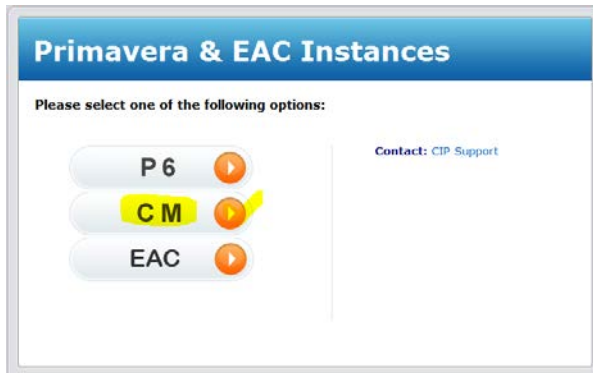


Primavera Contract Management Invoice Process for PBC

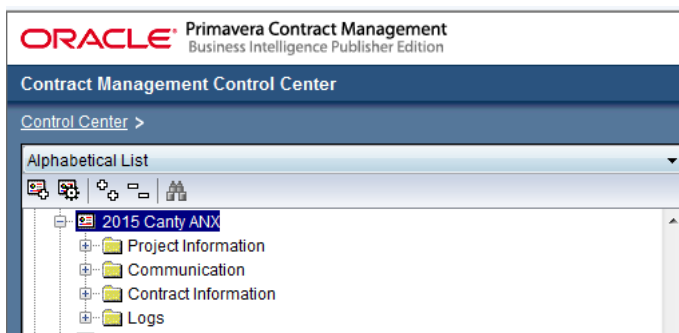
<http://epm.cps.k12.il.us>

Please use Firefox or Internet Explorer

Click on CM



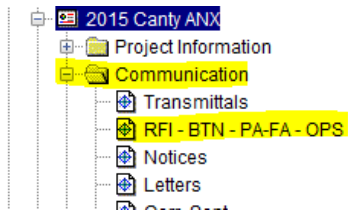
Login with your CPS User ID and password



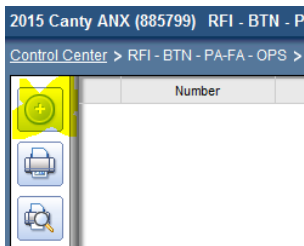
You'll see your assigned project(s)

Open the Communication Folder by clicking on the +, then select:

RFI – BTN – PA-FA – OPS



Click on the + to Add Document



Within the General tab, click the “Type” dropdown and select PBC – Payment Requisition

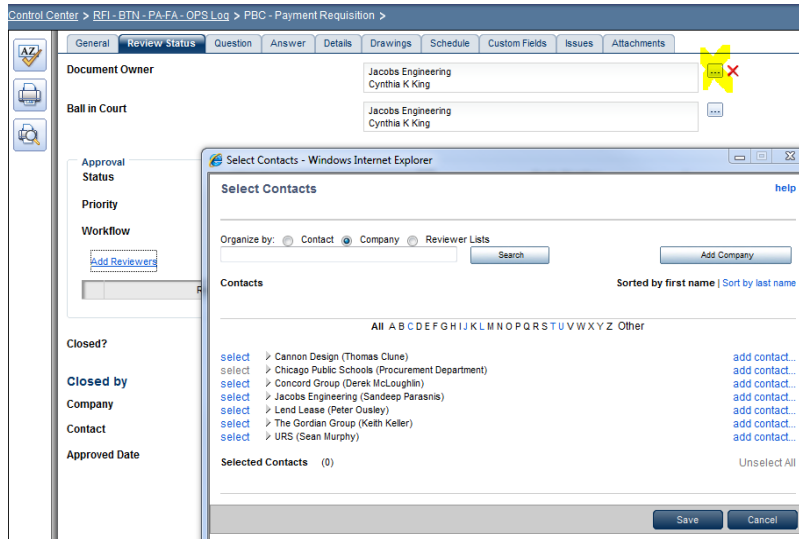
To: Select - Chicago Public Schools, Procurement Department

From: Select - Public Building Commission

Title: Specify GC, AOR or other vendor specific info with the pay req #

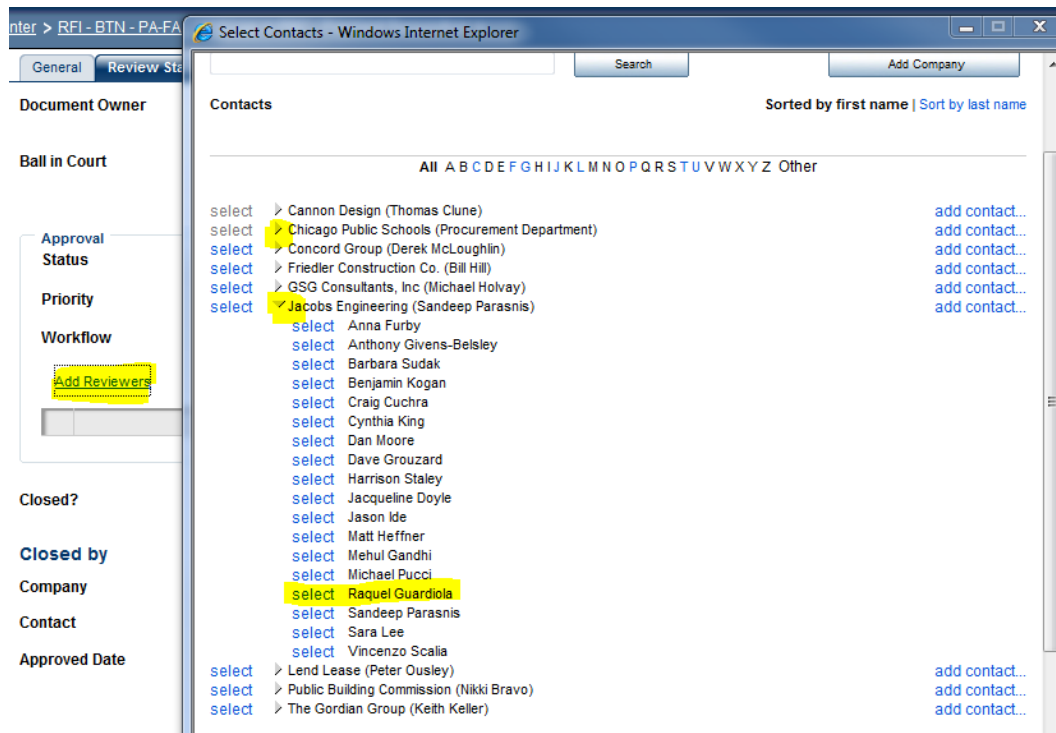
Field	Value
Type *	PBC - Payment Requisition
To *	Chicago Public Schools Procurement Department
From *	Public Building Commission Ariel Vaca
Number *	00001
Date	Oct 14, 2015
Title	AOR Pay Req #1

Click on the Review Status tab and select yourself as the Document Owner and Save



For ALL pay reqs but GC: Click on Add Reviewers and Select from Jacobs (under gray arrow to expand company list) Raquel Guardiola, then Select from CPS: Elizabeth Smith, SCROLL down and SAVE. Then click Add Reviewers again in order to add Raquel again.

For GC pay reqs, add Raquel (Jacobs), then Brian Zator from CPS, scroll down and Save. Then click Add Reviewers again and add Raquel again.



The Review Status tab will look like this:

Ball in Court

Qualandras V Edwards
Public Building Commission
Qualandras V Edwards

Approval
Select approval Latest Cycle

Status New Item Cycle Numbe

Priority Normal Required Sta

Workflow Approve in Sequence ? Required Fini

[Initiate](#)

Reviewer	Status
Raquel Guardiola	
Elizabeth Fisk Smith	
Raquel Guardiola	

Select the Attachment tab, click on Attach File, Browse, enter your subject and Save & Close. Please make sure to scan all your docs together so that they're in ONE attachment per pay req. No more than one attachment will be accepted by CPS.

2015 Canty ANX (885799) PBC - Payment Requisition : 00001 | Chicago Public Schools

Control Center > RFI - BTN - PA-FA - OPS Log > PBC - Payment Requisition >

General Review Status Question Answer Details Drawings Schedule Custom Fields Issues **Attachments**

[Attach File](#) [Attach URL](#)

Attachment	Subject

Attach File - Windows Internet Explorer

Previous Next [Spelling](#)

Attach File

Attachment * [Browse...](#)

Subject

Location 885799

Date Attached Oct 14, 2015

Attached By Cynthia King

* Required

Help Save & Close Save and Add Another Cancel

Go back to the Review Status tab and Click Initiate.

When the process is complete you'll receive an email approval notification, and your payment requisition will be forwarded on to CPS Accounts Payable to be receipted and scheduled for payment.