

EXTERNAL ENCOMPASS GUIDE

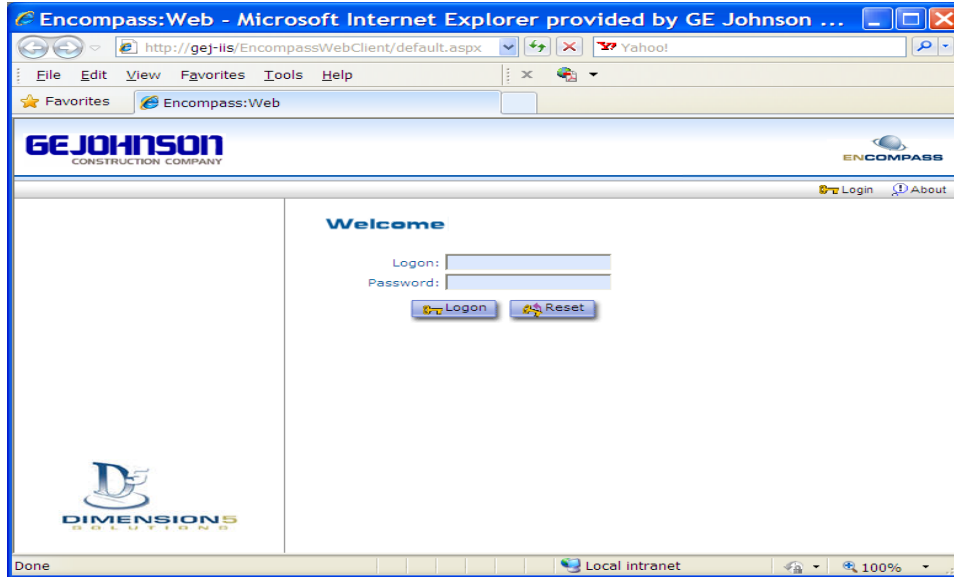
This document is to be used as a guideline by Subcontractors, Suppliers, and other Companies when completing information in GE Johnson Construction Company's Encompass Database.

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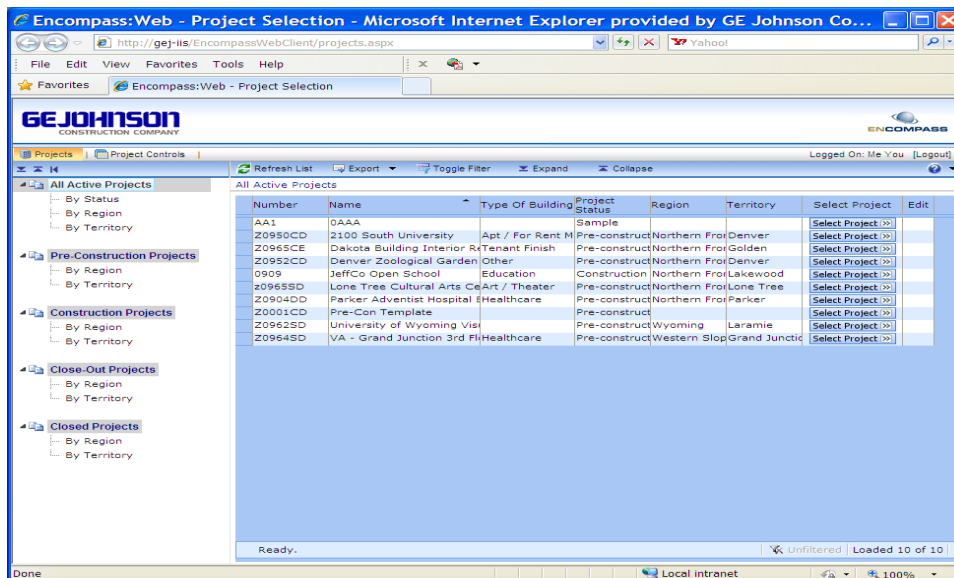
- I. Instructions for the Main Contact**
- II. What to do When You Receive an Invitation to Bid**

I. Instructions for the Main Contact

1. Click on <http://encompass.gejohnson.net/encompasswebclient> and log in with the credentials that you received via email. Please note that the password is case sensitive. Also, these are the same login credentials you will use every time you login, so please keep them in a safe place.

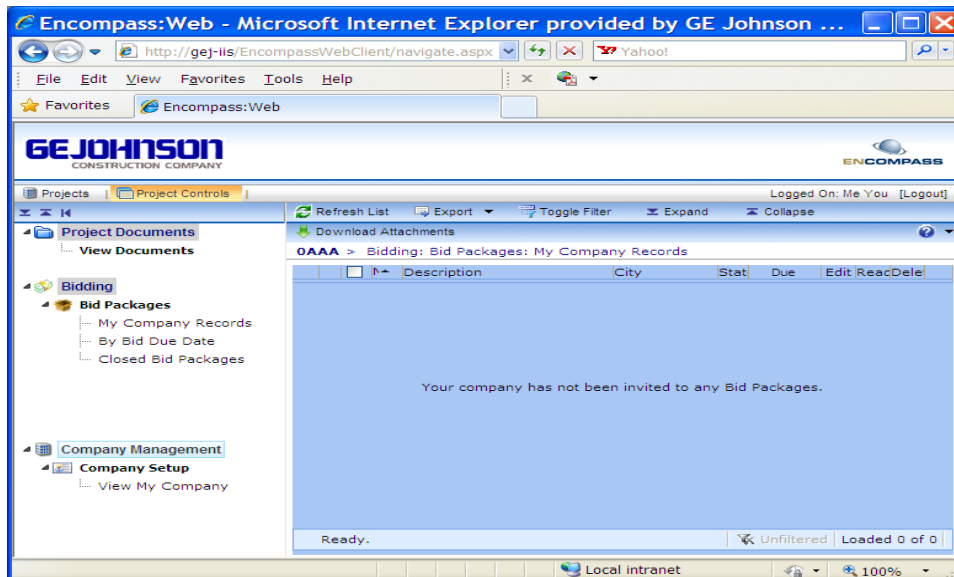


2. After logging in, a list of projects you have access to will appear.
3. Click on the **Select Project** button for project titled **OAAA**.

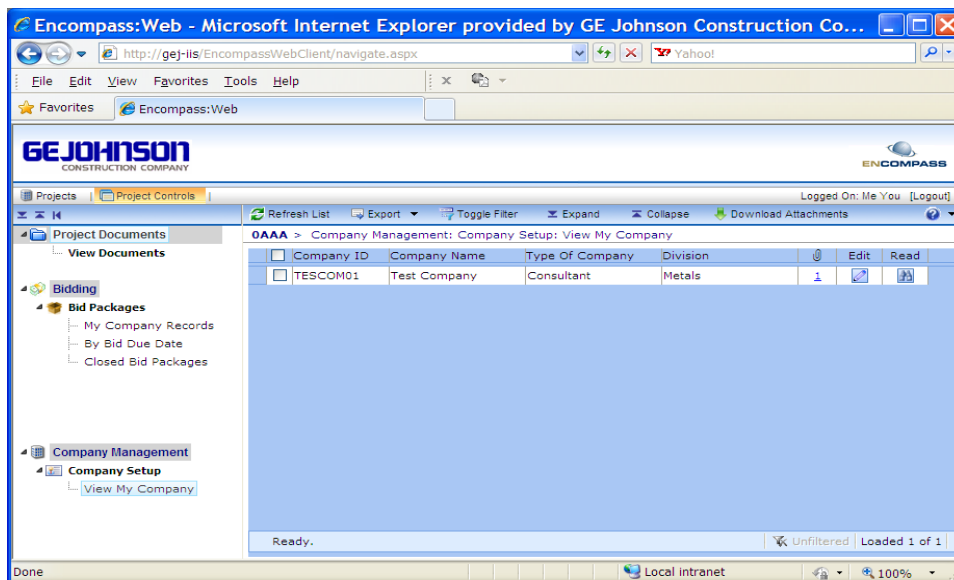


NOTE: If unable to complete all tabs at once you may need to Save and Exit and return later. Once you click **Save and Exit** and your changes are sent to GEJCC for review you will be unable to make further changes until GEJCC has reviewed and accepted your pending changes. You will be locked out for a short time. The **Edit** button will reappear when changes have been approved.

- Open the **Company Management** folder on the left. Then select **Company Setup** and **View My Company**.

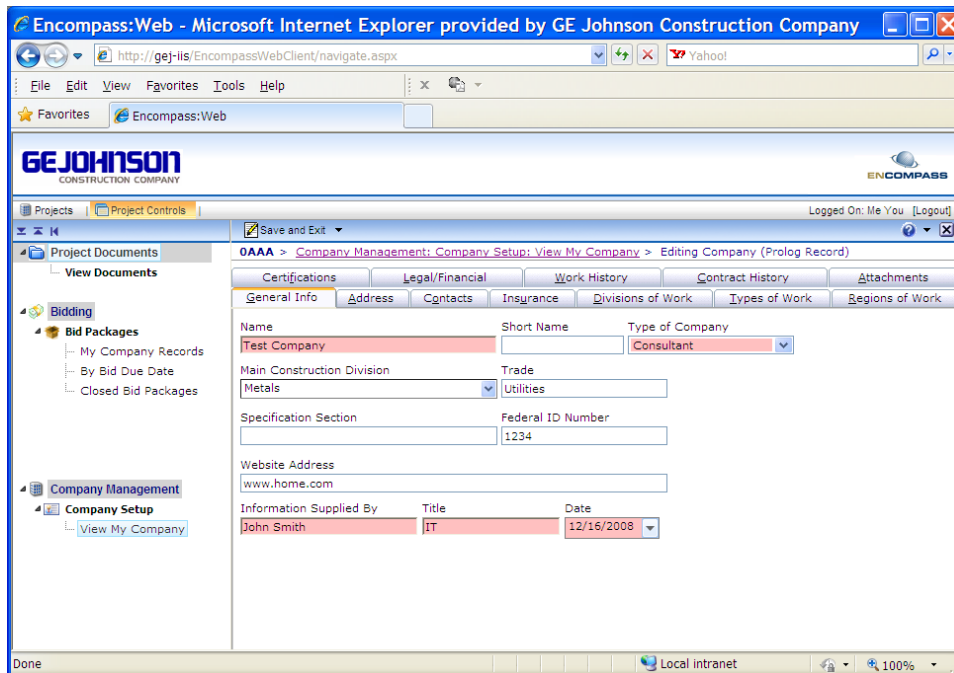


- Your company information should appear here.
- Click the **Edit** button on the far-right.



- Review information for accuracy and edit where necessary.

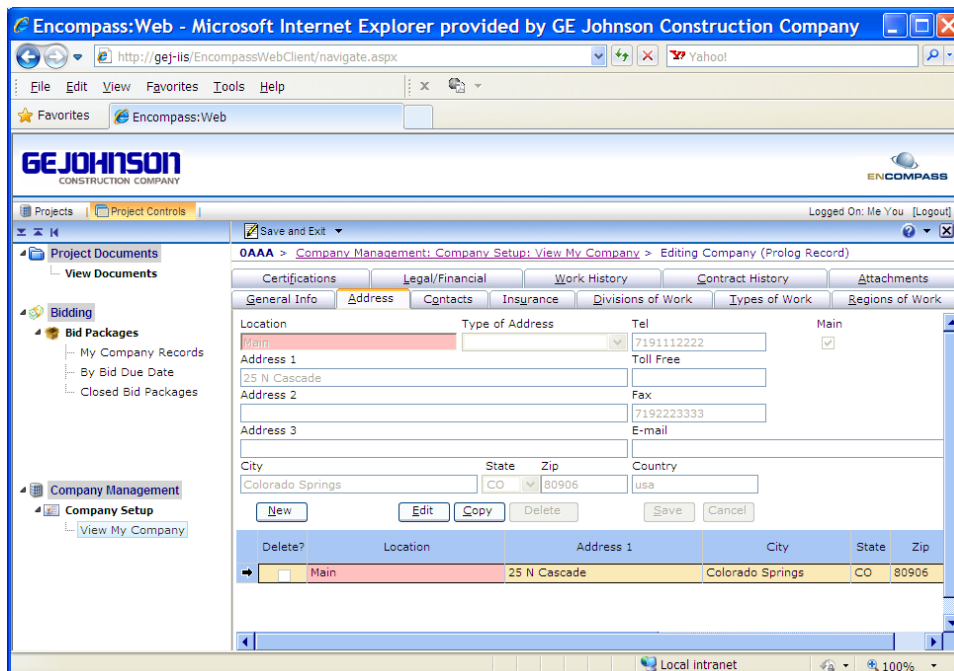
8. On **General Info** tab, replace **Information Supplied By** with your own information.



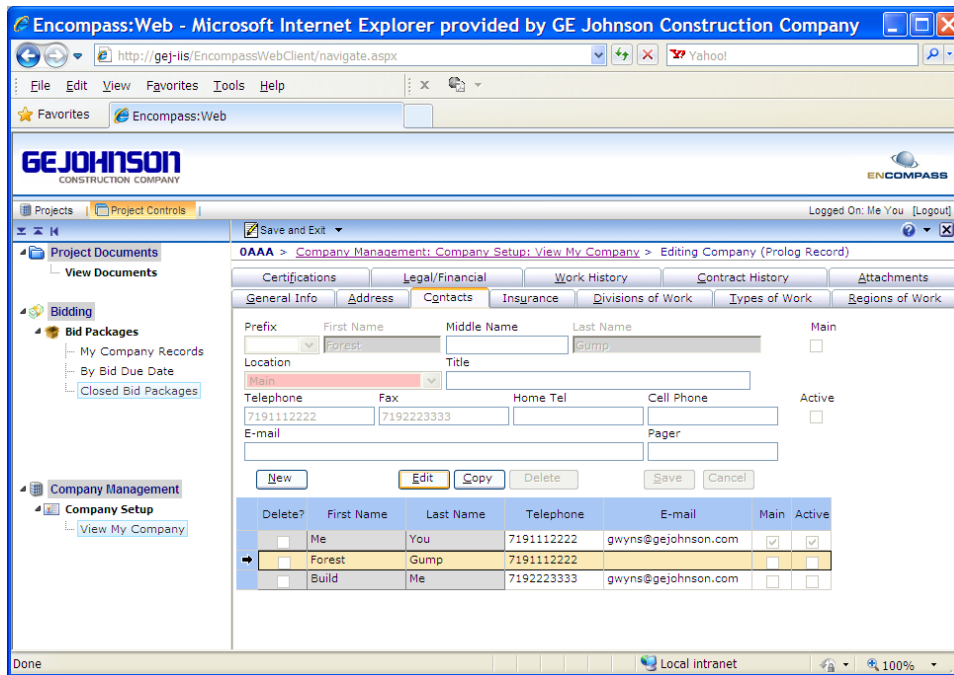
9. Click on **Address** tab.

10. To make any changes click the **Edit** button, make your changes, click **Save** when complete.

11. To add additional locations click the **New** button. Click **Save** when complete.

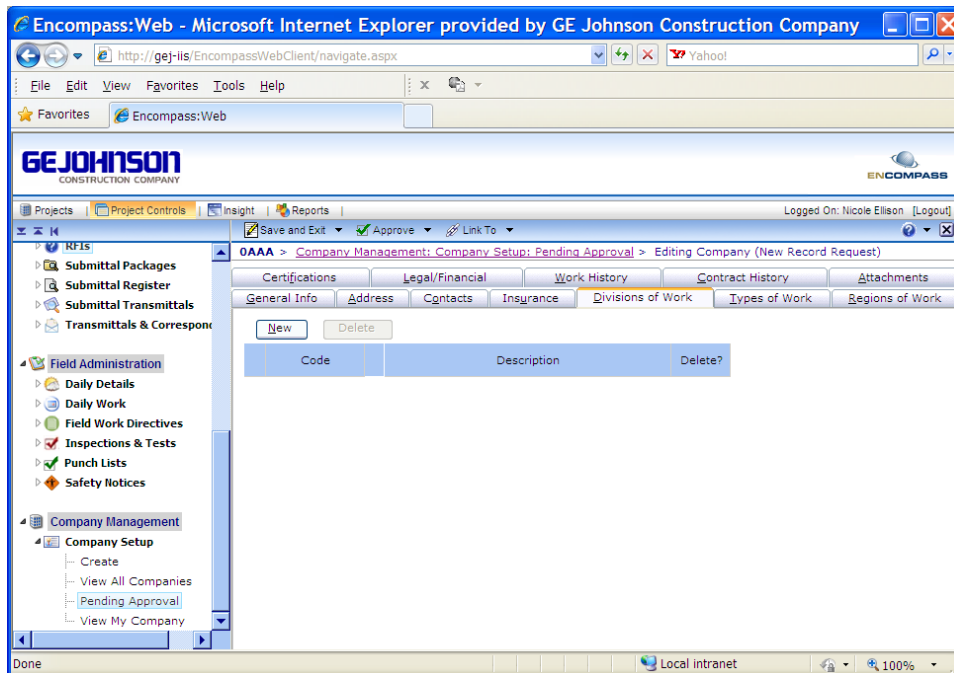


12. On the **Contacts** tab you can edit employee contact information.
13. Please email contacts to be added to gej-enc@gejohnson.com.
14. Contacts can NOT be deleted in Encompass for tracking purposes.
15. If a contact is no longer with your company, you can indicate this by removing the check mark from the **Active** box.
16. Select the employee by highlighting their row, click **Edit**, uncheck the **Active** box, click **Save**.



17. The **Insurance** tab will be completed internally by GE Johnson Construction Company (GEJCC) once we receive your Certificate of Insurance. There is no need for you to visit this tab at this time.
18. Click on the **Divisions of Work** tab.
19. Click on the **New** button.

20. Click on small box/button to bring up a CSI Search.

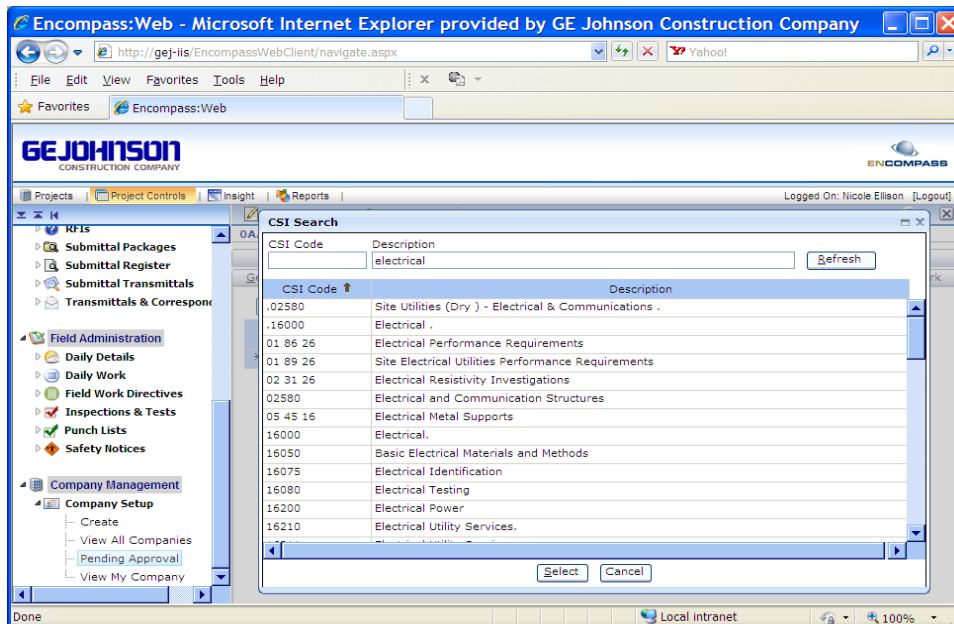


21. Type in your scope of work then click the **Refresh** button.

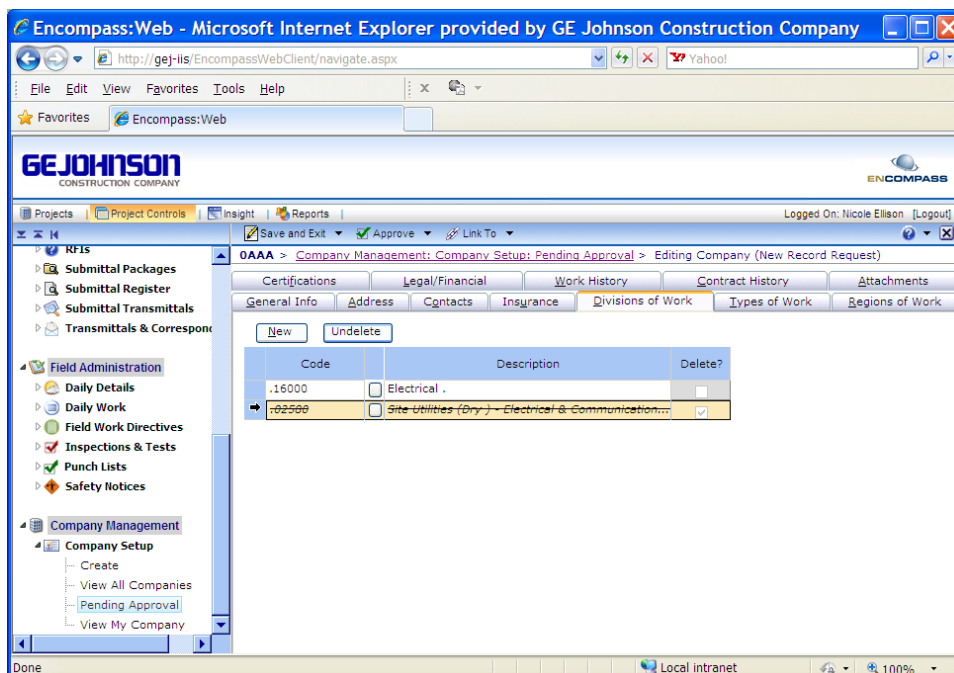
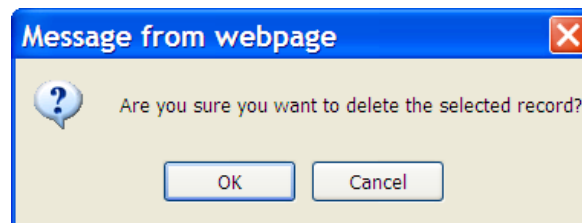
22. A list of CSI codes will appear. Please select CSI codes that begin with decimal points only, all others will be deleted.

23. Highlight appropriate CSI code and click **Select** button.

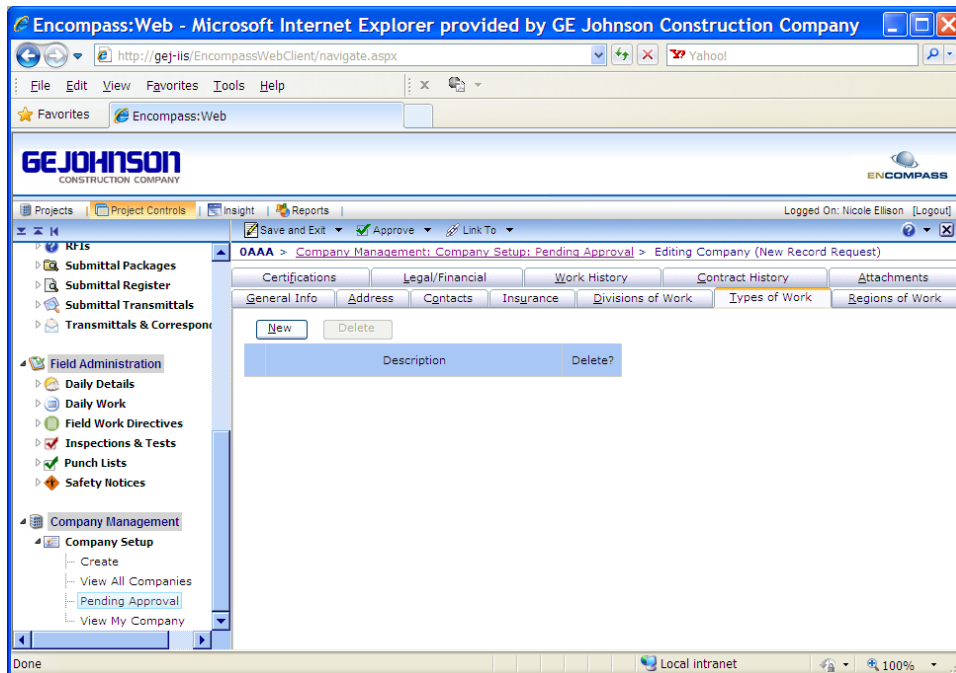
24. Repeat for each appropriate CSI code.



25. To delete a CSI code, highlight the row and click **Delete**. When prompted click **OK**.

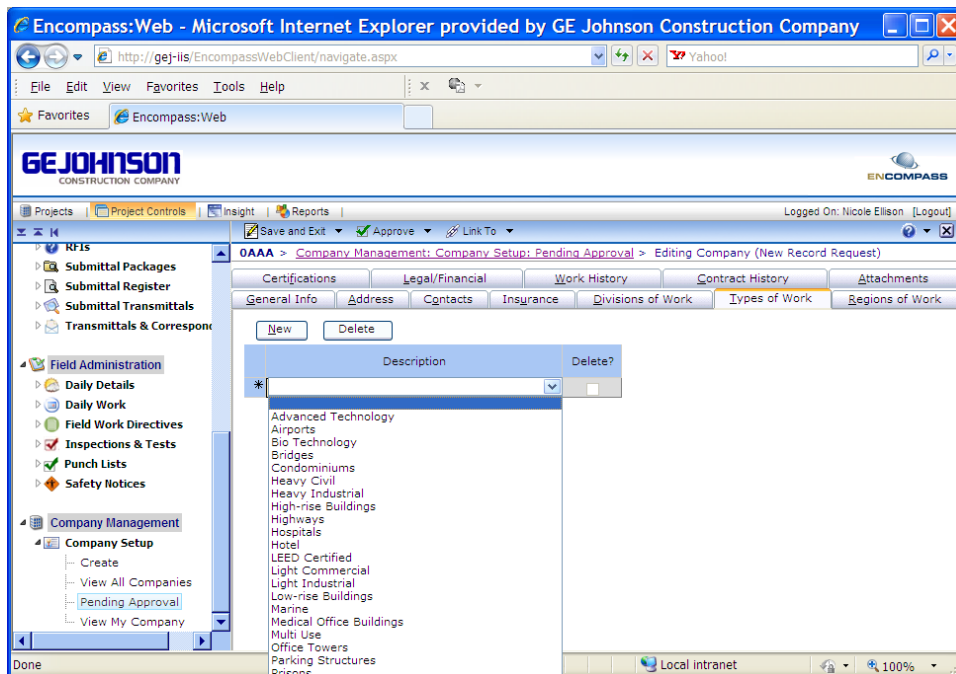


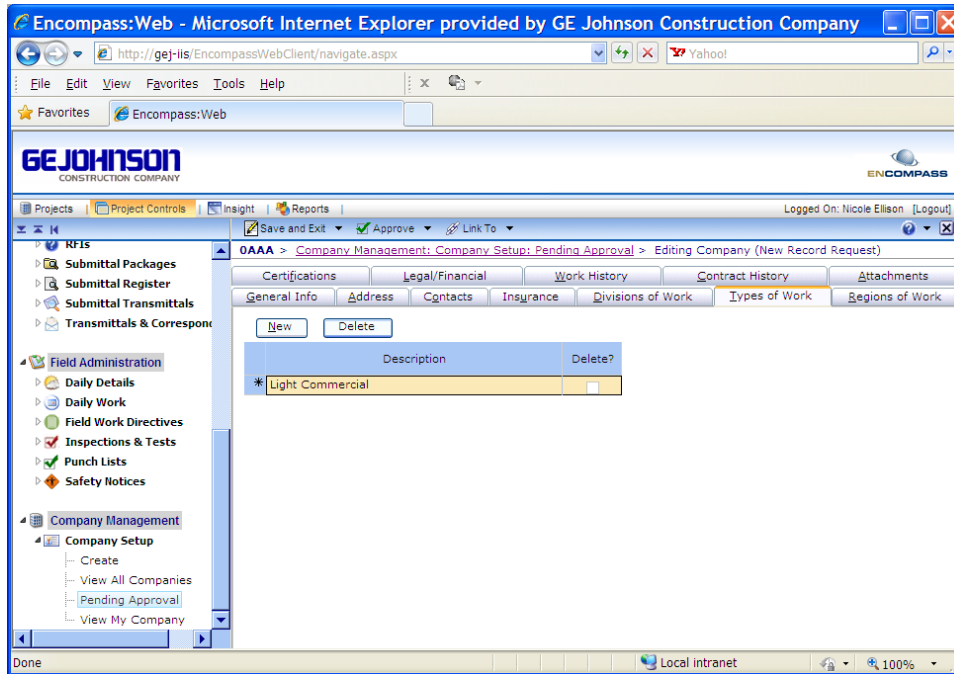
26. Click on the **Types of Work** Tab.



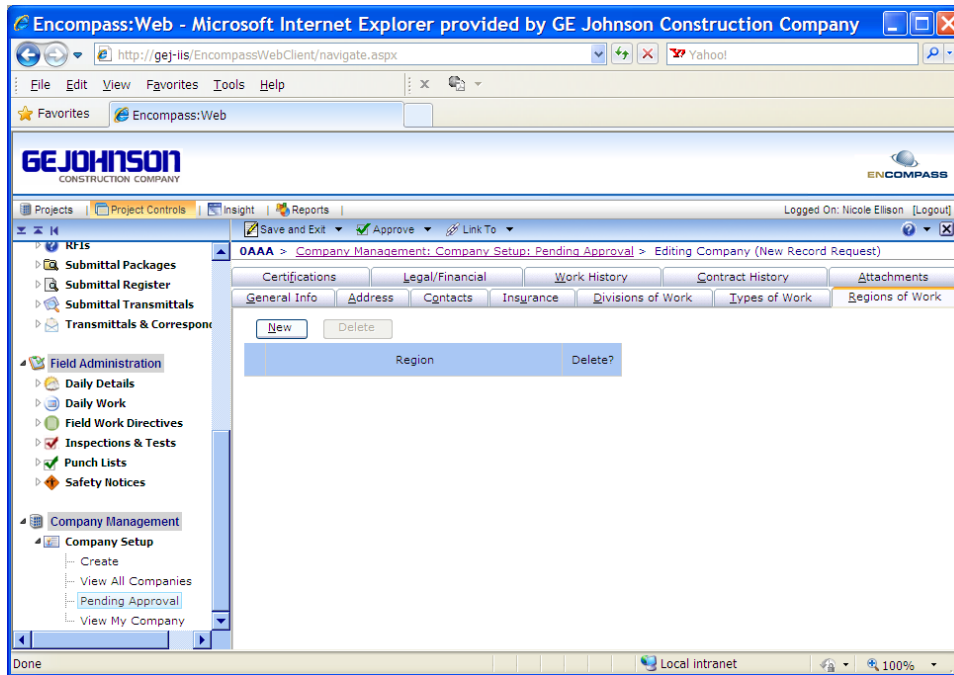
27. Click on the **New** button, click in the **Description** box, then click the down-arrow.

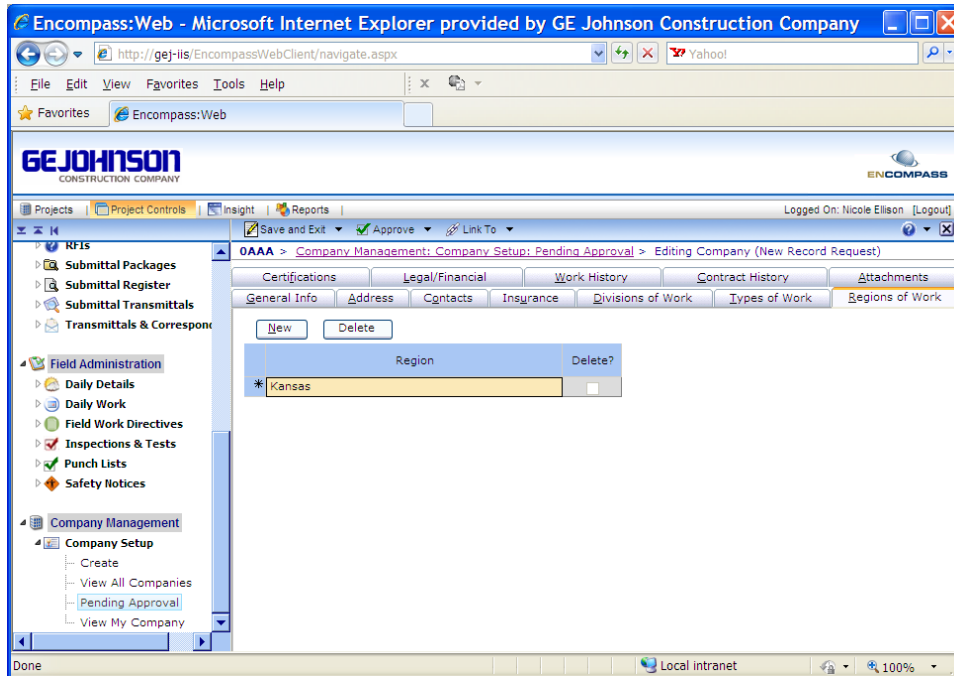
28. Make your selection from the drop-down menu.



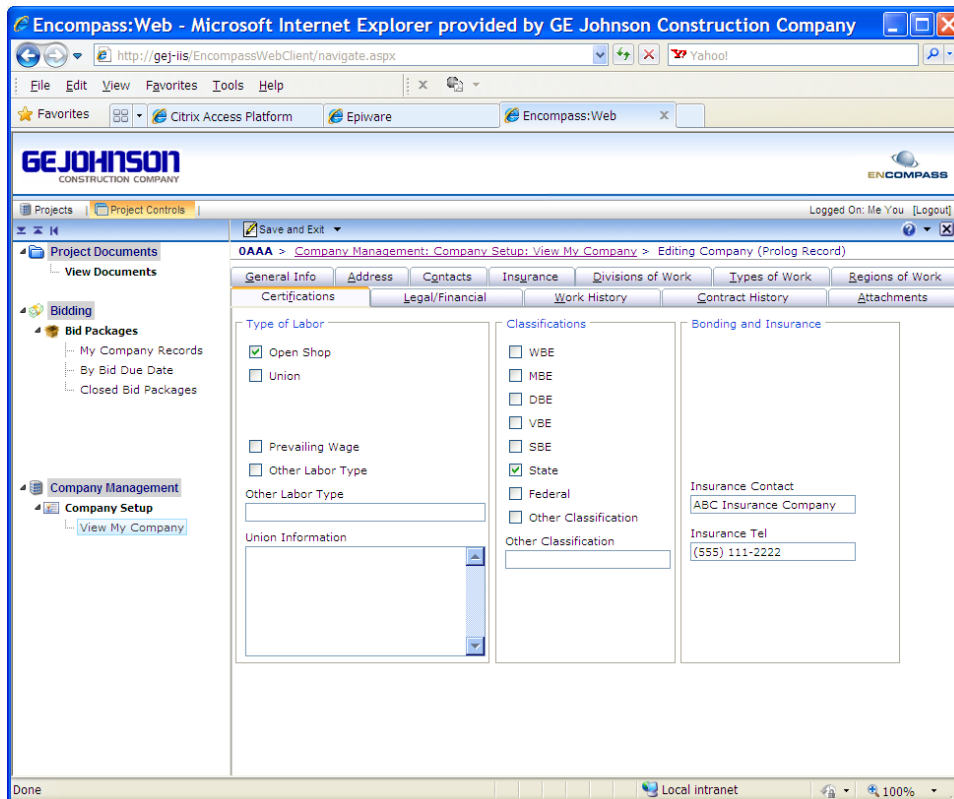


29. Click on **Regions of Work** and select your region(s).





30. Click on the **Certifications** tab and complete all areas.



31. Click on the Legal/Financial tab and complete all areas.

The screenshot shows the 'Legal/Financial' tab in the Encompass Web application. The page is titled 'Editing Company (Prolog Record)'. The left sidebar shows a navigation tree with 'Company Management' > 'Company Setup' > 'View My Company' selected. The main content area has several sections:

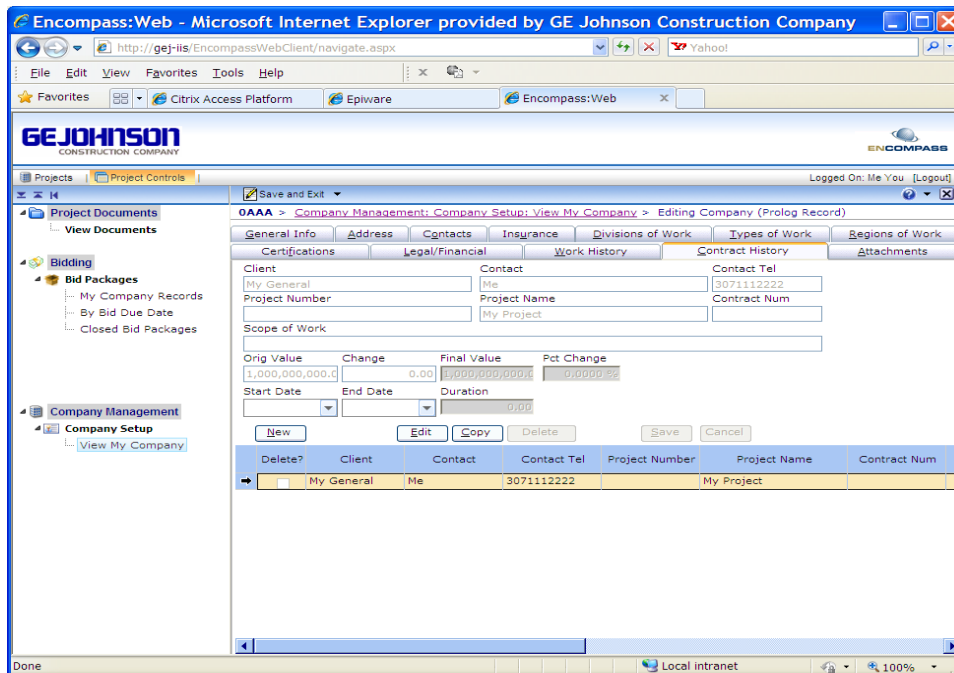
- General Info:** Type of Business (Partnership), Yrs in Business (12), No. of Employees (0), Federal ID Number (84-000000).
- Address:** Incorporated Place Name (Colorado), Incorp Date, Dun Brad No. (0000-12345), D B Rating, Our Rating, Litigation.
- License Information:** Cities and States in you hold licenses (empty list).
- Banking Information:** (empty list).
- Litigation Information:** Anything pending? (empty list).
- Principals:** Mickey Mouse.
- Owners:** Donald Duck.
- Subsidiaries:** (empty list).

32. Click on the **Work History** tab and complete all areas.

The screenshot shows the 'Work History' tab in the Encompass Web application. The page is titled 'Editing Company (Prolog Record)'. The left sidebar is the same as in the previous screenshot. The main content area has several sections:

- Percent of Work as GC:** 0.00
- Percent of Work as Sub:** 0.00
- Max Contract Value:** 500,000.00
- Max Contract Period:** 0
- Avg Annual Work Value:** 0.00
- Work Usually Sub'd Out:** (empty list)
- Lost Work Days Last Yr:** 1
- Avg Lost Days Last 5 Yrs:** 31
- Medical Treatments Last Yr:** 10.00
- Avg Treatments Last 5 Yrs:** 2.50
- Fatalities Last Yr:** 0.50
- Avg Fatalities Last 5 Yrs:** 0.5
- Safety Record Comments:** Willful Violations (empty list).

33. Click on the **Contract History** tab and complete all areas.

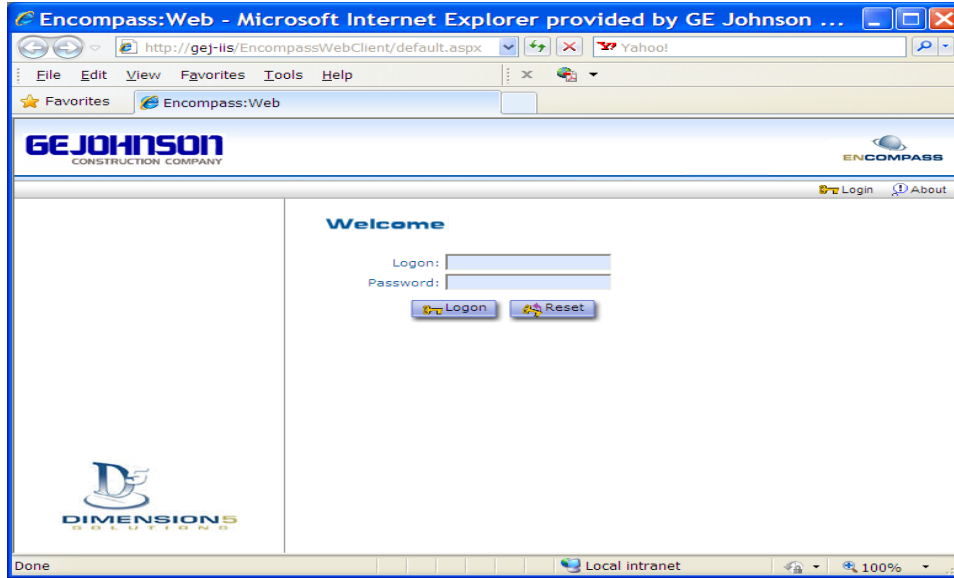


34. The **Attachment** tab is still under construction. There is no need for you to visit this tab at this time.

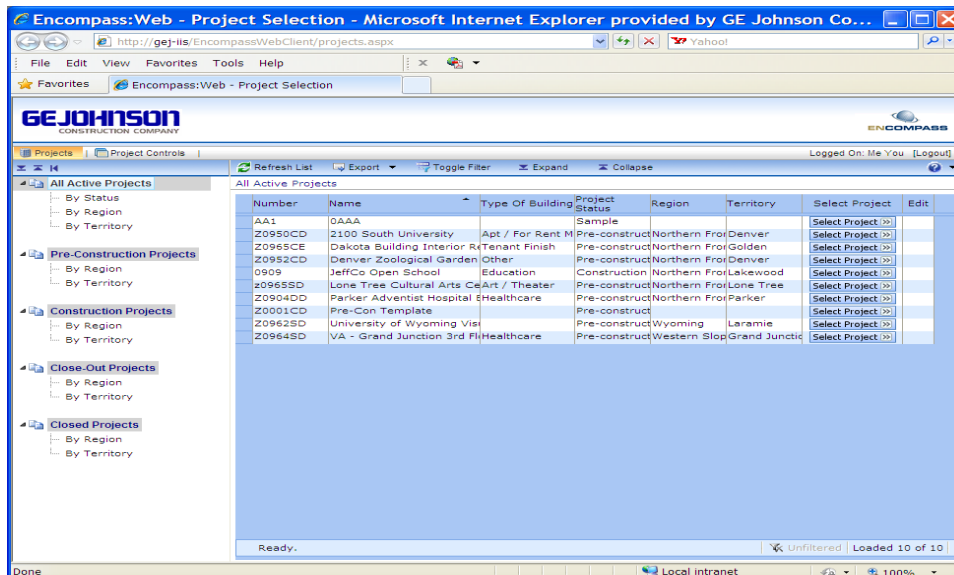
35. Once you have completed all tabs, click **Save & Exit**. This will submit all the changes to GEJCC for review. Then click **Logout** at the top right.

II. What to do When You Receive an Invitation to Bid

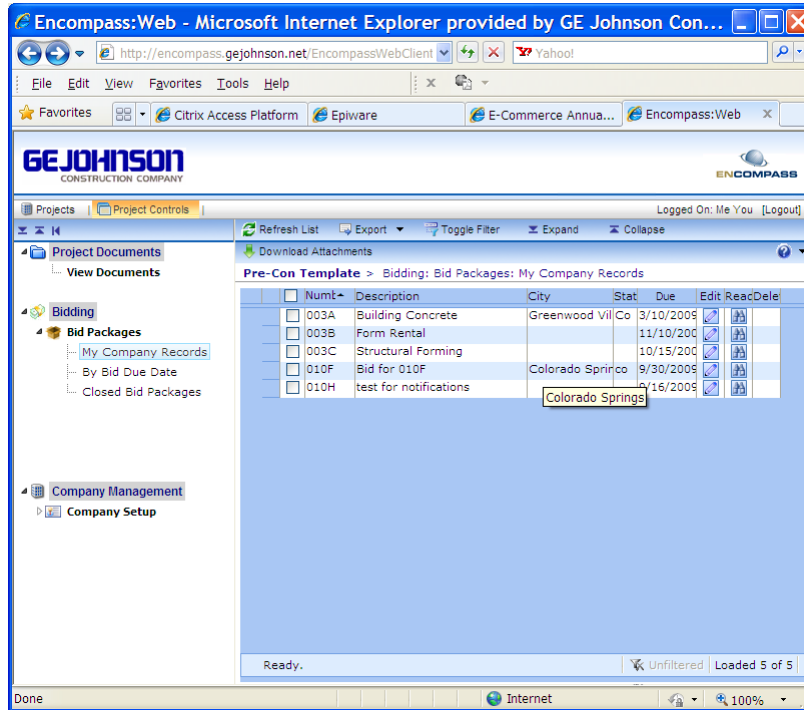
1. Click on <http://encompass.gejohnson.net/encompasswebclient> and log in with the credentials that you received previously via email. Please note that the password is case sensitive. Also, these are the same login credentials you will use every time you login, so please keep them in a safe place.



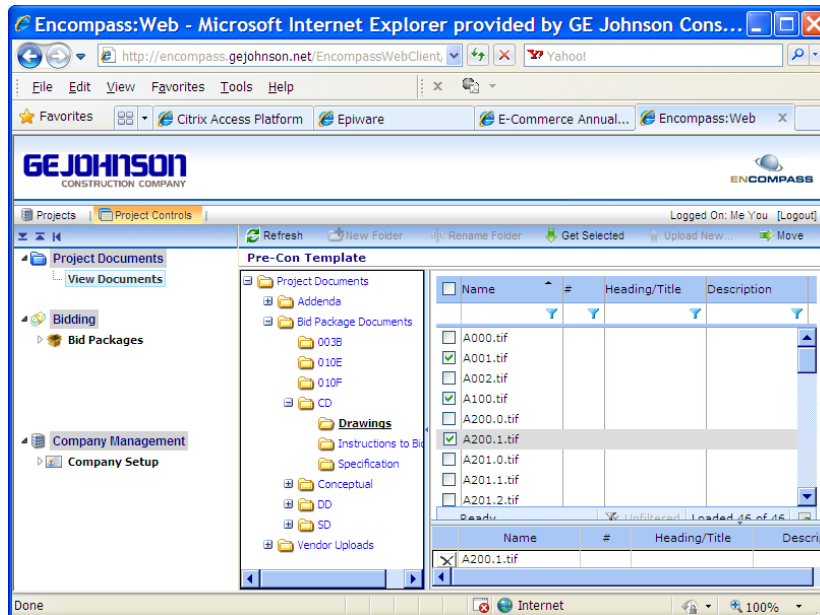
2. After logging in, a list of projects you have access to will appear.
3. Click on the **Select Project** button for the project you've just been invited to.



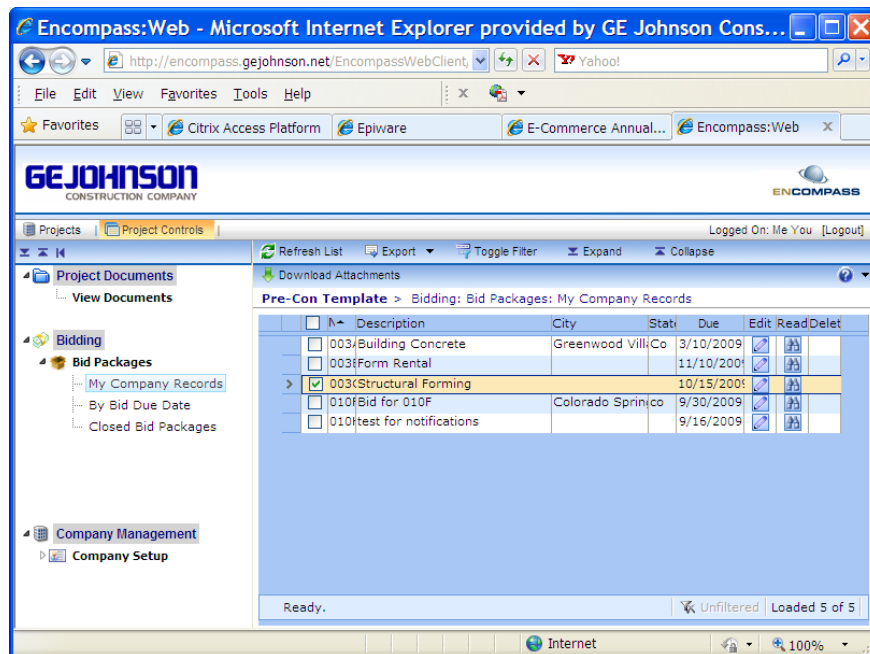
- A screen appears displaying the items you've been requested to bid on.



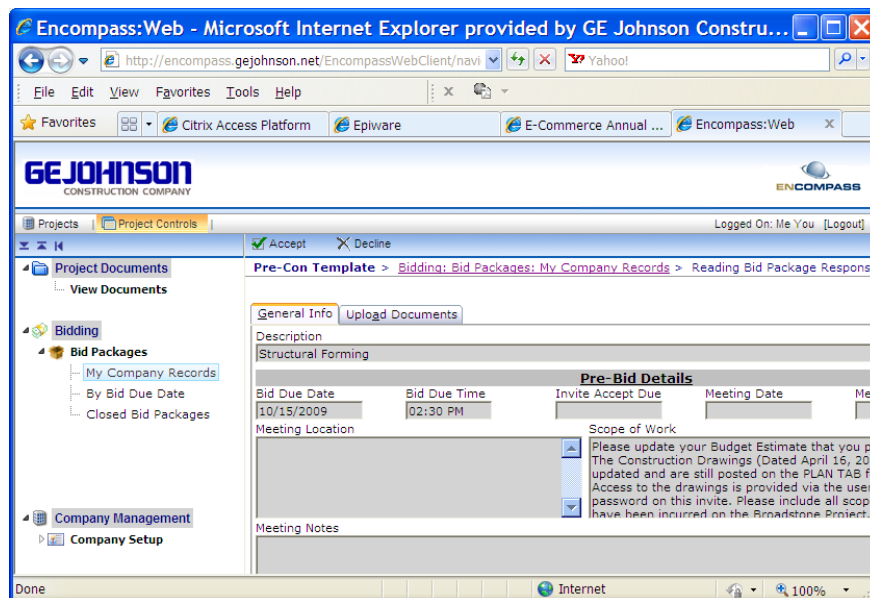
- Click on the **View Documents** Folder, then the **Project Documents** Folder. You will see folders containing all project documents for this project to-date. Please check back periodically to see if any new documents have been uploaded.
- To view the documents, checkmark the boxes before the document names and click the **Get Selected** box above. If you select too many at one time, Encompass tends to lock-up, so please don't select all files at once. You will then be prompted to either **Open** or **Save** these selected documents.



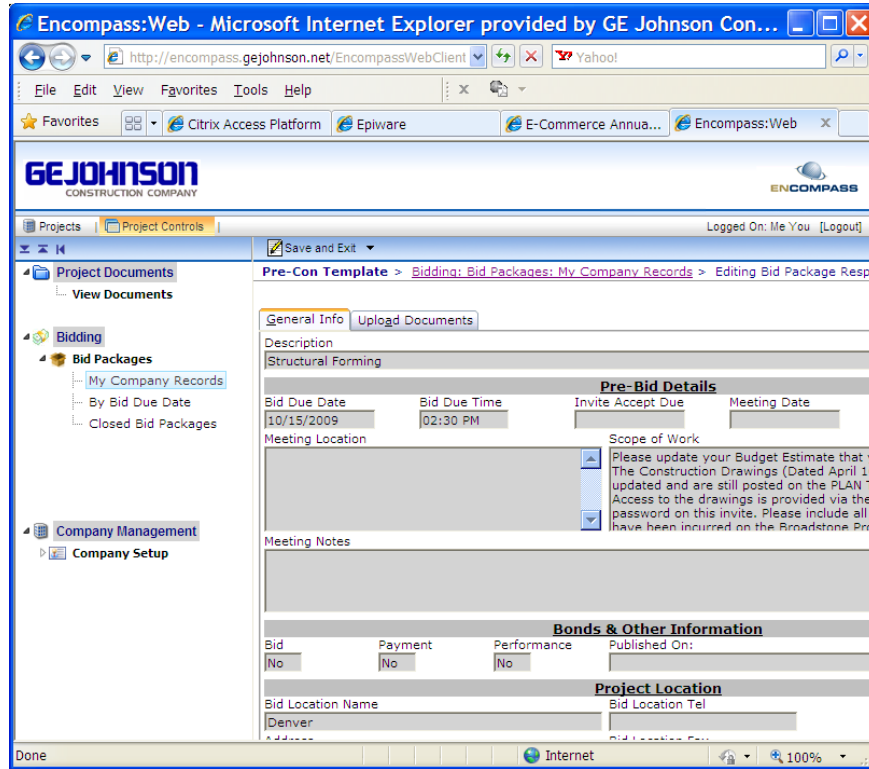
7. Now you will select the item(s) you will be bidding on from the choices offered to you. Click on the Project Controls button to take you back to the screen displaying the items you've been requested to bid on. Click in the **Edit** box next to one of the items shown. (These selections must be completed one at a time.)



8. Next click either the **Accept** or **Decline** buttons above, then answer the confirmation question when asked.



- Click the **Save and Exit** button when you are complete. Then click **Logout** at the top right.



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