

Purpose

To give clear guidelines on processing project payment claims from contractors or vendors.

Outlines

A systematic payment claim process is crucial for the smooth functioning of projects and business operations. It plays a pivotal role in ensuring transparency, accountability, and fair compensation for all parties involved.

Payment terms: Payment Claim due on 21st of each month and invoices due on 28th of each month (allowed 7 days for ADG PM to assess the Payment Claim).

Each project payment must be matched to a Purchase Order in Tech1.

Related Documents

[Head Contractor Statutory Declaration](#)
[ADG Project Waste Register Template](#)
[WHS monthly report](#)
[Progress Claim Form](#)

Procedure

1. Claim Submission

Contractors, vendors, or service providers submit their payment claims based on the completed work or milestones achieved using the [Progress Claim](#) snapform. The initial submission will only include the updated progress claim sheet, all necessary documentation to support the claim will be submitted in step 3.

The claim sheet will outline:

- 1.1 Formulation of the Payment Claim using the Progress Claim Sheet
 - 1.1a Progress Claim sheet identifying
 - Total Claimed Amount
 - Breakdown of Costs
 - Purchase Order
 - 1.1b Compliance with Contractual Terms

2. Project Manager Review

The submitted payment claims undergo a review process to ensure that they align with the terms and conditions of the contract. This review may be conducted by Project Managers, financial personnel, or other relevant stakeholders.

- 2.1 Review by Project Manager
 - 2.1a Verification of Documentation
 - 2.1b Comparison with Contractual Agreements
 - 2.1c Approval or Request for Revisions

3. *Supporting Document Submission*

Once the Project Manager review is complete and the claim is deemed accurate and in compliance with the contract, it undergoes an approval process. Contractors, vendors, or service providers will receive a notification the claim has been approved and to submit their compilation of supporting documents for review using the link in the notification.

- 3.1 Compilation of Supporting Documentation
 - 3.1a Approved Progress Claim sheet
 - 3.1b Contractor Invoices
 - 3.1c Updated Cashflow
 - 3.1d Updated monthly construction program
 - 3.1e [Head Contractor Statutory Declaration](#)
 - 3.1f [WHS monthly report](#)
 - 3.1g [ADG Waste Register Template](#)

4. *Verification Review*

The Supporting Documents undergo a review process to ensure that they align with the terms and conditions of the contract. This review will be conducted by the Contract Administrator.

- 4.1 Financial Verification
 - 4.1a Budget Reconciliation
 - 4.1b Cross-Verification of Invoices
 - 4.1c Assurance of Compliance with Financial Policies

5. *Payment Process*

- 5.1 Approval and invoicing
 - 5.1a Once the Payment Claim is reviewed and verified, the Contract Administrator submits the invoices to accounts.payable@adgnt.com.au to process payments.
- 5.2 Communication with Stakeholders
 - 5.2a Payment notification to Vendor or Contractor will be made by Accounts department – note that this will not be sent to you for confirmation. To find if a payment has completed this can be found in Tech1.

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