Payment Requisition User Manual

SOV Examples:
General Contractor

<table>
<thead>
<tr>
<th>Item Number (A)</th>
<th>Description of Work (B)</th>
<th>Scheduled Value (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000010</td>
<td>All-Bry Mobilization</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>0000020</td>
<td>Site Demolition</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000030</td>
<td>Excavation /BF for Playgrounds Areas</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000040</td>
<td>Excavation /BF for Sidewalk/Playground Areas</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000050</td>
<td>Excavation for Artificial Turf Area</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000060</td>
<td>Backfill for Artificial Turf Areas</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000070</td>
<td>Storm Sewer Street Connection</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>0000080</td>
<td>Storm Sewer On Site</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>0000090</td>
<td>Playground Equipment Supply</td>
<td>$86,609.00</td>
</tr>
<tr>
<td>0000100</td>
<td>Install Playground Equipment</td>
<td>$26,310.00</td>
</tr>
<tr>
<td>0000110</td>
<td>Playground Surface</td>
<td>$40,238.00</td>
</tr>
<tr>
<td>0000120</td>
<td>Concrete Ramp</td>
<td>$14,000.00</td>
</tr>
<tr>
<td>0000130</td>
<td>Concrete Flatwork</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>
Architect of Record

NEW for AORs: There will be change orders generated to bring into your Schedule of Values instead of producing new pay reqs from Additional Service POs. The “Addt’l Service” $ value will be determined in accordance with the current AOR Contract along with the Design teams directive. You’ll receive the additional PO upon review and approval of the Change Order and you’ll bill them separately from the base contract. Please see detailed instructions on page 18 of this user manual.

Before you start your first payment requisition you should make sure of the Ethnic Codes of your subcontractors and provide an accurate contractual breakdown.

GCs and AORs need to breakdown their Schedule of Values to reflect their minority vendors/subcontractors per CPS and the Office of Business Diversity.

Retention Reduction:

The GC can apply for Retention Reduction when reaching 50% completion of construction. The GC will apply the Retention Reduction to the Line Items they are seeking reduction on and will attach the Request for Retention Reduction and Narrative (signed off by the PM) as an attachment to the Pay Requisition being submitted. This will then be reviewed by the CM Financial Coordinator, the Project Manager on site, and Venny Dye (CPS) for approval during the review cycle.

<table>
<thead>
<tr>
<th>Item Number (A)</th>
<th>Description of Work (B)</th>
<th>Scheduled Value (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>O000010</td>
<td>50% Design Review (20% of Project)</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>O000011</td>
<td>100% Design Review (40% of Project)</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>O000012</td>
<td>Bidwing (10% of Project)</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>O000013</td>
<td>Construction Administration (25% of Project)</td>
<td>$52,500.00</td>
</tr>
<tr>
<td>O000014</td>
<td>Close-Out (5% of Project)</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>O000020</td>
<td>Reimbursable expenses</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>O000030</td>
<td>Reimbursable consultants $37,500</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
HIGHLY RECOMMENDED – ALL VENDORS should establish an ISupplier account

Each Pay Requisition must be specific to a single open Purchase Order. Before a Pay Requisition is created, vendors should check the CPS iSupplier portal (https://supplier.cps.edu) to ensure that the pay requisition does not exceed the open amount of the PO.

GC/AOR: Generate Pay Requisition from Contracts – Committed

1) After logging into CM expand the project you are creating your first Pay Requisition for. Expand “Contract Information” and select “Contracts – Committed”.

2) You will be brought to the Contracts – Committed log. You will select your contract that you would like to create the requisition for.
3) After you open the Contract browse to the “Contract Summary” tab.
   a) Click on “Payment Requisitions” tab.
   b) Click on “Generate”.

4) The Generate Requisition window will pop up.
   a) Select the “Period To” that this requisition is for.
   b) Make sure “no” is selected for both questions.
   c) Click “Finish” to generate your first Pay Requisition.

5) You have created Requisition One.

6) Click on the “Edit” button.
7) Browse to the “Review Status” tab.
   a) Document Owner: You must contact a Primavera Admin in order to become the Document Owner. Please contact Cynthia King at 773-553-1239 (ckking@cps.edu)

8) Browse to the “Schedule of Value” tab.
   a) To begin creating your Schedule of Value (SOV) click on the “Edit” icon next to the first Line Item in the SOV.

9) Enter the “Item Number”. Modify the “Description” and the “Scheduled Value” to reflect your first line item in the SOV that you have submitted and had approved.
   a) This Period: Enter in the amount you are billing for this pay period.
   b) % complete: You can use this rather than entering in amount in “This Period”. These fields will update automatically based on which one you choose to use.
   c) Retain %: Enter in the percent that is being retained. This field defaults to 10% so adjust according
to your contract. **AORs do not have any retainage so ZERO out the percentage.**

d) Activity ID: Select your Activity ID if applicable

10) **For AORs**, you’ll click in the first line item and if applicable, edit the Description to break down the fee into the design phases (shown on pg. 2) Enter Scheduled Value and remove the 10% retainage. Enter the Ethnic Code and Contractor as shown in the #11 and SAVE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOR base fee</td>
<td>$1,727,500.00</td>
</tr>
<tr>
<td>Reimbursable expenses</td>
<td>$51,325.00</td>
</tr>
<tr>
<td>Reimbursable consultants</td>
<td>$201,719.00</td>
</tr>
</tbody>
</table>

11) Scroll down until you come to “Custom Fields”.
   a) **Ethnic Code**: Select Ethnic Code that pertains to this line item. If your line item is a Header, Subtotal, or Blank Line, select Not Applicable.
b) **Contractor Name**: Select the name of the Contractor you are linking with the Ethnic Code.
c) These fields must be filled for every line item in your SOV.
d) If the company isn’t listed, please contact Cynthia King at 773-553-1239 (ckking@cps.edu) to request the addition.

12) Scroll to the bottom of the window and click “Save and Close” or “Save and Edit Next” (if there are multiple line items pre-populated from the
13) Continue adding your Line Items by selecting “Add Lump Sum” and following steps 9-11. Do this until you have entered your full SOV.

14) Your Log Total at the bottom of the SOV should equal your Contract Amount in the Contract Summary tab.

15) After completing your SOV browse to the “Requisition Summary” tab and click the “Edit” icon.

16) Enter the amount that is shown for “Current Payment Due” in the “Amount Certified ($)” and click “Save”. This must be done in order for the Waiver of Lien to populate your correct information.

17) Browse to the Custom Field tab and input the PO# issued to you and your invoice # (this MUST be a unique invoice # and NEVER duplicated). You may type in any specific notes within the Current Status Narrative (contents of the attachment, etc.) If it’s a Final Requisition, please click the box. This will populate onto your lien waiver and sworn statement as Final documents, not Partial.
documents.

**If you have SAVED the pay req and realize you haven’t changed it to a FINAL, it can take up to 10-15 minutes to sync and reflect it’s a final on the waiver/sworn statement.

18) Browse to the “Print Preview” icon to check and make sure all required items have been addressed.

   Note: The G702 Form is the default report when you “Print Preview”, PLEASE print to include in your attachment package.

If there are any “FAIL” items as seen in this screen shot the Pay Requisition will be rejected (except for attachments - we realize if you don’t have an attachment it’ll state FAIL – please proceed with printing). PRINT THIS TO INCLUDE IN YOUR ATTACHMENT.

19) Browse to “Select an action...” and select “Advanced Print”.

Page | 8
20) The Print window will pop up. Select “Sworn Statement” and click “Preview” to generate your Sworn Statement. After this has been generated, print, sign, and notarize the document. Then, select “Lien Waiver” and click “Preview” to generate form, print, sign, and notarize the document. You will also need to print out the G703 form (your pencil draw - schedule of values) this needs to be signed off by the PM – for the GCs.

21) ***Please make sure to write in the “Amounts Due This Period” and the Total at the bottom before you scan and attach the Sworn Statement.

*** Please scan ALL documents (see all required documents below in #23) together with your invoice on TOP.

22) Browse to the “Attachments” tab. Click on “Attach File” and attach all required documents to submit Pay Requisition. [Vendor Invoice that contains UNIQUE invoice# - EXAMPLE: 2386002-01 (this is the CPS issued PO# which IS UNIQUE & NEVER DUPLICATED), a billing description, invoice amount, CPS PO#, Vendor #, and Project # that matches all information within PCM., Sworn Statement, Waivers, G702(Print Preview), Expense.
23) When ready to submit your Pay Requisition browse to the “Review Status” tab and click “Edit”.

![Review Status Tab](image)
24) Add Reviewers to the Pay Requisition.

**TIP** – To find the appropriate reviewers per project, please click on the project, then right click to Project Settings. Click on the Key Parties to find your reviewers, as shown.

**a)** AORs will add in this order
   i) Cynthia King - Jacobs
   ii) Design Manager (ALL Pay Reqs BUT THE FINAL)
   iii) Project Manager (if in Construction Admin &/or Close Out phase)
   iv) Lynne Sorkin, Jacobs (for final Invoice only or Addl Serv Invoice)
   v) Cynthia King - Jacobs

*In order to add Cynthia King at the bottom, you must save, then Add Reviewers again and select her.*

**b)** GCs will add in this order
   i) Raquel Guariola - Jacobs
   ii) Project Manager
   iii) Venny Dye (CPS-for retainage reduction only)
   iv) Cynthia King - Jacobs
   v) Raquel Guardiola - Jacobs

*In order to add Raquel at the bottom, you must save, then Add Reviewer again and select her.*
c) MECs will add in this order
i) Raquel Guardiola
ii) Katherine Challberg (Jacobs)
iii) Project Manager
iv) Rob Christlieb (CPS)
v) Raquel Guardiola

In order to add Raquel at the bottom, you must save, then Add Reviewers again and select her.

25) Select Save in bottom Right Corner, then click **Initiate**
To Generate sequential Pay Requisitions follow these steps below.

1) Expand the project you are generating another Pay Requisition for and select the “Payment Requisitions” module under “Contract Information”.

2) In the Payment Requisitions log select your previous Pay Requisition.
3) Browse to “Select an action…” and select “Generate Requisition”.

4) Generate Requisition window will pop up. Select the “Period To” that this requisition is for (this defaults to 30 days past the previous pay req but you can change it) Once saved the date cannot be edited.

5) Click NO to “Link the new Requisition to the same Attachments as the original?” Leave the other 2 as YES

6) Click “Finish”

7) You are brought to your second requisition.
   a) Click on the “Update this Period” icon.
8) This brings up a pop up window that allows you to update this pay period SOV by using the % Complete or This Period (Enter $ value) to update the your Pay Requisition for this pay period. Click “Finish” when you are done updating for this period. **If you receive an “access error”, please X out and your work will be saved.**

![Update Period Window](image)

9) Browse to the Requisition Summary Tab. Enter the amount that is shown for “Current Payment Due” in the “Amount Certified ($)” and click “Save”.

![Requisition Summary](image)

10) Browse to the Custom Field tab and input the PO# issued to you and **your invoice # (this MUST be a unique invoice # and NEVER duplicated)**. You may type in any specific notes within the Current Status Narrative (contents of the attachment, etc.) If it's a Final Requisition, please click the box. This will populate onto your lien waiver and sworn statement as Final documents, not Partial documents.

**If you have SAVED the pay req and realize you haven't changed it to a FINAL, it can take up to 10-15 minutes to sync and reflect it’s a final on the waiver/sworn statement.**
11) Browse to the “Print Preview” icon to check and make sure all required items have been addressed.

12) If there are any “FAIL” items as seen in this screen shot the Pay Requisition will be rejected (except for attachments - we realize if you don’t have an attachment it’ll state FAIL – please proceed with printing). PRINT THIS TO INCLUDE IN YOUR ATTACHMENT.

13) REPEAT STEPS 19 through 22 from above, make sure to change your invoice # in the Custom Field tab.

***Please make sure to write in the Previous Applications Paid and Amounts Due This Period along with the Totals at the bottom before you scan and attach the Sworn Statement.

14) Please scan ALL the following required documents TOGETHER:
Browse to the “Attachments” tab.
Click on “Attach File” – 
[Vendor Invoice that contains
UNIQUE invoice# - EXAMPLE: 2386002-01 (this is the CPS issued PO# which IS UNIQUE & NEVER DUPLICATED), a billing description, invoice amount, Vendor #, CPS PO#, and Project # that matches all information within PCM, Sworn Statement, Waivers, Expense Reports, and Pencil Draws. If final, mark the invoice as FINAL.

For FINAL billing, you must attach the approved Final Acceptance certificate, along with the fully executed FA - if it’s in the new format, it should be printed off and included in all the back-up docs. This is found within the Communication Folder as shown.

All trailing waivers should be attached.

Consent of Surety (if applicable) should also be attached.
### 15) When ready to submit your Pay Requisition
Browse to the “Review Status” tab and click “Edit”.

### 16) ALWAYS check your Key Parties to see if there’s been a change of contact information.

### 17) Add Reviewers to the Pay Requisition.

**a) AORs will add in this order**

i) Cynthia King – Jacobs  
ii) Design Manager (ALL Pay Reqs BUT THE FINAL)  
iii) Project Manager (if in Construction Admin &/or Close Out phase)  
iv) Lynne Sorkin, Jacobs (for final Invoice only or Addl Serv Invoice)  
v) Cynthia King - Jacobs

**b) GCs will add in this order**

i) Raquel Guardiola  
ii) Project Manager  
iii) Jamal Quinn (Finals-Jacobs)  
iv) Windy Andrillon (Finals-Jacobs)  
v) Venny Dye (CPS for retainage reduction only)  
vi) Cynthia King  
vii) Raquel Guardiola

**c) MECs will add in this order**

i) Raquel Guardiola  
ii) Katherine Challberg  
iii) Project Manager

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[Approval form images are shown here, but not transcribed as natural text.]

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[Reviewers listed here, but not transcribed as natural text.]

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<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia King</td>
<td></td>
</tr>
<tr>
<td>Mehmosh P Misty</td>
<td></td>
</tr>
<tr>
<td>Jeff R Havel</td>
<td></td>
</tr>
<tr>
<td>Cynthia K King</td>
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</table>

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<tbody>
<tr>
<td>Cynthia K King</td>
<td></td>
</tr>
<tr>
<td>John P O'Connell</td>
<td></td>
</tr>
<tr>
<td>Dave C Grouard</td>
<td></td>
</tr>
<tr>
<td>Cynthia K King</td>
<td></td>
</tr>
</tbody>
</table>
iv) Rob Christlieb (CPS)
v) Raquel Guardiola

18) Select Save in bottom Right Corner, then **Initiate**

If the Pay Req is REJECTED, the Document Owner receives an email notification. Within the Comments will be the reason and action(s) needed to resolve. The Document Owner needs to start a **New Cycle** within the Review Status in order to get the pay req back in edit mode. Address the item(s) then click **Initiate** again to send it through the approval process.
CHANGE ORDER PROCESS:

Change Order Process in pay reqs:
When generating the requisition, click on “Get Approved Changes”, then Next.

Select the Change Order(s) you want to bill for and click Finish.

The Change Order populates within the Schedule of Values and the Line Item always starts with a “C”. You then need to assign the ethnic code and Contractor name within the Requisition Detail.

*ALL Change Orders should have 10% retainage unless you’re an AOR (which is 0%) or requesting a reduction on current payment requisition.
*If the Change Orders have exceeded the Contingency and you have a Funding Request Purchase Order, you’ll need to assign those CO dollars to the new PO# within the Custom Fields tab.

This will need to be a separate invoice. NO Splitting or combinations of invoicing –

*If the Change Order needs to be broken out, click the edit document and change the amount and enter the ethnic code and Contractor. Please LEAVE THE ITEM NUMBER AS IS.

*Click “Add Lump Sum” and make the Item Number C000011 and repeat the Change Order description, enter $ value, ethnic code, and Contractor name.