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 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.

	Assignment ...	Work Order ...	PO	AFP Line Sta...	Status Memo	Description
›	30297520	W10349017	5400000891	WAPPR		SubCon Labor ...
›	30305046	W10358987	5400001032	WAPPR		SubCon Labor ...
›	30358087	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.)*	

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
⌄ 30297520	W10349017	5400000891	WAPPR		SubCon Labor ...

Description	Notes	Qty	
AUTOMATIC & MANUAL DOOR EN...	first visit on site	1	
AUTOMATIC & MANUAL DOOR EN...	second visit on site	2	

Add row   +

3.	Click Save AFP	

Description	MFA Referen...	AFP Line Cost	Notes	AFP Line Sta...	
SubCon Labor ...	10173230	£206.00		🕐	🗑

	Unit Cost	Detail Line Cost	
	£110.00	£110.00	🗑
	£48.00	£96.00	🗑

| SubCon Labor | 10173230 | £110.00 | | 🕐 | 🗑 |

Save AFP 💾