

## GC/ Bid Pay Application & Invoicing in Coupa Process

### About this Guide

This guide walks through the GC Excel template that enables Construction to create a Purchase Order (PO) in Coupa. This guide includes step by step instructions on how to invoice against the PO in Coupa.

This guide contains the following sections:

- [Bid Form Instructions](#)
- [Pay Application Request Instructions](#)
- [Pay Application Invoicing in Coupa Instructions](#)
- [Change Order Form & Change Order Log Instructions](#)
- [Final Pay App/Retainage](#)

### Bid Form Instructions

This excel template will be sent with Plans for Bid Requests and will be a required use for all project types

1. Open the **Bid Form** tab of the excel template. Fill out the cells in **columns E, F & G (Unit, Quantity & Unit Cost)**

A	B	C	D	E	F	G	H	Q
<b>DIV. 1 GENERAL REQUIREMENTS</b>								
CSI Number	Pay Request Line	Category	Unit	Qty	Unit Cost	Total (\$)	Additional Description	
01.00.05	General Requirements	Expeditor Fees	LS	1	432	432.00		
01.00.06	General Requirements	Project Management	LS	1	207	207.00		
01.00.07	General Requirements	Blueprint Copy Fees	LS	1	689	689.00		
01.00.08	General Requirements	Permits	LS	1	85	85.00		
01.00.10	General Requirements	Surveys	LS	1	610	610.00		
01.00.17	General Requirements	Final Cleaning	LS	1	887	887.00		
01.00.18	General Requirements	Storage Units	LS	1	950	950.00		
01.00.19	General Requirements	Temp Utilities	LS	1	242	242.00		
01.00.20	General Requirements	OPs Hiring Trailer	LS	1	550	550.00		
01.00.21	General Requirements	Temp Facilities	LS	1	673	673.00		
01.00.23	General Requirements	Winter Conditions	LS	1	573	573.00		
01.50.00	General Requirements	Other	LS	1	857	857.00		
01.50.10	General Requirements	Other	LS	1	819	819.00		
<b>TOTAL</b>							<b>7,574.00</b>	
<b>DIV. 2 EXISTING CONDITIONS</b>								
CSI Number	Pay Request Line	Category	Unit	Qty	Unit Cost	Total (\$)	Additional Description	
02.41.00	Demolition - Bldg Interior Only	Demolition-Bldg Interiors Only	LS	1	48	48.00		
02.41.13	Selective Interior Building Demo	Selective Interior Building Demo	LS	1	819	819.00		
02.50.00	Bldg Interior Redimination	Bldg Interior Remediation	LS	1	35	35.00		
02.60.00	Contaminated Mat'l Removal	Contaminated Site Mat'l Removal	LS	1	480	480.00		
<b>TOTAL</b>							<b>1,382.00</b>	
<b>DIV. 3 CONCRETE - Building Only</b>								
CSI Number	Pay Request Line	Category	Unit	Qty	Unit Cost	Total (\$)	Additional Description	
03.00.02	Concrete - Building/Foundation Only	Labor - Concrete	LS	1	0.00	0.00		
03.20.00	Concrete - Building/Foundation Only	Concrete Reinforcing	LS	1	0.00	0.00		

2. Submit the completed form to the Flynn Construction team (follow standard bid form submission instructions).
  - Excel template **MUST** be returned with Final Bids
  - The Development Specialist (DS) will then upload the Pay Request info into Coupa to issue a PO
  - Upon approval, the **Excel (bid/pay request)** template and **Change Order** template will be returned to awarded GC at the time of contract

**PAY APPLICATION SUBMISSION & APPROVAL PROCESS:**

- Once you have filled out the Pay Request tab by following the Pay App Request Instructions, send to Flynn Project CM/PM for review and approval via email.
- The Pay Request App must:
  - Be saved as a PDF
  - Signed and notarized by the GC
  - Include all supporting documents: **Subcontractor list & lien waivers (as outlined in Contract)**
  - Sent to CM/PM for review
- The CM/PM will review and send approved pay applications to the **Development Specialist (DS)**.
- The DS will review pay applications for accuracy before forwarding it to the Director of Construction for approval.
- Once approved, the pay application/lien releases will be emailed back to the GC (single PDF document) by the DS
- ONLY** after receiving the PDF of the approved pay application from the DS can the GC begin invoicing in Coupa

## Pay Application Request Instructions

The GC must follow the **Pay Application Request Instructions** and complete the Pay Request tab of the excel template. Once complete, the GC must follow the standard **Pay Application Approval Process**.

**Column D (Original Contract Bid Form)** of the “Pay Request” tab will auto-populate based on the Bid Form data. (Bid Form feeds bid amounts to the Pay Request tab)

	A	B	C	D	E	F
53	Building	Pay Request Line		Original Contract (Bid Form)	Change Orders	Cumulative Contract
54						
55	Div. 1 General Requirements	General Requirements	\$	7,574.00	\$ -	\$ 7,574.00
56						
57	Div. 2 Demo/ Existing Conditions - Interior Bldg	Demolition - Bldg Interior Only	\$	48.00	\$ -	\$ 48.00
58		Selective Interior Building Demo	\$	819.00	\$ -	\$ 819.00
59		Bldg Interior Redimination	\$	35.00	\$ -	\$ 35.00
60		Contaminated Mat'l Removal	\$	480.00	\$ -	\$ 480.00
61						
62	Div. 3 Concrete - Building/Foundation Only	Concrete - Building/Foundation Only	\$	-	\$ -	\$ -
63						
64	Div. 4 Masonry	Masonry - Brick	\$	-	\$ -	\$ -
65		Masonry - Structural	\$	-	\$ -	\$ -
66						

To fill out the Pay App Request Form on the excel template:

- Navigate to the **Pay Request** tab and fill out the total pay request in **Column G (Total Pay Request)**. If it's the 1<sup>st</sup> pay request, column G will be blank since you have not yet requested payment.

D	E	F	G	H	I	J	K
Original Contract (Bid Form)	Change Orders	Cumulative Contract	Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests	% Complete	Pay Request Balance
\$ 7,574.00	\$ -	\$ 7,574.00			\$ -	0.0%	\$ 7,574.00
\$ 48.00	\$ -	\$ 48.00			\$ -	0.0%	\$ 48.00
\$ 819.00	\$ -	\$ 819.00			\$ -	0.0%	\$ 819.00
\$ 35.00	\$ -	\$ 35.00			\$ -	0.0%	\$ 35.00
\$ 480.00	\$ -	\$ 480.00			\$ -	0.0%	\$ 480.00

- Enter the totals you are currently requesting for payment in **Column H (Current Pay Request)**. If you have not completed the work for a line, leave the cell blank. Once you've filled out the current pay request info, save it as a PDF. Email the signed Pay App Form (PDF) with Lien Releases to the Flynn Construction Team.

A	B	C	D	E	F	G	H	I
Building	Pay Request Line		Original Contract (Bid Form)	Change Orders	Cumulative Contract	Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests
Div. 1 General Requirements	General Requirements	\$	7,574.00	\$ -	\$ 7,574.00		\$ 3,787.00	\$ 3,787.00
Div. 2 Demo/ Existing Conditions - Interior Bldg	Demolition - Bldg Interior Only	\$	48.00	\$ -	\$ 48.00		\$ 24.00	\$ 24.00
	Selective Interior Building Demo	\$	819.00	\$ -	\$ 819.00		\$ 409.50	\$ 409.50
	Bldg Interior Remediation	\$	35.00	\$ -	\$ 35.00		\$ 17.50	\$ 17.50
	Contaminated Mat'l Removal	\$	480.00	\$ -	\$ 480.00			\$ -

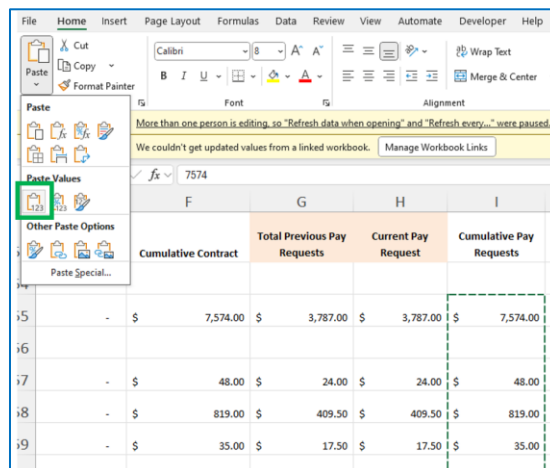
- Once you receive the approved Pay App/Lien releases, you can then begin invoicing. [See here for instructions on invoicing in Coupa.](#)
- For subsequent and final draw/pay requests, copy the values from **Column I (Cumulative Pay Requests)** and paste as values into **Column G (Total Previous Pay Requests)**. Once you've filled out your current pay request info, follow the same submission steps for previous pay requests.

G	H	I	J
Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests	% Complete
	\$ 3,787.00	\$ 3,787.00	50.0%
	\$ 24.00	\$ 24.00	50.0%
	\$ 409.50	\$ 409.50	50.0%
	\$ 17.50	\$ 17.50	50.0%
		\$ -	0.0%

G	H	I	J	K
Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests	% Complete	Pa
\$ 3,787.00	\$ 3,787.00	\$ 7,574.00	100.0%	\$
\$ 24.00	\$ 24.00	\$ 48.00	100.0%	\$
\$ 409.50	\$ 409.50	\$ 819.00	100.0%	\$
\$ 17.50	\$ 17.50	\$ 35.00	100.0%	\$
\$ -	\$ 480.00	\$ 480.00	100.0%	\$

**TIP!** To copy the values of this template, select the totals you need to copy and either right click and select copy or select Ctrl + C. To paste as values, select the paste dropdown in the upper left corner. And select the icon that says Paste Values (highlighted below). This ensures that you do not copy the formulas built into the template.



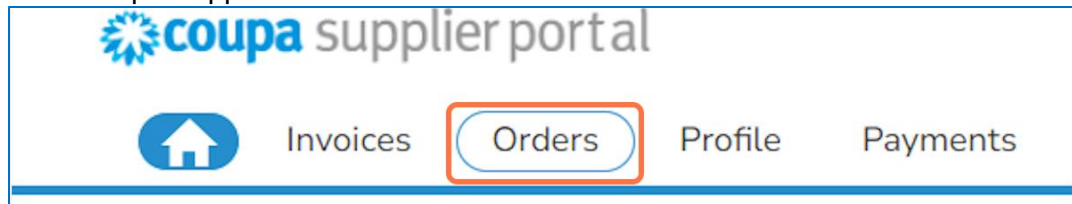
## Pay Application Invoicing in Coupa Instructions

- Once the Pay Request has been approved and sent back to you, you can now invoice in Coupa using the approved amounts in **Column P (Current Coupa Invoice Total)** of the Pay Request tab.

	H	I	J	K	L	M	N	O	P
51							Period From:	1/0/00	
52							Period To:	1/0/00	
53	Current Pay Request	Cumulative Pay Requests	% Complete	Pay Request Balance	Cumulative Retainage	Previous Pay Requests Less Retainage	Current Pay Request Less Retainage	Current Application for Retainage (Final Application)	Current Coupa Invoice Total
54									
55	3,787.00	\$ 3,787.00	50.0%	\$ 3,787.00	\$ 378.70	\$ -	\$ 3,408.30		\$ 3,408.30
56									
57	24.00	\$ 24.00	50.0%	\$ 24.00	\$ 2.40	\$ -	\$ 21.60		\$ 21.60
58	409.50	\$ 409.50	50.0%	\$ 409.50	\$ 40.95	\$ -	\$ 368.55		\$ 368.55
59	17.50	\$ 17.50	50.0%	\$ 17.50	\$ 1.75	\$ -	\$ 15.75		\$ 15.75
60	240.00	\$ 240.00	50.0%	\$ 240.00	\$ 24.00	\$ -	\$ 216.00		\$ 216.00
61									

To begin invoicing in Coupa

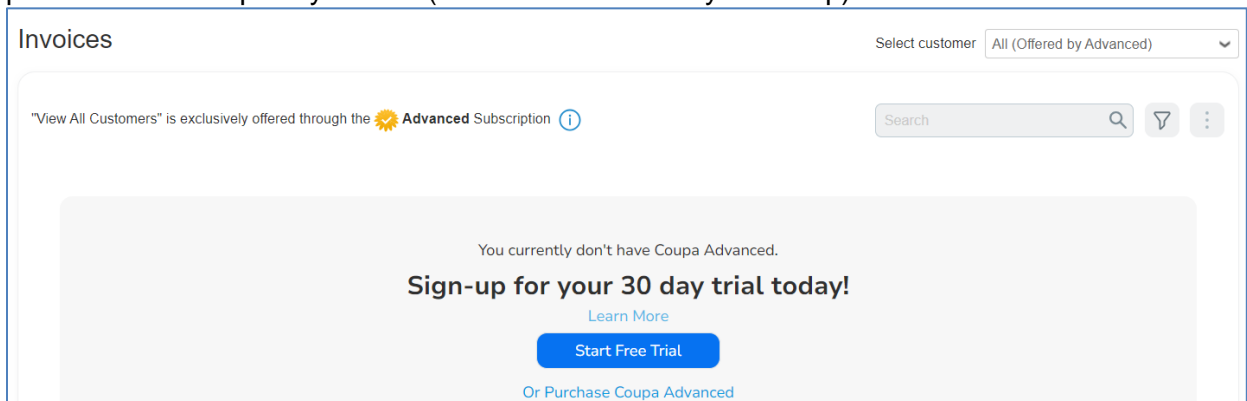
- Navigate to the Coupa Supplier Portal and click on the **Orders** tab.



- Make sure to select **Flynn Group** as your customer in the **Select Customer** field at the top right.



**NOTE:** You must have **Flynn Group** selected under the customer drop down for the below message to disappear. You do not need to have Coupa Advanced to do business with Flynn Group. The Coupa Supplier Portal is completely **FREE**. (Select customer = Flynn Group)



To create an invoice, you can either:

- Click on the **gold coins** under **Actions** to the right of the PO that you're invoicing against

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
TEST149217	10/31/24	Issued	None	General Requirements Demolition - Bldg Interior Only Selective Interior Building Demo Bldg Interior Redimination Contaminated Mat'l Removal Concrete - Building/Foundation Only Masonry - Brick Masonry - Structural Masonry - Stone Veneer Structural Steel 69 more lines	No	101,404.00		Create invoice for PO #TEST149217

- OR click into the PO number you need to invoice against> scroll to the bottom of the PO> select **“Create Invoice”**.

Create Invoice

Create Service/Time She

3. After selecting Create Invoice, enter the **Invoice #** and **Invoice Date**

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

**General Info**

\* Invoice #  ✓

\* Invoice Date  📅

Payment Term

\* Currency

Delivery Number

Status

Supplier Note

**From**

\* Supplier

Supplier Tax ID

Invoice From Address

\* Remit-To Address

\* Ship From Address

4. Attach the Approved Pay App PDF and required documentation by selecting **Add File** under the **Attachments** field.

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

**General Info**

\* Invoice #  ✓

\* Invoice Date  📅

Payment Term

\* Currency

Delivery Number

Status

Supplier Note

**From**

\* Supplier

Supplier Tax ID

Invoice From Address

\* Remit-To Address

\* Ship From Address

Attachments ?

Add File

| URL

| Text

- Adjust the line total to the agreed upon amount (This will be the data in **Column P (Current Coupa Invoice Total)**).

- Invoice against the line associated with the work that has been completed and agreed upon. Remove the lines that you are not ready to invoice against by either **entering 0** in the price field OR **selecting the X to delete the line**.

- Once you're done adjusting your lines to the correct amount, select **Calculate**. *This may take a moment.*

- Confirm that you've attached the required documents to the invoice. Select **Send Invoice**.

- Once your invoice is sent, under the **Invoices** tab the status will say **"Pending Approval"**.

Invoice #	Created Date	Status	PO #	Total
T149217-1	11/08/24	Pending Approval	TEST149217	7,169.70
149217	10/31/24	Approved	TEST149217	3,992.85
49213 v2	10/24/24	Pending Approval	TEST149213	3,726.95
149213	10/24/24	Approved	TEST149213	3,992.85

- The Development Specialist that created the PO will receive a notification that they have a new invoice to review. If the amount is correct and matches the agreed upon pay request data in **Column P**, they will **approve**. If the amount does not match what has been agreed upon, they will **dispute** the invoice. This will require you to create a new invoice against the PO and delay payment.

**TIP!** Before submitting invoices in Coupa, always make sure to verify that the total amount matches the **approved totals in Column P** of the approved pay application. This will prevent delays in payment.



## Change Order Form & Change Order Log Instructions

1. You must complete the **New Change Order Form**, ensuring each item is associated with a line-item code (the dropdown in form contains the codes). Follow the CO submission instructions found on the New Change Order Form template.
2. You must **save the completed Change Order Form as a PDF** and submit it to the PM/CM
3. Once approved, the **DS will make this change to the PO in Coupa**
4. The approved change order will be **sent back to you (GC)** for your records
5. Once approved, you must input the **APPROVED** change orders in the **Change Order Log (Continuation Sheet)** found at the bottom of the Pay Request tab of the excel template

To fill out the **Change Order Log (Continuation Sheet)**:

1. Scroll to the bottom of the Pay Request tab. Enter the change order # in **Column A (Approved Change Order #)**. Use the drop down in **Column B (Pay Request Line)** to input the Pay Request Line for the approved Change Order

Approved Change Order #	Pay Request Line (Drop Down)	Description of Work	Changes
171	1 General Requirements		
172	1 Demolition - Bldg Interior Only		
173	2 Selective Interior Building Demo		

2. Fill out the Description of Work associated with that Pay Request Line in **Column D (Description of Work)** and enter the approved change order amounts associated with that Pay Request Line in **Column F (Changes)**

Approved Change Order #	Pay Request Line (Drop Down)	Description of Work	Changes
171	1 General Requirements	Description of Work	100.00
172	1 Demolition - Bldg Interior Only	Description of Work	200.00
173	2 Selective Interior Building Demo	Description of Work	300.00

3. You must add a line for **Overhead & Profit** that reflects the totals from the Change Order Form.

Approved Change Order #	Pay Request Line (Drop Down)	Description of Work
	2 Selective Interior Building Demo	unforseen water damage behind wall
	2 Masonry - Brick	repair damaged brick
	2 General Requirements	permit fee
	2 Overhead & Profit - Site	

4. The data will auto populate **Columns E & F (Change Orders & Cumulative Contract)** of the Pay Request tab.

	D	E	F	G	H	I
	Original Contract (Bid Form)	Change Orders	Cumulative Contract	Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests
52						
53						
54						
55	\$ 7,574.00	\$ 100.00	\$ 7,674.00		\$ 3,787.00	\$ 3,787.00
56						
57	\$ 48.00	\$ 200.00	\$ 248.00		\$ 24.00	\$ 24.00
58	\$ 819.00	\$ 300.00	\$ 1,119.00		\$ 409.50	\$ 409.50

## Final Pay App/Retainage

- For the Final Pay Application for Retainage, you will need to enter the cumulative pay requests in **Column G (Total Previous Pay Requests)**. You can refer to **Column I** for this information.

G	H	I
Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests
\$ 3,787.00	\$ 3,787.00	\$ 7,574.00
\$ 24.00	\$ 24.00	\$ 48.00
\$ 409.50	\$ 409.50	\$ 819.00
\$ 17.50	\$ 17.50	\$ 35.00
\$ -	\$ 480.00	\$ 480.00

- Once you've entered the **Total Previous Pay Requests**, you can delete the contents from **Column H (Current Pay Request)** since you have completed the project and the only thing you have left to invoice for is retainage.

G	H	I	J
Total Previous Pay Requests	Current Pay Request	Cumulative Pay Requests	% Complete
\$ 7,574.00		\$ 7,574.00	100.0%
\$ 48.00		\$ 48.00	100.0%
\$ 819.00		\$ 819.00	100.0%
\$ 35.00		\$ 35.00	100.0%
\$ 480.00		\$ 480.00	100.0%

- For the Final Pay Application for Retainage, you will need to copy the values from **Column L (Cumulative Retainage)** and paste into **Column O (Current Application for Retainage)**. The cumulative retainage will then auto populate in **Column P (Current Coupa Invoice Total)**.

L	M	N	O	P
Cumulative Retainage	Previous Pay Requests Less Retainage	Current Pay Request Less Retainage	Current Application for Retainage (Final Application)	Current Coupa Invoice Total
\$ 757.40	\$ 6,816.60	\$ -		\$ -
\$ 4.80	\$ 43.20	\$ -		\$ -
\$ 81.90	\$ 737.10	\$ -		\$ -
\$ 3.50	\$ 31.50	\$ -		\$ -
\$ 48.00	\$ 432.00	\$ -		\$ -



4. The GC can then follow the same process used for the first and subsequent pay requests to complete final invoice using the contents from **Column P (Current Invoice Total)**.

L	M	N	O	P
Cumulative Retainage	Previous Pay Requests Less Retainage	Current Pay Request Less Retainage	Current Application for Retainage (Final Application)	Current Coupa Invoice Total
\$ 757.40	\$ 6,816.60	\$ -	\$ 757.40	\$ 757.40
\$ 4.80	\$ 43.20	\$ -	\$ 4.80	\$ 4.80
\$ 81.90	\$ 737.10	\$ -	\$ 81.90	\$ 81.90
\$ 3.50	\$ 31.50	\$ -	\$ 3.50	\$ 3.50
\$ 48.00	\$ 432.00	\$ -	\$ 48.00	\$ 48.00