OFFICIAL

Government of **Western Australia**
Department of **Finance**

PACMan

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.**

Supers Rep Instructions

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

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

Message:
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*

This email is automatically generated by [PACMan PRODUCTION Environment] on behalf of the Department of Finance. *** PLEASE DO N
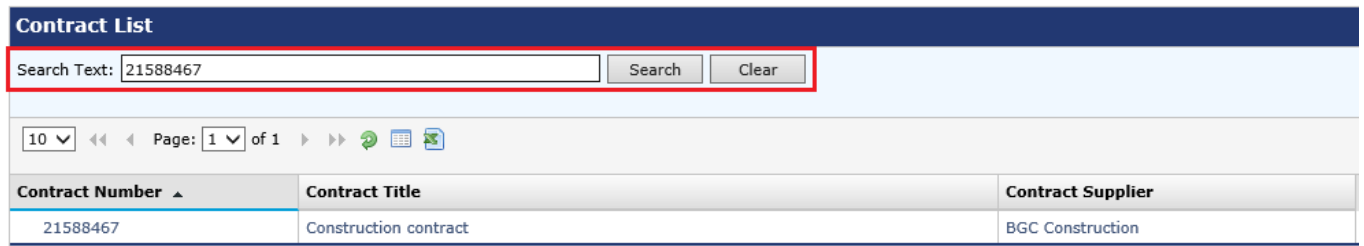
To access the process

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

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

▼ CONTRACTS

🖥 Contracts
  📄 **Contracts List**
  📄 Panel Contract List
  📄 *QuickContract™*
  ▸ 📁 CUSTOM FORMS
  📄 Enterprise Contract List
  📄 Add Contract
  📄 View/Edit
  📄 Contract Dashboard
  📄 Documents
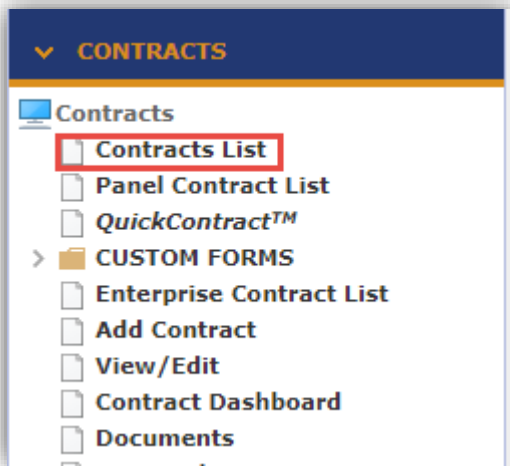
2. Enter the contract number or name in the **Search Text** field. Click **Search.** Click on your contract to select it.

Contract List

Search Text: 21588467 [Search] [Clear]

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Contract Number ▲	Contract Title	Contract Supplier
21588467	Construction contract	BGC Construction

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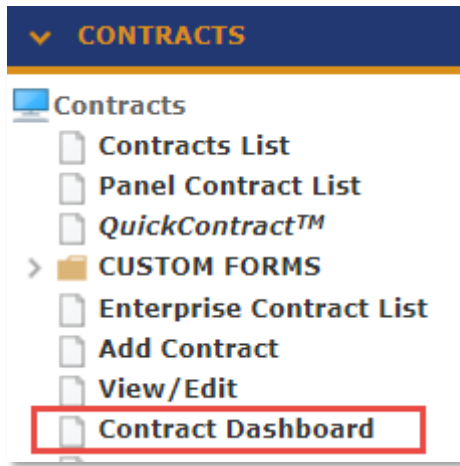
Navigate to the **CONTRACTS > Contract Dashboard** screen and go to the **Linked Processes** Widget. Select your Process from the list of Active Processes displayed.

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.

To Verify Contract is ACTIVE – Mark task as COMPLETE.

Mark this task COMPLETE by ticking the box.

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.

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.**

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.

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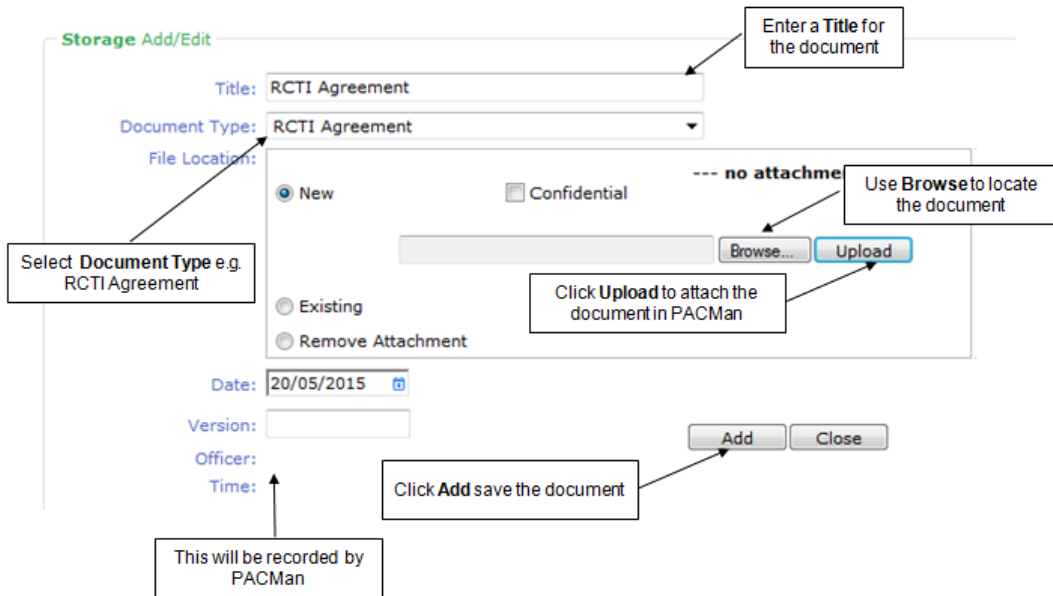
7. Use the *Complete and Continue* button to navigate back to the process.

Supers Rep (previews certificate) Certifies Contractor's Claim
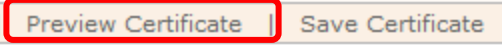
Review the Payment Claim, Preview the Payment Certificate, Save/Certify Payment Claim:

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.

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 1ˢᵗ 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.

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.

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.

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.