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Oracle Textura Payment Management Guide for Direct Vendors

A guide to completing the basic and most common tasks in Textura.

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Direct Vendor Support Options

- Webinars scheduled three times a week, Monday, Wednesday, Friday
 Link to sign up for the webinar: <u>https://www.oracle.com/textura/training.html</u>
- Contact TPM Customer Support at **866-839-8872**
 - Representatives available Monday through Friday, 8a 9p EST
- In-App Chat with Support
 - Click the ? in the top right of the application and select Chat with Support
- Direct Vendor Web Help pages available on the upper right side of all TPM screens by selecting Help link
- Virtual Learning Path
 - Available here: <u>https://mylearn.oracle.com/ou/search/?filters=Area-Textura</u>

Help Help for this Page Self-service help for the current page **TPM Documentation** Complete documentation for TPM Chat with Support Chat with a TPM representative now Webinar Training View our classes and webinars to level up on TPM General Contractor and Subcontractor Learning Paths Textura training, built for you Connect with Us Ways to engage with Textura **Contact Us** English Français Español 1-866-839-8872 1-855-444-3704 1-855-444-3703

Cleveland Clinic Process B Direct Vendor Process

As a Cleveland Clinic Direct Vendor, you will follow the Green Boxes detailed below.

- Cleveland Clinic will issue your contract for acceptance.
- All approved Change Orders will automatically be added to your contract in Textura.
- When a draw is open and available for you to bill, Cleveland Clinic will send your organization an invite through the Textura system.
- You will use the Textura system to submit your invoice and DocuSign all required documents and send those back to Cleveland Clinic.
- Once approved, Cleveland Clinic will fund you from their accounting system (Oracle-ERP).
- After you've received payment, you will need to upload your signed Unconditional Lien Waiver to the Textura system for Cleveland Clinic's review and approval.



• This will ensure you are funded timely on your next Draw.

Account Setup

Live help with account set up is available Monday through Friday from 7am-8pm CST. If you prefer to learn how to set up your account and confirm your contract on your own or outside of our working hours, follow the instructions below.

1. You will receive an email to create your account. Click on the link following "To start using the system, click on the link below to set up your TPM account:"

Mon 4/1/2019 9:35 AM
N noreply@oracle.com
[Textura System] On behalf of Atlantic General Contractor - Complete Your TPM Account Setup
To Ursula Harrison of Maryland Subcontractor:
Your registration is complete. Thank you for your order. Oracle" Textura Payment Management system (TPM) is now included on your account on the Oracle Store.
Your Order Number is: 38071789c80451c11K8888
To start using the system, click on the link below to set up your TPM account:
https://usdemo1.texturacorp.com/system/CreateUsername.psp?initcode=Yd3HOezVofk3SnoBBaSYOtOnBsrhBnuC&login=1&jobTokenID=222975
Note: For your security, the above link will expire 48 hours after it is created (April 3, 2019 at 9:35:06 AM CDT). If your link has expired, please contact Customer Support on 866-839-8872 to request a new link.
To see simple instructions on creating your account, click the link below:
https://docs.oracle.com/cd/E97085_01/10306012.htm
Para obtener instrucciones sencillas en la creación de su cuenta, haga clic en el enlace de abajo:
https://docs.oracle.com/cd/E97085_01/10306012.htm
TRAINING INFORMATION:
All new Subcontractor users are encouraged to register for a free training webinar prior to entering their first invoice. Click the link below for a full schedule of available classes and to register for TPM Subcontractor Training: https://www.oracle.com/textura/training.html
Kind Regards.
Textura Payment Management System



2. You will be directed to create a username and password. The requirements are on the right. Be sure to password protect them in an Excel Sheet as Textura personnel does not have access to your log in credentials if you lose them.

ORACLO Textura	Ξ	
Create Account		
Username		
Use letters, numbers, or unders characters.	cores (_). Maximum of 20	
Password	۲	
	Required	
Re-Enter Password		
	Required	
Su	bmit	

3. Once you have created a log in that meets the requirements, the next step is to **Edit User**. Fill in the asterisk fields with your name, email, and phone number.

Company Name. Maryland Subcontractor	Textura	Customer Number: 80451
User Information		
First Name:*	User Name:*	
Middle Name:	User Role:	Enterprise Administrator
Last Name:*	Job Title:*	
Contact Information		
E-Mail:*	Address:	

4. Once those fields are completed, Scroll down to Notifications and Permissions and select Manage Projects, Manage Compliance, Sign on Behalf of the Company and Invoice Approver. Optional: If you are a notary, also select <u>Notarize Documents</u> and fill in the fields at the bottom with your notary state and expiration date. Select Save Changes at the bottom when finished.

otification and Permissions						
E-mail Notification for Project Messages:	User can:					
●E-Mail with each notification that occurs ◯Never-I will get them from my homepage	Manage Projects					
Configure/View Email	 Sign on behalf of the company: Sworn statements, lien waivers, and other documents. 					
Date Input Format: (Implication) (e.g., 12/31/2008)	Invoice Approver					
Odd.mm.yyyy (e.g., 31.12.2008) Note: dd-Mon-vvvv (e.g. 31-Dec-2008) is alwavs accepted	Disburse Project Funds					
	No Disburse Enterprise Wide Funds No Manage Owner Funding					
	Manage Classified Attachments Manage EPP					
	No Create Projects					
	☐ Manage Interfaces					

5. The next step is to **Edit E-Sign PIN**. The PIN number is a 4-6 digit number used to sign documents electronically. Fill in your password in the first blank, and enter and re-enter the PIN number of your choice in the third and fourth blanks. Press **Submit** when finished.

🕼 Users 🗸 Organizations 🗸	Tasks \sim	
Reset e-Sign PIN		
	Please e you would lik (Note that PIN must be 4- Enter Current Password: Enter PIN Number: Re- Enter PIN Number:	enter the security PIN ce to use to for e-signing. -6 digits in length.) Forgot Password?

How to Add Banking Information and Confirm Contract

6. The system will prompt you to select Edit Organization to input your legal company name, address, tax ID and bank information. Note: You will need to add banking details into Textura – this is a required step of the application. Cleveland Clinic will be paying outside of the Textura system. Press Update Organization at the bottom of the page when finished.

a on.				
	Textura Customer Number: 80451 Oracle GSI Account Number: o_acct_ Cloud Account Nume: o_acct_name_l Subscription ID: sub_80451	num_80451 80451		
	Business Information		Bank Information	
	Company Name: *	Maryland Subcontractor		and the second s
	Country: *	United States of America		the deal of and pairs the second seco
	Address Line 1: *	1405 Lake Cook Road	*00194.5* (C	6 10000 5 21
	Address Line 2:		Bank Name: *	Maryland Bank
	City: *	Ocean City	Bank City:	
	State: *	Maryland	Bank State:	
	Zip Code: *	21842	Bank Country:*	United States of America
	County :		Bank Account Name:	
	Phone: *	8668398872	Routing Number:*	021000021
	Atternate Phone:		Concerning ACH Routing M the number on a Check or that the routing number you	lumbers: Routing numbers often differ from Deposit Ticket. Please confirm with your bank use is valid for ACH transfers. Note: Routing
	Fax		numbers which begin with	ine digit is: are not used in the ACH system.
	Mobile:		Stored account #	On file, ending in 4801
	Default Currency: *	USD	Bank Account Type:	Checking 🖌
	Default Translation:	English-US	Bank Account #	
	Minority Status: 🥜	None	Re-enter Bank Account #	
			*Denotes Fields Required	for Payment
	Tax ID:			

7. You should now receive an email with a link to complete the Oracle Store Set up. Go through the entire Oracle Store set up process and within 24 hours you will be able to confirm the Contract.

- 8. If Cleveland Clinic has attached a project to your existing account, and if you had received the Oracle Store confirmation email 24 hours prior, you can click the Home button in the upper left to click on your new Project to access the Confirm Contract link. Note: If you do not have any projects, reach out to Cleveland Clinic to get projects added to your account. Select Confirm if the base contract value is correct.
 - THERE WILL BE NO COST FOR TEXTURA ON CLEVELAND CLINIC PROJECTS

onfirm Contract										
	You have been invited by Cleveland Clinic (USINTI) to participate in the Project Supplier Tracking Demo (June, 2023) project.									
	General Contractor Project Number:		3865 Textura Project Numb		3865 amber:					
	General Contractor:		Cleveland Cl	linic (USINTI)	Project Na	me: P	roject Supplier Tracking	g Demo (.	June, 2023)	
	SOV Control		Stantec		Project Ad	dress: 1	23 Main			
	Invoice Cont	rol:	Stantec			C	leveland, Ohio 55555			
	Contract	Contract Date	Description	Organization	Original Contract	Change Orders	Contract Amount	Billed	Retention	Contract Balance
	5678	14-Jun-2023		Stantec	500,000.00	0.00	500,000.00	0.00	0.00	500,000.00
		Please	click below to c	onfirm participat	ion in the project					
		Conf	irm	Declin	Reason					

9. After confirming participation in the project, the next step is to **Assign Users to Project**. This selects which person from your company is doing which job in Textura itself. Select **Save Changes** when finished.

User Roles			
Save Changes Cancel			
Name	Project Manager	Compliance Manager	Signer
Ursula Harrison			Ø
Save Changes Cancel			

Following these steps will set up your account as a Direct Vendor. <u>Reach out to your General</u> <u>Contractor if you need projects added to your account, or if you need to be invited to</u> <u>invoice.</u>

How to Edit a Schedule of Values as a Direct Vendor

Cleveland Clinic may require that you provide detail on your schedule of values. Follow the below instructions to learn how to do so, or call (866) 839-8872 for live assistance.

1. Log in to cpm.texturacorp.com and click on the project. From there, select the **My Contracts** tab at the top and choose **Edit Schedule of Values**. This brings you to this page:

0	RACL	E Textura Pa	yment Manageme	ent		🚺 🖶 то	ols 🔻 🛛 🗊 Maryla	nd Subcontra	ctor 🔻 🛞 Ursul	a Harrison 🔻 🛛	¢0 (?)	
谷	A Rocky Coast Condominiums - 24567 V 🛃 002 V											
Projec	Project Home My Contract \checkmark Compliance \checkmark Subcontracts \checkmark Project Setup \checkmark											
Edi	Edit Schedule of Values											
Save	Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019											
	Add New Lin	e Copy Selected Del	ete Selected	Browse	No file selected.	Upload New	from CSV Download	d Example CS	SV File			
N	av Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete		
L	1	General Construction	0.00	40,000.00	0.00	40,000.00	Amount 0.0	0.00	Amount 0.00	40,00	0.00	
		Working Totals: Totals:	0.00 0.00	40,000.00 40,000.00	0.00 0.00	40,000.00 40,000.00	0.00 0.00	0.00 0.00	0.00	40,000.00 40,000.00		

2. In this example, our contract is input as a lump sum with a generic description. If we want to fix this, we need to click on the **description** of the line and press the **Delete Selected** button as shown:

Edit	Schedu	le of Values								K X	
Save (Changes	Revert to Saved Realloca	iting for Draw #1 - 19-Api	r-2019							
10	- S 1 General Construction										
E	dit SoV E	Edit Contract Edit Billing	gs								
Ac	dd New Line	Copy Selected Dele	te Selected	Browse	No file selected.	Upload New f	from CSV Download	Example	CSV File		
Nav	v Phase	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to	
	Coue	2	Amount	Amount	Amount	Amount	Amount	÷ .	Amount	Complete	
- L-	1	General Construction	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	
		Working Totals: Totals:	0.00	40,000.00 40,000.00	0.00 0.00	40,000.00 40,000.00	0.00	0.00	0.00 0.00	40,000.00 40,000.00	

3. Pressing the **Delete Selected** button will get rid of the line item entirely and from here you can press **Add New Line**:

Edi	Edit Schedule of Values										
Save	Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019										
	1 General Construction Edit SoV Edit Contract Edit Billings										
Add New Line Copy Selected Delete Selected Browse No file selected. Upload New from CSV Download Example CSV File											
		New Line	Copy selected Dele	ete Selected	Browse	No file selected.	Upload New f	rom CSV Download	d Example	CSV File	
N	av	Phase	Description	Adjustment	Scheduled Value	No file selected. Net Change By C/O	Upload New f	Billed To Date	% Comp	CSV File Retention to Date	Balance to
N	av	Phase Code	Description	Adjustment Amount	Scheduled Value Amount	No file selected. Net Change By C/O Amount	Upload New f Contract Sum to Date Amount	Billed To Date Amount	% Comp	CSV File Retention to Date Amount	Balance to Complete
N	lav 0	Phase Code	Description	Adjustment Amount 20,000.00	Scheduled Value Amount 20,000.00	No file selected. Net Change By C/O Amount 0.00	Upload New f Contract Sum to Date Amount 20000.00	Billed To Date Amount 0.00		Retention to Date Amount 0.00	Balance to Complete 20,000.00

There are three columns only that you touch when breaking out your budget for the first time:

- **Phase Code** The line item number for your contract. Keeps lines in order. **Highly** recommended that you use "001" for your first line item, "002" for your second, etc.
- **Description-** Displays what your line item represents
- <u>Scheduled Value Amount-</u> How much your line item is worth for the *entire* job. Note: This is not where you invoice. You are itemizing your contract only.
- **4.** Continue adding as many line items as needed until your **Working Total** in the Scheduled Value Amount Column adds up to you **Totals** line as shown. You will know this as **Working Totals** and **Totals** will be in black and will match:

E	Edit Schedule of Values										
Sa	Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019										
	1 General Construction Edit SoV Edit Contract Edit Billings										
	Add	New Line	Copy Selected Dele	te Selected	Browse	No file selected.	Upload New 1	rom CSV Download	Example	CSV File	
	Nav	Phase	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to
		code		Amount	Amount	Amount	Amount	Amount		Amount	complete
	L	001	Labor	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
	L	002	Material	20,000.00	20,000.00	0.00	20000.00	0.00	0.00	0.00	20,000.00
	L 002 Material 20,000,00 20,000,00 0.00 20000,003 0.00 0.00 0.00 20,000,00 20,000,003 0.00 0.00 0.00 20,000,003 0.00 20,000,003 0.00 20,000,003 0.00 20,000,003 0.00 20,000,003 0.00 20,000,003 0.00 20,000,003 0.00 40,000,00 0.00 0.00 40,000,00 0.00 40,000,00 0.00 40,000,00										

5. Select Save Changes in the upper left when finished.

How to Allocate Change Orders

Sometimes Cleveland Clinic may increase or decrease your contract value via change order. Adding those change orders to your contract is called change order allocation. Follow the steps below to be walked through a typical change order allocation.

- 1. You will receive an email titled "**New Change Order**" that will list the project that the change order is regarding.
- 2. Log in to cpm.texturacorp.com and click on the project that has the change order. When you have a change order to allocate, you will see a warning triangle displayed on the page asking you to allocate the change order. Click **Allocate Change Order for Contract**.

	567 🗸 🗟 002 🗸	
Project Home My Contract \checkmark Compliance \checkmark	Subcontracts \checkmark Project Setup \checkmark	
Project Home		
Overview		
Tasks Payment Summary		
Auget	Compliance	
 Allocate Change Order for Contract 002 Edit budget: 002 - 	Update Legal Documents (2) V	



3. When you click on the allocate option, you are brought to the Change Order Allocation page

🗟 👗 Rocky	Coast Condominiur	ms - 24567 \vee	 Ø02 	\checkmark				
Project Home N	ly Contract ∨ Complia	ince \vee Subcor	ntracts 🗸 🕴 Pr	roject Setup \vee				
Change Or	der Allocation							
Save Changes • You have 1 C • Reallocating	Revert to Saved Change Orders to allocate, for Draw 1 - 19-Apr-2019	now allocating 00	- Additions to S	Scope for <mark>1,500.00</mark>				
Add New Line	Delete Selected							
Phase Code	Description	Alloca	ite 1,500.00	SoV Amount	Net Change By C/O	8	Contract Sum to Date	Subcontract Amount
	Working Totals: Totals:	0.00 1,500.00	0.00	<mark>0.00</mark> 1,500.00	0.00 1,500.00	0.00 0.00	0.00 0.00	0.00 1,500.00

4. From here, you have 2 options; 1. You can allocate your change order to the same line item (most scenarios) all direct vendors will just have a single line item, or 2. You can add new line items to your SOV for the change orders.

Option 1 (most scenarios): if you want to keep your schedule of values as a single line item, you will need to allocate each change order to the same line.

Input the value of EACH CHANGE ORDER into the red allocate box and click Save Changes

Revert to Saved 3 Change Orders to allocate, now allocating 1 ng for Draw 1 - Not yet initiated	- C1000210158 - HOK - LOI 00	1 for 2,479,248.00					
.10158 - HOK - LOI 001							
ne Delete Selected							
Description	Allocate 2,479,248.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount	Billed to Date	Balance to Complete
C1000210158 - HOK - LOI 001	2,479,248.00	513,858.00	2,479,248.00	2,993,106.00	0.00	0.00	2,993,106.00
Working Totals:	2,479,248.00	513,858.00	2,479,248.00	2,993,106.00	0.00	0.00	2,993,106.00
Totals:	2,479,248.00	513,858.00	2,479,248.00	2,993,106.00	0.00	5,801,987.57	2,993,106.00
	Revert to Saved Change Orders to allocate, now allocating 1 of Or Draw 1 - Not yet initiated 10158 - HOK - LOI 001 Delete Selected Description C100021058 - HOK - LOI 001 Working Totals: Totals:	Revert to Saved Change Orders to allocate, now allocating 1 - C1000210158 - HOK - LOI 00 ng for Draw 1 - Not yet initiated 10158 - HOK - LOI 001 ne Delete Selected C1000210158 - HOK - LOI 001 C1000210158 - HOK - LOI 001 Working Totals: 2.479,248.00 Totals:	Revert to Saved Change Orders to allocate, now allocating 1 - C1000210158 - HOK - LOI 001 for 2,479,248.00 ng for Draw 1 - Not yet initiated 10158 - HOK - LOI 001 me Delete Selected C1000210158 - HOK - LOI 001 Sov Amount C1000210158 - HOK - LOI 001 2479,248.00 Stutistical Working Totals: 2,479,248.00 Stutes 2,479,248.00	Bevert to Saved 3C change Orders to allocate, now allocating 1 - C1000210158 - HOK - LOI 001 for 2,479,248.00 ng for Draw 1 - Not yet initiated 10158 - HOK - LOI 001 Description Allocate 2,479,248.00 C1000210158 - HOK - LOI 001 Vorting Totals: 2,479,248.00 St3,858.00 2,479,248.00 St3,858.00 2,479,248.00 St3,858.00 2,479,248.00 St3,858.00 2,479,248.00 St3,858.00 2,479,248.00 St3,858.00 2,479,248.00	Net Change Contract Sum to Date Concept Contract Sum to Date SeV Amount Net Change Contract Sum to Date Delete Selected SeV Amount SeV Amount Set Change Contract Sum to Date C1000210158 - HOK - LOI 001 2.479,248.00 Sti.858.00 2.479,248.00 2.993,06.00 Working Totals: 2.479,248.00 513,858.00 2.479,248.00 2.993,06.00	Net Change Contract Sum to Date Subcontract Sum to Date Delete Selected Sof Ansount Net Change Contract Sum to Date Subcontract Sum to Date Subcontract Sum to Date Amount 000 Working Totals 2,479,248.00 St5,588.00 2,479,248.00 0.00 Working Totals 2,479,248.00 St5,588.00 2,479,248.00 2093,06.00 0.00	Net Change Subcontract Billed to Date Delete Selected Sof Answer Net Change Contract Sum to Date Subcontract Billed to Date Answer 000 0.00

Option 2: If you would like to add your change orders to a new line item, press the Add New Line button, give your change order a Phase Code (item number) and description and in the allocate column, put in the <u>exact</u> amount that is displayed next to the word "allocate" in the allocate column

Change O	rder Allocation								
Save Changes • You have 1 • Reallocatin	Revert to Saved Change Orders to allocate, now g for Draw 1 - 19-Apr-2019	r allocating 00 - A	dditions to S	Scope for <mark>1,500.00</mark>					
-2 General Cons	struction								
Add New Lin	e Delete Selected								
Phase Code	Description	Allocate	L,500.00	SoV Amount	Net Cha By C	inge /O	ontract Sum to Date	Subcontract Amount	t
002	Change Order 1		1,500.00	1	0.00	1,500.00	1,500.00		0.00
1	Working Totals: Totals:	1,500.00	0.00 0.00	1,500.00 1,500.00	1,500.00 1,500.00	0.00 0.00	0.00 0.00	1,500.00 1,500.00	

5. Select **Save Changes** in the upper left when finished and you will receive a confirmation message:

You have successfully allocated all Change Orders.



Updating Prior Billed Amounts

If your company has submit invoices outside of Textura, you will need to update the amounts that you had billed previously to match what was reflected in Cleveland Clinic's previous invoicing system.

To do this, follow the below steps

1. Click on My Contract. Then Edit Schedule of Values.

Project Home	My Contract 🗸 🗸	Subcontracts 🗸	Draw 🗸	Compliance \checkmark
Project H	Edit Schedule of	/alues		
Overview	View Schedule of	Values		

2. Once in Edit Schedule of Values, click on the Edit Billings tab

Edi	t SoV F	dit Contract Edit Billing	5							
	I Contente	Copy Selected Delete S	Adjustment	Scheduled Value	Net Change	Contract Sum to Date	Billed To Date	ne cov rile	Retention to Date	Balance to
	Phase	1010000020A0200000	Aujusuhent			Contraction of the second s		0/ Come	Second and a second second second second second	
Nav	Phase Code	Description	Amount	Amount	Amount	Amount	Amount	% comp	Amount	Complete
lav	Phase Code	Description	Amount 0.00	Amount 112,743.95	Amount 0.00	Amount 112,743.95	Amount 0.00	0.00	Amount 0.00	Complete 112,743.9
Nav -	Phase Code 001.1.1	Description	Amount 0.00	Amount 112,743.95	Amount 0.00	Amount 112,743.95	Amount 0.00	0.00	Amount 0.00	Complete 112,743.9
Nav	Phase Code	Description	Amount 0.00	Amount 112,743.95	Amount 0.00	Amount 112,743.95 112,743.95	Amount 0.00 0.00	0.00	Amount 0.00	Complete 112,743.9 112,743.9

3. The billed to date amount will be \$0.00

Edit S	SoV Ed	it Contract Edit Billings							
	Phase	1	Contract Sum to Date	Adjustment	Billed To Date		Retention to D	ate	Palance to
		Description		· · · · · · · · · · · · · · · · · · ·					
Nav	Code	Description	Amount	Amount	Amount	% Comp	Adjustment	Amount	Complete
Nav 0	Code 001.1.1	Engineering Agmt	Amount 112,743.95	Amount 0.00	Amount 0.00	0.00	Adjustment 0.00	Amount 0.00	Complete 112,743.95
Nav - 0	Code 001.1.1	Engineering Agmt	Amount 112,743.95	Amount 0.00	Amount 0.00	0.00	Adjustment 0.00	Amount 0.00	Complete 112,743.95

4. Update the billed to date amount to match and then click save changes

e Cha	nges Rev	vert to Saved Reallocating for Dr	aw 1 - Not yet initiated.						
Edit	SoV Ed	dit Contract Edit Billings							
Add N	lew Line	Copy Selected Delete Select	Contract Sum to Date	Adjustment	Upload Nev Billed To Date	v from CSV	Download Example CSV Fil Retention to D	e ate	Balance to
Add Nav	lew Line Phase Code	Copy Selected Delete Select Description	Contract Sum to Date Amount	Adjustment Amount	Upload Nev Billed To Date Amount	v from CS\	Download Example CSV Fil Retention to D Adjustment	e ate Amount	Balance to Complete
Add Nav	Phase Code 0011.1	Copy Selected Delete Select Description Engineering Agmt	ed Bro Contract Sum to Date Amount 112,743.95	Adjustment Amount 87,144.22	Upload Nev Billed To Date Amount 87,144.22	v from CSV v Comp 77.29	Download Example CSV File Retention to D Adjustment 0.00	le Amount 0.00	Balance to Complete 25,599.7

How to Submit an Invoice as a Direct Vendor

If you are new to Textura and need help submitting a pay application, refer to the below guide, or give us a call at 866- 839-8872 Monday-Friday 7am-8pm EST for live assistance.

 Log in to cpm.texturacorp.com and click on the project name. <u>If a draw is open</u>, you will see a Draw Card that says Enter Billing for Draw. Click on the Enter Billing for Draw link under My Contract Tasks.

ORACLE	Textura Payment Management	
🖄 🔺 Lincoln Sc	hool - 1 🗸 🔹 1 - Concrete and Masonry 🗸 🏛 Find Draws 🗸	/
Project Home My Co	ntract \lor Compliance \lor Subcontracts \lor Project Setup \lor Project Tools \lor	
Project Home		
Overview		
Tasks Payme	nt Summary	
You do not have any Draws In Progress Cor	npleted	
Open Draws (1)	
Period: 01-Jul-202 Due Date: 17-Jul-2	lly) 11 to 30-Jul-2021 2021	
Enter Billing S Details	2 — 3 Sign Invoice Sign Lien Waiver	
My Contract Ta C Enter Billing for I	isks Draw 1.	
Print Draw Docu	More V	
Submitted Dra	aws (0)	

You will be directed to the Enter Billing Details page. When you know how much of each line item you wish to bill, enter those values under the Work This Period column or edit the % Complete column. You can select More to apply contract level changes or upload your billing values by CSV. Press Save & Continue.

a 2	Lincoln S	School - 1 🗸 🛛 🗟 1 - C	oncrete and Masor	nry 🗸	👬 Draw 1 - July	y - 17-Jul-2021	\sim							C
1 P	Progress	2 Retention 3 R	lecord Sub-Tiers	4 Revie	w						Net Th	nis Period 69	196.38	
Ente Note: F	er Billing Retention he	Details Id this period can be edited. I	Retention can be requ	uested.						Go To Draw	Home De	cline to Invoice	Save &	Continue
Search	Item No. and I	Description of Work	X Q Quick Filter	All Rows		Table View Star	ndard 🔻	•				S Revert	B Save	More ~
•	Item No.	Description of Work		% Complete	Scheduled Value	Previously Billed	Work This Period	Material Stored This Period	Completed to Date	Balance	Retention % This Period	Contract Level Changes % Complete, % Retention, Full &		Full & Final
0	01	Mobilization	Q	100.00%	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	10.00%	 Export CSV Export current 	t values	
8	02	Design	Q	100.00%	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00	10.00%	Upload Billin	Amounts	r values
j)	03	Level 1 - Steel	Q	18.00%	90,500.00	0.00	16,290.00	0.00	16,290.00	74,210.00	10.00%	Clear Entire I	nvoice	
3	04	Level 1 - Install	Q	12.53%	60,000.00	0.00	7,518.00	0.00	7,518.00	52,482.00	10.00%	Set current pe	riod values t	0 Zero
ä	05	Level 2 - Steel	Q	4.73%	65,050.00	0.00	3,076.86	0.00	3,076.86	61,973.14	10.00%	307.6	9	2,769.17
3	06	Level 2 - Install	Q	0.00%	35,808.00	0.00	0.00	0.00	0.00	35,808.00	10.00%	0.0	0	0.00
1	07	Level 3 - Steel	Q	0.00%	55,808.00	0.00	0.00	0.00	0.00	55,808.00	10.00%	0.0	0	0.00
1	08	Level 3 - Install	Q	0.00%	40,500.00	0.00	0.00	0.00	0.00	40,500.00	10.00%	0.0	0	0.00
9	09	Closeout	Q	0.00%	20,000.00	0.00	0.00	0.00	0.00	20,000.00	10.00%	0.0	0	0.00
	Total			18.41%	417,666.00	0.00	76,884.86	0.00	76,884.86	340,781.14	10.00%	7,688.4	9	69,196.38



3. If you are able to bill for previously held retention, you will be taken to the Retention tab. When you know how much previously held retention to request, enter those values under the **Request Previously Held** column. Press **Save & Continue**.

& Lincoln	School - 1 🗸 🛛 🖻 1 - 0	Concrete and Mason	ry 🗸	👬 Draw 1 - July -	17-Jul-2021	~						ii.
Progress	2 Retention 3	Record Sub-Tiers	4 Revie	w						Net T	his Period 69,1	96.37 🔻 👯
Request Pre	eviously Held Reten eld this period can be edited.	tion Retention can be reque	ested.							Go To Draw Horr	e Previous	Save & Continue
earch Item No. and	Description of Work	X Q Quick Filter All	Rows							_	Severt	More More
Item No.	Description of Work		% Complete	Scheduled Value	Completed to Date	Previously Held	Retention % This Period	Retention Held This Period	Request Previously Held	Retention To Date	Retention % To Date	Net This Period
01	Mobilization	Q	100.00%	20,000.00	20,000.00	0.00	10.00%	2,000.00	0.00	2,000.00	10.00%	18,000.00
02	Design	Q	100.00%	30,000.00	30,000.00	0.00	10.00%	3,000.00	0.00	3,000.00	10.00%	27,000.00
03	Level 1 - Steel	Q	18.00%	90,500.00	16,290.00	0.00	10.00%	1,629.00	0.00	1,629.00	10.00%	14,661.00
04	Level 1 - Install	Q	12.53%	60,000.00	7,518.00	0.00	10.00%	751.80	0.00	751.80	10.00%	6,766.20
05	Level 2 - Steel	Q	4.73%	65,050.00	3,076.86	0.00	10.00%	307.69	0.00	307.69	10.00%	2,769.17
06	Level 2 - Install	Q	0.00%	35,808.00	0.00	0.00	10.00%	0.00	0.00	0.00	0.00%	0.00
07	Level 3 - Steel	Q	0.00%	55,808.00	0.00	0.00	10.00%	0.00	0.00	0.00	0.00%	0.00
08	Level 3 - Install	Q	0.00%	40,500.00	0.00	0.00	10.00%	0.00	0.00	0.00	0.00%	0.00
09	Closeout	Q	0.00%	20,000.00	0.00	0.00	10.00%	0.00	0.00	0.00	0.00%	0.00
Total			18.41%	417,666.00	76,884.86	0.00	10.00%	7,688.49	0.00	7,688.49	10.00%	69,196.37

4. The Record Sub-Tiers tab is only required to list companies outside of your own that have either physically worked with you on the project or have provided material, and the amounts you have <u>already</u> <u>paid</u> them. If you have suppliers, select **Add New Sub Tier.** If not, select **Save & Continue** to review your billing summary.

â 🔺	Lincoln School - 1 V	1 - Concrete ar	nd Masonry 🗸 📫 Dra	w 1 - July - 17-Jul-2021 \vee				0
🖌 Pr	ogress 🔗 Retention	3 Record Sub-	Tiers 4 Review				Net This Period 69,19	6.37 🕶 💥 🖨
Reco	rd Sub-Tiers						Go To Draw Home Previous	Save & Continue
Line Del	Name	Organization Status	Location	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
2	Subcontractor Company	Self	Livermore, California	Concrete and Masonry	367,666.00	0.00	57,196.37	310,469.63
	Sub Tier Company	LW Sub	San Jose, California	Steel	50000.00	0.00	12000.00	38,000.00
			Subcontractors (On-system)	Total:	0.00	0.00	0.00	0.00
			Affidavit Lines Total:		50,000.00	0.00	12,000.00	38,000.00
			Contracted Total:		50,000.00	0.00	12,000.00	38,000.00
			Contracted as Percentage of	Total:	11.97%	0.00%	17.34%	10.90%
			Overall Total:		417,666.00	0.00	69,196.37	348,469.63
				Add New Sub Tier				

Note: to enter the diverse statuses of your suppliers, please reference page 20: How to Submit Project Supplier Tracking

5. After you review the billing summary, select **Yes**, **proceed to signing**. Your billing documents will generate for signing. Click **Sign Billing Documents**, this will prompt Docusign to display the billing documents for you to sign.

Progress 🥑 Retention	Record Sub-Tiers	4 Review	Progress 🔗 Retention	Record S	Sub-Tiers 4 Review	
Review and Sign			Review and Sign Billing values are not editable. Th 	s involce is pendir	ng signature.	
Billing Summary			6			_
Contract Sum To Date	417,666.00		Billing Summary		Sign Billing Documents	_
% Complete	18.41%		Contract Sum To Date	417.666.00	Sign Billing Documents	
Completed to Date	76,884.86		% Complete	18.41%		<u>-</u>
Retention Held This Period	7,688.49		Completed to Date	76.884.86		
Request Previously Held Retention	0.00		Retention Held This Period	7.688.49		
let This Period	69,196.37		Request Previously Held Retention	0.00		
et Payment Due	69,196.37		Net This Period	69,196.37		
nvoice Number*			Net Payment Due	69,196.37		
1			Invoice Number			
Joes this information look correct?			1			
Yes, proceed to signing			Billing documents are ready for sig	ing.		
No, take me to billing value	Jes		Edia Dillian			

15 Oracle Textura Payment Management Guide for Direct Vendors / May 2024 Copyright © 2024, Oracle and/or its affiliates / Public 6. Continue through Docusign to apply your signatures. Press **Finish** when complete.

Progress Rete	ntion Record Sub-Tiers 4	Review		
Please review the docu	ments below.			FINISH
		@ G \∓,	= 0	
STAF	DocuSign Envelope ID: 959761D0-D016-4EF	C-815C-9838ED3327F1	DEMONSTRATION DOCUMEN PROVIDED BY DOCUSIGN ON 999 3rd Ave. Suite 1700 · Seattl www.docusign.com	T ONLY ILINE SIGNING SERVICE le • Washington 98104 • (206) 219-0200
	Application and Certifica	te for Payment	1992	
	Company Com	te for Payment PROJECT: Lincols School 1234 West Agua Gallente Street San Jose, California 12345 VIA ARCHITECT:	APPLICATION NO: 1 PERIOD TO: 07/30/21 CONTRACT FOR: 1 - Oncrete and Masony CONTRACT DATE: 07/14/21 PROJECT NOS: 1	Distribution to; OWNER ARCHITECT CONTRACTOR FIELD OTHER

7. Once signed, you will see a message stating your draw submission is complete.

A Lincoln School - 1	en Record	ete and Masonry V Review	xt Steps	×
Review and Sign D Billing values are not editable	e. This invoice was s	ubmitted on 14-Jul-2021.	Success Your Draw 1 invoice has been submitt	ed to GC Company.
Billing Summary		Sign Billing Document	S	Return to Project Home Ctose Sign Lien Waiver
Contract Sum To Date	417,666.00	Billing documents have been	signed and submitted on 14-Jui-2021	Lien Walver has been signed on 14-Jul-2021
% Complete	18.41%			Your payment application has been submitted to GC Company.
Completed to Date	76,884.86			Go To Draw Home
Detection Hald This Design	7,000,40			

8. If you have any documents to upload as backup, navigate to the Draw Home Page and click the Attachments link:

🗅 🔺 CC Demo -	1900210093-210093xx 🗸 📑 002 - Steel 🗸 🖻	루 Draw 2 - July Draw - 23-Jul-2021 \vee 🕺 第 Project	Tasks 🛛 Messages
Project Home My	Contract V Compliance V Subcontracts V	Project Setup V Project Tools V	
Draw Home	Submitted		[] 日
My Invoice			Draw Documents
	Item	Amount	Print Draw Documents
	To Date	2,600,000.00	② Attachments (0)
Submitted	Previous	1,900,000.00	Documents
50-Aug-2021	This Period	700,000.00	Invoice 🛃
	Retention	70,000.00	Waiver
	Net Invoice	630,000.00	Quick Reports

9. Navigate to the Project Home page to see your **Submitted Draws.** This confirms your invoice has been submitted to Cleveland Clinic

🟠 🔺 Lincoln School - 1 🗸 🛛 🗟 1 - Concrete and Masonry 🗸 👬 Find Draws 🗸
$\label{eq:project Home} \begin{array}{ c c c c } \mbox{Project Home} & \mbox{My Contract} \lor & \mbox{Compliance} \lor & \mbox{Subcontracts} \lor & \mbox{Project Setup} \lor & \mbox{Project Tools} \lor & Project To$
Project Home
Overview
Tasks Payment Summary
You do not have any project tasks. Draws
In Progress Completed III III III
This contract has no Open Draws. An email will be sent when a draw is initiated.
Image: Period: 01-Jul-2021 to 30-Jul-2021 Due Date: 17-Jul-2021
- Pending
69,196.37 Net Invoice Amount
More V



How to Submit Compliance Documents

In addition to being the avenue to submit invoices and receive payment from Cleveland Clinic, Textura is also the same website where you can submit compliance documents to Cleveland Clinic. Read below to learn more.

1. You will receive an email when your compliance documents are expired. If you click on the link, you will be directed to the My Document Status page.

2. Click on the word "Submit" underneath the word "Document Action"

ORAC	ILE.	Text	ura Payme	nt Manag	ement				1	Tools	▼ 🗐 Maryl	and Subcontract	or 🔻 🛞	Jrsula Harrison 🔻
🟠 🔺 Sa	andy Beac	h Eleme	ntary Schoo	I - 0751 🗸	🛃 001 - N	lasonry 🗸	👬 Find Draws	\sim						Project Tasks
Project Home	My Contr	act 🗸 🕜	Compliance \vee	Subcontrac	s ∨ Project Set	tup 🗸								
My Docu	ument S	tatus												
Project:	Sandy Bead	ch Element	tary School V											
Contract: Due on Site:		E	101. 001 - Masc	July -		Legend								
Standa	Standard													
Name			Status	ID I	ocument Date	Expiration D	ate Comment	Document s Action	t When Expired or Mis	ising S	Subcontractor Inst	uctions		
Certificat	te of Insuranc	e	Not Received					<u>Submit</u>	Payment will be with	nheld				
Workers	Comp		Not Received					Submit	Payment will be with	nheld				

3. Depending on your browser, you will receive a pop up that will have the option to "Browse" or "Choose File"

Manage Attachments		×
Add Attachments: Browse No file selected.	Save Cancel	

4. The File Explorer window will appear, and you will need to search your computer for the missing compliance document.

5. Double click on the file and press "Save".

Manage Attachments		×
Add Attachments: Browse No file selected. X UAGExample.pdf		
	Save Cancel	



6. This uploads the file to Textura. You may notice that the status did not change to a green "Received" status. This is because Cleveland Clinic still needs to review your documents, update the insurance date and mark it as Received. If some time has passed since you have uploaded the document and you are still on hold, please reach out to Cleveland Clinic directly. If you see the word "View" next to "Submit", you have uploaded the document successfully.

My Doc	ument Status								
Project:	Sandy Beach Elementary S	School ~							
Contract:	Maryland Subcontractor: 0	01 - Mason	ry ~						
Due on Site	.				Legend				
Stan	dard								
Stan Name	dard	Status	D	Document Date	Expiration Date	Comments	Document Action	√hen Expired or Missing	Si
Name Certific	dard ate of Insurance	Status Not Received	D	Document Date	Expiration Date	Comments	Document Action Submit View	rhen Expired or Missing Payment will be withheld	SI



How to Submit Supply Spend in Textura

Cleveland Clinic is utilizing the Textura system to track direct vendor and lower tier diverse status and payment amounts. The below steps walk you through adding your suppliers and ensuring their Tax ID is added in Textura

• If your invoice is submitted and all supplier information is not included will result in invoice being rejected

If you have supplier/subtiers, record the subtiers during the Enter Invoice workflow

1. Click Add New Subtier

Project He	ome My Contract 🗸	Compliance 💙	Subcontracts V Project Setup V Pro	ject Tools 🗸					
Progres:	2 Record Sub-Tiers	3 Review						Net This Period 25,0	00.00 - [] 4
Record	Sub-Tiers						Go	To Draw Home Previous	Save & Continue
Line Del	Name	Status	Organization	Minority Status	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
Dr.	CC Test Sub	Self	minneapolis, Minnesota	MBE		100,000.00	0.00	25,000.00	75,000.00
				Subcontractors (On-system) Total:		0.00	0.00	0.00	0.00
				Affidavit Lines Total:		0.00	0.00	0.00	0.00
				Contracted Total:		0.00	0.00	0.00	0.00
				Contracted as Percentage of Total:		0.00%	0.00%	0.00%	0.00%
				Overali Total:		100,000.00	0.00	25,000.00	75,000.00
				Add New Sub Tier					

- 2. Cleveland Clinic requires lower tiers be added as LW Only Subtiers
 - a. This mean the organization \underline{must} be selected from the Textura system
- 3. Type in the company name in the Organization Name field on the Organization Location Information pop-up box
 - a. The system will search for the company in the Textura database.
 - b. If the company is not found, follow the steps on Page 22 to create a new subcontractor organization

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Add Add Security Dir Mark Add Add Security Dir Mark Dir Mark <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Due</th>									Due
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Concepted Home Explain Ballie									
Operated Action Control Contr				tage of Tatals					
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Address Last Address Last Address Last Control Balt, Province Control Prend Cactor Control Control Control				Country	ARC Supplies 123 dd: 100716),				
Address Line 2 City Diry Sala, Previna Pana Home City Pana Home City City Pana Home City City Pana Home City City City Pinon Home City City City Total City Total					ABC Supplies Inc (d: 100457) .				
Address Line 2 City City Sata Fridance Parts City City City				Address Line 1					
EN				Address Line 2	t i i i i i i i i i i i i i i i i i i i				
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Pada Province Matrixa Pada Carlos Pada Salas Pada Natalas Contex That Contex That Contex That Contex That Taxel Contex That				city					
Partal Code Pass Humber Pass Humber Contract Hum Contract Hum Contract Hum Contract Hum Contract Hum Contract Hum FactO				State/Provinc	e Alabaria 🤟				
Para Kabba				Dural Carlo					
Picca Number Contact Picc Number Contact List Contact List Tax10				Pusial Code					
Contactives Name Contraction Taxto				Phone Numbe	<i>t</i> .				
Nate Control Lant Nete Tax10				Contact First					
Contract Los Norme Tacto				Name					
we have here here here here here here here he				Contact Last Name					
				Try IO					



- 4. Once your supplier details and Tax ID are added, this supplier will be available to record payments for remainder of your project.
 - a. Add in Service, Contract Amount and Current Payment amount details.

۵ <i>:</i>	 Project Supplier Trackin 	g Demo (June, 20	23) - CCF1234 🗸 🚯 123 🗸 🖳 Draw 1 - Ma	ay 2023 - 30-Jun-2023 💙				§≘ Project Tasks	Messages
Project H	lome My Contract 🗸	Compliance	 Subcontracts Project Setup Project Setup 	oject Tools 🐱					
Record	Sub-Tiers	3 Review						Net This Period 25,000 Go To Draw Home Previous	.00 · [] 6
Line Del	Name	Status	Organization	Minority Status	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
	CC Test Sub	Self	minneapolis, Minnesota	MBE		90,000.00	0.00	24,000.00	66,000.00
0	Supplier 123	Manual	🖋 Cleveland, Ohio	🖋 None	Supplies	10000	0.00	1000	9,000.00
-				Subcontractors (On-system) Total:		0.00	0.00	0.00	0.00
				Affidavit Lines Total:		10,000.00	0.00	1,000.00	9,000.00
				Contracted Total:		10,000.00	0.00	1,000.00	9,000.00
				Contracted as Percentage of Total:		10.00%	0.00%	4.00%	12.00%
				Overall Total:		100,000.00	0.00	25,000.00	75,000.00
					Add New Sub Tier				

5. Sign the Billing Documents for your Draw.

How to Invite a Subtier Organization to Textura

Follow the below steps to add a subtier/supplier organization if you do not find them in the Textura database.

1. From your Home Screen, click on **Organizations** \rightarrow **Invite Subcontractor**

ORACLE Textura Payment Management										
🛆 Users 🗡 Organizations 🗡 Tasks 🗡										
Home Browse Organizations	Browse Organizations									
Administrative T	Invite Subcontractor									
Report your organ	eport your orga									
Recently Viewed Projects										
MA Upgrade AHUs [Process B] CI5918012 Coll Eye [Process B] COUND3 - Cole Eye [Process B]	MA Upgrade AHUs [Process B] ROUND3 - Cole Eye [Process B] ROUND2-Cole Eye [Process B] ROUND2-Mercy Pharm Install C CL5918012 C0016278 C0016278 C0016278 C25200220218									
Project List Saved Filters Active Projects - Reset Filters										
Project Name	Project Number 🗘	General Contractor 🗘								
Filter	Filter	Filter								
H-Replace Transformers	CI0016475	Cleveland Clinic (USINT1)								
MA Upgrade AHUs [Process B]	CI5918012	Cleveland Clinic (USINT1)								
ROUND3 - Cole Eye [Process B]	C0016278	Cleveland Clinic (USINT1)								
Total: 3										

- 2. Search for the company name
 - a. Then click on + Add New Organization

Invite Subcontractor ⑦			×
Organization Name abc supply company	Organization ID	Organization Role All	Status All
Search All Fields			Show Filters 👻
No filter results.			
	[+	Add New Organization	



- 3. Fill out as much information as possible on the Add New Organization page
 - a. Company Name, Address, Phone, Tax ID and Contact Information
 - b. Note: Tax ID is <u>REQUIRED</u> for Cleveland Clinic to track supplier spend information

Business Information				
Organization Name ABC Supply	8	Country United States		
Address 1 123 Main Street	8	Address 2		8
^{City} Cleveland	State Ohio	×	Zip Code 44101	8
County	Phone	8	Tax ID 12-3456789	8
Vendor ID	8			
Contact Information			a week	
First Name Michael	Smith	8	Email Address msmith@abcsupply.com	8
Phone 555-555-5555	Organization Rol	e 👻		

4. The company can be added/linked after steps 1-3 are complete

How to upload Lien waivers

- Direct Vendor will go into "Manage Lien Waiver By Draw" page
 - To upload LW for manual subtier they will click "Upload" highlighted in the image below

ORACLE	Textura Pay	ment Mana	igement	\$ = ²⁵	🖞 Tools 🗡	🗈 Bostwick 🗡	은 Wick Bos	t ~ Ç [®] ⊘				
🗅 🔺 New N	🛆 🔥 New NI Building - C0019358 \vee 🚯 CCF24197615 - M W Holmes Construction Inc \vee 🖳 Draw 1 - December 2023 - 16-Feb-2024 \vee 🖇 🛱 Project Tasks 🖄 Message											
Project Home	My Contract 🐱	Compliance	 Subcontrac 	ts ~ Pro	ject Setup 🗸	Project Tools 🛛 🛩						
Manage Lien Waivers By Draw												C) 🖨
Attachments												
Contract: ABC supp	lies xx - materials 🥆	•		Not	ice Date:							
				Notice	Amount:							
Description: materials Due on Site:												
					Joint Check: No							
Current Project F	ayment Holds Settin	gs for Lien Waiver I	Non-Compliance									
 - none - 												
Save Changes C	ancel											
					Unconditional Lier	Waiver						
Draw (draw end date)	Notice	Included in Draw 🛐	Lien Waiver Amount	Request LW	View LW	Comment	Approval	GC Approval 🚯				
1 (31-Dec-2023)		2	0.0) n/a	Upload	ρ	Not Received 🐱	Not Received				
Save Changes C	ancel											



- Direct Vendor will choose file from computer and select "Save"

ORACLE Textura Payment Manag	ement	≨inger ter and the second s	ostwick ~ 옷 Wick Bost ~ 乒
🗅 🔺 New NI Building - C0019358 👻 🗟 CCF2	24197615 - M W Holmes Construction Inc 🎽 🖳 Draw 1 - December 2023 - 16-Feb-2024 💉		🗧 Project Tasks 🛛 Mes
Project Home My Contract 👻 Compliance 🗸	Subcontracts V Project Setup V Project Tools V		
Manage Lien Waivers By Draw			
Contract: ABC supplies xx - materials 🐱	Subcontract of: Bostwick	Notice Date:	
	Organization Type: Manual	Notice Amount:	
	Description: materials	Due on Site:	
	Joint Check: No		
	Upload Sub-Tier Lien Waiver	×	
	You may upload a single PDF file for ABC supplies xx for Draw 1.		
	Add Attachment:		
Braw (draw and Included in	Choose File No file chosen		
date) Notice Draw ()	Amous		
	Save Cancel		
101.04.2023			

- Direct Vendor can view what they added and then mark as progress in the approval column highlighted below

ORACLE	Textura Payı	ment Mana	igement	ŧË	🖞 🗇 Tools 🗸	Bostwick >		i ~ ¢ <mark>0</mark> @				
🗅 🔺 New N	ll Building - C001935	58 × 🔂 Ci	F24197615 - M W I	024 🛩		\$	∃ Project Tasks	Messages				
Project Home	My Contract 🗸	Compliance	 Subcontracts 	s ~ Proj	ect Setup \vee	Project Tools 🗸						
Manage L	ien Waiver	s By Drav	v					C 8				
Attachments												
Contract: ABC supp	olies xx - materials 🗸			s	ubcontract of: Bos		Not	ice Date:				
				Orga	nization Type: Mar	nual		Notice				
					Description: mat	erials		Du	on Site:			
					Joint Check: No							
Current Project I	Payment Holds Setting	s for Lien Waiver	Non-Compliance									
• - none -												
Save Changes	Tancel											
					Unconditional Lier	n Waiver						
Draw (draw end date)	Notice	Included in Draw 🚯	Lien Waiver Amount	Request LW	View LW	Comment	Approval	GC Approval				
1 (31-Dec-2023)			0.00	n/a	View	P	Not Received ~	Unapproved				
Save Changes	Cancel											



Lien Waiver Sub Tier

- Direct Vendor will add subtier information
 - Lien waiver subtier will have an organization within Textura and will choose organization that will populate name, location, and Tax ID, highlighted below

ORACLE Textura Payment Management		≇ ^{29°} ∰ Tools × 🗟 Bostwick × A Wick Bost × 🗘 🍳 ⊘				
🗅 🔥 New NI Building - C0019358 🗸 📑 CCF24197615 - M W Holmes Construction I	inc 🗸 🖪 Find Draws 🗸	結 Project Tasks				
Project Home My Contract ~ Compliance ~ Subcontracts ~ Project Setup ~ Project Tools ~						
Edit Sub-Tier Subcontract: abc steel 4 - Labor		C 8				
Project:	New NI Building					
Contract:	abc steel 4 - Labor 🗸 🗸					
Subcontract Of:	Bostwick					
Name:*	abc steel 4					
> Location:	Deerfield , Illinois (Textura Organization id: 100615)					
Contract Number:						
Service:*	Labor					
Notice Date:						
Notice Amount:						
Due On Site: 🚯						
Joint Check:	No					
Organization Type:	Lien Walver Only Contractor					
Contract Amount:	500.00 Last updated 09/Apr/2024 by Wick Bost Bostwick					
Tax ID:	123456789					
Update Cancel		Delete				

- Direct Vendor will click box for "Request LW"
 - This will prompt an email notification for organization to login to Textura and sign the lien waiver

ORACLE Textura Payment Management 🕬 🕮 Bostwick 🗠 🖇 Wick Bost 🗸 🕫										~ t _o ©		
🗅 🔺 New NI Building - C0019358 👻 🚯 CCF24197615 - M W Holmes Construction Inc \vee 🖳 Draw 1 - December 2023 - 16-Feb-2024 👻 🔀 Project Tasks 🛛 Messa									Messages			
Project Home My Contract	Project Home My Contract V Compliance V Subcontracts V Project Setup V Project Tools V											
Manage Lien Waivers									() 6			
Success! Your data was saved.												
Current Project Payment Holds Se - none -	Current Project Payment Holds Settings for Lien Waiver Non-Compliance - none -											
Save Changes Invite New Subcor	ntractor Attack	nments										
							Unconditional	Lien Waiver				
Organization 🚭	SC	Contract Type	Final Waiver	Included in Draw 🚯	Lien Waiver Amount	Request LW	View LW	Comment	Alert	Approval	GC Approval 🚯	Release Date
ABC supplies xx	•	Manual		2	0.00	n/a	View	P		Progress v	Unapproved	
ABC Supply	•	LW Sub			0.00		View	P		Progress	N/A	
Save Changes												
	Total of Payments to Prime Subcontractors: 0.00 Total of Payments to Sub-Tier Subcontractors: 0.00											

- Once lien waiver is signed by lower tier, direct vendor will have a compliance task to review lien waiver



25 Oracle Textura Payment Management Guide for Direct Vendors / May 2024 Copyright © 2024, Oracle and/or its affiliates / Public -Direct Vendor will be able to see uploaded Lien Waiver from Subtier in "Manage Lien Waivers" screen and mark "Progress" as approval

ORACLE Textura Payment Management											si ²⁹⁹ ∰ Tool:	; 👻 🗟 Bostwick	Y 、	~ ¢ ⁰ o			
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Organization	sc	Contract Type	Description	Notice Date	Notice Amount	Notice	Final Waiver	Included in Draw ()	Lien Walver Amount	Request LW	View LW	Comment	Alert	Approval	GC Approval 🚯	Release Date	
ABC supplies xx	-	Manual	materials					12	0.00	n/a	View	P		Not Received	Unicoroled		
ABC Supply	-	LW Sub	Labor					10	0.00	12	View	0		Progress V	Unepproved		
Save Changes				Total of Payment Total of Payment	ents to Prime Subce ts to Sub-Tier Subce	antractors: antractors:	0.00										

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