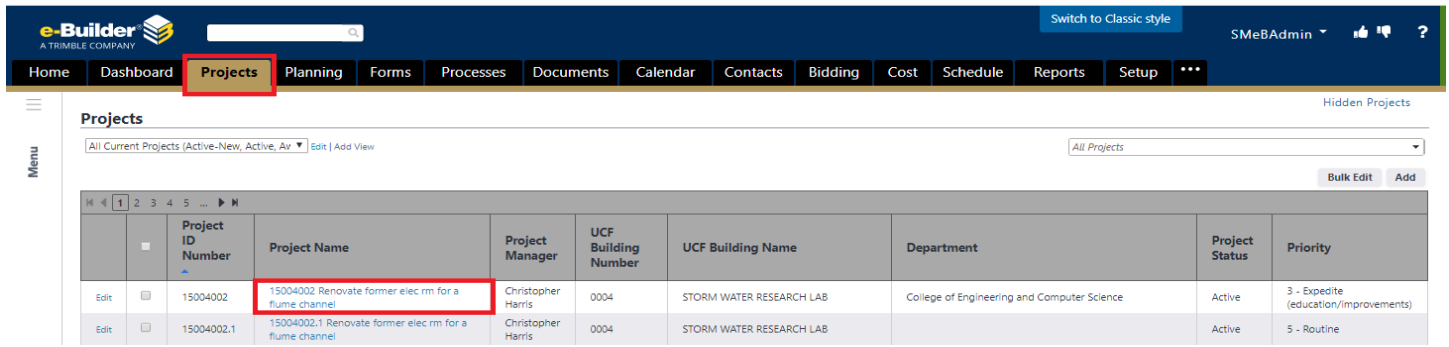
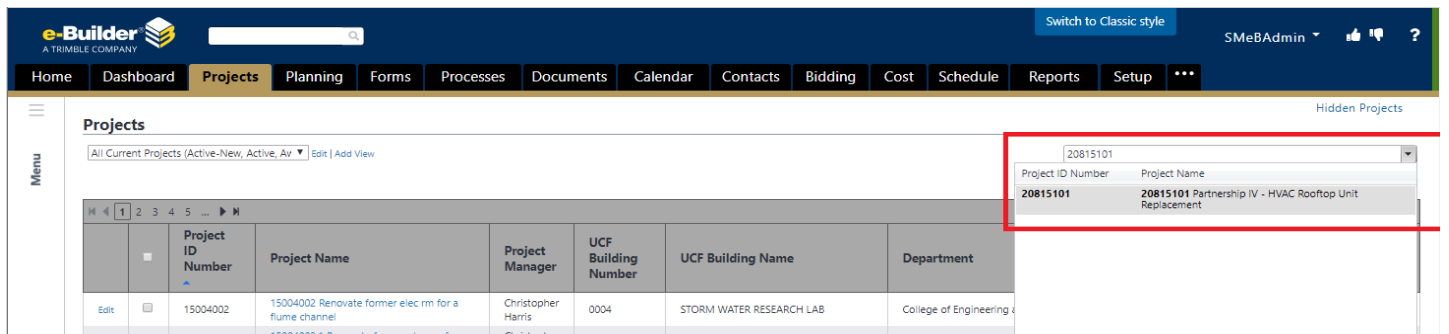


eBuilder Process 8: Submitting a Payment Application or Invoice

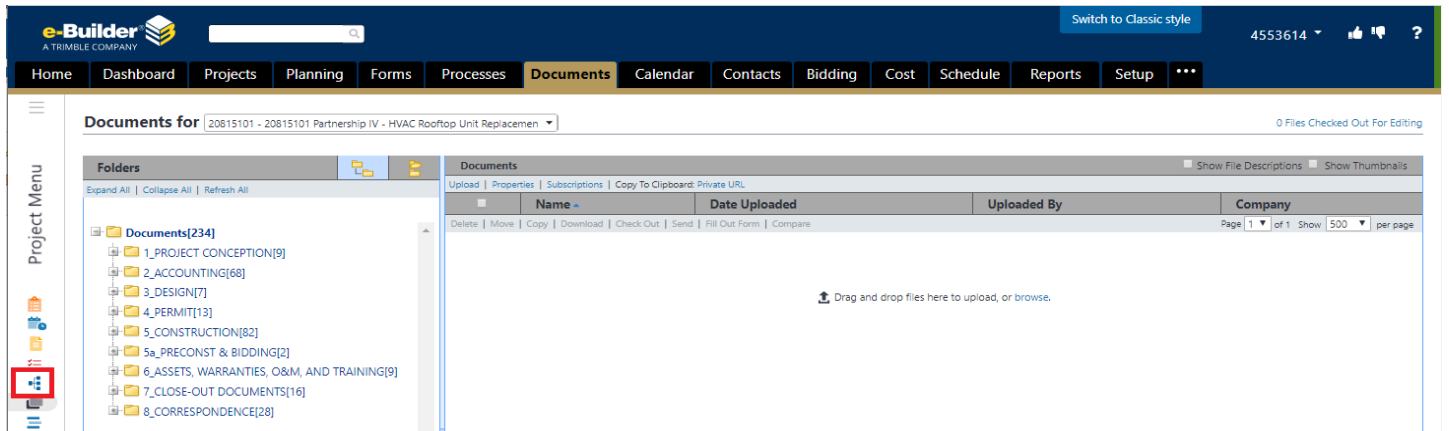
1. Login to eBuilder
2. Select the PROJECT TAB, and select the project you would like to invoice against from the list.



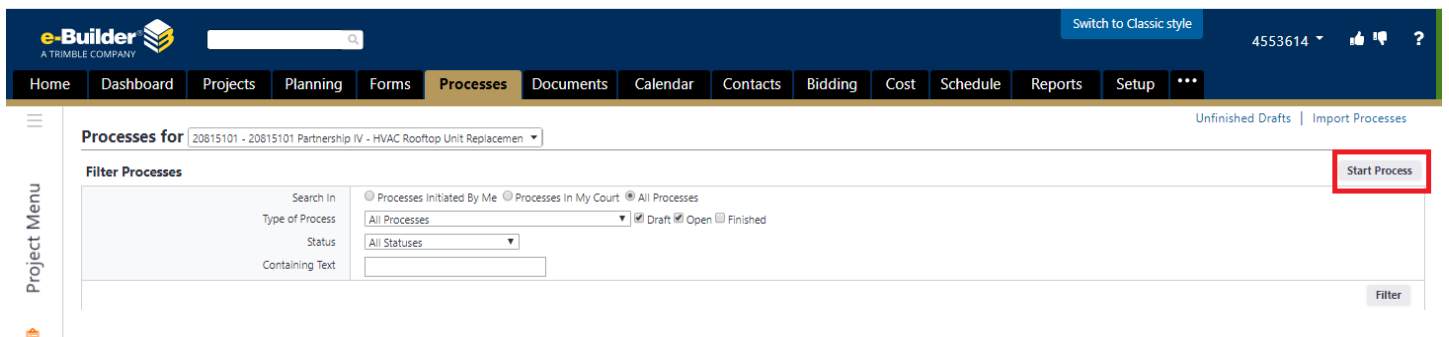
Or use the dynamic search field in the upper-right corner to search for the project using the project number.



3. Select the PROCESS Icon in the project menu on the left side of the screen.



4. Select the START PROCESS button in the upper right corner



eBuilder Process 8: Submitting a Payment Application or Invoice

5. Select Process 08 – Contractor Pay App and Consultant Invoice (PMT)

Start a process on 20815101 Partnership IV - HVAC Rooftop Unit Replacement

Processes Cancel

Process Name	Description
07AS -Additional Service (AS)	This process is used for projects where the A/E is under contract typically for Major projects.
08 - Contractor Pay-App & Consultant Invoice (PMT)	Invoice Approval / Payment Application process for invoicing consultant contracts and construction pay apps.
08B - Internal UCF Invoice Payments (UPMT)	Internal billing for UCF departments
97 - Architect Evaluation Survey (AES)	Filled out by the PM at the end of a project. Initiated by the PM or the FCCO process.
98 - Contractor Evaluation Survey (CES)	Filled out by the PM at the end of a project. Initiated by the PM or the FCCO process.

Cancel

6. Complete all fields and select a commitment from the commitment drop-down box. Attach your invoice and any back up documentation to the process in the specified upload fields.

Reimbursables: or

Subconsultant Billing: or

* Contractor - Is This a Final Completion?: Yes No N/A

* Remittance Address:

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

Commitment Invoice Details

Status: Draft

* Commitment: CA - 00003 - 20815101 Contract f

* Invoice Number:

* Date Received: [06.03.2020]

This is a retainage release:

Company/Contact: Air Logic

Date Due:

7. Once you select the corresponding commitment for your invoice, a new section named 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

Commitment Item #	Description	Budget Line Item	Current Commitment	Invoiced To Date	Retained To Date	Remaining to be Invoiced	Invoice Amount	Retainage %	Retained This Invoice	Custom Field(s)
001	FP&C Project Contingency	01.07.83	19,360.00	0.00	0.00	19,360.00	0.00	0.00 %	0.00	
Total			19,360.00	0.00	0.00	19,360.00	0.00		0.00	

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

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