

Awards Quick Reference Guide

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Reviewing Awards

What is the Award Summary Search Page?

The **Award Summary Search** page allows the vendor to review master agreements, delivery orders (based on master agreements), purchase orders (both e-procurement and non e-procurement) and contracts that have been awarded to them by Los Angeles County. The Award Summary Search page will be the normal starting point for vendors doing financial inquiries. Once the required award/agreement is displayed, the vendor can use the Award Search section to view the award details, reference payment and disbursement information for the award, download search results, access a PDF form and create an electronic invoice.

The following list is Award Documents that have been configured to be displayed on the Award Summary page.

Document Code	Document Name	Award Type	Commodity/Non Commodity
DO	Delivery Order	Delivery Order	Commodity
DORQ	Delivery Order	Delivery Order	Commodity
MA	Master Agreement	Master Agreement	Commodity
PO	Central Purchasing Purchase Order – Non Agreement	Purchase Order	Commodity
PDRQ	Purchase Order – Non Agreement - Departmental	Purchase Order	Commodity
POTN	Purchase Order – Non Agreement – Training - Departmental	Purchase Order	Commodity
POTR	Purchase Order – Non Agreement – Training - Departmental	Purchase Order	Commodity
PRDO	Central Purchasing Delivery Order	Purchase Order	Commodity
PD	Purchase Order – Non Agreement - Departmental	Purchase Order	Commodity
GAED	Direct Encumbrance	Purchase Order	Non Commodity
CNTR	Contract Encumbrance	Purchase Order	Non Commodity

How Do I Search For Awards?

Use the search fields to search by the desired criteria- an explanation of the search fields is provided below. If you don't enter a value in any of the search fields, only the defaulted "Transaction From" date is applied, and all awards created on or after that date will be displayed.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

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Step 2. Without entering any search criteria, click **Search**.

Result: All awards for the vendor are displayed.

The table below gives an explanation of each search parameter and what results they will yield.

Search Field	Value Options	Results
Award Type	The vendor can select the Award Type from a dropdown list; available values are: <ol style="list-style-type: none"> 1. Contract 2. Delivery Order 3. Master Agreement 4. Purchase Order 	All awards that match the selected award type will be displayed.
Department	Document Department Code selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When a Department is selected, the search results grid will only display awards where the Department issuing the award matches the Department specified in the search parameter.
Award ID	A vendor can specify an Award ID created by the County (When unsure of the full number, asterisks (*) may be used).	Information specific to the Award ID that is entered will be displayed.
Award Held?	The vendor can select the Award Held value from a dropdown list; available values are: <ol style="list-style-type: none"> 1. Both 2. Yes 3. No Default value is Both.	<p>If set to Yes, only Held Awards will be displayed.</p> <p>If set to No, only Awards that are not held will be displayed.</p>
Closed?	The vendor can select the Closed value from a dropdown list; available values are: <ol style="list-style-type: none"> 1. Both 2. Yes 3. No Default value is Both.	<p>If set to Yes, only Closed Awards will be displayed (awards where there is no outstanding payment amount)</p> <p>If set to No, only Open Awards will be displayed (awards with outstanding payment amount)</p>
Address ID	Ordering Address Codes selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When an address is selected, the search results grid will only display awards where the Ordering address on the award matches the address specified in the search parameter.
Transaction From	Valid date (If left blank, will populate with a default date set by the County to 36 months prior to the current month).	Only Awards that have been processed on or after the date entered will be displayed.
Transaction To	Valid date (has to be greater or equal to the Transaction From).	Only Awards that have been processed on or before the date entered will be displayed.

What Information Can I See on the Main Awards Search Page?

The table below describes each of the fields in the **results grid** on the Awards page. See the previous question to learn how to navigate to the Awards page.

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Field Label	Explanation
Department	The County department responsible for the payment.
Award ID	The ID information for the award document created by the County.
Tracking Number	This field displays the tracking number on the Award (if one has been assigned).
Transaction Date	The date that the award was processed.
Not to Exceed Amount	The maximum amount for the master agreement/award.
Encumbered	The total award amount.
Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed.
Retained	This is the total of all retained payments related to this award.
Outstanding	Represents the award amount that has not yet been processed for payment.
Award Held	Will be "No".
Closed?	Indicates if the Award is fully paid out. If there is no outstanding amount on the Award, this would say "Yes".

How Do I View Detailed Information on a Master Agreement?

The **Master Agreement Information** page gives details of the selected Master Agreement. It is reached by selecting a Master Agreement on the Award Summary Search page and clicking **Details**.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Choose Master Agreement on the Award Type drop down list

Step 3. Search for a specific Master Agreement Award ID or click **Search** to view all Master Agreement documents

Step 4. Click the check box next to the desired Master Agreement and Click **Details**.

Result: The Master Agreement Information page is displayed.

What Vendor Address and Contact Information was Entered on the Master Agreement?

The **Master Agreement Information** page contains a section titled "Vendor Information", which displays the ordering address and contact information on the Master Agreement. This page is reached by selecting a Master Agreement and clicking **Details**.

For a full description of all fields on the Master Agreement Information page, see the question below, "What Information Can I See by Selecting a Master Agreement and Clicking 'Details'?"

Where Can I View the Dates Associated with the Master Agreement?

The **Master Agreement Information** page contains a section titled "Award Details". This section contains information such as the Acceptance Date, Award Start and End Dates, Contract Description, etc. This page is reached by selecting a Master Agreement and clicking **Details**.

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For a full description of all fields on the Master Agreement Information page, see the question below, “What Information Can I See by Selecting a Master Agreement and Clicking ‘Details’?”

Where Can I View the Shipping and Billing Addresses From the Master Agreement?

The **Master Agreement Information** page contains a section titled “Primary Award Shipping and Billing Information”. This section displays the primary shipping and billing addresses entered on the Master Agreement. This page is reached by selecting a Master Agreement and clicking **Details**.

For a full description of all fields on the Master Agreement Information page, see the question below, “What Information Can I See by Selecting a Master Agreement and Clicking ‘Details’?”

Who Is the County Buyer on My Master Agreement?

You can see the name and contact information for the County Buyer on your Master Agreement on the **Master Agreement Information** page. This page is reached by selecting a Master Agreement and clicking **Details**.

For a full description of all fields on the Master Agreement Information page, see the question below, “What Information Can I See by Selecting a Master Agreement and Clicking ‘Details’?”

Where Can I View Information on the Commodities (Such as Quantity and Unit Cost) on the Master Agreement?

At the bottom of the **Master Agreement Information** page, there is a grid titled “Commodity Line Information”. This displays information regarding the commodities on the Master Agreement such as Commodity Description, Quantity, Unit Cost, Service Line Amount, Discount, etc. The section is displayed by Commodity Line. This page is reached by selecting a Master Agreement and clicking **Details**.

For a full description of all fields on the Master Agreement Information page, see the question below, “What Information Can I See by Selecting a Master Agreement and Clicking ‘Details’?”

What Information Can I See by Selecting a Master Agreement and Clicking “Details”?

The table below describes each of the fields on the **Master Agreement Information** page. This page is reached by selecting a Master Agreement on the Awards Summary Search page and clicking **Details**.

Section	Field Label	Explanation
Award ID	Award ID	The ID information for the Master Agreement document created by the County.
Vendor Information	Legal Business Name	The vendor’s Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned by the County.
	Vendor Code	The Vendor Code used by the County.
	Vendor Address	The ordering address for the vendor entered on the Master Agreement.
	Contact	Vendor Contact Name from the Master Agreement.
	Contact Phone	Vendor Contact Phone from the Master Agreement.
Award	Acceptance Date	Record date on the Master Agreement.

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Section	Field Label	Explanation
Details	Award Start Date	Effective Begin Date as specified on the Master Agreement.
	Award End Date	Effective End Date as specified on the Master Agreement.
	Closed?	Yes if the current date is greater than the Award End Date; otherwise, No.
	Closed Date	If Agreement is closed, Closed Date will be the Effective End Date, otherwise blank.
	Award Held?	Will be "No".
	Tracking Number	This field displays the tracking number on the Master Agreement (if one has been assigned)
	Contract Description	Description entered on the Master Agreement
	Not to Exceed Amount	The maximum amount for the Master Agreement.
	Total Ordered Amount	Total Ordered Amount for the Master Agreement (this is the sum of the award amounts on all the Delivery Orders that reference the Master Agreement).
Primary Award Shipping and Billing Information	Location Name	The Shipping Location from the Master Agreement.
	Shipping Street: 1	Shipping Street 1 from the Master Agreement.
	Shipping Street: 2	Shipping Street 2 from the Master Agreement.
	Shipping City	Shipping City from the Master Agreement.
	Shipping State/Province	Shipping State/Province from the Master Agreement.
	Shipping Zip/Postal Code	Shipping Zip/Postal Code from the Master Agreement.
	Location Name	The Billing Location from the Master Agreement.
	Billing Street: 1	Billing Street 1 from the Master Agreement.
	Billing Street: 2	Billing Street 2 from the Master Agreement.
	Billing City	Billing City from the Master Agreement.
	Billing State/Province	Billing State/Province from the Master Agreement.
	Billing Zip/Postal Code	Billing Zip/Postal Code from the Master Agreement.
Buyer's Information	Buyer Name	Name of the County Buyer responsible for the master agreement.
	Buyer Phone	Buyer Phone Number.
	Buyer Email	Buyer Email.
Commodity Line Information	Line Number	The commodity line number on the Master Agreement.
	Line Type	The Line Type (Commodity or Service)
	Commodity Code	Commodity Code for the specified commodity line of the Master Agreement.
	Catalog	The catalog for the commodity.
	Commodity Description	Commodity Description
	Quantity	Quantity on the Master Agreement if commodity is not service.
	Unit Cost	Unit Price on Master Agreement if commodity is not service.
	Service Line Amount	Amount on the Master Agreement if commodity is service.
	Discount %	Discount Percentage for the commodity line.
	Cost Plus %	Cost-Plus Percentage for the commodity line
	Cost Plus Amount	Cost-Plus Fixed Amount for the commodity line.

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What Is the Difference Between the Commodity Based and Non-Commodity Based Award Information page?

There are two versions of the Award Information page. The commodity based Award Information page is shown when a commodity based award, such as a PO or DO, is selected and the user clicks **Details**. The non-commodity based Award Information page is shown when a non-commodity based award, such as a GAED document, is selected and the user clicks **Details**. Both display details such as vendor information and shipping/billing information on the award selected.

For a full description of all fields on the Award Information page, see the two questions below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’” and “What Information Can I See by Selecting a General Encumbrance Award and Clicking “Details?””

How Do I See Detailed Information on a Commodity Based Award?

There are two versions of the **Award Information** page. The commodity based Award Information page is shown when a commodity based award, such as a PO or DO, is selected and the user clicks **Details**. To see the commodity based Award Information page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Click the check box next to a commodity based Award and Click **Details**.

Result: The Award Information page is displayed

What Vendor Address and Contact Information was Entered on the Award?

The **Award Information** page contains a section titled “Vendor Information”, which displays the ordering address and contact information on the Award. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’”

Where Can I View the Dates Associated with the Award?

The **Award Information** page contains a section titled “Award Details”. This section contains information such as the Acceptance Date, Award Start and End Dates, Contract Description, etc. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’”

Where Can I View the Shipping and Billing Addresses From the Award?

The **Award Information** page contains a section titled “Primary Award Shipping and Billing Information”. This section displays the primary shipping and billing addresses entered on the Award. This page is reached by selecting an Award and clicking **Details**.

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For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’”

Who Is the County Buyer on My Award?

You can see the name and contact information for the County Buyer on your Award on the **Award Information** page. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’”

Where Can I View Information on the Commodities (Such as Quantity and Unit Cost) on the Award?

At the bottom of the commodity based **Award Information** page, there is a grid titled “Commodity Line Information”. This displays information regarding the commodities on the Award such as Commodity Description, Quantity, Unit Cost, Service Line Amount, Discount, etc. The section is displayed by Commodity Line. This page is reached by selecting a commodity based Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a PO, DO, or Contract and clicking ‘Details?’”

What Information Can I See by Selecting a PO, DO, or Contract and clicking “Details”?

The table below describes each of the fields on the Commodity Based **Award Information** page. This page is reached by selecting a commodity and clicking **Details**.

Section	Field Label	Explanation
Award ID	Award Type	The Award type. This indicates if the Award is a purchase order, delivery order, or contract.
	Award ID	The ID information for the award document created by the County.
Vendor Information	Legal Business Name	The vendor’s Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned to the vendor.
	Vendor Code	The Vendor Code assigned by the County.
	Vendor Address	The ordering address for the vendor entered on the Award.
	Contact	Vendor Contact Name on the Award.
	Contact Phone	Vendor Contact Phone on the Award.
Award Details	Acceptance Date	Record date on the Award.
	Tracking Number	Tracking Number on the Award (if one has been assigned).
	Award Start Date	Contract Start Date on the Award (only relevant for contracts).
	Award End Date	Contract End Date on the Award (only relevant for contracts).
	Closed?	Yes if the current date is greater than the Award End Date; otherwise, No.
	Closed Date	If Agreement is closed, Closed Date will be the Award End Date, otherwise blank.
	Award Held?	Will be “No”.
	Not to Exceed Amount	The maximum amount of the Award.

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Section	Field Label	Explanation
	Encumbered	The total award amount.
	Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed.
	Retained	This is the total of all retained payments related to this award
	Outstanding	Represents the award amount that has not yet been processed for payment.
	Contract Description	Description entered on the Award.
Primary Award Shipping and Billing Information	Location Name	The Shipping Location entered on the Award.
	Shipping Street: 1	Shipping Street 1 entered on the Award.
	Shipping Street: 2	Shipping Street 2 entered on the Award..
	Shipping City	Shipping City entered on the Award.
	Shipping State/Province	Shipping State/Province entered on the Award.
	Shipping Zip/Postal Code	Shipping Zip/Postal Code entered on the Award.
	Delivery Date	Delivery Date entered on the Award.
	Location Name	The Billing Location entered on the Award.
	Billing Street: 1	Billing Street 1 entered on the Award.
	Billing Street: 2	Billing Street 2 entered on the Award.
	Billing City	Billing City entered on the Award.
	Billing State/Province	Billing State/Province entered on the Award.
	Billing Zip/Postal Code	Billing Zip/Postal Code entered on the Award.
	Buyer's Information	Buyer Name
Buyer Phone		Buyer Phone Number.
Buyer Email		Buyer Email address.
Commodity Line Information	Line Number	The commodity line of the Award.
	Line Type	The Line Type (Commodity or Service) for that line.
	Commodity Code	The commodity code used by the County.
	Commodity Description	The commodity on that line.
	Quantity	Quantity on the Award.
	Unit Cost	Unit Price from Award.
	Service Line Amount	Contract Amount on the Award.
	Cost Plus %	Will be blank.
	Cost Plus Amount	Will be blank.
	Total Cost	Line Amount on the Award, including taxes.

Where Can I See Details on the Shipping and Billing Addresses?

The **Commodity Line Shipping and Billing Information** page provides shipping and billing information, including shipping method and delivery date for each commodity line. This page is reached by clicking the **Ship To: Bill To:** link next to any line on the commodity based Award Information page. It can also be

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reached by clicking the same link from the Master Agreement Information page. The following steps are an explanation of how to navigate and review the Commodity Line Shipping and Billing Information page.

Note: This link is not available for non-commodity based awards, such as GAED documents.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Click the check box next to a commodity based Award and Click **Details**.

Result: The Award Information page is displayed

Step 3. Click the **Ship To: Bill To:** link next to one of the commodity lines in the Commodity Line Information section.

Result: The Commodity Line Shipping and Billing Information page is displayed:

What Information Can I See on the Commodity Line Shipping and Billing Information Page?

The table below describes each of the fields on the Commodity Line Shipping and Billing Information page. See the previous question to learn how to navigate to the Commodity Line Shipping and Billing Information page.

Field Label	Explanation
Line	The commodity line on the Award/Master Agreement.
Location Name	The Shipping Location entered on the Award.
Shipping Street: 1	Shipping Street 1 entered on the Award.
Shipping Street: 2	Shipping Street 2 entered on the Award.
Shipping City	Shipping City entered on the Award.
Shipping State/Province	Shipping State/Province entered on the Award.
Shipping Zip/Postal Code	Shipping Zip/Postal Code entered on the Award.
Free On Board	The Free On Board agreement from the Award.
Shipping Method	The name of the shipping company as entered on the Award.
Delivery Type	The Delivery Type specified on the award (Ground, Truck Freight, etc.).
Delivery Date	Delivery Date specified on the award.
Location Name	The Billing Location entered on the Award.
Billing Street: 1	Billing Street 1 entered on the Award.
Billing Street: 2	Billing Street 2 entered on the Award.
Billing City	Billing City entered on the Award.
Billing State/Province	Billing State/Province entered on the Award.
Billing Zip/Postal Code	Billing Zip/Postal Code entered on the Award.

How Do I See Details on a Non-Commodity Based Award?

There are two versions of the **Award Information** page. The non-commodity based Award Information page shows details on an award that is not based on a commodity, such as a GAED document. It is

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reached by selecting a non-commodity based award on the Award Summary Search page and clicking **Details**. To view the non-commodity based Award Information page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Click the check box next to a non-commodity based Award (GAED) and Click **Details**.

Result: The Award Information page for non-commodity based awards is displayed.

What Vendor Address and Contact Information was Entered on the Award?

The **Award Information** page contains a section titled “Vendor Information”, which displays the ordering address and contact information on the Award. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a General Encumbrance Award and clicking ‘Details?’”

Where Can I View the Dates Associated with the Award?

The **Award Information** page contains a section titled “Award Details”. This section contains information such as the Acceptance Date, Award Start and End Dates, Contract Description, etc. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a General Encumbrance Award and clicking ‘Details?’”

Where Can I View the Shipping and Billing Addresses From the Award?

The **Award Information** page contains a section titled “Primary Award Shipping and Billing Information”. This section displays the primary shipping and billing addresses entered on the Award. This page is reached by selecting an Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a General Encumbrance Award and clicking ‘Details?’”

Where Can I View Withheld or Retained Amounts of a General Encumbrance by Line?

At the bottom of the non-commodity based **Award Information** page, there is a grid titled “Line Amount Information”. This section displays information by line, including withheld and retained amounts. This page is reached by selecting a non-commodity based Award and clicking **Details**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting a General Encumbrance Award and clicking ‘Details?’”

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What Information Can I See by Selecting a General Encumbrance Award and Clicking “Details”?

The table below describes each of the fields on the Non-Commodity Based **Award Information** page. This page is reached by selecting a non-commodity based award on the Award Summary Search page and clicking **Details**.

Section	Field Label	Explanation
Award ID	Award Type	The Award type.
	Award ID	The ID information for the award document created by the County.
Vendor Information	Legal Business Name	The vendor’s Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned to the vendor.
	Vendor Code	The Vendor Code assigned by the County.
	Vendor Address	The ordering address for the vendor entered on the Award.
	Contact	Vendor Contact Name on the Award.
	Contact Phone	Vendor Contact Phone on the Award.
Award Details	Acceptance Date	Record date on the Award.
	Closed?	Yes if the current date is greater than the Award End Date; otherwise, No.
	Closed Date	If Agreement is closed, Closed Date will be the Award End Date, otherwise blank.
	Award Held?	Will be “No”.
	Not to Exceed Amount	Not to Exceed Amount from the Award.
	Encumbered	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed. Held payments are excluded from this total.
	Expended	This is the total of all retained payments related to this award.
	Retained	Represents the Open Amount remaining on the award.
	Outstanding	Represents the Open Amount remaining on the award.
	Contract Description	Not to Exceed Amount from the Award.
Primary Award Shipping and Billing Information	Location Name	The Shipping Location entered on the Award.
	Shipping Street: 1	Shipping Street 1 entered on the Award.
	Shipping Street: 2	Shipping Street 2 entered on the Award..
	Shipping City	Shipping City entered on the Award.
	Shipping State/Province	Shipping State/Province entered on the Award.
	Shipping Zip/Postal Code	Shipping Zip/Postal Code entered on the Award.
	Location Name	Delivery Date entered on the Award.
	Billing Street: 1	The Billing Location entered on the Award.
	Billing Street: 2	Billing Street 1 entered on the Award.
	Billing City	Billing Street 2 entered on the Award.
	Billing State/Province	Billing City entered on the Award.
	Billing Zip/Postal Code	Billing State/Province entered on the Award.
		Code
Line	Line Number	The Line Number of the Award.

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Section	Field Label	Explanation
Amount Information	Department	The County department responsible for the Award.
	Encumbered	If line is not closed (been fully paid/scheduled to be paid), it is the Line Amount for that line. If it is closed, it is the Line Amount adjusted for that part of the closed amount that was not paid.
	Withheld	This is the total of all withheld amounts from the payment documents referencing this award line.
	Retained	This is the total of all retained amounts from the payment documents referencing this award line.
	Outstanding	This amount represents the amount that is still open for payment.

What is the Referenced Transactions by Master Agreement Page?

The **Referenced Transactions by Master Agreement page** is reached by selecting a Master Agreement on the Award Summary Search page and clicking **Reference**. To view this page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Select a Master Agreement (MA) and Click **Reference**.

Result: The Referenced Transactions by Master Agreement page is displayed.

Note: This page can also be reached by clicking **Reference** on the Master Agreement Information page.

Where Can I View the Delivery Orders Created for a Master Agreement?

The **Referenced Transaction By Master Agreement** page contains a section titled "Order ID". This grid lists all the Delivery Orders that have been processed for the Master Agreement. This page is reached by selecting a Master Agreement from the Award Summary Search page and clicking **Reference**.

For a full description of all fields on the Award Information page, see the question below, "What Information Can I See by Selecting A Master Agreement and Clicking 'Reference'?"

Where Can I View Payments Scheduled for a Master Agreement?

The **Referenced Transaction By Master Agreement** page contains a section titled "Scheduled Payment", which displays all the scheduled payments for the Master Agreement (all the payment requests in this grid will reference one of the Delivery Orders in the Order Grid). This page is reached by selecting a Master Agreement from the Award Summary Search page and clicking **Reference**.

For a full description of all fields on the Award Information page, see the question below, "What Information Can I See by Selecting A Master Agreement and Clicking 'Reference'?"

Where Can I View Payments that Have Been Issued for a Master Agreement?

The **Referenced Transaction By Master Agreement** page contains a section titled "Checks/EFTs", which displays all the checks or EFTs issued for the Master Agreement (all the disbursements in the grid

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will reference one of the Delivery Orders in the Order Grid). This page is reached by selecting a Master Agreement from the Award Summary Search page and clicking **Reference**.

For a full description of all fields on the Award Information page, see the question below, “What Information Can I See by Selecting A Master Agreement and Clicking ‘Reference’?”

What Information Can I See by Selecting A Master Agreement and Clicking “Reference”?

The table below describes each of the fields on the **Referenced Transactions by Master Agreement** page. This page is reached by selecting a Master Agreement and clicking **Reference**.

Section	Field Label	Explanation
Award Information	Award ID	The ID information for the Master Agreement created by the County.
	Encumbered Amount	The total of all the encumbrances on Delivery Documents that reference the Master Agreement.
	Date	Record Date of the Master Agreement.
Order ID	Award ID	The ID information for the Delivery Order created by the County.
	PIN	Tracking Number from the Delivery Order.
	Transaction Date	Record Date on the Delivery Order (the date the Award is processed in eCAPS).
	Contract Maximum	Actual Amount on the Award (Delivery Order).
	Encumbered	Encumbered represents the total award (Delivery Order) amount.
	Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed. Held payments are excluded from this total.
	Retained	This is the total of all retained payments related to this award.
	Outstanding Award Held	Represents the Open Amount for an Award. Will be “No”.
Scheduled Payment	Invoice Number	The invoice number associated with the schedule payment.
	Invoice Line Number	This field specifies which invoice line the displayed information pertains to.
	Invoice Date	The date of the invoice.
	Invoice Received Date	The date the County receives the invoice.
	Payment Request ID	The Payment Request number assigned by the County.
	Scheduled Payment Date	The Scheduled Payment Date for the payment.
	Payment Request Line Amount	The payment amount associated with the invoice line number.
Check/EFTs	Invoice Number	The invoice number associated with the award.
	Invoice Line No.	This field specifies which invoice line the displayed information pertains to.
	Invoice Date	The date of the invoice.
	Invoice Rec'd Date	The date the County receives the invoice.
	Check/EFT No.	The Check/EFT Number of the payment.
	Check/EFT Issue Date	The date when the Check/EFT was issued.
	Check/EFT Status	The status of the Check/EFT (see “What Do the Different Statuses

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Section	Field Label	Explanation
		Mean?" page under the Check/EFT Help section for more information).
	Check/EFT Status Date	The date reflecting the Check/EFT status.
	Check/EFT Line Amount	The amount of the check. This may differ from the payment request amount.

What is the Referenced Payments by Award Page?

The **Referenced Payments by Award** page is reached by selecting a Commodity or Non Commodity Award on the Award Summary Search page and clicking **Reference**. To view this page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Select a Delivery Order or GAED and Click **Reference**.

Result: The Referenced Payments by Award page be displayed.

Note: This page can also be reached by clicking **Reference** on the Award Information page.

Where Can I View Payments Scheduled for an Award?

The **Referenced Payments by Award** page contains a Scheduled Payment grid with all the scheduled payments for the Award. This page is reached by selecting an Award on the Award Summary Search page and clicking **Reference**.

For a full description of all fields on the Award Information page, see the question below, "What Information Can I See by Selecting an Award and Clicking 'Reference'?"

Where Can I View Payments Issued for an Award?

The **Referenced Payments by Award** page contains a Check/EFTs grid with all the checks or EFTs issued for the Award. This page is reached by selecting an Award on the Award Summary Search page and clicking **Reference**.

For a full description of all fields on the Award Information page, see the question below, "What Information Can I See by Selecting an Award and Clicking 'Reference'?"

What Information Can I See by Selecting an Award and Clicking "Reference"?

The table below describes each of the fields on the **Referenced Payments by Award** page. This page is reached by selecting an Award and clicking **Reference**.

Section	Field Label	Explanation
Award Information	Award ID	The ID information for the Award created by the County.
	Encumbered	The total of all the encumbrances on Delivery Documents that

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Section	Field Label	Explanation
	Amount	reference the Award.
	Date	Record Date of the Award.
Scheduled Payment	Invoice Number	The invoice number associated with the award. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Line Number	This field specifies which invoice line the displayed information pertains to. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Date	The date of the invoice. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Received Date	The date the County receives the invoice. For Payment Request documents such as the SWR and TWR, this will be blank.
	Payment Request ID	The Payment Request number assigned by the County.
	Scheduled Payment Date	The date the payment is scheduled for.
	Payment Request Line Amount	The requested payment amount.
Check/EFTs	Invoice Number	The invoice number associated with the award. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Line No.	This field specifies which invoice line the displayed information pertains to. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Date	The date of the invoice. For Payment Request documents such as the SWR and TWR, this will be blank.
	Invoice Received Date	The date the County receives the invoice. For Payment Request documents such as the SWR and TWR, this will be blank.
	Check/EFT No.	The Check/EFT Number of the payment.
	Check/EFT Issue Date	The date the Check/EFT was issued.
	Check/EFT Status	The status of the Check/EFT (see "What Do the Different Statuses Mean?" page under the Check/EFT Help section for more information).
	Check/EFT Status Date	The date reflecting the Check/EFT status.
	Check/EFT Line Amount	The amount of the check. This may differ from the payment request amount.

Can I Download A Summary of My Awards?

The **Awards Summary Download** displays information for each line of each award. It is reached by clicking **Download** from the Awards Summary Search page. The information displayed in the download is taken from the pages covered above. The following steps are an explanation of how to navigate to and review the Awards Summary Download.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

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Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. From the Awards Summary Search page, click Search without entering any search criteria.

Result: All awards are displayed.

Step 3. Without selecting any transactions, click Download.

Result: The file download box will open.

Step 4. Click **Open**.

Result: The Awards Summary download opens in Excel or .csv format.

Is There A Limit to the Number of Awards That Will Appear on the Download?

Yes, there is a line limit for these downloads, so vendors with many transactions may only be able to view some of their invoices on the download. A warning will be displayed under the last row on the download if all lines are not being displayed.

How Can I Download My Notice Of Award?

The **Notice of Award** PDF contains a brief summary of the Award selected. It is reached by selecting an Award and clicking **PDF**. The information displayed comes from the Award pages covered above. The following steps are an explanation of how to navigate and review the Award PDF.

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened. The Award Summary Search page is the default page.

Step 2. Use the search function (described in the first section) to find the desired Award.

Result: The desired Award is displayed.

Step 3. Check the box next to the Award and click **PDF**.

Result: A File Download dialog box opens for the Award download.

Step 4. Click **Open**.

Result: The Notice of Award page is opened in PDF format.