




Payment Requisition Cheat Sheet

1. ALWAYS start your FIRST pay req from the Contract (under Contract Information – Contracts Committed)
2. Generate Requisition from the “Select an action” dropdown for all SUBSEQUENT pay reqs. 
3. Remember to enter the Amount Certified under the Requisition Summary tab. This is what populates the Lien Waiver.
4. **WARNING:** If you have Saved the pay req and realize you’ve made an error, when correcting the item and re-running your Sworn &/or Waiver – it will generally take 5 to 10 minutes for the new information to refresh. *If you’ve already initiated the pay req and realize you’ve made an error, click Stop within the Review Status tab. **If you receive a Rejection, click on New Cycle within the Review Status tab, resolve the issue, and re-initiate within the Review Status tab.
5. You must be the Document Owner in order to “Add Reviewers” within the Review Status. The following is the order of reviewers per Vendor Role, but first CONFIRM your KEY PARTIES (Right click on the project, select Project Settings, choose Key Parties tab)

GCs –Raquel Guardiola - Jacobs

Project Manager – Lend Lease/Jacobs
 Venny Dye – CPS (for Retainage Reduction Only)
 Windy Andrillon – Jacobs (ALL Finals)
 Jamal Quinn - Jacobs (ALL Finals)
 Cynthia King - Jacobs
 Raquel Guardiola - Jacobs

Surveyors, Geotech, and Roof Vendors:

Cynthia King - Jacobs
 Design/Project Mgr – URS/Jacobs
 Cynthia King - Jacobs

AORs – Cynthia King – Jacobs

Design/Project Manager – URS/Jacobs (ALL pay reqs BUT THE FINAL)
 Project Manager – LL/Jacobs (if in Construction Admin &/or Close Out Phase)
 Lynne Sorkin – Jacobs (for Final Invoice Only or Addt’l Service Invoice)
 Cynthia King – Jacobs

MECs: - Raquel Guardiola - Jacobs


Katherine Challberg - Jacobs
 Project Mgr – LL/Jacobs
 Rob Christlieb - CPS
 Raquel Guardiola - Jacobs

All Vendor Invoices MUST contain the following or they’ll be rejected:

- a. UNIQUE Invoice # (NEVER Duplicated or Single Digit – great example of a UNIQUE # is your PO# with a -01 which can never be duplicated)
- b. Vendor Number
- c. Company Name, Payment Address, and Contact (Raquel Guardiola & Cynthia King)
- d. CPS Purchase Order #
- e. Invoice Amount
- f. Project #
- g. Invoice Date
- h. Billing Description
- i. IF FINAL INVOICE – MARK THE INVOICE AS FINAL

6. These are the items CPS requires and MUST be scanned as ONE ATTACHMENT:

- a. Vendor Invoice – ALWAYS FIRST
- b. Sworn Statement
- c. Lien Waiver(s)
- d. Pencil Draw
- e. Itemized Reimbursable Expense report &/or receipts (AORs)
- f. G702 – Requisition Summary page – Print Preview
- g. Retainage reduction letter (when applicable)
- h. Final Acceptance certificate AND fully executed FA
- i. If Final - Consent of Surety when applicable

7. For Final Pay Req - Input the checkmark within the Custom Fields tab.  This’ll change your Sworn Statement and Lien Waiver accordingly.

