

BuilderTek User Guide

Version 1.0 April 2022





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What's in this Guide?

Construction Modules

BuilderTek contains over 100 modules for a variety of uses, including sales, budgeting, human resources, vendor and product management, invoicing, and many more.

This guide focuses on the following modules in the Construction app:

- **Pre-Qual** (pre-qualifying vendors)
- RFQs (Requests for Quote)
- RFIs (Requests for Information)
- SOVs (Statements of Values)
- Payment Applications

What do those colors mean?

Prerequisites

Text with an **orange** background represents actions that come *before* a procedure.

My Optional Steps

Text with a **green** background represents optional actions that you as a BuilderTek customer can take.

Vendor / Customer Actions

Text with a **blue** background represents the "behind-the-scenes" actions of another party, such as a vendor or customer. (You as a BuilderTek customer don't do these things.)

Next Steps

Text with a **violet** background represents potential actions that may come *after* a procedure.

BuilderTek contains over 100 modules!



Pre-Qualification

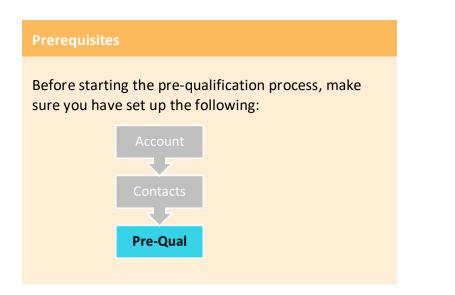


Pre-qualification is found in the **Accounts** module.

Initiating vendor pre-qualification consists of emailing a request to the vendor to fill out an attached form. After the form is filled out and returned by the vendor, you can then qualify the vendor by executing the contract. At that point, the vendor is pre-qualified, meaning your company deems them to possess the capacity, capability, and experience to fulfill a work order.

During the pre-qualification process, you collect information about the vendor, such as the following:

- Contact information
- Officers' names
- Master Business License Number
- Retail Sales Tax Number



Pre-Qualification Process





Pre-Qualify a Vendor

Initiate Pre-Qualification

1. Open the Accounts page and find the vendor you want to pre-qualify.

Construction	Accounts	→ E	ACME	✓ X NSML //////C ///SNL1 //////SNL1	a (Norman Junite - 2008-2011 - 2008-2013 (Norman Junite - 2008-2013 - 2008-2013 (Norman Juni
Account ACME					+ Follow Checklist Initiate Pre-Qual Qualified Execute Contract New Contact Edit
T Trade Type Phone	Email Add mounica	ress .amudala@diligen	tforcelabs.com	Vendor Rating	
Details Related	Activity	Box Files			Contacts (3)
					Send Email ES ACME Title:
Account Name ACME				Parent Account	Email: Phone: (123) 456-7890
BT Account Type Vendor				Phone	comm contact
BT Trade Type				Fax	Email: brian.cronin@buildertek.com Phone: (123) 456-7890
Pre-Qual Email				Email Address mounica.amudala@diligentforcelabs.com	ET test contact Title:
Office Address 1111 NW Main				Union Rates	Email: harika.chunduri@diligentforcelabs.com Phone:
City Dallas				Vendor Rating	View All
State					
ТХ				1	Activity Chatter
ZipCode 66545				Number of Employees	
Account Setup in Accounting Syste	m?			Contractor License	Log a Call New Event Email

2. Click the Initiate Pre-Qual button.

Į									h
3	+ Follow	Checklist	Initiate Pre-Qual	Qualified	Execute Contract	New Contact	Edit	•	1
ź									4
	and and		and the second second			Provide part of the	had the second		

The *Pre-Qual* dialog box opens:

Pre-Qual	
To	
search.	Q
□ Bill Smith ×	
Additional Email	
mourica.amudala@diligentforcelabs.com	
Attach documents to email	
Upload Files or Drop Files	
Select Template	
choose one	\$
Cancel Send En	ail



- By default, the Pre-Qual dialog box is populated with the Primary Contact for the account. To add other account contacts as recipients, begin entering their name in the *To* field, then select their name when it appears, or enter one or more email addresses in *Additional Email* for people who are not set up as contacts.
- You can attach documents to the email by clicking **Upload Files** and selecting the files.
- 3. Click Send Email.

Vendor Response

he vendo	r receives an ema	ail stating that they have been selected to fill out a pre-qual for
Buildertek Deve	opers <admin@buildertek.com></admin@buildertek.com>	
to me 💌		
You have been se <u>Click here to oper</u>		tion form. Once you have completed this form and submitted it, we will review your qualifications and let you know next ste
	→ Forward	
← Reply		

The vendor must fill out the form, sign it, and click **Submit**.

Signature			
Signature			
N	2 (1	
	Sur.	J-L	
		Clear Signature	
ployers are required to submit the com	pleted form to the constructor for posting	/display at the project.	
		Cancel	Submit
		Carleer	Subilli



Once the vendor has submitted the form, their vendor details appear in the vendor account:

 Vendor Details - 1000 				
Nature of Business	Partnership	1	Signed Date	10/03/2022
Average # of Employees on Job	50+	/		
Officers Name	Brian Cronin	1	Officers (2) Name	
Officers Title	President	1	Officers (2) Title	
Officers Date Appointed	29/12/2021	1	Officers Date (2) Appoin	ted

4. Review the vendor details, then click **Qualified**.

+ Follow Ch	necklist Initiate Pre-Qu	al Qualified	Execute Contract	New Contact	Edit	-
<u>.</u>					<u></u>	~~

A confirmation appears:

	Qual	ified
Do you want to cha	nge the Ou	ualification Stage to Qualified?
•	-	documentation here.
	Upload Files	or Drop Files
		Yes No

- If you need to add documentation as justification for changing the status to Qualified, click **Upload Files** and select one or more files, or select the files and drag them into the dialog box.
- 5. Click Yes.

A contract document is sent to the vendor.



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On the vendor's side...

The vendor receives a contract document:

Scope of Work
GENERAL CONDITIONS-ALL PROJECTS
DEFINITIONS AND INTERPRITATIONS he term SPL refers to Shito Properties Limited.
he term Site Superintendent /Site Foreman infers to the Site representative assigned to manage the jobate.
Ne tarm Subbrede refers to a subcontractor or supplier contracted by SRs to perform work or supply materials on their jobales. It also refers to any employees or representatives of the subcontractor or supplier.
he term Cantract refers to the construction documents which form the contract including General Conditions of SPL, the Render Drawings and the Scopes of Work. Terms or Conditions submitted by the Subtrade with the tender price will not override those of the tender documents.
when discrepancies exist between The Scopes of Work and the drawings, always seek clarification from the SRe Superintendent or Site Foreman.
.CONDUCTSTANDARDS AND CODIS ours of work are between 700 am and 600 pm Monday to Friday. Contact your Superintendent for any special arrangements.
ubtracks shall conduct themselves in a professional and counteous fashion at all times while on SPs, jobstess. Unprofessional behavior including foul language will not be tolerated, and could result in immediate eviction at the discretion of the SRe Superintendent.
moking is not permitted in any SPL homes under construction.
is the Subtrade's responsibility to adhere to the schedule established by the Superintendent. The Subtrade must notify the Superintendent prior to commencement of work if a job cannot be started or completed on the scheduled date(s). The Superintendent is at liberty to cancel and reschedule the Subtrade the Subtrade must notify the Superintendent prior to commencement of work if a job cannot be started or completed on the scheduled date(s). The Superintendent is at liberty to cancel and reschedule the Subtrade the Subtrade must notify the Superintendent prior to commencement of work if a job cannot be started or completed on the scheduled date(s). The Superintendent is at liberty to cancel and reschedule the Subtrade must notify the Superintendent prior to commencement of work if a job cannot be started or completed on the scheduled date(s).
new set of plans is required for each house. Plans are subject to changes and modifications. At the start of each job, check in with the Site Superintendent to review any changes that may affect the work. Plans should be picked up at the job trailer from the Site Superintendent. If the Subtract notices any exondition that could cause their work to be deficient, it is their responsibility to notify the Site Superintendent immediately
O NOT WORK FROM STANDARD PLANS. ALWAR'S USE LOT SPECIFIC PLANS THAT WILL BE PROVIDED ON SITE SUBTRADES SHOULD ALWAR'S HAVE PLANS ON SITE WHEN PERFORMING WORK. IT IS THE RESPONSIBILITY OF THE SUBTRADES TO SEND ALL INFORMATION ON PURC RDERS TO SITE WITH THEIR EMPLOYEES. IT IS THE RESPONSIBILITY OF THE SUBTRADE TO REVIEW LOT SPECIFICATION BINDERS.

The vendor must fill out the form, sign it, then click **Submit**.

Date					
10-Mar-2022					
Subtrade (or agent)					
				•	
	10		,		
		Smr		\sim	
				binn cinette	
				Clear Signatur	e
					Submit



Execute the MSA

Review the document signed by the vendor...

If you want to the documents that the vendor has sent, open the *Related* tab:

Account Record Type Company	Туре	Industry / Org Type	Phone 815668559	Website		
Details Relate	d Activity	Chatter				
Account Check	dist (0)					
Contacts (1)						
Contact Name		Title			Email	Business Phone
BT VENDOR CONTACT					info@buildertek.com	
					View All	
Files (3)						
Title		Owner			Last Modified	Size
Vendor gned N	/ISA.pdf	BuilderTek	Site Guest User		10/03/2022 9:20 AM	23KB
CompanySignatu	are	BuilderTek	Site Guest User		10/03/2022 9:20 AM	7KB
BT Vendor Accou	int	BuilderTek	Site Guest User		10/03/2022 9:15 AM	6KB

6. Review the contract document, sign it, then click **Submit**.



Reminder: This is the (final) internal counter-signature to the document that was signed and returned by the vendor.

7. Click Execute GCA.

Both parties receive copies of the signed contract. The vendor is now fully pre-qualified to work with you and will show up in downstream processes, such as <u>Requests for Quote (RFQ)</u>.



After Pre-Qualification

After Pre-Qual

You might ask the vendor to submit a <u>request for quote (RFQ)</u> in order to make a bid on work or materials.

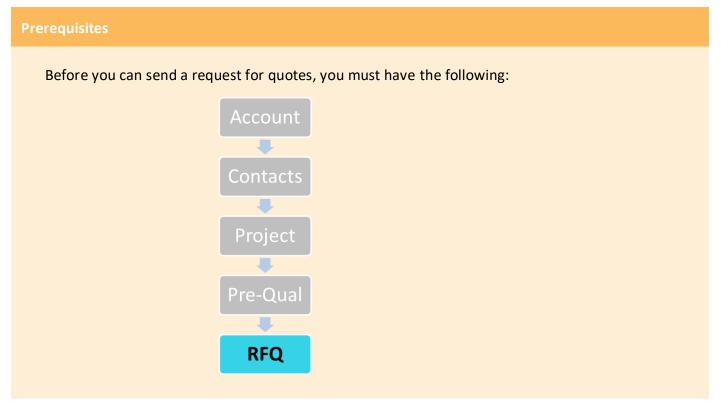


RFQ (Request for Quotes)



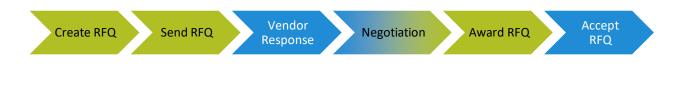
RFQs are located in the **Projects** module.

Request for Quote (RFQ) is the process used to gather vendor pricing for materials and labor. RFQs can be directly related to an Opportunity or saved in the PriceBook for future use.



RFQ Cycle

If a vendor doesn't already have contractual pricing set up, they must go through the RFQ cycle. This can be for a single project or for a Master RFQ.





Create a New RFQ

Enter RFQ Details

1. Open a project.

Project Test1									+ Follow
oject • Customer A 301	Account Project Manager	Stage Completed	Type Standard						
elated List Quick Links	0								
RFQs (1)	C Guotes (2)	E Contracts (E)	Dudgets (1)	Schedules (1)	Time Cards (1)	Purchase Orders (1)	Invoices (AP) (1) 🖸 Invoices (AR) (4) 🚺 Takeoffs (2)	
Bill of Materials	G Notes	C Invoices (PC)	Change Orders	Cash Disbursements	D Files	C Recepts	Expenses	D Item Receipts D Punch Lists	
Checkiat	B Check-In's								
					Show All (42)				
Details Related	Activity							Checklist (1)	
Project Name	Test1			Customer Account			1	CHR-00000	
Stage	Completed			Project Manager				View 22	
Tops O	Standard			Orginal Start Date 0				FIGW 441	
Contract Signed Date: 0				Original Completion Data 0			- 7	Activity Chatter	
Project Completion %	100.00%			Anticipated Start Date O			- 2	Activity Chatter	
Contract Amount	\$0.00			Anticipated Completion Date			1	Filters	Al time • All activities • All types 👔
Notes	working			Actual Start Data 🔘			2		Refrach + Expand All + View All
Use PA Type				Actual Completion Date 0 24/4	01/2022		1	✓ Upcoming & Overdue	
Project File				Site Contact			× 1	• opconning at oversuse	
 Project Address 								Sefa4/1F00000FhQhUAK] Vou sent an email to herrarthisamarchintada222@gmail.com	4:39 AM 24-Jan 💌
Address				29			1	> Tot sent an enance nemenon providence of granteen	4:38 AM 24-Jan 🔻
Chy				Courty			2	You sent an email to hemanthikumandvintadia222@gmail.com	- ACAD MALL SACIAL ()
State				Country Unit	tes States		× 1	View More	
Latitude	0							✓ January • 2022	2 Months Ago
Longitude	0								
							_	Firefa4J1F000000PhQHUAK] & Last opened 24-Jan	4/39 AM 24-Jan 👿
✓ System Information							_	You sent an email to mail	
Owner	Buildertak Developers			Last Modified By	Buildertek Developers. 24/01	/2022 4:39 AM		> 🗠 - (ref.s4/1F000000PHQbUak)	4/38 AM (34-Jan 🔍

2. Click the **RFQs** icon in the *Quick Links* section.

Related List Quick Links	0		
RFQs (10+)	Quotes (9)	Budgets (1)	Payment Applications - G702 (3)
Schedule of Values (2)	Schedules (4)	Contracts (10+)	Purchase Orders (10+)
		Show All (44)	

The RFQ page opens:

Projet RFQ		BuilderTek														New	Change	Own
+ item	s • Up	dated a few seconds ago															\$	C,
		RFQ Description	~	RFQ #	~	Awarded Amount	~	Status	~	RFQ Due Date	~	RFQ Details	~	Awarded Vendor	~	Trade Typ	e	~
1		Siding		0002-0002		\$1,000.00	т	Accepted		3/12/2021				BT Vendor 3				
2		Electrical		0002-0005		\$1,250.00		Accepted		4/2/2021		Please submit Bids for all labor and material		BuilderTek - Plumbing #2				
3		New Concrete Driveway		0002-0001		\$0.00		Awarded		4/9/2021				BT Vendor 3				
4		Below Ground Rough Plumbing		0002-0003		\$7,500.00		Awarded		5/28/2021		Include all Labor and Material		Kohler				



3. Click New.

The New RFQ dialog opens.

	New RFQ	
* RFQ Description	Project	×
RFQ Details	Trade Type 🔹	
	Search Trade Types	Q
Status	RFQ Due Date	
New	•	苗
RFI Owner 🕚		
Search People	Q	
	Cancel Save & New Save	

- 4. Enter all the information, then click **Save**.
 - **RFQ Description** (mandatory)—enter a description of the RFQ. (This is intended to be useful for *your* company.)
 - **RFQ Details**—enter any important details about the RFQ that may be helpful to the vendor.
 - **Status**—displays the status *New* by default.
 - **RFI Owner**—select the name of the person at your company who will be responsible for responding to an RFI, should one come from the vendor. (See <u>RFIs (Requests for Information)</u>.)
 - **Project**—displays the name of the current project by default.
 - Trade Type—select or enter the type of trade the vendor or supplier specializes in. (If necessary, you can create a new trade type by searching on the new trade name, clicking on Show All Results for "[trade name]", then clicking on + New Trade Type and following the onscreen directions.)
 - **RFQ Due Date**—enter a date or select one from the calendar.



Create RFQ Lines

If necessary, you can create additional RFQ lines. If you aren't using a Master RFQ to import line items for the request, you can enter each line for materials and/or labor pricing requested manually.

Details RFQ Lines Documents Review Related	Activity Chatter			
				New Import Products Import Master RFQ Lines
RFQ Lines (3)				
RFQ Item	Description	Quantity	Unit Price	
UNE1	UNE1	1		
UNE3	Please make sure that you include any additional material that might pop up. That	ks. 1		¥
UNE2	UNE2	1		¥
		View All		

- To create a new line, finish filling out the previous line, then click **Save and New**.
- 5. Click **Save** to complete the RFQ lines.

The new RFQ opens in a tab:

RFQ RFQ-00009	RFQ_Due Date Awarded Date Awarded Amount Awarded Vendor 16/03/2022 \$0.00				
aming New	18/05/2022 \$0.00		1		
Details RFQ Lines	Documents Review Related Activity Chatter				
					Email RFQ
RFQ Description	Framing	/	Project	Test1	
RFQ Details	Need a bid for all labor for this home.	/	Awarded Vendor		
Status	New		Trade Type 🔘		
RFQ Due Date 0	18/03/2022		Added to Quote 0		
Awarded Date 0			Reason for Cancelling RFQ		
Accepted Date			RFI Owner	😁 Buildertek Developers	
Awarded Amount	\$0.00				
V RFQ Status					
RFQ's Sent			RFQ's Replied To %		
RFQ's Replied To	0		RFQ's Not Replied To %		
RFQ's Not Replied To	0				
_					
RFQ Lines (0)					
Vendor RFQ (0)					N

Add Documents

If necessary, you can add documents that may be important for the bidder to the RFQ—this could be plans, blueprints, material specs, or similar files.

To add documents, click the **Documents** tab.

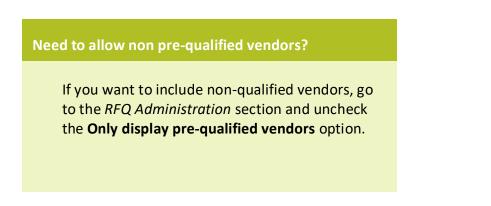
Details	RFQ Lines	Documents	Review	Related	Activity	Chatter
🚺 Files	(0)					Add Files
				1	Upload Files	
					Or drop files	



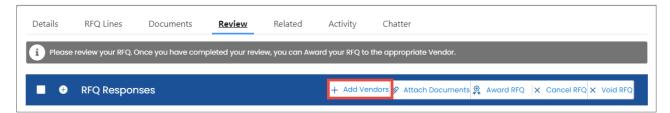
- Add Files—click then locate and open files that have previously been uploaded.
- **Upload Files**—click and locate files and open them, or simply drag them from your computer into the *Files* pane.

Review (Select Vendors)

Note: By default, only pre-qualified vendors appear for selection.



6. Open the *Review* tab.



7. Click + Add Vendors.

The Add Vendors dialog opens.



		Add Vend	dors				
Q. Vendor Name		Q. Trade Type		Q. Rating			
- Name	~	Trade Type	~	Insurance			~
ZEROREZ KANSAS CITY		Cabinets					- 1
Bob Smith		Concrete					
Professional Concrete		Concrete					- 1
TH Technologies		Electrical					
ABC Services		Electrical					
Ace Framing		Framing					
Greenland Landscaping		Landscaping					
BuilderTek		Landscaping					
Payer Compass		Low Voltage					
Bob Smith		Plumbing					
Mobile2		Roofing					
					Cancel	Add Vendo	

- 8. Check the name(s) of the vendor(s) you want to send to, then click **Add Vendors**.
- 9. Click the \oplus icon to expand the *RFQ Responses* section.

TEER VENDOR - TEER V	ENDOR CONTACT + 💋 New				USD 0.00	> 泉 亩
	Item Name	Description	Vendor Notes	Quantity	Unit Price	Total Price
	UNEI	LINET		1		USD 0.00
	LINE2	LINE2		1		USD 0.00
	LINES	Please make sure that you include any additional material that might pop up. Thanks.		5		USD 0.00
		13			Total:	USD 0.00
ACME - ACME VENDOR	CONTACT + 0 New				USD 0.00	2 1
	item Name	Description	Vendor Notes	Quantity	Unit Price	Total Price
	UNEL	UNET		1		USD 0.00
	UNE2	UNE2		1		USD 0.00
	LINE3	Please make sure that you include any additional material that might pop up. Thanks.		ı		USD 0.00
					Total	USD 0.00

10. Check the name of one or more vendors, then click **Email Vendors**.

	+	Add Vendors	Email Vendors	😑 Level RFQ's 🔗	Attach Documents	Award RFQ	Ô	Delete Vendors ;	X Cancel RFQ	×	Void RFQ
--	---	-------------	---------------	-----------------	------------------	-----------	---	------------------	--------------	---	----------



BuilderTek User Modules Guide

RFQ Email Preview
Í
- You have been chosen to submit a job Quote for BuilderTek.
Please click on the button below to being entering your Quote details. View Quote on Site
Cancel Send

11. Click Send.



Verify that the emails have been sent...

If you want to verify that the emails have been sent, you can do so in the following places: In the *RFQ Responses* section:

TEER		ONTACT + 💋 Email Sent		
+ TEEF	RVENDOR	Item Name	Description	Vendor Notes
ACM		Email Sent		

In the Details tab:

RFQ Description Framing		st Sent	RFQ Due Date 18/03/2022	Awardeo	d Date	Awarded Amount \$0.00	Av
Details	RFQ Lines	Documents	Review	Related	Activity	Chatter	
RFQ Descr	iption	Framing					
RFQ Detai	s O	Need a bid f	or all labor for th	nis home.			
Status		Request Sent					
RFQ Due I	Date 🚺	18/03/2022					
	Date O						1

On the vendor's side...

The vendor receives an email, fills out the form with their bid, then submits their bid. (They can come back to view their submission at any time, but cannot re-submit their bid.)



- 12. Go to *Review* to view their bids.
 - You can select multiple bids to compare them.



Award the RFQ

13. Check the desired vendor and click Award RFQ.

RFQ Responses Add Vendors 🖾 Email Vendors 🖾 Level RFQ's 🖉 Attach Document 🖗 Award RFQ Delete Vendors X Cancel RFQ X Void RFQ										
BuilderTek - Dave Winfield + 💋 New USD 0.00 🖉 💿 🚊 🧰										
+ BuilderTek Item Nan	ne Description	Vendor Notes	Quantity	Unit Price	Tot	al Price				



Verify that the RFQ has been awarded...

If you want to verify that the RFQ has been awarded, you can do so in the following places:

In the RFQ Responses section:

NDOR CONTACT + 💋 Awarded		
Item Name	Description	Vendor Notes
UNEI	LINET	
LINE2	LINE2	
	Please make sure that you include any	

In the *Details* section:

De	tails RFQ Lines	Documents	Review	Related	Activity	Chatter
	RFQ Description	Framing				
	RFQ Details	Need a bid for	all labor for th	nis home.		
	Status	Awarded				
	RFQ Due Date	18/03/2022				
	Awarded Date	10/03/2022				
	Accepted Date 0					
	Awarded Amount	\$225,000.00				
~	RFQ Status					
	RFQ's Sent	2				
	RFQ's Replied To	3				
	RFQ's Not Replied To	-1				

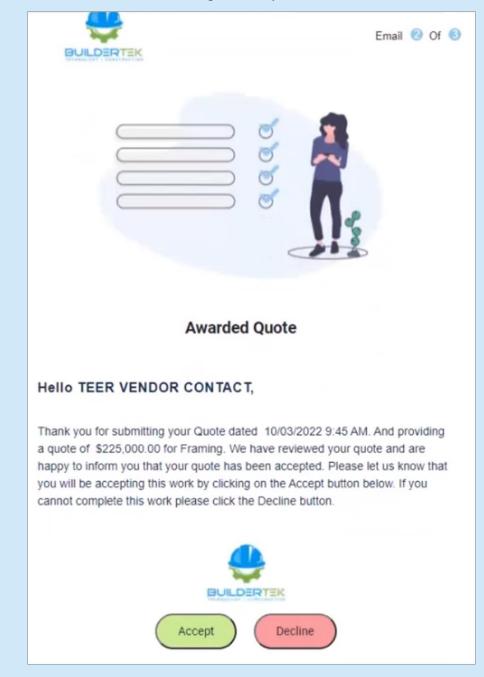
And if you look at the vendor who was awarded:

	Account	~	Open RFI's 🗸 🗸	Status	\sim	Quote Amount
	TEER VENDOR		0	Accepted		\$225,000.00
	ACME		0	Email Sent		\$0.00



On the vendor's side...

The vendor receives an email stating that they have been awarded the contract:



The vendor must click **Accept** in the email to confirm that they want to accept the job.



Verify that the RFQ has been accepted...

Once the vendor accepts the job, it appears as *Accepted* in the project *Details* section:

RFQ Description Framing	Status Accept		FQ Due Date 8/03/2022	Awarded Date 10/03/2022		Awarded A \$225,000
Details R	FQ Lines	Document	s Review	Related	Activity	Cha
RFQ Descripti		Framing	for all labor for t	hic home		
Status		Accepted		nis nome.		
RFQ Due Date Awarded Date		18/03/2022				
Accepted Date	e O	10/03/2022 \$225.000.00				

In the *Review* section:

This RFQ has been Accepted						
RFQ Response				+ Add Vendors ₫ Email Vendors Ξ Level I	EFQ's & Attach Documents 🙊 Award RFQ 🍙 D	
A STATE OF A STATE OF A STATE	ENDOR CONTACT + 90 Accepted					USD 225,000.00 💿 Accept
E TEER VENDOR	Item Name	Description	Vendor Notes	Quantity	Unit Price	Total Price
	UND	UNET		1	USD 75,000.00	USD 75,000.00
	UNE2	UNE2		1	USD 75.000.00	USD 75.000.00
	UNED	Please make sure that you include any additional material that might pop up. Thanks.		1	USD 75,000.00	USD 75,000.00

Under Vendor:

en	s. opu	lated a few seconds ago					
		Account	~	Open RFI's 🔍 🗸	Status	\sim	Quote Amount
1		TEER VENDOR		0	Accepted		\$225,000.00
2		ACME		0	Email Sent		\$0.00



On the vendor's side...

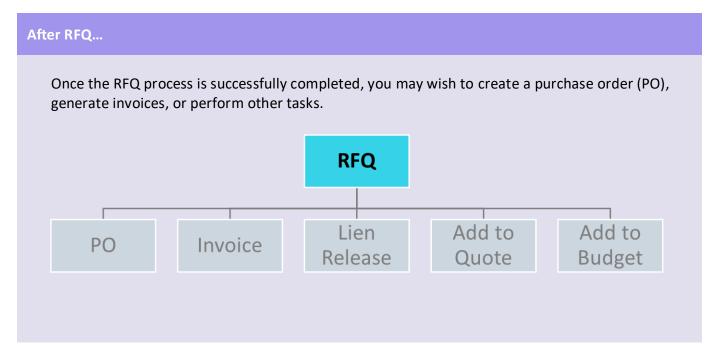
The vendor also receives an email with details of their quote:

	BUILDERTEK			Ema	ail 🖲 Of 🔞						
	ų,										
	Thank You										
н	Hello TEER VENDOR CONTACT,										
	hank you for accepting ou elow.	ır Quote req	uest. Please fin	id the details of	your quote						
R	FQ Name: TEER VENDO	OR CONTAC	:т,								
ltem Name	Description	Quantity	Price	Total	Total Price						
LINE1	LINE1	1	\$75,000.00	\$75,000.00	\$75,000.00						
LINE3	Please make sure that you include any additional material that might pop up. Thanks.	1	\$75,000.00	\$75,000.00	\$75,000.00						
LINE2	LINE2	1	\$75,000.00	\$75,000.00	\$75,000.00						
- Professor			and the second	and a state of the second							

The RFQ process is finished.



After the RFQ





RFI (Request for Information)



RFIs are located in the **Projects** tab.

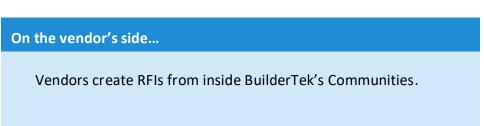
BuilderTek's Request for Information (RFI) process allows vendors and customers to ask questions through the BuilderTek platform. This allows you to easily track and manage these interactions. While RFIs can be tied to an RFQ, providing a convenient way to control bidding interactions, RFIs can also be leveraged throughout the project lifecycle.

RFI Flow

The vendor or customer submits an RFI and the company reviews and responds. (Some organizations assign a specific employee to this role.) When the initiator is satisfied, either party can close the RFI.



Create an RFI



Respond to an RFI

Once you receive an RFI from a vendor, you can respond to it to answer the vendor's questions.



SOV (Schedule of Values)



RFIs are located in the **Projects** tab.

A Schedule of Values is an industry standard approach allowing you to structure progress payments with your vendors and/or customers. Using an SOV, you can structure expected progress and payments for labor and materials in a step-by-step manner and update progress on a percentage basis.

SOV Flow





Vendor SOV

Create a Vendor SOV

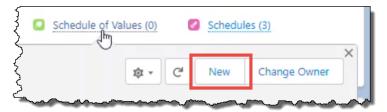
1. Open a project.

roject • Customer A 1001	ccount Project Manager	Stage Completed	Type Standard				_		
lelated List Quick Links	0								
RFCa (1)	C Quotes (2)	😝 Contracts (iii)	D Budgets (1)	Schedules (1)	🗐 Time Cards (1)	Purchase Orders (1)	Invoices (/	47) (1) 🖸 Invoices (AR) (4) 🚺 Take	eoffs (2)
Bill of Materials	C Notes	C Invoices (PC)	Change Orders	Cash Disbursements	D Files	C Recepts	Expenses	D Item Receipts 0 Pun	sch Lists
Checkint	Check-In's								
					Show All (42)				
Details Related	Activity							Checklist (1)	
12 10 10 10	-			12101010			1	CHR-00000	6
Project Name	Test1 Completed			Customer Account Project Manager					
Stage Type O	Standard			Original Start Date 0				View	n 48
Contract Stoned Date O	stanoard			Original Start Data O				Sector Contractor	
Project Completion %	100.00%			Anticipated Start Date O				Activity Chatter	
Contract Amount	\$0.00			Anticipated Completion Date 0			- 2		Filters: All time • All activities • All types 🧧
Notes	working			Actual Start Data			2		Refresh + Expand All + View
Use PA Type	CONTRACTOR OF				01/2022		1	vi Universita & Charactura	and the second second
Project File				Site Contact			1	✓ Upcoming & Overdue	
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Owner Sevel noment - buildestek Sob	🔁 Buildertak Developers			rati woonan ti.	Buildertek Developers, 24/0	Canada Higa Man		> C ref:s4/1F00000PhQHUAK	4(38 AM) 34-Jan 👻

2. Click the **Schedule of Values** icon in Quick Links.

Related List Quick Links	0					
RFQs (10+)	Ó	Quotes (9)		Budgets (1)		Payment Applications - G702 (3)
Schedule of Values (2)		Schedules (4)	8	Contracts (10+)	•	Purchase Orders (10+)
			Show A	ll (44)		

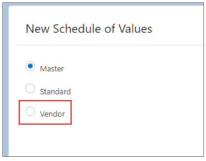
A drop-down panel opens, displaying a number of options:



3. Click New.

The New Schedule of Values window opens:





- 4. Select the **Vendor** option, then click **Next**.
 - Master—select this option to create an SOV template.
 - **Standard**—select this option to create a <u>Standard SOV</u> that includes all costs (including vendor costs).
 - Vendor—select this option to create a Vendor SOV.

The Information window opens:

		New Schedule Of Valu	ue	
INFORMATION				
*Schedule of Values Name		Status Pending	3	•
Project The Villa at Grand Station	I	Vendor X Search A	Accounts	Q
Due Date				
				Cancel Save Save and Add SOV Lines

- Schedule of Values Name (mandatory)—enter a name
- **Project**—the current project appears by default; you can select a different project if required.
- **Due Date**—click on the calendar to select a due date.
- Status—the Pending status appears by default; you can select a different status if required.
- **Vendor**—select the name of the vendor that you want to start submitting SoVs.
- 5. Click Save and Add SOV Lines.

SOV	ov						Import Master SOVs	Import SOVs From CSV
S.No		SOV Line Number Vendor	Description of Work	Scheduled Value	Last Modified Date			
1 0				USD		· + •		
Total:				USD 0				

6. Continue to add SOV lines as necessary, then click **Save**.



Import a Vendor SOV

You can import a master SOV from a CSV file.

📆 The Villa at Gran 🍠 Sche	dule 🗸 🛪 🕫 ACME S	ov ~ ×										
Schedule of Values							View SOV Lines	Manage SOV	Create Contract	Import a Master SOV	Import an SOV from a CSV File	•
Project The Villa at Grand Station	Status Pending											
Amon A gament and	and a designed	\sim	generative gene	And a	\sim	a some		A growthe get	-1-	~~~~	A martine	-

7. Click Import an SOV from a CSV File.

The Import SOVs dialog opens:

Import SOVs	
Note: This import functionality will import Item No, Description of Work and Scheduled Value fields.	
Upload Files Or drop files select file	Download CSV
	Cancel Import SOVs

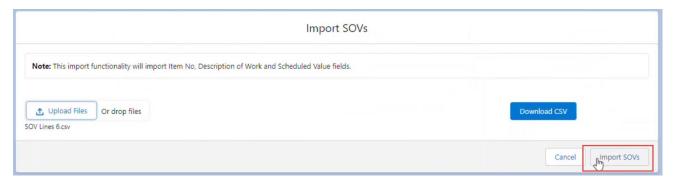
8. Click Upload Files.

→ ↑ ↑ → This PC → My Passport (F:) →	mWare (C) > Customer > View >	5 V		
organize 👻 New folder				
	^ Name	Date modified	Туре	Size
🖈 Quick access	SOV Lines 6	3/19/2022 2:50 PM	Microsoft Excel C	1
😞 Creative Cloud Files	Copy of Impremntation Plan 1.2	3/16/2022 6:07 PM	Microsoft Excel W	14
OneDrive - Personal	Implementation Plan 1.0	3/16/2022 7:52 AM	Microsoft Excel W	14
- Onebrive - Personal	SOV Lines 22nd	3/8/2022 9:37 AM	Microsoft Excel C	2
This PC	SOV Lines (2)	3/8/2022 9:35 AM	Microsoft Excel C	1
3D Objects	View Walk-Through 3-4-22	3/4/2022 10:35 AM	Microsoft Excel W	14
Desktop	MSA Signature	3/3/2022 12:12 PM	PNG File	186
Documents	Payment Application Flow	2/28/2022 12:49 PM	Microsoft PowerP	36
Downloads	View Schedule	2/28/2022 8:01 AM	Microsoft Excel C	1
	SOV Lines (1)	2/16/2022 4:44 PM	Microsoft Excel C	1
J Music	CSV-2	2/16/2022 1:43 PM	Microsoft Excel C	1
Pictures	Tickets	2/15/2022 6:55 PM	Microsoft Word D	429
Videos Videos	RFQ RFI feedback-backcheck (Henry, Be	2/9/2022 6:48 PM	Microsoft Word D	4,500
Lindows (C:)	Import Schedules (1) (1)	2/7/2022 8:22 AM	Microsoft Excel C	12
My Passport (F:)	Create partner community user in Salesf	2/3/2022 9:06 AM	Microsoft Edge P	1,499
Google Drive (G:)	Create partner community user in Salesf	2/3/2022 8:04 AM	Microsoft Edge P	1,499
	Conditional Waiver For Final Payment	12/8/2021 9:17 AM	Microsoft Edge P	69
My Passport (F:)	Unconditional Waiver For Progress Paym	12/8/2021 9:15 AM	Microsoft Edge P	70
9.8.2014	SOV + Lien Releases (3)	12/6/2021 12:58 PM	Microsoft Edge P	141
Archive	RFI Code_LVE-Glazier-FINAL (1)	12/4/2021 3:49 PM	Microsoft Excel W	15
- W 10	v «			
File name: SOV Lines 6		~	All Files	```



9. Locate an SOV file and click **Open**.

You return to the Import SOVs dialog.



10. Click Import SOVs.

You return to the new SOVs tab.

Schedule of Values		View SOV Lines	Manage SOV
Project The Villa at Grand Station	Status Pending		
all and all and the grant the	والها الجرهوي الدائي المتكلين الكيناني متعال كمتناي والتي التعلي والمعان المحاص التراكيت لمتواكل الاست	Second second	



View Vendor SOV Lines

11. Click View SOV Lines.

ACM	IE SOV											Import Master SOVs Import SOVs From CSV De
No		SOV Line Number	Vendor	Description of Work	Sched	uled Value	Last Modified Date		S==3/// \			
		17397	ACME	ACME, PUNCHLIST (.5%)	USD	0	Mar 19, 2022	- 11	3:26 PM	0	+	â
2		17398	ACME	ACME, CLEANUP (1.0%)	USD	0	Mar 19, 2022	8	3:26 PM	0	+	â
		17399	ACME	ACME, QUALITY CONTROL PROGRAM (0.25%)	USD	0	Mar 19, 2022	11	3:26 PM	0	+	â
		17400	ACME	ACME, WORKING COPY OF AS BUILTS (0.50%)	USD	0	Mar 19, 2022	ΞĒ.	3:26 PM	0	+	â
		17401	ACME	ACME, CLOSE OUT INFORMATION (0.25%)	USD	0	Mar 19, 2022	10	3:26 PM	0	+	â
		17402	ACME	ACME, Alt 9 - Coffee	USD	0	Mar 19, 2022	10	3:26 PM	0	+	â
		17403	ACME	ACME, Alt 10 - Bank	USD	0	Mar 19, 2022	=	3:26 PM	0	+	â
		17404	ACME	ACME, General Conditions - Project Management	USD	0	Mar 19, 2022	10	3:26 PM	0	+	â
		17405	ACME	ACME, Mobilization I	USD	0	Mar 19, 2022	10	3:26 PM	0	+	â
otal:						USD 0						

These are the lines that you are asking the vendor to submit pricing for.

- If you need to add more lines, click the + button at the end of any row.
- 12. Click Save.

You return to the SOV window.

orify that the form has been	cigned you ca	a da ca in tha Scha	dulo of Vo
erny that the form has been	i signed, you cai	in do so in the sched	uule of va
s Lines (6+)			New
Description of Work	Scheduled Value	Status	
ACME, PUNCHLIST (.5%)	USD 0.00	Pending	
ACME, CLEANUP (1.0%)	USD 0.00	Pending	
ACME, QUALITY CONTROL PROGRAM (0.25%)	USD 0.00	Pending	
ACME, WORKING COPY OF AS BUILTS (0.50%)	USD 0.00	Pending	
ACME, CLOSE OUT INFORMATION (0.25%)	USD 0.00	Pending	
	ELines (6+) Description of Work ACME, PUNCHLIST (.5%) ACME, CLEANUP (1.0%)	Description of Work Scheduled Value ACME, PUNCHLIST (.5%) USD 0.00 ACME, CLEANUP (1.0%) USD 0.00	Description of Work Scheduled Value Status ACME, PUNCHLIST (.5%) USD 0.00 Pending ACME, CLEANUP (1.0%) USD 0.00 Pending



Submit a Vendor SOV

13. Click Company Submitted, then Mark as Current Status.

This allows the vendor to see the SOV.

	ding	>	Company Submitted	Ver	dor Submitted	- 2	Company Rejected	Con	npany Approved	Mark as C
ne v	endo	r's sid	e							
enc	dor ca	n nov	v see the n	ew SOV:						
	Schedule o	f Values								
1										Printable View
7 iter	All 🔻 🕴		Filtered by All schedule of va	lues • Updated a few second	s ago			् Search t	his list	C' C'
7 iter	All 🔻 🕴	Created Date	• Filtered by All schedule of va	lues - Updated a few second ✓ Created Date ↓	s ago V Type	∨ Due Date	✓ Date Submitted ✓	C Search t	his list Vendor N	
7 iter	All V ms - Sorted by Project	Created Date	-	-	-	✓ Due Date 3/25/2022	✓ Date Submitted ✓			C / C
7 iter	All Vill	Created Date	Schedule of Values Na	✓ Created Date ↓	∨ Туре	Duebate	V Date Submitted V	Total Costs	∨ Vendor ∨	C / C
1	All V ms • Sorted by Project The Vill Varma	Created Date	Schedule of Values Na	✓ Created Date ↓ 3/19/2022 1:25 PM	∨ Туре	3/25/2022	✓ Date Submitted ✓ 3/15/2022 6.05 AM	Total Costs USD 0.00	Vendor ACME	C C C C Status Company Submitted
1	All Viller	Created Date	Schedule of Values Na ACME SOV test ite ACME SOV JOV	 ✓ Created Date ↓ 3/19/2022 1:25 PM 3/18/2022 5:02 AM 	∨ Туре	3/25/2022 4/1/2022		Total Costs USD 0.00 USD 0.00	Vendor ACME	C' C C' C' C' C' C' C' Company Submitted
1	All V Project The Vill Varma AAAA AAAA	Created Date	Schedule of Values Na ACME SOV test ited ACME SOV JOV ACME SOV	 ✓ Created Date ↓ 3/19/2022 1:25 PM 3/18/2022 5:02 AM 3/15/2022 3:37 AM 	∨ Туре	3/25/2022 4/1/2022	3/15/2022 6:05 AM	Total Costs USD 0.00 USD 0.00 USD 0.00 USD 0.00	Vendor V ACME ACME ACME	C C C Status Company Submitted Company Submitted Company Approved
1 2 3 4	All Varma	Created Date a at Grand Test Project Test Project	Schedule of Values Na ACME SOV test ited ACME SOV ACME SOV csv check sov	 Created Date ↓ 3/19/2022 1:25 PM 3/18/2022 5:02 AM 3/15/2022 3:37 AM 3/13/2022 10:38 AM 	∨ Туре	3/25/2022 4/1/2022	3/15/2022 6:05 AM	Total Costs USD 0.00 USD 0.00 USD 6,365.00 USD 300.00	Vendor V ACME ACME	Company Submitted
1 2 3 4 5	All v Project The Vill 2 Varma 5 AAAA 5 Varma 5 Varma	Created Date Created Date a at Grand Test Project Test Project Test Project	Schedule of Values Na ACME SOV test ite ACME SOV ACME SOV csv check sov Varma master sov	Created Date ↓ 3/19/2022 1/25 PM 3/18/2022 5/02 AM 3/15/2022 3/37 AM 3/13/2022 10/38 AM 3/10/2022 3/12 AM	∨ Туре	3/25/2022 4/1/2022	3/15/2022 6:05 AM 3/13/2022 10:40 AM	Total Costs USD 0.00 USD 0.00 USD 6,365.00 USD 300.00 USD 1,200.00	Vendor V ACME ACME ACME ACME ACME	C Company Submitted Company Submitted Company Approved Vendor Submitted Pending

When the vendor submits the SOV, it appears as Vendor Submitted:

Schedule of Values ACME SOV						View SOV Lines	Manage SOV	Create Contract	Import a Master SOV	Import an SOV from a CSV File
Project The Villa at Grand Station	Status Vendor Submitted									
~ ·	>	~	>	Vendor Submitted	Compan	y Rejected	\rightarrow	Company Appr	oved	✓ Mark Status as Complete
Details Related							Activity			
\checkmark Information									Filters: All	time • All activities • All types 🕫
Schedule of Values Name ACME SOV			Project / The Villa a	t Grand Station		1	↓ Upcomir	ig & Overdue		Refresh • Expand All • View A



Approve a Vendor SOV

14. Click Manage SOV.

	v		All Approv Schedule value total : USC		Vendor Submitted	Company Submitted Pendi	ng			Appro
ITEM NO	SOV LINE NUMBER	VENDOR	DESCRIPTION OF WORK		SCHEDULED VALUE	STATUS		REJECT REAS	ON	
100	17397	ACME	ACME, PUNCHLIST (.5%)		USD 7,555.00	Company Approved	۲	×		
101	17398	ACME	ACME, CLEANUP (1.0%)	G	USD 8,000.00	Company Approved	۲	×		
102	17399	ACME	ACME, QUALITY CONTROL PROGRAM (0.25%)		USD 95,000.00	Company Approved	۲	×		
103	17400	ACME	ACME, WORKING COPY OF AS BUILTS (0.50%)		USD 12,500.00	Company Approved	۲	×		
104	17401	ACME	ACME, CLOSE OUT INFORMATION (0.25%)		USD 2,550.00	Company Approved	۲	×		
105	17402	ACME	ACME, Alt 9 - Coffee		USD 35,000.00	Company Approved	۲	×		
106	17403	ACME	ACME, Alt 10 - Bank		USD 7,500.00	Company Approved	۲	×		
107	17404	ACME	ACME, General Conditions - Project Management		USD 9,000.00	Company Approved	0	×		
108	17405	ACME	ACME, Mobilization		USD 15,000.00	Vendor Submitted	~	×		

- 15. Approve each line and click **Save**.
 - You may reject one or more lines and require the vendor to re-submit them. To approve the SOV in its entirety, each line must be approved.
 - Once approved, the values here are the dollar amounts used in a request for payment at the end of the project.

The SOV status changes to Company Approved:

Same	A	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
	~	\rangle	~	Company Approved	✓ Mark Status as Complete
~		Junto and the second			



Standard SOV

Create a Standard SOV

1. Open a project.

Project Test1										+ Follow
ged # Guitomer A 101	ccount Project Manage	r Stage Completed	7)pe Standard							
a -										THE R. LAND
elated List Quick Links	Contraction of the second s									
RFCh (1)	Guotes (2)	Contracts (Fi)	Budgets (1)	Schedules (1)	1 Time Cards (1)	Purchase Orders (1)	Invoices (AP)	(1) (1) Invoices (AR) (4)	C Takeoffs (2)	
Bill of Materials	C Notes	Invoices (PC)	Change Orders	Cash Disbursements	D Files	C Receipts	Expenses	Item Receipts	E Punch Lists	
Checkist	Check-In's									
					Show All (42)					
Details Related	Activity							Checklist (1)		
								CHR-00000		
Project Name	Test1			Customer Account						
Stage	Completed			Project Manager					View All	
Type O	Standard			Original Start Data 0						
Contract Signed Date 0	71			Original Completion Data 0				Activity Chatter		
Project Completion %	100.00%			Anticipated Start Data Anticipated Completion Data					Elten Al	time - All activities - All types
Contract Amount	\$0.00			Anticoered Competion Date O					Total Control of Contr	
Notes	working				214220					Refrach • Espand All • View
Use PA Type				Actual Completion Data 24/ Ste Contact	01/2022			v Upcoming & Overdue		
Project File				Site Confact				> 🔽 - (ref:a4/1F000000PhQhUAK)		4/39 AM 24-Jan
 Project Address 								You sent an email to hernarthisum	rchintada222@gmail.com	
Address			1	ZP			- K -	> 🔄 - (ref:a4/1F000000PhQhUAK)		4:38 AM 24-Jan
Chy				County			- ×	You sent an email to hemanthkum	indvintadia222@gmail.com	
State				Country Unit	tes States		~		View More	
Latitude	0							√ January + 2022		2 Months Ac
Longitude	0									
							_	ref:a4J1F000000PhQHUAK] aliast opened 24-Jan		4/30 AM 24-Jan
 System Information 							_	You sent an email to mail		
Owner	🔁 Buildertak Developen			Last Modified By	Buildertek Developers, 24/01	2072 4:39 AM		> - [ref.s4/1F000000PhQHUAK]		4/38 AM (34-Jan)

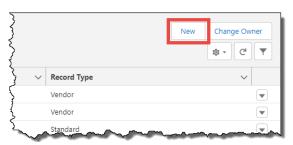
2. Click the Schedule of Values icon in Quick Links.

Related List Quick Links	0				
RFQs (10+)	6	Quotes (9)	0	Budgets (1)	Payment Applications - G702 (3)
Schedule of Values (2)	0	Schedules (4)	Show A	Contracts (10+)	Purchase Orders (10+)

The RFQ window opens.



3. Click New.



The New Schedule of Values window opens:

New Schedule of Values	
Master Standard	and and and
O Vendor	3

- 4. Select the **Standard** option, then click **Next**.
 - Master—select this option to create an SOV template.
 - Standard—select this option to create a Standard SOV that includes all costs (including vendor costs).
 - Vendor—select this option to create a Vendor SOV.

The Information window opens:

		New Schedule Of Value	
INFORMATION			
* Schedule of Values Name		Status	
STANDARD	I	Pending	•
* Project			
The Villa at Grand Station		×	
Due Date			
		<u></u>	
			Cancel Save Save and Add SOV Lines

5. Click Save and Add SOV Lines.

STANDA	RD COMPANY SOV								Import Master SOVs	Import SOVs From CSV	Delet
.No	SOV Line Number	Vendor	Description of Work	Se 11/20110	Scheduled Value	Last Modified Date	*=*///		19/11/2 222		Nº I de
			I	I	USD		#][() + i	ī		
lotal:					USD 0						



6. Add SOV lines.

SOV	NDARD COMPANY SOV							Import Master SOVs	Import SOVs From CSV	Dele
No	SOV Line Number Vendor	Description of Work		uled Value	Last Modified Date			ALC: Y		
t		COMPANY LINE1	USD	25,000		0	+ 1	8		
		COMPANY LINE2	USD	35,000		0	+ 1	1		
		COMPANY PROFESSIONAL SERVICES	USD	50,000 I		0	+ 1	8		
fotal:				USD 110,000						

7. Click Save.

Import a Vendor SOV into a Standard SOV

8. Click Import a Vendor SOV.

View SOV Lines	Manage SOV	Import a Vendor SOV	Print (Standard)	Print (CSV)	
		رالح			

The Schedule of Values dialog opens:

			Schedule of V	alues		
S.NO	SOV NAME	PROJECT	ТУРЕ	VENDOR	DATE SUBMITTED	STATUS
> 1	ACME SOV	The Villa at Grand Station		ACME	Mar 19, 2022	Company Approved
> 2	TEER1	The Villa at Grand Station		TEER1	Mar 20, 2022	Company Approved
						Cancel Import SOV Lines

- 9. Select the desired vendor SOV(s), then click **Import SOV Lines**.
- 10. Click Manage SOV.





The *Manage SOV* window opens:

← Previous Next → Consolidate Lines ription of Work E, PUNCHUST (5%)	+ Add to SOV Reject Scheduled Value	Rejected	Vendor SOV		Item	Description of Work	Scheduled Value Vendor	Vendor SOV	Acti
V. C. Martine and Street Street Control		Vendor			100	COMPANY UNEL	1100 00 000 00		
V. C. Martine and Street Street Control						COMPARE LIVET	050 25,000.00	STANDARD COMPANY SOV	盲
	USD 7,555.00	ACME	ACME SOV		101	COMPANY LINE2	USD 35,000.00	STANDARD COMPANY SOV	亩
E. CLEANUP (1.0%)	USD 8.000.00	ACME	ACME SOV		102	COMPANY PROFESSIONAL SERVICES	USD 50,000.00	STANDARD COMPANY SOV	â
E. QUALITY CONTROL PROGRAM	USD 95.000.00	ACME	ACME SOV						
E. WORKING COPY OF AS BUILTS (0.50%)	USD 12,500.00	ACME	ACME SOV			÷	Previous Next →		
E, CLOSE OUT INFORMATION (0.25%)	USD 2,550.00	ACME	ACME SOV						
E, Alt 9 - Coffee	USD 35,000.00	ACME	ACME SOV						
E, Alt 10 - Bank	USD 7,500.00	ACME	ACME SOV						
E, General Conditions - Project Management	USD 9,000.00	ACME	ACME SOV						
E, Mobilization	USD 15,000.00	ACME	ACME SOV						
install and terminate 436 trunk lines	USD 9,500.00	TEER1	TEER1						
install and terminate 436 IGU's	USD 10,000.00	TEER1	TEER1						
Project Mgmt, Coordination	USD 5,000.00	TEER1	TEER1						
Commissioning	USD 9,500.00	TEER1	TEER1						
	WORKING COPY OF AS BUILTS (0.50%) 5. CLOSE OUT INFORMATION (0.25%) 5. Alt 9 - Coffee 5. Alt 9 - Coffee 5. General Conditions - Project Management 5. Mobilization 1. Mobilization 1. Mobilization 1. Mobilization 1. Mobilization 1. Mobilization 1. Mobilization	EVGRKING COPY OF AS BUILTS (0.50%) USD 12,500,00 E, CLOSE OUT INFORMATION (0,25%) USD 2,550,00 E, Alt 9 - Coffee USD 3,500,00 E, Alt 9 - Coffee USD 7,500,00 E, Alt 10 - Bank USD 7,500,00 E, General Conditions - Project Management USD 10,000,00 E, Mobilization USD 10,000,00 Install and terminate 436 IGU'S USD 10,000,00 Project Mgmt, Coordination USD 10,000,00	WORKING COPY OF AS BUILTS (0.50%) USD 12.500.00 ACME E, CLOSE OUT INFORMATION (0.25%) USD 2.550.00 ACME E, Alt 9 - Coffee USD 35.000.00 ACME E, Alt 9 - Coffee USD 7.500.00 ACME E, Alt 10 - Bank USD 7.500.00 ACME E, General Conditions - Project Management USD 15.000.00 ACME E, Mobilization USD 15.000.00 TEER1 Install and terminate 436 IGU'S USD 10.000.00 TEER1 Project Mgmt, Coordination USD 5.000.00 TEER1	EWORKING COPY OF AS BUILTS (0.50%) USD 12,500,00 ACME ACME SOV E, CLOSE OUT INFORMATION (0.25%) USD 2,550,00 ACME ACME SOV ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV ACME SOV E, ALT 10 - Eank USD 7,500,00 ACME ACME SOV ACME SOV E, General Conditions - Project Management USD 9,000,00 ACME ACME SOV Mobilization USD 15,000,00 ACME ACME SOV Install and terminate 436 Hourk lines USD 9,000,00 TEER1 TEER1 Project Mgmt, Coordination USD 9,000,00 TEER1 TEER1	WORKING COPY OF AS BUILTS (0.50%) USD 12,500,00 ACME ACME SOV E, CLOSE OUT INFORMATION (0,25%) USD 2,550,00 ACME ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV E, ALT 9 - Earlik USD 7,500,00 ACME ACME SOV E, General Conditions - Project Management USD 15,000,00 ACME ACME SOV E, Mobilization USD 15,000,00 ACME ACME SOV Install and terminate 436 it/US USD 15,000,00 TEER1 TEER1 Install and terminate 436 it/US USD 10,000,00 TEER1 TEER1 Project Mgmt, Coordination USD 5,000,00 TEER1 TEER1	EWORKING COPY OF AS BUILTS (0.50%) USD 12.500.00 ACME ACME SOV E, CLOSE OUT INFORMATION (0.25%) USD 12.500.00 ACME ACME SOV E, AL 9 - Coffice USD 35,000.00 ACME ACME SOV E, AL 9 - Coffice USD 7,500.00 ACME ACME SOV E, Carenal Conditions - Project Management USD 7,500.00 ACME ACME SOV E, Mobilization USD 15,000.00 ACME ACME SOV Install and terminate 436 fours USD 9,500.00 TEER1 TEER1 Install and terminate 436 fours USD 10,000.00 TEER1 TEER1 Project Mgmt, Coordination USD 5,000.00 TEER1 TEER1	WORKING COPY OF AS BUILTS (0.50%) USD 12,500,00 ACME ACME SOV E, CLOSE OUT INFORMATION (0,25%) USD 2,550,00 ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV E, ALT 9 - Coffee USD 35,000,00 ACME ACME SOV E, General Conditions - Project Management USD 15,000,00 ACME ACME SOV E, Mobilization USD 15,000,00 TEERI TEERI install and terminate 436 iOU's Install and terminate 436 iOU's USD 10,000,00 TEERI TEERI TEERI Project Mgmt, Coordination USD 5,000,00 TEERI TEERI TEERI	WORKING COPY OF AS BUILTS (0.50%) USD 12,500.00 ACME ACME SOV E, CLOSE OUT INFORMATION (0,25%) USD 2,550.00 ACME ACME SOV E, AH 9 - Coffie USD 35,000.00 ACME ACME SOV E, AH 9 - Coffie USD 7,500.00 ACME ACME SOV E, General Conditions - Project Maragement USD 7,500.00 ACME ACME SOV E, Mobilization USD 15,000.00 ACME ACME SOV Install and terminate 436 funk lines USD 15,000.00 TEER1 TEER1 Install and terminate 436 funk USD 5,000.00 TEER1 TEER1 Project Mgmt, Coordination USD 5,000.00 TEER1 TEER1	WORKING COPY OF AS BUILTS (0.50%) USD 12,500.00 ACME ACME SOV E, CLOSE OUT INFORMATION (0,25%) USD 2,550.00 ACME ACME SOV E, AH 9 - Coffie USD 35,000.00 ACME ACME SOV E, AH 10 - Iank USD 7,500.00 ACME ACME SOV E, General Conditions - Project Management USD 9,500.00 ACME ACME SOV E, Mobilization USD 15,000.00 ACME ACME SOV Install and terminate 436 funk lines USD 15,000.00 TEER1 TEER1 Install and terminate 436 full's USD 5,000.00 TEER1 TEER1 Project Mgmt, Coordination USD 5,000.00 TEER1 TEER1

11. Select SOV lines, then click **Add to SOV**.

		← Previous Next → Consolidate Lines	+ Add to SOV Reject	Rejected	
2	ltem	Description of Work	Scheduled Value	Vendor	Vendor SOV
•	103	ACME, PUNCHLIST (.5%)	USD 7,555.00	ACME	ACME SOV
•	104	ACME, CLEANUP (1.0%)	USD 8,000.00	ACME	ACME SOV
•	105	ACME, QUALITY CONTROL PROGRAM (0.25%)	USD 95,000.00	ACME	ACME SOV
	106	ACME, WORKING COPY OF AS BUILTS (0.50%)	USD 12,500.00	ACME	ACME SOV
•	107	ACME, CLOSE OUT INFORMATION (0.25%)	USD 2,550.00	ACME	ACME SOV
•	108	ACME, Alt 9 - Coffee	USD 35,000.00	ACME	ACME SOV
•	109	ACME, Alt 10 - Bank	USD 7,500.00	ACME	ACME SOV
•	110	ACME, General Conditions - Project Management	USD 9,000.00	ACME	ACME SOV
•	111	ACME, Mobilization	USD 15,000.00	ACME	ACME SOV
•	112	TEER, install and terminate 436 trunk lines	USD 9,500.00	TEER1	TEER1
•	113	TEER, install and terminate 436 IGU's	USD 10,000.00	TEER1	TEER1
•	114	TEER, Project Mgmt, Coordination	USD 5,000.00	TEER1	TEER1
	115	TEER, Commissioning	USD 9,500.00	TEER1	TEER1



They appear in the *Selected Lines* column:

Item	Description of Work	Scheduled Value	Vendor	Vendor SOV	Act	tio
100	COMPANY LINE1	USD 25,000.00		STANDARD COMPANY SOV	亩	2
101	COMPANY LINE2	USD 35,000.00		STANDARD COMPANY SOV	ŵ)
102	COMPANY PROFESSIONAL SERVICES	USD 50,000.00		STANDARD COMPANY SOV	亩)
103	ACME, PUNCHLIST (.5%)	USD 7,555.00	ACME	ACME SOV	亩)
104	ACME, CLEANUP (1.0%)	USD 8,000.00	ACME	ACME SOV	會)
105	ACME, QUALITY CONTROL PROGRAM (0.25%)	USD 95,000.00	ACME	ACME SOV	畲	2
106	ACME, WORKING COPY OF AS BUILTS (0.50%)	USD 12,500.00	ACME	ACME SOV	亩)
107	ACME, CLOSE OUT INFORMATION (0.25%)	USD 2,550.00	ACME	ACME SOV	亩	2
108	ACME, Alt 9 - Coffee	USD 35,000.00	ACME	ACME SOV	亩)
109	ACME, Alt 10 - Bank	USD 7,500.00	ACME	ACME SOV	亩)
110	ACME, General Conditions - Project Management	USD 9,000.00	ACME	ACME SOV	亩)
111	ACME, Mobilization	USD 15,000.00	ACME	ACME SOV	亩)
112	TEER, install and terminate 436 trunk lines	USD 9,500.00	TEER1	TEER1	亩	2
113	TEER, install and terminate 436 IGU's	USD 10,000.00	TEER1	TEER1	亩)
114	TEER, Project Mgmt, Coordination	USD 5,000.00	TEER1	TEER1	亩	;
115	TEER, Commissioning	USD 9,500.00	TEER1	TEER1	ŵ)

- You can add, remove, or create lines.
- 12. Click Save.

heck that the	SOV lir	nes have been ad	ded				
lf vou want	to veri	fy that the SOV li	nes have bee	n added. chec	k in the	Schedule	of Values
Lines sectio		,		,			
🔽 Schedule d	of Values Lines	5					
SOV Id	~	Description of Work V	Scheduled Value	Status	~	Rejection Reason	~
17499		COMPANY LINE1	USD 25,000.00	Pending			
17500		COMPANY LINE2	USD 35,000.00	Pending			•
17501		COMPANY PROFESSIONAL SERVICES	USD 50,000.00	Pending			
17502		ACME, PUNCHLIST (.5%)	USD 7,555.00	Pending			
17502 17503		ACME, PUNCHLIST (.5%) ACME, CLEANUP (1.0%)	USD 7,555.00 USD 8,000.00	Pending Pending			• •



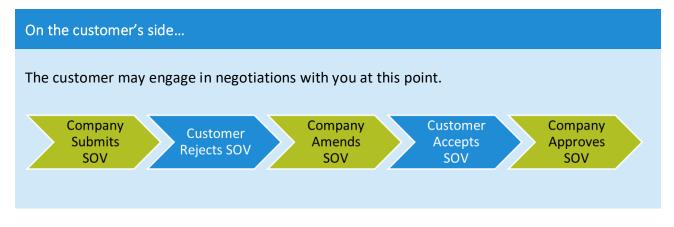
Email SOV to Customer

- 13. Click Print (CSV).
 - Print Standard outputs in Word doc format.

The SOV opens in MS Excel.

Schedule of Va	lues				View					
						SOV Name:	STANDARD COMPANY SO			
						Vendor:				
						Status:	Pending			
						SOV Type:	Standard			
						Submitted Date:				
Company:	Buildertek Inc					Total Costs:	USD 336,105			
	Blue Springs									
	18845477225									
	sriram.bodda@diligentforcelabs.com									
Project #	0062									
Project :	The Vila at Grand Station									
				-	-	-				
A	B SOV Line Description	C heduled Amount (U	D	E ly Invoiced	F	G pleted To Date	H This Cla	1	J Less 10%	K Please Par
Item No	SOV Line Description	heduled Amount (U	Percent	Amount	Percent	Amount	Percent	Amount	Holdback	Please Pay
100	COMPANY LINE1	25,000	Percent	Amount	Percent	Amount	Percent	Amount	HOIGDACK	
101	COMPANY LINE2	35,000								
102	COMPANY PROFESSIONAL SERVICES	50,000								
103	ACME, PUNCHLIST (.5%)	7,555								
104	ACME, CLEANUP (1.0%)	8,000								
105	ACME, QUALITY CONTROL PROGRAM (0.25%)	95,000								
106	ACME, WORKING COPY OF AS BUILTS (0.50%)	12,500								
107	ACME, CLOSE OUT INFORMATION (0.25%)	2,550								
108	ACME, Alt 9 - Coffee	35,000								
109	ACME, Alt 10 - Bank	7,500								
110	ACME, General Conditions - Project Management	9,000								
111	ACME, Mobilization	15,000								
112	TEER, install and terminate 436 trunk lines	9,500								
113	TEER, install and terminate 436 IGU's	10,000								
114	TEER, Project Mgmt, Coordination	5,000								
115	TEER, Commissioning	9,500								
	Tot	al 336,105								

14. Email the CSV file to your customer.





Reject or Delete an SOV Line

15. Click Manage SOV.

The *Manage SOV* window opens.

Selecte	ed Lines		Remove	Save ←	Previous Next >	New Li	ne
	Item	Description of Work	Scheduled Value	Vendor	Vendor SOV	Acti	on
	100	COMPANY LINE1	USD 25,000.00	BuilderTek	STANDARD COMPANY SOV	Ê	×
	101	COMPANY LINE2	USD 35,000.00	BuilderTek	STANDARD COMPANY SOV	Ê	×
	102	COMPANY PROFESSIONAL SERVICES	USD 50,000.00	BuilderTek	STANDARD COMPANY SOV	Ċ	×
	103	ACME, PUNCHLIST (.5%)	USD 7,555.00	BuilderTek	ACME SOV	Ê	×
	104	ACME, CLEANUP (1.0%)	USD 8,000.00	BuilderTek	ACME SOV	Ê	×
	105	ACME, QUALITY CONTROL PROGRAM (0.25%)	USD 95,000.00	BuilderTek	ACME SOV	â	×
	106	ACME, WORKING COPY OF AS BUILTS (0.50%)	USD 12,500.00	BuilderTek	ACME SOV	Ô	×
	107	ACME, CLOSE OUT INFORMATION (0.25%)	USD 2,550.00	BuilderTek	ACME SOV	Ê	×
-	108	ACME Alt 9 - Coffee	USD 35.000.00	BuilderTek	ACMESON	<u>م</u>	×

16. Manage the SOV as required:

• **Reject** an SOV line—Click the **x** button. You are prompted to enter a reason for the rejection.

F	Reject SOV Line		
* Reject Reason This is too much please red <mark>u</mark> ce			
		No	Yesfr

- Delete an SOV line—Click the 🗰 icon.
- Edit an SOV Line—click the line item, enter a new value, then save.



Confirm with Vendor

e vendor's side		
ne vendor receives an en /hen they open the SOV,	-	SOV they have submitted has been rejecte as Company Rejected:
Schedule of Values ACME SOV		
Project The Villa at Grand Station	Status Company Rejected	
DETAILS RELATED		
Schedule of Values Name		Project
Schedule of Values Name ACME SOV	×	Project The Villa at Grand Station
	<u></u>	
ACME SOV	×	The Villa at Grand Station
ACME SOV Total Costs	~	The Villa at Grand Station Vendor
ACME SOV Total Costs USD 192,105.00		The Villa at Grand Station Vendor
ACME SOV Total Costs USD 192,105.00 Status	~	The Villa at Grand Station Vendor
ACME SOV Total Costs USD 192,105.00 Status Company Rejected		The Villa at Grand Station Vendor
ACME SOV Total Costs USD 192,105.00 Status Company Rejected Due Date		The Villa at Grand Station Vendor

The vendor must modify and save the SOV then resubmit it.

17. Click Manage SOV.

ITEM NO	SOV LINE NUMBER	VENDOR	DESCRIPTION OF WORK	SCHEDULED VALUE	STATUS		
100	17397	ACME	ACME, PUNCHLIST (.5%)	USD 7,555.00	Company Approved	۲	>
101	17398	ACME	ACME, CLEANUP (1.0%)	USD 8,000.00	Company Approved	۲	>
102	17399	ACME	ACME, QUALITY CONTROL PROGRAM (0.25%)	USD 85,000.00	Vendor Submitted	~	>
103	17400	ACME	ACME, WORKING COPY OF AS BUILTS (0.50%)	USD 12,500.00	Company Approved	0	>
104	17401	ACME	ACME, CLOSE OUT INFORMATION (0.25%)	USD 2,550.00	Company Approved		>

18. Review and approve the resubmitted SOV line.



The SOV status changes to Company Approved:

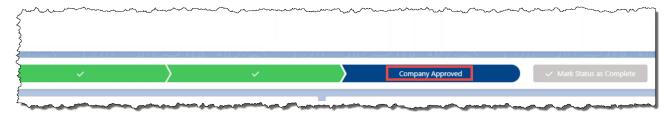


19. Review, reprint, and email out the new SOV.

e customer i				
e custoniei i	reviews the revised SOV.			
	eviews the revised SOV.			
-				
Α	В	С	D	E
Item No	SOV Line Description	heduled Amount (U	Previous	sly Invoiced
			Percent	Amount
100	COMPANY LINE1	25,000		
101	COMPANY LINE2	35,000		
102	COMPANY PROFESSIONAL SERVICES	35,000		
103	ACME, PUNCHLIST (.5%)	7,555		
104	ACME, CLEANUP (1.0%)	8,000		
106	ACME, WORKING COPY OF AS BUILTS (0.50%)	12,500		
107	ACME, CLOSE OUT INFORMATION (0.25%)	2,550		
108	ACME, Alt 9 - Coffee	\$2000		
109	ACME, Alt 10 - Bank	7,500		
110	ACME, General Conditions - Project Management	9,000		
111	ACME, Mobilization	15,000		
112	TEER, install and terminate 436 trunk lines	9,500		
113	TEER, install and terminate 436 IGU's	10,000		
114	TEER, Project Mgmt, Coordination	5,000		
115	TEER, Commissioning	9,500		

They will modify the value and resubmit the SOV.

The status of the SOV changes to Customer Approved.



At this point, the SOV is complete.

Note: You cannot import any further information into an approved SOV.



Payment Applications



The Payment Applications app is located in the **Projects** module.

AR (Accounts Receivable) Payment App

Accounts receivable refers to money coming into your company. The AR Payments App is a module for requesting payment from your customers.

To create a new AR payment request:

1. Open a project.

Project Test1	Account Project Manager		Type							+ Follow
0001		Completed	Standard				_			
lelated List Quick Links	0									and the second second second
B RFCh (1)	G Queter (2)	Contracts (E)	D Budgets (1)	Schedules (1)	Time Cards (1)	Purchase Orders (1)	Invoices i	AP) (1) Directices (AR) (4)	C Takenth (2)	
Bill of Materials	C Notes	C Invoices (PC)	Change Orders	Cash Disbursements	D Files	C Receipts	Expenses		D Punch Lists	
Checkint	Check-In's						-	-	ALC: NO. OF THE OWNER OF THE OWNE	
a crector	Credens.				Show All (42)					
							-			
Details Related	Activity							Checklist (1)		
								CHR-00000		
Project Name	Test1			Customer Account			1	0111-00000		
Stage	Completed			Project Manager					View 40	
Type O	Standard			Original Start Date 0						
Contract Signed Date O				Original Completion Data 0				Activity Chatter		
Project Completion %	100.00%			Anticipated Start Date O			- 4			time • All activities • All types
Contract Amount	\$0.00			Anticipated Completion Date 0					hiters wi	
Piones	working			Actual Start Data 0						Refrash • Espand All • View All
Use PA Type					01/2022			✓ Upcoming & Overdue		
Project File				Site Contact				> - (wfa4)1F000000PhQhUAK)		
 Project Address 								 You sent an email to hemanthism 	archintaria222@nmail.com	4:39 AM 24-3am 💌
Address				2P			- 2	> - Irefa4/1F000000PhQhUAK		4:38 Abit 24-Jan 🔻
Chy				Courty			2	You sent an email to hemanthium	ardvintada222@gmail.com	
State				Country Unit	tes States		× 1		View More	
Latitude	0									
Longitude	0							✓ January = 2022		2 Montins Ago
								> 🔄 - (ref.s4/1F000000PhQHUAK)		4/39 AM (24-Jan 🖤
✓ System Information								Last opened 24-Jan You sent an email to mail		
Owner	Buildertek Developers			Last Modified By	Buildertek Developers, 24/01	/2022 d-39 ΔM				
	htning.force.com/lightning/h/buil		NAME AND ADDRESS OF A LOCAL	0	and the second second second			refs4/1F000000PhQHUAK) A Last opened 24-Jan		4(38 AM) 34-Jan 💌

2. Click the **Payment Applications** icon in the *Quick Links*.

Related List Quick Links	0		
RFQs (10+)	Ouotes (9)	Budgets (1)	G702 (3)
Schedule of Values (2)	Schedules (4)	Contracts (10+)	Purchase Orders (10+)
		Show All (44)	



The Payment Applications app opens in a new tab:

ſhe V	illa at (Gran 🔊 🔊 Pay	<u>ment</u>	🗸 🗶 🍠 Pag	yment V X	T RFQs	✓ × → Ţ Plu	ımbing 🗸 🗙				
		e Villa at Grand Statio Applications -									New Change O	
items	• Sorte	ed by PA From • Update		-								
items	• Sorte	ed by PA From • Update Payment App Nam		-	✓ PA From ↑	\checkmark Period To	 ✓ Status 	~	Total Completed	✓ Original Contract S ✓		
items	• Sorte	, ,	• ~	-	✓ PA From ↑	Period To 3/21/2022		er Accepted	Total Completed USD 173,600.00	V Original Contract S V USD 763,000.00		
items 1 2	• Sorte	Payment App Nam	2 ~	-	∨ PA From ↑		Custom			2	Total Balance To Fin V	

3. Click New.

A dialog opens, allowing you to select a payment application type:

Please Select an option	
O New Payment Application	
 Import Company Accepted Vendor Payment Apps 	
○ Import Company Approved / Import Customer Approved SOVs	
	Cancel Next

- New Payment Application—create a new payment application.
- Import Company Accepted Vendor Payment Apps—allows you to import an existing vendor payment application.
- Import Company Approved / Import Customer Approved SOVs allows you to select and import an existing payment application that has been previously approved by the customer and/or your company.
- 4. Select an option, then click **Next**.



BuilderTek User Modules Guide

Construction Projects	✓ 🕅 The Villa at Grand St 🕔	✓ ×			
Payment Application - G702 Payment Application		Create the Next Payment App	View Contin	nuation Sheet Export To PDF	Export To Excel Edit 💌
Details Related				Activity	
Payment App Name Payment Application PA Type	Application # 1 Project		-	Filters: Al	l time • All activities • All types 🔯 Refresh • Expand All • View All
AR Status Pending	Period To O 3/26/2022	nd Station			iext steps. dd a task or set up a meeting.
Vendor PA To	Architect Submission Date	0			and tasks marked as done show up here.
PA From 1	Contract Date				
Contract For Contractors Application for Payment	HST		1		
Original Contract Sum USD 112.164.24	Amount Certified	0	7		
Net Change by Change Orders USD 0.00	Certified By		1		
Contract Sum To Date ① USD 112,164.24	Certified Date		1		
Total Completed 🕚 USD 0.00	1				
Total Material Stored To Date					

Create the Next Payment App

5. Click Create the Next Payment App.

Create the Next Payment App	View Continuation Sheet	Export To PDF	Export To Excel	Edit	-

View the Continuation Sheet

6. Click View Continuation Sheet.

Create the Next Payment App	View Continuation Sheet	Export To PDF	Export To Excel	Edit	-



AP (Accounts Payable) Payment App

Accounts payable (AP) refers to money your company needs to pay to vendors or suppliers. The AP Payments App is a module for requesting payment from your customers.

Create a New AP Payment Request

1. Open a project.

Export a Payment Application

You can export the payment application in the following formats:

• **PDF**—click **Export to PDF**. The payment application opens immediately as a PDF in a new tab:

≡	BT_Initial_Payment_App_f	'DF_Page	1 / 2	j - (100% + 🛙 🔊			ŧ	ē
		APPLICATION AND CERTIFIC	ATION FOR PAYMENT			Page I of 2	View		
		TO OWNER PROJECT THE VIEW of Grant States FROM CONTRACTOR	VIA CM: Antricas Massgement Inc. 8 Carlen Ave, Suite 200 Tarentin ON MiM 285		APPLICATION NO.1 PERIOD TO: J/12/2022 PROFECT NO: 8062 CONTRACT DATE:	Diservation to: OWNER CONSTRUCTION MANAGER CONTRACTOR			
		SUBCONTRACTORS APPLIC Application includies prepared as a host black as 0.00000ALCONTACT SUM 2. Not characle for the second state of the CONTRACT SUM ON DATE (16 = 1 - 2) 4. Contract State Sum (27 = 1 - 2) 4. Contract State State State 2. State State State State State 2. Contract State State State 3. Contract State State State State 3. Contract State State State State State State 3. Contract State State State State State State State State State State 3. Contract State S	connection with the Contract.	ED 763 040 00 ED 173,640 00 UND 0.00 ED 173,640.00 ED 173,640.00 UND S0 173,640.00	In accordance with the Construct Documents, bu comprising the application, the Construction Mi Construction Manageri, knowledge, information the quality of the Work is in accordance with th is satisfied to payment of the AMOUNT CERTII AMOUNT CERTIFIED.				

• Excel—click Export to Excel. A dialog box opens, allowing you to save the file, then open it in Excel:

	A	8	C	D	E	F	G	н		J
A	PPLICATION AND	CERTIFICATE FOR PAYMENT				AIA DOCUMEN			Page 1 of 2	
									-	
T	O:						Project:		APPLICATION NO .:	
									PERIOD TO:	03/21/2022
5									PROJECT NOS .:	0062
5										
7 FI	ROM:					VIA ARCHITEC			CONTRACT DATE:	
									P.O. NUMBER:	
0 0	ONTRACT FOR								T TOT TOO TO A TO A TO A TO A TO A TO A	
		PLICATION FOR PAYMENT								
2	UNTRACTOR 5 A	PEICATION FOR PATMENT								
								The undersigned Contractor certifies that to the best of the Contractor's knowled		
3								information and belief, the Work covered by this Application for Playment has been		
	pplication is made for page							completed in accordance with the Contract Documents, that all amounts have be		
	Continuation Sheet, AIA Do							paid by the Contractor for Work for which previous Certificates for Pagment were		
6								and payments received from the Owner, and that outrent payment shown herein is		
7										
8	1.	ORIGINAL CONTRACT SUM				JSD 763,000.00				
9										
0	2.	Net Change By Change Orders				USD 0.00				
1										
21	3.	CONTRACT SUM TO DATE				JSD 763,000.00				
3	<i>.</i>	CONTRACT DAMING DATE.				100 100/000100				
4	4.	TOTAL COMPLETED and STORED T				JSD 173.600.00		By:		
5		(Column G on Form G703)				730 173,000.00		0y.		_
6		(Column G on Form Group)								
7										
8	5.	RETAINAGE:								
		a.		% of Completed W		USD 0.00				
9			(Columns D + E on G703)							
0		b.		% of Stored Materi		USD 0.00				
1			(Column F on G703:USD							
2		Total Retainage (Line 5a + 5b or								
3			Total In Column I of			USD 0.00		CERTIFICATE FOR PAYMENT		
4								In accordance with the Contract Documents, based on on-site observations and		
5	6.	TOTAL EARNED LESS RETAINAGE				JSD 173,600.00			comprising this application, t	he .
6		(Line 4 less Line 5 Total)						Architect's knowledge, information, and belief, the Work has progressed as indica		
7								quality of the Work is in accordance with the Contract Documents, and the Contr		
8	7.	LESS PREVIOUS CERTIFICATES FOR				USD		is entitled to pagment of the AMOUNT CERTFED.		
9		(Line 6 from prior Certificate)				030		o contrato pagneto de constante de Pri PRO.		
0		(one enoughed candidate).								
1	8.	CURRENT PAYMENT DUE				JSD 173.600.00		AMOUNT CERTIFIED	1150 172 600 00	
2	8.	CORRENT PATHICAT DUE				/50 1/3,000.00				
3						JSD 589,400.00		(Attach-explanation if amount certified differs from the amount applied for. Initial		
3		BALANCE TO FINISH, PLUS RETAIN				150 589,400.00		ligares on the Application and on the Continuation Sheet that changed to confor		
		(Line 3 less Line 6)						the amount certilied.)		
5								ARCHITECT:		
6		CHANGE ORDER SUMMARY			ADDITIONS (USD)	DEDUCTIONS (USD)				
7		Total changes approved in previous m				0.00		By:		
8		Total approved this Month				0.00		This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the		
9		TOTALS				0.00 0.00		Contractor namediherein. Issuance, payment and acceptance of payment are vit		
0		NET CHANGES by Change Order				0.00		prejudice to any rights of the Duner or Contractor under the Contract.		