

## Managing Agreements and Compliance

# Populating an import spreadsheet for Plaza™

### Overview

This User Guide provides instructions on how to populate an import spreadsheet for Plaza™.

Along with this instruction guide, you would've been emailed templates for the import spreadsheets discussed below.

Please save the completed spreadsheets with a reference to your Plaza™ Account and the date (yymmdd) appended to the end of the file name, e.g. *Agreement Import Kaleen City Council 140829*

As you complete the spreadsheets, please email them to Angela Wright ([support@simplylogical.net](mailto:support@simplylogical.net)) for upload into Plaza™.

### Plaza™ Terminology

Term	Definition and/or Example
Account	Organizations who have a Plaza™ registration.
User	People who are connected to Accounts.
Owner	Account administrator who can allocate permission in Plaza™ and create new users for that account.
Agreement Creator	A user (Contract Manager) who can create an agreement in Plaza™ sets obligations, and performs assessments, etc. Unless you have acquired and paid for a licensed account, you will not have access to create or edit an Agreement.
First Party	Council, customer, or Client represented by a Contract Manager.
Second Party	Supplier, service provider, or contractor.
Third Party	Subcontractor, lawyer, auditor, financial institution, insurer, or client.

### Import Spreadsheets

There are eight import spreadsheets available for upload into Plaza™; Accounts, Users, Agreements, Parties, Party Contacts, Certificates, Deliverables and Variations.

#### Accounts

Accounts in Plaza™ are organizations who.

Please open the import template file, titled *Account Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>License Expires</b>	Unlicensed accounts – Leave blank	Leave blank
<b>Legal Entity Name*</b>	A legal entity name is a description of a business in terms of; a sole trader, partnership or limited company.	Road Inspectors Pty Ltd
<b>Trading Name*</b>	The name that a business uses for trading commercial products or services	John’s Road Assessors
<b>Division</b>	The name of the organisational area, if relevant.	ACT division
<b>Entity Type*</b>	Options: Association, Company, Consortium, Education Facility, Government Entity, Individual, Partnership, Sole Trader, Trustee	Company
<b>ABN</b>	Australian Business Number (11 digits)	11 111 111 111
<b>ACN</b>	Australian Company Number (9 digits)	222 222 222
<b>ARBN</b>	Australian Registered Body Number (9 digits)	333 333 333
<b>Trading Code</b>	An appropriate UNSPSC (trading code). See: <a href="http://www.unspsc.org/">http://www.unspsc.org/</a> (8 digits)	44103103
<b>Website</b>	Enter the Party’s URL details	roadassessors.act.com.au
<b>Address Line 1</b>	Enter the Party’s Address details	Building R
<b>Address Line 2</b>	Enter the Party’s Address details	10 Road Street
<b>Suburb</b>	Enter the Party’s Address details	Roadtown
<b>State</b>	Enter the Party’s Address details	ACT
<b>Postcode</b>	Enter the Party’s Address details	2222

## Users

Users in Plaza™ are people who are connected to Accounts.

Please open the import template file, titled *User Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Primary*</b>	Whether this person will be the accounts representative (TRUE) or not the primary contact (FALSE)	TRUE or FALSE
<b>Plaza Account ID</b>	Leave blank. LC&S will populate this field	(leave blank)
<b>First Name*</b>	First name of the User	John
<b>Last Name*</b>	Last Name of the User	Smith
<b>Email Address*</b>	Enter the email address of the User	john@roads.com.au
<b>Alt. Email Address</b>	Enter an alternate email address for the User (if applicable)	John2@roads.com.au
<b>Mobile</b>	Mobile phone number of the User	0400 111 222
<b>Phone</b>	Phone number of the User of the User	(02) 65432 1010
<b>Role*</b>	Options: Owner, Viewer  (Agreement Creator role requires a licensed Plaza™ Account)	Owner

## Agreements

Agreements in Plaza™ can be contracts, deeds, grants, leases, and other legal instructions.

Please open the import template file, titled *Agreement Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Plaza Account ID</b>	Leave blank. LC&S will populate this field	(leave blank)
<b>Owner's Level*</b>	First, Second or Third, depending on the role of the Owner (see Terminology)	Usually, it will be <b>FirstParty</b>
<b>Title*</b>	Title of your Agreement	Road Inspection ACT
<b>Type*</b>	Options include: Contract, Standing Offer, Deed, Partnership Agreement, MoU, Grant, Purchase Order, Lease, Employment, Franchise Agreement, and Confidentiality Agreement.	Contract
<b>Confidentiality</b>	Options include: Commercial in Confidence, Sensitive, Sensitive: Legal, Sensitive: Personal, or Nil	Commercial in Confidence
<b>Confidentiality Reason</b>	The reason why the Confidentiality status has been selected.	Prices are to be protected
<b>Description</b>	Brief description of your Agreement	Comprehensive assessment of road conditions in the ACT
<b>Public (see info)*</b>	Options: True (Agreement details are visible to every Plaza™ Account), False ( <b>preferred</b> - Agreement details are only visible to those parties with a Plaza™ Account linked to that Agreement).	False
<b>Active*</b>	Options: True (the Agreement is displayed on the full list), False (the Agreement is hidden from the full list, but is still in the database).	True
<b>Deleted</b>	Options: True (the Agreement has been deleted - it will still be in the database, but only visible when 'Show Deleted' is selected from the full list screen), False (the Agreement is not deleted).	False
<b>Start Date</b>	Date the Agreement has begun and the start date is known.	14/02/2014
<b>Completion Date</b>	Date the Agreement has been completed and the completion date is known.	14/08/2014
<b>Value</b>	Entered when the Agreement has been completed and the actual value is known (initial value plus approved variations)	1000000
<b>Est. Start</b>	Estimated start date for the Agreement.	01/02/2014
<b>Est. Completion</b>	Estimated completion date for the Agreement.	01/08/2014
<b>Est. Value</b>	Estimated value of the Agreement.	900000
<b>Init. Value</b>	Initial value of the signed contract	820000
<b>Contingency</b>	Value set aside for additional expenses/variations	5000
<b>Amount Foregone</b>	The amount the client has reduced a payment by due to application of a penalty.	9000

Data Items	Description	Example or Preferred Content
<b>Amount Invoiced</b>	The amount that has been invoiced to date.	450000
<b>Amount Paid</b>	The amount that has been paid to date.	400000
<b>Amount Withheld</b>	The amount that has been withheld to date to guarantee delivery. This is usually stipulated in the contract.	50000
<b>Amount guaranteed</b>	The amount that the supplier has put up as a guarantee that they will complete the requirements of the contract	50000
<b>Guarantee details</b>	Who holds the guarantee and what are the conditions associated with it.	Guarantee to provide services on time is held by Westpac in account 345435345, BSB 345435 under the name Acme Guarantee ref RT3454
<b>Indemnity limit</b>	The minimum Professional Indemnity requirements for this contract	10000000
<b>Indemnity details</b>	Any specific details about the Professional Indemnity	Refer to clause 3.4.5
<b>Liability limit</b>	The minimum Public Liability for this contract	1000000
<b>Liability details</b>	Any specific details about the Public Liability	Refer to clause 3.4.6
<b>External system ID</b>	A field where you can insert a cross reference for access by another system such as your FMIS	CON 2014/3456B
<b>File Location</b>	A hyperlink to the electronic record	C:\Users\ACT Road Inspection Contract
<b>File Name or Number</b>	File Name or Number.	ACT Road Inspection Contract 2014
<b>Registry file number</b>	The Registry file number	TRIM 14/345435
<b>Confidential file Name or Number</b>	The file location where confidential information may be kept	TRIM 14/345436

## Parties

Parties in Plaza™ are legal entities directly involved or have an interest in any Agreement.

Please open the import template file, titled *Party Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Level*</b>	First, Second or Third, depending on the role of the Party (see Terminology)	Usually, it will be Second or Third Party
<b>Primary Type*</b>	Options: True (the Party is the primary contact/first point of contact), False (the Party is not the primary contact)	True

<b>Type*</b>	Options include: Customer, Contract manager, Supplier, Service provider, Contractor, Subcontractor, Lawyer, Auditor, Financial Institution, Insurer, Client, Other	Contractor
<b>Plaza Account ID</b>	Leave blank. LC&S will populate this field	(leave blank)
<b>Legal Entity Name*</b>	A legal entity name is a description of a business in terms of; a sole trader, partnership or limited company.	Road Inspectors Pty Ltd
<b>Trading Name*</b>	The name that a business uses for trading commercial products or services	John's Road Assessors
<b>Division</b>	The name of the organisational area, if relevant.	ACT division
<b>ABN</b>	Australian Business Number (11 digits)	11 111 111 111
<b>ACN</b>	Australian Company Number (9 digits)	222 222 222
<b>ARBN</b>	Australian Registered Body Number (9 digits)	333 333 333
<b>Trading Code</b>	An appropriate UNSPSC (trading code). See: <a href="http://www.unspsc.org/">http://www.unspsc.org/</a> (8 digits)	44103103
<b>Website</b>	Enter the Party's URL details	roadassessors.act.com.au
<b>Address Line 1</b>	Enter the Party's Address details	Building R
<b>Address Line 2</b>	Enter the Party's Address details	10 Road Street
<b>Suburb</b>	Enter the Party's Address details	Roadtown
<b>State</b>	Enter the Party's Address details	ACT
<b>Postcode</b>	Enter the Party's Address details	2222
<b>Country</b>	Enter the Party's Address details	Australia
<b>External System ID</b>	A free text client based reference that may be used to link to other systems.	P345345
<b>Comments</b>	Enter any comments relevant to the Party	Prefer contact via email

## Party Contacts

Party Contacts in Plaza™ are people/Users who are assigned as contacts for a Party connected to an Agreement.

Please open the import template file, titled *Party Contacts Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Linked to User*</b>	If you would like the contact linked to an existing User (TRUE) or not (FALSE)	TRUE or FALSE

<b>Auto-Sync*</b>	If you would like the existing User details of the contact update automatically (TRUE) or not (FALSE)	TRUE or FALSE
<b>Party ID</b>	Leave blank. LC&S will populate this field	(leave blank)
<b>Primary*</b>	If this contact is the first point of contact (TRUE) or not the primary contact (FALSE)	TRUE or FALSE
<b>First Name*</b>	First name of the Party Contact	John
<b>Last Name*</b>	Last Name of the Party Contact	Smith
<b>Email Address*</b>	Enter the email address of the Party Contact	john@roads.com.au
<b>Alt. Email Address</b>	Enter an alternate email address for the Party Contact (if applicable)	John2@roads.com.au
<b>Mobile</b>	Mobile phone number of the Party Contact	0400 111 222
<b>Phone</b>	Phone number of the User of the Party Contact	(02) 65432 1010
<b>Role</b>	Options: Participant or Observer	Participant
<b>External System ID</b>	A free text client based reference that may be used to link to other systems.	P345345

## Certificates

Certificates in Plaza™ are linked to an Account (Organization), not an Agreement. Examples of certificates can include (but is not limited to) insurance certificates, training, safety (accreditation to operate in HV areas, WHS accreditation), Green cards, registration, or compliance certification.

Please open the import template file, titled *Certificate Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Plaza Account ID</b>	Leave blank. LC&S will populate this field	(leave blank)

<b>Title*</b>	The official title of the Certificate	ACT Drivers Licence
<b>Details</b>	The details of the Certificate	ACT DL - Class C
<b>Deleted:</b>	Options: True (the Certificate has been deleted - it will still be in the database, but only visible when 'Show Deleted' is selected from the full list screen), False (the Certificate is not deleted).	False
<b>Date Issued:</b>	Date the Certificate was issued.	14/05/2011
<b>Expiry Date:</b>	Date the Certificate expires.	14/05/2016
<b>Amber Warning Date</b>	Date assigned to alert you and the Contractor before a Certificate is reaching its expiry date (e.g. one month before the expiry date).	14/04/2016
<b>Red Warning Date</b>	Date assigned to alert you and the Contractor before a Certificate has expired	15/05/2016

## Deliverables

Deliverables (also known as Obligations) in Plaza™ are the formal commitment(s) as agreed by both/all Parties (i.e. tasks, compliance requirements, and other scheduled items).

Please open the import template file, titled *Deliverable Import Template*.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Data Items	Description	Example or Preferred Content
<b>Agreement ID</b>	System generated. Leave blank. LC&S will populate this field	(leave blank)
<b>Responsible Party ID</b>	System generated. Leave blank. LC&S will populate this field	(leave blank)
<b>Linked Certificate ID</b>	System generated. Leave blank. LC&S will populate this field	(leave blank)
<b>Type*</b>	Options Include: Deliverable, Service, Task, Report, Advice, Product, Design, Licence, Compliance, Invoice, Financial asset, Property, Other	Report
<b>Status*</b>	Options Include: Open, Closed	Open
<b>Title*</b>	Title of the Deliverable	Road Inspection Report
<b>Clause*</b>	The Clause Number/Reference given to the Deliverable	1.1
<b>Details</b>	Details of the Deliverable	Report detailing the condition of the road at the intersection of John and Smith Street
<b>Active</b>	Options: True (the Deliverable is displayed on the full list), False (the Deliverable is hidden from the full list, but is still in the database).	True



<b>Deleted</b>	Options: True (the Deliverable has been deleted - it will still be in the database, but only visible when 'Show Deleted' is selected from the full list screen), False (the Deliverable is not deleted).	False
<b>Date Due</b>	Date the deliverable is due for completion	14/08/2014
<b>Amber Warning Date</b>	Date assigned to alert you and the responsible party before a Deliverable is reaching its due date (e.g. two weeks before the Deliverable is due)	01/08/2014
<b>Red Warning Date</b>	Date assigned to alert you and the responsible party that the Deliverable is late	15/08/2014
<b>Date Delivered</b>	Date the Deliverable was delivered.	13/08/2014
<b>Date Closed</b>	Date the Deliverable was closed.	14/09/2014

## Variations

Variations in Plaza™ are proposed and/or agreed changes to an Agreement.

Below are brief descriptions for each field. The fields with an \* are mandatory.

Please open the spreadsheet titled *Variation Import Template*.

Data Items	Description	Example or Preferred Content
<b>Agreement ID</b>	Leave blank. LC&S will populate this field	(leave blank)
<b>Status*</b>	Options Include: Proposed, Approved, Rejected	Proposed
<b>Number*</b>	The Variation number; this is sequential to the order the variations were entered.	(leave blank)
<b>Title*</b>	The title of the Variation.	Additional Road Inspection Report
<b>Details</b>	The details of the Variation.	Report detailing the condition of the road at the intersection of John and Smith Street will now include the Brown street intersection.
<b>Deleted</b>	Options: True (the Variation has been deleted - it will still be in the database, but only visible when 'Show Deleted' is selected from the full list screen), False (the Variation is not deleted).	False

If you have any queries please email [support@simplylogical.net](mailto:support@simplylogical.net).

Please make sure you have save the completed spreadsheets with a reference to your Plaza™ Account and the date (yymmdd) appended to the end of the file name, e.g. *Agreement Import Kaleen City Council 140829*

Once the import spreadsheets have been completed, please email them to Angela Wright ([support@simplylogical.net](mailto:support@simplylogical.net)) for upload into Plaza™.

