



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 Subsequent Payment Claim

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

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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

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			
Contract Manager (Owner):		si	mon Clarke
Revised Completion Date:		2	2/09/2026
% Complete (Based on Date):			0.96%
Original Contract Sum:		\$99,	000,000.00
Revised Contract Sum:		\$99,	000,000.00
Expenditure Remaining:		699.	000 000 OC
Party:			
Party Contact:			
Party Contact: Type:		Ма	rket Works
Party Contact: Type: Category:		Ma Construc	rket Works tion Works
Party Contact: Type: Category: Linked Processes		Ma Construc	rket Works tion Works
Party Contact: Type: Category: Linked Processes Click here to add a new process.		Ma Construc	rket Works tion Works
Party Contact: Type: Category: ■ Linked Processes Click here to add a new process. 50 ▼ < <		Ma Construct Showing 1 to 2	rket Works tion Works
Party Contact: Type: Category: Linked Processes Click here to add a new process. Solv (< < Page: 1 of 1 > >> Name	Description	Ma Construct Showing 1 to 2 Date Commenced	rket Works tion Works
Party Contact: Type: Category: Category: Click here to add a new process. 50 → 44 ← Page: 1 → 6f 1 → 30 Name 21595819 Varg. V001. Baldwis Police Station Linguage - Construction - Multipley. Construction	Description Supers See loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variet	Ma Construct Showing 1 to : Date Commenced	orket Works
Party Contact: Type: Category: Linked Processes Click here to add a new process. So ♥ (< Page: 1♥ of 1	Description Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary anoroval to the variat. # Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m	Ma Construct Showing 1 to 2 Date Commenced 30/09/2024	2 of 2 items.
Party Contact: Type: Category: Category: Click here to add a new process. So ♥ << < Page: 1♥ of 1 → >> Name 11595819 Var# V001 Baldwis Police Station Unorade - Construction - Multiplex Construction 21595919 Claim #01 Baldwis Police Station Upgrade - Construction - Multiplex Construction Project 155511	Description Supers Rep loads Contractors Adjustment claim in PACMan and gives proliminary anoroval to the variat # Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m	Ma Construct Showing 1 to 2 Date Commenced 30/09/2024	2 of 2 items.
Party Contact: Type: Category: Category: Click here to add a new process. So ▼ ← ← Page: 1▼ of 1 → →→ Name 21595813 Vare VM1 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project 21595813 Vare VM1 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project 21595813 Vare VM1 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project 21595813 Vare VM1 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project 21595813 Vare VM1 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project Contract Financials Snapshot	Description Supers Rea loads Contractors Adjustment claim in PACMan and nives oreliminary approval to the variat # Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m	Ma Construct Showing 1 to 2 Date Commenced 30/09/2024	rket Works tion Works 2 of 2 items. 0% 0%

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.

Assess Contractor's Claim Incomplete Incomplete Contractor's Claim Complete Contractor's Claim Complete Contractor's Claim Complete Contractor's Contractor's Complete Contractor's	Contractor lodges subsequent Payment Cla Complete - 01/10/2024	→ [SR] Payment Actions - Assess & Approve 0%	[CM] Payment Actions - Due diligence and 0%	Contract Manager Approves Claim for Paym Blocked task
Assess Contractor's Claim Incomplete Attest to compliant Stat Decs, any Opt-i Blocked task		20/09/2024 02/10/2024		22/09/2024 04/10/2024
		Assess Contractor's Claim Incomplete	Attest to compliant Stat Decs, any Opt-i Blocked task	Preview Certificate, Certify and then se Blocked task

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

1. Click on the task box and Go To Screen

Contractor lodges subsequ	ent Payment Claim with Super's Rep (Day 0)
Process Task Details A	dditional Information
Status:	Complete - 01/10/2024
Responsibility:	Superintendent's Representative (Joshua Bulloch) Contract Manager (Colin Bassett)
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 Cons	truction Contract.
This is the header information	for the claim.
Note: The "Date Claim Received" You MUST attach supporting	is the date the claim is received from the contractor. g documents to this claim
Detail for the value of the clai	m, that is the Payment Item is added after this form is completed.
Version: 26-Feb-2016	
Date Claim Received:	<u>a</u>
Claim Period From:	0
Claim Period To:	<u> </u>
Certificate Due Date:	0 Create Reminder
Payment Due Date:	🖞 🛆 Create Reminder
Supplier Ref No:	
Tax Status:	Auto Tax 🗸
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
	Onfidential 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

Construction Contract - Subsequent Payment Claim

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.

ITRACT FINANCIALS > Payment Claim						
Current Contracts 21102040: Independ Brimen						
current contract: 21593040: 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:					-	
	Process Link:	4.3.13 Construction Contract	- First Payn	tent Claim	(2)	
Approved Lig. Damages: \$0.00	Approved Retention:	\$0.00			•	
few Payment 🗰 Edit Payment Delete Payment Save Certificate PBA Set	tings Claim Matrix					
Paym	ent Items Schedule of Rates Adjustments Minor Works Orders	5				
syment Item List						
Payment Import						
iow is a list of Payment Items for the selected Payment Citck here to add a new Paymen	it item, or cick here to copy the previous Payment items to the Pay	yment.				
ck nere to and a new Liquidated Damades Item	designed the list French Research Cisins Research French					
a can select an item from the list below to modify it. Click on the column header to reor	perysort the list. Export Payment/Claim Items to Excel.					
Payment Item Filters						
The second set of the second						
< < ruge 1 or 1 + +++						
em ID Number Description	Related Contract 1	Item Type Account Numbe	N/A 0	- 1 Val	ue of Work	Total (ex.
		52603		1	\$0.00	5

- 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)

Account Number: 5264 Item ID: Number:	5 - Main Contract	Q	
Item ID: Number:	5 - Main Contract	2	
Item ID:			
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:	V 1	
Adjustment Type:	Variation	
Name of Initiating Person:	Finn Pedersen	
Supplier Contact:	PQ - Mrs Kendal Moss, Contractor's Contact, Multiplex Constructions ♥	
Date Raised:	30/09/2024 0	
Due Date:	m 4 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:		
		la l
N/A 57:		
		4
N/A 501:	0	
Attachment:	Attachments	
	no attachment	
	New Confidential	
	Choose File No hie 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

Construction Contract – Subsequent Payment Claim

Adjustment Item Add/Edit	
Item Number:	z IV
Item Description:	Water Corporation head works
Account Number:	
Project/Stage:	٩
Quantity = 1:	1
Claimed Amount:	-5000.00
Rate:	-\$\$000.00
GST:	+\$500.00
Total (ex. tax):	-\$5000.00
Total (inc GST):	-\$550.00
	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

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

Storage Add/Edit	
Title:	Psyment claim #1 Statutory Declarations
Document Type:	Statuatory Declarations
File Location:	No documents attached.
	Upload New Document * Max file size allowed is 500.00HB. Show allowed file types
	Search for existing document in Open Windows.
Date:	30/09/2024
Version:	
Officer:	
Time:	
	Add Close
1	

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
- If entirefield alight Save Contificate 0

3. Il Salished, click Save Cel lincale	
Current Contract: 21595819: Baldivis Police Station Upgrade - Construction - Multiplex Construction	
Payment Number: 1	Invoice: 1
Payment Tax Invoice Date:	The Claim Received: 30/09/2024
Claim Period From: 24/09/2024	Claim Period To: 30/09/2024
Entered Date (System Generated): 30/09/2024	Attachment: <u>Click here to View.</u>
Comment:	
	Process Link: 21595819 Claim #01 Baldivis Police Station Upgrade - Construction - Multiplex Construction Project #15311
Approved Liq. Damages: \$0.00	Approved Retention: \$0.00
\overline View Payment 🗕 Edit Payment Delete Payment Preview Payment Summary Preview Certificate Save Certificate	
Payment Items Schedule of Rates A	idjustments Minor Works 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 conv the previous Payment Ite	ens to the Payment.
Click here to add a new Liquidated Damages Item	
You can select an item from the list below to modify it. Click on the column header to reorder/sort the list. Export Payment/Claim Items to Excel	
M. Davment Item Filters	
· Tymen term meta	
44 4 Page 1 of 1 >>>	
	N/A Country
Item ID Number Description	Related Contract Item Type Account Number 10/A Quantity Value of Work Total (ex. tax)
1 1	52645 1 \$1,000,000.00 \$1,000,000.00
	<u>\$1,000,000.00</u>
- Payment Approval Nictory Lict	
i syncar approver matery car	
No log entry found for this Payment.	
	Process Task: Preview Certificate, Certify and then send to Contractor (by Day 10)
	Back Complete & Continue

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 Iten	IS Schedule of Kates Auj	juscments (millior works order	5					
Payment Item List											
Below is a list of Payment Items for the	selected Payment. Expo	rt Payment/Claim Items	to Excel.								
<< < Page 1 of 1 → >>											
Item ID Number Description						Related Contract Item	Туре Ассол	int Number N//	A Quantity = 1	Value of Work	Total (ex. tax)
1 1							5264	5	1 :	\$1,000,000.00	\$1,000,000.00
										<u>\$</u>	1,000,000.00
Payment Approval History List											
<< < Page 1 of 1 ► ►►										_	_
Status	Actioned By	Send To	Date	Note				Attachn	nents	Certific	ate
Approved			30/09/2024								
						Process	s Task: <i>Preview</i>	r Certificate, Ce	rtify and the	n send to Contr	actor (by Day 10)
L										Com	piece of containue
	Complet	e & Conti	nue								
5 Click	Compies		to n	roceed							
0. 0101			io p	100000							

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



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Document control			
Approving Authority: Senior Project Advisor		Business Unit: Building and Contracts	
Effective Date		Review Date	20/11/2024
Replaces QRG	4.3.14 [CM-SR] Construction Contract – Claim for Subsequent Payment		
EDRMS File No.		Document No & Version	1.0
Scope	PACMan Subsequent Payment Claim		