

## Oracle's Textura Payment Management: Work Faster and More Efficiently

### What Is Textura (TPM®)?

Oracle's TPM is an Internet-based construction invoicing and payment solution. With the TPM system, subcontractors can electronically sign and submit their pay applications—including invoices, sworn statements, and conditional and/or unconditional lien waivers. Payments are made electronically via ACH (Automated Clearing House) resulting in faster access to your funds. In addition, TPM facilitates submission and tracking of compliance documents and sub-tier lien waivers. In short, TPM has revolutionized the construction payment process. Thousands of subcontractors currently use TPM to submit their pay applications every month.

### Sign Pay Applications and Submit Electronically

TPM automatically generates the required Pay Application documents and transmits them to your GC electronically at the click of a button.

- Invoices are created by simply entering a percent complete or dollar value by line item of your budget
- Electronic submission of documents eliminates the expense and inconvenience of fax or hand delivery
- Invoice amounts are verified with lien waiver and payment amounts, reducing the risk of error

### Receive Payments via ACH

TPM uses the secure ACH network for electronic deposit of funds to accelerate draw payments.

- ACH will deliver funds faster than a manual check. Payments are made through TPM directly by the GC and are subject to the terms of your contract.
- ACH works like direct deposit. Funds are immediately available, no waiting for checks to clear.
- TPM alerts you via email that payment has been disbursed.

### Know What is Happening, When It Happens

TPM offers complete visibility throughout the draw process and notifies users of critical events.

- Receive real-time notifications when a draw is opened, change order issued, payment disbursed, etc.
- Receive email reminders to update expiring insurance documents and notification of non-compliance.
- Online invoice approval and rejection ensures that both parties are informed of final invoice amounts.

### Manage Documents Online

Project documents created in or uploaded to the system are available for viewing, printing or downloading to your computer. TPM will store these documents for a minimum of ten years.

- Pay Application backup documents are submitted quickly and easily via an upload attachment feature.
- Electronic submission & tracking of legal documents such as insurance certificates reduces payment holds.
- Possibility for lost or delayed documents resulting in held payments is virtually eliminated

### What Does It Cost to Use TPM?

#### **0.22% of contract value\***

- Maximum – \$5,000
- Sub-tier subcontractors – \$100

### Payment Methods

- ACH (default) or Credit Card

*\*Plus applicable taxes*

### Technical Requirements:

TPM is completely web-based- there is no software to install. Users need only:

- Internet access (high-speed recommended)
- Email access for each user
- Adobe Acrobat Reader 6.0 or higher (free download)

### Free Training & Support:

Our Training Supports your training needs with:

- Free webinars
- Individual training by phone

**Support representatives are available to answer your questions at 866 -TEXTURA (866-839-8872).**

## CPM Webinar Sessions

Online CPM Training sessions are 30 minutes, and are offered once per day on Mondays, Wednesdays and Fridays.

### Join a Session

Use the [CPM Webinar Schedule](#) to Register for a Session

- ✓ Choose **Training** under **Quicklinks** at [www.texturacorp.com](http://www.texturacorp.com)
- ✓ Select Construction Payment Management™ (CPM) to see the CPM Webinar Schedule
- ✓ Choose **Click Here to Register** for the session you want to join

Monday	Wednesday	Friday
3:00 PM EST 2:00 PM CST 1:00 PM MST 12:00 PM PST 9:00 AM HAST	3:00 PM EST 2:00 PM CST 1:00 PM MST 12:00 PM PST 9:00 AM HAST	11:00 AM EST 10:00 AM CST 9:00 AM MST 8:00 AM PST 5:00 AM HAST

**APPLICATION FOR PAYMENT,  
RELEASE OF CLAIMS, AND WAIVER OF LIENS  
SUBMITTED TO  
W.G. YATES & SONS CONSTRUCTION COMPANY ("YATES")**

SUBCONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_ DRAW NO. \_\_\_\_\_

ORIGINAL SUBCONTRACT AMOUNT	\$ _____
AUTHORIZED CHANGE ORDERS	\$ _____
TOTAL REVISED SUBCONTRACT AMOUNT	\$ _____
VALUE OF WORK COMPLETED TO DATE	\$ _____
PROPERLY STORED MATERIAL	\$ _____
TOTAL COMPLETED AND STORED	\$ _____
LESS _____% RETAINED (round off)	\$ _____
AMOUNT EARNED TO DATE	\$ _____
LESS PREVIOUS BILLINGS	\$ _____
AMOUNT OF THIS REQUISITION	\$ _____

Upon Subcontractor's receipt of the amount of this requisition, as acknowledged by Subcontractor's endorsement and negotiation of Contractor's check(s) in said amount, Subcontractor does hereby warrant that no other moneys are due and owing, or are claimed to be due and owing, and there are no claims, extras, or causes of action for which the Subcontractor is entitled to additional compensation, time, or other remedy, relating to this subcontract or any other agreement concerning this project, except as specifically shown to be due in this application for payment and for changes requested as listed in the space below. (Use additional pages if needed, and so note.) If "None" either state "None" in the space below or leave blank. **CHANGES REQUESTED:**

Having first been duly sworn, the undersigned authorized representative of the Subcontractor hereby warrants and certifies that Subcontractor has fully paid for all materials, labor, equipment, services, incidentals, and other bills and obligations of every kind or nature that relate to the subcontract, purchase orders, or other agreement(s) between Subcontractor and Yates for the referenced project, with the exception of those amounts listed as owed on the Sworn Statement of Payment Obligations accompanying this application for payment.

Upon Subcontractor's receipt of the amount of this requisition, as acknowledged by Subcontractor's endorsement and negotiation of Contractor's check(s) in said amount, Subcontractor hereby further warrants that no portion of the building, improvements or project and the land on which same is located or any monies owed to Contractor can be made subject to any valid lien, encumbrance, or other claim by any person or entity who has furnished material, supplies, labor, equipment, or services to, for, or on behalf of the Subcontractor in connection with the project. Subcontractor hereby waives, releases and relinquishes any and all liens, mechanic's liens, rights of lien, and other claims or encumbrances of whatsoever kind or nature against YATES, YATES' surety, the Owner, the Architect and Engineers, any financial institution, and against the building, improvements or the project and the land on which same is located and any monies owed to Contractor, which in any way relate to the work performed, materials furnished, or obligations undertaken by Subcontractor or by any of its laborers or suppliers through the date of this document.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

State of \_\_\_\_\_, County of: \_\_\_\_\_

The above named, \_\_\_\_\_, appeared before me this the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ and executed the above and foregoing document.

(Seal)

Commission Expires: \_\_\_\_\_

Notary Public: \_\_\_\_\_

**RELEASE OF CLAIMS AND WAIVER OF LIENS  
SUBMITTED TO W.G. YATES & SONS CONSTRUCTION COMPANY**

SUPPLIER/VENDOR TO SUBCONTRACTOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

PROJECT / JOB NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ (Insert "Final" if Supplier/Vendor will not request any additional payment related to the Project)

The undersigned Supplier/Vendor hereby certifies that all material, supplies, labor, equipment, and services provided by the undersigned to, for, or on behalf of the Subcontractor in connection with the Project have been paid in full through the above date. The undersigned Supplier/Vendor hereby waives, releases and relinquishes any and all liens, mechanic's liens, stop notices, bond rights, rights of lien, and other claims or encumbrances, which it may now or hereafter have, of whatsoever kind or nature against W.G. Yates & Sons Construction Company, Yates' surety, the Subcontractor, the Owner, Architect, and Engineers for the Project, any financial institution, and any of their employees, affiliates, successors and assigns, and against the building, improvements or the project and the land on which same is located and against any monies owed to W.G. Yates & Sons Construction Company, which in any way relate to the work performed, materials furnished, or obligations undertaken by Supplier/Vendor or by any of its laborers or suppliers through the above date.

SUPPLIER/VENDOR (Not Subcontractor)  
by its Authorized Representative:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

NOTICE: This document waives rights unconditionally and states that you have been paid in full through the date hereof. This document is enforceable against you, even if you have not been paid. If you have not been paid, use a release and waiver conditioned upon payment.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(SEAL)

**RELEASE OF CLAIMS AND WAIVER OF LIENS  
SUBMITTED TO W.G. YATES & SONS CONSTRUCTION COMPANY**

SUPPLIER/VENDOR TO SUBCONTRACTOR: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

PROJECT / JOB NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

Upon the receipt and in consideration of the payment of \$\_\_\_\_\_, the undersigned Supplier/Vendor to the Subcontractor hereby waives, releases and relinquishes any and all liens, mechanic's liens, stop notices, bond rights, rights of lien, and other claims or encumbrances, which it may now or hereafter have, of whatsoever kind or nature against W.G. Yates & Sons Construction Company, Yates' surety, the Subcontractor, the Owner, Architect, and Engineers for the Project, any financial institution, and any of their employees, affiliates, successors and assigns, and against the building, improvements or the Project and the land on which same is located and against any monies owed to W.G. Yates & Sons Construction Company, which in any way relate to the work performed, materials furnished, or obligation undertaken by Supplier/Vendor or by any of its laborers or suppliers through the above date.

The undersigned Supplier/Vendor hereby acknowledges full payment of all amounts listed in any previous Release of Liens and Waiver of Claims related to the Project except an amount equal to \$\_\_\_\_\_ (zero, if blank). This amount is also included in the amount listed above.

SUPPLIER/VENDOR (Not Subcontractor)  
by its Authorized Representative:

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_



**FINAL RELEASE OF CLAIMS AND WAIVER OF LIENS**

**PROJECT/JOB # \_\_\_\_\_**

Having first been duly sworn, the undersigned authorized representative of \_\_\_\_\_, (hereinafter referred to as the "Subcontractor") hereby certifies that Subcontractor did furnish labor, materials, and/or services pursuant to a subcontract, purchase order, or other agreement, whether written or oral (hereinafter referred to as the "Contract"), with W.G. Yates & Sons Construction Company, (hereinafter referred to as "Contractor") in connection with the above-referenced project.

Upon receipt and in consideration of Contractor's check in the amount of \$\_\_\_\_\_, being final payment for all labor, materials and services furnished by the Subcontractor in the performance of said Contract, the Subcontractor for itself, and any others claiming by, through, or under the Subcontractor, its successors and assigns, and all of its related and subsidiary companies, hereby unconditionally releases Contractor, its surety and the Owner, their parent companies, affiliates, subsidiaries and divisions and their officers, agents, employees, assignees or heirs from any and all claims or costs, causes of action or other liability of any nature, known or unknown, whatsoever arising out of or during the performance of said Contract other than such claims, if any, that may, with the consent of Contractor and the Owner, be specifically excepted from the terms of this Release, stated as follows: (None, if blank).

As a material part of the consideration hereunder, Subcontractor unconditionally releases Contractor, the Owner, and their sureties, officers, agents, employees, assignees and heirs, and the building, improvements and the project and the land on which same is located and any monies owed to W.G. Yates & Sons Construction Company, from any and all claims whatsoever, arising out of, or during, the performance of said Contract, including without limitation, all laborer's, materialmen's, and mechanic's lien claims or Contractor and the Owner or their respective sureties.

Subcontractor further certifies that all labor, materials, and services, furnished in connection with the performance of said Contract and all applicable state and federal payroll taxes, sales and/or use taxes (if applicable) and payroll insurance have been fully paid.

In the event of a dispute, including litigation, between Contractor and Owner pertaining to the Project, Subcontractor agrees to fully cooperate and provide reasonable assistance to Contractor as requested:

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The above named, \_\_\_\_\_, appeared before me this the \_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, and executed the foregoing document.

MY COMMISSION EXPIRES: \_\_\_\_\_  
(SEAL) Notary Public

(If the subcontractor is a Corporation, the following certificate will be executed):  
I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation executing this release: that \_\_\_\_\_ who signed this release on behalf of the Subcontractor was then \_\_\_\_\_ of said Corporation: that said release was duly signed for and on behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.

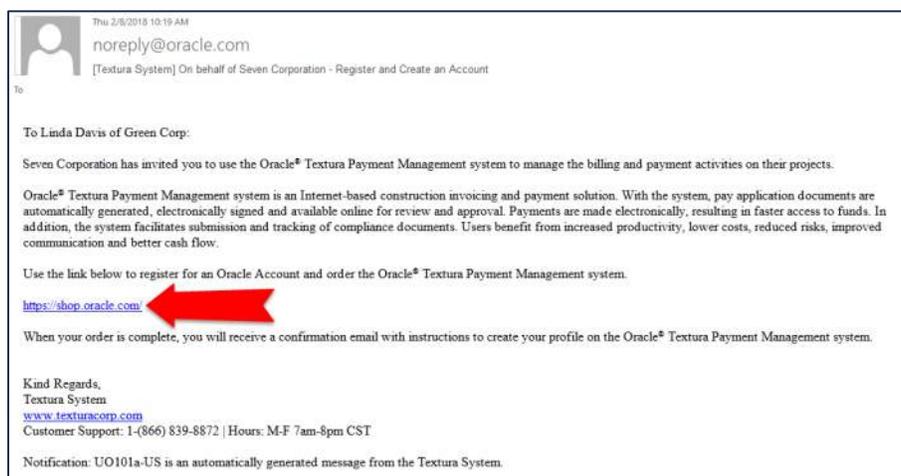
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

## Oracle Cloud Store Setup Process

To use the Oracle Textura Payment Management (TPM) system, new users first need to create an account on the Oracle Cloud Store. Registering with the Oracle Cloud Store is a short, onetime process, and will enable you to purchase the TPM product. Users do not pay a fee at the time of checkout. All usage fees and payments occur within the TPM system.

### Store Registration Email

When a General Contractor or Textura Administrator invites you to use TPM, the system sends a **Register and Create an Account** email. The email includes information on TPM and a unique link to the TPM product page on the Oracle Cloud Store.



Select the link in the email to navigate to the Oracle Cloud Store.

**Note:** The link:

- Does not expire
- Can only be used once.

### Add TPM to the Cart

**Caution:** Do not choose the **New User?** button at the top of the page. This will disrupt the Oracle Cloud Store setup workflow.

The Oracle Cloud Store displays information about the Oracle Textura Payment Management Cloud Service product, including usage fees. TPM is a standalone Oracle product. Other Oracle products cannot be added to the cart.

## 1. Add to Cart

Select the blue **Add to Cart** button near the bottom of the page. A red **1** displays next to the cart icon at the top of the page (not pictured).

## 2. Select Cart

From the top of the page, select the cart icon. The store navigates to the **Your Shopping Cart** page.

## 3. (Optional) View Rate Card

Choose the **Show Rate Card Details** link to see how costs are determined within TPM.

### Tip

*Usage fees are unique to each organization type, project, and contract. Purchasing TPM from the Oracle Store does not cost anything. You will only pay usage fees through the TPM system.*

Call +1 866 201 9198 For Customer Service | Live Chat | Email | Help | United States (English)

ORACLE Cloud | Products | New user? | Sign in | **2**

Cloud > Applications > Textura > Textura Payment Management Subcontractor Cloud Service (B88705)

### Textura Payment Management Subcontractor Cloud Service (B88705)

Oracle Textura Payment Management streamlines and automates construction payment management processes, helping contractors and other construction project partners improve efficiency and enhance risk reduction through improved control and visibility.

The Textura Payment Management Subcontractor Usage Cloud Service has a minimum price of US\$50 and a maximum of US\$2,500 per contract. The price is 0.18% of contract value for contracts between US\$2,778 and US\$1,388,889.

Please check your country selection in the upper right hand corner to ensure you are buying the services in the country where the project is located.

**See Rate Card**

Mode: Pay As You Go

Metric: Currency Unit | Quantity: Based on Actual Usage

**1** **Add to Cart**

The following services are eligible for use with Oracle Textura Payment Management:

Description	Usage Rate
Textura Payment Management Subcontractor Cloud Services	
Textura Payment Management Subcontractor Cloud Service - Contract Value	0.0018
Textura Payment Management Lower Tier Subcontractor Cloud Service - Contract	US\$100,0000

## 4. Checkout

Choose **Checkout**. The page reloads and displays a **Checkout** message.

Call +1 866 201 9198 For Customer Service | Live Chat | Email | Help | United States (English)

ORACLE Cloud | Products | New user? | Sign in | **1**

## Your Shopping Cart

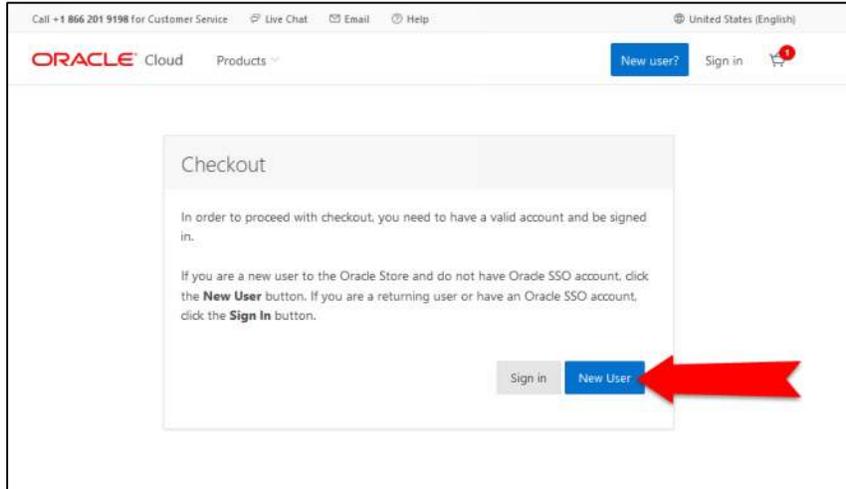
Email Cart | Clear Cart | Continue Shopping

Description	Part #	Unit Price	Quantity	Total Price
<b>Services</b>				
<a href="#">Textura Payment Management Subcontractor Cloud Service (B88705)</a> Data Center Region: North America ▼ Hide Rate Card	B88705	See Rate Card	Based on Actual Usage	<b>Billed Immediately</b>
You will be charged based on usage at then current rate price, which is subject to change.				
Textura Payment Management Subcontractor Cloud Services				
Textura Payment Management Subcontractor Cloud Service - Contract Value			0.0018	
Textura Payment Management Lower Tier Subcontractor Cloud Service - Contract		US\$100,0000		
<b>Subtotal: Based on Actual Usage</b>				

**3** **Checkout**

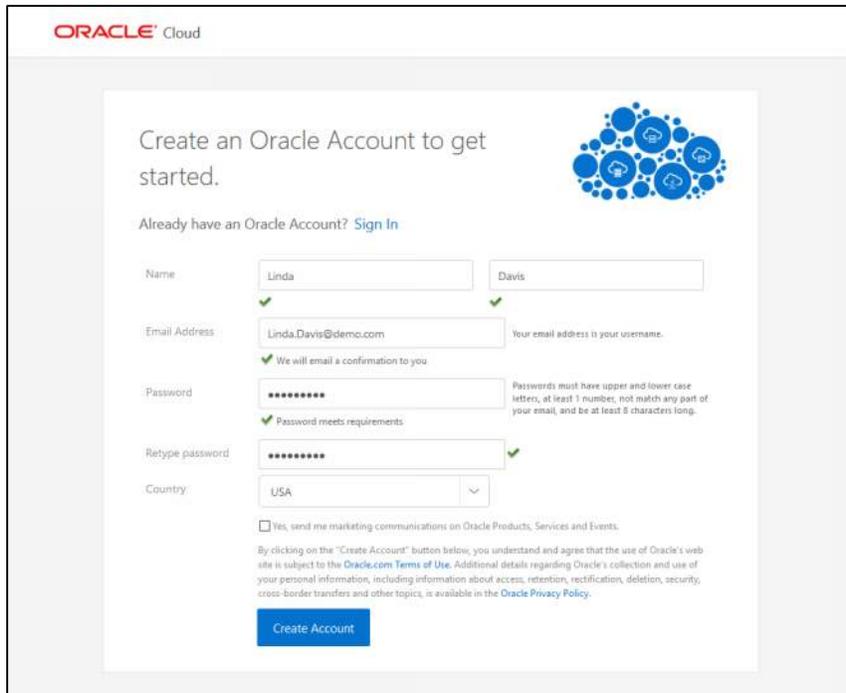
## 5. Create Oracle Cloud Store Account

From the **Checkout** message, choose the blue **New User** button. The Oracle Cloud Store navigates to a **Create an Oracle Account** page.



## Create an Oracle Cloud Store Account

An Oracle Cloud Store account is separate from an Oracle Textura Payment Management account. It is needed to purchase TPM.



### 1. Enter Contact and Password Details

- o First Name
- o Last Name
- o Email Address
- o Password
- o Retype Password
- o Country

**Note:** Your email address becomes your username.

## 2. (Optional) Receive Oracle Product Emails

Select the check box to receive emails about Oracle products, services, and events.

## 3. Create Account

Choose the blue **Create Account** button. The Oracle Cloud Store sends a verification email to the address entered on the **Create an Oracle Account** page.

## 4. Verify Email

- a. Navigate to the email in your inbox.
- b. From the email, select the **Verify email address** button.  
The Oracle Cloud Store opens in your default browser.

## 5. Sign In

From the Oracle Cloud Store, enter the username and password you created, and choose the blue **Sign in** button.

The Oracle Cloud Store returns to the checkout process.

## Continue Checkout Process

The next page of the Oracle Cloud Store includes additional sections and fields. Complete each section before continuing.

### Add Additional Information

The **Additional Information** section includes **Company Information**, **Cloud Account Administrator**, and **Main Location Phone Number** details.

#### 1. Complete all fields:

- **Company Information**—  
Enter company details:
  - Customer Type
    - Corporate
    - Individual
  - Legal Company Name
  - Phone
- **Cloud Account Administrator**—  
Enter contact information for the Oracle Cloud Store account:
  - First Name
  - Last Name
  - Email Address

The screenshot shows the Oracle Cloud Store checkout page. At the top, there is a navigation bar with the Oracle logo and 'Cloud Products'. Below this is a table of services. The main section is titled 'Additional Information' and contains several form fields:

- Company Information:** Includes a dropdown for 'Customer Type' (Corporate selected), a text field for 'Legal Company Name' (Green Corp), and a 'Phone' field (Country: US, Number: 603-555-0101).
- Cloud Account Administrator:** Includes a dropdown for 'Add a new Cloud Account Administrator' (selected), and text fields for 'First Name' (Linda), 'Last Name' (Davis), and 'Email Address' (LINDA.DAVIS@EXAMPLE.COM).
- Main Location Phone Number:** Includes a dropdown for 'Country' (US) and a 'Phone Number' field (603-555-0101).

A red arrow points to the 'Save and Continue' button at the bottom right of the form. Below the form are sections for 'Service', 'Billing', 'Payment', 'Tax Exemption', and 'Terms and Conditions'. At the bottom right, there is a summary of costs: Subtotal: Based on Actual Usage, Estimated Tax: Based on Actual Usage, and Billing Cycle Total: Based on Actual Usage.

- **Main Location Phone Number**—Enter a contact number.  
*Note: Consider entering an office phone number. This number is used for My Oracle Support (MOS).*

## 2. Choose *Save and Continue*.

The **Service** section displays.

### Add Service Details

The **Service** section includes address details.

#### 1. Complete all required fields:

- First Name
- Last Name
- Address Line 1
- City
- State
- Zip Code
- Email
- Phone Number.

#### 2. (Optional) Select Make Preferred.

Select the check box to set this address the as the preferred address on file.

#### 3. Choose *Save and Continue*.

The **Billing** section displays.

### Add Billing Information

The **Billing** section includes billing address details. If the service and billing address are the same, choose the address and then select **Save and Continue**.

If the billing address is different than the service address:

#### 1. Complete all required fields:

- First Name
- Last Name
- Address Line 1
- City
- State
- Zip Code
- Email
- Phone Number.

#### 2. (Optional) Select Make Preferred.

Select the check box to set this address as the preferred billing address on file.

#### 3. Choose *Save and Continue*.

The **Payment** section displays.

### View Payment Information

The **Payment** section includes information on Automated Clearing House (ACH) payments. TPM uses ACH to electronically transfer General Contractor funds to Subcontractors.

Choose **Save and Continue**. The **Tax Exemption** section displays.

## Update Tax Exemption Status

The **Tax Exemption** section allows new users to declare their company as tax exempt. When selected, Oracle begins an internal review and verification process.

If your company is not tax exempt, choose **Save and Continue**.

If your company is tax exempt:

- 1. Select the check box.**

Required tax exemption fields display.

**Note:** *Tax exempt customers must complete all fields in order to continue the Oracle store process.*

- 2. From the drop-down list, select a tax exempt reason.**

- 3. Upload a tax exemption certificate.**

- 4. Choose *Save and Continue*.**

The **Terms and Conditions** section displays.

## Accept Terms and Conditions

The **Terms and Conditions** section includes the terms of usage for Oracle Cloud Services.

Select **Accept** and choose **Save and Continue**. The **Confirm and Place Your Order** page displays.

## Confirm and Place Order

The **Confirm and Place Your Order** page shows the information added during the checkout process. Verify all information is correct and choose **Place Order** near the bottom of the page.

A **Your Order has been placed** page appears, and the Oracle Cloud Store sends an order confirmation to the email address held on file.

The confirmation includes an order number and a CSI Number.

### Keep this Information

Take note of the **CSI Number**. You may need this number for account assistance through My Oracle Support (MOS).

Once the system processes your order, the TPM system sends a **Create Account** email.

### Tip

It can take up to two hours for the TPM **Create Account** email to arrive in your inbox.

This concludes the Oracle Cloud Store setup process.

**Next:** [Set up an account](#) on the TPM system.

**Still Need Help?** Call Customer Support at 866-839-8872, available Monday-Friday 7am-8pm CST.

## Legal Notices

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Oracle Cloud Store Setup Process

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# **Oracle Textura Payment Management Guide for Subcontractors**

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## Account Set Up

Live help with account set up is available Monday through Friday from 7am-8pm CST. If you prefer to learn how to set up your account and confirm your contract on your own or outside of our working hours, follow the instructions below.

1. You will receive an email to create your account. Click on the link following “To start using the system, click on the link below to set up your TPM account:”



To Ursula Harrison of Maryland Subcontractor:

Your registration is complete. Thank you for your order. Oracle® Textura Payment Management system (TPM) is now included on your account on the Oracle Store.

Your Order Number is: 38071789c80451c11K8888

To start using the system, click on the link below to set up your TPM account:

<https://usdemo1.texturacorp.com/system/CreateUsername.psp?initcode=Yd3HOezVofk3SnoBBaSYOTOnBsrhBnuC&login=1&jobTokenID=222975>

**Note:** For your security, the above link will expire 48 hours after it is created (April 3, 2019 at 9:35:06 AM CDT). If your link has expired, please contact Customer Support on 866-839-8872 to request a new link.

To see simple instructions on creating your account, click the link below:

[https://docs.oracle.com/cd/E97085\\_01/10306012.htm](https://docs.oracle.com/cd/E97085_01/10306012.htm)

Para obtener instrucciones sencillas en la creación de su cuenta, haga clic en el enlace de abajo:

[https://docs.oracle.com/cd/E97085\\_01/10306012.htm](https://docs.oracle.com/cd/E97085_01/10306012.htm)

#### TRAINING INFORMATION:

All new Subcontractor users are encouraged to register for a free training webinar prior to entering their first invoice. Click the link below for a full schedule of available classes and to register for TPM Subcontractor Training:

<https://www.oracle.com/textura/training.html>

Kind Regards,  
Textura Payment Management System

2. You will be directed to create a username and password. The requirements are on the right. Be sure to password protect them in an Excel Sheet as Textura personnel does not have access to your log in credentials if you lose them.

**ORACLE**  
Textura  
Payment Management

Create Account

Username

Password

Re-Enter Password

Submit

**Username**

- Use letters, numbers, or underscores ( \_ )
- Do not use any symbols or spaces
- Do not use more than 20 characters

**Passwords**

- Must include at least 1 letter and 1 number
- Must be at least 8 characters long
- Must be different from previous passwords
- Cannot include your name, your username, common words, city names, or organization names.

3. Once you've created a log in that meets the requirements, the next step is to **Edit User**. Fill in the asterisk fields with your name, email, and phone number.

## Edit User

Company Name: Maryland Subcontractor      Textura Customer Number: 80451

**User Information**

First Name: \*       User Name: \*

Middle Name:       User Role: Enterprise Administrator

Last Name: \*       Job Title: \*

**Contact Information**

E-Mail: \*       Address:

Phone#1: \*       Address Line 2:

Once those fields are completed, Scroll down to **Notifications and Permissions** and select **Manage Projects, Manage Compliance, Sign on Behalf of the Company** and **Invoice Approver**. **Optional: If you are a notary, also select [Notarize Documents](#) and fill in the fields at the bottom with your notary state and expiration date.** Select **Save Changes** at the bottom when finished.

## Notification and Permissions

### E-mail Notification for Project Messages:

- E-Mail with each notification that occurs  
 Never-I will get them from my homepage

[Configure/View Email](#)

### Date Input Format:

- mm/dd/yyyy (e.g., 12/31/2008)  
 dd.mm.yyyy (e.g., 31.12.2008)

Note: dd-Mon-yyyy (e.g. 31-Dec-2008) is always accepted

### User can:

- Manage Projects  
 Manage Compliance  
 Sign on behalf of the company: Sworn statements, lien waivers, and other documents.  
 Invoice Approver  
 Authorize payments for disbursement  
 Disburse Project Funds  
No Disburse Enterprise Wide Funds  
No Manage Owner Funding  
 Manage Classified Attachments  
No Manage EPP  
No Create Projects  
 Manage Interfaces

3. The next step is to **Edit E-Sign PIN**. The PIN number is a 4-6 digit number used to sign documents electronically. Fill in your password in the first blank, and enter and re-enter the PIN number of your choice in the third and fourth blanks. Press **Submit** when finished.

Users ▾ Organizations ▾ Tasks ▾

### Reset e-Sign PIN

Please enter the security PIN you would like to use to for e-signing.  
(Note that PIN must be 4-6 digits in length.) [Forgot Password?](#)

Enter Current Password:

Enter PIN Number:

Re- Enter PIN Number:

4. The system will prompt you to select **Edit Organization** to input your legal company name, address, tax ID and bank information. **Note: Please ensure accuracy when entering banking details as that is how you receive payment from your General Contractor. Ensuring accuracy the first time helps avoid payment delays.** Press **Update Organization** at the bottom of the page when finished.

## Edit Primary Organization

Textura Customer Number: 80451  
Oracle GSI Account Number: o\_acct\_num\_80451  
Cloud Account Name: o\_acct\_name\_80451  
Subscription ID: sub\_80451

### Business Information

Company Name:	Maryland Subcontractor
Country:	United States of America
Address Line 1:	1405 Lake Cook Road
Address Line 2:	
City:	Ocean City
State:	Maryland
Zip Code:	21842
County:	
Phone:	8668398872
Alternate Phone:	
Fax:	
Mobile:	
Default Currency:	USD
Default Translation:	English-US
Minority Status:	None
Tax ID:	

### Bank Information

	
Bank Name:	Maryland Bank
Bank City:	
Bank State:	
Bank Country:	United States of America
Bank Account Name:	
Routing Number:	021000021
<small>Concerning ACH Routing Numbers: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.</small>	
Stored account #	On file, ending in 4801
Bank Account Type:	Checking
Bank Account #	
Re-enter Bank Account #	
<small>* Denotes Fields Required for Payment</small>	

5. You should now receive a link to complete the Oracle Store Set up. Go through the entire Oracle Store set up process and within 24 hours you'll be able to confirm the Contract.

6. If the General Contractor has attached a project to your existing account, and if you had received the Oracle Store confirmation email 24 hours prior, you can click the **Home** button in the upper left to click on your new Project to access the **Confirm Contract** link. **Note: If you don't have any projects, reach out to your General Contractor to get projects added to your account.**

## Confirm Contract

You have been invited by Atlantic General Contractor to participate in the Rocky Coast Condominiums project.

<b>General Contractor Project Number:</b>	1283	<b>Textura Project Number:</b>	1283
<b>General Contractor:</b>	Atlantic General Contractor	<b>Project Name:</b>	Rocky Coast Condominiums
<b>SOV Control:</b>	Maryland Subcontractor	<b>Project Address:</b>	1800 Circle Drive
<b>Invoice Control:</b>	Maryland Subcontractor		Bennington, Maine 04622

Contract #	Contract Date	Description	Organization	Original Contract	Change Orders	Contract Amount	Billed	Retention	Contract Balance
245780	01-Apr-2019		Maryland Subcontractor	320,000.00	0.00	320,000.00	0.00	0.00	320,000.00

Usage Fee Amount	
Textura Usage Fee based on Contract Balance	576.00
Description	Standard Fee applies
The fee assessed for usage of the Textura® system on this contract will be collected when the confirm button below is clicked. <a href="#">How is this calculated</a>	
Payment	
Current Amount	576.00
Tax on Current Amount	--
To be paid upon contract confirm	576.00 Using account: (4801)

Please click below to confirm participation in the project

Reason

Select **Confirm** if the base contract value is correct.

7. After confirming participation in the project, the next step is to **Assign Users to Project**. This selects which person from your company is doing which job in Textura itself. Select **Save Changes** when finished.

### User Roles

Name	Project Manager	Compliance Manager	Signer
Ursula Harrison	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Following these steps will set up your account as a subcontractor. **[Reach out to your General Contractor if you need projects added to your account, or if you need to be invited to invoice.](#)**

## How to Edit a Schedule of Values as a Subcontractor

Your General Contractor may require that you provide detail on your schedule of values. Follow the below instructions to learn how to do so, or call (866) 839-8872 for live assistance.

1. Log in to [cpm.texturacorp.com](http://cpm.texturacorp.com) and click on the project. From there, select the **My Contracts** tab at the top and choose **Edit Schedule of Values**. This brings you to this page:

ORACLE® Textura Payment Management

Tools Maryland Subcontractor Ursula Harrison

Rocky Coast Condominiums - 24567 002 Project Tasks Messages

Project Home My Contract Compliance Subcontracts Project Setup

Edit Schedule of Values

Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019

1 General Construction

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount		
1		General Construction	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Working Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

2. In this example, our contract is input as a lump sum with a generic description. If we want to fix this we need to click on the **description** of the line and press the **Delete Selected** button as shown:

Edit Schedule of Values

Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019

1 General Construction

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount		
1		General Construction	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Working Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

3. Pressing the **Delete Selected** button will get rid of the line item entirely and from here you can press **Add New Line**:

## Edit Schedule of Values

Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019

1 General Construction

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	001	Labor	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
Working Totals:			20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

There are **three** columns only that you touch when breaking out your budget for the first time:

- **Phase Code**- The line item number for your contract. Keeps lines in order. **Highly** recommended that you use "001" for your first line item, "002" for your second, etc.
  - **Description**- Displays what your line item represents
  - **Scheduled Value Amount**- How much your line item is worth for the *entire* job. **Note: This is not where you invoice. You are itemizing your contract only.**
4. Continue adding as many line items as needed until your **Working Total** in the Scheduled Value Amount Column adds up to you **Totals** line as shown. You will know this as **Working Totals** and **Totals** will be in black and will match:

## Edit Schedule of Values

Save Changes Revert to Saved Reallocating for Draw #1 - 19-Apr-2019

1 General Construction

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	001	Labor	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
	002	Material	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00
Working Totals:			40,000.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00
Totals:			0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00

5. Select **Save Changes** in the upper left when finished.

## How to Allocate Change Orders

Sometimes your General Contractor may increase or increase your contract value via a **change order**. Adding those change orders to your contract is called **change order allocation**. Follow the steps below to be walked through a typical change order allocation.

1. You will receive an email titled “**New Change Order**” that will list the project that the change order is regarding.
2. Log in to [cpm.texturacorp.com](http://cpm.texturacorp.com) and click on the project that has the change order. When you have a change order to allocate, you will see a warning triangle displayed on the page asking you to allocate the change order:

The screenshot shows the Oracle Textura Payment Management interface. At the top, there is a navigation bar with a home icon, the project name 'Rocky Coast Condominiums - 24567', and the contract number '002'. Below this is a secondary navigation bar with tabs for 'Project Home', 'My Contract', 'Compliance', 'Subcontracts', and 'Project Setup'. The 'Project Home' tab is selected. Underneath, there is a section titled 'Project Home' with a sub-section 'Overview'. Two tabs are visible: 'Tasks' (selected) and 'Payment Summary'. The 'Tasks' section contains two panels. The left panel, titled 'Budget', shows a warning triangle icon next to the text 'Allocate Change Order for Contract 002' and 'Edit budget: 002 -'. The right panel, titled 'Compliance', shows a checkmark icon next to the text 'Update Legal Documents (2)'.

3. When you click on the allocate option, you are brought to the **Change Order Allocation** page

### Change Order Allocation

Save Changes Revert to Saved

- You have 1 Change Orders to allocate, now allocating 00 - Additions to Scope for 1,500.00
- Reallocating for Draw 1 - 19-Apr-2019

#### 2 General Construction

Add New Line Delete Selected

Phase Code	Description	Allocate 1,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount
Working Totals:		0.00	0.00	0.00	0.00	0.00
Totals:		1,500.00	0.00	1,500.00	1,500.00	0.00

- From here, if there aren't any empty lines, press the **Add New Line** button, give your change order a **Phase Code** (item number) and **description** and in the **allocate** column, put in the exact amount that's displayed next to the word "allocate" in the allocate column

### Change Order Allocation

Save Changes Revert to Saved

- You have 1 Change Orders to allocate, now allocating 00 - Additions to Scope for 1,500.00
- Reallocating for Draw 1 - 19-Apr-2019

#### 2 General Construction

Add New Line Delete Selected

Phase Code	Description	Allocate 1,500.00	SoV Amount	Net Change By C/O	Contract Sum to Date	Subcontract Amount
002	Change Order 1	1,500.00	0.00	1,500.00	1,500.00	0.00
Working Totals:		1,500.00	0.00	1,500.00	0.00	1,500.00
Totals:		1,500.00	0.00	1,500.00	0.00	1,500.00

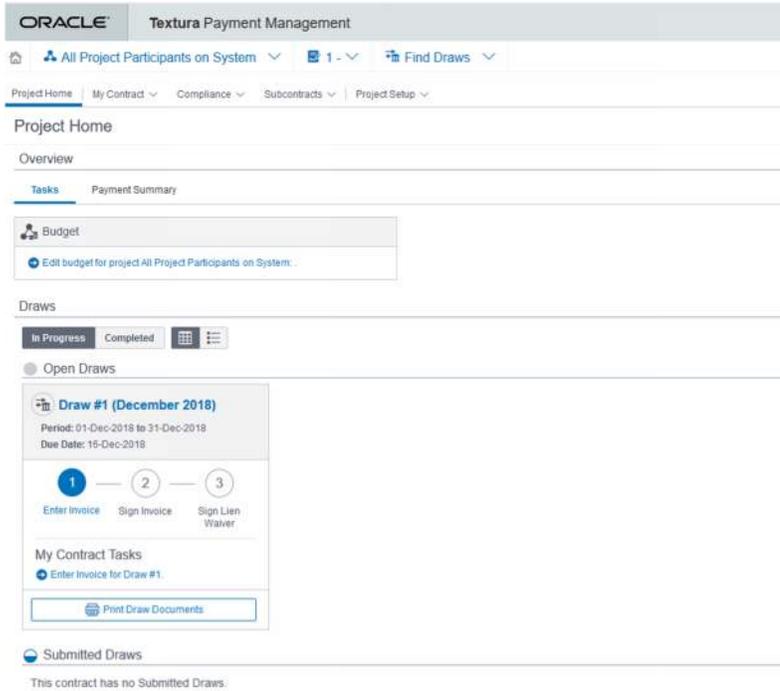
- Select **Save Changes** in the upper left when finished and you will receive a confirmation message:

**You have successfully allocated all Change Orders.**

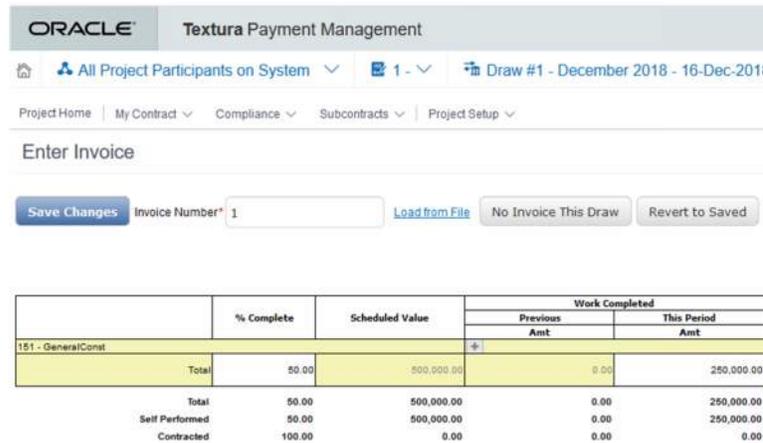
# How to Submit an Invoice as a Subcontractor

If you're new to Textura and need help submitting a pay application, refer to the below guide, or give us a call at 866-839-8872 Monday-Friday 8am-9pm EST for live assistance.

1. Log in to [cpm.texturacorp.com](http://cpm.texturacorp.com) and click on the project name. **If a draw is open**, you'll see a **Draw Card** that says **Enter Invoice**. Click on the **Enter Invoice** link.



2. You will be directed to the Enter Invoice page. When you know how much of each line item you wish to bill, put them under **Work Completed This Period Amount**. It currently says 0. Click on the 0 and type the amount you wish to bill.



- When you're finished entering your values, select the blue **Save Changes** button in the upper left. This directs you to the **Status** page. Click on the action under **Next Steps** to continue.

ORACLE® Textura Payment Management

Tools CPM Sub1 Inc. Mark Johnson

All Project Participants on System 1 - Draw #2 - CAMS - 10-Jan-2019 Project Tasks Messages

Project Home My Contract Compliance Subcontracts Project Setup

### Status

Thank you for providing your invoice details for this contract.

To edit the invoice details again [click here](#)

To update the material supplier and subcontractor information to be included with your lien waiver, [click here](#)

**Next Steps**

[Edit Contractors and Material Suppliers for Draw 2](#)

You have additional pending other actions:

[Agree to Terms & Conditions](#)

- This directs you to the **Edit Contractors and Material Suppliers** page. This page is to list companies outside of your own that have either physically worked with you on the project or have provided material, and the amounts you've already paid them. If you have suppliers select **Add New Sub Tier**. If not, select **Save Changes** to move forward.

ORACLE® Textura Payment Management

Tools CPM Sub1 Inc. Mark Johnson

All Project Participants on System 1 - Draw #2 - CAMS - 10-Jan-2019 Project Tasks Messages

Project Home My Contract Compliance Subcontracts Project Setup

### Edit Contractors and Material Suppliers

Line Del	Organization			Service	Contract Amount	Previously Paid	Current Payment	Balance Due
	Name	Status	Location					
	OPM Sub1 Inc.	Self	Phoenix, Arizona		493,000.00	237,500.00	116,750.00	138,750.00
<input type="checkbox"/>	Example Sub	Manual		Material	7000	0.00	2000	5,000.00
<b>Subcontractors (On-system) Total:</b>					0.00	0.00	0.00	0.00
<b>Affidavit Lines Total:</b>					7,000.00	0.00	2,000.00	5,000.00
<b>Contracted Total:</b>					7,000.00	0.00	2,000.00	5,000.00
<b>Contracted as Percentage of Total:</b>					1.40%	0.00%	1.68%	3.48%
<b>Overall Total:</b>					500,000.00	237,500.00	118,750.00	143,750.00

Add New Sub Tier Save Changes Cancel

- After pressing **Save Changes** on **Edit Contractors and Material Suppliers**, you are asked to select **Send to Signer**. This allows you to review the invoice before submitting it to the Signer of your company. Press **Send to Signer** to move forward.

**Draw Date:** 10-Jan-2019      **Period:** 01-Jan-2019 - 28-Feb-2019

[Edit Contractors and Material Suppliers](#)

**Invoice Number\***

2

**Send to Signer**

**Draw Summary**

[Show draw summary](#)

**Subcontractor Invoice Status**

Subcontractors Invited	0
Invoices Received	0
Invoices Approved	0

**Your Draw Documents**

[Invoice](#)

[Sworn Statement](#)

[Lien Waiver](#)

**Draw Details**

[View Draw Request](#)

[Print Draw Documents](#)

6. The Signer will receive an email with a link to sign their pay application. It will also be a link on their Draw Home Page.

**Draw Home** Open

**My Invoice**

1 Enter Invoice **2 Sign Invoice** 3 Sign Lien Waiver

Item	Amount
To Date	375,000.00
Previous	250,000.00
This Period	125,000.00
Retention	6,250.00
Net Invoice	118,750.00

**Lien Waivers**

0 Lien Waivers Pending Approval

Status	Unconditional
● Unsigned	1
● Pending My Approval	0
● Pending GC Approval	0
● Approved	0
<b>Total</b>	<b>1</b>

[Manage Lien Waivers](#)

[View Lien Waiver Status](#)

**Payment Status**

There is not an invoice submitted for this draw.

**Draw Documents**

[Print Draw Documents](#)

[Attachments \(0\)](#)

**Documents** Download

[Invoice](#) Download

[Sworn Statement](#) Download

[Unconditional Lien Waiver](#) Download

**Quick Reports**

[My Draw Request](#)

[Subcontract Draw Requests](#)

[Contractors and Material Suppliers](#)

[Retention Report](#)

7. Once they go to their **Sign Invoice** step, they are prompted to input a 4-6 digit PIN number and press the **Sign Invoice** button. This will pull up a PDF document of the Invoice they are to sign. They press **Click Here to Sign** on the document itself to electronically sign the document.

Sign Document

Instructions:

- 1) Your PDF document appears in the PDF viewer window below.
- 2) Scroll through this document and find the location labeled: [Click Here to Sign](#) on page 1.
- 3) Click that location to sign the document. You may need to right-click and select 'Open Weblink in Browser'. Please click only once.

**AIA Document G702™ - 1992**  
Application and Certificate for Payment

**TO OWNER:**  
Georgia Sub  
1234 Orange Grove Lane  
Atlanta, Georgia 30305

**FROM CONTRACTOR:**  
Georgia Sub Tier  
123 Orchard Road  
Any Town, Georgia 33005

**PROJECT:**  
Woodland Luxury Condominiums  
123 Elm Street  
Any Town, California 92036

**VIA ARCHITECT:**

**APPLICATION NO:** 1  
**PERIOD TO:** 04/30/19  
**CONTRACT FOR:** 001  
**CONTRACT DATE:** 11/27/18  
**PROJECT NO:** 4935275972

**Distribution to:**  
OWNER   
ARCHITECT   
CONTRACTOR   
FIELD   
OTHER

**CONTRACTOR'S APPLICATION FOR PAYMENT**  
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 89,000.00  
2. NET CHANGE BY CHANGE ORDER ..... \$ 0.00  
3. CONTRACT SUM TO DATE (LINE 1+2) ..... \$ 89,000.00  
4. TOTAL COMPLETED AND STORED TO DATE (COLUMN D ON G703) ..... \$ 0.00.00

**RETAINAGE:**  
A. 15.0% of Completed Work (Column D + E on G703) ..... \$ 0.00.00  
B. 5.0% of Stored Material (Column F on G703) ..... \$ 0.00  
Total Retainage (Lines 4a + 5a or Total in Column I of G703) ..... \$ 0.00.00

6. TOTAL EARNED LESS RETAINAGE (LINE 4 LESS LINE 6 TOTAL) ..... \$ 27,000.00  
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (LINE 8 FROM PRIOR CERTIFICATES) ..... \$ 0.00  
8. CURRENT PAYMENT DUE ..... \$ 27,000.00  
9. BALANCE TO FINISH, INCLUDING RETAINAGE (LINE 8 LESS LINE 8) ..... \$ 0.00.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>
NET CHANGES by Change Order	\$0.00	\$0.00

**AMOUNT CERTIFIED** ..... \$ 27,000.00  
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**ARCHITECT:** \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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Then they need to select **Click Here to Continue** in the upper left of the page to sign the remainder of the documents:

Sign Document

Your signed document appears below.

Instructions: [Click Here to Continue](#).

Once they sign all of their documents, the Draw will fall under the **Submitted Draws** section of your main project page:

ORACLE® Textura Payment Management Tools CPM Sub1 Inc. Mark Johnson Project Tasks Messages

[All Project Participants on System](#) 1 [Find Draws](#) Project Tasks Messages

[Project Home](#) [My Contract](#) [Compliance](#) [Subcontracts](#) [Project Setup](#)

## Project Home

Overview

[Tasks](#) [Payment Summary](#)

**Budget**

[Edit budget for project All Project Participants on System](#)

## Draws

[In Progress](#) [Completed](#)

**Open Draws**

This contract has no Open Draws. An email will be sent when a draw is initiated.

**Submitted Draws**

**Draw #1 (December 2018)**

Period: 01-Dec-2018 to 31-Dec-2018  
Due Date: 16-Dec-2018

**Pending**

**237,500.00**

Net Invoice Amount

[Print Draw Documents](#)