

# 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.

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

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

## **Getting Started**

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.

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

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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 “Sign Up!” button to begin.



**WELCOME**  
to your login for Washington state.

SecureAccess Washington

**SIGN UP!** **GET HELP** **TIPS ON**

**LOGIN**

USERNAME

PASSWORD


**SUBMIT**

[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**

**WASHINGTON STATE AGENCIES**

Enter your name, email and create a Username. Note the requirements for a secure password. You will also need to verify that you are not a “Not a robot”.



# SIGN UP!

×

Not sure if you already have an account? [CHECK NOW](#)

**FIRST NAME**

**LAST NAME**

**EMAIL**

**USERNAME**


**PASSWORD REQUIREMENTS**  

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Add at least 10 more characters  
Add a special character or a lower case letter or an uppercase letter or a number

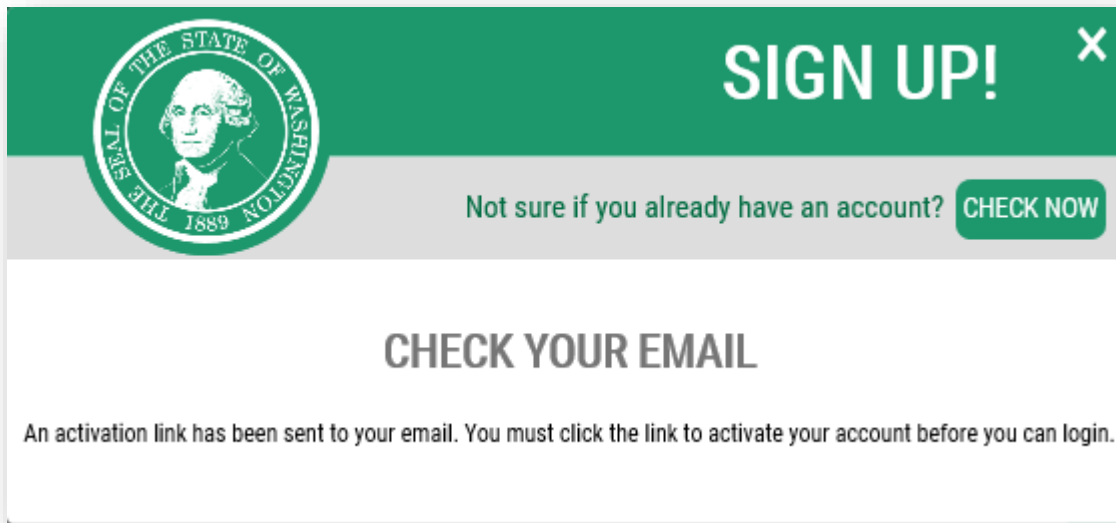
**PASSWORD**

**CONFIRM PASSWORD**

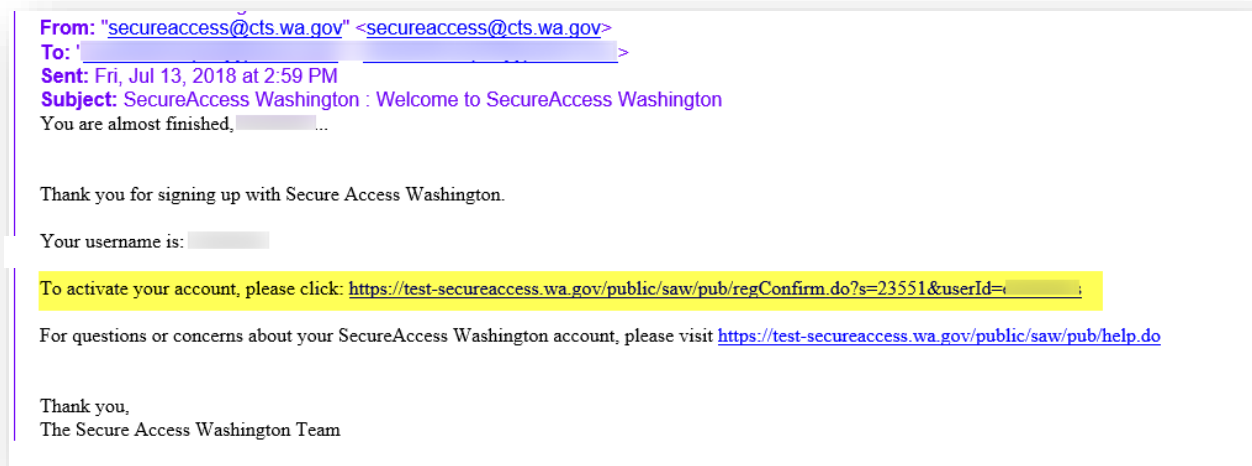
☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

**SUBMIT**

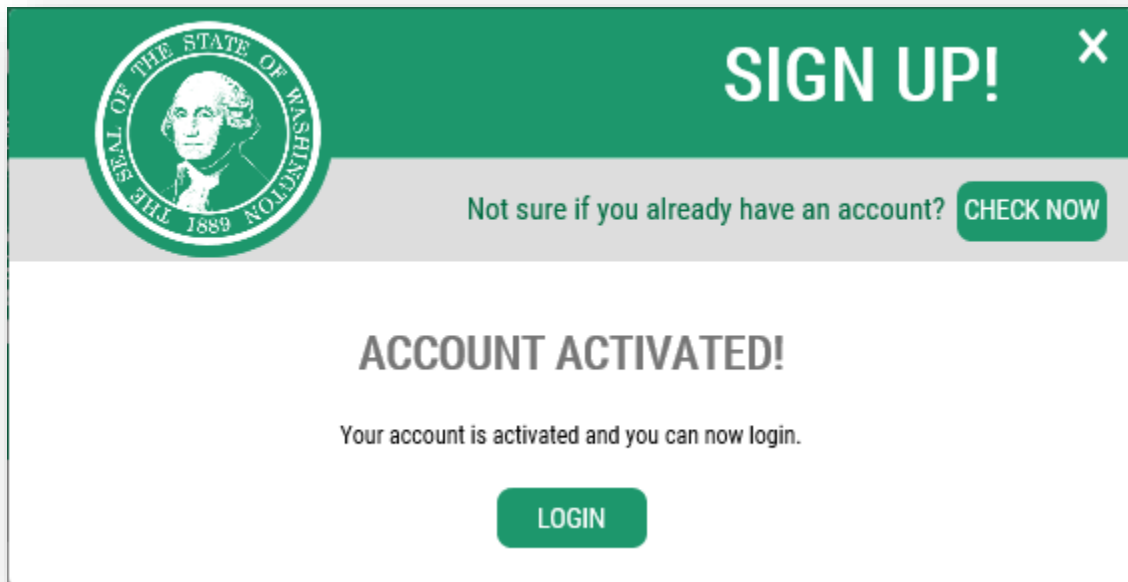
You will be sent an email to activate your account.



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 the link to activate your account.



You will get an Account Activated message when you have successfully activated your SAW account.

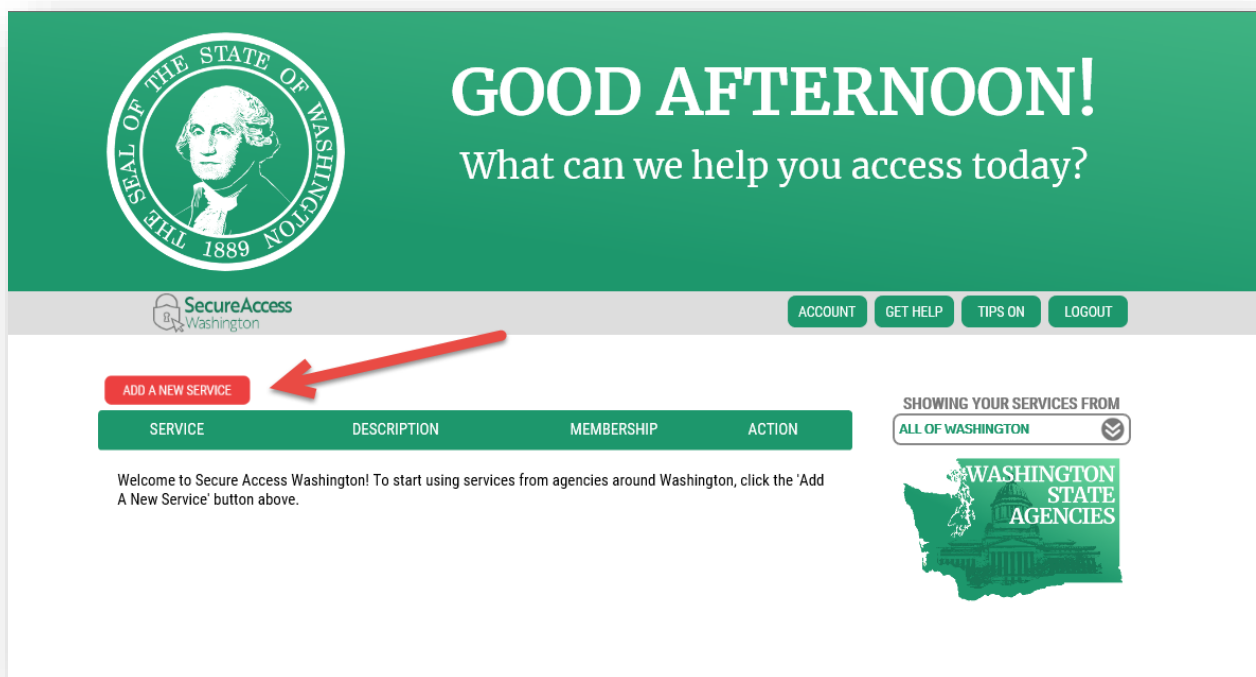


Next log into SAW using your new username and password.

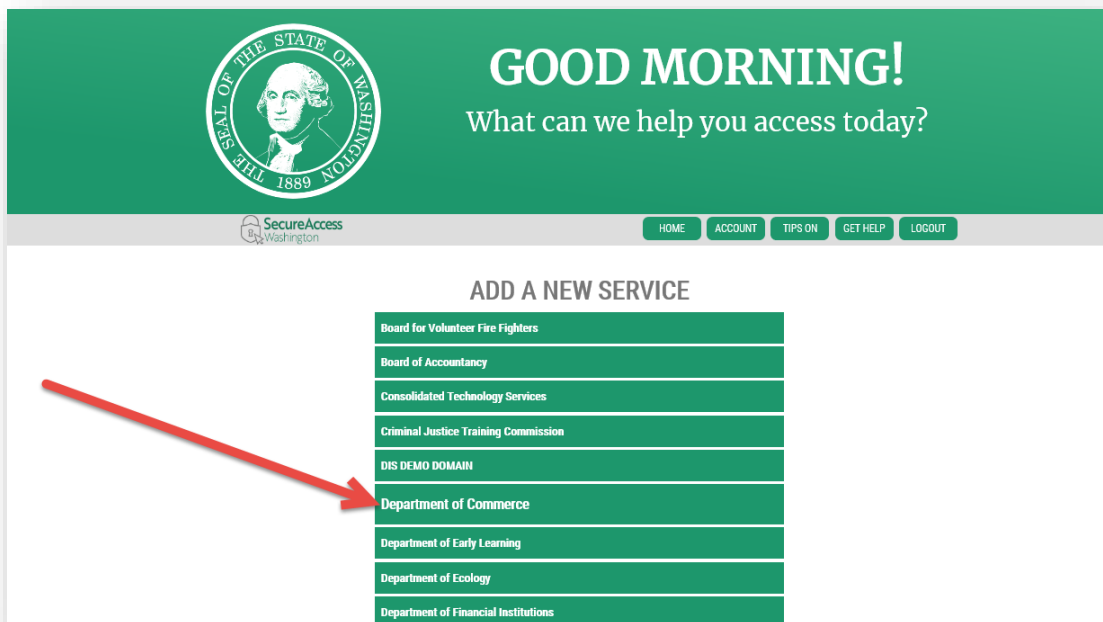


## Step 2 – Add the Commerce Contract Management System service

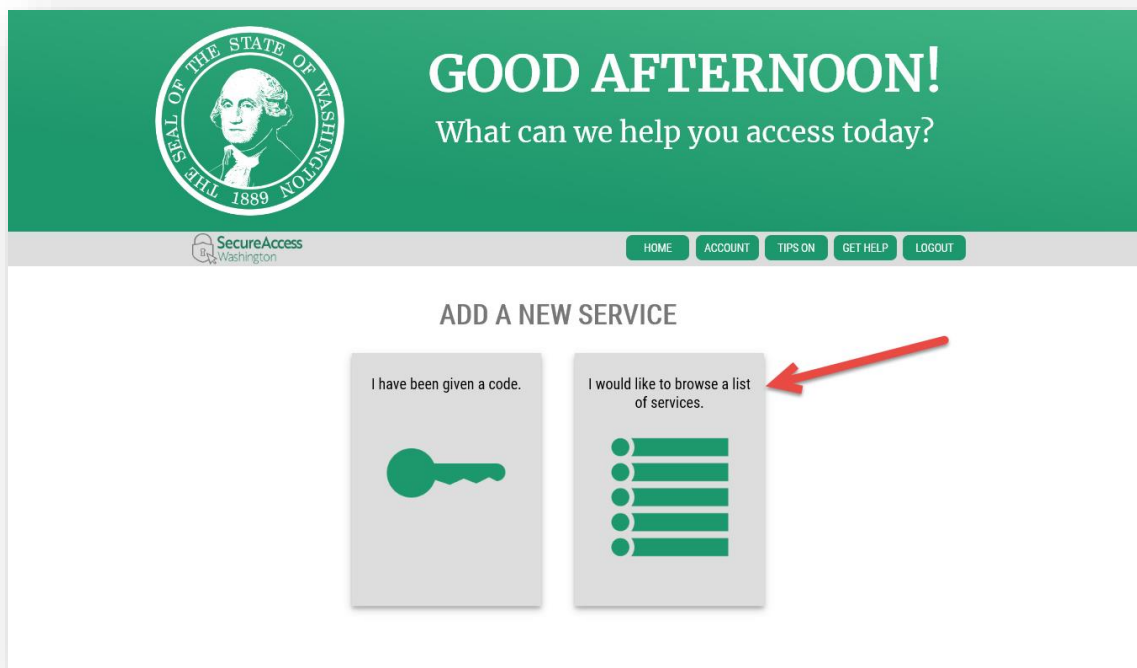
Once you've logged into SAW, you can add your selected services by clicking on the "Add a New Service" button.



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

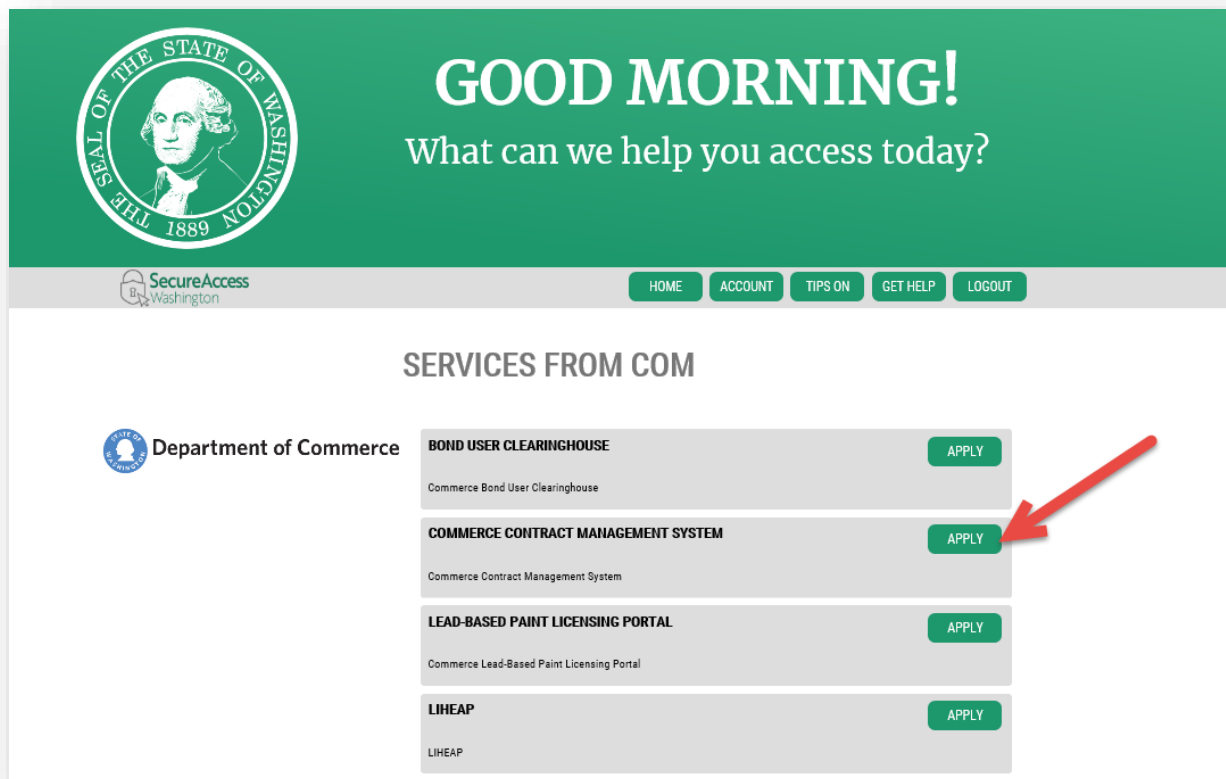


Next select the “I would like to browse a list of services” option.

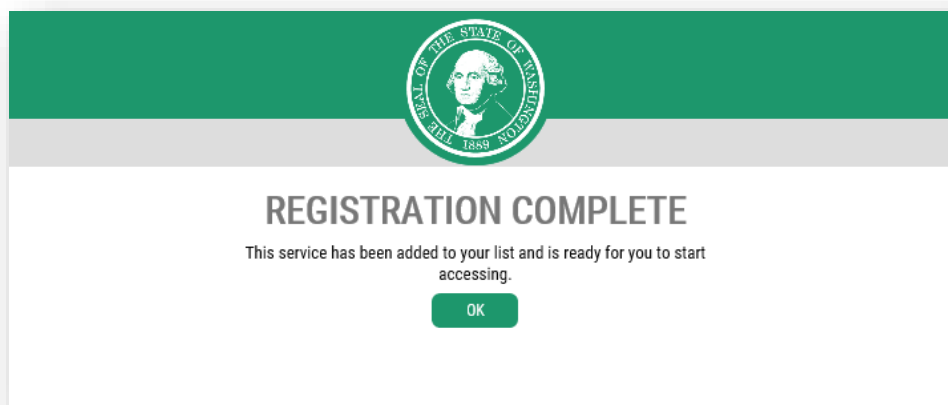




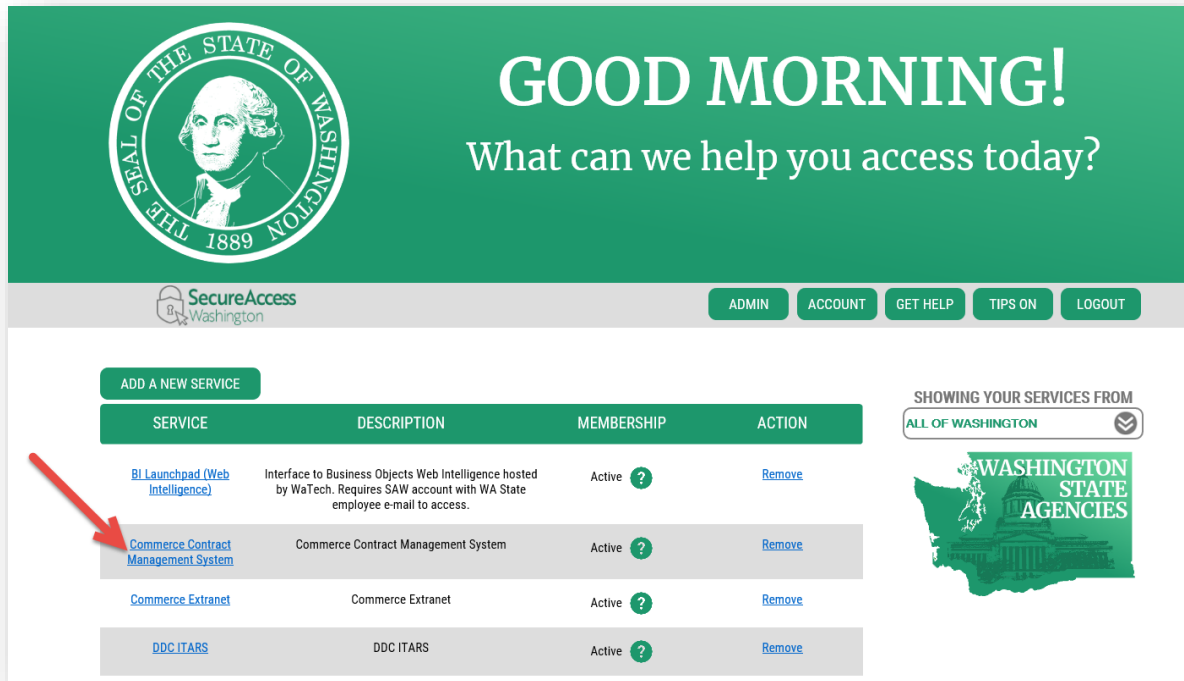
Click Apply for the Commerce Contract Management System.



You will get a Registration Complete message. You will also get two emails, a User Registered for Service email and an Access Approved email. They are informational only and you do not need them to continue.



You will be redirected to the Home screen. 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
<b>View Contract Details</b>	X	X	X
<b>View A19s</b>	X	X	X
<b>Print A19s</b>	X	X	X
<b>Create A19s</b>	X	X	
<b>Submit A19s</b>	X		
<b>Correct and Resubmit A19s</b>	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.

### 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/>

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

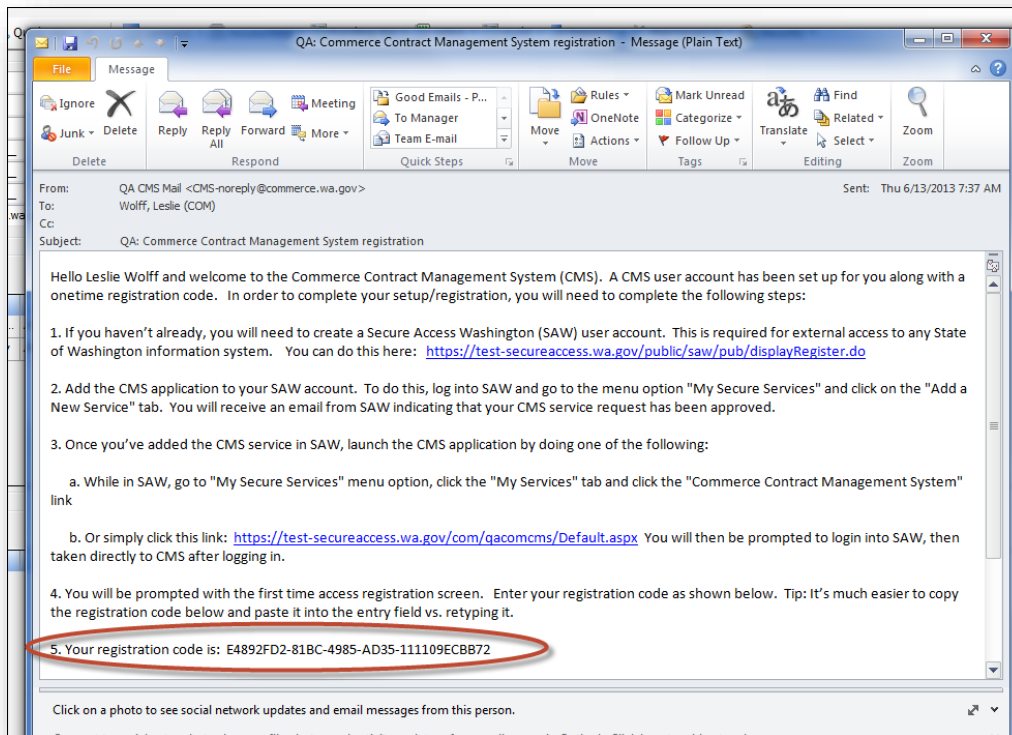
Once your Commerce program manager registers you as a CMS portal user, you will receive an email like the one pictured below.

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 you “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.

**I have received my registration email and I would like to complete my registration.**

Enter your registration code sent to you in your registration email below:

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".



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

## CMS Portal

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

The CMS portal provides more than just the ability to submit your A19s electronically. You can track the progress of your A19, print your A19s at any time, view A19 attachments, and even print loan amortizations schedules. Use the links below to find out more.

1. [Screen Overviews](#)
2. [Create and Submit a New A19](#)
3. [Print an A19](#)
4. [Correct an A19](#)
5. [View Contract Summary Information](#)

6. [View and Print Loan Amortization Schedules](#)
7. [Track your A19 Status](#)
8. [System Access Request Form](#)

## Screens

There are four menu options on the top of the Portal. Use these 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
	255664	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 CMS vendor access tool. At the top, there is a navigation bar with links: Home, Contracts, Review All A19s, and Create New A19. A welcome message for Leslie Wolff is displayed. Below the navigation bar, a blue banner contains a welcome message and links to the Department of Commerce website and the Commerce Vendor Portal site. The main content area features a section titled "Below is a Summary of your In Process A19s" which contains a table of invoices. The table has columns for View, Invoice #, Contract#, Program, Service Dates, Current Status, Current Status Date, and Requested Amt. The table lists 11 invoices with various statuses including Program Approved, Submitted, Draft, and Processing Payment. At the bottom of the page, there is a copyright notice for 2013.

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	

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## Contracts Screen

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

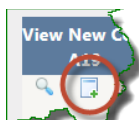
**Department of Commerce**  
Innovation is in our nature.

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

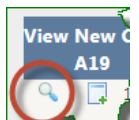
**Contracts.** Below are the Contracts you have access to.

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

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 Summary Information 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) 888-1000	(360) 888-1000		van@wenatcheeewa.gov

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

**A19 History**

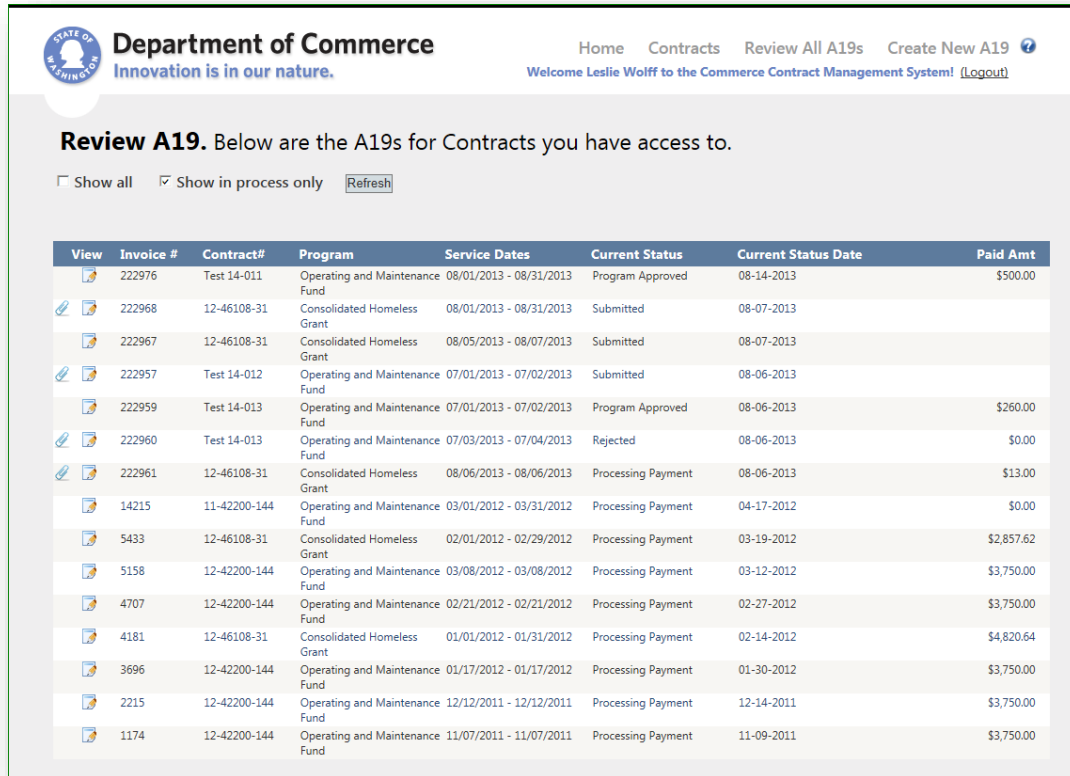
View CMS Invoice ID	Account#	Status	Service Dates	Submitted By	Submitted date	Requested Amt	Paid Amt
4847		Paid	01/01/2012 - 01/31/2012		03-05-2012	\$0.00	\$3,641.06
5746		Paid	02/01/2012 - 02/29/2012		03-27-2012	\$0.00	\$27,293.07
14538		Paid	03/01/2012 - 03/31/2012		04-26-2012	\$0.00	\$24,586.25
15588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

If you feel you are missing any contracts or if any information is incorrect, 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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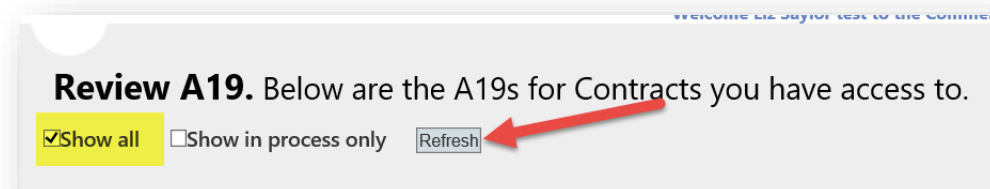
Home Contracts Review All A19s Create New A19 ?  
Welcome Leslie Wolff to the Commerce Contract Management System! (Logout)

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

☐ Show all ☒ Show in process only [Refresh](#)

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”.



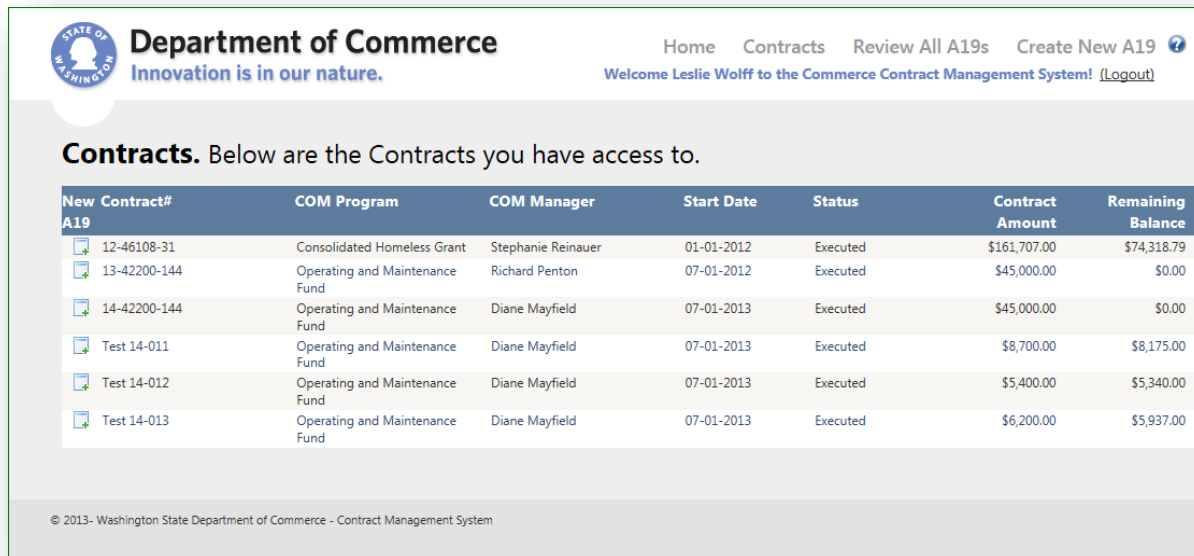
**Review A19.** Below are the A19s for Contracts you have access to.

☒ Show all ☐ Show in process only [Refresh](#)

## 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 'Contracts' page of the Department of Commerce Contract Management System. The header includes the state logo, the department name, and navigation links. A welcome message for Leslie Wolff is displayed. The main content area lists contracts with columns for New Contract# A19, COM Program, COM Manager, Start Date, Status, Contract Amount, and Remaining Balance. A table with 7 rows of contract data is shown below the header text.


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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## A19 Invoice Screen

This will take you to the A19 Invoice screen. Your Commerce program manager information is also displayed if you have any questions or need assistance. This screen is divided into five sections. They are

described below with key entry fields defined for clarity.

 **Department of Commerce**

[Home](#) [Contracts](#) [Review All A19s](#) [Create New A19](#) [Welcome Liz Saylor test to the Commerce Contract Management System!](#) [Logout](#)

### A19 Details For: CMS Invoice ID: 276965

\*Required Fields

Project Name	test 2019	Commerce Contact	Annie Anderson
COM Program	Housing Trust Fund	Contact Phone	(360) 725-2714
Contract #	Liz-001	Contact Email	annie.anderson@commerce.wa.gov
The Account # field is for your use. It will be added to your EFT Notification.		Submit Date	9/27/2017
Account #		Program Approved Date	
*From Date	2/1/2019	Paid Date	
*Thru Date	2/1/2019	Rejected Date	
Notes to Commerce			
		Vendor Message	
		Vendor Name	OLYMPIA CITY OF
		Vendor #	SWV0008853-00

#### A19 Reimbursement Request

Budget Item	Current Budget Amt	Expenditure To Date	Request Amt	Remaining Bal	Budget %
Unassigned - Unassigned	\$0.00	\$30.00	\$0.00	(\$10.00)	0%
Contractor Admin - Unassigned	\$500,000.00	\$0.00	\$15,000.00	\$485,000.00	97%
Contracted Services - Unassigned	\$500,000.00	\$0.00	\$10,000.00	\$490,000.00	98%
<b>Total:</b>	<b>\$1,000,000.00</b>	<b>\$30.00</b>	<b>\$25,000.00</b>	<b>\$974,990.00</b>	

#### Attachments

Delete	Edit	View	Attachment Title	Attachment Desc	Attached By
--------	------	------	------------------	-----------------	-------------

#### Expenses over \$1,000

☐ All Expenses under \$1,000

Select file

+	Paid By UBI	*Paid by Organization Name	*Paid to Contractor Type	Paid to UBI	*Paid to Organization Name	Paid to Org Type	Expense Type	*Amount
-	342-000-433	City of Olympia	Subcontract	060-412-421	10 Star Construction	For Profit	Construction	\$2,500.00
-	060-412-421	10 Star Construction	Sub Subcont	603-152-968	A THRU Z WINDOWS AND S	For Profit	Construction	\$350.00
-	060-412-421	10 Star Construction	Sub Subcont	603-575-299	Angel's Roofing	For Profit	Construction	\$700.00
-	060-412-421	10 Star Construction	Sub Subcont	604-110-346	Unique Concrete & Masonry	For Profit	Construction	\$205.00
-	342-000-433	City of Olympia	Subcontract	603-343-895	Pippin Construction	For Profit	Construction	\$7,500.00
-	603-343-895	Pippin Construction	Sub Subcont	601-728-582	Ace Hardware	For Profit	Construction	\$320.00
-	603-343-895	Pippin Construction	Sub Subcont	601-614-677	Maben Trucking and Excavati	For Profit	Construction	\$905.00
-	603-343-895	Pippin Construction	Sub Subcont	602-386-931	Prime Time Paint Co.	For Profit	Construction	\$850.00
-	342-000-433	City of Olympia	Subcontract	603-579-701	Senior Housing Consulting, LI	For Profit	Services	\$1,500.00
-	342-000-433	City of Olympia	Subcontract	603-108-191	East Grays Harbor County Fo	Non-Profit	Services	\$3,000.00
<b>Total:</b>								<b>\$17,830.00</b>

**Subcontractor Total:** \$14,500.00

**Sub Subcontractor Total:** \$3,330.00

\*\* The Contract Expense spreadsheet was Last Uploaded FROM Inv #30LyCity.xlsx @ Sep 27 2017 8:20AM BY lizs. There were 16 rows in total and 0 rows with errors. 16 contract expenses have been uploaded.

#### 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 herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that

☐ Check this to certify that the above statment is true.

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

Paid Amount

\$0.00

Submitted By

Liz Saylor test

Submitted Date

9/27/2017 9:37:40 AM

## A19 Details

This section contains general information about your contract as well as the reporting period information for the A19. Your commerce contact information is also included in case you have any questions.

- CMS Invoice ID – This is the unique number for your Invoice. It will be added to your EFT notification.
- Account # --This is where you can track your account number, if applicable.
- \*From Date -- This is the start date for the service period. **\*Required**
- \*Thru Date -- This is the end date for the service period. **\*Required**
- Vendor Notes to Commerce -- Enter notes here that will be visible to Commerce.

## A19 Reimbursement Request

This section provides up-to-date budget balances and percentages.

- Request Amount -- 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.

## Attachments

This is where you can add an attachment that can be viewed by Commerce when reviewing your A19. In order to add an attachment, **you must first save your new A19** so that an invoice number is generated. Attachments cannot be deleted after submission. The Save Button is in the Submit section.


**\*\*Important\*\*** You must **SAVE** your A19 before you can add attachments.

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

☐ **Check this to certify that the above statment is true.**  
**\*\* Note: If you do not check the box above your A19 will not be submitted to Commerce.**

## Expenses over \$1,000

This section is where you report Subcontractor and Sub Subcontractor expenses over \$1,000. You may

manually enter expenses by adding rows using the  on the top left of the grid, or by uploading the Expense Template Excel spreadsheet. For detailed instructions on what expenses to report, visit the [Contract Management Portal Webpage](#).

- Download Template Link – allows you to download the Excel Spreadsheet to
- All Expenses Under \$1,000 checkbox – Check this box if you do not have any eligible expenses to report.
- Browse/Upload – this allow you to select and upload the Expense template. This works similarly to the Browse/Attach buttons for attachments.

## Submit

This section is where you save, certify, print and submit the A19.


- 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.
- Save – The Save button allows you to save your A19 in Draft status without submitting. If you need to exit the system, you will be able to return to your A19 to complete and submit it
- Save and Submit – Once you Save and Submit your A19, your Commerce Program Manager is able to view and process it for payment.
- Print A19 – This allows you to print your A19 for your records.
- Print Budget Matrix – if you have a budget with C
- Cancel – If you have not saved your A19, clicking Cancel will allow you to exit the screen without creating a new A19. If you have saved your A19, clicking Cancel will allow you to exit the screen without saving any changes.
- Delete – You can delete a draft A19 using the “Delete” button. If there is a need to delete a submitted A19, contact your Program Manager and they will reject the A19 for you.

☐ Check this to certify that the above statment is true.

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

## Contract Details Screen

This screen provides a summary view of your contract information. You can access all of its A19s, create a new one and print out loan amortization schedules for loan contracts. If you see any incorrect information, please contact your program manager.


**Department of Commerce**

[Home](#)
[Contracts](#)
[Review All A19s](#)
[Create New A19](#)

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

[Return to Contract List](#)

### Contract Details

Contract#	Liz-001	Commerce Pgm Rep	Annie Anderson	Start Date	1/1/2019
Contract Id	33139	Phone#	(360) 725-2714	End Date	12/1/2019
Amendment#		Other Contact#		Doc Date	
Status	Executed	Current Contract Amt	\$1,000,000.00	Amend Eff Date	
Contract Type	Grant/Loan Combination	Current Budget Amt	\$1,000,000.00		
Division	Community Services & Housing Division	Expenditure To Date	\$125,010.00		
COM Unit	Housing Finance	Remaining Balance	\$874,990.00		
Program	Housing Trust Fund				
Project Name	test 2019				
Contract Description	test				

### Vendor Contract Contacts

First Name	Middle Name	Last Name	Contact Type	Contact Title	Work Phone#	Cell Phone#	Fax Phone#	Email
John		Doe	Vendor Contact		(222) 222-2222			test@test.com

[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
276962		Processing Payment	01/01/2019 - 01/01/2019		01-01-2019	\$0.00	\$10.00
276965		Submitted	02/01/2019 - 02/01/2019	Liz Saylor test		\$25,000.00	
276970		Draft					
276972		Draft	01/01/2019 - 01/31/2019			\$100,000.00	
276973		Submitted	01/01/2019 - 01/31/2019			\$0.00	\$100,000.00
276974		Submitted	01/01/2019 - 01/31/2019			\$0.00	\$100,000.00
276975		Submitted	03/01/2019 - 03/28/2019			\$0.00	\$5.00

### Loan List




View Loan#	Loan Type	Interest Type	Loan Source	Payment Frequency	Loan Amount	Rate	Term	Status	Start Date	First Payment Date	End Date
1	Amortizing Loan	Simple	HTF	Annual - 365 Days	\$500,000.00	100.00 %	20	Active	01-01-2019	12-31-2019	12-31-2038
2	Grant	None	HTF		\$500,000.00			Grant			

[Print Combined Amort Schedules](#)

© 2017- Washington State Department of Commerce - Contract Management System

## 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.




View New Contract# A19	COM Program	COM Manager	Start Date	Status	Contract Amount	Remaining Balance
 PC12-951-028	Public Works Trust Fund NT	Carrie Calleja	10-11-2011	Executed	\$10,000,000.00	\$104,669.26
 liz-001	Housing Trust Fund	Linda Alongi	01-01-2018	Executed	\$1,000,000.00	\$581,212.00
 PW 00-681-038	Public Works Trust Fund	Carrie Calleja	04-18-2000	Executed	\$6,721,144.00	\$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.

This will save the A19 in draft form. The A19 is not yet visible to Commerce staff. It will 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.

### Below is a Summary of your In Process A19s

View	CMS Invoice ID	Contract#	Program	Service Dates	Current Status	Current Date
	277257	liz-001	Housing Trust Fund	05/02/2018 - 05/02/2018	Submitted	05-02-2018
	277256	liz-001	Housing Trust Fund	05/01/2018 - 05/01/2018	Submitted	05-01-2018
	277241	liz-001	Housing Trust Fund	10/05/2018 - 10/05/2018	Submitted	10-12-2018

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.

### Submit

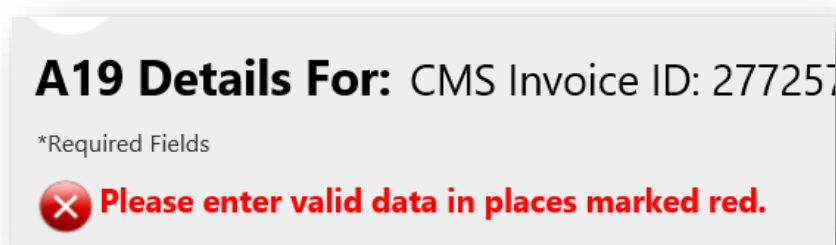
Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claims section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper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

☒ Check this to certify that the above statement is true.

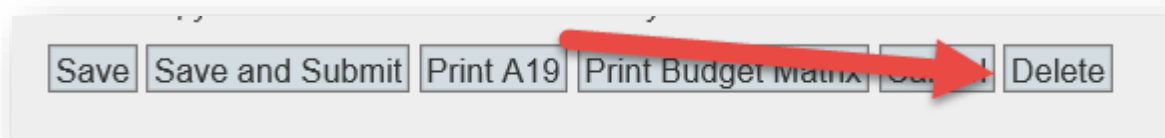
\*\* Note: If you do not check the box above, your A19 will not be submitted to Commerce.

Paid Amount   
Submitted By   
Submitted Date

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.

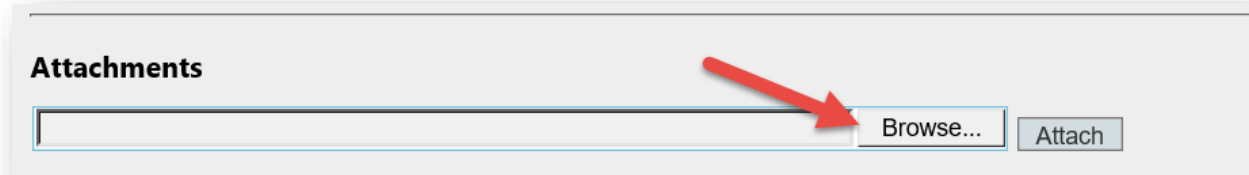


The “Cancel” button takes you out of the A19 and sends you back to your home screen.

## How to Add an Attachment

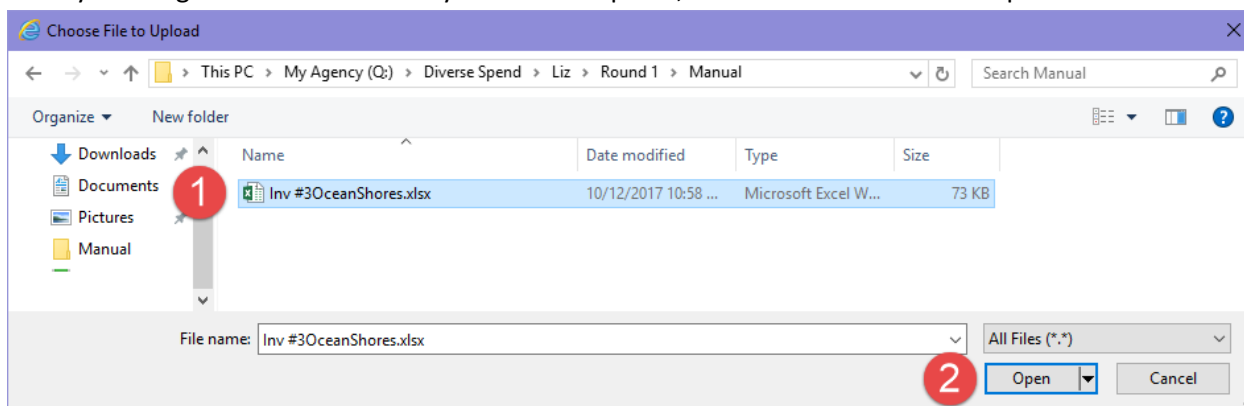
After you save your A19, you will have the ability to add an attachment. Any attachments you add will be visible to your Commerce program manager once the A19 is submitted.

Click Browse. The Browse button 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.





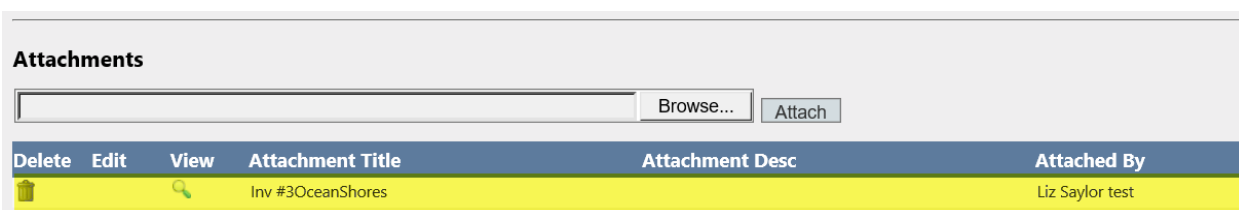
Once you navigate to the document you'd like to upload, click on the file and click Open.



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 now see the attached file in the Attachment list. Click the View icon to open the attachment.



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 Add Reportable Expenses

There are two ways to enter Reportable Expenses in the CMS portal. Manually entering the expenses or by uploading a template.

### Manually Entered Expenses

This is a good option when there are only a few expenses to enter for an A19.

#### Adding and Deleting Rows

Click the Plus Icon on the top left grid to add a row.

Click the Minus icon to delete a row.

**Expenses over \$1,000**  
☐ All Expenses under \$1,000

+	Paid By UBI	*Paid by Organization Name
-		
-		
-		
Total:		

**Expenses over \$1,000**  
☐ All Expenses under \$1,000

+	Paid By UBI	*Paid by Organization Name
-		
-		
-		
Total:		

#### Enter Expense Information

Begin entering the expense information on the added rows.

**Expenses over \$1,000**  
☐ All Expenses under \$1,000

+	Paid By UBI	*Paid by Organization Name	*Paid to Contractor Type	Paid to UBI
-	600-093-815	City of Ocean Shores	Subcontractor	060-412-421
-	060-412-421	10 Star Construction	Subcontractor	152-968
Total:				

#### Required Fields

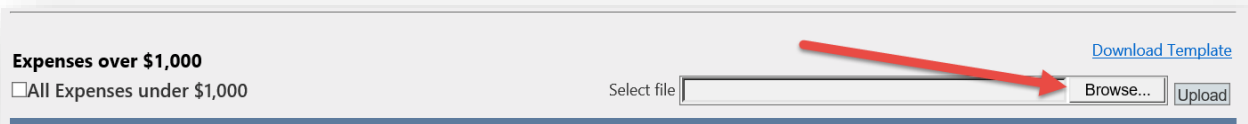
There are only four fields are required for a valid expense row, they are marked by an Asterisk \*.

+	Paid By UBI	*Paid by Organization Name	*Paid to Contractor Type	Paid to UBI	*Paid to Organization Name	Paid to Org Type	Expense Type	*Amount
-								
-								
-								
Total:								\$0.00
Subcontractor Total:								\$0.00
Sub Subcontractor Total:								\$0.00

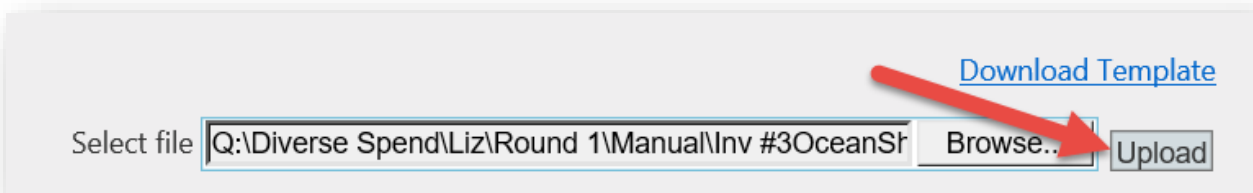
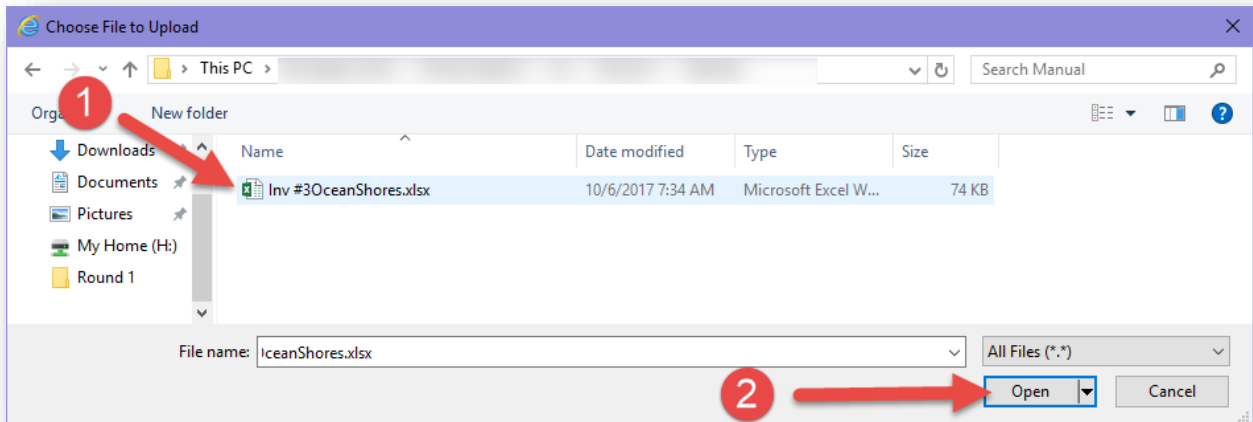
## Upload a Template

When the Reportable Expense list is extensive, using a Template allows users to gather and organize the information before entering it into the system.

Select the Browse Button



Select the saved Template.



## Successful Template Upload Message

The system will provide a detailed message when you successfully upload a template.

**\*\* The Contract Expense spreadsheet was Last Uploaded FROM Inv #3OceanShores.xlsx @ Oct 12 2017 11:00AM BY lizs. There were 10 rows in total and 0 rows with errors. 10 contract expenses have been uploaded.**

## Color Coding and Subtotals

Color Coding and Subtotals are provided for each Contractor Type when you save the A19 or upload a successful Template.

**Expenses over \$1,000** [Download Template](#)

☐ All Expenses under \$1,000

Select file

	Paid By UBI	*Paid by Organization Name	*Paid to Contractor Type	Paid to UBI	*Paid to Organization Name	Paid to Org Type	Expense Type	*Amount
-	600-093-815	Ocean Shores City	Subcontractor	060-412-421	10 Star Construction	For Profit	Construction	\$2,500.00
-	060-412-421	10 Star Construction	Sub Subcont	603-152-968	A THRU Z WINDOWS AND S	For Profit	Construction	\$350.00
-	060-412-421	10 Star Construction	Sub Subcont	603-575-299	Angel's Roofing	For Profit	Construction	\$700.00
-	060-412-421	10 Star Construction	Sub Subcont	604-110-246	Unique Concrete & Masonry	For Profit	Construction	\$205.00
-	600-093-815	Ocean Shores City	Subcontractor	603-343-895	Pippin Construction	For Profit	Construction	\$7,500.00
-	603-343-895	Pippin Construction	Sub Subcont	604-032-161	Roosevelt Plumbing	For Profit	Construction	\$1,200.00
-	603-343-895	Pippin Construction	Sub Subcont	601-614-677	Maben Trucking and Excavati	For Profit	Construction	\$905.00
-	603-343-895	Pippin Construction	Sub Subcont	602-386-931	Prime Time Paint Co.	For Profit	Construction	\$850.00
-	600-093-815	Ocean Shores City	Subcontractor	603-579-701	Senior Housing Consulting, LI	For Profit	Services	\$1,500.00
-	600-093-815	Ocean Shores City	Subcontractor	603-108-191	East Grays Harbor County Fo	Non-Profit	Services	\$3,000.00
Total:								\$18,710.00
								<b>Subcontractor Total: \$14,500.00</b>
								<b>Sub Subcontractor Total: \$4,210.00</b>

**\*\* The Contract Expense spreadsheet was Last Uploaded FROM Inv #3OceanShores.xlsx @ Oct 12 2017 11:00AM BY lizs. There were 10 rows in total and 0 rows with errors. 10 contract expenses have been uploaded.**

## Reload a Template

If you need to update the expenses, simply upload the template again. The system will delete all existing expense records before reloading the updated ones. You must click the Continue button before reloading expenses.

\*Required Fields



**All existing contract expense records will be deleted. Do you wish to continue?**

**If you would like to continue click the continue button below and then browse to the file and upload.**


**If you would like to cancel click the cancel button at the bottom of the page.**



## Upload Errors and Warnings

We have made every attempt to help you load good expense data. If there are errors on the template, you will get an error message at the top of the A19 detailing how many records had errors and a Validation and Errors list with the errors for each record by row number. Some messages are warnings. A warning will not prevent the file from uploading, but the data may need further review.

### Error Warning

 **There were errors when uploading the Contract Expense file. No records were uploaded. The error details are: 7 record(s) were fine but 35 record(s) had errors. See details in Validation Errors grid.**

### Validation (Warnings) and Errors

Validation (Warnings) and Errors		
Row Number	Error and (Warning) Message	Upload Date
29	ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount; ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:10 PM
30	ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:10 PM
31	ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount; ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:10 PM
32	ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:11 PM
33	ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:11 PM
34	WARNING: Leading zeros added to "Paid By UBI", please verify	10/12/2017 1:25:11 PM
35	WARNING: Leading zeros added to "Paid By UBI", please verify	10/12/2017 1:25:11 PM
36	ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount	10/12/2017 1:25:11 PM
39	ERROR: The "Expense Type" must be a valid type	10/12/2017 1:25:11 PM

### Add Template as an Attachment

The template should be added as backup for the A19.


Attachments				
<input type="text"/>		<input type="button" value="Browse..."/>	<input type="button" value="Attach"/>	
Delete	Edit	View	Attachment Title	Attached By
			Inv #3OceanShores	Liz Saylor test

## How to Print an A19

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

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

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.

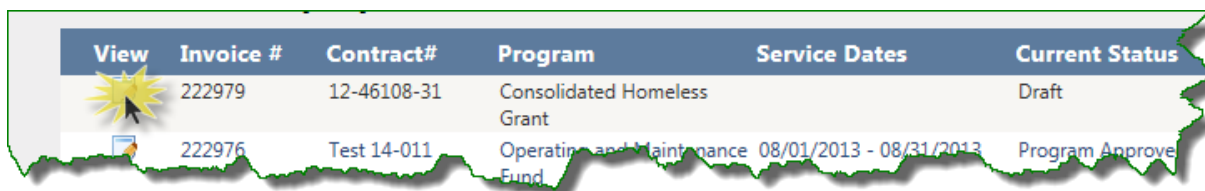




STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
www.commerce.wa.gov

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.			
		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.			
Vendor Contact Person:		By: (SIGN IN BLUE INK)			
Vendor Contact Phone:					
Vendor Contact Email:					
Contract Period:		(TITLE) (DATE)			
REPORT PERIOD:					
DATE	DESCRIPTION	BUDGET	Expended To Date	AMOUNT THIS INVOICE	AWARD REMAINING
	N/A	\$496,726.00	\$0.00	\$100.00	\$496,626.00
	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 SWV0000366 15	
ACCOUNT NO. Account Number Seventeen Billi		ASD NUMBER 26278		VENDOR MESSAGE	
TRANS CODE	MASTER INDEX	SUB OBJ	GL ACCT	SUB SID	AMOUNT
	34330550	NZ			INVOICE
SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT			DATE	WARRANT TOTAL	

## How to Correct an A19

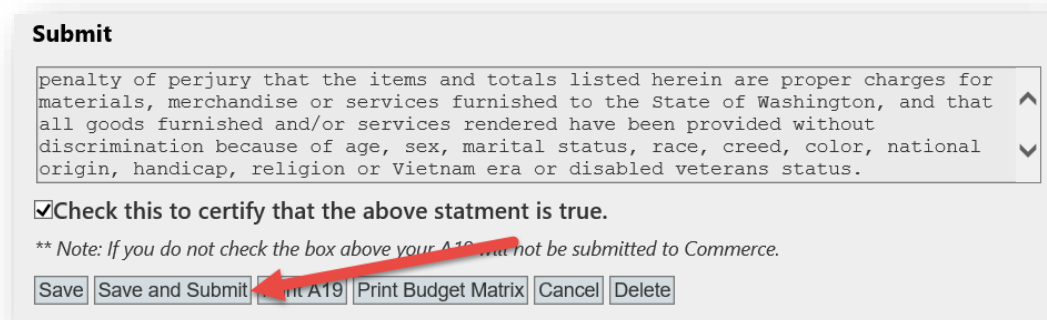
After you've saved an A19, you can get back to it from either the home screen or by going to "Review All A19s". To correct the A19, select the edit icon to the left of your chosen A19.



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".



**Submit**

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.

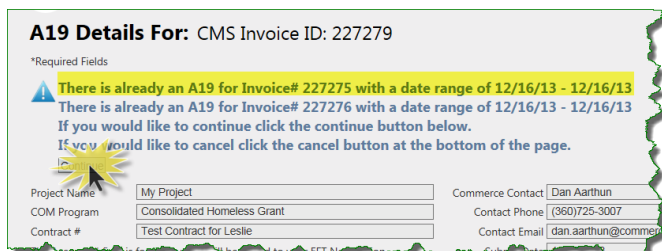
☒ Check this to certify that the above statement is true.

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

Save Save and Submit **Submit A19** Print Budget Matrix Cancel Delete


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. 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	My Project	Commerce Contact	Dan Aarhun
COM Program	Consolidated Homeless Grant	Contact Phone	(360)725-3007
Contract #	Test Contract for Leslie	Contact Email	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

## How to view Contract Summary Information

Click the  Icon on the Contracts Screen to view the basic information about your contracts and a list of all of the A19s for that contract.



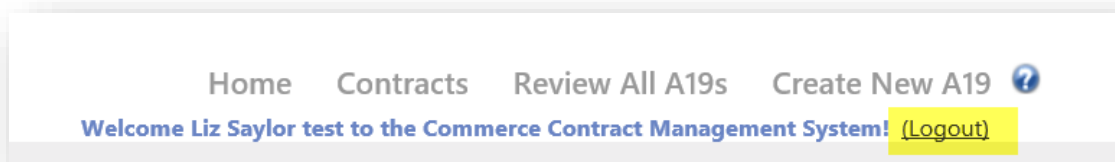
## How to view and print Loan Amortization Schedules

You can print your Loan Amortization schedules from the Contracts Detail screen. If you have more than one funding source for your contract, you can print a combined amortization schedule that will them roll-up for you.

Loan List												
View	Loan#	Loan Type	Interest Type	Loan Source	Payment Frequency	Loan Amount	Rate	Term	Status	Start Date	First Payment Date	End Date
	1	Amortizing Loan	Simple	HTF	Annual - 365 Days	\$500,000.00	100.00 %	20	Active	01-01-2019	12-31-2019	12-31-2038
	2	Grant	None	HTF		\$500,000.00			Grant			
<a href="#">Print Combined Amort Schedules</a>												

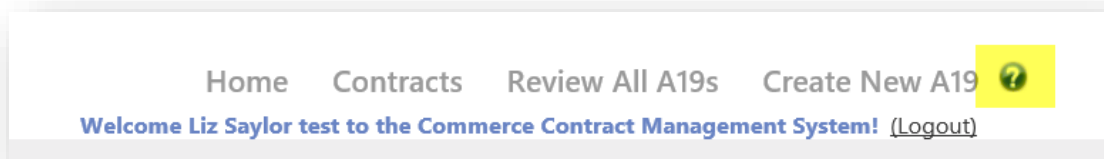
## How to Logout of the System

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.



## 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 CMS Portal website](#). If you don't find what you need here, then contact your Commerce program manager.



## Track your A19s

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

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