



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



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

Drag and Drop widgets here.			
			1
Contract Associations			
	Preliminaries Contracts Projects		
Project	Value Stage		
15311: WAPF Baldivis Police Station	\$0.00 40.03.01-Main Contract 1/07/2021-30/0		
Contracts Details Snapshot			i 🔺 🛛
Contract Manager (Owner): Revised Completion Date: % Complete (Based on Date): Original Contract Sum: Revised Contract Sum: Expenditure Remaining: Party: Party: Party Contact: Type: Category:		22 \$99,6 \$99,6 \$99,0	non Clarke 2/09/2026 0.96% 000,000.00 000,000.00 000,000.00 rket Works tion Works
Linked Processes			
Click here to add a new process.			
50 ♥ << < Page: 1 ♥ of 1 → →>		Showing 1 to 2	of 2 items.
Name	Description	Date Commenced	
21595819 Var# V001 Baldivis Police Station Ungrade - Construction - Multiplex Construction	Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat	30/09/2024	0%
21595819 Claim #01 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project # 15311	Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m	30/09/2024	0%
Contract Financials Snapshot			

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.

2	21595819	Clai	m #01 B a	aldiv	is Police S Contract: 2159	tat	ion Upgra Baldivis Police Sta	de -	Construct	tion -	-			Project #15311	🕕 0% complete
09/2024					01/10/2024 01/10/2024										
ntractor lodges t Payment im with	[SR] Payment Actions - Assess &	⇒	[CM] Payment Actions - Due diligence and	~	Contract Manager Approves Claim for Paym										
mplete - /09/2024	Approve 0%		0%		Blocked task										
	1														
	30/09/2024 30/09/2024												30/09/2024 30/09/2024		
	Assess Contractor's Claim	•	If the payment claim contains provisiona	•	Confirm Bill of Quantities and Construct	•	Check Bank Guarantees	•	Attest to compliant Stat Decs by uploadi	⇒	If the Contractor's Claim was	•	Preview Certificate, Certify and then		
	Incomplete		Blocked task		Blocked task		Blocked task		Blocked task		adjusted, Blocked task		se Blocked task		
	0 🗟		0 🗔		0 🗔		0 🗟		0 🗔		0 📮		0 🗟		

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

1. Click on the task box and Go To Screen

Contractor lodges 1st Paym	ent Claim with Super's Rep (Day 0)
Process Task Details Ad	ditional 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 Claim for a Con	struction Contract.
This is the header information	n for the claim.
	is the date the claim is received from the contractor. g documents to this claim
Detail for the value of the cla	im, 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:	
Supplier Ref No:	
Tax Status:	Auto Tax 🗸
Reason payment amoun different from claimed:	
Calculations which provide th basis of the claim for the fer payable are attached: Copies of receipts or invoice: to substantiate disbursemen claims (if applicable) arr attached:	
Have any matters ariser which affect total fee payable If yes, details are attached:	, , , , , , , , , , , , , , , , , , , ,
Attachment:	Actochinents
	no attachment
	Confidential New Choose File No file chosen Upload
	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.

TRACT FINANCIALS > Payment Claim						
Surrent Contract: Inglerwood Primary						
Payment Number: 1	Invoice:	1				
Payment Tax Invoice Date:	Date Claim Received:	11/02/2023				
Claim Period From: 01/02/2023	Claim Period To:	10/02/2023				
Date: 12/02/2023	Attachment:	Click here to View.				
Comment:					•	
		4.3.13 Construction Contract	 First Paym 	ent Claim	(2)	
Approved Liq. Damages: \$0.00	Approved Retention:	\$0.00			-	
iew Payment 👿 Edit Payment Delete Payment Save Certificate PBA Sett						
yment Item List	ent Items Schedule of Rates Adjustments Minor Works Orders	1				
3						
Payment Import						
on is a list of Payment Items for the selected Payment Click here to add a new Payment	t Item, or click here to copy the previous Payment Items to the Pay	yment.				
ck here to add a new Liquidated Damages Item						
a can select an item from the list below to modify it. Click on the column header to reord	ler/sort the list. Export Payment/Claim Items to Excel.					
Payment Item Filters						
e Page 1 of 1 + ++						
m ID Number Description	Related Contract 1	Item Type Account Number	N/A Q	uantity Val	ue of Work	Total (ex.
		52603		1	\$0.00	\$

- 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)

Item ID:	5 - Main Contract	Q	
Item ID:	5 - Main Contract	2	
Number:			
Description:			
		//	
Item Comments:			
Project/Stage:		Q	
Milestone Stage: Not	t Set	~	
Related Contract:			
Claimed Amount:			
Quantity = 1:			
N/A 69:			
Value of Work:			
GST:			
Total (ex. tax):			
Grand Total:	\$0.00		

6. Click Add.

Use the Complete & Continue 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 Complete & Continue 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.

Adjustments Add/Edit		
	Adjustment Quotation Extension of Time	
Adjustment Number:	1	
Adjustment Type:	Variation 🗸	
Name of Initiating Person:		
Supplier Contact:		
Date Raised:	30/09/2024 🗂	
Due Date:	m 🗘 Create Reminder	
Brief Statement (limit 250 chars.):	Incurred provisional sums Water Corporation head works	
Adjustment Cause:	Provisional Sum	
NA - Do Not Use:	Not Set 🗸	
Additional Information:		
N/A 57:		
N/A 501:	8	
Attachment:	Attachments	
	no attachment	
	New Confidential	
	Choose File No file chosen Upload	
	○ Existing	
		Add Close

- 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

Adjustment Item Add/Edit	
Item Number:	z IV
Item Description:	Water Corporation head works
Account Number:	٩
Project/Stage:	Q
Quantity = 1:	
Claimed Amount:	-5000.00
Rate:	-\$\$000.00
GST:	<u> </u> \$500.00
Total (ex. tax):	-\$5000.00
Total (inc GST):	-\$\$\$0.00
	Add Close

- 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 <u>5</u> 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 <u>5</u> 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:		Search	Clear					
10 V 44 4 Page: 1 V of 1	> >> 👂 💷 🗃							
Security Type 🔺	Security Value	Date Requested	Date Lodged	Uncond itional Undert aking	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 单	

- 2. Review existing Securities. If no securities exist, the payment claim must be amended to equal \$0.00. Refer step <u>5</u> 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

Title: Payment claim #1 Statutory Declarationd Document Type: Statuatory Declarations File Location: File Location: Uppload New Documents #tached. Uppload New Document * Max File size allowed is 500.00MB. Show allowed file tores	
File Location: No documents attached. Upload New Document * Max file size allowed is 500.00M8. <u>Bhox allowed file sizes</u>	
No documents attached. Upload New Document * Max file size allowed is 500.00MB. <u>Show allowed file types</u>	
Max his side allowed is 300,000%. <u>Entry allowed his 200,000%</u>	
Search for existing document in Open Windows.	
Date: 30/09/2024 6	
Version:	
Officer: Time:	
	Add Close

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

Current Contract: 21595819: Baldivis Police Station Upgrade - Construction -	
Payment Number: 1	Invoice; 3
Payment Tax Invoice Date:	Date Claim Deserved: 30/09/2024
Claim Period From: 24/09/2024	com Period To: 30/09/2024
Entered Date (System Generated): 30/09/2024	Attachment: <u>Click here to View.</u>
Comment:	
	Process Link: 21555819 Claim #01 Baldivis Police Station Upgrade - Construction - Procest #15331
Approved Lig. Damages: \$0.00	Approved Retention: \$0.00
View Payment » Edit Payment Delete Payment Preview Payment Summary Preview Certificate	Save Certificate
Payment I	Items Schedule of Rates Adjustments Minor Works Orders
Payment Item List	
۶ Payment Import	
elow is a list of Payment Items for the selected Payment. Click here to add a new Payment Item, or click here to co	copy the previous Payment Items to the Payment.
lick here to add a new Liquidated Damages Item	
ou can select an item from the list below to modify it. Click on the column header to reorder/sort the list. Export Pa	Payment/Claim Items to Excel.
S Payment Item Filters	
<< < Page 1 of 1 > >>	
	N/A Quantity
tem ID Number Description	Related Contract Item Type Account Number $\frac{N/A}{69} = \frac{Quantity}{-1}$ Value of Work Total (ex. tax)
1 1	52645 1 \$1,000,000.00 \$1,000,000.00
	\$1,000,000.00
ayment Approval History List	
io log entry found for this Payment.	
	Process Task: Preview Certificate, Certify and then send to Contractor (by Day 10
	Complete & Costinue of a state of the state

Preview Certificate | Save Certificate |

4. 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			Payment item	Schedule of Kates 17	Aujustments Minor Works Ora	ers			
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 69	Quantity Value of Work	Total (ex. tax)
1 1							52645	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			Attachm	ients Certifi	cate
Approved			30/09/2024						
						Process Task:	Preview Certificate, Cer	rtify and then send to Cont	tractor (by Day 10
								Back Cor	nplete & Continue

5. 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						
Effective Date		Review Date	20/11/2024					
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							