Manage Mirvac Subcontracts, Variations & Payment Claims User Guide (Vendor)

Topics

- Subcontracts/ Contracts
- Subcontractor/ Contract Variations
- Subcontractor Payment Claims
- Release Retention Request

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Introduction to Creating and Managing Subcontract Variations and Payment Claims

This user guide provides instructions on how to submit a Variation, a Payment Claim and how to request retention release.

Intended Audience

The intended audience for this user guide is a Mirvac Vendor, Supplier or Subcontractor.

Prerequisite Reading

General iTWOcx navigation knowledge and **iTWOcx Corresponddence and Document Control** knowledge is required to be able to complete the tasks in this user guide.

Refer to the [Mirvac Supplier Training Site](#) for helpful Supplier User Guides and Videos.
Navigate to **iTWOcx General -> Navigation Video (4 minutes)** • A quick walk through of iTWOcx.
Navigate to **iTWOcx General -> iTWOcx Activites User Guide** • Explains the icons, widgets and various buttons found on the iTWOcx Activites Dashboard. An important document to read to gain an overall appreciation of iTWOcx navigation.
Navigate to **Publication Space and Correspondence -> Correspondence User Guide**. • Provides step by step instructions on how to Associate Documents. For example a Site instruction.

Form Codes

A Payment Claim, Progress Payment Schedule, Subcontract and Subcontract Variation is each identified by a unique code. This code can help to quickly identify the form. The table below provides the list of codes and the related form.

Related Form	Form Code	Description
1. Payment Claim	**CLMC**	A Payment Claim Reference Number is prefixed with the code CLMC.
2. Subcontract Variation	**SCVC**	A Subcontract Variation Reference Number is prefixed with the code SCVC.
3. Subcontract	**CTRC**	A Subcontract Reference Number is prefixed with the code CTRC.
4. Progress Payment Schedule	**PPSC**	A Progress Payment Schedule Reference Number is prefixed with the code PPSC.

Overview

The following icons are used to highlight specific information.

Icon	Description
(i)	**Information** Information, tips and/or details relating to the step or process
⚠	**Caution** User should take care due to special circumstances, rules, or policy
🔗	**Link** Links to internal or external sites or documents
🤝	**Handoff** Steps that need to be completed by another role (an occur at any point of the process)

1 Subcontract

A Subcontract should be reviewed when it is approved and issued by Mirvac.

Two (2) methods are available to search for a Subcontract.

- Method 1: Via the Subcontract Register (on system)
- Method 2: Via the email notification (off system)

1.1 Search for Subcontract Via the Subcontract Register

This method is the preferred approach because it provides filtering capability and quick access to the Subcontract.

Begin at the iTWOcx Dashboard.

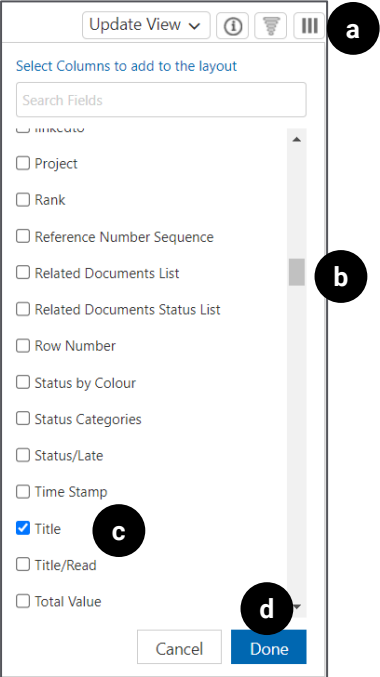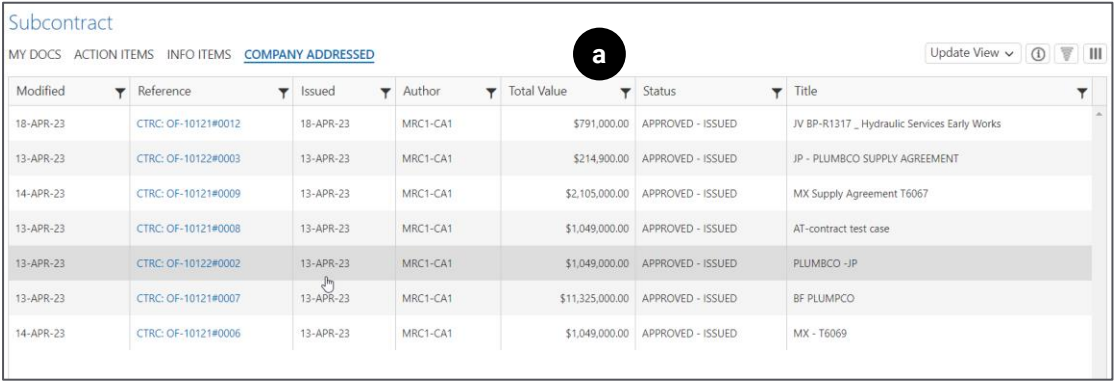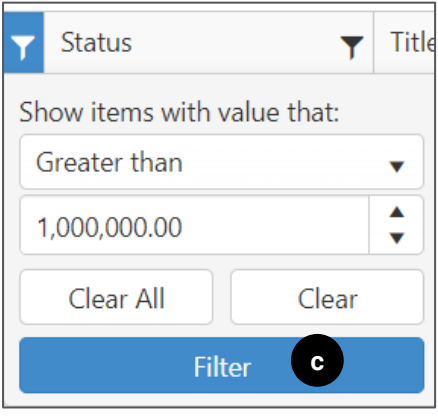| Action	Description
1. Click **Contract Admin -> A&C Construction Forms -> CTRC Subcontract.**	The Subcontract Register displays.

Action	Description
2. Click **the Subcontract Reference link.**	**If the subcontract is not displayed in the list of subcontracts, it could be because there are too many in the list. The list can be minimised by using any or all the hints below.** **Hint 1: If the Subcontract is not displayed** it may appear on page 2, 3 or beyond. Use the (a) forward or backward arrows (bottom left of screen) to move between pages. *(pagination control showing 1, arrows, and "25 items per page" labeled (a))* **Hint 2: If the Subcontract is not displayed** use the (a) 3-line icon (top right of screen) to add the Title column to this register. The Title of a Subcontract may provide help when searching for a Subcontract. *(Update View panel with "Select Columns to add to the layout", Search Fields, list of checkboxes: Project, Rank, Reference Number Sequence, Related Documents List, Related Documents Status List, Row Number, Status by Colour, Status Categories, Status/Late, Time Stamp, Title (checked), Title/Read, Total Value; Cancel and Done buttons — labeled (a), (b), (c), (d))*

	a.	Click the **3-line icon.**	The list of already selected columns and those available display.
	b.	**Scroll** through the alphabetical list to locate 'Title'.	
	c.	Select the **Title checkbox.**	A tick appears.
	d.	Click **Done**.	The Register updates and displays the Subcontract Title.

HINT 3: If the Subcontract is not displayed, it's a good idea to use the funnel icon to filter the Subcontracts. Filtering, reduces the number of subcontracts in the list, making it easier to locate the subcontract.

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Action	Description	
	a. Having decided on the column, **click the funnel** icon.	The filtering criteria displays.
	b. **Follow the prompts** presented.	
	c. Click **Filter.**	

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1.2 Search for Subcontract Via the email notification

An email notification is sent from iTWOcx when a Subcontract is approved and issued at which point Mirvac will accept Payment Claims, subcontract variations and requests to release retention. This method is best used to locate the Subcontract at the point in time that the email notification is received. The subcontract will include comments and the linked Project Expenditure Report (PEA). (A further email will be sent from iTWOcx that includes a username and password to iTWOcx).

Start from the email notification.
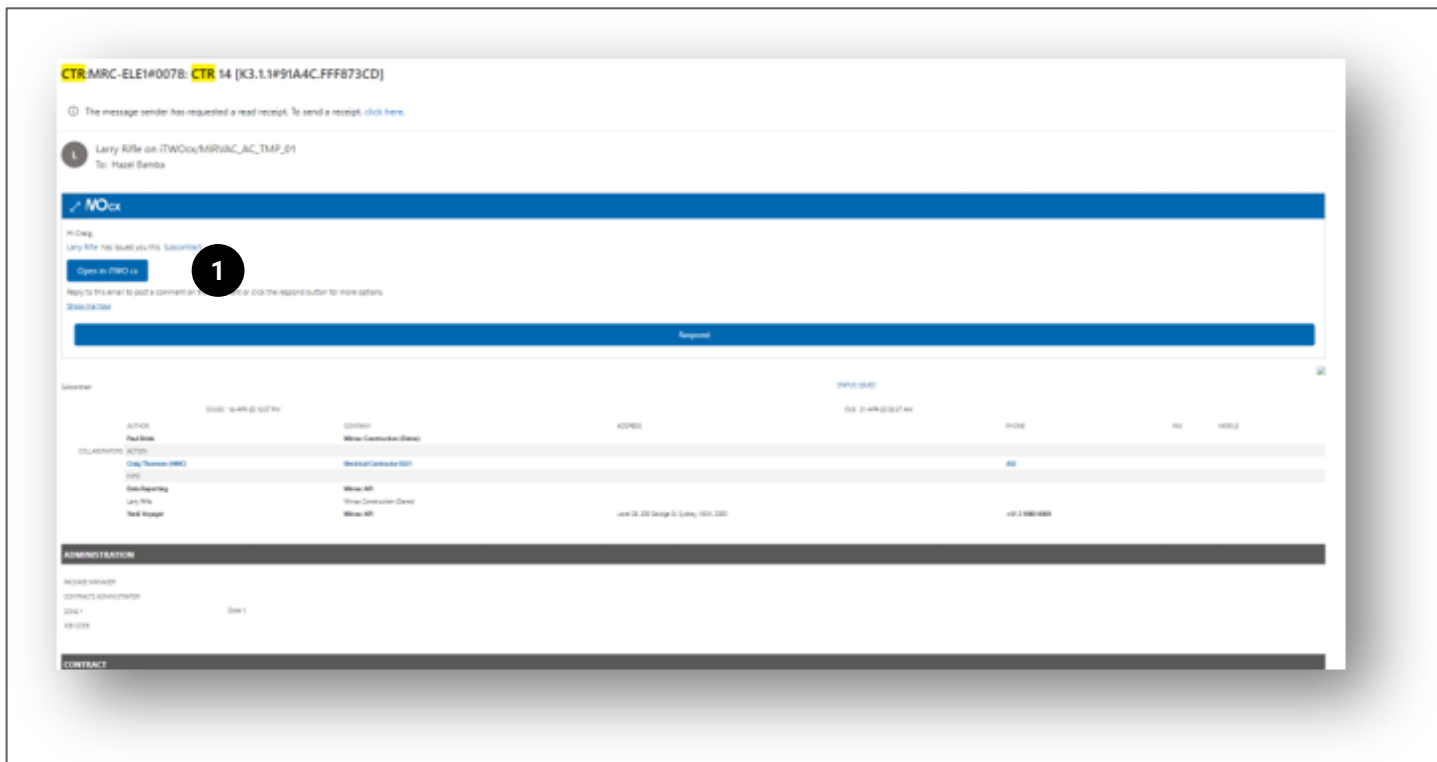
Action	Description
1. Click the **Open in iTWOcx** button. Follow the prompts to log into iTWOcx.	The iTWOcx Dashboard displays.
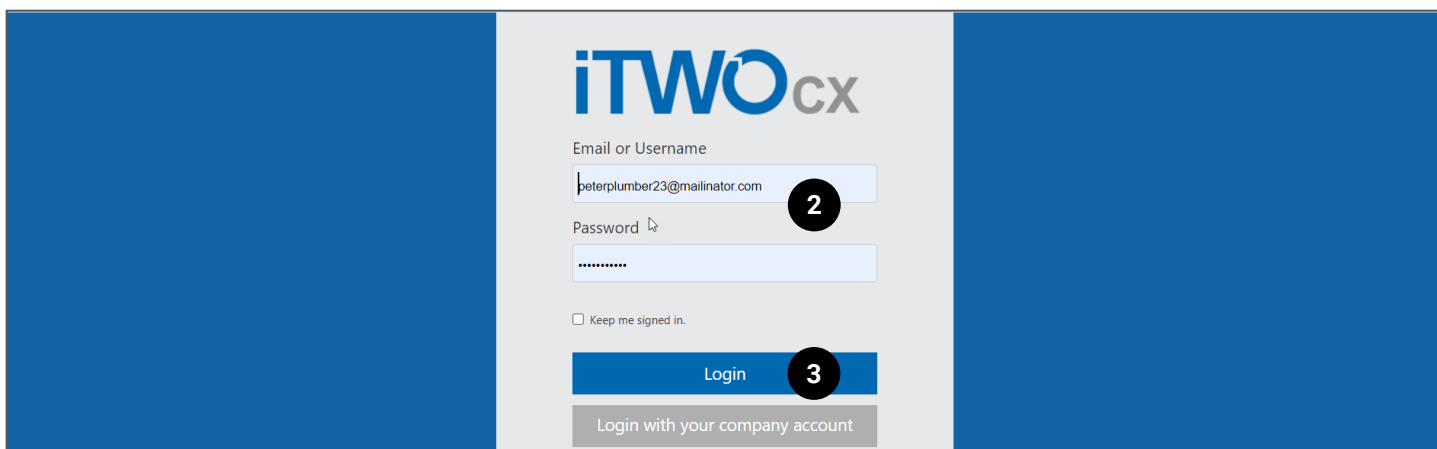
Action	Description
2. Enter the **username** and **password**.	
3. Click **Login.**	The iTWOcx dashboard displays.

Action	Description
4. Select the **Subcontract** from the Notifications widget.	HINT: The Subcontract appears with the prefix form code CTRC and a Spanner icon (implying that this is an action item). The Subcontract displays in 'read mode'. Information cannot be updated when in 'read mode'.

1.3   View the Subcontract

The Subcontract includes details of the commitment between the Subcontractor/Vendor/ Supplier and Mirvac for a given project. Review this topic to learn more about the information contained in the Subcontract.

To view the Subcontract, search and open it first. Refer to topic 2 for instructions on how to do this.

Elements	Description
The top part of the Subcontract provides general Subcontract details, most important of all is the Subcontract Reference number.	
1. **Project No**	A unique code assigned to the project.
2. **Project**	Project title.
3. **Company**	Mirvac.
4. **Phone/ fax**	Key contact phone/ fax numbers.
5. **Ref**	Reference number of the form. Make a note of this number because it: • Can be used at a later stage to search and locate the Subcontract. • **Should be added to the Invoice**.
6. **Status**	Represents the status of the Subcontract.
7. **Issued**	The date the Subcontract is approved and issued. This is the same date an email notification is received from iTWOcx that includes the link to the login page of iTWOcx. A second email notification is also received on this date that includes the login credentials.
8. **Author**	The Mirvac contact name who prepares the contract.
9. **Company**	Mirvac Entity related to the works (Company details).
10. **Address**	Project location.
11. **Collaborators - Action**	Subcontractor/ Vendor/ Supplier details.
12. **Collaborators - Info**	Names of Mirvac staff have visibility over the Subcontract.

Elements	Description
Administration details include further general Subcontract information including the Mirvac Package Manager and Contract Administrator names. Most important of all is the Subcontract Title.	
1. **Subcontract Title**	The Title of the Subcontract. Make a note of this title because it can be used at a later stage to search and locate the Subcontract.
2. **Commitment Type**	The Commitment Type drives the Terms and Conditions. The **Commitment Type** selected here is the **same as that selected in the PEA** (Project Expenditure Approval form) found in the **Commercial Due Diligence section of the PEA**. The only exception is when the **Commitment Type** selected is equal to **Site Order**. This Commitment Type is for general purchasing. When this **Commitment Type** is selected, some parts of the Subcontract form do not need to be completed. For example, the **Contract and Bank Guarantee** sections of the Subcontract form do not apply for **Site Order** or **Commitment Type**.
3. **Package Manager**	A Mirvac key contact. This is the first person to receive the notification of a Payment Claim and /or Subcontract Variations. The Package Manager is the first person to receive a notification when an invoice requires an invoice allocation from Yardi. This is applicable to any contracts in Construction A&C that don't have Payment Claims.
4. **Contract Administrator**	A Mirvac key contact. This is the second person to receive the notification of a Payment Claim and /or Subcontract Variations.
5. **Job Code**	Unique code applied to the Contract by Mirvac that represents the project for which services will be completed.
6. **Vendor**	Vendor/ Subcontractor/ Supplier contact name.
7. **Contract Number**	Unique code applied to the Contract by Mirvac. **It is important to note this number because it needs to be included in every Invoice submitted to Mirvac.**
8. **Project Address. Delivery Address**	This is the Project Site Address. Different addresses will display where the delivery address is different to the site address.
9. **Zone**	Not used by Mirvac.
10. **Payment Terms**	The payment cycles. Invoices and Payment Claims are paid on either a 14 day or 30-day payment cycle.
11. **RCTI Applicable**	If there is an agreement for Mirvac to generate Subcontractor/ Vendor/ Supplier invoice(s) (Recipient Created Tax Invoice), then **Yes will display on the Subcontract.** **Note**: An agreement with the vendor for RCTI must be confirmed. If **No** is selected the Vendor will issue an Invoice to Mirvac.

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Elements	Description
Specific Subcontract details are included here in addition to the Subcontractor and Mirvac key contact information.	
1. Date of Agreement Execution	The date that the legal contract is physically signed offline by the vendor/supplier/subcontractor.
2. Executed Agreement	An executed agreement is one where both parties have signed. This agreement is signed via DocuSign. Click the link to download the executed agreement in the Subcontract.
3. Trade Package Works	It is the Trade Package Works as defined on the executed agreement that is entered here.
4. Legacy Agreement Reference	If there are any previous legacy agreements related to this Subcontract, the legacy contract identification will appear here.
5. Standard Terms Amended	The Standard Terms Amended dropdown defaults to a blank option. If at any stage, the terms and conditions change, then YES will display here. The Standard Terms are determined by the Project Expenditure Approval form.
6. Parent Company Guarantee	The Parent Company Guarantee is not always applicable and is Vendor dependant. If, however, the Vendor provides a Parent Company Guarantee, the executed (signed via DocuSign by all parties) Parent Company Guarantee is uploaded here.
7. Subcontractor Claimant Details	Subcontractor/ Vendor/ Supplier key contract details. If planning to be away, ensure to contact the Mirvac contact person and arrange to have Vendor details updated.
8. Mirvac Respondent Details	Mirvac key contact details. The name that appears here is the key contact for the Subcontract.
9. Subcontract Category	Represents the type of Subcontract agreement that exists with Mirvac. Will appear blank.

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Elements	Description
Bank Guarantee details will be transcribed to this table when and if provided to Mirvac. If Bank Guarantees are not provided as security this table will be empty.	
1. **Bank Guarantees**	Each Bank Guarantee provided to Mirvac will appear on a separate row. For each Bank Guarantee, it's purpose, nominated bank/ institution, reference and dollar value is added to this table. A Bank Guarantee that forms part of the retention calculation is identified when 'Yes' appears in the Retention Calculation column.

Elements	Description
Information related to substantial completion and deeds of warranty are found here.	
1. **Original Date For Substantial Completion.**	The Completion Date shown on the original agreement that has been uploaded to the Subcontract is entered here. This information may be left blank by Mirvac.
2. **Adjusted Date For Substantial Completion.**	Throughout the project, the completion date may be amended. If so, then the amended (new) date is entered here. For e.g., There is a variation for extra work however it can't be completed by the **Original Date For Substantial Completion** and the Vendor is given an extra week. That is the date entered here. This field is updated each time the date for substantial completion changes.
3. **Date Of Substantial Completion**	A date appears here when substantial completion has occurred. This will be input as the project progresses and will be blank at the creation of the contract.
4. **Defects Liability Period (Months).**	Information shown here is as defined by contract.
5. **Deed Of Warranty**	The **executed (signed by all parties) Deed of Warranty is a mandatory document** however **optional** when the **Commitment Type** is a **Consultancy Services Agreement.** Attached documents can be downloaded.
6. **Deed Of Warranty-Supplier(s).**	This will be input as the project progresses and will be blank at the creation of the contract.
7. **Deed Of Release.**	This will be input as the project progresses and will be blank at the creation of the contract.
8. **Deed Of Release Date**	This will be input as the project progresses and will be blank at the creation of the contract.
9. **Deed Of Release Value**	This will be input as the project progresses and will be blank at the creation of the contract.

INSURANCES							
INSURANCE DETAILS							
INSURANCE TYPE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	$ LIMIT		ATTACHMENT
Plant and Equipment Insurance				17/08/2023		$5,000,000.00	Vertig...le.pdf

Elements	Description
Insurance details are captured here.	
1. **Insurance**	Insurance details will be transcribed to this table. Each Insurance document is available for download.

ITEM NO	DESCRIPTION	CODE	UNIT	TYPE	QTY	RATE	VALUE
001	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	1	$10,000.00	$10,000.00
002	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	25	$1,000.00	$25,000.00
003	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$2,000.00	$10,000.00
004	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$3,000.00	$15,000.00
005	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	4	$4,000.00	$16,000.00
006	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$500.00	$2,500.00
007	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	30	$50.00	$1,500.00
TOTAL SUBCONTRACT VALUE							**$80,000.00**

Elements	Description
Total Subcontract value is displayed here. Each line item and the agreed value is also displayed.	
1. **Subcontract Value/ Site Order Value**	Each line item is identified by its unique item number (a Mirvac auto-calculated number), a description, the Unit (optional), the Type (SoR = Schedule of Rates, LS = Lump Sum), Quantity, Rate and Value (Quantity *Rate). The sum of all line items is shown as the Total Subcontract Value/ Site Order Value.

CONTRACT SECURITIES

Retention:	Adjusted Contract	Security:	Retention Fund
Per Claim:	10%	Bank Guarantee Amount	$0.00
Max Per Contract:	5%	Practical Completion:	0%
Practical Completion Release:	No	Defect End:	0%
Final Completion Release:	No	Practical Completion Date:	
Release Retention	Yes	Final Completion Date:	

Elements	Description
Contract Securities is where the Bank Guarantee and Cash Retention details are captured on the Subcontract.	
1. **Retention**	Valid options include **Adjusted Contract Sum** and **Original Contract Sum**. **Original Contract Sum** displays if the agreement with the Subcontractor is that the retention amount remains the same as the original amount. **Adjusted Contract Sum** displays if the agreement with the Subcontractor is that the retention amount is adjusted after variations.
2. **Per Claim**	Relates to Cash Retention security. This is the percentage retained per Payment Claim. Note: This drives the Payment Claim retention calculation. **Check that the percentage displayed matches the agreement with Mirvac.**

Elements	Description
3. **Max Per Contract**	Relates to Cash Retention security. The maximum that can be claimed as a percentage of the total contract. For example, if in the **Max per Contract** field is 5%, then Retention Claims will cease when the total of all Retention Claims reaches 5% of the Total Contract Value. **Check that the percentage displayed matches the agreement with Mirvac.**
4. **Practical Completion Release**	A YES appears in this field when Practical Completion is achieved.
5. **Final Completion Release**	A YES appears in this field when Final Completion is achieved.
6. **Release Retention**	Relates to Cash Retention security. **This field will show YES ONLY at the time that approval has been granted for the release of the Cash Retention,** at which point Cash Retention becomes a claimable line item.
7. **Security**	Valid options include **Retention Fund** and **Bank Guarantee**. • **Retention Fund** displays if security is being managed via Cash Retention. • **Bank Guarantee** displays if security is being managed via a Bank Guarantee(s). • **Retention Fund and Bank Guarantee display** if security is being managed via both a Bank Guarantee(s) and Cash Retention.
8. **Bank Guarantee Amount**	Relates to Bank Guarantee security. Total sum of all Bank Guarantees being used for Retention calculation.
9. **Practical Completion**	Relates to Bank Guarantee security. The percentage of the Bank Guarantee to be released upon practical completion.
10. **Defect End**	Relates to Bank Guarantee security. The percentage of the Bank Guarantee to be released upon Defect work being completed.
11. **Practical Completion Date**	This will be input as the project progresses and will be blank at the creation of the contract.
12. **Final Completion Date**	This will be input as the project progresses and will be blank at the creation of the contract.

Elements	Description
Documents uploaded to the Subcontract by the Contract Administrator are available for download.	
1. **Attachments**	Click the **Select All check** box and **click the Download button** to download the Subcontract attachments.

Elements	Description
Subcontract footer offers options to create Payment Claim or a Variation.	
1. **Subcontractor Payment Claim**	**Use button to create Subcontractor Payment Claim against the Subcontract.**
2. **Subcontractor Variation**	**Use button to create a Subcontractor Variation against the Subcontract.**
3. **Link**	Select the button to copy the Subcontract URL. This can then be pasted into an email or other document.
4. **Print**	Select the button to print the Subcontract.
5. **Pdf**	Select the button to download the Subcontract as a Pdf.
6. **Excel**	Select the button to download the Subcontract as an excel file.

1.4 Locate the Subcontract Number

It is important to make a note of the Contract Number so that it's included in every Invoice that is submitted to Mirvac.

1.5 Locate the Mirvac Entity

It is important to make a note of the Mirvac Entity as this is the Mirvac reference for Contract and Invoicing purposes.

2 Subcontractor Variation

2.1 Options to create a Subcontractor Variation

iTWOcx offers two (2) options to create a Subcontractor Variation.

Action	Description
Manually Create Subcontractor Variation	**Refer topic 2.2 Manually Create Subcontractor Variation** Use this option to auto-populate the form with the associated Subcontract Number.
Import a Subcontractor Variation template	**Refer topic 2.3 Import a Subcontractor Variation template** Use this option for large Subcontractor Variations consisting of >= 40 lines.

> ⓘ A **Subcontractor Variation** will include **multiple rows** where the sum of all the rows together forms the breakdown of the variation.
>
> For example, Mirvac sends a Site Instruction detailing that a new ramp is required to be built. The Subcontractor Variation will include multiple line items that detail the requirements of the variation.
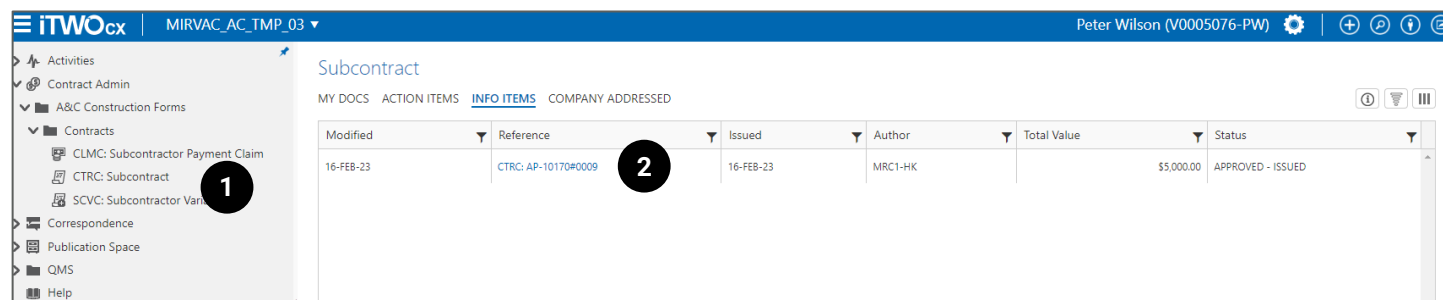
2.2 Manually Create Subcontractor Variation
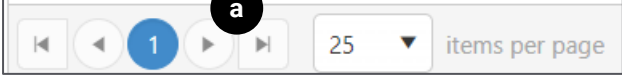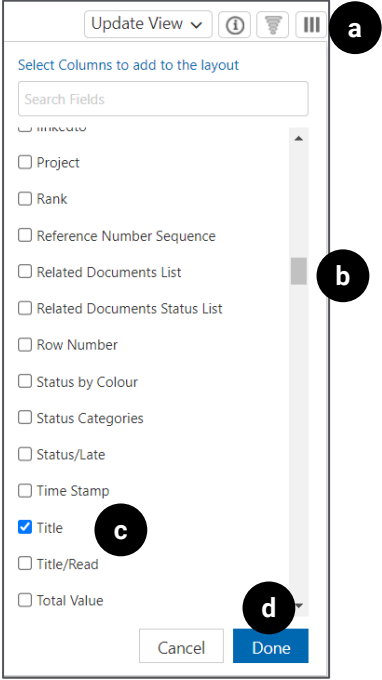
> ⓘ When using this option, the Subcontractor Variation inherits numerous information from the Subcontract. Generally, this information cannot be updated and is in read-only format.
>
> **The instructions below focus only on the information that needs to be updated and added to the Subcontractor Variation.**

Start at the iTWOcx Activities Dashboard.

Action	Description
1. Click **Contract Admin -> A&C Construction Forms -> CTRC Subcontract.**	The Subcontract Register displays.

Action	Description
2. Click **the Subcontract Reference link.**	When the Subcontract Reference link is selected, the Subcontract displays.
	If the subcontract is not displayed in the list of subcontracts, it could be because there are too many in the list. The list can be minimised by using any or all the hints below.
	Hint 1: If the Subcontract is not displayed it may appear on page 2, 3 or beyond. Use the (a) forward or backward arrows (bottom left of screen) to move between pages.

| | **Hint 2: If the Subcontract is not displayed** use the (a) 3-line icon (top right of screen) to add the Title column to this register. The Title of a Subcontract may provide help when searching for a Subcontract. |

	a. Click the **3-line icon.**	The list of already selected columns and those available display.
	b. **Scroll** through the alphabetical list to locate 'Title'.	
	c. Select the **Title checkbox.**	A tick appears.
	d. Click **Done.**	The Register updates and displays the Subcontract Title.

HINT 3: If the Subcontract is not displayed, it's a good idea to use the funnel icon to filter the Subcontracts. Filtering, reduces the number of subcontracts in the list, making it easier to locate the subcontract.

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Action	Description

a. Having decided on the column, **click the funnel** icon.	The filtering criteria displays.

b. **Follow the prompts** presented.	
c. Click **Filter.**	

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Action	Description
3. Click **Subcontractor Variation** button.	The **Split Subcontractor Variation** form displays. (The term 'split' is included in the form header and simply refers to the Subcontractor Variation being created directly from within the Subcontract).
Next Step – Enter the information the Draft Subcontractor Variation. Refer to topic **2.4 Enter/ Update Details in Draft Subcontractor Variation.**	
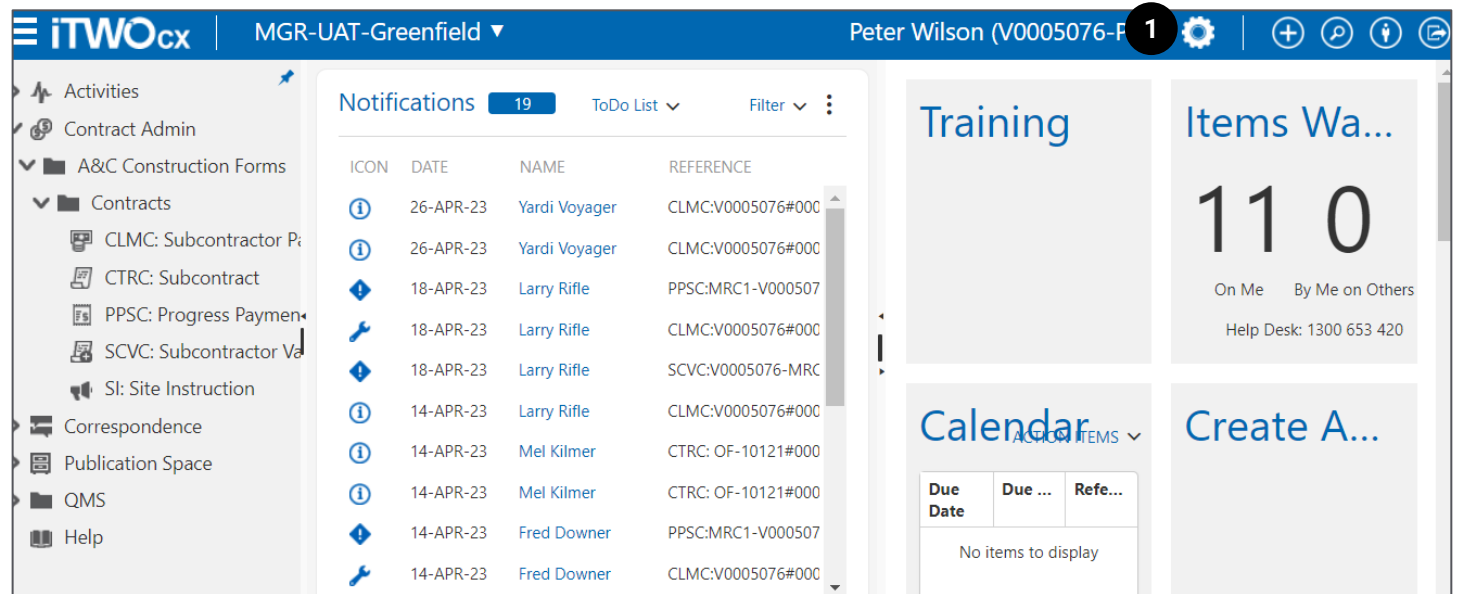
2.3   Import a Subcontractor Variation template

A Subcontractor Variation template is available in iTWOcx. Download the template, complete it offline, save it and re-upload to iTWOcx.

> ℹ️ **When using this method, a Subcontractor Variation is not linked to a Subcontract. This results in blank/empty fields that need to be updated.**

Begin at the iTWOcx Dashboard.

Action	Description
1. Click the **Cog Wheel icon.**	

2. Click **Utilities.**	
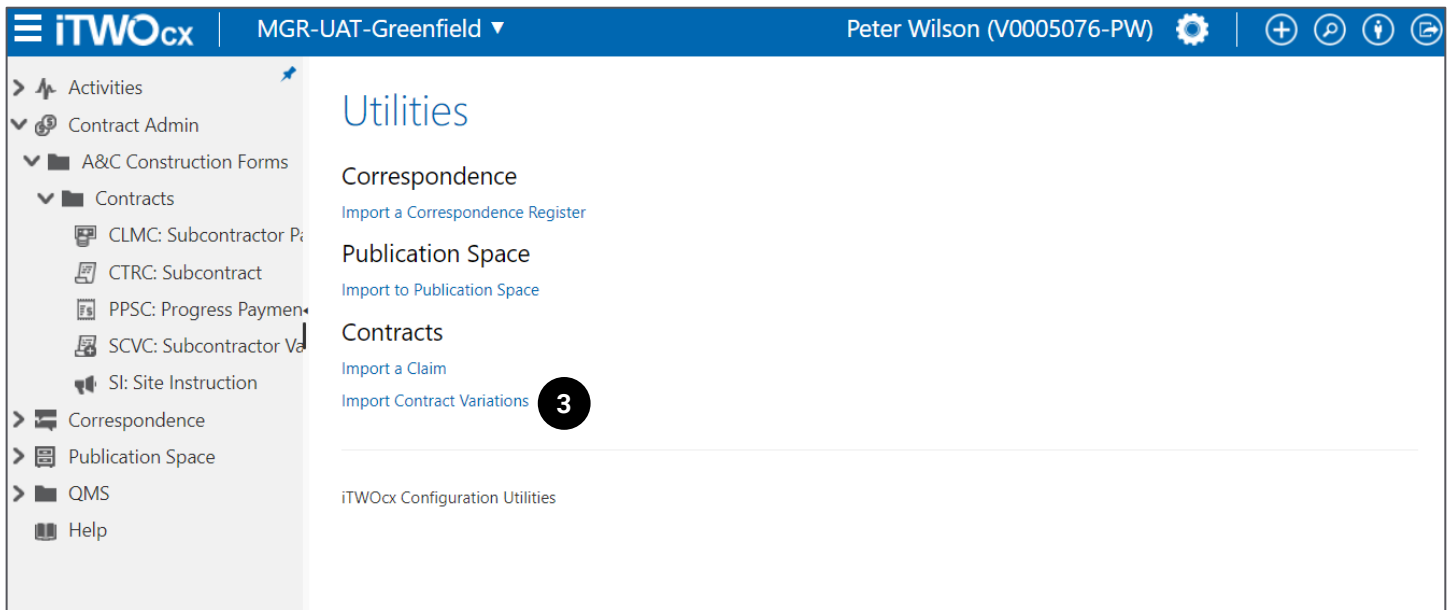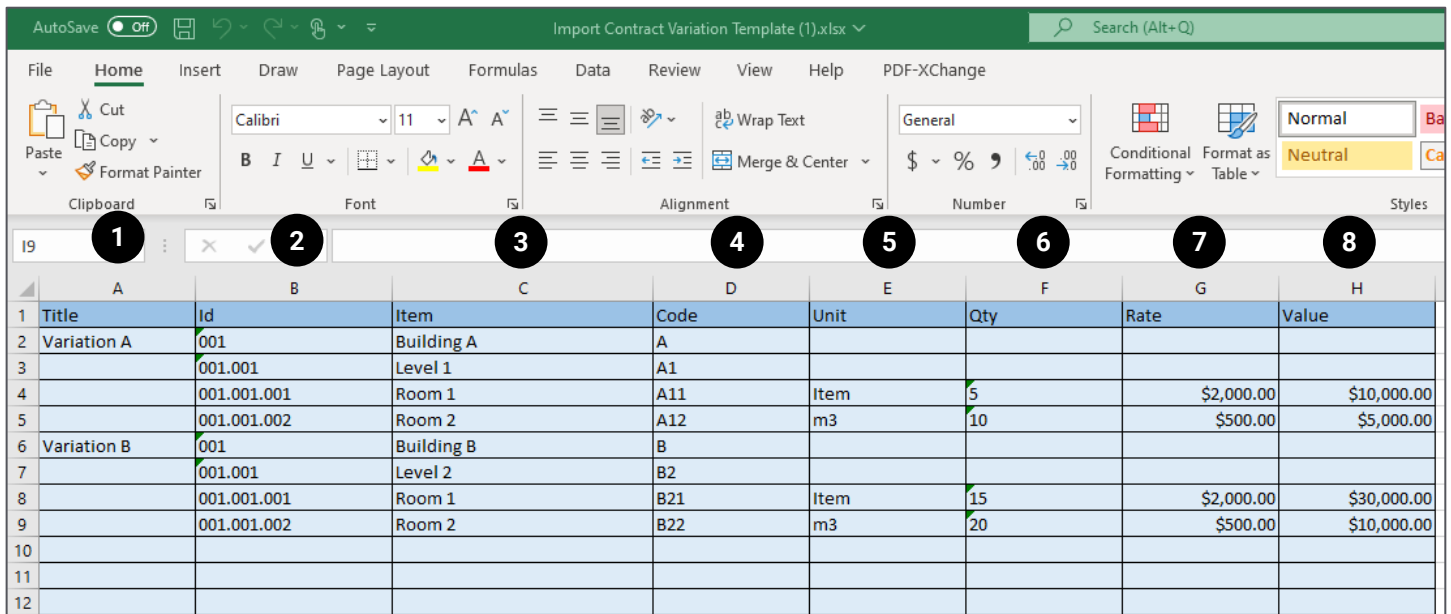
Action	Description

From here, either:
   • the Subcontractor Variation template is downloaded, completed offline and saved or
   • the completed Subcontractor Variation template is uploaded into iTWOcx.	

Action			
3. Click **Import Contract Variation.**	**To**		**Then**
	Download an Excel Template.		**Complete topic 2.3.1 Download Excel Template.**
	Import an Excel Template.		**Complete topic 2.3.2 Import Excel Template.**

2.3.1   Download Excel Template

Start at **Import Contract Variations**.
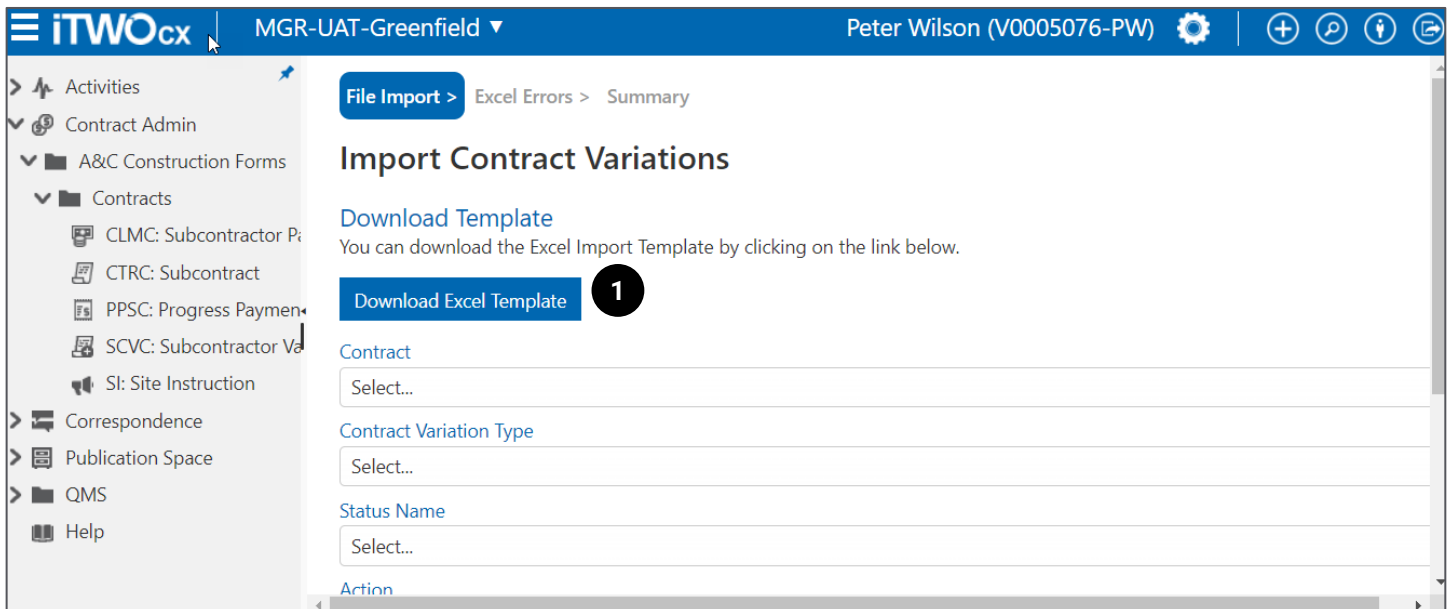
Action	Description
1. Click **Download Excel Template.**	The excel file downloads to the computer 'Download' folder. Open the excel file and complete the details in the Subcontractor Variation offline.

The excel spreadsheet shows the following data with numbered column markers 1-8:

	A	B	C	D	E	F	G	H
1	Title	Id	Item	Code	Unit	Qty	Rate	Value
2	Variation A	001	Building A	A				
3		001.001	Level 1	A1				
4		001.001.001	Room 1	A11	Item	5	$2,000.00	$10,000.00
5		001.001.002	Room 2	A12	m3	10	$500.00	$5,000.00
6	Variation B	001	Building B	B				
7		001.001	Level 2	B2				
8		001.001.001	Room 1	B21	Item	15	$2,000.00	$30,000.00
9		001.001.002	Room 2	B22	m3	20	$500.00	$10,000.00
10								
11								
12								

> ℹ️ The sample data must be deleted before saving this file.

Element	Description
The excel template includes sample information. Columns descriptions are provided below.	
1. **Title.** (Column A)	A title includes a few words that describes the Subcontractor Variation.
2. **Id.** (Column B)	A sequential numbering system that helps build the structure of the Subcontractor Variation in iTWOcx. Review the numbering system in the sample above to learn how header rows and sub header rows are used to create groups. Indent line items by adding another level of numbering. For example, rows 2 and 3 are a headers and sub header rows.
3. **Item.** (Column C)	A brief description of the work to be completed.
4. **Code.** (Column D)	The Vendor's internal code that identifies the work to be completed/ line item. (Optional)
5. **Unit.** (Column E)	Examples include Week(s), hour, day, month, m, m2, m3, annual, Qtr.
6. **Qty.** (Column F)	The number of units.
7. **Rate.** (Column G)	The dollar value per unit.
8. **Value.** (Column H)	Qty * Rate

Title	Id	Item	Code	Unit	Qty	Rate	Value
Additional apartment fitout	001	Building A					
	001.001	Level 1					
	001.001.001	Room 1			5	$2,000.00	$10,000.00
	001.001.002	Room 2			10	$500.00	$5,000.00
	002	Building B					
	002.001	Level 2					
	002.001.001	Room 1			15	$2,000.00	$30,000.00
	002.001.002	Room 2			20	$500.00	$10,000.00
	003	Building A					
	003.001	Level 2					
	003.001.001	Room 1			5	$2,000.00	$10,000.00
	003.001.002	Room 2			10	$500.00	$5,000.00
	004	Building B					
	004.001	Level 1					
	004.001.001	Room 1			15	$2,000.00	$30,000.00
	004.001.002	Room 2			20	$500.00	$10,000.00

Action	Description
Complete the steps below to enter information into the Subcontractor Variation template.	
1. Enter a **Title** in the Title column.	Enter a Title. The title entered here becomes the Title of the Subcontractor Variation. HINT: Adhere to the following criteria: • **Enter the Title on row 2** • **Do not repeat the Title on every row.** • **Do not use more than one Title in column A. (This ensures one Subcontractor Variation form is created for the complete list of line items).** • **The Title cannot exceed 31 characters**
2. Enter **Id**.	Use the numbering convention provided in the template to form the structure of the Subcontractor Variation. Indent line items to create groups by adding another level of numbering.
3. Enter **Item**.	A brief description of the work to be completed.
	'Code' and 'Unit' are not required. Code - the Vendor's internal code that identifies the work to be completed/ line item. Unit - For example, Week(s), hour, day, month, m, m2, m3, annual, QTR.
4. Enter **Qty**.	The number of units. Quantity is only required for the line item. Header and Sub header rows do not require a round-up dollar value.
5. Enter **Rate**.	The dollar value per unit. Rate is only required for the line item. Header and Sub header rows do not require a round-up dollar value.
6. Enter **Value**.	Qty * Rate. Value is only required for the line item. Header and Sub header rows do not require a round-up dollar value.
7. **Save the excel file**.	The file is ready to be uploaded to iTWOcx once saved to the computer.

2.3.2   Understanding How the template translates into iTWOcx

The following sample images provide a pictorial translation of how the information from the excel template translates into iTWOcx.

Element	Description
1. Row 2 Header row (excel).	Row 2 Header row is associated with Id 001 and the Item description is Building A. Notice that Qty, Rate, Value is not entered for the Header row.
2. Row 2 Header row (iTWOcx)	Row 2 Header row is associated with Id 001 and the Item description is Building A. iTWOcx calculates the round-up dollar value for the Header row which includes the total dollar value of row 4 and row 5.
3. Row 3 Sub header row (excel).	Row 3 Sub header row is associated with Id 001.001 and the Item description is Level 1. Notice that Qty, Rate, Value is not entered for the Sub header row.
4. Row 3 Sub header row (iTWOcx).	Row 3 Sub header row is associated with Id 001.001 and is indented to the right. The Item description is Level 1. iTWOcx calculates the round-up dollar value for the Sub header row which includes the total dollar value of Level 1 Room 1 and Room 2.

(Vendor) Manage Mirvac Subcontracts, Variations & Payment Claims in iTWOcx v0.1.docx   MIRVAC GROUP Confidential

Element	Description
5. **Total Subcontractor Variation Value** (iTWOcx).	iTWOcx calculates the **Total Subcontractor Variation Value by adding the round-up figures of the header rows.**

2.3.3 Import Excel Template

While the excel template allows for quick upload of the line items and dollar values, there is some additional information that needs to be completed before issuing the Subcontractor Variation to Mirvac for review and approval. This includes the Variation description and associated Variation documentation. Work through the below steps to import the excel template and search and locate the draft Subcontractor Variation.

Start at **Import Contract Variations**.

Action	Description
1. Select the **Subcontract.**	Click the down arrow to select the Subcontract for which the variation is being created.

Action	Description
2. Select the **Subcontract Variation Type**.	Click the down arrow to select option SCVC – Subcontractor Variation. The Subcontractor username appears in the Action field.
3. Click **Select files.**	Follow the prompts to select the completed Subcontractor Variation template.

Action	Description
4. Click **Next.**	If any error is identified in the upload file, an error message displays on screen.

Action	Description
5. Click Finish.	The Subcontractor Variation is uploaded to iTWOcx in Draft format.

Next Step – The remaining fields in the Draft Subcontractor Variation need to be completed.
Refer to topic **2.5.2 Search for Draft Subcontractor Variation** to locate and open it. Refer to topic **2.4 Enter/ Update Details in Draft Subcontractor Variation.**

Start from the Subcontractor Variation form.

Action	Description
1. Click **Edit.**	The Subcontractor Variation opens in edit mode to allow for updates.

Action	Description
In the top section of the Subcontractor Variation, you may need to add/update the Title. All other information is 'read only'.	
2. Enter/ Update the **Title.**	• If the Subcontractor Variation is created using the import template, then the Title auto-displays based on the title added to column A in the template. No action required. • If the Subcontractor Variation is manually created, then the Title is inherited from the Subcontract and needs to be updated. ⓘ • The Title cannot exceed 31 characters. • The Subcontractor Variation Title appears on the Payment claims.

Read only fields explained:

- **Status -** Will either show the name or role of the Mirvac Approver or the word Draft until such time the form is submitted for approval. No action required.
- **Type -** Displays the Form Code. No action required.
- **Due -** This is auto-calculated 7 days from the date the form is generated.
- **Ref -** Automated unique identifier applied to the form. No action required.

collaborators   ☐Private (••)

action	Peter Wilson (V0005076-PW)

Workflow Applied

info	All ADM staff (ADM)	All DEV staff (DEV)	Data Reporting (API-DR)	Yardi Voyager (API-ASA)	Data & Analytics 3 (API-D3)	Data & Analytics 4 PowerBi (API-DP)
	Mirvac Group (MIRVAC-*)					

Information in the Collaborators section of the Subcontractor Variation is 'read only'. No action is required.

- **Action -** Displays the name /username of the Subcontractor who is creating the Subcontractor Variation.
- **Info –** the names/usernames of people who are notified when the Subcontractor Variation is submitted for approval or the status changes.

CONTRACT

DATE OF AGREEMENT EXECUTION	LEGACY AGREEMENT REFERENCE
TRADE PACKAGE WORKS	PROJECT ADDRESS 123 Red Road, Wynnum, 4178
CONTRACT NUMBER CTRC: AP-10170#0009	

SUBCONTRACTOR / CLAIMANT DETAILS	MIRVAC / RESPONDENT DETAILS
REPRESENTATIVE NAME Peter Wilson	REPRESENTATIVE NAME Jan Stevens
BUSINESS NAME Plumbco Plumbers Pty Ltd	BUSINESS NAME c90055-Mirvac Constructions Pty Ltd

Information presented in the Contract section is 'read only' and is inherited from the linked Subcontract: (Fields that were not originally completed when the Subcontract was created by Mirvac will appear blank).

- **Date of Agreement Execution** – The date the Subcontract was executed.
- **Trade Package Works** – The Trade Package name for example Timber Flooring or Carpentry.
- **Contract Number** – Unique number that identifies the Subcontract that the Subcontractor Variation is linked to. The Contract Number must be added to every Invoice.
- **Legacy Agreement Reference** -
- **Project Address** – This is the Project Site Address. Different addresses will display where the delivery address is different to the site address.
- **Subcontractor/ Claimant Details**:
    - o Representative Name – The Subcontractor Name
    - o Business Name - Subcontractor Business Name
- **Mirvac /Respondent Details**:

VARIATION DETAILS

VARIATION NUMBER   Ref 1234   ③

DESCRIPTION OF VARIATION

B *I* U S̶ | Segoe UI ▾ 9pt ▾ | A ▾ A ▾ | ≡ ≡ ≡ ≡ | ☰ ▾ ☰ ▾ | Ω | ⊞ ▾

Description goes here   ④

Action	Description
In the Variation Details, add the Variation Number and a Description.	
3. Update the **Variation Number.**	Enter unique Subcontractor variation number.
4. Enter a **Variation Description** to explain the variation.	Provide as much detail as possible that describes the Subcontractor Variation.

VARIATION DOCUMENTATION

⑥ DESCRIPTION	⑦ TYPE	ATTACHMENT	⑧	UPLOADED BY
Document	▾		...	V0003213-USER

Document / Drawings
Day works Docket
Measure / Calculation
Mirvac Direction
Other
Scope of Works

Insert Before   Delete   Insert After   Move Up   Move Down   Add Row ⑤

ⓘ **Various file types can be uploaded including MS Excel Spreadsheets.**

Action	Description
In the Variation Documentation section, upload supporting documents that relate to the Subcontractor Variation.	
5. Click **Add Row.**	A blank row appears. The unique vendor number appears in the UPLOADED BY column.
6. Enter a **Description.**	Provide a couple of words that summarise the document.
7. From the drop-down arrow select a **Document Type**.	

Action	Description
8. Click the **ellipses** to upload a copy of the document.	
9. **(Optional) Repeat steps 5-8** to add additional documents.	
10. **(Optional) Manage rows** in the table.	Rows can be moved up or down, inserted before or after or deleted. Use the instructions below to help navigate these options. Insert Before (a) Delete (b) Insert After (c) Move Up (d) Move Down (e) Add Row (f)

Action	Description
For the following actions start by selecting (click on it) a row.	
a. Click **Insert Before.**	To add a row before the selected row.
b. Click **Delete.**	To remove the selected row.
c. Click **Insert After.**	To add a row after the selected row.
d. Click **Move Up.**	To move the selected row up.
e. Click **Move Down.**	To move the selected row down.
f. Click **Add Row.**	To add a row.

By selecting this check box, I allow this variation to appear on a Claim document.
This will allow claims to be made against this variation prior to final approval of the variation value.

ITEM +-	DESCRIPTION	CODE	UNIT	QTY	RATE	AMOUNT
001				1	$0.00	$0.00
TOTAL SUBCONTRACTOR VARIATION VALUE						$0.00

Delete   Insert Row **11**

< >

Action	Description
It is in the final section of the Subcontractor Variation form that the list of variations is entered. • If the Subcontractor Variation is created via an import file, then the line items appear in the list. No action is required. • If the Subcontractor Variation is manually created, then complete steps below.	
11. Click **Insert Row.**	A blank row appears. And Item Id is automatically generated.

By selecting this check box, I allow this variation to appear on a Claim document.
This will allow claims to be made against this variation prior to final approval of the variation value.

ITEM +-	DESCRIPTION	CODE	UNIT	QTY	RATE	AMOUNT
001	**12**			1	$0.00	$0.00
002				1	$0.00	$0.00
TOTAL SUBCONTRACTOR VARIATION VALUE						$0.00

Delete   Insert Row

< >

Action	Description
12. Click the **blank row to begin entering information**.	Empty fields display underneath the blank row.
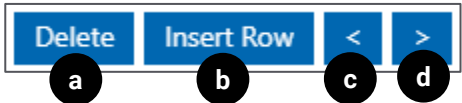
ITEM ⊞⊟	DESCRIPTION		CODE	UNIT	QTY	RATE	AMOUNT
001	Ramp Front Building						$44,650.00
	001.001	Steel		m2	400	$50.00	$20,000.00
	001.002	Concrete		m3	300	$80.00	$24,000.00
	001.003	Labour		hr	3	$150.00	$450.00
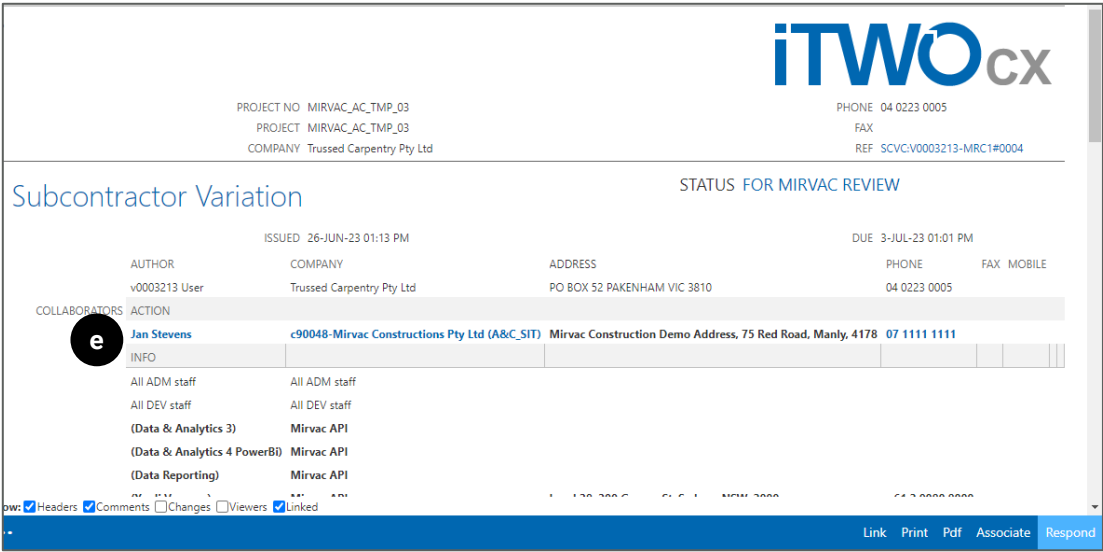
ITEM ID	DESCRIPTION	CODE	UNIT	QTY	RATE
001.003	Labour ⑬ ▼	⑭	hr ⑮	3 ⑯	150 ⑰
				Delete	Insert Row < > ㉑

| | 001.004 | Traffic Control | 1234 | Per Hour | 2 | $100.00 | $200.00 |
| TOTAL SUBCONTRACTOR VARIATION VALUE | | | | | | | $44,650.00 |

Associate   Check Names   QuickText   Save as Draft   FOR MIRVAC REVIEW

Action	Description
13. Enter a **Description.**	(Mandatory) A brief description of the line item.
14. Enter the **Code.**	(Optional) This field can remain blank or enter the Vendor specific code that relates to this line item.
15. Enter the **Unit.**	(Optional) For example, Week(s), hour, day, month, m, m2, m3, annual, QTR.
16. Enter the **QTY.**	(Mandatory)
17. Enter the **Rate.**	(Mandatory)
18. Repeat steps 11-17 for additional line items.	(Optional)
19. **(Optional) Manage rows** in the table.	Rows can be: • Deleted • Indented to the right (automatically creates the row above as the header row) • Indented to the left (automatically removes the row above as the header). Use the instructions below to help navigate these options. | Action	Description
For the following actions start by selecting (click on it) a row. Delete ⓐ Insert Row ⓑ < ⓒ > ⓓ	
a. Click **Delete.**	To remove the selected row.
b. Click Insert Row	To add another row.
c. Click **right arrow button**	To move row to the right (creates a sub group)
d. Click **left arrow button**	To move row to the left (removes sub group)	

Associate   Check Names   Quick[...]   Save as Draft   **FOR MIRVAC REVIEW**

Action	Description
20. (Optional) Click **Associate.**	A Subcontractor can associate other sections within the project to the Subcontractor Variation, for example a document from publication space or a site instruction from Correspondence. Refer to **Correspondence User Guide** for step-by-step instructions on how to associate documents. ⚠️ **if a Site Instruction is provided by Mirvac, then use the Associate button to link the Site Instruction to the Subcontractor Variation.**
21. (Optional) Click **Save as Draft.**	Use this button to save the Subcontractor Variation. This button ensures that it is not submitted to Mirvac for review, while simultaneously saving the information.
22. Click **For Mirvac Review**.	When the Subcontractor Variation form is completed, it should be submitted to Mirvac for review and approval. Both the Mirvac Package Manager and the Subcontractor receive a notification that the Subcontractor Variation has been submitted for review. The Mirvac Package Manager's name appears in the Action field (e).

2.5   Search for Subcontractor Variation

The Subcontractor Variation status determines where in iTWOcx it is housed and the approach to locating it.
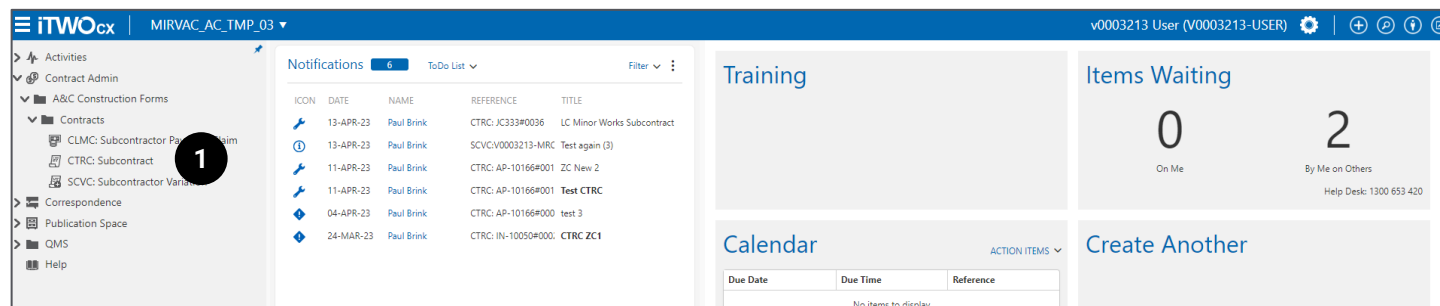
Status	Definition
Approved	Mirvac has approved the Subcontractor Variation and Payment Claims can be issued against it.
Pending Approval	The Subcontractor Variation requires Mirvac approval.
For Mirvac Review	This status applies when a Vendor/ Subcontractor issues the Subcontractor Variation to Mirvac.
Rejected	The Subcontractor Variation is rejected by Mirvac. A Rejected Subcontractor Variation cannot be updated. A new Subcontractor Variation should be created in its place (if required) including the details agreed with the Mirvac contact person.
Back to Author	**Subcontractor Variation** is returned to the Subcontractor by Mirvac for further updates or clarification.

To search for a Subcontractor Variation:	Refer to:
That is with you for action mor a Draft.	**Topic 2.5.1 Search for a Subcontractor Variation (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author).** **Topic 2.5.2 Search for Draft Subcontractor Variation**.
That is with Mirvac to action or approved.	**Topic 2.5.1 Search for a Subcontractor Variation (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author).**

2.5.1   Search for a Subcontractor Variation (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author).

A Subcontractor Variation with any of the following statuses is located in the Subcontractor Variations register: Approved, Pending Approval, Mirvac Review, Rejected, Back to Author.

Begin at the iTWOcx Dashboard.

Action	Description
1. Click **Contract Admin -> A&C Construction Forms -> SCVC Subcontractor Variation.**	The Subcontractor Variation Register displays.

Action	Description
2. Click **the Subcontractor Variation Reference link.**	**If the subcontractor Variation is not displayed in the list, it could be because there are too many in the list. Use hints below to simplify the list.**
	Hint 1: Look through each page
	The Subcontractor Variation may appear on page 2, 3 or beyond.

	a. Use the forward or backward arrows (bottom left of screen) to move between pages.	Forward arrow (right) displays the next pgae. Backward arrow (left) moves back a page.

	Hint 2: Add Title column
	The Title of a Subcontractor Variation may provide help when searching.

	a. Use the 3-line icon (top right of screen) to add the Title column to this register.	
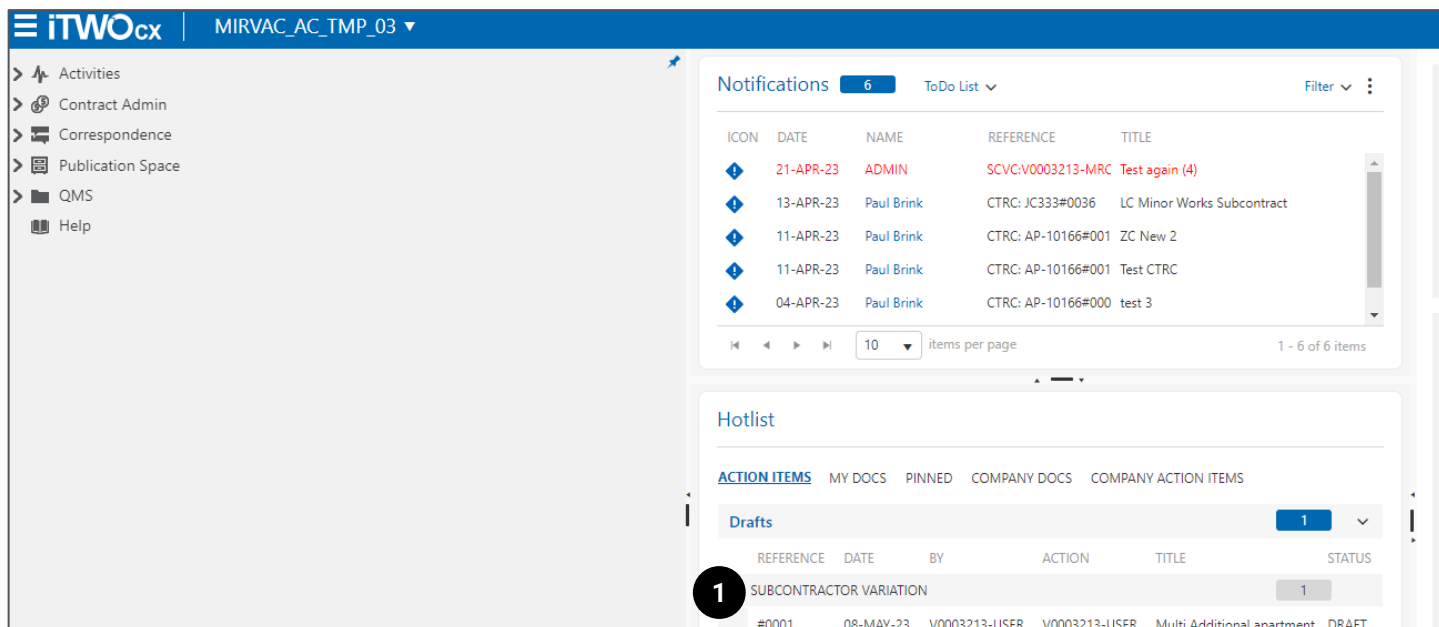
Action	Description
	b. **Scroll** through the alphabetical list to locate 'Title'.	
	c. Select the **Title checkbox.**	A tick appears.
	d. Click **Done**.	The Register updates and displays the Subcontractor Variation Title.

Hint 3: Use the funnel icon to filter the Subcontractor Variations

It's a good idea to use the funnel icon to filter the Subcontracts. Filtering, reduces the number of subcontracts in the list, making it easier to locate the subcontract.

	a. Having decided on the column, **click the funnel** icon.	The filtering criteria displays.

	b. **Follow the prompts** presented.	
	c. Click **Filter.**	The list of Subcontractor Variations is filtered and shows only those matching the criteria entered.
	d. Click the **Subcontractor Variation reference number** to view it.	The **Subcontractor Variation displays in 'read only' mode.**

2.5.2 Search for Draft Subcontractor Variation

When a Subcontractor Variation template is uploaded into iTWOcx, or a Subcontractor Variation is Saved as a Draft, it is available in the Hotlist.

A Subcontractor Variation returned to the Subcontractor for updates with a status of 'Back to Author' is also available in the Hotlist.

Start at the **iTWOcx Activities Dashboard**.

Action	Description	
1. Search for the **Subcontractor Variation in the Hotlist.**		
	If Status is	**Then**
	Draft	Click Hotlist -> Action Items -> Drafts -> Subcontractor Variation -> Select the Subcontractor Variation.
	Back to Author	Click Hotlist -> Action Items -> Subcontractor Variation -> Select the Subcontractor Variation.

2.6 Manage Subcontractor Variation – Back to Author

A Subcontractor Variation may be returned for further clarification, additional attachments and/or an update to the value of a line item(s). The quickest way to locate it, is via the Hotlist. **Refer to topic 2.5.2 Search for Draft Subcontractor Variation.**

The instructions below provide guidance on how to manage a Subcontractor Variation that has been returned for further updates.

Start at the Subcontractor Variation.

> **ⓘ Accept Assessment button**
>
> If Mirvac has updated the value of one or more-line items, a button titled (a) 'Accept Assessment' appears in the form footer.

Action	Description
1. Review **updates to the Line items.**	Mirvac can update the Assessed QTY and the Assessed Rate.
2. Read the **Comment provided by Mirvac.**	A comment may be included to explain why the Subcontractor Variation is returned. (Comments are located at the end of the form)
3. Enter a **comment**. (Optional)	Ensure **to add a comment** if Mirvac has requested further clarification. The comment should be **flagged (a) 'Public'**.
4. Click **Accept Assessment.**	**When updates are made.**

Continued for step 4:

When updates are made.

A pop-up window displays:
- A summary of the total value updates.
- The Assessed Difference which is the calculation between the Subcontractor's original Submission and Mirvac's assessment.

Accept Assessment

Reference   SCVC:V0003213-MRC1#0001

Title   Test DA123

Variation Total $13,646.00

Assessed Value $12,566.00

Assessed Difference   -$1,080.00

Would you like to accept the assessed value of **$12,566.00** for this variation?   **4a**

Cancel   Accept Assessment

Action	Description
a. **Click Accept Assessment.**	**The Subcontractor Variation is returned to Mirvac for final approval.**

OR

Action	Description
5. Click **Respond. (Optional)**	When further updates are required. Continue working through the step-by-step instructions below.

Action		
	Action	**Description**
6. Update Documents **if Mirvac requested**.	a. Click Add Row.	
	b. Enter a Description.	Provide a short description.
	c. Select a Type.	Make a selection from the drop-down list.
	d. Click the ellipses to upload a document.	Follow the prompts.
	Action	**Description**
7. Update Budget Line items **if Mirvac requested.**	a. Click blue line to display editable fields.	Fields can be edited.
	b. Update Description, Unit, QTY or Rate.	
	c. Use buttons Delete, Insert Row, <, > to manage rows.	
8. Enter a **Comment.**	Make comments visible to Mirvac by selecting the 'Public' option.	

Action	Description	
9. **Action the Subcontractor Variation form**.	Select the appropriate button to either save, withdraw or send to Mirvac for approval.	
	Click	**When**
	a. **For Mirvac Review**	All updates requested of Mirvac have been made.
	b. **Withdraw**	If the Subcontractor Variation no longer serves its purpose.
	c. **Save**	To continue the review at a later date.

3 Subcontractor Payment Claim

3.1 Create the Subcontractor Payment Claim
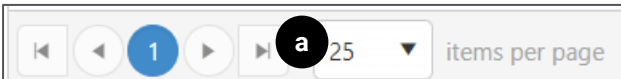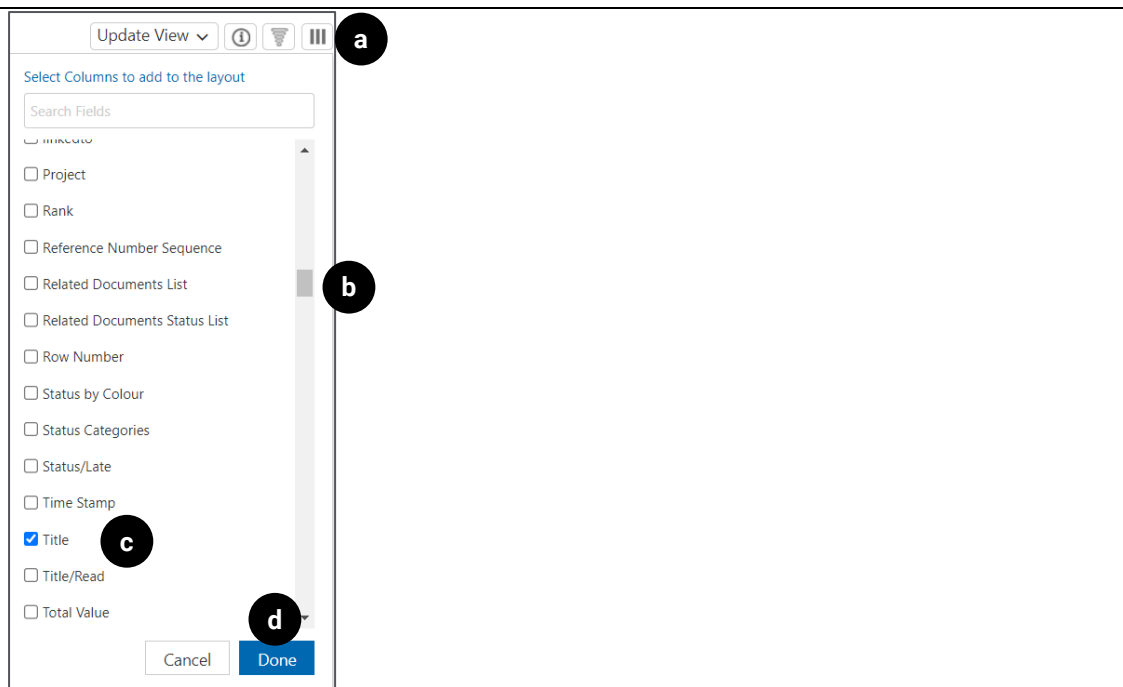
> When manually creating the Payment Claim, it inherits numerous information from the Subcontract. Generally, this information cannot be updated and is in read-only format.
>
> **The instructions below focus only on the information that needs to be updated and added to the Payment Claim.**

Start at the iTWOcx Activities Dashboard.
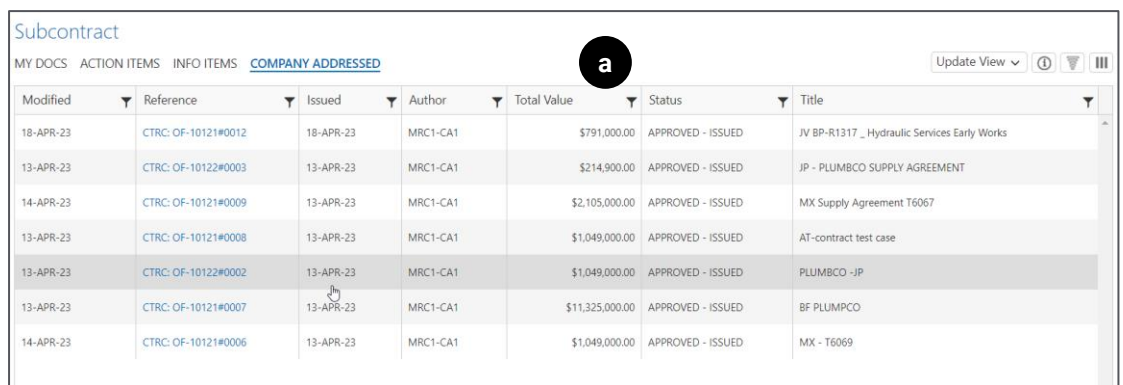
Action	Description
1. Click **Contract Admin -> A&C Construction Forms -> CTRC Subcontract.**	The Subcontract Register displays.
2. Click **the Subcontract Reference link.**	When the Subcontract Reference link is selected, the Subcontract displays.
	If the subcontract is not displayed in the list of subcontracts, it could be because there are too many in the list. The list can be minimised by using any or all the hints below.
	Hint 1: If the Subcontract is not displayed it may appear on page 2, 3 or beyond. Use the (a) forward or backward arrows (bottom left of screen) to move between pages.
	Hint 2: If the Subcontract is not displayed use the (a) 3-line icon (top right of screen) to add the Title column to this register. The Title of a Subcontract may provide help when searching for a Subcontract.

a.	Click the **3-line icon.**	The list of already selected columns and those available display.
b.	**Scroll** through the alphabetical list to locate 'Title'.	
c.	Select the **Title checkbox.**	A tick appears.
d.	Click **Done**.	The Register updates and displays the Subcontract Title.

HINT 3: If the Subcontract is not displayed, it's a good idea to use the funnel icon to filter the Subcontracts. Filtering, reduces the number of subcontracts in the list, making it easier to locate the subcontract.

a.	Having decided on the column, **click the funnel** icon.	The filtering criteria displays.

Action	Description
b. **Follow the prompts** presented.	
c. Click **Filter.**	

Action	Description
3. Click **Subcontractor Payment Claim** button.	The **Split Subcontractor Payment Claim** form displays. (The term 'split' is included in the form header and simply refers to the Subcontractor Payment Claim being created directly from within the Subcontract).
Next Step – Enter the information the **Subcontractor Payment Claim**. Refer to **topic 3.2 Enter/ Update Details in Draft Payment Claim.**	

3.2 Enter/ Update Details in Subcontractor Payment Claim

Guidance is provided below for information that needs to be added to the Subcontractor Payment Claim. The 'read only' fields are also described.
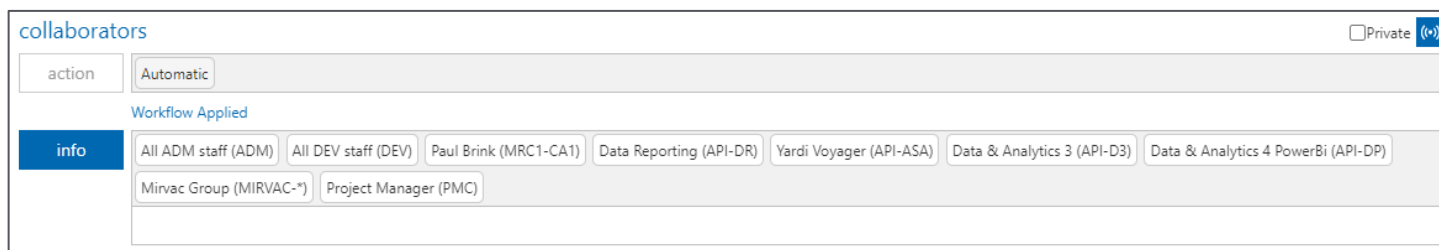
Action	Description
In the **top section** of the Subcontractor Payment Claim, the Title may need to be added/updated. All other information is 'read only'.	
1. Update the **Title.**	• The Title is inherited from the Subcontract, and it should be updated. ⓘ • The Title cannot exceed 31 characters. ⓘ • The **Title must include** the Project Name, Claim Number and Month of works complete. For example, Waverley Bowling Club - Payment Claim 1 – June2023.

ⓘ **Read only fields explained:**

- **Status -** Will either show the name or role of the Mirvac Approver or the word Draft until such time the form is submitted for approval. No action required.
- **Type -** Displays the Form Code. No action required.
- **Due -** This is auto-calculated 7 days from the date the form is generated.
- **Ref -** Automated unique identifier applied to the form. No action required.

ⓘ Information in the **Collaborators section** of the Subcontractor Payment Claim is 'read only'. No action is required.

- **Action -** Displays the name /username of the Subcontractor who is creating the Subcontractor Payment Claim. The word 'Automatic' may also appear. No action required.
- **Info –** the names/usernames of people who are notified when the Subcontractor Payment Claim is submitted for approval or the status changes.

LC Minor Works Subcontract

ADMINISTRATION

APPROVAL DATE	
FINAL APPROVER	
PACKAGE MANAGER	Jan Stevens
CONTRACTS ADMINISTRATOR	Paul Brink
JOB CODE	JC333: JC333

Information in the **Administration section** is 'read only' and is inherited from the linked Subcontract: (Fields that were not originally completed when the Subcontract was created by Mirvac will appear blank).

- **Subcontract Title and link** – Appears just above the Administration header.
- **Approval Date** – The date that Mirvac approves the Payment Claim. Will remain blank until such time the Payment Claim is approved.
- **Final Approver** – The name of the Mirvac representative that approves the Payment Claim.
- **Package Manager** – The key Mirvac contact person for this Payment Claim.
- **Contracts Administrator** - The key Mirvac contact person managing the Subcontract.

CLAIM DETAILS

PROJECT	MIRVAC_AC_TMP_03		PROJECT ADDRESS	123 RED ROAD, WYNNUM,
CONTRACT NUMBER	CTRC: AP-10170#0009		SUBCONTRACT WORKS	
			CLAIM PERIOD	**FROM** **TO**
RELEASE RETENTION TYPE	Not Applicable		RCTI APPLICABLE	Yes

CLAIMANT'S DETAILS		RESPONDENT'S DETAILS	
REPRESENTATIVE NAME	Peter Wilson	REPRESENTATIVE NAME	Jan Stevens
BUSINESS NAME	Plumbco Plumbers Pty Ltd	BUSINESS NAME	c90055-Mirvac Constructions Pty Ltd
ABN	91097699226	ABN	1341343141345
ACN		ACN	41343141345
ADDRESS	4 9 ROCKLEA DRIVE PORT MELBOURNE VIC 3207	ADDRESS	Mirvac Construction Demo Address, 75 Red Road, Manly, 4178
EMAIL	peterplumber23@mailinator.com	EMAIL	mrc_se_pe1@mailinator.com
PHONE		PHONE	07 1111 1111

Information in the **Claim Details section** is 'read only' and is inherited from the linked Subcontract: (Fields that were not originally completed when the Subcontract was created by Mirvac will appear blank).

- **Project -** A unique code assigned to the project.
- **Contract Number** - Unique code applied to the Subcontract by Mirvac.
- **Release Retention Type** – Will remain blank until retention is claimable.
- **Project Address** - This is the Project Site Address. Different addresses will display where the delivery address is different to the site address.
- **Subcontract Works –** The Trade Package name for example Timber Flooring or Carpentry.
- **Claim Period** – The month that works were completed.
- **RCTI Applicable** - **Yes will display on the Subcontract i**f there is an agreement for Mirvac to generate Recipient Created Tax Invoice otherwise, **No** is displayed.
- **Claimant Details** – The Subcontractor name, contact number and business details.
- **Respondent Details** – Mirvac key contact name, email, and number.

COMPLIANCES & ATTACHMENTS

INSURANCES

INSURANCE TYPE	INSURANCE EXPIRY DATE
Contract Works Insurance	11/04/2024

Information in the **Compliance & Attachments section** is 'read only' and is inherited from the linked Subcontract. (This table will be blank if attachments were not uploaded to the Subcontract originally created by Mirvac).

- Any attachments can be downloaded and reviewed by opening the Subcontract.

COMPLIANCES

STATUTORY DECLARATION	2	SUPERANNUATION	5
SUBCONTRACTOR STATEMENT	3	LONG SERVICES LEAVE	6
DESIGN STATEMENT	4	REDUNDANCY	7

Action	Description
In the **Compliances section** upload relevant documents to support the Payment Claim.	
2. Upload the **Statutory Declaration**.	Click the ellipses and follow the prompts. (Mandatory)
3. Upload the **Subcontractor Statement**.	Click the ellipses and follow the prompts. (Mandatory)
4. Upload the **Design Statement.**	Click the ellipses and follow the prompts. (Mandatory)
5. Upload the **Superannuation documentation**.	Click the ellipses and follow the prompts. (Mandatory)
6. Upload the **Long Service Leave document.**	Click the ellipses and follow the prompts. (Mandatory)
7. Upload the **Redundance Document.**	Click the ellipses and follow the prompts. (Mandatory)

(Vendor) Manage Mirvac Subcontracts, Variations & Payment Claims in iTWOcx v0.1.docx

Action	Description
In the **Relevant to Claim** section enter the details of the Payment Claim and upload supporting documents.	
8. Click **Add Row.**	A blank row of spaces appears where claim details are entered. The username of the Subcontractor displays in the 'Uploaded By' field. (Optional)
9. Enter a **Claim Item Number**.	This is a vendor Claim Item number. (Optional)
10. Enter a **Description.**	Use a few words to describe the claim. (Optional)
11. Upload the **Supporting documentation in the Attachment File filed**.	Click the ellipses and follow the prompts to upload the supporting document for the claim. (Optional)
12. Repeat steps 8-11 for additional rows. (Optional)	

Invoice Number, Invoice Link and Invoice Date will remain blank and are for Mirvac Accounting Purposes only.

Information is populated in these three fields only after the payable (IR) created for the Payment Claim is posted in Yardi (Mirvac system).

COMMENTS

This is a payment claim made under the ⓪ Building Industry Fairness (Security of Payment) Act 2017 (QLD) **(13)**

CLAIMANT'S COMMENTS

(14)

RESPONDENT'S COMMENTS **(15)**

Action	Description
In the **Comments section** enter additional comments that Mirvac will review.	
13. Review the **Security of Payment Act**.	The State-based Security of Payment Act is referenced in the Payment Claim. This information is in 'read-only' format. No action required.
14. **Enter Claimant's Comments.**	Enter any feedback or further explanation here for the Mirvac Package Manager to review. (Optional)
15. **Review Respondents Comments.**	If the Payment Claim is returned for changes, instructions provided by the Mirvac Package Manager will appear here. (Optional)

ITEM NO	DESCRIPTION	CODE	UNIT	TYPE	QTY	RATE	AMOUNT APPROVED	% COMPLETED	VALUE COMPLETED	PREVIOUS CERTIFIED	THIS CLAIM
001	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230] **(16)**			LS	1	$10,000.00	$10,000.00	10.00%	$1,000.00	$0.00	$1,000.00
					QTY	RATE		% COMPLETED	VALUE COMPLETED		
					1	10000		10 **(17)**	1,000.00		
002	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	25	$1,000.00	$25,000.00	50.00%	$12,500.00	$0.00	$12,500.00
003	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$2,000.00	$10,000.00	0.00%	$0.00	$0.00	$0.00
004	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$3,000.00	$15,000.00	0.00%	$0.00	$0.00	$0.00
005	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	4	$4,000.00	$16,000.00	0.00%	$0.00	$0.00	$0.00
006	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$500.00	$2,500.00	0.00%	$0.00	$0.00	$0.00
007	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	30	$50.00	$1,500.00	0.00%	$0.00	$0.00	$0.00
	Total Subcontractor Variation						$3,333.00	0.00%	$0.00	$0.00	$0.00
	SCVC:V0003213-MRC1#0004: Subcontractor Variation 1 Minor Works Subcontract	APPROVED					$3,333.00	0.00%	$0.00	$0.00	$0.00
001	Change to Doors	14-110-230	ph	LS	1	$3,333.00	$3,333.00	0.00%	$0.00	$0.00	$0.00
002				LS	1	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00
	Less Retention - 10% of Claim (Capped at 5% of Adjusted Contract Sum)									$0.00	-$1,350.00
										NET CLAIM AMOUNT	$12,150.00

Action	Description
The final section of the Payment Claim is where the claim description and values are entered. The contract item numbers and descriptions are displayed as per the contract along with the quantity and amount (rate).	
16. **Click on the line item** for which the claim is intended.	A new line appears with QTY, RATE, % COMPLETED and VALUE COMPLETED.

Action	Description
17. Enter the percentage **(%) completed.**	The percentage entered here should reflect the percentage of work that has been completed. As soon as the **% Completed** is entered, the **Value Completed auto-calculates**.
	It's important to note that the if cash retention is the agreed security, the (a)Net Claim Amount is displayed as the last line item on the Payment Claim. In the example, 10% retention is calculated, shown in red text, and subtracted from the overall Claim amount to produce the Net value.
18. (Optional) Repeat steps 16-17 for additional claim items.	When all claim items have been added, the Payment Claim is sent to Mirvac for review and approval.

ITEM NO		DESCRIPTION	CODE	UNIT	TYPE	QTY	RATE	AMOUNT APPROVED	% COMPLETED	VALUE COMPLETED	PREVIOUS CERTIFIED	THIS CLAIM
	001	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	1	$10,000.00	$10,000.00	10.00%	$1,000.00	$0.00	$1,000.00
						QTY		RATE	% COMPLETED	VALUE COMPLETED		
						1		10000	10	1,000.00		
	002	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	25	$1,000.00	$25,000.00	50.00%	$12,500.00	$0.00	$12,500.00
	003	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$2,000.00	$10,000.00	0.00%	$0.00	$0.00	$0.00
	004	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$3,000.00	$15,000.00	0.00%	$0.00	$0.00	$0.00
	005	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	4	$4,000.00	$16,000.00	0.00%	$0.00	$0.00	$0.00
	006	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$500.00	$2,500.00	0.00%	$0.00	$0.00	$0.00
	007	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	30	$50.00	$1,500.00	0.00%	$0.00	$0.00	$0.00
		Total Subcontractor Variation						$3,333.00	0.00%	$0.00	$0.00	$0.00
		SCVC:V0003213-MRC1#0004: Subcontractor Variation 1 Minor Works Subcontract	APPROVED					$3,333.00	0.00%	$0.00	$0.00	$0.00
	001	Change to Doors	14-110-230	ph	LS	1	$3,333.00	$3,333.00	0.00%	$0.00	$0.00	$0.00
	002				LS	1	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00
		Less Retention - 10% of Claim (Capped at 5% of Adjusted Contract Sum)									$0.00	-$1,350.00

Associate   Check Names   QuickText   Save as Draft   FOR MIRVAC REVIEW

Action	Description
19. (Optional) Click **Associate** to link a supporting document.	Refer to the Pre-requisite reading at the top of this User Guide. The **Correspondence User Guide provides step by step instructions.**
20. (Optional) Click **Save as Draft.**	The Payment Claim can be saved as a draft and returned to later for completion. To return to a Draft Payment Claim refer to topic
21. Click **For Mirvac Review.**	When all the details are finalised in the Payment Claim, it is sent to the Mirvac Package Manager for review. The Subcontractor Payment Claim status updates to 'For Mirvac Review'. Additionally, the information entered in the Subcontractor Payment Claim appears in the Claim Summary table. The original Subcontract Value, the Payment Claim Value, the Cash Retention held, Gross and Net totals are displayed in this summary table.

Action	Description
	It's important to note that the 'Cash Retention Withheld' value is deducted from the Claim value to produce the 'Amount Ex GST'. GST is then calculated, added to the 'Amount Ex GST' top produce the 'Amount Incl GST which is the figure paid to the Subcontractor. **CLAIM SUMMARY** The Payment Summary displays what is approved and provides details of amounts that have been scheduled and the amount for payment.

Claim Summary table:

CLAIM SUMMARY	SUBCONTRACT VALUE	SUBCONTRACTOR CLAIMED	SCHEDULED AMOUNT	PREVIOUSLY CERTIFIED	SCHEDULED AMOUNT FOR PAYMENT
ORIGINAL SUBCONTRACT	$80,000.00	$13,500.00	$13,500.00	$0.00	$13,500.00
APPROVED VARIATIONS	$0.00	$0.00	$0.00	$0.00	$0.00
ADJUSTED SUBCONTRACTED VALUE	$80,000.00	$13,500.00	$13,500.00	$0.00	$13,500.00
UNAPPROVED VARIATIONS	$3,333.00	$0.00	$0.00	$0.00	$0.00
ADJUSTED SUBCONTRACT & UNAPPROVED VARIATIONS					
CASH RETENTION WITHHELD		$1,350.00	$1,350.00	$0.00	$1,350.00
BANK GUARANTEES WITHHELD		$0.00			
AMOUNT EX GST		$12,150.00	$12,150.00	$0.00	$12,150.00
GST		$1,215.00	$1,215.00	$0.00	$1,215.00
AMOUNT INCL GST		$13,365.00	$13,365.00	$0.00	$13,365.00

3.3   Search for a Subcontractor Payment Claim

The Payment Claim Status determines where in iTWOcx the Payment Claim is housed and the approach to locating it.

Status	Definition
Approved	Mirvac has approved the **Payment Claim**.
Pending Approval	The **Payment Claim** requires Mirvac approval.
For Mirvac Review	As soon as the Subcontractor issues the **Payment Claim** to the Mirvac Package Manager, it adopts this status.
Rejected	The **Payment Claim** is Rejected and null and void. A new Payment Claim is required to be created. Rarely used.
Back to Author	**The Payment Claim** is returned to the Subcontractor by Mirvac for further updates or clarification.

To search for a Payment Claim:	Refer to:
That is with you for action.	**Topic 3.3.1 Search for a Subcontractor Payment Claim (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author).** **Topic 3.3.2 Search for Draft Subcontractor Payment Claim.**
That is with Mirvac to action or approved.	**3.3.1 Search for a Subcontractor Payment Claim (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author).**

3.3.1 Search for a Subcontractor Payment Claim (Approved, Pending Approval, Mirvac Review, Rejected, Back to Author)
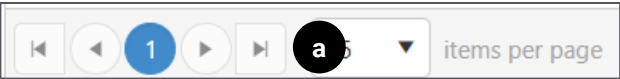
When a Payment Claim is approved, with Mirvac for review & approval, has been rejected or has been returned to the Subcontractor for further updates, it is located via the Payment Claim Register.

Begin at the iTWOcx Dashboard.
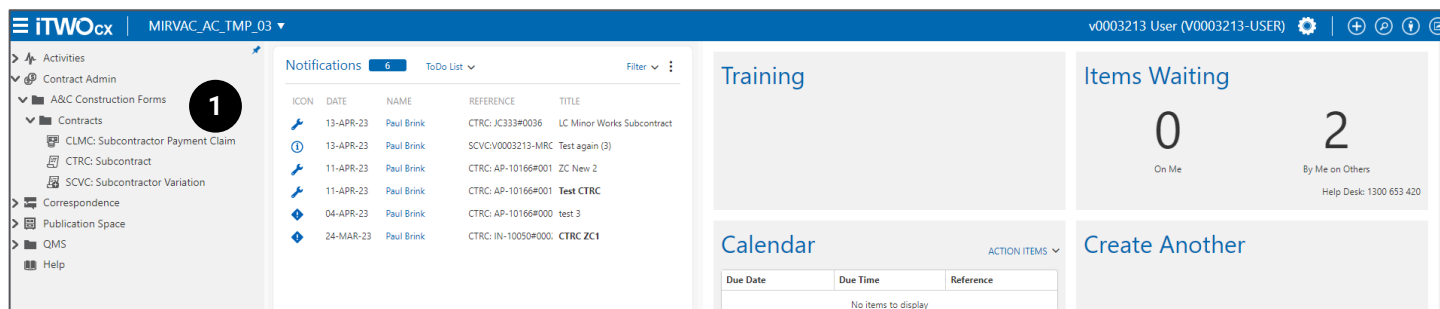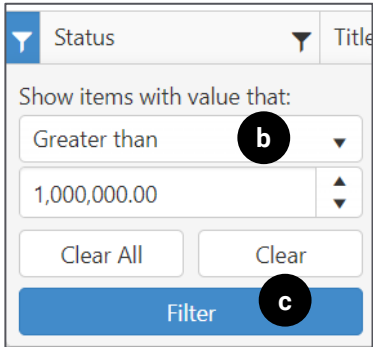
Action	Description
1. Click **Contract Admin -> A&C Construction Forms -> CLMC Subcontractor Payment Claim.**	The Subcontractor **Payment Claim** Register displays.

Action	Description
2. Click **the Subcontractor Payment Claim Reference link.**	**If the Subcontractor Payment Claim is not displayed in the list, it could be because there are too many in the list. Use hints below to simplify the list.**
	Hint 1: Look through each page
	The **Subcontractor Payment Claim** may appear on page 2, 3 or beyond.
	a. Use the forward or backward arrows (bottom left of screen) to move between pages.
	Forward arrow (right) displays the next pgae. Backward arrow (left) moves back a page.
	Hint 2: Add Title column
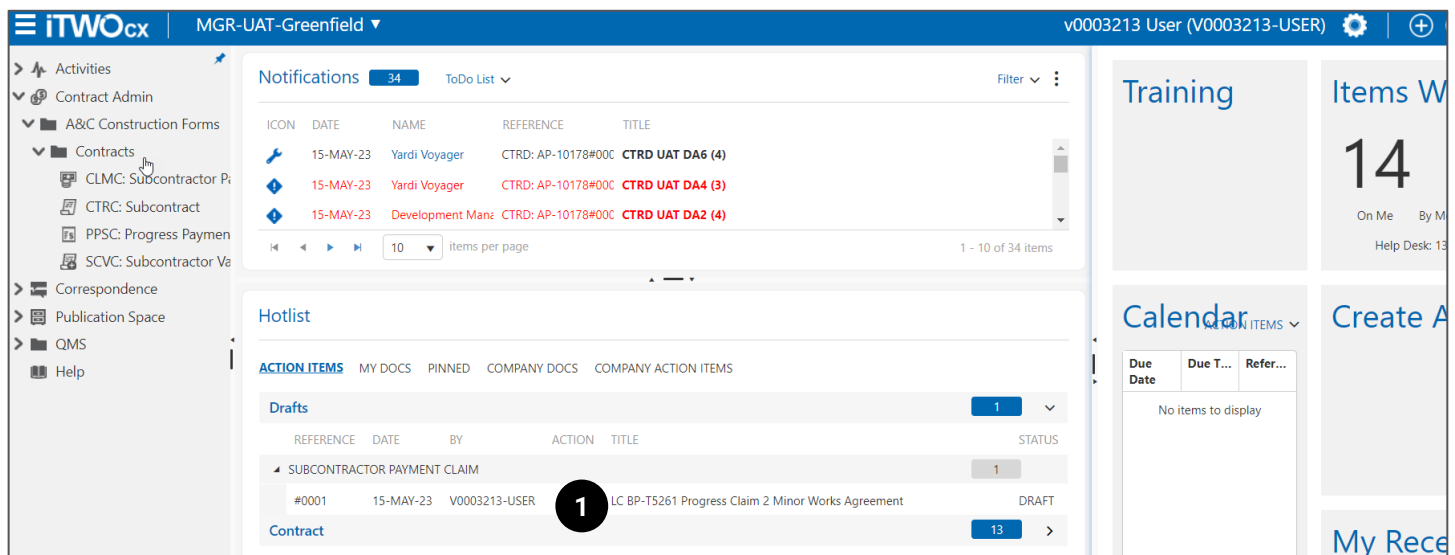
Action	Description
	The Title of a **Subcontractor Payment Claim** may provide help when searching.

Action	Description
a. Use the 3-line icon (top right of screen) to add the Title column to this register.	
b. **Scroll** through the alphabetical list to locate 'Title'.	
c. Select the **Title checkbox.**	A tick appears.
d. Click **Done**.	The Register updates and displays the **Subcontractor Payment Claim** Title.

Hint 3: Use the funnel icon to filter the Subcontractor Payment Claim

It's a good idea to use the funnel icon to filter the Subcontract Payment Claim list. Filtering, reduces the number of Subcontractor Payment Claims in the list, making it easier to locate.

Action	Description
a. Having decided on the column, **click the funnel** icon.	The filtering criteria displays.

Action	Description

b.	**Follow the prompts** presented.	
c.	Click **Filter.**	The list of Subcontractor Payment Claims is filtered and shows only those matching the criteria entered.
d.	Click the **Subcontractor Payment Claim reference number**.	The **Subcontractor Payment Claim displays in 'read only' mode.**

3.3.2   Search for Draft Subcontractor Payment Claim

When a Subcontractor Payment Claim is Saved as a Draft, it is available in the Hotlist.

Start at the **iTWOcx Activities Dashboard**.

Action	Description
10. Search for the **Draft Subcontractor Payment Claim** in the Hotlist.	Click **Hotlist -> Action Items -> Drafts -> Subcontractor Payment Claim -> Select the Subcontractor Payment Claim.** The draft Subcontractor Payment Claim opens.

4   Manage Subcontractor Payment Claim Returned to Author

A Subcontractor Payment Claim may be returned for further clarification, additional attachments and/or an update to the value of a line item(s).

The instructions below provide guidance on how to manage a Subcontractor Payment Claim that has been returned for further updates.

Start at the Subcontractor Payment Claim.

Action	Description
1. Review Comments.	Scroll to the end of the Payment Claim form to review any comments that have been provided by the Mirvac approver.
2. Click Respond.	The Payment Claim form is now able to be edited.

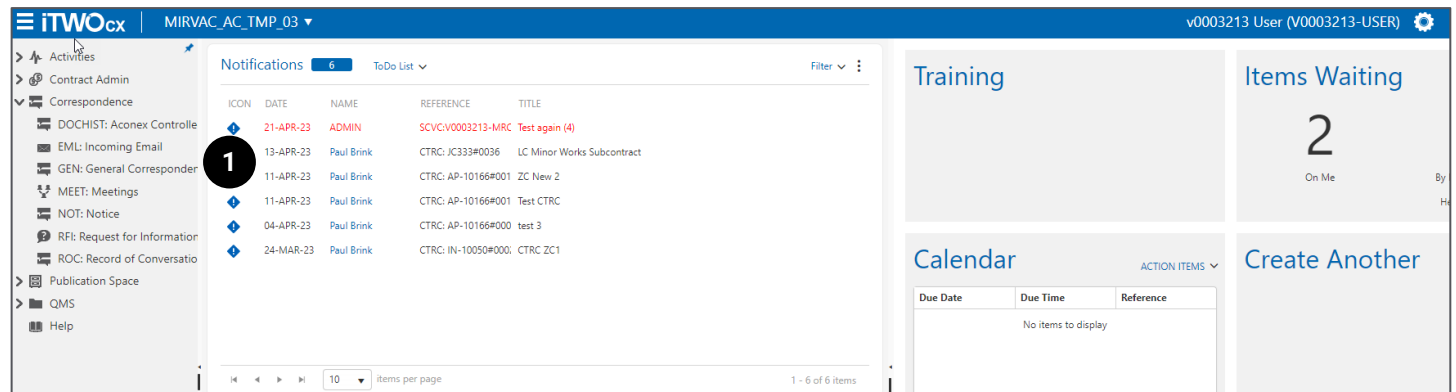| Action		Description
3.	Make any relevant updates.	These updates will be in response to Mirvac's requests. It may include a request for additional documents, justification, or an update to the value.
4.	Click For Mirvac Review.	The Subcontractor Payment Claim is with Mirvac for approval.

5   Request Retention Release

Send a request to the Mirvac team to request the release of retention. This request is reviewed and approved prior to the retention being released. Upon approval of the request, the Subcontractor is notified to submit a Payment Claim for the approved value of the retention.
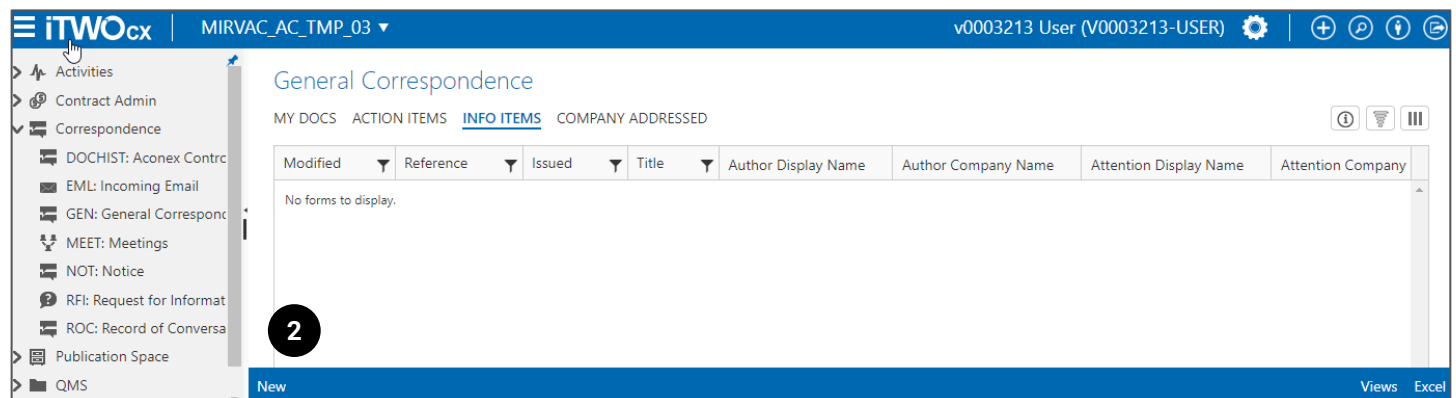
5.1   Create a request via Correspondence

Start at the iTWOcx Activities Dashboard.

Action	Description
1. Click **Correspondence -> GEN: General Correspondence.**	The General Correspondence register appears and any already created Correspondence displays in the list.

Action	Description
2. Click **New.**	The General Correspondence Form displays.

Action	Description
3. Enter a Title.	The **Title must include** the Project Name, Claim Number and Month of works complete. For example, Waverley Bowling Club - Payment Claim 1 – June2023. (Mandatory)
4. Add the Package Mangers details in the Action field.	

Action	Description
a. Click in the blank field next to the **Action button.**	A drop-down list of contacts displays.
b. Begin typing the name of the Package Manager.	A list of names that meets the criteria displays.
c. Click a name to add it to the Action field.	The name displays in the Action field.

Action	Description
5. Add a comment.	The comment should explain whether the request is for a bank Guarantee release or a Cash Retention release. It may be a good idea to include the Construct Number here also.
6. Click **Submit.**	The Package Manager reviews the request and will either approve it or request further information.

5.2   Submit Payment Claim for Retention Release

When the request to release retention is received and approved by Mirvac, an additional option is made available on the Payment Claim form that enables the retention amount to be added

Begin by completing a Payment Claim. Refer to topics:

- **3.1 Create the Subcontractor Payment Claim**
- **3.2 Enter/ Update Details in Subcontractor Payment Claim** (complete the steps below to add the retention amount to the claim table).

At the Claim table, verify the previously certified amounts match the first claim entered.

ITEM NO		DESCRIPTION	CODE	UNIT	TYPE	QTY	RATE	AMOUNT APPROVED	% COMPLETED	VALUE COMPLETED	PREVIOUS CERTIFIED	THIS CLAIM
	001	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	1	$10,000.00	$10,000.00	100.00%	$10,000.00	$10,000.00	$0.00
	002	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	25	$1,000.00	$25,000.00	100.00%	$25,000.00	$25,000.00	$0.00
	003	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$2,000.00	$10,000.00	100.00%	$10,000.00	$10,000.00	$0.00
	004	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$3,000.00	$15,000.00	100.00%	$15,000.00	$15,000.00	$0.00
	005	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	4	$4,000.00	$16,000.00	100.00%	$16,000.00	$16,000.00	$0.00
	006	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	5	$500.00	$2,500.00	0.00%	$0.00	$0.00	$0.00
	007	002.020 - DOORS, FRAMES, & HARDWARE [14-110-230]			LS	30	$50.00	$1,500.00	0.00%	$0.00	$0.00	$0.00
	Total Subcontractor Variation							$3,333.00	0.00%	$0.00	$0.00	$0.00
		SCVC:V0003213-MRC1#0004: Subcontractor Variation ...	APPROVED					$3,333.00	0.00%	$0.00	$0.00	$0.00
	001	Change to Doors	14-110-230	ph	LS	1	$3,333.00	$3,333.00	0.00%	$0.00	$0.00	$0.00
	002				LS	1	$0.00	$0.00	0.00%	$0.00	$0.00	$0.00
	Less Retention - 10% of Claim (Capped at 5% of Adjuste...										$-4,166.65	$4,166.00

RETENTION TO DATE: 4166.65

VALUE CLAIMED: 4166

NET CLAIM AMOUNT $4,166.00

Associate   Check Names   QuickText   Save as Draft   **FOR MIRVAC REVIEW**

Action	Description
1. Click blue line.	The blue line shows 'Less Retention -10%..........' A blank field appears showing field 'Retention To Date' (read only field that shows the value of retention held to date) and 'Value Claimed'.
2. Enter the Value Claimed.	Enter the amount of the retention that needs to be released. This should be 50% of the total retention.
3. Click For Mirvac Review.	The Payment Claim is submitted for approval. The first person to review it is the Package Manager. An RCTI is generated.

Document Control

Version	Date	Prepared By	Reason for Update
V0.01	5/5/23	Louise C	Prepare initial content around processes.
V0.02	6/7/23	Louise C	All topics completed. Reviewed User Guide with John Vaccarella 6/7/23 and approved.
V0.03	25/7/23	Louise C	Added jira tix.

Review / Sign Off

Name	Role	Review / Sign Off	Date