

Maximo 7.6 – Subcontractor Portal

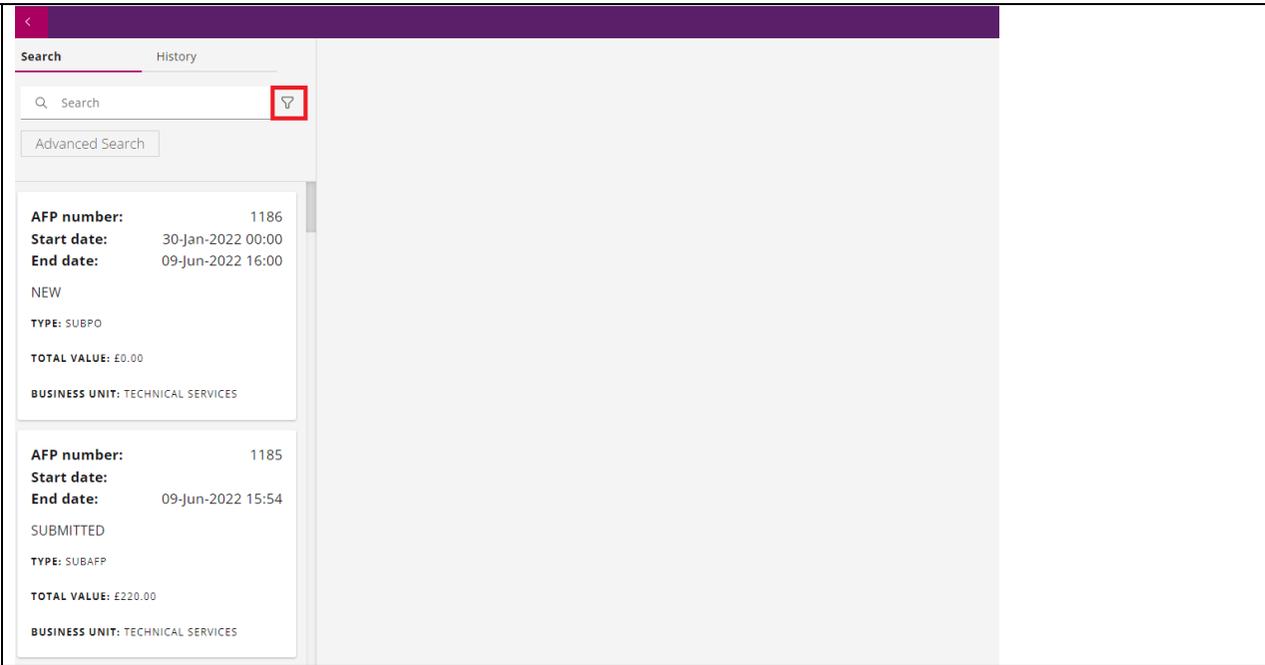
How to use the Application for Payment

How to review queried AFPs.

The details on the next page will help you:

- to review queried AFPs

1. Click the filter icon next to the Search bar



The screenshot shows a search interface with a purple header bar. Below the header, there are two tabs: "Search" (active) and "History". A search bar contains the text "Search" and a filter icon (a downward-pointing triangle) which is highlighted with a red square. Below the search bar is an "Advanced Search" button. The main content area displays two search results. The first result has the following details: AFP number: 1186, Start date: 30-Jan-2022 00:00, End date: 09-Jun-2022 16:00, NEW, TYPE: SUBPO, TOTAL VALUE: £0.00, and BUSINESS UNIT: TECHNICAL SERVICES. The second result has the following details: AFP number: 1185, Start date: 09-Jun-2022 15:54, SUBMITTED, TYPE: SUBAFP, TOTAL VALUE: £220.00, and BUSINESS UNIT: TECHNICAL SERVICES.

2. Select Queried AFPs

The screenshot shows a software interface with a search and filter menu. The menu is open, displaying several options. The 'Queried AFPs' option is highlighted with a red border. A tooltip labeled 'Queried AFPs' is visible next to the selected option. The background shows a list of AFPs with details such as AFP number, start and end dates, type, total value, and business unit.

Search History

Search

Advanced Search

AFP number: 118
Start date: 30-Jan-2022 00:00:00
End date: 09-Jun-2022 16:00:00
NEW
TYPE: SUBPO
TOTAL VALUE: £0.00
BUSINESS UNIT: TECHNICAL SERVICES

AFP number: 1185
Start date:
End date: 09-Jun-2022 15:54
SUBMITTED
TYPE: SUBAFP
TOTAL VALUE: £220.00
BUSINESS UNIT: TECHNICAL SERVICES

- Open AFPs
- Default only PO type
- Default only MFA type
- New AFPs
- Approved AFPs
- Queried AFPs**
- Submitted AFPs
- No Filter

Queried AFPs

3. Click the AFP line you want to review from the list

The screenshot shows a software interface for reviewing AFP (Application Form Profile) lines. The interface is split into two main sections: a left sidebar and a main content area.

Left Sidebar (Search/History):

- Search: Search (input field), Advanced Search (button)
- AFP number: 1186
- Start date: 30-Jan-2022 00:00
- End date: 09-Jun-2022 16:00
- QUERY
- TYPE: SUBPD
- TOTAL VALUE: £0.00
- BUSINESS UNIT: TECHNICAL SERVICES
- AFP number: 1184
- Start date: 09-Jun-2022 15:49
- End date: 09-Jun-2022 15:49
- QUERY
- TYPE: SUBAFP
- TOTAL VALUE: £0.00
- BUSINESS UNIT: TECHNICAL SERVICES
- AFP number: 1176** (highlighted with a red box)
- Start date: 29-May-2022 00:00
- End date: 09-Jun-2022 14:57
- QUERY
- TYPE: SUBAFP
- TOTAL VALUE: £100.00
- BUSINESS UNIT: TECHNICAL SERVICES

Main Content Area (AFP 1176 - AFP Lines):

- AFP Reference: 1176
- Site: UK
- AFP Status: QUERY
- AFP Type: SUBAFP
- Business Unit: Technical Services
- Status Date: 10-Jun-2022
- AFP Start Date: 29-May-2022
- First Submitted Date: dd-mm-yyyy
- Last Submitted Date: dd-mm-yyyy
- * AFP End Date: 09-Jun-2022
- Description: (empty)
- Number of Application Lines: 1
- Total Application Value: £0.00
- Change Date: 10-Jun-2022
- Changed By: NATHAN JONES

4. Go to AFP Lines tab

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
> 30304974	W10358918	5400001110	QUERY	Can you please p...	SubCon Labor As...

5. Check more details about the query under Status Memo

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
> 30304974	W10358918	5400001110	QUERY	Can you please provide a breakdown on materials

6. Click the drop-down icon to see details about the cost assigned to the queried 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 ID	Work Order N...	PO	AFP Line Status	Status Memo
▼ 30304974	W10358918	5400001110	QUERY	Can you please provide a breakdown on materials

Description	Notes	Qty	Unit Cost
MATERIALS TEST	materials	1	£100.00

[Add row +](#)

7. Under Notes add you comment to resolve the query.

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
▼ 30304974	W10358918	5400001110	QUERY	Can you please provide a breakdown on materials

Description	Notes	Qty	Unit Cost
MATERIALS TEST	one pack of 2 door closers	1	£100.00

[Add row](#) +

8. Change the AFP Line Status in WAPPR

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
30304974	W10358918	5400001110	QUERY	Can you please provide a breakdown on materials	SubCon Labor As...

Description	Notes	Qty	Unit Cost
MATERIALS TEST	one pack of 2 door closers	1	£100.00

[Add row](#) +

9. Click Save AFP

Status M...	Descripti...	MFA Refe...	AFP Line ...	Notes	AFP Line ...
	SubCon Lab...	10173230	£100.00		 

Qty	Unit Cost	Detail Line Cost	
1	£100.00	£100.00	

Save AFP 

10. Go to AFP tab

AFP AFP Lines

AFP Reference	Site	AFP Status
1176	UK	QUERY
AFP Type	Business Unit	Status Date
SUBAFP	Technical Services	10-Jun-2022
AFP Start Date	First Submitted Date	Last Submitted Date
29-May-2022	dd-mmm-yyyy --:--	dd-mmm-yyyy --:--
Description		* AFP End Date
		09-Jun-2022
		Number of Application Lines
		1
Change Date	Changed By	Total Application Value
10-Jun-2022	NATHANJONES	£100.00

11. Change the AFP Status in SUBMITTED

(Note: A pop-up window will appear.)

AFP AFP Lines

AFP Reference	Site	AFP Status
1176	UK	QUERY
AFP Type	Business Unit	QUERY
SUBAFP	Technical Services	SUBMITTED
AFP Start Date	First Submitted Date	10-Jun-2022
29-May-2022	dd-mmm-yyyy --:--	dd-mmm-yyyy --:--
Description		* AFP End Date
		09-Jun-2022
		Number of Application Lines
		1
Change Date	Changed By	Total Application Value
10-Jun-2022	NATHAN.JONES	£100.00

12. Click OK

(Note: The AFP is resent to Mitie to be reviewed.)

The screenshot shows a web application form with the following fields:

- Site: UK
- Business Unit: Technical Services
- AFP Status: SUBMITTED
- Status Date: 10-Jun-2022
- First Submitted Date: dd-mm-yyyy --:--
- Last Submitted Date: dd-mm-yyyy --:--
- * AFP End Date: (empty)
- Changed By: NATHAN.JONES
- Plan Application Price: £100.00

A confirmation dialog box is displayed in the center of the screen with the text: "Are you sure you want to change the AFP status to SUBMITTED?". The dialog box has a close button (X) in the top right corner and two buttons at the bottom: "Cancel" and "OK". The "OK" button is highlighted with a red rectangular border.