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

Project and Contract Management System

Construction Contract Subsequent Payment Claim

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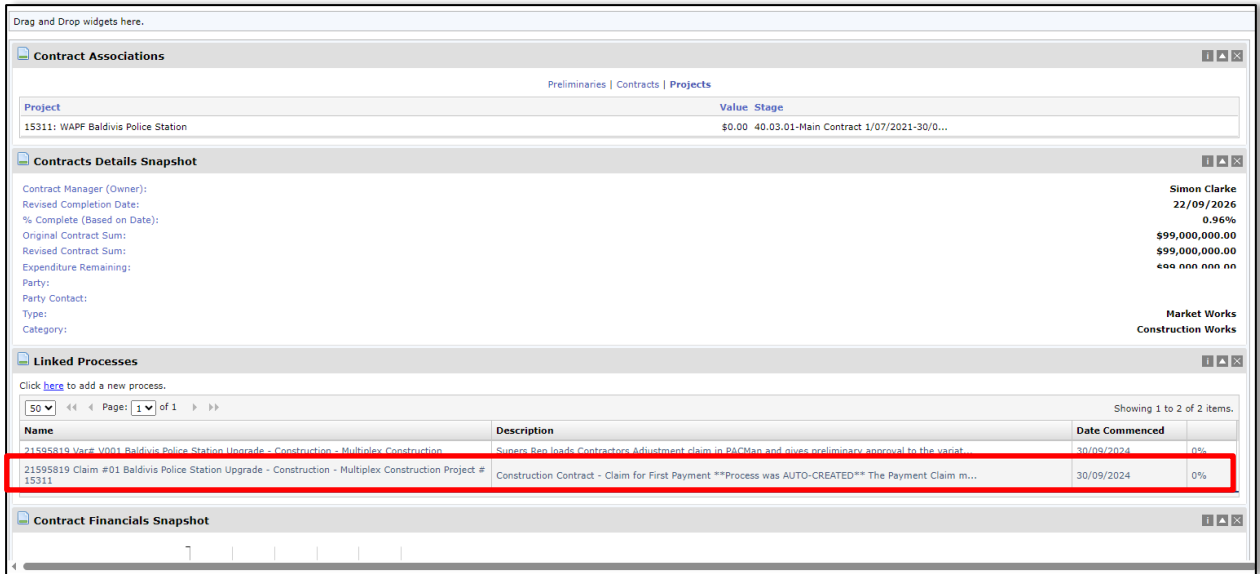
Contents

Important Reminders:

- 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.

**Where to find the Subsequent Payment Claim process**

The Subsequent 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.
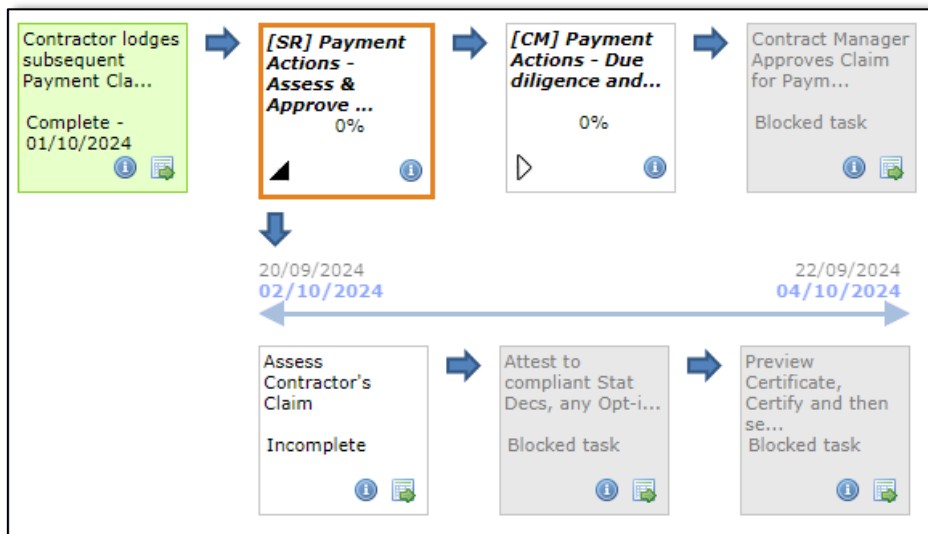
Contractor Lodges Subsequent Payment Claim with Super's Rep (Day 0)

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

The Add Payment Claim entry screen will display

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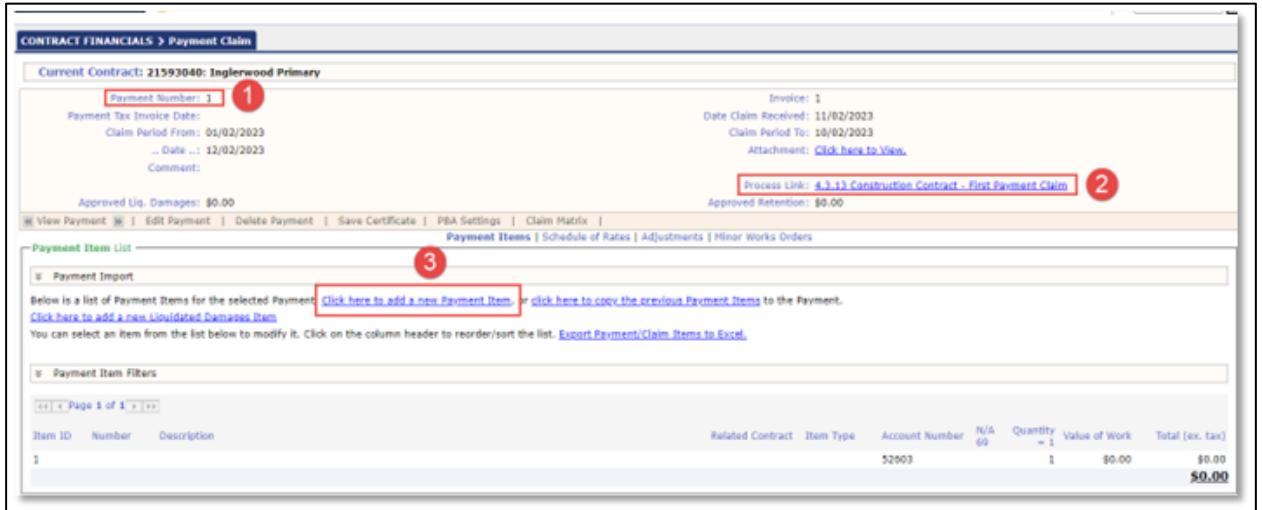
5. Enter the following details:
   a) **Account Number** (leave this as the default)
   b) **Item ID** (number this sequentially)
   c) **Number** (number this sequentially)
   d) **Description** (Enter a description of the payment)
   e) **Claimed amount** (enter the claimed amount)
   f) **Quantity**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

6. Click Add.
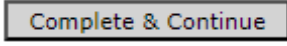
Use the [Complete & Continue] button to complete the task

Assess the Contractor's Claim

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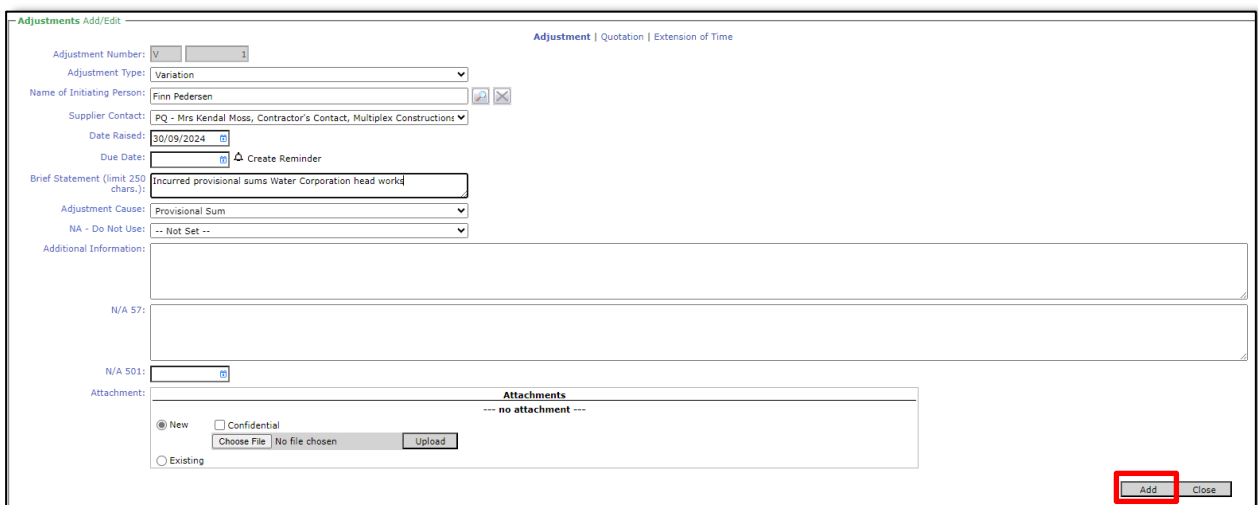2. You may receive advice from the Cost Manager & Contract Manager (if applicable)
3. Review the contractor's claim

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.

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

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

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

5. Click to proceed

Your tasks for the Subsequent Payment Claim are now complete.
The Contract Manager will be notified that you have completed these tasks.
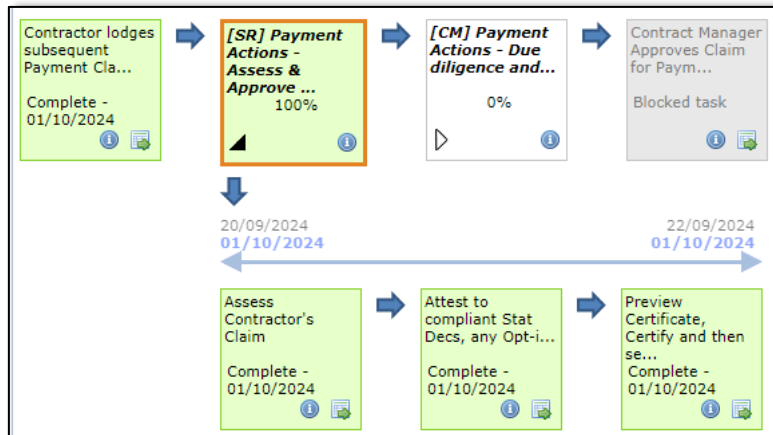
Document control			
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Replaces QRG	4.3.14 [CM-SR] Construction Contract – Claim for Subsequent Payment		
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Scope	PACMan Subsequent Payment Claim		