

eBuilder Process 8: Submitting a Payment Application or Invoice

1. Login to eBuilder
2. Select the **PROJECT TAB**, and select the project you would like to invoice against from the list.

The screenshot shows the eBuilder interface with the 'Projects' tab selected. A table of projects is displayed, with the following data:

Project ID Number	Project Name	Project Manager	UCF Building Number	UCF Building Name	Department	Project Status	Priority
15004002	15004002 Renovate former elec rm for a flume channel	Christopher Harris	0004	STORM WATER RESEARCH LAB	College of Engineering and Computer Science	Active	3 - Expedite (education/improvements)
15004002.1	15004002.1 Renovate former elec rm for a flume channel	Christopher Harris	0004	STORM WATER RESEARCH LAB	College of Engineering and Computer Science	Active	5 - Routine

Or use the dynamic search field in the upper-right corner to search for the project using the project number.

The screenshot shows the eBuilder interface with the 'Projects' tab selected. A search dropdown menu is open, showing a search result for '20815101 Partnership IV - HVAC Rooftop Unit Replacement'.

3. Select the **PROCESSES** tab in the project menu on the left side of the screen.
4. Select the **START PROCESS** button in the upper right corner.
5. Select Process **08 – Contractor Pay App and Consultant Invoice (PMT)** from the dropdown menu.

The screenshot shows the eBuilder interface with the 'Processes' tab selected. A dropdown menu is open, showing the process '08 - Contractor Pay App & Consultant Invoice (PMT)' highlighted with a red box. The 'Start Process' button is also highlighted with a red box.

6. Read and follow the instructions provided in the blue box.

PLEASE NOTE NEW REQUIREMENTS. UCF STANDARD CERTIFICATE OF PARTIAL PAYMENT IS NO LONGER REQUIRED.

INSTRUCTIONS:

1. Upload your vendor pay application package

Contractor Requirements:

- Contractor Invoice (Vendor invoice must be official on company letterhead, include the UCF project number, the related PO number, invoice date, vendor invoice number, contact/phone number, remittance address, and amount being billed)
- UCF Certified Small Minority & Women Owned Business Participation, if applicable.
- Additional backup as required by your specific contract or project manager. (SOV, Certified Payroll, Subcontractor backup, etc.)

Professional Services Requirements

- UCF Standard Professional Services Invoice
- Vendor Invoice
- Receipts for any claimed reimbursables.

2. Respond to inquiry about if the invoice is the final invoice. "Yes" should only be selected here if billing, including billing for retainage is complete. If "Yes" is selected here, your PO will be closed once payment for this instance is complete.
3. Select whether or not an A/E is on the project/ Selecting "Yes" will cause the payment process to route to the A/E for review and approval.
4. Select your company's commitment from the "Commitment" drop down box.
5. Provide a project-unique invoice or pay application number
6. Enter the value of the invoice into the invoice items section, including any retainage that is to be released. (Current payment due should equal the amount of your invoice and will be the amount you are paid.)
7. Once complete, select submit.

- Complete all fields and select your company's commitment from the commitment drop-down box. Attach your invoice and any back up documentation specified in the pay application package file upload field.

* Pay Application Package: TEST2023 Pay App 1 SAMPLE.pdf or [Browse Computer](#) [Browse e-Builder](#)

* Contractor - Is this the final invoice?: Yes No N/A

* A/E Check: Is there an A/E on this project? Yes No

Commitment Invoice Details

Status: Draft

* Commitment: CA - 00012 - TEST2023 Contract for zThis Old Hou

* Invoice Number: TEST2023 Pay App 1

* Date Received: 04.30.2023 | 04.30.2023

Company/Contact: zThis Old House

Date Due:

- Once the corresponding commitment for your invoice is selected, a new section "invoice items" will appear where you can enter the amount of your invoice based on budget line items you are billing against. Once you have completed all of the tasks above, you may **SUBMIT** the process. If you begin a process and need to take a break and come back, select **SAVE DRAFT**.

Invoice Items [Download Schedule of Values Worksheet](#) [Import Invoice Items](#)

A	B	C	D	E	F	G	H	I	J	K	L			
Item #	Description of Work	Budget Code with Description	Scheduled Value	Work in Place From Previous Application(s)	This Period	Total Materials Presently Stored	Current Work Invoiced This Period	Current Payment Due	Total Completed and Stored to Date (D + E + F)	% (G / C)	Balance to Finish (C - G)	Retainage Release Amount	Retained This Period	Amount Le Retainage
001	Contractor Construction	01.03.30 - Contractor Constru...	40,000.00	0.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00	50.00 %	20,000.00	0.00	0.00	2
Total			40,000.00	0.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00	50.00 %	20,000.00	0.00	0.00	24

[Print](#) [Check Spelling](#) [Submit](#) [Save Draft](#) [Cancel](#)

- To return to the process saved as draft, return to the project, select **PROCESSES** tab in the project menu and filter for the **08 - Contractor Pay App & Consultant Invoice (PMT)** in draft.

Project Menu

- Details
- Planning
- Forms
- Issues
- Processes**
- Documents
- Schedule
- Cost
- Contacts
- Calendar
- Bidding

Processes For TEST2023 - zSAM Process Testing Project - Mason, Samantha

Filter Processes

Search In: Processes Initiated By Me Processes in My Court All Processes

Type of Process: 08 - Contractor Pay-App & Consultant Invoice (PMT) Draft Open Finished

Status: All Statuses

Step Name:

Containing Text:

[Filter](#)

Processes Reports (2)

Process	Subject	Step	Responsible Actors	Step Age	In Step Since	Date Created	Created By	Process Age	Status	Requested Comment
PMT	Payment Request for PS PO# POTEST Commit # CA - 00012 Inv# TEST2023 Pay App 1 for \$20,000.00					04.30.2023	Mason, Samantha eBAdmin		NotAssigned	

Note: The amount requested for payment on your invoice should match "current payment due" invoice items section.

If you require assistance with the process or eBuilder in general, please inquire with your UCF Project Manager or at eBuilderadmin@ucf.edu