

Oracle Textura Payment Management Guide for Direct Vendors

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

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Public

Direct Vendor Support Options

- **Webinars** scheduled three times a week, Monday, Wednesday, Friday
 - ◆ Link to sign up for the webinar: <https://www.oracle.com/textura/training.html>
- 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: <https://mylearn.oracle.com/ou/search/?filters=Area-Textura>

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

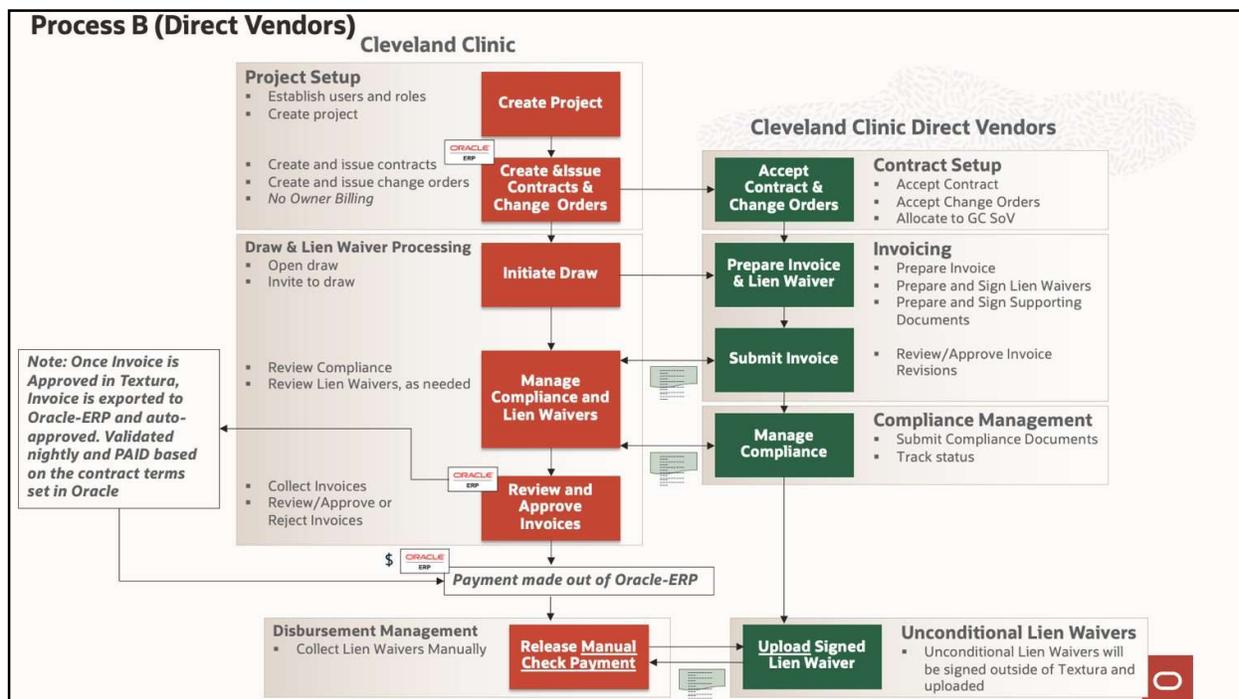
Contact Us

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.

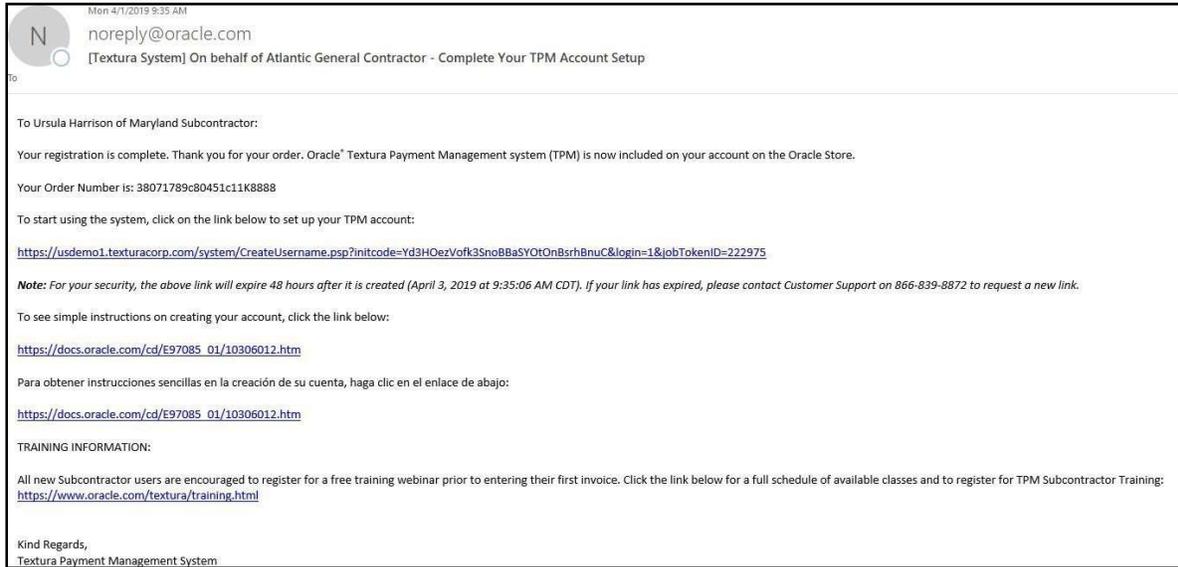
- Cleveland Clinic will issue your contract for acceptance.
- All approved Change Orders will automatically be added to your contract in Textura.
- When a draw is open and available for you to bill, Cleveland Clinic will send your organization an invite through the Textura system.
- You will use the 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:”



- 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.

ORACLE
Textura

Create Account

Username

Use letters, numbers, or underscores (.). Maximum of 20 characters.

Password  Required

Re-Enter Password Required

Submit

- 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.

Edit User

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:**

Phone#1: * **Address Line 2:**

- 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 Notarize Documents and fill in the fields at the bottom with your notary state and expiration date.** Select **Save Changes** at the bottom when finished.

Notification and Permissions

<p>E-mail Notification for Project Messages:</p> <p><input checked="" type="radio"/> E-Mail with each notification that occurs</p> <p><input type="radio"/> Never-I will get them from my homepage</p> <p>Configure/View Email</p> <p>Date Input Format:</p> <p><input checked="" type="radio"/> mm/dd/yyyy (e.g., 12/31/2008)</p> <p><input type="radio"/> dd.mm.yyyy (e.g., 31.12.2008)</p> <p>Note: dd-Mon-yyyy (e.g. 31-Dec-2008) is always accepted</p>	<p>User can:</p> <p><input checked="" type="checkbox"/> Manage Projects</p> <p><input checked="" type="checkbox"/> Manage Compliance</p> <p><input checked="" type="checkbox"/> Sign on behalf of the company: Sworn statements, lien waivers, and other documents.</p> <p><input checked="" type="checkbox"/> Invoice Approver</p> <p><input type="checkbox"/> Authorize payments for disbursement</p> <p><input type="checkbox"/> Disburse Project Funds</p> <p>No Disburse Enterprise Wide Funds</p> <p>No Manage Owner Funding</p> <p><input type="checkbox"/> Manage Classified Attachments</p> <p>No Manage EPP</p> <p>No Create Projects</p> <p><input type="checkbox"/> Manage Interfaces</p>
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- 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.

Please enter the security PIN you would like to use to for e-signing.
(Note that PIN must be 4-6 digits in length.) [Forgot Password?](#)

Enter Current Password:

Enter PIN Number:

Re-Enter PIN Number:

How to Add Banking Information and Confirm Contract

- 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.

Edit Primary Organization

Textura Customer Number: 80451
Oracle GSI Account Number: o_acct_num_80451
Cloud Account Name: o_acct_name_80451
Subscription ID: sub_80451

Business Information	Bank Information
Company Name: *	 Maryland Subcontractor
Country: *	Bank Name: *
Address Line 1: *	Maryland Blank
Address Line 2:	Bank City:
City: *	Ocean City
State: *	Bank State:
Maryland	Bank Country: *
Zip Code: *	United States of America
21842	Bank Account Name:
County:	Routing Number: *
Phone: *	021000021
8668398872	<small>Concerning ACH Routing Numbers: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.</small>
Alternate Phone:	Stored account #
Fax:	On file, ending in 4801
Mobile:	Bank Account Type:
Default Currency: *	Checking
USD	Bank Account #
Default Translation:	Re-enter Bank Account #
English-US	
Minority Status: 	
None	* Denotes Fields Required for Payment
Tax ID:	

- 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.

- 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**

Confirm Contract

You have been invited by Cleveland Clinic (USINT1) to participate in the Project Supplier Tracking Demo (June, 2023) project.

General Contractor	3865	Textura	3865
Project Number:		Project Number:	
General Contractor:	Cleveland Clinic (USINT1)	Project Name:	Project Supplier Tracking Demo (June, 2023)
SOV Control:	Stantec	Project Address:	123 Main Cleveland, Ohio 55555
Invoice Control:	Stantec		

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 confirm participation in the project

- 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

Name	Project Manager	Compliance Manager	Signer
Ursula Harrison	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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:

Oracle Textura Payment Management

Rocky Coast Condominiums - 24567 | 002

Project Home | My Contract | Compliance | Subcontracts | Project Setup

Edit Schedule of Values

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

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	By C/O	Amount	Amount	Amount	Amount	
1		General Construction	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Working Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	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:

Oracle Textura Payment Management

Rocky Coast Condominiums - 24567 | 002

Project Home | My Contract | Compliance | Subcontracts | Project Setup

Edit Schedule of Values

Save Changes | Revert to Saved | Reallocating for Draw #1 - 19-Apr-2019

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Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	By C/O	Amount	Amount	Amount	Amount	
1		General Construction	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Working Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

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

Edit Schedule of Values

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

Nav	Phase Code	Description	Adjustment Amount	Scheduled Value Amount	Net Change By C/O Amount	Contract Sum to Date Amount	Billed To Date Amount	% Comp	Retention to Date Amount	Balance to Complete
L	001	Labor	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
Working Totals:			20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

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
- **Scheduled Value Amount**- How much your line item is worth for the *entire* job. **Note:** **This is not where you invoice. You are itemizing your contract only.**

- 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:

Edit Schedule of Values

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

Nav	Phase Code	Description	Adjustment Amount	Scheduled Value Amount	Net Change By C/O Amount	Contract Sum to Date Amount	Billed To Date Amount	% Comp	Retention to Date Amount	Balance to 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	20,000.00	0.00	0.00	0.00	20,000.00
Working Totals:			40,000.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

- 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**.

The screenshot displays the Oracle Textura web application interface for a project named "Rocky Coast Condominiums - 24567" with contract "002". The navigation menu includes "Project Home", "My Contract", "Compliance", "Subcontracts", and "Project Setup". The "Project Home" section is active, showing an "Overview" tab and a "Tasks" sub-tab. Under "Tasks", there are two panels: "Budget" and "Compliance". The "Budget" panel contains two items: "Allocate Change Order for Contract 002" and "Edit budget: 002 -", both marked with a warning triangle icon. The "Compliance" panel contains one item: "Update Legal Documents (2)", marked with a plus icon.

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

Project Home | My Contract | Compliance | Subcontracts | Project Setup

Change Order Allocation

Save Changes | Revert to Saved

- You have 1 Change Orders to allocate, now allocating 00 - Additions to Scope for 1,500.00
- Reallocating for Draw 1 - 19-Apr-2019

2 General Construction

Add New Line | Delete Selected

Phase Code	Description	Allocate 1,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount
	Working Totals:	0.00	0.00	0.00	0.00	0.00
	Totals:	1,500.00	0.00	1,500.00	1,500.00	0.00

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

Save Changes | Revert to Saved

- You have 3 Change Orders to allocate, now allocating 1 - C1000210158 - HOK - LOI 001 for 2,479,248.00
- Reallocating for Draw 1 - Not yet initiated

001.11 C1000210158 - HOK - LOI 001

Add New Line | Delete Selected

Phase Code	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
001.11	C1000210158 - HOK - LOI 001	2,479,248.00	515,858.00	2,479,248.00	2,993,306.00	0.00	0.00	2,993,306.00
	Working Totals:	2,479,248.00	515,858.00	2,479,248.00	2,993,306.00	0.00	0.00	2,993,306.00
	Totals:	2,479,248.00	515,858.00	2,479,248.00	2,993,306.00	0.00	5,801,987.57	2,993,306.00

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 **exact** amount that is displayed next to the word “allocate” in the allocate column

Change Order Allocation

Save Changes | Revert to Saved

- You have 1 Change Orders to allocate, now allocating 00 - Additions to Scope for 1,500.00
- Reallocating for Draw 1 - 19-Apr-2019

2 General Construction

Add New Line | Delete Selected

Phase Code	Description	Allocate 1,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount
002	Change Order 1	1,500.00	0.00	1,500.00	1,500.00	0.00
	Working Totals:	1,500.00	0.00	1,500.00	1,500.00	0.00
	Totals:	1,500.00	0.00	1,500.00	1,500.00	0.00

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

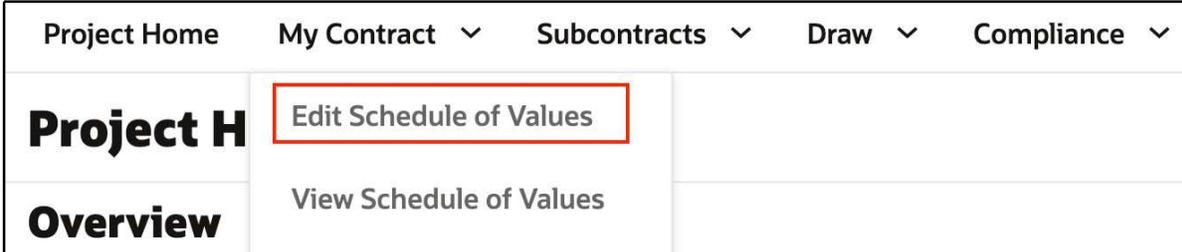
You have successfully allocated all Change Orders.

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.



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

Save Changes | Revert to Saved | Reallocating for Draw 1 - Not yet initiated.

001.1.1 Engineering Agmt

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

Nav	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
			Amount	Amount	Amount	Amount	Amount		Amount	
L	001.1.1	Engineering Agmt	0.00	112,743.95	0.00	112,743.95	0.00	0.00	0.00	112,743.95
Working Totals:			0.00	112,743.95	0.00	112,743.95	0.00	0.00	0.00	112,743.95
Totals:			0.00	112,743.95	0.00	112,743.95	87,144.22	77.29	0.00	25,599.73

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

Save Changes | Revert to Saved | Reallocating for Draw 1 - Not yet initiated.

001.1.1 Engineering Agmt

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

Nav	Phase Code	Description	Contract Sum to Date	Adjustment	Billed To Date	% Comp	Retention to Date		Balance to Complete
			Amount	Amount	Amount		Adjustment	Amount	
L	001.1.1	Engineering Agmt	112,743.95	0.00	0.00	0.00	0.00	0.00	112,743.95
Working Totals:			112,743.95	0.00	0.00	0.00	0.00	0.00	112,743.95
Totals:			112,743.95	0.00	87,144.22	77.29	0.00	0.00	25,599.73

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

Save Changes | Revert to Saved | Reallocating for Draw 1 - Not yet initiated.

001.1.1 Engineering Agmt

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

Nav	Phase Code	Description	Contract Sum to Date	Adjustment	Billed To Date	% Comp	Retention to Date		Balance to Complete
			Amount	Amount	Amount		Adjustment	Amount	
L	001.1.1	Engineering Agmt	112,743.95	87,144.22	87,144.22	77.29	0.00	0.00	25,599.73
Working Totals:			112,743.95	87,144.22	87,144.22	77.29	0.00	0.00	25,599.73
Totals:			112,743.95	0.00	87,144.22	77.29	0.00	0.00	25,599.73

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.

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

The screenshot shows the Oracle Textura Payment Management interface for a project named 'Lincoln School - 1'. The 'Draws' section is active, showing 'Open Draws (1)'. A card for 'Draw 1 (July)' is displayed, with a period from 01-Jul-2021 to 30-Jul-2021 and a due date of 17-Jul-2021. A progress indicator shows three steps: 1 (Enter Billing Details), 2 (Sign Invoice), and 3 (Sign Lien Waiver). The 'My Contract Tasks' section is highlighted with a red box and contains the link 'Enter Billing for Draw 1.'. Below this are buttons for 'Print Draw Docu...' and 'More'.

2. 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**.

The screenshot shows the 'Enter Billing Details' page for 'Draw 1 - July - 17-Jul-2021'. The page includes a progress indicator (1 Progress, 2 Retention, 3 Record Sub-Tiers, 4 Review) and a 'Net This Period' of 69,196.38. A table of work items is displayed with columns for Item No., Description of Work, % Complete, Scheduled Value, Previously Billed, Work This Period, Material Stored This Period, Completed to Date, Balance, Retention % This Period, and Contract Level Changes. The '% Complete' and 'Work This Period' columns are highlighted with red boxes. A 'More' dropdown menu is visible on the right side of the table.

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
01	Mobilization	100.00%	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	10.00%	
02	Design	100.00%	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00	10.00%	
03	Level 1 - Steel	18.00%	90,500.00	0.00	16,290.00	0.00	16,290.00	74,210.00	10.00%	
04	Level 1 - Install	12.53%	60,000.00	0.00	7,518.00	0.00	7,518.00	52,482.00	10.00%	
05	Level 2 - Steel	4.73%	65,050.00	0.00	3,076.86	0.00	3,076.86	61,973.14	10.00%	307.69
06	Level 2 - Install	0.00%	35,808.00	0.00	0.00	0.00	0.00	35,808.00	10.00%	0.00
07	Level 3 - Steel	0.00%	55,808.00	0.00	0.00	0.00	0.00	55,808.00	10.00%	0.00
08	Level 3 - Install	0.00%	40,500.00	0.00	0.00	0.00	0.00	40,500.00	10.00%	0.00
09	Closeout	0.00%	20,000.00	0.00	0.00	0.00	0.00	20,000.00	10.00%	0.00
Total		18.41%	417,666.00	0.00	76,884.86	0.00	76,884.86	340,781.14	10.00%	7,688.49

- 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**.

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	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	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	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	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	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	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	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	0.00%	40,500.00	0.00	0.00	10.00%	0.00	0.00	0.00	0.00%	0.00
09	Closeout	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

- 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 already paid them. If you have suppliers, select **Add New Sub Tier**. If not, select **Save & Continue** to review your billing summary.

Line Del	Name	Organization	Status	Location	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
	Subcontractor Company	Self		Livermore, California	Concrete and Masonry	367,666.00	0.00	57,196.37	310,469.63
<input type="checkbox"/>	Sub Tier Company	LW Sub		San Jose, California	Steel	50,000.00	0.00	12,000.00	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

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

- 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.

Review and Sign

Billing Summary

Contract Sum To Date: 417,666.00
 % Complete: 18.41%
 Completed to Date: 76,884.86
 Retention Held This Period: 7,688.49
 Request Previously Held Retention: 0.00
 Net This Period: 69,196.37
 Net Payment Due: 69,196.37

Invoice Number*
 1

Does this information look correct?

Review and Sign

Billing values are not editable. This invoice is pending signature.

Billing Summary

Contract Sum To Date: 417,666.00
 % Complete: 18.41%
 Completed to Date: 76,884.86
 Retention Held This Period: 7,688.49
 Request Previously Held Retention: 0.00
 Net This Period: 69,196.37
 Net Payment Due: 69,196.37

Invoice Number
 1

- Continue through Docusign to apply your signatures. Press **Finish** when complete.

Please review the documents below.

FINISH

DocuSign Envelope ID: 959761D0-D016-4EFC-815C-9B38ED3327F1

AIA Document G702™ – 1992
Application and Certificate for Payment

TO OWNER:
GC Company
1405 Lake Cook Rd
Deerfield, Illinois 60015

FROM CONTRACTOR:
Subcontractor Company
3456 Arce Street
Livermore, California 94563

PROJECT:
Lincoln School
1234 West Agua Caliente Street
San Jose, California 12345

VIA ARCHITECT:

APPLICATION NO: 1
PERIOD TO: 07/30/21
CONTRACT FOR: 1 - Concrete and Masonry
CONTRACT DATE: 07/14/21
PROJECT NOS: 1

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 417,666.00
2. Net Change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 417,666.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 76,884.86
5. RETAINAGE: a. 10.0% of Completed Work (Column D + E on G703)	\$ 7,688.48

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that all amounts required to be paid by the Owner are shown on this Application for Payment.

CONTRACTOR: Subcontractor Company
By: _____ Date: July 14, 2021
State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____, 2021.

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

Next Steps

Success
Your Draw 1 invoice has been submitted to GC Company.

Return to Project Home **Close**

Review and Sign
Billing values are not editable. This invoice was submitted on 14-Jul-2021.

Billing Summary	
Contract Sum To Date	417,666.00
% Complete	18.41%
Completed to Date	76,884.86
Retention Held This Period	7,688.48

Sign Billing Documents
Billing documents have been signed and submitted on 14-Jul-2021

Sign Lien Waiver
Lien Waiver has been signed on 14-Jul-2021
Your payment application has been submitted to GC Company.
Go To Draw Home

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

Draw Home Submitted

My Invoice

Item	Amount
To Date	2,600,000.00
Previous	1,900,000.00
This Period	700,000.00
Retention	70,000.00
Net Invoice	630,000.00

Submitted 30-Aug-2021

Draw Documents
Print Draw Documents
Attachments (0)

Documents
Invoice
Unconditional Lien Waiver

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

Project Home | My Contract | Compliance | Subcontracts | Project Setup | Project Tools

Project Home

Overview

Tasks | Payment Summary

You do not have any project tasks.

Draws

In Progress | Completed

Open Draws (0)

This contract has no Open Draws. An email will be sent when a draw is initiated.

Submitted Draws (1)

Draw 1 (July)

Period: 01-Jul-2021 to 30-Jul-2021
Due Date: 17-Jul-2021

Pending

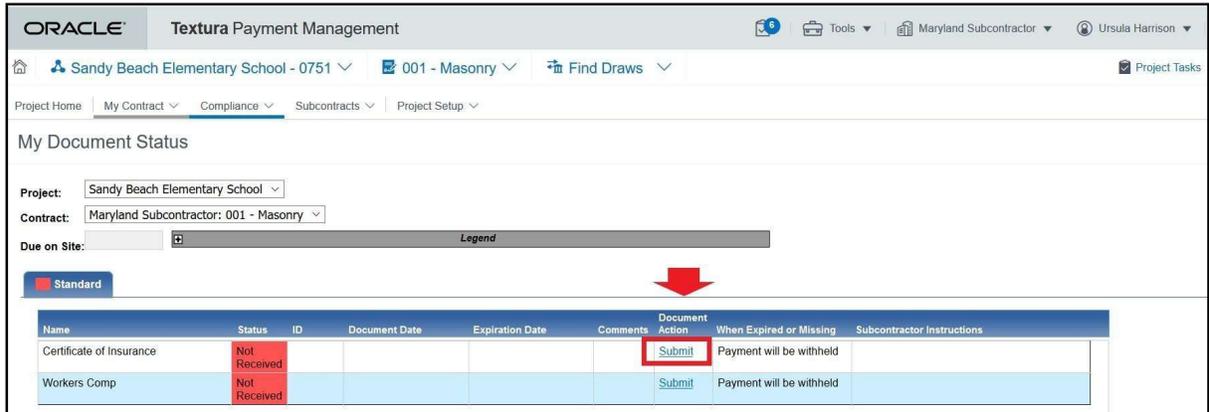
69,196.37
Net Invoice Amount

Print Draw Docu... | More

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”



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



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”.



- 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 Document Status

Project:

Contract:

Due on Site: **Legend**

Standard

Name	Status	ID	Document Date	Expiration Date	Comments	Document Action	When Expired or Missing	St
Certificate of Insurance	Not Received					Submit View	Payment will be withheld	
Workers Comp	Not Received					Submit	Payment will be withheld	

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

Line Del	Name	Status	Organization Location	Minority Status	Service	Contract Amount	Previously Paid	Current Payment	Balance Due
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%
Overall Total:						100,000.00	0.00	25,000.00	75,000.00

2. Cleveland Clinic requires lower tiers be added as **LW Only Subtiers**
 - a. This mean the organization 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

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.

Project Supplier Tracking Demo (June, 2023) - CCF1234 | 125 | Draw 1 - May 2023 - 30-Jun-2023 | Project Tasks | Messages

Project Home | My Contract | Compliance | Subcontracts | Project Setup | Project Tools

Progress | 2 Record Sub-Tiers | 3 Review | Net This Period 25,000.00

Go To Draw Home | Previous | Save & Continue

Line Del	Name	Status	Organization Location	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
<input type="checkbox"/>	Supplier 123	Manual	Cleveland, Ohio	None	Supplies	10,000.00	0.00	1,000.00	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

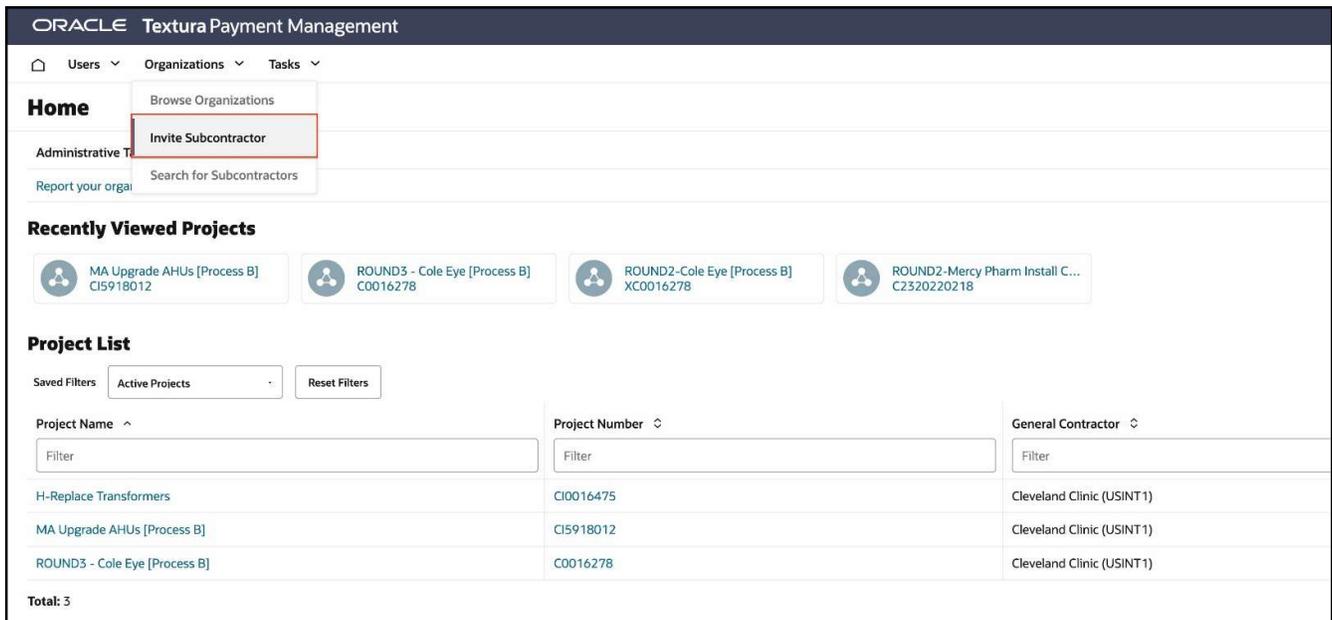
Add New Sub Tier

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** → **Invite Subcontractor**



ORACLE Textura Payment Management

Users ▾ Organizations ▾ Tasks ▾

Home

- Browse Organizations
- Invite Subcontractor**
- Search for Subcontractors

Administrative T
Report your orga

Recently Viewed Projects

- MA Upgrade AHUs [Process B] C15918012
- ROUND3 - Cole Eye [Process B] C0016278
- ROUND2-Cole Eye [Process B] XC0016278
- ROUND2-Mercy Pharm Install C... C2320220218

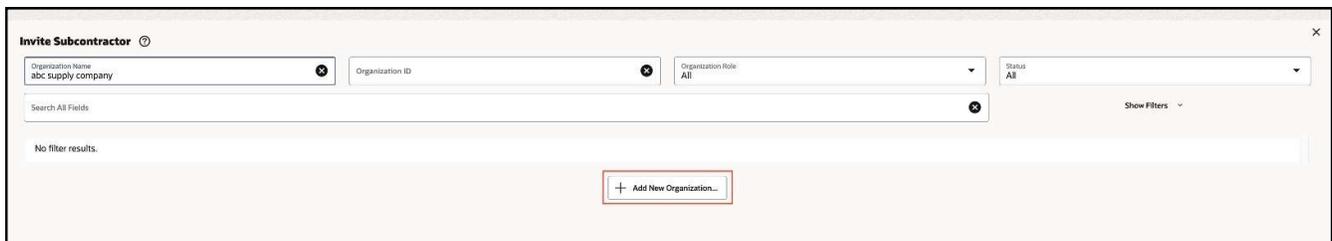
Project List

Saved Filters: Active Projects Reset Filters

Project Name	Project Number	General Contractor
H-Replace Transformers	CI0016475	Cleveland Clinic (USINT1)
MA Upgrade AHUs [Process B]	C15918012	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 ⓘ

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 REQUIRED for Cleveland Clinic to track supplier spend information**

Add New Organization

Business Information

Organization Name: ABC Supply | Country: United States

Address 1: 123 Main Street | Address 2: |

City: Cleveland | State: Ohio | Zip Code: 44101

County: | Phone: | Tax ID: 12-3456789

Vendor ID: |

Contact Information

First Name: Michael | Last Name: Smith | Email Address: msmith@abcsupply.com

Phone: 555-555-5555 | Organization Role: |

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 Payment Management

Project Home | My Contract | Compliance | Subcontracts | Project Setup | Project Tools

Manage Lien Waivers By Draw

Attachments: Contract: ABC supplies xx - materials | Subcontract of: Bostwick | Notice Date: | Organization Type: Manual | Notice Amount: | Description: materials | Due on Site: | Joint Check: No

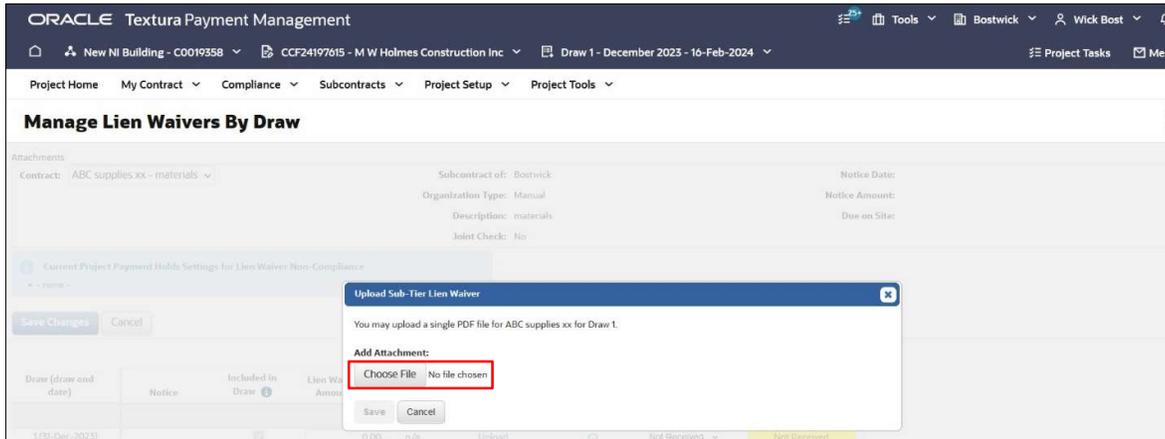
Current Project Payment Holds Settings for Lien Waiver Non-Compliance: none

Save Changes | Cancel

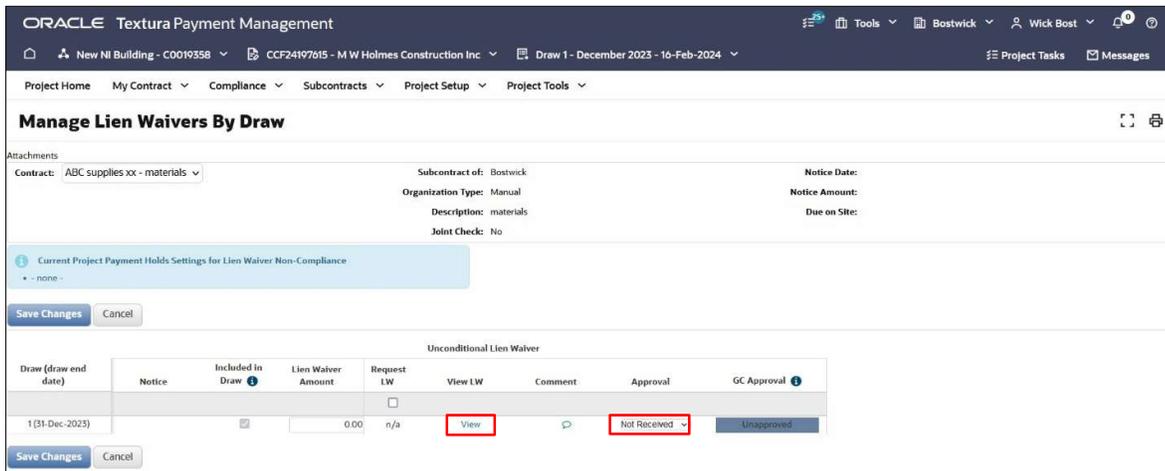
Draw (draw end date)	Notice	Included in Draw	Lien Waiver Amount	Request LW	View LW	Comment	Approval	GC Approval
1 (31-Dec-2023)		<input checked="" type="checkbox"/>	0.00	n/a	Upload		Not Received	Not Received

Save Changes | Cancel

- Direct Vendor will choose file from computer and select “Save”



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



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

- 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

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		<input checked="" type="checkbox"/>	0.00	n/a	View			Progress	Unapproved	
ABC Supply		LW Sub		<input checked="" type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	View			Progress	N/A	

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

-Direct Vendor will be able to see uploaded Lien Waiver from Subtier in “Manage Lien Waivers” screen and mark “Progress” as approval

Organization	SC	Contract Type	Description	Notice Date	Notice Amount	Notice	Final Waiver	Included in Draw	Lien Waiver Amount	Request LW	View LW	Comment	Alert	Approval	GC Approval	Release Date
ABC supplies ca		Manual	materials		0.00	n/a			0.00	n/a	View			Not Received		
ABC Supply		LW Sub	Labor		0.00				0.00		View			Progress		

Total of Payments to Prime Subcontractors: 0.00
Total of Payments to Sub-Tier Subcontractors: 0.00

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