

Overview

This Quick Reference Sheet (QRS) demonstrates how to submit a Claim for Payment through the Supplier Portal.

Things You Need To Know

Users are required to be registered as a Supplier and have a logon User ID for the Supplier Portal. Users also require a valid purchase order from which to claim.

Progress claims are also entered from this transaction but work slightly differently.

Features Covered

- Entering Claim Details and Claim Documentation
- Add Items
- View Claim History
- Claim against a Miscellaneous Line Item
- Progress Claim

Entering Claim Details and Claim Documentation

1. From the **Supplier Transactions** menu click **Claim for Payment**.



The *Claim for Payment* screen displays.

- 2. Either:
 - Enter purchase order number in PO Number field, if known;
 - Click Get Order.

Or

- Click Search button to view a list of open purchase orders;
- Click on **Purchase Order** number that relates to your claim.

(c)									
Claim for Payment									
On this screen you are able to submit a ne Enter your purchase order number and cl Tab through the fields, entering mandator Attach documents, check to confirm and s	w claim for payment. ick "Get Order" or use y information and the ubmit your claim.	"Search" to fin quantity for eac	d your purch ch item you w	ase order. ish to claim.			6		
The "Claim in Full" button will populate a	I open amounts. These	e can be chang	ed before sub	mitting your	claim.		N	1	
Your claim will be submitted to th	e Contact Person for a	approval							
Enter your Purchase Order numb	er and press 'Get Orde	r' to start the cl	aim process						
PO Number: Get O	der Don't know y	our PO Number?	Sear	ch					
Purchase Order Details									
Number: Contact Person:	Name:				Version Phone:	Issued	f: [
Claim Details									
Claim No: Delivery / Performance Date: *	Tour	Description: *		This	s will appear or	n your bank stat	lement		
Claim Details Claim Docur	nents								
	PO Details	Approved	Claims	Remaining	To Claim	This (Claim (EX GST)		
No Description	Quantity Unit	Quantity	Amount	Quantity	Amount	Quantity	Rate	Amount	
									-
			Clair	n in Full					
			Clan	in in their	(Prices are ex	clusive of GST)	Total:	0.00	
Check Save	Submit							Claim His	tory

Claim for Payment Supplier Portal - Quick Reference Sheet

The *Claim for Payment* screen will populate with purchase order details and related claim information.

Note: Goods items which have been fully claimed on this purchase order are not displayed.

- 3. In **Description** field, enter a short description of the goods or service provided, plus any relevant sales order number, delivery docket number, etc.
- 4. In **Your Reference** field, enter your invoice or claim number. When payment is made, this number will appear on your bank statement.

Note: Enter the invoice number exactly as it appears on the actual invoice. E.g. invoice number 0000123 should be entered as such, complete with leading zeros and not as 123 or INV 123.

- 5. On the **Claim Details** tab, either:
 - Claim the full amount, click the **Claim in Full** button;
 - Claim a partial amount/s, add the Quantity to be claimed in the orange quantity field for each item;
 - Select Enter on your keyboard to view the Amount (ex GST) claimed for the item.

Note: GST will be calculated and displayed directly underneath.

The **Claim Documents** tab is where you can add comments and attach documentation.

- 6. To add comments, directly enter into the **Supplier Remarks** field.
- 7. To add documents, click the **Browse** button.
- 8. **Locate** and **Select** the document on your computer, then click **Attach**.
- 9. Click **Save** and submit at a later time; or
- 10. Click **Submit** to register the claim.

The **Submit Claim** window opens stating that your claim has been successfully submitted.

11. Click **OK**.

An email will be sent to the Contact Person on the purchase order for approval.

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your hrough	een you are abl purchase order h the fields, en iments, check t	e to submit a new r number and click tering mandatory o confirm and sub	claim for pa k "Get Order" information omit your cla	iyment. or use ' and the o im.	"Search" to fin quantity for ea	id your purch ch item you v	ase order. rish to claim.			R	
Claim	in Full" button	will populate all	open amount	ts. These	can be chang	ed before sul	omitting your	claim.	1		
Yo	ur claim will be	submitted to the	Contact Pers	son for a	pproval						
En	ter your Purch	ase Order number	and press 'G	Get Order	' to start the c	laim process					
Numbe	er: 4200267783	Get Ord	er Don't	t know yo	ur PO Number	Sea	ch				
urcha	se Order Detail	5									
	Number:	4200267783		Name: [PRECAST CON	NCRETE		Version	: 4 Issued	08.05.2015	
C	Contact Person:	Liana Giuffre		K Email	LIANA.GIUFF	RE@WATERC	ORPORATION	.COM Phone	(08) 9489 525	53	
laims	Details (Inv)										
	Glaim No:	6000422409		Descri	ption: COR	ING UNITS					
	Claim No: Claim Date:	6000422409 13.04.2016	Y	Descri our Refer	ption: * COR ence: * 1234	ING UNITS] This will a	appear on you	r bank statemen	t	
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Document Name:							
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Add Items

You have the ability to add items to your claim. This may be for incidental expenses incurred that were not on the original purchase order.

1. Click the **Add Items** button.



The *Claim Details* window opens.

- 2. Add the **Unit**, **Quantity** and (ex GST) **Rate** for the item/s.
- 3. Click **OK**.

The **Claim Documents** tab is where you can add comments and attach documentation.

- 4. To add comments, directly enter into the **Supplier Remarks** field.
- 5. To add documents, click the **Browse** button.
- 6. **Locate** and **Select** the document on your computer, then click **Attach**.
- 7. Click the **Check** button to verify the amount being claimed. This will also provide you with a list of messages of missing or incorrect information.
- 8. Click **Save** and submit at a later time, or
- 9. Click **Submit** to register the claim for payment.

The **Submit Claim** window opens stating that your claim has been successfully submitted.

10. Click **OK**.

An email will be sent to the Contact Person on the purchase order for approval.

Claim Details Claim Doo	uments					
Supporting Information (e.g. timesheets	, declarations, invoices)					
Supplier Remarks Add Comments (250 chars max.):						
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Path:	Browse					
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Document Name	rie	type	Size(KD)	Entered On	Action	
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rurch	ase Order Details									
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Claim	s Details (Inv)									
_	Claim No: 6000422445 Claim Date: 14.04.2016 Claim Details Claim Docum	Yo	Descrip iur Refere	noe: * 1234	5] This will a	ippear on your	bank statemen	E	
		PO Deta	ils	Approved	d Claims	Remaining	To Claim	This	Claim (EX GST)	
No	Description	Quantity	Unit	Quantity	Amount	Quantity	Amount	Quantity	Rate	Amount
1	CORING - 3X180MM DIA 1X12	8.000	EA	6.000	1,170.00	2.000	390.00	2.000	195.00	390.00
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	Extra Fittings for CORING	0.000	BOX	0.000	0.00	0.000	0.00	2.000	60.00	100.00
3										
3										

Submit Claim
Your claim has been successfully
submitted
OK

Claim for Payment Supplier Portal - Quick Reference Sheet



View Claim History

1. Click Claim for Payment.

The *Claim for Payment* screen displays.

2. Either:

- Enter purchase order number in the **PO Number** field, is known;
- Click Get Order.

Or

- Click Search button to view a list of open purchase orders;
- Click on **Purchase Order** number that relates to your claim.

The *Claim for Payment* screen will populate with the purchase order details and related claim information.

3. Click **Claim History**.

		PO Deta	ils	Approved	d Claims	Remaining	To Claim	This	Claim (EX GST)
No	Description	Quantity	Unit	Quantity	Amount	Quantity	Amount	Quantity	Rate	Amount
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lumb urcha laims	Action Cett Ord se Order Details Number: 4200207783 Contact Peson: Liana Sturffre Details (Inv) Claim No: 6500522495 Claim Date: 13.04.2016 Talain Docum Tation Details Claim Docum Claim Docum	Don't k	now your ame: P Email L Descript r Referen	PO Number? RECAST CONV ANA GIUFFRE ion: * Approved 1 Output	CRETE CRETE E@WATERCO	h RPORATION.C This will ap Remaining T	Version: 20M Phone: opear on your I	Issued: (08) 9489 9253 pank statement This Cl Outputby	06.05.2015	Amount
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Supplier Transactions

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Don't know your PO Number?

Description: *

Your Reference: *

Name:

Email

PO Number:

act Person

Claim No:

im Details Claim

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Version: Issued:

Phone

This will appear on your bank statement

CORING- 2 X125MM CORED	2.000	EA							
			0.000	0.00	2.000	390.00	0.000	195.00	0.0
Item(s)				Clair	m in Full	(Prings are ex	olucius of GS	T) Total:	0.00
						(mes are en		GET.	0.0
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	Item(s)	Item(s)	Item(s)	Item(s)	Item(s)	Item(s) Claim in Full	Item(s) Claim In Full (Prices are ex	Item(s) Claim In Full (Prices are exclusive of GS	Item(s) Cialm In Full (Prices are exclusive of GST) Tota: GST Total AST

Click on	the claim num	nber to view details					
Claim No	Description	1	Your Reference	Status	Claim Date	PO No	
6000422441 CORING UNITS D/N 574321		22441 CORING UNITS D/N 574321		Awaiting Approval	13.04.2018	4200267783	
6000295238 ROCLA PIPELINE PRODUCTS - Oct 2014		852089	Approved	08.10.2014	4200267783		
Enter search	details if the O	Claim you want is not shown in t	the list above				
Claim Number		Claim Description			Your Reference	Claim Status	
							•
Purchase Order	No.	Purchase Order Name			Claim Date From	Claim Date To	
4200267783							

The *Claim History* screen appears and displays all submitted claims and their status.

Note: Click on the claim name to display the details.

4. Click **Cancel** to return to the claim screen.



Claim against a Miscellaneous Line Item

Some purchase orders have been created with a miscellaneous line item to allow for incidental expenses. The quantity is set to the total value allowed for the purchase order and the rate is set to \$1.

To claim against a miscellaneous line:

- Enter the amount (ex GST) to be claimed into the orange **Quantity** field.
- 2. Select Enter on your keyboard.
- 3. Review the Amount column.

Note: GST will be calculated and displayed directly underneath.

- 4. Click Claim Documents tab.
- 5. To add comments, directly enter into the **Supplier Remarks** field.
- 6. To add documents, click the **Browse** button.
- 7. **Locate** and **Select** the document on your computer, then click **Attach**.
- 8. Click **Save** and submit at a later time; or
- 9. Click **Submit** to register the claim.

The *Submit Claim* window opens stating that your claim has been successfully submitted.

10. Click **OK**.

An email will be sent to the Contact Person on the purchase order for approval.



Cancel Check Save Submit Claim

Submit Claim	
i	Your claim has been successfully submitted
	ОК

Progress Claim

Submitting a progress claims works slightly differently and the screens are different in the following areas:

- GST is not applicable when submitting your progress claim.
- You are able to change or delete the progress claim up until it has been approved.
- You are able to enter the delivery / performance date for the progress claim.
- 1. **Description** enter a description that easily identifies the claim e.g. Progress Claim No/month/year.
- 2. **Your Reference** progress claim month and year. (This will show on your bank statement).

	Number: 4200286632 Contact Person: William Liau		Name:	WWTP SPM	WATERCORP	DRATION.COM	Versio I.AU Phon	n: 14 Issued e: (08) 9420 287	05.11.201	5
laim	Details									
	Claim No: 8000657244	•		Description:	PROGRESS	CLAIM APRI	L 2018			
Deliv	ery / Performance									
	Date: * 14.04.2016	9	Yo Yo	ur Reference: "	APRIL 2016	. n	his will appear	on your bank stat	lement	
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No	Description	Quantity	Unit	Quantity	Amount	Quantity	Amount	Quantity	Rate	Amount 🔄
1	1.1 Contractor's preliminaries	192,553.000	PU	192,553.000	192,553.00	0.000	0.00	60,000.000	1.00	60,000.00
2	1.2 Commissioning	3.975.000	PU	3,975.000	3.975.00	0.000	0.00	80,000.000	1.00	80.000.00
	2.2 Provisional quantities	19,271.250	PU	14,298.320	14,298.32	4,972.930	4,972.93	0.000	1.00	0.00
3	2.3 DN450/525 SEWER P	414,740,700	PU	414,740,700	414,740.70	0.000	0.00	0.000	1.00	0.00
3 4		0.010	PU	0.010	0.01	0.000	0.00	0.000	1.00	0.00
3 4 5	CTF levy									

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- 3. Click Claim Documents tab.
- 4. To add comments, directly enter into the **Supplier Remarks** field.
- 5. To add documents, click the **Browse** button.
- 6. **Locate** and **Select** the document on your computer, then click **Attach**.
- 7. Either:
 - Click Save and submit at a later time (The claim status will change to Held); or
 - Click **Submit** to register the claim.

The **Submit Claim** window opens stating that your claim has been successfully submitted.

8. Click **OK.**



Your claim has been successfully submitted	Submit Claim	
	i	Your claim has been successfully submitted
		OK

Use the search functionality to find a purchase order or claim number not on the initial list					
Click on	the claim number to view details				
Claim No	Description	Your Reference	Status	Claim Date	PO No
8000857248	PROGESS CLAIM APRIL 2016	APRIL 2016	Awaiting Approval	14.04.2016	4200286632
8000638316	Progress Claim No. 1 - July	800/2102 CL1	Approved	31.07.2015	4200286632
8000641475	Progress Claim No. 2 - August	800/2102 CL2	Rejected	28.08.2015	4200286632

The claim status will change to **Awaiting Approval**.