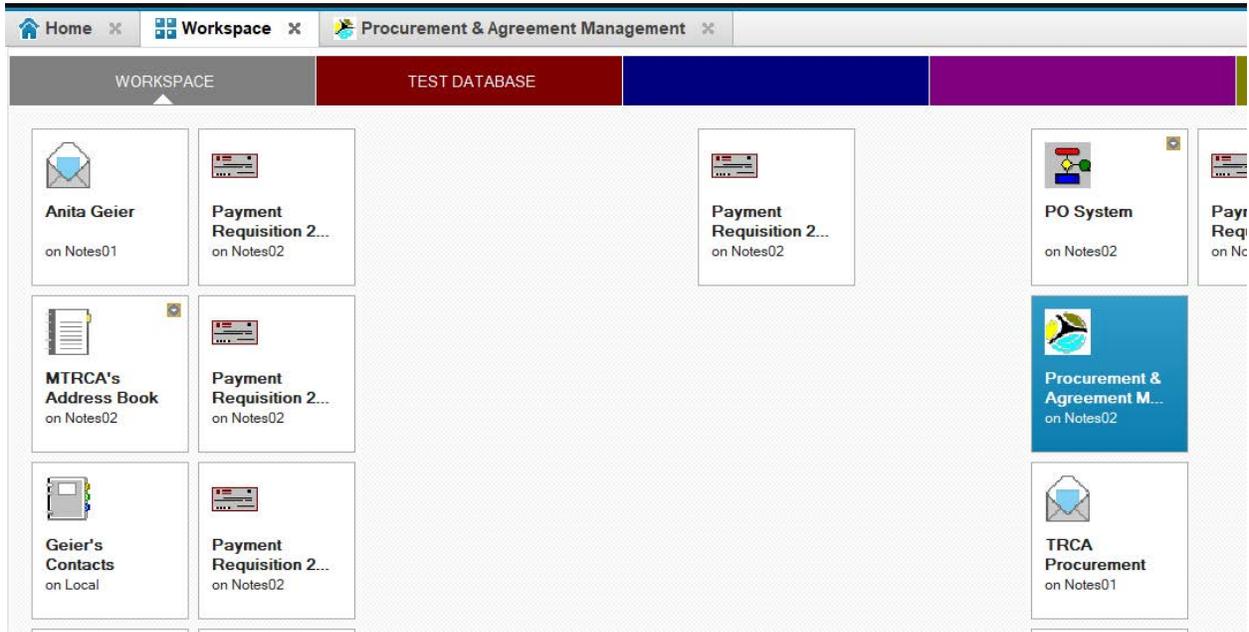


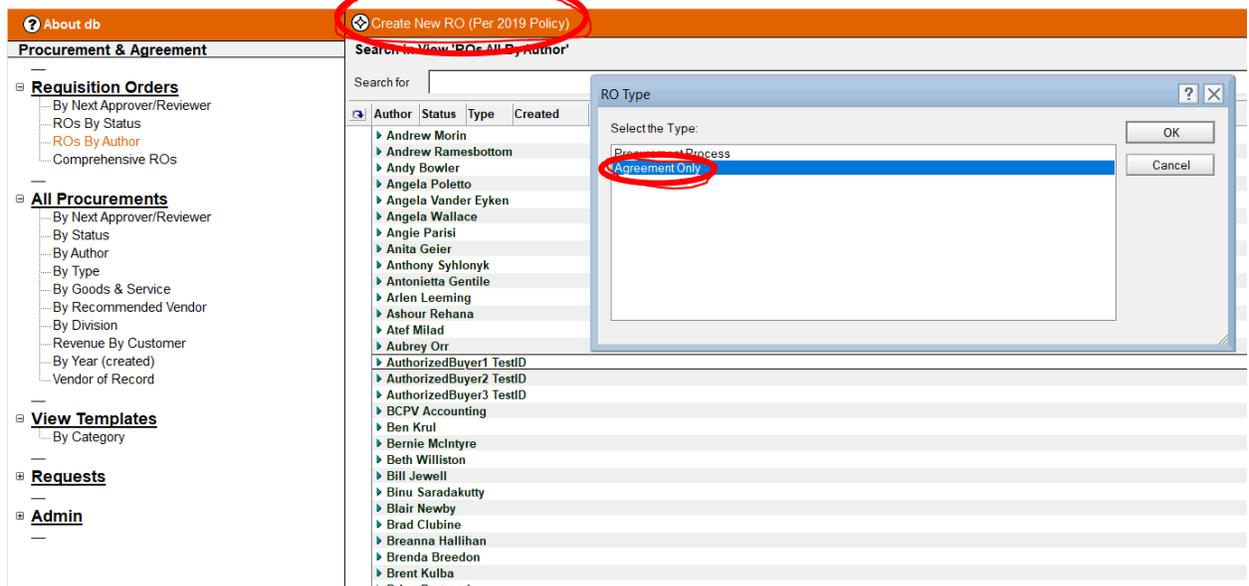
DATABASE STEPS AGREEMENT ONLY - REVENUE

Navigate to the Procurement & Agreement Database in Lotus Notes.



2. Select “Create New RO (per 2019 Policy)”.

3. Select “Agreement Only”.



DATABASE STEPS AGREEMENT ONLY - REVENUE

4. Select "Revenue" for the "Agreement Type".

The screenshot shows a database application interface. On the left is a navigation tree under 'Procurement & Agreement' with categories like 'Requisition Orders', 'All Procurements', 'View Templates', 'Requests', and 'Admin'. The main area displays a table titled 'Search in View 'ROs All By Aut...' with columns 'Author', 'Status', 'Type', and 'Creat'. A list of authors is shown, including Andrew Morin, Andrew Ramesbottom, Andy Bowler, Angela Poletto, Angela Vander Eyken, Angela Wallace, Angie Parisi, Anita Geier, Anthony Syhlonk, Antonietta Gentile, Arlen Leeming, Ashour Rehana, Atof Millad, Aubrey Orr, and several AuthorizedBuyer TestIDs. A dialog box titled 'Agreement Type' is open over the table, with a 'Select the Type:' label and a list containing 'Expense', 'Revenue', and 'Zero Dollar'. The 'Revenue' option is highlighted with a blue selection bar and a red circle. 'OK' and 'Cancel' buttons are visible in the dialog box.

DATABASE STEPS AGREEMENT ONLY - REVENUE

5. Select “PO Profile”, choose a profile of a staff member in your division.

Please Note: Agreement Revenue profiles are different from PO Agreement Expense profiles. Please contact Brenda Breedon to have a profile added to the list.

The screenshot shows the 'Procurement & Agreement Management' application. A dialog box titled 'Select PO Profile' is open, displaying a list of staff members. The list is organized into categories: 'Development and Engineering Services' and 'Education and Training'. The 'Education and Training' category is expanded, showing a list of names and their corresponding 'Notes Name'.

Rep Name	Notes Name
Lily Mohan	Lily Mohan
LORI COLUSSI	Lori Colussi
MARK PRESTON	Mark Preston
MIKE FENNING	Mike Fenning
Pamela Papadopoulos	Pamela Papadopoulos
Rick Sikorski	Rick Sikorski
Shawn Gale	Shawn Gale
Sinem Kilic	Sinem Kilic
SVITLANA ZININA	Svitlana Zinina
Development and Engineering Services	
BETH WILLISTON	Beth Williston
Biran Moyle	Biran Moyle
Craig Mitchell	Craig Mitchell
Dan Hipple	Dan Hipple
DON FORD	Don Ford
RENEE AFOOM-BOATENG	Renee Afoom-Boateng
SAMEER DHALLA	Sameer Dhalla
SHARON LINGERTAT	Sharon Lingertat
Steve Heuchert	Steve Heuchert
SUZANNE BEVAN	Suzanne Bevan
Education and Training	
ADRIAN O'DRISCOLL	Adrian O'Driscoll
AMY THURSTON	Amy Thurston
BERNIE MACINTYRE	Bernie McIntyre
Courtney Cudmore	Courtney Cudmore
Diana Wilson	Diana Wilson
DIANE WILSON	Diane Wilson
GLENN MACMILLAN	Glenn MacMillan
Ian Rodhouse	Ian Rodhouse
JOANNE JEFFERY	Joanne Jeffery
Lucia Piccinni	Lucia Piccinni
Maggie Ballantyne	Maggie Ballantyne
NANCY MCGEE	Nancy McGee
Natalie Harder	Natalie Harder

DATABASE STEPS AGREEMENT ONLY - REVENUE

6. RO – Agreement Only-Revenue

- Fill in fields that are not auto populated;
- **“Non-Application”** select **“No”**;
- **“Attachments”** are not mandatory.

Save Change RO Type Change Profile Cancel RO

Req Order # TBA Author: Anita Geier
Status: Draft Creation Date: 07/17/2019

Per 2019 Policy

RO - Agreement Only - Revenue

Project Name: Estimated Value: \$0

Profile: Brenda Breedon Profile Limit: \$0

Profile Division: Corporate Services Responsible Division: Corporate Services

Non-Application: Yes No (No is circled)

Type of Goods and/or Services:

Co Author:

Account Allocation

Add Remove Selected Edit Selected New Entity Request

Tentative Start Date: Tentative End Date:

Attachments:

RO History

Date (MM/DD/YYYY)	Operator	Activity
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- Click **“Type of Goods and/or Services”** a pop-up will appear, select the appropriate Agreement type;
- Click **“Save”**, upon saving the RO will automatically be approved.

Save Change RO Type Change Profile Cancel RO

Req Order # TBA Author: Anita Geier
Status: Draft Creation Date: 07/17/2019

Per 2019 Policy

RO - Agreement Only - Revenue

Project Name: TEST Estimated Value: \$10,000 - \$49,999.99

Profile: Brenda Breedon Profile Limit: \$0

Profile Division: Corporate Services Responsible Division: Corporate Services

Non-Application: Yes No

Type of Goods and/or Services:

Co Author:

Account Allocation

Add Remove Selected Edit Selected New Entity Request

Tentative Start Date: Tentative End Date:

Attachments:

RO History

Date (MM/DD/YYYY)	Operator	Activity
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Select Keywords

Keywords

- Acknowledgement and Direction
- Commercial Opportunities
- Compensation Agreement
- Confidentiality Agreements
- Construction - TRCA Contracted for Service
- Data Sharing Agreements (Non-TRCA)
- Data Sharing Agreements (TRCA)
- Erosion Control Agreement
- Events (Booking of Non-TRCA Facilities)
- Events (Booking TRCA Facilities)
- Events (Support Services)
- Events (Use of TRCA Natural Space)
- Facilitation and Mentorship
- Film/Photo Shoots
- Final and Full Release (Insurance)
- General Goods and Services
- Grants and Contributions (TRCA Funds to Other Groups)
- HR - Agreements
- HR - Training and Education
- Inspection Certificate
- Intellectual Property Sharing
- Management Agreements
- Minutes of Settlement
- Municipal and Board of Education Agreements
- NGO Collaborative Agreements
- Offer of Service
- Participant Agreements
- Permit to Use Municipal Land
- Planning Act Declaration
- Property - Easement
- Property - Easement (Conservation)
- Property - Land Lease/License Agreement
- Property - Minister's Approval

DATABASE STEPS AGREEMENT ONLY - REVENUE

7. Select "Create Agreement (Revenue)"

Req Order #: 10021752
Status: Approved

Author: Anita Geier
Creation Date: 07/17/2019

AGER-DE&JSA

Per 2019 Policy

RO - Agreement Only - Revenue

Project Name: TEST - This is a Test for Revenue Only Agreement for Training Purposes and Placing on the Hub
Estimated Value: \$10,000 - \$49,999.99

Profile: Brenda Breedon
Profile Limit: \$0

Profile Division: Corporate Services
Responsible Division: Corporate Services

Non-Application: Yes No

Type of Goods and/or Services: Compensation Agreement
Co Author:

Account Allocation
0000e-000 -n/a

Tentative Start Date: 07/17/2019
Tentative End Date: 07/17/2019

Attachments:

RO History

Date (MM/DD/YYYY)	Operator	Activity
07/17/2019 10:25:48 AM	Anita Geier	Edited & Saved as Approved

[Add New RO Comment](#)

DATABASE STEPS AGREEMENT ONLY - REVENUE

8. Select “Open Database Templates”.

“Database Agreement Template Used”:

General Information:

- Select the Agreement type you will be using and save it to your desktop or a file folder to customize it to your project
- Attach the Agreement you will be using to the “**Working Copy**”;
- Staff are encouraged to use a TRCA Template Agreements;
- Should a Vendor wish to use their own Agreement it will have to be vetted by TRCA Property/Legal services before it is signed;
- Once the Agreement has been peer reviewed and approved, e-mail Agreement to Vendor for Signature.

Save as Open RO Spell Check Change Profile Admin Cancel Agreement Only

AGER-BE6JY6

Req Order #: 10021752 Created by: Anita Geier
Status: Draft Creation Date: 07/17/2019

Per 2019 Policy

Agreement Only - Revenue

Agreement Review | Agreement Signature | Revisions

Agreement REVIEW

[Open Database Agreement Templates](#)

Co Author: _____

Approval Required by: 07/17/2019 :is Agreement to be Completed by: 07/17/2019 :is

Working Copy: user id

Was a Database Agreement Template used?: Yes No

Has the Database Agreement Template been Altered?: Yes No

[Submit Working Copy for Review \(Peer\)](#)

Approval History

Date (MM/DD/YYYY)	Operator	Activity
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DATABASE STEPS AGREEMENT ONLY - REVENUE

Scenario 1

- “Database Agreement Template used?” – “YES”;
- “Database Agreement Template Altered?” – “NO”;
- Only Peer Review is required before sending the Agreement to the Vendor for Signature.

The screenshot shows a web form titled "Agreement Only - Revenue" with a header bar containing navigation links: Save as, Open RO, Spell Check, Change Profile, Admin, and Cancel Agreement Only. The user ID is AGER-BEGY6. The form includes the following fields and sections:

- Req Order #: 10021752
- Status: Draft
- Created by: Anita Geier
- Creation Date: 07/17/2019
- Per 2019 Policy
- Agreement Review | Agreement Signature | Revisions |
- Open Database Agreement Templates
- Co Author:
- Approval Required by: 07/17/2019 .is
- Agreement to be Completed by: 07/17/2019 .is
- Working Copy: user.id
- Was a Database Agreement Template used?: Yes No
- Has the Database Agreement Template been Altered?: Yes No
- Submit Working Copy for Review (Peer)
- Approval History table with columns: Date (MM/DD/YYYY), Operator, Activity

Red circles highlight the "Agreement Review" link, the "Open Database Agreement Templates" button, the "user.id" field, the "Was a Database Agreement Template used?" field, and the "Has the Database Agreement Template been Altered?" field.

DATABASE STEPS AGREEMENT ONLY - REVENUE

Scenario 2

- “Database Agreement Template Used?” “YES”;
- “Database Agreement Template Been Altered?” “YES”;
- “Provide a Summary of the Template Alterations” Enter a summary of the Agreement sections that were altered;
- “Submit Working Copy for Review (Peer)”;
- “Submit Working Copy for Approval” As Yes was selected for “Has the Database Agreement been Altered”, Property/Legal approval is required before sending the Agreement to the Vendor for Signature.

Save as Open RO Spell Check Change Profile Admin Cancel Agreement Only

AGER-BE6JY6

Req Order #: 10021752 Created by: Anita Geier
Status: Draft Creation Date: 07/17/2019

Per 2019 Policy

Agreement Only - Revenue

Agreement Review | Agreement Signature | Revisions

Open Database Agreement Templates

Co Author:

Approval Required by: 07/17/2019 Agreement to be Completed by: 07/17/2019

Working Copy: user.id

Was a Database Agreement Template used?: Yes No

Has the Database Agreement Template been Altered?: Yes No

Provide a summary of Template Alterations: xxxxxxxxxxxxxxxxxxxx

Submit Working Copy for Review (Peer)

Calculate Working Copy Workflow

Submit Working Copy for Approval

Approval History

Date (MM/DD/YYYY)	Operator	Activity
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Working Copy Workflow

Mike Fenning

OK

DATABASE STEPS AGREEMENT ONLY - REVENUE

Scenario 3

- “Database Agreement Template Used?” Select “NO”
- “Database Agreement Template Been Altered?” This will no longer be a choice as you selected NO above;
- “Submit Working Copy for Review (Peer)” ;
- “Submit Working Copy for Approval” as No was selected for “Has the Database Agreement been Altered” Legal will have to approval it before the Agreement is sent Vendor for Signature.

Save as Open RO Spell Check Change Profile Admin Cancel Agreement Only

AGER-BE7LMK

Req Order #: 10020382 Created by: Anita Geier
Status: Draft Creation Date: 07/18/2019

Per 2019 Policy

Agreement Only - Revenue

Agreement Review | Agreement Signature | Revisions

Agreement Review

Open Database Agreement Templates

Co Author: [dropdown]

Approval Required by: 07/18/2019 [i6] Agreement to be Completed by: [i6]

Working Copy: [upload icon] user id [trash icon]

Was a Database Agreement Template used?: Yes No

Submit Working Copy for Review (Peer)

Calculate Working Copy Workflow

Submit Working Copy for Approval

Approval History

Date (MM/DD/YYYY)	Operator	Activity
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DATABASE STEPS AGREEMENT ONLY - REVENUE

9. When Vendor signed Agreement is received.

- Navigate to the “**Agreement Signature**” Tab
- Enter the Actual Start, End Date, Actual Agreement Value and Customer fields;
- Attach the Vendor signed Agreement to “**Executed Agreement Copy**”;
- If required “**Attach Certificate of Insurance**”, fill in “**Insurance Expiry Date**”;
- If a COI is not required select “**Certificate of Insurance Not Required**”;
- Submit the Agreement for TRCA signature (Note: Revenue agreements are signed by the CFOO);
- When the Agreement is signed by both parties, send a copy to Vendor for their records and select save as “**Active Agreement**”.

Save as Open RO Spell Check Change Profile Admin Cancel Agreement Only

AGER-BE6JY6

Req Order #: 10021752 Created by: Anita Geier
Status: Draft Creation Date: 07/17/2019

Per 2019 Policy

Agreement Only - Revenue

Agreement Review Agreement Signature Revisions

Agreement Signature

Has the previously approved Working Copy Agreement been Altered since the Agreement Review/Approval?: Yes No

Start Date: []/ []/ 16 End Date: []/ []/ 16

Agreement Value: [] Customer: <Select Customer>

Agreement Executed Copy: []

Certificate of Insurance: Certificate of Insurance Not Required Insurance Expiry Date: []/ []/ 16

Attach Certificate of Insurance: []

Account Allocation: 0000e-000 -n/a

Submit Executed Copy for Signatures*

Approval History

Date (MM/DD/YYYY)	Operator	Activity
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