

Maximo 7.6 – Subcontractor Portal

How to use the Application for Payment

How to add labour cost on AFP - MFA supplier.

The details on the next page will help you:

- to add labour cost on AFP – MFA supplier

1. Click the drop-down icon next to the AFP line.
(Note: A new section will open under this selected AFP line)

AFP **AFP Lines**

Application for Payment Line Detail

First add the AFP lines, then complete the details by adding actuals to determine the value.

Assignmen...	Work Orde...	PO	AFP L...	Statu...	Descr...	MFA ...	AFP L...	Notes	
>	30297520	W10349017	5400000891	WAPPR	SubCon ...	101732...	£0.00		
>	30305046	W10358987	5400001032	WAPPR	SubCon ...	101732...	£0.00		
>	30358087	W10431438	5400001082	WAPPR	SubCon ...	101732...	£0.00		

Export Import

Save AFP

2. Click Add Row
(Note: A new blank row is created.)

AFP **AFP Lines**

Application for Payment Line Detail

First add the AFP lines, then complete the details by adding actuals to determine the value.

Assign...	Work O...	PO	AFP Lin...	Status ...	Descrip...	MFA Re...
▼ 3029...	W10349017	54000008...	WAPPR		SubCon La...	10173230

Description	Notes	Qty	Unit Cost
No Rows To Show			

Add row +

3. Click the blank row under Description and select the relevant cost type from the list.

AFP **AFP Lines**

Application for Payment Line Detail

First add the AFP lines, then complete the details by adding actuals to determine the value.

Assign...	Work O...	PO	AFP Lin...	Status ...	Descrip...	MFA Re...
▼ 3029...	W10349017	54000008...	WAPPR		SubCon La...	10173230

Description	Notes
Select a description	
AUTOMATIC & MANUAL DOOR ENGINEER CALLOUT	
AUTOMATIC & MANUAL DOOR ENGINEER OOH CALLOUT	

Add row +

4. Change the number of hours your engineer was on site when you select the labour hours option from the drop-down.

(Note: Repeat the process for all the AFP Lines. Once the cost is added you will see this under the AFP Line Cost.)

AFP AFP Lines

Application for Payment Line Detail

First add the AFP lines, then complete the details by adding actuals to determine the value.

Assignment ...	Work Order ...	PO	AFP Line Sta...	Status Memo	Description	MFA Referen...	AFP Line Cost
30297520	W10349017	5400000891	WAPPR		SubCon Labor ...	10173230	£206.00

Description	Notes	Qty	Unit Cost
AUTOMATIC & MANUAL DOOR ENGINEER CALLOUT		1	£110.00
AUTOMATIC & MANUAL DOOR ENGINEER LABOUR HOURS		2	£48.00

Add row +

30297520	W10349017	5400000891	WAPPR		SubCon Labor ...	10173230	£206.00
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Export Import

5. Click Save AFP

Determine the value.

AFP Line Sta...	Status Memo	Description	MFA Referen...	AFP Line Cost	Notes	AFP Line Sta...	
WAPPR		SubCon Labor ...	10173230	£206.00		🕒	🗑️
WAPPR		SubCon Labor ...	10173230	£110.00		🕒	🗑️
WAPPR		SubCon Labor ...	10173230	£122.00		🕒	🗑️

Save AFP 