

Rate Supplier Training Manual

Training Objectives

- Today you will learn the following:
 - Key Roles
 - GP Administrator & Setting Up the Supplier's Rate Portal Account
 - Supplier User Types
 - 1st Time Login Supplier Rate Portal Account Administrator
 - 1st Time Login Supplier General User
 - Account Set-Up
 - Rate Portal Home Screen
 - 3 Types of Rate Sheets
 - Add Rate Button from the Rate Portal Home Screen
 - Adding Labor Rates for Locally Managed Suppliers
 - Adding Labor Rates for Centrally Managed Suppliers
 - Adding Labor Rates for Engineering/Professional Services
 - Copying Markups
 - Submitting Rates
 - Rate Sheet Status
 - Other Rate Sheet Features and Options
 - Red Trash Can, Green Check Marks, Green +
 - Discard, Save, & Submit
 - Download, History, & Dismiss
 - Editing Rate Sheets
 - Searching Rate Sheets
 - Adding & Editing Users
 - Help Page

Welcome and Key Roles

Welcome to Rate Portal. Rate Portal is the application that is transforming the way we (GP) collect and stores labor rates. We're excited to bring this application to you.

There are several Key Roles that will use Rate Portal.

They are as follows:

- GP Administrator
- Supplier Rate Portal Account Administrator
- Supplier General User
- Purchasing Manager
- Category Manager

On the next couple of slides we'll discuss the GP Administrator's role, Supplier Rate Portal Account Administrator's role, and the Supplier General User's role.

GP Administrator & Setting up the Supplier's Account

GP Administrator and Setting up Suppliers Account



GP Administrator and Setting up the Suppliers Account



The GP Administrator will initially set up the Suppliers Account in Rate Portal. The GP Administrator will do the following tasks as it relates to setting up the supplier's account.

Step 1: GP Administrator enters the Suppliers information. This will include:

- Supplier's Organization's Name
- Username (which is the Suppliers Rate Portal Account Administrator's email address)

Step 2: GP Administrator will send this information to the designated Supplier Rate Portal Account Administrator via email. This email will include:

- Supplier's Organization's Name
- Username (which is the Suppliers Rate Portal Account Administrator's email address)
- Temporary Password
- Link to Rate Portal

Supplier User Types

Supplier User Types

There are two types of Supplier users in Rate Portal.

1. Supplier Rate Portal Account Administrator

As the Rate Portal Administrator you are responsible for the following:

- Set up your organization's Rate Portal account
- Manage other Rate Portal General Users associated with your organization
- Activate and deactivate users
- Submit and manage your organizations Labor Rates

2. Supplier Rate Portal General User

As the Rate Portal General User you can do the following:

- Submit and manage your organization's Labor Rates
-

First Time Login Supplier Rate Portal Account Administrator

First Time Supplier Rate Portal Administrator Login



As the Supplier Rate Portal Account Administrator you'll do the following to log into Rate Portal.

Step 1: You will receive an email from the GP Rate Portal Administrator with your login credentials. That email will include the following:

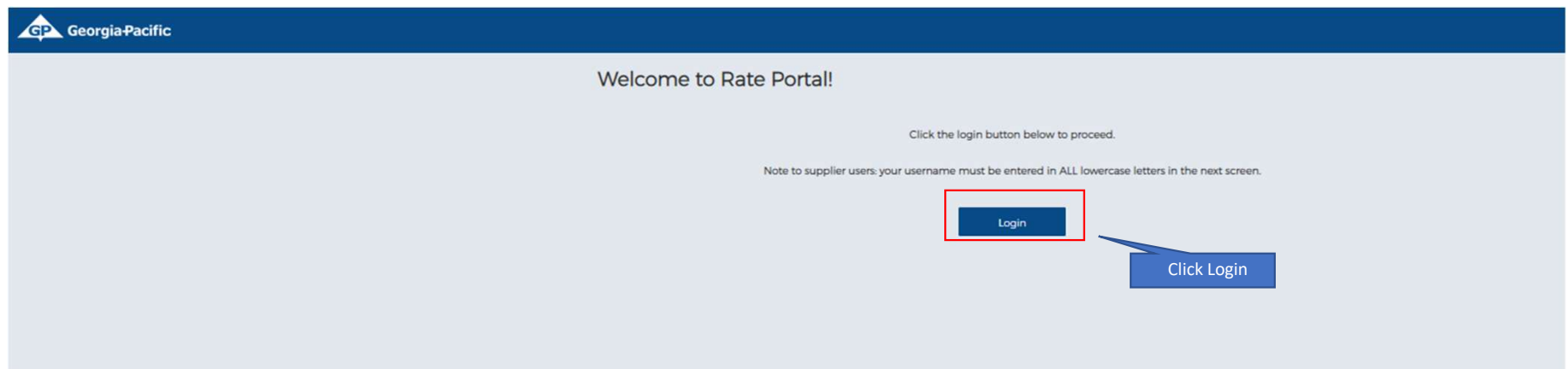
- Username (Which is your email address)
- Temporary Password
- Link to Rate Portal
- Brief instructions

Step 2: Click on the Rate Portal link and it will take you to the Rate Portal Login Screen.

First Time Supplier Rate Portal Administrator Login (cont'd)



Step 3: After you click the Rate Portal link in Step 2, you will see the below screen. Click **login** to go to the next screen.



First Time Supplier Rate Portal Administrator Login (cont'd)



Step 4: This screen is rendered after you click login. On this screen, enter your username (email address), and temporary password, then select **Sign in**.

Note: After your first-time login, you will be prompted to change your password. Please change your password. This will be the password that you will use going forward.



Sign in with your corporate ID

KochID

or

Sign in with your username and password

Username

Username

Password

Password

[Forgot your password?](#)

Sign in

Enter your username

Enter your temporary password

Click sign in

Need an account? [Sign up](#)

First Time Supplier Rate Portal Administrator Login (cont'd)



Step 5: After you've changed your password and selected enter, the next screen you'll see is your organization's account Profile screen. Only the Rate Portal Administration will see this screen. On this screen you (the Rate Portal Account Administrator) will set up your organizations profile. All fields with an asterisk are required. Once you have entered your organizations information **select save** and you will be taken to the Rate Portal Home Screen.

Note: In the Licensed & Available/Preferred States field, this is place where you enter the states where your organization will do the work and submit Rate Sheets. If you add additional states in the future, you will update them in this field. Keep in mind that this field will determine the facilities where you are able to submit your Labor Rates.

Profile

Harmonized Supplier Name *	Email *
ABC Supplier	rateportaltest3@gmail.com
First Name *	Last Name *
Tester3FirstName	Tester3LastName
Phone #	Number of Employees *
+5 (555) 555-5555	1 to 4 employees ▼
Licensed & Available/Preferred States *	
Alaska x Alabama x Arkansas x ▼	

CancelSave

Once all required information has been entered click save

First Time Login Supplier Rate Portal General User

First Time Supplier Rate Portal General User Login



As the Supplier General User, you will receive an email from your organizations Rate Portal Account Administrator with information on how to log into Rate Portal. If you have questions regarding, your account assignment status please reach out to your organizations Rate Portal Account Administrator.

Step 1: You will receive an email from your organization's Rate Portal Account Administrator with your login credentials. The email will include the following:

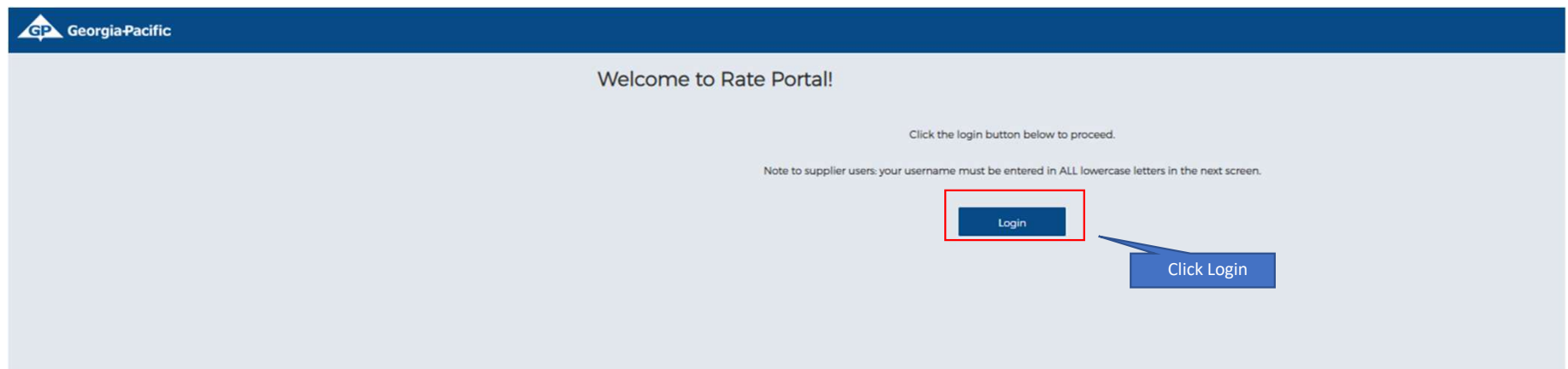
- Username (Which is your email address)
- Temporary Password
- Link to Rate Portal

Step 2: Click on the link to Rate Portal and it will take you to the Rate Portal Login Screen.

First Time Supplier Rate Portal General User Login (cont'd)



Step 3: After you click the Rate Portal link in Step 2, you will see the below screen. Click **login** to go to the next screen.



First Time Supplier Rate Portal General User Login (cont'd)



Step 4: This screen is rendered after you click login. On this screen, enter your username (email address), and temporary password, then select **Sign in**.

Note: After your first-time login, you will be prompted to change your password. Please change your password. This will be the password the you will use going forward.



Sign in with your corporate ID

KochID

or

Sign in with your username and password

Username

Username

Password

Password

[Forgot your password?](#)

Sign in

Enter your username

Enter your temporary password

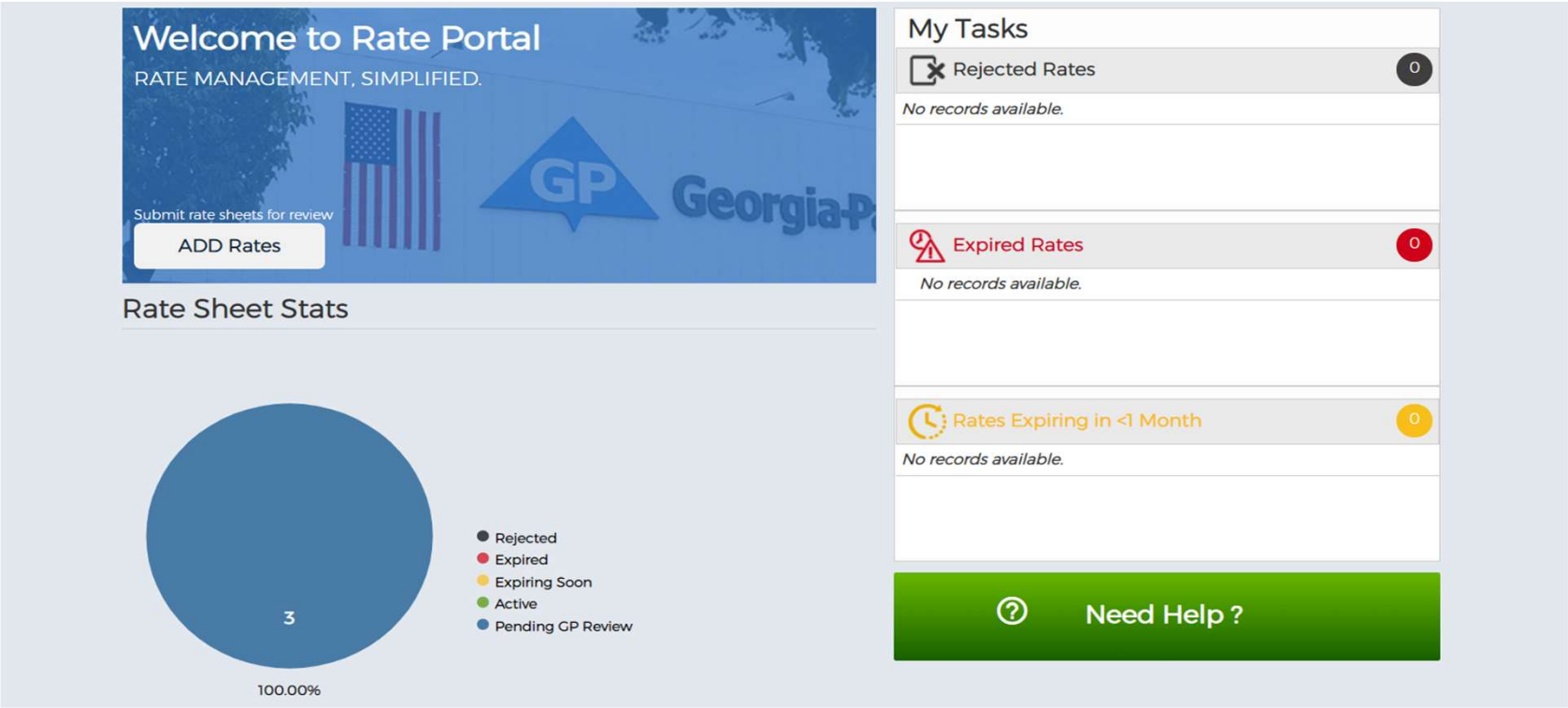
Click sign in

Need an account? [Sign up](#)

Setting up your organization's profile General User (cont'd)



Step 5: After you have changed your password, the next screen you will see is the Rate Portal Home Screen. This is the first screen you'll see as a General Users. Going forward, after your first sign into Rate Portal the Home screen will be your landing page.



Account Set-up

Setting up your organization's profile: Rate Portal Account Administrator Profile Screen



If you are your organization's Rate Portal Account Administrator and after you've changed your password. The next screen you'll see is your organization's account Profile screen. Only the Rate Portal Administration will see this screen. On this screen, the Rate Portal Account Administrator will set up the organizations profile. All fields with an asterisk are required.

Profile

Harmonized Supplier Name *	Email *
ABC Supplier	rateportaltest3@gmail.com
First Name *	Last Name *
Tester3FirstName	Tester3LastName
Phone #	Number of Employees *
+5 (555) 555-5555	1 to 4 employees ▼
Licensed & Available/Preferred States *	
Alaska x Alabama x Arkansas x ▼	

CancelSave

Once all required information has been entered click save

Note: In the Licensed & Available Preferred States field, this is place where you would enter the states where your organization will do the work and submit Labor Rate Sheets. If you add additional states in the future, you will update them in this field. Keep in mind that this field will determine which facilities you are able to submit rates.

Rate Portal Home Screen

Understanding the Home Screen

Rate Portal Home Screen



Rate Portal Home Screen is the landing page after login. From this screen you can navigate to Rate Sheets, Users, Profile, and Help. You can also see your tasks and the status of your Labor Rate Sheets.

Navigation Bar

Georgia-Pacific

HOME

RATE SHEETS

USERS

PROFILE

HELP

James-Test Gloster-Test ▾

Welcome to Rate Portal

RATE MANAGEMENT, SIMPLIFIED.

Submit rate sheets for review

ADD Rates

Click to add Rates

ADD Rates

Rate Sheet Stats

No Stats available.

My Tasks

✕ Rejected Rates

0

No records available.

⚠ Expired Rates

0

No records available.

🕒 Rates Expiring in <1 Month

0

No records available.

If you have rejected rates you can see them here. Click the Rejected Rates button for specific information.

If you have expired rates you can see them here. Click Expired Rates for specific information.

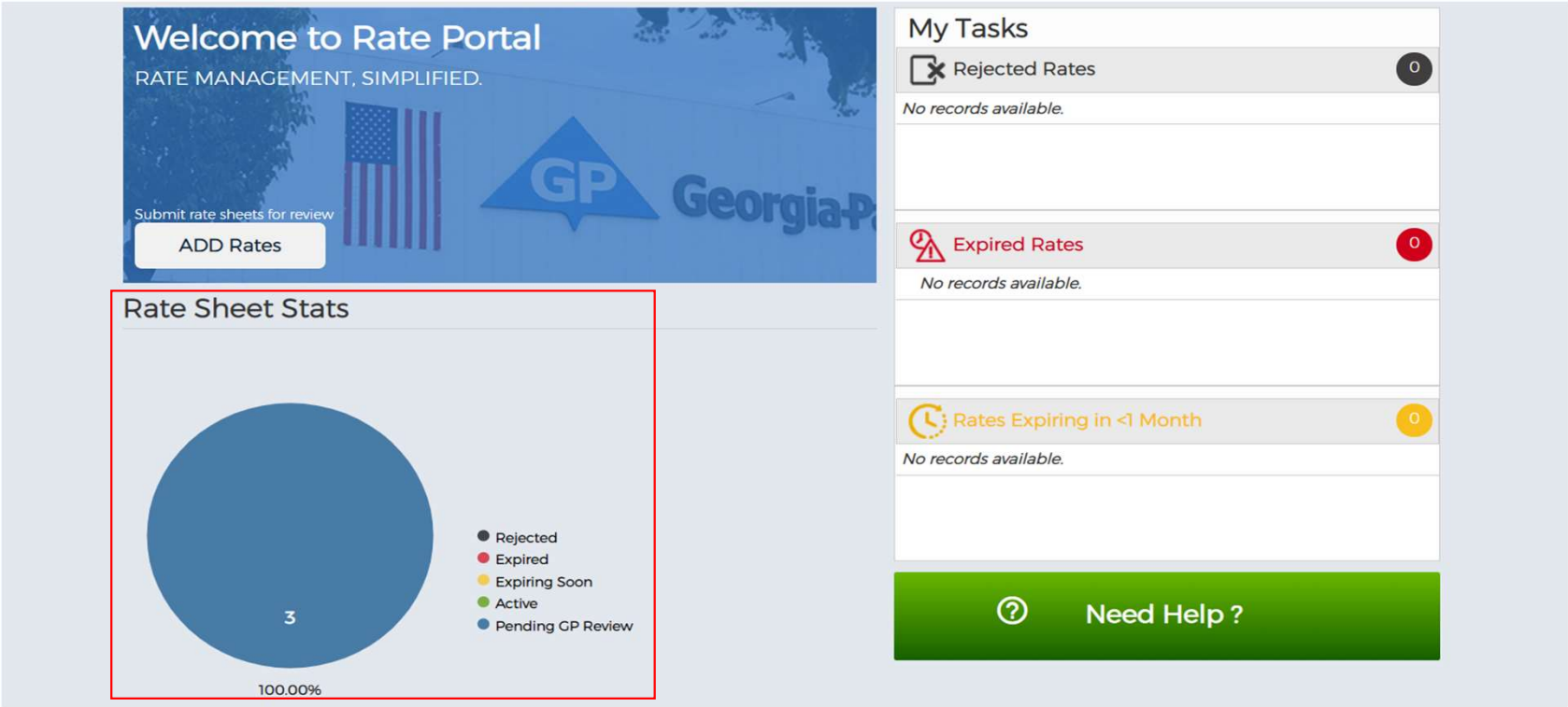
If you have expiring rates you can see them here. Click Expiring Rates for specific information.

Need Help ?

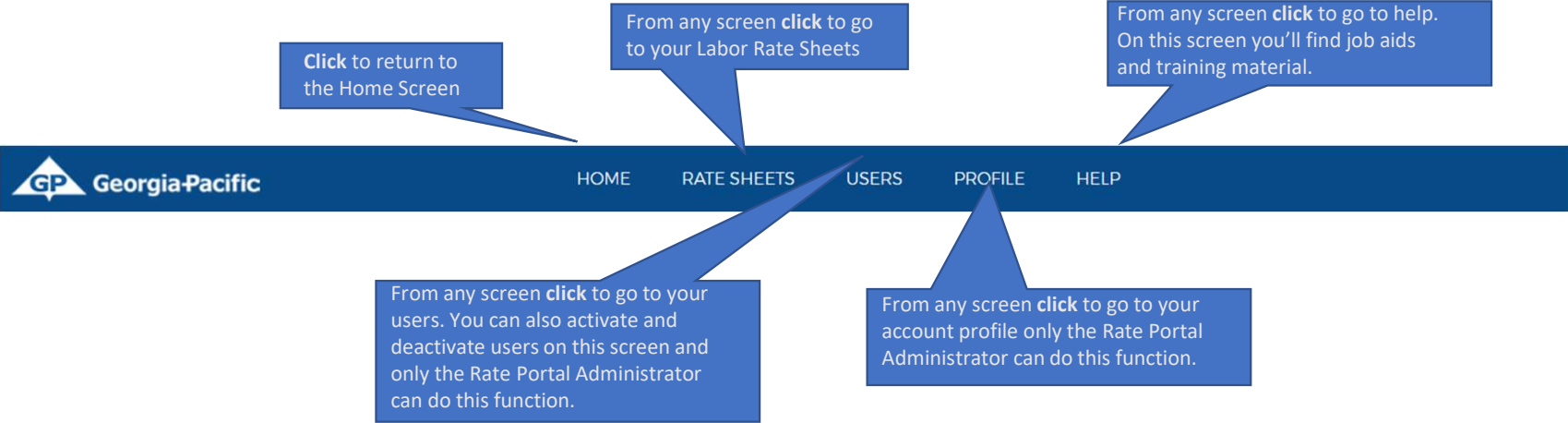
Home Screen After Submitting Rates



On The Home Screen, after you have submitted rates, the Rate Sheet Status will show you the number of Labor Rate Sheets you submitted and their status.



Rate Portal Navigation Bar



3 Types of Rate Sheets

3 Types of Rate Sheets

There are 3 types of Rate Sheets in Rate Portal. They vary depending on how your relationship with GP is managed.

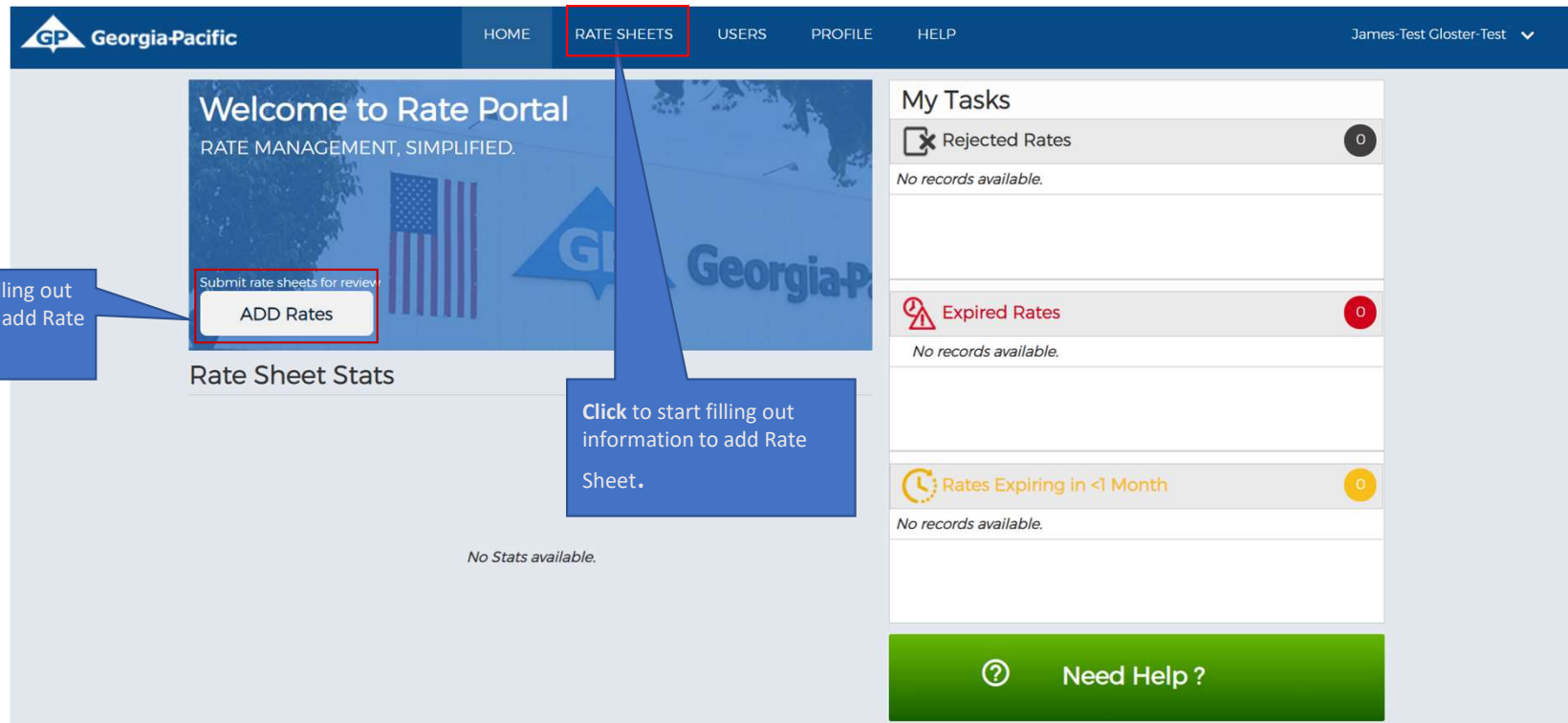
1. **Construction Maintenance (Central)** – Your relationship with GP is managed by a Category Manager and your Rate Sheet is more in depth and will require more information. Search and edit globally
2. **Construction Maintenance (Local)** – Your relationship with GP is managed at the facility level by the local Purchasing Manager.
3. **Professional Services (Engineering, OEM Environmental)** – Can be used by both Local and Central to submit your Professional Services Rate.

Add Rate Button from the Rate Portal Home Screen

Add Rate Button from the Rate Portal Home Screen

Once you have added the information on the User Profile Screen, you can now add rates. You have two options to go to the add Rates Sheets Screen.

1. Click **Add Rates** on the Welcome to Rate Portal tile to start filling out the Rate Sheet. OR
2. Click **Rate Sheets** on the Navigation Bar to go to the **Rate Sheet Screen** then select **Add Rates** to start filling out the first step to adding Labor Rates.



The screenshot shows the Georgia-Pacific Rate Portal interface. The top navigation bar includes links for HOME, RATE SHEETS (highlighted with a red box), USERS, PROFILE, and HELP. The user's name, James-Test Closter-Test, is displayed on the right. The main content area features a 'Welcome to Rate Portal' tile with the text 'RATE MANAGEMENT, SIMPLIFIED.' and a button labeled 'ADD Rates' (also highlighted with a red box). A blue callout box points to this button with the text: 'Click to start filling out information to add Rate Sheet.' Below the welcome tile is a 'Rate Sheet Stats' section showing 'No Stats available.' Another blue callout box points to the 'RATE SHEETS' navigation link with the text: 'Click to start filling out information to add Rate Sheet.' On the right side, there is a 'My Tasks' section with three items: 'Rejected Rates' (0 records), 'Expired Rates' (0 records), and 'Rates Expiring in <1 Month' (0 records). At the bottom right, there is a green button labeled '? Need Help ?'.

Adding Labor Rates for Locally Managed Suppliers

Step 1: Adding Labor Rates Locally Managed Suppliers

Once you click the add rates from either the Navigation bar or the button from the Home Screen you will go to this screen. **The Rate Sheet Format is Auto populated by GP so do not have to know if your local or central.**

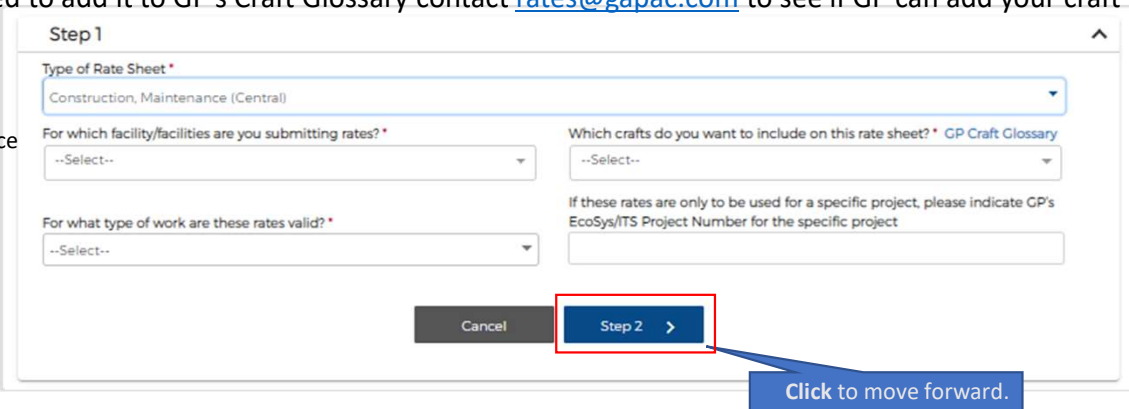
Step 1: Adding the Rate Sheet information. At this step you'll want to ensure you add the correct craft names, facilities and the type of work. Fields with an asterisk are required. **Note:** You can choose more than one craft and facility.

- Type of Rate Sheet?** - You can select from 3 types of Rate Sheets. GP will auto populate the Rate Sheet based on how GP has classified your organization.
- Construction Maintenance (Central)** – Your relationship with GP is managed by a Category Manager and your Rate Sheet is more in depth and will require more information. Such as Employee Benefits, Small Tools & Consumables, Overhead and Profit.
 - Construction Maintenance (Local)** – Your relationship with GP is managed at the facility level by the local Purchasing Manager.
 - Professional Services (Engineering, OEM Environmental)** – Can you be used by both Local and Central to submit your Professional Services Rate.

Which Crafts do you want to include? – We've standardized the Select the craft you want to include on the Rate Sheet. If you are unable to find a match for the craft, find the one that best fits. If you have a very specific craft name and you need to add it to GP's Craft Glossary contact rates@gapac.com to see if GP can add your craft to our list.

- For what type of work are these rates applicable?** – There are 2 options:
- Maintenance & Projects** - This is for regular rates that will be used for routine maintenance and projects potentially on a recurring basis.
 - Rates that are valid Specific Project** – Use when you have a Rate Sheet that is unique and specific to a particular project.

GP's EcosysITS Project Number for the specific project – Only select if you have used a Specific Project and indicate in this field the project number from EcosysITS. If you do not have the project number, ask your GP Representative. Otherwise enter the project name.



Step 1

Type of Rate Sheet *
Construction, Maintenance (Central)

For which facility/facilities are you submitting rates? *
--Select--

Which crafts do you want to include on this rate sheet? * GP Craft Glossary
--Select--

For what type of work are these rates valid? *
--Select--

If these rates are only to be used for a specific project, please indicate GP's EcoSys/ITS Project Number for the specific project
[Text Field]

Cancel Step 2 >

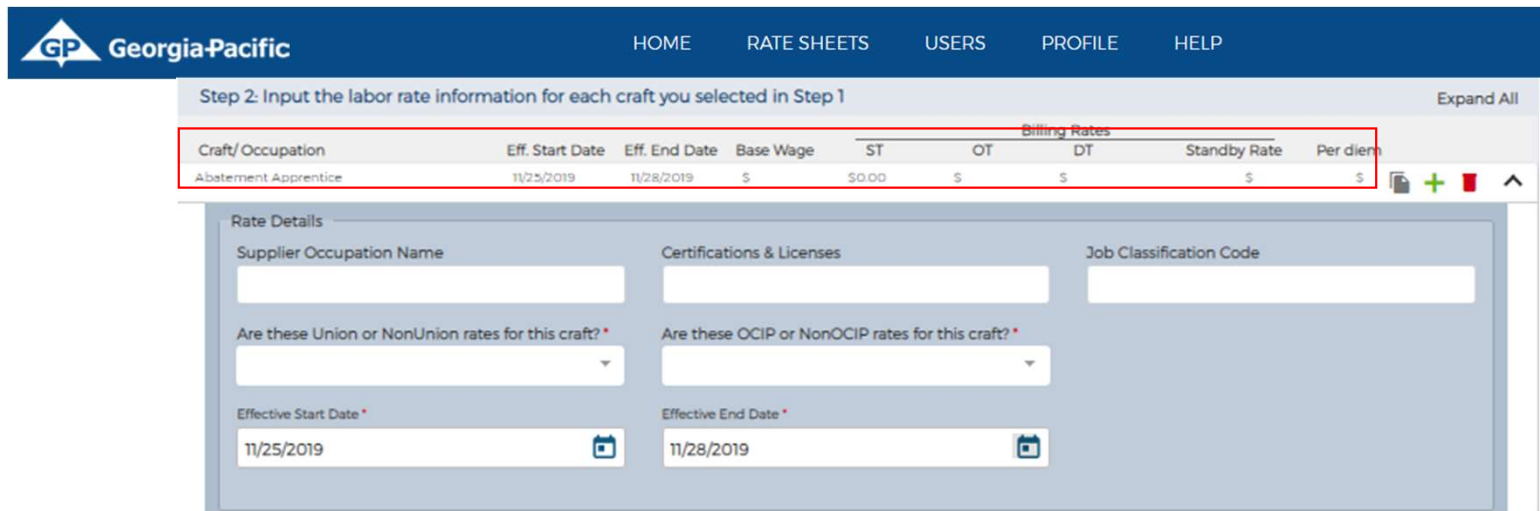
Click to move forward.

Step 2: Adding Labor Rates Locally Managed Suppliers (cont'd)

Once you have completed Step 1, you'll move to **Step 2** where you'll begin to fill out your organization's information for the crafts. You will also notice that as you fill out the information in the box, the top of the screen will populate with that same information. In the Rate Detail box there are a couple fields that are free text. They are:

1. **Supplier Occupation Name** – Use the Supplier search and edit globally Name field when you have a slightly different naming convention for your craft. For example: You may have Abatement Apprentice Level 1.
2. **Certification & Licenses** – Enter any specific certification or licenses that would effect your Labor Rate.

OCIP- Owner Controlled Insurance Program - is an insurance policy procured, paid for, and administered by a property owner covering certain types of liability and loss arising from a specific project, in lieu of contractor – provided insurance.



The screenshot shows the Georgia-Pacific Rate Portal interface for Step 2: Input the labor rate information for each craft you selected in Step 1. The interface includes a navigation bar with links to HOME, RATE SHEETS, USERS, PROFILE, and HELP. Below the navigation bar, there is a table for Billing Rates with columns for Craft/Occupation, Eff. Start Date, Eff. End Date, Base Wage, ST, OT, DT, Standby Rate, and Per diem. The table shows a single row for Abatement Apprentice with dates 11/25/2019 and 11/28/2019, and a base wage of \$0.00. Below the table, there is a Rate Details section with fields for Supplier Occupation Name, Certifications & Licenses, Job Classification Code, and dropdown menus for Are these Union or NonUnion rates for this craft? and Are these OCIP or NonOCIP rates for this craft?. There are also date pickers for Effective Start Date (11/25/2019) and Effective End Date (11/28/2019).

Note: If you need an explanation of a field, hover over the **“field name”** to get the definition. You can do this through out the Rate Portal Application.

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information



In this section of the screen you are filling out the following:

Base Wage – The dollar per hour amount that the craft person will make as gross pay worked.

Straight Time Billing Rate – The dollar amount per hour that is billed to GP, for regular hours worked which would include: taxes, profit, insurance, overhead. etc . This is the "all-in" rate GP pays the Supplier.

Overtime Billing Rate – Is to be applied in accordance with the agreed upon work rules. Generally used for work over 40 hours per week.

Per Diem – Per day rate allowance for meals and incidental expenses.

Standby Billing Rate – The dollar amount per hour that is billed to GP for time spent on-call at GP's request, but not spent performing work.

Labor Rates			
Base Wage *	Straight Time Billing Rate *	Overtime Billing Rate *	Double Time Billing Rate
\$ 0.00	\$ 0	\$ 0.00	\$ 0.00

Per Diem & Standby Billing Rate	
Per Diem	Standby Billing Rate
\$ 0.00	\$ 0.00

Next Craft >

Note: Only fields with an asterisk are required.

Adding Labor Rates for Centrally Managed Suppliers

Step 1: Adding Labor Rates



Once you click the add rates from either the Navigation bar or the button from the Home Screen you will go to this screen.

Step 1: Adding the Rate Sheet information. At this step you'll want to ensure you add the correct craft names, facilities and the type of work. Fields with an asterisk are required. **Note:** You can choose more than one craft and facility.

- Type of Rate Sheet?** - You can select from 3 types of Rate Sheets. GP will auto populate the Rate Sheet based on how GP has classified your organization.
- 1. **Construction Maintenance (Central)** – Your relationship with GP is managed by a Category Manager and your Rate Sheet is more in depth and will require more information. Such as Employee Benefits, Small Tools & Consumables, Overhead and Profit.
 - 2. **Construction Maintenance (Local)** – Your relationship with GP is managed at the facility level by the local Purchasing Manager.
 - 3. **Professional Services (Engineering, OEM Environmental)** – Can you be used by both Local and Central to submit your Professional Services Rate.

Which Crafts do you want to include? – Select the craft you want to include on the Rate Sheet. If you are unable to find a match for the craft, find the one that best fits. If you have a very specific craft name and you need to add it to GP's Craft Glossary contact rates@gapac.com to see if GP can add your craft to our list.

For what type of work are these rates valid? – There are 2 options:

- 1. **Maintenance & Projects** - General regular rates to be used for routine maintenance and projects.

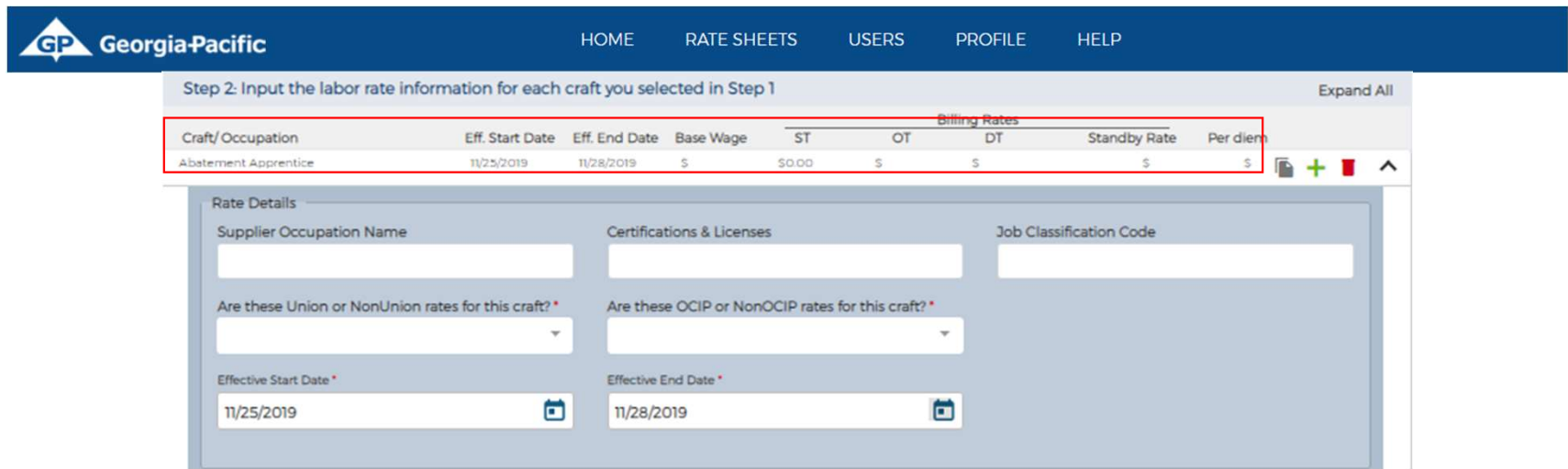
GP's EcosysITS Project Number for the specific project – Only select if you have used Specific Project and indicate in this field the project number from EcosysITS. If you do not have the project number, ask your GP Representative. Otherwise enter the project name.

Step 2: Adding Labor Rates Locally Managed Suppliers (cont'd)

Once you have completed Step 1, you'll move to **Step 2** where you'll begin to fill out your organization's information for the crafts. You will also notice that as you fill out the information in the box, the top of the screen will populate with that same information. In the Rate Detail box there are a couple fields that are free text. They are:

1. **Supplier Occupation Name** – Use the Supplier search and edit globally Name field when you have a slightly different naming convention for your craft. For example: You may have Abatement Apprentice Level 1.
2. **Certification & Licenses** – Enter any specific certification or licenses that would effect your Labor Rate.

OCIP- Owner Controlled Insurance Program - is an insurance policy procured, paid for, and administered by a property owner covering certain types of liability and loss arising from a specific project, in lieu of contractor – provided insurance.



The screenshot shows the Georgia-Pacific Rate Portal interface for Step 2: Input the labor rate information for each craft you selected in Step 1. The interface includes a navigation bar with links to HOME, RATE SHEETS, USERS, PROFILE, and HELP. Below the navigation bar, there is a table for Billing Rates. The table has columns for Craft/Occupation, Eff. Start Date, Eff. End Date, Base Wage, ST, OT, DT, Standby Rate, and Per diem. A red box highlights the first row of the table, which contains the following data: Craft/Occupation: Abatement Apprentice, Eff. Start Date: 11/25/2019, Eff. End Date: 11/28/2019, Base Wage: \$, ST: \$0.00, OT: \$, DT: \$, Standby Rate: \$, and Per diem: \$. Below the table, there is a section for Rate Details. This section contains several input fields: Supplier Occupation Name, Certifications & Licenses, Job Classification Code, Are these Union or NonUnion rates for this craft? (a dropdown menu), Are these OCIP or NonOCIP rates for this craft? (a dropdown menu), Effective Start Date (a date field with a calendar icon), and Effective End Date (a date field with a calendar icon).

Note: If you need an explanation of a field, hover over the **“field name”** to get the definition. You can do this through out the Rate Portal Application.

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information



In this section of the screen you are filling out the following:

Base Wage – Is the dollar per hour amount figure that the craft person will take home.

Straight Time Billing Rate – The dollar amount per hour that is billed to GP which would include: taxed, profit, insurance, overhead..etc. This is what GP pays the Supplier and Government.

Overtime Billing Rate – Is to be applied in accordance with the agreed upon work rules. Generally used for work over 40 hours per week.

Labor Rates			
Base Wage *	Straight Time Billing Rate *	Overtime Billing Rate *	Double Time Billing Rate
\$ 0.00	\$ 0	\$ 0.00	\$ 0.00

Note: Only fields with an asterisk are required.

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information (cont'd)



In this section of the screen you are filling out the following:

- FICA%** - Federal Insurance Contributions Act the percent of base wage to be paid to FICA not to exceed Federal Rate.
- FUI%** - Federal Unemployment Insurance the percent of base wage to be paid to FICA not to exceed Federal Rate.
- SUI%** - State Unemployment Insurance the percent of base wage to be paid to FICA not to exceed Federal Rate.
- General Liability %** - Insurance billed as a fixed dollar amount per billing rate. It provides insurance for general business risks. In order to determine whether you qualify for our Owner Controlled Insurance Program (OCIP), we'll need visibility to your General Liability markup.
- Excess Liability%** -Insurance billed as a fixed dollar amount per billing rate. It provides broader insurance coverage and is billed in addition to General Liability. In order to determine whether you qualify for our Owner Controlled Insurance Program (OCIP), we'll need visibility to your Excess Liability markup.
- Workers Compensation %** - Insurance billed as a fixed dollar amount per billing rate. It provides medical and wage benefits to people injured or become ill at work. In order to determine whether you qualify for our Owner Controlled Insurance Program (OCIP), we'll need visibility to your Workers' Compensation markup.

Taxes & Insurance

FICA % *

0.00 % = \$0.00

FUI % *

0.00 % = \$0.00

SUI % *

0.00 % = \$0.00

General Liability % *

0.00 % = \$0.00

Excess Liability % *

0.00 % = \$0.00

Workers' Compensation % *

0.00 % = \$0.00

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information (cont'd)



In this section of the screen you are filling out the following:

- Employee Benefits** - This markup accounts for components of your billing rate like vacation, 401K, health insurance, life insurance, fringes, etc. that is billed as a fixed dollar amount per billing rate.
- Small Tools & Consumables** - This markup accounts for small items like hand tools, ladders, safety supplies that are needed when performing work. This markup is billed as a fixed dollar amount per billing rate.
- Overhead** - This markup accounts for ongoing business operating expenses that cannot be tied to direct labor or direct materials. This markup is billed as a fixed dollar amount per billing rate.
- Profit** - Expenses; this markup accounts for dollars earned that are not tied to any cost. This markup is billed as a fixed dollar amount per billing rate.

Benefits & Other Markups			
Employee Benefits *	Small Tools & Consumables *	Overhead *	Profit *
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Adding Professional Services Labor Rates

Step 1: Adding Labor Rates



Once you click the Add Rates from either the Navigation bar or the button from the Home Screen you will go to this screen.

Step 1: Adding the Rate Sheet information. At this step you'll want to ensure you add the correct craft names, facilities and the type of work. Fields with an asterisk are required. **Note:** You can choose more than one craft and facility.

Type of Rate Sheet? - You can select from 3 types of Rate Sheets. GP will auto populate the Rate Sheet based on how GP has classified your organization.

- 1. **Construction Maintenance (Central)** – Your relationship with GP is managed by a Category Manager and your Rate Sheet is more in depth and will require more information.
- 2. **Construction Maintenance (Local)** – Your relationship with GP is managed at the facility level by the local Purchasing Manager.
- 3. **Professional Services (Engineering, OEM Environmental)** – Can you be used by both Local and Central to submit your Professional Services Rate.

Which Crafts do you what to include? – Select the craft you want to include on the Rate Sheet. If you are unable to find a match for the craft, find the one that best fits. If you have a very specific craft name and you need to add it to GP's Craft Glossary contact rates@gapac.com to see if GP can add your craft to our list.

For what type of work are these rates applicable? – There are 2 options:

- 1. **Maintenance & Projects** - This is for regular rates that will be used for routine maintenance and projects potentially on a recurring basis.
- 1. **Rates that are valid Specific Project** – Use when you have a Rate Sheet that is unique and specific to a particular project.

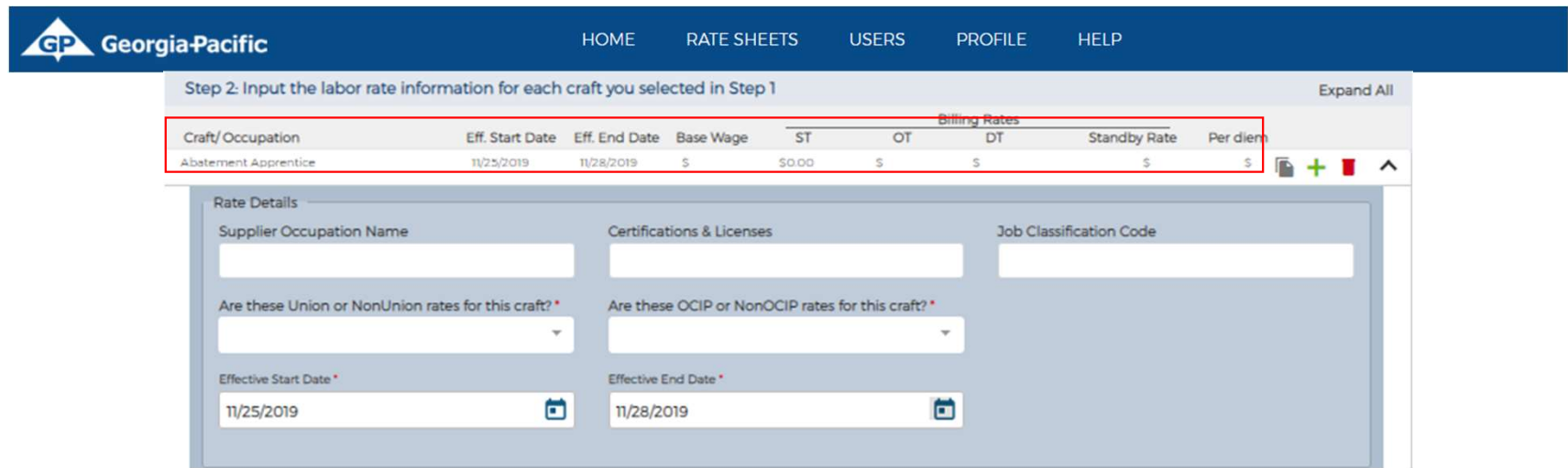
GP's EcosysITS Project Number for the specific project – Only select if you have used a Specific Project and indicate in this field the project number from EcosysITS. If you do not have the project number, ask your GP Representative. Otherwise enter the project name.

Step 2: Adding Labor Rates Locally Managed Suppliers (cont'd)

Once you have completed Step 1, you'll move to **Step 2** where you'll begin to fill out your organization's information for the crafts. You will also notice that as you fill out the information in the box, the top of the screen will populate with that same information. In the Rate Detail box there are a couple fields that are free text. They are:

1. **Supplier Occupation Name** – Use the Supplier search and edit globally Name field when you have a slightly different naming convention for your craft. For example: You may have Abatement Apprentice Level 1.
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The screenshot shows the Georgia-Pacific Rate Portal interface for Step 2: Input the labor rate information for each craft you selected in Step 1. The interface includes a navigation bar with links for HOME, RATE SHEETS, USERS, PROFILE, and HELP. Below the navigation bar, there is a table for Billing Rates with columns for Craft/Occupation, Eff. Start Date, Eff. End Date, Base Wage, ST, OT, DT, Standby Rate, and Per diem. The table contains one row for Abatement Apprentice with values: 11/25/2019, 11/28/2019, \$, \$0.00, \$, \$, \$, and \$. Below the table, there is a Rate Details section with fields for Supplier Occupation Name, Certifications & Licenses, Job Classification Code, Are these Union or NonUnion rates for this craft? (dropdown), Are these OCIP or NonOCIP rates for this craft? (dropdown), Effective Start Date (11/25/2019), and Effective End Date (11/28/2019).

Note: If you need an explanation of a field, hover over the “**field name**” to get the definition. You can do this through out the Rate Portal Application.

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information



In this section of the screen you are filling out the following:

Base Wage – The dollar per hour amount that the craft person will make as gross pay worked.

Straight Time Billing Rate – The dollar amount per hour that is billed to GP, for regular hours worked which would include: taxes, profit, insurance, overhead. etc . This is the "all-in" rate GP pays the Supplier.

Overtime Billing Rate – Is to be applied in accordance with the agreed upon work rules. Generally used for work over 40 hours per week.

Labor Rates			
Base Wage *	Straight Time Billing Rate *	Overtime Billing Rate *	Double Time Billing Rate
\$ 0.00	\$ 0	\$ 0.00	\$ 0.00

Note: Only fields with an asterisk are required.

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information



In this section of the screen you are filling out the following:

- FICA%** - Federal Insurance Contributions Act the percent of base wage to be paid to FICA not to exceed Federal Rate.
- FUI%** - Federal Unemployment Insurance the percent of base wage to be paid to FICA not to exceed Federal Rate.
- SUI%** - State Unemployment Insurance the percent of base wage to be paid to FICA not to exceed Federal Rate.
- General Liability %** - Insurance billed as a fixed dollar amount per billing rate. It provides insurance for general business risks. In order to determine whether you qualify for our Owner Controlled Insurance Program (OCIP), we'll need visibility to your General Liability markup.
- Excess Liability%** -Insurance billed as a fixed dollar amount per billing rate. It provides broader insurance coverage and is billed in addition to General Liability. In order to determine whether you qualify for our Owner Controlled Insurance Program (OCIP), we'll need visibility to your Excess Liability markup.

Taxes & Insurance

FICA % *

0.00 % = \$0.00

FUI % *

0.00 % = \$0.00

SUI % *

0.00 % = \$0.00

General Liability % *

0.00 % = \$0.00

Excess Liability % *

0.00 % = \$0.00

Step 2: Filling out Rate Portal Labor Rate/Craft Markup information (cont'd)



In this section of the screen you are filling out the following:

- Employee Benefits** – This markup accounts for components of your billing rate like vacation, 401K, health insurance, life insurance, fringes, etc. that is billed as a fixed dollar amount per billing rate.
- Per Diem** – Per day rate allowance for meals and incidental expenses.
- Standby Billing Rate** – The dollar amount per hour that is billed to GP which would include: taxed, profit, insurance, overheard..etc. This is what GP pays the Supplier and Government.
- Travel & Lodging** - Maximum cost per day for travel & lodging expenses to be billed in the case this occupation type requires travel.

Benefits & Other Markups		
Employee Benefits		
\$ 0.00		
Per Diem & Standby Billing Rate		
Per Diem	Standby Billing Rate	Travel & Lodging
\$ 0.00	\$ 0.00	

Copying Markups

Copying Markups to All Crafts in your Rate Sheet

Once you've added your markups by following the steps in the previous screens, you can **copy the markups** you've entered for a craft to all crafts in your Rate Sheet by clicking the **gray copy icon**. This allows you to copy all pertinent information from one craft without having to enter the same information multiple times. For example, if markups like FICA, FUI, and SUI are the same for all crafts in your Rate Sheet, enter the correct information for each of these markups for one of your crafts. Then you can copy your inputs for these markups to all crafts by clicking on the gray copy button and selecting them.

If you want to copy markups, select the below icon.

Step 1

Step 2: Input the labor rate information for each craft you selected in Step 1

Craft/ Occupation	Eff. Start Date	Eff. End Date	Base Wage	ST	OT	Billing Rates DT	Standby Rate	Per diem
Abatement Apprentice			\$	\$0.00	\$	\$	\$	\$

Rate Details

Supplier Occupation Name:

Certifications & Licenses:

Job Classification Code:

Are these Union or NonUnion rates for this craft? *:

Are these OCIP or NonOCIP rates for this craft? *:

Effective Start Date *:

Effective End Date *:

Labor Rates

Base Wage *: \$ 0.00

Straight Time Billing Rate: \$ 0

Overtime Billing Rate *: \$ 0.00

Double Time Billing Rate: \$ 0.00

Taxes & Insurance

FICA % *: 0.00 % = \$0.00

FUI % *: 0.00 % = \$0.00

SUI % *: 0.00 % = \$0.00

General Liability % *: 0.00 % = \$0.00

Excess Liability % *: 0.00 % = \$0.00

Workers' Compensation % *: 0.00 % = \$0.00

Benefits & Other Markups

Employee Benefits *: \$ 0.00

Small Tools & Consumables *: \$ 0.00

Overhead *: \$ 0.00

Profit *: \$ 0.00

Per Diem & Standby Billing Rate

Per Diem: \$ 0.00

Standby Billing Rate: \$ 0.00

Next Craft >

Abatement Apprentice1			\$	\$0.00	\$	\$	\$	\$
Abatement Foreman			\$	\$0.00	\$	\$	\$	\$

Copying Markups to All Crafts in your Rate Sheet (cont'd)

Once you select gray copy button, the below screen appears. Check all the items that you want to be copied to all crafts in the markup and then click **done**. After your click done, you'll see the added duplicated markups.

Step 1

Apply the same values to multiple crafts

Select fields that are the same for all crafts in this rate sheet. All fields you select will be applied to all crafts in this rate sheet.
E.g. All rates in this rate sheet are OCIP rates. Instead of having to select "OCIP" for each craft, you can choose to apply "OCIP" to all crafts on this rate sheet.

☐ Select All

Rate Details

☐ Certifications & Licenses
☐ OCIP Rate

Job Classification Code
Effective Start Date

Union Rate
Effective End Date

Labor Rates

☐ Base Wage
☐ Double Time Billing Rate

Straight Time Billing Rate

Overtime Billing Rate

Taxes & Insurance

☐ FICA%
☐ General Liability%

FUI%
Excess Liability%

SUI%
Workers' Compensation

Benefits & Other Markups

☐ Employee Benefits
☐ Profit

Small Tools & Consumables

Overhead

Per Diem & Standby Billing Rate

☐ Per Diem

Standby Billing Rate

Cancel

Done

Select Done.

Copying Markups to All Crafts in your Rate Sheet (cont'd)

After you have selected done. You go back to the labor rate markup where you will find green check marks by your crafts. The *green check marks* indicate that all pertinent information on the Rate Sheet was entered. Now you can select submit to submit your Rate Sheets.

Step 2: Input the labor rate information for each craft you selected in Step 1 Expand All

Craft/Occupation	Eff. Start Date	Eff. End Date	Base Wage	ST	OT	DT	Standby Rate	Per diem
Abatement Apprentice	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$

Rate Details

Supplier Occupation Name: Certifications & Licenses: Job Classification Code:

Are these Union or NonUnion rates for this craft? Union Are these OCIP or NonOCIP rates for this craft? OCIP

Effective Start Date: 11/28/2019 Effective End Date: 11/30/2019

Labor Rates

Base Wage: \$ 40 Straight Time Billing Rate: \$ 5 Overtime Billing Rate: \$ 5 Double Time Billing Rate: \$ 5

Taxes & Insurance

FICA %: 5 % = \$2.00 FUI %: 5 % = \$2.00 SUI %: 5 % = \$2.00 General Liability %: 5 % = \$2.00

Excess Liability %: 5 % = \$2.00

Benefits & Other Markups

Employee Benefits: \$ 0.00

Per Diem & Standby Billing Rate

Per Diem: \$ 0.00 Standby Billing Rate: \$ 0.00 Travel & Lodging:

Next Craft >

Abatement Apprentice	✓	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$	+	-	✓
Abatement Foreman	✓	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$	+	-	✓

Discard this Rate Sheet Save Draft **Submit**

Click to submit your Rate Sheet.

Submitting Rate

Submitting a Rate Sheet



Once you have the information entered your Rate Sheet, you will click the submit button.

Step 2: Input the labor rate information for each craft you selected in Step 1

Expand All

Craft/Occupation	Eff. Start Date	Eff. End Date	Base Wage	ST	OT	DT	Standby Rate	Per diem
Abatement Apprentice	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$

Rate Details

Supplier Occupation Name

Certifications & Licenses

Job Classification Code

Are these Union or NonUnion rates for this craft? *

Union

Are these OCIP or NonOCIP rates for this craft? *

OCIP

Effective Start Date *

11/28/2019

Effective End Date *

11/30/2019

Labor Rates

Base Wage

\$ 40

Straight Time Billing Rate *

\$ 5

Overtime Billing Rate

\$ 5

Double Time Billing Rate

\$ 5

Taxes & Insurance

FICA %

5 % = \$2.00

FUI %

5 % = \$2.00

SUI %

5 % = \$2.00

General Liability %

5 % = \$2.00

Excess Liability %

5 % = \$2.00

Benefits & Other Markups

Employee Benefits

\$ 0.00

Per Diem & Standby Billing Rate

Per Diem

\$ 0.00

Standby Billing Rate

\$ 0.00

Travel & Lodging

Next Craft >

Abatement Apprentice	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$
Abatement Foreman	11/28/2019	11/30/2019	\$40.00	\$5.00	\$5.00	\$5.00	\$	\$

Discard this Rate Sheet

Save Draft

Submit

Click submit

Submitting a Rate Sheet (cont'd)



After you've click on the green submit button, you will get a pop up that will ask "are you sure". If you're ready, select the blue submit button.

Step 1

Are you sure?

Are you sure you're ready to submit? Clicking "Submit" will automatically send your rate sheet to GP to review. This action cannot be undone.

No

Submit

Abatement General Foreman

✓

11/25/2019

11/28/2019

\$40.00

\$40.00

\$40.00

\$

\$

\$

+

▼

Submitting a Rate Sheet (cont'd)



After you click the blue submit button this screen will appear. You have successfully submitted your Rate Sheet.

Georgia-Pacific

HOME RATE SHEETS USERS PROFILE HELP

Add Rates My Rate Sheet Drafts

Expand All

^ Albany Chemical PENDING REVIEW Edit ⋮

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	Billing Rates			Standby Rate	Per Diem	
				ST	OT	DT			
Abatement Apprentice	11/08/2019	11/19/2019	50	50	60	20	0	0	▼
Abatement Apprentice1	11/08/2019	11/19/2019	50	50	60	20	0	0	▼
Abatement Foreman	11/08/2019	11/19/2019	50	50	60	20	0	0	▼

▼ Albany Lumber PENDING REVIEW Edit ⋮

▼ Eugene Chemical PENDING REVIEW Edit ⋮

Previous Next

Rate Sheet Status

Rate Sheet Status



After submitting your labor rates you will be able to see the status of your Rate Sheet. The initial status of your Rate Sheet after submittal is pending review. *Pending Review* means that GP has not approved or rejected the Rate Sheet.

Georgia-Pacific

HOME RATE SHEETS USERS PROFILE HELP

Search

Add Rates

My Rate Sheet Drafts

Rate Sheet is pending GP Review

Expand All

Alabama River Cellulose

PENDING REVIEW

Edit

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	Billing Rates			Standby Rate	Per Diem	
				ST	OT	DT			
Abatement Apprentice	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	▼
Abatement Foreman	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	▼
Abatement General Foreman	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	▼

Crossett Chemical

PENDING REVIEW

Edit

Showing 1 to 2 of 2 record(s)

Previous

Next

Rate Sheet Status (cont'd)

Your Rate Sheet status, in Rate Portal will change from time to time as appropriate.

- 1. **Rejected Rate Sheet** – GP has rejected the Rate Sheet. If your Rate Sheet has been rejected the expectation is that you are having conversations with your Purchasing or Category Manager.
- 2. **Pending Review** - Means that GP has not approved or rejected the Rate Sheet.
- 3. **Expired Rate Sheet** – Your Rate Sheet was approved, but the effective end date has passed.
- 4. **Approved** – Your Rate Sheet has been approved, but it has not yet gone into effect.
- 5. **Active** – Your Rate Sheet is active and approved. The Rates are active for the effective date range input in the Rate Sheet.

 Alabama River Cellulose	PENDING REVIEW		Edit	
 Brewton Bleach Board	PENDING REVIEW		Edit	
 Naheola Paper	PENDING REVIEW		Edit	
 Naheola Paper	REJECTED	Comments: unauthorized requester	Edit	
 Alabama River Cellulose	ACTIVE	Comments: In market	Edit	

Other Rate Sheet Features and Options

Expand/Collapse Rate Sheet

On the markup/labor rate screen you can click the up arrow to collapse the screen. Once the screen is collapse you can click **Expand All** to expand the information on the screen again.

Step 1

Step 2: Input the labor rate information for each craft you selected in Step 1

Expand All

Craft/ Occupation	Eff. Start Date	Eff. End Date	Base Wage	ST	OT	DT	Standby Rate	Per diem
Abatement Apprentice			\$	\$0.00	\$	\$	\$	\$

Rate Details

Supplier Occupation Name

Certifications & Licenses

Job Classification Code

Are these Union or NonUnion rates for this craft? *

Are these OCIP or NonOCIP rates for this craft? *

Effective Start Date *

Effective End Date *

Labor Rates

Base Wage *

Straight Time Billing Rate

Overtime Billing Rate *

Double Time Billing Rate

Taxes & Insurance

FICA % *

FUI % *

SUI % *

General Liability % *

Excess Liability % *

Workers' Compensation % *

Benefits & Other Markups

Employee Benefits *

Small Tools & Consumables *

Overhead *

Profit *

Per Diem & Standby Billing Rate

Per Diem

Standby Billing Rate

Next Craft >

Abatement Apprentice1			\$	\$0.00	\$	\$	\$	\$
Abatement Foreman			\$	\$0.00	\$	\$	\$	\$

Click Expand to Expand all.

Click the up arrow to collapse the screen.

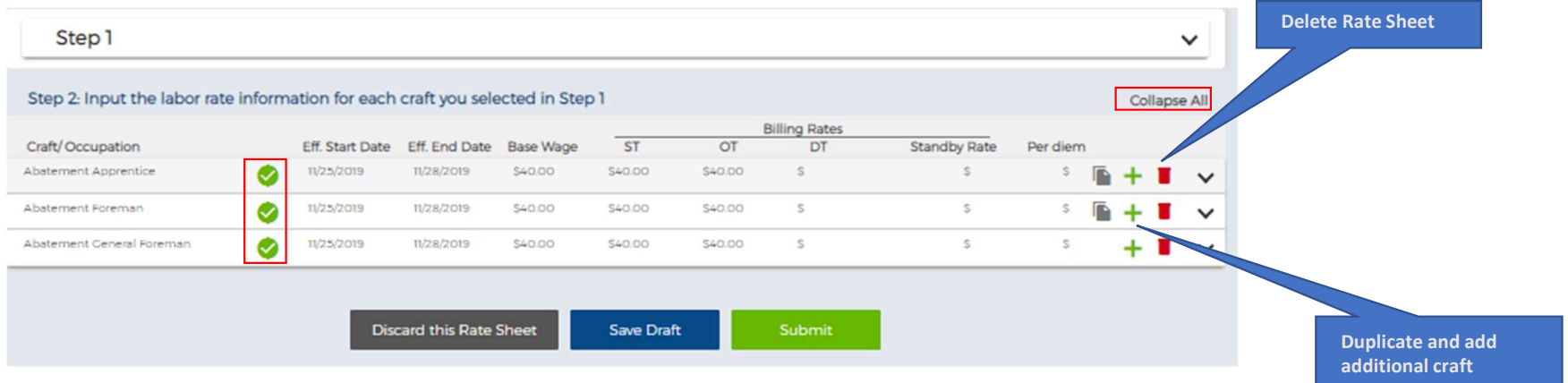
Other Features

If you've selected Collapse All this is the screen you will see. There are a few option you can do on this screen. Below 3 of those options have been highlighted.

1. You can delete the craft by clicking the **red trash** can.
2. The **green check** marks signify that all required information with the red asterisks has been entered for the craft.
3. The **green +** is the option you would select if you need to have more than one of the same craft name. Then, in the Supplier Occupation Name field, you can indicate your own naming convention that indicates the differences between the duplicated craft names. For example: you have more than one level for an Abatement Apprentice: Abatement Apprentice 1 and Abatement Apprentice 2. You only have one option from our craft list (Abatement Apprentice), and you want to add two – one for each level. To do this, select the green + to duplicate the Abatement Apprentice craft. In the Supplier Occupation Name field you will indicate the new craft name, and you can provide a separate set of rates for this duplicated craft.

You can only submit a Rate Sheet if all green checks mark available.

Note: Additionally you can make changes to the Rate Sheet by selecting the drop-down arrow and opening the Rate Sheet again.



Step 1

Step 2: Input the labor rate information for each craft you selected in Step 1

[Collapse All](#)

Craft/Occupation		Eff. Start Date	Eff. End Date	Base Wage	ST	OT	DT	Standby Rate	Per diem	
Abatement Apprentice	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	   
Abatement Foreman	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	   
Abatement General Foreman	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	  

[Discard this Rate Sheet](#) [Save Draft](#) [Submit](#)

Delete Rate Sheet

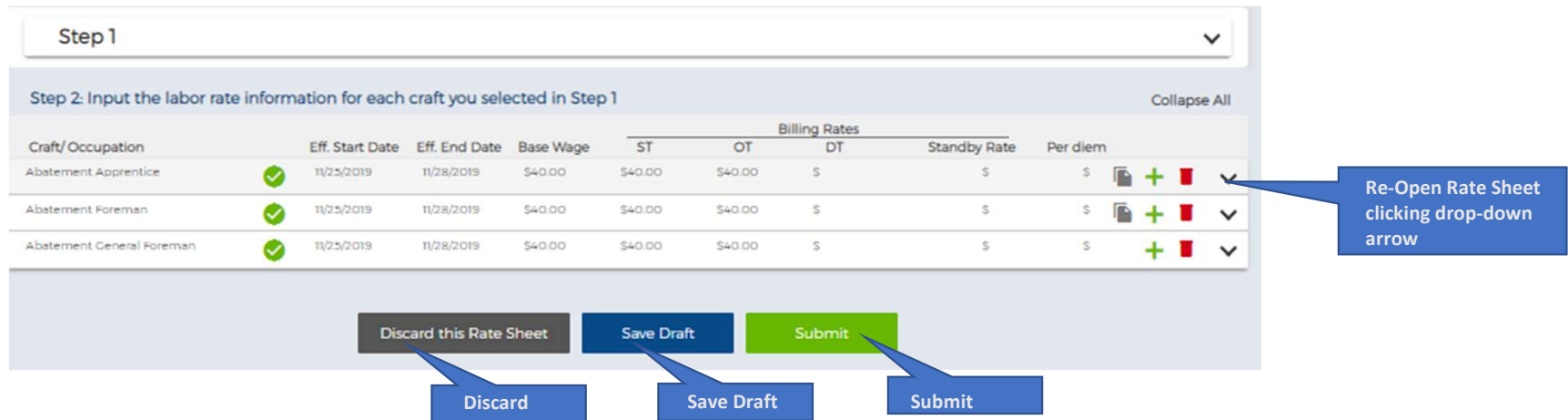
Duplicate and add additional craft

Other Features: Discard, Save, Submit Options

At the bottom of the Rate Sheet you have 3 options

1. You can submit by **clicking** the green *submit* button. Once you click the submit button it will confirm you want to submit. Once you click yes it will route your Rate Sheet for approval.
2. You can *save draft* by **clicking** the blue button. If you click save draft, it will prompt you to go to your draft sheet screen where you can see all your saved drafts. Only you will be able to see the Rate Sheet. Save as Draft Rate Sheets are only available to be viewed by the person who saved the draft Rate Sheet.
3. You can *discard* by **clicking** the dark grey button. If you click this button it will remove all changes you have made to the Rate Sheet.

Note: Additionally you can make changes to the markups by selecting the drop-down arrow and opening the Rate Sheet again.



Step 1

Step 2: Input the labor rate information for each craft you selected in Step 1

Collapse All

Craft/Occupation		Eff. Start Date	Eff. End Date	Base Wage	Billing Rates			Standby Rate	Per diem			
					ST	OT	DT					
Abatement Apprentice	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	+	-	▼
Abatement Foreman	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	+	-	▼
Abatement General Foreman	✓	11/25/2019	11/28/2019	\$40.00	\$40.00	\$40.00	\$	\$	\$	+	-	▼

Discard this Rate Sheet Save Draft Submit

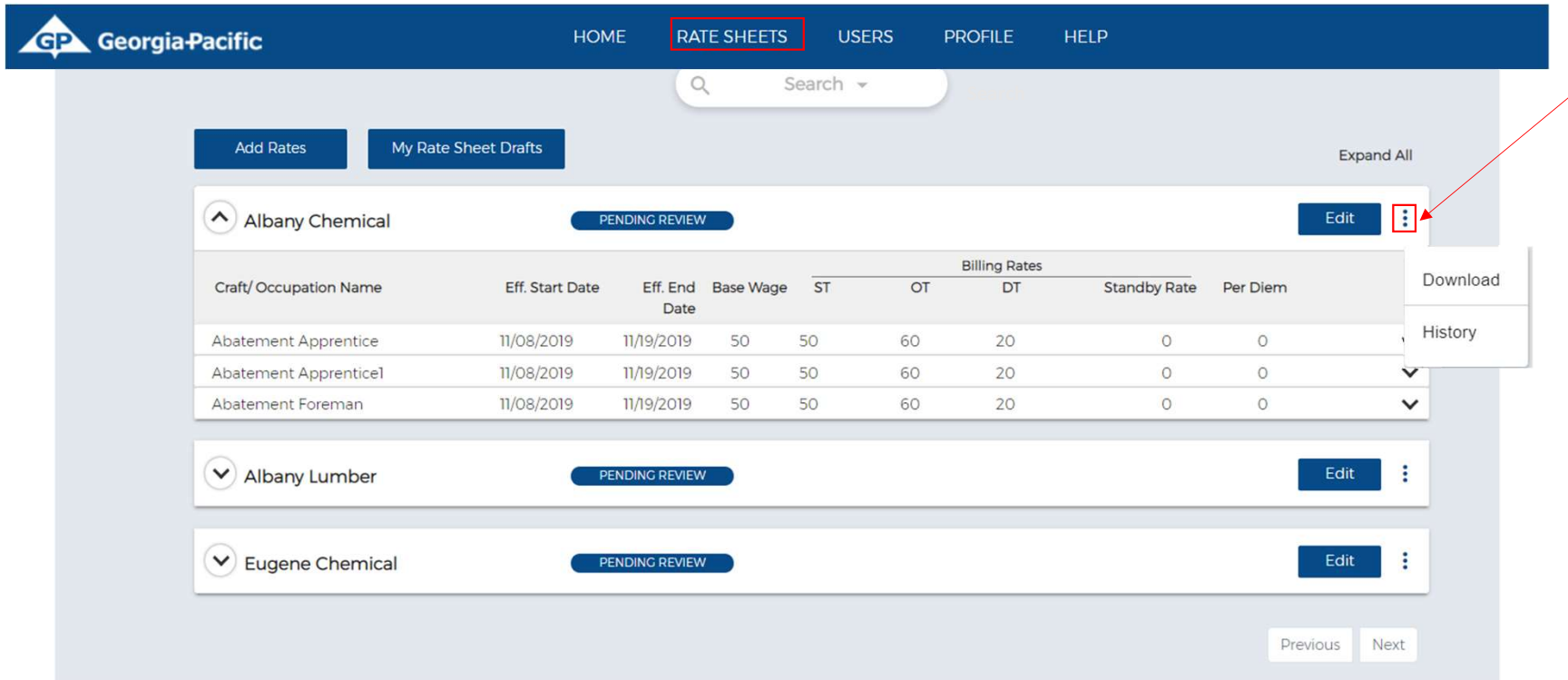
Discard Save Draft Submit

Re-Open Rate Sheet clicking drop-down arrow

Other Features - Download and History

There are other features you can select on the Rate Sheets screen and they are found by selecting the 3 ellipses buttons.

1. **Download** – If you select the download button you can download one Rate Sheet or all Rate Sheets (see example on next slide).
2. **History** – If you select the history button you will see the history of the Rate Sheet it will show the status.



Georgia-Pacific

HOME **RATE SHEETS** USERS PROFILE HELP

Search

Add Rates My Rate Sheet Drafts Expand All

Albany Chemical PENDING REVIEW Edit

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	Billing Rates				Standby Rate	Per Diem
				ST	OT	DT			
Abatement Apprentice	11/08/2019	11/19/2019	50	50	60	20	0	0	
Abatement Apprentice1	11/08/2019	11/19/2019	50	50	60	20	0	0	▼
Abatement Foreman	11/08/2019	11/19/2019	50	50	60	20	0	0	▼

Albany Lumber PENDING REVIEW Edit

Eugene Chemical PENDING REVIEW Edit

Previous Next

Download History

Other Features – Downloading your Rate Sheet

From the Rate Sheet screen scroll down to the Labor Rate you want, then click on the 3 ellipses and select **download**. The below pup-up window will appear. You will have the option to choose from the specific Rate Sheet or All Rate Sheets. Once you have made your choice click *download*. The Rate Sheet will be downloaded to an Excel file located at the bottom right side of your screen. Click on the **Excel** file to open.

Download

☒ This Specific Rate Sheet

☐ All Rate Sheets

Cancel

Download

Click Download



Rate Sheet_1574883.....csv



Click to open

Other Features – Rate Sheet History



From the Rate Sheet screen scroll down to the Labor Rate you want, then click on the 3 ellipses and select **History**. The below pup-up window will appear. You will have the option to choose from view or download. If you select **view** you be taken to the Rate Sheets screen where you can view the selected Rate Sheet. If you select **download**, the Rate Sheet will be downloaded to an Excel file located at the bottom right side of your screen. Click on the Excel file to open.

Note: If you selected the Rate Sheet History in error, you can select cancel it will take you out of the Rate Sheet History window, which will then return you to the list of Labor Rates.

Rate Sheet History

Supplier Name:

FRENCH COMPANY INC

Facility Name:

Alabama River Cellulose

1.	Central	11/20/19 12:00:00 AM	2/14/20 12:00:00 AM	Submitted	⌵
● Tester7FirstName Tester7LastName Submitted 7 days ago		View	Download		

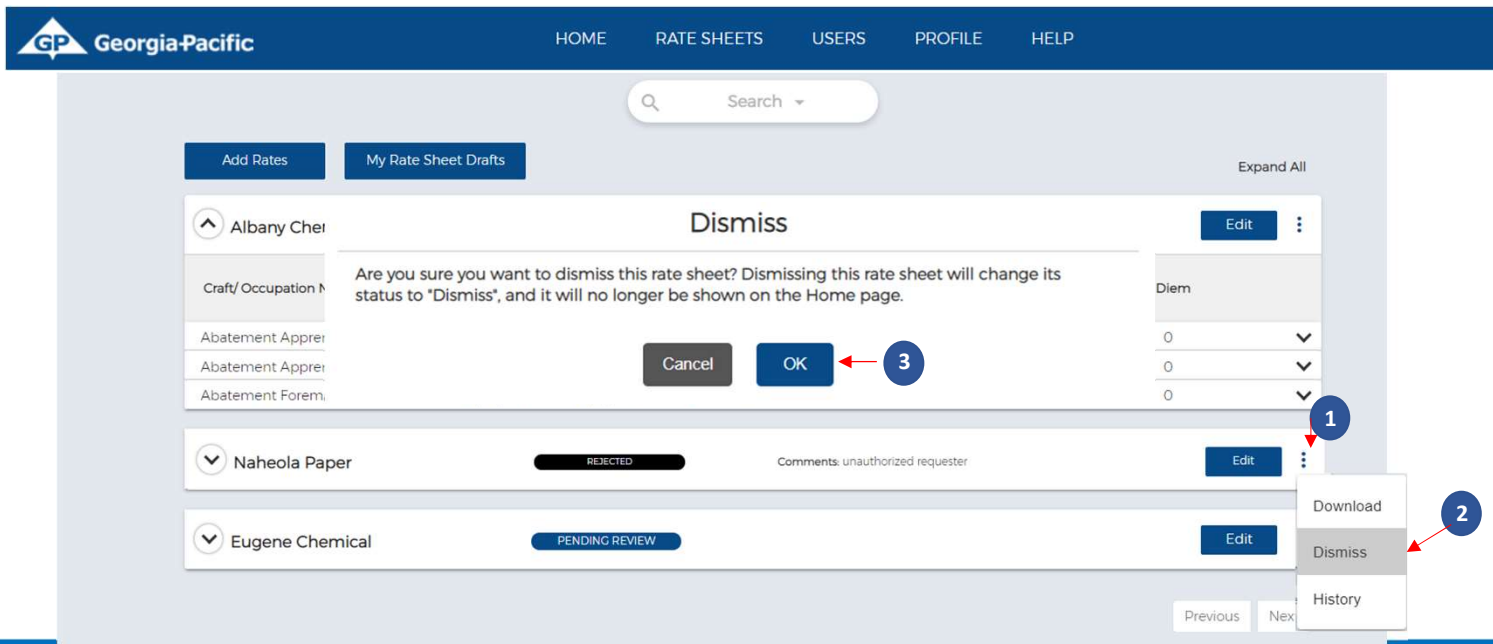
Cancel

Other Features - Dismiss

There are other features you can select on the Rate Sheets screen and they are found by selecting the 3 ellipses buttons. On this screen we will emphasize the **“Dismiss”** feature. If your Rate Sheet has been rejected and you want to “dismiss” the Rate Sheet, or you have a Rate Sheet at a facility that you no longer need, you can do the following:

1. **Select** the 3 ellipses
2. Click **“Dismiss”**
3. When the warning pop-up window appears click **Ok**

Note: Dismissing the Rate Sheet will change its status to **“Dismiss”** and it will no longer be shown on the Home Page.



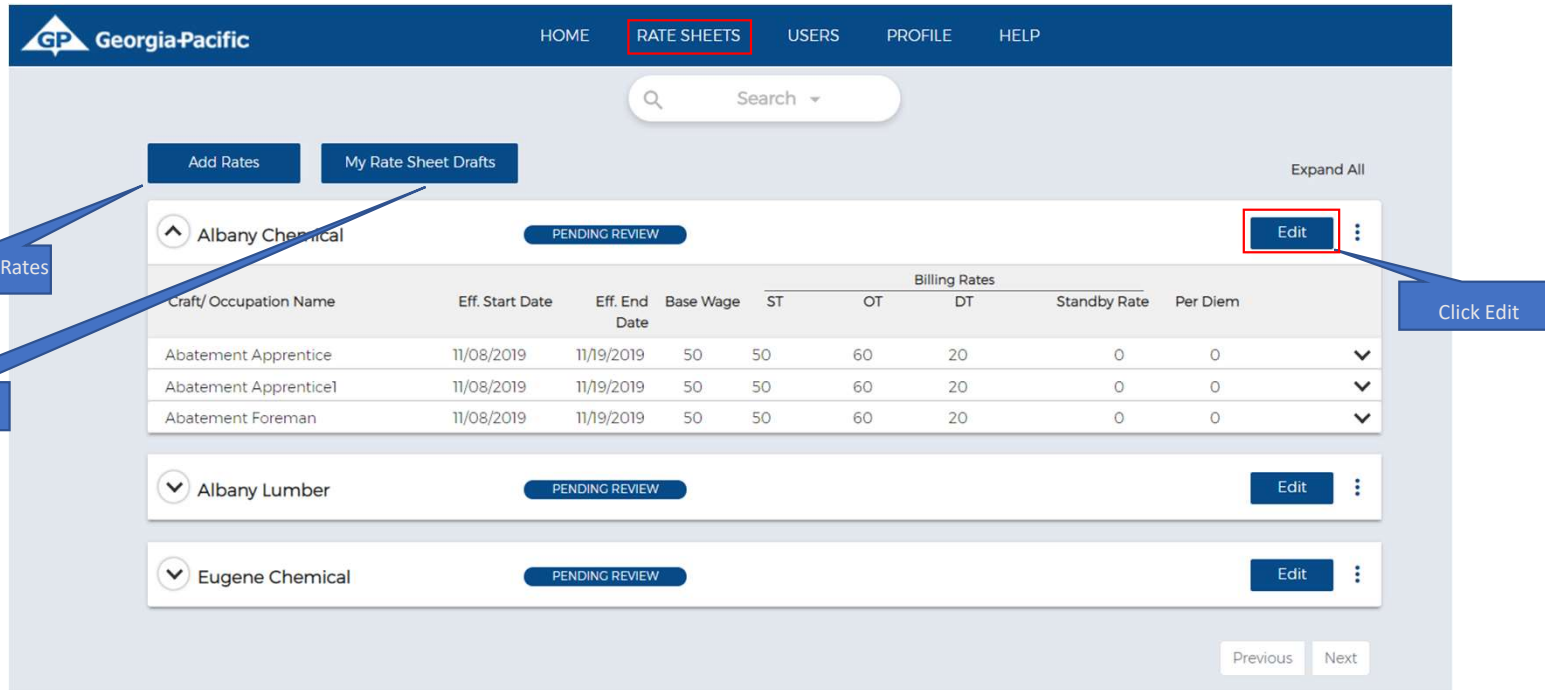
The screenshot displays the Georgia-Pacific Rate Portal interface. At the top, a navigation bar includes the GP logo, the text "Georgia-Pacific", and links for HOME, RATE SHEETS, USERS, PROFILE, and HELP. Below this is a search bar. The main content area features a table of rate sheets. The first row is for "Albany Cher" and is highlighted with a "Dismiss" modal window. This modal contains the text: "Are you sure you want to dismiss this rate sheet? Dismissing this rate sheet will change its status to 'Dismiss', and it will no longer be shown on the Home page." It has "Cancel" and "OK" buttons. A red arrow labeled "3" points to the "OK" button. The second row is for "Naheola Paper" with a status of "REJECTED" and a comment "Comments: unauthorized requester". The third row is for "Eugene Chemical" with a status of "PENDING REVIEW". To the right of the table, there are buttons for "Add Rates" and "My Rate Sheet Drafts". A dropdown menu is open for the "Naheola Paper" row, showing options: "Download", "Dismiss", and "History". A red arrow labeled "2" points to the "Dismiss" option. Another red arrow labeled "1" points to the three-dot menu icon for the "Naheola Paper" row. At the bottom right, there are "Previous" and "Next" buttons.

Editing Rate Sheets

Editing Rate Sheets

You can edit your Rate Sheet by clicking Rate Sheets on the Navigation bar then click the **blue edit button**. That will take you to your Rate Sheet screen where you can view all your submitted Rate Sheets. From this screen you can also do the following:

1. Select **Add Rates** to go to Step 1 in the adding a labor Rate. You will continue through the steps to add rates.
2. You can select **My Rate Sheet Drafts** to view your Rate Sheet Drafts.
3. You can select **Edit** to edit a Rate Sheet.



The screenshot shows the Georgia-Pacific Rate Portal interface. The navigation bar at the top includes links for HOME, RATE SHEETS (highlighted with a red box), USERS, PROFILE, and HELP. Below the navigation bar is a search bar. The main content area displays two tabs: "Add Rates" and "My Rate Sheet Drafts". Below these tabs, there are three rate sheet entries: "Albany Chemical", "Albany Lumber", and "Eugene Chemical". Each entry has a "PENDING REVIEW" status and an "Edit" button (highlighted with a red box). A table of billing rates is shown for the "Albany Chemical" entry. The table has columns for Craft/Occupation Name, Eff. Start Date, Eff. End Date, Base Wage, ST, OT, DT, Standby Rate, and Per Diem. The table lists three rows: "Abatement Apprentice", "Abatement Apprenticel", and "Abatement Foreman". Annotations with arrows point to the "Add Rates" button ("Click Add Rates"), the "My Rate Sheet Drafts" button ("Click to see Drafts"), the "Edit" button ("Click Edit"), and the "RATE SHEETS" link in the navigation bar.

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	ST	OT	DT	Standby Rate	Per Diem
Abatement Apprentice	11/08/2019	11/19/2019	50	50	60	20	0	0
Abatement Apprenticel	11/08/2019	11/19/2019	50	50	60	20	0	0
Abatement Foreman	11/08/2019	11/19/2019	50	50	60	20	0	0

Edit Rate Sheet (cont'd)

Once you click the edit button, this screen appears, and you can edit your Rate Sheet. Starting with step 1 you can start updating, once complete move to step 2. You will go through all the steps just as you did previously when adding Labor Rates.

Step 1

Step 1

Type of Rate Sheet *

Construction, Maintenance (Central)

For which facility/facilities are you submitting rates? *

Alabama River Cellulose x

Which crafts do you want to include on this rate sheet? * [GP Craft Glossary](#)

Boilermaker Foreman x Carpenter Apprentice x
Pipefitter General Foreman x

For what type of work are these rates valid? *

Specific Project

If these rates are only to be used for a specific project, please indicate GP's EcoSys/ITS Project Number for the specific project

ABC, 12345

Step 2 >

Step 2: Input the labor rate information for each craft you selected in Step 1

Expand All

Craft/ Occupation		Eff. Start Date	Eff. End Date	Base Wage	Billing Rates			Standby Rate	Per diem	
					ST	OT	DT			
Boilermaker Foreman	✓	11/20/2019	02/14/2020	\$100.00	\$145.65	\$150.00	\$200.00	\$50.00	\$100.00	

Rate Details

Supplier Occupation Name

Certifications & Licenses

Job Classification Code

Are these Union or NonUnion rates for this craft? *

Union

Are these OCIP or NonOCIP rates for this craft? *

NonOCIP

Search Rate Sheets

Search Rate Sheets



You can search for Rate Sheets from the Navigation bar by selecting Rate Sheets and once on the screen you would select the drop-down next to the word “Search”.

Georgia-Pacific

[HOME](#)[RATE SHEETS](#)[USERS](#)[PROFILE](#)[HELP](#)

Search

Search

Add Rates

My Rate Sheet Drafts

Expand All

^ Albany Chemical

PENDING REVIEW

Edit

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	Billing Rates					
				ST	OT	DT	Standby Rate	Per Diem	
Abatement Apprentice	11/08/2019	11/19/2019	50	50	60	20	0	0	▼
Abatement Apprentice1	11/08/2019	11/19/2019	50	50	60	20	0	0	▼
Abatement Foreman	11/08/2019	11/19/2019	50	50	60	20	0	0	▼

▼ Albany Lumber

PENDING REVIEW

Edit

▼ Eugene Chemical

PENDING REVIEW

Edit

Previous

Next

Search Rate Sheets (cont'd)

Select your search criteria to search for a specific Rate Sheet. Once you have added in your search criteria click the search button. The Rate Sheet will appear on the Rate Sheet screen. For example: If you search for “Approved -Active” by selecting the **Status** field and then selecting the drop down to the words “Approved-Active”, all “Approved-Active” Rate Sheets will appear (see screen shots below). You can do this for any search criteria field you choose.

Facility(s)

--Select--

GP ITS Project Number

Type of Rate

--Select--

Status

Approved - Active x

OCIP Rate

--Select--

Rate Sheet Format

--Select--

Craft

--Select--

Effective Start Date

Effective End Date

☐ Display other crafts in the same facility

Search

Click Search

Add Rates

My Rate Sheet Drafts

Expand All

Alabama River Cellulose

ACTIVE

Comments: In market

Edit

Craft/ Occupation Name	Eff. Start Date	Eff. End Date	Base Wage	Billing Rates					
				ST	OT	DT	Standby Rate	Per Diem	
Abatement Apprentice	11/13/2019	11/20/2020	\$10.00	\$32.77	\$15.00	\$20.00	\$55.00	\$12.00	▼
Boilermaker Superintendent	11/13/2019	11/20/2020	\$20.00	\$45.53	\$30.00	\$40.00	\$55.00	\$12.00	▼
Environmental Engineer III	11/13/2019	11/20/2020	\$20.00	\$45.53	\$30.00	\$40.00	\$55.00	\$12.00	▼

Showing 1 to 1 of 1 record(s)

Previous

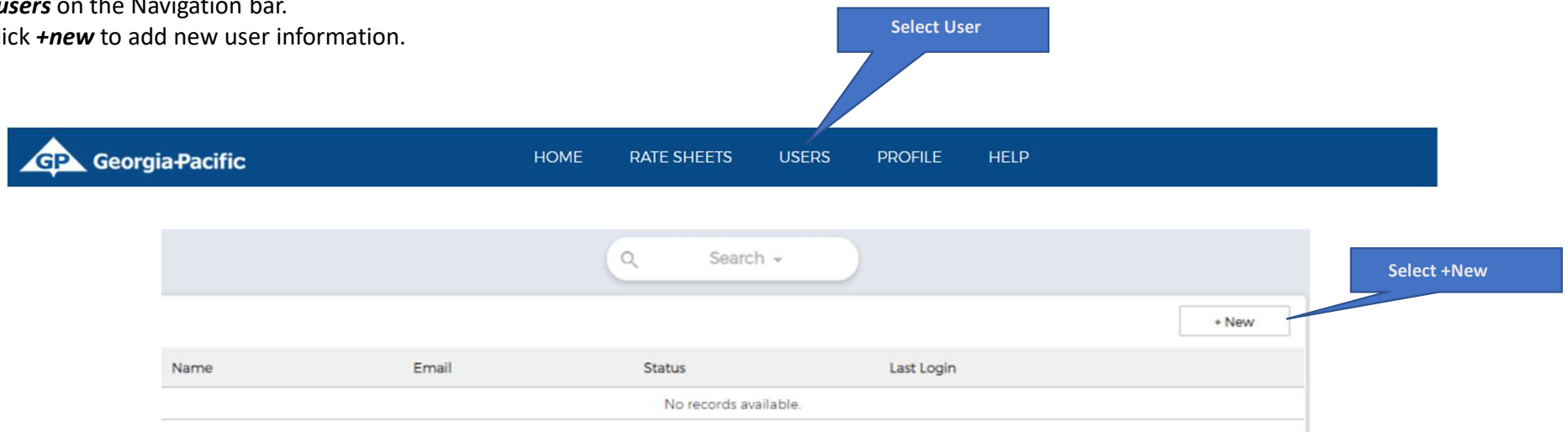
Next

Adding and Editing Users

Adding Users

The Rate Portal Administrator is responsible for managing the users who have access to your organization's Rate Portal Account. To manage users, the Rate Portal Administrator

1. Select **users** on the Navigation bar.
2. Then click **+new** to add new user information.



The screenshot shows the Rate Portal interface. At the top is a dark blue navigation bar with the Georgia-Pacific logo and links for HOME, RATE SHEETS, USERS, PROFILE, and HELP. A blue callout bubble labeled "Select User" points to the "USERS" link. Below the navigation bar is a light blue header area containing a search bar with a magnifying glass icon and the text "Search". To the right of the search bar is a button labeled "+ New". A blue callout bubble labeled "Select +New" points to this button. Below the header is a table with the following columns: Name, Email, Status, and Last Login. The table is currently empty, displaying the message "No records available." at the bottom.

Note: Only your organization's Rate Portal Administrator can activate or inactivate users.

Adding Users (cont'd)

After you select + New the below screen will be rendered. Add the new user credential and select **Add User**.
Note: Fields with an asterisk are required.

Add User

Email *	Phone #
First Name *	Last Name *
☐ Is Admin	Status ☐ Inactive ☒ Active
Cancel Add User	

Click Add User

Adding Users (cont'd)



The add user screen is also where your companies' Rate Portal Administrator can change the status of the users. Only your organization's Rate Portal Administrator can make a person active or inactive. The Rate Portal Administrator can also add a check mark by **"is Admin"** and change the administrator. Once the Rate Portal Administrator selects **"is Admin"** they are giving up their administrator privileges.

Active – Means you have access to Rate Portal, and you can submit Labor Rates on behalf of your organization.
Inactive – Means that you no-longer have access to Rate Portal

Note: When you change the Rate Portal Administrator, you'll get a warning message. Once you change the Rate Portal Administrator the current administrator's rights will be disabled.

Add User

Email *
test@gmail.com

Phone #
+5 (555) 551-2345

First Name *
Tester

Last Name *
Test

☒ Is Admin

Status ☐ Inactive ☒ Active

This action will delegate your admin rights to this user. Doing so will disable your own admin rights and transfer them to this user.

CancelAdd User

Select to change Admin

Warning Message

Select to change status

Note: Your organization can only have one Rate Portal Administrator at a time.

Editing Users

The Rate Portal Account Administrator can also edit users. To edit a user do the following:

- 1. Select the **dark grey edit** icon.
- 2. A pop-up window will appear, and it will be the Edit User Screen. You can now edit user information.
- 3. Click **Save**

+ New

Name	Email	Status	Last Login
test test	rateportal@gmailc.om	ACTIVE	

Showing 1 to 1 of 1 record(s)

PreviousNext

Edit User

Email *

rateportal@gmailc.om

Phone #

+1 (236) 459-7852

First Name *

test

Last Name *

test

☐ Is Admin

Status * ☐ Inactive ☒ Active

Cancel

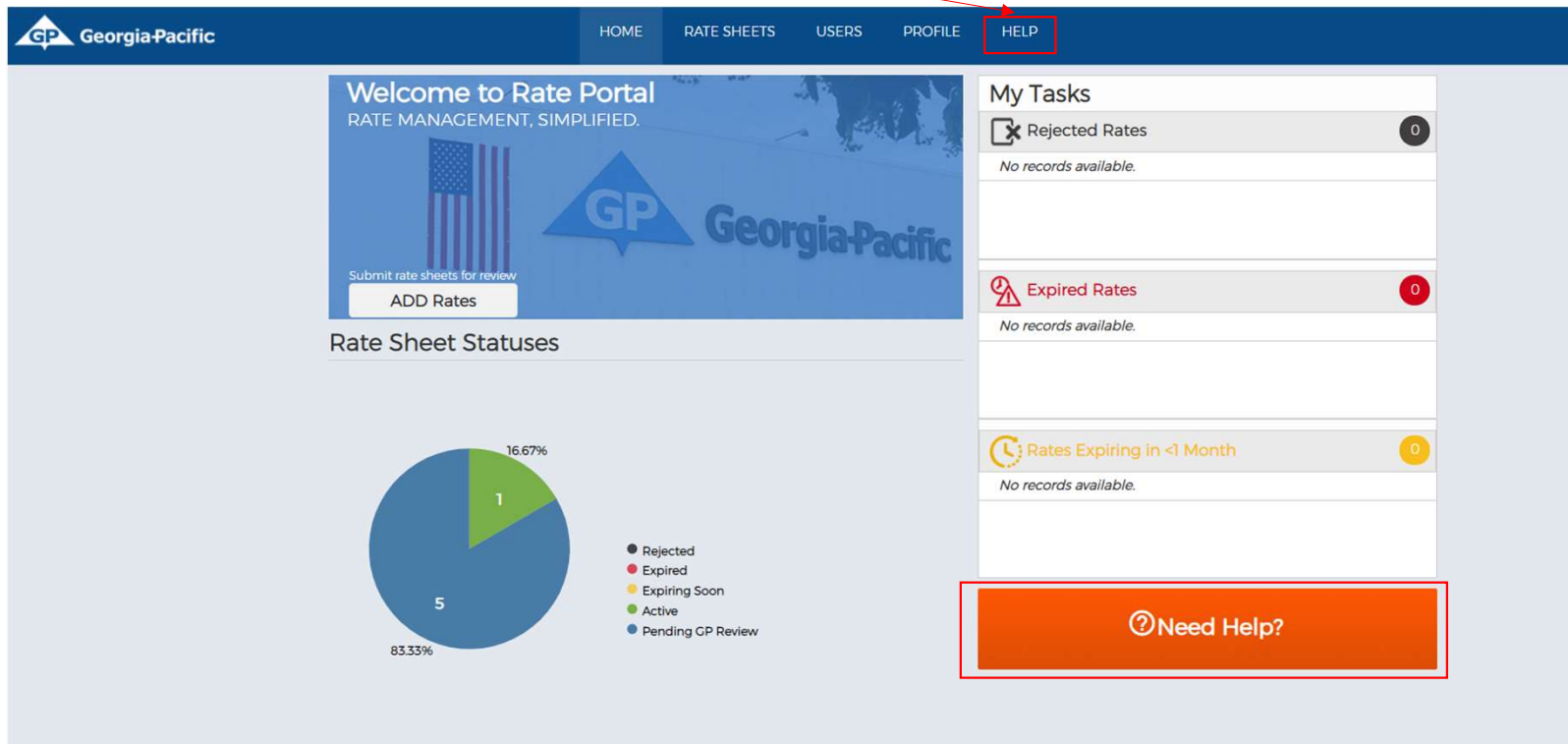
Save

Edit User Information

Help Page

You can access the Help page by selecting **“Help”** from the Navigation bar or by clicking on the **“Need Help”** tile. On the “Help Page” you’ll find the following:

1. Job aides
2. Frequently Asked Questions
3. Contact us



Georgia-Pacific | HOME | RATE SHEETS | USERS | PROFILE | **HELP**

Welcome to Rate Portal
RATE MANAGEMENT, SIMPLIFIED.

Submit rate sheets for review
ADD Rates

Rate Sheet Statuses

Rate Sheet Statuses Pie Chart:

Status	Count	Percentage
Pending GP Review	5	83.33%
Active	1	16.67%
Rejected	0	0%
Expired	0	0%

My Tasks

- Rejected Rates** (0)
No records available.
- Expired Rates** (0)
No records available.
- Rates Expiring in <1 Month** (0)
No records available.

Need Help?

Understanding Home Page Tasks

Understanding My Task on the Home Page

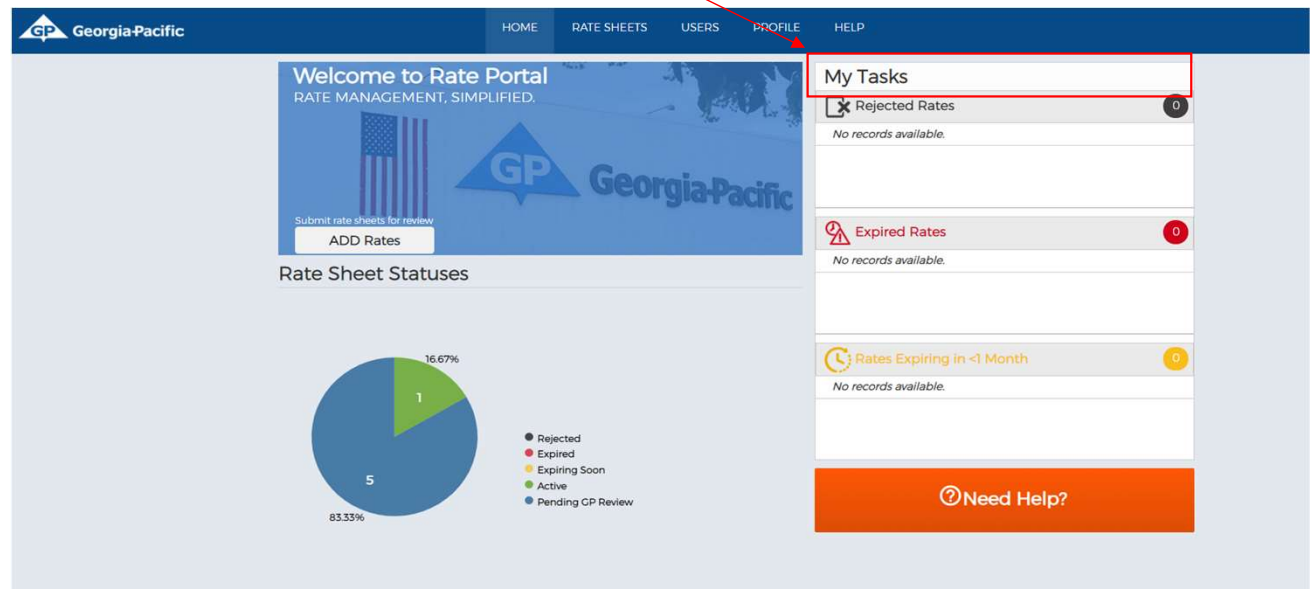
On the Home Page you'll notice that there is a section titled **My Tasks**. In the My Tasks section you will see 3 separate boxes titled, Rejected Rates, Expired Rates, and Rates Expiring in <1 Month. The boxes will have your Rate Sheets in them based on the status of your Rate Sheet.

The description of the boxes are as follows:

Rejected Rates - GP has rejected the Rate Sheet. Click on the Rate Sheet to go the Rate Sheet screen to view. The expectation is that you are having conversations with your Purchasing or Category Manager.

Expired Rates – Your Rate Sheet was approved, but the effective end date has passed.

Rates Expiring in <Month – You have rates that are expiring in less that 30 days.



End of Training

If you have questions, please send them to

rates@gapac.com
