

## Maximo 7.6 – Subcontractor Portal

### How to use the Application for Payment

#### How to add costs on AFP - ad-hoc works.

The details on the next page will help you:

- to add costs cost on AFP - ad-hoc works (AFP type - SUBPO)

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 Order ...	PO	AFP Line Sta...	Status Memo	Description
> <a href="#">30306025</a>	W10360367	5400000976	WAPPR		SubCon Labor ...
> <a href="#">30358124</a>	W10431462	5400001112	WAPPR		SubCon Labor ...

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.

Assignment ID	Work Order N...	PO	AFP Line Status	Status Memo	Description
▼ <a href="#">30306025</a>	W10360367	5400000976	WAPPR		SubCon Labor As...

  

Line Detail ID	Notes	Qty	Unit Cost
No Rows To Show			

**Add row** +

3. Add the cost description in Notes, the Quantity and Unit Cost.

*(Note: Repeat the process for each cost you want to allocate against 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 ID	Work Order N...	PO	AFP Line Status	Status Memo	Description	AFP Line
30306025	W10360367	5400000976	WAPPR		SubCon Labor As...	£110.00

  

Line Detail ID	Notes	Qty	Unit Cost	Detail Line Cost
New	call out	1	£110.00	£110.00

[Add row](#) +

30309134	W10431463	5400001113	WAPPR		SubCon Labor As...	£0.00
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[Export](#) [Import](#)

4. Click Save AFP

Status Memo	Description	AFP Line Cost	Notes	AFP Line Statu...	
	SubCon Labor As...	£110.00		🕒	🗑️
	SubCon Labor As...	£0.00		🕒	🗑️

Save AFP 