CONSTRUCTION PAY APP: VENDOR

Process Description

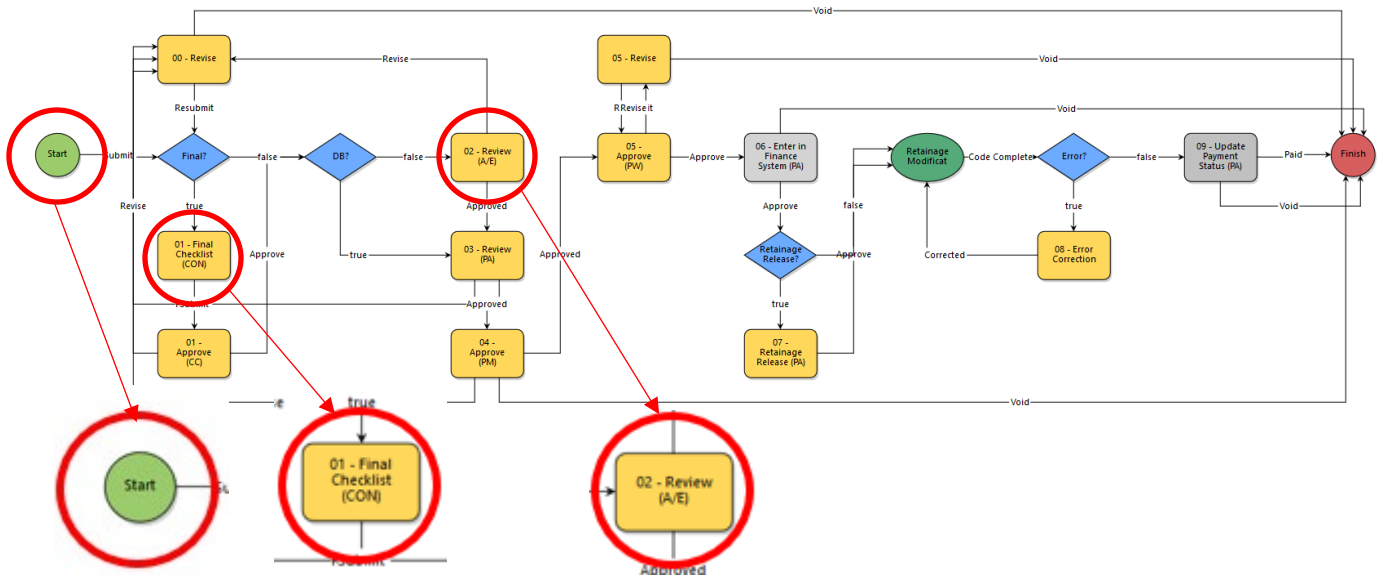Provides for submission, review, and approval of Pay Apps for Construction contracts.

Roles That Can Start the Process

Construction Manager at Risk (CMR), Design Builder (DB), General Contractor (GC), OSU Project Accountant (PA), OSU Project Manager (PM)

Process Participants

A/E, CAE, PM, PA, OSU Closeout Coordinator (CC)

Workflow Diagram

Initiation of Process: Submit Invoice and Backup Documentation

Note: All line items must be approved via the "SOV Update" process prior to being invoiced

1. Open desired *Project*
2. Click the *Start Process* button
3. Click the *Construction Pay App* link. The *Construction Pay Application (CPA)* screen displays.
4. Populate all required fields and upload all required documents:
   - Indicate Period Start and End
   - Indicate if the Pay App is Final
   - Indicate if SMSD forms have been submitted.
        Note: All subcontractors must be approved via the "SMSD" process and all EDGE information must align prior to approval of the invoice
   - Upload Pay App Backup documents

5. Within the *Commitment Invoice Details* section of the screen select a *Commitment and Date Received*
    - **Note: Follow the on-screen instructions**

Commitment Invoice Details

Status:	Draft		
* Commitment:	Select a commitment... ▼		
Company/Contact:			
* Date Received:	05.21.2019 ▦ [05.21.2019]	Date Due:	▦

6. Once a Commitment is selected, the *Commitment Invoice Detail* grid automatically populates
7. Enter the invoice amounts on each line
    - Amount to be invoiced (Column E)
    - Amount for materials presently stored (Column F)
    - Remember: Do not enter a value in Retainage Request
8. Click the *Submit* button

Final Checklist (Construction)

Note: This step is only used for "Final" Pay Apps

1. Open the process
2. Within the *Final Checklist Section*, indicate *Yes*, *No* or *N/A*
    - All items should be Yes or N/A to move forward
3. Review and adjust *Commitment Invoice* items, if necessary
4. Click the *Submit* button

Review AE

1. Open the process
2. Review the information
3. From the dropdown box select *Approve* or *Revise*
    - Select *Revise* if changes are needed
4. Click the *Take Action* button

Remaining steps are performed by OSU staff

Finish

The process is complete. Payment is made to the vendor.