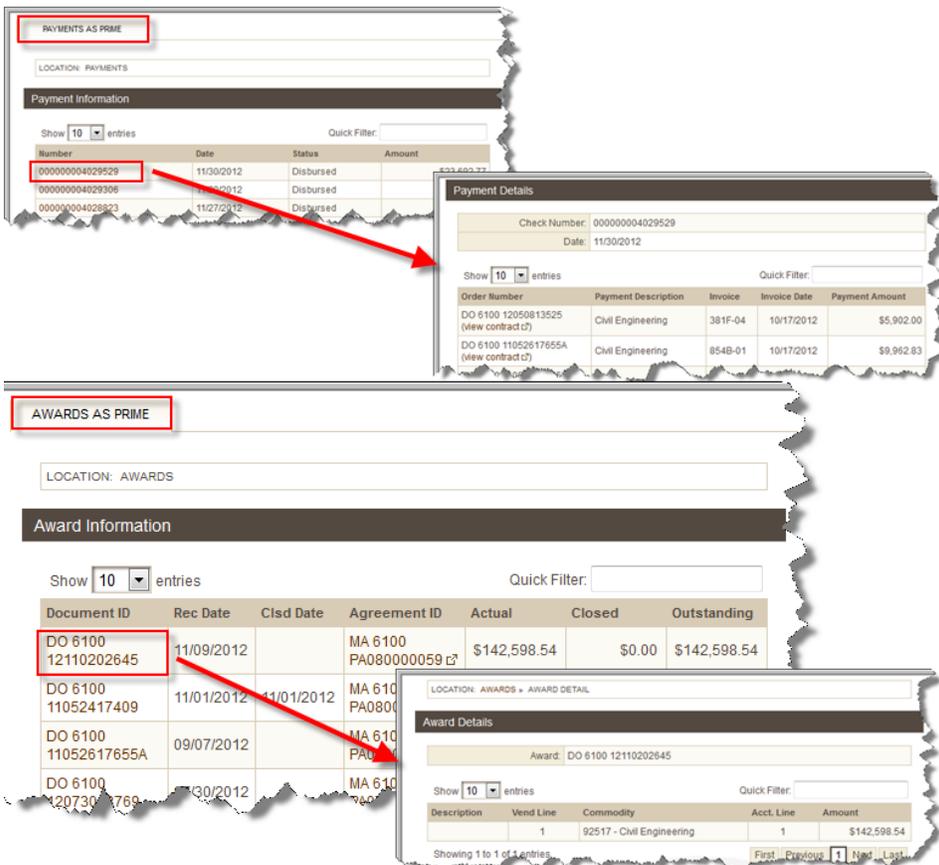
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The next four report sections that are available are actually the first four listed in the menu. These are Prime/Awarded vendor related. Vendors can see details related to their **“Payments as Prime”** and **“Awards as Prime”** as recorded by the City.

Prime Vendors can see payments issued to them and drill down to the details of each payment including the purchase order/award, description, invoice information and amount detail. The prime can link to open award detail information in the Contract Catalog which is available to the public in Austin Finance Online. Currently, only open awards are available on the Contract Catalog.

Vendors can also see all Purchase Order Award information as recorded by the City. The vendor can view additional details about the award and can also link to the award in the Contract Catalog to view more details about the Purchase Order or Master Agreement (if the purchase order is a delivery order).



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Vendors can also see details about “**Master Agreements**” (Rotational Agreements) for which they are listed as a Prime Vendor under the agreement. The vendor can link to more detailed information about the agreement and can also link to the Contract Catalog.

Also, shown below is the “**Compliance Plan as Prime**” report information. There are two tabs available in this section. One tab is for Purchase Order (Contract) Award compliance plans submitted and the second tab is for Master Agreement (Rotational) Award compliance plans submitted by a Prime Vendor. Our example below shows a Prime Vendor’s compliance plan submittal information for a Master Agreement award. The vendor can link from the summary page to the detail page that shows award information and also a listing of the subcontractors and amounts listed on the current version of the compliance plan as recorded by the City.

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Lastly, under the Vendor Reports section, a Prime Vendor can view their “**Prime Payments to Subs**”. Again, there are two tabs available in this section. One tab is for Purchase Order (Contract) Award subcontractor payment submittals and the second tab is for Master Agreement (Rotational) Award subcontractor payment submittals as recorded by the City.

The example below shows a Prime Vendor’s subcontractor payment information for a Master Agreement award. The vendor can link from the summary page listing all awards where they have submitted subcontractor payments to the detail page that shows award information and also a listing of the subcontractors and the amount paid as submitted by the primes and recorded by the City. The vendor can also link to additional details about the award and the payments to each specific subcontractor.

The screenshot shows the 'PRIME PAYMENTS TO SUB' section with a table of contracts. A red box highlights the first contract entry, and a red arrow points from it to the 'Contract Details' sidebar on the right.

Contract / Description	Award Date	Not to Exceed	Total Ordered	Total Expended
MA 6100 PA08000059 W&W System Pipeline Engineering Rotation List 2008-2011	06/05/2008	\$560,758.66	\$346,377.72	\$155,939.15
MA 6100 PA07000039 General Watershed Continuing Engineering Services Rotation L	01/25/2007	\$933,271.31	\$897,076.21	\$773,899.72

Contract Details

- Percent Time Expended/Remaining: 0.0% Time Remaining
- Percent Amount Expended/Remaining: 69.5% / 30.5%
- Contract Controls:
 - Begin Date: 06/05/08
 - Planned Expiration Date: 12/31/13
 - Authorized Amount: \$23,018,800.00
 - Amount Expended: \$15,994,506.92
- Supporting Materials:
 - Order List: View Order List c7
 - Contract: Data Not Currently Available
 - Authority: Item 012 on 06/05/2008 c7
 - Solicitation: No Solicitation Link

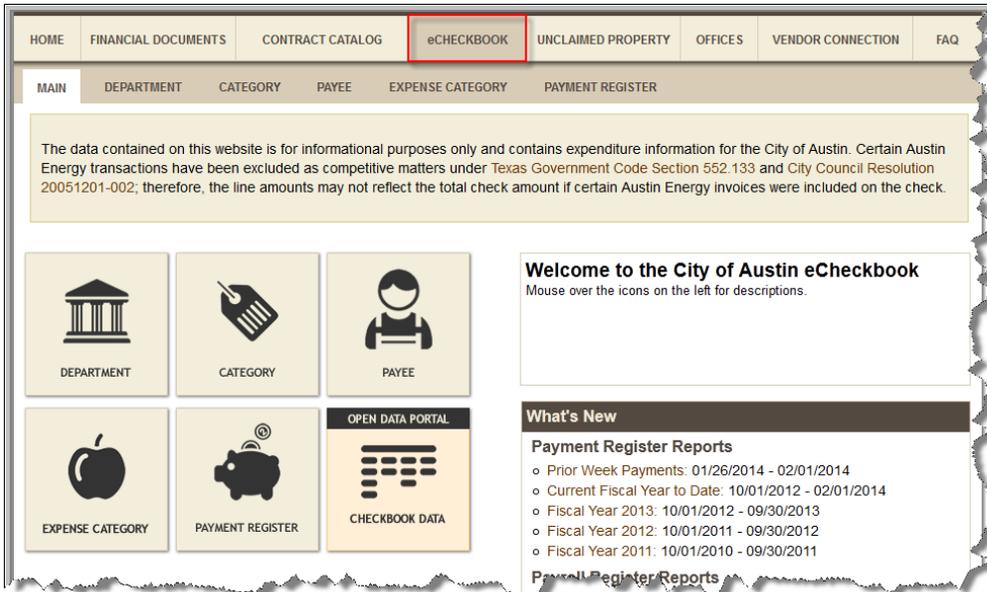
Sub Contractors

Sub Contractor	Amount
Brierley Associates L L C	\$24,229.61
Hicks & Co Environmental/Archeological Consultants / Hicks & Co	\$9,204.27
Holt Engineering Inc	\$7,582.00
Kurkjan Engineering Corp	\$26,365.00
Landmark Surveying L P	\$2,495.00
Mam Designgroup Inc / Mam Designgroup Or Martinec, Wright And Mendez Inc	\$18,927.58

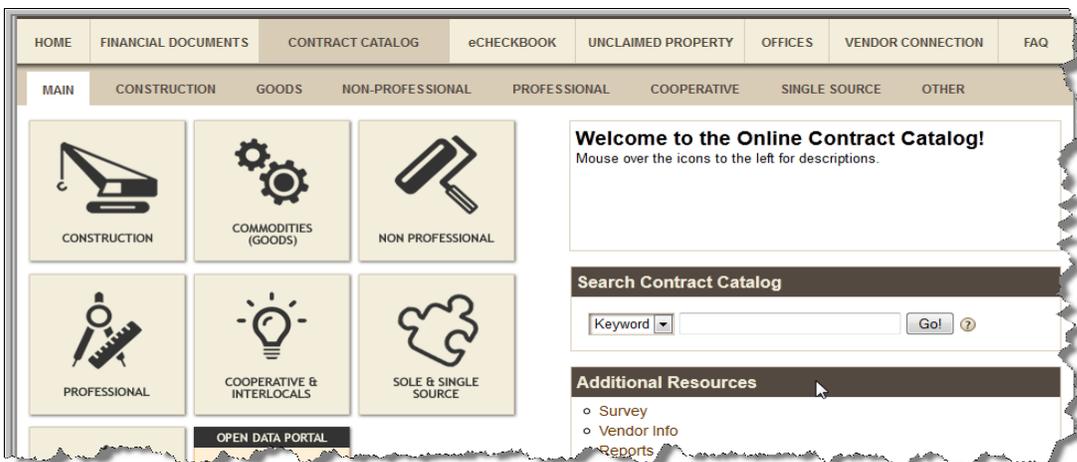
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Austin Finance Online contains other tools available to the public to do research. You do not need to be logged on as a Vendor to access most of the content of Austin Finance Online. Summary level Vendor Payment information dating back to October 2009 is available in the **eCheckbook** and is updated on a weekly basis. There are several search options available.



The **Contract Catalog** is another resource available on Austin Finance Online to all users. For the purposes of the Contract Catalog, a contract is a long-term (multi-year) contract for goods and services, and contracts for Construction activity. Within the City, these are referred to as Master Agreements and Central Purchase Contracts.



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