



Updated 3/17/2020

### Rate Portal FAQ's

| Question                                                                                                                             | Answer                                                                                                                                                                                                                                                                                                         |
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| Why is Georgia-Pacific creating Rate Portal?                                                                                         | Through Rate Portal, we hope to promote the following:<br><ul style="list-style-type: none"> <li>- Single location to manage labor rate data</li> <li>- Self-service tool to submit, track, &amp; retrieve your labor rate data</li> <li>- Ease, clarity and error-reduction in the payment process</li> </ul> |
| How does this affect my current rates stored in Ariba or elsewhere?                                                                  | If you already have an approved and currently active rate sheet in Ariba (or elsewhere), was ask that you to enter that rate sheet into Rate Portal. Georgia Pacific is moving toward storing all labor rate data, in Rate Portal -- not in Ariba or other systems.                                            |
| How does this affect my contract administration?                                                                                     | The rate management process will now be separated from the contract management process, but rates agreed to through Rate Portal are intended to become part of your applicable contracts with GP.                                                                                                              |
| Do I need to submit my labor rates in Rate Portal?                                                                                   | If you provide rate sheets by craft (or occupation) by the hour to be used on a Time & Material basis we strongly suggest that you submit your labor rates directly in Rate Portal in order to minimize potential delays in payment.                                                                           |
| When do I need to enter labor rates that are specific to a project or job (e.g. Cuatro): before or after I've been awarded the work? | Project/job specific rates should be entered into Rate Portal after award, but prior to final agreement.                                                                                                                                                                                                       |
| Are these for T&M Projects only?                                                                                                     | Rates entered into Rate Portal are for use when a you are to be compensated on a Time & Material basis. This may include change orders on a Lump Sum Contract that are to be handled on a Time & Material basis.                                                                                               |
| Am I supposed to use the labor rates I input in Rate Portal to build out my Lump Sum jobs?                                           | This is up to your discretion.                                                                                                                                                                                                                                                                                 |
| If my rates expire, but we are still performing work for GP, what rates will apply?                                                  | If your applicable rates are expired in Rate Portal, and you have not submitted and gotten approval for corresponding new labor rates, then GP will continue to use the applicable expired rates until corresponding new rates have been approved.                                                             |
| Can I have both a Professional Services and a Construction Rate Sheet?                                                               | Yes. The Professional Service and Construction/Maintenance Services rate sheets will need to be submitted separately for the appropriate services.                                                                                                                                                             |
| Could I be managed both locally and centrally?                                                                                       | No. This is a designation internal to GP, so there is nothing you need to do to indicate whether you are centrally or locally managed.                                                                                                                                                                         |



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| The craft I need, is not in GP's library. What do I do?                                                          | <p><b>Step 1</b> – search for the most compatible option from GP list and add your nomenclature to the “Supplier Occupation Name” Field. <i>E.g. your naming convention is “Electrical Journeyman”, but you only see “Electrician Journeyman” in the Rate Portal standard craft list. Select “Electrician Journeyman” as it is simply GP’s naming convention for the same (or very similar) craft.</i></p> <p><b>Step 2</b> – If there is not a craft that is a compatible option, then contact the Rate Portal Team at <a href="mailto:rates@gapac.com">rates@gapac.com</a> to request adding your craft to GP’s standard craft list.</p> |
| What if I have two different projects/jobs that have different rate sheets?                                      | You will need to submit 2 separate rate sheets (one for each project), and indicate in Step 1 “Specific Project” and in the following field, enter the project/job for which the rates are to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| I forgot to include a craft on my rate sheet. Can I add a craft to a rate sheet after I’ve already submitted it? | Yes, you will need to click on the rate sheet to Edit it, add the craft and make any changes you need, and then submit the rate sheet. It will then be routed for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| I do EPC work. Am I required to submit my subcontractors’ rates in Rate Portal?                                  | No, Subcontracted services are to be invoiced based upon the agreed markups in the applicable supply agreement with GP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Are there any restrictions on who my organization’s Rate Portal Administrator can add as a user?                 | Only add users who are authorized to view, submit, and edit all rate sheets on behalf of your organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| What should be entered in the certification and licenses field?                                                  | This is not a required field, but it is to be used to differentiate the skillset of one craft vs. another of the same craft. For example, use this field to differentiate a Pipefitter Foreman with an NCCER certification from a Pipefitter Foreman without an NCCER certification. This field is not intended to be a place to input extensive information found on a resume, for example.                                                                                                                                                                                                                                               |
| How do I update my rates?<br>How often am I allowed to submit updated rates?                                     | <ol style="list-style-type: none"> <li>1. Click on the Edit button next to the rate sheet you wish to modify.</li> <li>2. Make any changes you need.</li> <li>3. Click the green Submit button to submit the rate sheet for review.</li> <li>4. The rate sheet status will be “Pending GP Review”.</li> </ol> <p>You can submit updated rates at any time. However, any changes you make will be routed for GP review subject to any limitation set forth in your agreement with GP and will not be active until approved.</p>                                                                                                             |
| How does Rate Portal affect invoicing (Ariba)?                                                                   | Rate Portal does <b>not</b> affect our invoicing systems. You must continue to submit your established approved rates and, thereafter, invoices as you normally would. Rate Portal is simply where GP will go to reference approved rates when approving invoices.                                                                                                                                                                                                                                                                                                                                                                         |
| How does being Centrally vs. Locally Managed                                                                     | <p>This is a designation internal to GP, so there is nothing you need to do to indicate whether you are centrally or locally managed.</p> <ul style="list-style-type: none"> <li>- Centrally Managed suppliers will have 2 Rate Sheet Formats to choose from when submitting a rate sheet (in Step 1).</li> </ul>                                                                                                                                                                                                                                                                                                                          |



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|                                                                                                    | <ul style="list-style-type: none"> <li>- Locally Managed suppliers will have 3 Rate Sheet Formats to choose from when submitting a rate sheet (in Step 1).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| I have many years' worth of rate sheets for GP. Do I need to submit all of them in Rate Portal?    | No. We only ask you to submit all currently active rates and all future rate sheets including any, rate sheets that may be expire, but are still to be used to invoice for work performed in the past.                                                                                                                                                                                                                                                                                                                                                                                     |
| I use a multiplier to calculate my rates. How do I enter this in Rate Portal?                      | Rate Portal does not support this type of rate sheet. Please contact your GP Category or Purchasing Manager to review options for this type of rate sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| My company is enrolled in the Track program. Is Rate Portal connected to Track?                    | Yes. Rates that GP approves in Rate Portal for our Track-enabled suppliers at our Track facilities will be sent to Track.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| What is OCIP? How do I enroll?                                                                     | <p>OCIP stands for Owner-Controlled Insurance Program. OCIP is designed for the owner (GP) to provide certain insurance coverages that would otherwise typically be provided by a contractor's non-OCIP insurance policies. This results in the contractor's labor billing rates being reduced by the incremental amount of insurance premiums paid for insurance coverage.</p> <p>In the event your organization is identified by GP as one among those where this program adds value, GP will connect with you directly to review the program and enrollment requirements in detail.</p> |
| I'm having an issue using Rate Portal/I have a different question about Rate Portal. What do I do? | Email <a href="mailto:rates@gapac.com">rates@gapac.com</a> with your question or information about the issue you're encountering.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |