





Quick Reference Guide This QRG aligns with the Project Management Framework

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

g and Drop widgets here.			
Contract Associations			
	Tender Managment Contracts Projects		
Preliminary: No associated preliminary found.			
Contracts Details Snapshot			101
ontract Manager (Owner):		Lucy Spasojevic	OrgAdm
evised Completion Date:		3	1/01/20
Complete (Based on Date):			11.5
riginal Contract Sum:		\$1,	000,000
evised Contract Sum:		\$1,	000,000
Expenditure Remaining:		\$	990,000
arty:		360 Environme	ntal Pty
arty Contact:			
/pe:			
ategory:			
Linked Processes			
ck <u>here</u> to add a new process.			
		Showing 1 to 3	2 of 2 iter
50 V 44 Page: 1 V of 1 b bb		Data Commoncod	
ame	Description	Date commenced	

Supers Rep Instructions

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

V 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.

Message:	Π
Contract Number: 21593040	
Contract Name: Inglerwood Primary	
Task Name: Please click here to view the details. 4.3.13 Construction Contract - First Payment Claim > Link Process to Contract	ct
This email is automatically generated by [PACMan PRODUCTION Environment] on behalf of the Department of Finance. *** PLEASE DO	N
	1

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.

Search Text: 21588467 Search Clear				
10 ∨ ← Page: 1 ∨ of 1 > >> ② □ ≤ Contract Number ▲ Contract Title Contract Supplier				
	Construction contract		BGC Construction	

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

	OFFICIAL
✓ CONTRACTS	
Contracts	
Contracts List	
Panel Contract List	
QuickContract [™]	
> 💼 CUSTOM FORMS	
Enterprise Contract List	
Add Contract	
View/Edit	
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.

Linked Processes			
Click here to add a new process.			
Name	Description	Date Commenced	
4.3.12 Construction Contract - Adjustment	Supers Rep loads Contractors Adjustment cl	22/09/2014	0%
4.3.13 Construction Contract - First Payme	Construction Contract - Claim for First Pa	22/09/2014	0%

Process Task List

ect a Task to	view or Click here to add a new Task. or Click here to add a new sub process.			
(f 1 × >>			
Status	Task Name	Attachments	Additional Info	Not O Applicable 1
] Incomplete	Link Process to Contract - search in ENTITY field @ Top of Screen			
Blocked	To Verify Contract is ACTIVE - Mark task as COMPLETE			
Blocked	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)			
Incomplete	[SR] Assess & Approve Claim (by Day 10)			
Incomplete	[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)			
Incomplete	[CM] Due Diligence Check List (by Day 19)			
Blocked	Contract Manager Approves Claim for Payment			

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.

Name:	4.3.14 21586631 Claim 002 -BCG - Claim	n for Subsequent Payment (Build	Contract)
Entity:	Contract		
Owner:	Melisa Perkins (OWAdmin)		
Business Level:	Default>Default>Default		~
escription:			
Show	Not Applicable Process Tasks		

<u>To Verify Contract is ACTIVE – Mark task as COMPLETE.</u>

Mark this task COMPLETE by ticking the box.	
Process Task List	_

44	\bullet Page 1 of 1 \bullet $\bullet \bullet$			
	Status	Task Name	Attachments Additiona	Al Not Applicable Go T
✓	Complete	Link Process to Contract - search in ENTITY field @ Top of Screen	0	
	Incomplete	To Verify Contract is ACTIVE - Mark task as COMPLETE	0	
	Blocked	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)	0	
	Incomplete	[SR] Assess & Approve Claim (by Day 10)		
	Incomplete	[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)		
	Incomplete	[CM] Due Diligence Check List (by Day 19)		
	Blocked	Contract Manager Approves Claim for Payment	0	
44	\checkmark Page 1 of 1 \rightarrow \rightarrow			

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 Co	Instruction Contract
This is the header informatio	on for the claim.
Note:	
The "Date Claim Received You MUST attach support	" is the date the claim is received from the contractor. ing documents to this claim
Detail for the value of the cl	aim, that is the Payment Item is added after this form is completed.
Version: 26-Feb-2016	
Data Claim Received	
Date Claim Received	
Claim Period From	
Claim Period To	
Certificate Due Date	a Create Reminder
Payment Due Date	to 🗘 Create Reminder
Supplier Ref No	
Tax Status	Auto Tax 🗸
Reason payment amou	nt
unerent from claimed	
	*
Calculations which provide the	
payable are attached	
Copies of receipts or invoio to substantiate disburseme	
claims (if applicable) a attached	re I:
Have any matters arise	
If yes, details are attached	82
Attachment	Attachments
	no attachment
	Confidential New Browse Ubload
	choward children
	0
	Existing
	Process Task: Contractor lodges 1st Payment Claim with Super's Rep (Day 1)
	Back Complete & Continue
h) When comr	sleting the Add Construction Payment form ensure you enter the following information
• Dat	e Claim Received (Date the SR received the claim)
• Clai	m Period From (Must be provided)
• Clai	m Period To (Must be provided)
• Sun	nlier Reference Number (Builders Reference Number)
• Sup • Rea	son Payment Amount Different from Claimed (n/a here, only entered when the claim has
bee	n assessed)
• All t	he relevant checkboxes are ticked
• All s	supporting documentation uploaded
c) Once you ha	ave entered this information click Add .
-, , ,	
ore adding amount o	details for this claim check the following:
1. Payment Numb	er (reflects process link)
2. Process Link (ret	flects same payment number)
3. Select the hyper	link Click here to add a new Payment Item.

	_ _
CONTRACT FINANCIALS > Payment Claim	
Current Contract: 21593040: Inglerwood Primary	
Payment Number: 1	Invoice: 1
Payment Tax Invoice Date:	Date Claim Received: 11/02/2023
Date: 12/02/2023	Attachment: <u>Click here to View.</u>
Comment:	
Approved Liq. Damages: \$0.00	Approved Retention: \$0.00
« View Payment » Edit Payment Delete Payment Save Certificate PBA Settings Claim Matrix Payment Items Schedule of B	lates Adjustments Minor Works Orders
Payment Item List	aces Aujustitients millor morks orders
× Payment Import	
Below is a list of Payment Items for the selected Payment Click here to add a new Payment Item, or click here to con	<u>2v the previous Payment Items</u> to the Payment.
You can select an item from the list below to modify it. Click on the column header to reorder/sort the list. Export Pay	yment/Claim Items to Excel.
M Daymont Item Eilters	
4< < Page 1 of 1 → >>	
Item ID Number Description	Related Contract Item Type Account Number $\frac{N/A}{69} = 1$ Value of Work Total (ex. tax)
1	52603 1 \$0.00 \$0.00
Process Task: Cont	ractor lodges 1st Payment Claim with Super's Rep (Day 1)
	Back Complete & Continue
4 Enter the following details:	
4. Enter the following details:	
5. Account Number (leave this as the default)	
Item ID (number this sequentially)	
7. Number (number this sequentially)	
8 Description (Enter a description of the navment)	
0. 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.	
12 Use the Complete and Continue butter to revise	in book to the presso
13. Use the complete and continue button to havigat	e back to the process.
[CD] Assesses & Assesses Claim (her Days 10)	
[SR] Assesses & Approves Claim (by Day 10)	
Click on the bold task name to view the sub-process task I	ist, 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.	
44 4 Page 1 of 1 → →→	
Status Task Name	Attachments Additional Not Go
Complete Link Process to Contract - search in ENTITY field @ Top of Screen	
Complete To Verify Contract is ACTIVE - Mark task as COMPLETE	
Incomplete Contractor Indiges 1st Dayment Claim with Super's Pen (Day 1)	
Incomplete Contractor louges 1st rayment claim with Super's Kep (Day 1)	ŢŢ
Incomplete [SK] Assess & Approve claim (by bay 10)	
Incomplete [SK] contractor lodges Stat Dec's & Other Doc's (Day 10+)	
Incomplete [CM] Due Diligence Check List (by Day 19)	
Blocked Contract Manager Approves Claim for Payment	
<< < Page 1 of 1 → →→	
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Sunars Pan Assassas 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.

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<pre>storage Add/dt</pre>						
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1. Janua 1st Dragmana Cantificata ta Cantrastari	Super's Rep issues 1st Progress Certificate to Contractor					
1. Issue 1" 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.						

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-Payment Details	
Payment Number: 1	Invoice: 1
Payment Tax Invoice Date:	Date Claim Received: 11/02/2023
Date: 12/02/2023	Attachment: Click here to View
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	
O Payment Summary	
View Report	
View Report	
Process Task: Sup	er's Rep issues 1st Progress Certificate to Contractor
	Back
Use the Back tab to navigate back to the Proces	s Task List.
6 A window will non up to show the approved cer	tificate
	uncate.
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 havigate back to the pro	Cess.
9. Mark the task Complete.	
Use the breadcrumb trail at the top of the screen to nav	rigate back to the main Process Task List.
[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10	<u>)+)</u>
Click on the bold task name to view the sub-process tas	k list. Once you complete each of these sub-process tasks the
Contractor lodges Stat Dec's & Other Doc's (Day 10+) to	ask will he complete
	sk will be complete.
Process Task List	
Select a Task to view or <u>Click here to add a new Task</u> , or <u>Click here to add a new sub proces</u>	<u>s.</u>
<< < Page 1 of 1 ► ►►	
	Additional Not Go
Status Task Name	Attachments Info Applicable To
Complete Link Process to Contract - search in ENTITY field @ Top of Screen	
Complete To Verify Contract is ACTIVE - Mark task as COMPLETE	()
Complete Contractor lodges 1st Payment Claim with Super's Ren (Day 1)	
Complete (SK) ASSESS & Approve Claim (by Day 10)	
Incomplete [SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)	
Incomplete [CM] Due Diligence Check List (by Day 19)	
Blocked Contract Manager Approves Claim for Payment	
AA A Page 1 of 1 > >>	
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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+).* Receiving this notification is an indication that Contract Manager's tasks are now available for completion.

Select a Task to view or <u>Click here to add a new Task</u>, or <u>Click here to add a new sub process</u>.

-	✓ Page 1 of				
	Status	Task Name	Attachments	Additional Info	Not G Applicable To
~	Complete	Link Process to Contract - search in ENTITY field @ Top of Screen			
	Complete	To Verify Contract is ACTIVE - Mark task as COMPLETE			
v	Complete	Contractor lodges 1st Payment Claim with Super's Rep (Day 1)			
	Complete	[SR] Assess & Approve Claim (by Day 10)			
	Complete	[SR] Contractor lodges Stat Dec's & Other Doc's (Day 10+)			
	Incomplete	[CM] Due Diligence Check List (by Day 19)			
	Blocked	Contract Manager Approves Claim for Payment			
44	✓ Page 1 of				
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- Process Task List			
Select a Task to view or <u>Click h</u>	ere to add a new Task, or <u>Click here to add a new sub process.</u>		
<< < Page 1 of 1 → >>>			
Status	Task Name	Attachments Additi	onal Not fo Applicable Go To
Blocked	Check the Payment Certificate Details	0	
Blocked	Check WBS is correct	0	
Blocked	Review Securities	0	
Blocked	Contract Manager Checks ALL Insurances are Current	0	
Blocked	Review Pre-Start Contract Check List	0	
Blocked	Review Statutory Declarations and attestations.	0	
Blocked	All Due Diligence Reviews are Complete [Hold Point]	0	
<< < 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

<u>PACMan checks every night for payments claims,</u> 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.