



# Procure Invoice Process

PRESENTATION

4653 TRUEMAN BLVD., SUITE 200  
HILLIARD, OH 43026  
[WWW.ECSBUILDS.COM](http://WWW.ECSBUILDS.COM)

**ecs**  
equity construction solutions

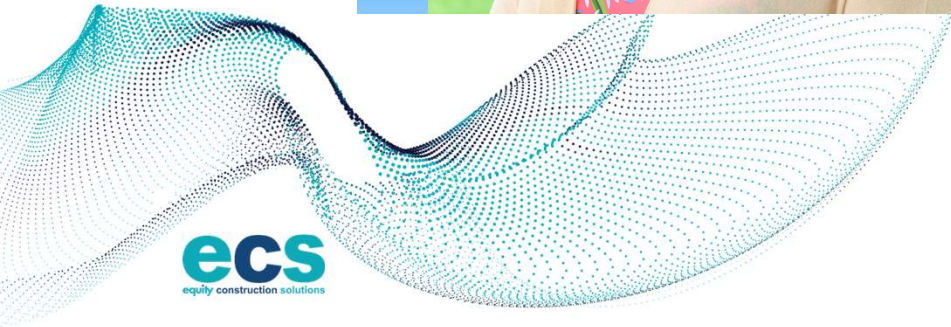


# Introduction

Welcome



Faye Bodyke  
Director of Operations





# Agenda

- 1 - Team Introduction
- 2 - Our Services
- 3 - Overview & Process / Benefits
- 4 - Invoice Schedule
- 5 - Schedule of Values
- 6 - Invoice Process: Contracts / PO's
- 7 - Existing Projects
- 8 - Links / Assistance / Questions

# Services

01

## Design Build

We partnered with proven design professionals to provide cost effective building solutions. With strong pre-construction services, ECS works with clients to produce a project budget that not only meets both visual and functional requirements but is financially sound.

02

## General Contracting

ECS focuses on creating the right team and the best value for your construction dollars. ECS' estimating experience ensures bid data and input from the appropriate subcontractor base for each aspect of the project.

03

## Program Management

Equity's Program Management Division specializes in working with owners who need to supplement their staff with strategic partners who are knowledgeable in all aspects of the programming, design, construction and start-up of a new or expanded facility.

04

## Pre-Construction

Effective Pre-Construction Services And Planning is the cornerstone of a successful project. ECS provides recommendations and strategies to enhance project outcomes. Our approach to Pre-Construction is to provide reliable, current, complete, and accurate information.

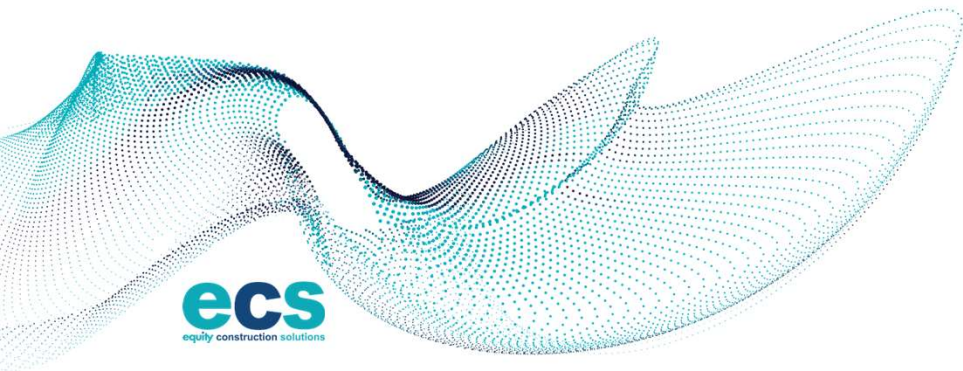
05

## Construction Management

Each Aspect Of Construction Management – Overall Planning, Coordination, Bid Packaging And Control Of A Project From Concept To Commissioning – Is Professionally Managed.



# Overview Process and Benefits



# Problem

APPLICATION AND CERTIFICATE FOR PAYMENT      DOCUMENT SUMMARY SHEET      Page 1 of 2

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**TO CONTRACTOR:**      **PROJECT:**      **APPLICATION NO: 1**  
 Equity Construction Solutions, LLC      TEST Project 2021-06-09      **INVOICE NO:** July - Test Billing - ECS  
 4653 Trueman Blvd, Suite 200           **PERIOD:** 07/20/23 - 08/04/23  
 Hilliard, Ohio 43026           **PROJECT NO:** 9999  
**FROM SUBCONTRACTOR:**      **CONTRACT NO:** SC-9999-004  
 Equity Construction Solutions, LLC.      **CONTRACT DATE:** 09/27/2023  
 4107 W. Spruce St. Suite 101      **CERTIFICATE DATE:** 09/27/2023  
 Tampa, Florida 33607      **SUBMITTED DATE:** 07/31/2023

**SUBCONTRACT FOR:** Test for SOV

---

**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**  
 Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.  
 SUBCONTRACTOR: Equity Construction Solutions, LLC.

1. Original Contract Sum      \$1,505,500.00  
 2. Net change by change orders      \$0.00  
 3. Contract Sum to date (Line 1 ± 2)      \$1,505,500.00  
 4. Total completed and stored to date (Column G on detail sheet)      \$105,000.00  
 5. Retainage:  
   a. 10.00% of completed work      \$10,500.00  
   b. 0.00% of stored material      \$0.00  
   Total retainage (Line 5a + 5b or total in column I of detail sheet)      \$10,500.00  
 6. Total earned less retainage (Line 4 less Line 5 Total)      \$94,500.00  
 7. Less previous certificates for payment (Line 6 from prior certificate)      \$0.00  
 8. Current payment due:      \$94,500.00  
 9. Balance to finish, including retainage (Line 3 less Line 6)      \$1,411,000.00

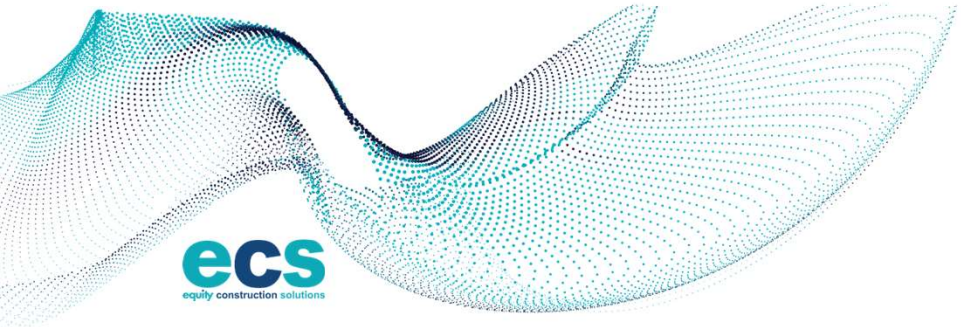
By: \_\_\_\_\_ Date: \_\_\_\_\_  
 State of: \_\_\_\_\_  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:  
 My commission expires: \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

1 Invoices are e-mailed to a variety of individuals

2 Invoices are sent to accounting and lack information on project, schedule of values, lump sum

3 Invoices are inconsistent in format



# Solution

## PROCORE<sup>®</sup>

### Streamline Invoice Management

Consistent  
Procedure



Invoices Submitted  
to Owners timely



Payment to Trade  
Partners Timely





# Why Procore

## Workflow

Procore is a leading construction management platform designed to simplify and improve construction project workflows.

## Invoice Management

It offers a comprehensive suite of tools, including features for invoice management.



# Benefits

1

## Storage

Procore provides a centralized repository for all your invoices.

2

## History

Easy access to historical invoices

3

## Entry

Automated Data Entry

4

## Tracking

Real-time Tracking

5

## Workflow

Automatic notifications and routing

# Instructions

1

## Schedule of Value Template

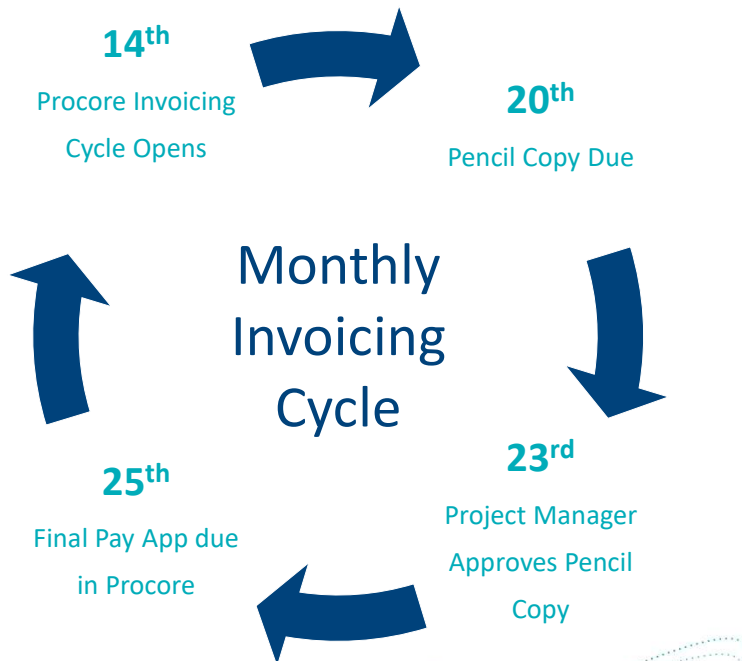
- An excel schedule of values is provided to all trade contractors. This is available on our website under “Subcontractors & Suppliers”

2

## Procore Invoice Instructions

- Invoice instructions are also available on our web-site. These will also be provided at time of contract.
- A video link will also be available.

# Invoicing



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 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 dates occurs on a weekend, they will be due the Friday prior.



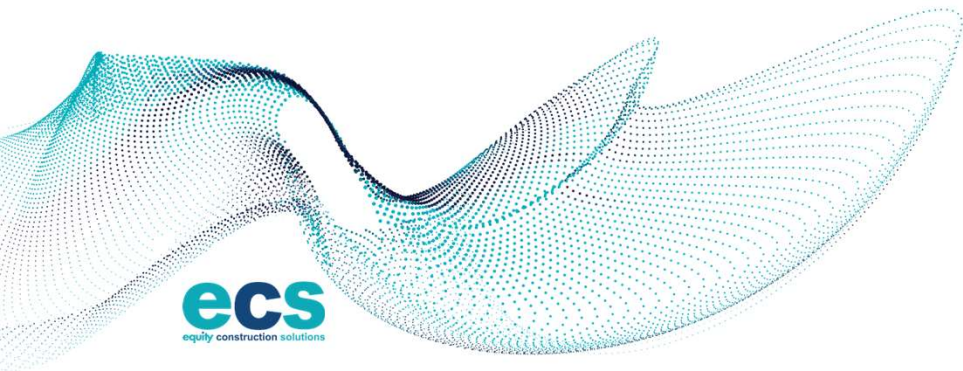
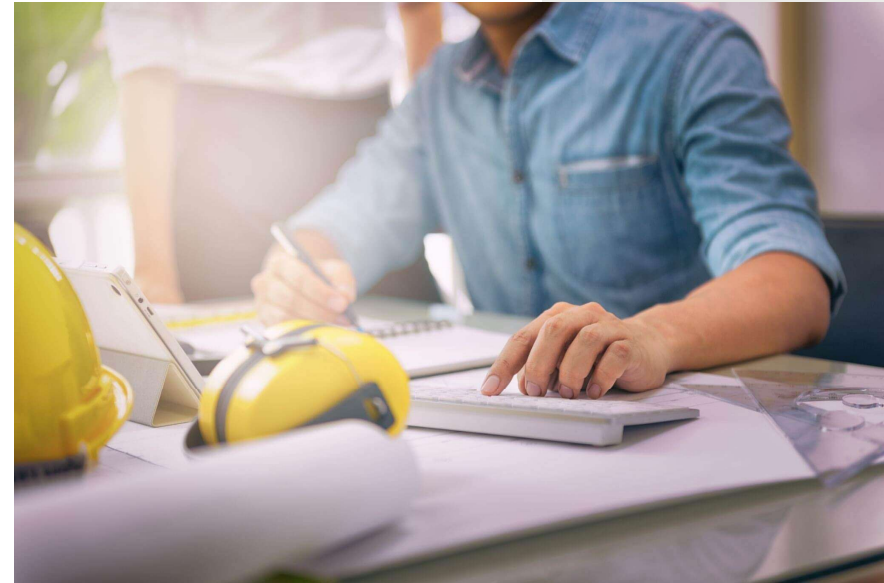
# Deadlines

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

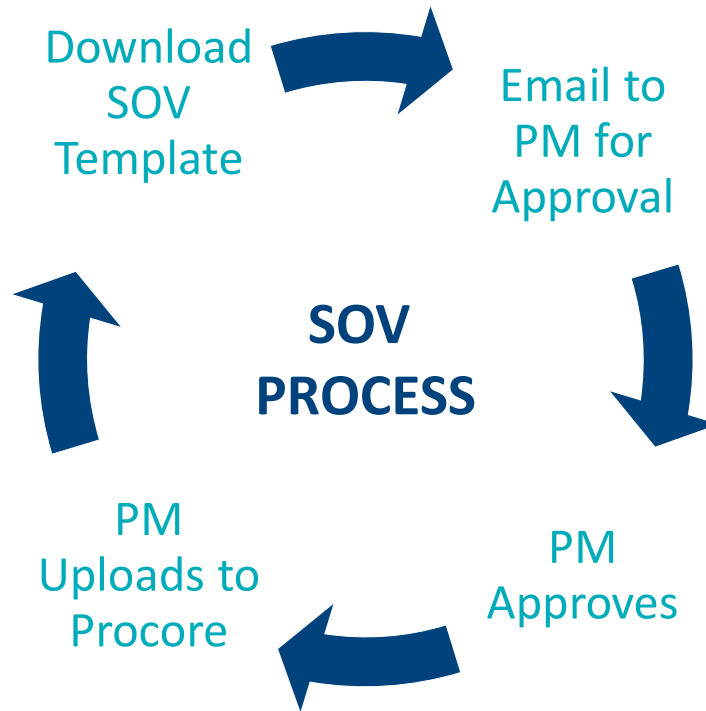
**Once the submission window closes ECS will be unable to reopen, and you will need to submit the following month when a new window opens.**



# Schedule of Values Process



# Schedule of Values Process



# Preparing SOV

Instructions for SOV Template	
1	Update cost code on 'Subcontractor SOV Template' per the 'Cost Code' tab table. <i>Note: All cost codes will typically be the exact same on your SOV</i>
2	Update cost type
	E Equipment
	L Labor
	M Materials
	O Other
3	Update description for each line item
4	Update amount for each line item
5	Save as a .csv and return via email to the Project Manager

*Note: These are examples below - Please delete and add your line items as required for the scope of work awarded.*

Cost Code	Cost Type	Description	Amount
XX-XXXX	L	Masonry - Level 01 - Labor	XXXXXX
XX-XXXX	M	Masonry - 8x16 Block - Grey	XXXXXX
XX-XXXX	E	Owned - Lift	XXXXXX
XX-XXXX	O	Insurance	XXXXXX

When a contract is awarded, the subcontractor shall download an excel template from the ECS website. [www.ecsbuilds.com](http://www.ecsbuilds.com) “subcontractor & suppliers” tab.

[Subcontractor-SOV-Template.xlsx \(live.com\)](#)

The SOV should be completed, reviewed, approved, and sent to the ECS’s project specific Project Manager via e-mail.

The SOV’s should be broken down by materials and labor for each of your scheduled activities.

This is to be completed within 14 days of the contract award date and prior to the first invoice.

You will not be able to invoice until this step is complete.

# SOV in Procore

Once the Project Manager 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

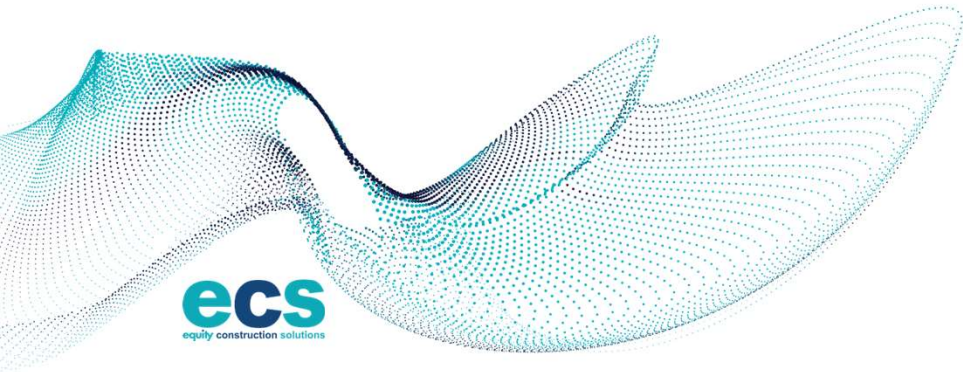
Add Group ▼

Budget Code <sup>?</sup>	Description
02-2000.S Sitework.Commitment	Demo Site/Paving
02-2000.S Sitework.Commitment	Demo Utilities
02-2000.S Sitework.Commitment	Strip Topsoil
02-2000.S Sitework.Commitment	Site Excavation
02-2000.S Sitework.Commitment	Grading
02-2000.S Sitework.Commitment	ODOT Bypass Storm System
02-2000.S Sitework.Commitment	Flexamat Installation
02-2000.S Sitework.Commitment	12" Waterline Relocation





# Invoice Process



# Invoice - Contact

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.

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



+ Create Invoice

2. 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?

Yes

No

# Invoice - Information

- 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 

# Invoicing Specific Lines

In the Schedule of Values section check the box next to the line item you wish to invoice for.



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

# Percentage or Cost Complete

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 which to invoice.

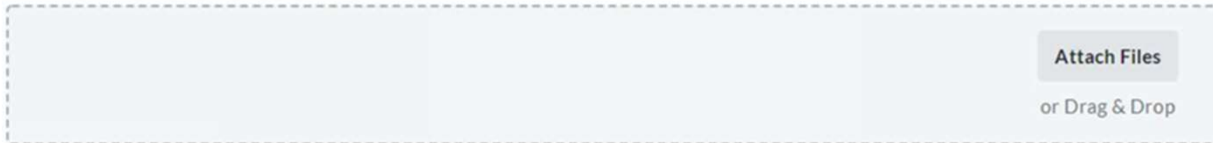
Change Orders must be submitted, reviewed, and approved prior to invoicing.

Procore will summarize the total amount due at the bottom of the invoice. Confirm the (% or amount) invoiced matches the pencil copy reviewed with ECS's Project Manager

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%

# Attachments and Submit

## ATTACHMENTS

A screenshot of a web interface for attaching files. It features a large, light gray rectangular area with a dashed border, intended for file uploads. To the right of this area is a button labeled "Attach Files" with the text "or Drag & Drop" underneath it.

Attach Files  
or Drag & Drop

It is a required field for you to attach an item:

- (1) New contracts attach lien waivers
- (2) Existing contracts attach the C702/703
- (3) Purchase order attach their company generated invoice.

Attach your lien waivers by clicking “attach files” to search or drag a file into the box

Attach conditional lien waivers if you have provided a Notice of Furnishing

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

# Invoice Actions

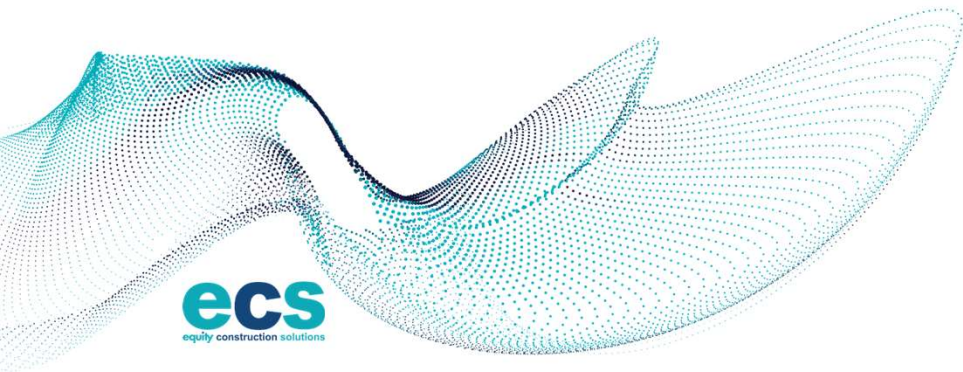
**Under Review:** Waiting for the Project Manager to review and update status

**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 do not filter these out.



# Retainage





# Retainage Release

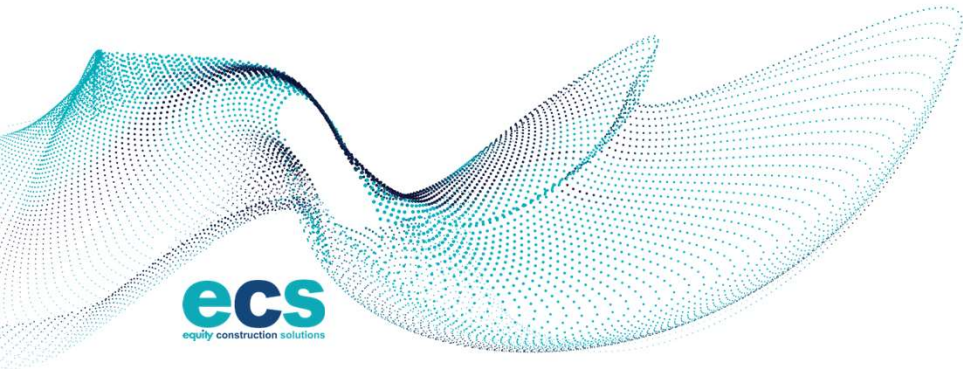
- Retainage is billable at substantial completion of the project and contingent on completion of punchlist, close-outs, as-builts, and other required close out requirements. The retainage is subject to release by the owner
- Start at Step # 3 for the invoice for a rider contract
- Retainage should be 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**



# Invoice Purchase Orders



# Invoice – Purchase Order

- Start at Step # 3 for the 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.

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.

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

+ Create Invoice

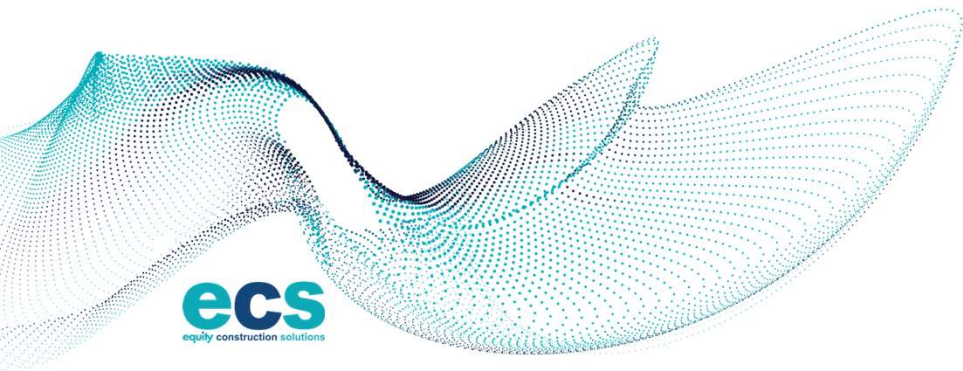
2. To submit your invoice click “Yes” in the body of the email to launch the Procore Invoicing Tool.

Do you want to bill this period?

Yes No











# Submitting Invoices without Invitation



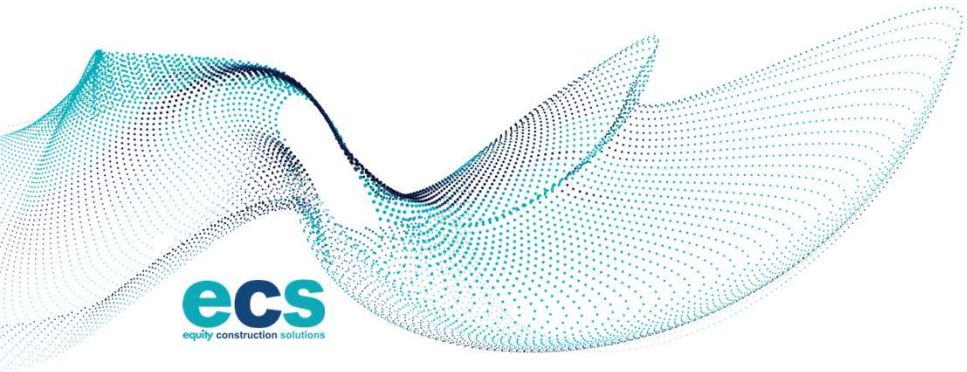
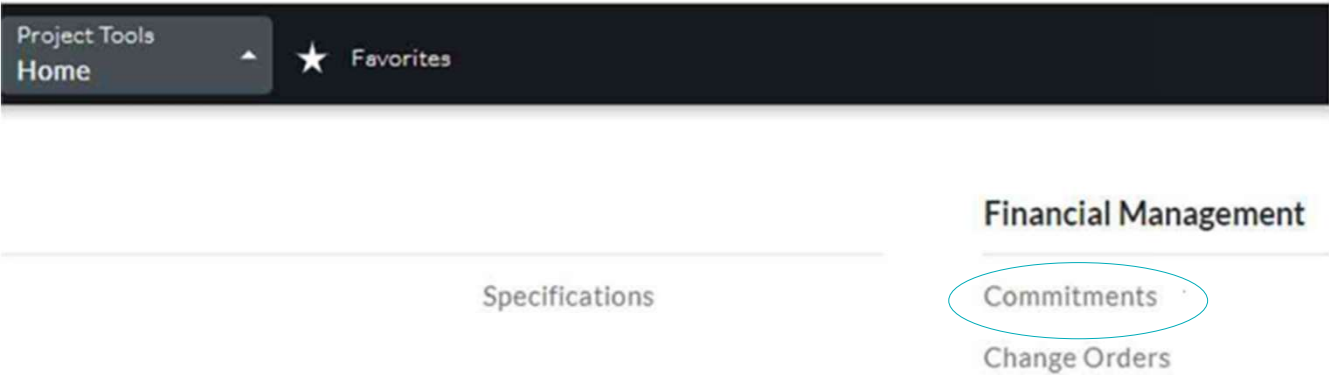
# Invoice – without Invitation

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

220570 - TPE - Ortho Foo... 4457 Trueman Blvd Hilliard, Ohio 43026 United States 2 - Pre-Construction <b>ACTIVE</b>		230700 - TPE - Retail E 3995 Truepoint Blvd hilliard, Ohio 43026 United States <b>ACTIVE</b>		230720 - TPE - Retail F 3984 Truepoint Blvd hilliard, Ohio 43026 United States <b>ACTIVE</b>		230710 - TPE - Retail G 3998 Truepoint Blvd. hilliard, Ohio 43026 United States <b>ACTIVE</b>
230730 - TPE - Retail J 4568 wathen dr hilliard, Ohio 43026 United States <b>ACTIVE</b>		220840 - TPE ADS Office... 4457 Trueman Blvd Hilliard, Ohio 43026 United States 2 - Pre-Construction <b>ACTIVE</b>		230420 - TPE ADS TI Green Stripe Ln Hilliard, Ohio 43026 United States 1 - Pre-Development <b>ACTIVE</b>		200640 - TPE Land Devel... 4525 Trueman Blvd. Hilliard, Ohio 43026 United States 2 - Pre-Construction <b>ACTIVE</b>
200640-01 - TPE Land De... Hilliard, Ohio 43026 United States 3 - Construction <b>ACTIVE</b>		220340 - TPE North Gara... 4457 Trueman Blvd Hilliard, Ohio 43026 United States 2 - Pre-Construction <b>ACTIVE</b>		220510 - TPE South Gara... 4457 Trueman Blvd Hilliard, Ohio 43026 United States 2 - Pre-Construction <b>ACTIVE</b>		

# Invoice – without Invitation

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



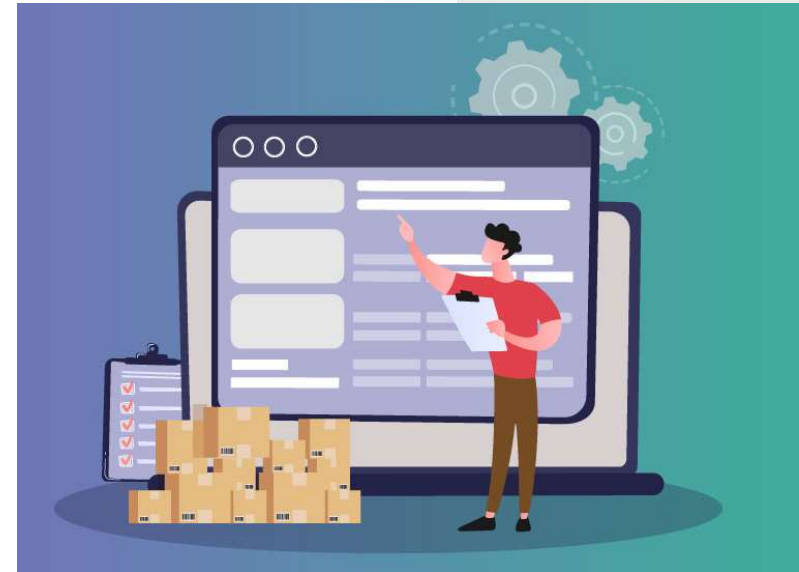
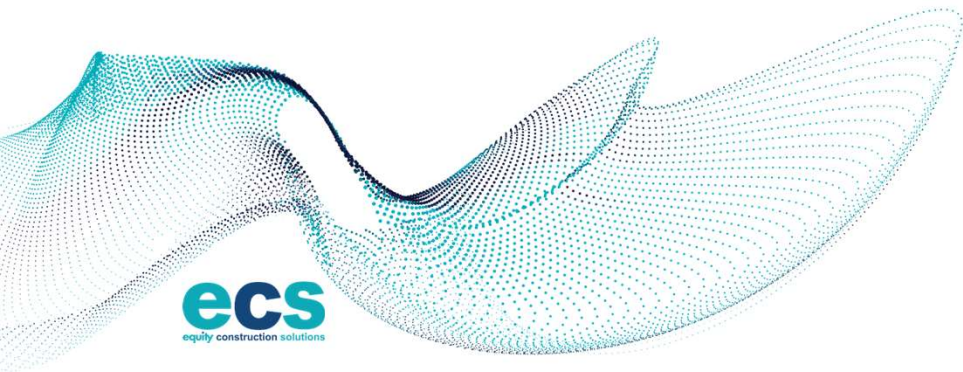
# Invoice – without Invitation

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

+ Create Invoice



# Next Steps





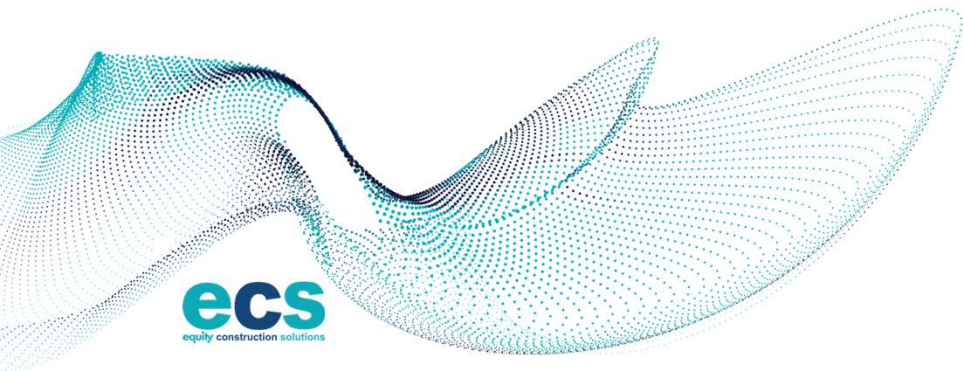
# Contacts added to Procore

Ensure that the correct contact from your company is assigned to each project that will be entering the invoice.

E-mail the Michelle Parrish to have specific people added to Procore if they are not in the system.

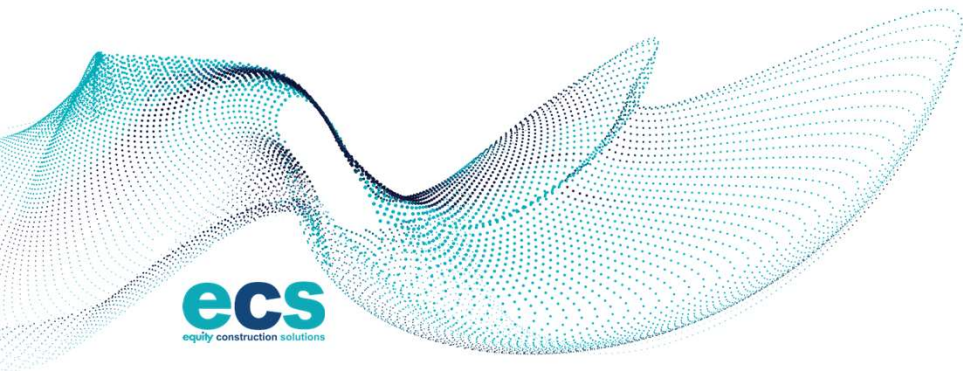


# Existing Projects





# Links and Assistance



# Links and Assistance

- To download Schedule of Value Template please visit: <https://www.ecsbuilds.com/subcontractor-suppliers/>
- To download Procore Invoice Instructions please visit: <https://www.ecsbuilds.com/subcontractor-suppliers/>
- 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)



# PROCORE<sup>®</sup> Demonstration



**APPLICATION AND CERTIFICATE FOR PAYMENT**

**DOCUMENT SUMMARY SHEET**

**TO CONTRACTOR:**  
Equity Construction Solutions, LLC  
4653 Trueman Blvd, Suite 200  
Hilliard, Ohio 43026

**PROJECT:**  
TEST Project 2021-06-09

**APPLICATION NO:** 1  
**INVOICE NO:** July - Test Billing - ECS  
**PERIOD:** 07/20/23 - 08/04/23  
**PROJECT NO:** 9999  
**CONTRACT NO:** SC-9999-004  
**CONTRACT DATE:** 09/27/2023  
**CERTIFICATE DATE:** 09/27/2023  
**SUBMITTED DATE:** 07/31/2023

**FROM SUBCONTRACTOR:**  
Equity Construction Solutions, LLC.  
4107 W. Spruce St, Suite 101  
Tampa, Florida 33607

**SUBCONTRACT FOR:** Test for SOV

**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1. Original Contract Sum	\$1,505,500.00
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a. 10.00% of completed work	\$10,500.00
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$10,500.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$94,500.00
7. Less previous certificates for payment (Line 6 from prior certificate)	\$0.00
8. Current payment due:	\$94,500.00
9. Balance to finish, including retainage (Line 3 less Line 6)	\$1,411,000.00

The undersigned certifies that to the best of the Subcontractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

SUBCONTRACTOR: Equity Construction Solutions, LLC.

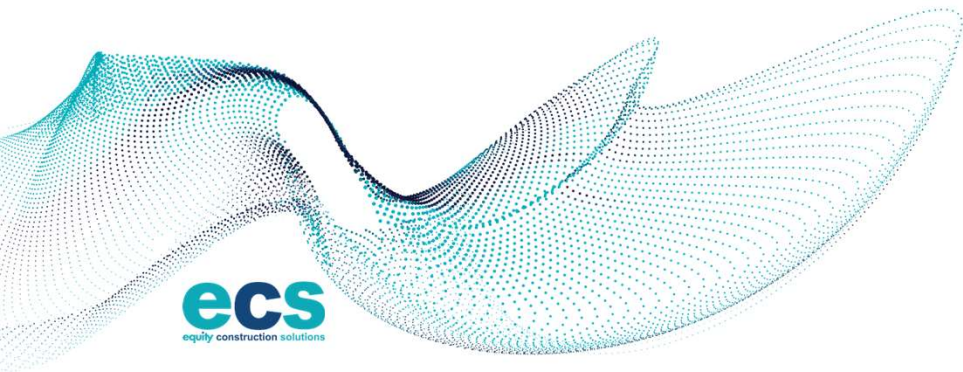
By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public:  
My commission expires: \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
	Totals:	\$0.00
Net change by change orders:	\$0.00	



# Questions?





# Contact Us



4653 TRUEMAN BLVD., SUITE 200  
HILLIARD, OH 43026

855.991.7000  
INFO@ECSBUILDS.COM  
WWW.ECSBUILDS.COM