



Handling Stored Material Contractor

Pay Request Scenario

- ▶ Your company has a line on your SOV for \$400,000 worth of Light Switches in Material

The screenshot displays the 'Create New Contract Schedule of Values' interface in Oracle Primavera. The main table lists four items, with item 003 highlighted in red. The 'Line Item Details' panel on the right shows the configuration for item 003, including WBS Code, Code Name, Short Description, Amount, and Subcontractor/Supplier.

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcon
004	CE-FS-26L	Electrical Labr	Light Switch Installation	500,000.00	
003	CE-FS-26M	Electrical Matl	Light Switches	400,000.00	
002	CE-FC-03L	Concrete Labr	Concrete Labor	650,000.00	Nelson
001	CE-FC-03M	Concrete Matl	Concrete Mix and Supplies	450,000.00	Nelson

Total: 4

Total Amount: 2,000,000.00

Line Item Details for Item 003:

- WBS Code: CE-FS-26M
- Code Name: Electrical Matl
- Short Description: Light Switches
- EDGE Certified Prime Contractor?
- Amount (\$): 400,000.00
- Subcontractor/Supplier: Type a Subcontractor/Suppl...
- Subcontractor/Supplier
- EDGE Certified?



Billing % Materials Complete

- ▶ You have purchased and installed \$200,000 worth of the Light Switches and are ready to add this line to your pay request for January
- ▶ In the “Light Switches” line item, you will enter a short description and 50% in Materials Complete to account for this work, click **Save**

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?_uref=uuu150239568t2

Create New Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Cancel Error Check Save

SOV Reference Number	WBS Code	Code Name	Commit Short Description	Short Description *	Subcontractor...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete
001	CE-FC-03M	Concrete Matl	Concrete Mix and...		Nelson Stark Co...	450,000.00	0.00	0.00	0.00
002	CE-FC-03L	Concrete Labr	Concrete Labor		Nelson Stark Co...	650,000.00	0.00	0.00	0.00
003	CE-FS-26M	Electrical Matl	Light Switches	Light Switches - Bldg A		400,000.00	0.00	50.00	0.00
004	CE-FS-26L	Electrical Labr	Light Switch Instal...			500,000.00	0.00	0.00	0.00
TOTAL						2,000,000.00	0.00	50.00	0.00

Total: 4

NOTE: This column (along with Labor Complete & Services Complete) will reflect dollar signs on the line items. These are not dollar amounts, they are percentages.



Check Line Item

- ▶ You should have \$200,000 in Earned this Period and 50% in Materials Complete
 - ▶ *You will need to use the scroll bar at the bottom to view all the columns*
- ▶ Check to make sure you used a Material Line

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/5756?_uref=uuu150239568t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Add [Icons]

Commit Short description	Short Description *	Subcont...	Scheduled Value	% Labor Complete	% Materials Complete
yht Switches	Light Switches, ...		400,000.00	0.00	50.00
Total: 1			400,000.00	0.00	50.00

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/5756?_uref=uuu150239568t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Add [Icons]

Previous DPE/Reimb	DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period
0.00	0.00	0.00	0.00	200,000.00	200,000.00
0.00	0.00	0.00	0.00	200,000.00	200,000.00
Total: 1					



Send Pay Request

- ▶ Click the **Send** button
- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The image displays two overlapping screenshots from a web browser. The background screenshot shows the 'Create New Contractor Pay Request' page with the 'Send' button highlighted by a red box and a red arrow pointing to it. The foreground screenshot is a 'Workflow Action Details' modal window. In this modal, the 'Workflow Actions' dropdown menu is set to 'Submit' and is highlighted with a red box. Below this, the 'To' field contains a list of email addresses, and the 'CC' field is empty. At the bottom right of the modal, the 'Send' button is highlighted with a red arrow.



Billing Stored Materials

- ▶ It is now time for your February billing. You have purchased and stored on-site the other \$200,000 worth of Light Switches.
- ▶ You now need to bill for those stored materials.

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?_uref=uuu150239568t2

Create New Contractor Pay Request

General **Pay Request Details** Added Purchase Orders Send Save

Cancel Error Check Save

SOV	Ref.	Referen... Number	WBS Code	Code Name	Commit Short Description	Short Descript...	Subcontracto...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursable...	Material Stored OnSite This Period	Material Stored OffSite This Period
	001	1	CE-FC-03M	Concrete Matl	Concrete Mix and...		Nelson Stark Co...	450,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	002	2	CE-FC-03L	Concrete Labr	Concrete Labor		Nelson Stark Co...	650,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	003	3	CE-FS-26M	Electrical Matl	Light Switches	LS Bldg A		400,000.00	0.00	50.00	0.00	0.00	200,000.00	0.00
	004	4	CE-FS-26L	Electrical Labr	Light Switch Instal...			500,000.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL							2,000,000.00	0.00	50.00	0.00	0.00	200,000.00	0.00

Total: 4



Billing Stored Materials

- ▶ On the left side, enter a short description on the “Light Switches” line
- ▶ On the right side, scroll over to locate the “Material Stored On Site this Period” column
- ▶ Enter the dollar amount of material you stored \$200,000

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?_uref=uuu150239568t2

Create New Contractor Pay Request

General **Pay Request Details** Added Purchase Orders Send Save

Cancel Error Check Save

Ref.	SOV Referen... Number	WBS Code	Code Name	Commit Short Description	Short Descript...	Subcontracto...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursable...	Material Stored On Site This Period	Material Stored Off Site This Period
001	1	CE-FC-03M	Concrete Matl	Concrete Mix and...		Nelson Stark Co...	450,000.00	0.00	0.00	0.00	0.00	0.00	0.00
002	2	CE-FC-03L	Concrete Labr	Concrete Labor		Nelson Stark Co...	650,000.00	0.00	0.00	0.00	0.00	0.00	0.00
003	3	CE-FS-26M	Electrical Matl	Light Switches	LS Bldg A		400,000.00	0.00	50.00	0.00	0.00	200,000.00	0.00
004	4	CE-FS-26L	Electrical Labr	Light Switch Instal...			500,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL							2,000,000.00	0.00	50.00	0.00	0.00	200,000.00	0.00

Total: 4



Storing Materials

- ▶ The system will allow payment for 92% of your stored materials
- ▶ To see this amount, scroll on the right to the “Material Payment Allowed” column and note the amount, click OK

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?_uref=uuu150239568t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Cancel Error Check Save

To Date	Previous Material	Materials This Period	Materials To Date	Previous Material Stored	Current Material Stored	Payment Allowed %	Material Payment Allowed	Pr Se
0.00	0.00	0.00	0.00	0.00	0.00	92.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	92.00	0.00	
0.00	200,000.00	0.00	200,000.00	0.00	200,000.00	92.00	184,000.00	
0.00	0.00	0.00	0.00	0.00	0.00	92.00	0.00	

0.00	200,000.00	0.00	200,000.00	0.00	200,000.00	368.00	184,000.00	
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Total: 4



Check Line Item

- ▶ You should have \$184,000 in Earned this Period which reflects the 92% you are being paid for storing those materials
- ▶ Check to make sure you used a Material Line

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/376?_uref=uuu150239568t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Add

ious ymb	DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?
0.00	0.00	0.00	200,000.00	384,000.00	184,000.00	No
0.00	0.00	0.00	200,000.00	384,000.00	184,000.00	

Total: 1



Send Pay Request

- ▶ Click the **Send** button
- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The image shows two overlapping browser windows from Google Chrome. The top window displays the 'Create New Contractor Pay Request' page for Project No. OCI-080001. The URL is ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/5756?_uref=uuu150239568t2. A red box highlights the 'Send' button, and a red arrow points to it from the top right. The page has tabs for 'General', 'Pay Request Details', and 'Added Purchase Orders'. The 'General' tab is active, showing fields for Organization (Department of Administrative Services), Record Number, Project Name (OAKS CI Tra), Project Number (OCI-080001), Project Location (Surface Roa), and Title (Stored Mat). The 'Attachments' section is also visible.

The bottom window shows the 'Workflow Action Details' dialog box. The 'Action Details' section has a 'Workflow Actions' dropdown menu with 'Submit' selected, highlighted by a red box. To the right, the 'Send For' field is set to 'Associate Review'. The 'To' field contains the email addresses: Archana Atrey;Cindy Pizzuto;Consultant Student1;Consultant Student10;Consultant Student11;C... The 'CC' field is empty with the placeholder text 'Start typing for suggestions...'. The 'Due Date Details' section has a 'Task Due Date' field. At the bottom of the dialog, there are 'Cancel' and 'Send' buttons, with a red arrow pointing to the 'Send' button.



Installing Stored Materials

- ▶ It is now time for your March billing. You have now installed the other \$200,000 of material that you stored in February
- ▶ You now need to bill for those installed materials

NOTE: If you want to install materials, you must have stored them on a previous pay request



Installing Materials

- ▶ On the left, enter a Short Description on the “Light Switches” line
- ▶ Scroll to the right

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7490/1?_uref=uuu306543895t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Cancel Error Check Save

Code Name	Commit Short Description	Short Description *	Subcontractor...	Scheduled Value	% Labor Complete	% Materials Complete
Concrete Matl	Concrete Mix and...		Nelson Stark Co...	450,000.00	0.00	0.00
Concrete Labr	Concrete Labor		Nelson Stark Co...	650,000.00	0.00	0.00
Electrical Matl	Light Switches	Light Switches Complete		400,000.00	0.00	50.00
Electrical Labr	Light Switch Instal...			500,000.00	0.00	0.00
				2,000,000.00	0.00	50.00

Total: 4



Entering materials complete

- ▶ Enter \$200,000 under the “Materials Installed This Period” for the material that you installed
- ▶ Enter 100 into the “% Material Complete
- ▶ Click **Save**

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7490/1?_uref=uuu306543895t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Cancel Error Check Save

% Materials Complete	% Services Complete	DPE or Reimbursable...	Material Stored OnSite This Period	Material Stored OffSite This Period	Material Installed This Period
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
100.00	0.00	0.00	0.00	0.00	200,000.00
0.00	0.00	0.00	0.00	0.00	0.00
100.00	0.00	0.00	0.00	0.00	200,000.00

Total: 4



Check Line Item

- ▶ You should have \$16,000 in Earned this Period and 100% in Materials Complete
- ▶ This amount reflects the remaining 8% owed to you for materials previously stored

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7490/1?_uref=uuu306543895t2

Create New Contractor Pay Request

Send Save

General **Pay Request Details** Added Purchase Orders

Add [Icons]

DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?
0.00	0.00	384,000.00	400,000.00	16,000.00	No
0.00	0.00	384,000.00	400,000.00	16,000.00	

Total: 1



Check Amounts

▶ NOTES:

- ▶ Current Earned and Total Amount blocks should match
- ▶ The **Earned this Period** column should NEVER reflect a negative amount

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7490/1?_uref=uuu306543895t2

Create New Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Add

DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?
0.00	0.00	384,000.00	400,000.00	16,000.00	No
0.00	0.00	384,000.00	400,000.00	16,000.00	

Total: 1

Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7490/1?_uref=uuu306543895t2

Create New Contractor Pay Request

General Pay Request Details Added Purchase Orders

Attachn

Earned Current Request

Current Services	0.00	Current Material	200,000.00
Current Labor	0.00	Stored Materials	-184,000.00
Current DPE/Reimb	0.00		
Current Labor Total	0.00	Current Materials Total	16,000.00
		Current Earned	16,000.00



Send Pay Request

- ▶ Click the **Send** button
- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The image shows two overlapping screenshots of a web application interface for creating a new contractor pay request. The top screenshot shows the main form with a red box around the 'Send' button and a red arrow pointing to it. The bottom screenshot shows a 'Workflow Action Details' dialog box with a red box around the 'Submit' option in the 'Workflow Actions' dropdown menu and a red arrow pointing to the 'Send' button at the bottom right of the dialog.

Top Screenshot: Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome
ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/5756?_uref=uuu150239568t2
Create New Contractor Pay Request
Send Save

Bottom Screenshot: Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome
ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/ucpr/1006/5756?_uref=uuu150239568t2
Workflow Action Details
Action Details
Workflow Actions *
Submit
Send For
Associate Review
To
Archana Atrey;Cindy Pizzuto;Consultant Student1;Consultant Student10;Consultant Student11;C...
CC
Start typing for suggestions...
Due Date Details
Task Due Date
Cancel Send



Key Points

- ▶ When billing for any material, make sure to use a Material Line
- ▶ Material that is stored on one pay request must eventually be installed on another pay request.
- ▶ Current Materials Stored should **NOT** be a negative number.
- ▶ Earned this Period should **NOT** be a negative number.
- ▶ Current Earned and Total Amount blocks should match



Questions?

Please contact OAKS CI Support Desk:

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