

Submitting Online A19s to the Washington State Department of Commerce

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Introduction

This manual will guide you through the registration and use of the Commerce Contract Management System (CMS) Portal. In order to gain access to system you must first complete a few initial steps:

1. Create a Secure Access Washington (SAW) account
2. Add the Commerce Contract Management System service
3. Submit a CMS Access Request form
4. Log into CMS Portal site using the registration code via SAW.

If you have any questions, contact you Commerce program manager.

You can also use the [Table of Contents](#) to navigate through this document.

Step 1 – Create your Secure Access Washington (SAW) account (one-time only)

In order to access Commerce applications, you will need to create a Secure Access Washington (SAW) account. If you already have a SAW account, go to [Step 2](#).

Go to the Secure Access Washington site at <https://secureaccess.wa.gov/>

Click the “[Create One](#)” link to begin

SAW SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

Retrieve User ID Reset Password Activate Account Missing Email?

Get cyber security news and alerts by following our Security Operations Center

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You'll be taken to a page briefly describing the account creation process. From there, click "Start".

SAW SecureAccess
WASHINGTON

News Help

1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

If you need help during this process, please contact us at, 888-241-7597.

START

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Enter your personal information, including selecting a secret question and answer. The secret question and answer will be used to identify you if your email address changes or you forget your password.

The screenshot shows the 'SecureAccess WASHINGTON' registration interface. At the top left is the logo with 'SAW' in a blue box and 'SecureAccess WASHINGTON' to its right. At the top right are 'News' and 'Help' buttons. Below is a progress bar with six steps: 1. Name & email (highlighted), 2. User ID & password, 3. Review information, 4. Validate information, 5. Check email, and 6. Log in to account. The main content area is titled 'Enter your personal information' and contains the following fields: 'Name:' with a text input field containing 'johndoe'; 'E-mail Address:' with a text input field containing 'johndoe@state.wa.gov'; 'Confirm E-mail:' with a text input field containing 'johndoe@state.wa.gov'; 'Secret Question:' with a dropdown menu showing 'What is your favorite color?'; and 'Question Answer:' with a text input field containing 'red'. At the bottom are 'PREVIOUS' and 'NEXT' buttons. A red arrow points to the 'NEXT' button.

Next, you'll be asked to create a User ID and Password. Note the requirements for a secure password. You will get a "You have selected a secure password" message when you have met the requirements. Click the Next Button.

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Create a user ID and password

User ID:

Password:

Confirm Password:

 [\(Click here if you cannot read the code\)](#)

In the box below, enter the security code you see above (not case sensitive):

Requirements for a secure password:

- At least 10 characters
- Contain at least three of the following character classes:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters
- Does not contain user ID
- Does not contain your full name

You have selected a secure password!

PREVIOUS NEXT

Review your information and click the Next button if correct.

SAW SecureAccess
WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every **24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name:
[Redacted]

E-mail Address:
[Redacted]

User ID:
[Redacted]

Password:
XXXXXXXXXXXXXX

Secret Question:
[Redacted]

Answer:
XXXXXXXXXXXXXX

Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to [PRINT](#) this page for your records.

PREVIOUS NEXT

You will be sent an email to activate your account.

SAW SecureAccess
WASHINGTON

News Help

- 1 Name & email
- 2 User ID & password
- 3 Review Information
- 4 Security check
- 5 Check email
- 6 Log In to account

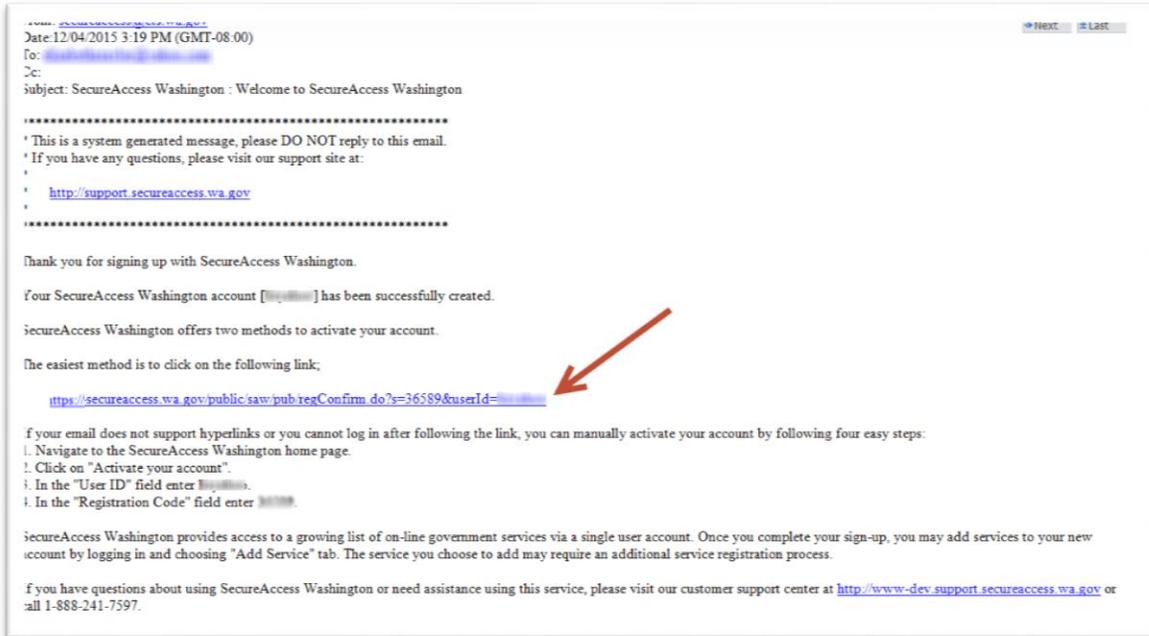
Check your email account

You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!

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Go to your email account and click the link provided on your email. The email will be titled → SecureAccess Washington: Welcome to SecureAccess Washington.

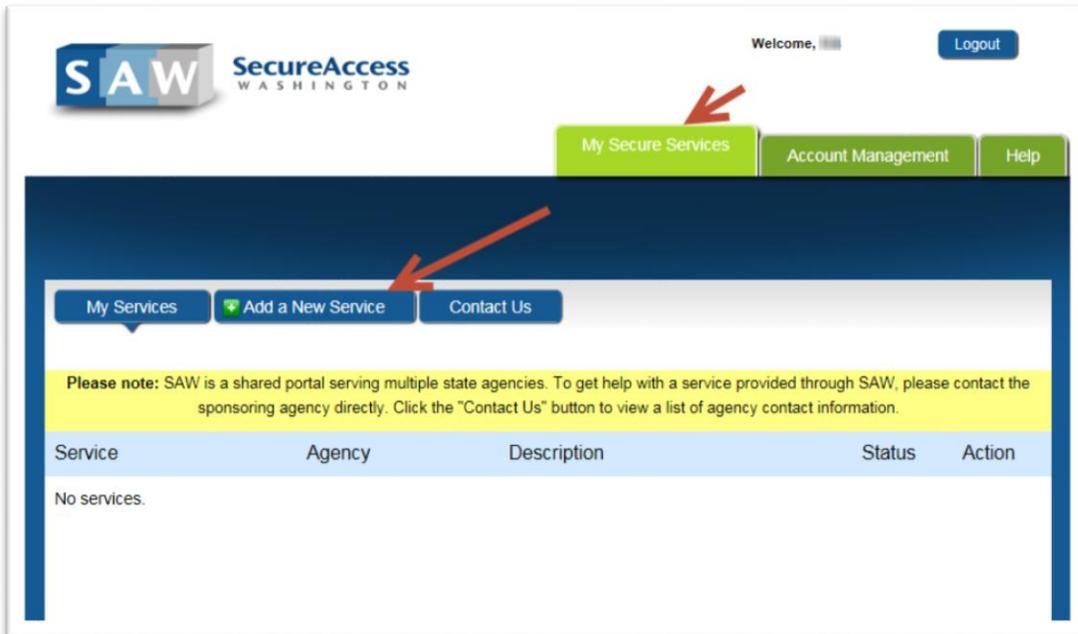


Click on the hyperlink in the email. You will be taken to another log in page. This is where you enter your user id and password and access your SAW account for the first time.



Step 2 – Add the Commerce Contract Management System service

Once you've logged into SAW, you can add your selected services by clicking on the "Add a New Service" button.



This will take you to a list of state agencies. Click on Department of Commerce to see the list of available Commerce services.

My Services **Add a New Service** **Contact Us**

Service code:
If you have been given a service code by an agency, enter it below to apply for access to the service.

APPLY

Search services by keywords:
Enter keyword(s) below to find related services. Leave field blank to display all services.

AT LEAST ONE of the words
SEARCH

Select an agency below to see a list of services:

- [Board for Volunteer Fire Fighters](#)
- [Community, Trade and Economic Development](#)
- [Consolidated Technology Services](#)
- [Criminal Justice Training Commission](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Early Learning](#)
- [Department of Ecology](#)
- [Department of Financial Institutions](#)
- [Department of Fish and Wildlife](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Licensing](#)
- [Department of Natural Resources](#)
- [Department of Revenue](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Developer Testing Only](#)

Click Apply for the Commerce Contract Management System. you will also get a User Registered for Service email.

My Services **Add a New Service** **Contact Us**

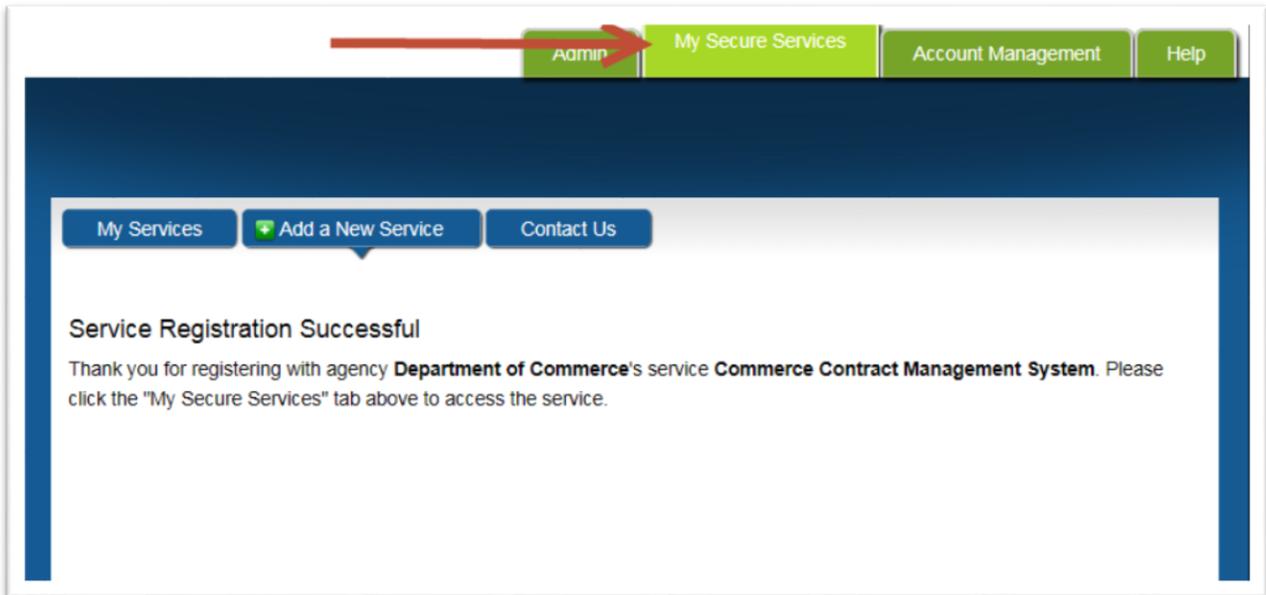
Add a Service to Your Account
Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

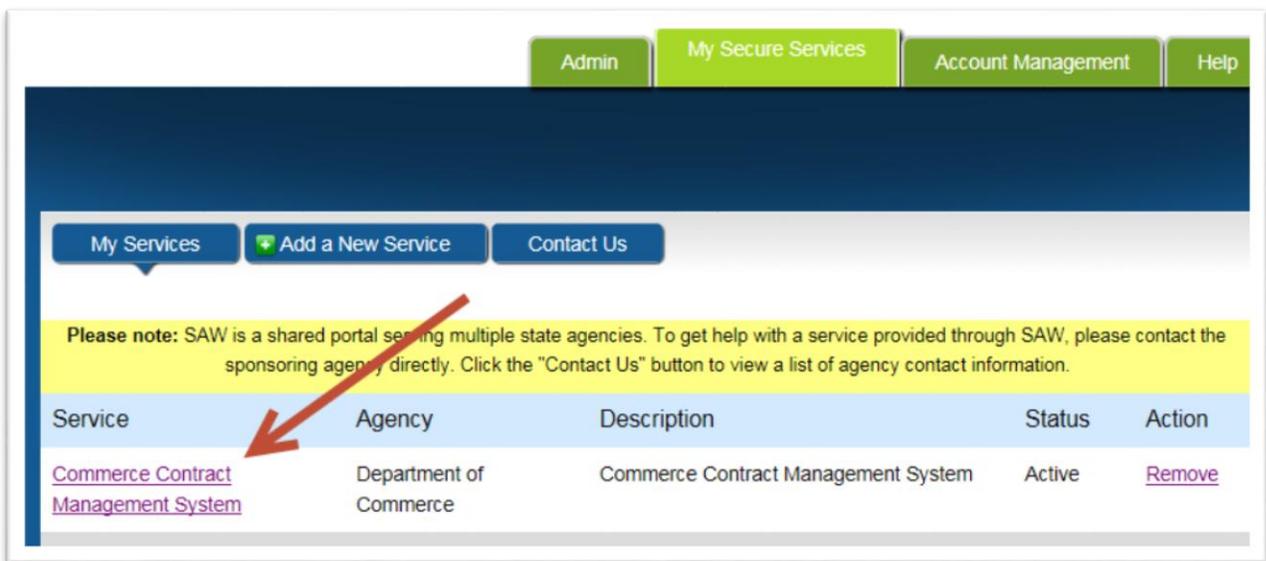
[All Agencies](#) > [Department of Commerce](#)

Service	Description	Action
Commerce Contract Management System	Commerce Contract Management System Privacy Notice	APPLY
Commerce Extranet	Commerce Extranet Privacy Notice	APPLY

You will get a Service Registration successful message. You will also get an Access Approved email.



Go back to My Secure Services tab and click on the Commerce Contract Management System link to access the system.



Step 3 – Submit a CMS Access Request form

You will also need to send a message to your Commerce program manager letting them know that you would like to access the system. Send them a [CMS Access Request](#) form to make sure that they have all of the information necessary to get you added into the system.

The CMS portal has three roles available. Submit, Data Entry and Read Only. Below is a list of activities available by role.

	Submit	Data Entry	Read Only
View Contract Details	X	X	X
View A19s	X	X	X
Print A19s	X	X	X
Create A19s	X	X	
Submit A19s	X		
Correct and Resubmit A19s	X		

Access to contracts is granted by SWV number, please complete as many forms as needed to be granted access to all the SWV numbers used for contracts by you organization.

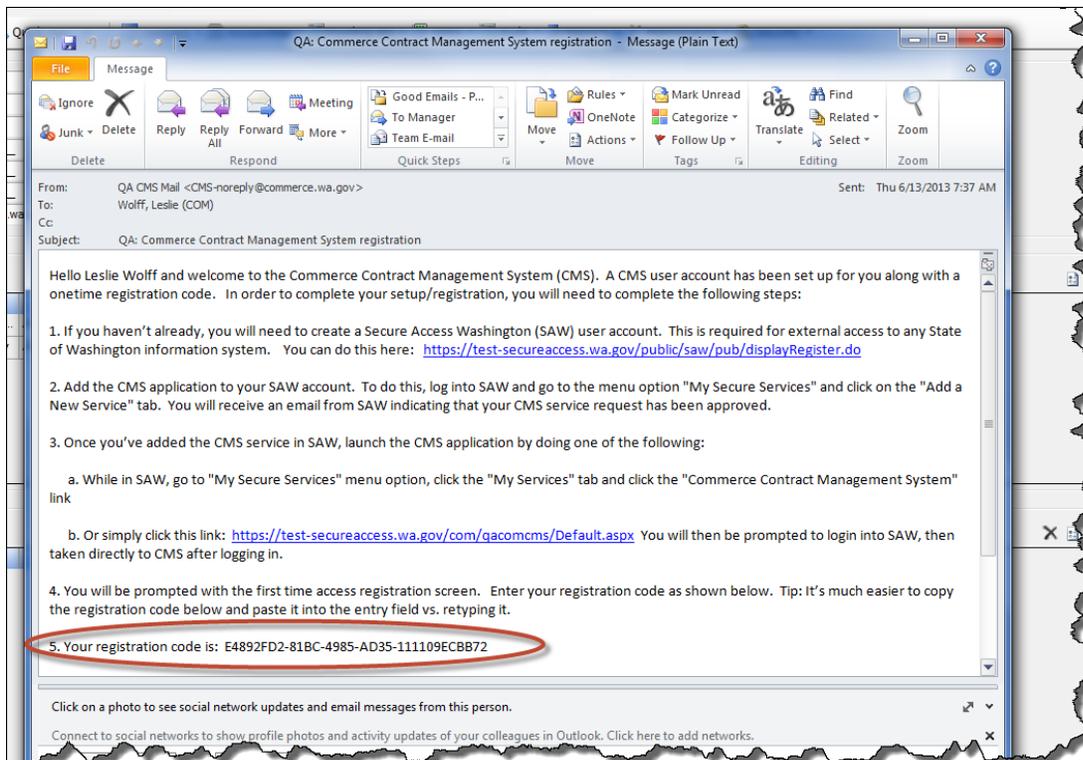
Step 4 – Log into CMS Portal site using the registration code

Once your Commerce program manager registers you as a CMS portal user, you will receive an email like the one pictured below.

If you received an email first, but have not created a SAW account, complete Steps 1 - 3 above.

When you receive this email and have an active SAW account, you can either click on the link in the email to launch the CMS Portal or you can enter the Commerce Contract Management System through your “My Services” in SAW.

If your organization contracts with multiple programs within Commerce, you may have already received an email like the one below. If you have been granted access to all of your Statewide Vendors, you will be automatically granted access to those contracts, provided the program allow online invoices. This means you have already been set up as a person in the Contract Management System. If you need to be granted access to another SWV, submit a completed CMS Access Request form to the applicable Program Manager.



When you receive this email, copy your registration code. You can do this by highlighting the text and holding down the control key while pressing 'c'.



Then follow the link found in the email to the CMS Portal.

You will be prompted to enter your registration code.

A registration form is displayed on a light gray background with a torn-edge effect. At the top, it reads "I have received my registration email and I would like to complete my registration." Below this, it says "Enter your registration code sent to you in your registration email below:". There is a white text input field followed by a button labeled "Finish Registration".

Click in the text box and paste the code. This can be done holding down the control key while pressing 'v'. Then click on "Finish Registration".



1. Log into CMS Portal site using the registration code via SAW.

CMS Portal

You will be granted access and redirected to the Commerce Contract Management System Home page.

There are four screens on the Portal. Use the Main Menu to navigate to each page.

Department of Commerce
Innovation is in our nature.

Home Contracts Review All A19s Create New A19

Welcome Liz Saylor to the Commerce Contract Management System! (Logout)

Hello Liz Saylor, and welcome to the CMS vendor access tool! For details about the Washington State Department of Commerce, please visit the [Department of Commerce website](#). You can also visit the [Commerce CMS Portal](#) to help you get the most out of CMS.

Below is a Summary of your In Process A19s

View	CMS Invoice ID	Contract#	Program	Service Dates	Current Status	Current Status Date	Requested Amt
	255864	16-46117-105	Street Youth Services	01/01/2016 - 01/31/2016	Submitted	02-16-2016	\$3,272.50
	255880	16-46108-19	Consolidated Homeless Grant	01/01/2016 - 01/31/2016	Processing Payment	02-16-2016	\$7,683.40
	255881	16-46108-17	Consolidated Homeless Grant	01/01/2016 - 01/31/2016	Processing Payment	02-16-2016	\$7,474.15
	255882	16-46108-27	Consolidated Homeless Grant	01/01/2016 - 01/31/2016	Processing Payment	02-16-2016	\$3,549.09
	255907	16-31310-137	Sexual Assault Services	01/01/2016 - 01/31/2016	Processing Payment	02-16-2016	
	243537	15-42200-164	Operating and Maintenance Fund		Draft	03-06-2015	
	14215	11-42200-144	Operating and Maintenance Fund	03/01/2012 - 03/31/2012	Processing Payment	04-17-2012	

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Home Screen

The home page will show invoices associated with your contracts. Your program manager will be able to see the same information within Commerce with the exception of drafts, which are A19s that you have created and saved but not submitted to Commerce.

This screen shows you the A19s you currently have in process. "In process" statuses are:

- Draft
- Submitted
- Program Approved
- Processing Payment

[Learn more about statuses here.](#)

The screenshot shows the home screen of the Department of Commerce Contract Management System. At the top left is the Washington State Department of Commerce logo with the tagline "Innovation is in our nature." To the right are navigation links: Home, Contracts, Review All A19s, and Create New A19. A welcome message reads: "Welcome Leslie Wolff to the Commerce Contract Management System! (Logout)". Below this is a blue banner with a message: "Hello Leslie Wolff, and welcome to the CMS vendor access tool! For details about the Washington State Department of Commerce please visit the Department of Commerce website. You can also visit the Commerce Vendor Portal site to help you get the most out of CMS." The main content area is titled "Below is a Summary of your In Process A19s" and contains a table with 8 columns: View, Invoice #, Contract#, Program, Service Dates, Current Status, Current Status Date, and Requested Amt. The table lists 12 rows of A19s with various statuses including Program Approved, Submitted, Draft, Rejected, and Processing Payment. At the bottom left of the page is the copyright notice: "© 2013- Washington State Department of Commerce - Contract Management System".

View	Invoice #	Contract#	Program	Service Dates	Current Status	Current Status Date	Requested Amt
	222976	Test 14-011	Operating and Maintenance Fund	08/01/2013 - 08/31/2013	Program Approved	08-14-2013	\$500.00
	222968	12-46108-31	Consolidated Homeless Grant	08/01/2013 - 08/31/2013	Submitted	08-07-2013	\$5.00
	222967	12-46108-31	Consolidated Homeless Grant	08/05/2013 - 08/07/2013	Submitted	08-07-2013	\$120.79
	222962	12-46108-31	Consolidated Homeless Grant	08/06/2013 - 08/06/2013	Draft	08-06-2013	\$311.20
	222957	Test 14-012	Operating and Maintenance Fund	07/01/2013 - 07/02/2013	Submitted	08-06-2013	\$60.00
	222958	Test 14-011	Operating and Maintenance Fund	07/01/2013 - 07/02/2013	Draft	08-06-2013	\$25.00
	222959	Test 14-013	Operating and Maintenance Fund	07/01/2013 - 07/02/2013	Program Approved	08-06-2013	\$260.00
	222960	Test 14-013	Operating and Maintenance Fund	07/03/2013 - 07/04/2013	Rejected	08-06-2013	\$3.00
	222961	12-46108-31	Consolidated Homeless Grant	08/06/2013 - 08/06/2013	Processing Payment	08-06-2013	\$13.00
	14215	11-42200-144	Operating and Maintenance Fund	03/01/2012 - 03/31/2012	Processing Payment	04-17-2012	

Contracts Screen

This screen will show you all of the contracts that you have been given access to by the Commerce program manager. The “Contracts” and “Create a New A19” menu options will both take you to the Contracts screen.

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Home Contracts Review All A19s Create New A19

Welcome Leslie Wolff to the Commerce Contract Management System! [Logout](#)

Contracts. Below are the Contracts you have access to.

View New Contract# A19	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
14-42200-173	Operating and Maintenance Fund	Diane Mayfield	07-01-2013	Executed	\$35,000.00	\$26,250.00
12-46108-07	Consolidated Homeless Grant	Jeff Spring	01-01-2012	Executed	\$68,359.00	\$13,129.64

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The Contracts screen shows you all of your contracts that you can use for online A19s and provides a starting point for creating a new A19. To create a new A19, click on the icon with the green plus sign under “New A19”.



You can view your contract by clicking on the magnifying glass to the far left of each contract listing.



Viewing your contract allows you to see contract details as well as any A19s for that contract. You can go to individual A19s by clicking on the view icon by the A19.

[Return to Contract List](#)

Contract Details

Contract#	12-46108-04	Commerce Pgm Rep	Jessica Simon	Start Date	1/1/2012
Contract Id	25841	Phone#	(360)725-...	End Date	12/31/2013
Amendment#	A	Other Contact#		Doc Date	
Status	Executed	Current Contract Amt	\$484,237.00	Amend Eff Date	7/1/2013
Contract Type	Grant	Current Budget Amt	\$484,237.00		
Division	Community Services & Housing Division	Expenditure To Date	\$424,287.65		
COM Unit	Housing Assistance	Remaining Balance	\$59,949.35		
Program	Consolidated Homeless Grant				
Project Name	Consolidated Homeless Grant				

Contract Description
The CHG is designed to support an integrated system of housing assistance to prevent homelessness and quickly re-house households who are unsheltered. This grant provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in Local Homeless Plans.

Vendor Contract Contacts

First Name	Middle Name	Last Name	Contact Type	Contact Title	Work Phone#	Cell Phone#	Fax Phone#	Email
Van			Vendor Contact		(360) 888-...		(360) 888-...	...@wenatcheeewa.gov

[Create New A19](#) [Return to Contract List](#)

A19 History

View CMS Invoice ID	Account#	Status	Service Dates	Submitted By	Submitted date	Requested Amt	Paid Amt
4847		Paid	01/01/2012 - 01/31/2012		03-05-2012	\$0.00	\$3,641.06
5746		Paid	02/01/2012 - 02/29/2012		03-27-2012	\$0.00	\$27,293.07
14538		Paid	03/01/2012 - 03/31/2012		04-26-2012	\$0.00	\$24,586.25
15588		Paid	04/01/2012 - 04/30/2012		05-23-2012	\$0.00	\$20,950.82
29870		Paid	05/01/2012 - 05/31/2012		06-26-2012	\$0.00	\$28,668.20

If you feel that you are missing any contracts, please contact your Commerce program manager.

Review All A19s Screen

This screen is similar to the Home Screen. The difference is that you have the ability to view not only “in process” A19’s, but also all paid A19s for your contracts.

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Home Contracts Review All A19s Create New A19 ?
Welcome Leslie Wolff to the Commerce Contract Management System! (Logout)

Review A19. Below are the A19s for Contracts you have access to.

Show all Show in process only

View	Invoice #	Contract#	Program	Service Dates	Current Status	Current Status Date	Paid Amt
	222976	Test 14-011	Operating and Maintenance Fund	08/01/2013 - 08/31/2013	Program Approved	08-14-2013	\$500.00
	222968	12-46108-31	Consolidated Homeless Grant	08/01/2013 - 08/31/2013	Submitted	08-07-2013	
	222967	12-46108-31	Consolidated Homeless Grant	08/05/2013 - 08/07/2013	Submitted	08-07-2013	
	222957	Test 14-012	Operating and Maintenance Fund	07/01/2013 - 07/02/2013	Submitted	08-06-2013	
	222959	Test 14-013	Operating and Maintenance Fund	07/01/2013 - 07/02/2013	Program Approved	08-06-2013	\$260.00
	222960	Test 14-013	Operating and Maintenance Fund	07/03/2013 - 07/04/2013	Rejected	08-06-2013	\$0.00
	222961	12-46108-31	Consolidated Homeless Grant	08/06/2013 - 08/06/2013	Processing Payment	08-06-2013	\$13.00
	14215	11-42200-144	Operating and Maintenance Fund	03/01/2012 - 03/31/2012	Processing Payment	04-17-2012	\$0.00
	5433	12-46108-31	Consolidated Homeless Grant	02/01/2012 - 02/29/2012	Processing Payment	03-19-2012	\$2,857.62
	5158	12-42200-144	Operating and Maintenance Fund	03/08/2012 - 03/08/2012	Processing Payment	03-12-2012	\$3,750.00
	4707	12-42200-144	Operating and Maintenance Fund	02/21/2012 - 02/21/2012	Processing Payment	02-27-2012	\$3,750.00
	4181	12-46108-31	Consolidated Homeless Grant	01/01/2012 - 01/31/2012	Processing Payment	02-14-2012	\$4,820.64
	3696	12-42200-144	Operating and Maintenance Fund	01/17/2012 - 01/17/2012	Processing Payment	01-30-2012	\$3,750.00
	2215	12-42200-144	Operating and Maintenance Fund	12/12/2011 - 12/12/2011	Processing Payment	12-14-2011	\$3,750.00
	1174	12-42200-144	Operating and Maintenance Fund	11/07/2011 - 11/07/2011	Processing Payment	11-09-2011	\$3,750.00

To view all A19s, check the “Show all” box and then press the “Refresh” button. To go back to an “in process” view, select “Show In process only” and press “Refresh”.

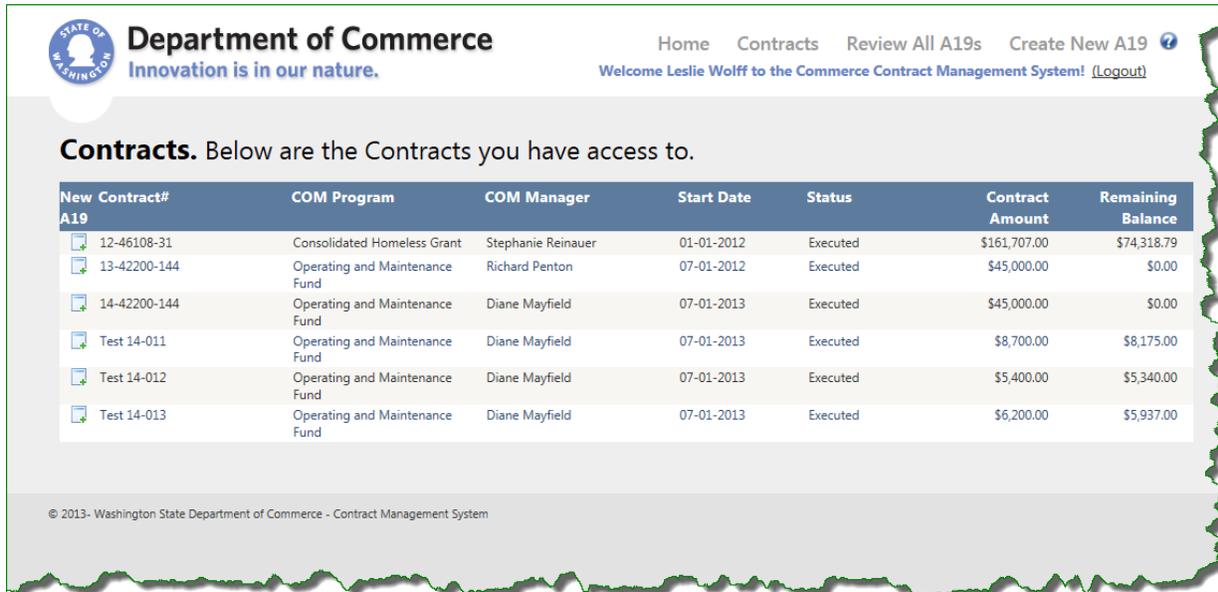
Review A19. Below are the A19s for C

Show all Show in process only

Create New A19 Screen

This screen shows you all of your contracts. As previously mentioned, the Contracts and Create New A19 menu options both take you to the Contracts list view.

From this screen you have the ability to start a new A19.



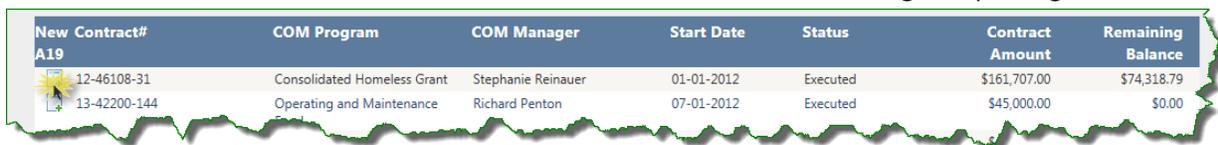
The screenshot shows the Department of Commerce Contract Management System interface. The header includes the Department of Commerce logo and the tagline "Innovation is in our nature." Navigation links for Home, Contracts, Review All A19s, and Create New A19 are visible. A welcome message for Leslie Wolff is displayed. The main content area is titled "Contracts. Below are the Contracts you have access to." and contains a table with the following data:

New Contract# A19	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
12-46108-31	Consolidated Homeless Grant	Stephanie Reinauer	01-01-2012	Executed	\$161,707.00	\$74,318.79
13-42200-144	Operating and Maintenance Fund	Richard Penton	07-01-2012	Executed	\$45,000.00	\$0.00
14-42200-144	Operating and Maintenance Fund	Diane Mayfield	07-01-2013	Executed	\$45,000.00	\$0.00
Test 14-011	Operating and Maintenance Fund	Diane Mayfield	07-01-2013	Executed	\$8,700.00	\$8,175.00
Test 14-012	Operating and Maintenance Fund	Diane Mayfield	07-01-2013	Executed	\$5,400.00	\$5,340.00
Test 14-013	Operating and Maintenance Fund	Diane Mayfield	07-01-2013	Executed	\$6,200.00	\$5,937.00

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How to Create a New A19

You can create a new A19 from either the Contracts screen or the Create New A19 screen. From either of these screens, select an executed contract and click on the icon with the green plus sign.



This close-up screenshot highlights the first row of the contract table. A green plus sign icon is visible in the first column of the first row, indicating that this contract can be selected to create a new A19.

New Contract# A19	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
12-46108-31	Consolidated Homeless Grant	Stephanie Reinauer	01-01-2012	Executed	\$161,707.00	\$74,318.79
13-42200-144	Operating and Maintenance	Richard Penton	07-01-2012	Executed	\$45,000.00	\$0.00

This will take you to a new invoice screen. Some of the fields will be auto-populated for you. You will see the project name, the corresponding Commerce program and contract number based on the contract you selected to create an invoice/A19 for.

You will also see your contract budget categories and activities, if applicable.

A19 Detail Screen

This will take you to a new invoice screen. Some of the fields will be filled in for you to assist you in verifying that you have selected the correct contract. Your Commerce program manager information is also displayed if you have any questions or need assistance.

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Home Contracts Review All A19s Create New A19 ?
Welcome Leslie Wolff to the Commerce Contract Management System! (Logout)

A19 Details For: CMS Invoice ID:

Project Name: Consolidated Homeless Grant
COM Program: Consolidated Homeless Grant
Contract #: 12-46108-07

The Account # field is for your use. It will be added to your EFT Notification.
Account #:
From Date:
Thru Date:
Notes to Commerce:

Commerce Contact: Jeff Spring
Contact Phone: (360)725-2991
Contact Email: jeff.spring@commerce.wa.gov
Submit Date: Program Approved Date:
Paid Date: Rejected Date:
Vendor Message:
Vendor Name: Blue Mountain Action Council
Vendor #: SWV0007206-00

Budget Item	Current Budget Amt	Expenditure To Date	Request Amt	Remaining Bal	Budget %
Admin	\$10,253.00	\$9,678.09	<input type="text"/>	\$574.91	6%
Data Collection Eval and Planning	\$3,386.00	\$2,551.21	<input type="text"/>	\$834.79	25%
Facility	\$0.00	\$0.00	<input type="text"/>	\$0.00	0%
Facility Support for HH w/ minor children	\$0.00	\$0.00	<input type="text"/>	\$0.00	0%
Housing Persons Exit Incentive	\$10,428.00	\$0.00	<input type="text"/>	\$10,428.00	100%
Permanent Support Housing Incentive	\$0.00	\$0.00	<input type="text"/>	\$0.00	0%
Program Operations	\$16,742.00	\$16,742.00	<input type="text"/>	\$0.00	0%
Rent Assistance for HH w/ income <30%	\$5,915.00	\$5,914.50	<input type="text"/>	\$0.50	0%
Rent Assistance for HH w/ minor child w/ income < 50%	\$21,635.00	\$20,343.56	<input type="text"/>	\$1,291.44	6%
Unassigned	\$0.00	\$0.00	<input type="text"/>	\$0.00	0%
	\$68,359.00	\$55,229.36	\$0.00	\$13,129.64	

** You can not attach a document until you save the A19 for the first time.

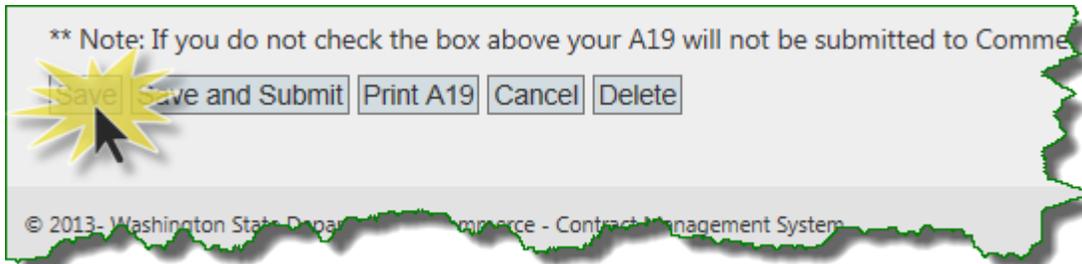
Delete	Edit	View	Attachment Title	Attachment Desc	Attached By
			Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity		

The fields that you have the ability to fill in on your A19 are displayed in white. The rest of the screen is gray. The fields available for entry are:

- Account # --This is where you can track your account number, if applicable.
- From Date -- This is the start date for the service period.
- Thru Date -- This is the end date for the service period.
- Vendor Notes to Commerce -- Enter notes here that will be visible to Commerce.
- Attach -- This is where you can add an attachment that can be seen by Commerce. In order to add an attachment, you must first save your new A19 so that an invoice number is generated.
- Contract Budget -- This is where you enter the amount they are requesting on your A19. If your program manager has set up budgets categories and/or activities then you have the ability to request amounts by line item.

- Certification Checkbox -- In order to submit an A19 to Commerce you will be required to check the certification box to verify that they have the authority to submit the invoice. This removes the need for a signature. You will need to re-certify by clicking the checkbox each time you re-submit your A19.

When you are on the new A19 screen, enter your A19 information, including requested amounts, then save the A19.



This will save the A19 in draft form. The A19 is not yet visible to Commerce staff. It will, however, now be included in your list of in-process A19s. If you need to exit the system, you will be able to return to your A19 to complete and submit it. Re-open the draft A19 you just created by clicking on the edit icon to the left of the row.

View	Invoice #	Contract#	Program	Service Dates	Current Status	Current
	222965	Test 14-011	Operating and Maintenance Fund	08/01/2013 - 08/31/2013	Program Approved	08-14-
	222968	12-46108-31	Consolidated Homeless Grant	08/01/2013 - 08/31/2013	Submitted	08-07-
	222967	12-46108-31	Consolidated Homeless Grant	08/05/2013 - 08/07/2013	Submitted	08-07-

Once you are ready to submit your A19 to Commerce, check the certification box, stating that you are authorized to submit the A19 and click on “Save and Submit”. This will send your A19 to Commerce’s Contract Management System, where your program manager will review and process it.

Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the

Check this to certify that the above statement is true.

** Note: If you do not check the box above your A19 will not be submitted to Commerce.

Save Save and Submit Print A19 Cancel Delete

Paid Amount

Submitted By

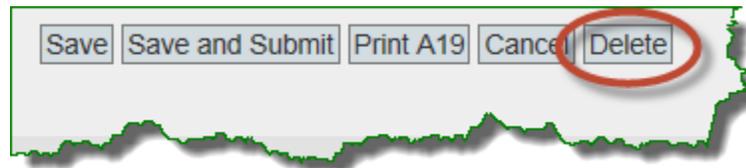
Submitted Date

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If you are missing any required fields, you will see a warning letting you know what you need to fill in.



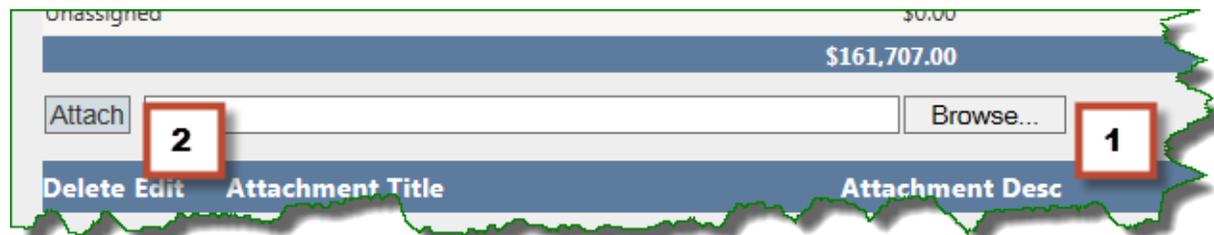
From within the A19, you also have the ability to delete the A19 using the "Delete" button. This option is only available for Draft A19s. If there is a need to delete a submitted A19, contact your Program Manager and they will reject the A19 for you.



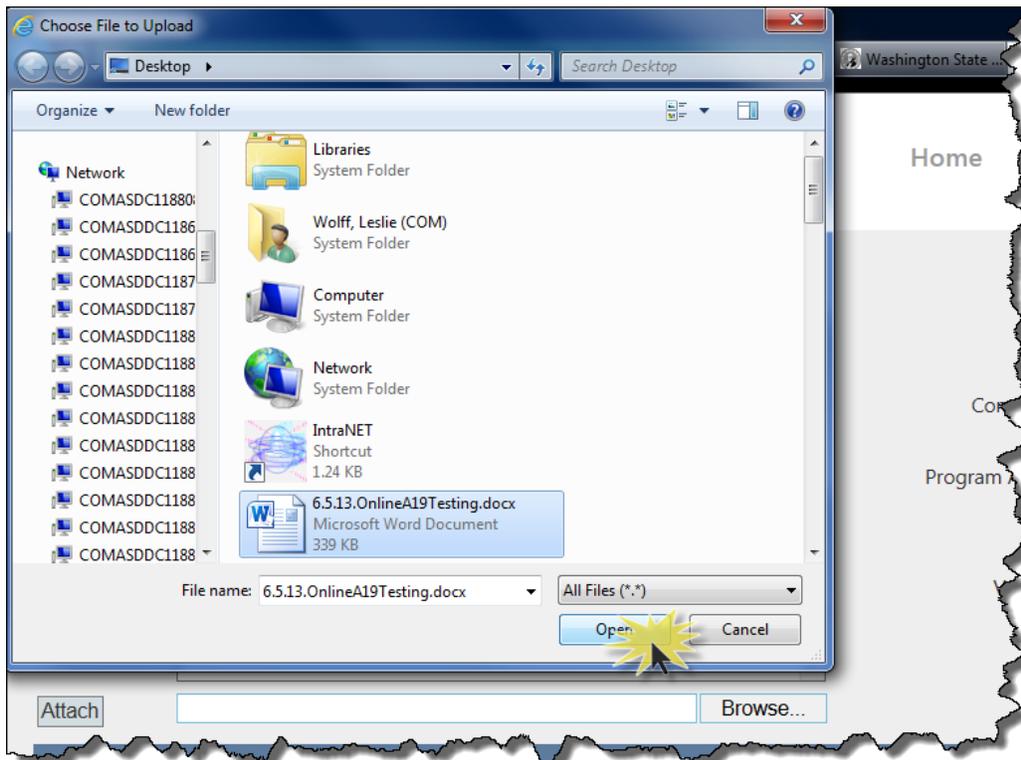
The "Cancel" button takes you out of the A19 and sends you back to your home screen.

How to Add an Attachment

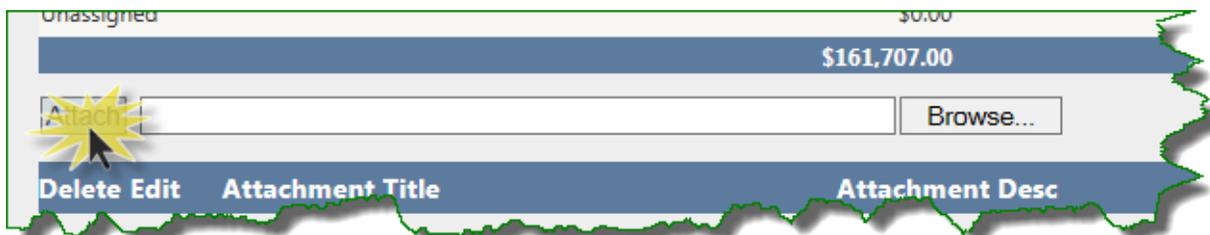
After you save your A19, you will have the ability to add an attachment. Any attachments you add will be visible to your Commerce program manager once the A19 is submitted. To add an attachment, select "Browse" and navigate to your document and then select "Attach".



“Browse” will give you access to the documents on your computer or within your network depending on where you are working from. It’s the same as adding an attachment to an email.



Once you navigate to the document you’d like to upload, click on “Open” (above). You will see the name of your attachment on the screen, but in order to finish attaching, you will need to click “Attach”.



You will not be able to add an attachment until after you have saved the initial draft of your A19. The “Attach” button will be grayed out until you save your A19.

You will not be able make changes to your attachment from within the CMS Portal. If you need to update or change an attachment, you will need to delete the old attachment and upload the corrected version. Once an attachment has been submitted to Commerce, you will not be able to delete it.

How to Print an A19

To print a copy of your A19, select the "Print A19" button.



This will give you a PDF version of the A19 you created. There is no requirement to send this to Commerce. This copy is for your own records.

Form 19-1A	VOUCHER DISTRIBUTION	AGENCY NUMBER	Short Code	Commerce Contract Number			
	DEPARTMENT OF COMMERCE	1030		S13-34011-001			
VENDOR OR CLAIMANT (Warrant payable to:)		INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.					
		<p>Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.</p> <p>By: _____</p>					
Vendor Contact Person:	Julie Williams	(SIGN IN BLUE INK)					
Vendor Contact Phone:	2537983430						
Vendor Contact Email:							
Contract Period:	07/01/12 - 06/30/13	(TITLE)		(DATE)			
REPORT PERIOD:							
DATE	DESCRIPTION	BUDGET	Expended To Date	AMOUNT THIS INVOICE	AWARD REMAINING		
N/A		\$498,728.00	\$.00	\$100.00	\$498,628.00		
	Unassigned - Unassigned	\$379,082.00	\$217,221.55	\$100.00	\$161,760.45		
Total:		\$875,808.00	\$217,221.55	\$200.00	\$658,386.45		
Match: Year / Dollars / Coding	PROGRAM APPROVAL (The individual signing this voucher warrants they have the authority to sign this voucher.)				Date		
DOC DATE	CURRENT DOC. NO.	REFERENCE DOC. NO.	VENDOR NUMBER and SUFFIX SWV0000388 15				
ACCOUNT NO. Account Number Seventeen Billi		ASD NUMBER 28278	VENDOR MESSAGE				
TRANS CODE	MASTER INDEX	SUB OBJ	SUB SUB OBJ	GL ACCT	SUB SID	AMOUNT	INVOICE
	34330550	NZ					
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT				DATE	WARRANT TOTAL		

How to Correct an A19

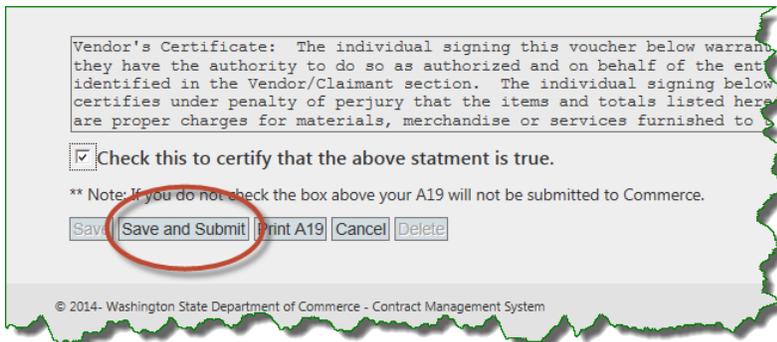
After you've saved an A19, you can get back to it from either the home screen or by going to "Review All A19s". To correct the A19, select the edit icon to the left of your chosen A19.



View	Invoice #	Contract#	Program	Service Dates	Current Status
	222979	12-46108-31	Consolidated Homeless Grant		Draft
	222976	Test 14-011	Operating and Maintenance Fund	08/01/2013 - 08/31/2013	Program Approved

This option is available to you when your A19 is in draft or submitted status. Once your A19 has been approved by Commerce it will be locked down to you. If your A19 has moved to approved status, you will need to contact your Commerce program manager if you'd like to make any changes.

Once your A19 is unlocked by your Commerce program manager, correct your data and then click "Save and Submit".



Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed here are proper charges for materials, merchandise or services furnished to

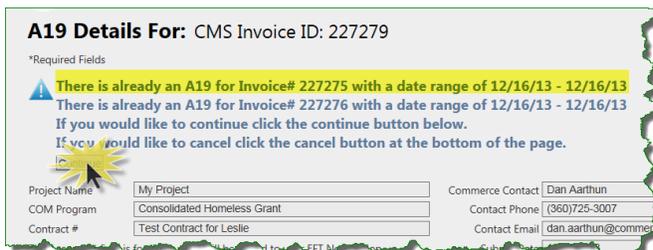
Check this to certify that the above statement is true.

** Note: If you do not check the box above your A19 will not be submitted to Commerce.

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You will not be able to simply hit "Save". It will be grayed out. Make sure you recertify your A19 or you will not be able to submit it to Commerce.

Once you press "Save and Submit" you will see a message at the top of your screen. You will see that you have at least one A19 already with a similar date range. Take a look at your date range, verify that it's correct and then click continue.



A19 Details For: CMS Invoice ID: 227279

*Required Fields

 **There is already an A19 for Invoice# 227275 with a date range of 12/16/13 - 12/16/13**
There is already an A19 for Invoice# 227276 with a date range of 12/16/13 - 12/16/13
If you would like to continue click the continue button below.
If you would like to cancel click the cancel button at the bottom of the page.



Project Name	<input type="text" value="My Project"/>	Commerce Contact	<input type="text" value="Dan Aarhun"/>
COM Program	<input type="text" value="Consolidated Homeless Grant"/>	Contact Phone	<input type="text" value="(360)725-3007"/>
Contract #	<input type="text" value="Test Contract for Leslie"/>	Contact Email	<input type="text" value="dan.aarhun@commerce.wa.gov"/>

This submits your updated A19 to Commerce.

How to Find Your Commerce Program Manager

Your Commerce program manager is listed on your A19, along with their phone number and email address.

A19 Details For: Invoice # 222979

Project Name	Consolidated Homeless Grant	Commerce Contact	Stephanie Reinauer
COM Program	Consolidated Homeless Grant	Contact Phone	(360)725-2920
Contract #	12-46108-31	Contact Email	stephanie.reinauer@commerce.wa.gov

You can also find their name on your contract list.

Contracts. Below are the Contracts you have access to.

New Contract# A19	COM Program	COM Manager	Start Date
12-46108-31	Consolidated Homeless Grant	Stephanie Reinauer	01-01-2012
13-42200-144	Operating and Maintenance Fund	Richard Penton	07-01-2012
14-42200-144	Operating and Maintenance Fund	Diane Mayfield	07-01-2013
Test 14-011	Operating and Maintenance Fund	Diane Mayfield	07-01-2013
Test 14-012	Operating and Maintenance Fund	Diane Mayfield	07-01-2013
Test 14-013	Operating and Maintenance Fund	Diane Mayfield	07-01-2013

How to Logout of the System

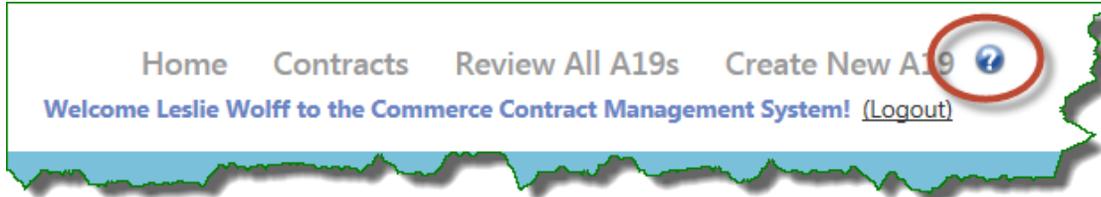
When you are done using the CMS Portal, you can logout of the portal by clicking on Logout. This will allow other to login if you are using a share machine.

Home Contracts Review All A19s Create New A19 ?

Welcome Leslie Wolff to the Commerce Contract Management System! [\(Logout\)](#)

How to Access CMS Portal Help

The blue question mark in the upper right corner of the CMS Portal is a link to user manuals, help documents and other useful information on the Commerce website. If you don't find what you need here, then contact your Commerce program manager.



A19 Statuses

Your A19 will move through several different statuses. You'll see the status on your list of A19s.

Here are the statuses you will see and the actions that lead to them.

User Action	A19 - Status
You enter basic A19 information online and click save. The A19 has not been seen by Commerce.	Draft
You click the submit button. Your A19 can now be seen by Commerce.	Submitted
Commerce approves your A19.	Program Approved
Commerce fiscal services has received your approved A19.	Processing Payment
Your A19 has left Commerce. You have either already been paid or will be paid shortly.	Paid
Commerce rejects your A19. You will need to talk to your program manager to determine next steps.	Rejected



System Access Request Form

Mail or email this completed form to your Commerce program manager. The Contract Management System Portal (CMS) is accessed through Secure Access Washington (SAW). Use this link to access the SAW site <https://secureaccess.wa.gov/> and create a SAW account.

Upon receipt of this form, your Commerce program manager will send a CMS Registration Code to your SAW email address. See the [CMS training manual on the website](#) for instructions on how to create a SAW account and to login to CMS.

Requestor Information

FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
SAW EMAIL		FAX PHONE	ROLE
			<input type="checkbox"/> Data Entry and Submit <input type="checkbox"/> Data Entry Only <input type="checkbox"/> Read Only
ORGANIZATION NAME		STATEWIDE VENDOR NUMBER	
ORGANIZATION NAME		STATEWIDE VENDOR NUMBER	

Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the organizations listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement.

<http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>

PRINTED NAME	SIGNATURE	DATE

Manager Approval

By signing this form, I approve this employee to access the CMS portal on behalf of the organizations listed above.

PRINTED NAME	SIGNATURE	DATE