COSA PRIME*Link* Vendor User Guide

Capital Improvements Management Services

Updated - January 2013

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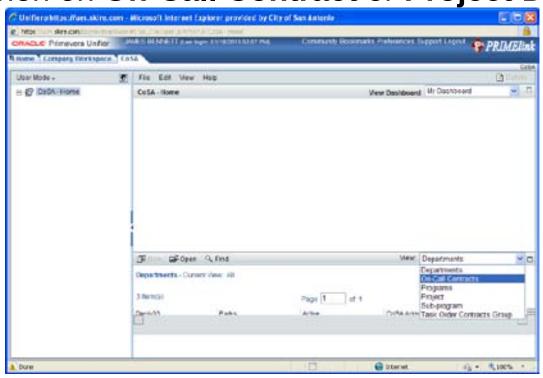
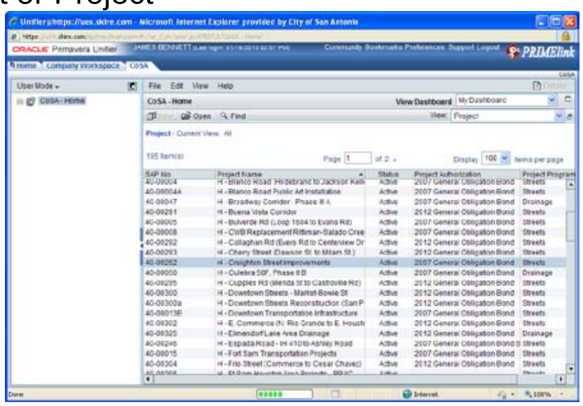
Payment Request

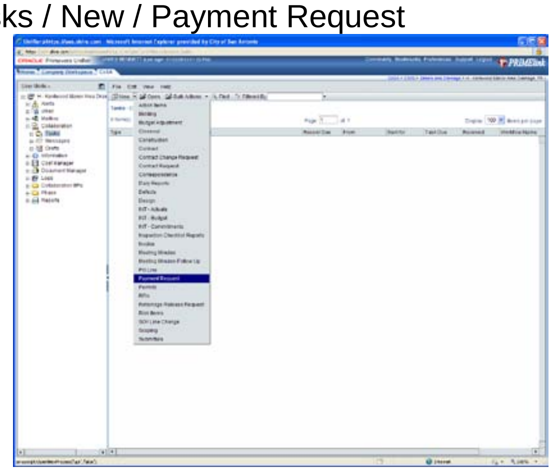
1. Click on Departments then on **On-Call Contract** or **Project** Dashboard



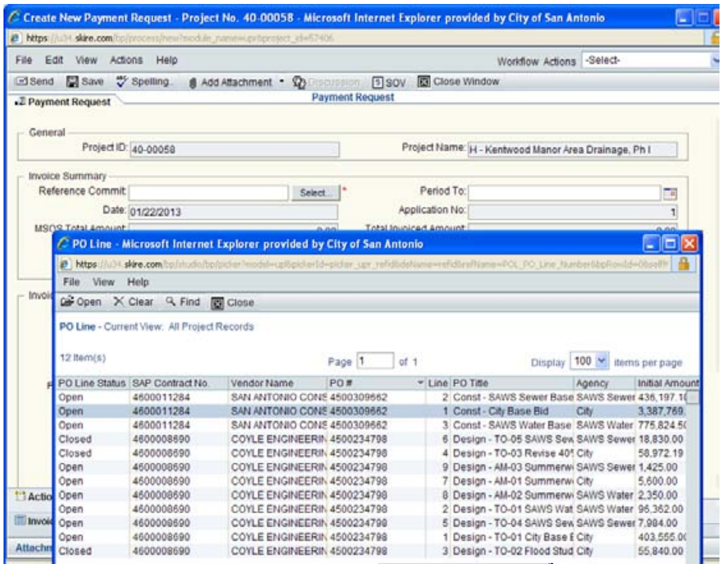
2. Click on your Contract or Project

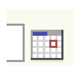
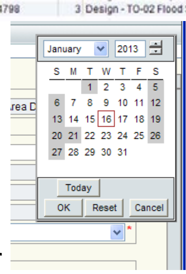


3. Go Collaboration / Tasks / New / Payment Request



4. Click on the “Payment Request” tab: (It will Expand)
   a) Click on the “Select” Button after Reference Commit –
      Click on the “PO Line” you want to invoice - (City, SAWS Sewer, SAWS Water, CPS)
      Click on “Open”

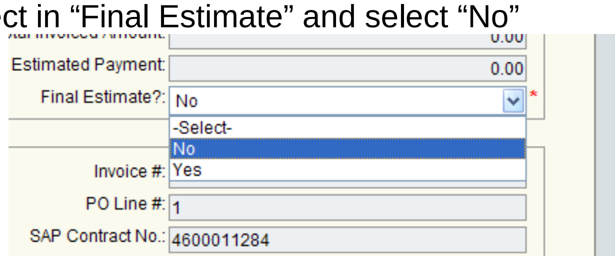


   b) Period To: Click on the  Calendar 

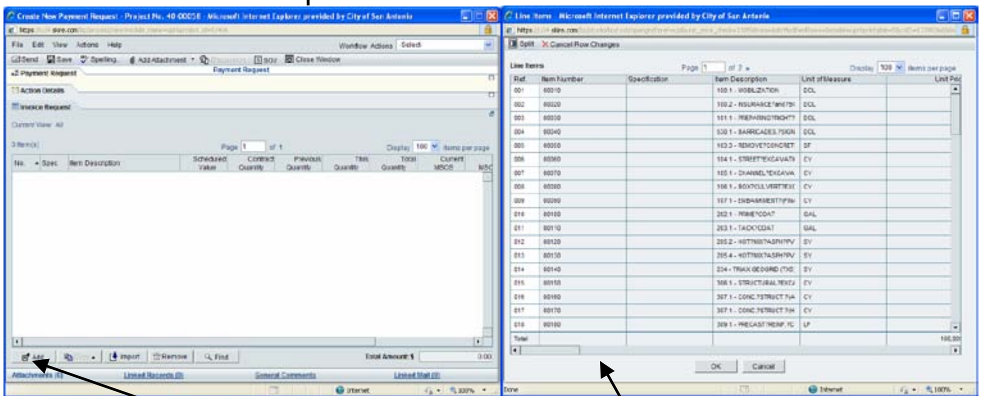
and select the date.

   c) 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) Click on Select in “Final Estimate” and select “No”

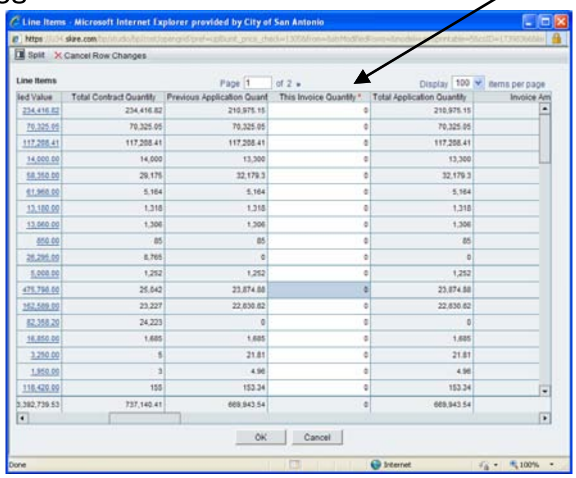


5. Click on the “Invoice Request”

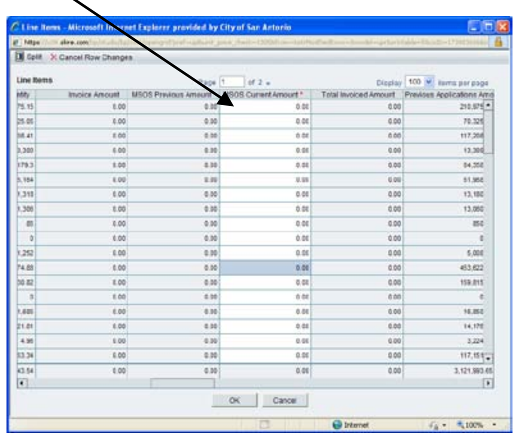


a) Press Add (you will see your pay items)

b) Scroll on the bottom bar to the right until you see “This Invoice Quantity” and enter your quantities

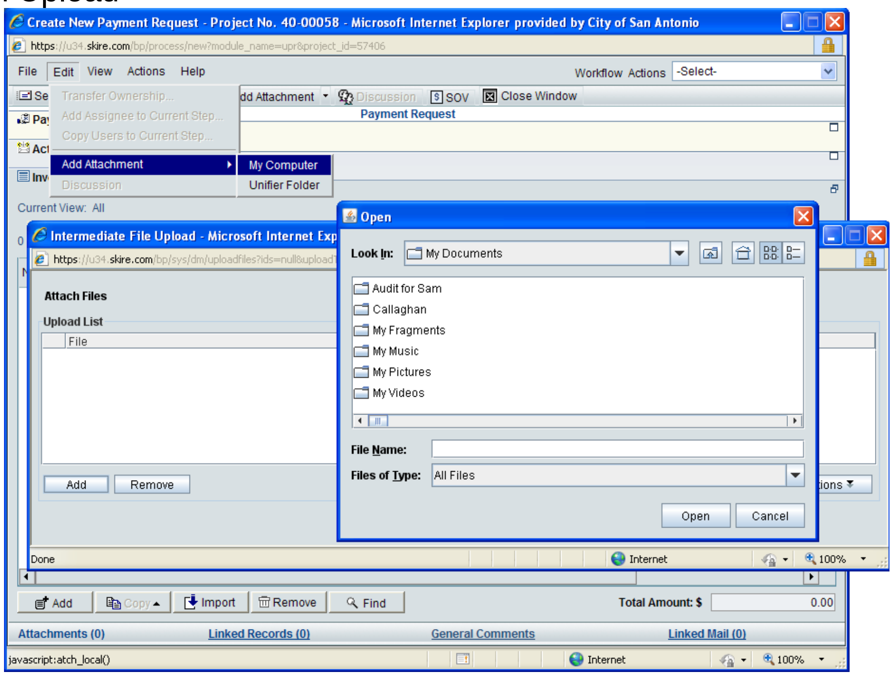


c) If you have Materials Stored on Site (MSOS) scroll the bottom bar further right until you see MSOS Current Amount and enter the dollar amount of your MSOS.

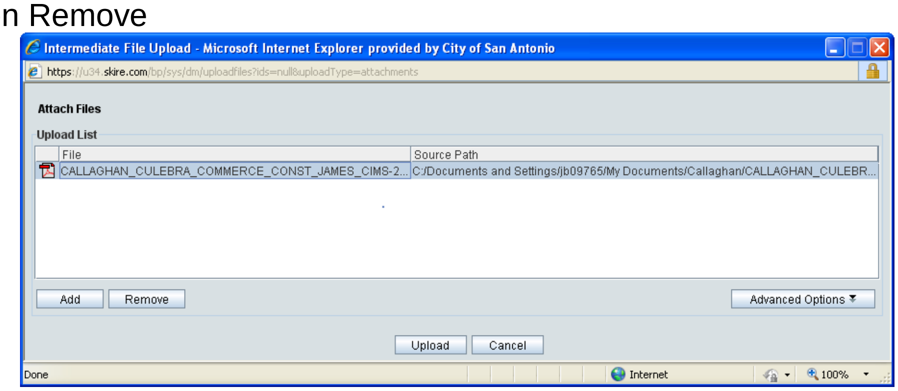


4. You may have more than one page of line items, just click on the >> at the top to get to the next page or click on the “Display” to increase the lines per page.

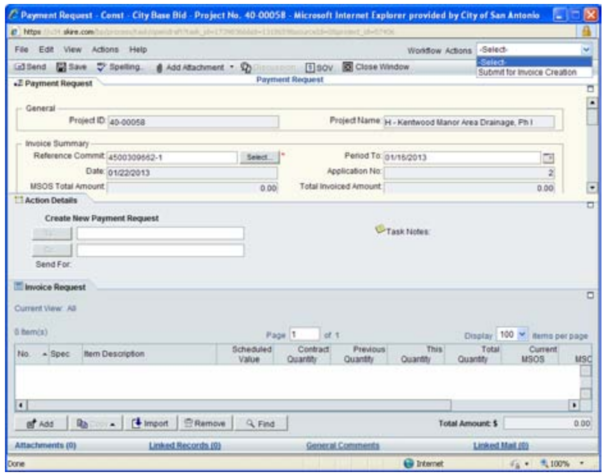
6. Note: Before you try to add an Attachment, click on “Preferences”, then “Options” on the popup. Make sure “File Transfer Option” is “Intermediate” or “Basic” (**NOT Advanced**)
7. To add an attachment
    a) Click on Add Attachment / My Computer
    b) Click on Add
    c) Select the File / Open
    d) Click on Upload



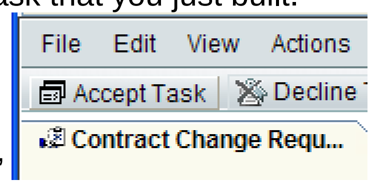
8. Remove attachment
    a) Click on Attachments
    b) Select item you would like to delete
    c) Click on Remove



9. Under Workflow Actions select “Submit”
10. Click on Send

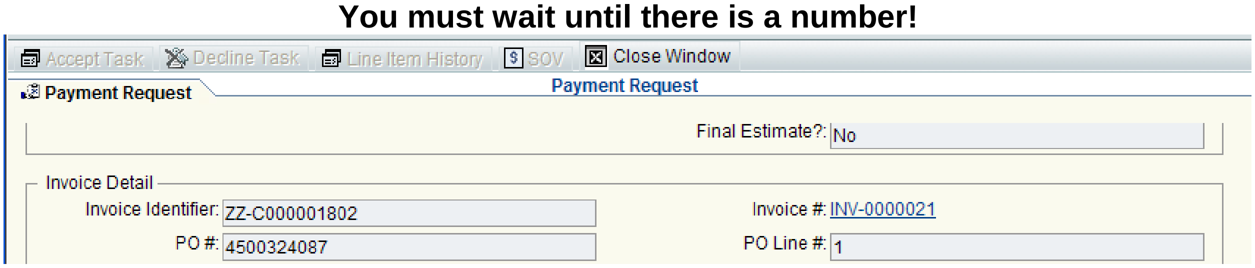


11. To approve your invoice –
    a) Double-click on your task that you just built.



    b) Click on “Accept Task”
    c) Check that all the amounts are correct.
    d) Under “Payment Request” check that “Invoice #:” has something in it.

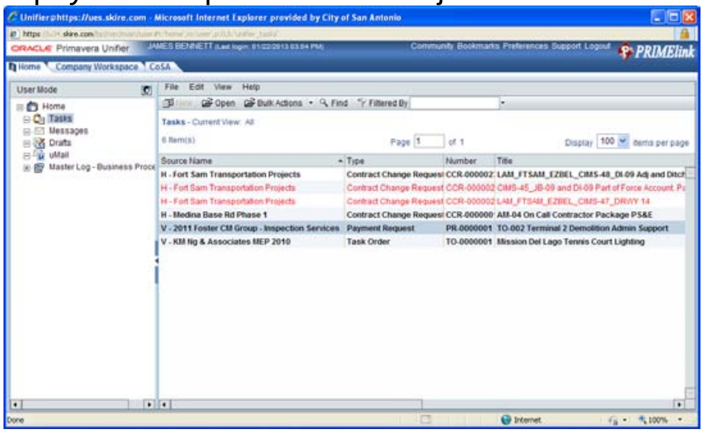
(If there is not an “INV-0000000” number, do not approve it)
You must wait until there is a number!



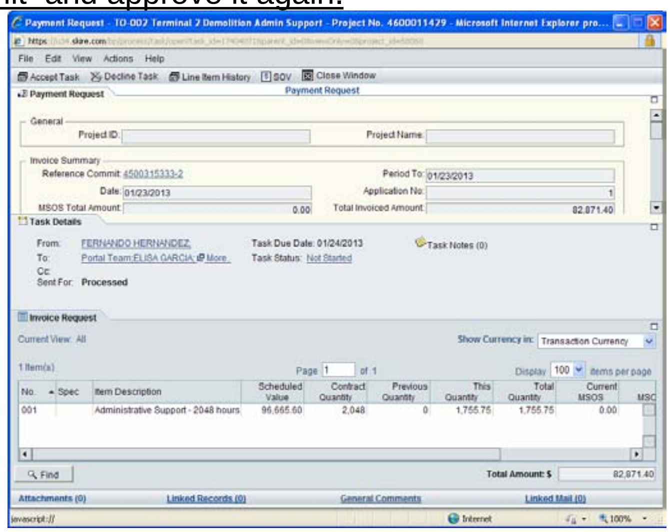
12. If there is a number, under Workflow Actions select an action.
    a) There can be many actions; you want the one that “Submits” your application it to the next approver.
13. Click on “Send”

If Payment Request is Rejected

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



3. Click on “<u>Accept Task</u>”, Click on “Invoice Request” tab - 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>

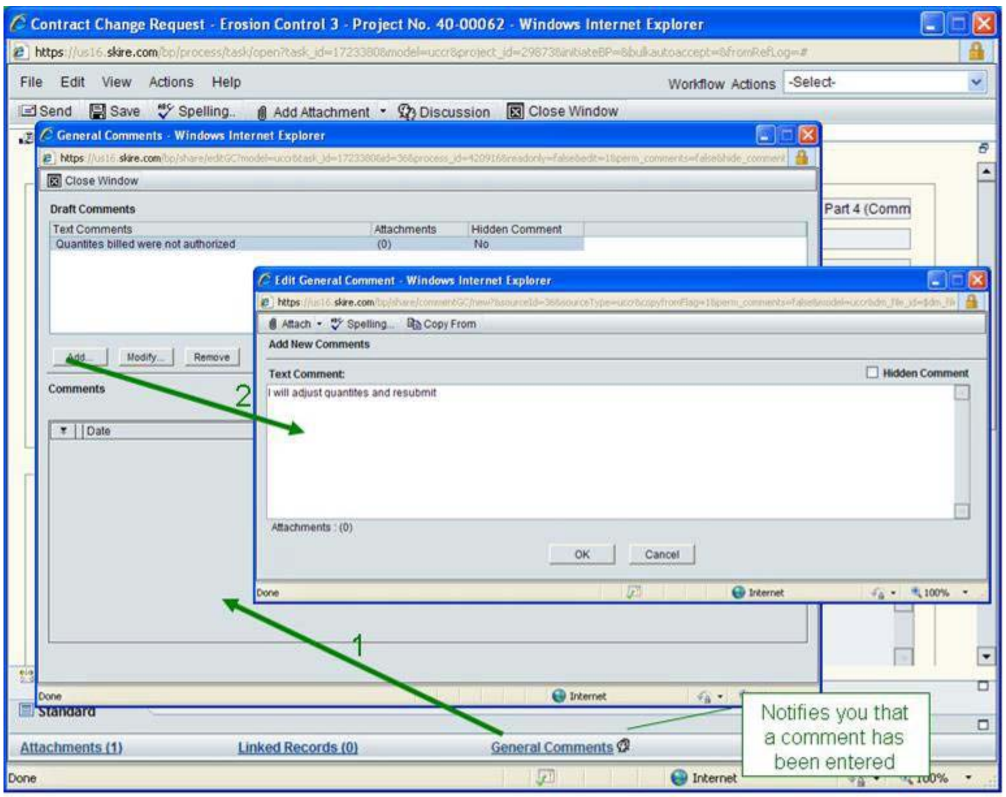


Approve a Task

1. Under Items Requiring Your Attention – 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 declined – 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*)
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”
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

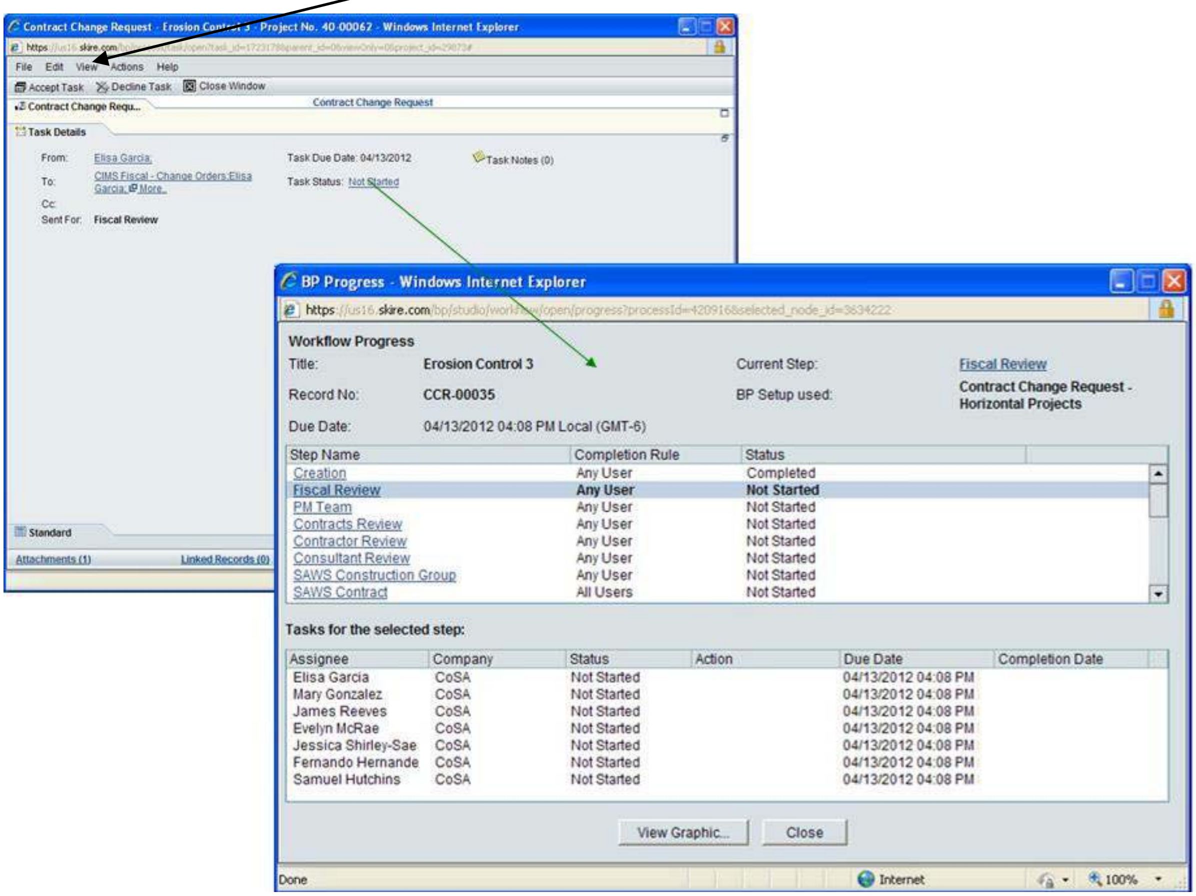


Check on Task Orders or Contract Change Request

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

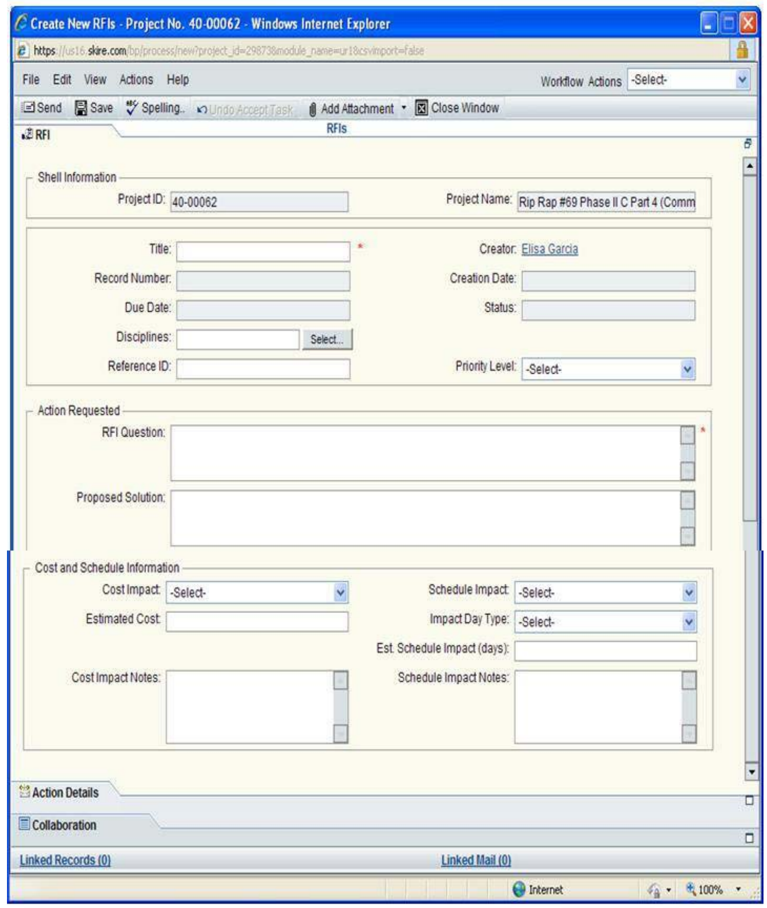
1. Open your Project or On-Call Contract
2. Select “Logs”,
   - On-Call Contracts - click on “Task Order”
   - Projects – click on “Contract Change Request”
3. On the right side – select the Task Order or Change Request you are inquiring
4. Click on the link next to Task Status:
5. You will see the workflow 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.



Creating a Request for Information (RFI)

1. Click Collaboration
2. Tasks
3. New
4. Select RFI
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



Notification of RFI sent

RFI Response

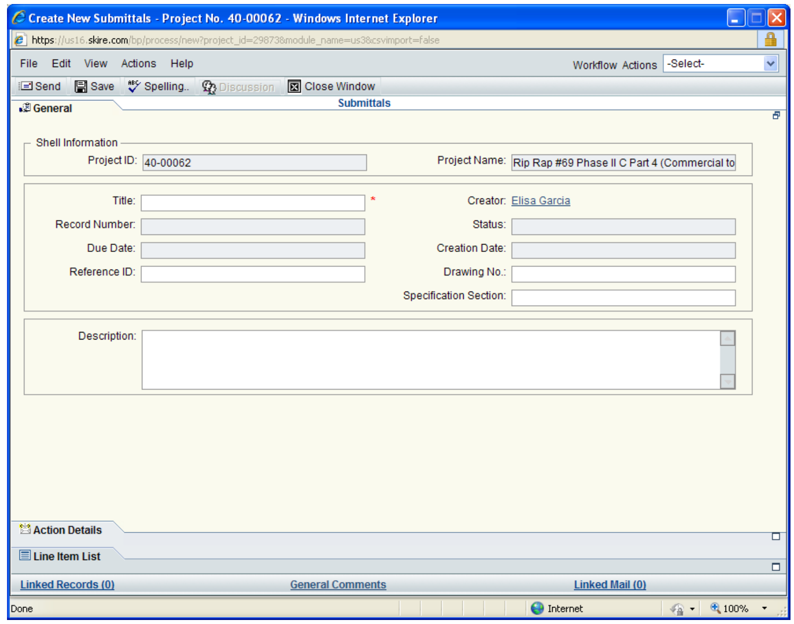
You will receive an email that an RFI requires your review and it will contain a link

1. Click on the link and it 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. Click Collaboration
2. Tasks
3. New Select Submittals
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