



Quick Reference for Consultants

Table of Contents

<i>What is ECMS?</i>	1
<i>How do Consultants Use ECMS?</i>	1
Normal and Modified Selection Processes	1
Sole Source Selection Process	2
Local Selection Process	2
<i>How to Find What You Need</i>	3
<i>Business Partner Registration</i>	4
Register as ECMS Business Partner	4
Download Hardcopy Business Partner Registration Form	5
Change Legal Address	5
Change Mailing Address	5
Create ECMS Users	6
Reset ECMS User Password	7
Reset Administrator Password	7
Change Your Own ECMS Password	7
Change ECMS User Security Group	8
<i>Business Partner Overhead Information</i>	9
Submit	9
View Approval Status	9
Process an Invoice for Overhead Adjustment	9
<i>Consultant Qualifications Package</i>	10
Download Templates for	10
Create Annual (Consultant Qualifications)	10
Attach Files To	10
Submit Annual (Consultant Qualifications)	10
Find Qualified DBE, MBE, WBE Subs	10
Search for Subs by Services or Location	11
Update	11
<i>Employee Roster</i>	12
Create General Employee Roster	12
Add Employee	12
Update Employee Rate	12



Create an Additional Rate for an Existing Employee	12
Update Employee Information	13
Create an Agreement Specific Employee Roster	13
<i>Advertisements</i>	<i>14</i>
To View Upcoming Advertisement:	14
To View Current Advertisements:	14
To Respond (send a Statement of Interest) to an Advertisement:	14
<i>Statement (Letter) of Interest</i>	<i>15</i>
Create & Submit Statement of Interest	15
Edit Draft Statement of Interest	16
Delete Statement of Interest	17
<i>Selection Results – Shortlist and Final Ranking</i>	<i>18</i>
View Shortlist Results	18
View Final Ranking Results	18
<i>Technical Proposal</i>	<i>19</i>
Create Draft	19
Submit Technical Proposal	20
Create Consultant Hierarchy	21
Review Report for Submitted Technical Proposal	22
<i>Price Proposal</i>	<i>23</i>
Create Price Proposal	23
Create Cost Factors	23
Create Escalation Information	23
Create Project Team	24
Create Other Costs	24
Create Labor Tasks	24
Edit Price Proposal	26
Submit Price Proposal	26
View Price Proposal Report	27
<i>Invoicing</i>	<i>28</i>
Getting Ready to Invoice:	28
Request Invoice Mailbox	28
Activate Invoice Mailbox	29
Download Desktop Invoice Entry Application	29
Request Invoice Template	30

Retrieve Invoice Template	30
Enter Invoice Data	31
Submit Invoice	31
View Invoice and Payment Status	31
Approve Subconsultant Invoice as Prime	33
Reject Subconsultant Invoice as Prime	33
View To Date Invoice Reports	33
Search for Invoice	34
<i>Work Orders and Supplements</i>	<i>35</i>
<i>Consultant Evaluations</i>	<i>36</i>
View	36
Submit Comments	36



What is ECMS?

The Engineering and Construction Management System (ECMS) provides web-based applications with near real-time processing in support of Consultant Selection, Consultant Agreement Generation, and Consultant Invoicing. Future releases of ECMS will also include Contractor pages and applications that will automate the Bid Advertisement, Bid Submission, and Contract Award/Execution processes.

How do Consultants Use ECMS?

As a candidate for consultant selection, your firm must be a 'qualified' business partner and must perform certain steps in order to participate in the selection process. ECMS supports four selection process types: Normal and Modified (most common), Sole Source, and Local. The process flow for each type is outlined below. Steps consultants must perform appear in **bold**.

Normal and Modified Selection Processes

An agreement with a normal selection process follows the full processing lifecycle within ECMS. The steps are outlined below:

1. PENNDOT posts the planned project on web.
2. PENNDOT advertises the project on the web.
3. Consultants submit statements of interest.
4. PENNDOT creates a shortlist of interested consultants based on pre-defined criteria.



Note

The "Modified" selection process follows the same steps as outlined here, except that there is no shortlisting step. Instead, the Final Ranking is created directly from the Statements of Interest.

5. PENNDOT publishes Scope of Work on web. PENNDOT also prepares a Department Estimate, which serves as the benchmark for negotiations between the Department and the consultant.



6. The shortlisted consultants respond to the Scope of Work with Technical Proposals.
7. PENNDOT creates the Final Ranking from the shortlisted consultants.
8. The number one ranked firm submits their Price Proposal and revised Technical Proposal (if necessary) to PENNDOT.
9. When both parties agree to the scope of work and the price, the agreement is executed and becomes a Legal Agreement.

Sole Source Selection Process

In the Sole Source selection process, there is no planned project or advertisement posted on the web. PENNDOT chooses the consultant and asks them to submit a Technical and Price Proposal based on the Scope of Work PENNDOT has defined.

Local Selection Process

In the Local selection process, the agreement is between a municipality (the local organization) and the consultant; although PENNDOT may assist with the consultant selection and negotiations if requested to do so by the local organization.





How to Find What You Need

This Quick Reference gives basic steps for many of the functions performed by Consultants in ECMS.

Information is arranged by category (for example, Business Partner Registration, Employee Roster, Advertisements) in Business Process order, then by task in process-flow order. For example, under the category **Advertisements**, **To View Upcoming Advertisements** comes before **To View Current Advertisements**. The category and task names appear as they do in the previous sentence.

Other formatting conventions include the following:

Step	1. Numbered under each task
Navigation Bar Option	Bold print
Link	<u>Underlined</u>
BUTTON	ALL CAPS
Tip	 Tip
Note	 Note



Business Partner Registration

Register as ECMS Business Partner

1. Access the ECMS Website (<http://www.dot.state.pa.us>). Click on *Doing Business With PENNDOT*, then click the ECMS link.
2. Select Click here to enter the ECMS systems.
3. You can key in the address above or go to the PENNDOT Home Page and click on Doing Business with PENNDOT
4. From the ECMS Home Page, click **Business Partner** and select **Registration**.
5. On the ECMS Business Partner Registration home page, download or print the Adobe Acrobat (.pdf) file. This is a hardcopy of the ECMS Business Partner Registration form. (Complete the hardcopy form off-line and submit it to PENNDOT.)
6. Click the Register button.
7. Complete all tabs on the Business Partner Registration screen.



Note

The Authorized Signatory tab refers to the person who signed the hardcopy of the *Agreement to Authorize Electronic Access to PENNDOT Systems* (Business Partner Registration Form) on the firm's behalf. The hardcopy Business Partner Registration form must be received within 45 days of your online registration

8. Click the SUBMIT button. An email notification is generated and sent to the ECMD Registrar. Once the hardcopy is received, the ECMD Registrar can approve the registration. On approval, a Business Partner ID is assigned and an ECMS Administrator User.



Download Hardcopy Business Partner Registration Form

User: Public

Navigation: Business Partner>Registration

1. From the ECMS Business Partner Registration home page, right-click the Adobe .pdf file.
2. Select Print Target from the pop-up menu. The document prints to your default printer.

Change Legal Address

1. Only PENNDOT personnel can change the business partner's Legal Address on ECMS.
2. The business partner must request the change in writing using the Business Partner Registration form, which can be downloaded from the Business Partner home page (See *Download Hardcopy Business Partner Registration Form.*)



Note

The Business Partner home page also contains the mailing address for the Bureau of Design, Engineering and Computing Management Division, where the form should be mailed when completed.

Change Mailing Address

1. The Business Partner Administrator can change the business partner's mailing address online using ECMS.
2. Log into ECMS as the BP Administrator.
3. From the navigation bar, click **Business Partner**, followed by **Business Partner Info**.
4. On the Business Partner Registration home page, click the Business Partner Name link. The Business Partner Registration screen appears.
5. Click EDIT to switch the screen from "read" to "edit" mode.
6. Click the Mailing Address tab.
7. Make the necessary changes to the current information.
8. Click SAVE&EXIT.



Create ECMS Users

User: BP Administrator

Navigation: Administration>Application Security

1. From the Application Security home page, click [Create User](#).
2. Enter the first name, middle initial, last name, and suffix (if applicable) in the User Name field.

This is the Domino user name that will appear in all user-lists within the system, as well as in any Created By field associated with this user.



Note The Domino user name cannot be duplicated. This means that if your firm has two Robert A Smiths, they must be distinguished. For example, you could use the Suffix field to create Robert A. Smith 1 and Robert A Smith 2.

-
3. Complete the contact information as required. The email address that you list here will be used to send any system-generated notices to this user.
 4. Enter a user ID and password for this user. The User ID must be at least 8 characters and the password must be at least 6 characters which must contain at least one letter and one number. The user will be prompted to change the password the first time they log into ECMS.
 5. Click the plus sign to expand the ECMSBP Security Groups list.
 6. Select a security group for this user.
 7. Click SAVE&EXIT.



Reset ECMS User Password

User: BP Administrator

Navigation: Administration>Application Security

1. From the ECMS Application Security home page, click [User Maintenance](#).
2. Locate the user whose password you want to reset and click the Edit icon.
3. Click the CHANGE PASSWORD button.
4. Enter new password in the Enter and Confirm fields. Click the SAVE & EXIT button.

Reset Administrator Password

User: BP Administrator

Navigation: Administration>Application Security

1. BP Administrator must call the PENNDOT help desk to reset the password.

Change Your Own ECMS Password

User: ECMS User

Navigation: Administration>Application Security

1. From the ECMS Application Security home page, click [Change User Password](#).
2. Enter new password in the Enter and Confirm fields. Click the SAVE & EXIT button.



Change ECMS User Security Group

User: BP Administrator

Navigation: Administration>Application Security

1. From the ECMS Application Security home page, click User Maintenance.
2. Locate the user whose password you want to reset and click the Edit icon.
3. Click ECMSBP Security Groups:.
4. Select the security groups for this user.
5. Click the SAVE & EXIT button.



Business Partner Overhead Information

Submit

1. Log into ECMS as a Principal or Financial Officer.
2. From the ECMS navigation bar, click **Consultant Services**, then **Overhead Information**.
3. Click Create Overhead Information.
4. Complete overhead data, then click SUBMIT.



When you submit your overhead info, an email is generated and sent to the CAD Audit Officer. The overhead info you submitted remains in "Pending" status (and is not used for system processing) until it is approved.

View Approval Status

1. Log into ECMS as a Principal or Financial Officer.
2. From the ECMS navigation bar, click **Consultant Services**, then **Overhead Information**.
3. The Overhead Information home page is displayed.

Process an Invoice for Overhead Adjustment

1. Follow the steps to Request Invoice Template.
2. For Invoice Type, select Overhead Adjustment.
3. On the invoice template, enter the tracking number and dollar adjustment on the Overhead Rate Change tab. Also indicate whether the dollar adjustment is the same as PENNDOT's report; if not, enter an explanation for the discrepancy.
4. If desired, enter comments on the Comments tab.
5. Follow the steps to *Submit an Invoice*.



Consultant Qualifications Package

Download Templates for

1. From the ECMS Consultant Qualifications home page, click the [Download Templates](#) link.
2. Right-click on the icon for the file you want to download.
3. Choose **Save Target As...** from the pop-up window.
4. Navigate to the folder you want to store the template then click the SAVE button.
5. Repeat steps 1-4 for all the templates.

Create Annual (Consultant Qualifications)

1. From the ECMS Consultant Qualifications home page, click the [Create Consultant Qualifications Package](#) link.
2. Complete all required fields.

Attach Files To

1. From the Consultant Qualifications screen, click the BROWSE button by the General_Information.rtf field.
2. Navigate to the location where the General Information file is stored, select the file name and click the OPEN button.
3. Repeat steps 1-2 until all 4 files are attached.



Files must be saved in Rich Text Format (.rtf).

The correct filename for each attachment is displayed in dark red below each file attachment control.

Submit Annual (Consultant Qualifications)

1. After all fields are filled in and all files are attached, click the SUBMIT button.

Find Qualified DBE, MBE, WBE Subs

1. From the ECMS Consultant Qualifications home page, click the [Consultant Qualifications Packages by Certification](#) link.

*Quick
Reference*
for Consultants



Search for Subs by Services or Location

1. From the ECMS Consultant Qualifications home page, click the [Consultant Qualifications Packages by Services](#) link.
2. From the ECMS Consultant Qualifications home page, click the [Consultant Qualifications Packages by Location](#) link.

Update

1. From the ECMS Consultant Qualifications home page, click the [Create Consultant Qualifications Package](#) link.
2. Complete all required fields.
3. Attach all files (for directions, see Attach Files To topic).
4. Click the SUBMIT button.

*Quick
Reference*
for Consultants



Employee Roster

Create General Employee Roster

1. Select **Roster Maintenance** from the Consultant Services option.
2. Click ADD EMPLOYEE button.

Add Employee

1. From the Roster Maintenance screen, click the ADD EMPLOYEE button.
2. Complete all required fields.
3. Click SAVE & EXIT.

Update Employee Rate

1. Select **Roster Maintenance** from the Consultant Services option.
2. Click the VIEW button beside the employee you want to update the rate.
3. Click the UPDATE RATE button.
4. Complete required field and click the SAVE & EXIT button.



Note

If you are updating this record after the Original Effective Start Date has passed, you will have to change the Effective Start Date so it is equal to or greater than the current date.

Create an Additional Rate for an Existing Employee

1. Select **Roster Maintenance** from the Consultant Services option.
2. Click the VIEW button beside the employee for which you want to add a rate.
3. Click the ADDTL RATE button.
4. Complete required fields.
5. Click the SAVE & EXIT button.



Update Employee Information

1. Select **Roster Maintenance** from the Consultant Services option.
2. Click the VIEW button beside the employee you want to update.
3. Make changes and click the SAVE button.

Create an Agreement Specific Employee Roster

1. Select **Roster Maintenance** from the Consultant Services option.
2. Click the ADD EMPLOYEE button.
3. Complete all required fields. For the *General Roster* or *Agreement number* field, select the Agreement number radio button and enter the agreement number.
4. Click the SAVE & EXIT button.



Advertisements

To View Upcoming Advertisement:

1. From ECMS navigation bar click **Consultant Services**, then **Planned Projects**.
2. Select one of the four views
3. Click [hyperlink](#) to open Planned Project text.

To View Current Advertisements:

1. From ECMS navigation bar click **Consultant Services**, then **Advertisements**.
2. View by Construction Inspection or Non-Construction Inspection.
3. Click [hyperlink](#) to open advertisement text.



There are four (4) types of Advertisements: Project Specific (Non-Construction), Project Specific Construction Inspection Services, Open End Engineering and Environment (Non-Construction) and Open End Construction Inspection Services

To Respond (send a Statement of Interest) to an Advertisement:

1. Open text of advertisement to which you want to respond.
2. Click [create and submit a Statement of Interest](#). (You must be in the user group Business Partner Principal or Business Partner Financial Officer.)



Statement (Letter) of Interest

Create & Submit Statement of Interest

1. If you have subconsultants, click the down-arrow button beside the Subconsultant field. Select a subconsultant from the list on the left of the subconsultant window. Click the ADD>>> button. Click the OK button.



Only one subconsultant can be added at a time. Repeat step 4 for additional subconsultants.

2. Enter the services provided by the Subconsultant on the Statement of Interest-Subconsultant screen. Click the SAVE & EXIT button.
3. From the Statement of Interest screen, click the BROWSE button by the Statement_of_Interest.rtf field.
4. Navigate to the location where the Statement of Interest file is stored, select the file name and click the OPEN button.



Files must be saved in Rich Text Format (.rtf).

The correct filename for each attachment is displayed in dark red below each file attachment control.

To minimize file size please ensure that any graphics you insert in your Organization Chart or imbed in your Statement of Interest are first saved as one of the following file types:

- .jpeg
- .gif
- .tiff



When you imbed these file into your RTF file, use Insert Picture from File command, not the Paste command.

Rule of thumb is that all three files should not exceed 3MB. This will ensure that transmission is faster and ECMS will not time out during the transmission.

5. Repeat steps 3-4 until all 3 files are attached.



Use the resumes file from your Consultant Qualifications package for the Resumes.rf file. There are no templates for the Statement of Interest and Organization Chart files.

6. Click the SUBMIT button.



The Advertisement is subject to change without notice until the Statement of Interest Deadline Date has passed.

Edit Draft Statement of Interest

1. Select **Statements of Interest** from the Consultant Services option.
2. Click the Statements of Interest by Agreement Number link.
3. Locate your Agreement number.



There are several ways to locate an agreement. The quickest way is to simply type your agreement number in the Quick Find field at the top of the screen and click the GO button to locate an agreement instantly.

4. When you find your agreement, click on the agreement # link to go to that Statement of Interest.
5. Click the Prime Consultant link.



The Subconsultant cannot view Statements of Interest. Only Prime Consultants can view the Statement of Interest.

6. Click the EDIT button.

Delete Statement of Interest

1. Select **Statements of Interest** from the Consultant Services option.



Business Partners may delete their Statements of Interest in Draft, In Progress or Submitted status any time before the Statement of Interest Deadline Date.

2. Click the Statements of Interest by Agreement Number link.
3. Locate your Agreement number.



There are several ways to locate an agreement. The quickest way is to simply type your agreement number in the Quick Find field at the top of the screen and click the GO button to locate an agreement instantly.

4. When you find your agreement, click on the agreement # link to go to that Statement of Interest.



The Subconsultant cannot view Statements of Interest. Only Prime Consultants can view the Statement of Interest.

5. Click the EDIT button.
6. Click the DELETE button.



The Business Partner Principal, Financial Officer or Project Manager can delete a Statement of Interest until the Statement of Interest Deadline Date. PENNDOT ECMS extracts the Statement of Interest form for Shortlist (Normal Selection) or Final Ranking (Modified Selection) purposes on the Statement of Interest Deadline Date.



Selection Results – Shortlist and Final Ranking

View Shortlist Results

1. From the ECMS Selection Results home page, click one of the following Shortlist views: [Shortlist by Agreement](#), [Shortlist by Approval Date](#) or [Shortlist by Initiating Organization](#).

View Final Ranking Results

1. From the ECMS Selection Results home page, click one of the following Final Ranking views: [Final Ranking by Agreement](#), [Final Ranking by Approval Date](#), [Final Ranking by Initiating Organization](#) or [Final Ranking by CSC Meeting Date](#).



Technical Proposal

To create a Technical Proposal, you must be on the Agreement Team either through short listing (normal), final ranking (modified) or sole source. If you cannot see the Create Technical Proposal link on the agreement Scope of Work, please call your PENNDOT contact.

Create Draft

1. Select **Scope of Work** from the **Consultant Services** option on the Navigation pane.
2. Enter the Agreement # and click the SEARCH button.
3. Click the [Create Technical Proposal](#) link.
4. Click the [Part 1](#) or [Work Order](#) link.
5. Select a Detail Task by clicking on the Task name.
6. Enter details for the Technical Approach and click the SAVE button.
7. Enter the Completion Period (months) in the Completion Period field.

Note

Each Main Task can, but does not have to, have supporting documentation attached. This document will become a permanent part of the Technical Proposal. If you do not have attachments, skip to step 13.

8. Click the ATTACH button.
9. Click the BROWSE button.
10. Find and highlight the filename to be attached.
11. Click the OPEN button.
12. Click the SAVE & EXIT button.
13. When all Detail Tasks have had a Technical Approach entered, and applicable documents have been attached, click the READY TO SUBMIT button.

Note

Each Main Task must be in a Ready to Submit status before the Technical Proposal as a whole can be submitted to PENNDOT.



- Click the MAIN MENU button to return to the Technical Proposal Main Menu.



Each part must be in a "Ready to Submit" status before the SUBMIT TO DEPARTMENT button appears at the bottom of the Technical Proposal Main Menu. Once the button appears you are ready to submit the completed Technical Proposal to PENNDOT.

Submit Technical Proposal

- Select **Technical Proposal** from the Consultant Services option.
- Enter the Agreement # and click the SEARCH button.
- Click the SUBMIT TO DEPARTMENT button.



Once the Technical Proposal is submitted to PENNDOT, it can no longer be edited.



Create Consultant Hierarchy



You must establish your subconsultants in this hierarchy or they will not be able to submit Price Proposals or Invoices.

- Display the Consultant Hierarchy tab.
- If you want to add a subconsultant, click the ADD button to add a subconsultant.
- Double-click on the name you want to add.



Continue to do step 3 until all needed subconsultants are added.

- If a sub is to be under another sub, rather than reporting directly to the Prime, "click and drag" the sub's name and "drop" it on the sub they will be reporting to.
- Click the SAVE button.



The technical proposal due date controls other consultant selection events. These are the guidelines

- As the Prime consultant, you may edit your Technical Proposal anytime up to midnight of the Technical Proposal due date even if you have already submitted it to PENNDOT. ECMS will automatically re-submit your edited Technical Proposal.
- Once the Technical Proposal Due Date has passed, you will only be able to see the Technical Proposal Report.
- As a subconsultant, you may only create and submit your portion of the Price Proposal after the Technical Proposal Due Date has passed.



Review Report for Submitted Technical Proposal

1. Select **Technical Proposal** from the Consultant Services option.
2. Enter the Agreement #. The Supplement/Work Order and/or Amendment numbers can be entered if applicable. Click the SUBMIT button.
3. Click on the Report icon to display the Technical Proposal Report for either the entire agreement (top Report icon), or for an individual part/work order (bottom Report icon).



Price Proposal

Create Price Proposal

1. Select **Technical Proposal** from the Consultant Services option.
2. Enter the Agreement # and click the SEARCH button.
3. Click the Create Price Proposal link.

If you do not see a Create Price Proposal Link, verify the following:

- Are you Final Ranked as the Prime?
- Has the PENNDOT project manager put you on the Agreement Team?
- Are you a sub consultant and the Technical Proposal Due Date has not passed?
- Has the Prime Consultant included you on the Technical Proposal Consultant Hierarchy tab?

Note

What you complete for Price Proposal will depend on the Method of Payment for the agreement or agreement part. Regardless of Method of Payment, always create and save Cost Factors first.

Create Cost Factors

1. Click the Part 1 or Work Order link
2. Select the Cost Factors tab.
3. Enter required information and click the SAVE COST FACTOR button.

Note

When creating Cost Factors for Specific Rate there are four fields that display Specific Rate information. These fields are pre-populated once you enter a Profit Factor and tab off that field.

Create Escalation Information

1. Enter Escalation information.
2. Click the SAVE ESCALATION button.



Create Project Team

1. Select the Project Team tab.
2. Check the box beside each employee that will be active for the agreement.
3. Click the SAVE PROJECT TEAM button.



If there are multiple employees selected who have the same classification their rates are averaged together.

This step also adds the titles listed in the Classifications field to a drop down list that is displayed on the Labor Tasks tab.

Create Other Costs

1. Select the Other Costs tab.
2. Enter a user-defined 3-digit number in the Other Cost ID field based on your company standards. This field is defined for this Part/Work Order.
3. Select the item name from the Other Cost drop-down list. The list was supplied by the CAD Chief and is not editable.
4. Enter the number of units of the item in the # of Units field.
5. Enter the cost per unit (9999999v99 format) in the Cost Per field. The program automatically calculates the total when you tab off the Cost Per field.
6. You must enter information in the Item Calculation Description field to define the unit of work being created.
7. Click the SAVE COST ITEM button.

Create Labor Tasks

1. Select a Detail task.



Selecting a Detail Task adds another tab, Labor Tasks, and positions you on that tab for data entry.

2. Select an Escalation from the drop-down list.



The drop-down list in the Escalation field was populated when you created the Escalation under the Cost Factors tab. If the list is empty, you need to return to the Cost Factors tab screen and create and save an escalation.

3. Click into the Classification cell of the first row of the embedded Classification table. A drop-down list of classifications is displayed. Select a classification from this list. If there is no drop down list available, verify that you have created and saved a Project Team.
4. Enter the estimated number of hours for the designated classification.
5. If applicable, select the checkbox for either OT (Overtime) or HZ (Hazardous zone).
6. Tab to the Total Payroll field. (The program automatically calculates the Total Payroll as the number of hours times the rate, and also includes hazardous and/or overtime rates if applicable).
7. Click the SAVE LABOR TASK button.
8. Continue selecting Detail Tasks, and entering data for each tab.



Edit Price Proposal



Editing can be done after the Price Proposal Due Date and after submission if PENNDOT sends it back to the business partner.

1. Select **Price Proposal** from the Consultant Services option.
2. Enter the Agreement # and click the SEARCH button.
3. Each Part can be edited individually by clicking the Edit link next to it in the Summary Links section. To edit the entire Price Proposal, click the Edit link in the Main Menu Links section.
4. Click on the Part to be edited.
5. Select the Cost Factors tab.
6. Make necessary changes to this or other tabs. Remember to ALWAYS click the SAVE button for whatever tab or screen section you are changing.



As when the Price Proposal was being created, each time a section or tab is SAVED, a confirmation message will be displayed verifying the save was successful

Submit Price Proposal

1. Display the Price Proposal Summary screen for the Part with the status to change. When the data for all tabs has been entered, edited and verified as being complete, click the READY TO SUBMIT button. This will change the status of this part only. The Status on the Summary screen for that part now reflects the status of "Ready to Submit".



Every part must be in a "Ready to Submit" status before the Price Proposal can be submitted to PENNDOT in its entirety.

2. When Price Proposal Main Menu is displayed with all parts or work orders marked "Ready to Submit", click on the SUBMIT TO DEPARTMENT button.



View Price Proposal Report

1. Select **Price Proposal** from the Consultant Services option.
2. Enter the Agreement # and click the SEARCH button.
3. You can view the report for just an individual by clicking the Report icon next to the applicable part. To view the entire report, click the Report icon under the Main Menu Links section of the screen.
4. Click the BACK button to return to the Price Proposal Search Results screen.




Invoicing

Getting Ready to Invoice:


Before you can submit an invoice, you must complete the following steps:


1. Request invoice mailbox. (Requires a 3-week lead time. Invoice mailbox must be activated and password must be changed prior to first use.)
2. Download desktop Invoice Entry application.
3. Request Invoice Template for Agreement/Part.

 **Note** The steps listed here are explained in more detail under separate headings; for example, *Download Desktop Invoice Entry Application*.

Request Invoice Mailbox

1. Log into ECMS as a Principal or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoicing Set-up** option.
3. Click [Request an Invoicing Mailbox](#). Note that this is not the same mailbox as the one through which you receive email notifications from ECMS. This mailbox is strictly used to process ECMS Invoices.

 **Note** If your user ID already has a mailbox request on file, you will not see the Request Mailbox link. Instead, a link will be displayed to allow you to check the status of your mailbox as well as to perform other administrative functions related to your mailbox.

 **Note** PENNDOT's Bureau of Information Systems (BIS) performs the steps involved in fulfilling the mailbox request outside of ECMS. Mailbox requests are completed one time each day. Depending on when your request was received, it may not be fulfilled until the following business day.



Activate Invoice Mailbox

1. Log into ECMS as a Principal or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoicing Set-up** option.
3. Click [Check Mailbox Status](#).
4. Click [Activate Mailbox Status](#).
5. Follow the system prompts to change your password and activate your mailbox. Once your invoice mailbox is in Active status, you can use the mailbox ID and password to request and retrieve invoice templates from ECMS.

Download Desktop Invoice Entry Application


1. Log into ECMS as a Principal or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoicing Set-up** option.
3. Click Download Invoice Application.
4. Follow instructions on download wizard (also available online).
5. Install the application on the appropriate workstations.



Request Invoice Template

1. Log into ECMS as a Principal or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoice Template Request**.
3. Enter Agreement #, Part, From Date, To Date, Invoice Mailbox Name, and Invoice Mailbox Password. Select the Invoice Type (Normal, Audit Adjustment, or Overhead Adjustment).
4. Click the SUBMIT button.

Any errors preventing the processing of the invoice template request are displayed on this screen and may be corrected by returning to the Template Request screen.

 **Note** This screen may also display 'warning' messages, for example, if the prime consultant is submitting a request but already has an in-process invoice for the same Agreement/Part. Warning messages are informational only and do not prevent the fulfillment of the template request.

Retrieve Invoice Template

1. Open the Invoice Entry Application by clicking on the desktop shortcut called 'PENNDOT ECMS Invoice Entry' or by clicking on the Start Menu/Program Files/ECMS/Invoice Entry.
2. Click the CHECK FOR NEW TEMPLATE button.
3. Enter your mailbox name and password and click the OK button.
4. Click the RETRIEVE button.




Enter Invoice Data

1. Open the ECMS Invoice Entry Desktop Application.
2. Open a template already stored in your work folder by clicking the OPEN LOCAL TEMPLATE button. (See Retrieve Invoice Template for instructions on retrieving a recently requested template.)
3. Enter data as required.
4. Click SAVE.
5. Click INVOICE TOTALS to view current totals and to access the Submit function.

Submit Invoice


1. From the Invoice Totals page of the desktop (off-line) application click the SUBMIT button.
2. Enter the mailbox name and password in the Invoice Mailbox Name and Password fields.
3. The system displays a status message to inform you of the file transfer progress.

 **Note** The invoice you entered is available for online viewing shortly after you submit it. To view the invoice as it has been received and processed by ECMS, log in and click the Invoice Inquiry option under Consultant Services on the navigation bar.

View Invoice and Payment Status

1. Log into ECMS as a Principal, Project Manager, or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoice Inquiry**.
3. Select a search method and enter the search criteria.
4. Click SEARCH.

- The Invoice Status is displayed in the resulting Matching Invoices screen. You can link to the invoice details by clicking the VIEW button or by clicking the hyperlink in the Invoice Number column.

Status	Description
Template Created	System has received and fulfilled template request and delivered to Invoice Mailbox of requestor.
Invoice Received	System has received submitted invoice.
Invoice Edited	System has performed edit checks on submitted data, recalculated totals, and attached warnings or errors as necessary.
Supervisor Firm Approved	Subconsultant invoice approved by prime. If invoice is for prime, this is a momentary status assigned for processing purposes.
Prime Invoice Received	Prime invoices receive this status on successful receipt and initial processing. Sub invoices are linked to payment when the corresponding prime invoice is received.
Project Manager Approved	The PENNDOT Project Manager has approved the payment which includes this invoice.
Sent to Comptroller	The approved payment information has been extracted and transmitted to FMIS.
Comptroller Approved	The FMIS Return File indicates the payment has passed FMIS edits.
Scheduled to Pay	The FMIS Return File indicates that Treasury has scheduled a date for the payment to be posted. A Voucher Number and Voucher Date is populated to the Consultant Invoice Status screen.
Actual Paid	The FMIS Return File indicates that Treasury has posted the payment.  Note: This status does not necessarily indicate that the prime has received the payment or forwarded any portion to the prime. It simply means the Treasury has posted the payment.

Approve Subconsultant Invoice as Prime

- Log into ECMS as a Principal, Project Manager, or Financial Officer for the supervising firm.
- From ECMS navigation bar, click **Consultant Services**, then **Invoice Inquiry**.
- Search for subconsultant invoices (See *Search for Invoice*.)
- On the Consultant Invoices Status screen, click REVIEW/APPROVE.



Tip

In ECMS, the function buttons are usually located at the bottom. Use the scroll bar on the right of the window to access the bottom portion of the screen.

Reject Subconsultant Invoice as Prime

- Login to ECMS as the principal or financial officer for the supervising firm and select **Invoice Inquiry** from the **Consultant Services** option.
- Select a search method and enter the search criteria.
- Click the SEARCH button.
- Click the VIEW button in the left column or the Invoice Number link to access the invoice you want to review.
- Click the REVIEW/APPROVE button.
- Click the REJECT button.

View To Date Invoice Reports

- From the Consultant Invoice Status screen click the REVIEW/APPROVE button.



Note

The fields in the Invoice Information section of the screen are identical to those on the Consultant Invoice Status screen. The links below the Invoice Information section allow you to access the Invoice Data Entry Reports

- Click one of the links to view the corresponding Invoice Data Entry Report.



Search for Invoice

1. Login as Principal, Project Manager, or Financial Officer.
2. From ECMS navigation bar, click **Consultant Services**, then **Invoice Inquiry**.
3. Choose Search Method (by Agreement, by Agreement and Part, or by FID).
4. Enter search criteria, for example, Agreement Number.
5. Click SEARCH.
6. From Matching Invoices screen, select hyperlink in the Invoice Number column.



Note

You can only view invoices for your firm or your subconsultant(s).



Work Orders and Supplements

Some projects will require supplements to address scope or time requirements that arise during the life of the project. Open end agreements require Work Orders that define the actual tasks to be completed. In both cases, the consultant is required to submit Technical and Price Proposals.



Consultant Evaluations

View

1. Select **Consultant Evaluations** from the **Consultant Services** option.



Note

You may access the evaluation through the navigation bar or by clicking directly on the link provided in the Consultant's notification email.

2. Click on the [Past Performance Reports](#) link under the services.
3. Click on the blue triangle to expand subsequent evaluation information.



Note

A Consultant will only be able to view their evaluations.

4. Click on the project type link to access the evaluation.

Submit Comments

1. Click the EDIT button on the Consultant Performance Report.
2. Enter Consultant Comments.
3. Click on the SUBMIT COMMENTS button.



Note

If you are not ready to submit comments after entering them click on the SAVE & EXIT button and return at a later time to submit comments.