

## **Exercise #1 Creating a Performance Issue**

You are asked to create a Performance Issue for a specific contractor.

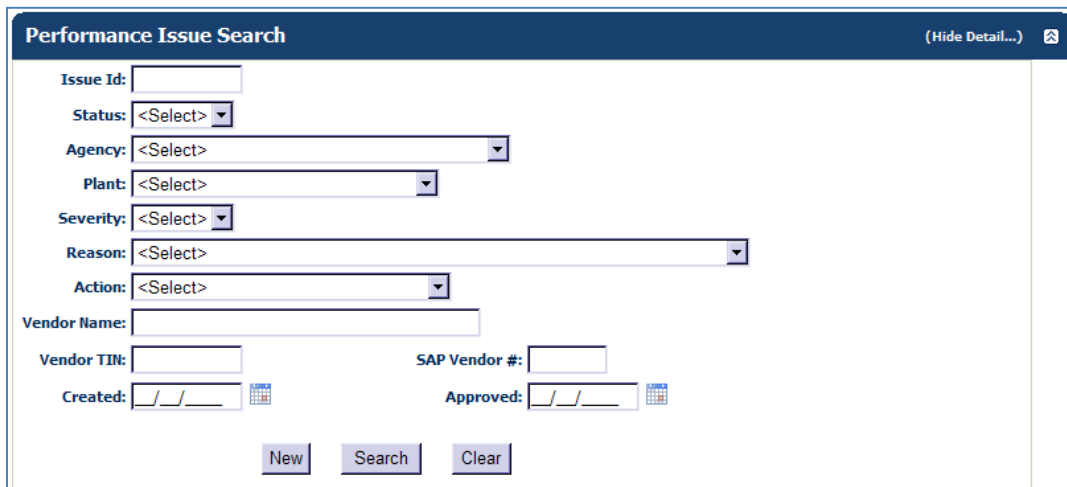
1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Select the **New** button. (The Detail portion of the Performance Issues Search page expands.)
4. Populate the following fields with the applicable information from the dropdown menu:
  - a. *Plant*: **[select your Plant]**
  - b. *Severity*: **High**
  - c. *Reason*: **Damaged items**
  - d. *Action*: **Cure letter/corrective action response**
5. Populate the following fields with the applicable information from the dropdown menu:
  - a. *Plant*: **[select your Plant]**
  - b. *Severity*: **High**
  - c. *Reason*: **Damaged items**
  - d. *Action*: **Cure letter/corrective action response**

6. Enter the following information into the applicable fields:
  - a. *Contract Number*: **4400001234**
  - b. *PO Number*: **4300009876**
  - c. *Contact*: **[enter your name]**
  - d. *Phone*: **[enter your phone number]**
  - e. *Email*: **[enter your email address]**
7. Select the checkbox to verify that you have notified the contractor.
8. Complete the contractor information area by entering **215518** in the *SAP Vendor number* field and then select the **SAP Lookup** button. (The data for the contractor is populated with information stored in SAP.  
  
**Note:** In the real world, if the contractor is not a registered vendor, you will need to manually enter the Contractor information in the appropriate fields. **Vendor TIN, Name, Address, City, State,** and **Zip** are required fields.
9. Enter the following information into the applicable fields:
  - a. *Approver Name*: **[enter the name of your approver]**
  - b. *Approver Email*: **[enter your approver's email address]**
  - c. *Reenter Approver Email*: **[enter your approver's email address]**
  - d. *Sender's Email*: **[enter your email address]**
10. Enter a **Description** of the performance issue: **On August 30, 2012, the vendor damaged the dental equipment during installation.**
11. Select the **Save** button.
12. Record the Issue ID number that automatically generates. \_\_\_\_\_

## **Exercise #1 Creating a Performance Issue**

You are asked to create a Performance Issue for a specific contractor.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** [Performance Issue](#) link from the navigation menu. (The Performance Issue Search form will display.)

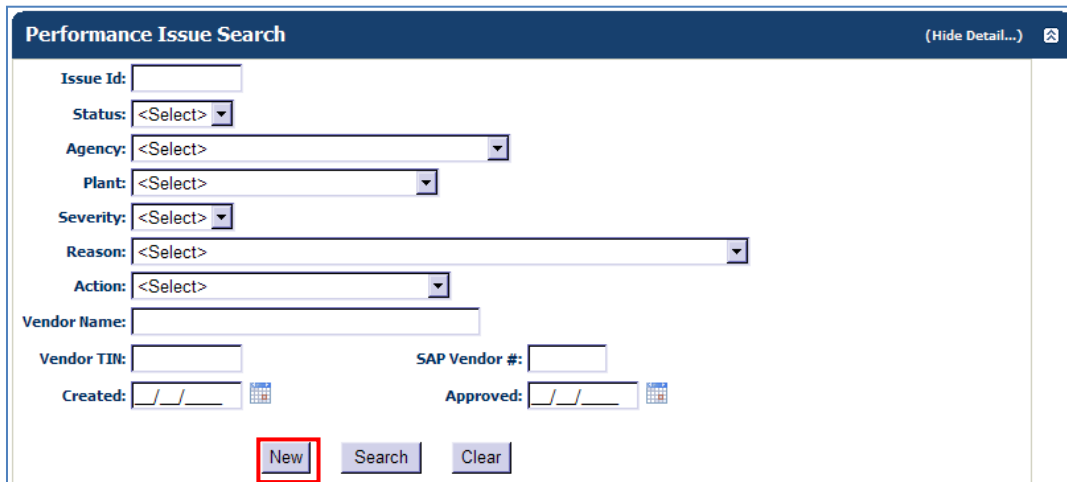


The screenshot shows the 'Performance Issue Search' form. It includes the following fields and controls:

- Issue Id:
- Status:
- Agency:
- Plant:
- Severity:
- Reason:
- Action:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:
- Approved:

At the bottom of the form, there are three buttons: **New**, **Search**, and **Clear**. The **New** button is highlighted with a red box in the second screenshot.

3. Select the **New** button.



This screenshot is identical to the one above, showing the 'Performance Issue Search' form. The **New** button at the bottom is highlighted with a red box, indicating the next step in the process.

4. The Detail portion of the Performance Issues Search page expands.

**Detail**

Issue Id:

Status: Pending

Agency: General Services

Plant: <Select>

Severity: <Select>  \*

Reason: <Select>  \*

Action: <Select>

Other:

Contract Number:  PO Number:

Created: 08/30/2012 By: cwopa\bbooher

Contact:  \*

Phone:  \* Email:  \*

Yes, I have notified the contractor of the performance issue.

SAP Vendor #:

Vendor TIN:  \*

Vendor Name:  \*

Address:  \*

City:  \* State:  \* Zip:  \*

5. Populate the following fields with the applicable information from the dropdown menu:

- a. *Plant*: **[select your Plant]**
- b. *Severity*: **High**
- c. *Reason*: **Damaged items**
- d. *Action*: **Cure letter/corrective action response**

**Detail**

Issue Id:

Status: Pending

Agency: General Services

Plant: <Select>

Severity: High  \*

Reason: Damaged items  \*

Action: Cure letter/Corrective action response

Other:

Contract Number:  PO Number:

Created: 08/30/2012 By: cwopa\bbooher

Contact:  \*

Phone:  \* Email:  \*

Yes, I have notified the contractor of the performance issue.

SAP Vendor #:

Vendor TIN:  \*

Vendor Name:  \*

Address:  \*

City:  \* State:  \* Zip:  \*

6. Enter the following information into the applicable fields:

a. *Contract Number:* **4400001234**

b. *PO Number:* **4300009876**

c. *Contact:* **[enter your name]**

d. *Phone:* **[enter your phone number]**

e. *Email:* **[enter your email address]**

7. Select the checkbox to verify that you have notified the contractor.

Other:

Contract Number:  PO Number:

Created:  By:

Contact:  \*

Phone:  \* Email:  \*

Yes, I have notified the contractor of the performance issue.

8. Complete the contractor information area by entering **215518** in the *SAP Vendor number* field and then select the **SAP Lookup** button.

SAP Vendor #:  ←

Vendor TIN:  \*

Vendor Name:  \*

Address:  \*

City:  \* State:  \* Zip:  \*

→

The data for the contractor is populated with information stored in SAP.

|               |   |  |
|---------------|---|--|
| SAP Vendor #: | <input type="text" value="215518"/>                   | <input type="button" value="SAP Lookup"/>  |
| Vendor TIN:   | <input type="text" value="222546048"/> *              |  |
| Vendor Name:  | <input type="text" value="Shu Dental"/> *             |  |
| Address:      | <input type="text" value="102 West Bridge Street"/> * |  |
|               | <input type="text"/>                                  |  |
| City:         | <input type="text" value="Morrisville"/> *            | State: <input type="text" value="PA"/> * Zip: <input type="text" value="17067"/> * |

**Note:** In the real world, if the contractor is not a registered vendor, you will need to manually enter the Contractor information in the appropriate fields. **Vendor TIN, Name, Address, City, State, and Zip** are required fields.

|               |   |  |
|---------------|---|--|
| SAP Vendor #: | <input type="text"/>                                  | <input type="button" value="SAP Lookup"/>  |
| Vendor TIN:   | <input type="text" value="222546048"/> *              |  |
| Vendor Name:  | <input type="text" value="Shu Dental"/> *             |  |
| Address:      | <input type="text" value="102 West Bridge Street"/> * |  |
|               | <input type="text"/>                                  |  |
| City:         | <input type="text" value="Morrisville"/> *            | State: <input type="text" value="PA"/> * Zip: <input type="text" value="17067"/> * |

9. Enter the following information into the applicable fields:
  - a. Approver Name: **[enter the name of your approver]**
  - b. Approver Email: **[enter your approver's email address]**
  - c. Reenter Approver Email: **[enter your approver's email address]**
  - d. Sender's Email: **[enter your email address]**

|                          |   |
|--------------------------|---|
| <b>Email To Approver</b> |   |
| Approver Name:           | <input type="text" value="Millie Colon"/>   |
| Approver Email:          | <input type="text" value="micolon@pa.gov"/> |
| Reenter Approver Email:  | <input type="text" value="micolon@pa.gov"/> |
| Sender's Email:          | <input type="text" value="bboohar@pa.gov"/> |

10. Enter a **Description** of the performance issue: **On August 30, 2012, the vendor damaged the dental equipment during installation.**
11. Select the **Save** button.

The screenshot shows a software window with three buttons at the top: 'Save' (highlighted with a red box), 'Cancel', and 'Print'. Below the buttons are three tabs: 'Description' (selected), 'Resolution', and 'Attachments'. The 'Description' tab contains a text area with the following text: 'On August 30, 2012, installation of dental equipment was damaged. Additional information to be provided when available.'

12. Record the Issue ID number that automatically generates. \_\_\_\_\_

The screenshot shows a software window with a red header bar that reads 'Update Successful - Approver Email Successfully Sent'. Below this is a 'Detail' section with the following fields:

- Issue Id: 73
- Status: Pending
- Agency: General Services
- Plant: DGS
- Severity: High \*
- Reason: Damaged items \*
- Action: Cure letter/Corrective action response
- Other: (empty text box)

## **Exercise #2 Adding/Deleting Attachments to the Performance Issue**

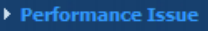
Users with the role of PI Creator have the ability to add/delete files to a Performance Issue in *Pending* status, for the agency. PI Approver has the ability to add/delete files for any Performance Issue with an *Approved* or *Resolved* status.

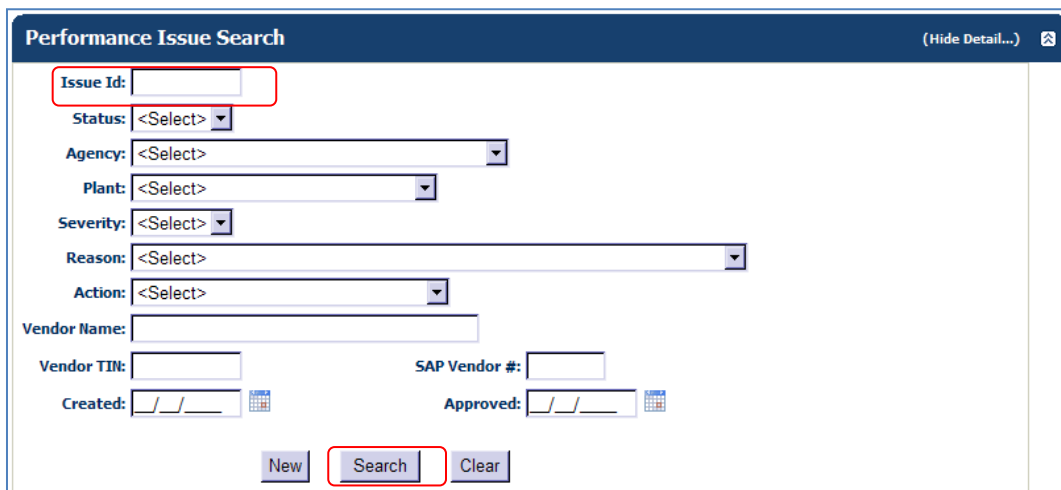
1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Locate the Performance Issue created in Exercise #1 and select the **Search** button.
4. The search results display as in the example below. Select the **Edit** button to open the Performance Issue. Minimize Performance Issue screen.
5. From the desktop open MS Word; create and name document **Status Report**. Save document to the desktop for attaching to the Performance Issue.
6. Maximize the Performance Issue screen and select the *Attachments* tab. The *Attachments* tab displays and does not contain any files. Select the **Add** button.
7. The Upload Attachments dialog box displays. Select the **Browse** button to search and locate the MS Word document that was just created and saved.
8. On the *Choose File to Upload* pop-up, search and locate appropriate file and select the **Open** button.
9. Enter a brief descriptive title for the document. Select the **Continue** button.
10. A message will display confirming that the file was uploaded successfully. The file name automatically converts to a hyperlink.
11. To delete the attachment, select the **Delete** button next to the file to be removed.
12. When the warning displays, select **Continue** to proceed with the deletion; or select **Cancel** to prevent deletion of the Performance Issue and return to the search results.



## **Exercise #2 Adding/Deleting Attachments to the Performance Issue**



Users with the role of PI Creator have the ability to add/delete files to a Performance Issue in *Pending* status, for the agency. PI Approver has the ability to add/delete files for any Performance Issue with an *Approved* or *Resolved* status.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue**  link from the navigation menu. (The Performance Issue Search form will display.)
3. Locate the Performance Issue created in Exercise #1 and select the **Search** button.



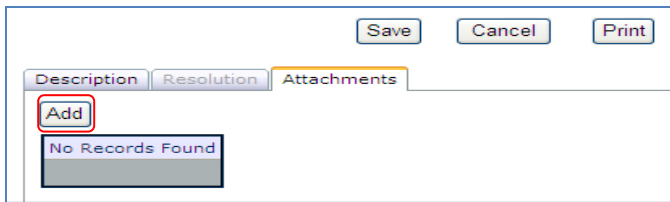
The screenshot shows the 'Performance Issue Search' form. It includes several search criteria: Issue Id (text input, highlighted with a red box), Status (dropdown), Agency (dropdown), Plant (dropdown), Severity (dropdown), Reason (dropdown), Action (dropdown), Vendor Name (text input), Vendor TIN (text input), SAP Vendor # (text input), Created (calendar), and Approved (calendar). At the bottom, there are 'New', 'Search' (highlighted with a red box), and 'Clear' buttons.

4. The search results display as in the example below. Select the **Edit** button to open the Performance Issue. Minimize Performance Issue screen.

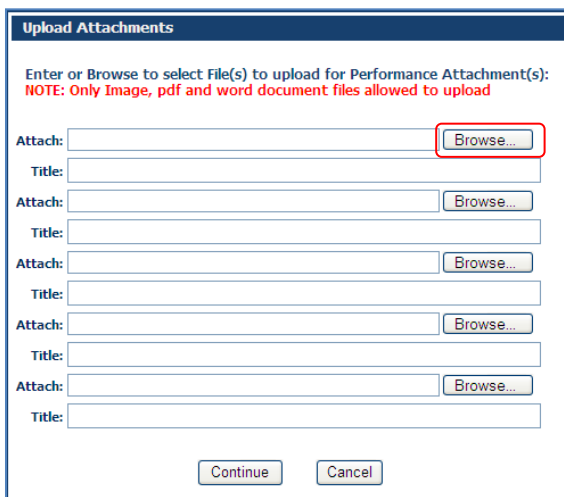
| 1 Performance Issue Search Result   |       |         |               |                  |          |            |           |
|---|-------|---------|---------------|------------------|----------|------------|-----------|
|   | Issue | Status  | Reason        | Agency           | Severity | Vendor     | TIN       |
|  | 72    | Pending | Damaged items | General Services | High     | Shu Dental | 222546048 |
|  |       |         |               |                  |          | Ascending  |           |

5. From the desktop open MS Word; create and name document **Status Report**. Save document to the desktop for attaching to the Performance Issue.

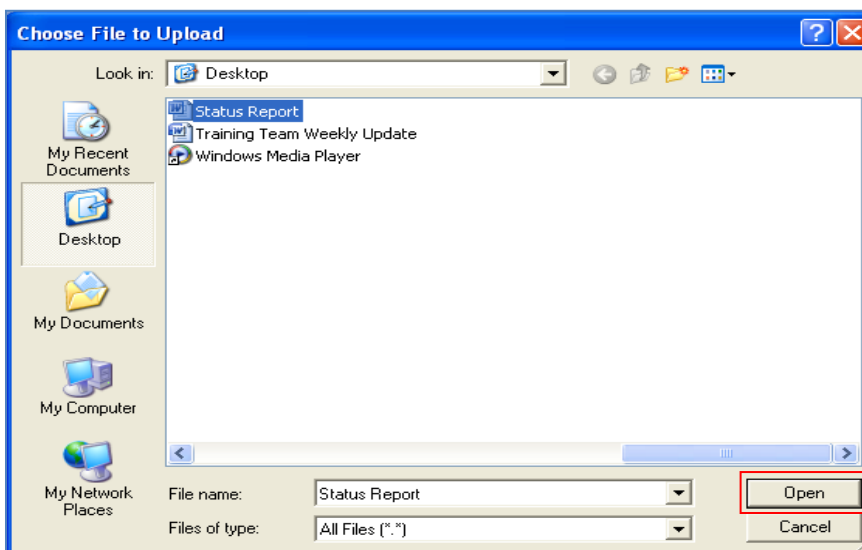
6. Maximize the Performance Issue screen and select the *Attachments* tab. The *Attachments* tab displays and does not contain any files. Select the **Add** button.



7. The Upload Attachments dialog box displays. Select the **Browse** button to search and locate the MS Word document that was just created and saved.



8. On the *Choose File to Upload* pop-up, search and locate appropriate file and select the **Open** button.



9. Enter a brief descriptive title for the document. Select the **Continue** button.

**Upload Attachments**

Enter or Browse to select File(s) to upload for Performance Attachment(s):  
**NOTE: Only Image, pdf and word document files allowed to upload**

Attach: C:\Documents and Settings\bbooyer\Desktop\Status Re Browse...  
Title: Status Report - delays noted

Attach: Browse...  
Title:

Attach: Browse...  
Title:

Attach: Browse...  
Title:

Attach: Browse...  
Title:

Continue Cancel

10. A message will display confirming that the file was uploaded successfully. The file name automatically converts to a hyperlink.

Description Resolution Attachments

Add

|           | Name                              | Uploaded           | Title                        |
|-----------|-----------------------------------|--------------------|------------------------------|
| Delete    | <a href="#">Status Report.doc</a> | 09/04/2012 1:48 PM | Status Report - delays noted |
| Ascending |                                   |                    |                              |

File: Status Report.doc uploaded successfully!

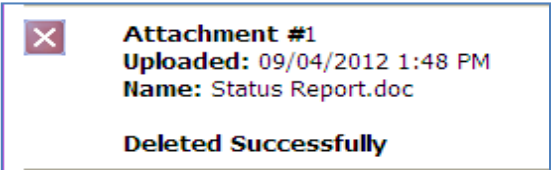
11. To delete the attachment, select the **Delete** button next to the file to be removed.

Description Resolution Attachments

Add

|           | Name                              | Uploaded           | Title                        |
|-----------|-----------------------------------|--------------------|------------------------------|
| Delete    | <a href="#">Status Report.doc</a> | 09/04/2012 1:48 PM | Status Report - delays noted |
| Ascending |                                   |                    |                              |

12. When the warning displays, select **Continue** to proceed with the deletion; or select **Cancel** to prevent deletion of the Performance Issue and return to the search results.



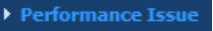
### **Exercise #3 Viewing/Editing a Performance Issue**

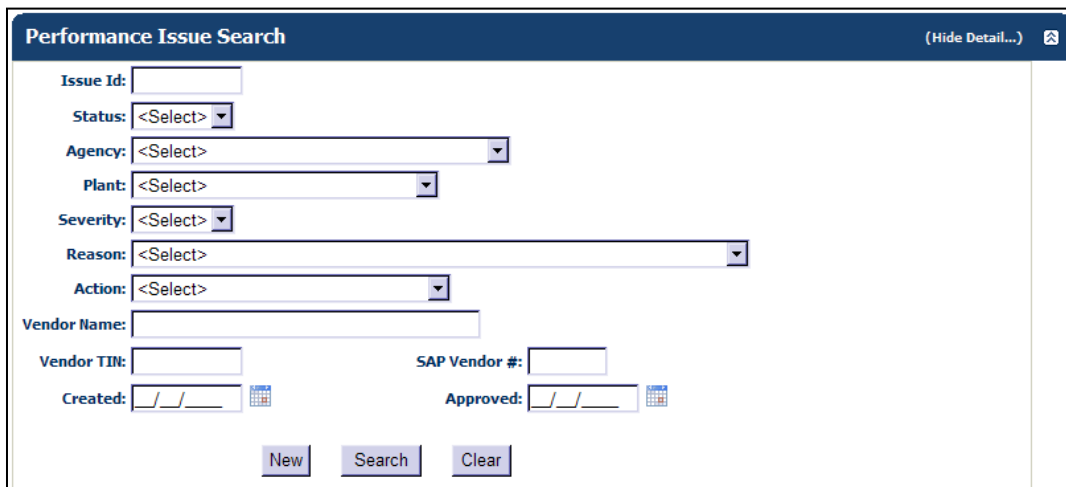
Users with the role of PI Creator have the ability to edit performance issues for their agency with a status of *Pending*.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Locate the Performance Issue created in Exercise #1.  
Enter the desired search criteria. For example: Status (Pending) and Agency (General Services). Select the **Search** button.
4. The search results display. Select the **Edit** button to open the Performance Issue and make edits to the entry as desired.
5. Edit the description to include: *Additional damage was noticed on September 1, 2012.*
6. Select the **Save** button to save the changes to the performance issue or select **Cancel** to return to the Performance Issue search results.
7. If desired, you may select **Print** to display and /or print a saved entry.

### Exercise #3 Viewing/Editing a Performance Issue

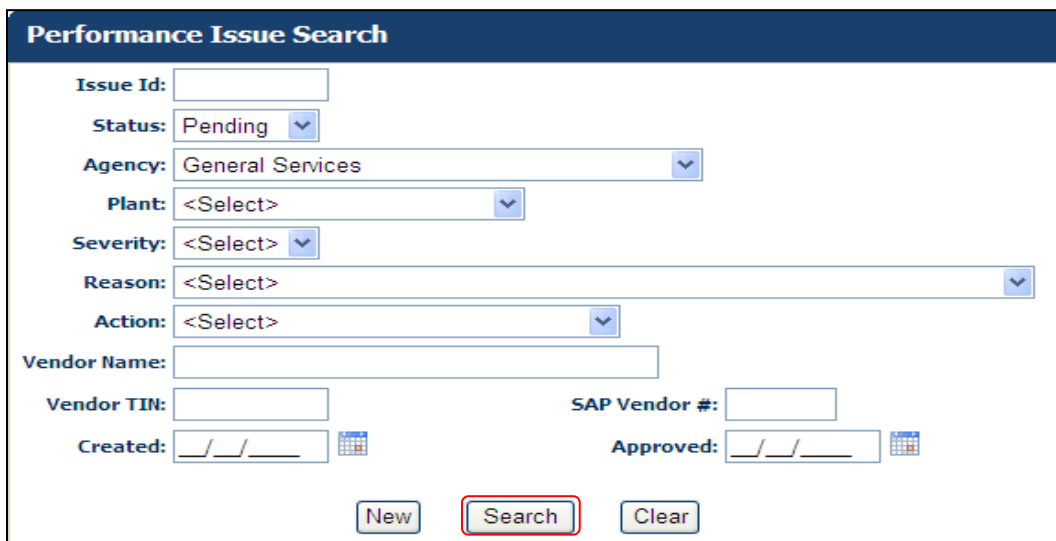
Users with the role of PI Creator have the ability to edit performance issues for their agency with a status of *Pending*.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue**  link from the navigation menu. (The Performance Issue Search form will display.)



The screenshot shows the 'Performance Issue Search' form. It includes the following fields: Issue Id (text input), Status (dropdown menu), Agency (dropdown menu), Plant (dropdown menu), Severity (dropdown menu), Reason (dropdown menu), Action (dropdown menu), Vendor Name (text input), Vendor TIN (text input), SAP Vendor # (text input), Created (calendar icon), and Approved (calendar icon). At the bottom, there are three buttons: 'New', 'Search', and 'Clear'.

3. Locate the Performance Issue created in Exercise #1. Enter the desired search criteria. For example: Status (Pending) and Agency (General Services). Select the **Search** button.



The screenshot shows the 'Performance Issue Search' form with search criteria entered. The Status dropdown is set to 'Pending' and the Agency dropdown is set to 'General Services'. The Search button is highlighted with a red border.

- The search results display. Select the **Edit** button to open the Performance Issue and make edits to the entry as desired.

| 11 Performance Issues Search Result <span style="float: right;">(Hide Detail...)</span> |       |         |   |                  |          |                     |           |
|---|-------|---------|---|------------------|----------|---------------------|-----------|
|   | Issue | Status  | Reason  | Agency           | Severity | Vendor              | TIN       |
| <input type="button" value="Edit"/>   | 29    | Pending | Goods noncompliant with specifications                                    | General Services | Medium   | A R POPPLE INC      | 232838516 |
| <input type="button" value="Edit"/>   | 67    | Pending | Damaged items   | General Services | High     | AFI FOODSERVICE LLC | 221556648 |
| <input type="button" value="Edit"/>   | 54    | Pending | Discrimination in violation of laws or regulations in conduct of business | General Services | High     | ALEX ROOFING INC    | 251358277 |

Example of editing a Pending Performance Issue.

### Detail

**Issue Id:**   
**Status:**   
**Agency:**   
**Plant:**   
**Severity:**  \*  
**Reason:**  \*  
**Action:**   
**Other:**   
**Contract Number:**  **PO Number:**   
**Created:**  **By:**   
**Contact:**  \*  
**Phone:**  \* **Email:**  \*  
 Yes, I have notified the contractor of the performance issue.

**SAP Vendor #:**    
**Vendor TIN:**  \*  
**Vendor Name:**  \*  
**Address:**  \*

5. Edit the description to include: *Additional damage was noticed on September 1, 2012.*
6. Select the **Save** button to save the changes to the performance issue or select **Cancel** to return to the Performance Issue search results.

Approver Email:

Reenter Approver Email:

Sender's Email:

Resolved:  By:

Approved:  By:

Description Resolution Attachments

On August 1st 2010. Road construction Inc. installed guide rail that was damaged. Additional information to be provided when available.

7. If desired, you may select **Print** to display and /or print a saved entry.

[Back To Performance Issue](#)

1 / 1 Main Report

## Performance Issue

Print Date: 8/30/2012

Issue ID : Status : Pending

User Name : cwopalbooher Created : 11/04/2011

Contact : Sam Snead Phone : 7171234567 Email : sam.snead@state.pa.us

### PERFORMANCE ISSUE DETAILS

Agency : General Services Severity : High

Reason : Damaged items

Action : 67

Contract Number : PO Number :

Description :

On August 1st 2010. Road construction Inc. installed guide rail that was damaged. Additional information to be provided when available.

### VENDOR INFORMATION

Name : 221556648




## **Exercise #4 Approving a Performance Issue**

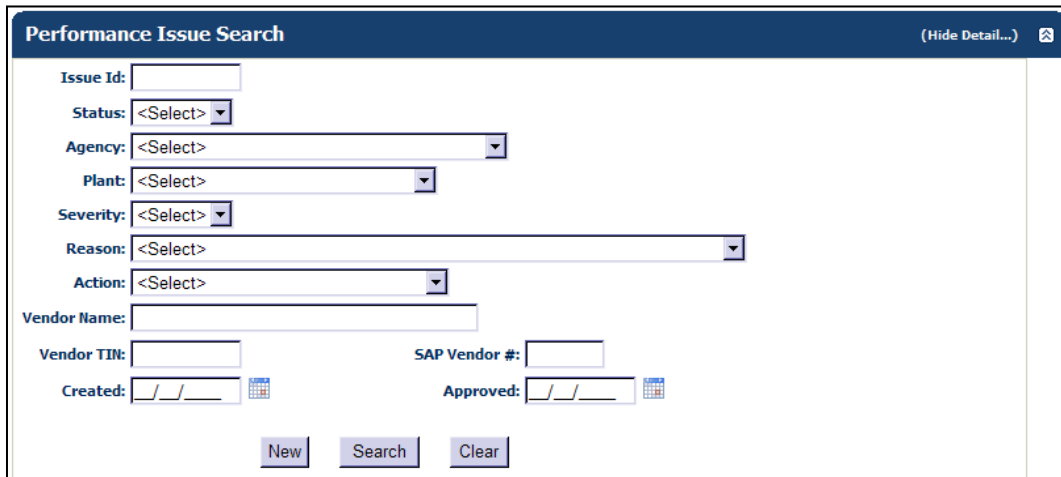
Log in as an Approver. Execute a search. This search should be for a performance issue you wish to approve. The suggested search is to use the issue ID number supplied in the email.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Enter the desired search criteria. For example: Status (Pending) and Issue Id (73). Select the **Search** button.
4. Select the **Edit** button to open the Performance Issue "to be approved". If necessary, make any edits and/or add attachments.
5. Using the dropdown menu, change the **Status** to *Approved*. The system populates today's date in **Approved** and your user ID populates in **By** field.
6. Select the **Save** button. The confirmation message "Update Successful" displays.
7. If the performance issue is for a statewide contract, then the **Status** remains as *Pending*. Select **Send Email to DGS** button. The system sends an email and DGS edits the performance issue and changes the status to **Approved**.
8. Select **Cancel** to return to the Performance Issue search results.



## **Exercise #4 Approving a Performance Issue**

Log in as an Approver. Execute a search. This search should be for a performance issue you wish to approve. The suggested search is to use the issue ID number supplied in the email.

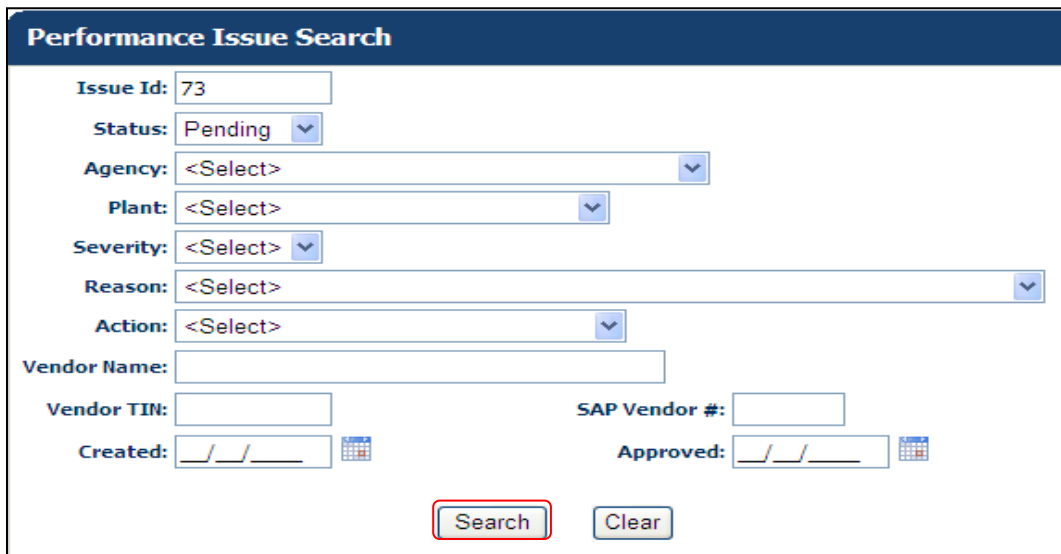
1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue**  link from the navigation menu. (The Performance Issue Search form will display.)





The screenshot shows the 'Performance Issue Search' form. It includes the following fields and controls:

- Issue Id:
- Status:
- Agency:
- Plant:
- Severity:
- Reason:
- Action:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:  
- Approved:  
- Buttons: New, Search, Clear

3. Enter the desired search criteria. For example: Status (Pending) and Issue Id (73). Select the **Search** button.



The screenshot shows the 'Performance Issue Search' form with the following search criteria entered:

- Issue Id: 73
- Status: Pending
- Agency:
- Plant:
- Severity:
- Reason:
- Action:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:  
- Approved:  
- Buttons: Search (highlighted with a red box), Clear

- Select the **Edit** button to open the Performance Issue "to be approved". If necessary, make any edits and/or add attachments.

| 1 Performance Issue Search Result   |                                       |        |         |               |                  |        |                                     |
|-------------------------------------|---------------------------------------|--------|---------|---------------|------------------|--------|-------------------------------------|
|                                     | Issue                                 | Status | Reason  | Agency        | Severity         | Vendor | TIN                                 |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | 73     | Pending | Damaged items | General Services | High   | SHU DENTAL LABORATORY INC 222546048 |
| Ascending                           |                                       |        |         |               |                  |        |                                     |

- Using the dropdown menu, change the **Status** to *Approved*. The system populates today's date in **Approved** and your user ID populates in **By** field.

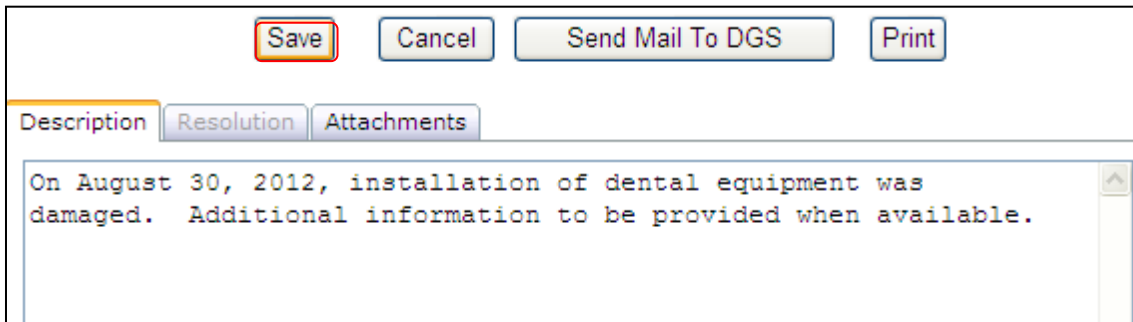
**Detail**

**Issue Id:**   
**Status:**    
**Agency:**    
**Plant:**    
**Severity:**   \*  
**Reason:**   \*  
**Action:**    
**Other:**   
**Contract Number:**  **PO Number:**   
**Created:**  **By:**   
**Contact:**  \*  
**Phone:**  \* **Email:**  \*  
 **Yes, I have notified the contractor of the performance issue.**

---

**Resolved:**  **By:**   
**Approved:**  **By:**

6. Select the **Save** button. The confirmation message "Update Successful" displays.



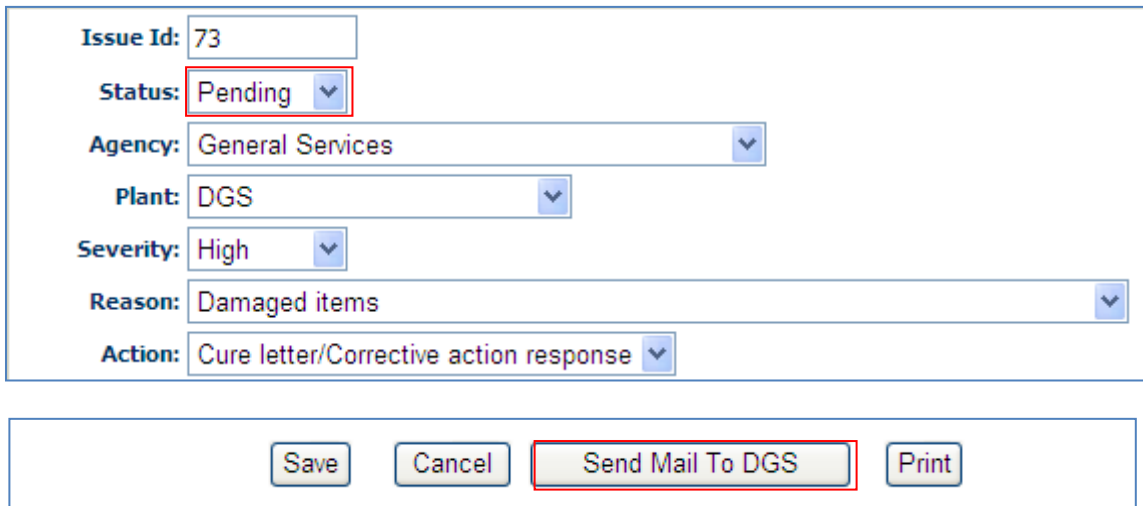
Save Cancel Send Mail To DGS Print

Description Resolution Attachments

On August 30, 2012, installation of dental equipment was damaged. Additional information to be provided when available.



7. If the performance issue is for a statewide contract, then the **Status** remains as *Pending*. Select **Send Email to DGS** button. The system sends an email and DGS edits the performance issue and changes the status to **Approved**.



Issue Id: 73

Status: Pending

Agency: General Services

Plant: DGS

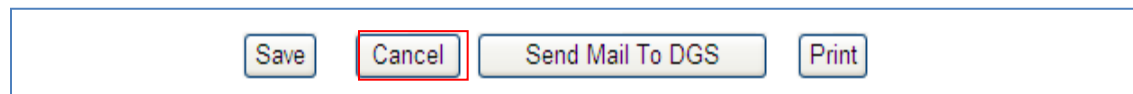
Severity: High

Reason: Damaged items

Action: Cure letter/Corrective action response

Save Cancel Send Mail To DGS Print

8. Select **Cancel** to return to the Performance Issue search results.



Save Cancel Send Mail To DGS Print

## **Exercise #5 Resolving a Performance Issue**

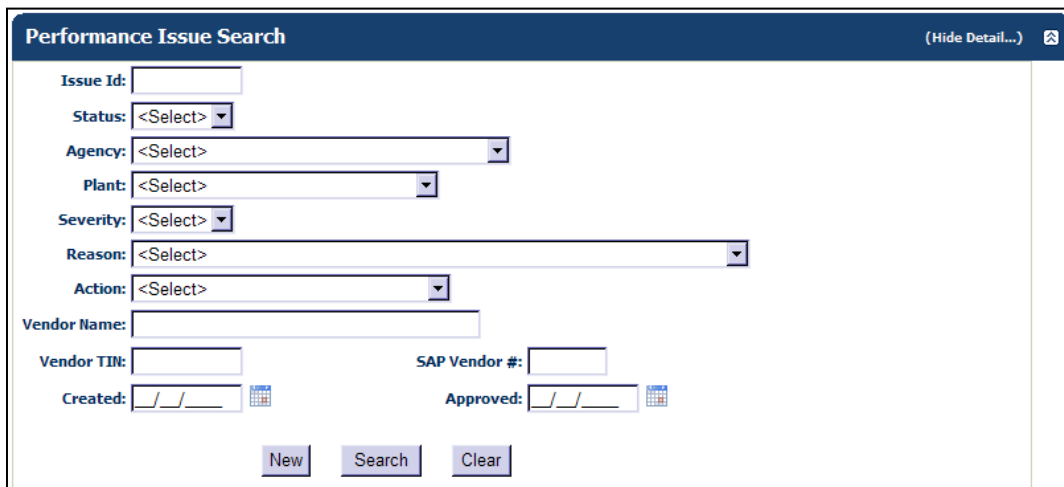
The (PI) Creator must determine if the contractor has corrected the unsatisfactory performance or conduct that led to the entry and notify the (PI) Approver when the status should be changed. Log in as an Approver.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Enter the desired search criteria. For example: Status (Approved) and select the **Search** button.
4. Select the Edit button to open the Performance Issue that will be resolved.
5. Using the dropdown menu, change the **Status** to *Resolved*. The system populates today's date in "Resolved" and your user ID populates the "By" field.
6. Enter a description of the circumstances/actions taken by the contractor to resolve the performance issue in the Resolution text box.
7. Select **Save** to update the Performance Issue; or select **Cancel** to return to the Performance Issue search results.

## **Exercise #5 Resolving a Performance Issue**

The (PI) Creator must determine if the contractor has corrected the unsatisfactory performance or conduct that led to the entry and notify the (PI) Approver when the status should be changed. Log in as an Approver.

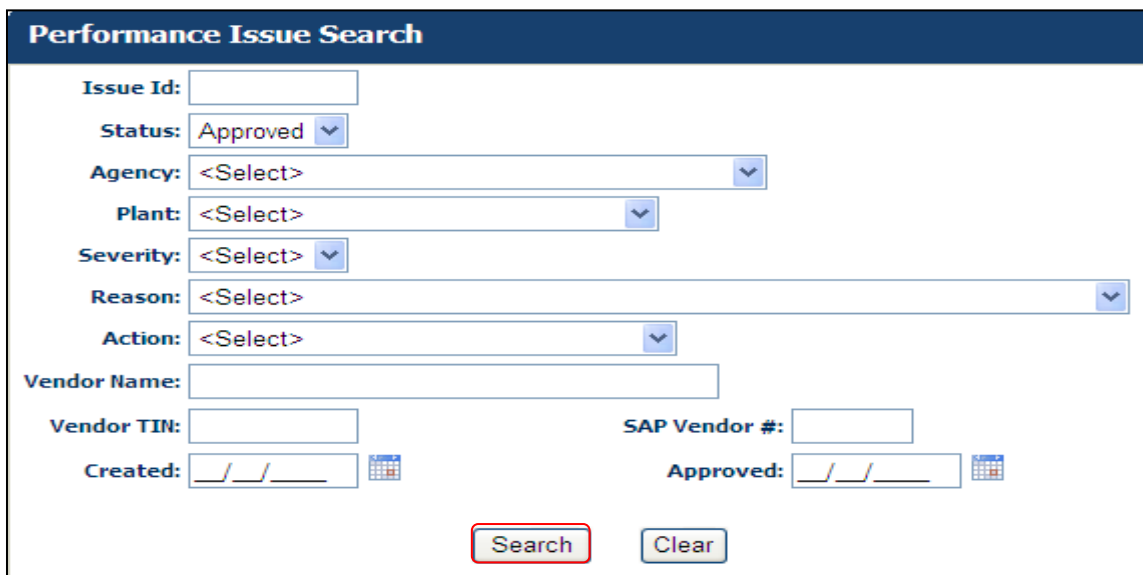
1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** [Performance Issue](#) link from the navigation menu. (The Performance Issue Search form will display.)



The screenshot shows the 'Performance Issue Search' form with the following fields and controls:

- Issue Id:
- Status:
- Agency:
- Plant:
- Severity:
- Reason:
- Action:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:
- Approved:
- Buttons:

3. Enter the desired search criteria. For example: Status (Approved) and select the **Search** button.



The screenshot shows the 'Performance Issue Search' form with the following fields and controls:

- Issue Id:
- Status:
- Agency:
- Plant:
- Severity:
- Reason:
- Action:
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:
- Approved:
- Buttons:

- Select the **Edit** button to open the Performance Issue that will be resolved.

|  |    |          |  |                  |      |                           |           |
|--|----|----------|--|------------------|------|---------------------------|-----------|
| <b>Edit</b>  | 34 | Approved | Being declared in default on prior work or project | General Services | High | Capco Contracting Company | 251710316 |
| Ascending  |    |          |  |                  |      |                           |           |
| Rows: <input type="text" value="10"/> Page: 1 of 4 <input type="button" value="K"/> <input type="button" value="K"/> <input type="button" value="K"/> <input type="button" value="K"/> |    |          |  |                  |      |                           |           |

- Using the dropdown menu, change the **Status** to *Resolved*. The system populates today's date in "Resolved" and your user ID populates the "By" field.

### Detail

Issue Id:

Status:

Agency:

Plant:

Severity:  \*

Reason:  \*

Action:

Other:

Contract Number:  PO Number:

Created:  By:

Contact:  \*

Phone:  \* Email:  \*

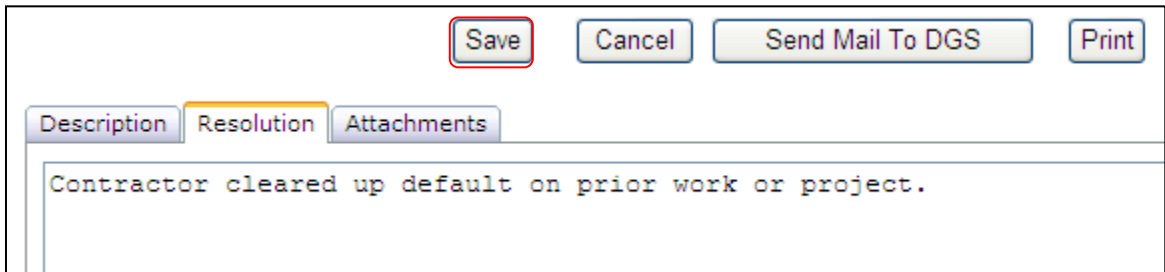
Yes, I have notified the contractor of the performance issue.

---

**Resolved:**  **By:**

**Approved:**  **By:**

6. Enter a description of the circumstances/actions taken by the contractor to resolve the performance issue in the Resolution text box.
7. Select **Save** to update the Performance Issue; or select **Cancel** to return to the Performance Issue search results.



The screenshot shows a software interface with a tabbed menu at the top containing 'Description', 'Resolution', and 'Attachments'. The 'Resolution' tab is selected and highlighted with an orange underline. Below the tabs is a text input field containing the text: "Contractor cleared up default on prior work or project." Above the text field, there are four buttons: 'Save' (highlighted with a red border), 'Cancel', 'Send Mail To DGS', and 'Print'.




## **Exercise #6 Deleting a Performance Issue**

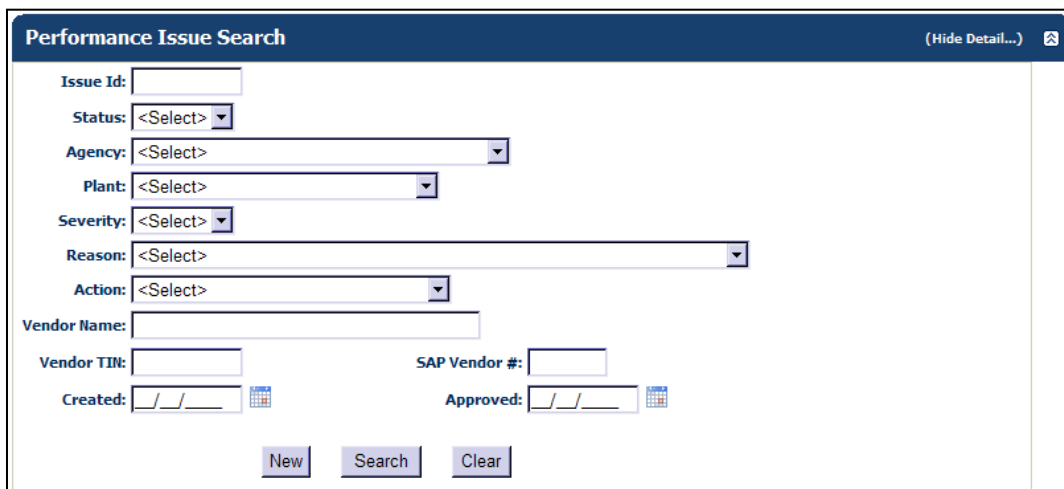
Log in as an Approver.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue** link from the navigation menu. (The Performance Issue Search form will display.)
3. Enter the desired search criteria. For example: Status (Pending) and select the **Search** button.
4. Select the **Delete** button next to the Pending Performance Issue which will not be approved. When the warning displays, select Continue to proceed with the deletion; or Cancel to return to the search results.

## **Exercise #6 Deleting a Performance Issue**

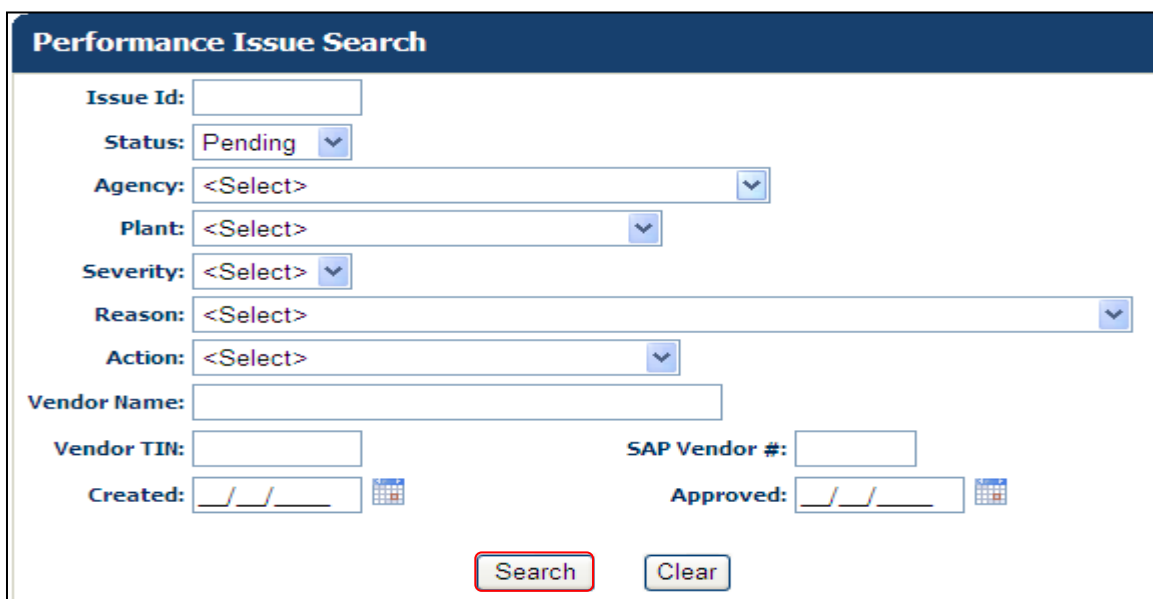
Log in as an Approver.

1. Log into the CRPS beta system website for today's training session:  
<http://www.portal.beta.state.pa.us/portal/server.pt/community/crps/19097>
2. Select the **Performance Issue**  link from the navigation menu. (The Performance Issue Search form will display.)



The screenshot shows the 'Performance Issue Search' form. It includes the following fields: Issue Id (text input), Status (dropdown menu), Agency (dropdown menu), Plant (dropdown menu), Severity (dropdown menu), Reason (dropdown menu), Action (dropdown menu), Vendor Name (text input), Vendor TIN (text input), SAP Vendor # (text input), Created (calendar icon), and Approved (calendar icon). At the bottom, there are three buttons: 'New', 'Search', and 'Clear'.

3. Enter the desired search criteria. For example: Status (Pending) and select the **Search** button.



The screenshot shows the 'Performance Issue Search' form with the 'Status' dropdown menu set to 'Pending'. The 'Search' button is highlighted with a red border. The other fields remain empty.

4. Select the **Delete** button next to the Pending Performance Issue which will not be approved. When the warning displays, select Continue to proceed with the deletion; or Cancel to return to the search results.

| 27 Performance Issues Search Result |                                       |        |         |                                      |                   |        |                           | (Hide Detail...) |
|-------------------------------------|---------------------------------------|--------|---------|--------------------------------------|-------------------|--------|---------------------------|------------------|
|                                     | Issue                                 | Status | Reason  | Agency                               | Severity          | Vendor | TIN                       |                  |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | 76     | Pending | Damaged items                        | General Services  | High   | CLASSIC NAILS AND SPA INC | 260369560        |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | 49     | Pending | Late on delivery/completion schedule | Executive Offices | Medium | Company                   | 123456789        |

**Are you sure you want to delete?**

**Performance Issue:** 76

**Status:** Pending

**Agency:** General Services

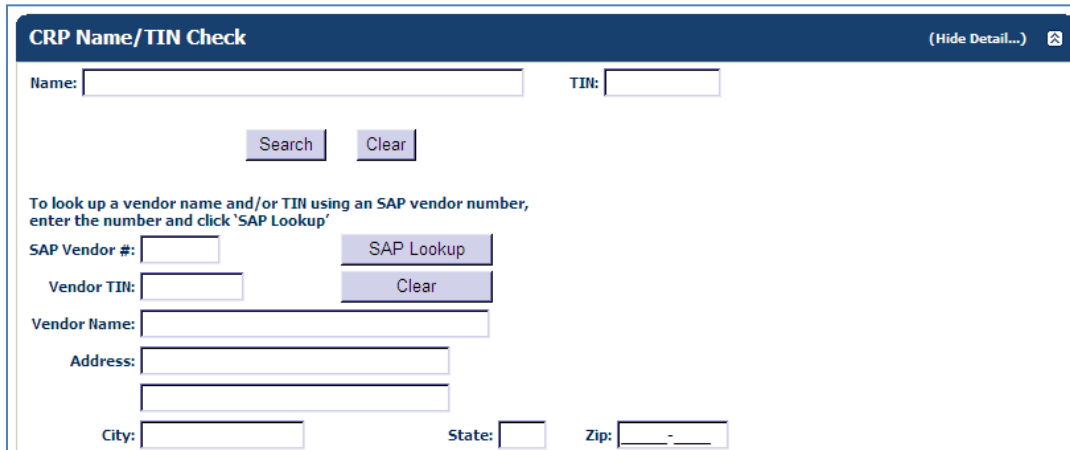
**Vendor:** CLASSIC NAILS AND SPA

## **Exercise #1 Perform a CRP Check, No Records Found**

1. Log into the CRPS production system.
2. Select the **CRP Check** link from the navigation menu. (The CRP Name/TIN Check form will display.)
3. At the top of the form, enter **All Star Shredding LP** in the *Name* field and **141305020** in the *TIN* field.
4. Select the **Search** button.
5. When the CRP Name/TIN Check Results display, review the information.
6. Select the **Print Certification** button.
7. Review the CRP Check Certification form.
8. Select the **Back To CRP Check** link.

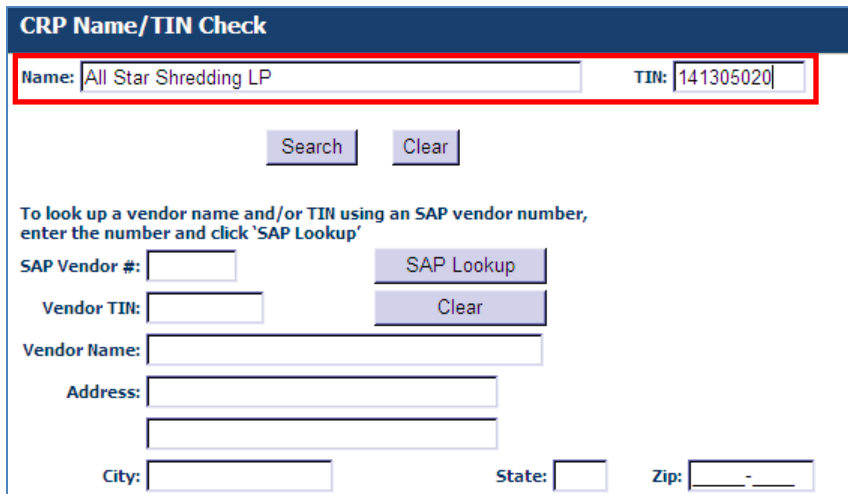
## **Exercise #1 Perform a CRP Check, No Records Found**

1. Log into the CRPS production system.
2. Select the **CRP Check** [▶ CRP Check](#) link from the navigation menu. (The CRP Name/TIN Check form will display.)



The screenshot shows the 'CRP Name/TIN Check' form. At the top, there is a header bar with the title 'CRP Name/TIN Check' and a '(Hide Detail...)' link. Below the header, there are two input fields: 'Name:' and 'TIN:'. Underneath these fields are 'Search' and 'Clear' buttons. A section of text reads: 'To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup''. Below this text are several input fields: 'SAP Vendor #:', 'Vendor TIN:', 'Vendor Name:', 'Address:' (with two stacked lines), 'City:', 'State:', and 'Zip:'. There are also 'SAP Lookup' and 'Clear' buttons next to the 'SAP Vendor #' and 'Vendor TIN' fields respectively.

3. At the top of the form, enter **All Star Shredding LP** in the *Name* field and **141305020** in the *TIN* field.



The screenshot shows the 'CRP Name/TIN Check' form with the 'Name' field containing 'All Star Shredding LP' and the 'TIN' field containing '141305020'. A red rectangular box highlights these two fields. The rest of the form, including the 'Search' and 'Clear' buttons, the 'SAP Vendor #' and 'Vendor TIN' fields with their respective buttons, and the 'Vendor Name', 'Address', 'City', 'State', and 'Zip' fields, remains the same as in the previous screenshot.

4. Select the **Search** button.

The screenshot shows the 'CRP Name/TIN Check' form. The 'Name' field contains 'All Star Shredding LP' and the 'TIN' field contains '141305020'. Below the input fields are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red rectangular box.

5. When the CRP Name/TIN Check Results display, review the information.

The screenshot shows the 'CRP Name/TIN Check' form with search results. The 'Name' field contains 'All Star Shredding LP' and the 'TIN' field contains '141305020'. Below the input fields are three buttons: 'Search', 'Clear', and 'Print Certification'. Below these buttons is a section for 'SAP Vendor #', 'Vendor TIN', and 'Vendor Name' with corresponding input fields and buttons. Below this section are fields for 'Address', 'City', 'State', and 'Zip'. At the bottom, a dark blue bar displays '0 CRP Name/TIN Check Results' with a red arrow pointing to the text. Below this bar, a white box contains the text 'No Records Found', which is highlighted with a red rectangular box.

6. Select the **Print Certification** button.

The screenshot shows the 'CRP Name/TIN Check' form. The 'Name' field contains 'All Star Shredding LP' and the 'TIN' field contains '141305020'. Below the input fields are three buttons: 'Search', 'Clear', and 'Print Certification'. The 'Print Certification' button is highlighted with a red rectangular box.

7. Review the CRP Check Certification form.

[Back To CRP Check](#)

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Main Report

**PA** pennsylvania

**CRP CHECK CERTIFICATION FORM**

---

**Contractor TIN :** \*\*\*\*\*5020

**Contractor Name :** All Star Shredding LP

**User Performing CRP Check :** cwopa\aesheleman

**Results:** No Record(s) Found

---

**CONTRACTOR RESPONSIBILITY CERTIFICATION**

I, the undersigned individual, hereby certify the above-referenced contractor has been determined to be a responsible contractor in accordance with the policies and procedures set forth in *Management Directive 215.9, Contractor Responsibility Program*.

8. Select the **Back To CRP Check** link.

[Back To CRP Check](#)

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Main Report

**PA** pennsylvania

**CRP CHECK CERTIFICATION FORM**

## **Exercise #2 Perform a CRP Check, Obligations Found**

You are asked to perform a CRP Check and are only provided with the supplier's SAP vendor number. During the completion of this exercise, you will need to locate the supplier's Tax ID Number (TIN) and registered Name.

1. Log into the CRPS production system.
2. Select the **CRP Check** link from the navigation menu. (The CRP Name/TIN Check form will display.)
3. In the "SAP Lookup" area, enter **179709** in the *SAP Vendor #* field.
4. Select the **SAP Lookup** button.
5. Using the results, populate the NAME and TIN fields within the Name/TIN Check area.
  - Tip: Use your mouse to highlight the data within the existing field, "drag" it up to the Check area, and "drop" it into the destination field. (The data is copied into the destination field.)
6. Select the **Search** button.
7. When the CRP Name/TIN Check Results display, select the **Detail** button next to item(s).
8. Review the information.
9. Select the **Return To Result** button.



## **Exercise #2 Perform a CRP Check, Obligations Found**

You are asked to perform a CRP Check and are only provided with the supplier's SAP vendor number. During the completion of this exercise, you will need to locate the supplier's Tax ID Number (TIN) and registered Name.

1. Log into the CRPS production system.
2. Select the **CRP Check** [▶ CRP Check](#) link from the navigation menu. (The CRP Name/TIN Check form will display.)

CRP Name/TIN Check (Hide Detail...)

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

City:  State:  Zip:

3. In the "SAP Lookup" area, enter **179709** in the *SAP Vendor #* field.

CRP Name/TIN Check

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #

Vendor TIN:

Vendor Name:

Address:

City:  State:  Zip:

4. Select the **SAP Lookup** button.

The screenshot shows the 'CRP Name/TIN Check' form. At the top, there are input fields for 'Name' and 'TIN', followed by 'Search' and 'Clear' buttons. Below this is a section with the instruction: 'To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup''. This section contains an input field for 'SAP Vendor #' with the value '179709', a highlighted 'SAP Lookup' button, and a 'Clear' button. Below these are input fields for 'Vendor TIN', 'Vendor Name', 'Address', 'City', 'State', and 'Zip'.

5. Using the results, populate the NAME and TIN fields within the Name/TIN Check area.

- Tip: Use your mouse to highlight the data within the existing field, “drag” it up to the Check area, and “drop” it into the destination field. (The data is copied into the destination field.)

This screenshot shows the same form as above, but with data populated. The 'Name' field contains '21ST CENTURY FOODS' and the 'TIN' field contains '232790252'. Red dashed boxes highlight these fields. Red arrows point from the 'SAP Vendor #' field (value: 179709) and the 'SAP Lookup' button to the 'Name' and 'TIN' fields respectively. The 'Vendor TIN' field now contains '232790252', the 'Vendor Name' field contains '21ST CENTURY FOODS', and the 'Address' field contains '386'. The 'City' field contains 'SPRING HOUSE', the 'State' field contains 'PA', and the 'Zip' field contains '19477-0386'.

6. Select the **Search** button.

The screenshot shows the 'CRP Name/TIN Check' form with the 'Name' field containing '21st Century Foods' and the 'TIN' field containing '232790252'. The 'Search' button is highlighted with a red box.

7. When the CRP Name/TIN Check Results display below the form, select the **Detail** button next to item(s).

|        | Type   | Vendor     | TIN                    | Address   | Agency  | Contact | Phone            | Email |
|--------|--------|------------|------------------------|-----------|---------|---------|------------------|-------|
| Detail | Notify | Obligation | 21ST CENTURY FOODS     | 232790252 | Revenue | CSCS    | (717) 783 - 3000 |       |
| Detail | Notify | Obligation | 21ST CENTURY FOODS INC | 232790252 | Revenue | CSCS    | (717) 783 - 3000 |       |

Rows: 5 Page: 1 of 1

8. Review the information.
9. Select the **Return To Result** button.

**Detail**

Vendor Name: 21ST CENTURY FOODS INC      Type Of Block: Obligation

Vendor Address: SPRING HOUSE PA      Begin Date:      End Date:      Agency: Revenue

SAP Vendor ID: 0000133605      Agency: Revenue

TIN: 232790252      SSI:      Contact Information: 7177833000

Contact Person: CSCS

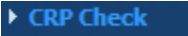
Notification      **Return To Result**

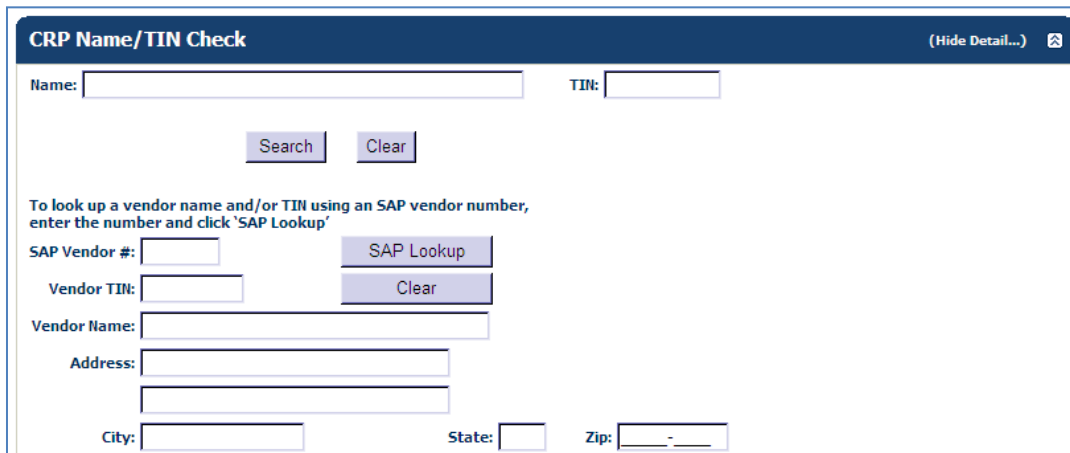
### **Exercise #3 Perform a CRP Check, COPA Suspension Found**

1. Log into the CRPS production system.
2. Select the **CRP Check** link from the navigation menu. (The CRP Name/TIN Check form will display.)
3. At the top of the form, enter **comunale** in the *Name* field and **352165739** in the *TIN* field.
4. Select the **Search** button.
5. When the CRP Name/TIN Check Results display below the form, select the **Detail** button next to item(s).
6. Review the information.
7. Select the **Return To Result** button.
8. Select the **Print Certification** button.
9. Review the information on the form.
10. Select the **Back To CRP Check** link.
11. The CRP Name/TIN Check form re-displays.
12. At the top of the form, enter **rolling scrap tires** in the *Name* field and **341949859** in the *TIN* field.
13. Select the **Search** button.
14. In the CRP Name/TIN Check Results, select the **Detail** button next to item(s).

15. Review the information.
16. Select the ***Return To Result*** button.
17. Highlight the entire name of the Vendor, and then copy it using the right-click button on your mouse.
18. Paste the captured text into the *Name* field, overwriting "rolling scrap tires".
19. Select the ***Search*** button, then the ***Print Certification*** button.
20. Review the information on the form. Notice that the Contractor Name has updated to reflect the full company name as well as the individual owner names.
21. Select the **Back To CRP Check** link.

### **Exercise #3 Perform a CRP Check, COPA Suspension Found**

1. Log into the CRPS production system.
2. Select the **CRP Check**  link from the navigation menu. (The CRP Name/TIN Check form will display.)



CRP Name/TIN Check (Hide Detail...)

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

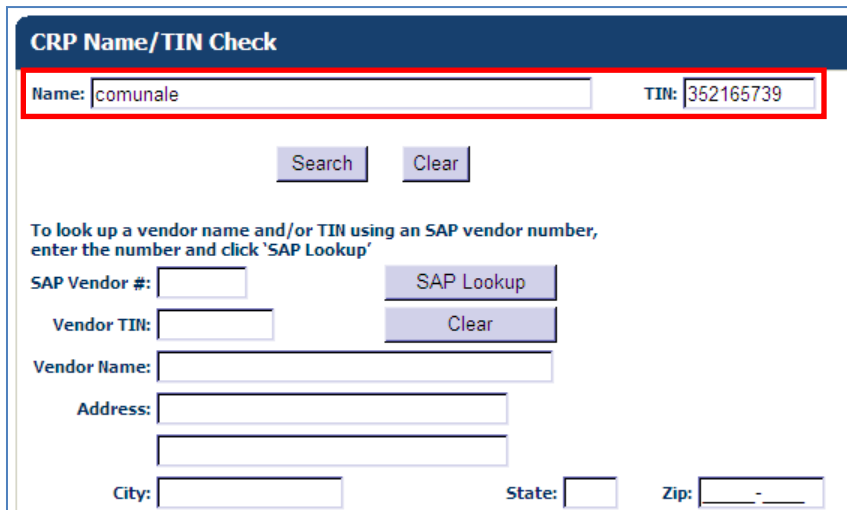
Vendor TIN:

Vendor Name:

Address:

City:  State:  Zip:

3. At the top of the form, enter **comunale** in the *Name* field and **352165739** in the *TIN* field.



CRP Name/TIN Check

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

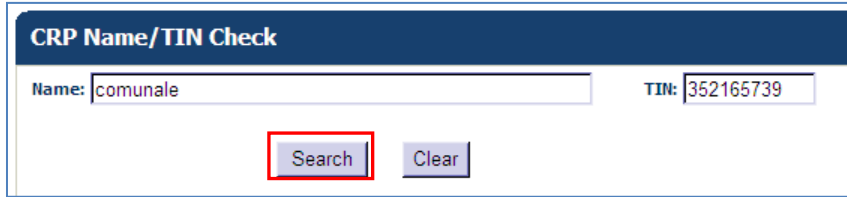
Vendor TIN:

Vendor Name:

Address:

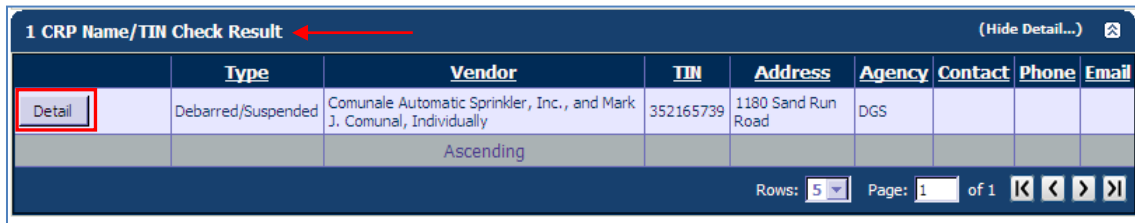
City:  State:  Zip:

4. Select the **Search** button.



The form is titled "CRP Name/TIN Check". It has two input fields: "Name:" with the value "comunale" and "TIN:" with the value "352165739". Below these fields are two buttons: "Search" and "Clear". The "Search" button is highlighted with a red border.

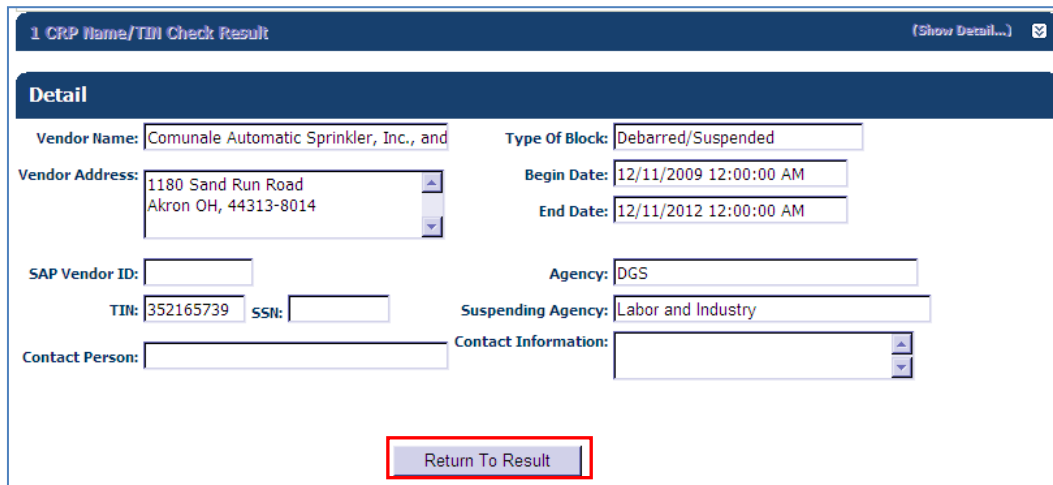
5. When the CRP Name/TIN Check Results display below the form, select the **Detail** button next to item(s).



The table is titled "1 CRP Name/TIN Check Result" and has a "(Hide Detail...)" link in the top right. The table has the following columns: Type, Vendor, TIN, Address, Agency, Contact, Phone, and Email. The first row has a "Detail" button highlighted with a red border. The table also has a footer with "Rows: 5" and "Page: 1 of 1" and navigation icons.

|                        | Type               | Vendor  | TIN       | Address            | Agency | Contact | Phone | Email |
|------------------------|--------------------|---|-----------|--------------------|--------|---------|-------|-------|
| <a href="#">Detail</a> | Debarred/Suspended | Comunale Automatic Sprinkler, Inc., and Mark J. Comunal, Individually | 352165739 | 1180 Sand Run Road | DGS    |         |       |       |
|                        |                    | Ascending   |           |                    |        |         |       |       |

6. Review the information.
7. Select the **Return To Result** button.



The form is titled "1 CRP Name/TIN Check Result" and has a "(Show Detail...)" link in the top right. The form is titled "Detail" and has the following fields: Vendor Name: "Comunale Automatic Sprinkler, Inc., and", Type Of Block: "Debarred/Suspended", Vendor Address: "1180 Sand Run Road, Akron OH, 44313-8014", Begin Date: "12/11/2009 12:00:00 AM", End Date: "12/11/2012 12:00:00 AM", SAP Vendor ID: "", Agency: "DGS", TIN: "352165739", SSN: "", Suspending Agency: "Labor and Industry", Contact Person: "", Contact Information: "", and a "Return To Result" button highlighted with a red border.

8. Select the **Print Certification** button.

CRP Name/TIN Check (Hide Detail...)

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:


City:  State:  Zip:

1 CRP Name/TIN Check Result (Hide Detail...)

|        | Type               | Vendor  | TIN       | Agency | Contact | Phone | Email |
|--------|--------------------|---|-----------|--------|---------|-------|-------|
| Detail | Debarred/Suspended | Comunale Automatic Sprinkler, Inc., and Mark J. Comunal, Individually | 352165739 | DGS    |         |       |       |

9. Review the information on the form.

[Back To CRP Check](#)



## CRP CHECK CERTIFICATION FORM

**Contractor Name:** comunale

**Contractor TIN:** \*\*\*\*\*5739

**User Performing CRP Check :** cwopa/aeshleman

**Results :** No Obligations Found  
Suspensions / Debarments / Performance Issues Found

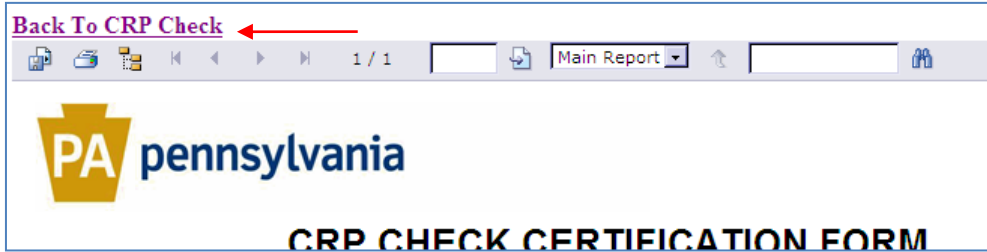
| Reason                 | Department | EffectiveDate | End Date   |
|------------------------|------------|---------------|------------|
| Suspension / Debarment | DGS        | 12/11/2009    | 12/11/2012 |

**CONTRACTOR RESPONSIBILITY CERTIFICATION**

I, the undersigned individual, hereby certify the above-referenced contractor has been



10. Select the **Back To CRP Check** link.



11. The CRP Name/TIN Check form re-displays.

A screenshot of a web form titled "CRP Name/TIN Check" with a "(Hide Detail...)" link in the top right corner. The form contains several input fields: "Name:" and "TIN:" at the top; "SAP Vendor #:" and "Vendor TIN:" in the middle; and "Vendor Name:", "Address:" (two lines), "City:", "State:", and "Zip:" at the bottom. There are "Search" and "Clear" buttons below the "Name" and "TIN" fields, and another "SAP Lookup" and "Clear" button below the "SAP Vendor #" and "Vendor TIN" fields.

12. At the top of the form, enter **rolling scrap tires** in the *Name* field and **341949859** in the *TIN* field.

A screenshot of the same "CRP Name/TIN Check" form as in the previous image. The "Name:" field now contains the text "rolling scrap tires" and the "TIN:" field contains "341949859". A red rectangular box highlights both of these input fields.

13. Select the **Search** button.

**CRP Name/TIN Check**

Name:  TIN:

14. In the CRP Name/TIN Check Results, select the **Detail** button next to item(s).

**2 CRP Name/TIN Check Results** (Hide Detail...)

|                                       | Type               | Vendor  | TIN       | Address           | Agency | Contact | Phone | Email |
|---------------------------------------|--------------------|---|-----------|-------------------|--------|---------|-------|-------|
| <input type="button" value="Detail"/> | Debarred/Suspended | Rolling Scrap Tires, Inc., Joseph Anthony Bova & Sherri Renee Bova individually | 341949859 | 176 Wilson Street | DGS    |         |       |       |
| <input type="button" value="Detail"/> | Debarred/Suspended | Zdnu Rolling Scrap Tires  | 341949859 | 176 Wilson St.    | DGS    |         |       |       |
|                                       |                    | Ascending   |           |                   |        |         |       |       |

15. Review the information.
16. Select the **Return To Result** button.
17. Highlight the entire name of the Vendor, and then copy it using the right-click button on your mouse.

**CRP Name/TIN Check** (Hide Detail...)

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

City:  State:  Zip:

**2 CRP Name/TIN Check Results** (Hide Detail...)

|                                       | Type               | Vendor  | TIN       | Agency | Contact | Phone | Email |
|---------------------------------------|--------------------|---|-----------|--------|---------|-------|-------|
| <input type="button" value="Detail"/> | Debarred/Suspended | Rolling Scrap Tires, Inc., Joseph Anthony Bova & Sherri Renee Bova individually | 341949859 | DGS    |         |       |       |
| <input type="button" value="Detail"/> | Debarred/Suspended | Zdnu Rolling Scrap Tires  | 341949859 | DGS    |         |       |       |
|                                       |                    | Ascending   |           |        |         |       |       |

Rows: 5 Page: 1 of 1

- Paste the captured text into the *Name* field, overwriting “rolling scrap tires”.
- Select the **Search** button, then the **Print Certification** button.

**CRP Name/TIN Check**

Name:  TIN:

- Review the information on the form. Notice that the Contractor Name has updated to reflect the full company name as well as the individual owner names.

[Back To CRP Check](#)

**PA pennsylvania**

**CRP CHECK CERTIFICATION FORM**

**Contractor Name:** Rolling Scrap Tires, Inc., Joseph Anthony Bova & Sherri Renee Bova individually

**Contractor TIN:** \*\*\*\*\*9859

**User Performing CRP Check :** cwopalaeshleman

**Results :** No Obligations Found  
Suspensions / Debarments / Performance Issues Found

| Reason                 | Department | EffectiveDate | End Date   |
|------------------------|------------|---------------|------------|
| Suspension / Debarment | DGS        | 12/08/2005    | 12/08/2008 |
| Suspension / Debarment | DGS        | 12/08/2005    | 12/08/2008 |

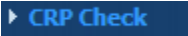
**CONTRACTOR RESPONSIBILITY CERTIFICATION**

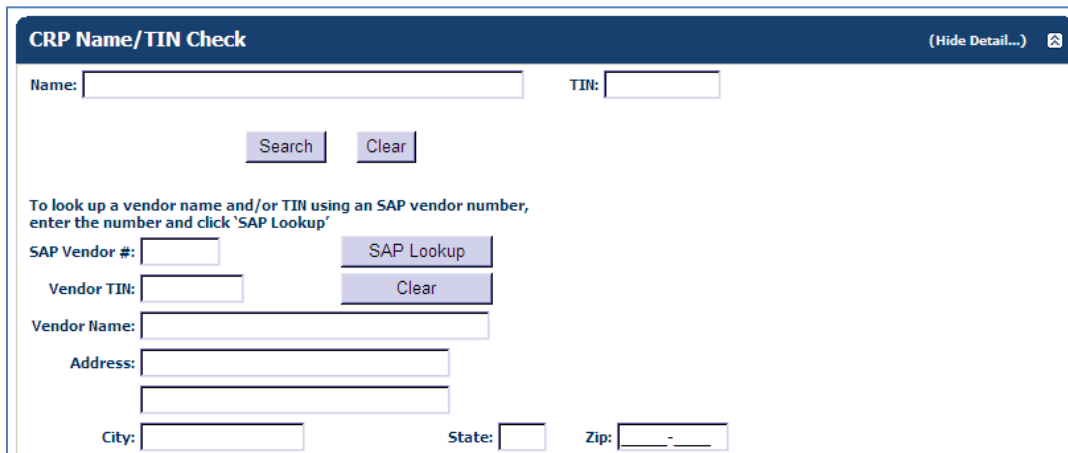
- Select the **Back To CRP Check** link.

## **Exercise #4 Perform a CRP Check, COPA Performance Issue Found**

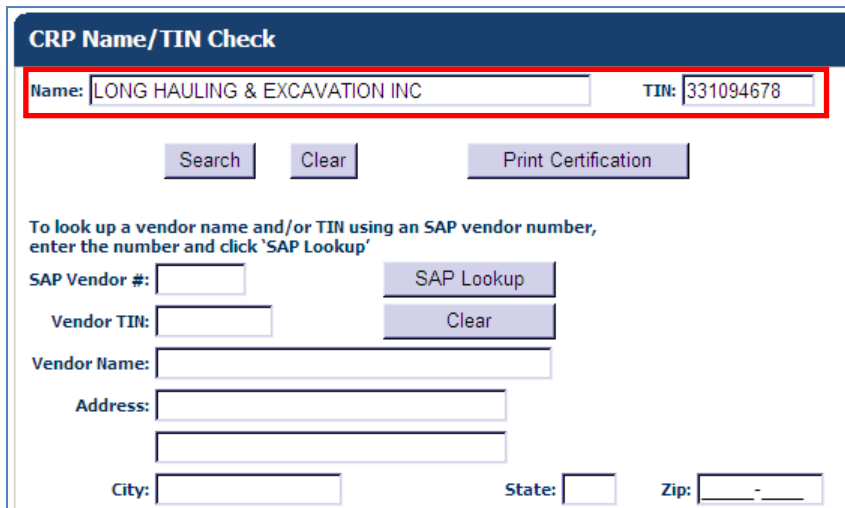
1. Log into the CRPS production system.
2. Select the **CRP Check** link from the navigation menu. (The CRP Name/TIN Check form will display.)
3. At the top of the form, enter **Long Hauling & Excavation Inc** in the *Name* field and **331094678** in the *TIN* field.
4. Select the **Search** button.
5. When the CRP Name/TIN Check Results display below the form, select the **Detail** button next to item(s).
6. Review the information.
7. Select the **Return To Result** button.
8. Select the **Print Certification** button.
9. Review the information on the form.
10. Select the **Back To CRP Check** link.

## Exercise #4 Perform a CRP Check, COPA Performance Issue Found

1. Log into the CRPS production system.
2. Select the **CRP Check**  link from the navigation menu. (The CRP Name/TIN Check form will display.)



3. At the top of the form, enter **Long Hauling & Excavation Inc** in the *Name* field and **331094678** in the *TIN* field.



4. Select the **Search** button.

**CRP Name/TIN Check**

Name:  TIN:

5. When the CRP Name/TIN Check Results display below the form, select the **Detail** button next to item(s).

**1 CRP Name/TIN Check Result** (Hide Detail...)

|                                       | Type        | Vendor                        | TIN       | Address         | Agency       | Contact       | Phone        | Email                 |
|---------------------------------------|-------------|-------------------------------|-----------|-----------------|--------------|---------------|--------------|-----------------------|
| <input type="button" value="Detail"/> | Performance | LONG HAULING & EXCAVATION INC | 331094678 | 4905 CLEMENS RD | State Police | Joan Douglass | 717-705-5894 | JDOUGLASS@STATE.PA.US |
|                                       |             | Ascending                     |           |                 |              |               |              |                       |

Rows: 5 Page: 1 of 1

6. Review the information.
7. Select the **Return To Result** button.

**Detail**

Vendor Name:  Type Of Block:

Vendor Address:

SAP Vendor ID:  Agency:

TIN:  SSN:

Contact Person:  Contact Information:

Status:

Created Date:  Approved Date:

Resolved Date:

**Performance Issue Description:**

ADDITIONAL CANCELLED CONTRACTS - 4500364517 & 4300050823. CONTRACTS WERE FOR SNOW REMOVAL AT STATE POLICE FACILITIES. VENDOR DID NOT PERFORM SERVICES PER BID SPECIFICATIONS, VENDOR WAS TO BILL ON A "TIME & MATERIAL" BASIS. ~ VENDOR BILLED FOR DAYS ON WHICH NO WORK WAS PERFORMED (BOTH TIME & MATERIALS). ~ VENDOR GREATLY INFLATED HOURS & MATERIALS (SALT) SPENT ON JOB SITE RESULTING IN EXCESSIVE OVER CHARGES. VENDOR/EMPLOYEES CONSISTENTLY FAILED TO SIGN IN /OUT LOG (CONTRACT REQUIREMENT). ON OCCASION WHEN THEY DID SIGN LOG, TIMES ENTERED WERE NOT ACCURATE. VENDOR REMINDED NUMEROUS TIMES TO NO AVAIL. PO WAS CANCELLED - HAVE NOT HAD CONTACT WITH VENDOR SINCE.

8. Select the **Print Certification** button.

**CRP Name/TIN Check** (Hide Detail...)

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

City:  State:  Zip:

**1 CRP Name/TIN Check Result** (Hide Detail...)

|                                       | Type        | Vendor                        | TIN       | Address         | Agency       | Contact       | Phone        | Email                 |
|---------------------------------------|-------------|-------------------------------|-----------|-----------------|--------------|---------------|--------------|-----------------------|
| <input type="button" value="Detail"/> | Performance | LONG HAULING & EXCAVATION INC | 331094678 | 4905 CLEMENS RD | State Police | Joan Douglass | 717-705-5894 | JDOUGLASS@STATE.PA.US |
|                                       |             | Ascending                     |           |                 |              |               |              |                       |

Rows: 5 Page: 1 of 1

9. Review the information on the form.

[Back To CRP Check](#)

1 / 1 Main Report

**PA pennsylvania**

**CRP CHECK CERTIFICATION FORM**

**Contractor Name:** Long Hauling & Excavation Inc

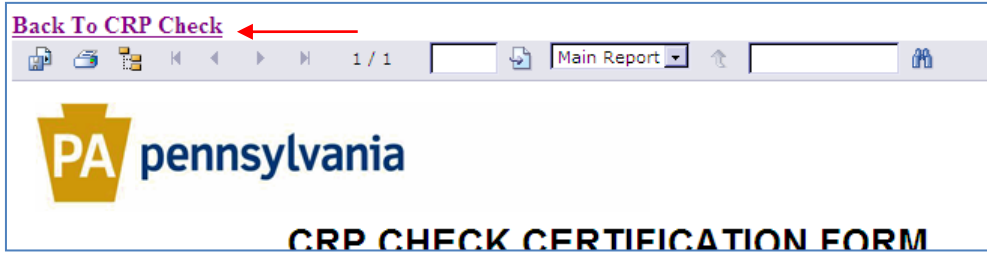
**Contractor TIN:** \*\*\*\*\*4678

**User Performing CRP Check :** cwopalbboher

**Results :** No Obligations Found  
Suspensions / Debarments / Performance Issues Found

| Reason            | Department     | EffectiveDate | End Date |
|-------------------|----------------|---------------|----------|
| Performance Issue | State Police   |               |          |
| Performance Issue | Transportation |               |          |
| Performance Issue | Transportation |               |          |
| Performance Issue | Transportation |               |          |

13. Select the **Back To CRP Check** link.





**Exercise #1 Perform a CRP Search, without Additional Criteria,  
Name Only**

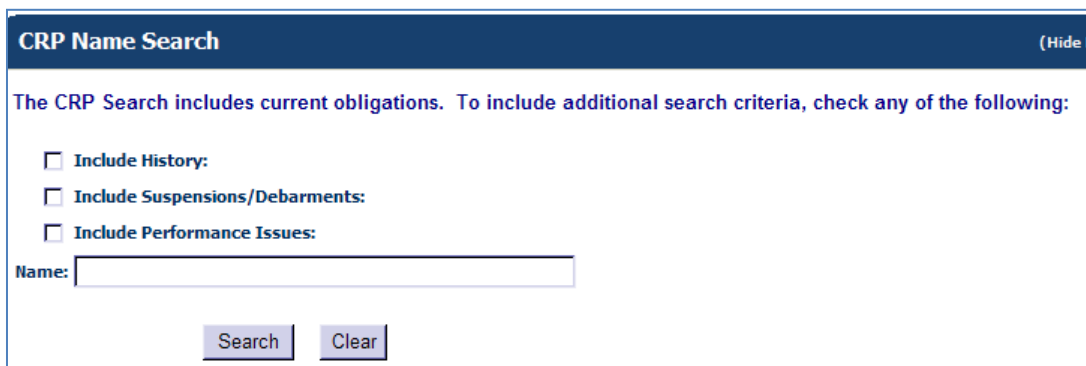
You are performing a CRP Name Search for "21<sup>st</sup> Century Foods", and will not be including any additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name Search** link from the navigation menu. (The CRP Name Search form will display.)
3. Enter **21st** in the *Name* field and select the **Search** button.
4. When the CRP Name Search Results display, locate the applicable items.
5. Select the **Detail** button next to item(s) and review the information.
6. Select the **Return To Result** button.

## **Exercise #1 Perform a CRP Search, without Additional Criteria, Name only**

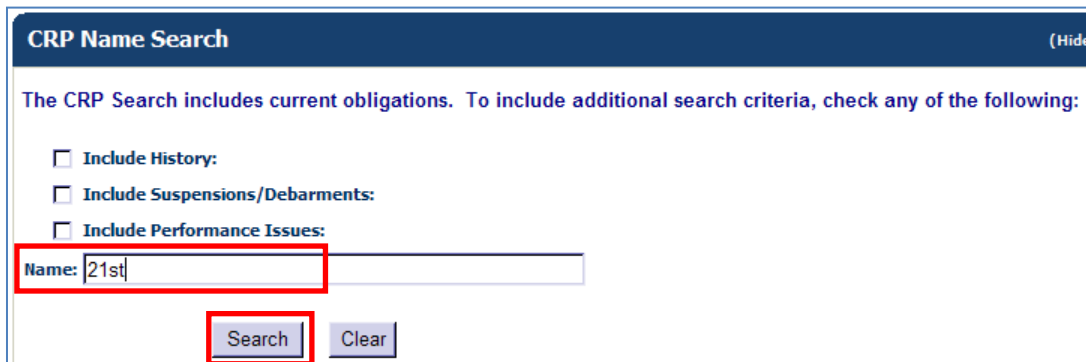
You are performing a CRP Name Search for "21<sup>st</sup> Century Foods", and will not be including any additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name Search** [Name Search](#) link from the navigation menu. (The CRP Name Search form will display.)



The screenshot shows the "CRP Name Search" form. At the top, there is a dark blue header with the text "CRP Name Search" and a "(Hide)" link on the right. Below the header, a message states: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". There are three unchecked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". Below these is a text input field labeled "Name:" which is currently empty. At the bottom of the form are two buttons: "Search" and "Clear".

3. Enter **21st** in the *Name* field and select the **Search** button.



This screenshot shows the same "CRP Name Search" form as above, but with the text "21st" entered into the "Name:" input field. The "Search" button is highlighted with a red rectangular box, indicating it should be clicked to perform the search.



**Exercise #2 Perform a CRP Search, without Additional Criteria,  
TIN Only**

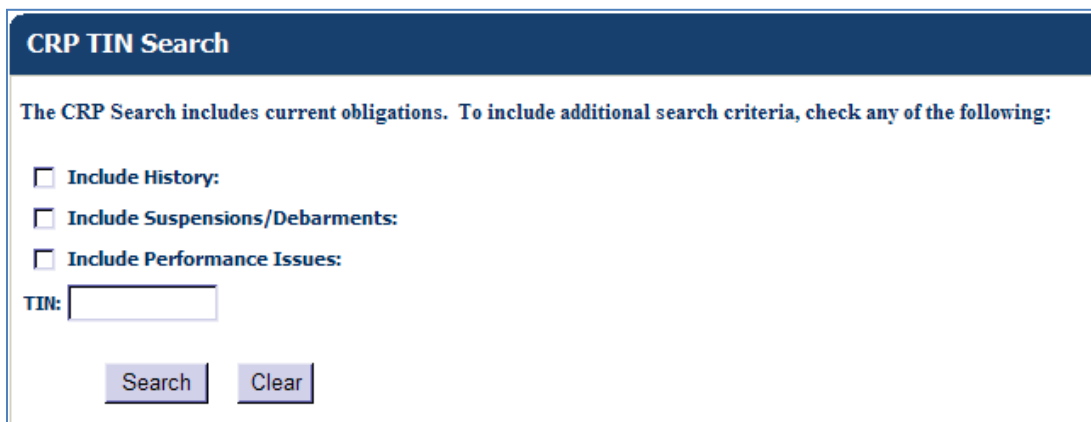
You are performing a CRP TIN Search, and will not be including any additional search criteria.

1. Log into the CRPS production system.
2. Select the **TIN Search** link from the navigation menu. (The CRP TIN Search form will display.)
3. Enter **251589241** in the *TIN* field and select the **Search** button.
4. When the CRP TIN Search Results display, locate the applicable items.
5. Select the **Detail** button next to item(s) and review the information.
6. Select the **Return To Result** button.

## **Exercise #2 Perform a CRP Search, without Additional Criteria, TIN Only**

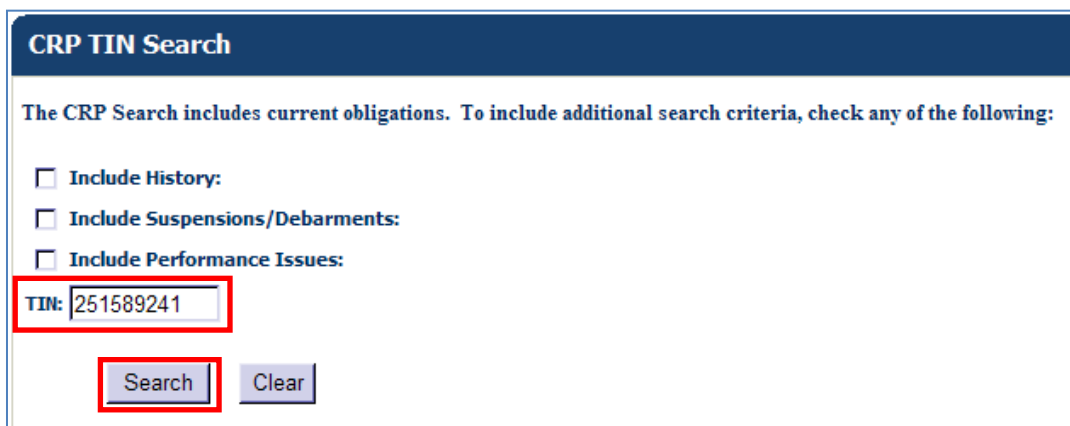
You are performing a CRP TIN Search, and will not be including any additional search criteria.

1. Log into the CRPS production system.
2. Select the **TIN Search** [▶ TIN Search](#) link from the navigation menu. (The CRP TIN Search form will display.)



The screenshot shows the 'CRP TIN Search' form. At the top, it says 'The CRP Search includes current obligations. To include additional search criteria, check any of the following:'. Below this are three unchecked checkboxes: 'Include History:', 'Include Suspensions/Debarments:', and 'Include Performance Issues:'. There is a text input field labeled 'TIN:' which is currently empty. At the bottom of the form are two buttons: 'Search' and 'Clear'.

3. Enter **251589241** in the *TIN* field and select the ***Search*** button.



The screenshot shows the 'CRP TIN Search' form after the TIN field has been filled. The text '251589241' is entered into the 'TIN:' field. The 'Search' button is highlighted with a red box, indicating it should be clicked. The other elements of the form, including the checkboxes and the 'Clear' button, remain the same as in the previous screenshot.

- When the CRP TIN Search Results display, locate the applicable items.
- Select the **Detail** button next to item(s) and review the information.

CRP TIN Search (Show Detail...) ☑

2 CRP TIN Search Results (Hide Detail...) ☒

|                        | Type       | Status | Vendor  | TIN       | Agency  | Contact | Phone            | Email |
|------------------------|------------|--------|---|-----------|---------|---------|------------------|-------|
| <a href="#">Detail</a> | Obligation |        | LEAR CONTRACTING CRANE & EQUIPMENT                    | 251589241 | Revenue | CSCS    | (717) 783 - 3000 |       |
| <a href="#">Detail</a> | Obligation |        | LEAR INTERNATIONAL INC LEAR CONTRACTING CRANE & EQUIP | 251589241 | Revenue | CSCS    | (717) 783 - 3000 |       |

Ascending

Rows: 5 | Page: 1 of 1 ⏪ ⏩

- Select the **Return To Result** button.

CRP TIN Search (Show Detail...) ☑

2 CRP TIN Search Results (Show Detail...) ☑

**Detail**

Vendor Name:  Type Of Block:

Vendor Address:  Begin Date:

End Date:

SAP Vendor ID:  Agency:

TIN:  Contact Person:

SSN:  Contact Information:

[Return To Result](#)

### **Exercise #3 Perform a CRP Search, with Additional Criteria, Name Only**

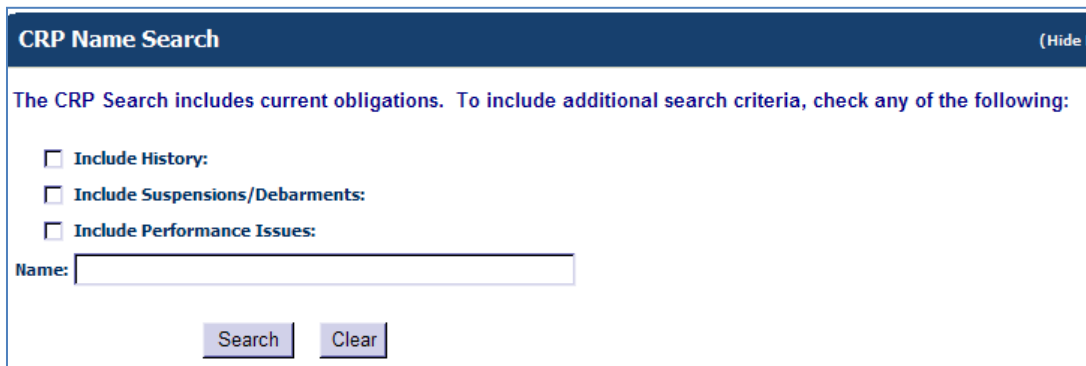
You are performing a CRP Name Search for "Otis Elevator", and will be including additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name Search** link from the navigation menu. (The CRP Name Search form will display.)
3. Select all three of the checkboxes to include the additional criteria when searching.
4. Enter **Otis Elevator** in the *Name* field and select the **Search** button.
5. Select the **Detail** button next to item(s) and review the information.
6. Select the **Return To Result** button.

### **Exercise #3 Perform a CRP Search, with Additional Criteria, Name Only**

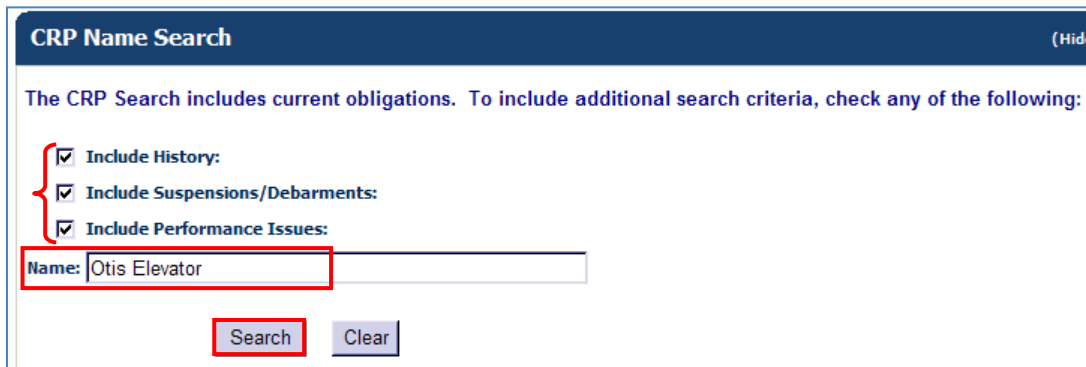
You are performing a CRP Name Search for "Otis Elevator", and will be including additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name Search** [▶ Name Search](#) link from the navigation menu. (The CRP Name Search form will display.)



The screenshot shows the "CRP Name Search" form. At the top, it says "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". Below this are three unchecked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". There is a text input field labeled "Name:" which is currently empty. At the bottom are "Search" and "Clear" buttons.

3. Select all three of the checkboxes to include the additional criteria when searching.
4. Enter **Otis Elevator** in the *Name* field and select the **Search** button.



The screenshot shows the "CRP Name Search" form after the search criteria have been updated. The three checkboxes are now checked: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". The "Name:" text input field now contains the text "Otis Elevator". The "Search" button is highlighted with a red box, indicating it is the next step in the process.



5. Select the **Detail** button next to item(s) and review the information.

| CRP Name Search          |             |          |                     |           |                             |             |                  |                  | (Show Detail...) |
|--------------------------|-------------|----------|---------------------|-----------|-----------------------------|-------------|------------------|------------------|------------------|
| 1 CRP Name Search Result |             |          |                     |           |                             |             |                  |                  | (Hide Detail...) |
|                          | Type        | Status   | Vendor              | TIN       | Agency                      | Contact     | Phone            | Email            |                  |
| <a href="#">Detail</a>   | Performance | Approved | Otis Elevator Corp. | 135583389 | Military & Veterans Affairs | Jim Pearson | (717) 861 - 8320 | japearson@pa.gov |                  |
|                          |             |          | Ascending           |           |                             |             |                  |                  |                  |

Rows: 5 Page: 1 of 1

6. Select the **Return To Result** button.

**Detail**

Vendor Name: Otis Elevator Corp. Type Of Block: Performance

Vendor Address: 1 Farm Springs Rd  
Farmington CT, 060322572

SAP Vendor ID: 103282 Agency: Military & Veterans Affairs

TIN: 135583389

SSN:

Contact Person: Jim Pearson

Status: Approved Contact Information: 7178618320  
japearson@pa.gov

Created Date: 8/18/2011 12:00:00 AM Approved Date: 8/18/2011 12:00:00 AM

Resolved Date:

**Performance Issue Description:**

Contractor repeated failure to respond to service requests within specified contract requirements. Contractor failure to resolve and complete necessary repairs. Repeated equipment malfunction that was unresolved by contractor and resulted in endangerment of staff and residents and injury to two staff members at the home.

[Return To Result](#)

**Exercise #4 Perform a CRP Name-TIN Search,  
without Additional Criteria**

You are asked to perform a CRP Name/TIN Search and are only provided with the supplier's SAP vendor number. During the completion of this exercise, you will need to locate the supplier's Tax ID Number (TIN) and registered Name. This search will not include any additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name/TIN Search** link from the navigation menu. (The CRP Name/TIN Search form will display.)
3. In the "SAP Lookup" area, enter **153574** in the *SAP Vendor #* field.
4. Select the **SAP Lookup** button.
5. Using the results, populate the NAME and TIN fields within the CRP Name/TIN Search area.
  - Tip: Use your mouse to highlight the data within the existing field, "drag" it up to the Search area, and "drop" it into the destination field. (The data is copied into the destination field.)
6. Select the **Search** button.
7. When the CRP Name/TIN Search Results display, select the **Detail** button next to item(s).
8. Review the information.
9. Select the **Return To Result** button.

## Exercise #4 Perform a CRP Name-TIN Search, without Additional Criteria

You are asked to perform a CRP Name/TIN Search and are only provided with the supplier's SAP vendor number. During the completion of this exercise, you will need to locate the supplier's Tax ID Number (TIN) and registered Name. This search will not include any additional search criteria.

1. Log into the CRPS production system.
2. Select the **Name/TIN Search** [Name/TIN Search](#) link from the navigation menu. (The CRP TIN Search form will display.)

**CRP Name/TIN Search**

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:  
 Include Suspensions/Debarments:  
 Include Performance Issues:

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:    
Vendor TIN:    
Vendor Name:   
Address:   
City:  State:  Zip:

3. In the "SAP Lookup" area, enter **153574** in the *SAP Vendor #* field.

**CRP Name/TIN Search** (Hide)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:  
 Include Suspensions/Debarments:  
 Include Performance Issues:

Name:  TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:    
Vendor TIN:    
Vendor Name:   
Address:   
City:  State:  Zip:

4. Select the **SAP Lookup** button.

The screenshot shows a web form titled "CRP Name/TIN Search" with a "(Hide)" link in the top right. Below the title, there is a heading: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". Underneath are three unchecked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". There are two input fields: "Name:" and "TIN:". Below these are "Search" and "Clear" buttons. A second section of the form is titled "To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'". It contains an input field for "SAP Vendor #:" with the value "153574", a "SAP Lookup" button (highlighted with a red box), a "Vendor TIN:" input field, and a "Clear" button. At the bottom, there is a "Vendor Name:" input field.

5. Using the results, populate the NAME and TIN fields within the Name/TIN Check area.

- Tip: Use your mouse to highlight the data within the existing field, "drag" it up to the Check area, and "drop" it into the destination field. (The data is copied into the destination field.)

This screenshot shows the same form as above, but with data populated. The "SAP Vendor #:" field contains "153574", the "SAP Lookup" button is highlighted with a red box, the "Vendor TIN:" field contains "251678715", and the "Vendor Name:" field contains "DT CONSTRUCTION INC". The "Name:" field at the top now contains "DT CONSTRUCTION INC" and the "TIN:" field contains "251678715". Both the top fields and the "SAP Lookup" button are highlighted with red dashed boxes. Red arrows indicate the data flow: one arrow points from the "SAP Lookup" button to the "Name:" field, and another points from the "Vendor TIN:" field to the "TIN:" field. Below the SAP section, there are additional input fields for "Address:" (containing "1107 UNIVERSITY DR"), "City:" (containing "DUNBAR"), "State:" (containing "PA"), and "Zip:" (containing "15431-2307").

6. Select the **Search** button.

**CRP Name/TIN Search** (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:  
 Include Suspensions/Debarments:  
 Include Performance Issues:

Name:  TIN:

7. When the CRP Name/TIN Search Results display, select the **Detail** button next to item(s).

**4 CRP Name/TIN Search Results** (Hide Detail...)

|                                       | Type       | Status | Vendor              | TIN       | Agency  | Contact            | Phone            | Email             |
|---------------------------------------|------------|--------|---------------------|-----------|---------|--------------------|------------------|-------------------|
| <input type="button" value="Detail"/> | Obligation |        | D T CONST INC       | 251678715 | Revenue | PATSY ROSS         | (724) 832 - 5463 |                   |
| <input type="button" value="Detail"/> | Obligation |        | D T CONST INC       | 251678715 | Revenue | PATSY ROSS         | (724) 832 - 5463 |                   |
| <input type="button" value="Detail"/> | Obligation |        | D T CONST INC       | 251678715 | Revenue | PATSY ROSS         | (724) 832 - 5463 |                   |
| <input type="button" value="Detail"/> | Obligation |        | DT CONSTRUCTION INC | 251678715 | SWIF    | KRISTIAN KARWOWSKI | (570) 614 - 1543 | kkarwowski@pa.gov |

Ascending

Rows: 5 Page: 1 of 1

8. Review the information.

9. Select the **Return To Result** button.

**Detail**

Vendor Name:  Type Of Block:

Vendor Address:

Begin Date:   
End Date:

SAP Vendor ID:  Agency:

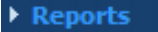
TIN:  SSN:

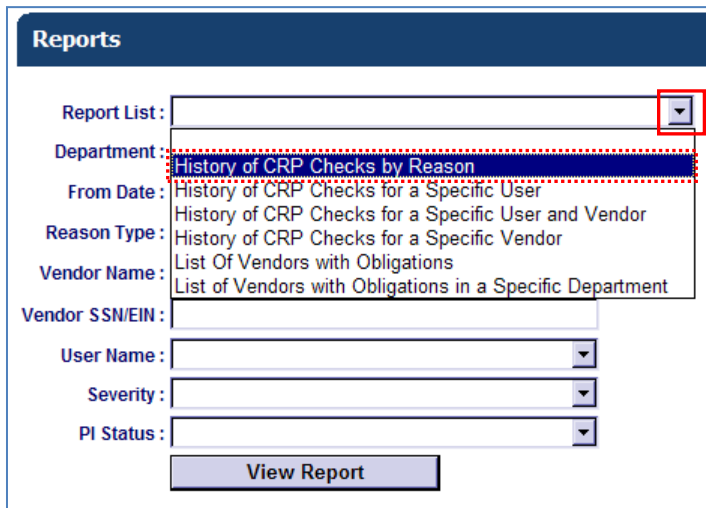
Contact Person:  Contact Information:

## **Exercise #1 Generating Reports, History of CRP Checks by Reason**

1. Log into the CRPS production system.
2. Select the **Reports** link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks by Reason**.
4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.
5. In the *Reason Type* field, "Obligations" will default. However, you may choose another type from the dropdown menu if you wish.
6. Select the **View Report** button.
7. Review the contents of the *History of CRP Checks by Reason* report.
8. Select the **Back to Reports** link.

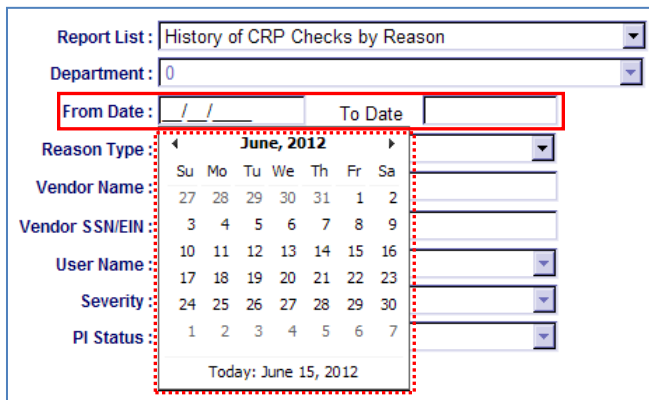
## Exercise #1 Generating Reports, History of CRP Checks by Reason

1. Log into the CRPS production system.
2. Select the **Reports**  link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks by Reason**.



The screenshot shows the 'Reports' form with the 'Report List' dropdown menu open. The selected option is 'History of CRP Checks by Reason'. Other options in the menu include 'History of CRP Checks for a Specific User', 'History of CRP Checks for a Specific User and Vendor', 'History of CRP Checks for a Specific Vendor', 'List Of Vendors with Obligations', and 'List of Vendors with Obligations in a Specific Department'. The form also includes fields for Department, From Date, Reason Type, Vendor Name, Vendor SSN/EIN, User Name, Severity, and PI Status, along with a 'View Report' button.

4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.



The screenshot shows the 'Reports' form with the 'From Date' and 'To Date' fields highlighted. A calendar for June 2012 is displayed, showing the days of the week and the dates. The 'From Date' field is currently empty, and the 'To Date' field is also empty. The calendar shows the following dates: Su 27, Mo 28, Tu 29, We 30, Th 31, Fr 1, Sa 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7. Today is June 15, 2012.

5. In the *Reason Type* field, "Obligations" will default. However, you may choose another type from the dropdown menu if you wish.

The screenshot shows a web form titled "Reports". The form contains several fields: "Report List" (dropdown menu with "History of CRP Checks by Reason" selected), "Department" (dropdown menu with "0" selected), "From Date" (text box with "05/01/2012"), "To Date" (text box with "06/01/2012"), "Reason Type" (dropdown menu with "Obligations" selected and a red arrow pointing to it), "Vendor Name" (dropdown menu with "Obligations" selected and a red dashed box around it), "Vendor SSN/EIN" (text box with "EPLS"), "User Name" (text box with "Performance"), "Severity" (dropdown menu), and "PI Status" (dropdown menu). A "View Report" button is located at the bottom of the form.

6. Select the ***View Report*** button.

The screenshot shows the same "Reports" form as above, but with the "View Report" button highlighted by a red rectangular box. The "Reason Type" dropdown menu is now closed and shows "Obligations". The "Vendor Name" dropdown menu is also closed and shows "Obligations".



7. Review the contents of the *History of CRP Checks by Reason* report.

[<< Back to Reports](#)

**History of CRP Checks by Reason**

Reason Obligations Print Date 6/15/2012  
 From Date 05/01/2012 To Date 06/01/2012

| Audit ID          | CRP Check Date | User Name        | Vendor Name                        | SSN / EIN | OBLIG. | EPLS | Sus / Deb | Performance Issue |
|-------------------|----------------|------------------|------------------------------------|-----------|--------|------|-----------|-------------------|
| 155.53505/01/2012 |                | cwopa\jbaity     | Allison Inc.                       | *****1046 | 3      | 0    | 0         | 0                 |
| 155.53705/01/2012 |                | cwopa\cgoodling  | u S Seal                           | *****3867 | 1      | 0    | 0         | 0                 |
| 155.53805/01/2012 |                | cwopa\cgoodling  | U S Seal                           | *****3867 | 1      | 0    | 0         | 0                 |
| 155.53905/01/2012 |                | cwopa\fallon     | Abel Fence LLC                     | *****6101 | 2      | 0    | 0         | 0                 |
| 155.54405/01/2012 |                | cwopa\cathmartin | American Asphalt                   | *****2601 | 2      | 0    | 0         | 0                 |
| 155.54605/01/2012 |                | cwopa\ddolde     | inc                                | *****8112 | 1      | 0    | 0         | 0                 |
| 155.54705/01/2012 |                | cwopa\jbogusz    | MCCLURE COMPANY                    | *****0865 | 6      | 0    | 0         | 0                 |
| 155.56905/01/2012 |                | cwopa\microth    | UGI ENERGY SERVICES INC            | *****0541 | 5      | 0    | 0         | 0                 |
| 155.57205/01/2012 |                | cwopa\pcocco     | LINHART CONCRETE INC               | *****0007 | 1      | 0    | 0         | 0                 |
| 155.59305/01/2012 |                | cwopa\kjacobs    | Phoenixville Hospital company, LLC | *****5060 | 2      | 0    | 0         | 0                 |
| 155.59705/01/2012 |                | cwopa\kaiacobs   | Acute Care Facility Hospital       | *****5060 | 2      | 0    | 0         | 0                 |

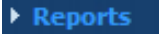
8. Select the **Back to Reports** link.

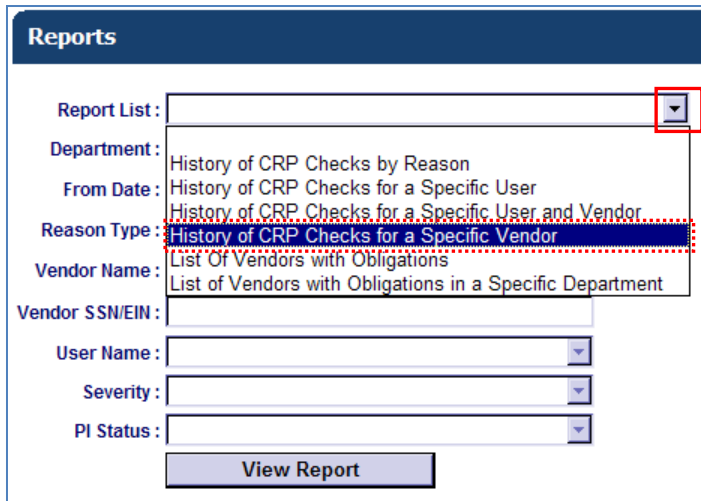


**Exercise #2 Generating Reports,  
History of CRP Checks for a Specific Vendor**

1. Log into the CRPS production system.
2. Select the **Reports** link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks for a Specific Vendor**.
4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.
5. Enter **Eplus** in the *Vendor Name* field.
6. Enter **541904151** in the *Vendor SSN/EIN* field.
7. Select the ***View Report*** button.
8. Review the contents of the *History of CRP Checks for a Specific Vendor* report.
9. Select the **Back to Reports** link.

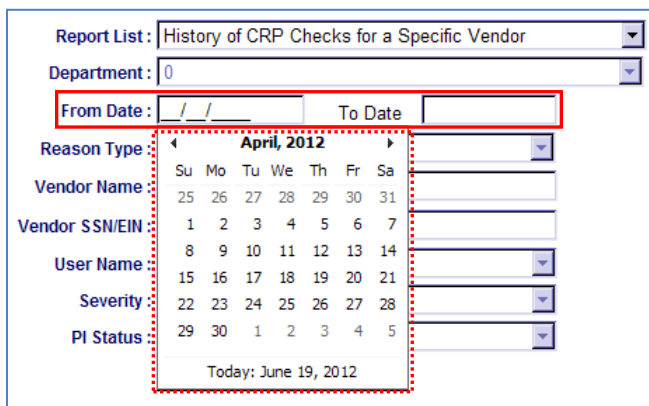
## Exercise #2 Generating Reports, History of CRP Checks for a Specific Vendor

1. Log into the CRPS production system.
2. Select the **Reports**  link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks for a Specific Vendor**.



The screenshot shows the 'Reports' form with the 'Report List' dropdown menu open. The menu items are: 'History of CRP Checks by Reason', 'History of CRP Checks for a Specific User', 'History of CRP Checks for a Specific User and Vendor', 'History of CRP Checks for a Specific Vendor' (highlighted in blue), 'List Of Vendors with Obligations', and 'List of Vendors with Obligations in a Specific Department'. Other fields include 'Department', 'From Date', 'Reason Type', 'Vendor Name', 'Vendor SSN/EIN', 'User Name', 'Severity', and 'PI Status'. A 'View Report' button is at the bottom.

4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.



The screenshot shows the 'Reports' form with the 'From Date' and 'To Date' fields highlighted in red. The 'From Date' field is open to a calendar for April 2012. The calendar shows days from 1 to 31. The 'Report List' dropdown is set to 'History of CRP Checks for a Specific Vendor'. Other fields are visible but not highlighted.

5. Enter **Eplus** in the *Vendor Name* field.
6. Enter **541904151** in the *Vendor SSN/EIN* field.
7. Select the **View Report** button.

**Reports**

Report List: History of CRP Checks for a Specific Vendor

Department: 0

From Date: 04/01/2012 To Date: 06/19/2012

Reason Type: Obligations

Vendor Name: Eplus

Vendor SSN/EIN: 541904151

User Name: [Dropdown]

Severity: [Dropdown]

PI Status: [Dropdown]

**View Report**

8. Review the contents of the *History of CRP Checks for a Specific Vendor* report.

<< Back to Reports

1 / 1 Main Report

### History of CRP Checks for a Specific Vendor

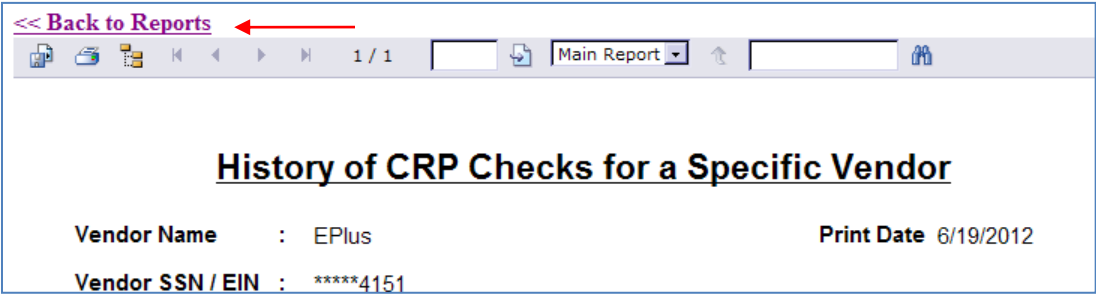
Vendor Name : EPlus Print Date 6/19/2012

Vendor SSN / EIN : \*\*\*\*\*4151

From Date: 4/1/2012 To Date: 6/19/2012

| Audit ID | CRP Check Date | User Name      | OBLIG. | EPLS | Sus / Deb | Performance Issue |
|----------|----------------|----------------|--------|------|-----------|-------------------|
| 149,367  | 04/06/2012     | cwopalitolomay | 0      | 0    | 0         | 0                 |
| 150,136  | 04/10/2012     | cwopaldiehl    | 0      | 0    | 0         | 0                 |
| 151,536  | 04/16/2012     | cwopalappa     | 0      | 0    | 0         | 0                 |
| 154,059  | 04/25/2012     | cwopalpatbell  | 0      | 0    | 0         | 0                 |
| 154,143  | 04/25/2012     | cwopalrmacavoy | 0      | 0    | 0         | 0                 |
| 155,614  | 05/01/2012     | cwopalsullivan | 0      | 0    | 0         | 0                 |
| 158,552  | 05/10/2012     | cwopaldjordan  | 0      | 0    | 0         | 0                 |
| 158,739  | 05/11/2012     | cwopalbklyen   | 0      | 0    | 0         | 0                 |
| 158,763  | 05/11/2012     | cwopalbklyen   | 0      | 0    | 0         | 0                 |

9. Select the **Back to Reports** link.



The screenshot shows a report viewer interface. At the top left, there is a purple link labeled '<< Back to Reports' with a red arrow pointing to it. Below the link is a navigation bar with icons for home, back, forward, and search, along with a page indicator '1 / 1'. To the right of the navigation bar is a dropdown menu labeled 'Main Report' and a search icon. The main content area displays the title 'History of CRP Checks for a Specific Vendor' in bold. Below the title, there are two lines of text: 'Vendor Name : EPlus' and 'Print Date 6/19/2012'. At the bottom, there is another line of text: 'Vendor SSN / EIN : \*\*\*\*\*4151'.

**Exercise #3 Generating Reports,**  
**List of Vendors with Obligations in a Specific Department**

1. Log into the CRPS production system.
2. Select the **Reports** link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **List of Vendors with Obligations in a Specific Department.**
4. In the *Department* dropdown menu, choose **SWIF.**
5. Select the **View Report** button.
6. Review the contents of the *List of Vendors with Obligations in a Specific Agency* report.
7. Select the **Back to Reports** link.

**Exercise #3 Generating Reports,**  
**List of Vendors with Obligations in a Specific Department**

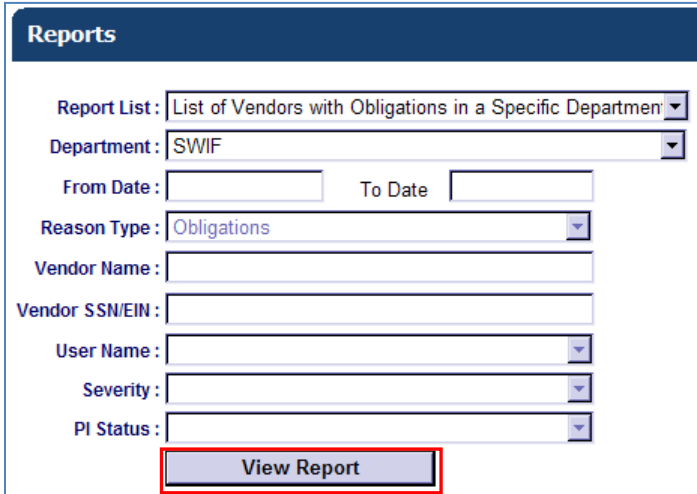
1. Log into the CRPS production system.
2. Select the **Reports** ▶ **Reports** link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **List of Vendors with Obligations in a Specific Department**.

The screenshot shows the 'Reports' form with the 'Report List' dropdown menu open. The selected option is 'List of Vendors with Obligations in a Specific Department', which is highlighted with a red dashed border. Other options in the dropdown include 'History of CRP Checks by Reason', 'History of CRP Checks for a Specific User', 'History of CRP Checks for a Specific User and Vendor', and 'History of CRP Checks for a Specific Vendor'. Below the dropdown, there are input fields for 'Department', 'From Date', 'Reason Type', 'Vendor Name', 'Vendor SSN/EIN', 'User Name', 'Severity', and 'PI Status'. A 'View Report' button is located at the bottom of the form.

4. In the *Department* dropdown menu, choose **SWIF**.

The screenshot shows the 'Reports' form with the 'Department' dropdown menu open. The selected option is 'SWIF', which is highlighted with a red dashed border. Other options in the dropdown include 'L & I' and 'Department of Revenue'. Below the dropdown, there are input fields for 'From Date', 'Reason Type', 'Vendor Name', 'Vendor SSN/EIN', 'User Name', 'Severity', and 'PI Status'. A 'View Report' button is located at the bottom of the form.

5. Select the **View Report** button.



The screenshot shows a web form titled "Reports". It contains several input fields and dropdown menus: "Report List" (set to "List of Vendors with Obligations in a Specific Department"), "Department" (set to "SWIF"), "From Date" and "To Date" (empty), "Reason Type" (set to "Obligations"), "Vendor Name", "Vendor SSN/EIN", "User Name", "Severity", and "PI Status" (all empty). A "View Report" button is located at the bottom of the form and is highlighted with a red rectangular border.

6. Review the contents of the *List of Vendors with Obligations in a Specific Agency* report.



The screenshot shows the report output for "List of Vendors with Obligations in a Specific Agency". The report header includes "Department Name SWIF" and "Print Date: 6/15/2012". The data is presented in a table with the following columns: S.No, VendorName, FEDID, SSN, ContactName, and ContactPhone. There are 12 rows of data.

| S.No | VendorName   | FEDID     | SSN | ContactName        | ContactPhone |
|------|--|-----------|-----|--------------------|--------------|
| 1    | 4S LOGGING & LUMBER INC  | *****2494 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 2    | A PERSONNEL CONNECTION   | *****4083 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 3    | AAAA OFFICE & WAREHOUSE SURPLUS INC<br>DBA CORPORATE FURNITURE SOLUTIONS | *****8964 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 4    | ABEL BROTHERS TOWING & AUTO INC  | *****8389 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 5    | AC PLUMBING & HEATING INC  | *****5975 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 6    | ACCUCARE HOME NURSING INC  | *****2904 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 7    | ACE OVERHEAD DOOR CO INC   | *****7172 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 8    | ACE TIRE AND PARTS   | *****6491 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 9    | ACULABS INC  | *****2075 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 10   | ADVANCE CHIMNEY SWEEPS LLC   | *****8716 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 11   | ADVANCE PERSONNEL STAFFING INC   | *****6947 |     | KRISTIAN KARWOWSKI | 5706141543   |
| 12   | ADVANCED ENGINEERING TECHNOLOGIES<br>INC                                 | *****0679 |     | KRISTIAN KARWOWSKI | 5706141543   |

7. Select the **Back to Reports** link.

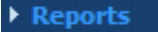


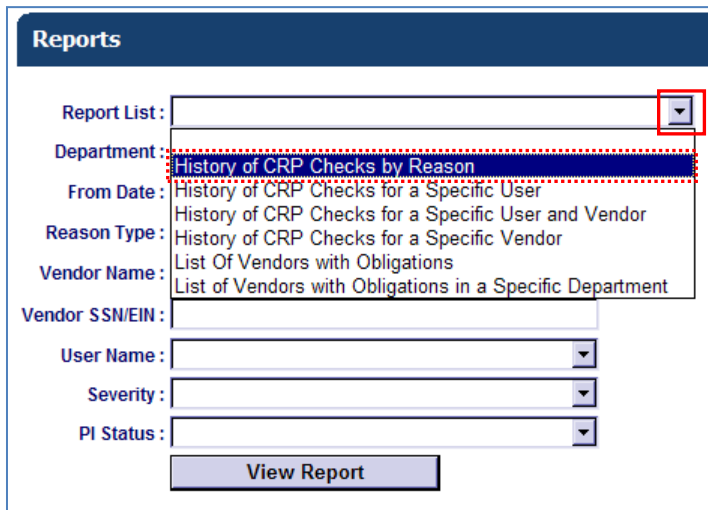


## **Exercise #4 Generating Reports, Performance Issues**

1. Log into the CRPS production system.
2. Select the **Reports** link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks by Reason**.
4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.
5. In the *Reason Type* field, choose "**Performance**" from the dropdown menu. (Note that "Obligations" will display as the default.)
6. Select the **View Report** button.
7. Review the contents of the *History of CRP Checks by Reason* report.
8. Select the **Back to Reports** link.

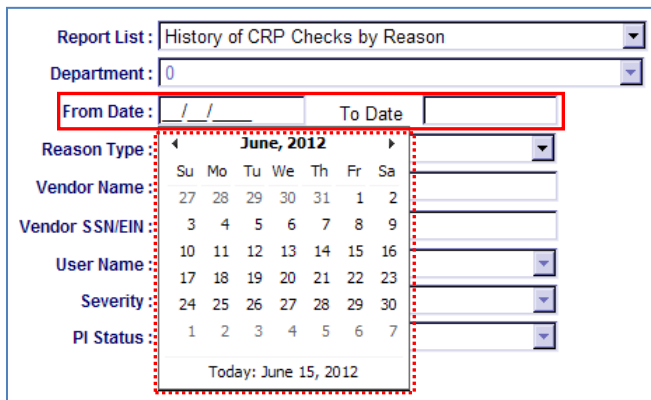
## Exercise #4 Generating Reports, Performance Issues

1. Log into the CRPS production system.
2. Select the **Reports**  link from the navigation menu. (The Reports form will display.)
3. In the *Report List* dropdown menu, choose **History of CRP Checks by Reason**.



The screenshot shows the 'Reports' form with the 'Report List' dropdown menu open. The selected option is 'History of CRP Checks by Reason'. Other options include 'History of CRP Checks for a Specific User', 'History of CRP Checks for a Specific User and Vendor', 'History of CRP Checks for a Specific Vendor', 'List Of Vendors with Obligations', and 'List of Vendors with Obligations in a Specific Department'. The form also includes fields for Department, From Date, Reason Type, Vendor Name, Vendor SSN/EIN, User Name, Severity, and PI Status, along with a 'View Report' button.

4. Complete the *From Date* and *To Date* fields by either typing the date or choosing the date from the calendar.



The screenshot shows the 'Reports' form with the 'From Date' and 'To Date' fields highlighted. A calendar for June 2012 is displayed, showing the days of the week and the dates. The 'Report List' is set to 'History of CRP Checks by Reason' and the 'Department' is set to '0'. The 'Reason Type' dropdown is also visible.

5. In the *Reason Type* field, choose "**Performance**" from the dropdown menu. (Note that "Obligations" will display as the default.)

The screenshot shows a web form titled "Reports". The form contains several fields: "Report List" (dropdown menu showing "History of CRP Checks by Reason"), "Department" (dropdown menu showing "0"), "From Date" (text box showing "06/01/2012") and "To Date" (text box showing "06/20/2012"), "Reason Type" (dropdown menu showing "Obligations"), "Vendor Name" (text box), "Vendor SSN/EIN" (text box), "User Name" (dropdown menu), "Severity" (dropdown menu), and "PI Status" (dropdown menu). A "View Report" button is located at the bottom. The "Reason Type" dropdown menu is open, showing a list of options: "Obligations", "Suspension Debarment", "EPLS", and "Performance". The "Performance" option is highlighted with a blue background and a red dashed border.

6. Select the ***View Report*** button.

The screenshot shows the same "Reports" form as in the previous image. The "Reason Type" dropdown menu is now closed and shows "Performance". The "View Report" button is highlighted with a red border.

7. Review the contents of the *History of CRP Checks by Reason* report.

| Audit ID          | CRP Check Date | User Name       | Vendor Name                         | SSN / EIN | OBLIG. | EPLS | Sus / Deb | Performance Issue |
|-------------------|----------------|-----------------|-------------------------------------|-----------|--------|------|-----------|-------------------|
| 163.77906/01/2012 |                | cwopalmicroth   | CLEVELAND BROTHERS EQUIPMENT CO INC | ****3465  | 11     | 0    | 0         | 2                 |
| 163.78006/01/2012 |                | cwopalmicroth   | CLEVELAND BROTHERS EQUIPMENT CO INC | ****3465  | 11     | 0    | 0         | 2                 |
| 163.78106/01/2012 |                | cwopalmicroth   | CLEVELAND BROTHERS EQUIPMENT CO INC | ****3465  | 11     | 0    | 0         | 2                 |
| 163.81006/01/2012 |                | cwopalashinskie | KARETAS FOODS INC                   | ****8683  | 0      | 0    | 0         | 13                |
| 163.81106/01/2012 |                | cwopalashinskie | KARETAS FOODS INC                   | ****8683  | 0      | 0    | 0         | 13                |
| 163.81206/01/2012 |                | cwopalashinskie | KARETAS FOODS INC                   | ****8683  | 0      | 0    | 0         | 13                |
| 163.81306/01/2012 |                | cwopalashinskie | KARETAS FOODS INC                   | ****8683  | 0      | 0    | 0         | 13                |
| 163.81706/01/2012 |                | cwopalddeao     | NEW ENGLAND FOOD BROKERAGE INC      | ****4841  | 0      | 0    | 0         | 5                 |
| 163.81906/01/2012 |                | cwopalddeao     | NEW ENGLAND FOOD BROKERAGE INC      | ****4841  | 0      | 0    | 0         | 5                 |
| 163.82006/01/2012 |                | cwopalddeao     | NEW ENGLAND FOOD BROKERAGE INC      | ****4841  | 0      | 0    | 0         | 5                 |
| 163.82106/01/2012 |                | cwonalddeao     | NFW FNGL AND FOOD BROKERAGE INC     | ****4841  | 0      | 0    | 0         | 5                 |

8. Select the **Back to Reports** link.

