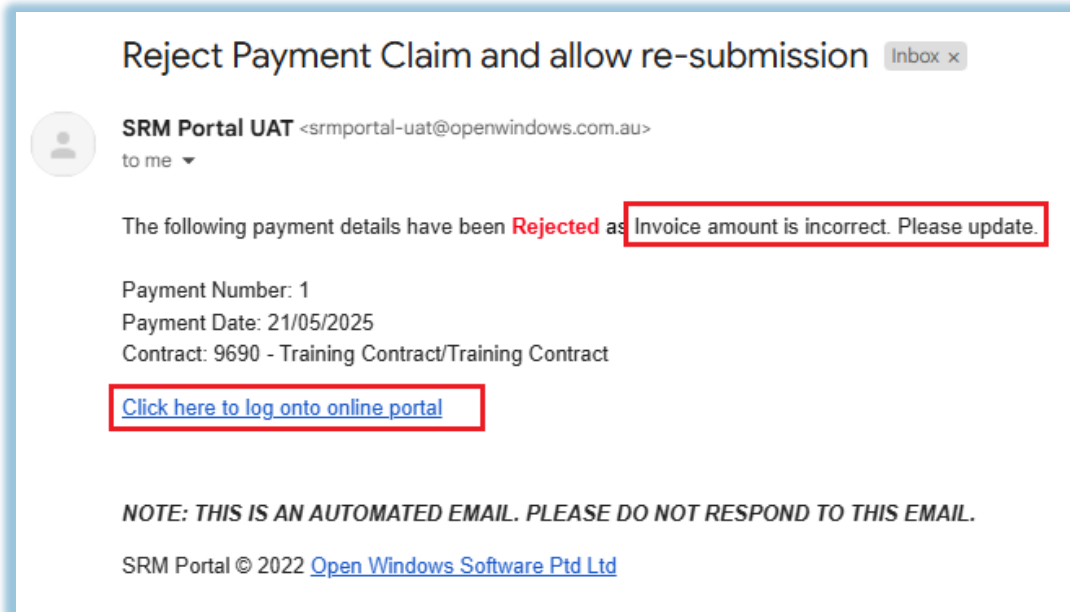


Respond to Queried Invoice

Purpose

If an invoice submitted through the CAMPS SRM Portal is queried by a Contract Manager, follow the steps below to review and resubmit your claim.

1. Following a query, you will receive an email notification which will include the contract details and details of the query provided by the contract manger. **Click on the link** which will open the CAMPS SRM Portal and **login**.



Reject Payment Claim and allow re-submission Inbox x

SRM Portal UAT <srmportal-uat@openwindows.com.au>
to me ▾

The following payment details have been **Rejected** as **Invoice amount is incorrect. Please update.**

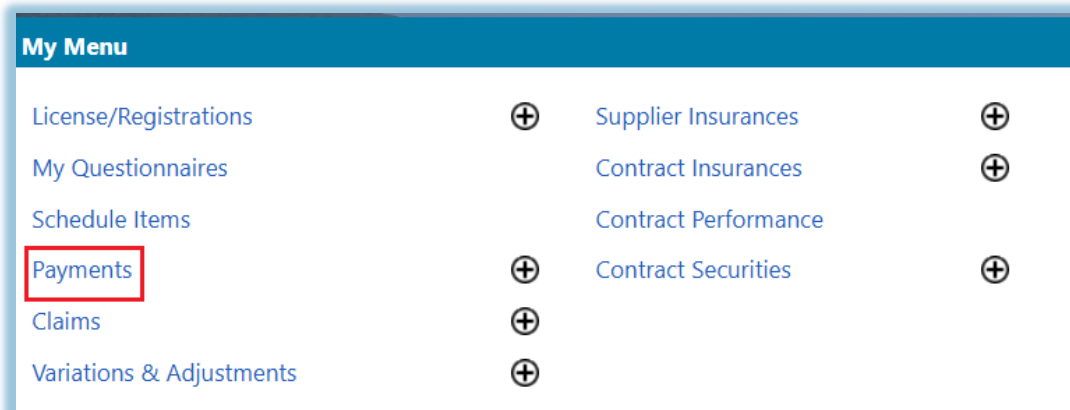
Payment Number: 1
Payment Date: 21/05/2025
Contract: 9690 - Training Contract/Training Contract

[Click here to log onto online portal](#)

NOTE: THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT RESPOND TO THIS EMAIL.

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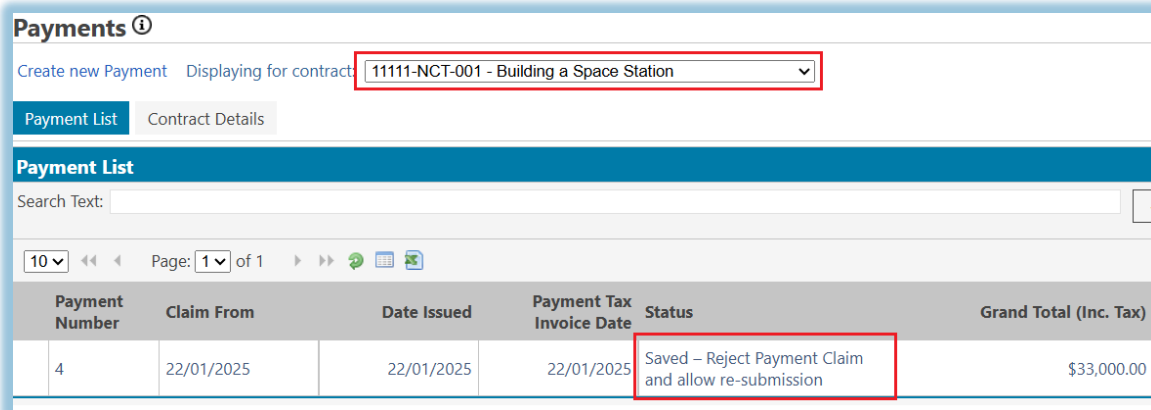
2. Select **Payments** from the My Menu box.



My Menu

License/Registrations	+	Supplier Insurances	+
My Questionnaires		Contract Insurances	+
Schedule Items		Contract Performance	
Payments	+	Contract Securities	+
Claims	+		
Variations & Adjustments	+		

3. Select the relevant contract from your dropdown list, then select the **queried/rejected invoice**.



Payments ⓘ

Create new Payment Displaying for contract: **11111-NCT-001 - Building a Space Station** ▼

Payment List Contract Details

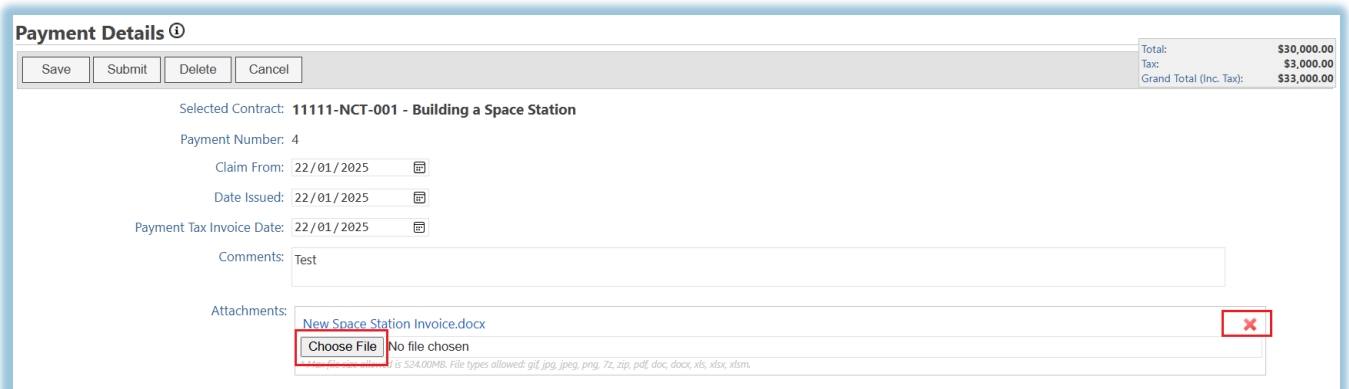
Payment List

Search Text: _____

10 ▼ Page: 1 ▼ of 1

Payment Number	Claim From	Date Issued	Payment Tax Invoice Date	Status	Grand Total (Inc. Tax)
4	22/01/2025	22/01/2025	22/01/2025	Saved - Reject Payment Claim and allow re-submission	\$33,000.00

4. Now that the claim has been queried, the details have been un-locked to allow editing for resubmission.
 - **To amend an attachment:** Any previous attachments, including the physical invoice can be removed by clicking the red **X**. You may then select **Choose File** to re-upload a revised attachment if required.



Payment Details ⓘ

Save Submit Delete Cancel

Total: \$30,000.00
Tax: \$3,000.00
Grand Total (Inc. Tax): \$33,000.00

Selected Contract: **11111-NCT-001 - Building a Space Station**

Payment Number: 4

Claim From: 22/01/2025

Date Issued: 22/01/2025

Payment Tax Invoice Date: 22/01/2025

Comments: Test

Attachments: **New Space Station Invoice.docx** X

Choose File No file chosen

File types allowed: gif, jpg, jpeg, png, 7z, zip, pdf, doc, docx, xls, xlsx, xltm

- **To amend the value of an existing item:** To amend the value of an existing payment item, select the relevant item for the table.

Payment Details ?

Save Submit Delete Cancel

Selected Contract: **11111-NCT-001 - Building a Space Station**

Payment Number: 4

Claim From:

Date Issued:

Payment Tax Invoice Date:

Comments:

Attachments:

No file chosen

* Max file size allowed is 524.00MB. File types allowed: gif, jpg, jpeg, png, 7z, zip, pdf, doc, docx, xls,xlsx, xlsxm.

[Add new item](#) | [Add items from schedule](#) | [Import schedule items](#)

Item ID	Category	Comments	Description ▲	Reference No.	Unit
✘	1	CONSTRUCTION	1	Construction of Space Station	
✘	1	CONSTRUCTION	1	V1 - Additional Scope	CONSTRUCTION

- Adjust the **Quantity**, then select **Save**.

Item Details

Item ID:

Comments:

Description:

Reference No.:

Unit:

Qty:

Remaining:

Quantity:

Rate:

Total:

Tax:

Grand Total (Inc. Tax):

- **To remove an existing item:** If you have claimed against an incorrect payment item and wish to remove it, simply click on the red **X** next to the relevant item.

[Add new item](#) | [Add items from schedule](#) | [Import schedule items](#)

	Item ID	Category	Comments	Description ▲	Reference No.
<input checked="" type="checkbox"/>	1	CONSTRUCTION	1	Construction of Space Station	
<input checked="" type="checkbox"/>	1	CONSTRUCTION	1	V1 - Additional Scope	CONSTRUCTION

5. Once the required updates are made, select **Submit** to re-issue the invoice.

Dashboard > Payments > Payment Details

Payment Details ⓘ

Save	<input checked="" type="button" value="Submit"/>	Delete	Cancel
Selected Contract: 11111-NCT-001 - Building a Space Station			
Payment Number: 4			
Claim From:	<input type="text" value="22/01/2025"/>	<input type="button" value="Calendar"/>	
Date Issued:	<input type="text" value="22/01/2025"/>	<input type="button" value="Calendar"/>	
Payment Tax Invoice Date:	<input type="text" value="22/01/2025"/>	<input type="button" value="Calendar"/>	
Comments:	<input type="text" value="Test"/>		