



Expense Contracts Pay Requests Training Guide (Mentor)

Date Created: 7/12/2021

Date Updated: 04/08/2021

Contents

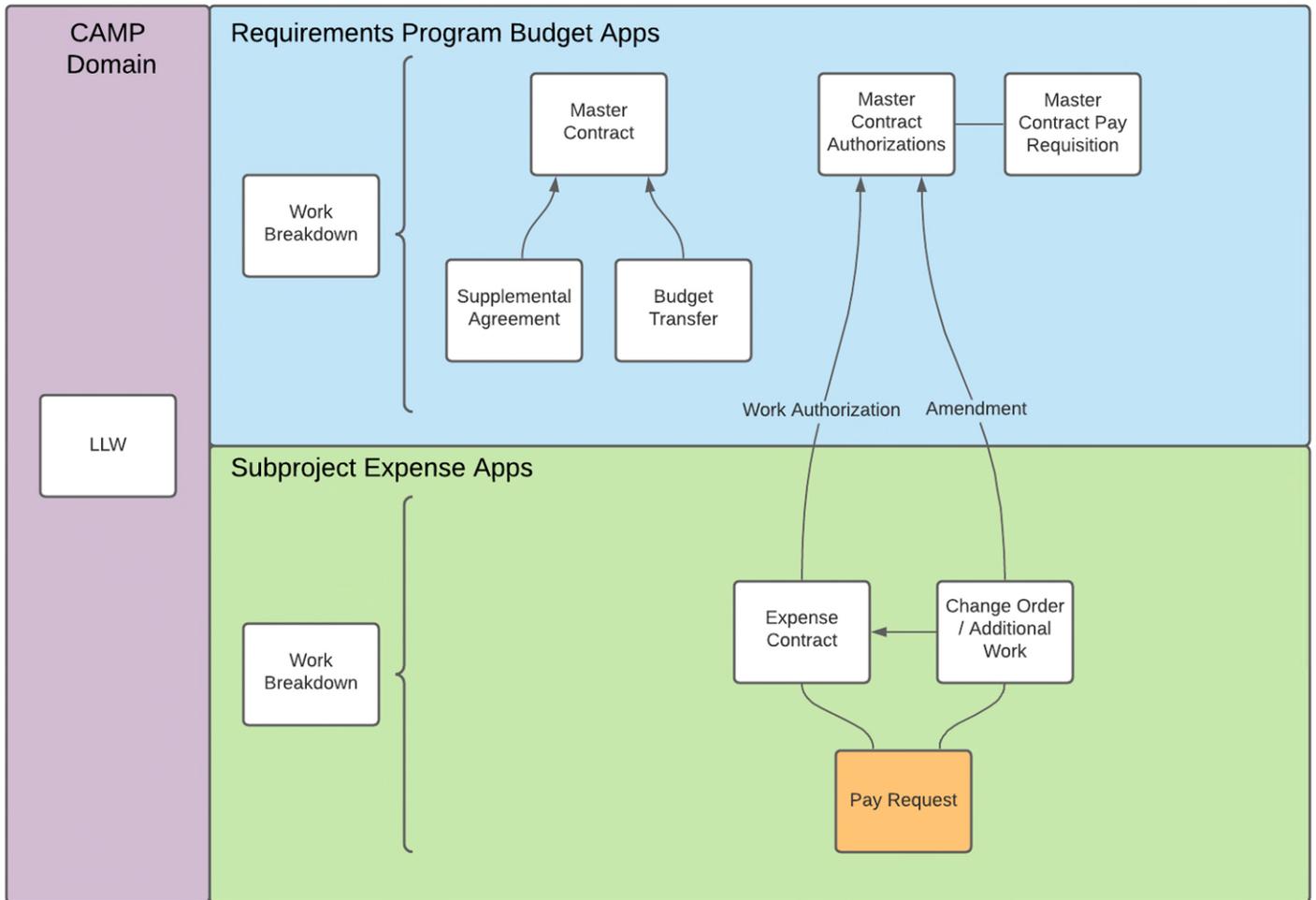
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About

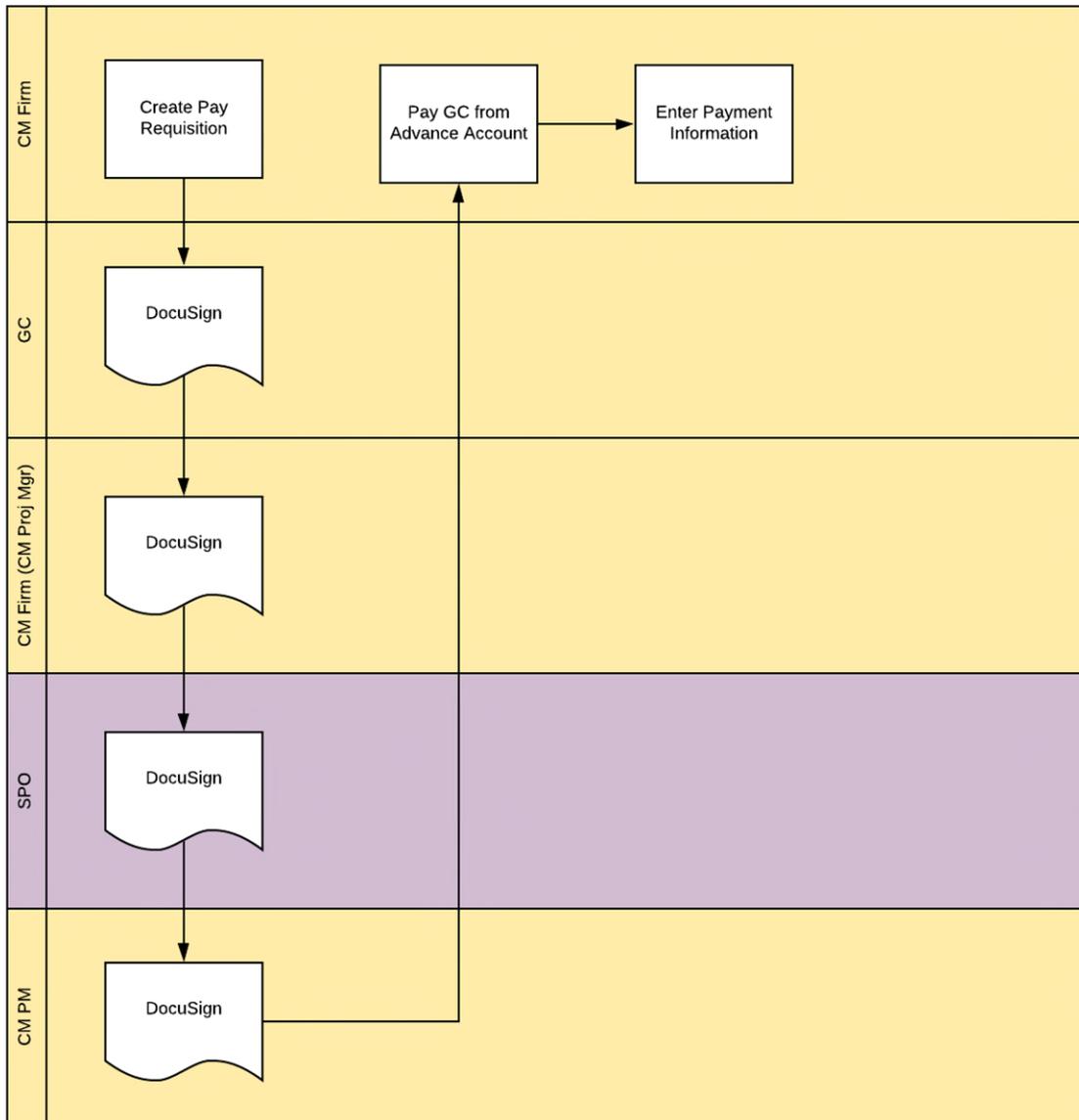
Expense Contract Pay Requests are created by the CM firm when they pay the GC ,from the trust account, for their work completed.

Workflow Diagrams

Summary Workflow



Pay Request Workflow



Process Overview

CM Firm selects the Expense Contract and Approved Change Orders, enters the amount for SOV cost items, and submits the Pay Request. The GC (To Party on the Expense Contract), CM Firm (CM Project Manager), SPO, and CM PM DocuSign the payment. The CM Firm pays their General Contractor from the Trust Account, then enters the check number, payment date, and CM Pay Requisition Number.

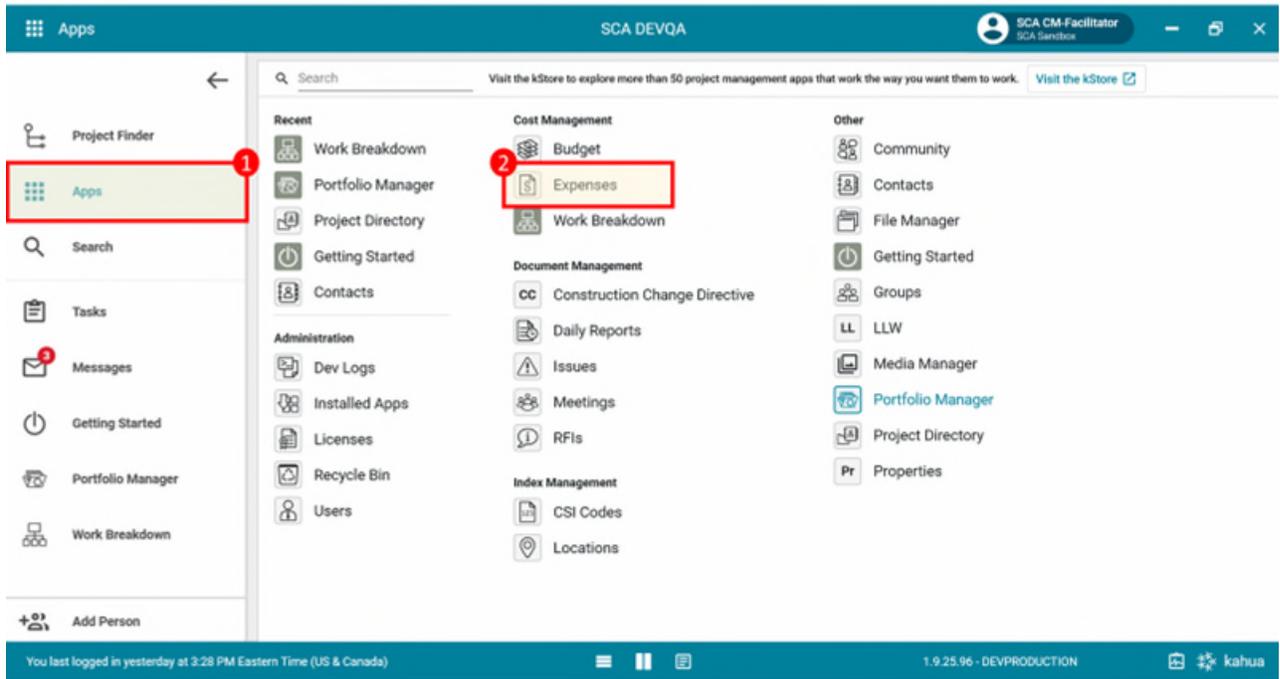
Step-by-Step Instructions

Create Pay Request

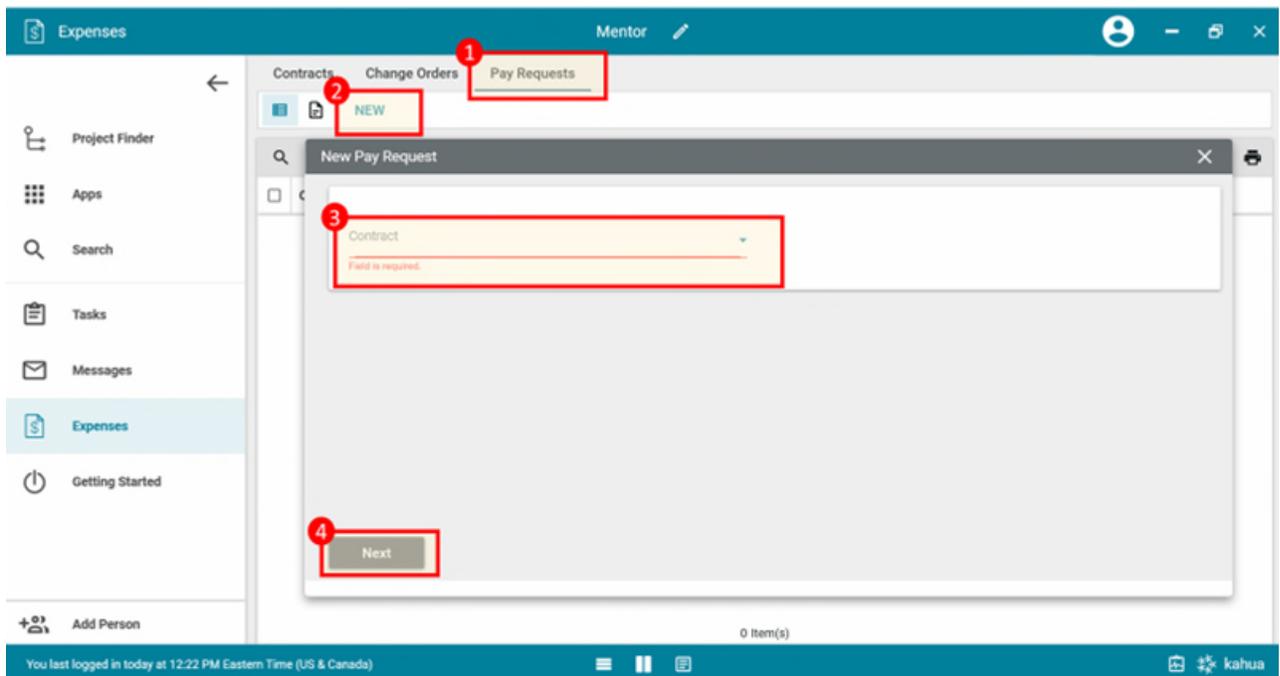
| Role | Preceding Steps | Outcome |
|---------|-------------------------------------|-------------------------------|
| CM Firm | → Pay Request Information is known. | → The pay request is created. |

Steps

1. Go to 'Apps' > Select 'Expenses' App

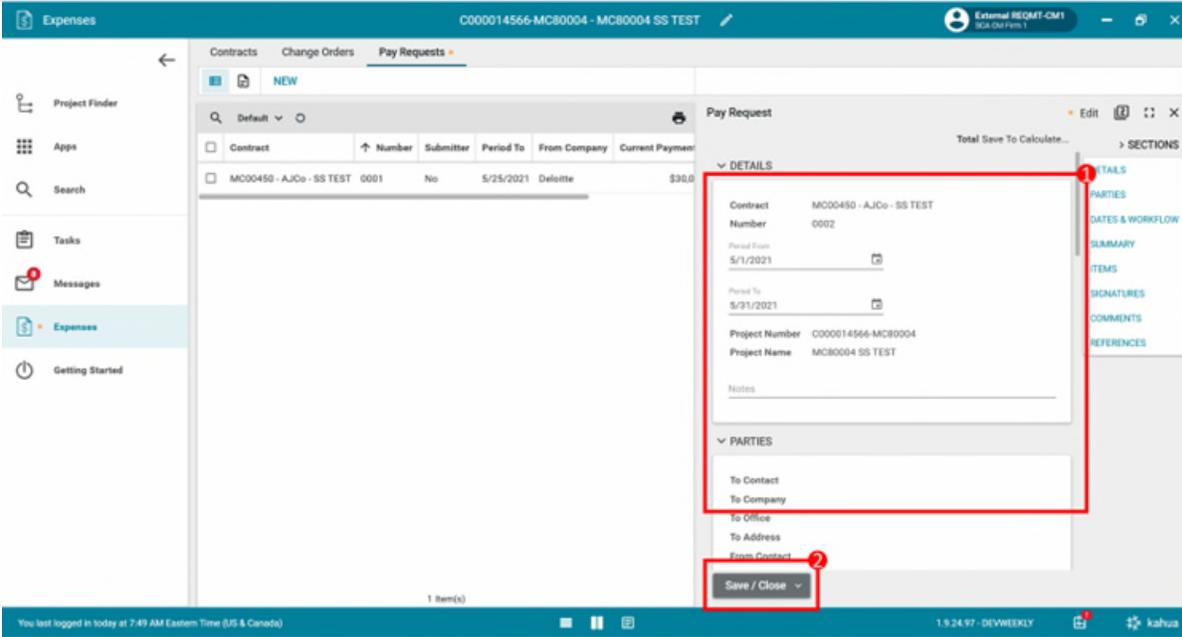


2. Select 'Pay Requests' tab > Click 'New' > Select corresponding Contract > Click 'Next'



3. Enter Required Fields > Enter Additional Fields > Click 'Save / Close'

Note: The 'Work Completed Retainage %' can be updated in the Items section for retainage release.



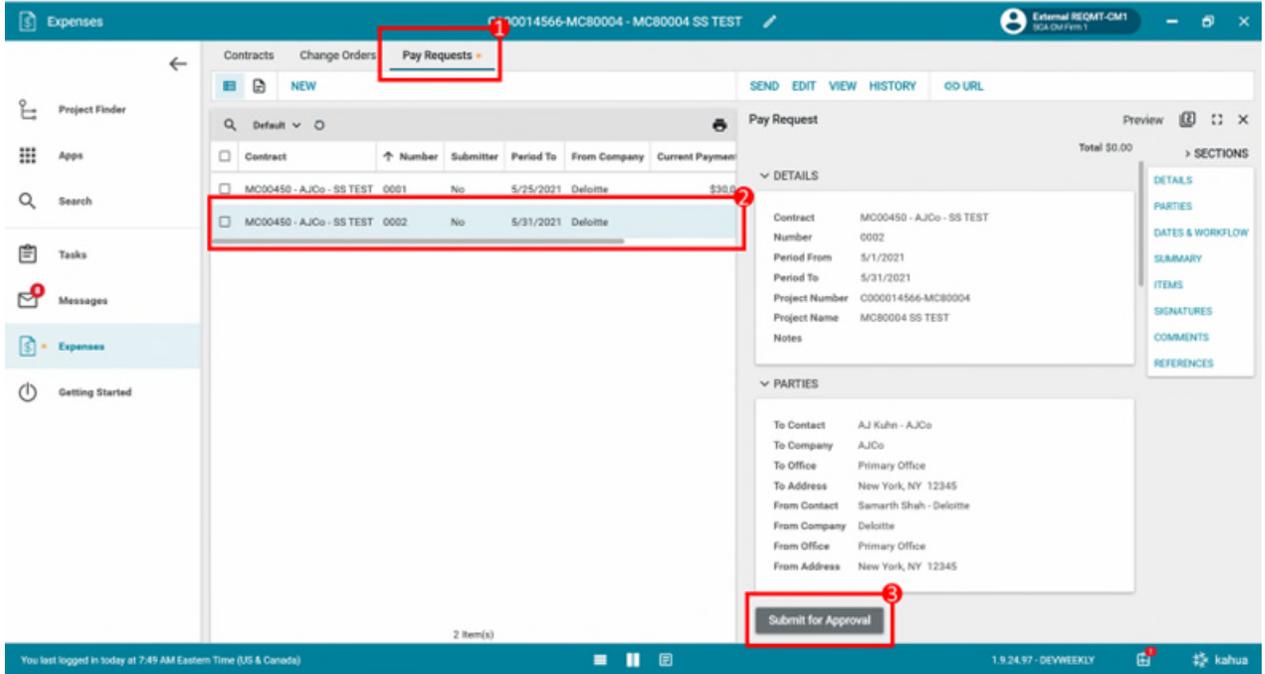
Submit for Approval

| Role | Preceding Steps | Outcome |
|---------|-----------------------------------|---|
| CM Firm | → A pay request has been created. | → Pay Request details are submitted for CM PM review. SCA CM Firm can only view or recall the Contract. |

Step

Select the 'Pay Requests' tab > Select the Pay Request requiring submission > Click 'Submit for Approval' button

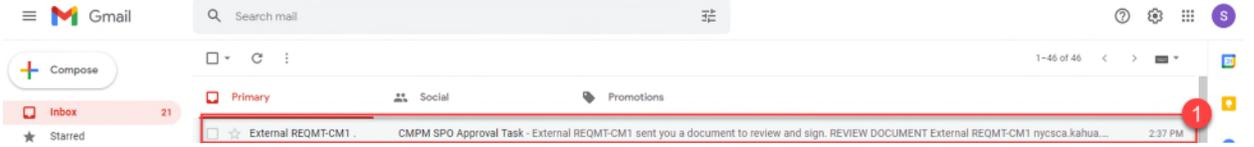
| Role | Preceding Steps | Outcome |
|------|--|--------------------------------|
| GC | → A pay request has been created and submitted for approval. | → The pay request is approved. |



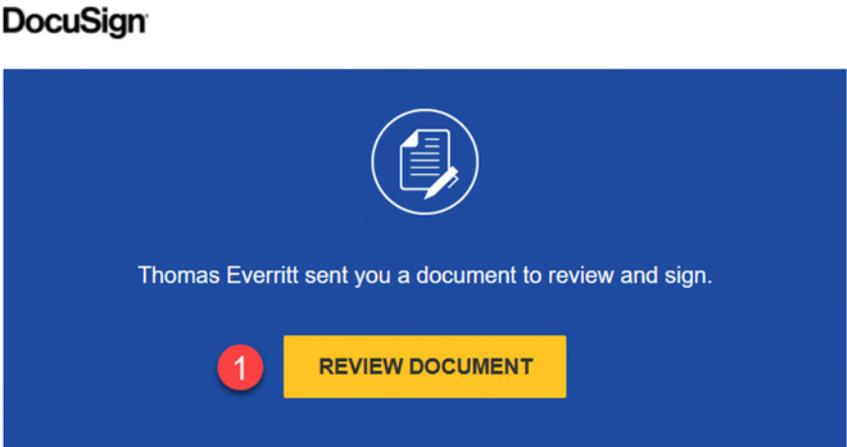
Certify Pay Request – GC (To Party from the Expense Contract)

Steps

1. Go to email account > Select email titled ‘GC CMFirm SPO CPM Approval Task’



2. Click 'Review Document' button in email



3. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button

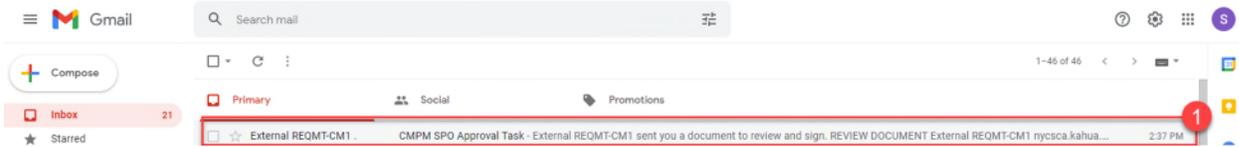
4. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

Certify Pay Request – CM Firm

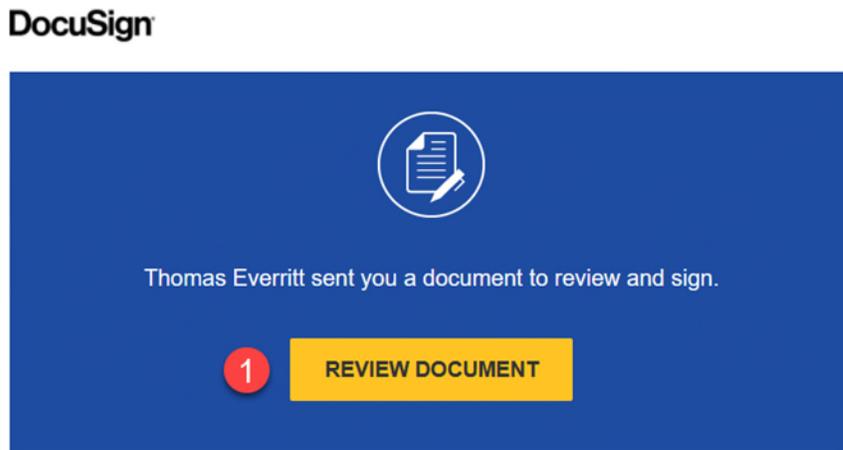
| Role | Preceding Steps | Outcome |
|---------|--|--------------------------------|
| CM Firm | → A pay request has been created and submitted for approval. | → The pay request is approved. |

Steps

5. Go to email account > Select email titled 'GC CMFirm SPO CPM Approval Task'



6. Click 'Review Document' button in email



7. Click 'Continue' button. Note: For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button

The screenshot shows the DocuSign 'CONTRACTOR'S APPLICATION FOR PAYMENT' form. At the top, there is a blue header with the text 'Please review the documents below.' and a yellow 'CONTINUE' button with a red circle and the number '1' next to it. On the left side, there is a 'FIELDS' sidebar with various input fields like Signature, Initial, Stamp, Date Signed, Name, First Name, Last Name, Email Address, Company, Title, Text, and Checkbox. The main content area is titled 'CONTRACTOR'S APPLICATION FOR PAYMENT' and contains a table with the following data:

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|---|---------------|---------------|
| Total changes approved in previous months by CM | \$0.00 | \$0.00 |
| Total approved this month | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | |

Below the table, there is a section for 'GCI/CM: External REQMT-CM1' with fields for 'SIGNATURE' and 'DATE'. The 'SPO: SCA SPO' is also listed. There is another 'SIGNATURE' and 'DATE' field, and an 'AMOUNT CERTIFIED' field with the value '\$94,267.00'. The form also includes a 'CHECKBOX' for 'I agree to use electronic records and signatures'.

- Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

Done! Select Finish to send the completed document. 5 FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 28BB2B86-34A1-42F6-8665-3F0306973DA3

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APPLICATION AND CERTIFICATE OF PAYMENT

| | | |
|---|---|---|
| FROM: SCA GC 1 100 New Street New York, NY, 12345 | TO: SCA CM Firm 1 100 Fake Street New York, NY, 12345 | APPLICATION NO: 00001 PERIOD TO: 9/3/2021 GC CONTRACT: MC0001 REF. CONTRACT: C000015851 PROJECT: Q262 Electrical Systems |
|---|---|---|

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the attached Continuation Sheet.

| | | |
|---|--------------|--|
| 1. ORIGINAL CONTRACT SUM _____ | \$894,267.00 | |
| 2. NET CHANGE BY CHANGE ORDERS _____ | \$0.00 | |
| 3. Contract Sum To Date (Line 1 ± 2) _____ | \$894,267.00 | |
| 4. TOTAL COMPLETED & STORED TO DATE _____ | \$94,267.00 | |
| 5. RETAINAGE _____ | \$0.00 | |
| 6. TOTAL EARNED LESS RETAINAGE _____ <small>(Line 4 - Line 5)</small> | \$94,267.00 | |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT _____ <small>(Line 6 from prior Certificate)</small> | \$0.00 | |
| 8. CURRENT PAYMENT DUE _____ | \$94,267.00 | |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|---|---------------|---------------|
| Total changes approved in previous months by CM | \$0.00 | \$0.00 |
| Total approved this month | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | |

GCICM: External REQMT-CM1
 Digitally signed by External REQMT-CM1
 #14BC2F8031546D

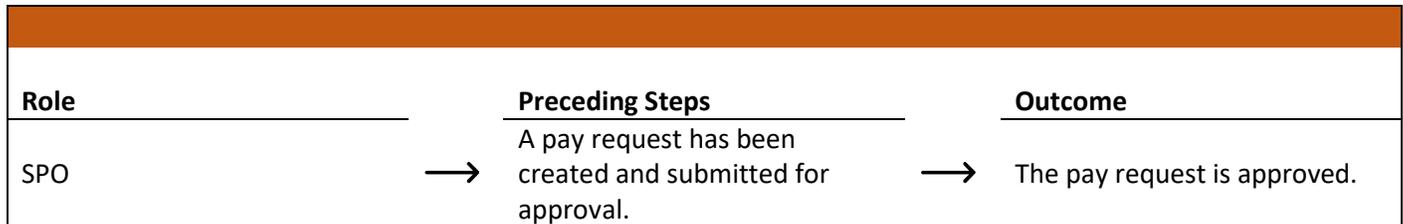
SIGNATURE _____ DATE 9/26/2021

SPO: SCA SPO

SIGNATURE _____ DATE _____

AMOUNT CERTIFIED _____ \$94,267.00

Certify Pay Request – SPO



Steps

***See screenshots from "Approve Pay Request > CM PM"**

- Go to email account (external) > Select email titled ' GC CMFirm SPO CMPM Approval Task '
- Click 'Review Document' button in email
- Click 'Continue' button. Note: For First Time using DocuSign:
 - Check 'I agree to use electronic records and signatures' box
 - Select desired signature details
 - Click 'Adopt and Sign' button
- Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

Done! Select Finish to send the completed document.

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 www.docuSign.com

APPLICATION AND CERTIFICATE OF PAYMENT

FROM: SCA GC 1
 100 New Street
 New York, NY, 12345

TO: SCA CM Firm 1
 100 Fake Street
 New York, NY, 12345

APPLICATION NO: 00001
 PERIOD TO: 9/3/2021
 GC CONTRACT: MC0001
 REF. CONTRACT: C000015851
 PROJECT: Q262 Electrical Systems

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| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | |

1. ORIGINAL CONTRACT SUM \$894,267.00

2. NET CHANGE BY CHANGE ORDERS \$0.00

3. Contract Sum To Date (Line 1 ± 2) \$894,267.00

4. TOTAL COMPLETED & STORED TO DATE \$94,267.00

5. RETAINAGE \$0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 - Line 5) \$94,267.00

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$0.00

8. CURRENT PAYMENT DUE \$94,267.00

GC/CM: External REQMT-CM1

DocuSigned by: External REQMT-CM-PM 9/26/2021

SIGNATURE DATE

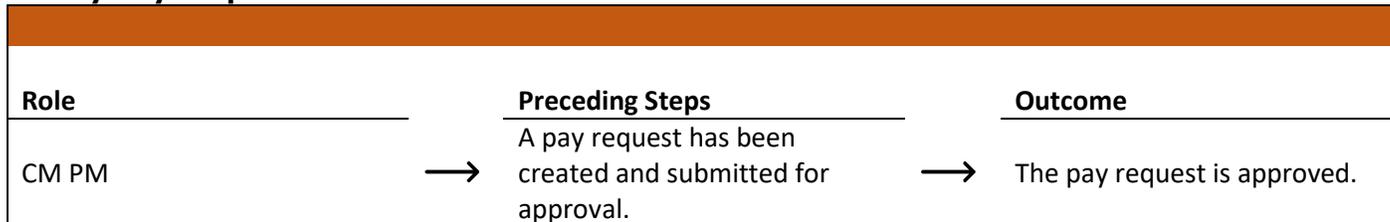
SPO: SCA SPO

DocuSigned by: SCA SPO 9/26/2021

SIGNATURE DATE

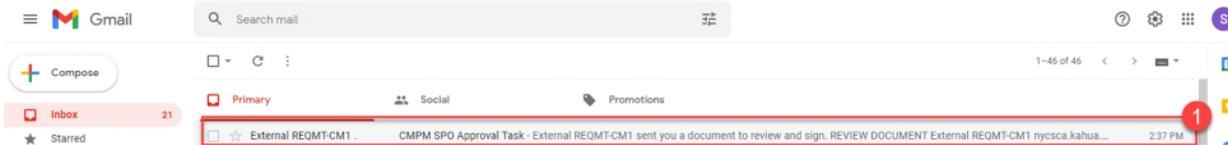
AMOUNT CERTIFIED \$94,267.00

Certify Pay Request – CM PM



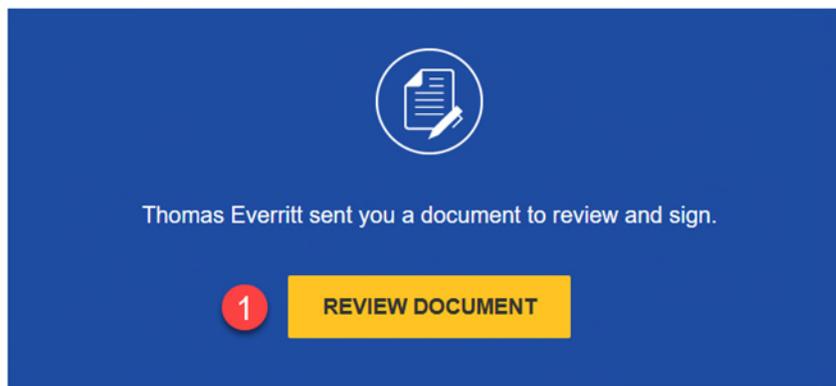
Steps

- Go to email account > Select email titled 'GC CMFirm SPO CMPM Approval Task'



- Click 'Review Document' button in email

DocuSign



- Click 'Continue' button. Note: For First Time using DocuSign:
 - Check 'I agree to use electronic records and signatures' box

- b. Select desired signature details
- c. Click 'Adopt and Sign' button

Please review the documents below. 1 CONTINUE OTHER ACTIONS ▾

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

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5. RETAINAGE \$0.00

6. TOTAL EARNED LESS RETAINAGE \$94,267.00
(Line 4 - Line 5)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$0.00
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$94,267.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$800,000.00
(Line 3 - Line 6)

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 220, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

- 12. Click 'Signature' > Drag signature to signature line > Click 'Date Signed' > Drag date to signature line > Click 'Finish' button

Done! Select Finish to send the completed document. 5 FINISH OTHER ACTIONS ▾

FIELDS

- Signature 1
- Initial
- Stamp
- Date Signed 3
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

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GC/CM: External REQMT-CM1

DocuSigned by: External REQMT-CM1-PM 9/26/2021

SIGNATURE _____ DATE _____

SPO: SCA SPO

SIGNATURE _____ DATE _____

AMOUNT CERTIFIED _____ \$94,267.00

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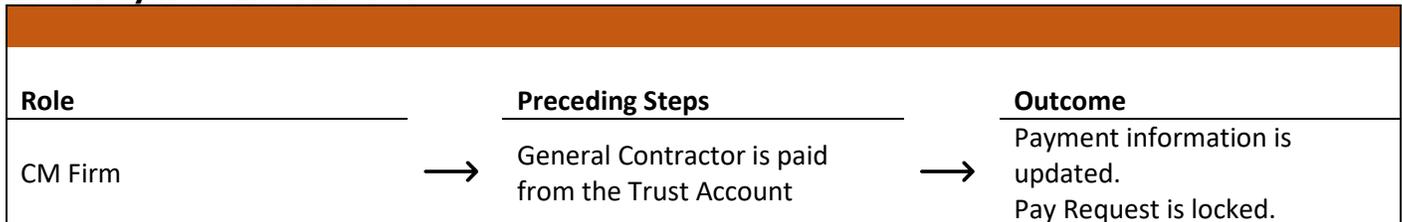
5. RETAINAGE \$0.00

6. TOTAL EARNED LESS RETAINAGE \$94,267.00
(Line 4 - Line 5)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$0.00
(Line 6 from prior Certificate)

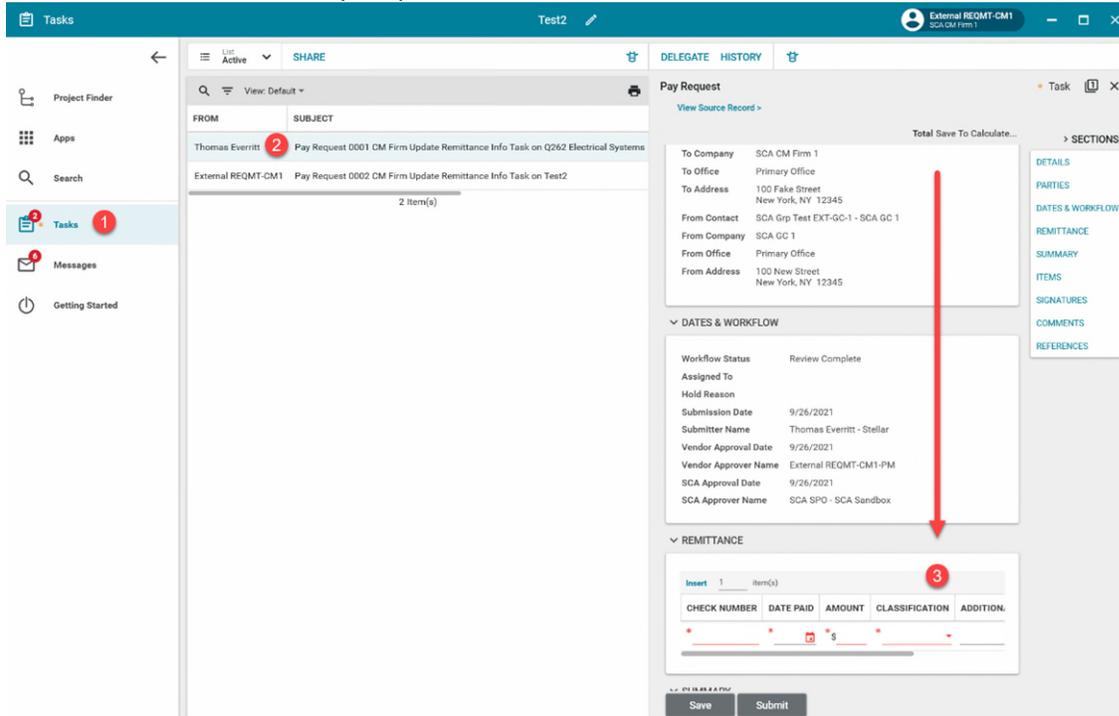
8. CURRENT PAYMENT DUE \$94,267.00

Enter Payment Information



Steps

1. Go to 'Tasks' > Select the Pay Request Task > Scroll down to the 'Remittance' section



2. Click 'Insert' to enter a new line > Enter payment information > Click 'Submit' button

