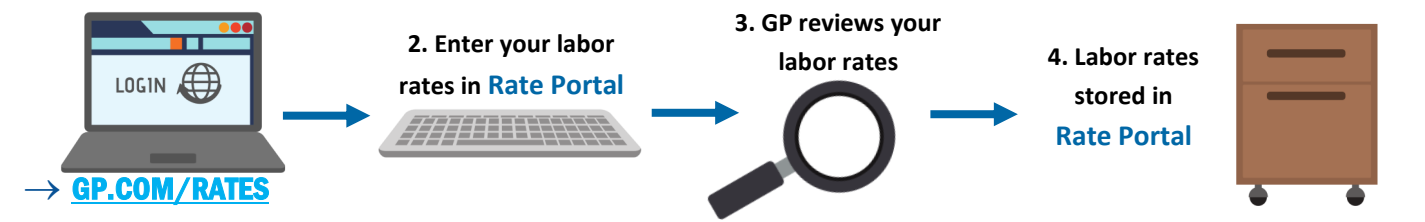


Georgia-Pacific has implemented a new process for gathering and storing your labor rates through a tool called Rate Portal. This tool serves as the single location to manage your labor rates.

Rate Portal is the official source of truth for all of your labor rates. The following provides an overview of the process to manage your labor rates in [Rate Portal](#).

WHAT IS THE NEW PROCESS?



 HOW DO I LOG IN?

- First, GP must set up your organization’s account in Rate Portal. When we set up your account, we are assigning 1 person from your organization to be your Rate Portal Account Administrator.
- When your account is set up, you’ll receive an email from rates@gapac.com with first-time log in instructions.
- The link to Rate Portal is [GP.com/rates](https://gp.com/rates). Please use **Google Chrome**. Internet Explorer is not compatible.
- Your username is your email address *in all lowercase letters*.
- The first time you log-in, use the temporary password provided in your Welcome to Rate Portal email.

I’M NOT THE ADMINISTRATOR, BUT I NEED TO SUBMIT RATES.

- Your Administrator must add your account on the Users page in Rate Portal.
- Once your Administrator adds your account, you will receive an email from rates@gapac.com with first-time log in instructions.

 HOW DO I SUBMIT RATES?

- Click the Add Rates button. This can be found on both the Home page and the Rate Sheets page.
- There are 2 steps to submit a rate sheet:
 - Step 1:** *What is this rate sheet is for?*
 - ⇒ For which GP facilities does this rate sheet apply?
 - ⇒ Which crafts/occupations do you want to include on your rate sheet?
 - ⇒ Is this rate sheet only to be a used for a specific project/job?
 - Step 2:** *What are your labor rates?*
 - ⇒ Do you have a unique naming convention for the crafts you selected in Step 1? (*Input this in the Supplier Occupation Name field*)
 - ⇒ Are the rates part of our Owner Controlled Insurance Program (OCIP)?
 - ⇒ Are the rates associated with a labor union?
 - ⇒ When are the labor rates valid?
 - ⇒ What are your labor rates?

 I’VE SUBMITTED MY RATE SHEETS. WHAT’S NEXT?

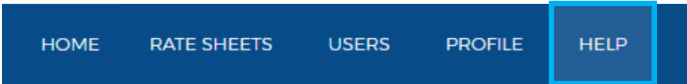
- Your rate sheet will be routed to GP for review.
- You will receive an email when the rate sheet is APPROVED or REJECTED
- Approved rates in [Rate Portal](#) are now your official labor rates to use for your Time & Material work for GP. Your invoices must be generated using the rates to which we have agreed in Rate Portal.

 MY RATE SHEET WAS APPROVED. WHERE CAN I FIND IT?

- Rate sheets are stored on the Rate Sheets page in Rate Portal.

WHERE CAN I FIND MORE INFORMATION ABOUT RATE PORTAL?

- Check out the [Help](#) page in Rate Portal.



- Here, you’ll find:
 - ⇒ Training videos
 - ⇒ How-to Guide
 - ⇒ FAQ’s: Answered

I HAVE QUESTIONS THAT AREN’T ANSWERED ON THE HELP PAGE. WHO DO I CONTACT?

- Process questions: Ask your Georgia-Pacific Strategic Sourcing & Procurement representative (either a Purchasing or Category Manager).
- Technical issues, other questions, feedback: Email rates@gapac.com