



ACT
Government

Major Projects Canberra

Supplier Relationship Management (SRM) Portal Project Management and Reporting System (PMARS)

S2. Supplier Instruction – Submit a Payment Claim and Invoice

A contract will be created in PMARS by your relevant ACT Government Project Manager/Officer. The PM must ensure your organisation is correctly on-boarded as a valid supplier to the ACT Government through contact with the PMARS team.

Please ensure your organisation is registered as an active user in Oracle and the SRM Portal before continuing. If you are not registered, your PM will communicate with the PMARS team to correctly on-board your organisation. Your account details (email, ABN, BSB and account number, contact name and number,) must be accurate and up-to-date for the contract. When you are successfully on-boarded and linked to the contract, it will be visible in your SRM Portal account.

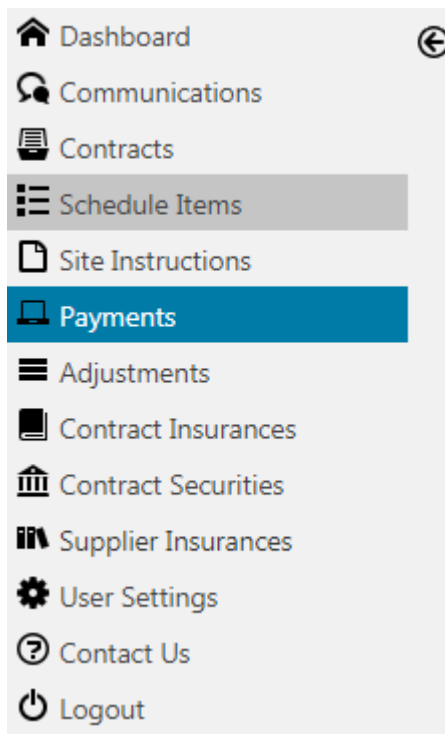
Your PM will create a schedule of rates with items for you to claim against for the duration of your contract. Please ensure all invoices are addressed to the Directorate.

Once you have submitted your claim, it will be locked and you will not have access to edit it. If a change is required, please alert your PM immediately to query the invoice. This will unlock the claim where you can review and resubmit.

If you require further assistance, or are unable to contact your PM, please contact the helpdesk on 02 6205 6111 or email PMARS@act.gov.au and speak with a system administrator.



1. Log in to the SRM Portal. From the dashboard, select Payments from the modules list.



2. Ensure you have the correct contract selected from the drop down box, then select 'Create new Payment'.

Payments ?

[Create new Payment](#) Displaying for contract: 54110-CNP-003 - Making a Spaceship ▼

Payment List

Contract Details

3. Enter the details of the invoice including dates, the invoice number, and ensure you have attached the correct invoice and other supporting documentation.

Selected Contract: **54110-CNP-003 - Making a Spaceship**

Payment Number: Auto-Generated

Issue Date:

Date Claim/Invoice Submitted (To ACTG):

Date Claim Accepted:

Invoice Number:

Comments:

Attachments:

* Max file size allowed is 50.00MB. File types allowed: gif, jpg, jpeg, png, 7z.



4. Ensure details are correct then add items from schedule.

→ Add items from schedule | Import schedule items

Item ID	Facility Code	Description ▲
No record found.		

5. Select the relevant schedule item – ensure you check the box.

Add Schedule Items

Selected Contract: 54110-CNP-003 - Making a Spaceship

Payment Number: Auto-Generated

Date Claim/Invoice Submitted (To ACTG): 2019-11-22

Search Text:

10 ▼ << < Page: 1 ▼ of 1 > >> ↻

	Item No ▲	Facility Code	Item	Item Type	Category	Units	Quantity/Lump Sum	Rate	Tax	
→	<input checked="" type="checkbox"/>	1		Construction		1		1000000	\$1.00	\$100,000.00


6. Select Add.

Add Schedule Items

7. **Select the schedule item.** A box will open. Change the Quantity/Lump Sum field to the amount of the invoice (if required). Save.

Add items from schedule | Import schedule items

Item ID	Facility Code	Description ▲
✗	1	Construction ←



Item Details

Item ID:

1

Facility Code:

Description:

Construction

Item Type:

Unit:

Qty

1000000

Remaining:

Quantity/Lump Sum:

260000

Rate:

\$1.00

Total (Exc. Tax):

\$260,000.00

Tax:

\$26,000.00

Grand Total (Inc. Tax):

\$286,000.00

Save

Cancel

8. Ensure the Total Amounts box at the top right of your screen displays the correct values.

Total (Exc. Tax):	260,000.00
Tax:	26,000.00
Grand Total (Inc. Tax):	286,000.00

9. Save your claim if you would like to return to it later, or submit once you have ensure all details and attachments are correct. Cancelling will delete the entire claim.

Dashboard > Payments > Create Contract Payment

Create Contract Payment ⓘ

Save

Submit

Cancel

Your PM will receive an email notification of your claim. They will review and approve, or endorse and send to further financial delegates. Once you have submitted, the claim is locked and you will no longer have access to edit. If there are changes to be made, your PM can query the claim which will unlock it for you to review.