

# Purchase Order User Guide

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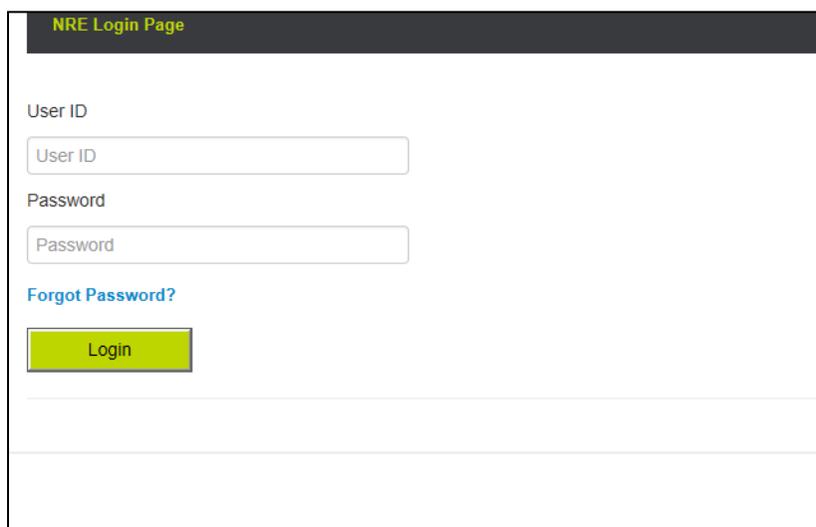
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## ABOUT PO DASHBOARD

The PO Dashboard is a web based application that allows users to create, approve and receive Purchase Orders online. This replaces the manual/paper based Purchase Orders.

## ACCESSING DASHBOARD

The PO Dashboard Application is available at <http://seas.starlightinvest.com/seas> . Once on the webpage, enter your username and password provided by the Starlight IT department.



The screenshot shows a login page with a dark header bar containing the text "NRE Login Page" in yellow. Below the header, there are two input fields: "User ID" and "Password". The "User ID" field contains the text "User ID" and the "Password" field contains the text "Password". Below the password field, there is a blue link that says "Forgot Password?". At the bottom of the form, there is a yellow "Login" button. The entire form is enclosed in a black border.

The forgotten password can be retrieved by clicking on the “Forgot Password” link. Please follow the on-screen instructions to reset your password.

## SEARCHING PO

The PO Search page can be accessed by clicking on the “Search PO” tab on the top bar. There are various search options available when searching for the POs. The search page is designed to search by PO Number, Property List, Expense Type, PO Status, PO Date and Project Start Date etc. Please see the screenshot below.

The screenshot displays the PO Search interface. At the top, a navigation bar contains the following tabs: Search PO, Create PO, Quick PO, My Approvals, Receive PO, My Account, and Log Out. Below the navigation bar, the search criteria are organized into three columns under the heading "Find".

Search PO Code	Property List	Unit Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor Code	GL Code	Expense Type
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>
Need App. By	Next App. By	Created By
<input type="text"/>	<input type="text"/>	<input type="text"/>
Ordered Date From	Ordered Date To	Status
<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>	All <input type="button" value="v"/>
Completed Date From	Completed Date To	
<input type="text"/> <input type="button" value="calendar"/>	<input type="text"/> <input type="button" value="calendar"/>	

At the bottom of the search area, there are three buttons: "Search" (yellow), "Clear/Refresh" (yellow), and "Export To Excel" (yellow). A blue link "Higher Approver" is also present. Below the buttons, the text "Total Number of records: ( 0 )" is displayed in purple.

The labels shown in blue are hyperlinked and will open up new window. For example, clicking on the “Property List” will open the Property Search window where the desired property or list can be searched and selected for the PO search. Please see the screenshot of Property search below.

**Property Codes** ×

Search By Code, City Or Address  **Search** **Cancel**

Property Code	Address	City
<a href="#">tnlp</a>	True North REIT LP CORP	Toronto
<a href="#">tnreit</a>	True North Apartment REIT	Toronto
<a href="#">tnblslp</a>	True North Blue Starlight LP CORP	Toronto
<a href="#">201415th</a>	2014 15th Avenue North	
<a href="#">0001beav</a>	1-120 Beaverbrook Lane	Kanata
<a href="#">0001cond</a>	Bois Franc 1 Condo	
<a href="#">x001crys</a>	1 Crystal Drive	Dartmouth
<a href="#">x001ivan</a>	1 Ivan Court	Moncton
<a href="#">x001read</a>	1 Reading Crescent	Saint John
<a href="#">0002apar</a>	Bois Franc 2 Apt	
<a href="#">x002fran</a>	2 Franklyn Court	Dartmouth
<a href="#">0002gran</a>	2 Grant Blvd.	Dundas
<a href="#">0002HILL</a>	2 Hill Heights Road	
<a href="#">0002KINS</a>	2 Kinsdale Blvd	Toronto
<a href="#">x002read</a>	2 Reading Crescent	Saint John

1 2 3 4 5 6 7 8 9 10 ...

The search results pane returns 25 records per page and more pages will be available if the search results are more than 25 records.

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status	Similar PO	NRE Code
<a href="#">PO#</a>	c_aikins - Aikins, MacAulay & Thorvaldson LLP.	\$372.90	Residential Capital	12/24/2013	1/31/2014	icarter	Some desc	Pending Approval	<a href="#">Similar PO</a>	
<a href="#">48688</a>	c_accura - Accurate Roof Solutions Ltd.	\$1,695.00	Residential Capital	12/24/2013	12/18/2013	icarter	Test test test	Partially Received	<a href="#">Similar PO</a>	NRE000002
<a href="#">48680</a>	c_1stcho - 1St Choice Home Solutions Inc.	\$105.00	Residential Capital	1/23/2014	5/15/2014	icarter	Test	Fully Approved	<a href="#">Similar PO</a>	

The search results can be exported to excel by clicking on “Export To Excel” button.

The “Clear/Refresh” button clears all the values from the Search fields including the search results pane.

**Find**

Search PO Code  Property List  Unit Code

Vendor Code  GL Code  Expense Type

Need App. By  Next App. By  Created By

Ordered Date From  Ordered Date To  Status

Completed Date From  Completed Date To

[Higher Approver](#)

**Total Number of records: 3**

PO	PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status	Similar PO	NRE Code
48689	<a href="#">PO#</a>	c_aikins - Aikins, MacAulay & Thorvaldson LLP.	\$372.90	Residential Capital	12/24/2013	1/31/2014	icarter	Some desc	Pending Approval	<a href="#">Similar PO</a>	
48688	<a href="#">48688</a>	c_accura - Accurate Roof Solutions Ltd.	\$1,695.00	Residential Capital	12/24/2013	12/18/2013	icarter	Test test test	Partially Received	<a href="#">Similar PO</a>	NRE000002
48680	<a href="#">48680</a>	c_1stcho - 1St Choice Home Solutions Inc.	\$105.00	Residential Capital	1/23/2014	5/15/2014	icarter	Test	Fully Approved	<a href="#">Similar PO</a>	

The PO can be reviewed by clicking on the PO Number. The PO Number will only be visible if the PO is fully approved

## PO STATUS

The PO can be in various stages from the time it is created to when it is closed. The table below provides detailed description of each status.

<b>NRE Status</b>	<b>Status Description</b>
Pending Approval	Not approved by any of the approver.
Partially Approved	Partially approved by some of the approvers.
Fully Approved	Approved by all the approvers.
Partially Received	The PO is Partially Received
Fully Received	The PO is Fully received
Denied	Denied by the approvers.
Closed	PO is Closed.
Incomplete	Incomplete PO, no approvers assigned.

## CREATING PO

The Create PO page can be accessed by clicking on the “Create PO” tab on the top bar. All the fields marked with red asterisk (\*) are mandatory fields.

### Explaining the fields:

**VENDOR** – The vendor is mandatory to create a PO. Click on the Vendor link to find and select the vendor the PO is being created for. The POs can only be created for the vendors with valid Liability and WSIB insurance.

Vendor Codes

Find by Code or Name  Find Cancel

Only the active vendors with valid liability and WSIB insurance are available. If you cannot find the vendor, please contact your Accounts Payable department.

Vendor Code	Vendor Name	Insurance	WSI
all001	ALL FLOORS CARPET CLEANING	11/10/2014	11/10/2014
aquaje01	Waste Solutions Group Inc.	6/14/2014	8/19/2015
aurele01	Aurele St-Jean Plumbing	9/27/2014	11/19/2014
ben001	BENCHMARK LANDSCAPES, LLC	6/28/2014	6/28/2014
bgs001	BG STAFFING	11/1/2014	11/1/2014
bremne01	Bremner's Plumbing & Heating Ltd	3/31/2014	3/31/2014
buzasg01	Buzas General Inc.	4/12/2014	8/19/2015
c_2grant	2 Grant Ltd.	12/31/2099	12/31/2099
c_407etr	407 ETR	12/31/2099	12/31/2099
c_abaarc	ABA Architect Inc.	12/31/2099	12/31/2099
c_acorni	Acorn Ironworks, 2177371 Ont. Inc	3/1/2014	12/31/2099
c_adamma	Adam Malacko	12/31/2099	12/31/2099
c_adinal	Adina Levin	12/31/2099	12/31/2099
c_aigcan	AIG Canada	12/31/2099	12/31/2099
c_alkins	Aikins, MacAulay & Thorvaldson LLP.	12/31/2099	12/31/2099

1 2 3 4 5 6 7 8 9 10 ...

**EXPENSE TYPE** – the expense type represents the type of work being performed.

**ORDER DATE** – The date when the work was requested .This is the current date in most of the cases.

**EST COMPLETION DT** – This is the estimated completion date of the work or the draw if the work is to be completed in multiple draws. This date is mandatory and important as the system is going to start altering the creator of the PO to receive the PO when this date is reached.

**HOLD BACK%** – This is used for any work that requires holdback. The percentage entered here will be held back from the amount when the PO is received. It can also be claimed at the time of receiving the PO.

**PRINT ON PO** – Any special instruction you would like to print on the PO.

**DESCRIPTION** – The description or information regarding the PO.

**COMMENTS** – Any additional comments or information regarding the PO.

**TAX EXEMPT** – The system wouldn't calculate the tax automatically if this field is ticked-off. This can be used when there is no tax or you would like to calculate the taxes manually.

**NEXT BUTTON** – When the above mandatory information is entered, press NEXT button to see more fields to be entered. The SAVE button validates the information entered on this screen and takes you to the page where you can enter the PO details.

## Entering PO Details:

**PO DETAILS** – The PO details are entered on this screen.

The screenshot shows a web application interface for entering PO details. At the top, there is a navigation bar with links: Search PO, Create PO, Quick PO, My Approvals, Rcv/Unrcv PO, My Account, and Log Out. The main form is divided into several sections. On the left, there are fields for Vendor (c\_2grant), Name (2 Grant Ltd.), Address, Expense Type (Suite Repositioning), Order Date (01/04/2014), Est Completion Dt (01/06/2014), Hold Back% (0), and Status (Incomplete). On the right, there are fields for Print On PO, Description (test), Comments, and Total. A 'Save PO' button is located below the main form. Below the main form, there are three tabs: 'Details', 'Address', and 'Approvers'. The 'Details' tab is selected and circled in red. Under the 'Details' tab, there are fields for Quantity Ord., Price, Total Cost, Detail Desc, Property, Unit, GL, Job, Charge Back, and Tenant Code. 'Save Details' and 'Clear Details' buttons are also present.

link.

**Attachment** – Any attachment can be uploaded to by clicking on the attachment

**Quantity Ord.** – This field represents the number of items being ordered.

**Price** – The price per quantity ordered.

**Detail Desc** – The description of the detailed PO line item.

**Property** – The property the PO is being created for. Please click on the Property link to search and select a property.

**Unit** – The unit the PO is being created for. Please click on the Unit link to search and select a unit.

**GL** – The GL account where this expense is being coded. Please click on the GL link to search and select a GL account. The GL account search may be restricted to the Property and expense type to reduce expense coding errors.

**Charge Back** – This field must be selected if it is a charge back to the tenant.

**Clear Details Button** – This button will clear all the fields.

**Save Details Button** – This button will save the details, show in a grid and allows to enter more detail lines if required (The next screenshot).

Details
Address
Approvers

	Property	Unit	Qty.	Price	Total	Description	GL
Edit	0001beav	EXTCA	1.00	\$100.00	\$100.00	test	19000002

Quantity Ord. \*

Price \*

Total Cost

Detail Desc \*

Property \*

Unit \*

GL \*

Job

Charge Back:

Tenant Code

Save Details  
Clear Details

### Similar PO's

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status
52729	c_2grant - 2 Grant Ltd.	\$113,000.00	Suite Repositioning	12/30/2013	12/31/2013	dchalmer	test	Fully Approved
52728	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	12/23/2013	12/24/2013	bmody	test	Fully Approved
---	c_2grant - 2 Grant	---	Suite	---	---	---	---	Pending

**Similar PO's** – After the PO information is saved, the system shows any other PO created for the same Vendor, Property and Unit within the last 60 days from this PO order date. This is to alert user and eliminate duplicate PO.

The information entered above can be modified by clicking on the **Edit** button in the grid.

Details
Address
Approvers

	Property	Unit	Qty.	Price	Total	Description	GL
<b>Edit</b>	0001beav	EXTCA	1.00	\$100.00	\$100.00	test	19000002

Quantity Ord. \*

Price \*

Total Cost

Detail Desc \*

Property \*

Unit \*

GL \*

Job

Charge Back:

Tenant Code

Edit Details
Delete Details
Clear Details
Copy Details

### Similar PO's

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status
52729	c_2grant - 2 Grant Ltd.	\$113,000.00	Suite Repositioning	12/30/2013	12/31/2013	dchalmer	test	Fully Approved
52728	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	12/23/2013	12/24/2013	bmoody	test	Fully Approved
PO#	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	12/23/2013	12/24/2013	dpandur	test	Pending Approval

**Edit Details Button** - This button will save the changes made to the details.

**Delete Details Button** - This button will delete the details entered.

**Copy Details Button** – The details from the selected line item can be copied to create another line with similar details to reduce the data entry.

**Shipping/Billing Address** – The system default the shipping and billing information setup for each property. However, it can be updated under the ADDRESS tab before saving the PO. Please see the screenshot below.

Search PO   Create PO   Quick PO   My Approvals   Rcv/Unrcv PO   My Account   Log Out

**Vendor \***    **Print On PO:**

**Name:** 2 Grant Ltd.   **Description: \***

**Address:**   **Comments:**

**Expense Type: \***  Suite Repositioning

**Order Date: \***

**Est Completion Dt: \* [?]**

**Hold Back%**

**Status:** Incomplete   **Total:**

Tax Exempt   [Attachment](#)

---

[Details](#)   **Address**   [Approvers](#)

---

<b>Bill To Information</b>	<b>Ship To Information</b>
<b>Name *</b> <input type="text" value="Starlight Investments Ltd."/>	<b>Name</b> <input type="text"/>
<b>Address1 *</b> <input type="text" value="PO Box1890"/>	<b>Address1</b> <input type="text" value="1-120 Beaverbrook Lane"/>
<b>Address2</b> <input type="text" value="STN B"/>	<b>Address2</b> <input type="text" value="1-120 Beaverbrook Lane"/>
<b>Address3</b> <input type="text"/>	<b>Address3</b> <input type="text"/>
<b>City-State-Zip *</b> <input type="text" value="Mississauga"/> <input type="text" value="ON"/> <input type="text" value="L4Y 3W6"/>	<b>City-State-Zip</b> <input type="text" value="Kanata"/> <input type="text" value="ON"/> <input type="text" value="K2K 1L4"/>
	<input type="button" value="Save Address"/>

## Saving the PO:

**SAVE PO Button** - After entering the detailed PO information, the PO can be saved by clicking on the SAVE PO button. This will save the PO information, generate TAX line and the PO Approver list. Please see the screenshot below.

Search PO
Create PO
Quick PO
My Approvals
Rcv/Unrcv PO
My Account
Log Out

**Vendor \***

Name: 2 Grant Ltd.

Address: , ,

Expense Type: \*

Order Date: \*

Est Completion Dt: \* [?]

Hold Back%

Status: Pending Approval

Print On PO:

Description: \*

Comments:

Total:

Tax Exempt

[Attachment](#)

Save PO

Details Address Approvers

	Property	Unit	Qty.	Price	Total	Description	GL
<a href="#">Edit</a>	0001beav	EXTCA	1.00	\$100.00	\$100.00	test	19000001
<a href="#">Edit</a>	0001beav		1.00	\$13.00	\$13.00	Tax	19000001

Search PO
Create PO
Quick PO
My Approvals
Rcv/Unrcv PO
My Account
Log Out

**Vendor \***

Name: 2 Grant Ltd.

Address: , ,

Expense Type: \*

Order Date: \*

Est Completion Dt: \* [?]

Hold Back%

Status: Pending Approval

Print On PO:

Description: \*

Comments:

Total:

Tax Exempt

[Attachment](#)

Save PO

Details Address Approvers

Name	Dates	Status	Comment
dbrown		Pending	
mjastrebsk		Pending	

## Quick PO:

A simple one line PO can be created by clicking on the “Quick PO” tab on the top bar. All the fields marked with red asterisk (\*) are mandatory fields.

The screenshot shows a web application interface for creating a Quick PO. At the top, there is a navigation bar with several tabs: "Search PO", "Create PO", "Quick PO" (highlighted with a red circle), "My Approvals", "Rcv/Unrcv PO", "My Account", and "Log Out". Below the navigation bar, the form is organized into three columns. The left column contains fields for "Vendor Code \*", "Expense Type: \*" (a dropdown menu), "Order Date: \*" (with a calendar icon), "Estimate Completion Dt: \* [?]" (with a calendar icon), "Hold Back %" (with a dropdown menu showing "0"), and "Description \*". The middle column contains fields for "Quantity Ord. \*", "Price \*", "Detail Desc \*", "Property Code \*", "Unit Code \*", and "GL Code \*". The right column contains a "Total:" field, a checkbox for "Tax Exempt", a checkbox for "Charge Back:", and a "Tenant Code" field. At the bottom center of the form is a green "Save PO" button. The status field is currently empty.

All the field description is same as described above in the “Creating PO” section. Any update to the quick PO or attachment can be attached by going to review and update PO.

## UPDATING PO

The POs in “Incomplete” or “Pending Approval” status can be updated. To update the PO, first search for the PO that you would like to update under the “Search PO” tab.

**Search PO** Create PO Quick PO My Approvals - Rcv/Unrcv PO My Account Log Out

**Find**

Search PO Code  Property List  Unit Code

Vendor Code  GL Code  Expense Type Suite Repositioning ▾

Need App. By  Next App. By  Created By

Ordered Date From  Ordered Date To  Status Pending Approval ▾

Completed Date From  Completed Date To

Search Clear/Refresh Higher Approver Export To Excel

**Total Number of records: 20**

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status	Similar PO	NRE Code
<a href="#">PO#</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/5/2014	pchima	test	Pending Approval	<a href="#">Similar PO</a>	
<a href="#">PO#</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/6/2014	pchima	test	Pending Approval	<a href="#">Similar PO</a>	

You can then click on the PO that you would like to update and update the information you would like to update on the review PO page.

**Vendor \***

**Name:** 2 Grant Ltd.

**Address:** , ,

**Expense Type: \***

**Order Date: \***

**Est Completion Dt: \* [?]**

**Hold Back%**

**Status:** Pending Approval

**PO#**

**Print On PO:**

**Description: \***

**Comments:**

**Total:**

Tax Exempt

Change Est Dt

Save PO

Print PO

Email PO

Attachments

[Details](#)
[Address](#)
[Approvers](#)

	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	SignOff
<a href="#">Edit</a>	0001beav	EXTCA	1.00	\$100.00	\$100.00	test	19000001			
<a href="#">Edit</a>	0001beav		1.00	\$13.00	\$13.00	Tax	19000001			

After updating the required information, click on the SAVE PO button the save the PO.

## CREATING CHANGE ORDERS

A Change Order can be created if the total work cost more than the original approved PO amount. To create a Change Order PO, go to the original PO you would like to create a change order from and then click on “Change Order” button. Please note that the Change Orders can only be created from the Original PO.

Property	Unit	Qty	Price	Total	Description	GL	Qty Rec	Dt Rec	SignOff	Amt Posted	Payable Ctrl#	Close Line
Edit 0006BRYB	EXTCA	1.00	\$600.00	\$600.00	N/A	50000209	1.0000	02-26-2014	194	0.00	0	Closed
Edit tnreit	EXTCA	1.00	\$400.00	\$400.00	N/A	19001162	1.0000	02-26-2014	194	0.00	0	Closed

On the next screen, you can select either the amount or quantity of the change order. Tick the lines you want to create the Change Order. You can also select “Tax Exempt” if you don’t want to calculate the tax. The system will automatically calculate the Tax based on the Property address.

**PO Change Order** ✕

Description [?]

Property	Unit	Price	GL	Amount	Qty	Select
tnreit	EXTCA	400.00	19001162	<input type="text" value="100"/>	<input type="text"/>	<input checked="" type="checkbox"/>
0006BRYB	EXTCA	600.00	50000209	<input type="text"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Tax Exempt

Click on the “Create Change Order” button. This will create a change order for this PO and link it to the original PO. It will show the Parent PO# in the change order. The Change Order PO# will be visible once it is fully approved. All the change order PO number will start with CO-

When determining the PO approvers for the Change Orders, it will get the total of Parent PO and all the change order associated with it.

Search PO Create PO Quick PO My Approvals Rcv/Unrcv PO My Account Log Out

Vendor \* c 2grant Print On PO:

Name: 2 Grant Ltd. Description: \*

Address: ..

Expense Type: \*  Capital - Building Value-Addde

Order Date: \* 2/26/2014

Est Completion Dt: \* [?] 2/28/2014

Hold Back% 0

Comments: Change Order created from

Consultant Req'd

Sat Dec Req'd

Status: Pending Approval

CO#

Parent PO# 57809

PO Close Comments:

PO Close Date:

Total: 791.00

Tax Exempt

Change Est Dt Close PO Receive PO Change Order Save PO Print PO

Details Address Approvers

	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	SignOff	Amt Posted	Payable Ctrl#	Close Line
Edit	tnreit	EXTCA	1.00	\$100.00	\$100.00	N/A	19001162	0		0	0.00	0	Close
Edit	0006BRYB	EXTCA	1.00	\$600.00	\$600.00	N/A	50000209	0		0	0.00	0	Close
Edit	tnreit	EXTCA	1.00	\$13.00	\$13.00	Tax	19001162	0		0	0.00	0	Close
Edit	0006BRYB	EXTCA	1.00	\$78.00	\$78.00	Tax	50000209	0		0	0.00	0	Close

When you are in the Parent PO, you can click on the "List of Change Orders" under the Quick Links to view all the Change Orders associated with the Parent PO.

Search PO Create PO Quick PO My Approvals Rcv/Unrcv PO My Account Log Out

Vendor \* c 2grant Print On PO:

Name: 2 Grant Ltd. Description: \*

Address: ..

Expense Type: \*  Capital - Building Value-Addde

Order Date: \* 2/26/2014

Est Completion Dt: \* [?] 2/28/2014

Hold Back% 0

Comments: Created from NRE

Consultant Req'd

Sat Dec Req'd

Status: Fully Received

CO# 57809

Parent PO#

PO Close Comments:

PO Close Date:

Total: 1100.00

Tax Exempt

Change Est Dt Close PO Receive PO Change Order Save PO Print PO

Quick Links  
Attachments(0)  
Email PO  
List of Change Orders

## CLOSING PO

A Purchase Order can be closed as a whole or partially. The whole PO is closed when it is either completely paid or work is no longer required. The PO is partially closed when the portion of the work is no longer required.

### CLOSING PO in Full

The can be closed in full when it is no longer required or fully paid. To close the PO, lookup the PO you would like to close and click on the “Close PO” button on the review PO screen.

The screenshot shows a web-based form for reviewing a Purchase Order. The form is divided into several sections:

- Vendor:** c. 2qrant
- Name:** 2 Grant Ltd.
- Address:** ..
- Expense Type:** Capital - Building Value-Add
- Order Date:** 2/26/2014
- Est Completion Dt:** 2/28/2014
- Hold Back%:** 0
- Consultant Req'd:**
- Sat Dec Req'd:**
- Status:** Fully Received
- PO#:** 57809
- Parent PO#:**
- Print On PO:**
- Description:** test
- Comments:** Created from NRE
- PO Close Comments:**
- PO Close Date:**
- Total:** 1100.00
- Tax Exempt:**

At the bottom of the form, there are several buttons: "Change Est Dt", "Close PO" (circled in red), "Receive PO", "Change Order", "Save PO", "Email PO", and "Print PO". On the right side, there is a "Quick Links" section with "Attachments(0)" and "List of Change Order".

Once the PO is closed, it can't be reopened.

### Partially CLOSING a PO

PO can be partially closed by closing the individual line items. To close the line items, lookup the PO you would like to close and click on the “Close” button next to the line you would like to close. Only unreceived and unpaid lines can be closed.

Vendor \*

Name: Certified Building Systems  
 Address: 5650 Tomken Road , Unit 11 ,  
 Mississauga

Expense Type: \*

Order Date: \*

Est Completion Dt: \* [?]

Hold Back%

Consultant Req'd

Sat Dec Req'd

Status: **Partially Received**  
 PO# **60717**  
 Parent PO#

Print On PO:

Description: \*

Comments:

PO Close Comments:

PO Close Date:

Total:

Tax Exempt

**Quick Links**

[Attachments\(0\)](#)

[List of Change Orders](#)

- 

Details [Address](#) [Approvers](#)

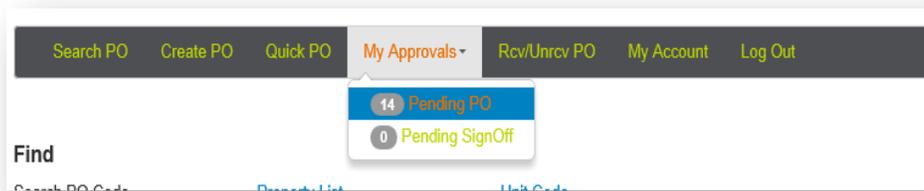
	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	SignOff	Amt Posted	Payable Ctrl#	Close Line
<a href="#">Edit</a>	3300ctof	MISC	0.27	\$877,200.00	\$236,844.00	N/A	19001006	0.2700	02-25-2014	322	0.00	0	Closed
<a href="#">Edit</a>	3300ctof		0.27	\$114,036.00	\$30,789.72	TAX	22000004	0.2700	02-25-2014	322	0.00	0	Closed
<a href="#">Edit</a>	3300ctof		0.03	\$114,036.00	\$3,421.08	HoldBack1-TAX	22000004	0	02-25-2014	0	0.00	0	Closed
<a href="#">Edit</a>	3300ctof	MISC	0.03	\$877,200.00	\$26,316.00	HoldBack1-N/A	19001006	0	02-25-2014	0	0.00	0	Closed
<a href="#">Edit</a>	3300ctof	MISC	0.70	\$877,200.00	\$614,040.00	N/A	19001006	0		0	0.00	0	Closed
<a href="#">Edit</a>	3300ctof		0.70	\$114,036.00	\$79,825.20	TAX	22000004	0		0	0.00	0	Closed

## APPROVING PO

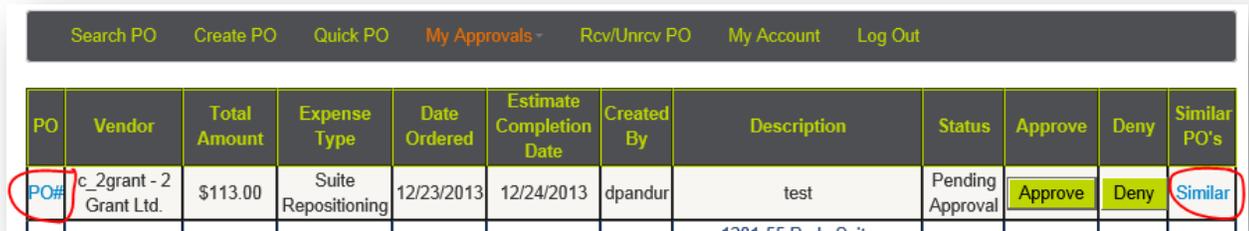
All the POs waiting for your approval can be found under the Pending PO on the “My Approval” tab. The POs can also be approved as “Higher Approver”.

### My Approval

To approve POs, go to “My Approval” then “Pending PO”. The “My Approval” tab color changes to Orange when there is a PO waiting for your approval. It also displays the count of POs.



The list of all the POs waiting for your approval will show as below.



PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status	Approve	Deny	Similar PO's
<a href="#">PO#</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	12/23/2013	12/24/2013	dpandur	test	Pending Approval	<a href="#">Approve</a>	<a href="#">Deny</a>	<a href="#">Similar</a>
							1201.55 Park Suite				

**APPROVE button** – to approve the PO.

**DENY button** – to deny the PO.

**PO#** - You can click on the PO# link to get more information about the PO.

**Similar** – all the other POs created within 60 days for the same property/unit and vendor can be viewed by clicking on the Similar link. The screen will appear as below:

### Similar PO's

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status
<a href="#">PO#</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/5/2014	pchima	test	Pending Approval
<a href="#">PO#</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/6/2014	pchima	test	Pending Approval
<a href="#">52729</a>	c_2grant - 2 Grant Ltd.	\$113,000.00	Suite Repositioning	12/30/2013	12/31/2013	dchalmer	test	Fully Approved
<a href="#">52728</a>	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	12/23/2013	12/24/2013	bmoody	test	Fully Approved

### Higher Approver

The PO can be approved as a higher approver. The “My Approval” tab only shows the POs that are waiting for your approval. To approve as “Higher Approver”, please go the “Search PO” tab, enter the search criteria and click on the “Higher Approver” link.

#### Find

Search PO Code <input type="text"/>	Property List <input type="text"/>	Unit Code <input type="text"/>
Vendor Code <input type="text"/>	GL Code <input type="text"/>	Expense Type All <input type="button" value="v"/>
Need App. By <input type="text"/>	Next App. By <input type="text"/>	Created By <input type="text"/>
Ordered Date From <input type="text"/> <input type="button" value="c"/>	Ordered Date To <input type="text"/> <input type="button" value="c"/>	Status All <input type="button" value="v"/>
Completed Date From <input type="text"/> <input type="button" value="c"/>	Completed Date To <input type="text"/> <input type="button" value="c"/>	

Search

Clear/Refresh

[Higher Approver](#)

Export To Excel

Total Number of records: ( 0 )

The search results will show all the POs that are not approved and you are the higher approver.

Search PO Code  Property List  Unit Code

Vendor Code  GL Code  Expense Type

Need App. By  Next App. By  Created By

Ordered Date From  Ordered Date To  Status

Completed Date From  Completed Date To

**Total Number of records: 3**

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status	Similar PO	NRE Code
PO#	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/5/2014	pchima	test	Pending Approval	Similar PO	
PO#	c_2grant - 2 Grant Ltd.	\$113.00	Suite Repositioning	1/4/2014	1/6/2014	pchima	test	Pending Approval	Similar PO	
PO#	acepai01 - Ace Painting & Decorating Cq.	\$113,000.00	Suite Repositioning	12/30/2013	12/31/2013	mjastrebski	test	Partially Approved	Similar PO	

Next, click on the PO# link to go to the review PO screen.

Under Approvers tab, select "Approve" under action and SUBMIT.

Search PO   Create PO   Quick PO   My Approvals -   Rcv/Unrcv PO   My Account   Log Out

Vendor \*   c\_2grant   Print On PO:  

Name:   2 Grant Ltd.   Description: \*   test

Address:   , ,   Comments:  

Expense Type: \*    Suite Repositioning      Total:   113.00

Order Date: \*   1/4/2014  

Est Completion Dt: \* [?]   1/5/2014  

Hold Back%   0       Tax Exempt

Status:   Pending Approval

PO#

Attachments

Change Est Dt   Save PO   Print PO   Email PO

Details   Address   **Approvers**

Approvers	Date	Status
dbrown		Pending
mjastrebski		Pending

Action   Approve      Submit

**Similar PO's**

PO	Vendor	Total Amount	Expense Type	Date Ordered	Estimate Completion Date	Created By	Description	Status
----	--------	--------------	--------------	--------------	--------------------------	------------	-------------	--------

This will approve the PO as higher approver.

## RECEIVING PO

The PO is received as soon as the work is completed. Some of the expenses require a sign-off sheet to be completed before the PO is received in the system. The others only require the PO receiving to be done. This is determined based on the expense types. If an expense type requires a sign-off, the system will take you to the sign-off sheet.

### Creating a Sign-Off

Only the fully approved or partially received and Open POs can be received. To create a Sign-Off, click on the “Receive PO” button on the PO review page or click on the “Rcv/Unrcv PO” tab on the top of the page.

The screenshot displays the eNTS PO review page. At the top, a navigation bar includes links for Search PO, Create PO, Quick PO, My Approvals, Rcv/Unrcv PO (highlighted with a red circle), My Account, and Log Out. The main form contains the following fields:

- Vendor: c\_certif
- Name: Certified Building Systems
- Address: 5650 Tomken Road , Unit 11 , Mississauga
- Expense Type: Energy Mgmt
- Order Date: 2/10/2014
- Est Completion Dt: 3/20/2014
- Hold Back%: 10.0000
- Consultant Req'd:
- Sat Dec Req'd:
- Status: Partially Received
- PO#: 60717
- Parent PO#
- Print On PO:
- Description: Proceed with mechanical equipment installation 3300 Bloor Street. Four magnetic bearing chillers and two
- Comments: Created from NRE
- PO Close Comments:
- PO Close Date:
- Total: 991236.00
- Tax Exempt:

At the bottom, a row of action buttons is shown: Change Est Dt, Close PO, Receive PO (highlighted with a red circle), Change Order, Save PO, Email PO, and Print PO. A Quick Links sidebar on the right contains Attachments(0) and List of Change Orders.

On the next screen, input all the required information and click on the “Create Signoff” button. This will create an approver chain for the sign-off.

Project Type : Energy Mgmt  
Contractor / Vendor : Certified Building Systems  
Project Manager :  
Project Start Date : 2/10/2014  
Inspection Date :  
Project/Draw Completion Dt : 3/20/2014  
Percentage Of Completion : 0  
Claim Hold Back:

**Inspection Items ( tick if complete )**

- Installation Complete
- Check all deficiencies
- Clean up of all debris, excess material, packing, tools, equipment etc.
- Walk-through with the site lead.

**Building Permit**

- Yes
- No
- Building Permit Closure.

Project Manager's Comments:

Create SignOff

The Sign-Off then needs to be fully approved before the PO is received from it.

## Approving a Sign-Off

When the Sign-Off is created and waiting for your approval, it will show up under the "My Approval" tab.

PO	Vendor	Total Amount	Expense Type	Created Date	Date	Created By	Description	Status
60717	c_certif - Certified Building Systems	\$991,236.00	Energy Mgmt	2/10/2014	3/20/2014	rreynold	Proceed with mechanical equipment installation 3300 Bloor Street. Four magnetic bearing chillers and two cooling towers for site.	Partially Received

From this screen, you can click on the PO link to go to the approval screen. You can enter comments if you have any and click on "Submit" button to approve the Sign-Off. When the Sign-Off is fully approved, the PO is automatically received for the percentage the Sign-Off is approved for.

Clean up of all debris, excess material, packing, tools, equipment etc.

Walk-through with the site lead.

**Building Permit**

Yes

No

Building Permit Closure.

Project Manager's Comments:

test

[Create SignOff](#)

Status: Pending Approval

Name	Dates	Status	Comment
Greg Willis		Pending	
Richard Billany		Pending	

Action: [Approve](#)

Comments:

[Submit](#)

## Receiving a PO

Only the fully approved or partially received and Open POs can be received. To receive a PO, click on the “Receive PO” button on the PO review page or click on the “Rcv/Unrcv PO” tab on the top of the page.

The screenshot displays the eNTS PO review interface. At the top, a navigation bar includes tabs for 'Search PO', 'Create PO', 'Quick PO', 'My Approvals', 'Rcv/Unrcv PO' (circled in red), 'My Account', and 'Log Out'. The main form area contains the following fields:

- Vendor \***: c\_certif
- Name**: Certified Building Systems
- Address**: 5650 Tomken Road , Unit 11 , Mississauga
- Expense Type: \***: Energy Mgmt
- Order Date: \***: 2/10/2014
- Est Completion Dt: \* [?]**: 3/20/2014
- Hold Back%**: 10.0000
- Consultant Req'd**:
- Sat Dec Req'd**:
- Status**: Partially Received
- PO#**: 60717
- Parent PO#**:
- Print On PO:**
- Description: \***: Proceed with mechanical equipment installation 3300 Bloor Street. Four magnetic bearing chillers and two
- Comments**: Created from NRE
- PO Close Comments:**
- PO Close Date:**
- Total**: 991236.00
- Tax Exempt**:

At the bottom, a row of action buttons is visible: 'Change Est Dt', 'Close PO', 'Receive PO' (circled in red), 'Change Order', 'Save PO', 'Email PO', and 'Print PO'. A 'Quick Links' sidebar on the right contains 'Attachments(0)' and 'List of Change Orders'.

The PO can be fully or partially received based on the amount and the percentage. If you are received a PO based on the percentage, you can select the percentage to be received under the “Quick%”. This will populate all the line items with the percentage you would like to receive the PO for.

Search PO Create PO Quick PO My Approvals Rcv/Unrcv PO My Account Log Out

Vendor \* c\_soluco

Name: Solucore Elevator Solutions

Address: 2 Robert Speck Parkway , Suite 750 , Mississauga

Expense Type: \* Pre Acquisition Cost

Order Date: \* 3/6/2013

Hold Back% 0

Status: Fully Approved

Print On PO:

Description: \* 191 Silvercreek, 607 & 611 Heritage, 550 Westmount

Comments:

Total: 1487.08

Tax Exempt

Quick % 100 Estimate Completion Dt: \* [?] 3/6/2013

Claim HoldBack

PO	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	Amount	Percentage	Rec Date	Rcv/UnRcv
6911	tnreit	MISC	1.00	\$1,316.00	\$1,316.00	Elevator Inspection Report	14000004	0.00	01-01-0001		100	3-3-2014	<input type="checkbox"/>
6911	tnreit		1.00	\$171.08	\$171.08	HST	14000004	0.00	01-01-0001		100	3-3-2014	<input type="checkbox"/>

Receive

You can also receive individual PO lines based on the percentage or amount.

Search PO Create PO Quick PO My Approvals Rcv/Unrcv PO My Account Log Out

Vendor \* c\_soluco

Name: Solucore Elevator Solutions

Address: 2 Robert Speck Parkway , Suite 750 , Mississauga

Expense Type: \* Pre Acquisition Cost

Order Date: \* 3/6/2013

Hold Back% 0

Status: Fully Approved

Print On PO:

Description: \* 191 Silvercreek, 607 & 611 Heritage, 550 Westmount

Comments:

Total: 1487.08

Tax Exempt

Quick % 0 Estimate Completion Dt: \* [?] 3/6/2013

Claim HoldBack

PO	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	Amount	Percentage	Rec Date	Rcv/UnRcv
6911	tnreit	MISC	1.00	\$1,316.00	\$1,316.00	Elevator Inspection Report	14000004	0.00	01-01-0001	1000	0	3-3-2014	<input type="checkbox"/>
6911	tnreit		1.00	\$171.08	\$171.08	HST	14000004	0.00	01-01-0001		10	3-3-2014	<input type="checkbox"/>

Receive

After making your selection, select the line items you would like to receive and click on the "Receive" button.

[Search PO](#) [Create PO](#) [Quick PO](#) [My Approvals](#) [Rcv/Unrcv PO](#) [My Account](#) [Log Out](#)

**Vendor \***  **Print On PO:**

**Name:** Solucore Elevator Solutions **Description: \***

**Address:** 2 Robert Speck Parkway , Suite 750 , Mississauga **Comments:**

**Expense Type: \***   **Total:**

**Order Date: \***   **Tax Exempt**

**Hold Back%**

**Status:** Fully Approved

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**Quick %**   **Estimate Completion Dt: \* [?]**

**Claim HoldBack**

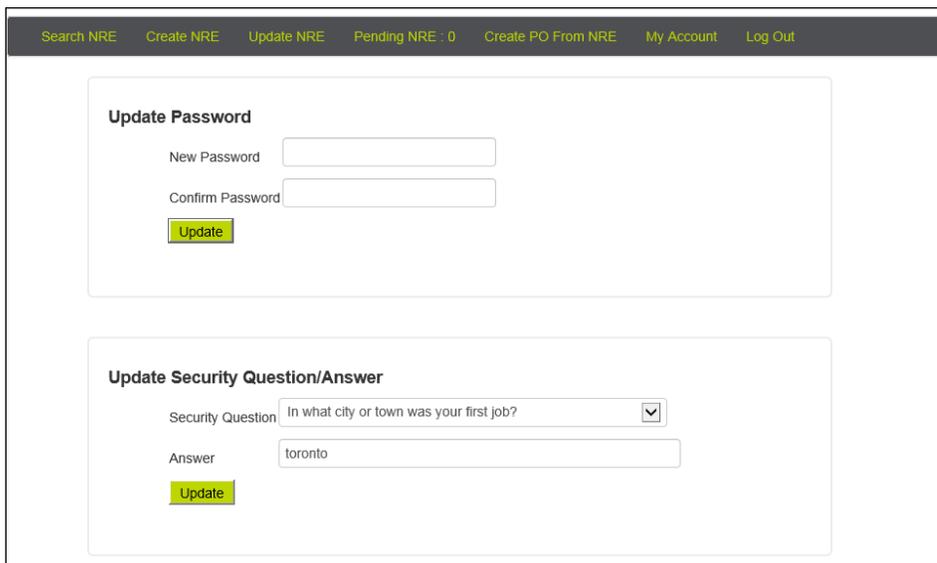
PO	Property	Unit	Qty.	Price	Total	Description	GL	Qty Rec	Dt Rec	Amount	Percentage	Rec Date	Rcv/UnRcv
6911	tnreit	MISC	1.00	\$1,316.00	\$1,316.00	Elevator Inspection Report	14000004	0.00	01-01-0001	<input type="text" value="1000"/>	<input type="text" value="0"/> <input type="text"/>	<input type="text" value="3-3-2014"/>	<input checked="" type="checkbox"/>
6911	tnreit		1.00	\$171.08	\$171.08	HST	14000004	0.00	01-01-0001	<input type="text"/>	<input type="text" value="10"/> <input type="text"/>	<input type="text" value="3-3-2014"/>	<input checked="" type="checkbox"/>

## USER SECURITY

It is recommended that the password is changed periodically to avoid unauthorised access to the application.

### My Account:

You can change your password under the “My Account” tab on the top bar. The security question can also be updated on this screen. The security question is needed to reset your forgotten password.



The screenshot displays the 'My Account' page with a dark navigation bar at the top containing the following links: Search NRE, Create NRE, Update NRE, Pending NRE : 0, Create PO From NRE, My Account, and Log Out. The main content area is divided into two sections:

- Update Password:** This section contains two text input fields labeled 'New Password' and 'Confirm Password', followed by a yellow 'Update' button.
- Update Security Question/Answer:** This section features a dropdown menu for 'Security Question' with the selected option 'In what city or town was your first job?', a text input field for 'Answer' containing the value 'toronto', and a yellow 'Update' button.

### Log Out:

User can log out of the NRE Application by clicking on the “Log Out” tab on the top bar.