



Quick Reference Guide

This QRG aligns with the Project Management Framework

Project and Contract Management System

Construction Contract First Payment Claim

This guide provides instructions on how to assess and approve the first payment claim of a Construction contract.

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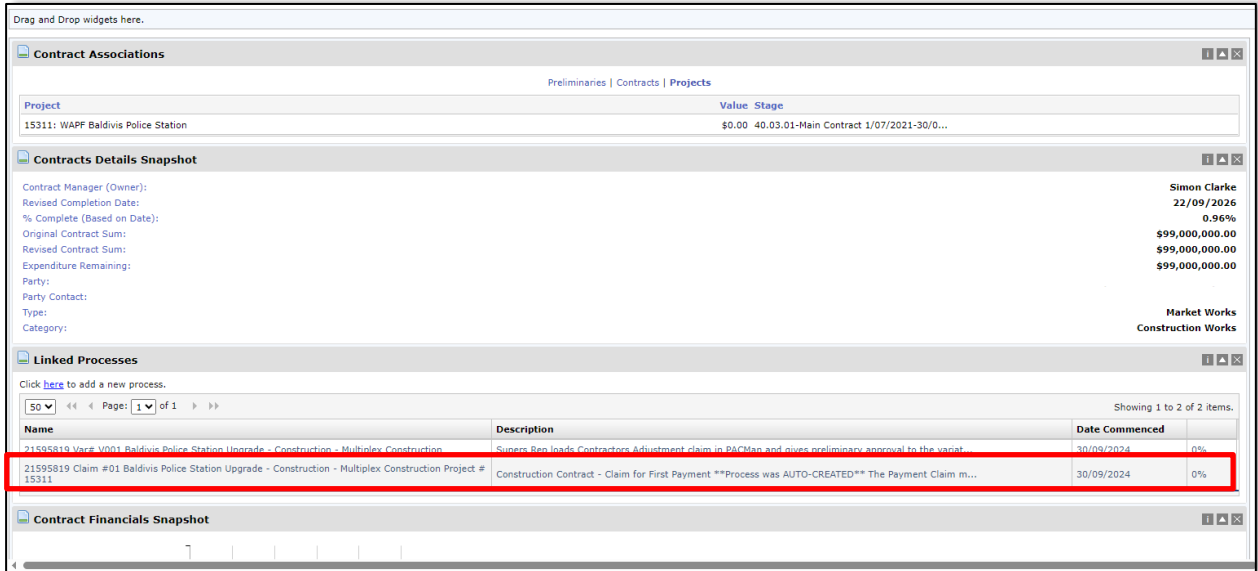
Important Reminders:

- If valid Bank Guarantee(s) are NOT received prior to day 10 of the FIRST Payment Claim process then the Super's Rep MUST APPROVE PAYMENT CLAIM as ZERO dollars giving the reason that the required securities were not received (this reason must be stated on the payment certificate).
- PACMan checks every night for payment claims, details of which are recorded in a file and sent to the Financial system for payment.
- There are 3 steps that must be met in order for this payment claim to be PAID:
 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.

You will receive an email and an in-system reminder that the Contract Manager has completed the Contract setup.

Where to find the First Payment Claim process

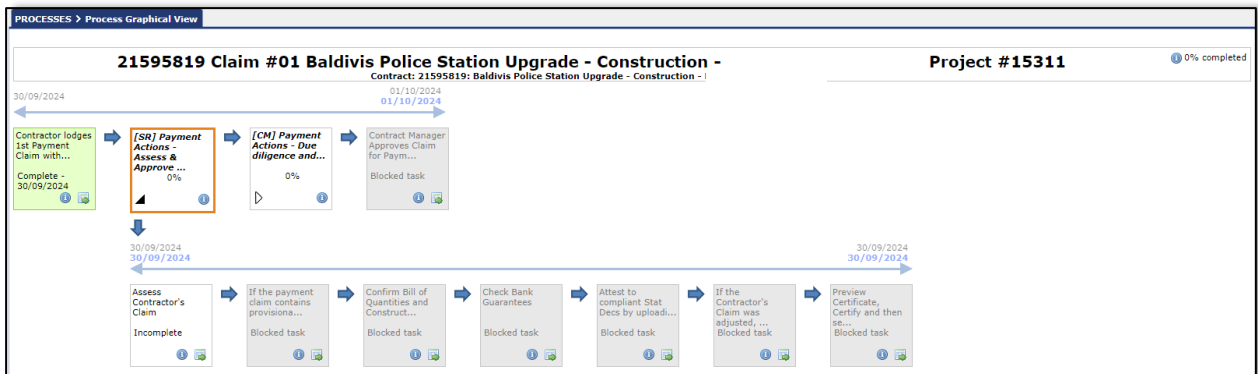
The First Payment Claim process can be found in Contracts > Contract Dashboard > Linked Processes widget



Click on the process to get started.

Note: The Contractor's claim MUST be loaded through this process.

You will notice that the Superintendent's Representative (SR) tasks are grouped. Some tasks will be marked Blocked and some Not Applicable depending on the Form of Contract and the task responsibilities.



Contractor Lodges 1st Payment Claim with Super's Rep (Day 0)

1. Click on the task box and *Go To Screen*

Contractor lodges 1st Payment Claim with Super's Rep (Day 0)

[Process Task Details](#) [Additional Information](#) [Task Conditions](#)

Status: **Incomplete**

Responsibility: Superintendent's Representative

Available Actions:

Go To Screen

Instruction:

Supers Rep adds the Contractor's Claim details into PACMan using the date they received the Payment Claim as the "Date Claim Received" in PACMan.

After you have added these header details you must add the new Payment Item (monetary values)

Click on the link on the screen to "add a new Payment Item" to the Payment.

Click on the LD link to "add a new Liquidated Damages Item"

Close

The Add Payment Claim entry screen will display

Add Payment - Construction

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 ---

New Confidential

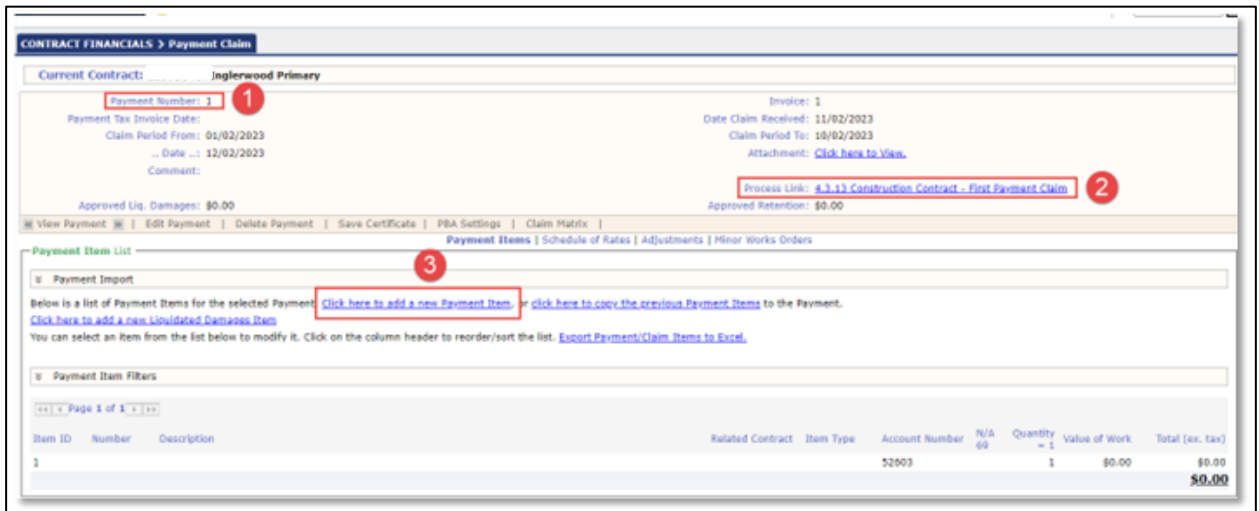
Existing

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

4. 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 link [Click here to add a new Payment Item.](#)



5. Enter the following details:

- a) **Account Number** (leave this as the default)
- b) **Item ID** (number this sequentially)
- c) **Number** (number this sequentially)
- d) **Description** (Enter a description of the payment)
- e) **Claimed amount** (enter the claimed amount)
- f) **Quantity** (this should always be 1)
- g) **Value of Work** (assessed amount)

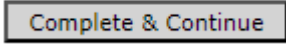
The screenshot shows the 'Payment Item Add/Edit' form. The 'Account Number' field is populated with '52645 - Main Contract'. Other fields include 'Item ID', 'Number', 'Description', 'Item Comments', 'Project/Stage', 'Milestone Stage' (set to '-- Not Set --'), 'Related Contract', 'Claimed Amount', 'Quantity = 1', 'N/A 69', 'Value of Work', 'GST', 'Total (ex. tax)', and 'Grand Total' which is set to '\$0.00'.

6. Click Add.

Use the  button to complete the task

Assess the Contractor’s Claim

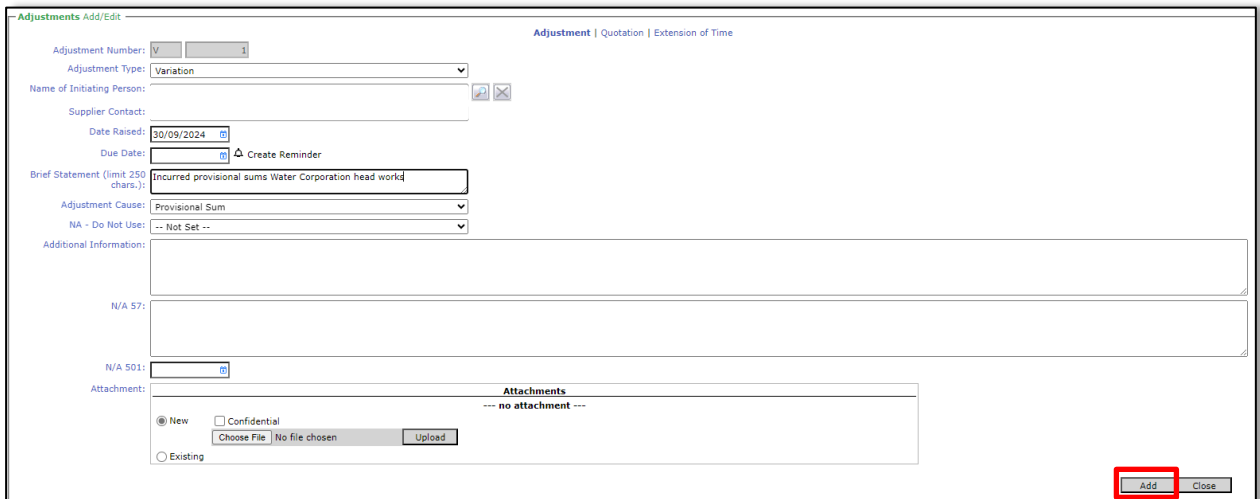
1. Click on the task box, read instructions and *Go To Screen*
2. You may receive advice from the Cost Manager & Contract Manager (if applicable)
3. Review the contractor’s claim

If you are certifying the value of work as being the **same** as what the contractor claimed, click  to progress.

If you are certifying the value of work as being **different** to what the contractor claimed, then advise the contractor that you have revised the claim and you must write your reason on the payment certificate (a statement that only says “refer attached QS report” is **not** acceptable as a reason). To add the reason to the certificate, access the payment certificate screen, click on “Edit Payment” within the header, and type the reason in the “Reason Payment Amount Different from Claimed” field.

If the payment claim contains provisional sums, load adjustments to reflect actual values incurred

1. Click on the task box and *Go To Screen* if the contract contains provisional sums. If not, select Not Applicable
2. If the task is applicable, you will be directed to the Adjustments screen.



3. Complete all relevant fields and click *Add*.
4. Click on the link [add a new Adjustment Item](#) to enter the provisional sum details
5. Enter the details. If it is a reduction in provisional sum, enter a negative adjustment

6. Click *Add*
7. Click on the <<Adjustments List button and then the yellow arrow to approve the adjustment
8. Click **Complete & Continue** to progress

Construction Program approved

This is an external task.

1. Click on the task box, read instructions and *Mark Complete* to confirm that the Construction Program has been received and approved.
2. If the Construction Program has not been received, the payment claim must be amended to equal \$0.00. Refer step 5 above.

Full Bill of Quantities (BoQ) received if applicable

1. Click on the task box, read instructions and *Mark Complete* to confirm that the Bill of Quantities has been received and approved
2. If the priced Bill of Quantities is applicable and has not been received, the payment claim must be amended to equal \$0.00. Refer step 5 above.
3. Click *Not Applicable* if a priced Bill of Quantities is not applicable to the contract

Check Bank Guarantees

1. Click on the task box, read instructions and *Go To Screen*

Securities for the Contract								
Search Text: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>								
10 << Page: 1 of 1 >>								
Security Type ^	Security Value	Date Requested	Date Lodged	Unconditional Undertaking	Estimated Release Date	Actual Date Released	Security Expiry Date	Verified
Bank Guarantee	\$125,000.00		08/08/2024	Yes	01/08/2026		31/08/2027	
Bank Guarantee	\$125,000.00		08/08/2024	Yes	01/08/2027		31/08/2027	

2. Review existing Securities. If no securities exist, the payment claim must be amended to equal \$0.00. Refer step 5 above
3. Click **Complete & Continue** to proceed

Attest to compliant Stat Decs by uploading compliant documents

This task is automatically marked Not Applicable if the contract is a PBA (Project Bank Account) contract.

1. If it is not a PBA contract, this task is automatically applicable, so proceed by clicking on the task box and *Go To Screen*
2. Click on the link to [Click here to add a new storage item](#)
3. Enter the Document Title, select Statutory Declarations as the Document Type and Upload New Document

4. Click **Complete & Continue** to proceed

If the Contractor's Claim was adjusted, advise Contractor and Contract Manager

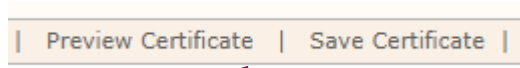
This is an external task

Mark Complete if you advised the Contractor by email that the payment claim they submitted was adjusted and ensure you have entered the contractual reason on the payment certificate (by clicking on “Edit Payment” within the payment certificate header and type the reason in the “Reason Payment Amount Different from Claimed” field. The reason cannot simply be listed as “refer attached QS report”).

If not, select *Not Applicable*

Preview Certificate, Certify and then send to Contractor (by Day 10)

1. Click on the task box and *Go To Screen*
2. Click the Preview Certificate button
3. If satisfied, click Save Certificate



Item ID	Number	Description	Related Contract	Item Type	Account Number	N/A	Quantity	Value of Work	Total (ex. tax)
1	1				52645		1	\$1,000,000.00	\$1,000,000.00

- You will need to confirm this action by clicking Save a second time. When you complete this step, the payment certificate is listed in the Payment Approval History list at the bottom of the payment claim screen

Payment Item List

Below is a list of Payment Items for the selected Payment. [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	Quantity	Value of Work	Total (ex. tax)
1	1				52645	69	1	\$1,000,000.00	\$1,000,000.00
									\$1,000,000.00

Payment Approval History List

Page 1 of 1

Status	Actioned By	Send To	Date	Note	Attachments	Certificate
Approved			30/09/2024			

Process Task: *Preview Certificate, Certify and then send to Contractor (by Day 10)*

Back Complete & Continue

- Click **Complete & Continue** to proceed

Your tasks for the 1st Payment Claim are now complete. The Contract Manager will be notified that you have completed these tasks.

Document control			
Approving Authority: Senior Project Advisor		Business Unit: Building and Contracts	
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Replaces QRG	4.3.13 [SR] Construction Contract – Claim for First Payment		
EDRMS File No.		Document No & Version	1.0
Scope	PACMan First Payment Claim		