COSA PRIME*Link* Vendor User Guide

Updated – 23 June 2016

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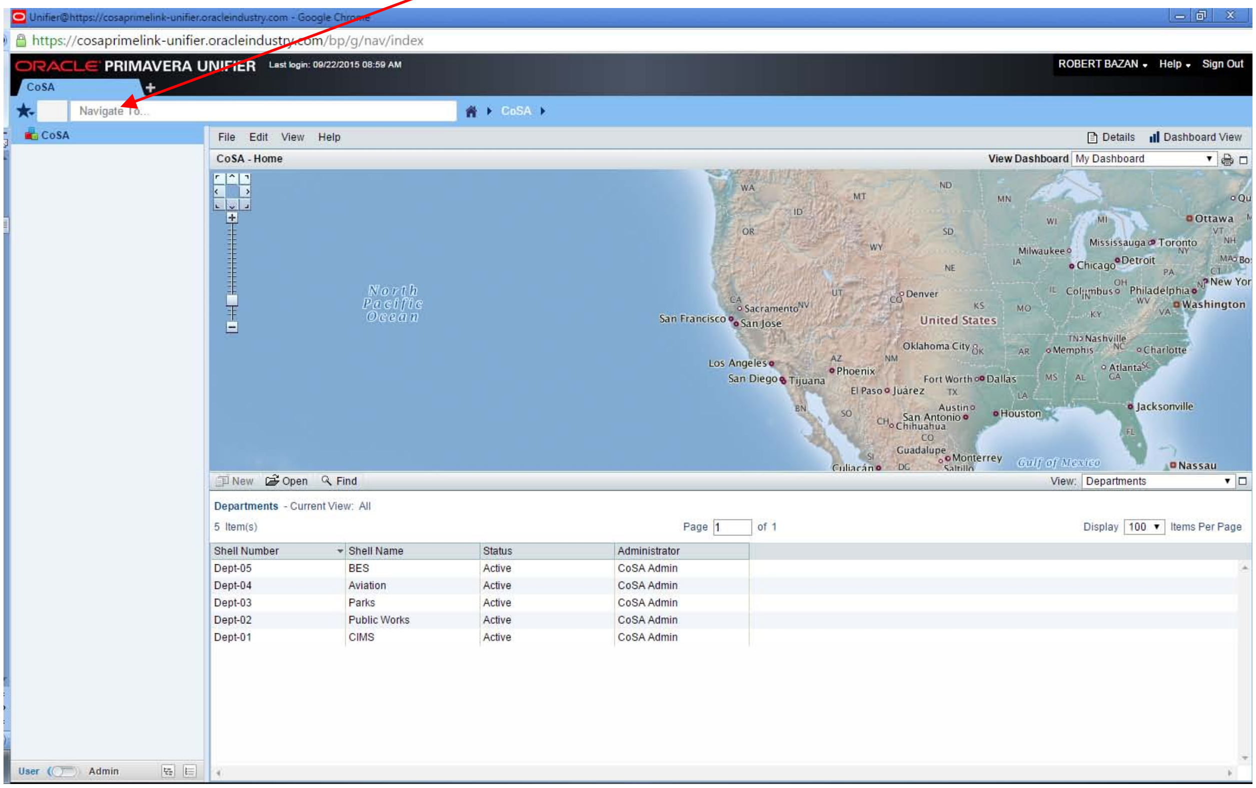
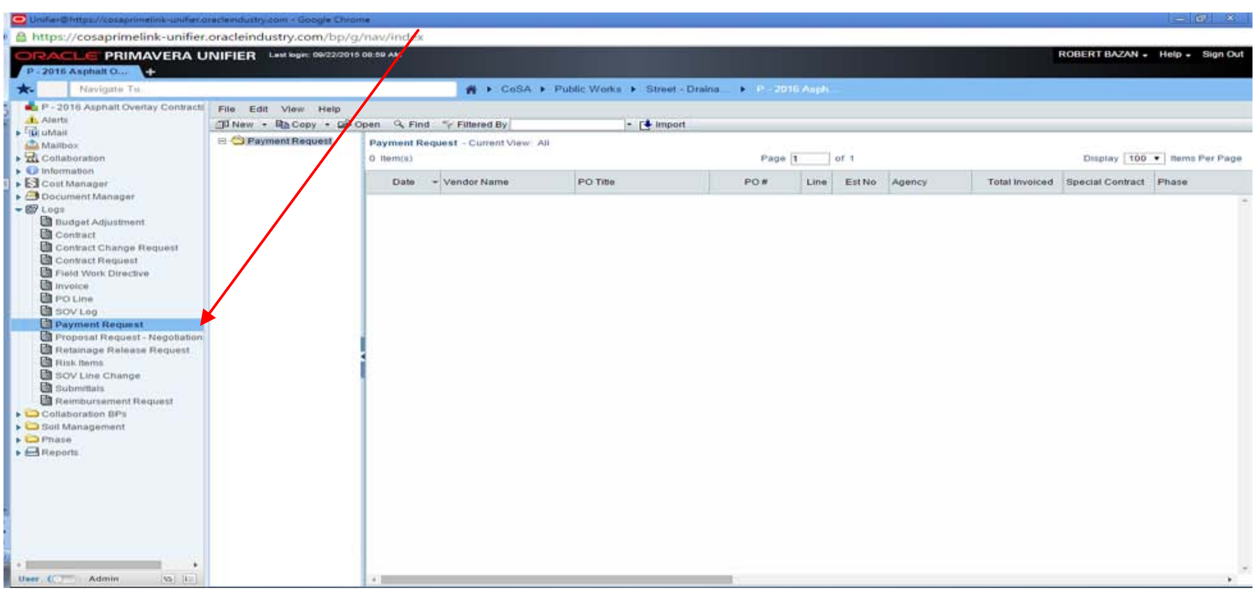
Payment Request

1. Logon to PRIMELink and open your project by doing the following:
   a. In the "Navigate To …" field type your Project or On-Call Contract name or number then click on the enter key

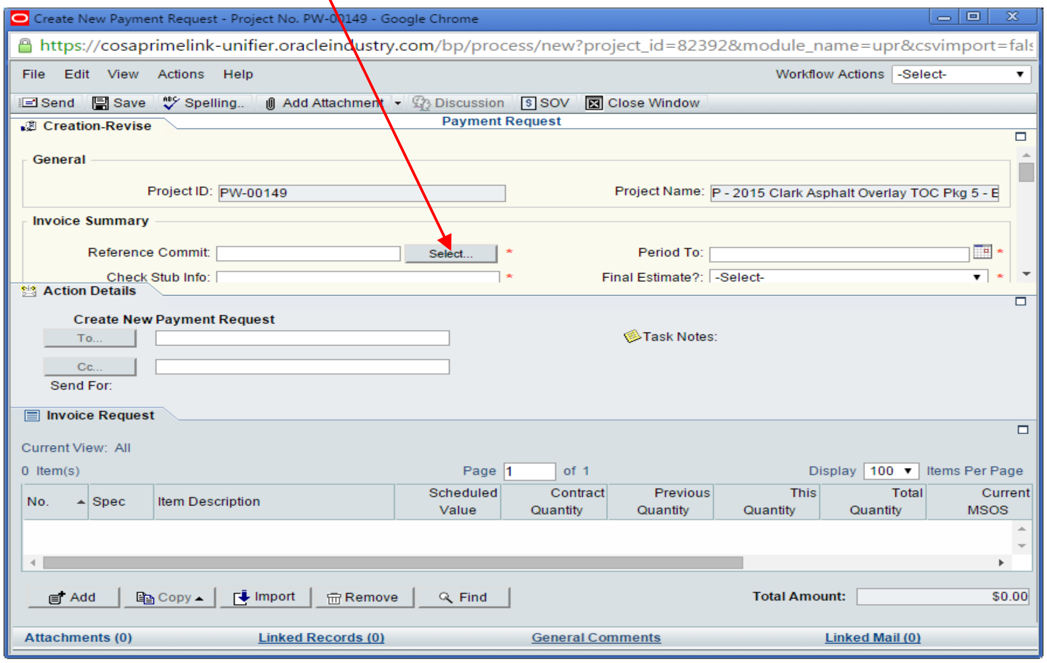


2. Click on "Logs" then on "Payment Request"

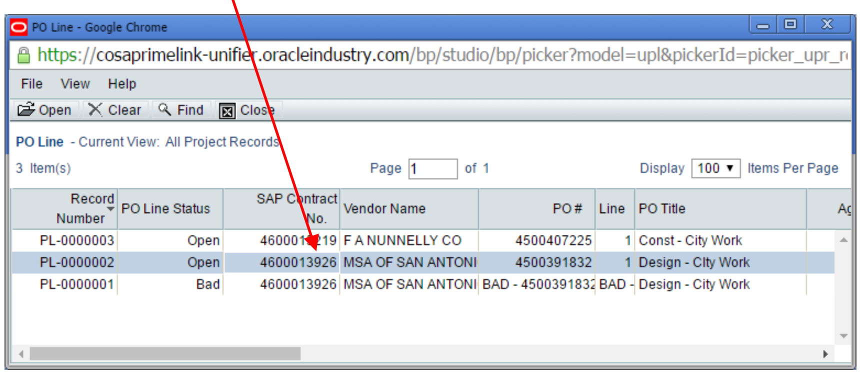


a) Click on “New” (a pop screen will appear) on the top section of the form (**Creation-Revise**) you must fill out items that have red asterisks.

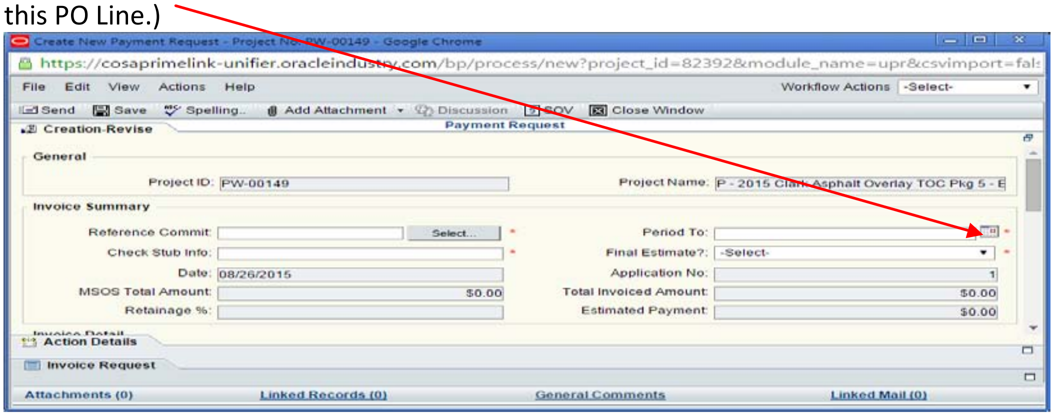
a. Under the **Reference Commit**- click on the “Select” button then find and



b. Click on the “**PO Line**” you want to invoice – (City, SAWS Sewer, SAWS Water, CPS) **“YOU CAN ONLY SELECT ONE OF THESE ITEMS”** **and “<u>DO NOT SELECT ANY BAD or CLOSED ITEM</u>”** **-** Click on “Open”

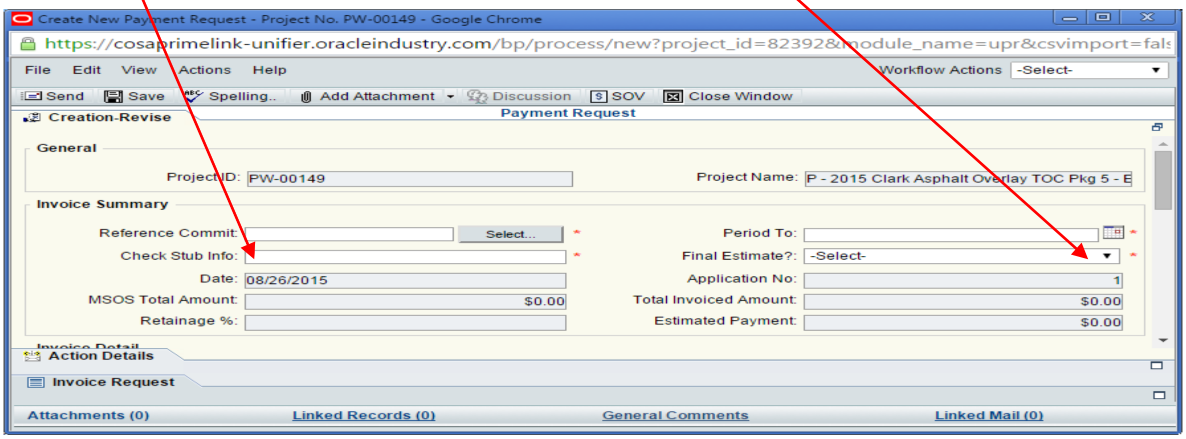


b) “**Period To**:” Click on the Calendar Icon and select the date you want. Click on “OK” when you have selected the date. (It must be at least one day after the previous payment request for this PO Line.)

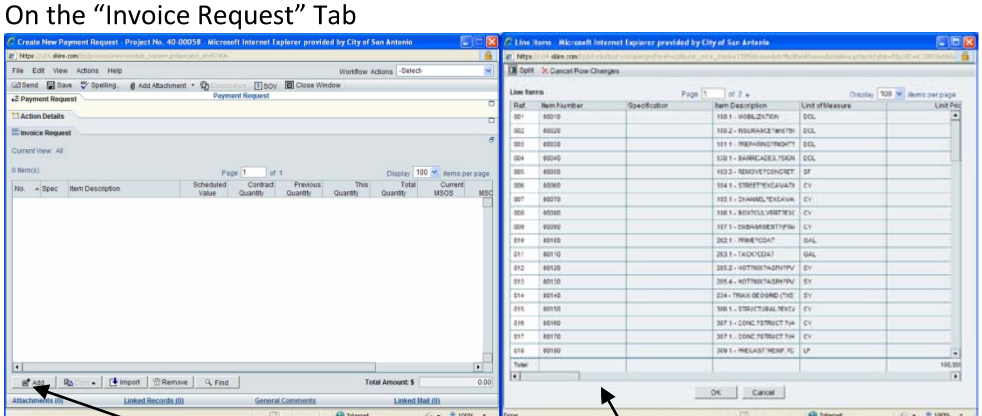


d) “**Final Estimate**” Click on Select and select “No”

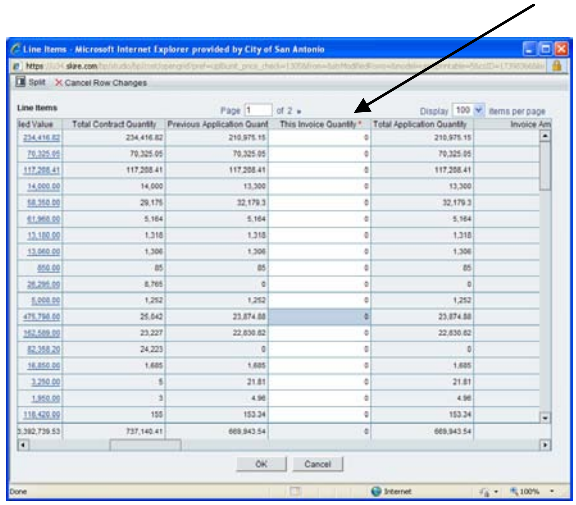
e) “**Check Stub Info**:” This item will be imprinted on your check stub or printout that you receive from the City of San Antonio Finance Department. Use your company‘s internal Invoice number or project name/number for reference purposes.



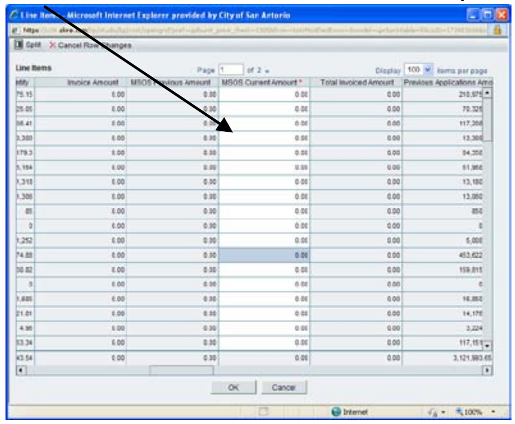
3. On the “Invoice Request” Tab



a. At the bottom, press **Add** (you will see your pay items)
b. <u>Scroll on the bottom bar to the right</u> until you see “This Invoice Quantity” and enter your quantities



c. If you have Materials Stored on Site (MSOS) scroll the bottom bar further right until you see MSOS Current Amount and enter the dollar amount of your MSOS.



d) **<u>You may have more than one page of line items</u>**, just click on the >> at the top to get to the next page or click on the "Display" to increase the lines per page.

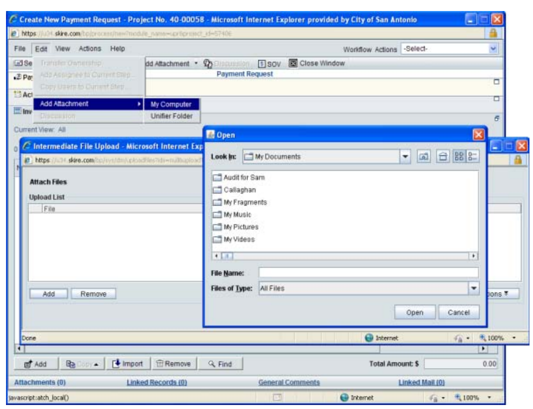
4. **Please Note:** If you need to Attach something to the Payment Request please do the following:

!!! YOU ONLY NEED TO DO THIS IF YOU HAVE SOMETHING TO ATTACH !!!!

!!! IF YOU DO NOT NEED TO ATTACH SOMETHING GO TO STEP 10 BELOW!!!

5. <u>Before you try to add an Attachment, click on "Preferences", then "Options" on the popup. Make sure "File Transfer Option" is "Intermediate" or "Basic"</u> (Basic works best) (**NOT Advanced**)

6. To add an attachment
Click on Edit, then "Add Attachment", then "My Computer"
A - (If you see "Intermediate File Upload)
a) Click on Add
b) Find and select the File or Files / then click Open
c) Click on Upload



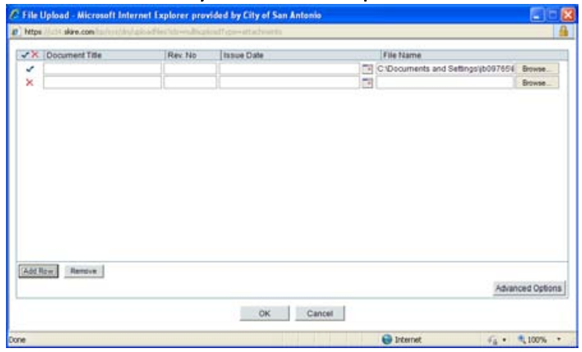
B - (If you see File Upload)

a) Click on Browse…

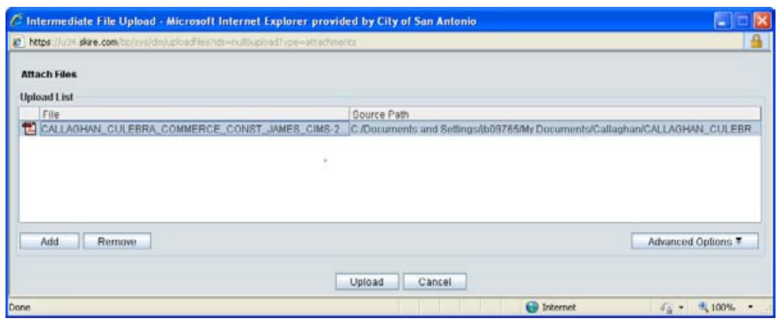
b) Find and select the File / Open

c) If you have other files to upload, click on Add Row and do b) again

d) Once you have selected all the files you want to upload click on Ok

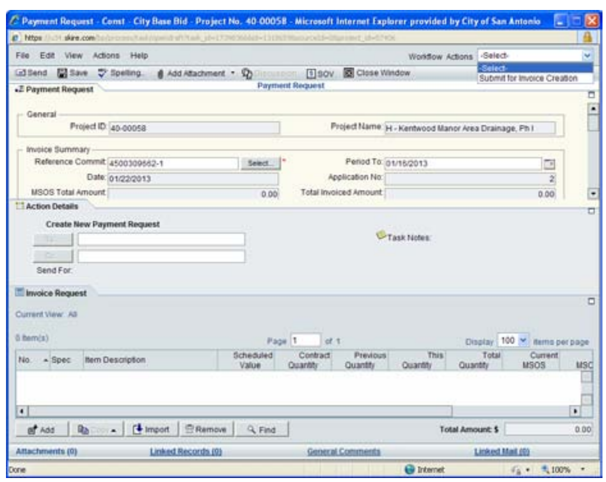


7. Remove attachment
   a) Click on Attachments
   b) Select item you would like to delete
   c) Click on Remove



8. At the Top Right "**Workflow Actions**", click on "Select" and select "Submit"

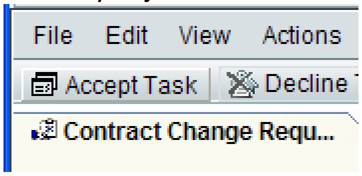
9. Click on **Send**



10. Once you have submitted your Payment Request.
    a. If you receive an email notification requiring your action, click on the link.

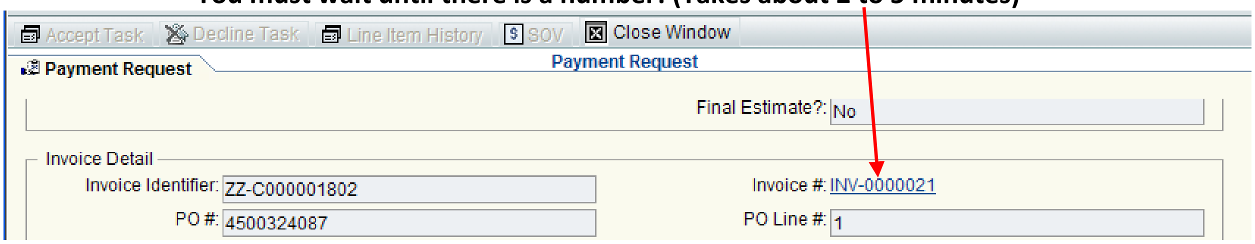
To approve your invoice –

    b. Double-click on your task that you just built.



    c. Click on "Accept Task"
    d. Check that all the amounts are correct.
    e. **NOTE:** Under "Payment Request" tab, check that "**Invoice #:**" has something in it. **(If there is not an "INV-0000000" number, do not approve it)**

You must wait until there is a number! (Takes about 2 to 5 minutes)

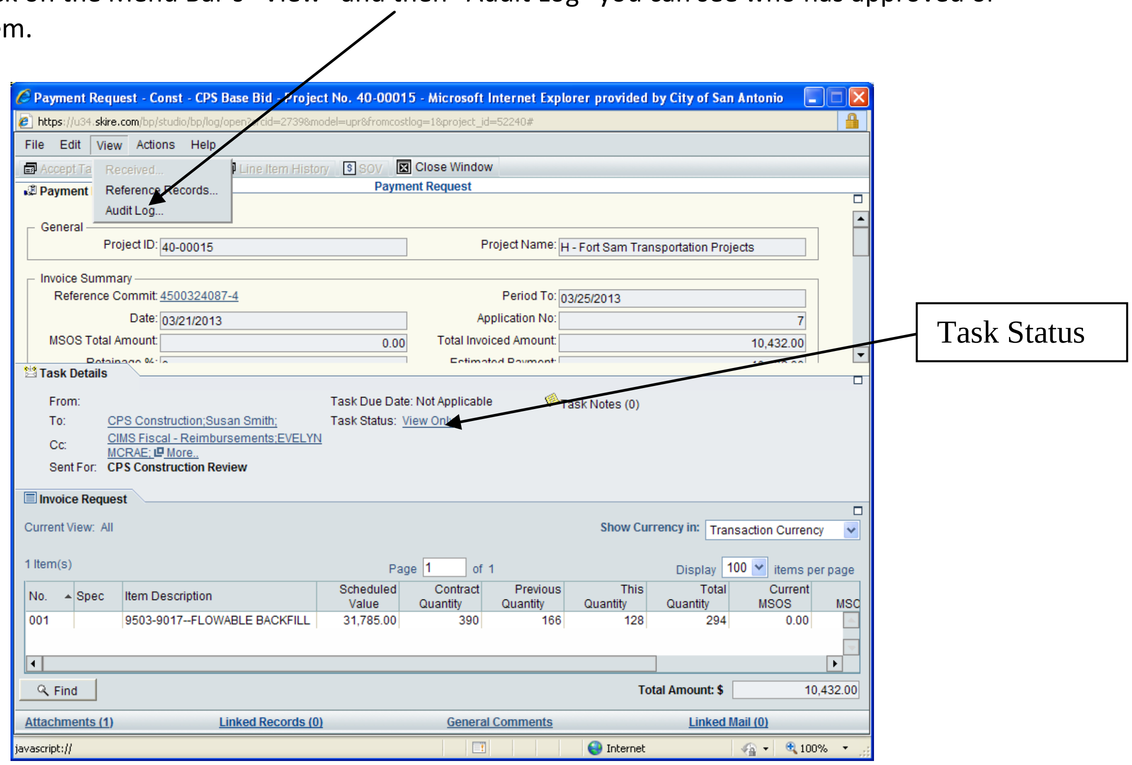


11. If there is an Invoice number, go up to the upper right Workflow Actions and select an action.
    a. There can be many actions; you want the one that "Submits" your application it to the next approver.
12. Click on **"Send"**

Checking on the Status of a Payment Request

1. Open your Project or On-Call Contract
2. Select "Logs",
   - Click on "Payment Request"
3. On the right side – select the Payment Request you are inquiring on.
4. Click on the hyperlink next to "Task Status":
   - (It will either be "View Only" or "Click here")
5. You will see the workflow process and who the item is waiting on.
   - If you click on view Graphic you will see the workflow

Note: If you click on the Menu Bar's "View" and then "Audit Log" you can see who has approved or rejected the item.



Schedule of Values – As of Last Completed Pay Request

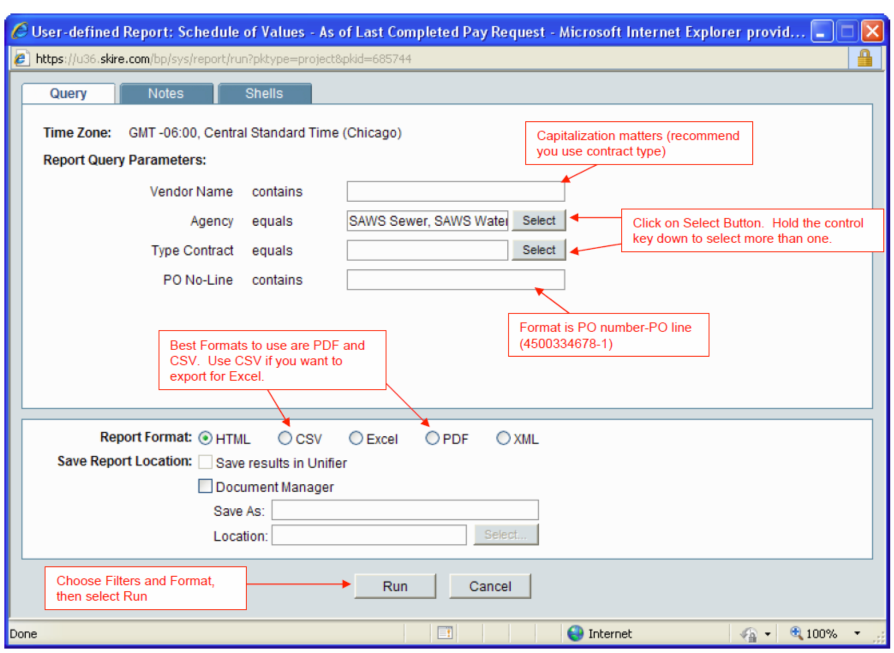
There is a new report that will show all schedule of value line items for a project as of the last completed Payment Request. The report allows the user to select a specific type contract (construction, engineering, architecture, etc.) and the agency (City, SAWS Water, SAWS Sewer, etc.) to be included in the report. If a payment request has not completed the workflow, amounts for that payment request will not be in the Schedule of Values. You must go to the Payment Request to see those values.

Limitations of the report

- Following fields are not available: Specification Number (100.1, 100.2, etc.) and Unit of Measure (SF, SY, etc.)
- The Unit Prices and Contract Quantities will reflect 0 until the item is partially or completed billed by the Vendor. The schedule of values (dollar amount) is shown.
- The report only shows information in the current project. It will not show information in other projects when the contract is used on multiple projects.

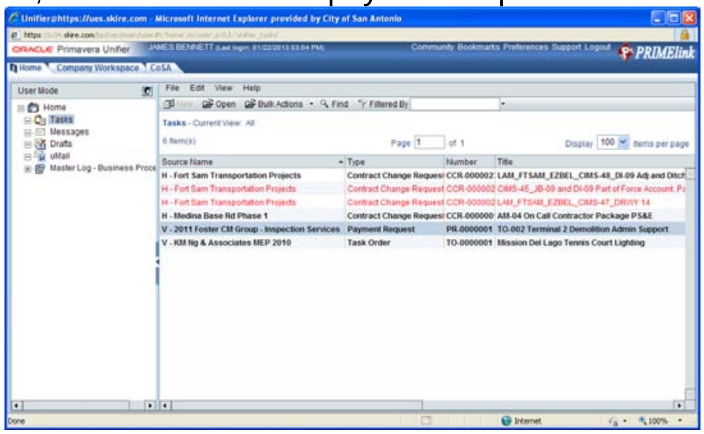
How to access the report:

1. **Go to your project!!!!!**
2. Go to the bottom of the menu on the left side of your screen and select “Reports”
3. Select “User-Defined”
4. In the middle of your screen you should see a list of reports. Double click on the “**Schedule of Values – As of Last Completed Pay Request**” report to open it.
   - You may use the filters in the center to control the output. **You do not have to!!**
   - The output runs best in pdf or csv (for excel) formats.
   - If you get nothing on the report and **you used filters**!
     - o Remove all the filters and try it.

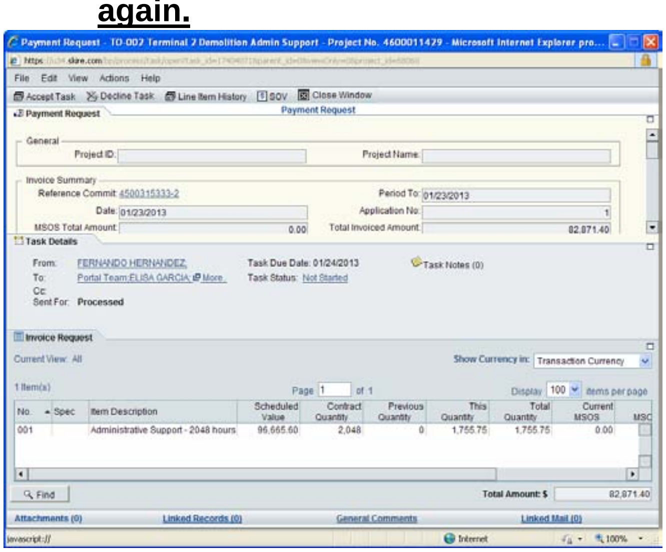
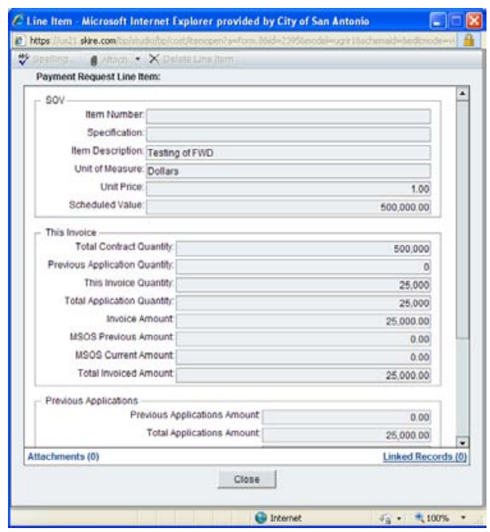


If Payment Request is Rejected

1. Under “Items Requiring Your Attention” – click on “**Tasks**”
2. On the lists of items, double-click on the payment request that was rejected.



3. Click on “**<u>Accept Task</u>**”,
   a. If you need to change an amount, find the item you need to change on the “Invoice Request” tab
   b. To change a line amount, click on that line and correct the “This Invoice Quantity”. **<u>Then do Items 9 thru 13 on page 5 to resubmit and approve it again.</u>**

4. **NOTE:** If everything on the “**Payment Request Line Item**” is grayed out. Click on the “Workflow Actions” dropdown box in the upper left of the main screen and see if it states “**Creator Revision**” or “**Revise**”. If it states one of those, you must click on it then click on “**Send**”. **<u>Then go back to step 1 above</u>**.

Approve a Task

1. Under **Items Requiring Your Attention** on the Home tab – Select **Tasks**
2. Double-click on a task on your list and review the item
3. In the Upper Left hand corner - click on "**Accept Task**" or "**Decline Task**"

   (*If you Decline a task – you will receive a dialog box stating: Your name will be removed from this step for this record. Are you sure you want to Decline Task? Click Yes or No*)

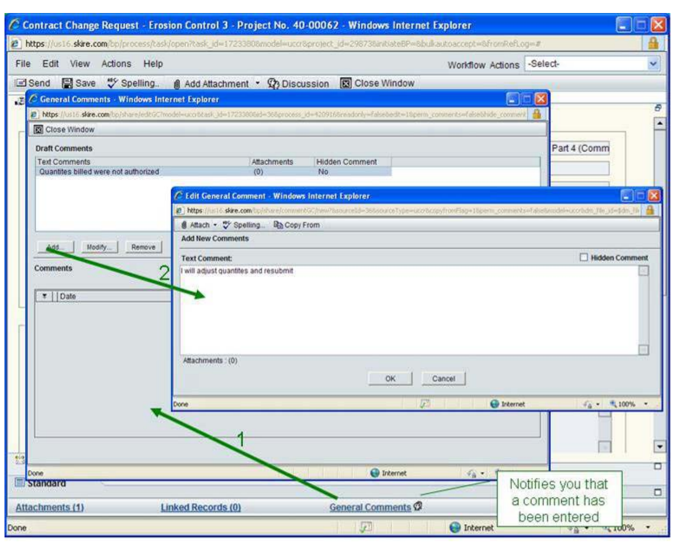
   (**Declining a task does not reject it,**
   it only means someone else will take care of it.)

   If you are the only person on the approval,
   you must either "Approve" or "Reject" the item.

4. If accepted – Review the file
   - Select an action - Under Workflow Actions
   - Click on Send

Reject a Task

1. Open the task
2. Click on "Accept Task" **(*DO NOT DECLINE IT*)**
3. On the bottom of the screen, click on "**General Comments**"
4. Click on "Add"
5. Type in the reason you are rejecting the item.
6. Click "OK"
7. Click "Close Window"
8. Upper right "Workflow Actions", click on –Select- and then select an Action
9. Click on Send



Start a Proposal Request – Negotiations (PRN) or Field Work Directive (FWD)

Purpose: The Proposal Request and Negotiations (PRN) or Field Work Directive (FWD) are used by the City to request proposals from vendors and for vendors to submit their proposals to the City. **(Change Orders and some Task Order will start at this level)**

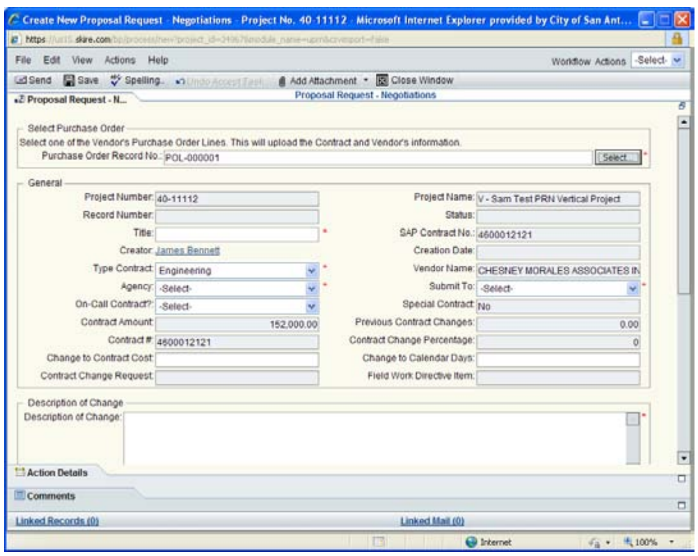
Start a Proposal Request – Negotiations

1. **Open your Project**
2. Select "Logs, then click on "Proposal Request –Negotiations", then "New"

   a. At the end of the **"Purchase Order Record No".** click on "Select" and select the Purchase Order you want to use. It doesn't matter which one as long as the Purchase Order is for the correct Vendor.

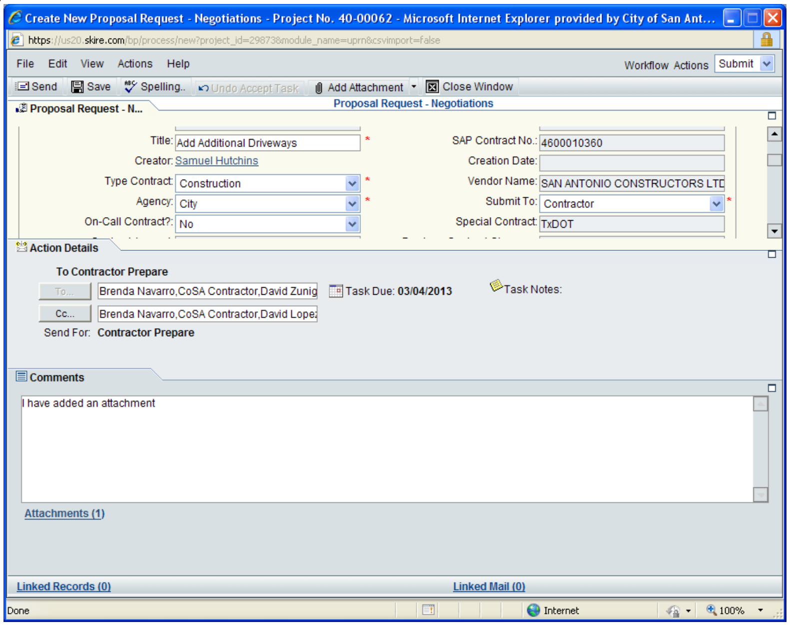
   This will upload the Vendor and contract information.

(Anything with a red * must be filled out)



3. **Title:** Input a meaning full title.
4. **Agency:** Select the proper agency – City, SAWS Water or Sewer, etc
5. **On-Call Contract?:** Enter No unless you are doing work under an On-Call Contract.
6. **Submit To:** Select who you wish to send it to first. The system will send it to the appropriate person based on the "**Agency**" and "**Submit To**" entries.
7. **Change to Contract**: Not required for initial submittal however if the Vendor is submitting a proposal it should be filled out. It is a required field for the Vendor for all future steps.
8. **Change to Calendar Days**: Used for construction. Not required for initial submittal however if the Contractor is submitting a proposal it should be filled out. It is a required field for the Contractor for all future steps. Zero days are a valid entry.
9. **Description of Change**. Explain what is being requested.
10. **Justification for Proposed Change**. Explain why the requested action is required. This is not required but may be useful when the Contract Change Request is created.
11. Click on the **Comment** tab:

- Attachments will show up in the Comments Tab.
- Place any additional comments in the Comments Tab.

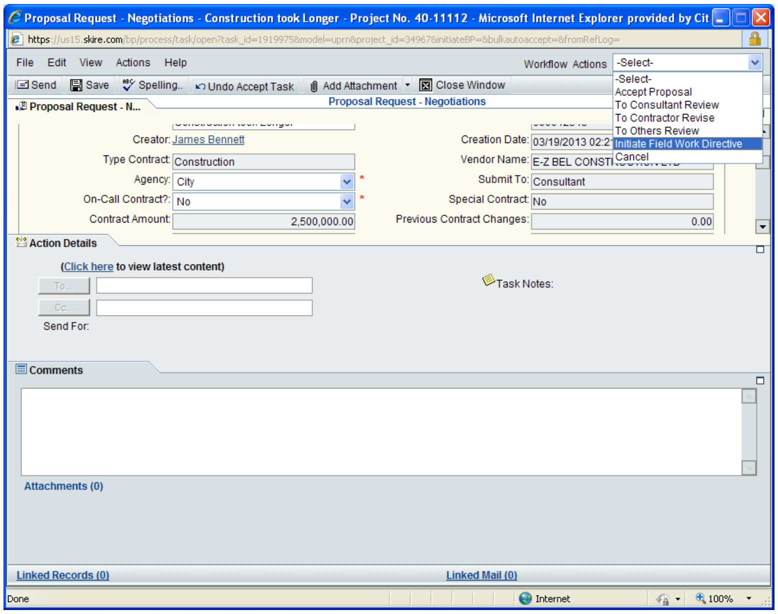


12. Click on the **Action Details** Tab. Upon selecting a Workflow Action the following options are available.
    - **Copy Furnish**. The program is setup to copy furnish select people when the PRN is submitted. You may add additional personnel by selecting the Cc button.
    - **Task Due Date**. When the request is being sent to the Vendor the task due date can be changed by clicking on the calendar.

13. Other Special Functions

    - **Changing Cost and Days**. On all workflow steps after creation only the Vendor can change the cost and day fields.
    - **Cancel PRN**. Only the Project Team can cancel a PRN.
    - **Other Reviewers Step**. Allows the Project Team to send the PRN to anyone on the project for review. The Other Reviewer can only send the PRN back to the person that sent it to them.
    - **Attachments**. All attachments and many of the fields will be copied over to the Contract Change Request and Field Work Directive when they are auto-created. The Project Team has the option to remove attachments from the Contract Change Request or Field Work Directive when they finalize them.
    - **Viewing Previous Comments**. You will not be able to see previous comments once you accept the task. Select the hyper link in the Action Details to see the previous comments.

14. The **Contract Change Request** or **Field Work Directive (FWD)** can only be started by the PM Team.



(Field Work Directive (FWD) in accordance with the construction contract allows the City, when unable to reach an agreement with the Contractor, to unilaterally direct the Contractor to do the work for a Not-to-Exceed amount. The Contractor must track time and materials to justify invoicing for this work.)

15. Responses to PRNs will be done using the **Approve or Reject a Task**.

If a Field Work Directive is Issued

1. If the FWD is **issued** – a **Unifier Task email** will be sent to the contractor for the contractor to acknowledge that is has received the FWD.

The contractor needs to understand that the "**Contractor Acknowledgement"** step does not constitute agreement with the FWD nor does failure to process the document in PRIMELink relieve the Contractor from the responsibility to comply with the FWD.

The Contractor's failure to process the document in PRIMELink will prevent the FWD from being added to the Payment Request and the Contractor will not be able to submit any invoices for this work.

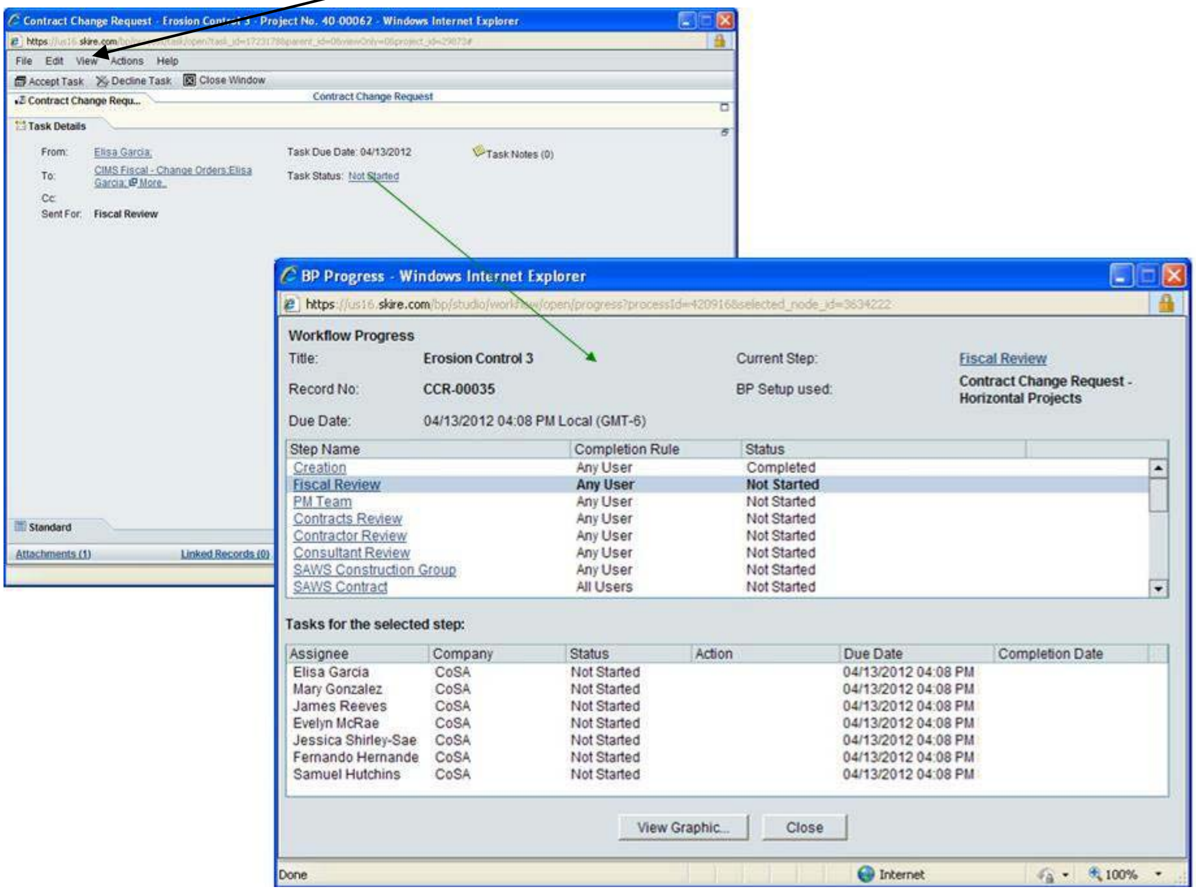
2. Once the Contractor approves the FWD, a Unifier Task email will be sent to the PRIMELink Helpdesk and they will add the FWD to the payment request.

Checking on the Status of a Task Orders or Contract Change Request

NOTE: Contract change request replace amendments, change orders and task orders within the projects.   Task orders are still used for On-Call Contracts.

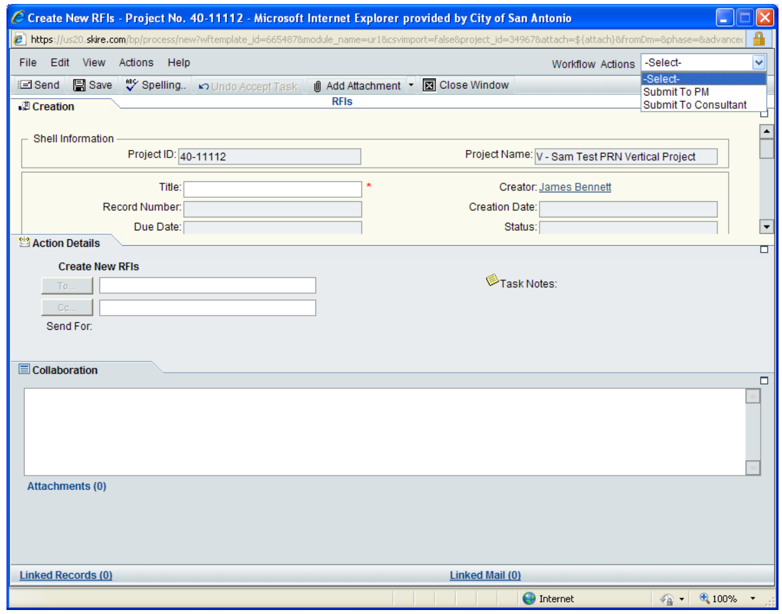
6. Open your Project or On-Call Contract
7. Select "Logs",
    - On-Call Contracts - click on "Task Order"
    - Projects – click on "Contract Change Request"
8. On the right side – select the Task Order or Change Request you are inquiring
9. Click on the link next to Task Status:
10. You will see the workflow process and who the item is waiting on.
    - If you click on view Graphic you will see the workflow

Note: If you click on the Menu Bar's "View" and then "Audit Log" you can see who has approved or rejected the item.



Creating a Request for Information (RFI)

1. Click "**Collaboration BPs**"
2. Click on "**RFIs**"
3. Workflow select either
   a. RFI
   b. RFI no Utilities
4. Click on the "**Creation**" Tab
5. Complete the Upper form
6. Add Attachments, if needed
7. Complete Lower form – **Collaboration**
8. Go to Middle form – Action detail
9. Select whom to CC
10. Click Add
11. Click OK
12. Select Workflow Action on the Upper right
13. Click Send
14. Notification of RFI sent



RFI Response

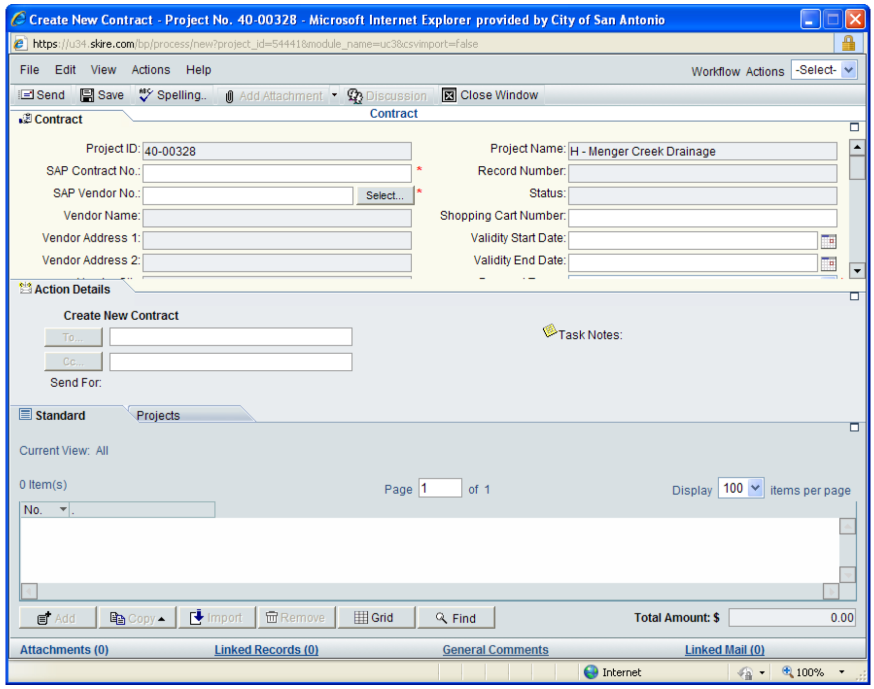
You will receive an email that an RFI requires your review and it will contain a link

1. Click on the Task that will open up the RFI
2. Click on Accept Task
3. Open the Upper Form (RFI)
4. Select collaboration to provide your comments
5. Scroll to the bottom and Type in your Approved Response
   - Only if you are the consultant or PM team and you are providing the final response.
6. Select a Workflow Action
7. Click on Send

Creating a Submittal

1. Open your project and click on “Logs”
2. Click on “Submittals”
3. Click on “New”
4. Complete the Upper form
5. Complete Lower form – Line Item List
6. Go to Middle form – Action detail
7. Select whom to CC
8. Click Add
9. Click OK
10. Select Workflow Action on the Upper right
11. Click Send

Notification of Submittal sent



Submittal Response

You will receive an email that a submittal requires your review and it will contain a link

1. Click on the link and it will open up the submittal
2. Click on Accept Task
3. Open the Upper Form and review information
4. Open the lower form (Line Item List)
5. Open the Attachment
6. Under the field: Line Item Status you are able to provide status
7. Select a Workflow Action
8. Click on Send

Create a Discussion

Discussion can be used to ask a question on an item or to get further clarification.

Click on Discussion