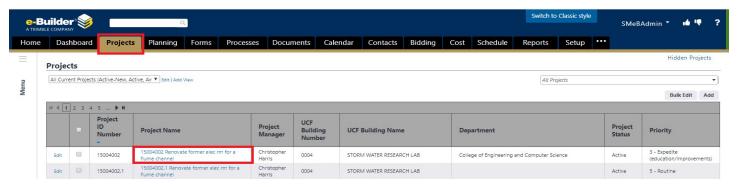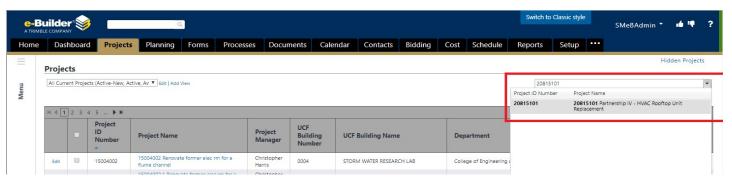# eBuilder Process 8: Submitting a Payment Application or Invoice
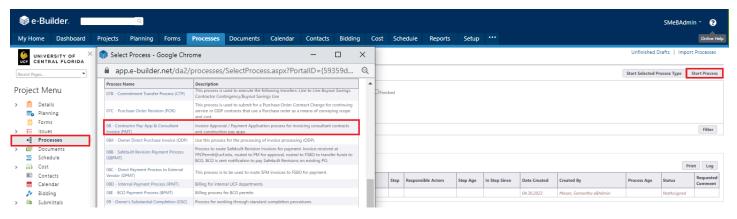
1. Login to eBuilder
2. Select the **PROJECT TAB**, and select the project you would like to invoice against from the list.
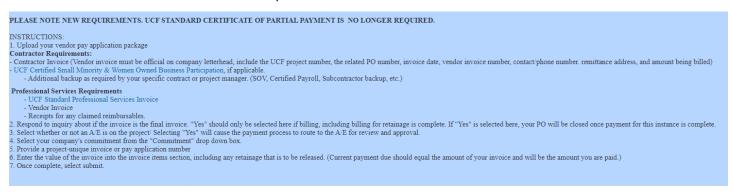

Or use the dynamic search field in the upper-right corner to search for the project using the project number.

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.

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.)
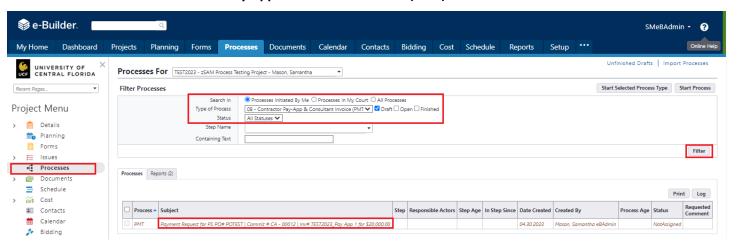7. Once complete, select submit.

7. 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.

8. 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**.

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

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