1. Select the contract and navigate to the Contract Dashboard.
2. Select Trigger Only   Construction Contract Final Completion

The process will display as four (4) boxes. The first three (3) tasks can be Manager.

Please note that this process contains pre-conditions which determine whether some tasks are applicable or not.

1. Click on Final Payment Process

a. Add the evidence of the

1. Click back on to the task box and click   . This indicates whether or not the full final payment process tasks are required.

4. Enter the following details:
    a)   (leave this as the default)
    b)   (number this sequentially)
    c)   (number this sequentially)
    d)   (Enter a description of the payment)
    e)   (enter the claimed amount)

This task is only applicable where a final payment greater than $0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

1. Click on the task box, read instructions and
2. You may receive advice from the Cost Manager & Contract Manager (if applicable)
3.

If it is correct, click [Complete & Continue] to progress. If it is incorrect, advise the contractor that you have revised the claim.

This task is only applicable where a final payment greater than $0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

Mark this task as Not Applicable if a final payment greater than $0 is not required.

1. Click on task box, read instructions and
2. Click the link Click here to add a new Storage Item.
3. Click Add to save your document and record it in PACMan.
4. Use the [Complete & Continue] button to progress.

This task is only applicable where a final payment greater than $0.00 is required to be paid to the contractor and will be automatically marked Not Applicable if not.

This is an external task
Click   when completed.

This task is automatically marked Not Applicable if the contract has Retention and a Final Payment greater than $0 is not required. In all other cases, this task is applicable.

1. Click on the task box, read instructions then
2. Refer to 2 for how to enter the payment claim
3. Click [Complete & Continue] to progress

This task is automatically marked Not Applicable if the contract has Retentions.

In all other cases, the task is applicable

1. Click on the task box, read instructions then
2. Click the Preview Certificate button and Save Certificate if satisfied

3. Click Save the second time to approve.
4. Click   to progress

Marking   this   task   Complete

Approving Authority: Principal Project Advisor		Business Unit: Building and Contracts	
Effective Date		Review Date	18/10/2024
Replaces QRG	5.1.1 [CM-SR] Construction Contract Claim for Final Payment and 5.1.2 [SR] Construction Contract Completion		
EDRMS File No.		Document No & Version	1.0
Scope	PACMan Construction Contract Final Completion process		