1. CREATING THE REQUISITION ORDER (RO)

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- Navigate to the Procurement & Agreement Database in Lotus Notes.
- Select "Create New RO (per 2019 Policy)";

About db	Create New
Procurement & Agreement	Search in View 'All By Auth
	Search for
ROe By Status	Author Status Method
POs By Author	Binu Saradakutty
Comprehensive BOs	Blair Newby
Comprehensive ROS	Brad Clubine
—	Breanna Hallihan
All Procurements	Brian Bertrand
By Next Approver/Reviewer	Brian Graham
By Status	Brian Moyle
	Bronwen Fitzsimons
By Type	Caitlin Harrigan
Dy Type Dy Coode & Contine	Caitlin Rochon
	Caitlyn Bondy
By Recommended Vendor	Calvin Hitch
By Division	Cameron Richardson
Revenue By Customer	Cameron Sanderson

 Alternatively, you can select "ROs by Author" and then select the "Create New RO (per 2019 Policy)".

About db		Create	New RC) (Per 2	2019 Policy)	
Procurement & Agreement	s	earch in	View 'R	Os All	By Author'	
■ Requisition Orders	s	earch for				
By Next Approver/Reviewer		Author	Status	Туре	Created	RO Num
ROS By Author					11/22/2017	1000673
Comprehensive ROs					12/12/2017	1000689
					01/06/2018	1000702
All Procurements					01/09/2018	1000704
By Next Approver/Reviewer					01/16/2018	1000710
By Status					01/16/2018	1000710
By Author					01/18/2018	1000712
Ву Туре					02/02/2018	1000724
Bv Goods & Service					00/45/0040	1000727

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2. FILLING IN THE RO

Select "Agreement Only"

About db	Create New RO (Per	r 2019 Policy)	
	Search in View 'ROs	All By Author'	S
Requisition Orders	Search for	RO Type	? ×
By Next Approver/Reviewer ROS By Status ROS By Author Comprehensive ROs	Author Status Typ Amanda Perricone Amanda Slaght Amanda Stock Amanda Yip	Select the Type: Procusement Process Agreement Only	OK
 All Procurements By Next Approver/Reviewer By Status By Author By Type 	Amy Thurston Amy Winterhalt Andrea Chreston Andrew Boughen Andrew Chaisson Andrew Jules		

"Agreement Type" select "Expense";

Oreate N	ew RO (Pe	r 2019 Policy)	
Search in \	liew 'ROs	All By Author'	Sho
Search for		Agreement Type	?×
Author S Ray Bia Raysha Rea Lin Rebecco 	itatus Typ Istoch Carmicha Igo-Santag Ia Elliott	Select the Type: Expense Revenue Zero Dollar	OK Cancel

Select "Estimated Value" choose the appropriate value (note: this is an estimate and the actual value will have to be added later in the Agreement Signature Tab);

Save Submit	For Approvals	Change RO Type 🛛 📓 Change Profile	Cancel RO		
Req Order #: TBA Status: Draft		AGER-BEVQJA	Author: Creation Date:	Anita Geier 2019-09-10	
	RO	- Agreement Only	- Expense		
Project Name:	"TEST "	Estimated Va	alue:		
Profile:	Anita Geier	Select Keywords			×
Profile Division:	Corporate Service ○ Yes ⓒ No	Keywords			ОК
Type of Goods and/or Services:	Ga≊ ⊛Add ⊜R	Less Than \$5,000 \$5,000 - \$9,999 99 \$10,000 - \$49,999 99 \$50,000 - \$49,999 99 \$100,000 - \$249,999 99 \$250,000 - \$249,999 99 (Over \$500,000			Cancel

- "Non- Application" select "No";
- If "Yes" refer to Schedule A Non-Application on the Procurement Hub or contact Procurement Services;

• "Type of Goods & Services" select the appropriate one;



- Enter the non- populated fields;
- "Attachments" are not mandatory, do not attach invoices or quotes in this field;
- "Co-Author" can only be another authorized buyer; it is not mandatory to select one;
- Enter the tentative start and end dates. Remember these are tentative the actual start and end dates can be enter in the Agreement Signature step.

Save Submit For Approvals Change RO Type Change Profile Cancel RO	Select Keywords	×
Req Order #: TBA Status: Draft C RO - Agreement Only - Expen	Keywords Adam Miter/MTRCA Adam Szatlarski/TRCA Adam Sysan/TRCA Adam Pressaco/TRCA Adam Pressaco/TRCA Adam Pressaco/TRCA	OK Cancel
Profie Anta Geler Profie Anta Geler Profie Limit: S0 Profie Corporate Services Responsible Division: Corporate Services Responsible Division: Corporate Services	Ahmad Al-Kassaur/TRCA Ahmad Al-AlorTRCA Abet Thomas/TRCA Aes Baber/TRCA Aes Baber/TRCA Akiss Mokey/TRCA Akissa AddyTRCA	
Type of Goods and/or ⁷ General Goods and Services and Services: Co Author: Account Allocation B Add B Remove Selected & Edit Selected New Entity (Alison White/TRCA Amoda SakrTRCA Ayssa Abraham/TRCA Ayssa Abraham/TRCA Ananda Perricere/TRCA Amanda Perricere/TRCA Amanda Perricere/TRCA Andrea Chreston/TRCA Andrea Chreston/TRCA Andrea Mules/TRCA Andrea Xies/TRCA	
Tentative Start Date: Attachments:	<u>x</u>	A

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"Account Allocation"

- o Select "Add";
- Select "Entity";
- Select the **"Entity #"**.

8	Entity - GL	Code			×			
Save Submit For Approvals Chi Req Order #: TBA Status: Draft	ange RO Type D C AGERE Per 201	l st:		Code:				
RU-P	Agreemen	1						
Project Name: "TEST _			Select Code					
Profile: Anita Gaiar			Select Cod	e, then click OK. (or do	puble click on Code Doc)			
Partie District Contact	December 1	h Bhdalan ⁷ Gamanta Gard	Entity #	Sub Proj # -	Entity Description		ОК	
Prome Division: Corporate Services	Responsib	e Division: Corporate Servic	0000e		pick correct code	^		51
Non-Application: C Yes @ No			00102	10200	OFFICE SERVICES-STA	FF	Cancel	
Type of Goods and/or "General Goods and Se	rvices		00119	11966	EARTH RANGERS RENT	(c(
Services:		7	00210	10210	WILD WATER KINGDOM			
	Co Author.	181	00211	14048	1 Cedar Mains Drive			
	Account Allocation		00212	14070	1352 Lakeshore Lands ar	d S		
B Add B Remo	we Selected # Edit Selected	New Entity Request	00213	10211	CLAIREVILLE EQUINE C	EN		
white o keine	We selected as Earl Selected	when they request	00214	14098	Bathurst Glen Golf Club F 12461 Bathurst St	lesi		
			00220	10212	CLAIREVILLE EDUCATIO	DN I		
			00240	10213	CELL TOWER LEASES			
			00243	10214	FORMER NURSERY BUI	LDI		
Tentative Start Date: 26	Tentative E	ind Date:	00245	10215	NEW/VENTIDES	~		
Attachments:			<			>		
RO History								
Date (MM/DD/YYYY) Operator	Activity							

• Select "Code" and then the "Account Field" will auto populate;

**		Entity - GL Code				X
Save Submi	it For Approvals 📓 Change RO Typ	e Coue				
Reg Order # TRA		AGER-E Entity:	0000e		Code:	
Status: Draft		Subproject			Account:	
	F	Per 201				
	RO - Agreen	nen	Select Co	ode		
Decision News	ITENT	_	Soloct	Code, then	dick OK (or double dick on Code Doc)	
Project Name:	TEST J		# 0	ABW	CodeName 0	Cc OK
Profile:	Anita Geier		000	n/a	Default - check for proper gl code	Cancel
Profile Division:	Corporate Services	Responsible Di	001	58010	Reserves - To Surplus	Carlot
Non-Application:	C Yes @ No		001e	58015	Reserves - From Surplus	
Type of Goods and/ Services:	of General Goods and Services and		0011	59020	Pasanias Dafait Pasaniani In Van	
		Co Author:	0011	56020	Reserves - Delicit Recovery - In real	
	Acc	count Allocation				
	B Add B Remove Selected	👂 Edit Selected 🛛 💐	001r	58011	Reserves - Deficit Recovery	
			002	55020	Donations - Tax Receipt	
			¢			> `
Tentative Start Date:	-	Tentative End D				
	7.1.41					
O Seve O Si	ubmit For Approvals 🛛 🔝 Change RO Ty	Po C Code	000e		Code: 001	
Req Order #. TE Status: Dr	BA Witt	Subproject:			Account: 58010	
		Per 201				
	RO - Agreer	men				
Project Name:	"TEST ,					Cancel
Profile:	Anita Geier				OK	Cance
Profile Division:	Corporate Services	Responsible Divi	sion: Cor	orate Servi	cesm	
Non-Application	C Yes R No					
Type of Goods a	indior General Goods and Services JIE					
Services:		Co Author:	·			
	Ac	count Allocation				
	B Add B Remove Selecter	d Ø Edit Selected 🖏 N	ew Entity	Request		
Tentative Start C	late: 15	Tentative End Da	le:		16	
Attachments:	1.m					
30 History						
Date (MM/DD/)	())) Operator	Activity				
And Annual Contract of Contract						

• If a new entity is required select **"New Entity Request"** the table below will appear, fill in the information;

	E	ntity Request	
New Account Name:	'a	* Assigned to (Primary):	la
Municipal Funder:	10	Other Funders:	χ
Cap or OP or Special:	Г.ю	Fund Centre Account:	с.
 Project Surcharge: 	n Yesin No		
 Reason for Request: 	4	Surcharge Comment:	<u>'</u>
		TRCA Asset:	⊂ Yes ⊂ No
New HST Flag:	Гле —	HST Flag Comment:	1
This Years Budget:	\$0.00	Estimated Budget for Full Length of Project:	\$0.00
Time Length of Project/Account:	1.00		
CFN #:	1	Watershed:	190
Project Name: <select></select>		Project Num:	
 Sub Project 	/ M	Sub Project	

• Selecting "Edit Selected" will allow you to edit the Entity – GL Code;

Save	Submit For Approvals	Create Agreement (Expense)) 🕲 Send FYI	📓 Change RO Type	CH	ange Pro	ofile 🛞 (Cancel RO		
Req Order Status:	#: 10022133 Approved	AGER-BFVC Per 2019 P	olicy	Author: Creation Date:		Select C Select	ode Code, the	an click OK. (or double click on Code Doc)		X
	Entity - GL Code				>	# 0	ABW	CodeName 🜣	Cc	ОК
² roject Nar ² rofile: ² rofile Divi	m Entity: 0000e Subproject:	Cc Ac	de: 000 count: n/a)		000 001 001e	n/a 58010 58015	Default - check for proper gl code Reserves - To Surplus Reserves - From Surplus	Â	Cancel
Non-Applic	a			01		001i	58020	Reserves - Deficit Recovery - In Year		
Services.	_	Account Allo	cation	OK Cand	9	001r	58011	Reserves - Deficit Recovery		
	Add O000e-(0000e-(Remove Selected Edit Se 000 -n/a 000 -n/a	dected 🕅 No	ew Entity Request		002 <	55020	Donations - Tax Receipt	~	Å

Selecting "Remove Selected" will delete the Entity – GL Code;

rofile: Anita Geier Profile Limit: \$0 rofile Division: Corporate Services Responsible Division: Corporate Services_ on-Application: C Yes @ No pre of Goods and/or ⁷ General Goods and Services_ rvices: Co Author: ⁷	ofile: Anita Geier Profile Limit: \$0 ofile Division: Corporate Services Responsible Division: ⁷ Corporate Services	Project Name:	TEST TEST TEST TEST J	Estimated Value: Less Than \$5,000 JM
Interpretation Corporate Services Responsible Division: ⁷ Corporate Services on-Application: C Yes @ No	offle Division: Corporate Services Responsible Division: Corporate Services	Profile:	Anita Geier	Profile Limit: \$0
on-Application: C Yes @ No ype of Goods and/or ⁷ General Goods and Services, 교회 ervices: Co Author: 기교회	n-Application: C Yes © No pe of Goods and/or ⁷ General Goods and Services	Profile Division:	Corporate Services	Responsible Division: Corporate Services
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Co Author:	Co Author: Account Allocation B Add Remove Selected Fidi Selected New Entity Request	Type of Goods and/or Services:	[™] General Goods and Services.₃≡	
	Account Allocation			Co Author:
Account Allocation	B Add Remove Selected A Edit Selected New Entity Request		Acc	ount Allocation
Add Remove Selected Edit Selected New Entity Request			Add Remove Selected	Edit Selected 🕲 New Entity Request
0000e-000 -n/a	0000e-000 -n/a		0000e-000 -n/a	
0000e-000 -n/a	0000e-000 -n/a		0000e-000 -n/a	
00008-000 -11/a	00008-000 -n/a		0000e-000 -n/a	
		Tentative Start Date:	2010.09.01 16	Tentative End Date: 2019-09-01
entative Start Date: 2010.00.01 a	ntative Start Date: 2010.00.01 (c)		2013-03-01	2010-00-01

- Once all fields are entered select "Save" and then "Submit for Approvals";
- Once approved an email notification will be sent and then the Agreement Only Expense can be created.

3. CREATING THE AGREEMENT ONLY - EXPENSE

Open the RO, select "Create Agreement (Expense)" and then the "Agreement Only – Expense" screen will be displayed;

Status: Approved Creation Date: Per 2019 Policy RO - Aggreement Only - Expense Project Name: TEST TEST TEST TEST Estimated Value: Less Than \$5,000 trofile: Anita Geier Profile Limit: \$0 trofile: Anita Geier Profile Limit: \$0 trofile: Corporate Services Responsible Division: Corporate Services torn-Application: C Yes @ No ype of Goods and/or General Goods and Services Co Author: Co Author: Account Altocation 0000e-000 -n/a 0000e-000 -n/a 0000e-000 -n/a 0000e-000 -n/a opproval/Rejection Comments Status Date Commands	2019-09-10
Per 2018 Policy RO - Agreement Only - Expense Project Name: TEST TEST TEST Estimated Value: Less Than 55,000 Profile Anita Geier Profile Limit: \$0 Troffile Anita Geier Profile Limit: \$0 Troffile Division: Corporate Services Responsible Division: Corporate Services Ion-Application: C Yes # No Ype of Goods and/or General Goods and Services writes: Co Author: Outpower-Doon/a 0000e-000 n/a 0000e-000 n/a entative Start Date: 2019-09-01 ttachments:	
RO - Agreement Only - Expense roject Name: TEST TEST TEST TEST Estimated Value: Less Than 55,000 rofile Anita Geier Profile Limit: \$0 rofile Division: Corporate Services Responsible Division: Corporate Services on-Application: C 'Yes # No ype of Goods and/or General Goods and Services Co Author: O000e=000 -n/a 0000e=000 -n/a	
TeST TEST TEST TEST Estimated Value: Less Than \$5,000 Troflie: Anita Geier Proflie Limit: \$0 Troflie Division: Corporate Services Responsible Division: Corporate Services Inon-Application: C Yes # No ype of Goods and/or General Goods and Services Co Author: Co	
Profile Anita Geier Profile Limit: \$0 Profile Division: Corporate Services Responsible Division: Corporate Services Ion-Application: C Yes # No Ype of Goods and/or General Goods and Services Co Author: Iervices: Co Author: Account Allocation 0000e-000 - n/a 0000e-000 - n/a 0000e-000 - n/a 0000e-000 - n/a 0000e-000 - n/a Intachments: Proval/Rejection Comments	
Application: Corporate Services Ion-Application: C Yes € No Ype of Goods and/or General Goods and Services ervices: Co Author: Co Author: Account Allocation 0000e=000 -n/a 0000e=000 -n/a 0000e=000 -n/a 0000e=000 Tentative End Date: 2019-09-01 Tentative End Date: Ittachments: Date	
Ion-Application: C Yes R No Ype of Goods and/or General Goods and Services iervices: Co Author: Account Allocation 0000e-000 -n/a 0000e-000 -n/a 0000e-000 -n/a Tentative Start Date: 2019-09-01 ittachments: pprovai/Rejection Comments pprovai/Rejection Comments	
ype of Goods and/or General Goods and Services iervices: Co Author: Account Allocation 0000e-000 -n/a 0000e-000 -n/a intative Start Date: 2019-09-01 itachments: pprovai/Rejection Comments pprovai/Rejection Comments	
Co Author: Co Author: Account Allocation 0000e-000 -n/a 0000e-000 -n/a 0000e-000 -n/a 0000e-000 -n/a Tentative End Date: 2019-09-01 Itachments: pproval/Rejection Comments pproval/Rejection Comments	
Account Allocation 0000e-000 -n/a 0000e-000 -n/a intachments: pproval/Rejection Comments proval/Rejection Comments	
0000e-000 -n/a 0000e-000 -n/a itachments: pproval/Rejection Comments Status Date Comments	
contative Start Date: 2019-09-01 -m/a ittachments:	
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pprovaiRejection Comments	
Save as 🛞 Open RO 🚸 POs 🛞 Spell Check 📓 Change Profile 🔗 Admin 🐼 Cancel Agreement (AGER-BFWL7A	Dnly
on Order # 10000133	Anita Geler
atus; Draft Creation Date:	2019-09-11
Per 2019 Policy	
Agreement Only - Expense	
sement Review] Agreement Signature Revisions	
pen Database Agreement Templates	
Author:	
roval Required by: 16 Agreement to be 16 16	
rking Copy: * min	
i a Database Agreement Template used?: C Yes C No	
king Copy: ' [n] ia Database Agreement Template used?: C Yes C No Joint Working Copy for Review (Peer)	

- Fill in the non-populated fields;
- "Was a Database Agreement Template Used" select "Yes" if you are planning to use a TRCA template then:
 - "Open Database Agreement Templates";
 - Select an agreement template;
 - Make the necessary adjustments to the template;
 - Attach the agreement to the "Working Copy" field;
 - "Submit Working Copy for Review (Peer)";
 - Once reviewed select "Submit Working Copy for Approval";
 - Once approved the agreement can be sent to the vendor for signature.
- "Was a Database Agreement Template used" select "No" if you are planning to use a vendor's agreement then:
 - Attach the agreement to the "Working Copy";
 - "Submit Working Copy for Review" (Peer);
 - Once peer reviewed select "Submit Working Copy for Approval";
 - o As "No" was selected legal services will have to approval the Agreement;
 - Once approved e-mail the agreement to the vendor for signature.

4. Agreement Signature

- When the signed agreement is received from the vendor navigate to the "Agreement Signature" Tab;
- Enter the "Actual Start, End Date, Actual Agreement Value";
- Attach the vendor signed agreement to "Executed Agreement Copy";
- "Has the Previous Working Copy Agreement been Altered" select "Yes" if the vendor suggested changes, legal services will have to review the changes;
- "Has the Previous Working Copy Agreement been Altered" select "No" if the vendor has not suggested changes;
- If required "Attach a Certificate of Insurance" and fill in "Insurance Expiry Date";
- If a COI is not required select "Certificate of Insurance Not Required" and a field will pop-up where you will have to provide a brief explanation why;
- Submit the agreement for TRCA signature;
- When the agreement is signed by both parties, send a copy to Vendor for their records and select save as "Active Agreement". A PO can now be created.

	en RO 🚯 POs	Spell Check	Change Profile	Admin	Cancel Agreement	t Only
Req Order #: 1002213 Status: Draft	33				Created by: Creation Date:	Anita Geier 2019-09-11
		P	er 2019 Policy			
	A	greemer	nt Only - I	Expe	nse	
Agreement Review Agre	eement Signature Re	visions				
areement Signature						
and a signature						
las the second such as			a Alternal almost the			an o No
las the previously ap	proved working C	opy Agreement bee	n Altered since the	Agreement	Review/Approval?: O []	es C No
start Date:	1	6	End Date:		16	
greement Value:	° a		Vendor: <select td="" ve<=""><td>ndor></td><td>้อ</td><td></td></select>	ndor>	้อ	
Agreement Value: Agreement Executed	ر. ۱۳۵۱		Vendor: <select td="" ve<=""><td>ndor></td><td><u></u></td><td></td></select>	ndor>	<u></u>	
Agreement Value: Agreement Executed Copy: Certificate of Insurance:	Certificate of Ins	surance Not Required	Vendor: <select ve<br="">Insurance Date:</select>	ndor> Expiry	J 16	
Agreement Value: Agreement Executed Copy: Certificate of nsurance: Littach Certificate of nsurance:	Certificate of In:	surance Not Required	Vendor: <select ve<br="">Insurance Date:</select>	ndor> Expiry	J 16	
Agreement Value: Agreement Executed Copy: Eartificate of nsurance: httach Certificate of nsurance: httach Certificate of nsurance: httach Certificate of httach Certificate o		surance Not Required	Vendor: < <u>Select Ve</u> Insurance Date:	ndor> Expiry	а а	
Agreement Value: Agreement Executed Sopy: Sertificate of nsurance: Vitach Certificate of nsurance: iccount Allocation:	Certificate of In: Certificate of In: Control of In	surance Not Required	Vendor: <select ve<br="">Insurance Date:</select>	ndor> Expiry	3 15)	
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Agreement Value: Agreement Executed Copy: Pertificate of nsurance: Nttach Certificate of nsurance: Cecount Allocation: Lanager or Director Si Submit Executed Copy Sproval History	Certificate of In: Certificate of In: Contended of In: Co	surance Not Required	Vendor: <select ve<br="">Insurance Date: I, 1 yr or Less, within s</select>	ndor> Expiry	its)	

Save as Open RO OPOS	Spell Check 📓 Change Profile 🤌 Admin	Cancel Agreement Only		
Current Status (Draft)	AGER-BFXJ46			
Active Agreement		Created by. Anita Geien		
On Hold		Creation Date 2019-09-12		
	Per 2019 Policy			
Д	greement Only - Expe	nse		
Agreement Review Agreement Signature Re	visions			
Agreement Review				
Open Database Agreement Templates				
Co Author:				
Approval Required by: 16	Agreement to be Completed by:	16		
Working Copy:				
Was a Database Agreement Template us	ed?: C Yes C No	C Yes C No		