

Maximo 7.6 – Subcontractor Portal

How to use the Application for Payment

How to add relevant comments.

The details on the next page will help you:

• to add relevant comments

1. Click the drop-down line. (Note: A new section selected AFP line)	icon next to the AFP will open under this First a	AFP AFP Lines Application for Payment Line Detail First add the AFP lines, then complete the details by adding actuals to determine the value.							
	As	ssignment	Work Order	РО	AFP Line Sta	Status Memo	Description		
	>	30297520	W10349017	5400000891	WAPPR		SubCon Labor		
	>	30305046	W10358987	5400001032	WAPPR		SubCon Labor		
	>	<u>30358087</u>	W10431438	5400001082	WAPPR		SubCon Labor		

2. Add your comment under Notes. (Note: Using these comments you can potentially reduce the chance of any queries against costs.)	AFI Ap First	plication fc	AFP Lines or Payment Lin	ne Detail Is by adding actuals to	determine the value.		
	A	ssignment	Work Order	PO	AFP Line Sta	Status Memo Description	
		 <u>30297520</u> 	W10349017	540000891	WAPPR		SubCon Labor
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Click Save AFP									
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