



# Service Agreement (MAPS) Form Completion Instructions

All Primes with active Port Service Agreement Contracts are required to participate in the sub-consulting reporting process even if no sub-consultants are paid in any given reporting month

- **If you use sub-consultants:** Complete and submit one MAPS form for each full calendar month which lists all payments made sub-consultant for the month being reported
- **If you use sub-consultants but have not sent payment in any given reporting month:** Complete the top section of the MAPS form and check the (No Payment) due box to indicate that no payments to sub-consultants in the month being reported were made
- **If you do not use sub-consultants and will not use sub-consultants:** Complete the top section of the form and check the (Submitting Company has NO Subs and will not have any Subs) box to indicate that you will not be using or paying sub-consultants for the contract number listed on the form, After a MAPS form is completed and submitted through the CDS portal with this box checked, you will not be required to participate in this tracking process and no additional MAPS form will need to be submitted

## Materials Required for MAPS Form Completion:

- An electronic version of the Port of Seattle MAPS Form in the original XLS format

## Steps for MAPS Form Completion:

### 1. Download and save a copy of the MAPS Form in the original XLS format

- Find an electronic copy of the *Monthly Amounts Paid to Subcontractors* (MAPS) form by navigating through the PRMS Portal <https://hosting.portseattle.org/prms> and selecting the most recent version of the MAPS form from the list of available materials for download
- Save a copy of the selected MAPS form to your computer in the original XLS format using the following naming convention: **MAP\_P-Contract Number\_Company Name\_MMMYY**

### 2. Complete one MAPS Form each month by entering the required data into the spaces provided

#### TOP SECTION OF MAPS FORM

Right Grid

##### Submitting Company

- Enter the full name of your company in the space provided

##### UBI

- Enter the UBI Number for your company in the space provided *\*See the FAQ section for information on how to locate a UBI number if you do not know or if you do not have this number*
- If you are registered as a business in a state that does not require UBI numbers, please include the TIN number for your company in parenthesis after the company name in the space provided for (Submitting Company)

##### Contract No

*Note: Please do not enter an RFP or invoice number in the space provided for the Contract No.*

- Enter the Port contract number as it appears on your contract with the Port of Seattle (P-XXXXXXXX) in the space provided

##### Project Title

*Note: Please do not enter titles for individual service directives covered by the contract*

- Enter the title of the project as it appears on your contract with the Port of Seattle in the space provided

## Port Project Manager/Project Engineer

*Note: The name of your Port Project Manager can be found in the first section of your Port contract*

- Enter the full name of the Project Manager/Engineer in charge of this project at the Port of Seattle in the space provided

## Middle Grid

Submitting Company Small Business Status

### Small Business Classification and Certification Number

- If your company identifies as a small business, place an (X) in the box provided to indicate your small business classification based on the following definitions:

MBE Status	- Minority Business Enterprise	SBE	- Small Business Enterprise
WBE Status	- Woman Business Enterprise	SCS	- Small Contractors and Suppliers
DBE Status	- Disadvantaged Business Enterprise		

- If your company has identified as a small business and has selected either MBE, WBE, DBE or SCS to indicate your small business classification then please provide your Small Business Certification Number in the corresponding space provided for (Cert #) *\*See the FAQ section for information on how to locate a Small Business Certification number if you do know this number*
- If your company has identified as a small business and has selected (SBE), then please enter (self-certified) in the corresponding space provided for (Cert #) or leave the space blank
- If your company is not a small business you may leave this section blank

## Left Grid

### For Month/Year:

*Note that the reporting period for each MAP form is one full calendar month and not the dates of your invoicing period*

- Enter the full name of the month and the four digit year the information being reported on the MAPS form covers as (Month, YYYY) in the space provided

### Date Submitted:

- Enter the date the MAPS form is being completed as (MM/DD/YYYY) in the space provided

### Prepared By:

- Enter the full name of the person completing the MAPS form in the space provided

### Phone:

- Enter the contact phone number of the person completing the MAPS form as (XXX-XXX-XXXX) in the space provided

### Email:

- Enter the contact email address of the person completing the MAPS form in the space provided

## For Major Construction Projects Only

**Company Sub To and Pay Estimate #:** (Do not complete these two areas)

## Payment Type

### Final Payment:

*Note: This box is only for use if your contract with the port has expired*

- Place a check in this box if your contract with the Port expired in the month being reported on the MAPS form and no payments to sub-consultants were made OR if the contract has expired and this is the last month payments to sub-consultants were made
- If your Port contract expired in the month being reported on the MAPS form but sub-consultants continue to be paid for work under the contract, then you are required to continue completing and submitting monthly MAPS forms until all payments to sub-consultants have been made making sure

that the form reporting the last payment to a sub-consultant has the (Final Payment) box in the top section of the MAPS form checked before form submission

**No Payment Due:**

- Place a check in this box if there were no sub-consultants used or paid for the month being reported on the MAPS form and leave the bottom section of the form blank

**Submitting Company has NO Subs and will not have any Subs:**

*Note: After a MAPS form is completed and submitted through the CDS portal with this box checked, you will not be required to participate in this tracking process and no additional MAPS form will need to be submitted*

- Place a check in this box to indicate that you will not be using or paying sub-consultants for the individual contract number reported on the MAPS form

**BOTTOM SECTION OF MAPS FORM**

**Subcontractor Payment Details**

**Subcontractor Name:**

- Enter the full company name of each of the sub-consultants you paid during the month being reported on the MAPS form in the space provided

**UBI Number:**

- Enter the UBI Number of each of the sub-consultants you paid during the month being reported on the MAPS form as (XXX-XXX-XXX) in the space provided *\*See the FAQ section for information on how to locate a UBI number for your sub-consultants if you do not know or if a sub-consultant does not have this number*

**Contract Type:**

- Using the drop down menu, select either (Subconsultant) or (Material Supplier) based on the type of work provided by your sub-consultant completing work under your Port contract

**Payment Date:**

- Enter the dates payments to sub-consultants were made during the month being reported on the MAPS form as (MM/DD/YYYY) in the space provided

**Amount Paid:**

- Enter the amount paid to each sub-consultant during the month being reported on the MAPS form in US Dollars as (\$XXX.00) in the space provided

**MBE Status/Cert# or WBE Status/Cert# or DBE Status/Cert# or SCS Status/Cert#**

- If your sub-consultant company has identified as an (MBE), (WBE), (DBE) or (SCS) small business then place an (X) in the column provided under the appropriate classification and provide their Washington State Small Business Certification Number in the corresponding space provided for (Cert #) *\*See the FAQ section for information on how to locate a Small Business Certification number for your sub-consultants if you do not know this number*

**SBE Status/Cert#**

- If your sub-consulting company has identified as a (SBE) then place an (X) in the column provided and in the space provided for (Cert #) enter either "self-certified" or leave the space blank

2. **Save the completed form** onto your computer per your company records retention policy

3. **Complete the electronic submission of the MAPS Form** through the CDS portal by following the instructions provided in the next section

4. **Print a copy of the completed MAPS form and send it to the Port of Seattle** along with your invoice

# Service Agreement (MAPS) Form Submission Instructions

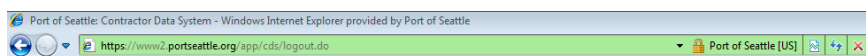
MAPS forms *must be submitted in the original XLS format* through the CDS portal each month. Please do not submit your forms to the Port via email and do not upload your completed MAPS forms into the CDS system as a PDF file as the automated system is unable to recognize PDF format and your submission will not be processed

## Materials Required for MAPS Form Submission:

- A completed copy of the electronic version of the Port of Seattle MAPS Form in the original XLS format
- Access to the Contractor Data Systems (CDS) portal on the Port of Seattle website:  
<https://www2.portseattle.org/app/cds/logout.do>
- A Port assigned CDS Portal Log In Credential for your company (User Name and Password). To obtain the User Name and Password assigned to your company, please contact Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST.

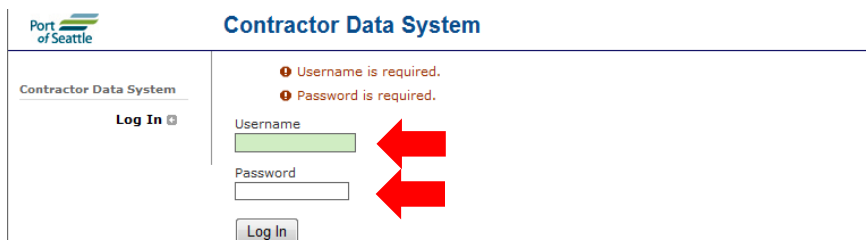
## Steps for MAPS Form Submission:

1. **Navigate to the Contractor Data Systems (CDS) Portal** on the Port of Seattle Website:  
<https://www2.portseattle.org/app/cds/logout.do>



EXAMPLE: CDS Internet Address

2. **Log into the CDS portal** by entering your assigned (Username) and (Password) into the fields provided

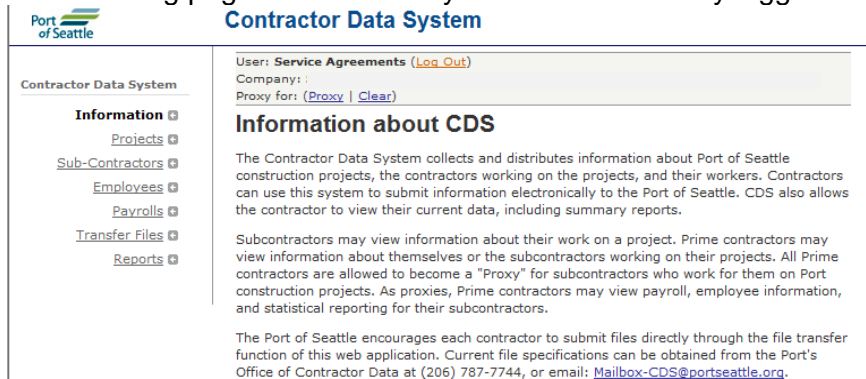


EXAMPLE: CDS Log In Screen

### NOTE:

To obtain the User Name and Password assigned to your company, please contact Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST

The following page indicates that you have successfully logged into the CDS Site



EXAMPLE: CDS Successful Log In

### 3. Select (Transfer File) from column on left side of the page to bring up the Transfer File Submission box



**Contractor Data System**

User: [Service Agreements](#) ([Log Out](#))

Company:

Proxy for: ([Proxy](#) | [Clear](#))

**Transfer File** ([Submit](#) | [Cancel](#))

You can submit any XLS (Excel spreadsheet), PDF (portable document format), CSV (comma delimited text), TXT (text), or DOC (Word document) files using this screen.

Please visit <https://hosting.portseattle.org/prms> for current copies of contractor forms, including **PLA New Employee Report** and **Electronic Payroll (EPI) Contractor Forms & Instructions**.

For assistance with this process, please contact the Office of Contractor Data at email: [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org) or phone: (206) 787-7744.

File to Transfer:

[Browse...](#)

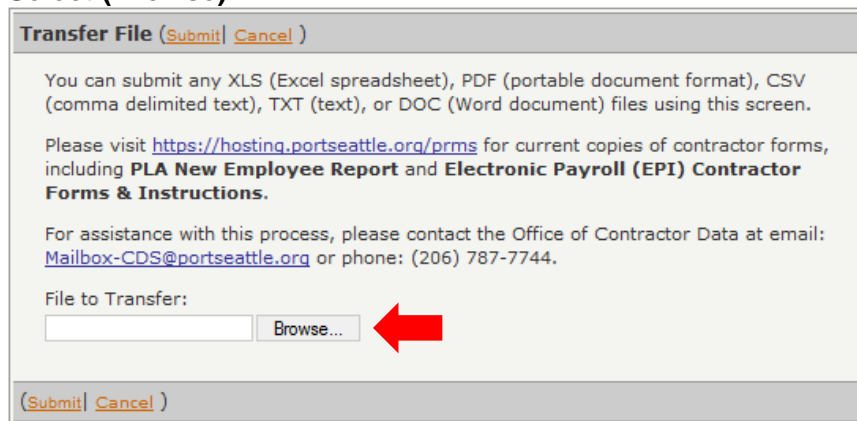
([Submit](#) | [Cancel](#))

#### NOTE:

The (Proxy) setting located under your company name in the header section of the CDA Window and the (Project, Sub-Contractors, Employees, Payrolls and Report) sections located on the left hand side of the CDA Window will not be used during the process of submitting the MAPS Form.

EXAMPLE: CDS Options Menu

### 4. Select (Browse)



**Transfer File** ([Submit](#) | [Cancel](#))

You can submit any XLS (Excel spreadsheet), PDF (portable document format), CSV (comma delimited text), TXT (text), or DOC (Word document) files using this screen.

Please visit <https://hosting.portseattle.org/prms> for current copies of contractor forms, including **PLA New Employee Report** and **Electronic Payroll (EPI) Contractor Forms & Instructions**.

For assistance with this process, please contact the Office of Contractor Data at email: [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org) or phone: (206) 787-7744.

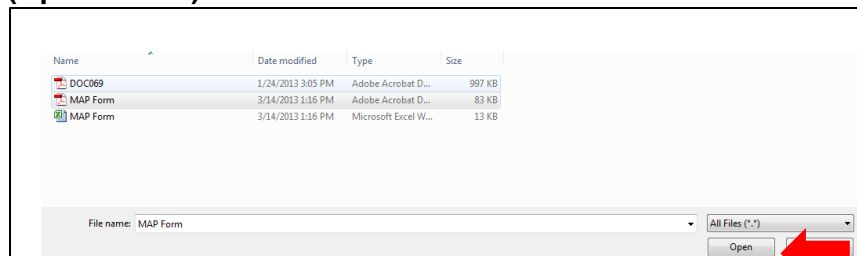
File to Transfer:

[Browse...](#)

([Submit](#) | [Cancel](#))

EXAMPLE: CDS File Transfer Screen

### 5. Select the completed MAPSS Form to be uploaded from your computer and then select (Open/Attach)



Name	Date modified	Type	Size
DOC069	1/24/2013 3:05 PM	Adobe Acrobat D...	997 KB
MAP Form	3/14/2013 1:16 PM	Adobe Acrobat D...	83 KB
MAP Form	3/14/2013 1:16 PM	Microsoft Excel W...	13 KB

File name: MAP Form

All Files (\*.\*)

[Open](#)

EXAMPLE: CDS File Upload Screen

#### NOTE:

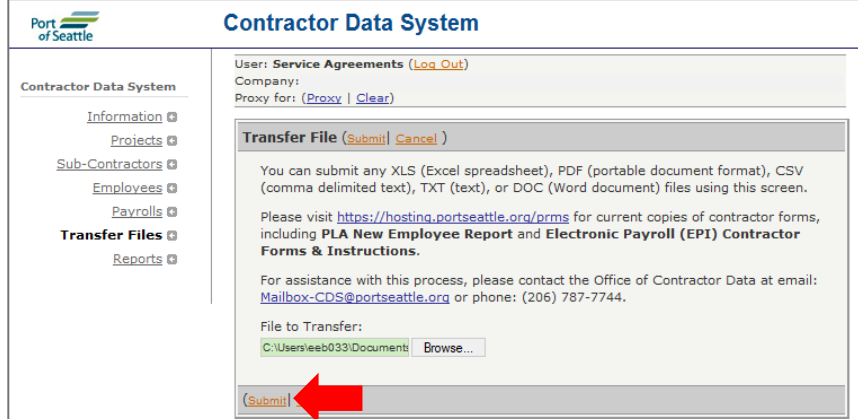
MAPS forms attached for submission must be submitted through the CDS portal in the original XLS format.

Attempting to attach the MAPS Form in any other format (XLSX, TXT, CSV or DOC) will result in unsuccessful MAPS Form submission

PDF files will appear to be successfully uploaded however the CDS database is unable to recognize PDF format and therefore, your submission will not be processed

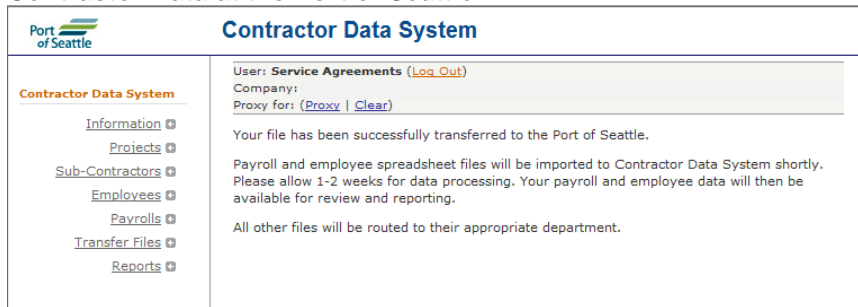


## 6. Select (Submit) at the bottom of the Transfer File Window



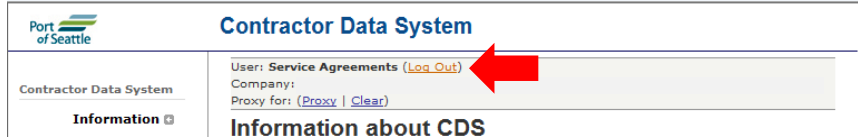
EXAMPLE: CDS File Transfer Process

## 7. The following message indicates that your MAPS Form has successfully been submitted to the Office of Contractor Data at the Port of Seattle



EXAMPLE: CDS Successful File Transfer Notification

## 8. Log out of the CDA Website by selecting (Log Out) from the top section of the page



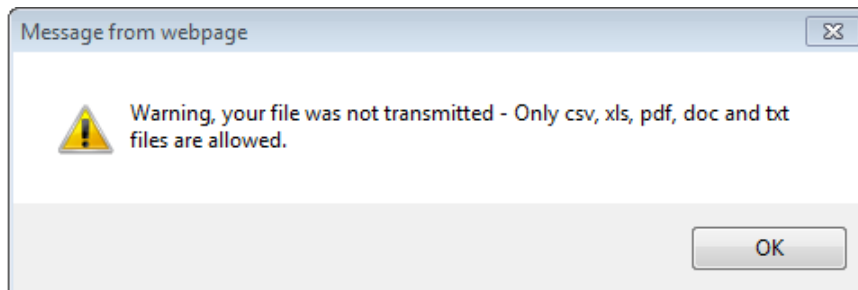
EXAMPLE: CDS Log Out Screen

Reminder: A completed MAPS Form must be submitted electronically each month via the CDS portal on the Port of Seattle website in addition to a copy being sent to the Port \*along with your invoice.

**\*Due to grant requirements, if your Service Agreement with the Port is managed by the Seaport/Environmental Department, you are not required to submit a copy of your MAPS forms to the Port along with your invoice.**

# Service Agreement (MAPS) Form Submission Troubleshooting

The following message indicates an attempt to upload an unsupported file type and therefore the MAPS Form has not been successfully submitted to the Office of Contractor Data at the Port of Seattle and the form submission process must be repeated.



EXAMPLE: CDS Submission Error Notification

## 1. Select (OK) to remove the Error Message Window

## 2. Select (Browse) at the Transfer File Window



EXAMPLE: CDS

### NOTE:

*MAPS forms attached for submission must be submitted through the CDS portal in the original XLS format.*

*Attempting to attach the MAPS Form in any other format (XLSX, TXT, CSV or DOC) will result in unsuccessful MAPS Form submission*

*PDF files will appear to be successfully uploaded however the CDS database is unable to recognize PDF format and therefore, your submission will not be processed*

## 3. Repeat steps 5-8 as listed in the instructions above.

For additional assistance with the MAPS Form completion or submission process, please contact the Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST



# Service Agreement (MAPS) Form Frequently Asked Questions

---

## FAQ – Sub-Consultant Reporting Process:

- Why is the Port of Seattle collecting this information and what will it be used for?

As part of our “Century Agenda”, the Port is committed to increasing the mutually beneficial relationships between the Port and small businesses because small businesses are an important economic development engine. In order to track and evaluate our progress on this goal, we need to know not only about the funds going to prime contractors/consultants, but also payments going to sub-contractors, as it is at the sub-tier level where many small businesses are able to engage with Port projects.

Sub-consultant reporting has always been a requirement of each Port contract however, until now we did not have a mechanism in place for collecting these reports so were not previously enforcing this contract requirement. With the new MAPS form and CDS database in place, we now have a mechanism for capturing, recording and reporting sub-consultant utilization and classifications for small businesses engaged with Port contracts, and it is this information which will assist the Port of Seattle in reaching the goals defined in our Century Agenda:  
<http://www.portseattle.org/About/Commission/Pages/Century-Agenda.aspx>.
- This sub-consultant reporting requirement was not stipulated at the start of my contract, so why are you telling me I have to do this and why should I comply?

A clause requiring reporting of amounts paid to subcontractors/subconsultants and the small business classifications of those subs has been included in all Port contracts (Service Agreements). Up until now, the Port of Seattle did not have a mechanism in place for collecting these reports and so we were not previously enforcing this contract requirement. In almost all cases, this is not actually a new requirement. A small number of much-older service agreement contracts without this clause are still active – if your firm is currently operating under one of those contracts, and you have concerns about providing the information requested on the monthly MAPS form, please feel free to contact our Small Business Program by emailing [OSR@portseattle.org](mailto:OSR@portseattle.org), or by calling (206) 787-5775 Monday through Friday 8:00-5:00pm PST.
- Our contract has no specified goal requirement, so does the submission of MAPS form each month apply to me?

All active Service Agreements require monthly MAPS form completion and submission regardless of the number of firms or percentage of firms listed on the contract as a goal or requirement.
- Why am I being asked to spend time completing this form each month? Can't you get this information from my invoice?

The MAPS form collects the actual amounts you as the Prime paid to your subcontractors each month as a part of the project – which may be different than the amount reflected in your invoice to the Port. The MAPS form is also where we ask for the small business classification(s) and certification number(s), if any, of your subcontractors which is a level of detail not captured on your invoice. Because the MAPS form only asks for the sum amount paid to each sub-consultant during the reporting month (no need to divide by service directive or type of expense), it is fairly simple for most accounting systems to generate the relevant dollar amounts needing to be recorded on the MAPS form each month.

- Are you asking for this information to make sure we are paying our sub-consultants?  
We are not asking for this information to make sure you are paying your sub-consultants. This new sub-consultant reporting process has been put in place to track sub-consultant use for Port contracts in order to ensure that small business utilization goals are being met. We are not tracking when work is being completed or invoiced against, nor are we placing requirements on or levying penalties against when your sub-consultants are being paid.

## FAQ – MAPS Form Completion:

- We are not currently doing any work on our contract with the Port and have not used or made payments to any sub-consultants, so do I have to complete a MAPS form each month?

OR

We just started work on this contract and have not yet made any payments to sub-consultants, so do we still need to submit MAPS forms each month?

MAPS form submission is required for all active contracts starting in January 2013, regardless if work is actively being done on the contract or if you paid or did not pay sub-consultants in any reporting month. To complete forms for the months in which no sub-contractors were paid, simply fill in the top section of the form and check the (No Payments Due) box before submitting to the Port through the CDS portal.

If you will never have any sub-consultants or sub-contractors as part of your contract, you only need to submit one MAPS form at the beginning of your contract. To complete the MAPS form, fill in the top section and check the (Submitting Company has NO Subs and will not have any Subs) box to indicate that you will not be using or paying sub-consultants for the contract number listed on the form. After a MAPS form is completed and submitted through the CDS portal with this box checked, you will not be required to participate in this tracking process and no additional MAPS form will need to be submitted.

- Our contract with the Port has expired OR funding for my contract has been exhausted, so do I need to continue to complete a MAPS form each month?

MAPS form submission is required for all active contracts starting in January 2013 and continuing each month through the length of your contract and until all payments to sub-consultants have been made.

- If your contract has expired and you have no sub-consultants to pay you will complete the MAPS form for the month your contract expired, and mark the (No Payment) and (Final Payment) box in the top section prior to submission through the CDS portal and no additional forms will need to be submitted.
- If your contract has expired and you made the last payments to sub-consultants in the last month of the contract, you will complete the top and bottom section of the MAPS form, and mark the (Final Payment) box in the top section of the MAPS form prior to submission through the CDS portal and no additional forms will need to be submitted.
- If your contract has expired and you continue to make payments to sub-consultants for work on the project after the contract expiration date then you are required to continue completing and submitting MAPS forms each month until all payments to sub-consultants have been made and on the form which lists the final payment to sub-consultants, you will mark the (Final Payment) box in the top section before submission through the CDS portal.
- If your Port contract is still active but you have exhausted funding AND all sub-consultants have been paid, then you should submit a MAPS form with the (Final Payment) box checked to indicate that no more work is being done on your Port contract and no additional MAPS forms will need to be submitted.

- If I have no sub-consultants on my project with the Port, do I have to complete a MAPS form each month?  
If you have no sub-consultants then you are not required to submit a MAPS form each month, but you are required to submit a MAPS form to indicate you use no sub-consultants. To complete the MAPS form, fill in the top section and check the (Submitting Company has NO Subs and will not have any Subs) box to indicate that you will not be using or paying sub-consultants for the contract number listed on the form. After a MAPS form is completed and submitted through the CDS portal with this box checked, you will not be required to participate in this tracking process and no additional MAPS form will need to be submitted.
- Do I complete separate MAPS forms each month for the individual service directives on my contract?  
Please complete and submit only one MAPS form each month for every contract with the Port which combines payments to sub-contractors for all work done under the contract number including all service directives under the contract reported on the one form representing the full calendar month being reported.
- Do I complete the MAPS form when the sub-consultant does the work, when I receive an invoice from the sub-consultant, or when we pay the sub-consultant?  
It does not matter when the work was completed by your sub-consultant, when they invoice you or when you invoice the Port. The only information reported on the MAPS form should be actual payments made to your sub-consultants during the full calendar month being reported.
- Can I list the payments to sub-consultants for all of my existing Port contracts on one MAPS form each month?  
A separate MAPS form is required for each contract your company has with the Port. If you have three active contracts with the Port, then you are required to submit three separate MAPS forms each month, one for each contract which lists all payments (or no payments) to sub-consultants during the month being reported.
- The contracts we have with our clients have strict confidentiality clauses, so there is no possible way I can give you the information you're requesting on the MAPS form. What do you suggest I do?  
If the confidentiality of a client is a concern which would prevent you from participating in the MAPS sub-consulting reporting requirement, please contact our Small Business Program by emailing [OSR@portseattle.org](mailto:OSR@portseattle.org), or by calling (206) 787-5775 Monday through Friday 8:00-5:00pm PST so we can discuss the specifics of your situation. We have found that there are often ways for our consultants to fulfill this reporting requirement of their contract without actually breaching the confidentiality agreements which they may have signed with subconsultants.
- I am a sub-consultant for a company that has a contract with the Port. Do I have to complete the MAPS form each month?  
Only Primes are required to submit monthly MAPS forms on Port of Seattle Service Agreements (aka consulting contracts). If you are a prime on one service agreement and a sub-consultant on another, you only need to submit the MAPS form for the contract on which you are the Prime. For Major Construction contracts, both Primes and Sub-contractors (all tiers) are required to report monthly amounts paid to subs.
- Where do I find my sub-consultants UBI Number?  
You can look up a UBI Number for any business registered with the State of Washington by accessing the Washington State Department of Revenue website:  
<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

- One of my sub-consultants has no UBI number, so what do I enter in the UBI field on the MAPS form?  
Companies doing business in Washington usually require a UBI Number but if your sub-consultant does not have a UBI Number then please contact Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST to request a unique identifying number to enter into the (UBI Number) field in place of a UBI number for that company.
- Where do I find the title of my contract?  
The Project Title is listed in the first paragraph on the first page of your contract with the Port of Seattle.
- How do I find the name of the Port Project Manager/Resident Engineer assigned to my contract?  
The name of the (Port Project Manager/Resident Engineer) is listed in your contract under the section titled “*Responsibilities of the Port*”.
- My company is a large business so what do I put in fields for Submitting Company Small Business Status?  
If your company is not a small business then you will skip this section on the MAPS form, leaving it blank.
- How do I determine if my sub-contractor is a certified small business in Washington State?  
You can look up a MBE, WBE or DBE Small Business status and certification number by accessing the OMWBE Small Business Certified Firms Directory:  
[http://www.omwbe.wa.gov/certification/certification\\_directory.shtml](http://www.omwbe.wa.gov/certification/certification_directory.shtml)  
  
You can look up a King County SCS Small Business status and certification number by accessing the King County SCS Directory:  
<https://info.kingcounty.gov/exec/contractreporting/Public/SCS/Download.aspx>
- Will you be verifying my sub-consultants small business statuses?  
The Port of Seattle will be verifying any Small Business Certification information that is provided on the MAPS form each month and we will be contacting Primes to follow up on any information provided on the MAPS form which requires further clarification.
- If my sub-consultant is not a certified small business, then do I list them on my MAPS form and will I get credit against my contract goal for using them? How do I list them on the MAPS form?  
It is required that you list payments to all sub-consultants on your MAPS form each month, regardless of their individual small business status. If you use a sub-consultant that identifies as a small business but is not certified by Washington State or King County then you may list them as an SBE (Small Business Enterprise) on the MAPS form and receive credit for using them as a small business. However, if your contract stipulates that you must use SCS (Small Contractors and Suppliers) firms then you must use firms which are currently certified as SCS by King County.

#### FAQ – MAPS Form Submission:

- How do I get a log-in and password for the CDS portal?  
To obtain the CDS log in credentials (User Name and Password) assigned to your company, please contact Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST

- Where do we submit the MAPS form?  
The MAPS form is required to be submitted online through the CDS portal on the Port of Seattle website each month for the length of your active contract with the port. The CDS portal can be accessed here: <https://www2.portseattle.org/app/cds/login.do>. Additionally, a copy of the submitted MAPS form is required to be sent along with your invoice to the Port in whichever format you traditionally submit your invoices.
- I am unable to upload the MAPS forms through the CDS portal. Can I upload the file as a PDF or send you the file via email?  
We are unable to accept any MAPS form submissions via email and are unable to process any MAPS forms submitted in any format other than the original XLS format. If you are having trouble uploading the MAPS form through the CDS portal then please resave a copy of your completed MAPS form as (Excel 1997-2003 Workbook) and no other format before attempting your submission through the CDS portal again. If you are still having trouble uploading your MAPS form in XLS format, please consult your IT Department to determine if firewalls or other in-house computer configurations are preventing you from interacting with the CDS portal on the Port of Seattle website.  
  
If issues continue to persist when you attempt to upload your MAPS file through the CDS portal, please contact the Office of Contractor Data by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org), or by calling (206) 787-7744 Monday through Friday 8:00am-5:00pm PST.
- Can the Port send me an email each month to remind me to submit the MAPS form?  
The port is currently unable to send out reminders notifying you to submit your MAPS form each month and we have no plans to implement a prompt for MAPS form submissions in the future.
- Do we really need to submit a copy of the MAPS form each month along with our invoices since payment information is already given on our invoice to the Port?  
The MAPS form must be submitted electronically through the CDS portal each month and then a copy should be attached to your invoice submitted to the Port. The copy attached to your invoice serves as confirmation to your Port Contract Manager that your MAPS form has been completed and submitted electronically each month.
- Can I modify the MAPS form so it is easier for me to use?  
The MAPS form is structured to enable uploading of data into the Port's CDS database and therefore, it is not currently able to be modified or altered by the user in any way other than entering the data required for reporting.
- Can I edit the MAPS form once it has been submitted?  
Once the MAPS form is submitted, it may not be altered and the submission may not be retracted. If you have made reporting errors on a monthly MAPS form which has already been submitted through the CDS portal, then please notify the Port by emailing [Mailbox-CDS@portseattle.org](mailto:Mailbox-CDS@portseattle.org) and also resubmit the corrected MAPS form with the word "Resubmission" added to the end of the file name and entered onto the MAPS form behind the date previously entered in the space provided for (For Month/Year).
- Can I see the MAPS forms that I have submitted through the CDS system?  
There is currently no way for Primes to see the MAPS form which have been submitted through the CDS portal on the Port of Seattle website.

- What happens if I forget to submit my MAPS form?  
If you forget to submit your MAPS form through the CDS portal, we will contact you to remind you to complete the required monthly submission. If you forget to send a copy of the submitted MAPS form along with your invoice to the Port, we will follow up with you as well.