

General Contractor – Bidding/Invoicing/Change Order Guide

When a user is invited to bid on a project from Panda, they will receive a bid invite via email that will look similar to the screenshot from below. In the bid invite email, the information will contain the specified **Project**, the **Address** information where the new store is to be built, the name of the **Bid Package**, the **Contact** person's name from Panda, as well as the **Due Date** in which the bid is due back to Panda. In the bid invite, the bid invitee can click on the "[View Bid](#)" button and they will be directed to their Expesite Inbox (after logging into the Expesite system) area where they can view the bid package.



Alternatively, a user can also access their Expesite Inbox by first logging into the system and then click on the "**My World**" button located on the upper right hand side of the Expesite window and selecting the **My Inbox** option.



Within the user's Expesite Inbox, there is a section labeled as **Bids**. The Bids section will list out all of the available bids in which the user has received from Panda. To respond to a **New** bid invite, the user would need to click on the name of the bid (e.g. **Panda Express [Store#] - [Project Name]**)

My Inbox

Messages [Send New Message](#)

Status	From	Subject	Sent
View Archive			

Bids

Status	Contract Type	Name	Contact	Project	Due	Total
New	Standard	Panda Express [Store #] - [Project Name]	T. Thi	Test Project #1	2/28/2012 12:00:00 AM EST	\$0.00
View Archive						

By selecting the name of the new bid, the bidder will have an opportunity to either Decline **[No]** or Accept **[Yes, Notify Sender]** the bid invite.

Accept this Bid Invitation? - Windows Internet Explorer

https://www.expesite.com/MyInbox/AcceptBid.asp?BidID=39609

Accept Bid Invitation

[Check Spelling](#)

Do you want to Accept this Invitation?

Project: Test Project #1
 2611 S. 108th Street
 West Allis, Wisconsin 53227
 Milwaukee
 USA

Bid Name: Panda Express [Store #] - [Project Name]
 Due Date: 2/28/2012 12:00:00 AM EST

Comments:

Internet 100%

If the bid invitation is accepted, the bid package will display and the contractor can click on the “**View Reference Documents**” button located on the top portion of the screen to view any files that were attached with the bid package when it was issued to them. Similarly, **attachments** can also be provided by the contractor as they submit their bid back to Panda.

[Add to Dashboard](#) [Close](#) [View Reference Documents](#) [Add Attachments](#)

Panda Express [Store #] - [Project Name]

Contract: Panda Express [Store #] - [Project Name]
 Project: Test Project #1
 Contract Type: Standard
 From: Tony Thi
 Due: 2/28/2012 12:00:00 AM EST

☐ - Entered
 ☐ - Calculated
 ☐ - Inherited
 [Collapse Line Items](#)

Line Item Number	Qty	Unit Cost	Sub-Total	Labor	Total
10-01000 – Site General Condition	0	0.00	0.00	0.00	0.00
10-01700 – Site GC Fee	0	0.00	0.00	0.00	0.00
10-02050 – Demolition	0	0.00	0.00	0.00	0.00
10-02200 – Grading	0	0.00	0.00	0.00	0.00
10-02500 – Paving	0	0.00	0.00	0.00	0.00
10-02900 – Landscaping & Irrigation	0	0.00	0.00	0.00	0.00
10-02800 – Off Site Work	0	0.00	0.00	0.00	0.00
10-04000 – Masonry	0	0.00	0.00	0.00	0.00
10-03000 – Site Concrete	0	0.00	0.00	0.00	0.00
10-15400 – Site Plumbing Utilities	0	0.00	0.00	0.00	0.00
10-16000 – Site Electrical	0	0.00	0.00	0.00	0.00
10-17000 – Site Tax	0	0.00	0.00	0.00	0.00

Below is an example set of files that are included as part of the GC bid package so that a bidder can obtain the necessary information from Panda in order to provide an accurate amount as to how much it would cost to work on the project that they are asked to bid on.

Attachments - Windows Internet Explorer

https://www.expsite.com/project_wc/CostTracking/Attachments/default.asp?BudgetID=35441&FromInbox=true&ItemID=5

Reference Documents

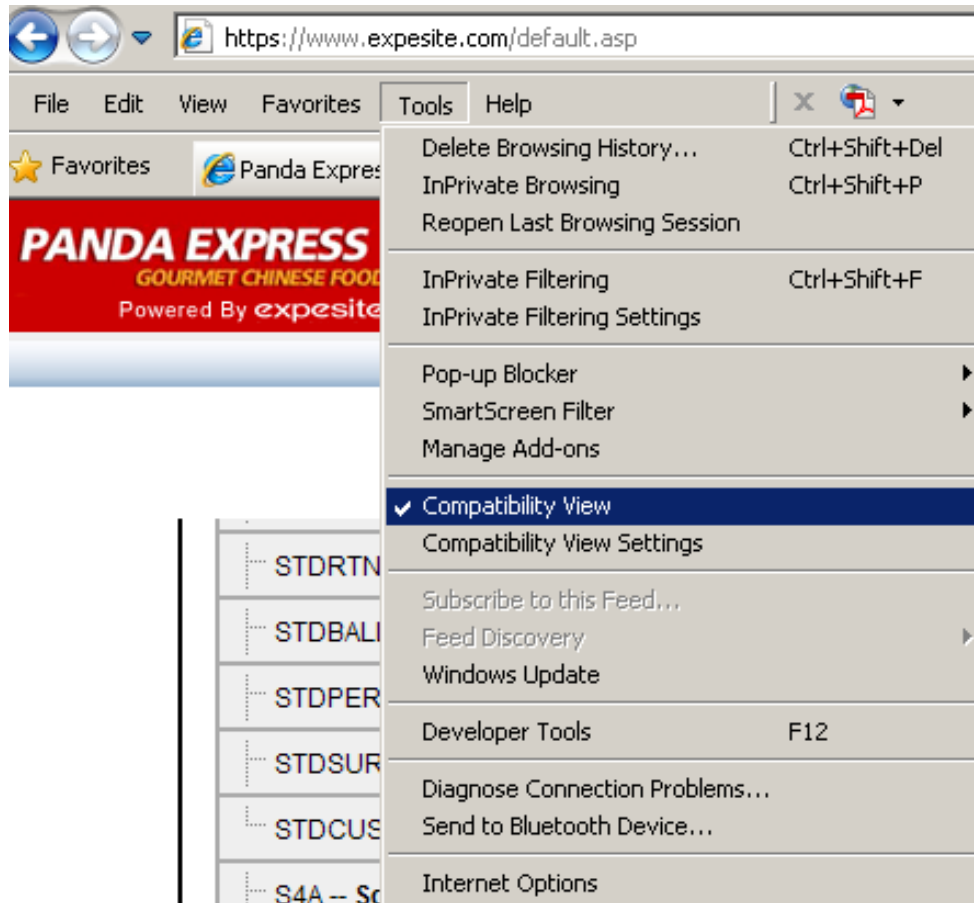
[Close](#) [Attach](#) [Add Links](#)

Document	Posted By	Posted	Size
<input type="checkbox"/> Select All			
<input type="checkbox"/> 8109 Bid Form.doc(new)	T. Thi	2/15/2012 2:51 PM EST	41 Kb
<input type="checkbox"/> Bid Form 8109F.XLS(new)	T. Thi	2/15/2012 2:51 PM EST	97 Kb
<input type="checkbox"/> Bid Set.zip(new)	T. Thi	2/15/2012 2:54 PM EST	51,727 Kb
<input type="checkbox"/> B-MRX-FS.XLS(new)	T. Thi	2/15/2012 2:51 PM EST	67 Kb
<input type="checkbox"/> EquipmentP_P2006_2_3.pdf [view in Acrobat(new)]	T. Thi	2/15/2012 2:51 PM EST	34 Kb
<input type="checkbox"/> GC Bidding Instruction Guide.pdf [view in Acrobat(new)]	T. Thi	2/15/2012 2:54 PM EST	39 Kb
<input type="checkbox"/> jmbidder.DOC(new)	T. Thi	2/15/2012 2:51 PM EST	35 Kb

[Download](#) [Delete](#)

The list of line items that a bidder can provide amounts for will be displayed onto their screen within the bid package. The bidder can enter in the **Qty** along with the line item's corresponding **Unit Cost** in which case the system will calculate the **Sub-Total** amount for the line item. Alternatively, the bidder can provide the **Labor** cost for a given line item. The **Total** amount for each line item will be the sum of each line item's Sub-Total amount + the line item's Labor amount (**Sub-Total + Labor = Total**)

****NOTE:** If you are unable to input amounts into the bid form where the numbers do not appear AND you are using **Internet Explorer** – switching to **Compatibility View** on your web browser should resolve the issue. This can be done by going to the **menu bar** within your Internet Explorer web browser (hit the **Alt** key on your keyboard) and select **Tools → Compatibility View**



The bidder can use the [\[Save\]](#) button located on the bottom of the screen to save their work and resume later if needed. **Note:** the bid **Due Date** will be indicated on the top of the bid form.

When the bidder is finished and ready to submit their bid numbers back to Panda, they will need to use the [“Add Attachments”](#) button to attach the following files along with their bid back to Panda.

- 1.) A **Signed AND Completed** copy of the [“8109 Bid Form.doc”](#)
- 2.) A [Construction Schedule](#) for the project
- 3.) A copy of [GC’s State License](#) for which the project is located in

****NOTE: ONCE A BID HAS BEEN SUBMITTED, A REVISED BID CANNOT BE SENT AGAIN PRIOR TO THE BID DUE DATE.**

Panda Express [Store #] - [Project Name]

Contract: Panda Express [Store #] - [Project Name]
 Project: Test Project #1
 Contract Type: Standard

From: Tony Thi
 Due: 2/28/2012 12:00:00 AM EST

■ Entered ■ Calculated ■ Inherited [Collapse Line Items](#)

Line Item Number	Qty	Unit Cost	Sub-Total	Labor	Total
10-01000 -- Site General Condition	0	0.00	0.00	0.00	0.00
10-01700 -- Site GC Fee	0	0.00	0.00	0.00	0.00
10-02050 -- Demolition	0	0.00	0.00	0.00	0.00
10-02200 -- Grading	0	0.00	0.00	0.00	0.00
10-02500 -- Paving	0	0.00	0.00	0.00	0.00
10-02900 -- Landscaping & Irrigation	0	0.00	0.00	0.00	0.00
10-02800 -- Off Site Work	0	0.00	0.00	0.00	0.00
10-04000 -- Masonry	0	0.00	0.00	0.00	0.00
10-03000 -- Site Concrete	0	0.00	0.00	0.00	0.00
10-15400 -- Site Plumbing Utilities	0	0.00	0.00	0.00	0.00
10-16000 -- Site Electrical	0	0.00	0.00	0.00	0.00
10-17000 -- Site Tax	0	0.00	0.00	0.00	0.00
20-15500 -- H.V.A.C.	0	0.00	0.00	0.00	0.00
20-15050 -- Grease Exhaust System	0	0.00	0.00	0.00	0.00
20-16000 -- Electrical	0	0.00	0.00	0.00	0.00
20-01700 -- GC Profit & Overhead	0	0.00	0.00	0.00	0.00
20-17000 -- Building Tax	0	0.00	0.00	0.00	0.00
TOTAL:					0.00

Qualifications and Exceptions [Check Spelling](#)

[Save](#) [Save And Submit](#)

After a bid proposal has been submitted to PRG, the status of the Bid Package within the bidder’s Expesite Inbox will be updated to read [“Submitted”](#).


Bids

Status	Contract type	Name	Contact	Project	Due	Total
Submitted	Standard	Panda Express [Store#] - [Project Name]	T. Thi	Test Project #1	2/28/2012 12:00:00 AM EST	\$783,000.00

[View Archive](#)

As bid proposals are submitted to PRG, Panda will receive an email notification to indicate that a contractor has submitted a bid proposal for PRG to review.

Subject: Bid Submitted: Tony Thi (Vendor) of Vendor Company has submitted their Bid for the "Test Project #1" Project



Notification **PANDA EXPRESS**
GOURMET CHINESE FOOD
Powered By **expesite**

Bid Submitted: Tony Thi (Vendor) of Vendor Company has submitted their Bid for the "Test Project #1" Project [View Bid](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Contract: Panda Express [Store#] - [Project Name]
Bid: Panda Express [Store#] - [Project Name] - Bid 1

[View Bid](#)

Click [here](#) to unsubscribe from this project.

If a bidder is awarded a contract for a project, an email notification will be sent out to the awardee. Below is an example of what a Bid Award email would look like.

****NOTE: A separate email will be sent to the Awarded Contractor from Panda that will include the Contract for the awarded project along with related instructions.**

Subject: Bid Awarded: Tony Thi of Panda Restaurant Group has Awarded you the Contract on the "Test Project #1" Project



Notification **PANDA EXPRESS**
GOURMET CHINESE FOOD
Powered By **expesite**

Bid Awarded: Tony Thi of Panda Restaurant Group has Awarded you the Contract on the "Test Project #1" Project [View Contract](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Project Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA
Bid Package: Panda Express [Store#] - [Project Name]
Contact: Tony Thi

[View Contract](#)

Click [here](#) to unsubscribe from this project.

The awarded bidder can log into Expesite and access their Expesite Inbox and the newly awarded contract will appear among their list of Contracts that they have been awarded. Within the user's Expesite Inbox, a section labeled [Contracts/POs](#) will display the newly awarded contract.

****Note:** An awarded user can optionally share access to a **Contract** and related information to another user by clicking on the **"Share"** button located to the far right side of the specified contract's name. This feature is helpful if a user would like to add additional users within their company who are current Expesite users so that they may also have access to the contract for a project. **Having access to a contract provides a user with the ability to submit [Payment Applications](#) as well as [Change Orders](#) against an awarded contract.**

Contracts/POs						
Status	Type	Name	With	Project	Due	Total
Awarded	Contract	Panda Express [Store#] - [Project Name]	T. Thi	Test Project #1		\$783,000.00
						Share
						View Archive

After clicking on the **Share** button, a user can search for an associate by their [Name, Company, or Email Address](#).

****NOTE:** If new Expesite users need to be added – please contact **Tony Thi** at Tony.Thi@PandaRG.com so that a new user account can be set up for the person.

Share - Windows Internet Explorer

t_wc/CostTracking/Commitment/shareCommitmentFRAME.asp?BudgetID=359298&CommitmentID=181565

Search for Associate Shared Users

Name: Search

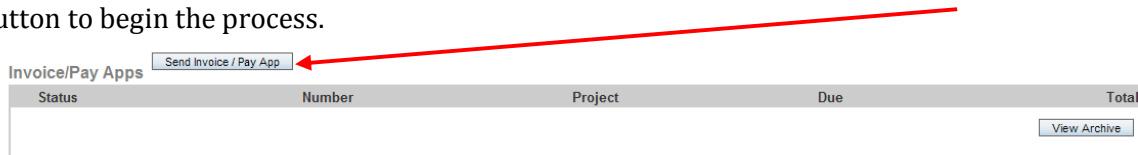
Name	Share With
Tony Thi	Panda Restaurant Group
Tony Thi (Vendor) (shared owner)	Vendor Company

Remove
Cancel Continue

INVOICE/PAYMENT APPLICATION

As services are completed by the General Contractor, the GC will need to go into Expesite to complete an **Invoice/Payment Application** in order to be paid by Panda. To get to the Invoice/Pay Apps area, the general contractor will need to first log into Expesite and then go to their **My Inbox** where they can send in their **Invoice/Pay App**.

To begin filling out a pay app, the contractor will first need to locate the Invoice/Pay Apps section within their Expesite **My Inbox**. Then, they will need to click on the [Send Invoice/Pay App](#) button to begin the process.



On the next window that displays, the user would need to indicate the following information:

- 1.) [Name of the Contract/PO](#): use drop down menu to select the Contract to request payment for
- 2.) [Who to Send the Payment Application To](#): e.g. Panda's Project Manager
- 3.) [Number](#): Invoice number using the following format: **[Store #][Space][Draw #]**.
(note: **DO NOT** reuse any invoice #'s that have been used before on any Panda invoices that have been submitted by your company).
 - a.) If a check request is made [ONLY to the GC](#) – example invoice numbers would include **1234 1, 1234 2, 1234 3, etc ...**
 - b.) If a [Joint Check](#) is requested – a **[Capitalized Letter]** would follow the **[Draw #]**.
Example invoice #'s include: **1234 1A, 1234 1B, 1234 1C, 1234 2A, etc...**
- 4.) [Requested Due Date](#): requested date pay app should be processed by (e.g. 30 day term)
- 5.) [Detail](#): text area that is used to indicate the [PAYEE NAME\(S\)](#) for **joint checks**
- 6.) [Remit Payment To](#): if **Auto-Fill Address** is selected, the system will use the address information from the user's Expesite profile to populate this section. This area can be left **blank** as it will **NOT** affect the vendor's payment remittance information stored in Panda's Accounting system.

**** NOTE: A separate payment application would need to be filled out for *EACH* check request.**

Payment Application Example – Single Check Request made to [ONLY THE GC](#)

Payment Request - Windows Internet Explorer
https://www.expesite.com/project_wc/CostTracking/PaymentRequest/frmlUpdatePaymentReque

Create New Pay App / Invoice

View Contract/PO Check Spelling

*Contract/PO: [Test Project #1] - Panda Express [Store #] - [Project Name]

*To: Tony Thi

*Number: 1234 1

Requested Due Date: 3/31/2012

Detail:

Remit Payment To: ☐ Auto-Fill Address?

Address 1:

Address 2:

Address 3:

Zip:

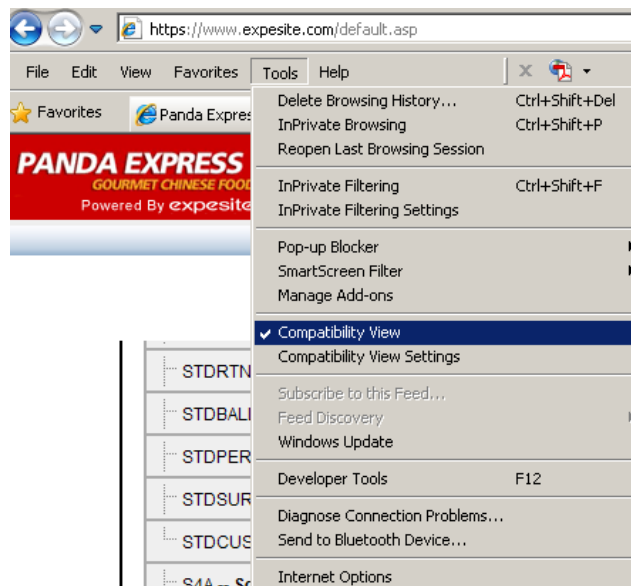
City:

State:

Cancel Next

After clicking on the **Next** button, a new window will display to provide the user with an area of the payment application form to enter the requested payment amount.

****NOTE:** If you are unable to input amounts into the payment application form where the numbers do not appear AND you are using **Internet Explorer** – switching to **Compatibility View** on your web browser should resolve the issue. This can be done by going to the **menu bar** within your Internet Explorer web browser (hit the **Alt** key on your keyboard) and select **Tools → Compatibility View**



The **Total Awarded** column displays the total amount awarded for each line item on the contract. The **Payments Approved** column will display any approved payments if there are any from previously submitted payment applications through Expesite. The **Pending Invoices** will display any pending payment requests that have been submitted so far but have not been approved yet. The **Sub-Total** and/or **Labor** columns can be used as inputs to derive the **Total** amount for each line item. The GC will need to indicate each **Subcontractor** for every line item in which the current pay app applies to. For example, if a check request is made to **ONLY THE GC** in this case, the GC's company name along with the company names of any subcontractors that have performed some work on the same line item(s) in which the GC is requesting payment for on the current pay app would also need to be mentioned as well. The **Balance to Complete** column will display the remaining amount that a GC can invoice against on any given line item (this reflects any previous amounts that have been approved for payment).

NOTE: Payment requests for each line item **CANNOT** exceed the line item's **Total Awarded** amount.

☐ - Entered
 ☐ - Calculated
 ☐ - Inherited
 Collapse Line Items

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="9,000.00"/>	<input type="text" value="9,000.00"/>	GC Company, Sub 1	\$9,000.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="3,000.00"/>	<input type="text" value="3,000.00"/>	GC Company	\$3,000.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$20,000.00
10-02900 -- Landscaping & Irrigation	\$25,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$25,000.00
10-04000 -- Masonry	\$5,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$5,000.00
10-03000 -- Site Concrete	\$80,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$80,000.00
10-15400 -- Site Plumbing Utilities	\$5,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$5,000.00
10-16000 -- Site Electrical	\$13,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$13,000.00
20-01000 -- General Requirements	\$38,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$38,000.00
20-03000 -- Concrete	\$42,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="20,000.00"/>	<input type="text" value="20,000.00"/>	GC Company, Sub 1, Sub 2	\$42,000.00
20-05000 -- Metals	\$8,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$8,000.00
20-06000 -- Wood & Plastics	\$70,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$70,000.00
20-07000 -- Thermal & Moisture Protection	\$8,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$8,000.00
20-07500 -- Roofing	\$13,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$13,000.00
20-08000 -- Doors, Window & Hardware	\$20,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$20,000.00

After all payment amounts have been entered for the current pay app request, the contractor would then need to click on the **Save** button located on the bottom of the payment application form.

20-11000 -- Equipment (Installation)	\$8,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$8,000.00
20-12000 -- Furnishings	\$6,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$6,000.00
20-15300 -- Fire Protection	\$5,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$5,000.00
20-15400 -- Plumbing	\$50,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$50,000.00
20-15500 -- H.V.A.C.	\$45,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$45,000.00
20-15850 -- Grease Exhaust System	\$15,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$15,000.00
20-16000 -- Electrical	\$60,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$60,000.00
20-01700 -- GC Profit & Overhead	\$60,000.00	\$0.00	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		\$60,000.00
Subtotal						<input type="text" value="32,000.00"/>		
Tax Amount						<input type="text" value="0.00"/>		
Freight Amount						<input type="text" value="0.00"/>		
Total:						<input type="text" value="32,000.00"/>		

After the **[Save]** button has been clicked. The next screen will display a summary of the information that will be included on the pay app form prior to Submitting over to Panda for review.

****Please review the information carefully prior to submitting the payment application form.**

****Note:** Attachments can also be included with the submission of the payment application form. To do so, click on the **“View/Edit”** button located on the far right side of the **Attachment** section on the current window.

'1234 1'

Print View

Unsent

Item Detail: Edit

Project

Name: Test Project #1

Store Number:

Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Payment Application

Number: 1234 1 Contract: Panda Express [Store #] - [Project Name]

To: Tony Thi Replace From: Tony Thi (Vendor)

Due Date: 3/31/2012

Detail:

Remit To:

Attachments: View/Edit

There are 0 attachments for this item

Amount: Collapse Line Items Edit

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub- Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	GC Company, Sub 1	\$0.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	GC Company	\$0.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00

After clicking on the **“View/Edit”** button, the following window will allow the user to attach any file(s) with the payment application form.

Attachments - Windows Internet Explorer

https://www.expsite.com/project_wc/CostTracking/Attachments/default.asp?FromInbox=True&binIsSh

Attach Documents

Close Attach

There are no attachments.

Done Internet 100%

The required set of files that will need to be included as attachments to any payment application form in which a check request is made to be paid to **ONLY THE GC** are:

- 1.) [General Contractor's & Sub-Contractor's Conditional Lien Waivers for the current draw](#) AND [General Contractor's & Sub-Contractor's Unconditional Lien Waivers for the previous draw](#)

**** Note:** When providing a pdf copy of lien waivers, [ALL Conditional lien waivers](#) (for the current draw payment) should be listed first followed by [ALL Unconditional lien waivers](#) (for the previous draw payment – with the exception if the current requested pay app is for the 1st draw) for all relevant line items being invoiced for. The order of the Conditional and Unconditional lien waiver items should be in the same order as how the line items are listed in the “[Form 6103](#)” Excel spreadsheet from Panda's Payment Book file.

NOTE: The total amount specified as being paid by Panda Restaurant Group on the GC's **Conditional Lien Waiver** form on a given draw payment should also include in the total amount the sum total of all corresponding joint checks for the current draw.

Example: If draw #1 includes one check made payable to the GC along with two separate joint checks – then on the GC's Conditional Lien Waiver form for the current draw – the GC needs to specify that the total amount being paid for draw #1 would include the sum total paid to the GC combined with the sum total from all joint checks that are associated with draw #1.

- 2.) Completed [Form 6102f ACP](#) and [Form 6103f](#) Excel spreadsheet from Panda's Payment Book file.

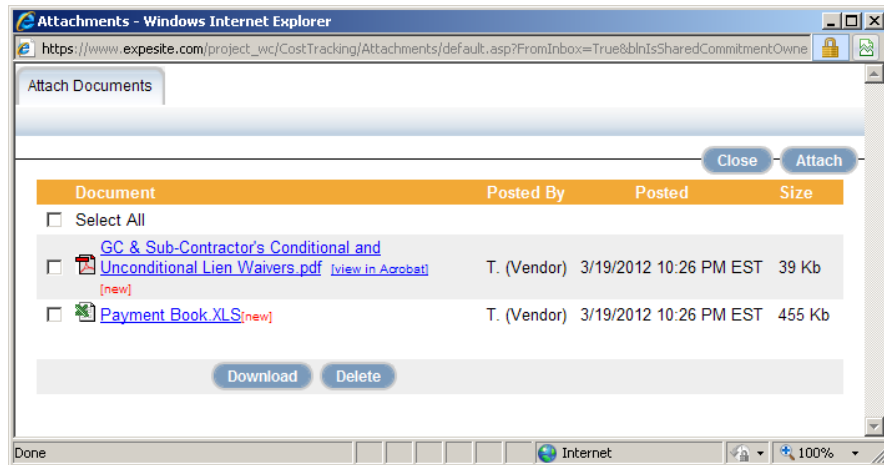
**** Note:** When filling out the Form 6103f Excel spreadsheet from Panda's Payment Book file, the requested amounts indicated in the 6103f Excel spreadsheet for each line item within each draw column should match the **EXACT Total Amount** shown on the Conditional/Unconditional lien waivers as they relate to each line item for the current draw payment.

Example: If a General Contractor is requesting payment for demolition work on a pay app, then all conditional lien waivers combined on the current draw regarding the demolition line item should match the total amount for the same line item on the 6103f Excel spreadsheet.

Example: If a GC has multiple sub-contractors that have performed work on the concrete line item for the current draw, then the total combined amount on all conditional lien waivers regarding the concrete line item for the current draw would need to match the total amount for the same line item on the 6103f Excel spreadsheet.

Line Item Name	Current Draw Amount	Remarks
Demolition	\$3,000.00	This amount reflects all combined conditional lien waiver amounts regarding Demolition work on the current draw.
Concrete	\$20,000.00	This amount reflects all combined conditional lien waiver amounts regarding Concrete work by GC & all Sub-Contractors on the current draw. Example: General Contractor = \$12,000 Sub-contractor 1 = \$2,000 Sub-contractor 2 = \$6,000 Total would be \$20,000 entered for requested amount

Once all attachments have been made, the user can [Close](#) the current window and they will be taken back to the payment application summary page.



On the payment application summary page, an opportunity would be provided for the user to review the information that they have entered onto the pay app form before submitting the request to Panda for review. When the user is ready to submit the payment application form, they would need to scroll down to the bottom of the pay app page and click on the [“Submit Request”](#) button.

'1234 1'

Print View

Unsent

Item Detail: Edit

Project

Name: Test Project #1
Store Number:
Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Payment Application

Number: 1234 1
Contract: [Panda Express \[Store #\] - \[Project Name\]](#)
To: [Tony Thi](#) Replace
From: [Tony Thi \(Vendor\)](#)
Due Date: 3/31/2012
Detail:
Remit To:

Attachments: View/Edit

There are 0 attachments for this item

Amount: Collapse Line Items Edit

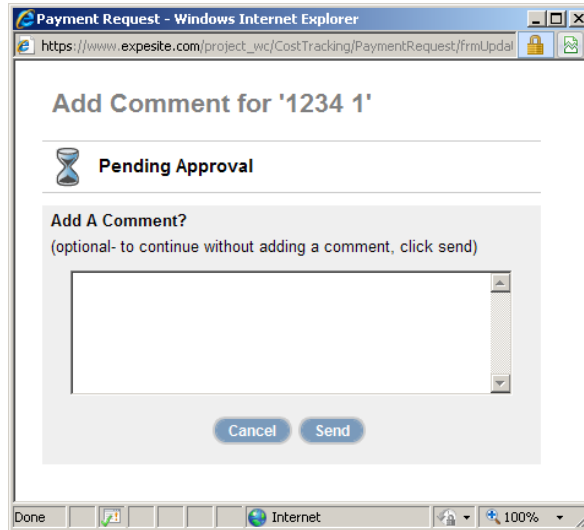
Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	GC Company, Sub 1	\$0.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	GC Company	\$0.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
20-11000 -- Equipment (Installation)	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-12000 -- Furnishings	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00
20-15300 -- Fire Protection	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00
20-15400 -- Plumbing	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
20-15500 -- H.V.A.C.	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$45,000.00
20-15850 -- Grease Exhaust System	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00
20-16000 -- Electrical	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
20-01700 -- GC Profit & Overhead	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
TOTALS:						\$32,000.00		

Close

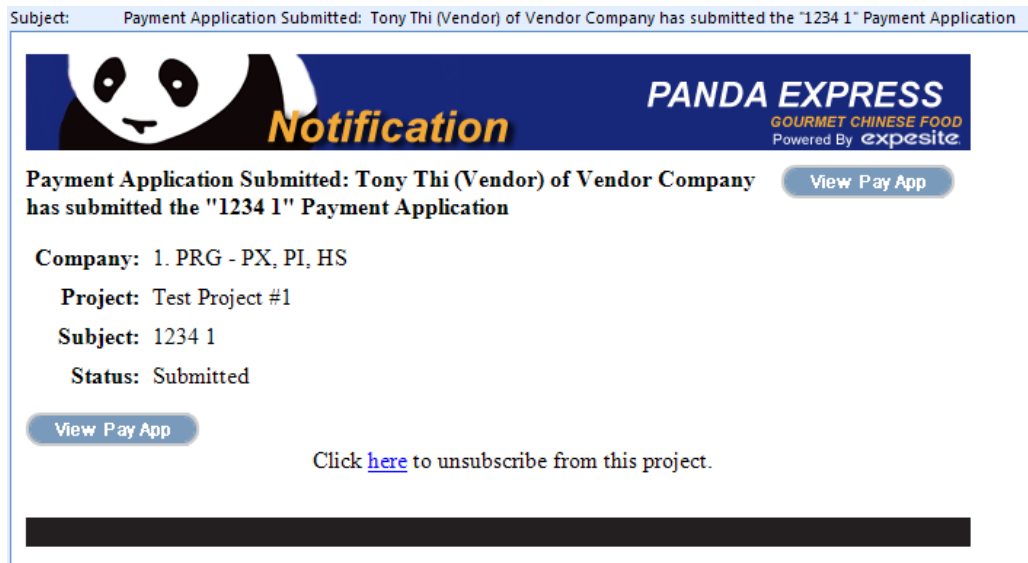
Submit Request

Cancel Request

After clicking on the **Submit Request** button, additional comments can be supplied before the contractor sends the invoice/payment application over to Panda for approval.



Once the **Send** button is clicked by the contractor, an email notification is sent out to the recipient of the invoice/payment application form to let them know that the contractor has submitted a request for payment to Panda.



When a payment application form has been submitted, the status of the pay app will be displayed within the user's list of **Invoice/Pay Apps** as **"Submitted"**.



Status	Number	Project	Due	Total
Submitted to: T. Thi	1234 1	Test Project #1	3/31/2012	\$32,000.00

If a payment application form has been approved by PRG, the Expesite user who had submitted the pay app will be sent an email notification similar to the below screenshot informing them that their payment application submission has been approved for processing.

Subject: Payment Application Approved: Tony Thi of Panda Restaurant Group has completed and approved the "1234 1" Payment Application



Notification

PANDA EXPRESS
GOURMET CHINESE FOOD
Powered By **expesite**

Payment Application Approved: Tony Thi of Panda Restaurant Group has completed and approved the "1234 1" Payment Application [View Pay App](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: 1234 1
Completed Date: 3/30/2012
Status: Approved

[View Pay App](#)

Click [here](#) to unsubscribe from this project.

NOTE: Any payment application that has been approved for processing by PRG will fall out of the contractor's Invoice/Pay Apps section and will be moved to an Invoice/Pay App Archive area. To access a list of payment applications that have been placed into archive, click on the "[View Archive](#)" button within the Invoice/Pay Apps area within your Expesite Inbox.

Invoice/Pay Apps [Send Invoice / Pay App](#)

Status	Number	Project	Due	Total
				View Archive

Inside the Invoice/Pay Apps Archived area, a list of payment applications will be displayed along with their related information (e.g. Status, Number, Invoice Amount, and Project).

Archived Invoices/Payment Applications						
Status	Type	Number	To	Due Date	Total	Project
Approved	Pay App 1	1234 1	T. Thi	3/31/2012	\$32,000.00	Test Project #1

Payment Application Example – Joint Check Request

Payment Request - Windows Internet Explorer
https://www.expesite.com/project_wq/CostTracking/PaymentRequest/frmUpdatePaymentRequest.asp

Create New Pay App / Invoice

View Contract/PO Check Spelling

*Contract/PO: [Test Project #1] - Panda Express [Store #] - [Project Name]

*To: Tony Thi

*Number: 1234 1A

Requested Due Date: 3/30/2012

Detail: GC Company & XYZ Roofing/Drywall Inc.

Remit Payment To: ☐ Auto-Fill Address?

Address 1:

Address 2:

Address 3:

Zip:

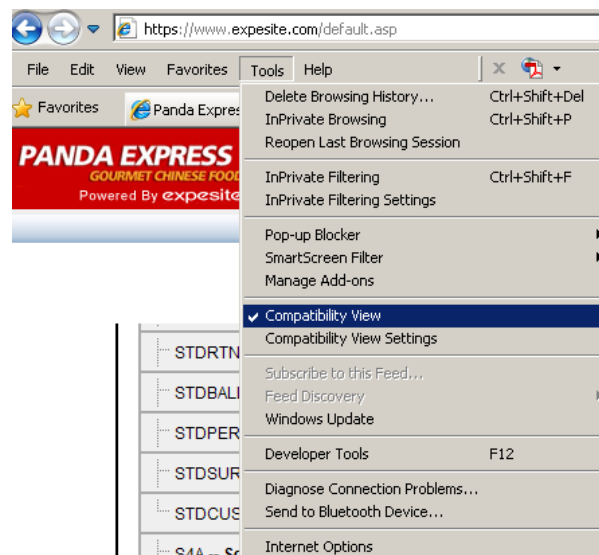
City:

State:

Cancel Next

After clicking on the **Next** button, a new window will display to provide the user with an area of the payment application form to enter the requested payment amount.

****NOTE:** If you are unable to input amounts into the payment application form where the numbers do not appear AND you are using **Internet Explorer** – switching to **Compatibility View** on your web browser should resolve the issue. This can be done by going to the **menu bar** within your Internet Explorer web browser (hit the **Alt** key on your keyboard) and select **Tools → Compatibility View**



The **Total Awarded** column displays the total amount awarded for each line item on the contract. The **Payments Approved** column will display any approved payments if there are any from previously submitted payment applications through Expesite. The **Pending Invoices** will display any pending payment requests that have been submitted so far but have not been approved yet. The **Sub-Total** and/or **Labor** columns can be used as inputs to derive the **Total** amount for each line item.

****NOTE:** For joint check requests, the **Subcontractor** column will need to include the **PAYEE Name(s)** for every line item in which the current pay app applies to. For example, if a joint check request is made to **GC Company & XYZ Roofing/Drywall Inc.**, the PAYEE(s) name would be indicated on every line item in which the GC is requesting payment for on the current pay app. See example from below. The **Balance to Complete** column will display the remaining amount that a GC can invoice against on any given line item (this reflects any previous amounts that have been approved for payment).

NOTE: Payment requests for each line item **CANNOT** exceed the line item's **Total Awarded** amount.

<div> <div>- Entered</div> <div>- Calculated</div> <div>- Inherited</div> <div>Collapse Line Items</div> </div>									
Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete	
10-01000 -- Site General Condition	\$9,000.00	\$9,000.00	\$0.00	0.00	0.00	0.00		\$0.00	
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$19,000.00	
10-02050 -- Demolition	\$3,000.00	\$3,000.00	\$0.00	0.00	0.00	0.00		\$0.00	
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$10,000.00	
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$20,000.00	
10-02900 -- Landscaping & Irrigation	\$25,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$25,000.00	
10-04000 -- Masonry	\$5,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$5,000.00	
10-03000 -- Site Concrete	\$80,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$80,000.00	
10-15400 -- Site Plumbing Utilities	\$5,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$5,000.00	
10-16000 -- Site Electrical	\$13,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$13,000.00	
20-01000 -- General Requirements	\$38,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$38,000.00	
20-03000 -- Concrete	\$42,000.00	\$20,000.00	\$0.00	0.00	0.00	0.00		\$22,000.00	
20-05000 -- Metals	\$8,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$8,000.00	
20-06000 -- Wood & Plastics	\$70,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$70,000.00	
20-07000 -- Thermal & Moisture Protection	\$8,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$8,000.00	
20-07500 -- Roofing	\$13,000.00	\$0.00	\$0.00	0.00	10,000.00	10,000.00	GC Company & XYZ Roofing/Di	\$13,000.00	
20-08000 -- Doors, Window & Hardware	\$20,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$20,000.00	
20-09100 -- Stucco/Plaster	\$30,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$30,000.00	
20-09200 -- Drywall	\$18,000.00	\$0.00	\$0.00	0.00	5,000.00	5,000.00	GC Company & XYZ Roofing/Di	\$18,000.00	
20-09300 -- Tile	\$30,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$30,000.00	
20-09500 -- Suspended Ceiling	\$15,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$15,000.00	

After all payment amounts have been entered for the current pay app request, the contractor would then need to click on the **Save** button located on the bottom of the payment application form.

20-15400 -- Plumbing	\$50,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$50,000.00
20-15500 -- H.V.A.C.	\$45,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$45,000.00
20-15850 -- Grease Exhaust System	\$15,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$15,000.00
20-16000 -- Electrical	\$60,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$60,000.00
20-01700 -- GC Profit & Overhead	\$60,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$60,000.00
Subtotal						15,000.00		
Tax Amount						0.00		
Freight Amount						0.00		
Total:						15,000.00		

Cancel

Save

After the **[Save]** button has been clicked. The next screen will display a summary of the information that will be included on the pay app form prior to Submitting over to Panda for review.

****Please review the information carefully prior to submitting the payment application form.**

****Note:** No attachments are necessary on **JOINT CHECK PAY APPS** as all GC & Subcontractor's Conditional lien waivers **AND** GC's & Subcontractor's Unconditional lien waivers will need to be attached on the GC's own payment application that corresponds to the same **DRAW** as the associate joint check pay apps. Similarly, Panda's Payment Book will also need to be included on the GC's own payment application that corresponds to the same **DRAW** as the associate joint check pay apps.

Item Detail:
Edit

Project

Name: Test Project #1
Store Number:
Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Payment Application

Number: 1234 1A
Contract: Panda Express [Store #] - [Project Name]
To: Tony Thi
Replace
From: Tony Thi (Vendor)
Due Date: 3/30/2012
Detail: GC Company & XYZ Roofing/Drywall Inc.
Remit To:

Attachments:
View/Edit

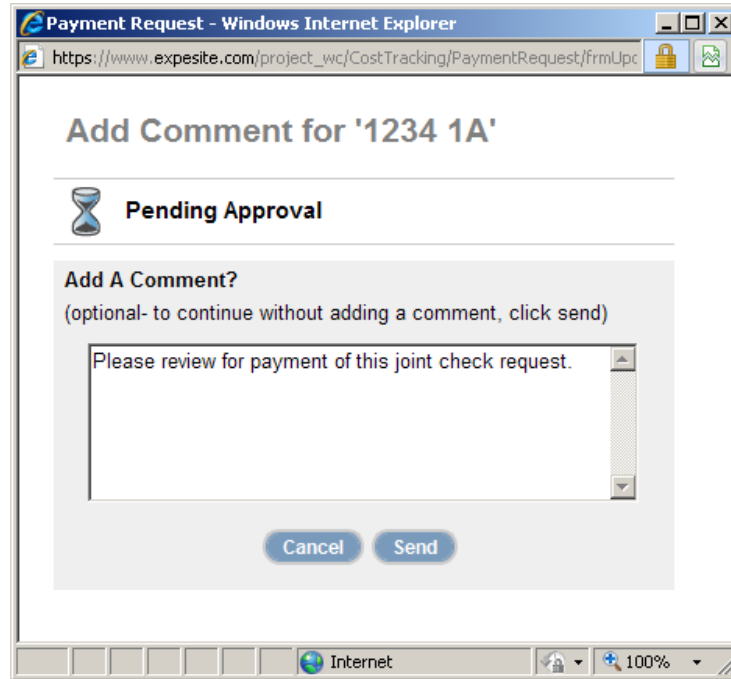
There are 0 attachments for this item

Amount:
Collapse Line Items Edit

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
10-02900 -- Landscaping & Irrigation	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,000.00
10-04000 -- Masonry	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00
10-03000 -- Site Concrete	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$80,000.00
10-15400 -- Site Plumbing Utilities	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00
10-16000 -- Site Electrical	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$13,000.00
20-06000 -- Wood & Plastics	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$70,000.00
20-07000 -- Thermal & Moisture Protection	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-07500 -- Roofing	\$13,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	GC Company & XYZ Roofing/Drywall Inc	\$3,000.00
20-08000 -- Doors, Window & Hardware	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
20-09100 -- Stucco/Plaster	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,000.00
20-09200 -- Drywall	\$18,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	GC Company & XYZ Roofing/Drywall Inc	\$13,000.00
20-09300 -- Tile	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,000.00
20-09500 -- Suspended Ceiling	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00
20-09950 -- Wall/Window Covering	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$45,000.00
20-10000 -- Specialties, Restroom Accessories	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-11000 -- Equipment (Installation)	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-12000 -- Furnishings	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00
20-15300 -- Fire Protection	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00
20-15400 -- Plumbing	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
20-15500 -- H.V.A.C.	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$45,000.00
20-15850 -- Grease Exhaust System	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00
20-16000 -- Electrical	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
20-01700 -- GC Profit & Overhead	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
TOTALS:						\$15,000.00		


Close Submit Request

After clicking on the [Submit Request](#) button, additional comments can be supplied before the contractor sends the invoice/payment application over to Panda for approval.



Once the [Send](#) button is clicked by the contractor, an email notification is sent out to the recipient of the invoice/payment application form to let them know that the contractor has submitted a request for payment to Panda.

Subject: Payment Application Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "1234 1A" Payment Application

**Notification**

PANDA EXPRESS
GOURMET CHINESE FOOD
Powered By **expesite**

Payment Application Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "1234 1A" Payment Application [View Pay App](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: 1234 1A
Status: Submitted


Comments: Please review for payment of this joint check request.

[View Pay App](#)

Click [here](#) to unsubscribe from this project.

**** Note:** Upon receipt of a payment application from the GC, PRG will review the request and indicate their decision to either approval or request that revisions be made prior to PRG approving the payment application. If revisions are necessary, PRG will send an email notification to the GC similar to the one shown in the below example.

Subject: Payment Application Revision Requested: Tony Thi of Panda Restaurant Group has requested a revision to the "1234 1A" Payment Application

**Notification**

PANDA EXPRESS
GOURMET CHINESE FOOD
Powered By **expesite**


Payment Application Revision Requested: Tony Thi of Panda Restaurant Group has requested a revision to the "1234 1A" Payment Application [View Pay App](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: 1234 1A
Completed Date: 3/30/2012
Status: Revise and Resubmit
Comments: Please revise your numbers and re-submit again.

[View Pay App](#)

Click [here](#) to unsubscribe from this project.

At that point, a GC would need to go back to their Expesite Inbox and within their **Invoice/Pay Apps** area, they will see that the status of their submitted payment application will show up as **Revise and Resubmit**. To revise a pay app, a user would need to click on the Pay App **Number**.

Invoice/Pay Apps Send Invoice / Pay App				
Status	Number	Project	Due	Total
 Revise and Resubmit	1234 1A	Test Project #1	3/30/2012	\$15,000.00
				View Archive

To change the information on the payment application form once it has been opened, click on the [Edit](#) button as it relates to the area of the form that needs to be revised. If attachments need to be updated, click on the [“View/Edit”](#) button within the **Attachments** section. Please see screenshot from below for reference.

'1234 1A'

Print View

✕ **Revise and Resubmit**

Item Detail: Edit

Project
Name: Test Project #1
Store Number:
Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Payment Application
Number: 1234 1A Contract: Panda Express [Store #] - [Project Name]
To: [Tony Thi](#) From: [Tony Thi \(Vendor\)](#)
Replace
Due Date: 3/30/2012
Detail: GC Company & XYZ Roofing/Drywall Inc.
Remit To:

Attachments: View/Edit

There are 0 attachments for this item

Amount: Collapse Line Items Edit

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub- Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00

If the [Edit](#) button within the **Amount** section is clicked for example, a window will display to allow the user to enter a revised amount for each line item that needs to be revised on the pay app. Once the dollar figures for each line item has been updated, click on the [Save](#) button.

Payment Request - Windows Internet Explorer
https://www.expesite.com/project_wc/CostTracking/PaymentRequest/firmUpdatePaymentRequest.asp?FromInbox=true&status=sent&blnIsSharedCommitmentOwner=False&PayRequestID=191410

Update Invoice/Payment Application Amount

■ - Entered ■ - Calculated ■ - Inherited [Collapse Line Items](#)

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 - Site General Condition	\$9,000.00	\$9,000.00	\$0.00	0.00	0.00	0.00		\$0.00
10-01700 - Site GC Fee	\$19,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$19,000.00
10-02050 - Demolition	\$3,000.00	\$3,000.00	\$0.00	0.00	0.00	0.00		\$0.00
10-02200 - Grading	\$10,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$10,000.00
10-02500 - Paving	\$20,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$20,000.00
10-02900 - Landscaping & Irrigation	\$25,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$25,000.00
10-04000 - Masonry	\$5,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$5,000.00
10-03000 - Site Concrete	\$80,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$80,000.00
10-15400 - Site Plumbing Utilities	\$5,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$5,000.00
10-16000 - Site Electrical	\$13,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$13,000.00
20-01000 - General Requirements	\$38,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$38,000.00
20-03000 - Concrete	\$42,000.00	\$20,000.00	\$0.00	0.00	0.00	0.00		\$22,000.00
20-05000 - Metals	\$8,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$8,000.00
20-06000 - Wood & Plastics	\$70,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$70,000.00
20-07000 - Thermal & Moisture Protection	\$8,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$8,000.00
20-07500 - Roofing	\$13,000.00	\$0.00	\$0.00	0.00	10,000.00	10,000.00	GC Company & XYZ Roofing/Di	\$13,000.00
20-08000 - Doors, Window & Hardware	\$20,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$20,000.00
20-09100 - Stucco/Plaster	\$30,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$30,000.00
20-09200 - Drywall	\$18,000.00	\$0.00	\$0.00	0.00	5,000.00	5,000.00	GC Company & XYZ Roofing/Di	\$18,000.00
20-09300 - Tile	\$30,000.00	\$0.00	\$0.00	0.00	0.00	0.00		\$30,000.00

Done Internet 100%

After hitting on the [Save](#) button, the user will be taken back to the previous payment application summary screen which will reflect any new updates that were made. Once the user has made all necessary changes to the payment application form, they will need to click on the [“Submit Request”](#) button to resubmit the payment application form back to PRG for review.

'1234 1A'

Print View

✖ **Revise and Resubmit**

Item Detail: Edit

Project
Name: Test Project #1
Store Number:
Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Payment Application
Number: 1234 1A Contract: Panda Express [Store #] - [Project Name]
To: [Tony Thi](#) From: [Tony Thi \(Vendor\)](#)

Due Date: 3/30/2012
Detail: GC Company & XYZ Roofing/Drywall Inc.
Remit To:

Attachments: View/Edit
There are 0 attachments for this item

Amount: Collapse Line Items Edit

Line Items	Total Awarded	Payments Approved	Pending Invoices	Sub-Total	Labor	Total	Subcontractor	Balance To Complete
10-01000 -- Site General Condition	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-01700 -- Site GC Fee	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,000.00
10-02050 -- Demolition	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
10-02200 -- Grading	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,000.00
10-02500 -- Paving	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
20-06000 -- Wood & Plastics	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$70,000.00
20-07000 -- Thermal & Moisture Protection	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-07500 -- Roofing	\$13,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	GC Company & XYZ Roofing/Drywall Inc	\$3,000.00
20-08000 -- Doors, Window & Hardware	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
20-09100 -- Stucco/Plaster	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,000.00
20-09200 -- Drywall	\$18,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	GC Company & XYZ Roofing/Drywall Inc	\$15,500.00
20-09300 -- Tile	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$30,000.00
20-09500 -- Suspended Ceiling	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00
20-09950 -- Wall/Window Covering	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$45,000.00
20-10000 -- Specialties, Restroom Accessories	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-11000 -- Equipment (Installation)	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,000.00
20-12000 -- Furnishings	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00
20-15300 -- Fire Protection	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00
20-15400 -- Plumbing	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50,000.00
20-15500 -- H.V.A.C.	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$45,000.00
20-15850 -- Grease Exhaust System	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00
20-16000 -- Electrical	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
20-01700 -- GC Profit & Overhead	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$60,000.00
TOTALS:						\$12,500.00		

Close Submit Request

Prior to sending the payment application form, additional comments can be included. Click on the "[Send](#)" button to send the payment application form to Panda for review.

Payment Request - Windows Internet Explorer
https://www.expesite.com/project_wc/CostTracking/PaymentRequest/fri

Add Comment for '1234 1A'

Pending Approval



Add A Comment?
(optional- to continue without adding a comment, click send)

I am re-submitting this joint check request pay app for your review.

Cancel Send

Once the [Send](#) button is clicked by the contractor, an email notification is sent out to the recipient of the invoice/payment application at PRG informing them that the GC has re-submitted a payment application for PRG to review.

Subject: Payment Application Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "1234 1A" Payment Application

**Notification****PANDA EXPRESS**
GOURMET CHINESE FOOD
Powered By **expesite**

Payment Application Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "1234 1A" Payment Application [View Pay App](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: 1234 1A
Status: Submitted

Comments: I am re-submitting this joint check request pay app for your review.

[View Pay App](#)

Click [here](#) to unsubscribe from this project.

If a payment application form has been approved by PRG, the vendor will be sent an email notification similar to the below screenshot informing them that their payment application submission has been approved for processing.

Subject: Payment Application Approved: Tony Thi of Panda Restaurant Group has completed and approved the "1234 1A" Payment Application



PANDA EXPRESS
GOURMET CHINESE FOOD
Powered By expesite

Notification

Payment Application Approved: Tony Thi of Panda Restaurant Group has completed and approved the "1234 1A" Payment Application [View Pay App](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: 1234 1A
Completed Date: 3/30/2012
Status: Approved
Comments: This joint check request has been approved for processing.

[View Pay App](#)

Click [here](#) to unsubscribe from this project.

NOTE: Any payment application that has been approved for processing by PRG will fall out of the vendor's Invoice/Pay Apps section and will be moved to an Invoice/Pay App Archive area. To access a list of payment applications that have been placed into archive, click on the ["View Archive"](#) button within the Invoice/Pay Apps area within the Expesite Inbox.

Invoice/Pay Apps [Send Invoice / Pay App](#)

Status	Number	Project	Due	Total
View Archive				

Inside the Invoice/Pay Apps Archived area, a list of payment applications will be displayed along with their related information (e.g. Status, Number, Invoice Amount, and Project).

Archived Invoices/Payment Applications						
Send Invoice / Pay App						
Status	Type	Number	To	Due Date	Total	Project
Approved	Pay App 2	1234 1A	T. Thi	3/30/2012	\$12,500.00	Test Project #1

CHANGE ORDERS

To request a change order, a contractor would first need to log into Expesite and access their **My Inbox** area in the system. A Change Order section would be listed within the user's Expesite inbox. As change orders need to be placed, a contractor would need to click on the [Send Change Order](#) button to initiate the process.

The screenshot shows the Expesite user interface. At the top, there is a navigation bar with buttons: chat, Add a note, My World, My Reports, Search, and HELP. Below this, there is a red bar with buttons: My Inbox, My Info, and Logout. The main content area is divided into two sections: 'Invoice/Pay Apps' and 'Changes'. The 'Invoice/Pay Apps' section has a table with columns: Status, Number, Project, Due, and Total. The 'Changes' section has a table with columns: Status, Type, Subject, Sender, Project, Due, and Total. A red arrow points from the 'Send Change Order' button in the 'Changes' section to the 'Send Change Order' button in the 'Invoice/Pay Apps' section.

Below is an example of how a Change Order form would look like in Expesite. Each change order request would need to refer to the specific **Contract** in which the change order is for, the recipient for the change order, the **Subject** to identify the specified change order request, **Due Date**, as well as any notes in the **Details** text area as to what the change order request is for.

The screenshot shows a web browser window titled 'Create / Update Change Order - Windows Internet Explorer'. The address bar shows the URL: https://www.expesite.com/project_wc/CostTracking/Change/frnChange.asp?frn. The form is titled 'Create Change Order'. It includes a 'Check Spelling' button. The form fields are: *Contract: [Test Project #1] - Panda Express [Store#] - [Project Name] (dropdown), *To: Tony Thi (dropdown), *Subject: Additional Roof Work (text input), Due: 3/15/2012 (calendar input), and Detail: This is a change order for extra roofing work needed on project. (text area). At the bottom, there are 'Close' and 'Continue' buttons.

On the following screen, as the contractor is ready to submit a change order request – they are prompted by the system to indicate the specific line item(s) their change order is going to affect. Place a check mark on the **LINE ITEM(s)** as they relate to the current change order request.

Create / Update Change Order - Windows Internet Explorer

https://www.expsite.com/project_wc/CostTracking/Change/frnChange.asp?fromInbox=true

Add Line Items

Name	
<input type="checkbox"/>	Select All
<input type="checkbox"/>	10-01000 - Site General Condition
<input type="checkbox"/>	10-01700 - Site GC Fee
<input type="checkbox"/>	10-02050 - Demolition
<input type="checkbox"/>	10-02200 - Grading
<input type="checkbox"/>	10-02500 - Paving
<input type="checkbox"/>	10-02900 - Landscaping & Irrigation
<input type="checkbox"/>	10-02800 - Off Site Work
<input type="checkbox"/>	10-04000 - Masonry
<input type="checkbox"/>	10-03000 - Site Concrete
<input type="checkbox"/>	10-15400 - Site Plumbing Utilities
<input type="checkbox"/>	10-16000 - Site Electrical
<input type="checkbox"/>	10-17000 - Site Tax
<input type="checkbox"/>	20-01000 - General Requirements
<input type="checkbox"/>	20-02070 - Interior Demolishing
<input type="checkbox"/>	20-03000 - Concrete
<input type="checkbox"/>	20-04000 - Masonry
<input type="checkbox"/>	20-05000 - Metals
<input type="checkbox"/>	20-06000 - Wood & Plastics
<input type="checkbox"/>	20-07000 - Thermal & Moisture Protection
<input checked="" type="checkbox"/>	20-07500 - Roofing
<input type="checkbox"/>	20-08000 - Doors, Window & Hardware
<input type="checkbox"/>	20-09100 - Stucco/Plaster
<input type="checkbox"/>	20-09200 - Drywall
<input type="checkbox"/>	20-09300 - Tile
<input type="checkbox"/>	20-09500 - Suspended Ceiling

Done Internet 100%

Once the line item(s) are indicated, the contractor will need to provide the amount(s) for the change order request as well as the names of any Subcontractors.

View Change Order - Windows Internet Explorer

https://www.expsite.com/project_wc/CostTracking/Change/frnChange.asp?ItemID=87441&frominbox=true&blnIsSharedCommitmentOwner=Fal

Edit Costs

■ - Entered ■ - Calculated ■ - Inherited Collapse Line Items

Line Item Number	Qty	Unit Cost	Sub-Total	Labor	Subcontractor
20-07500 -- Roofing	0	0.00	0.00	5,000.00	XYZ Roofing Co
TOTAL:	5,000.00				

Cancel Save

Done Internet 100%

After clicking on the **[Save]** button, the contractor can review the information that they have entered into the change order form prior to **Submitting the Request** to Panda for review. Additionally, files can also be attached with the Change Order Request form by clicking on the **"View/Edit"** button to the right side of the **Attachments** section.

View Change Order - Windows Internet Explorer

https://www.expsite.com/project_wc/CostTracking/Change/frnChange.asp?frominbox=true

CO #1 - 'Additional Roof Work'

Print This

Unsent

Item Detail: View Contract Summary Edit

Project

Name: Test Project #1

Store Number:

Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Change Order

Contract: Panda Express [Store#] - [Project Name]

Subject: Additional Roof Work

Detail: This is a change order for extra roofing work needed on project.

Date: 3/15/2012

To: Tony Thi Replace

From: Tony Thi (Vendor)

Attachments: View/Edit

There are 0 attachments for this item

View Cost Detail Edit Costs

Line Items	Awarded Amount	Approved Changes	This Change	Total	Subcontractor
20-07500--Roofing	\$13,000.00	\$0.00	\$5,000.00	\$18,000.00	

Close Submit Request Cancel Request

Internet 100%

After clicking on the “**View/Edit**” button, the following window will display allowing the user to attach any relevant documents with the change order request. Once all files have been attached, the user can [Close](#) the current window and they will be taken back to the Change Order form.



Back on the Change Order form, the user can review the information on the form prior to clicking on the “**Submit Request**” button

CO #1 - 'Additional Roof Work'

[Print This](#)

Unsent

Item Detail: [View Contract Summary](#) [Edit](#)

Project

Name: Test Project #1

Store Number:

Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Change Order

Contract: [Panda Express \[Store#\] - \[Project Name\]](#)

Subject: Additional Roof Work

Detail: This is a change order for extra roofing work needed on project.

Date: 3/15/2012

To: [Tony Thi](#) [Replace](#)

From: [Tony Thi \(Vendor\)](#)

Attachments: [View/Edit](#)

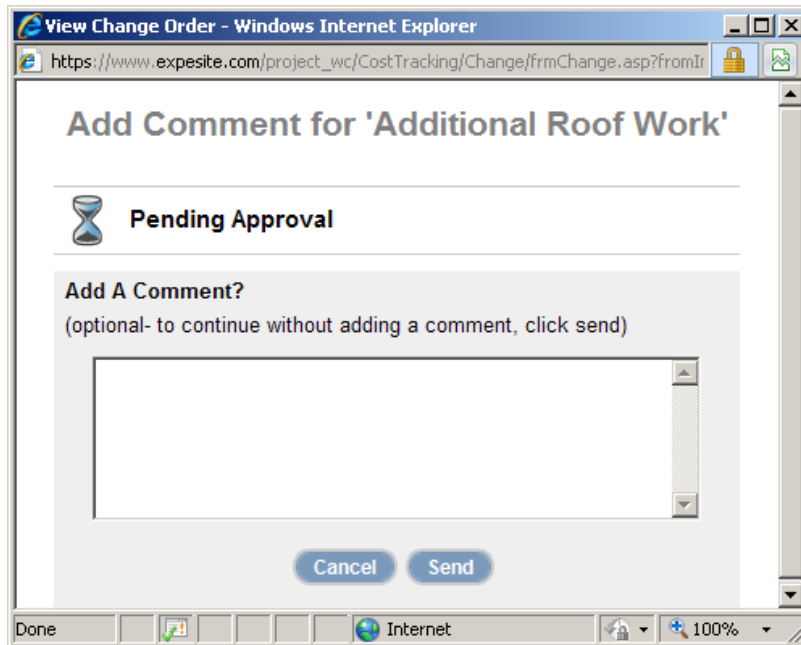
There is 1 attachment for this item

[View Cost Detail](#) [Edit Costs](#)

Line Items	Awarded Amount	Approved Changes	This Change	Total	Subcontractor
20-07500--Roofing	\$13,000.00	\$0.00	\$5,000.00	\$18,000.00	



[Close](#) [Submit Request](#) [Cancel Request](#)

After clicking on the “[Submit Request](#)” button, optional comments can be included within the change order request before clicking on the “[Send](#)” button to send over to Panda for review.



When a change order request has been submitted, Panda will receive an email notification regarding the request.

Subject: Change Order Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "Additional Roof Work" Change Order

**Notification****PANDA EXPRESS**
GOURMET CHINESE FOOD
Powered By **expesite**

Change Order Submitted: Tony Thi (Vendor) of Vendor Company has submitted the "Additional Roof Work" Change Order [View Change Orders](#)


Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: Additional Roof Work
Line Items: Roofing
Complete: 3/23/2012 3:00 AM EST

[View Change Orders](#)

Click [here](#) to unsubscribe from this project.

Upon approval of the Change Order Request by Panda, the GC will receive an email notification indicating the approval of their request.

Subject: Change Order Approved: Tony Thi of Panda Restaurant Group has approved the "Additional Roof Work" Change Order



Notification

PANDA EXPRESS
GOURMET CHINESE FOOD
Powered By **expesite**

Change Order Approved: Tony Thi of Panda Restaurant Group has approved the "Additional Roof Work" Change Order

[View Change Orders](#)

Company: 1. PRG - PX, PI, HS
Project: Test Project #1
Subject: Additional Roof Work
Line Items: Roofing
Complete: 3/23/2012 3:04 AM EST

[View Change Orders](#)

Click [here](#) to unsubscribe from this project.

As change order requests are approved, contract amounts are increased for the applicable line item(s) in which the change order was made against. **THIS WILL ALLOW A USER TO FILL OUT **PAYMENT APPLICATION REQUESTS** IN EXPESITE TO NOW INCLUDE THE NEWLY APPROVED CHANGE ORDER AMOUNT(S).**

****NOTE:** A user can obtain a summary of all Payment Application and Change Order requests that have been made against a contract by first going to the list of **Contracts/POs** within their Expesite Inbox and clicking on the name of an awarded **Contract**.

Contracts/POs

Status	Type	Name	With	Project	Due	Total	
Awarded	Contract	Panda Express [Store#] - [Project Name]	T. Thi	Test Project #1		\$783,000.00	Share
							View Archive

When the **Contract Detail** page displays, clicking on the [Contract Summary](#) tab within the contract itself will open up a window that will provide information in regards to any payment application(s) or change order approval(s) that have been approved as they relate to the given contract.

Contract Detail - Windows Internet Explorer

https://www.expesite.com/project_wc/CostTracking/Change/CommitmentDetail.asp?RO=true&FromInbox=true&CommitmentID=1922018&blnIs

Contract Detail History **Contract Summary**

Contract - 'Panda Express [Store#] - [Project Name]'

Share Print This

Item Detail:

Project

Name: Test Project #1

Store Number: 1234

Address: 2611 S. 108th Street
West Allis, Wisconsin 53227
Milwaukee
USA

Contract

Completion Date:

Status: Awarded

Quote Received:

Issued:

Executed:

Processed Status: UnProcessed

Certificate of Insurance: No

Contract Type: Standard

Assigned To: [Tony Thi \(Vendor\) - Vendor Company](#)

Assigned By: [Tony Thi - Panda Restaurant Group](#)

Ship To:

Bill To:

Detail:

Attachments: View Attachments

There are 0 attachments for this item

Amount: Edit Subcontractors Collapse Line Items

Internet 100%

On the Contract Summary page, a user can view all approved change orders and payment applications that have been made against an awarded contract. A [Revised Contract Total](#) will display an updated contract amount based on any change order requests that have been approved by PRG against a given contract. In addition, the [Percentage Complete](#) on a contract as well as the [Balance to Complete](#) amount will also be shown on the **Contract Summary** page.

Summary - Windows Internet Explorer

https://www.expesite.com/project_wc/CostTracking/Commitment/frmContractSummaryFrame.asp?FromDetail=true&MainPage=&FromInbox=True&Commitment

Contract Detail History **Contract Summary**

Contract - 'Panda Express [Store #] - [Project Name]' **Awarded**

[Print View](#)

Name/Number: Panda Express [Store #] - [Project Name]
Company: Vendor Company
Contact: Tony Thi (Vendor)
Ship to:
Bill to:

Project Name: Test Project #1
Store Number: 1234
Address: 2611 S. 108th Street
 West Allis, Wisconsin 53227
 USA

Contract Amount: \$783,000.00

CHANGE ORDERS

#	Description	Date	Amount
#1	Additional Roof Work	3/15/2012	\$5,000.00
#2	Plumbing Scope Changed	6/1/2012	\$8,000.00
Total Approved Change Orders			\$13,000.00

Revised Contract Total **\$796,000.00**

PAYMENT APPLICATIONS

#	Description	Date	Amount
#1	1234 1	3/31/2012	\$32,000.00
#2	1234 1A	3/30/2012	\$12,500.00
#3	1234 1B	3/30/2012	\$10,000.00
#4	1234 2	4/30/2012	\$25,000.00
#5	1234 3	5/30/2012	\$15,000.00
#6	1234 3A	5/30/2012	\$35,000.00
#7	1234 3B	5/30/2012	\$50,000.00
#8	1234 3C	5/30/2012	\$25,000.00
#9	1234 4	6/30/2012	\$15,000.00
#10	1234 4A	6/30/2012	\$20,000.00
#11	1234 5	7/30/2012	\$30,000.00
Total Approved Payment Applications			\$269,500.00

% Complete **33.86%**

Balance To Complete **\$526,500.00**

Done Internet 100%