

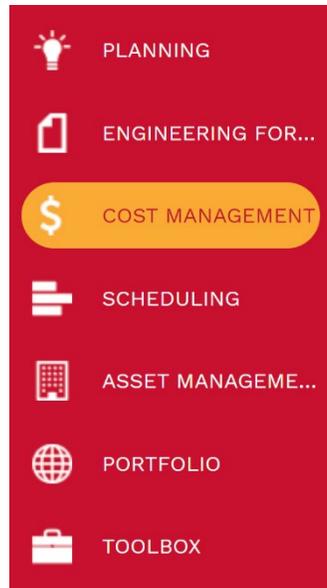
Vendor

How to Submit Progress Invoice

Overview: Vendors are paid utilizing progress invoices. This process includes how data is entered and the appropriate attachments to be included with an invoice.

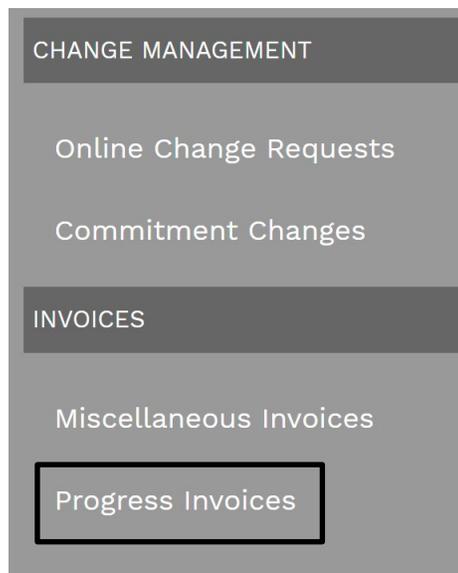
Reference: n/a

1- Click on **COST MANAGEMENT** from the buttons on the left.



2- Under Invoices, select **Progress Invoices**.

[Once the initial invoice has been submitted, vendor will select desired invoice from the list provided. Upon selecting, the PM will click on "Next" button. Follow steps 7 thru 21]



FIRST INVOICE

- 3- Click on the  button in the top menu bar.
- 4- **Project** field - Select the project from the Project drop down menu.
- 5- **Commitment** Field – Select the contract number from the Commitment drop down menu.
- 6- **Description** field - Enter brief description.
- 7- **Reference** field – Optional field for vendor use.
- 8- **Invoice Type** – Select from Invoice drop-down menu.
- 9- **Vendor Invoice #** field – Enter internal vendor #.
- 10- Cost Period field – Optional to select a cost period from the drop down.
- 11- Click **Save** icon in top bar.

11









MAIN

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Project*</td> <td style="width: 30%;"><input style="width: 90%;" type="text" value="4"/></td> <td style="width: 10%; text-align: right;">▼</td> <td style="width: 40%;"></td> </tr> <tr> <td>Commitment*</td> <td><input style="width: 90%;" type="text" value="5"/></td> <td style="text-align: right;">▼</td> <td></td> </tr> <tr> <td>Company</td> <td colspan="3"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Description</td> <td colspan="3"><input style="width: 90%;" type="text" value="6"/></td> </tr> <tr> <td>Reference</td> <td colspan="3"><input style="width: 90%;" type="text" value="7"/></td> </tr> <tr> <td>Progress Count</td> <td colspan="3"><input style="width: 90%;" type="text" value="0"/></td> </tr> <tr> <td>Record #*</td> <td colspan="3"><input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Status</td> <td><input style="width: 80%;" type="text" value="Draft"/></td> <td style="text-align: right;">▼</td> <td><input style="width: 10%;" type="text" value="0"/></td> </tr> </table> <hr style="border: 0.5px solid gray;"/> <p style="text-align: center; margin: 0;">INVOICE INFORMATION</p> <hr style="border: 0.5px solid gray;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Invoice Type</td> <td style="width: 30%;"><input style="width: 90%;" type="text" value="8"/></td> <td style="width: 10%; text-align: right;">▼</td> <td style="width: 40%;"></td> </tr> <tr> <td>Vendor Invoice #</td> <td colspan="3"><input style="width: 90%;" type="text" value="9"/></td> </tr> <tr> <td>Print Lien Waiver</td> <td colspan="3">Signed Waiver Attached</td> </tr> </table>	Project*	<input style="width: 90%;" type="text" value="4"/>	▼		Commitment*	<input style="width: 90%;" type="text" value="5"/>	▼		Company	<input style="width: 100%;" type="text"/>			Description	<input style="width: 90%;" type="text" value="6"/>			Reference	<input style="width: 90%;" type="text" value="7"/>			Progress Count	<input style="width: 90%;" type="text" value="0"/>			Record #*	<input style="width: 90%;" type="text"/>			Status	<input style="width: 80%;" type="text" value="Draft"/>	▼	<input style="width: 10%;" type="text" value="0"/>	Invoice Type	<input style="width: 90%;" type="text" value="8"/>	▼		Vendor Invoice #	<input style="width: 90%;" type="text" value="9"/>			Print Lien Waiver	Signed Waiver Attached			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Cost Period</td> <td style="width: 30%;"><input style="width: 90%;" type="text" value="10"/></td> <td style="width: 10%; text-align: right;">▼</td> <td style="width: 40%;"></td> </tr> <tr> <td>Paid In Full</td> <td colspan="3"><input type="checkbox"/></td> </tr> </table> <hr style="border: 0.5px solid gray;"/> <p style="text-align: center; margin: 0;">RECAP</p> <hr style="border: 0.5px solid gray;"/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Original Value</td> <td style="width: 50%; text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Approved Changes</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Revised Value</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Invoiced</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Retained</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Earned Less Retainage</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Less Prior Invoices</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Current Payment Due</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Unapplied Payments Available</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Payments Applied</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Open Balance</td> <td style="text-align: right;"><input style="width: 90%;" type="text" value="\$0.00"/></td> </tr> <tr> <td>Bal. 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12- In the **lower bar**, the Schedule of Values (pulled from the Commitments entered previously) will populate.

13- To add additional items, click on Link Commitment changes.

Drag a column header and drop it here to group by that

Edit **Link Commitment Changes** Production % Complete From Schedule

LINE #	ATTACHMEN	COST CODE	DESCRIPTION	CCO #	SCHEDULED VALUE	% COMPLET	PRIOR INVOICES	CURRENT INVOICE	SERVICES RETAIN %	CURRENT SERVICES RETAIN AMOUNT
1	(0)	02-01-000500-Pr	Preconstruction		\$55,000.00	0%	\$0.00	\$0.00	0%	\$0.00

14- In the pop up, select all lines to be added.

15- In the header, ensure 'Append Change Orders as single lines' box is checked.

16- Select the appropriate Cost Code. Note, if multiple cost codes, perform this function multiple times for the lines associated with each Cost Code.

17- Click on the Save & Exit button.

17 ←

Project: 1000263-Interim - Nick Merry Test Invoice #: 1 Use Revised Units/Values

Commitment: number here - Migration of CMAR Contr Description: Initial invoice Append Change Orders as single lines

Company: PMWeb, Inc. Invoice Date: 01-20-2023 Cost Code*: 03-00-000000 - Construction Costs

14 ←

Drag a column header and drop it here to group by that column

Undo

COMMITMENT CHANGE #	CE #	DESCRIPTION	UOM	COST TYPE	QUANTITY	UNIT COST	AMOUNT
<input checked="" type="checkbox"/>	GMP1	Construction Costs			1.00	\$15,000,000.00	\$15,000,000.00
<input checked="" type="checkbox"/>	GMP1	Funding Allowances			1.00	\$150,000.00	\$150,000.00
<input checked="" type="checkbox"/>	GMP1	Funding Construction Contingency			1.00	\$900,000.00	\$900,000.00
<input checked="" type="checkbox"/>	CO1	Work for PCO1			1.00	\$13,000.00	\$13,000.00
<input checked="" type="checkbox"/>	CO1	Work to be done under PCO2			1.00	\$26,050.00	\$26,050.00

18- Within the desired Schedule of Values line item, double click **Current Invoice** column and then type in the amount being billed.

19- In the **SERVICES RETAINED %** column, enter the retention percentage (standard 10%).

20- Click **Update Records** icon in bottom bar.

Update Records Cancel

LINE #	ATTACHMEN	COST CODE	DESCRIPTION	CCO #	SCHEDULED VALUE	% COMPLET	PRIOR INVOICES	CURRENT INVOICE	SERVICES RETAIN %	CURRENT SERVICES RETAIN AMOUNT
1	(0)	02-01-000500-Pr	Preconstruction		\$55,000.00	0%	\$0.00	\$0.00	0%	\$0.00
2	(0)	03-00-000000-C	GMP1 - Migration of GMP1	GMP1	\$16,050,000.00	1.56%	\$0.00	\$250,000.00	10%	\$25,000.00

18 → (Current Invoice cell)
19 → (Services Retain % cell)

21- Under **"Attachments"** tab, drag and drop files to be loaded.

PAYMENTS NOTES ATTACHMENTS



Drop files here or click the Add button

22- Edit the file description and other details using the details toggle.

23- Under the “**Workflow**” tab at the bottom, click on the **Submit** button.
24- When the screen automatically refreshes, click on the **Save** button that pops up.

MAIN PAYMENTS NOTES ATTACHMENTS **WORKFLOW**

ACTIONS

▶ SUBMIT

— BUSINESS PROCESS

— WORKFLOW LOG

25- Process Complete.