



### 4.3.13 [SR] Construction Contract – Claim for First Payment

Completion of this process (4.3.13) will trigger the creation of the 4.3.14 Subsequent Payment process, that is once this process is complete the next payment process in the sequence will be ready for use.

The 4.3.13 First Payment Claim process can be found in **CONTRACTS > Balanced Scorecard** screen.

CONTRACTS > Contract Dashboard

Drag and Drop widgets here.

**Contract Associations**

Tender Management | Contracts | Projects

Preliminary: No associated preliminary found.

**Contracts Details Snapshot**

Contract Manager (Owner): Lucy Spasojevic (OrgAdm  
 Revised Completion Date: 31/01/20  
 % Complete (Based on Date): 11.5  
 Original Contract Sum: \$1,000,000  
 Revised Contract Sum: \$1,000,000  
 Expenditure Remaining: \$990,000  
 Party: 360 Environmental Pty  
 Party Contact:  
 Type:  
 Category:

**Linked Processes**

Click [here](#) to add a new process.

50 Page: 1 of 1 Showing 1 to 2 of 2 iter

Name	Description	Date Commenced	
4.3.13 Construction Contract - First Payment Claim	Construction Contract - Claim for First Payment The Payment Claim MU ST be ENTERED, the CERTIFICATE...	12/02/2023	0%

### Supers Rep Instructions

Once the Contract Manager ticks task 'Link Process to Contract' Complete

Complete Link Process to Contract - search in ENTITY field @ Top of Screen

you will receive an email notification (this notification will be sent to both your work email and your PACMan inbox).

1. You can access the email via Reminders in you MY MENU > MY INBOX

MY MENU

- My Menu
  - Dashboard
  - Analytics
  - Quick Search
  - Global Contract Search
  - MY INBOX
    - Priority Reminders
    - Reminders (21)**
    - Approvals (1)
    - System Alerts
    - Communications

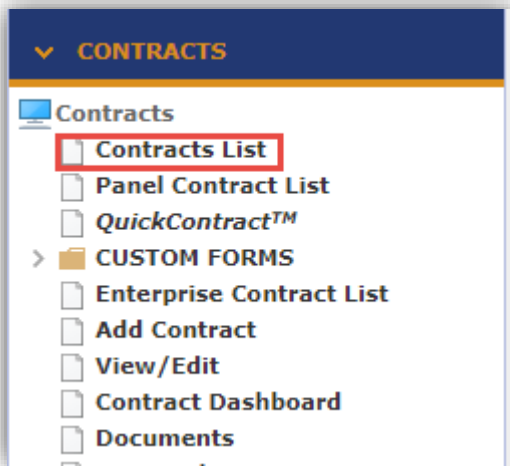
2. Within the email there will be “**here**” link to access the Payment Claim process in PACMan.



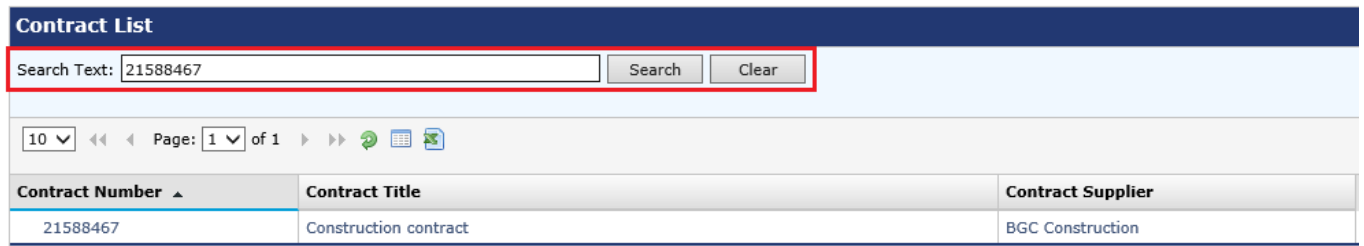
**To access the process**

You will first need to locate the contract to do this:

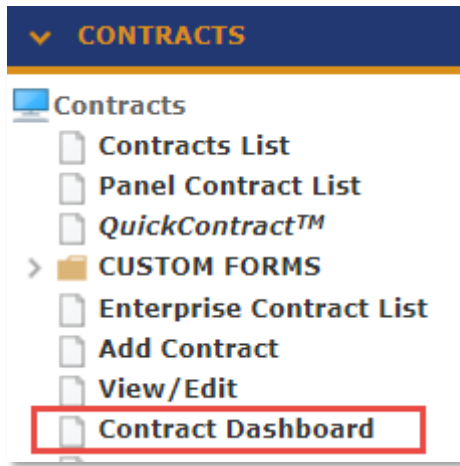
1. Expand the **Contracts** menu and select **Contracts List**



2. Enter the contract number or name in the **Search Text** field. Click **Search**. Click on your contract to select it.



To access the process, navigate to the **Contract Dashboard**.



Navigate to the **CONTRACTS > Contract Dashboard** screen and go to the **Linked Processes** Widget. Select your Process from the list of Active Processes displayed.



## Process Task List



### Link Process to Contract - search in ENTITY field @ Top of Screen

Search for the **Construction Contract** the **Entity Filed** in the Process Details box. Enter part of the contract name and click the **magnifying glass** to search.

Process Details

**Process Add/Edit**

Edit process name and/or update the process entity name or click here to [View Milestones](#) for this process. Click [here](#) to Set All Incomplete Tasks to Not-Applicable.

Process Name: 4.3.14 21596631 Claim 002 -BCG - Claim for Subsequent Payment (Build Contract)

Entity: Contract

Owner: Melisa Perkins (OWAdmin)

Business Level: Default>Default>Default

Description:

Show Not Applicable Process Tasks.

Update Close

**To Verify Contract is ACTIVE – Mark task as COMPLETE.**

Mark this task COMPLETE by ticking the box.

Process Task List

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

Status	Task Name	Attachments	Additional Info	Not Applicable	Go To
<input checked="" type="checkbox"/> Complete	Link Process to Contract - search in ENTITY field @ Top of Screen			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	To Verify Contract is ACTIVE - Mark task as COMPLETE			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[SR] Assess & Approve Claim (by Day 10)			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[CM] Due Diligence Check List (by Day 19)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contract Manager Approves Claim for Payment			<input type="checkbox"/>	

**Contractor lodges 1st Payment Claim with Supers Rep (Day 1)**

**1. Enter Payment Details:**

- a) Click the to enter the task. As this is the first claim, you will be taken to the **Add Construction Payment** screen.

**Add Construction Payment**

**Current Contract: 21588731: Construction Contract**

**Add Construction Payment**

Add Payment Claim for a Construction Contract.  
This is the header information for the claim.

**Note:**  
The **"Date Claim Received"** is the date the claim is received from the contractor.  
You **MUST attach supporting documents to this claim**

Detail for the value of the claim, that is the Payment Item is added after this form is completed.  
Version: 26-Feb-2016

Date Claim Received:

Claim Period From:

Claim Period To:

Certificate Due Date:  [Create Reminder](#)

Payment Due Date:  [Create Reminder](#)

Supplier Ref No:

Tax Status:

Reason payment amount different from claimed:

Calculations which provide the basis of the claim for the fee payable are attached:

Copies of receipts or invoices to substantiate disbursement claims (if applicable) are attached:

Have any matters arisen which affect total fee payable? If yes, details are attached:

Attachment:

**Attachments**

--- no attachment ---

Confidential

New

Existing

**Process Task: Contractor lodges 1st Payment Claim with Super's Rep (Day 1)**

- b) When completing the **Add Construction Payment** form ensure you enter the following information.
- **Date Claim Received** (Date the SR received the claim)
  - **Claim Period From (Must be provided)**
  - **Claim Period To (Must be provided)**
  - **Supplier Reference Number** (Builders Reference Number)
  - **Reason Payment Amount Different from Claimed** (n/a here, only entered when the claim has been assessed)
  - **All the relevant checkboxes are ticked**
  - **All supporting documentation uploaded**
- c) Once you have entered this information click **Add**.

**Before adding amount details for this claim check the following:**

1. Payment Number (reflects process link)
2. Process Link (reflects same payment number)
3. Select the hyperlink **Click here to add a new Payment Item**.

**CONTRACT FINANCIALS > Payment Claim**

Current Contract: 21593040: Inglerwood Primary

Payment Number: 1 1

Payment Tax Invoice Date:  
 Claim Period From: 01/02/2023  
 .. Date ..: 12/02/2023  
 Comment:

Invoice: 1  
 Date Claim Received: 11/02/2023  
 Claim Period To: 10/02/2023  
 Attachment: [Click here to View.](#)

Approved Liq. Damages: \$0.00

Process Link: [4.3.13 Construction Contract - First Payment Claim](#) 2  
 Approved Retention: \$0.00

View Payment | Edit Payment | Delete Payment | Save Certificate | PBA Settings | Claim Matrix | **Payment Items** | Schedule of Rates | Adjustments | Minor Works Orders

**Payment Item List**

Payment Import 3

Below is a list of Payment Items for the selected Payment. [Click here to add a new Payment Item.](#) or [click here to copy the previous Payment Items](#) to the Payment.  
[Click here to add a new Liquidated Damages Item](#)  
 You can select an item from the list below to modify it. Click on the column header to reorder/sort the list. [Export Payment/Claim Items to Excel.](#)

Payment Item Filters

Page 1 of 1

Item ID	Number	Description	Related Contract	Item Type	Account Number	N/A 69	Quantity = 1	Value of Work	Total (ex. tax)
1					52603		1	\$0.00	\$0.00
									<b>\$0.00</b>

**Process Task: Contractor lodges 1st Payment Claim with Super's Rep (Day 1)**

**Back**

**Complete & Continue**

4. Enter the following details:
5. **Account Number** (leave this as the default)
6. **Item ID** (number this sequentially)
7. **Number** (number this sequentially)
8. **Description** (Enter a description of the payment)
9. **Claimed amount** (enter the claimed amount)
10. **Quantity** (this should always be 1)
11. **Value of Work** (assessed amount)
12. Once you have entered this information click **Add**.
13. Use the **Complete and Continue** button to navigate back to the process.

**[SR] Assesses & Approves Claim (by Day 10)**

Click on the **bold task name** to view the sub-process task list, complete each of these tasks.

**Process Task List**

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

Status	Task Name	Attachments	Additional Info	Not Applicable To	Go
<input checked="" type="checkbox"/> Complete	Link Process to Contract - search in ENTITY field @ Top of Screen		<a href="#">i</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Complete	To Verify Contract is ACTIVE - Mark task as COMPLETE		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	<b>Contractor lodges 1st Payment Claim with Super's Rep (Day 1)</b>		<a href="#">i</a>	<input type="checkbox"/>	<a href="#">↕</a>
<input type="checkbox"/> Incomplete	<b>[SR] Assess &amp; Approve Claim (by Day 10)</b>			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	<b>[SR] Contractor lodges Stat Dec's &amp; Other Doc's (Day 10+)</b>			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	<b>[CM] Due Diligence Check List (by Day 19)</b>			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contract Manager Approves Claim for Payment		<a href="#">i</a>	<input type="checkbox"/>	

**Supers Rep Assesses Contractors Claim**


Super's Rep receives advice from the Cost Manager & Contract Manager (if applicable). Note: If this is not applicable mark the task as NA.

1. **Review a contractor's claim:**
  - a) This is an external task.
2. **Complete the task:**
  - b) Mark this task as **complete**.

**Check Bill of Quantities is received and compliant.**

Supers Rep is to check we have received a Compliant Bill of Quantities (Priced & fully extended). If this is not applicable mark the task as NA.

**1. Review the document**

- a) Click the  to enter the **Document Storage** screen.
- b) Select the **Open File** icon to view the document.


**2. Complete the task**

Use the **Complete and Continue** button to navigate back to the process.

**Check Baseline Program of Works is received and Compliant.**

Supers Rep is to check we have received a Compliant Program of Works, which may need to be in 'native format'. Check the Contract conditions for this contract. If Compliant Program of Works is NOT received by day 10 then, Supers Rep MUST APPROVE PAYMENT CLAIM as ZERO dollars giving the reason that required documents were not received.

**1. Review the document.**


- a) Click the  to enter the **Document Storage** screen.
- b) Select the **Open File** icon to view the document.

**2. Complete the task:**

Use the **Complete and Continue** button to navigate back to the process.

**Check Bank Guarantees**

Review Security details, "If valid Bank Guarantee(s) are NOT received prior to day 14 of the FIRST Payment Claim process then Supers Rep MUST APPROVE PAYMENT CLAIM as ZERO dollars giving the reason that required documents were not received." Quote from The Office of the Superintendent.


1. Click the  to enter the **Securities** screen.
2. Review the Bank Guarantees.
3. Use the **Complete and Continue** button to navigate back to the process.

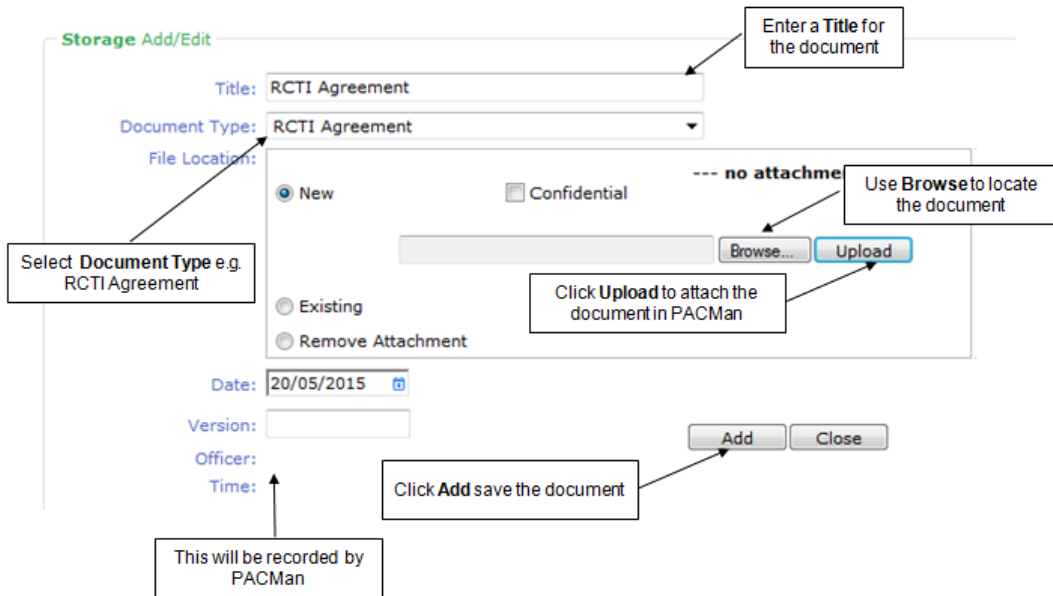
**If Claim amount is adjusted, advise Contractor & CM**

If no adjustment was made to the payment claim, mark this task as **Not Applicable**.

If the payment has been modified, then an advice to contractor must be sent to the contractor.

To attach the document:


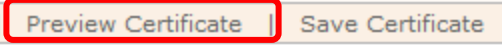
1. Click the  to enter the task.
2. Click the link **Click here to add a new Storage Item**.
3. Enter the following details:
  - a. **Title**
  - b. **Document Type**
  - c. **Date**
4. Use the **Browse** button to locate your document in the relevant folder.
5. Click **Upload** to attach this in PACMan.
6. Click **Add** to record the storage item.



7. Use the **Complete and Continue** button to navigate back to the process.

**Supers Rep (previews certificate) Certifies Contractor's Claim**

**Review the Payment Claim, Preview the Payment Certificate, Save/Certify Payment Claim:**

1. Click the  to enter the task.
2. Make any necessary changes.
3. Enter reason Payment Amount is Different from Claimed Amount if applicable.
4. click the **Update** button to save any changes.
5. Preview the certificate by clicking on the **Preview Certificate** option.
6. 
7. A window will pop up to show the certificate. You can save the document locally or print as a reference.
8. Once you are ready to approve your Payment Claim:
9. Click the **Save Certificate** Option.
10. You will be prompted to click save again to ensure you want to save the certificate. Once you do this you will no longer be able to make changes as the Payment will be locked.

– Save Payment

Click [here](#) to preview the certificate.


You are attempting to Save this Payment . Once a Payment has been saved, it can't be altered.

Use the **Complete and Continue** button to navigate back to the process.

Note: View the payment summary and certificate before saving. **\*\*Once saved it CANNOT be altered\*\***

**Super's Rep issues 1st Progress Certificate to Contractor**

**1. Issue 1<sup>st</sup> Progress Certificate to Contractor:**

1. Click the  to enter **Payment Claim History** screen.
2. Select Payment 1.
3. The **Payment Details** screen will open, ensure the **Certificate** radio dial is selected.
4. Click **View Report**. Check the Payment Certificate details.



**Payment Details**

Payment Number: 1	Invoice: 1
Payment Tax Invoice Date:	Date Claim Received: 11/02/2023
.. Date ..: 12/02/2023	Attachment: <a href="#">Click here to View</a>
Comment:	Project
Approved Liq. Damages: \$0.00	Approved Retention: \$0.00

Notification: This Payment is locked as a Certificate has been created.

**Report View Selection**

Certificate  
 RCTI  
 Payment Summary

**Process Task: *Super's Rep issues 1st Progress Certificate to Contractor***

5. Use the **Back** tab to navigate back to the Process Task List.
6. A window will pop up to show the approved certificate.
7. You can save a copy of the **Payment Certificate** to email to the Contractor (cc to Contract Manager)

**2. Complete the task:**

8. Use the Back button to navigate back to the process.
9. Mark the task Complete.

Use the **breadcrumb trail** at the top of the screen to navigate back to the main Process Task List.

**[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)**

Click on the **bold task name** to view the sub-process task list. Once you complete each of these sub-process tasks the **Contractor lodges Stat Dec's & Other Doc's (Day 10+)** task will be complete.

**Process Task List**

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub.process](#).

Page 1 of 1

Status	Task Name	Attachments	Additional Info	Not Applicable To	Go To
<input checked="" type="checkbox"/> Complete	Link Process to Contract - search in ENTITY field @ Top of Screen		<a href="#">i</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Complete	To Verify Contract is ACTIVE - Mark task as COMPLETE		<a href="#">i</a>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Complete	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)		<a href="#">i</a>	<input type="checkbox"/>	<a href="#">→</a>
<input type="checkbox"/> Incomplete	<b>[SR] Contractor lodges Stat Dec's &amp; Other Doc's (Day 10+)</b>			<input type="checkbox"/>	
<input type="checkbox"/> Incomplete	[CM] Due Diligence Check List (by Day 19)			<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contract Manager Approves Claim for Payment		<a href="#">i</a>	<input type="checkbox"/>	

Page 1 of 1

© 2022 Open Windows Software Pty Ltd.

**Super's Rep advises Contractor of breach if Compliant Stat Dec's not rec'd (by Day 20)**

If no breach has occurred mark this task as **Not Applicable**.

If a breach has occurred, the SR needs to attach the Advice to Contractor Notice in PACMan using the instructions outlined in the 'If Claim amount is adjusted, advise Contractor & CM' task. If compliant statutory declaration(s) not received by Day 10, the SR emails a copy to the Contract Manager to attach to file.

**Complete the task:**

Use the **Back** tab to navigate back to the process.

**Contractor provides SR with proof of BCITF levy is paid.**

**1. Upload proof BCITF Levy is Paid:**

To attach the document, use the instructions in the *'If Claim amount is adjusted, advise Contractor & CM'* task.

**2. Complete the task:**

Use the **Back** tab to navigate back to the process.

**Contractor provides SR with proof of Training Plan (if appl)**

**1. Upload proof Training Plan:**

To attach the document, use the instructions in the *'If Claim amount is adjusted, advise Contractor & CM'* task.

**2. Complete the task:**

Use the **Complete and Continue** button to navigate back to the process.

**Supers Rep attests to compliant Stat Decs, attaches copies (Day 10+)**

Superintendent's Representative attaches copies of Stat Dec(s) and attests to sighting the original signed Stat Dec(s), provided in accordance with time provisions and dated not earlier than the date required in the contract. Request supply for additional documentary evidence is at the discretion of the Superintendent's Representative.

**1. Attach Statutory Declaration:**

To attach the document, use the instructions in the *'If Claim amount is adjusted, advise Contractor & CM'* task.

**2. Complete the task:**

Use the **Complete and Continue** button to navigate back to the process.

**[CM] Due Diligence Check List (by Day 19)**

**This process will be blocked to the Super's Rep as it needs to be completed by the Contract Manager.**

**If you click into the BOLD tasks all sub tasks will be blocked, not allowing you to tick this task.**

The Contract Manager will receive a notification to indicate that the Supers Rep has completed the previous task *Supers Rep attests to compliant Stat Decs, attaches copies (Day 10+)*.<sup>1</sup> Receiving this notification is an indication that Contract Manager's tasks are now available for completion.

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

Status	Task Name	Attachments	Additional Info	Not Applicable To
<input checked="" type="checkbox"/> Complete	Link Process to Contract - search in ENTITY field @ Top of Screen		<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Complete	To Verify Contract is ACTIVE - Mark task as COMPLETE		<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Complete	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)		<i>i</i>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Complete	<b>[SR] Assess &amp; Approve Claim (by Day 10)</b>			<input type="checkbox"/>
<input checked="" type="checkbox"/> Complete	<b>[SR] Contractor lodges Stat Dec's &amp; Other Doc's (Day 10+)</b>			<input type="checkbox"/>
<input type="checkbox"/> Incomplete	<b>[CM] Due Diligence Check List (by Day 19)</b>			<input type="checkbox"/>
<input type="checkbox"/> Blocked	Contract Manager Approves Claim for Payment		<i>i</i>	<input type="checkbox"/>

**Process Task List**

Select a Task to view or [Click here to add a new Task](#), or [Click here to add a new sub process](#).

Page 1 of 1

Status	Task Name	Attachments	Additional Info	Not Applicable	Go To
<input type="checkbox"/> Blocked	Check the Payment Certificate Details		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Check WBS is correct		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Review Securities		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Contract Manager Checks ALL Insurances are Current		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	<a href="#">Review Pre-Start Contract Check List</a>		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	Review Statutory Declarations and attestations.		<a href="#">i</a>	<input type="checkbox"/>	
<input type="checkbox"/> Blocked	All Due Diligence Reviews are Complete [Hold Point]		<a href="#">i</a>	<input type="checkbox"/>	

Page 1 of 1

[Go To Next Sub Process](#)

**Contract Manager Approves Claim for Payment**

Mark this task as **complete**. Contract Manager confirms that payment is approved by the Superintendent's Representative, and in accordance with the Building and Contracts contract conditions attests this claim can now be paid.

This should be done by day 18-19 to facilitate payment by Day 20

**\*\* Note: You MUST NOT remove the Completed Tick on this Task, or it will NOT BE PAID \*\***

**Note: A Payment Claim will ONLY be paid if has been entered and approved via a Process (The Three Hooks)**

**Process Auto Creation**

Upon completion of this process PACMan will auto-create the 4.3.14 Construction Contract – Claim for Subsequent Payment Process.

For more information, see the 4.3.14 Construction Contract – Claim for Subsequent Payment Process Quick Reference Guide.

**Additional Information**

**PACMan checks every night for payments claims**, details of which are recorded in a file and sent to the Financial system for payment.

**There are 3 Hooks that must be met in order for this payment claim to be included in the overnight file:**

- 1. The Payment Claim was loaded via a process.**
- 2. The Payment Certificate has been saved.**
- 3. The process is marked as complete by the Contract Manager.**

All Finance staff are to follow their team’s best practice guidelines for project and contract management.

This document is a part of the PACMan Policy and Procedures framework ([PACMan Policy and Procedures](#)).

Please ensure you understand and comply with any obligations arising from Finance’s Delegation and Authorisation Framework and the Western Australian Procurement Rules.