



## PROCORE INVOICE INSTRUCTIONS

### Invoice Cycle

- 14<sup>th</sup> - The pay application window will be open
- 20<sup>th</sup> - Pencil copies are due
  - Pencil copies can be e-mailed to the PM as follows:
    - Export mark-up of the SOV from Procore
    - Submit a G702 that aligns with SOV that was uploaded in Procore
- 23<sup>rd</sup> – Pencil copy approvals by the Project Manager
- 25<sup>th</sup> Final pay application must be submitted \*\*
  - Attach conditional lien waiver
  - **\*\*\*NEW\*\*\*** For all **new** contracts after October 1, 2023, a G702/703 is no longer required to be attached as a duplicate invoice. (If a specific project requires, those trades will be notified)
- If the date occurs on a weekend, they will be due Friday prior.

### NOTE:

\*\*The invoice window will close at midnight on the 25<sup>th</sup> – no late invoices can be accepted.

\*\*Once the submission window closes ECS will be unable to reopen, and you will need to submit the following month when a new window opens.

# SUBMITTING AN INVOICE FOR A RIDER CONTRACT

## **Step 1: Schedule of Values**

- When a contract is awarded, the subcontractor shall provide a Schedule of Values (SOV) in a .csv file for the contract amount. The file template location link is provided. [Subcontractor-SOV-Template.xlsx \(live.com\)](#)
- This is to be completed within 14 days of the contract award date and prior to the first invoice.
- The SOV should be submitted via e-mail to ECS's project specific Project Manager for review and approval.
- The SOV's should be broken down by materials and labor for each of your scheduled activities.

## **Step 2: Uploading the SOV into Procore**

- Once the PM approves and uploads your .csv file into Procore the subcontractor will be ready for invoicing.
- You will not be permitted to invoice until this step is completed.

### ▼ Schedule of Values

Budget Code 	Description
02-2000.5 Sitework.Commitment	Demo Site/Paving
02-2000.5 Sitework.Commitment	Demo Utilities
02-2000.5 Sitework.Commitment	Strip Topsoil
02-2000.5 Sitework.Commitment	Site Excavation
02-2000.5 Sitework.Commitment	Grading
02-2000.5 Sitework.Commitment	ODOT Bypass Storm System
02-2000.5 Sitework.Commitment	Flexamat Installation
02-2000.5 Sitework.Commitment	12" Waterline Relocation

### Step 3: Invoicing

- Each month the invoice contact(s) you have provided will receive an email inviting them to invoice for the current period. If you are on multiple projects, you will get an email for each project to invoice.

- Click on your contract number and then click “Create Invoice” located on the right side of the screen.



- To submit your invoice, click “Yes” in the body of the email to launch the Procore Invoicing Tool.

Do you want to bill this period?



- In the “General Information” section enter your invoice number.
  - Use the following format when submitting:
  - Your contract number ex. SC-XXXXX
  - Your Invoice number ex. SC-XXXXX-001 (002-003 etc.)

Invoice #	Billing Date	Period Start	Period End
SC-XXXX-001	10/15/2023	10/1/2023	10/31/2023

#### General Information

Contract Company Equity Construction Solutions, LLC.

Status \*  
DRAFT

Invoice # \*

Billing Period \*  
09/01/23 - 09/30/23

Billing Date  
09 / 20 / 2023 x

Period Start  
09 / 01 / 2023 x

Period End  
09 / 30 / 2023 x

Payment Date  
mm / dd / yyyy

Submitted Date  
mm / dd / yyyy

- In the Schedule of Values section check the box next to the line item you wish to invoice for.
- Put the appropriate % complete, or dollar value, in each line being invoiced for that period. Repeat this process for each line and change order you wish to invoice.
- Change Orders must be submitted, reviewed, and approved prior to invoicing.
- Procure will summarize the total amount due at the bottom of the invoice. Confirm the amount invoiced matches the pencil copy reviewed with ECS's Project Manager.

Item Number	Budget Code
<input type="checkbox"/> 3	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 5	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 6	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 7	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 9	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 10	3.02-2000.S Sitework.Commitment
<input type="checkbox"/> 11	3.02-2000.S Sitework.Commitment

Scheduled Value	Work Completed From Previous	Work Completed From Previous	Work Completed This Period	New Materials Stored	Previous Materials Stored	Materials Presently Stored	Total Completed & Stored to Date (\$)	Total Completed & Stored to Date	Balance to Finish	Work Retainage This Period (\$)	Work Retainage This Period
\$275,000.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$275,000.00	\$0.00	10.00%
\$125,000.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$125,000.00	\$0.00	10.00%
\$7,500.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00	10.00%
\$45,000.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00	10.00%
\$9,500.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00	10.00%
\$15,000.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00	10.00%
\$100,000.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100,000.00	\$0.00	10.00%
\$8,500.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00	10.00%

- Attach your lien waivers in the “Attachments” section by clicking “Attach Files” to search for a document or dragging a file into the box.
  - If a trade contractor, subcontractor, or material supplier has provided a Notice of Furnishing, lien waivers will be mandatory.
  - AIA G702/703 payment applications or invoices are optional for **new** contracts after October 1, 2023 (unless requested by the financial authority)

## ATTACHMENTS



- When all information has been entered and your documents attached, click “Send” to submit your invoice. Once you click submit, you will not be able to edit your invoice.

### **Step 4: Invoice actions**

- **Under Review:** Waiting for the Project Manager to review and update status
- **Approved:** Project Manager approves and forwards to accounting to include in comprehensive invoice to the owner
- **Revise and Resubmit:** The notice will be sent to the contractor from Procore to the designated invoice contact(s). The Project Manager will include comments. The e-mail will come from Procore, this is not spam and does not filter these out.

### **Step 5: Invoicing for Retainage**

- Retainage is billable at substantial completion of the project and contingent on completion of punchlist, close-outs, as-builts, and other other required close out requirements. The retainage is subject to release by the owner
- Start at Step # 3 Invoicing
- Retainage shoul”d be a separate invoice and not combined with other invoices
- Enter the retainage amount to be released in the “Total Retainage Released” column.
- The invoice will appear as negative number (\$XX,XXX.00)
- Attach a **final conditional waiver of lien**

Total Retainage Released	Materials Retainage (\$)	Materials Retainage (%)	Total Retainage
\$29,000.00	\$0.00	10.00%	\$0.00
\$29,000.00	\$0.00		\$0.00
\$288.00	\$0.00	10.00%	\$0.00
\$288.00	\$0.00		\$0.00
\$288.00	\$0.00		\$0.00
<b>\$29,288.00</b>	<b>\$0.00</b>		<b>\$0.00</b>

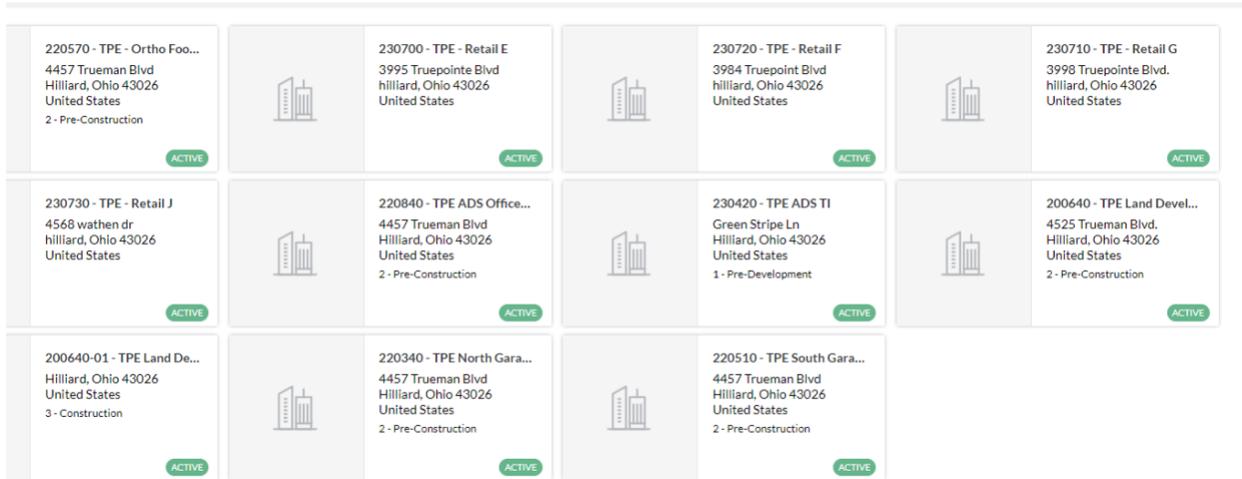
Subtotal \$0.00  
Retainage (\$29,288.00)  
**TOTAL \$29,288.00**

## SUBMITTING AN INVOICE FOR A PURCHASE ORDER

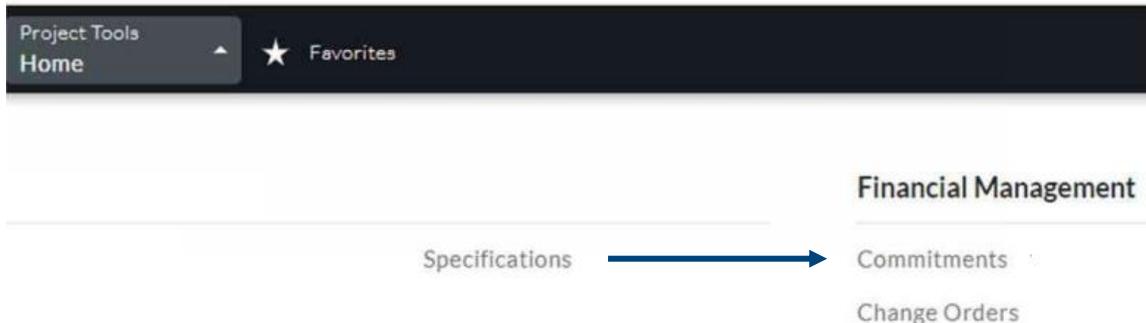
- Start with step #3 “Invoicing” for submitting an invoice for a rider contract
- Use **your** invoice number only.
- Change Orders must be submitted, reviewed, and approved prior to invoicing.
- Project Manager will complete step #4 Invoice Actions

# SUBMITTING AN INVOICE WITHOUT AN EMAIL

**Step 1:** Log into your Procore account and select the project you're invoicing for.



**Step 2:** In the Project Tools menu, click “Commitments” and select your contract. It should be the only contract that appears.



**Step 3:** Click “Create Invoice” located on the right side of the screen. Complete Step 3 “Invoicing” and Step 4 “Invoice Actions” above for invoice with contract.

+ Create Invoice

## LINKS AND ASSISTANCE:

- To download Schedule of Value Template please visit:  
<https://www.ecsbuilds.com/subcontractor-suppliers/>
  - [Subcontractor-SOV-Template.xlsx \(live.com\)](#)
- To download Lien Waivers please visit:  
<https://www.ecsbuilds.com/subcontractor-suppliers/>
- For invoice inquiries contact your project manager.
- For all other inquiry's please email: [mparrish@ecsbuilds.com](mailto:mparrish@ecsbuilds.com)
- To add your invoice person to Procore please e-mail: [mparrish@ecsbuilds.com](mailto:mparrish@ecsbuilds.com)
- For accounting inquiry's please email: [apconstruction@ecsbuilds.com](mailto:apconstruction@ecsbuilds.com)

## FREQUENTLY ASKED QUESTIONS:

To provide the most valuable content, questions will be added after the training on 10/11/2023.