

Corrigo Vendor Training

Presented by RFSC



Corrigo Maintenance System

- What is Corrigo?
 - It is a web-based Maintenance Management System to report and track store repairs
- How do I log in?
 - In the coming slides you will be provided with the necessary information to log in.
- Learning to utilize Corrigo maintenance system effectively
 - View List of work orders
 - Process work order
 - View, Pick up, Complete and Enter in Financials



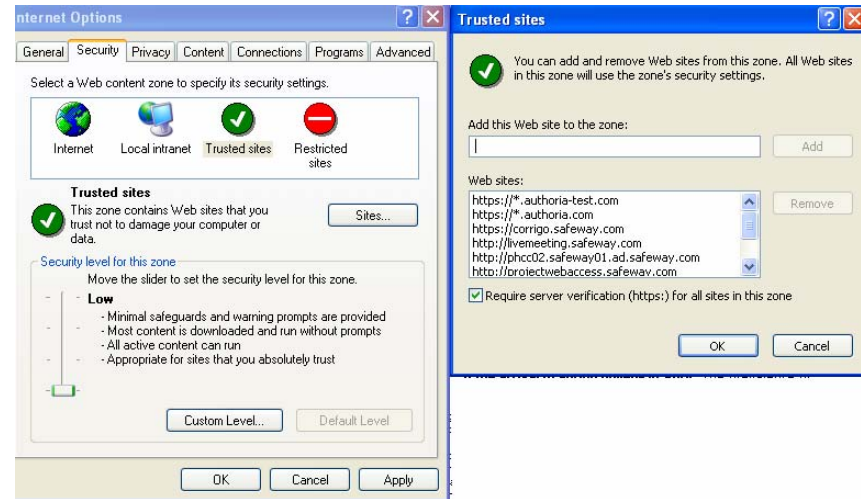
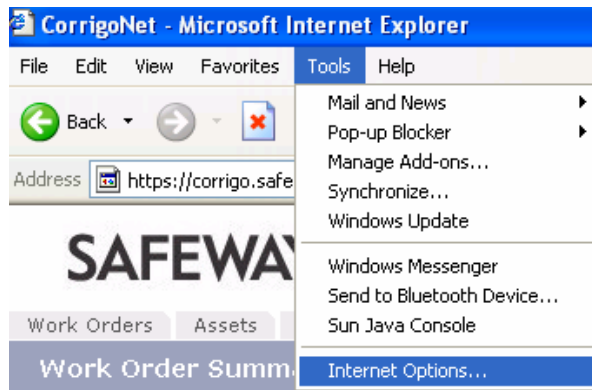
Corrigo Log In



The screenshot shows the Corrigo login interface. At the top left is the Corrigo logo, which consists of a blue square with two curved, overlapping shapes in orange and yellow, and the word "corrigo" in white lowercase letters below it. Below the logo, the word "login" is written in orange, followed by the text "Enter your ID and password to sign in" in a smaller grey font. The login form has a light grey background and contains three input fields: "userID", "password", and "company". The "company" field has "Safeway" entered. Below the input fields is a grey "Sign In" button with a lock icon to its left. At the bottom of the form, there is a checkbox for "Remember my ID on this computer", a link for "Make this my homepage", and a link for "Forgot your password".

- Corrigo URL address:
 - <https://corrigo.safeway.com/corp>
- User ID – Safeway assigned vendor number
- Password - Supplied by RFSC
 - you will be required to change password periodically
- Company – “Safeway”

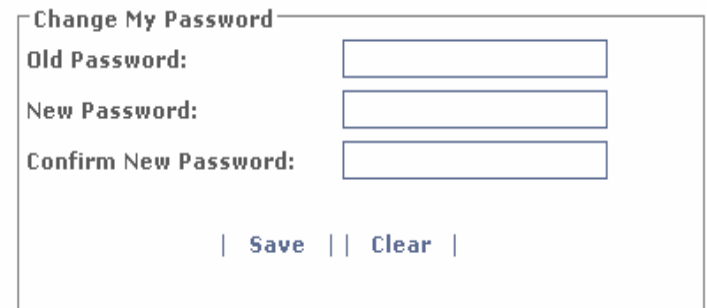
Microsoft Internet Explorer Security Settings for Corrigo



- Add Corrigo address to your trusted sites located in your security settings
 - Click Tools and Internet Options
 - Go to “Security” tab and highlight “Trusted Sites” and select “Sites” button
 - Add the URL address to the zone and click Add button
 - <https://corrigo.safeway.com>
- Allow for Pop up Blockers so Corrigo can save properly

How do I change my password?

- From User tab click “My Password”
 - Enter old password
 - New password must be 8 in length and include at least one number

A screenshot of a 'Change My Password' form. The form has a title 'Change My Password' and three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Below the input fields are two buttons: 'Save' and 'Clear', separated by vertical bars.

Corrigo Summary Page

SAFeway

Welcome, Safeway Approved Vendor

Help
Logout

User Vendor

Work Order Summary

Property -- Select All --

Double-click a row to see the Work Order list for a status.

Status	Quantity	Overdue
Needs Attn	0	0
New	4	4
Open	0	0
On Hold	0	0
Completed	11	N/A

- ❑ Summary page will display a count of work orders assigned to your company
- ❑ Tabs at upper left side supply the following:
 - User – Change Password capability
 - Vendor –
 - ❑ Summary, Work Order List, Organization Summary, Organization List, Search and Invoices
- ❑ Property Filter – allows to view all properties or select specific location



Corrigo Summary Page

User Vendor

Work Order Summary

Double-click a row to see the Work Order list for a status.

Work Orders:		
Status	Quantity	Overdue
Needs Attn	0	0
New	4	4
Open	0	0
On Hold	0	0
Completed	11	N/A

- Work Order Status
 - Needs Attn – This status is when you need to flag the work order for some reason
 - New – These are the newly assigned work orders for your company
 - Open – Work orders you have accepted
 - On Hold – Any work order that is waiting to be accepted before it can be completed
 - Completed – This status designates that the work has been completed by your company
- Click on the status title to bring up all work orders of that type

Corrigo Work Order List

- Work Order List
 - choose from Vendor tab
 - Displays all current work orders

- Work Order Display Filter will need to be set to see work orders older than 14 days
 - It will default back to 14 days when you open a work order

User	Vendor	Property	-- Select All --		
Work Order	Summary				
	Work Order List				
Double-click	Organization Summary	Details for a Work Order .			
Vendor	Organization List	TRIC - 18918	<input checked="" type="checkbox"/> Work Order Filter	ON	
Station	Search	Location	Work Description	Due by	Priority
New	Invoices	269	1907 SEWARD HWY., SE Ballasts:Need Replace	01/31/2007	Regular
New		257	1907 SEWARD HWY., SE Exterior Lighting:Other	01/08/2007	Regular
New	R	27280228	1907 SEWARD HWY., SE Lights:Lamps out:Deli	11/13/2006	Regular
New	R	27280197	1907 SEWARD HWY., SE Electrical Misc:No Powe	08/30/2006	Urgent

Set Filter -- Web Page Dialog

All

Completed within last 14 days

Needs Attention

New

On Hold

Open

OK | Cancel

Open Work Order

Status	Type	WO#	Location	Work Description	Due by	Priority
New	R	27280269	1907 SEWARD HWY., SE	Ballasts:Need Replaced	01/31/2007	Regular
New	R	27280257	1907 SEWARD HWY., SE	Exterior Lighting:Outer	01/30/2007	Regular
New	R	27280228	1907 SEWARD HWY., SE	Lights:Lamps out:Deliver	11/13/2006	Regular
New	R	27280197	1907 SEWARD HWY., SE	Electrical Misc:No Power	08/30/2006	Urgent

| Print |

□ Click on work order number to open and view details

User Vendor

Work Order # 27280269 | Save | Send/Print | Close |

Status: New | Decline | Pick Up | Part | Attention | Complete |

Customer Information Store-2728
Company: Safeway Customer: Eagle Retail Store #2728 Contact: TIM BAILEY
Location: 1907 SEWARD HWY., SEWAC Address: 1907 SEWARD HWY. SEWAC Contact At: test@test.corrijo.com
AK 99664

Work Description:
 Ballasts: Need Replaced: Two ballasts and lights need replaced in one door in our dairy :

Details:
Priority: Regular Assigned To: SERVICE ELECTRIC - 1891
Access/Appt: PTE Not to Exceed: \$0
Scheduled Start: P.O. Number:
Due By: 1/31/2007 03:00 PM

Vendor Invoice: | Add New | | Submit for Payment |
Invoice Status: None Authorization #: Account Code:
Total Due/Paid: \$0.00 Check #: Paid Date:
Invoice Number:

Notes | Add Note |
No entries of this type

Completion Info:
First Started: _____ Last Completed: _____

□ After opened you can “Pick Up” to accept work order or place on “Attention”

Process Work Order

- Needs Attention reasons commonly used:
 - Need Approval
 - Over Safeway Limits and requires estimate approval
 - Need Parts
 - Allows you to note in work order that your parts are on order for another day
 - Need Reassignment
 - Work order is either not your assigned territory or your line of work/ trade

Work Order # 27280269 | Save | Send/Print | Close |

Status: New | Decline | Pick Up | **Start** | Attention | Complete |

Customer Information Store-2728
Company: Safeway Customer: Eagle Retail Store #2728 Contact: TIM BAILEY
Location: 1907 SEWARD HWY., SEWARD AK 99664 Address: 1907 SEWARD HWY. SEWARD AK 99664 Contact At: test@test.corrigio.com

Work Description:
 Ballasts: Need Replaced: Two ballasts a

Details:
Priority: Regular
Access/Appt: PTE
Scheduled Start:
Due By: 1/31/2007 03:00 PM

Vendor Invoice:
Invoice Status: None
Total Due/Paid: \$0.00
Invoice Number:

Notes

Completion Info:

Bring to Attention -- Web Page Dialog

Needs Attention

Attention Reason:

Please record time in

Please enter any add

- Select Reason
- Call Me
- Need Approval
- Need Billback
- Need Parts
- Need Reassignment
- Need Vendor
- Other
- Performed Additional Work

OK | Cancel |

Submit Estimate

The screenshot shows a dialog box titled "Bring to Attention -- Web Page Dialog". At the top, there are navigation buttons: "Decline", "Pick Up", "Start", "Attention" (highlighted), and "Complete". The dialog has a header "Needs Attention". Below the header, there is a label "Attention Reason:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Select Reason", "Call Me", "Need Approval" (highlighted), "Need Billback", "Need Parts", "Need Reassignment", "Need Vendor", "Other", and "Performed Additional Work". There are also "OK" and "Cancel" buttons at the bottom right.

The screenshot shows the same dialog box, but now the "Attention Reason:" dropdown is set to "Need Approval". Below the dropdown, there is a text area with the following content: "Estimate - Motor - 245.00, Misc. parts - 45.00, Labor - 600.00, travel - 125.00". The "OK" and "Cancel" buttons are visible at the bottom.

- ❑ Select “Need Approval”
- ❑ State as “Estimate”
- ❑ Enter Labor and Materials detail and what the total cost of the job will be.

Complete Work Order

- After work is complete select “Repair Category” and enter in “Completion Notes”
 - Selections for “Repair Category”
 - Adjusted
 - Avoidable/No Problem Found
 - Important to let us know misuse
 - Cleaning only
 - No Charge
 - Warranty work
 - Parts Ordered
 - PM Work Performed
 - Repaired
 - Replaced
 - Temporary Fix
- Next select “Complete” button at upper right side of work order so this will ungrey the “Submit Payment” button for you to select next to finish your work order completion process

Total:		\$244.06
Invoice Status: None	Authorization #:	Account Code:
Total Due/Paid: \$0.00	Check #:	Paid Date:
Invoice Number: <input type="text"/>		
Notes		[Add Note]
No entries of this type		
Completion Info:		
File Started:		Last Completed:
*Repair Category: <input type="text" value="Repaired"/>		Repair Code: <input type="text" value="-- Select Repair Code --"/>
Completion Notes:		
<input type="text" value="Replaced burnt out motor and tested fully functional"/>		

Vendor Invoice:		[Add New]	[Submit for Payment]			
Labor	Date	Technician	Hours	Rate	Subtotal	
	09/13/2006	<input type="text"/>	1.00	\$20.00	\$20.00	[Delete]
Materials	Description	Quantity	Amount	Subtotal		
	<input type="text"/>	0.00	\$0.00	\$0.00		[Delete]
Misc	Description	Amount				
	<input type="text"/>	\$0.00				[Delete]
Adjustment	Description	Amount				
	<input type="text"/>	\$0.00				[Delete]
Tax	Description	Amount				
	<input type="text"/>	\$0.00				[Delete]
Total:				\$20.00		
Invoice Status: Waiting on Vendor		Authorization #:		Account Code:		
Total Due/Paid: \$0.00		Check #:		Paid Date:		
Invoice Number: <input type="text"/>						
Notes		[Add Note]				
No entries of this type						
Completion Info:						

Entering Financials

Vendor Invoice:						Add New	Submit for Payment
Labor	Date	Technician	Hours	Rate	Labor	al	
	<input type="text" value="07/09/2007"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	Labor		
					Materials	Delete	
					Miscellaneous		
					Adjustment		
					Tax		
Total:							
Invoice Status: None		Authorization #:					
Total Due/Paid: \$0.00		Check #:		Paid Date:			
Invoice Number: <input type="text"/>							

- The “Vendor Invoice” section in work order allows you to enter in costs
 - Click – “Add New” button and select Labor, Materials, Misc., Adjustment or Tax
 - Labor – enter the Date the work was done, Technician’s name, amount of hours and enter rate if not auto-populated

Entering Financials

Vendor Invoice:					 Add New 	 Submit for Payment
Labor	Date	Technician	Hours	Rate	Labor	al
	<input type="text" value="07/09/2007"/>	<input type="text" value="Joe Technician"/>	<input type="text" value="2.00"/>	<input type="text" value="\$55.00"/>	Materials	0 Delete
Materials	Description	Quantity	Amount	Miscellaneous	al	
	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	Adjustment	al	
				Tax	Delete	
Total:					\$110.00	

- Click “Add New” again to select Materials you wish to enter
 - Enter Part description and quantity and populate part cost
 - Repeat steps to enter more than one part
 - Select “Tax” for tax on parts charged and enter percentage charged
 - Canadian Vendors must use GST or PST on tax line (if applicable)

Add/ View Notes

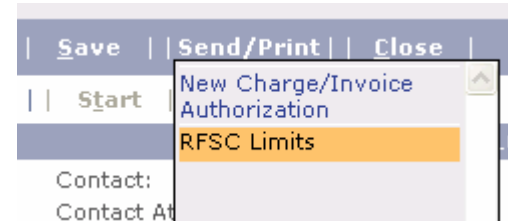
The screenshot displays a software interface for managing work orders. A 'Work Description' window is open, showing details for a work order. An 'Add Note -- Web Page Dialog' is overlaid on top. The dialog has a title bar, a close button, and a text area containing the text 'Placed By Contact, Main at 7/12/2007 12:49:13 PM'. Below the text area are buttons for 'OK', 'Cancel', and 'Add Note'. The 'Add Note' button is circled in red. The background window shows various fields like 'Priority', 'Access/Appt', 'Scheduled Start', 'Due By', 'Vendor Invoice', 'Invoice Status', 'Total Due/Paid', 'Invoice Number', and 'Notes'. The 'Notes' section shows 'No entries of this type'. At the bottom, there are dropdown menus for '*Repair Category' and '*Repair Code'.

- You can add notes when you are in a work order by clicking on “Add Note”

Work Order Send/Print Option

- To Print a copy of work order or to email/fax a technician out in the field
 - Click Send/Print button
 - RFSC Limits form and select Manual address
 - You can then choose Fax or Email options and enter in your information

- Note the bottom of this form will allow you see Work Order Actions and additional notes and information

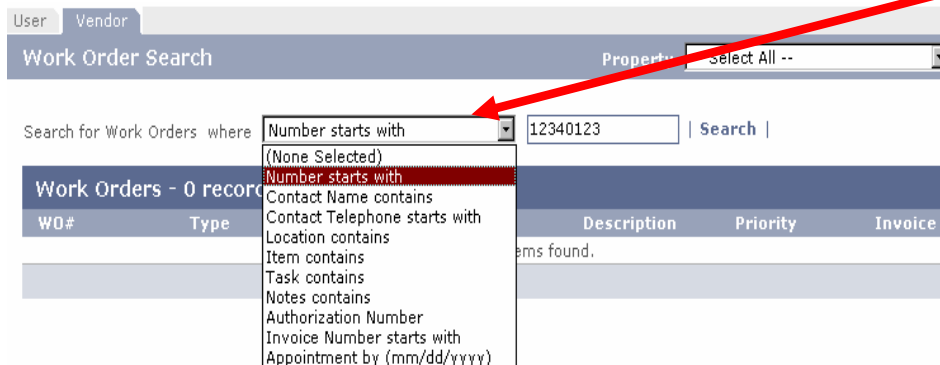


WORK ORDER DETAILS			
Status: New			Priority: Urgent
Due By: 04/02/2008 3:00 PM			Appointment: PTE
Street Address: 1653 S. COLORADO BOULEVARD DENVER , CO 80222			
Location: 1653 S. COLORADO BOULEVARD, DENVER Type: Request			
Asset	Task	Disposition	Description
Drains	Stoppage		drain from oven plugged
WORK ORDER ACTIONS			
Action Time	Action	Comments	
04/02/2008 8:22 AM	Created		
04/02/2008 8:22 AM	Assignment Changed		
04/02/2008 8:22 AM	WO Item Added	Drains:Stoppage:drain from oven plugged	

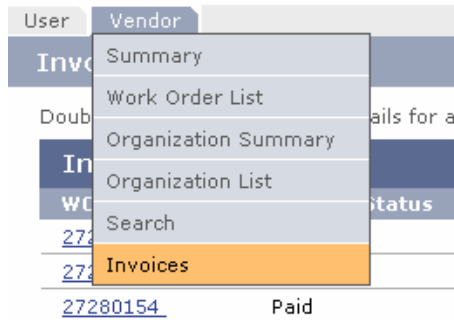
Search Work Order



- ❑ Click on Vendor tab and select “Search”
- ❑ Next Search for Work orders where – “Number starts with” and enter work order number you wish to view

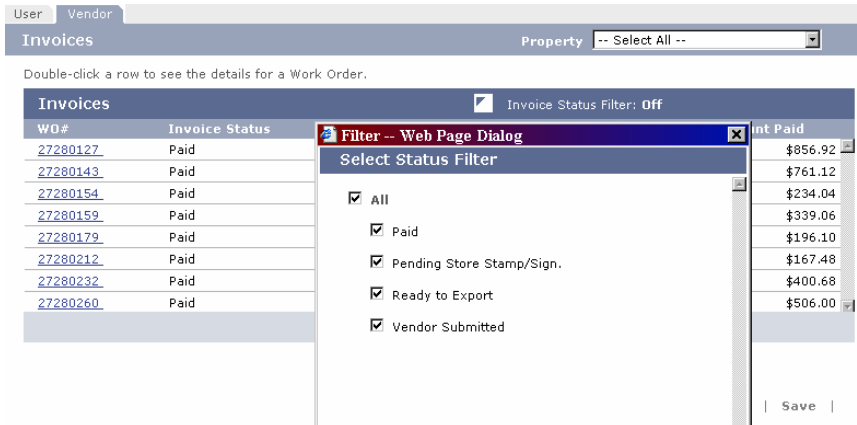


Search by Invoice Status

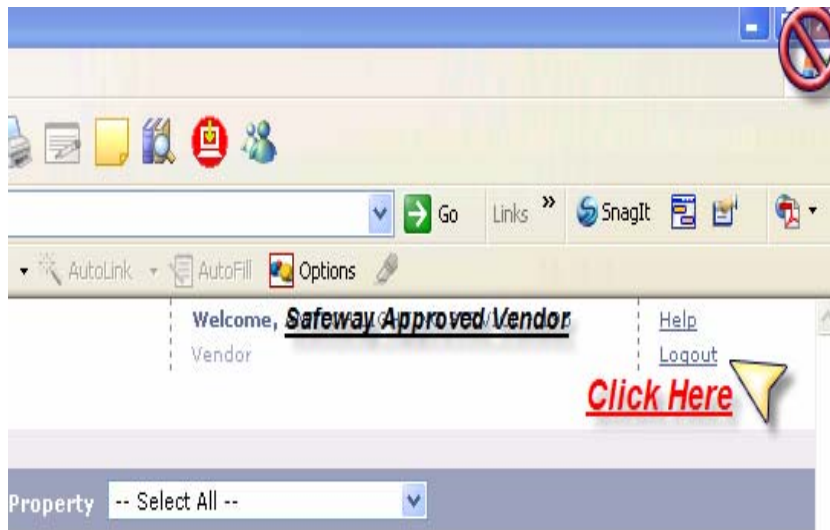


- ❑ From Vendor tab select “Invoices”
- ❑ Set Status Filter to the status you wish to see

- This allows you to verify the current payment status of your work orders



Corrigo Logout



- ❑ Do NOT X out
- ❑ Click on the Logout link to terminate your Corrigo session



RFSC Contacts



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 - jeff.tippett@safeway.com

- Mary Olmstead – Building & Site Manager (623) 869-4029
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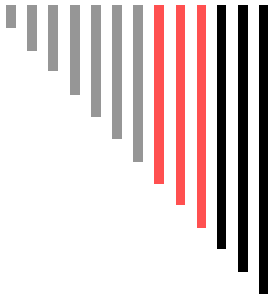
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- Matt Homan – Fixtures & Equipment and Fuel Manager (623) 869-4028
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- Cindy Lange – Communication Coordinator (623) 869-3124
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RFSC



- RFSC to date has serviced over 1,400,000 service requests.
- Thank you for taking the time to better understand Safeway's Corrigo maintenance software system!
- **For more information you may want to review your New Vendor packet posted on our Safeway supplier page.**