

EANS Non-Public Contracted Services Report

How to Submit a Vendor to the Department

Steps for Submitting a Contracted Services Supplement/Report

- 1) Log in to [ePlan](#).
- 2) From the left navigation menu, select **Funding**, then **Application Supplements**.
- 3) Select **EANS Non-Public Contracted Services Report**.
- 4) Select **Draft Started**, then click **Confirm**.
- 5) Under Non-Public Contracted Services Report, click on the **Cover Page**. The School Number is located near the top of the page in parentheses after your school name (NP_XXX_XXXX).
- 6) Complete the Cover Page, then use the **Save and Go To** menu at the top or bottom of the page and select **Next Page** or **Sections** to get to the **Contracted Services Report**.
- 7) Complete the Contracted Services Report. *Note: Scroll to the right to see the entire table.*
- 8) When finished filling out the Contracted Services Report, use the **Save and Go To** menu at the top or bottom of the page, and select **Next** or **Sections** to go to the **Related Documents** page.
- 9) On the Related Document page, click **Upload New** to upload the vendor's W-9. Name the document with the **Vendor Name_School Name**.
- 10) Click "Add Row" at the bottom of the Contracted Services Table to add other vendors.
- 11) Click **Next Page** or **Sections** and change to status to **LEA Non-Public Contracted Services Report Director Draft Completed**. Next, change the status to **LEA Authorized Representative Approved**. Check the box and click **Confirm**.
- 12) If an error message is displayed in the *Validation* column, click *View the link* to view the errors.
- 13) Once the error(s) is fixed, click **Next Page** or **Sections**, and change to status to **LEA Non-Public Contracted Services Report Director Draft Completed**. Next, change the status to **LEA Authorized Representative Approved**. Check the box and click **Confirm**.
- 14) The department will review the submission. Once the review is complete, the school will receive an email that the supplement/report is TDOE CPM Regional Consultant Reviewed or TDOE CPM Regional Consultant Returned.
- 15) If the status is Consultant Reviewed, then the department will begin to establish a contract with the vendor. If the status is Consultant Returned, the school must log in to the supplement/report and click on the History Log to see the comments, make any needed corrections, and resubmit to the department following the instructions in step 10.

Note: Once the department receives a signed contract from the vendor, the school will be notified. If the department is unable to contract with the vendor for some reason, the school's EANS Point of Contact will be notified.