

Dominion Energy
Supplemental Charges System (SCS)

Contractor Manual

Dominion Energy Supplemental Charges System (SCS) - Contractor Manual

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Purpose: To provide Dominion Energy Contractors a systematic and more user-friendly way to bill Dominion Energy for labor, equipment and miscellaneous charges. The Citrix Receiver based Supplemental Charges System (SCS) is an “add-on” module to Dominion Energy’s SAP accounting system. It replaces the previous mainframe Contractor Charges System (CCS) which wasn’t directly linked to SAP.

Vendor

Access: SCS is accessed through Citrix via a web connection. To be approved for access, the following steps must be completed (**See Appendix A**):

- Contractor’s billing professional must complete and successfully pass a background check initiated and paid for by Dominion Energy’s Corporate Security Department. The background check consists review of the contract professional’s criminal, credit and driving records.
- Dominion Energy IT must create an Employee Identification (EID) for contract billing professional(s).
- Dominion Energy IT must setup Contractor’s billing professional(s) in Dominion Energy’s Active Directory (AD).
- Dominion Energy IT must assign a RSA SecurID® Token to Contractor’s billing professional(s) and assign roles for access within SAP.
- Citrix Receiver must be pushed to Contractor’s billing professional’s PC and installed (**See Appendix B**)
- Power Delivery AP Lead will assist Contractor’s billing professional through log-on process.

Support: Contractors may contact Corporate Disbursements at (804) 771-6200 or via email at AP_Invoices_Hotline@dominionenergy.com for any inquiries about miscellaneous invoices. For labor and equipment invoice inquiries or for SCS-related inquiries, contact the appropriate local Dominion Energy Virginia (Power Delivery) AP Representative below:

Transmission / Substation Construction & Forestry:

Linda Sanders
Office: (804) 771-4323
Email: Linda.Sanders@dominionenergy.com

Distribution Construction & Forestry:

Erica Williams
Office: (804) 771-4272
Email: Erica.C.Williams@dominionenergy.com

Power Delivery AP Lead:

Shanda Bullock
Office: (804) 771-4322
Email: Shanda.Bullock@dominionenergy.com

For assistance logging into SCS or to reset passwords, please contact the Power Delivery AP Lead. The Power Delivery AP Lead will then conduct a three-way call between the Dominion Energy IT Helpline and the Contractor to rectify the log on and/or password issue.

SCS Background

SCS was implemented throughout Power Delivery beginning in November 2011 to replace the mainframe-based CCS. SCS is the primary means of capturing time and equipment charges billed on a time and material or cost-plus contract basis. The local Power Delivery AP group maintains the SCS application by performing contractor personnel updates and additions, offering user training, and by providing a central support help-desk function to Dominion Energy employees and Contractor groups. Dominion Energy field offices are responsible for work assignment and subsequent work review and approval of charges in the SCS system.

Electronic Capture & Retrieval of Labor, Equipment, and Miscellaneous Data

SCS data is stored and remains accessible for inquiry purposes. Users are able to retrieve labor, equipment, and miscellaneous charge records through various on-line searches and on-line requested reports.

Paperless Invoices of Labor & Equipment

SCS data is captured by work date. Work dates are associated to the week-ending date, which is Saturday. All work performed during the week (Sunday through Saturday) will be assigned a pay date computed on the week-ending date and the payment terms outlined in the Purchase Order (PO) contract, which is usually 30 or 45 days. Labor and equipment rates are pre-entered into SCS enabling the system to generate electronic, paperless invoices for the labor and equipment work that has been approved and entered into SCS.

System Updates

All POs and applicable rates are uploaded and maintained by the Dominion Energy Sourcing Specialist (buyer) who negotiated the particular Master Services Agreement (MSA) or PO. All personnel record additions and adjustments are managed through the local Power Delivery AP group.

SCS Charge Entry for Vendors Module

Dominion Energy has developed the SCS Charge Entry for Vendors module which is accessed by external users authorized through a special data security authentication protocol. Compartmentalized according to vendor identity embedded in the login process, this system allows each contractor data security from competing firms while enabling them to manage the data entry of completed work prior to the Dominion Energy performance approval. Procedurally, this approach eliminates the information hand-off at the end of the workweek and the Dominion Energy approver accessibility issues. It also has the benefit of securing the work data electronically so it is not overlooked or lost.

Work Acceptance Conditional & Subject to Auditing

Contractors perform their work and forward their timesheet documentation, Contractor Charges Worksheet (CCW) and Miscellaneous Contractor Charges (MCC) to their home offices for data entry into SCS. Timesheet documentation and submissions to Dominion Energy personnel is locally managed by the Contractor Management groups. Data entered into SCS will be held pending approval by a designated Dominion Energy Supervisor or Coordinator/Foreman. Accompanying the SCS Charge Entry for Vendors module are approval reports and on-line transactions that will post work approvals given by Dominion Energy personnel. Contractors should provide accurate work reporting information via SCS.

To ensure contract compliance, the right to audit provisions, a common part of all contract terms, will be periodically exercised by our Internal Audit department and third party audit firms as required by Dominion Energy. Dominion Energy's expectation is control and assurance of accuracy with regard to each Contractor's payroll records and data entry into SCS. Each Contractor's payroll records should match the associated data entry in SCS.

Process Overview & Guidelines

Data Entry through SCS

Beginning on the implementation date, documentation for work dates thereafter will be routed to the Contractor's office for data entry through an Internet connection and Citrix Receiver application provided by Dominion Energy.

Once the Contractor has been approved to provide services, the Dominion Energy Sourcing Specialist will provide the Contractor with a PO for the authorized work. These POs will reference the rates in effect for a given time period as stated on the PO or contained in a previously agreed to MSA. The work documents received from the Contractor crews, referencing these POs, will be entered in SCS. The Dominion Energy Coordinator/Foreman will provide each Contractor with the appropriate Foreman ID code and charge/cost element numbers to use. The Contractor is expected to use the given information and accurately enter the data within SCS.

Data should be entered promptly, generally within a week of the work date. Data entered can be changed or deleted up until the Dominion Energy approval is given. The Contractor cannot alter approved work. If conditions warrant a change or deletion after approval, the Contractor must contact the local Power Delivery AP Group. If the charges have not been invoiced, the local Power Delivery AP group can change or delete a SCS entry.

Dominion Energy Approval Process

As Contractor work data is entered through SCS, the records are held pending Dominion Energy Coordinator/Foreman review and approval. Approval email, reports, and on-line transactions are used to review and approve the records provided through SCS. Dominion Energy approvals are necessary to allow the work to become payable to the Contractor. If changes or corrections to the work submitted by the Contractor are deemed necessary, then there are three options available to the Dominion Energy Coordinator/Foreman:

- 1- The work will remain unapproved and the Contractor will be advised to make corrections;
- 2- The work will be rejected and the Contractor will be advised to make corrections; or
- 3- The records can be corrected by the Dominion Energy Coordinator/Foreman within the approval update transaction if the only correction needed is an edit to the charge/cost element information.

Any one of these methods is acceptable and is left to the Dominion Energy Coordinator/Foreman's discretion.

It is important to note that approval occurs at the document level – a Charge Entry (CE) is approved in its entirety. If any single line item within the document cannot be approved then the CE cannot be approved until corrections have been made by the Contractor or Dominion Energy Coordinator/Foreman if applicable.

All records that are entered by the Contractor are retrievable by the Dominion Energy Coordinator/Foreman. The Dominion Energy Coordinator/Foreman can access the records either by generating a SCS Foreman Charge Report or by generating the On-line Foreman Approval transactions report.

Additionally, Contractor billing professionals can retrieve records by either generating SCS Charge Reports for labor and equipment or by utilizing '*Miscellaneous CE-Display*' for miscellaneous entries.

Contractors need to ensure that all data input within SCS is correct and accurate before submitting CEs to Dominion Energy Coordinators/Foreman for review. As such, Contractors are encouraged to save CEs as a 'Draft' until data input verification has been completed. Dominion Energy Coordinators/Forman are asked to allow three (3) business days from the submission date to review charges and decide upon approval of those charges. **Note:** The three (3) day period is not a business requirement. All records can be approved sooner than this time frame. However, this affords the Contractor a time frame to verify the data entry before approval is given.

Record Retention

The Contractor is responsible for record retention and is expected to comply with a standard retention consistent with Internal Revenue Service or best practices guidelines. Dominion Energy requires Contractors to retain documentation for a period of the current year plus six (6) additional years thereafter. This is an IRS requirement Dominion Energy is obliged to follow. Absent other guidelines, Dominion Energy's standard of "current year-plus-six" should be adopted. As the office of record, Dominion Energy expects Contractors to fully comply, cooperate, and have the ability to produce requested source documents in the event of an audit. Please review your internal document retention procedures to ensure that retrieval of source documentation is possible.

Document elimination is coordinated through Dominion Energy's Corporate Tax Department. The Corporate Tax Department will be consulted and their consent secured before eliminating any source documentation. Depending on prevailing tax conditions, there is a chance that document retention requirements could be extended. Prior to eliminating any SCS source documents, please contact your local Power Delivery AP Representative listed under **Support**. The local Power Delivery AP Lead will secure, on the Contractor's behalf, the necessary approvals and provide written permission to eliminate SCS source documentation.

Invoicing

Contractors shall not submit invoices or support documentation for labor (including Per Diem) and equipment on time and material Purchase Order releases. Instead, Contractor shall complete either Dominion Energy's Daily or Weekly CCW or its own comparable timesheet (only if capable of capturing the same information as a Dominion Energy's CCW). A copy of the CCW must be submitted to Dominion Energy's Coordinator/Foreman at the end of the week and the original should be promptly turned in to Contractor's office. The information recorded on these documents will then be entered by the Contractor into the SCS system.

For miscellaneous material charges, the Contractor shall complete and maintain either a MCC form or a comparable document that identifies the incurred expenses. A copy of the MCC that identifies the incurred expense either with the actual dollar amount or reasonable estimate of the dollar amount must be turned into Dominion Energy's Coordinator/Foreman at the end of the week; the original should be promptly turned into Contractor's office. Data on the MCC form must also be entered by the Contractor into the SCS system. The information captured on the MCC should be used to generate an invoice. The Contractor shall submit the resulting invoice either via Taulia or U.S. mail to Dominion Energy for review and payment consideration. The invoice shall itemize the reimbursable expenses and markups and be supported by a copy of the MCC form or a comparable document and backup documentation (receipts, subcontractor invoice copies, tickets, etc.). Sales tax shall be shown as a separate line item described as "Other Reimbursable Costs not Subject to Markup" on invoices and shall not be subject to any markup.

Unless otherwise directed or requested by Dominion Energy's Sourcing Specialist, the Contractor shall insure that all invoicing for work is submitted to Dominion Energy within a reasonable timeframe. The timeframe is typically 30-90 days after completion of the work depending on MSA or PO terms. Should an invoice be submitted after the stipulated timeframe, the charge may be rejected and considered non-reimbursable at Dominion Energy's sole discretion. Delayed invoice submissions adversely affect Dominion Energy's budgeting and administrative controls and may result in delayed payment to the Contractor.

Contractors are strongly encouraged to enroll in our Taulia Invoicing & Payment portal to submit invoices and check the payment status of their invoices by visiting <http://portal.taulia.com>. To get more information or to enroll, please visit <https://www.dominionenergy.com/suppliers/active-suppliers/invoicing-and-payment-portal>.

Invoices submitted via mail should be mailed to the following address:

Dominion Energy
ATTN: Corporate Disbursements
PO Box 25459
Richmond, VA 23260-5459

Payment will be made in accordance with the specified “Terms of Payment” provided that:

- The invoice is received at the correct address
- The invoice is complete and accurate
- All documentation to support compensable expenses (e.g. time sheets, expense reports, travel receipts, price sheets, sub-supplier invoices, etc.) is submitted with the invoice. If submitting invoices electronically via the Taulia Invoicing & Payment Portal, attach documentation in PDF format
- The invoice is deemed acceptable by Dominion Energy’s authorized representative

If discrepancies are discovered by the Contractor prior to Dominion Energy issuing, the Contractor shall contact their local Power Delivery AP Representative listed under **Support**. All corrected and approved CCW or MCC forms shall be prepared and retained by the Contractor for recordkeeping purposes. If a discrepancy is discovered after Dominion Energy has issued payment to the Contractor, the Contractor must submit a hardcopy credit memo and immediately contact the local Power Delivery AP Representative listed under **Support**. A credit cannot be entered into the SCS system.

For miscellaneous invoice payment inquiries, please contact Corporate Disbursements. For labor and equipment invoice payment inquiries, contact your local Power Delivery AP Representative listed under **Support**.

Payment Remittance & Output Reporting

Payment remittance reports are produced and distributed the day prior to payment. Payment is based on agreed upon Purchase Order payment terms. Contractors are able to generate a SCS Charge Report to view and learn the status of labor and equipment entries.

Browse / Inquiry Capability

Based on Contractor’s data entry and transfer, the Contractor will have access to run a SCS Charge Report and download all labor and equipment charges entered. The Contractor will also have access to lookup charge entries and place charges in draft mode if further research is required prior to charges being submitted for Dominion Energy approval. SCS options include access to see all past Contractor records beginning with the first entries into the SCS system.

Vendor Confidentiality & Security

Care has been taken to protect confidentiality. The authentication protocol being used will include the vendor identity and will limit access to only those records that match that vendor. This will protect records from unauthorized access.

Operating Procedures

SCS Maintenance

The local Power Delivery AP group is responsible for adding/updating Contractor employee profiles and for post invoice adjustment management. All employee profile additions and updates must be emailed to the Contractor's local Power Delivery AP Representative as listed under **Support**. Since the labor and equipment invoice process closes once charges have been approved, late corrections (if applicable) will be adjusted by the local Power Delivery AP group. The local Power Delivery AP group is also responsible for creating/deactivating SCS Foreman IDs and submitting IT requests for Foreman access to SCS.

Maintenance of Contract Labor & Equipment Rates

The Dominion Energy Sourcing Specialist is responsible for maintaining and controlling the labor and equipment rates in SCS. Any labor and/or equipment rate additions or changes should be handled in accordance with the terms of the MSA and/or PO and discussed with the Dominion Energy Sourcing Specialist. The local Power Delivery AP group is not responsible for uploading or editing rates within SCS.

Reporting Requirements

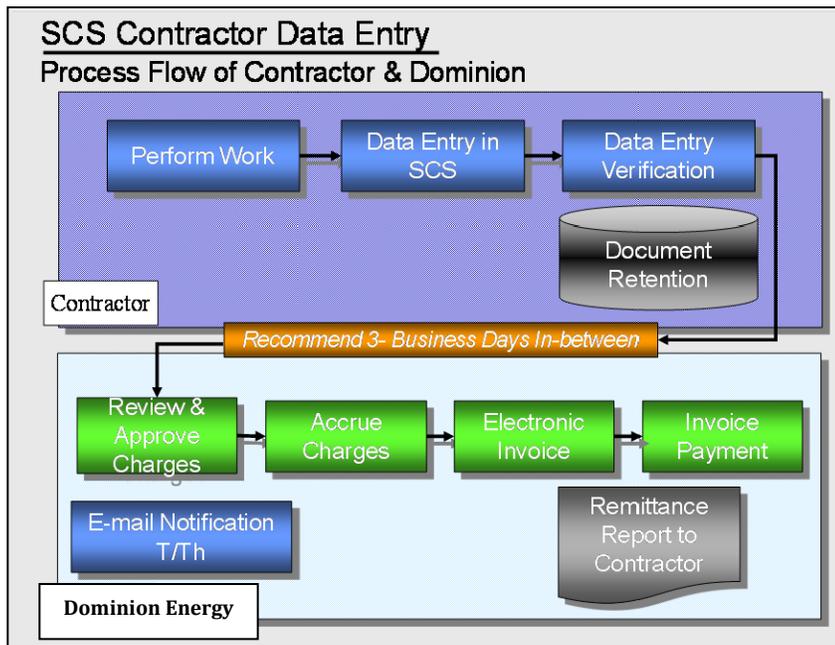
The process flow diagram illustrates the main activities and events of the SCS work reporting and invoice payment function. The upper half displays the Contractor's activity and the lower half displays Dominion Energy's work activity.

Contractors' Activity:

- After work has been performed, Contractor enters the work into SCS
- Data entry verification should be done as soon as possible
- Source documents are retained for current-plus-six years

Dominion Energy's Activity:

- Recommended that after (3) three business days have elapsed,
- Dominion Energy Coordinator/Foreman will receive email notifications twice weekly regarding charge review and approval
- Approval will cause the financial accrual and invoicing to occur for labor and equipment charges. Miscellaneous material charges still require invoice submittals via Taulia or U.S. mail.



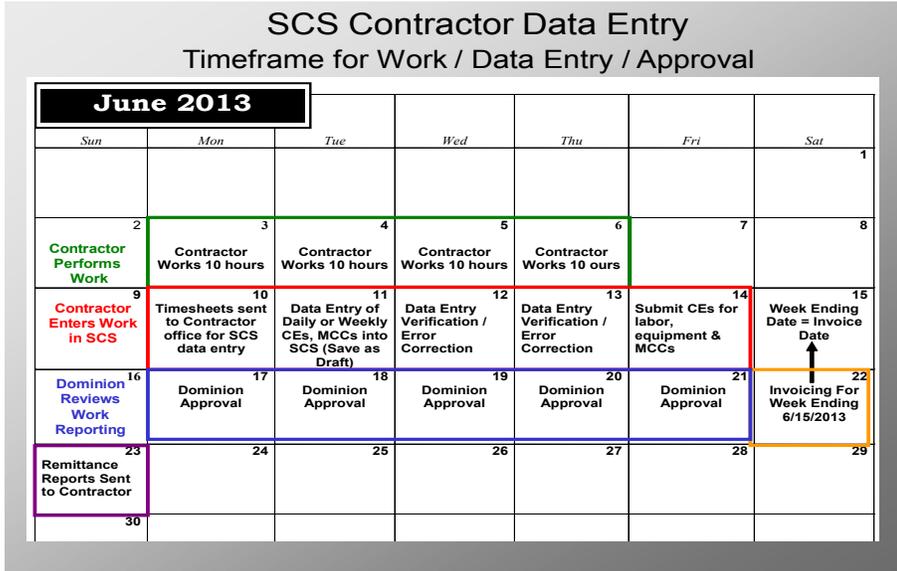
Time Frames for Work Reporting & Approvals – Labor & Equipment Charges

Invoicing requires that the work has been performed, approved, and if applicable, an invoice received and processed by the local Power Delivery AP group. A sample calendar illustrates the ideal timeframes for work completion, data entry, verification, error correction, approval, and invoicing. The timeframe illustrated covers three weeks:

Week 1- Work Performance: field work and timesheet documentation (green polygon)

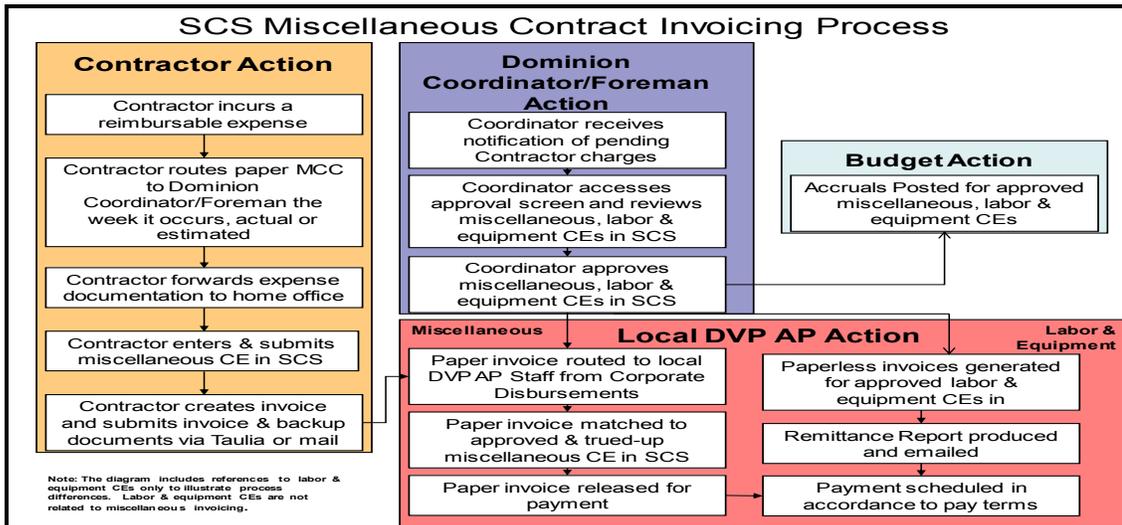
Week 2- Contractor Actions: SCS data entry & verification (red polygon)

Week 3- Dominion Energy Actions: Work review & approval (blue polygon)



Time Frames for Work Reporting and Approvals – Miscellaneous Charges

Contractors must use the *Misc Charge Entry CE – Create* function in SCS to record reimbursable contract expenses. Once charges are submitted and approved by the Dominion Energy Coordinator/Foreman, a cost accrual is produced. Billing for miscellaneous expenses requires the Contractor to create and submit an invoice along with backup documentation via Taulia or mail. Creating a miscellaneous CE in SCS does not create an invoice. Once the local Power Delivery AP Representatives receive the miscellaneous invoice, the Representative will match or tag the invoice to the approved miscellaneous CE record in SCS. If a miscellaneous CE is not found in SCS, the invoice cannot be processed.



Checklist of Required Data Elements – Labor & Equipment Entry

<p>Daily Charge Entry – Create or Weekly Charge Entry Create (CEs)</p> <p>Use this format to report multiple labor and equipment combinations for a given work-date or week-ending. All daily or weekly work reporting must include the following information:</p>	
<p>Header Information</p> <ul style="list-style-type: none"> • Purchase Order number (Ex. 500...) • Actual Work date or Week-Ending date • Responsible Dominion Energy Coordinator/Foreman (referenced as Foreman ID) • Contractor Job Number (usually Contractor’s Invoice Number) • Comments describing work performed (If applicable, enter Location Code first then type comments such as job/project name) 	<p>Notes</p> <p>A CCW is the primary worksheet used to record the labor and equipment used for one work date or for a week. It can also be used to record per diem expenses.</p>
<p>Labor Charge Information</p> <ul style="list-style-type: none"> • Worker ID for each contractor • Skill code for each individual • Type of time code (ST, OT, P1, etc...) • Charge Element (Cost Center, WBS*, Order, or Network number provided by Dominion Energy Coordinator/Foreman at time of work assignment) • Hours Worked by Charge Element 	<p>Notes</p> <p>24.0 maximum allowed hours per individual on CCW labor.</p>
<p>Equipment Charge Information</p> <ul style="list-style-type: none"> • Equipment ID for each piece of equipment • Shift Code (most always will be 1 unless per PO differing rates given region) • Charge Element (Cost Center, WBS*, Order, or Network number provided by Dominion Energy Coordinator/Foreman at time of work assignment) • Hours Charges by Charge Element • Type of time code (H, D, W, etc.) 	<p>Notes</p>

Checklist of Required Data Elements – Miscellaneous Entry

Miscellaneous Charge Entry – Create (CEs)	
<p>Purchased items furnished by the Contractor that are reimbursable in accordance with contract or purchase order terms are reported through this format. All miscellaneous charge reporting must include the following information:</p>	
Header Information	Notes
<ul style="list-style-type: none"> • Purchase Order number (Ex. 500...) • Actual Work date (material purchase date) • Responsible Dominion Energy Coordinator/Foreman (referenced as Foreman ID) • Contractor Job Number (Contractor’s Invoice Number) • Comments describing work performed (If applicable, enter Location Code first then type comments such as job/project name) Order number • Charge Element (Cost Center, WBS*, Order, or Network number provided by Dominion Energy Coordinator/Foreman at time of work assignment) • Description (Type of material to define the purchase; Ex. Rock, fencing, etc) • Retailer Name (place material purchased) • Receipt/Invoice No. (Receipt or Invoice Number on the material receipt) • Type (will most always be ‘M’ for material) • Quantity (will most always be a ‘1’ multiplier) • UOM (Unit of Measure) most always will be ‘EA’ for each • Sub-Total (Total on material receipt(s) minus sales tax) • Markup (select or enter markup as outlined in PO) • Reimbursable Tax (sales tax on material receipts) 	<p>Miscellaneous Charges are typically recorded on the Miscellaneous Contractor Charges (MCC) worksheet.</p> <p>Approved Miscellaneous charges are used to support invoice acceptance and are tagged with the actual invoice number submitted by the contractor. <u>The contractor must still submit an invoice for this type of charge.</u></p>

Note: Deriving WBS numbers from WMIS projects:

Dominion Energy uses several types of work authorizations to internally classify and allocate contractor related expenses. A dominant series of numbers in use are WMIS projects. These numbers are entered into SCS as a **10-digit** WBS number. A valid WBS number is made up of a **2-digit location number + 0's + WMIS project number.**

- Example 1:** WMIS project 51560 in Alexandria: 4100051560
Example 2: WMIS project 4728 in East Richmond: 0600004728
Example 3: WMIS project 323678 in Norfolk: 2100323678

Company Location Numbers

Location numbers are intended to indicate the location where the contractor work was performed or, in some cases, to indicate the department for which the work was performed. When entering labor, equipment and miscellaneous charges in SCS, the location number should be the first entry in the 'Comments' field followed by the job or project name. Location numbers are mainly used for Distribution projects. However, at times they may be used for Transmission projects. Typically, location numbers are written on the CCW timesheets, or are the first two digits of a given WBS number. If after reviewing the Location Number list below, the Contractor is unsure what location number to use, the Contractor should contact the Dominion Energy Coordinator/Foreman for the given project being entered to obtain the correct location number.

Location Number List

Central Region	Eastern Region & North Carolina Power	Northern & North West Region	OJRP, Castlewood, Grayland
0A - Central Region	20 - Eastern Regional	40 - NW Regional (Lincoln Park)	97 - Castlewood Road
0B - Central Region	21 - Norfolk	41 - Alexandria (Arlington)	A7 - Bulk Power Projects
01- Richmond	22 - Hampton-Peninsula	43 - Fairfax	B1 - T&D Lines
02 - Petersburg	23 - Chesapeake	44 - Herndon	
03 - Northern Neck (Lively)	24 - Portsmouth	45 - Woodbridge	
04 - Gloucester	25 - Virginia Beach (East)	46 - Springfield	
05 - Midlothian	26 - Chuckatuck (Suffolk)	47 - Warrenton	
06 - East Richmond	27 - Virginia Beach (West)	48 - Leesburg	
42 - Fredericksburg	28 - Williamsburg	81 - Charlottesville (Staunton)	
63 - Farmville	61 - Roanoke Rapids	82 - Blue Ridge (Augusta/Fisherville)	
64 - Southside (South Hill)	62 - Albemarle-Williamston	84 - Shenandoah (Woodstock)	
65 - South Boston	67- Ahoskie	85 - Rockbridge (Buena Vista)	
66 - Altavista	68 - Outer Banks (Manteo)	86 - Allegheny (Lowmoor/Clifton Forge)	
	70 - Elizabeth City	87 - Orange	
	71 - Kitty Hawk		

Procedural Issues

Storm Restoration – Using Off-System (Out of Town) Crews

SCS is not generally used in major storm restoration when it is possible that crews from beyond the Dominion Energy service territory, also known as off-system crews, will come to assist. Because of off-system employee set-up and training, SCS is not used for emergency restoration work crews. Currently, special storm restoration purchase orders are issued and SCS is specifically un-designated for that work. Paper invoices for labor, equipment and miscellaneous charges are submitted by the Contractor for payment. This condition may be reversed if Dominion Energy determines Contractor entry into SCS be the preferred means of reporting expenses.

Travel Expenses

Non-per diem expenses such as meals, hotels, tolls, and the like are presently handled as miscellaneous charges. When SCS is used, the expenses are entered as miscellaneous charges. When SCS is not used, such as in major storm conditions, travel charges are manually approved by the appropriate Dominion Energy Supervisor or Coordinator/Foreman.

Timely Entry of Miscellaneous Charges

It is highly recommended that all charges be entered into SCS within one week of the work being performed. In the case of miscellaneous charges, an exact cost may not be defined until the invoice is prepared which could take several weeks. Contractors should not delay entering the miscellaneous charges. An estimated amount is acceptable and can be approved if reasonable support documentation such as a delivery ticket or store receipt is included with the invoice. Once the Contractor computes the actual invoice amount and sends in the invoice, the local Power Delivery AP Representative will update the MCC record to match the verified invoice amount. This true-up process enables the Contractor to submit a best-estimate and seek approval from the Dominion Energy Coordinator/Foreman in a timely fashion. It is highly recommended that the Contractor does not enter more than 20 lines of charges on one Miscellaneous CE.

Purchase Orders (POs)

Most SCS PO releases are based on established vendor MSAs or Outline Agreements (OAs). Any PO additions or changes should be addressed in accordance with the terms of your agreement and discussed with the Dominion Energy Sourcing Specialist listed on your MSA, OA or PO. The local Power Delivery AP group is not responsible for PO additions or edits. The local Power Delivery AP group does not get involved in the negotiation discussions between Contractors and the Dominion Energy Sourcing Specialist.

If you have been set up in SCS but cannot perform data entry in the system, contact your local Power Delivery AP Representative listed under **Support**.

Contract Employee Additions

The local Power Delivery AP group is responsible for adding/updating Contractor employee profiles in SCS. Contractors must email all employee profile additions and updates to their local Power Delivery AP Representative as listed under **Support**. Please include the following information when emailing employee additions/updates:

1. Contractor Vendor Number (i.e. 3000...); this can be found on the Contractor's MSA or PO
2. Employee Name (Last, First, M.I.)
3. Effective Start Date (mm/dd/yyyy)
4. Skill Code(s); this can be found on Contractor's rate sheet within their PO

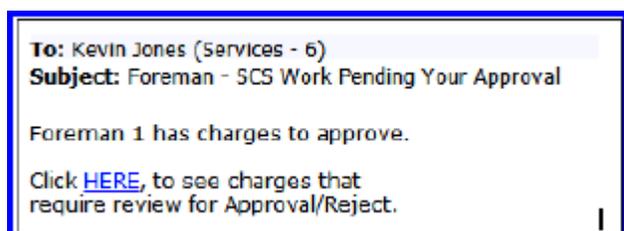
Dominion Energy Coordinator/Foreman Email Notification

Contractors enter labor, equipment and miscellaneous Charge Entries (CEs) into SCS. These records include a Dominion Energy Coordinator/Forman approver designation typically referred to as the Foreman ID. These entries need review and approval prior to accrual and Contractor payment. Foremen have been asked to allow three (3) business days to pass prior to reviewing and approving/denying charges. The 3-day request is **not a business requirement**, as charges may be approved sooner. Dominion Energy Coordinators/Foremen receive email notifications through Microsoft Outlook on Tuesday and Thursday mornings if charges are in a 'Submit' status under his/her Foreman ID code. If there are no charges in 'Submit' status for a particular Coordinator/Foremen ID, then an email notification is not sent. There are no provisions to reply to an email notification.

If a Dominion Energy's Coordinator/Foreman's ID assignment is changed on a CE, the corresponding email notification is re-routed to the new Coordinator/Foreman.

Message Content

The email notification message is to alert Coordinators/Foremen of outstanding charges requiring review and approval. The notification is as follows:



Foreman Table Management

It is extremely important to maintain accurate, up to date Dominion Energy Coordinator/Foreman records. If a Dominion Energy Coordinator/Forman is (or is not) receiving notifications and should (or should not) be receiving them, please contact your Local Power Delivery AP Representative listed under **Support** so the Dominion Energy Coordinator/Foreman records can be promptly and properly updated.

It is the responsibility of the Local Power Delivery AP group to create/deactivate Foreman IDs within SCS. The group is also responsible for submitting IT requests authorizing Dominion Energy Foreman/Coordinator access to the SCS system.

Denied Charge Entries (CEs)

Labor, equipment and miscellaneous Charge Entries (CEs) are usually denied by Dominion Energy Coordinators/Foremen for two reasons:

1. Errors are detected in the work reporting and data entry
2. Charges have been sent to the wrong Dominion Energy Coordinator/Foreman for review and approval

If a Dominion Energy Coordinator/Foreman detects one or both of the aforementioned reporting errors on a CE and decides to deny the CE pending corrections, s/he should select "Deny" and enter the specific reason the CE is being denied as the "Rejection Reason". If the Dominion Energy Coordinator/Foreman is denying a CE because the Contractor submitted the charges to the wrong Coordinator/Foreman, the Coordinator/Foreman denying the CE should disclose the name of the correct Coordinator/Foreman in the rejection reason if s/he knows that information. If the correct Dominion Energy Coordinator/Foreman is not known, it is the Contractor's responsibility to follow-up with their project Foreman to obtain the correct information.

A Dominion Energy Coordinator/Foreman should **not** deny charges if the only incorrect data point is the cost object or charge element information (i.e. WBS, Order, or Network numbers) as this can and should be corrected by the Dominion Energy Coordinator/Foreman prior to approval.

Contractor Follow-up Procedures – Denied Charge Entries (CEs)

It is the Contractor’s responsibility to run weekly or bi-weekly SCS Charges Reports, per PO number, to see if any labor and equipment charges have been denied. Once these Charge Reports are generated, it is the Contractor’s responsibility to communicate directly with the Dominion Energy Coordinator/Foreman if there are questions regarding the rejection reason. Once dialogue has occurred between the Contractor and the Dominion Energy Coordinator/Foreman, denied charges should be immediately corrected and re-submitted for review and approval.

Currently, Contractors are not able to run SCS Charge Reports for miscellaneous charges. If the local Power Delivery AP group has an invoice but the corresponding CE is denied in SCS, the local Power Delivery AP group will email the Contractor about the denied CE and give a due date for correction. Once SCS is enhanced to allow Contractors the ability to generate SCS Charge Reports for miscellaneous charges, it will be the Contractors’ responsibility to ensure any denied charges are corrected in a timely fashion according to the terms of their PO or MSA.

If the Contractor does not correct any denied labor, equipment or miscellaneous charges in a timely manner, the local Power Delivery AP group will delete these records from SCS. Unless Dominion Energy business unit personnel requests this action not be taken, these charges will be deleted thirty (30) days after the last update date. Contractors will be given prior notice before charges are deleted from the system.

For assistance generating or understanding labor and equipment SCS Charge Reports, first refer to the ‘*Charge Reports - How to Create, Change, Display & Save*’ job aid included in this manual. If further assistance is needed, please contact your local Power Delivery AP Representative listed under **Support**.

SCS Charge Entry & Reporting Functions

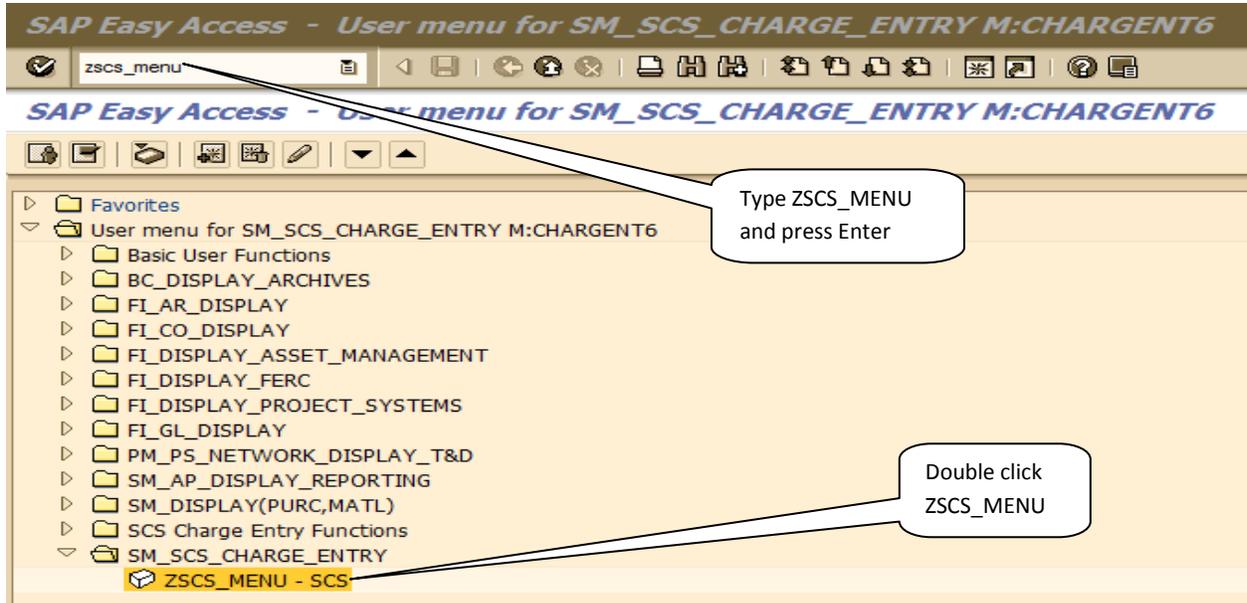
Job Aids

Daily Charge Entry (CE) - How to Create, Change & Display

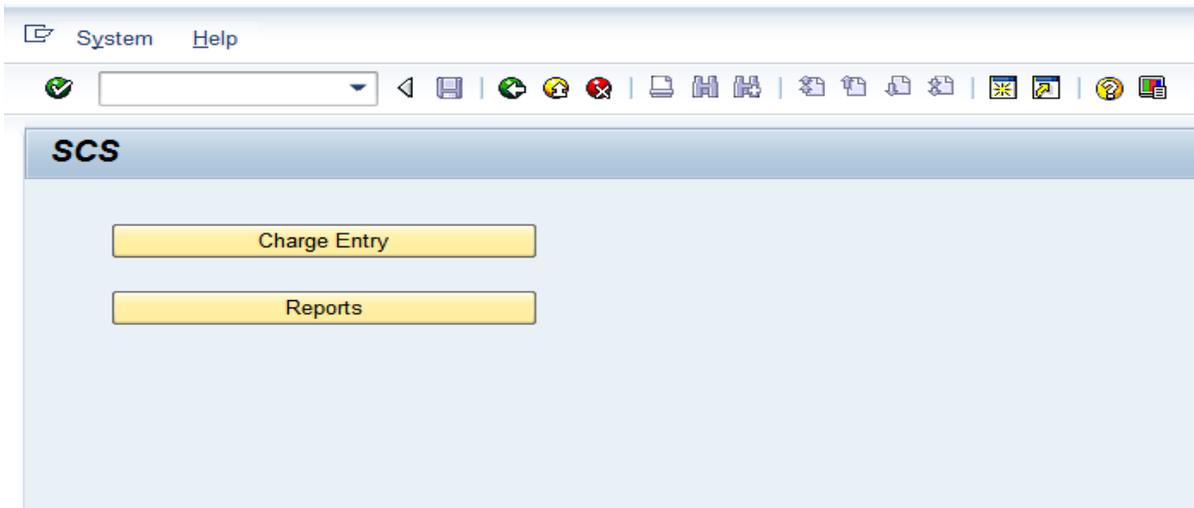
Purpose:

To provide instructions on how to create, change and display a daily timesheet for contractor workers in SCS. The Daily CE should be used for entry of work hours **one day at a time**. This timesheet will accommodate 999 lines of entry.

1. From the **SAP Easy Access - User menu screen**, find the **SM_SCS_CHARGE_ENTRY** folder.
2. Click on the arrow to open the folder, then double click ZSCS_MENU or type ZSCS_MENU in the transaction code bar and press 'Enter'.

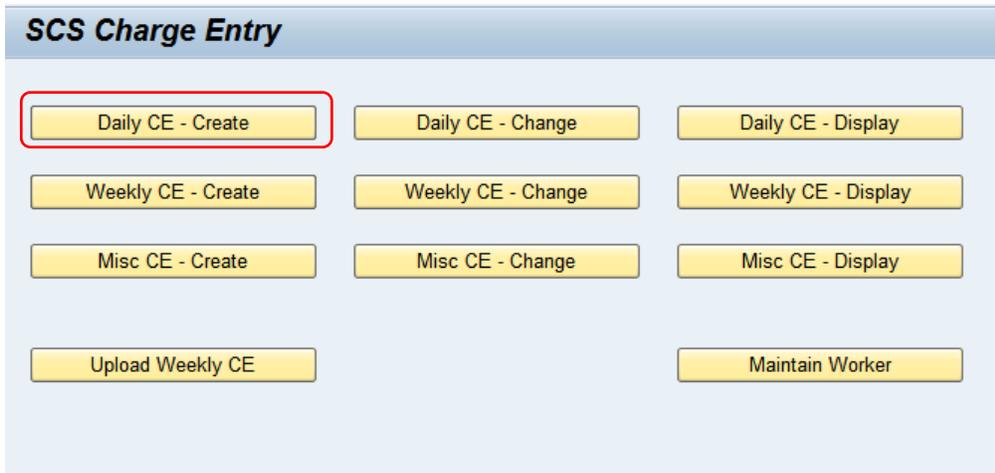


3. Click the **Charge Entry** button.



Creating a Daily Timesheet (CE):

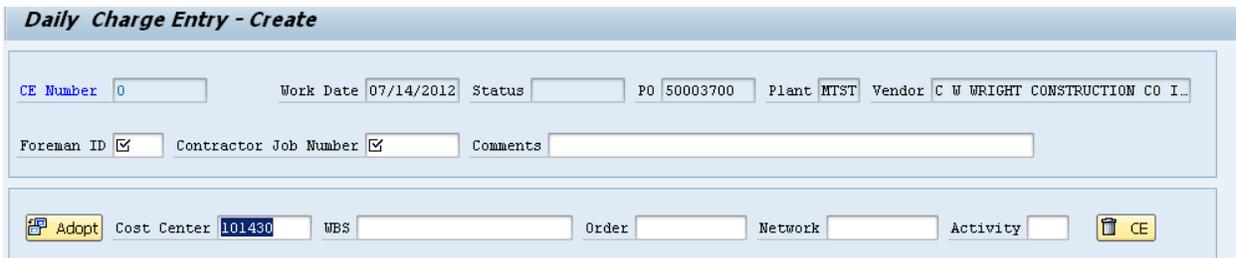
1. Click the **Daily CE – Create** button.



2. Enter PO Number and Work Date. Press 'Enter' or click the green check mark . **Note:** PO Number should always begin with "500..." Once 'Enter' or the green check mark is clicked, you cannot change the Work Date.



3. Complete the Header fields by entering the following:
 - **Foreman Code:** Type code or select code from list. This should be listed on your timesheets. If not, contact your General Foreman for this information.
 - **Contractor Job Number:** It is recommended you enter your Invoice Number in order to assist with reconciliation.
 - **Comments:** Enter the location code of the job first then the job name if provided.
 - **Cost Object (Charge Element):** This number should be on your timesheets provided by the Dominion Energy Foreman. You will either be given a Cost Center, WBS, Order or Network and Activity number where your time can be charged.

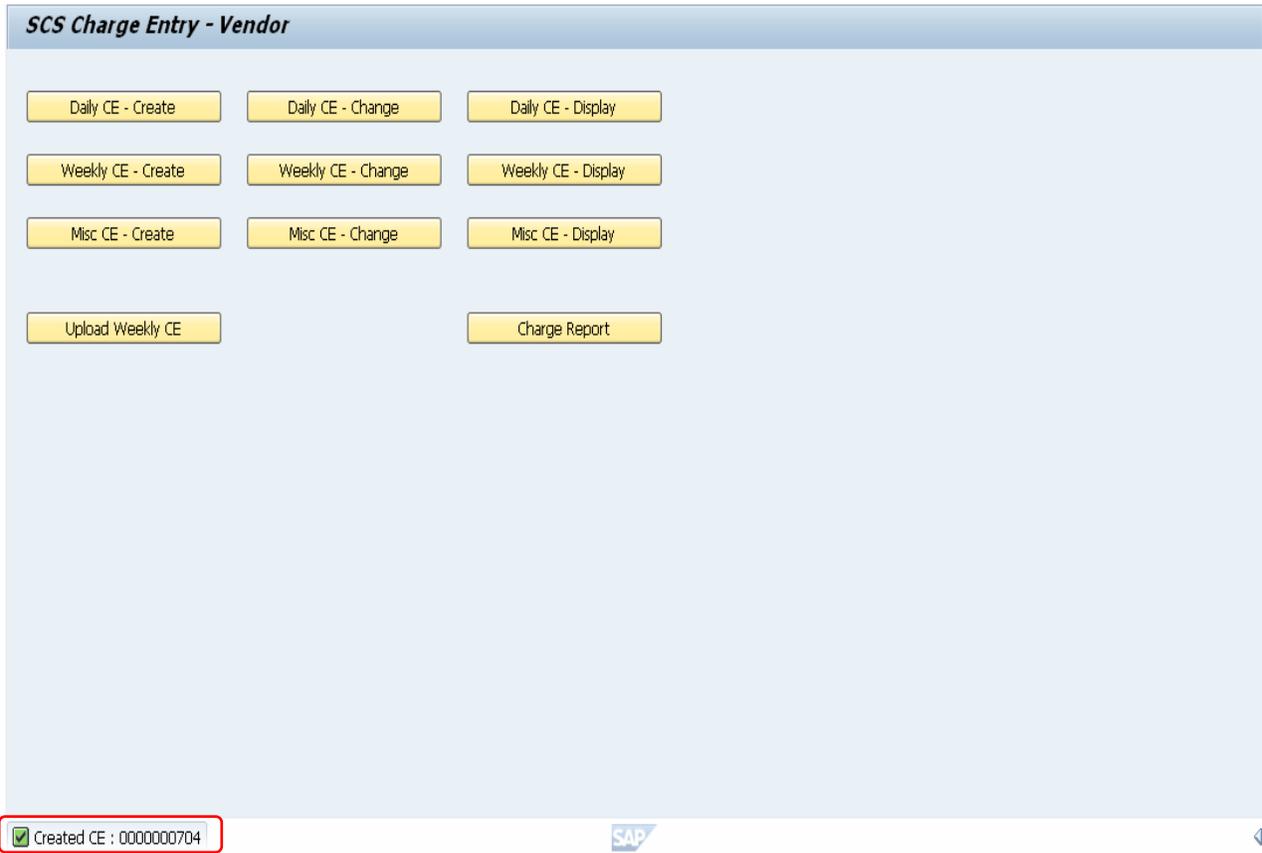


4. Complete the Time Entry fields by entering the following:

- **Worker ID:** Type ID or click match code button to the right and select worker from list
- **Equip/Skill:** Type code or click match code button to the right and select code from list
- **Shift:** Automatically defaults to '1' but can be changed depending on PO setup
- **Type (Time):** Type appropriate time type or click match code button and select from list. **Note:** Time type selections (i.e. S, O, Z, P1, H, D, W, etc.) are different for Equipment versus Skill. A new line must be entered for differing Time types
- **Start/Stop:** Skip if entering time for non-nuclear jobs
- **Hrs/Qty:** Enter total hours (15 min. increments) worked each day based on Type (Time). Hit 'Enter' after each line entry to see Total Hours and Value. You can scroll from page to page using the up and down arrow keys at the bottom of the timesheet screen.

5. Click the appropriate Cost Object button (i.e. CC, WBS, Order, or Network) at the bottom of the screen to view the expense column and enter Cost Object information line by line if multiple numbers. Or, enter the Cost Object information at the Header level then click 'Adopt' button if all lines have same Cost Object. To hide the expense columns, uncheck the appropriate Cost Object. **Note:** Only use the 'Adopt' feature if all lines are being charged to the same Cost Object (Charge Element).

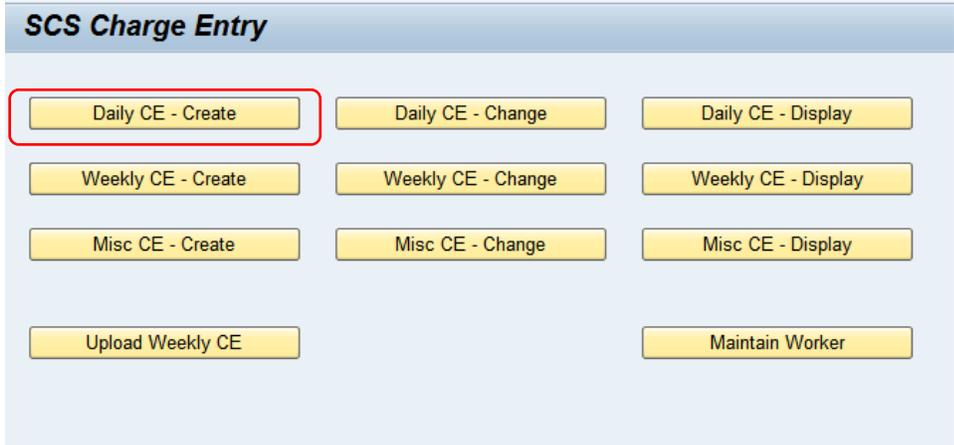
6. Click **'Validate Entry'** button to ensure all information entered on timesheet (i.e. cost object, duplicate time entry, rates, etc) is correct. This action also totals the Total Hrs and Value columns as well as the total Timesheet hours and Charges).
7. Decide on one of the following steps for the timesheet:
 - **Save as Draft:** Click this button if you are not ready to submit the timesheet for review and approval to the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - **Submit:** Click this button if you are ready to submit timesheet for review and approval by the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - **Delete CE:** Click the  button if you want the entire timesheet deleted. This action will lock the timesheet so no further action can be taken. **Note:** To delete a line on a CE, select the line by clicking the box to the left of the line number. Once the line is highlighted, click  to delete the line.
8. When **Save as Draft** or **Submit** button is clicked, you will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.



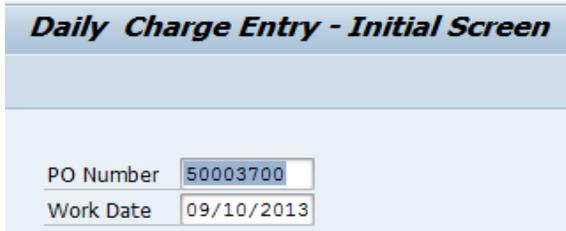
Creating a Daily Timesheet (CE) – Using Quick Entry Option:

Quick entry is used to support the entering the same set of workers/equipment while charging multiple cost objects.

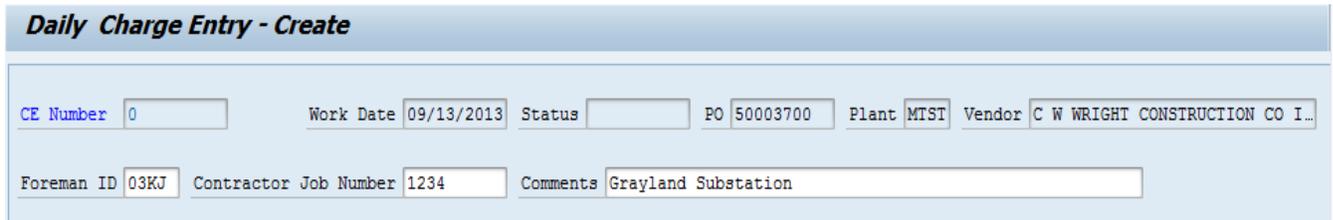
1. Click the **Daily CE – Create** button.



2. Enter PO Number and Work Date. Press 'Enter' or click the green check mark . **Note:** PO Number should always begin with "500..." Once 'Enter' or the green check mark is clicked, you cannot change the Work Date.



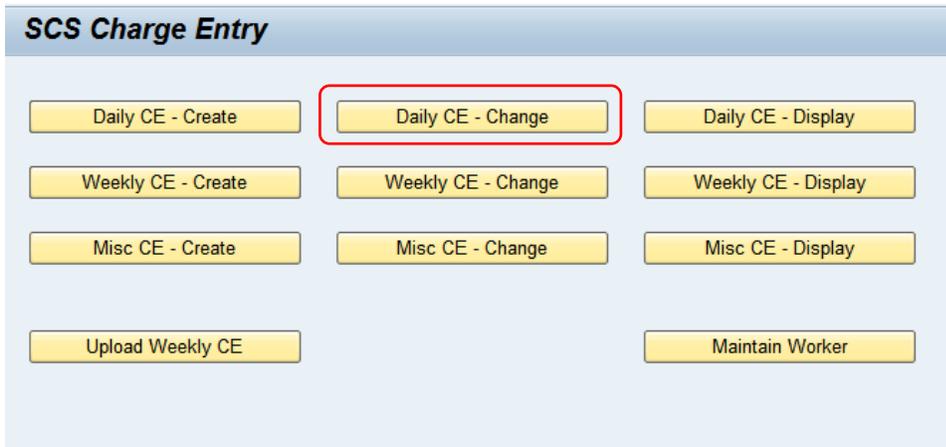
3. Complete the Header fields by entering the following:
 - **Foreman Code:** Type code or select code from list. This should be listed on your timesheets. If not, contact your General Foreman for this information.
 - **Contractor Job Number:** It is recommended you enter your Invoice Number in order to assist with reconciliation.
 - **Comments:** Enter the location code of the job first then the job name if provided.



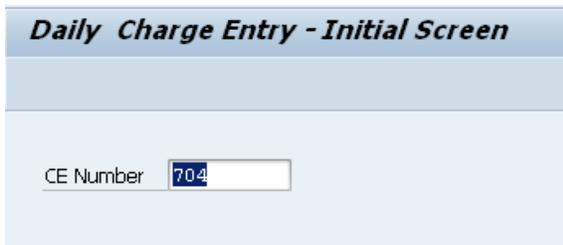
9. If you return to the Quick Entry screen after exiting, the Quick Entry screen will be blank and ready for the next set of charges to be entered.
10. Validations are not done on the Quick Entry screen. Once you click 'Submit' or 'Validate Entry' on the main charge entry screen, the charge entries will be checked and any errors must be fixed prior to submittal.

Changing a Daily Timesheet (CE):

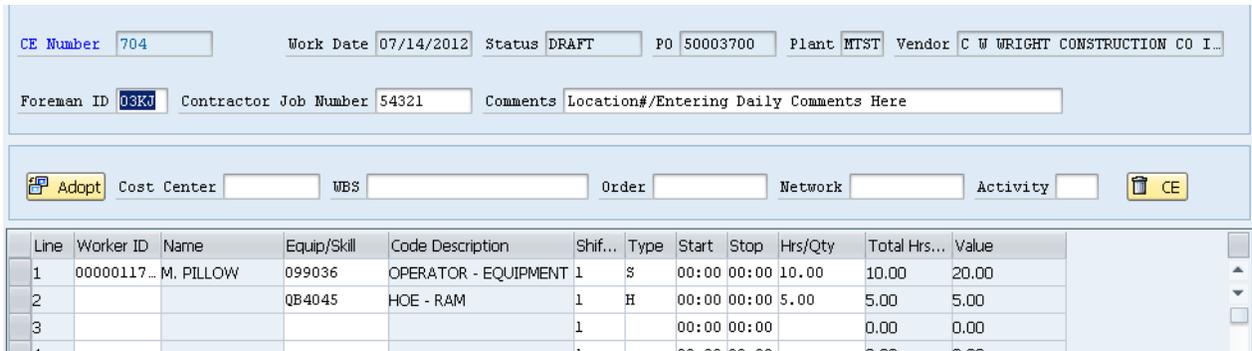
1. To change a Daily Timesheet, click **Daily CE – Change** button.



2. Enter CE number and press 'Enter'.



3. Make the necessary changes remembering to click '**Adopt**' or add the required cost objects (charge elements) for any new lines, then click **Submit** button.

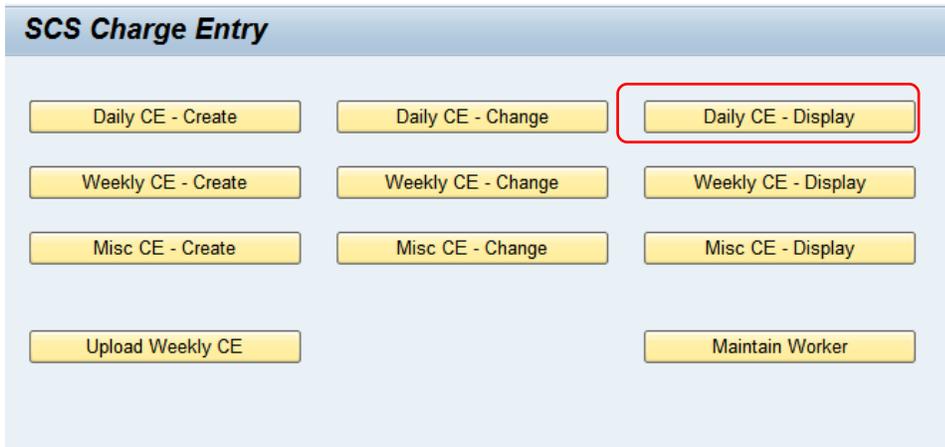


4. You will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.

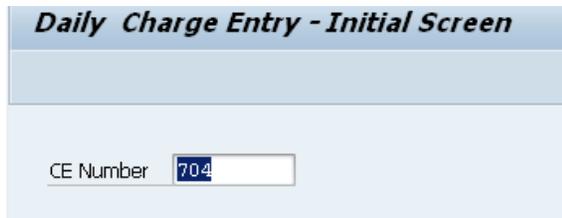


Displaying a Daily Timesheet (CE):

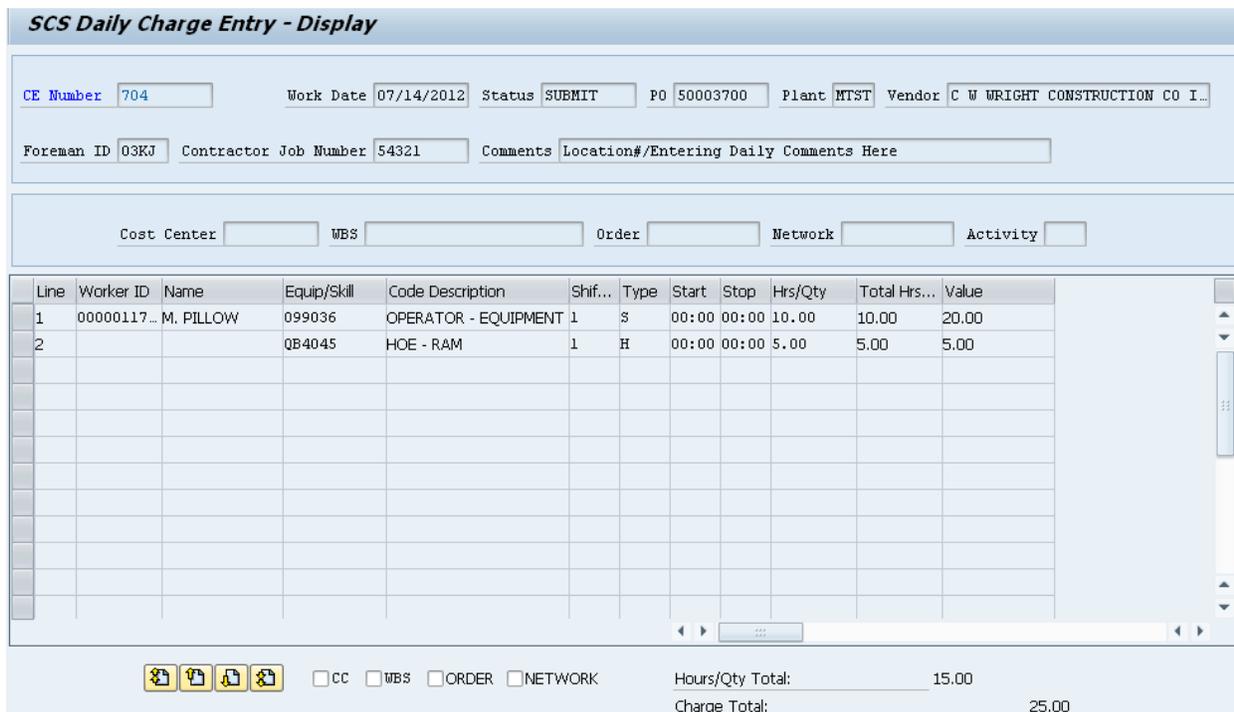
1. To display a Daily Timesheet, click the **Daily CE – Display** button.



2. Type in the CE number and press 'Enter'.



3. Review the selected CE. **Note:** This function does not allow any edits to be made on the timesheet.

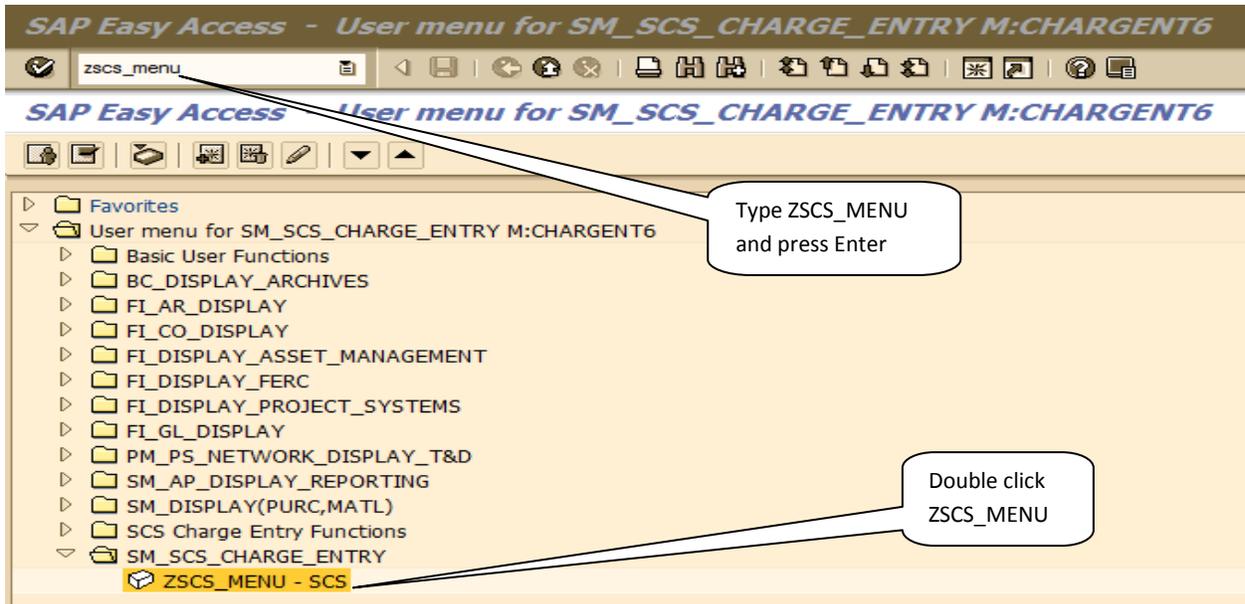


Weekly Charge Entry (CE) - How to Create, Change & Display

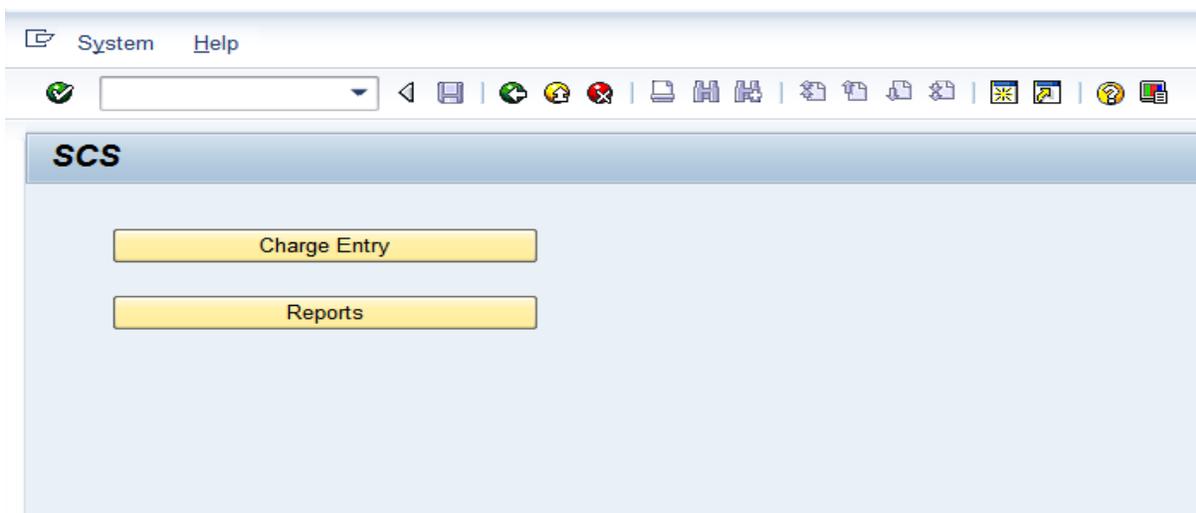
Purpose:

To provide instructions on how to create, change and display a weekly timesheet for contract workers in SCS. The Weekly timesheet is time entry for a week Sunday through Saturday (week-ending date must be a Saturday). This timesheet will accommodate 999 lines of entry.

1. From the **SAP Easy Access - User menu screen**, find the **SM_SCS_CHARGE_ENTRY** folder.
2. Click on the arrow to open the folder, then double click ZSCS_MENU or type ZSCS_MENU in the transaction code bar and press 'Enter'.

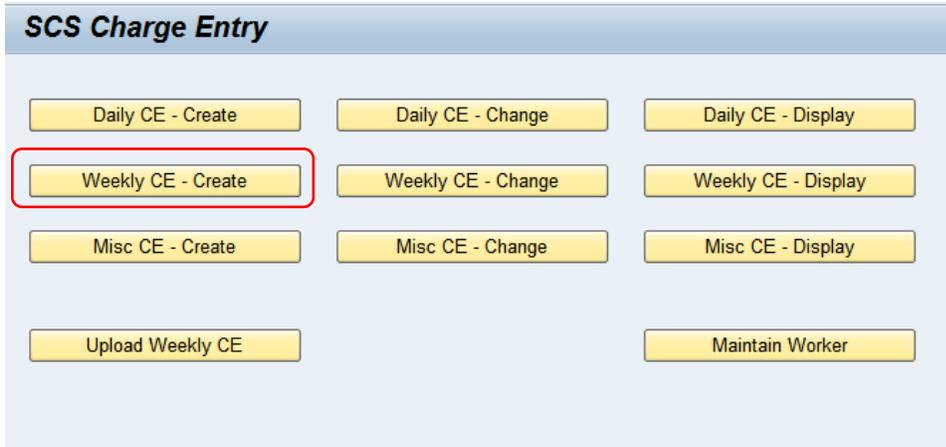


3. Click the **Charge Entry** button.

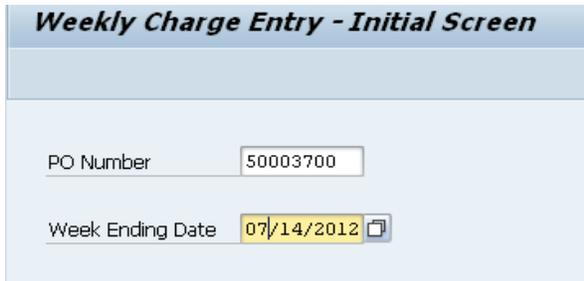


Creating a Weekly Timesheet (CE):

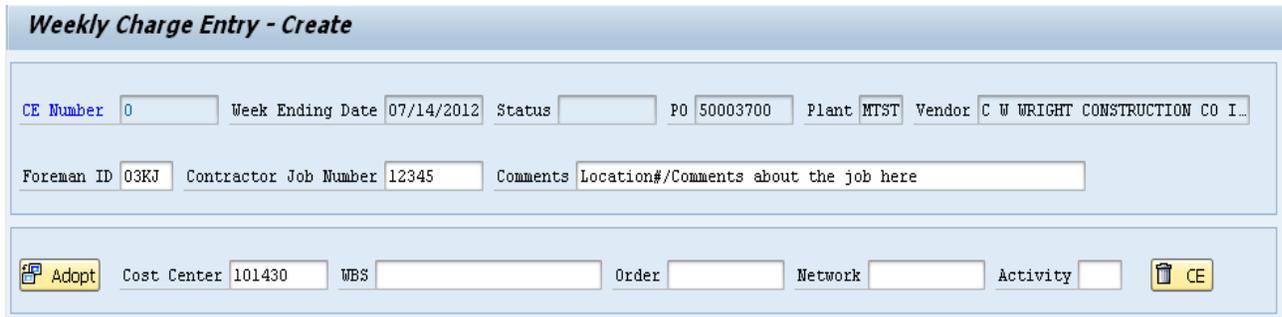
1. Click the **Weekly CE – Create** button.



2. Enter PO Number and Week-Ending Date. Press 'Enter' or click the green check mark . **Note:** PO Number should always begin with "500..." Once 'Enter' or the green check mark is clicked, you cannot change the Week-Ending Date.

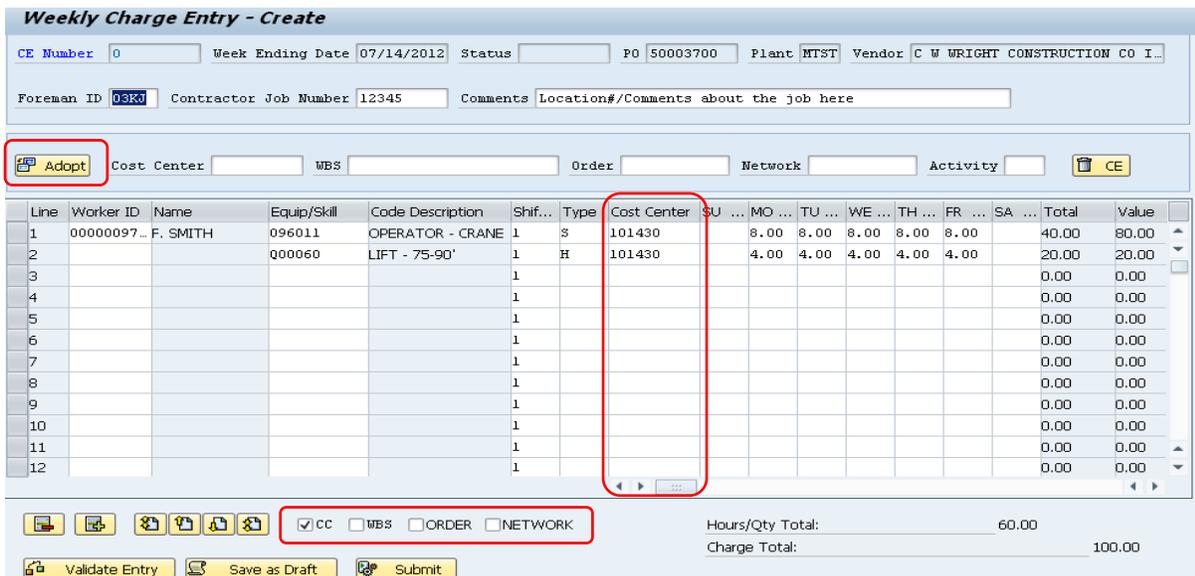


3. Complete the Header fields by entering the following:
 - **Foreman Code:** Type code or select code from list. This should be listed on your timesheets. If not, contact your General Foreman for this information.
 - **Contractor Job Number:** It is recommended you enter your Invoice Number in order to assist with reconciliation.
 - **Comments:** Enter the location code of the job first then the job name if provided.
 - **Cost Object (Charge Element):** This number should be on your timesheets provided by the Dominion Energy Foreman. You will either be given a Cost Center, WBS, Order or Network and Activity number where your time can be charged.



4. Complete the Time Entry fields by entering the following:
 - **Worker ID:** Type ID or click match code button to the right and select worker from list
 - **Equip/Skill:** Type code or click match code button to the right and select code from list
 - **Shift:** Automatically defaults to '1' but can be changed depending on PO setup
 - **Type (Time):** Type appropriate time type or click match code button and select from list. **Note:** Time type selections (i.e. S, O, Z, P1, H, D, W, etc.) are different for Equipment versus Skill. A new line must be entered for differing Time types. Enter total hours (in 15 min. increments) worked each day based on Time Types.
 - Hit 'Enter' after each line entry to see Total Hours and Value. You can scroll from page to page using the up and down arrow keys at the bottom of the timesheet screen. 

5. Click the appropriate Cost Object button (i.e. CC, WBS, Order, or Network) at the bottom of the screen to view the expense column and enter Cost Object information line by line if multiple numbers. Or, enter the Cost Object information at the Header level then click '**Adopt**' button if all lines have same Cost Object. To hide the expense columns, uncheck the appropriate Cost Object. **Note:** Only use the 'Adopt' feature if all lines are being charged to the same Cost Object (Charge Element).



Weekly Charge Entry - Create

CE Number: 0 Week Ending Date: 07/14/2012 Status: PO: 50003700 Plant: MTST Vendor: C W WRIGHT CONSTRUCTION CO I...

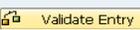
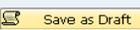
Foreman ID: 03KJ Contractor Job Number: 12345 Comments: Location#/Comments about the job here

 Cost Center: WBS: Order: Network: Activity: 

Line	Worker ID	Name	Equip/Skill	Code Description	Shif...	Type	Cost Center	SU ...	MO ...	TU ...	WE ...	TH ...	FR ...	SA ...	Total	Value
1	0000097...	F. SMITH	096011	OPERATOR - CRANE	1	S	101430	8.00	8.00	8.00	8.00	8.00	8.00		40.00	80.00
2			Q00060	LIFT - 75-90'	1	H	101430	4.00	4.00	4.00	4.00	4.00			20.00	20.00
3					1										0.00	0.00
4					1										0.00	0.00
5					1										0.00	0.00
6					1										0.00	0.00
7					1										0.00	0.00
8					1										0.00	0.00
9					1										0.00	0.00
10					1										0.00	0.00
11					1										0.00	0.00
12					1										0.00	0.00

CC WBS ORDER NETWORK

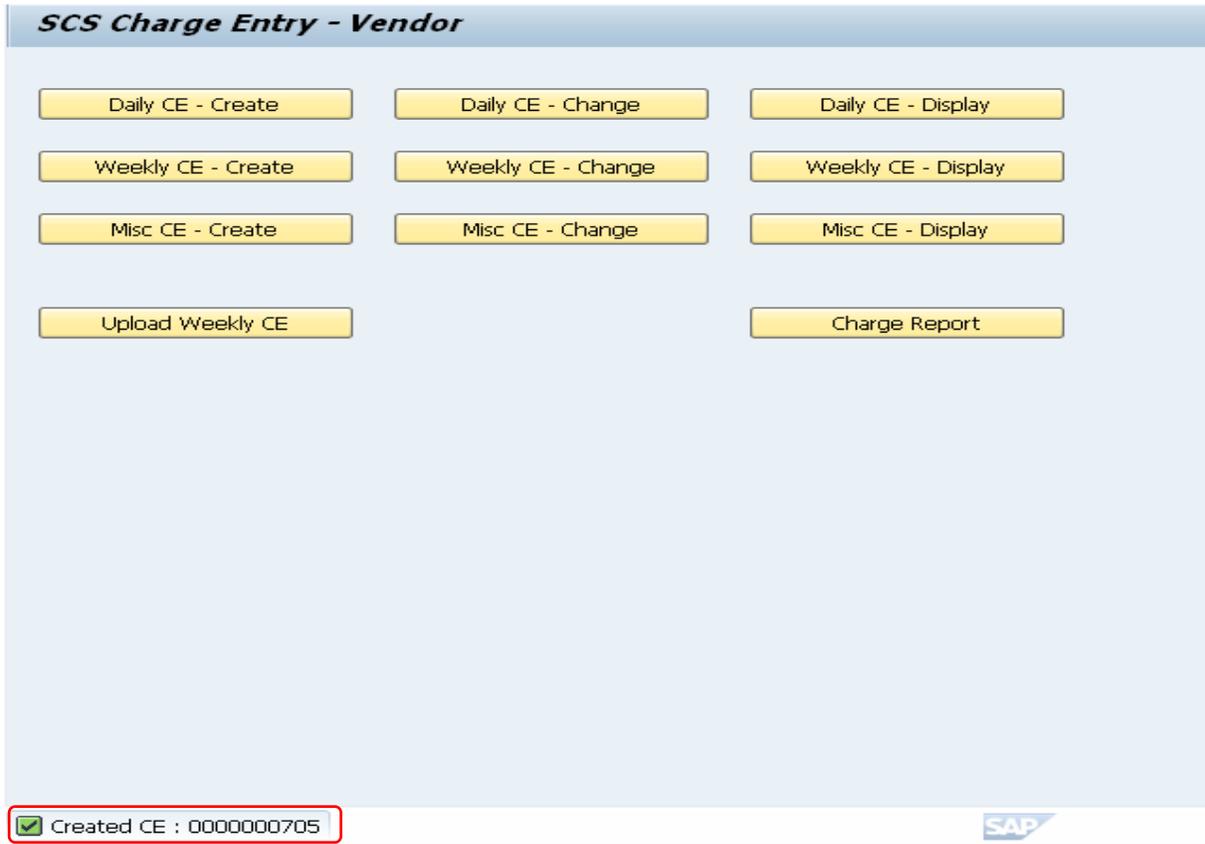
Hours/Qty Total: 60.00
Charge Total: 100.00

6. Click '**Validate Entry**' button to ensure all information entered on timesheet (i.e. cost object, duplicate time entry, rates, etc) is correct. This action also totals the Total Hrs and Value columns as well as the total Timesheet hours and Charges).

7. Decide on one of the following steps for the timesheet:
 - **Save as Draft:** Click this button if you are not ready to submit the timesheet for review and approval to the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - **Submit:** Click this button if you are ready to submit timesheet for review and approval by the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - **Delete CE:** Click the  button if you want the entire timesheet deleted. This action will lock the timesheet so no further action can be taken. **Note:** To delete a line on a CE, select the line by clicking the box to the left of the line number. Once the line is highlighted, click  to delete the line.

- When **Save as Draft** or **Submit** button is clicked, you will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.

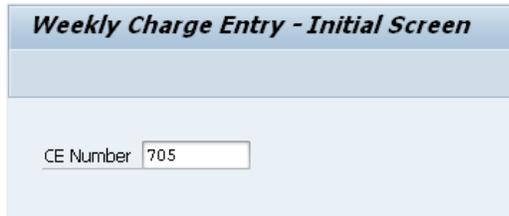


Changing a Weekly Timesheet (CE):

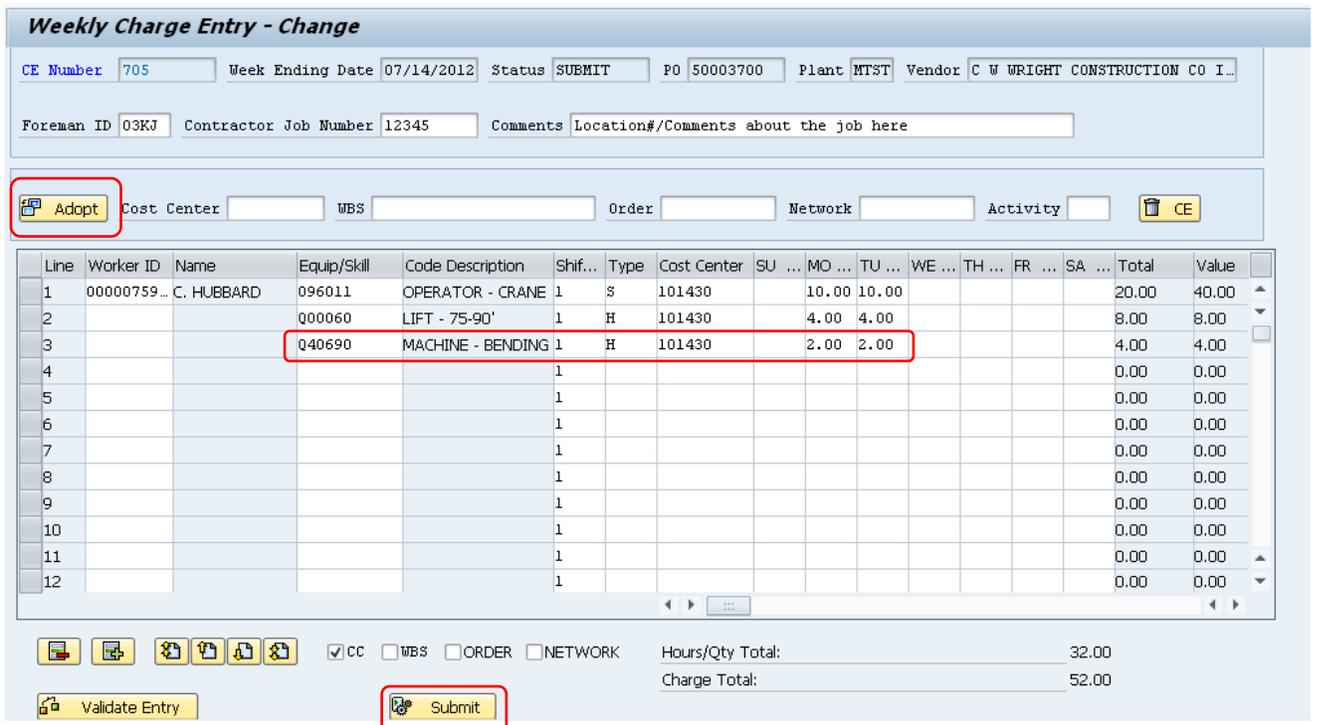
1. To change a Weekly Timesheet, click **Weekly CE – Change** button.



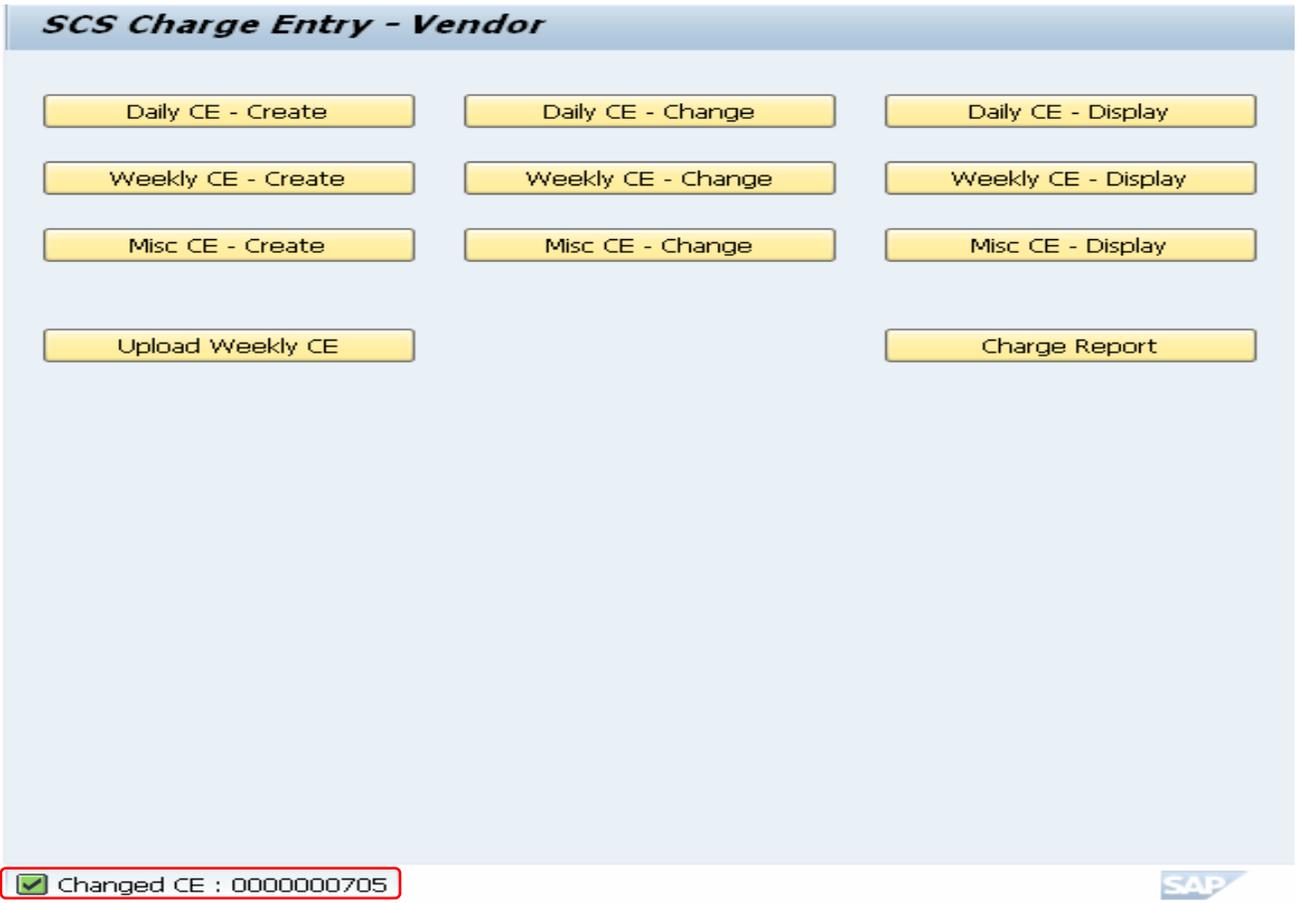
2. Enter CE number and press 'Enter'.



3. Make the necessary changes remembering to click '**Adopt**' or add the required cost objects (charge elements) for any new lines, then click **Submit** button.

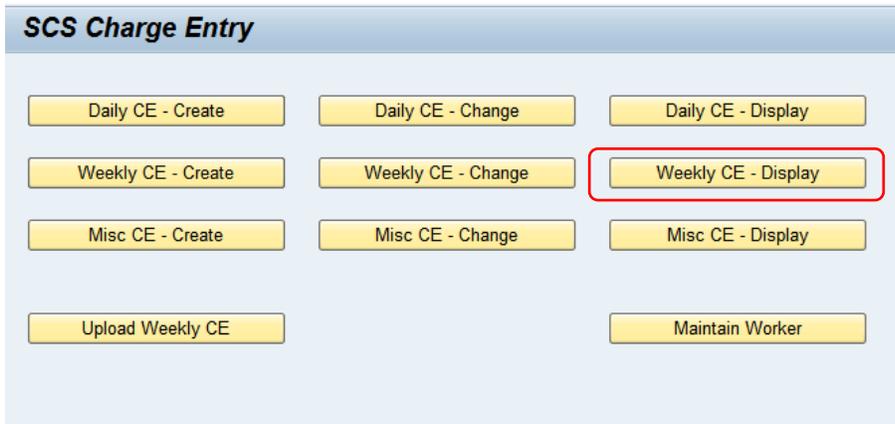


4. You will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.

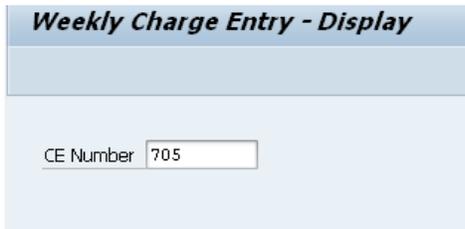


Displaying a Weekly Timesheet (CE):

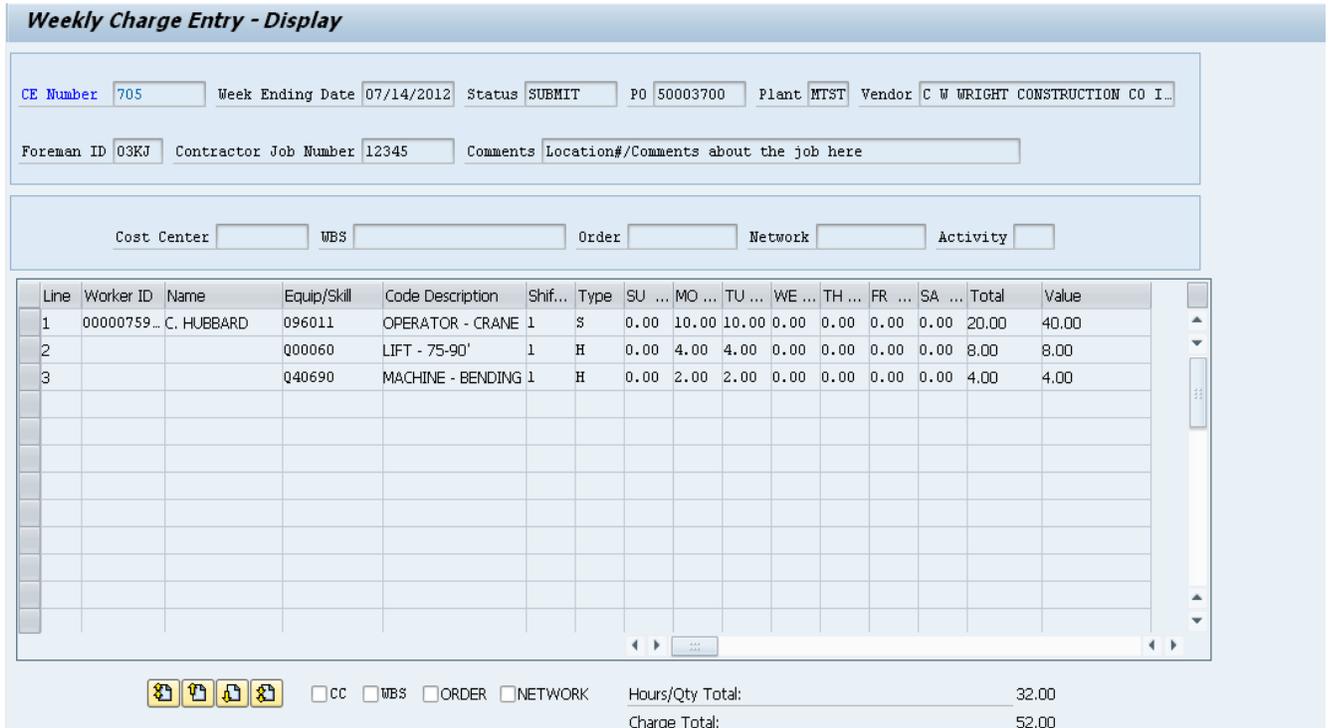
1. To display a Weekly Timesheet, click the **Weekly CE – Display** button.



2. Type in the CE number and press 'Enter'.



3. Review the selected CE. **Note:** This function does not allow any edits to be made on the timesheet.

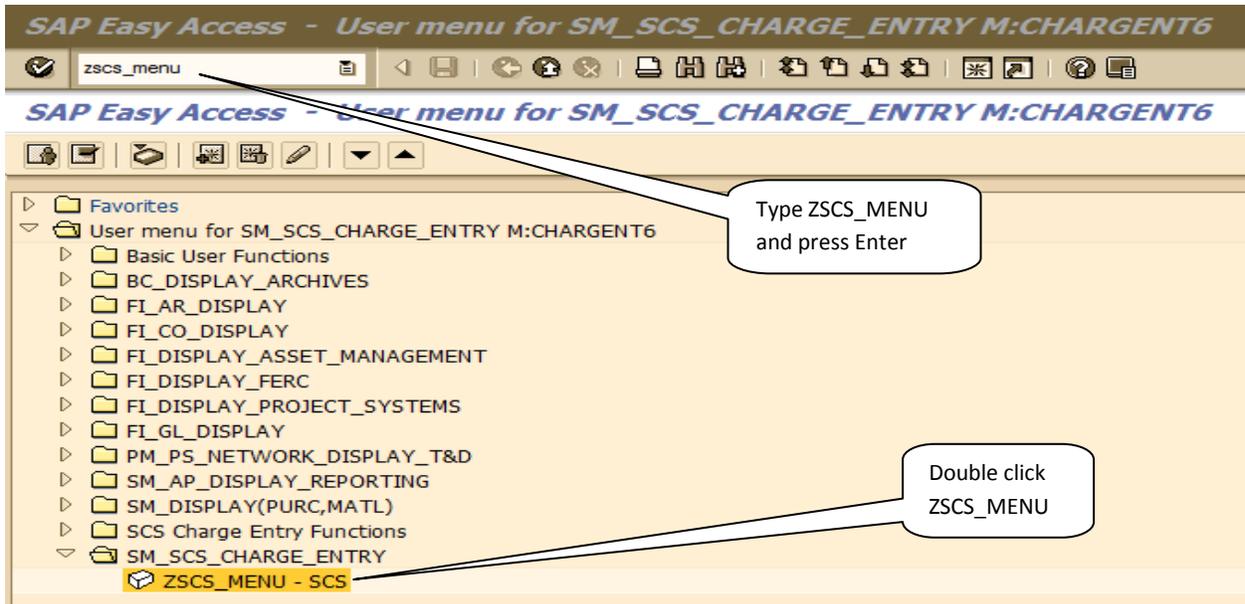


Miscellaneous Charge Entry (CE) - How to Create, Change & Display

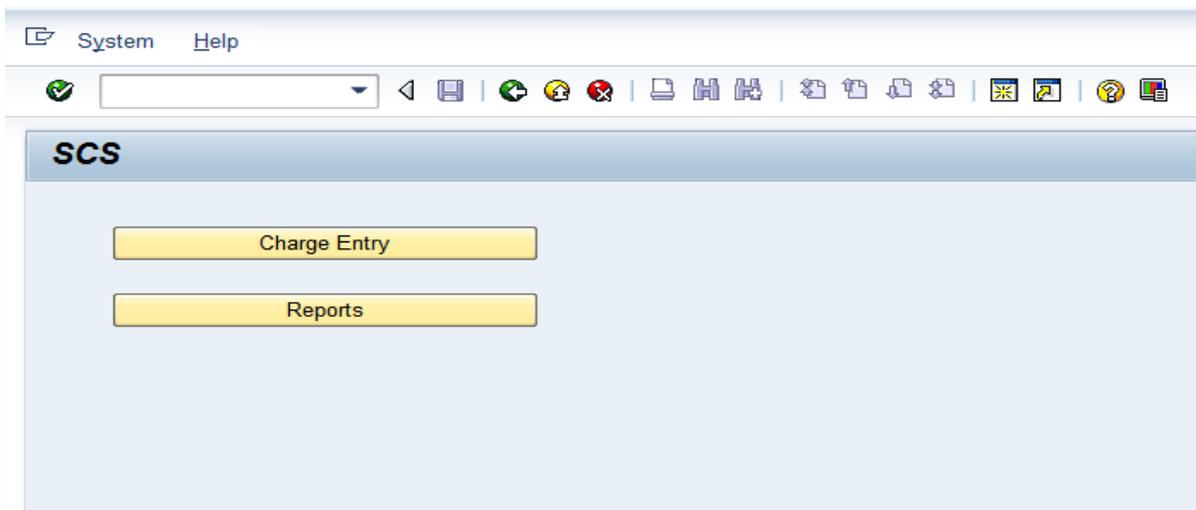
Purpose:

To provide instructions on how to create, change and display a miscellaneous charge for contract work in SCS. The miscellaneous charge entry sheet is for entry of charges incurred during the course of completing a job. You must enter the work date the charges were incurred. This timesheet will accommodate 999 lines of entry.

1. From the **SAP Easy Access - User menu screen**, find the **SM_SCS_CHARGE_ENTRY** folder.
2. Click on the arrow to open the folder, then double click ZSCS_MENU or type ZSCS_MENU in the transaction code bar and press 'Enter'.



3. Click the **Charge Entry** button.



Creating a Miscellaneous Charge Entry (CE):

1. Click the **Misc CE – Create** button.

The image shows a web interface titled "SCS Charge Entry". It contains several yellow buttons arranged in a grid. The buttons are: "Daily CE - Create", "Daily CE - Change", "Daily CE - Display", "Weekly CE - Create", "Weekly CE - Change", "Weekly CE - Display", "Misc CE - Create" (highlighted with a red border), "Misc CE - Change", "Misc CE - Display", "Upload Weekly CE", and "Maintain Worker".

2. Enter PO Number and Work Date. Press 'Enter' or click the green check mark . **Note:** PO Number should always begin with "500..." Once 'Enter' or the green check mark is clicked, you cannot change the Work Date.

The image shows a form titled "Misc Charge Entry - Initial Screen". It has two input fields: "PO Number" with the value "50003700" and "Work Date" with the value "07/12/2012".

3. Complete the Header fields by entering the following:
 - **Foreman Code:** Type code or select code from list. This should be listed on your timesheets. If not, contact your General Foreman for this information.
 - **Contractor Job Number:** It is recommended you enter your Invoice Number in order to assist with reconciliation.
 - **Comments:** Enter the invoice description or project name.
 - **Cost Object (Charge Element):** This number should be on your timesheets provided by the Dominion Energy Foreman. You will either be given a Cost Center, WBS, Order or Network and Activity number where your time can be charged.

The image shows a form titled "Misc Charge Entry - Create". It contains several input fields and buttons. The fields are: "CE Number" (0), "Work Date" (07/14/2012), "Status" (empty), "PO" (50003700), "Plant" (MTST), "Vendor" (C W WRIGHT CONSTRUCTION CO I...), "Foreman ID" (03KJ), "Contractor Job Number" (INV. #), and "Comments" (Invoice Description Here). At the bottom, there is an "Adopt" button, "Cost Center" (empty), "WBS" (empty), "Order" (empty), "Network" (empty), "Activity" (empty), and a "CE" button with a trash icon.

4. Complete the Miscellaneous Entry fields by entering the following:
 - **Description:** Enter description of item(s) purchased or service performed. You can use a general description for materials purchased at one Retailer (i.e. building materials, stone, gravel, etc.).
 - **Retailer Name:** Name of store where materials/services were purchased or performed. Retailer name must match name on supporting documentation (i.e. receipts).
 - **Rec/Inv No:** Enter the receipt or invoice number given on supporting documentation (i.e. receipts).
 - **Type:** Click match code button to the left and select type of material/service from drop-down list.
 - **Quantity:** This will normally be "1" as the standard value.
 - **UOM (Unit of Measure):** This will normally be "EA" (Each) as the standard unit of measure. If another unit of measure should be used, click match code button to the left and select appropriate unit from drop-down list.
 - **Sub-Total:** Enter the sub-total amount **NOT** including reimbursable tax for each Retailer receipt.
 - **Markup:** Click match code button to the left and select appropriate markup percentage from drop down list as negotiated in your PO. **Note:** Contact your Dominion Energy buyer if markup percentage is not correct for your PO.
5. Hit 'Enter' after each line entry to see Total Hours and Value. You can scroll from page to page using the up and down arrow keys at the bottom of the timesheet screen. 

Line	Description	Retailer Name	Rec/Inv No.	Type	Quantity	UOM	Sub-Total	Markup	Reim.Tax	Total
1	Widget	Home Depot	12456	M	1	EA	90.00	12.000%	5.00	105.80
2	Caution Tape	Lowe's	78954	M	1	EA	25.00	12.00	2.00	30.00
3										0.00
4										0.00
5										0.00
6										0.00
7										0.00
8										0.00
9										0.00
10										0.00
11										0.00
12										0.00

Cost Center
 WBS
 Order
 Network
 Activity

CC
 WBS
 ORDER
 NETWORK
 Qty Total:

Charge Total:

- Click the appropriate Cost Object button (i.e. CC, WBS, Order, or Network) at the bottom of the screen to view the expense column and enter Cost Object information line by line if multiple numbers. Or, enter the Cost Object information at the Header level then click **'Adopt'** button if all lines have same Cost Object. To hide the expense columns, uncheck the appropriate Cost Object. **Note:** Only use the 'Adopt' feature if all lines are being charged to the same Cost Object (Charge Element).

Misc Charge Entry - Create

CE Number Work Date Status PO Plant Vendor

Foreman ID Contractor Job Number Comments

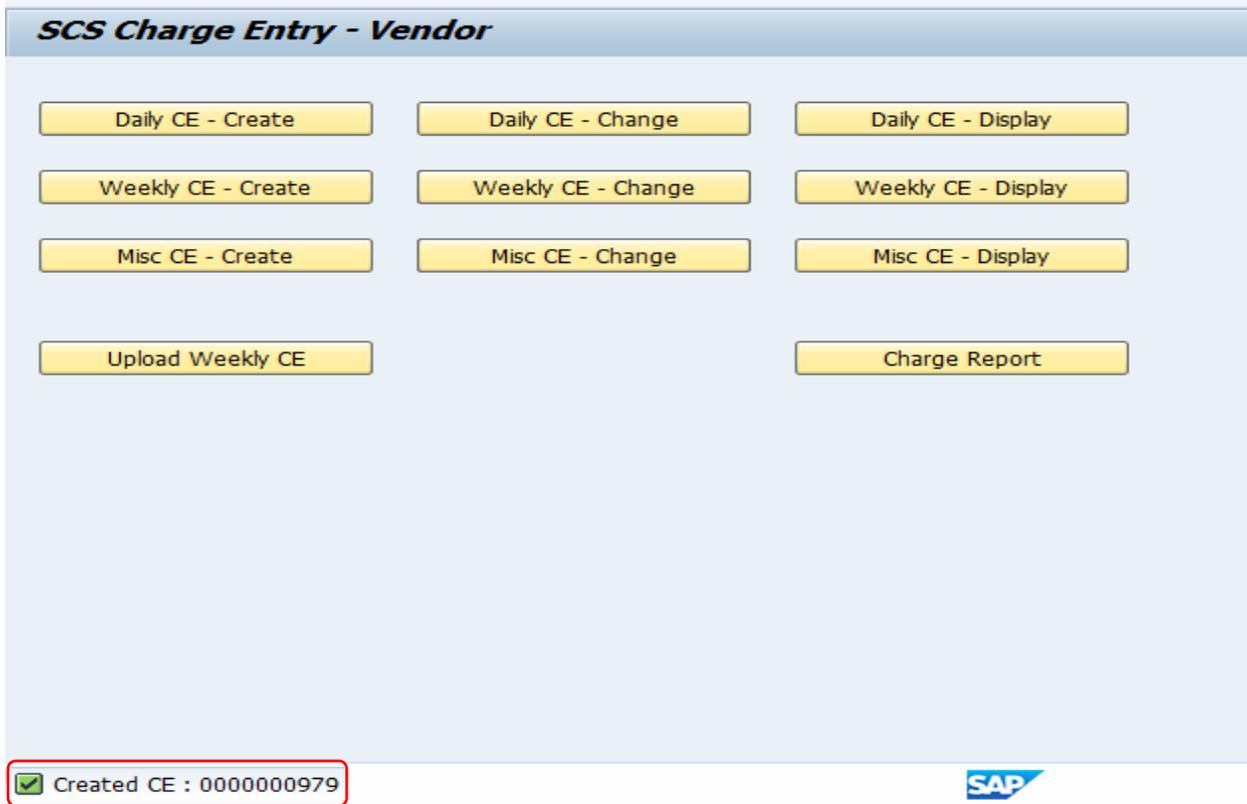
Cost Center WBS Order Network Activity

Line	Description	Retailer Name	Rec/Inv No.	Cost Center	Type	Quantity	UOM	Sub-Total	Markup	Reim.Tax	Total
1	Widget	Home Depot	12456	101430	M	1	EA	90.00	12.000%	5.00	105.80
2	Caution Tape	Lowe's	78954	101430	M	1	EA	25.00	12.00	2.00	30.00
3											0.00
4											0.00
5											0.00
6											0.00
7											0.00
8											0.00
9											0.00
10											0.00
11											0.00
12											0.00

CC WBS ORDER NETWORK Qty Total: 2.00 Charge Total: 135.80

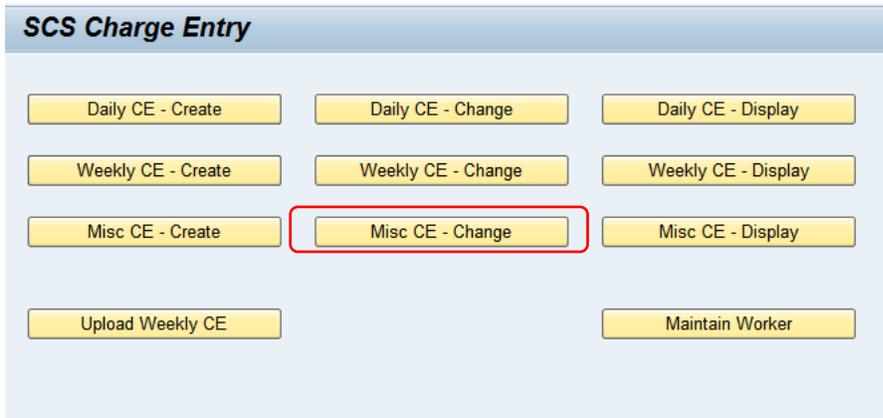
- Click **'Validate Entry'** button to ensure all information entered on timesheet (i.e. cost object, duplicate time entry, rates, etc) is correct. This action also totals the Total Hrs and Value columns as well as the total Timesheet hours and Charges).
- Decide on one of the following steps for the timesheet:
 - Save as Draft:** Click this button if you are not ready to submit the timesheet for review and approval to the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - Submit:** Click this button if you are ready to submit timesheet for review and approval by the Dominion Energy Coordinator/Foreman. This action will assign a CE number to the timesheet.
 - Delete CE:** Click the button if you want the entire timesheet deleted. This action will lock the timesheet so no further action can be taken. **Note:** To delete a line on a CE, select the line by clicking the box to the left of the line number. Once the line is highlighted, click to delete the line.

9. When **Save as Draft** or **Submit** button is clicked, you will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.

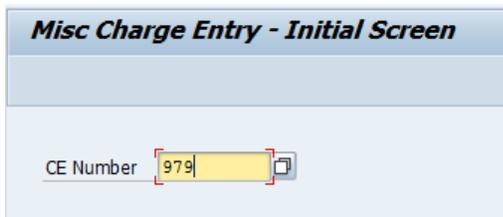


Changing a Miscellaneous Charge Entry (CE):

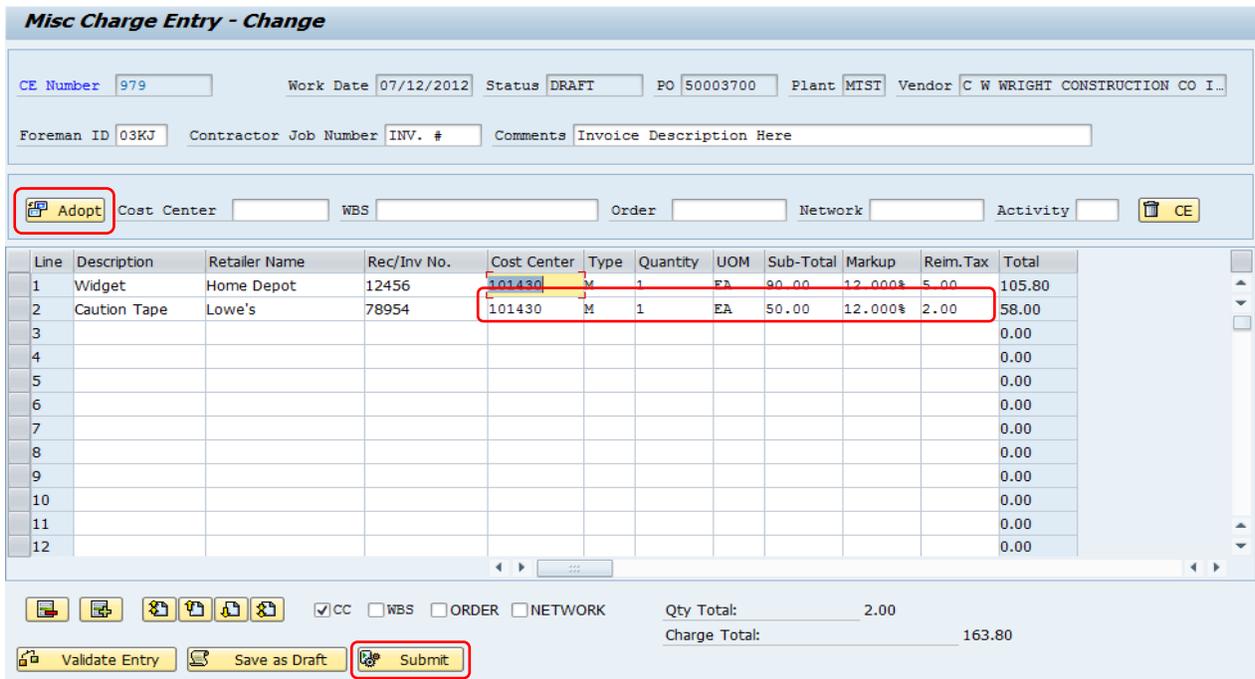
1. To change a Miscellaneous Charge Entry, click **Misc CE – Change** button.



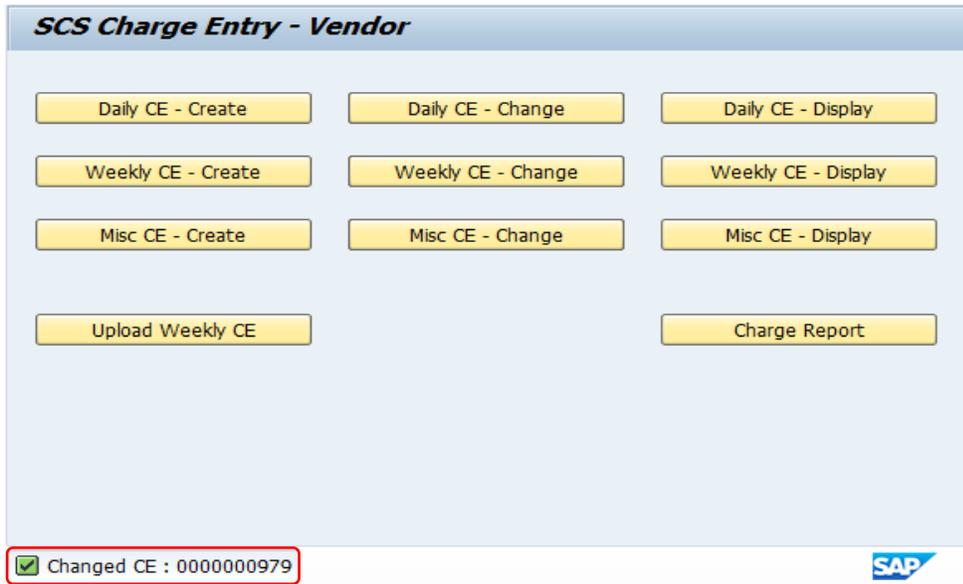
2. Enter CE number and press 'Enter'.



3. Make the necessary changes remembering to click '**Adopt**' or add the required cost objects (charge elements) for any new lines, then click **Submit** button. **Note:** You may also click **Validate Entry** button prior to submit to ensure data entry is correct.

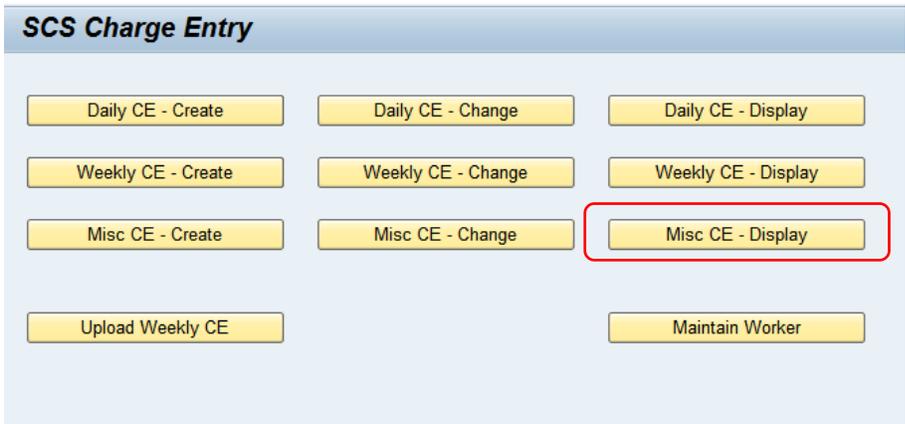


4. You will be returned to the SCS Charge Entry – Vendor screen and the CE number will be displayed at the bottom left corner of screen.

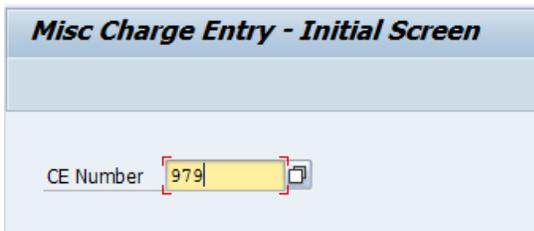


Displaying a Miscellaneous Charge Entry (CE):

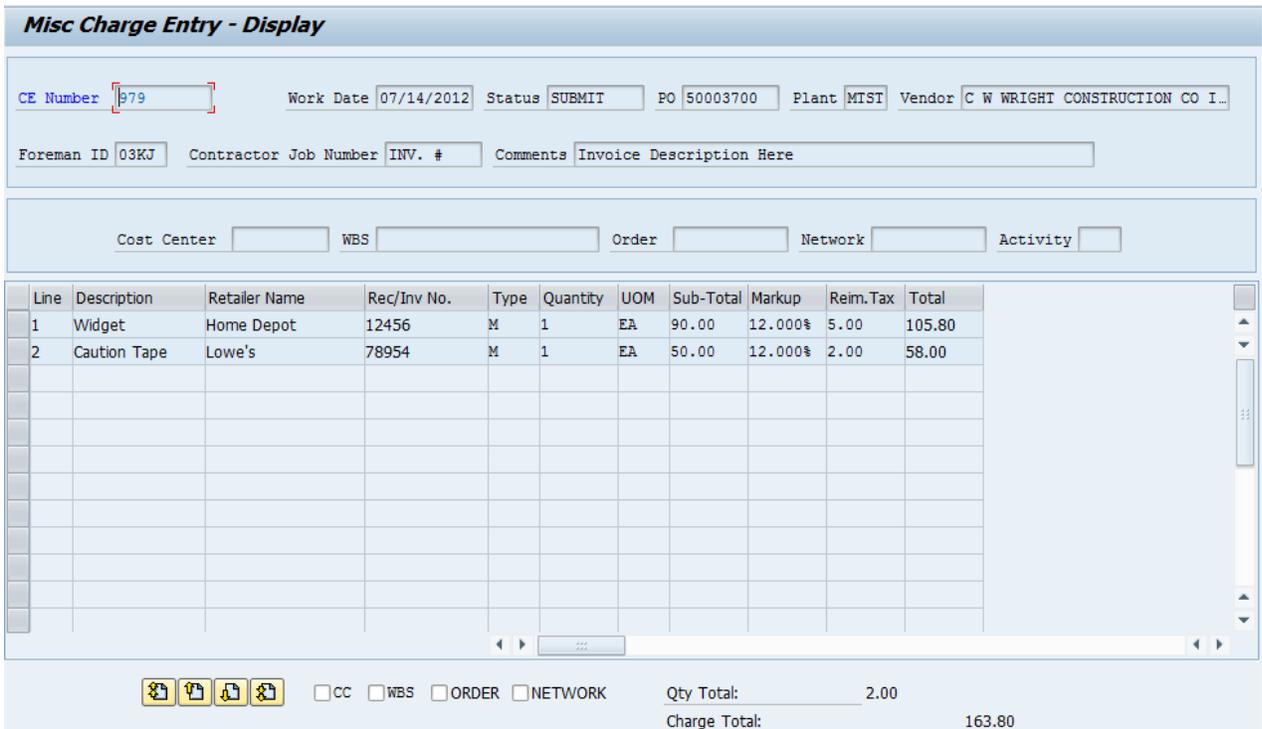
1. To display a Miscellaneous Charge Entry, click **Misc CE – Display** button.



2. Enter CE number and press 'Enter'.



3. Review the selected CE. **Note:** This function does not allow any edits to be made on the timesheet.

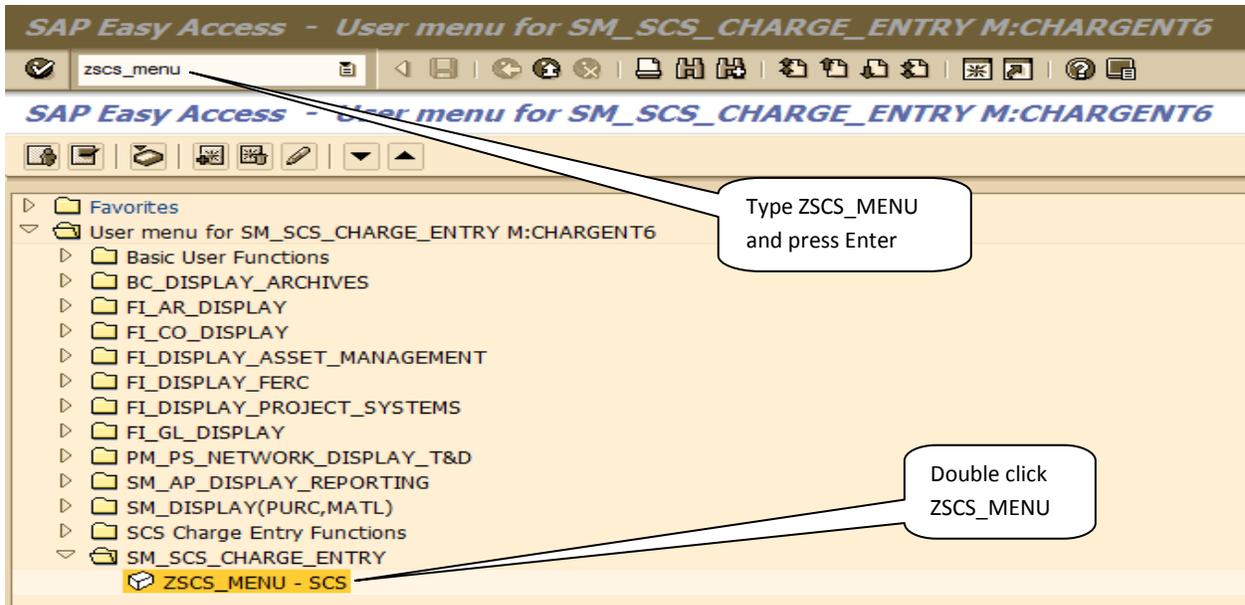


Charge Reports - How to Create, Change, Display & Save

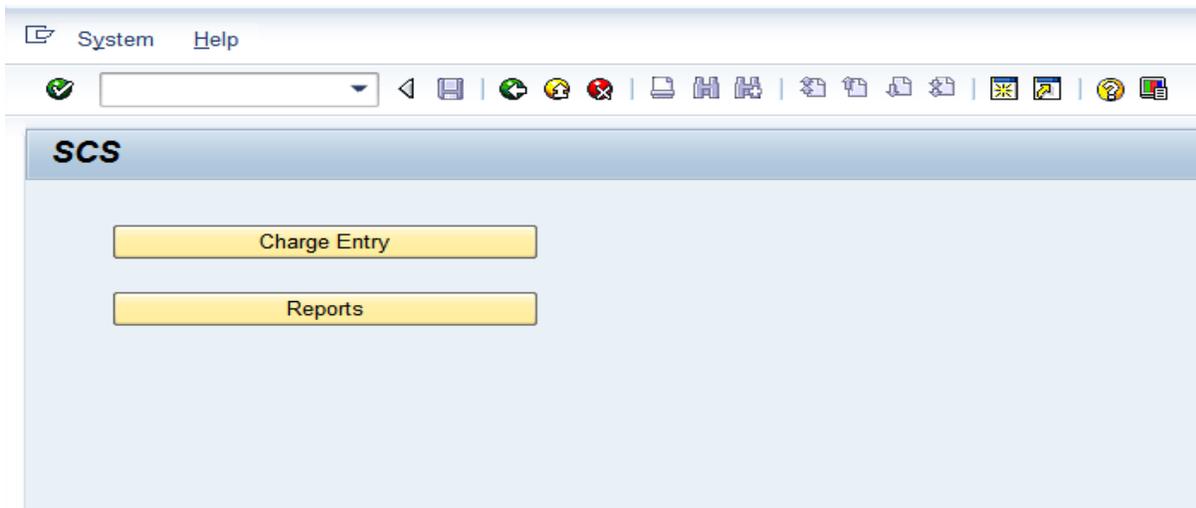
Purpose:

To provide instructions on how to create, change and display a charge report for labor and equipment contractor charges in SCS.

1. From the **SAP Easy Access - User menu screen**, find the **SM_SCS_CHARGE_ENTRY** folder.
2. Click on the arrow to open the folder, then double click ZSCS_MENU or type ZSCS_MENU in the transaction code bar and press 'Enter'.



3. Click on **Reports** button.



Creating a Charge Report:

1. Click the **Charge Report** button.



2. Enter PO number, CE number or any other data to narrow and extract desired report information. Click Execute button . **Note:** Click the match code button to the right of a field to select options from the drop-down list if applicable.

The screenshot shows the 'Contractor Charges Purchase Order ALV Report' form. It features a list of fields for data entry, each with a corresponding match code button (a yellow button with a double arrow) to its right. The 'Status' field is highlighted with a red box and contains the value 'INVOICE'.

CE Number	<input type="text"/>	to	<input type="text"/>	
Purchase Order(s)	50060268	to	<input type="text"/>	
Week Ending Date	<input type="text"/>	to	<input type="text"/>	
Plant(s)	<input type="text"/>	to	<input type="text"/>	
Contractor Job Number	<input type="text"/>	to	<input type="text"/>	
External Foreman ID	<input type="text"/>	to	<input type="text"/>	
Comments	<input type="text"/>	to	<input type="text"/>	
Status	INVOICE	to	<input type="text"/>	
Status Date	<input type="text"/>	to	<input type="text"/>	
SAP Liability Reference Number	<input type="text"/>	to	<input type="text"/>	
Invoice Date	<input type="text"/>	to	<input type="text"/>	
Invoice Number	<input type="text"/>	to	<input type="text"/>	
Approved Date	<input type="text"/>	to	<input type="text"/>	
Created by	<input type="text"/>	to	<input type="text"/>	
Creation date	<input type="text"/>	to	<input type="text"/>	
Vendor Worker ID	<input type="text"/>	to	<input type="text"/>	
Last Name	<input type="text"/>	to	<input type="text"/>	
Skill/Equipment Code	<input type="text"/>	to	<input type="text"/>	
Time Type	<input type="text"/>	to	<input type="text"/>	
Cost Center	<input type="text"/>	to	<input type="text"/>	
WBS Element	<input type="text"/>	to	<input type="text"/>	
Order	<input type="text"/>	to	<input type="text"/>	
Network	<input type="text"/>	to	<input type="text"/>	
Operation/Activity	<input type="text"/>	to	<input type="text"/>	
Work Date	<input type="text"/>	to	<input type="text"/>	
Check number	<input type="text"/>	to	<input type="text"/>	
Date	<input type="text"/>	to	<input type="text"/>	
Baseline Date Due Date Calc.	<input type="text"/>	to	<input type="text"/>	
Debit/Credit Indicator	<input type="text"/>	to	<input type="text"/>	
Vendor(s)	<input type="text"/>	to	<input type="text"/>	
Prob Pay Date	<input type="text"/>	to	<input type="text"/>	
Layout	/DEFAULT			

- Charge Report will generate based on the search criteria entered in Step 5.

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order Report

PO	Plant	Vendor	CE Number	Cntr JobNo	Foreman ID	Comments	Status	Status Date	Lab. Ref.	Cancel Rsn	Invoice Date	Invoice No	Rej. Reasn	Approved Date
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012
50060268	GRAY	300000914	4864	77025	A7RM	HOLLYMEADE	INVOICE	10/16/2012			10/16/2012	935		10/16/2012

- To view the Charge Report in various ways, click the **Select Layout** button. Click the Layout you wish the data to be displayed then click the green check mark . **Note:** See **Appendix H** to see examples of the various layout formats as well as different types of Charge Reports.

Contractor Charges Purchase Order ALV Report

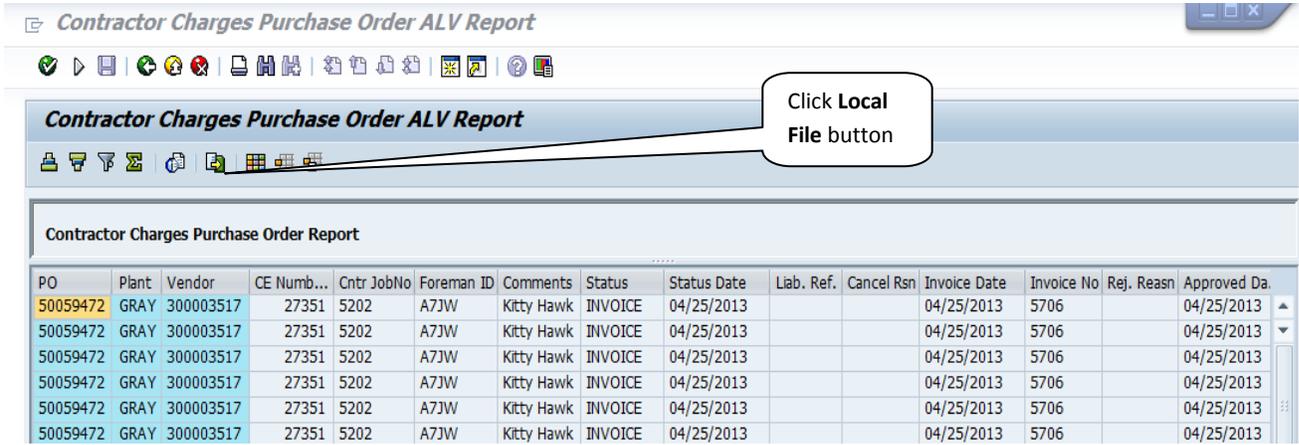
Layout: Choose

Layout	Layout description
/HOURS	HOURS BY WORKER AND TIME TYPE
/INVOICE	INVOICES
/REMIT	REMIT ADVICE
/REMIT2	REMIT2
/REMIT3	REMIT TOTALED BY CONTRACTOR JOB NUMBER
/REMIT4	REMIT4
/REMIT5	REMIT WITH APPROVED DATE AND PROB PAY

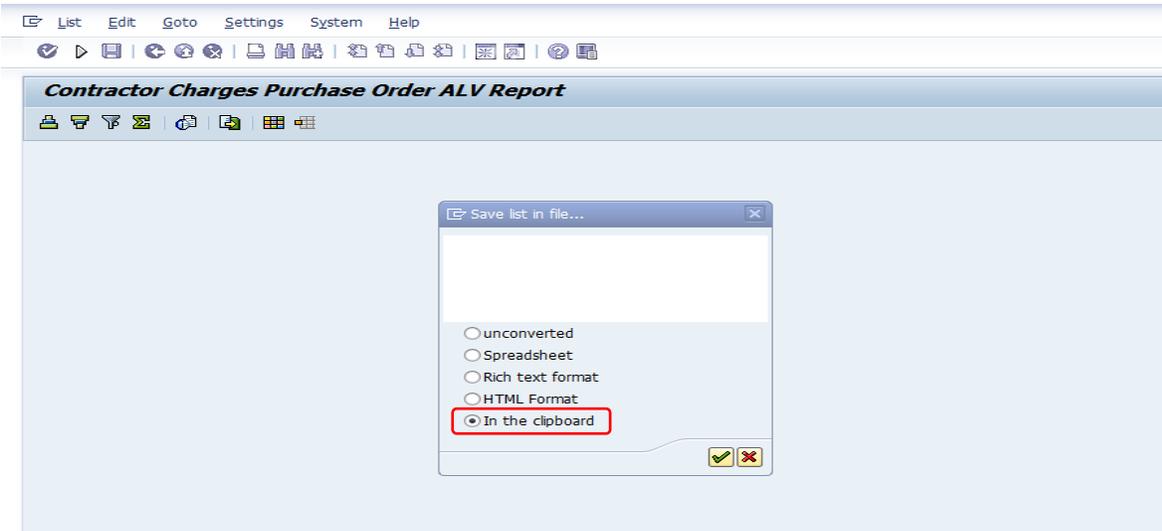
Select Layout button

Exporting and Saving a Charge Report to MS Excel:

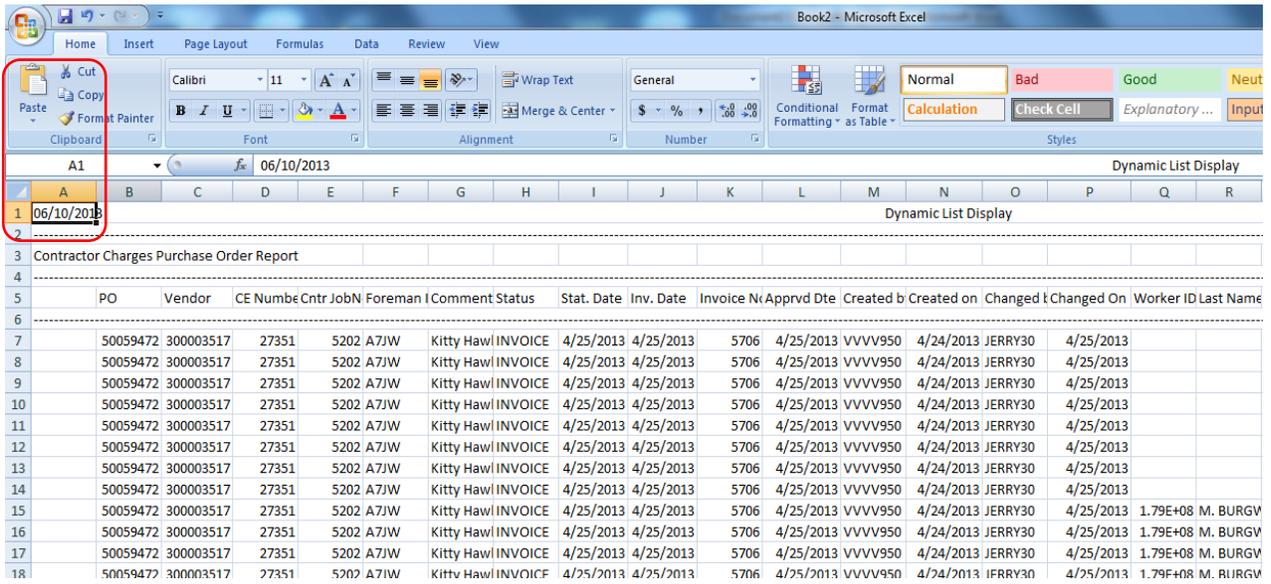
1. Generate needed Charge Report in SCS as outlined in **Creating a Charge Report**.
2. Click the **Local File** button.



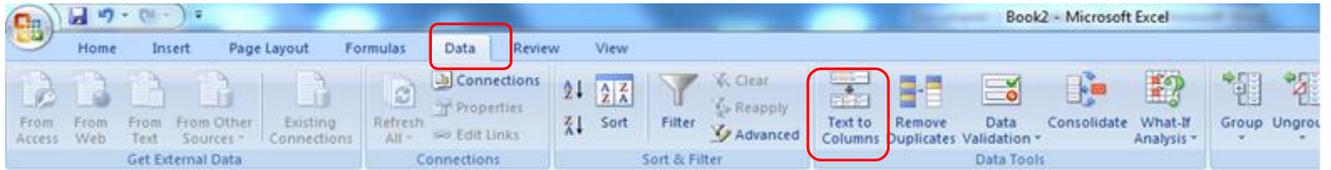
3. Select **In the clipboard** then click the green check mark .



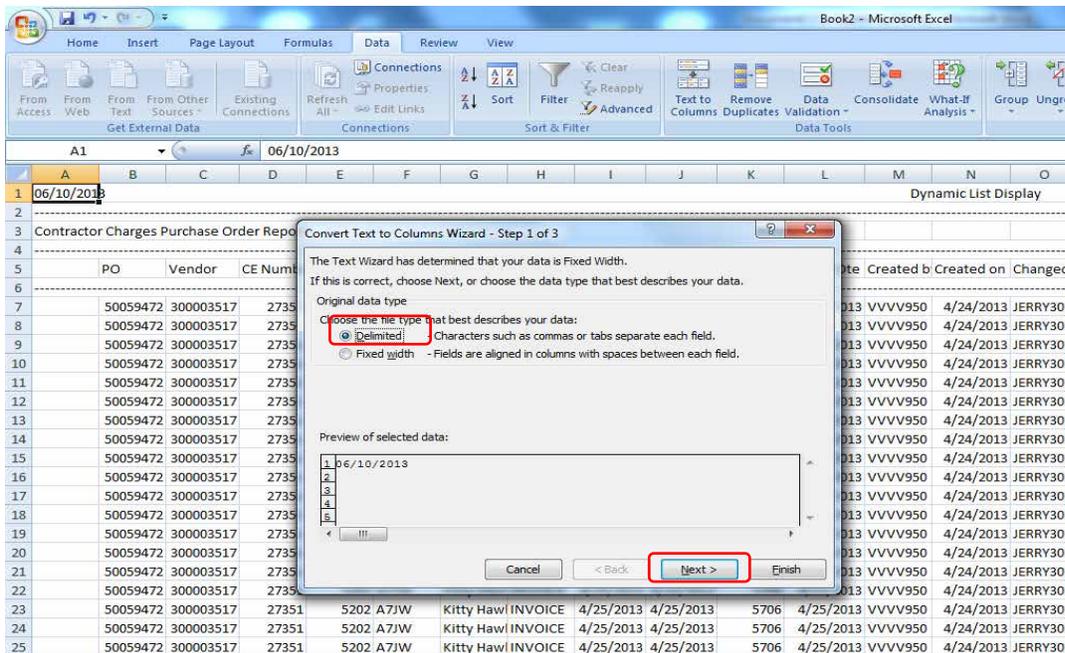
4. Open a new Excel worksheet.
5. With the cursor in cell A1, click "Paste" in Excel.



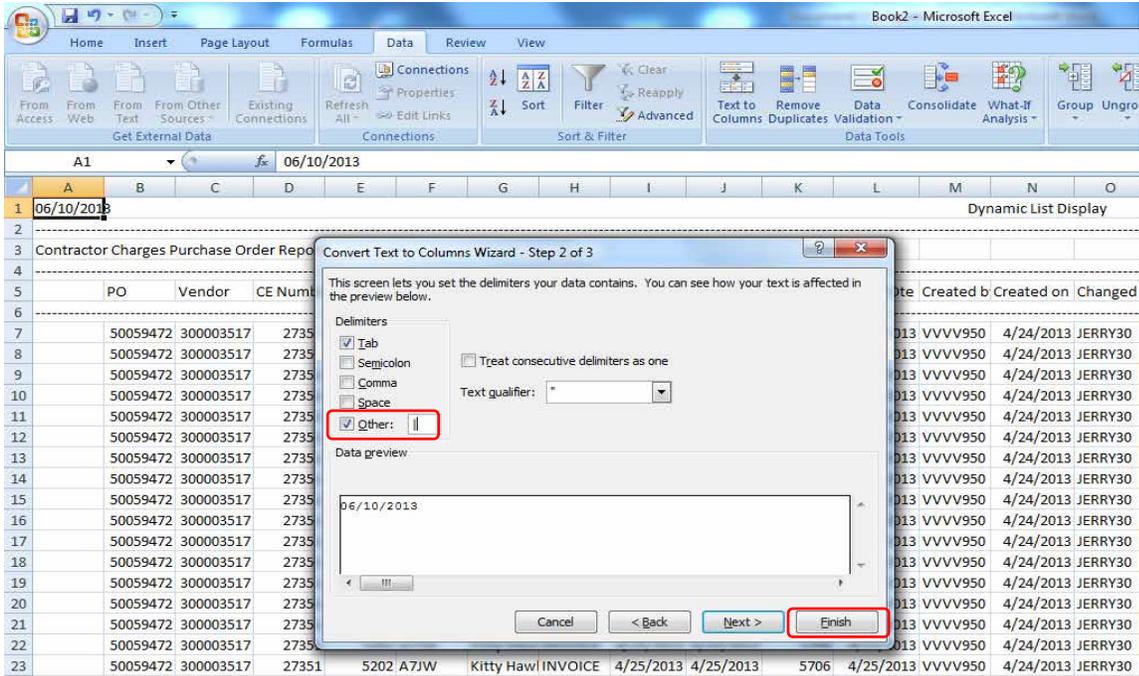
6. Click the Data tab on the top banner.
7. Click Text to Columns within the Data Tools section.



8. Select "Delimited" then click "Next".



9. Click the box to the left of "Other".
10. Put a vertical line in the box to the right of "Other" by simultaneously holding the Shift Key + the button under the Backspace button on your keyboard.
11. Click "Finish".



12. The Charge Report can now be saved in Excel as you would save any other spreadsheet.

Appendix

Appendix A – Corporate Security Background Forms

Prior to obtaining access to SCS, all Contractors must successfully complete a background investigation performed by Dominion Energy Corporate Security. If Contractors opt not to complete a Dominion Energy background investigation or Dominion Energy Corporate Security deems a Contractor has failed the investigation, that Contractor will not be given SCS access.

Contractor/Vendor background investigations include the following elements:

- An Identity Verification
- Criminal History Records Check
- Five-Year Driving History
- Credit History (for positions involving financial responsibility and all management positions)
- Dominion Energy Account

The *Authorization for Release of Information, Disclosure and Authorization Concerning Procurement of Consumer and Investigative Consumer Reports* and the *Company Facilities – Request for Access* forms must be accurately and thoroughly completed and emailed to Dominion Energy Corporate Security (corporate.security.background.request@dominionenergy.com) to begin the background investigation process.

To ask more detailed questions regarding the background investigation process, please contact Dominion Energy Corporate Security at 804-771-4121.

Please notify your local Power Delivery AP Representative listed under **Support** prior to starting the background investigation process to ensure contact records are accurate and current.

Authorization for Release of Information & Disclosure and Authorization Concerning Procurement of Consumer and Investigative Consumer Reports Form (Form No. 720296)



Authorization for Release of Information

Print, sign and return to requestor after completing

Last Name	First Name	Middle Name (Full name, not initial)	Suffix
Gender <input type="radio"/> Male <input type="radio"/> Female	Ethnicity/Race		Social Security Number
Permanent Home Address (Line 1)		Permanent Home Address (Line 2) Example: Apt. #	
City	State	Zip Code	
Former Names (Print)			Date Changed
Date of Birth (MM/DD/YYYY)	Place of Birth (City/County)	State or Province	Country

Have you ever been arrested or detained under a different name? Yes No

If yes, under what name: _____

Have you ever been arrested or detained under a different gender? Yes No

If yes, under what gender? Female Male

I hereby authorize and request any county, city, state or federal governmental agency and organization, the National Personnel Records Center, any academic institution, any past or present employer, any nuclear licensee or fitness for duty administrator, any reference, any consumer credit reporting agency and anyone else who has knowledge about me, to furnish Dominion Energy Services, Inc. and its affiliates with any and all information in their possession regarding me. I hereby designate Dominion Energy Services, Inc. and its affiliates as my authorized representative for the purpose of obtaining such information.

I also authorize and request that any person having information concerning my fitness for duty at a nuclear facility to make this information known to Dominion Energy Services, Inc. and its affiliates including the results of any chemical screening and/or the reason for denial of unescorted access to any nuclear facility.

I hereby release anyone addressed above, who gives information about me in the course of an investigation covered by this authorization, from any and all liability for damages of whatever kind to me, my family, heirs, agents, successors, or assigns as a result of giving such information: except that I do not release anyone who gives information he or she knows to be false, deliberately intending to harm me or one of my family, heirs, agents, successors, or assigns.

A photocopy of this release will be valid as an original, even though the photocopy does not contain an original writing of my signature.

Signature	Date
-----------	------



Disclosure and Authorization Concerning Procurement of Consumer and Investigative Consumer Reports

Last Name	First Name	Middle Name (Full name, not initial)	Suffix
Social Security Number			

Dominion Energy Services, Inc. or any of its affiliates (the "Company") may procure a consumer report and/or an investigative consumer report on you in connection with your application for employment or suitability for access to certain facilities. The Company may choose to obtain any or all of this information through a consumer reporting agency or agencies.

The types of information that may be obtained include, but are not limited to, background references; employment history, credit reports, criminal and civil court, education, and driving records; and verification of prior employment. Any investigative consumer report procured, or caused to be prepared, on you, may include information obtained from personal interviews as to your character, general reputation, personal characteristics, and mode of living, whichever are applicable. You have the right to request a disclosure, upon written request within a reasonable period of time after receipt of this disclosure, regarding the nature and scope of the investigation requested. In addition, you have the right to request the written summary of the rights of the consumer prepared pursuant to section 609 of the Fair Credit Reporting Act.

Written requests should be made to: Manager Corporate Security, Dominion Energy Services, Inc. 707 East Main Street, Richmond, VA 23219.

By my signature below, I authorize the Company to procure consumer reports and investigative consumer reports prepared by a consumer reporting agency. I understand that if the Company hires me, or if I have signed this Authorization during the course of my employment, my consent will apply throughout my employment and as otherwise permitted by law.

Applicant's Signature	Date (MM/DD/YYYY)
-----------------------	-------------------

Company Facilities – Request for Access Employment and Education History Form



Company Facilities - Request for Access Employment and Education History Attachment

Form Retention:
 This form will be retained in your archived view for a total of 120 days from the date of creation. If this form requires a longer retention schedule, please print and maintain a hard copy.
Note: This statement will be removed when form is printed.

Applicant Full Name		Request Date	
Employment History			
Employment Experience			
Have you ever been discharged (fired), or have you resigned (quit), after written or verbal notice that you were being discharged from any job? <input type="radio"/> Yes <input type="radio"/> No			
If answer is Yes, explain			
1. List every job you have held for the past three (3) years. Account for all time during the past three (3) years. 2. Start with your most recent employment or present job.			
Employment			
Company		Company Phone (Include area code)	
Company Address		City	State <input type="text"/>
			Zip Code
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Reason for Leaving	

To (Month/Year)	Address	Residence Phone (Area Code & No.)
----------------------------	----------------	--

Education History

Applicant Full Name		Request Date			
Education (List all high school, college, vocational, technical, trade or specific job-related schools. List most recent first).					
Indicate if Records are Under Another Name					
School Name	Graduated <input type="radio"/> Yes <input type="radio"/> No	Credit Hours	Type of Degree		
School Address		Date Attended (MM/DD/YYYY)			
		From	To		
Approver Table					
1.	Approver Name	Approver Function	Due Date	Status	Date
2.		Supervisor - Designee			
3.		Manager - Designee			
		Director - Designee			

Comments:

Job Title		Work Location (If different from above)	
Supervisor (Name)			
Period of Unemployment			
From (Month/Year)	Name of Person Who Can Verify		Business Phone (Area Code & No.)
To (Month/Year)	Address		Residence Phone (Area Code & No.)
Employment			
Company		Company Phone (Include area code)	
Company Address		City	State <input type="text"/>
			Zip Code
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Reason for Leaving	
Job Title		Work Location (If different from above)	
Supervisor (Name)			
Period of Unemployment			
From (Month/Year)	Name of Person Who Can Verify		Business Phone (Area Code & No.)

Appendix B – Manual Citrix Installation Instructions to Access SCS

1. Click this link - <http://receiver.citrix.com/> or manually enter the address as your URL.
2. Click **Download Receiver for Windows**.

CITRIX

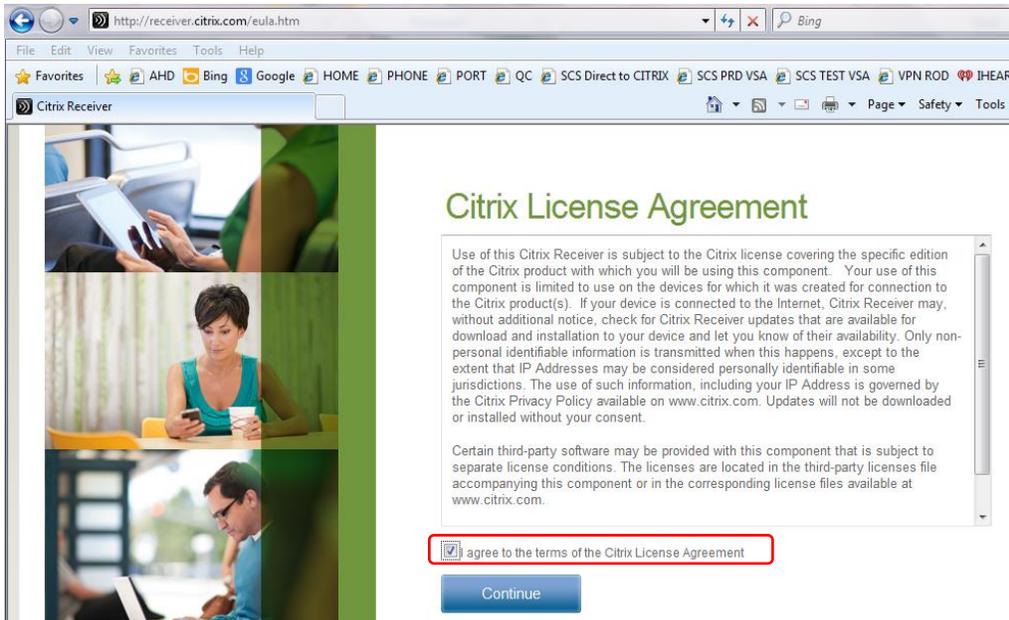


Download Receiver for Windows

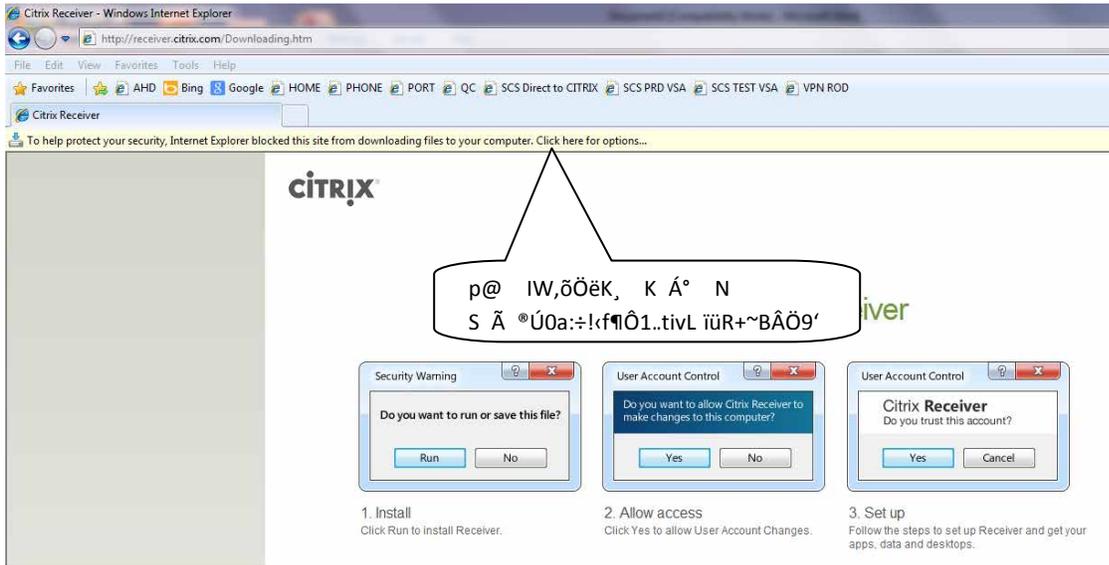
View other devices

Click "DOWNá\ x

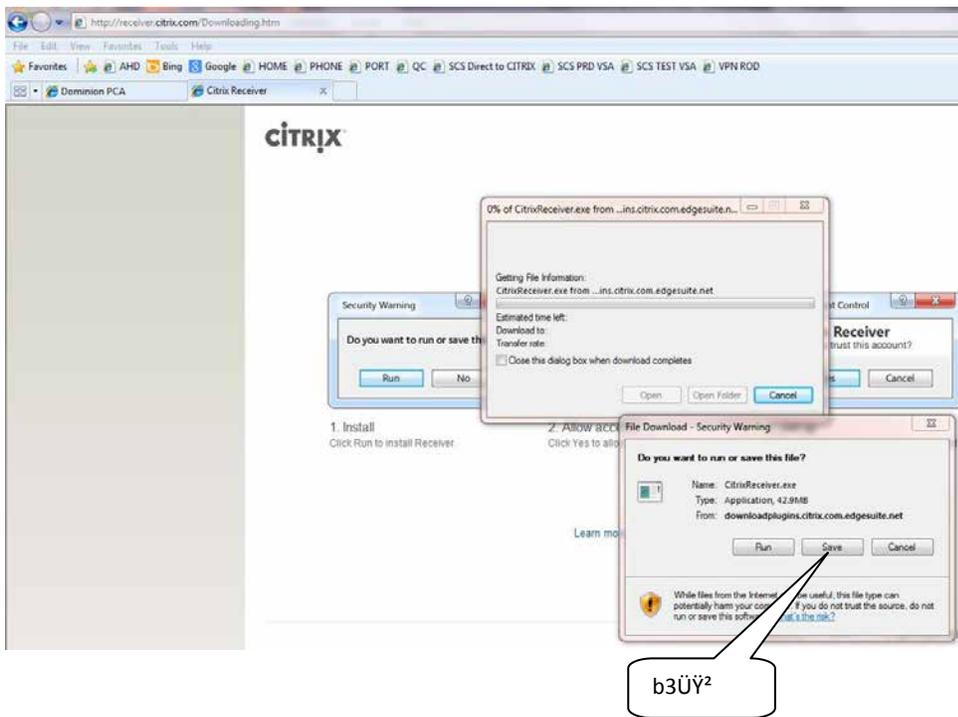
3. Check box to agree to License Agreement. Click **Continue**.



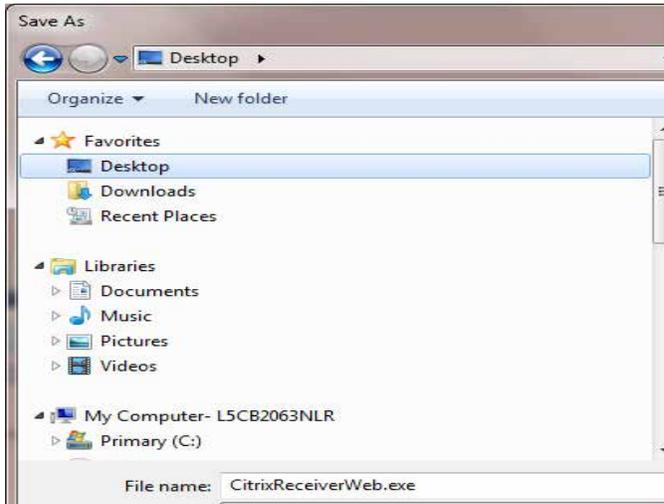
4. Depending on your screen settings, you may see the following page.
5. Click the yellow bar then select **Download File** from the drop down list.



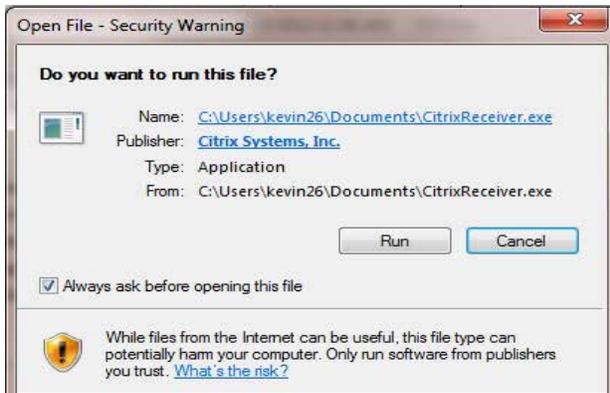
6. Click **Save**.



7. Save the file to your Desktop (or any other location that you are familiar).

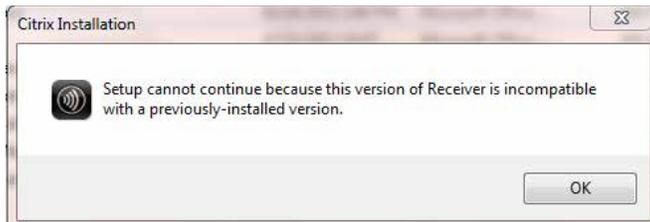


8. Go to your Desktop and double click the file to install.
9. Click **Run**.



Trouble Shooting:

ISSUE 1: If you get the below error, go to START > PROGRAMS > CONTROL PANEL > ADD REMOVE PROGRAMS -- Select CITRIX and Uninstall. Then double click Citrix file on desktop to re-install Citrix.



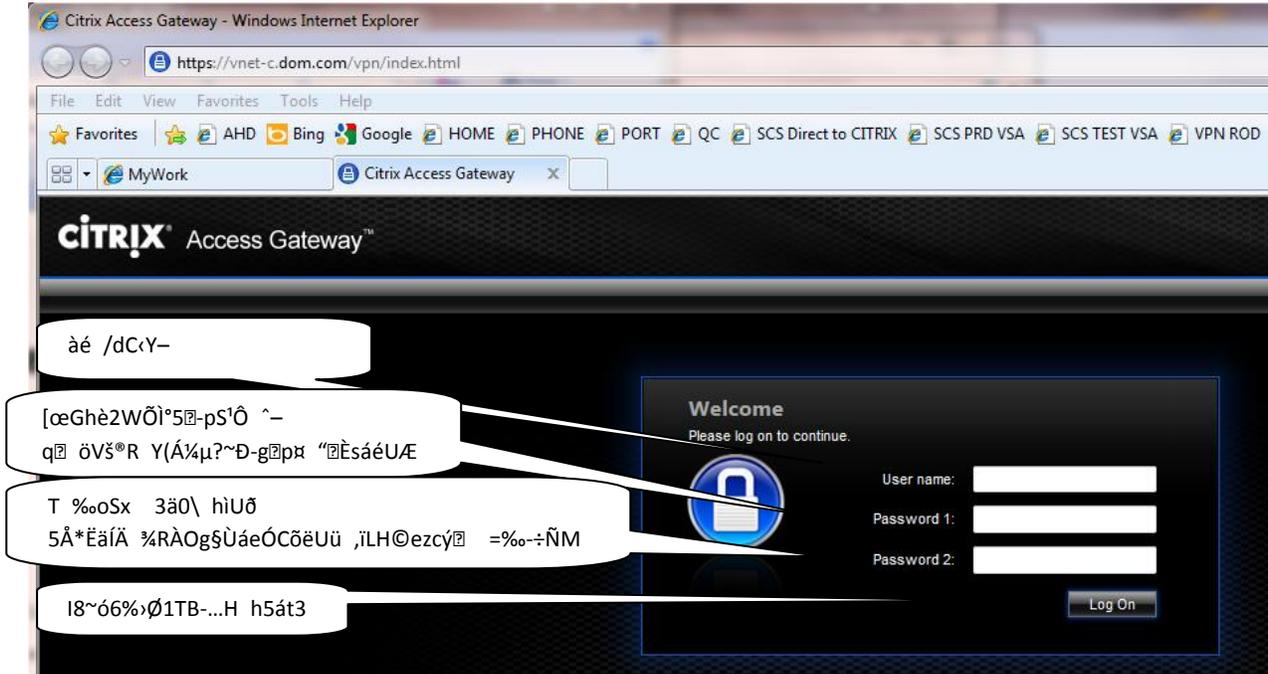
ISSUE 2: If you have trouble connecting after install is complete, go to START > PROGRAMS > CONTROL PANEL > ADD REMOVE PROGRAMS. Then un-install all programs that start with "JUNIPER" (should be between 4-6) and un-install CITRIX. Once done, double click Citrix file on desktop to re-install Citrix.

Appendix C – External Access to SCS via Citrix Access Gateway Web Browser

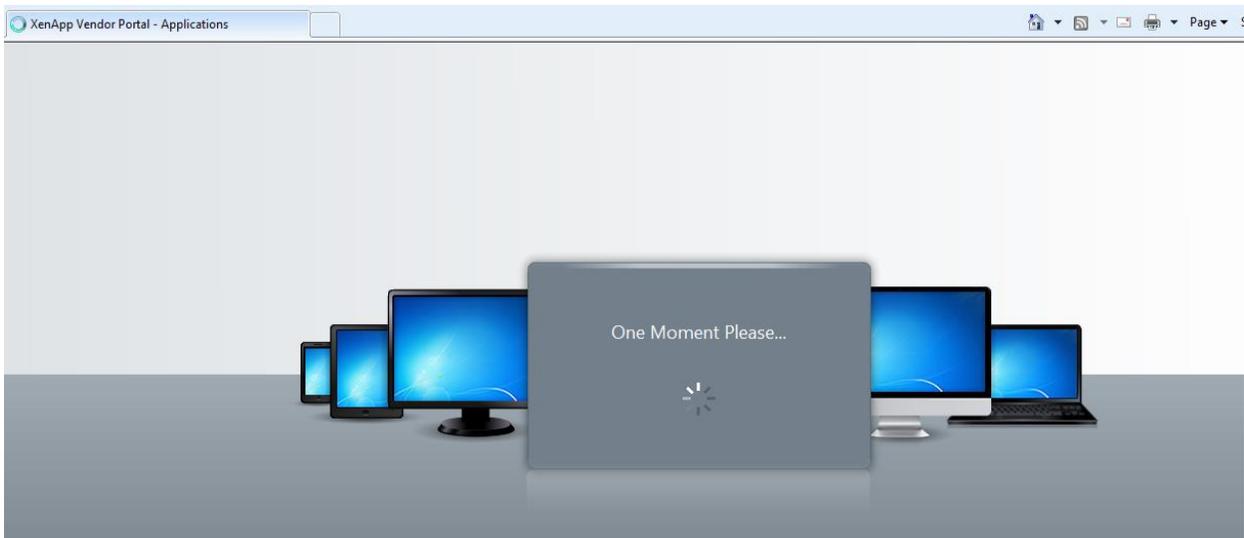
Purpose:

To provide instructions on how to connect to Dominion Energy and launch the SCS system.

1. Launch Citrix Access Gateway via this link: <https://vnet-c.dom.com/> **Note:** Save this link as a favorite within your browser for quick access.



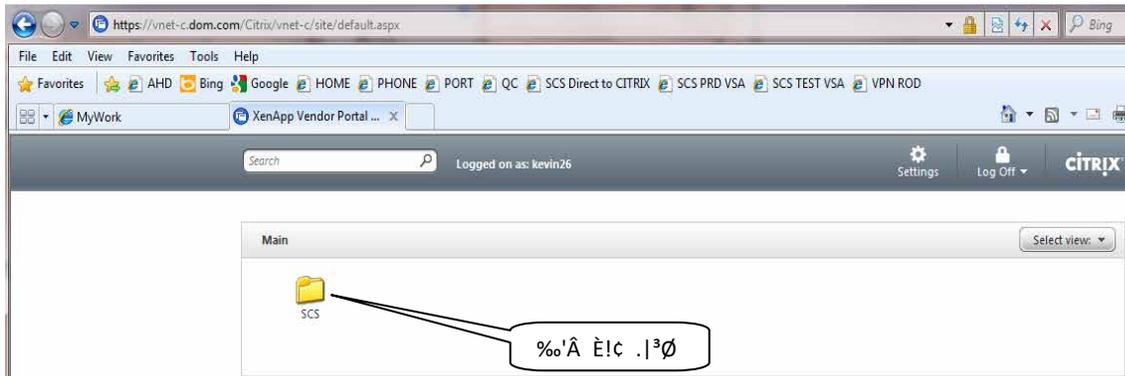
2. You will see this screen for a moment –



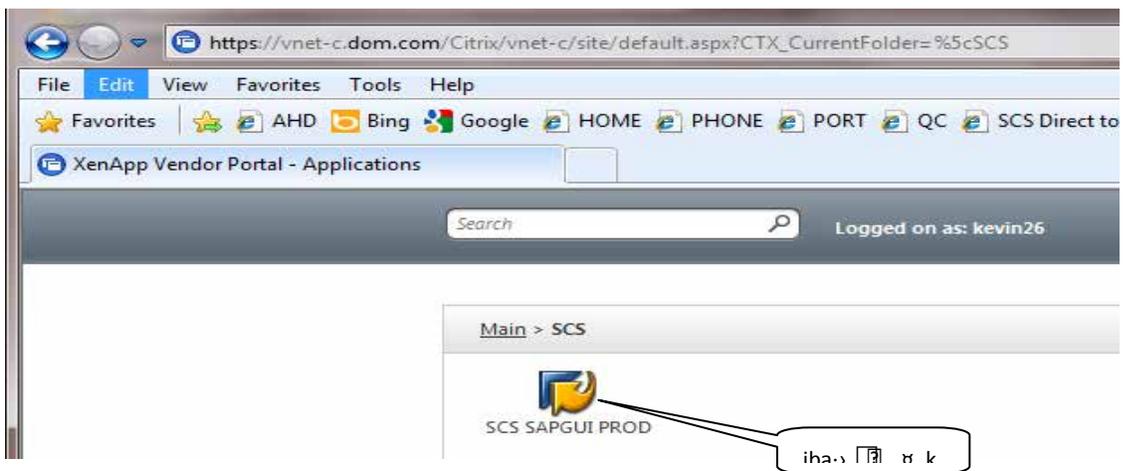
3. Click Skip to Logon.



4. Click SCS folder icon.



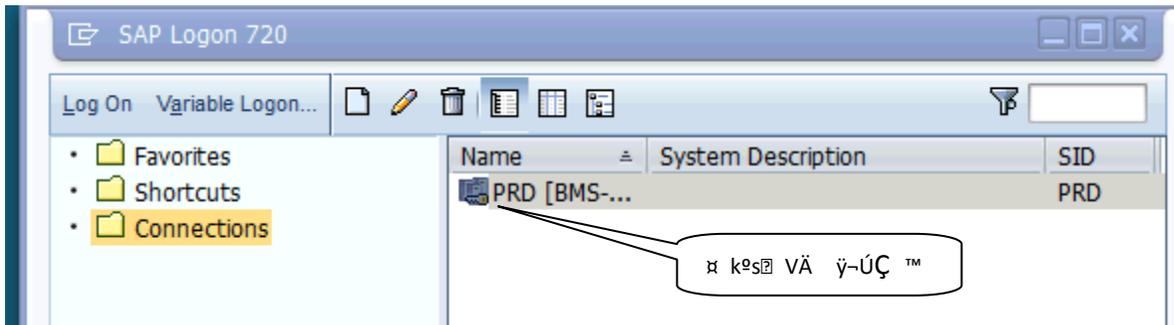
5. Click the SCS SAPGUI PROD icon.



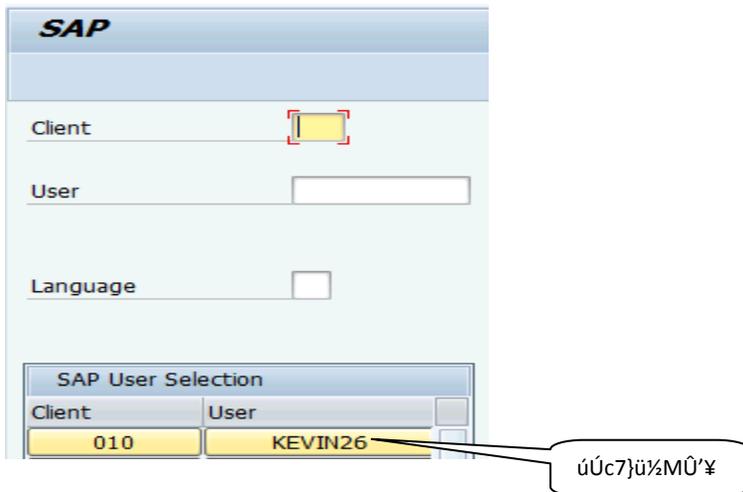
6. You will see three (3) Citrix Pop-Ups similar to below.



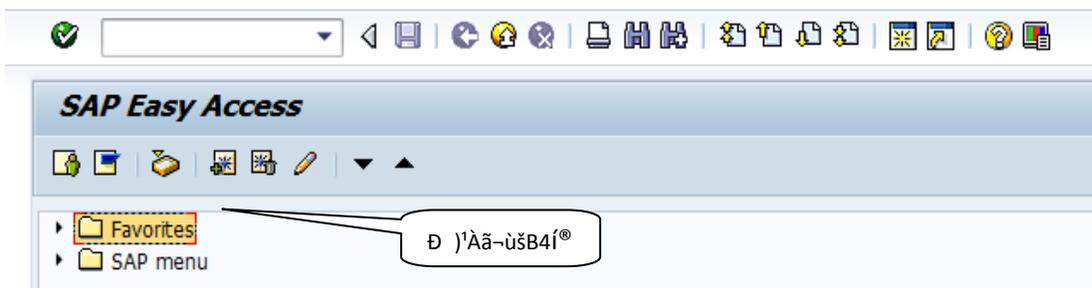
7. Double Click on **PRD** to Launch into SAP.



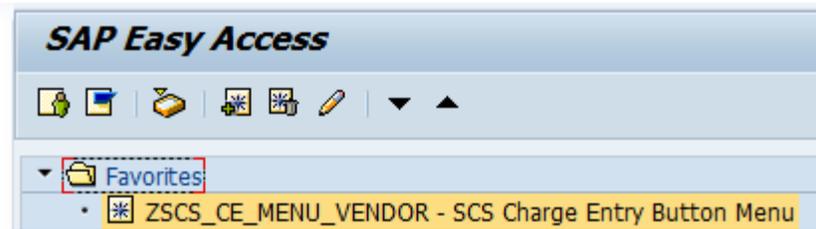
8. Click on your User – This will log you into the system.



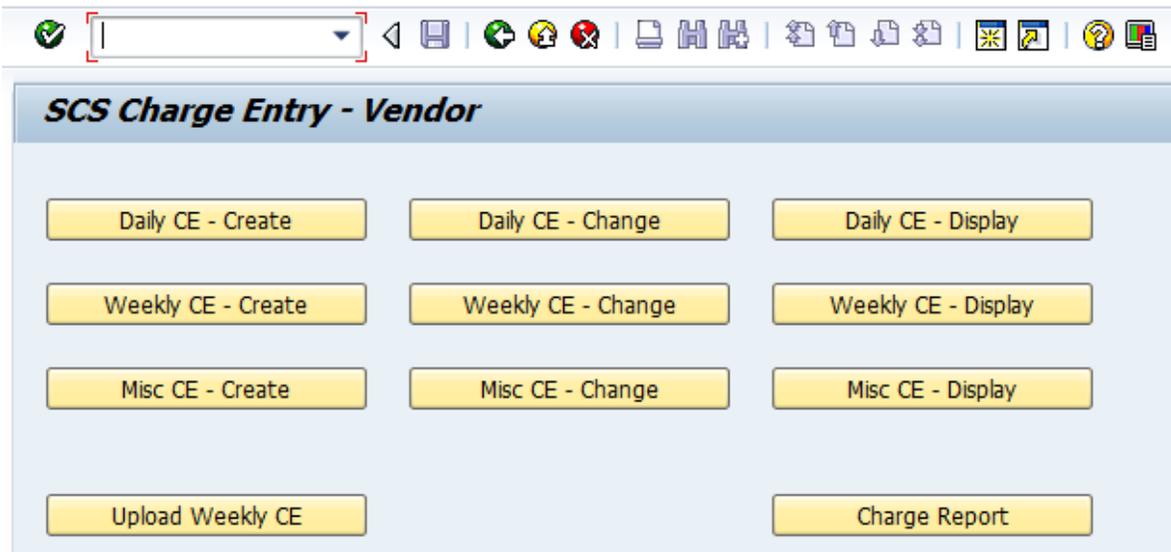
9. You will see this screen. Click **Favorites**.



10. Click **ZSCS_CE_MENU_VENDOR For Vendor Transactions**. Double Click **ZSCS_CE_MENU_VENDOR – SCS Charge Entry Button Menu**.



11. The SCS Charge Entry - Vendor screen will be displayed.



The Miscellaneous Contractor Charges (MCC) must be thoroughly and accurately completed and signed by an authorized Dominion Energy Coordinator/Foreman prior to the contractor entering miscellaneous charges in SCS. Please reference the section entitled **Time Frames for Work Reporting and Approvals – Miscellaneous Charges** to view the CCW approval process.

Miscellaneous Contractor Charges

Work Date:		Contractor Number:		Contractor Name:				CE:		
Dominion Foreman ID & Name:				Contractor Job #:		Contractor Foreman:				
Charge Element:				Job Name/Comments:						
Line	Description	Retailer Name	Invoice #	Type	Quant	UOM	Sub-Total	Markup %	Reim. Tax	Total
1				M	1	EAC		\$0.00		\$0.00
2				M	1	EAC		\$0.00		\$0.00
3				M	1	EAC		\$0.00		\$0.00
4				M	1	EAC		\$0.00		\$0.00
5				M	1	EAC		\$0.00		\$0.00
6				M	1	EAC		\$0.00		\$0.00
7				M	1	EAC		\$0.00		\$0.00
8				M	1	EAC		\$0.00		\$0.00
9				M	1	EAC		\$0.00		\$0.00
10				M	1	EAC		\$0.00		\$0.00
11				M	1	EAC		\$0.00		\$0.00
12				M	1	EAC		\$0.00		\$0.00
13				M	1	EAC		\$0.00		\$0.00
14				M	1	EAC		\$0.00		\$0.00
15				M	1	EAC		\$0.00		\$0.00
16				M	1	EAC		\$0.00		\$0.00
17				M	1	EAC		\$0.00		\$0.00
18				M	1	EAC		\$0.00		\$0.00
19				M	1	EAC		\$0.00		\$0.00
20				M	1	EAC		\$0.00		\$0.00
21				M	1	EAC		\$0.00		\$0.00
22				M	1	EAC		\$0.00		\$0.00
								Total Amount	0.00	
Contractor Signature:		Date:		Dominion Signature:				Date:		

Appendix E – Time Types & Charge Types

When entering labor and equipment charges in SCS, a Time Type must be selected. Time Types differ based on whether you are entering labor or equipment charges. The Time Types associated for labor and equipment charges are outlined in the contractor’s MSA on the applicable rate sheets.

Skill Time Types:

S = Straight Rate
 O = Overtime Rate
 D = Doubletime Rate
 Z = Special Rate
 P1 = Per Diem 1 Rate
 P2 = Per Diem 2 Rate
 A = Saturday Rate
 H = Holiday Rate
 N = Sunday Rate
 T = Travel Rate
 M1 = Mobilization 1 Rate
 M2 = Mobilization 2 Rate

Equipment Time Types:

H = Hourly Rate
 D = Daily Rate
 W = Weekly Rate
 M = Monthly Rate
 E = Rate for Each

When entering miscellaneous charges in SCS, a Charge Type and Unit of Measure (UOM) must be selected. The available Charge Types for miscellaneous charges are listed below. Most often ‘M’ should be selected as the appropriate Charge Type. Although there a number of UOM options available to select in SCS, most often ‘EA’ should be selected.

Charge Types:

L = Labor
 S = Service and Equipment
 M = Material

Appendix F – Status Definitions for Charge Entries (CEs)

The status of labor, equipment and miscellaneous entries are displayed in the ‘Status’ field on a CE.

The screenshot shows a form for entering a Charge Entry (CE). The fields are as follows:

- CE Number: 0
- Week Ending Date: 08/03/2013
- Status: (This field is highlighted with a red box)
- PO: 50003700
- Plant: MTST
- Vendor: C W WRIGHT CONSTRUCTION CO I...
- Foreman ID:
- Contractor Job Number: (empty)
- Comments: (empty)

Listed below are the six (6) different statuses and status definitions that can be displayed for a CE.

Draft: CE has not been submitted in SCS to Dominion Energy Coordinator/Foreman for review and approval. Contractor must click “Submit” button to submit CE.

Submit: CE has been sent to Dominion Energy Coordinator /Foreman for review and approval but Coordinator/Foreman has not taken any action on the CE (i.e. approved or denied the CE).

Approve: CE has been approved for performance and payment by Dominion Energy Coordinator/Foreman.

Deny: CE has been denied for performance and payment by Dominion Energy Coordinator/Foreman.

Invoice: CE is scheduled to be paid or has paid.

Delete: CE has been permanently locked within SCS. No changes can be made to the CE and it cannot be paid.

Appendix G – List of Charge Report Data Elements

Listed below are the data elements displayed on a labor and equipment Charge Report:

<u>Data Element</u>	<u>Data Source</u>	<u>Description of Data Element</u>
PO	Data Entry Operator	500 series FO/PO assigned by Dominion Energy buyer
Plant	SCS Generated	“Dummy” reference to a Dominion Energy location site
Vendor	SCS Generated	Vendor number of Contractor as referenced on FO/PO
Contractor Job No.	Data Entry Operator	Contractor’s invoice number or actual job number provided by Dominion Energy Coordinator/Foreman
Foreman ID	Data Entry Operator who will	Identification code of Dominion Energy Coordinator/Foreman review, approve or deny submitted SCS charges
Comments	Data Entry Operator	Location Number of work should be entered first (if applicable) followed by the name of the job or a description of work
Status	SCS Generated	Displays where a CE is in the process
Liability Reference	N/A	N/A as this option is not active
Cancel Reason	Data Entry Operator	N/A as this option is not active
Invoice Date	SCS Generated	Date CE status has changed to Invoice
Invoice No.	SCS Generated	Invoice number of Dominion Energy payment to vendor for labor and equipment charges. Also known as a Reference number
Rejection Reason	Dominion Energy Coordinator/Foreman	Reason CE is being denied by Dominion Energy Coordinator/Foreman
Approved Date approves CE	SCS Generated	Date Dominion Energy Coordinator/Foreman electronically
Created By	Data Entry Operator	User name of Data Entry Operator who enters charges
Creation Date	Data Entry Operator	Date Data Entry Operator enters charges
Changed By	Data Entry Operator Dominion Energy Coordinator/ Foreman AP Support Representative*	User name of individual who makes changes to CE either in ‘Draft’, ‘Submit’ or ‘Approve’ status (only local AP Support Representative can make changes to CE in ‘Approve’ status)

<u>Data Element</u>	<u>Data Source</u>	<u>Description of Data Element</u>
Changed On	SCS Generated	Date a change is made to CE either in 'Draft', 'Submit' or 'Approve' status
Worker ID	Data Entry Operator	Worker ID of contract employee
Last Name	Data Entry Operator	First initial and last name of contract employee
Equip / Skill	Rate Upload by Dominion Energy Buyer	SCS code assigned for selected equipment or skill
Code Description	SCS Generated	Description of selected equipment or skill code
Group	SCS Generated	Denotes if a skill code is flagged as a "Group" skill. This is based on PO terms
Shift	Rate Upload by Dominion Energy Buyer	Denotes if a skill code has rate differences. This is based on PO terms. Most often will be '1'
Time Type	Data Entry Operator	Rate frequency of how skill or equipment hours will be paid (i.e. hourly, daily, weekly, straight, overtime, etc.)
Cost Center	Dominion Energy Coordinator/Foreman Data Entry Operator	A type of cost element to which skill, equipment and miscellaneous charges will be applied. Should be supplied to Contractor by Dominion Energy Coordinator/Foreman
WBS Element	Dominion Energy Coordinator/Foreman Data Entry Operator	A type of cost element to which skill, equipment and miscellaneous charges will be applied. Should be supplied to Contractor by Dominion Energy Coordinator/Foreman
Order	Dominion Energy Coordinator/Foreman Data Entry Operator	A type of cost element to which skill, equipment and miscellaneous charges will be applied. Should be supplied to Contractor by Dominion Energy Coordinator/Foreman
Network	Dominion Energy Coordinator/Foreman Data Entry Operator	A type of cost element to which skill, equipment and miscellaneous charges will be applied. Should be supplied to Contractor by Dominion Energy Coordinator/Foreman
Operating/Activity	Dominion Energy Coordinator/Foreman Data Entry Operator	A type of cost element to which skill, equipment and miscellaneous charges will be applied. Should be supplied to Contractor by Dominion Energy Coordinator/Foreman
CE Rate	Rate Upload by Dominion Energy Buyer	Monetary rate per Time Type for each unit of skill or equipment billed. Rate based on PO terms
W/E Date	Data Entry Operator	Week-ending date; will always be a Saturday. Last date of the week for which contract work was performed. Used for weekly time entry only.

<u>Data Element</u>	<u>Data Source</u>	<u>Description of Data Element</u>
Work Date	Data Entry Operator	Date of the week for which contract work was performed. Used for daily time entry and miscellaneous charge entry. Does not have to be a Saturday date
Hours	Data Entry Operator	Number of hours (in 15-minute increments) billed for labor or equipment charges
Co. Code	SCS Generated	Linked to PO assigned by Dominion Energy Buyer. For Power Delivery, company code will always be '1000'
Document No.	SCS Generated	Number assigned to Dominion Energy payment invoice used by Local AP Support Rep and Corporate Disbursements to research when a payment is scheduled to be paid and cleared
Fiscal Year	SCS Generated	Year in which Dominion Energy payment was paid and cleared
Reference	SCS Generated	Invoice number of Dominion Energy payment to vendor for labor and equipment charges. Same Invoice number
Clearing Document	SCS Generated	Number assigned to Dominion Energy payment invoice used by local AP Support Rep and Corporate Disbursements to research when a payment has cleared
Invoice Amount	SCS Generated	Total pre-discount dollar amount paid on a Dominion Energy payment Invoice Number. Amount may pay more than one labor and equipment CE
To	N/A	N/A as this option is not active
Probable Pay Date	SCS Generated	Date on which a Dominion Energy payment invoice is most likely to be paid. Date is usually on a Monday
Amount	N/A	N/A as this option is not active
Date	N/A	N/A as this option is not active
Posting Date	SCS Generated	Date labor and equipment charges approved by Dominion Energy Coordinator/Foreman
Baseline Date	SCS Generated	Date 1-day after labor and equipment charges are submitted
D/C Indicator	SCS Generated	Debit/Credit Indicator. Charges will always be listed as 'H' representative of debits
G/L Account	SCS Generated	General Ledger Account to which debit charges are posted
Entry Amount	Data Entry Operator SCS Generated	Total dollar amount per line entry for labor and equipment charges

Appendix H – Various Types of Charge Reports (Labor & Equipment Only)*

Layout 1: /Hours (Hours By Worker and Time Type)

This layout will provide a breakdown and group employee hours by time type. This is a good check to see if all hours have been entered for an employees during a given work week.

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order Report

Worker ID	Last Name	Work Date	Time Type	Equi/Skill	Hours	CE Number	Foreman ID	Status
		01/07/2013	H	QT3080	1.00	893	02KJ	APPR
		01/10/2013	H	QT3080	1.00	893	02KJ	APPR
		01/11/2013	H	QT3080	1.00	893	02KJ	APPR
WORKER9	K. JONES	01/07/2013	S	096011	1.00	893	02KJ	APPR
WORKER9	K. JONES	01/08/2013	S	096011	1.00	893	02KJ	APPR
WORKER9	K. JONES	01/09/2013	S	096011	1.00	893	02KJ	APPR
WORKER2	B. SMITH	01/10/2013	S	200024	1.00	893	02KJ	APPR
WORKER2	B. SMITH	01/11/2013	S	200024	1.00	893	02KJ	APPR
		01/12/2013	H	QT3030	1.00	895	02KJ	DRAFT
MARA001	M. GRIGG	01/12/2013	S	000944	1.00	895	02KJ	DRAFT
ANISSA3	A. Ellis	01/12/2013	S	000940	1.00	895	02KJ	DRAFT
WORKER10	K. JONES	01/12/2013	S	000900	1.00	895	02KJ	DRAFT
ANISSA3	A. Ellis	01/06/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/07/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/08/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/09/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/10/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/11/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/12/2013	S	000925	1.00	896	02KJ	APPR
ANISSA3	A. Ellis	01/06/2013	O	000925	1.00	896	02KJ	APPR

Layout 3: /Remit (Remit Advice)

This layout will provide a breakdown and group charges by Contractor Job Number. If Contractors have not been given a specific job number to enter in the 'Contractor Job Number' field, Contractors should enter their Invoice number in this field. This is a good check to see if all charges have been entered for a given Contractor Invoice.

Contractor Charges Purchase Order ALV Report																
Contractor Charges Purchase Order Report																
Vendor	PO	DocumentNo	Prob PayD	Reference	Contr. Job No.	CE Number	Foreman ID	Inv. Date	Worker ID	Last Name	Equip/Skill	Shift	Time Type	Hours	Invoice No	WBS Elem.
300000914	50003700				123	893	02KJ				QT3080		H	1.00		
300000914	50003700				123	893	02KJ				QT3080		H	1.00		
300000914	50003700				123	893	02KJ				QT3080		H	1.00		
300000914	50003700				123	893	02KJ		WORKER9	K. JONES	096011	1	S	1.00		
300000914	50003700				123	893	02KJ		WORKER9	K. JONES	096011	1	S	1.00		
300000914	50003700				123	893	02KJ		WORKER9	K. JONES	096011	1	S	1.00		
300000914	50003700				123	893	02KJ		WORKER2	B. SMITH	200024	1	S	1.00		
300000914	50003700				123	893	02KJ		WORKER2	B. SMITH	200024	1	S	1.00		
300000914	50003700				123	895	02KJ				QT3030		H	1.00		
300000914	50003700				123	895	02KJ		MARA001	M. GRIGG	000944	1	S	1.00		
300000914	50003700				123	895	02KJ		ANISSA3	A. Ellis	000940	1	S	1.00		
300000914	50003700				123	895	02KJ		WORKER10	K. JONES	000900	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		
300000914	50003700				123	896	02KJ		ANISSA3	A. Ellis	000925	1	S	1.00		

Layout 4: /Remit2 (Remit2)

This layout will provide a breakdown and group charges by CE Number.

Contractor Charges Purchase Order ALV Report																
Contractor Charges Purchase Order Report																
CE Number	Contr. Job No.	Comments	Last Name	Worker ID	Equip/Skill	Time Type	Work Date	Hours	CE Rate	Entry Amnt	Cost Ctr	DocumentNo	Prob PayD	Amount		
893	123				QT3080	H	01/07/2013	1.00	1.00	1.00	101430					
893	123				QT3080	H	01/10/2013	1.00	1.00	1.00	101430					
893	123				QT3080	H	01/11/2013	1.00	1.00	1.00	101430					
893	123		K. JONES	WORKER9	096011	S	01/07/2013	1.00	2.00	2.00	101430					
893	123		K. JONES	WORKER9	096011	S	01/08/2013	1.00	2.00	2.00	101430					
893	123		K. JONES	WORKER9	096011	S	01/09/2013	1.00	2.00	2.00	101430					
893	123		B. SMITH	WORKER2	200024	S	01/10/2013	1.00	2.00	2.00	101430					
893	123		B. SMITH	WORKER2	200024	S	01/11/2013	1.00	2.00	2.00	101430					
895	123	bla bla bla			QT3030	H	01/12/2013	1.00	1.00	1.00	101430					
895	123	bla bla bla	M. GRIGG	MARA001	000944	S	01/12/2013	1.00	2.00	2.00	101430					
895	123	bla bla bla	A. Ellis	ANISSA3	000940	S	01/12/2013	1.00	2.00	2.00	101430					
895	123	bla bla bla	K. JONES	WORKER10	000900	S	01/12/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/06/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/07/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/08/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/09/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/10/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/11/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	S	01/12/2013	1.00	2.00	2.00	101430					
896	123	bla bla bla	A. Ellis	ANISSA3	000925	O	01/06/2013	1.00	3.00	3.00	101430					

Layout 5: /Remit3 (Remit Totaled By Contractor Job Number)

This layout will provide a breakdown and total dollar amount per Contractor Job Number (aka Contractor Invoice Number) paid on a given Dominion Energy Payment Invoice.

Contractor Charges Purchase Order ALV Report	
Contractor Charges Purchase Order Report	
Cntr JobNo	Entry Amnt
123	360.10
	360.10
	72.02
	357.76
	360.10
	312.70
	312.70
	312.70
	62.54
	311.36
	409.70
	409.70
	409.70
	68.00
	68.00
	68.00
	11.10
	11.10
	11.10
	81.70
	81.70
	81.70
	409.70
	68.00
	11.10
	81.70
123	10,358.16
1234	258.95
	40.85
1234	299.80
12345	223.60
	194.60
	139.65
	40.85
	5.55
12345	604.25

Layout 6: /Remit4 (Remit4)

This layout will group and provide a breakdown of all charges paid on a given Dominion Energy Payment Invoice (aka Reference Number).

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order Report

Reference	CE Number	Cntr JobNo	Last Name	Equi/Skill	Time Type	Work Date	Hours	Entry Amnt	Prob PayD
9521	893	123		QT3080	H	01/07/2013	1.00	1.00	
	893	123		QT3080	H	01/10/2013	1.00	1.00	
	893	123		QT3080	H	01/11/2013	1.00	1.00	
	893	123	K. JONES	096011	S	01/07/2013	1.00	2.00	
	893	123	K. JONES	096011	S	01/08/2013	1.00	2.00	
	893	123	K. JONES	096011	S	01/09/2013	1.00	2.00	
	893	123	B. SMITH	200024	S	01/10/2013	1.00	2.00	
	893	123	B. SMITH	200024	S	01/11/2013	1.00	2.00	
	895	123		QT3030	H	01/12/2013	1.00	1.00	
	895	123	M. GRIGG	000944	S	01/12/2013	1.00	2.00	
	895	123	A. Ellis	000940	S	01/12/2013	1.00	2.00	
	895	123	K. JONES	000900	S	01/12/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/06/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/07/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/08/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/09/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/10/2013	1.00	2.00	
	896	123	A. Ellis	000925	S	01/11/2013	1.00	2.00	

Layout 7: /Remit5 (Remit With Approved Date and Probable Pay Date)

This layout will group and provide a breakdown of all charges paid on a given Dominion Energy Payment Invoice (aka Reference Number) based on Probable Pay Date which is a function of the Approved Date.

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order Report

CE Num...	Status	PO	Changed On	Approved Date	Prob Pay Date	W/E Date	Reference	Cntr JobNo	Foreman ID
36764	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36764	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36764	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36862	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36862	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36862	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	041B
36887	INVOICE	50003700	06/10/2013	06/10/2013	07/01/2013	06/01/2013	9521	123	411C

Charge Report - Denied Charges

This report will group and provide a breakdown of all CEs that have been denied by the Dominion Energy Coordinator/Foreman along with the reason why the charge was rejected or denied. Contractors should review the rejection reason given in the "Reject Reason" field and take the appropriate steps to get the charges corrected or deleted from the system.

Contractor Charges Purchase Order ALV Report											
Contractor Charges Purchase Order Report											
PO	Plant	Vendor	CE Number	Cntr JobNo	Foreman ID	Status	Status Date	Invoice ...	Reject Reason	Apprvd Dte	Created by
50003700	MTST	300000914	898		03KJ	DENY	03/18/2013		rejected going to wrong foreman		MARA001
50003700	MTST	300000914	898		03KJ	DENY	03/18/2013		rejected going to wrong foreman		MARA001
50003700	MTST	300000914	898		03KJ	DENY	03/18/2013		rejected going to wrong foreman		MARA001

Charge Report – Charges in 'Draft' Status

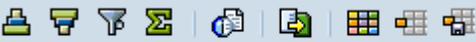
This report will group and provide a breakdown of all CEs that are currently in 'Draft' status. These charges either need to be submitted for review to the Dominion Energy Coordinator/Foreman or deleted from the system. Charges in 'Draft' status cannot be paid.

Contractor Charges Purchase Order ALV Report								
Contractor Charges Purchase Order Report								
PO	Plant	Vendor	CE Number	Cntr JobNo	Foreman ID	Comments	Status	Status Date
50003700	MTST	300000914	895	123	02KJ	bla bla bla	DRAFT	02/21/2013
50003700	MTST	300000914	895	123	02KJ	bla bla bla	DRAFT	02/21/2013
50003700	MTST	300000914	895	123	02KJ	bla bla bla	DRAFT	02/21/2013
50003700	MTST	300000914	895	123	02KJ	bla bla bla	DRAFT	02/21/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013
50003700	MTST	300000914	925	1234	03KJ		DRAFT	03/26/2013

Charge Report – Charges in ‘Submit’ Status

This report will group and provide a breakdown of all CEs that are currently in ‘Submit’ status. These charges are in the SAP Inbox of the Dominion Energy Coordinator/Foreman and are waiting to be reviewed and approved or denied. Charges in ‘Submit’ status can still be edited by the Contractor however cannot be paid until approved by the Dominion Energy Coordinator/Foreman.

Contractor Charges Purchase Order ALV Report



Contractor Charges Purchase Order Report

PO	Plant	Vendor	CE Number	Contr. Job No.	Foreman ID	Comments	Status	Status Date
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	SUBMIT	03/04/2013

Charge Report – Charges in ‘Approved’ Status

This report will group and provide a breakdown of all CEs that are currently in ‘Approve’ status. These charges have been approved by the Dominion Energy Coordinator/Foreman and will be paid to the Contractor. Charges in ‘Approve’ status cannot be edited by the Contractor.

Contractor Charges Purchase Order ALV Report



Contractor Charges Purchase Order Report

PO	Plant	Vendor	CE Number	Cntr JobNo	Foreman ID	Comments	Status	Status Date
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	893	123	02KJ		APPR	02/20/2013
50003700	MTST	300000914	896	123	02KJ	bla bla bla	APPR	03/27/2013
50003700	MTST	300000914	896	123	02KJ	bla bla bla	APPR	03/27/2013
50003700	MTST	300000914	896	123	02KJ	bla bla bla	APPR	03/27/2013
50003700	MTST	300000914	896	123	02KJ	bla bla bla	APPR	03/27/2013
50003700	MTST	300000914	896	123	02KJ	bla bla bla	APPR	03/27/2013

Charge Report – Charges in ‘Delete’ Status

This report will group and provide a breakdown of all CEs that are currently in ‘Delete’ status. These charges have been deleted by either the Contractor or the AP Support Representative. Charges in ‘Delete’ status are locked and cannot be edited or paid.

Contractor Charges Purchase Order ALV Report

Contractor Charges Purchase Order Report

PO	Plant	Vendor	CE Number	Contr. Job No.	Foreman ID	Comments	Status	Status Date
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013
50003700	MTST	300000914	901	CONTJOBNUM	02KJ	COMMENTS	DELETE	09/16/2013

Charge Report – Charges Paid on Probable Pay Date

This report will group and provide a breakdown of all CEs that are scheduled to be paid be paid on Monday. Charges had to have been approved by the Dominion Energy Coordinator/Foreman no later than 11AM the Friday of the previous week in order to be captured in this report.

Contractor Charges Purchase Order ALV Report

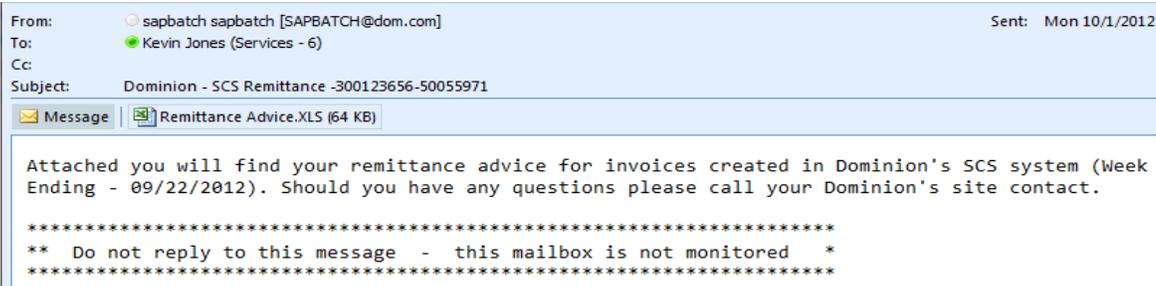
Contractor Charges Purchase Order Report

PO	Plant	Vendor	CE Number	Cntr JobNo	Foreman ID	Comme...	Status	Status Date	Invoice Date	Invoice ...	Approved Date
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013
50003700	OJRP	300000914	48411	123	02KJ	1-239492	INVOICE	08/15/2013	08/15/2013	9521	08/15/2013

Appendix I – Weekly Remittance Reports

A remittance report will be generated from SCS to provide payment details to Contractor prior to payment. This report will be sent based on invoices that have been approved and posted for the previous week. The report runs on Monday mornings at approximately 2AM and pulls records with an Invoice Create date Sunday thru Saturday of the previous week.

Remittance Reports are emailed to the Contractor contacts listed within SCS. Only two emails per Contractor can be entered to receive the weekly remittance reports. The email Contractors receive is shown below:



Two formats of the remittance reports are sent to Contractors as described below:

- Report 1 (Excel Format)** - This report shows the raw data of all charges for a Week-Ending (Period Ending) – Monday 8/12/2013 sending for Week-Ending 8/10/2013 – Status – INVOICE
- Report 2 (PDF Printable Report)** – This report provides Summary information of the data displayed in Report 1

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Vendor	Name	Purchasing Document	Plant	Week Ending Date	Prob Pay Date	Reference	Contractor Job Number	SAP Doc Number	Pre Disc-Inv Amt	CE Number
3	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
4	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
5	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
6	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
7	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
8	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
9	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
10	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
11	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
12	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
13	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
14	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
15	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
16	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
17	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
18	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
19	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
20	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
21	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411
22	300000914	Vendor X	50003700	OJRP	10/6/2012	11/5/2012	9521	123	1700123568	\$ 72,314.68	48411

Data in shown in Charge Reports is test data. As such, some columns cannot be populated