

SAP PPM User Guide – How to Create Contract Payment Vouchers (CPV) and Release Retentions

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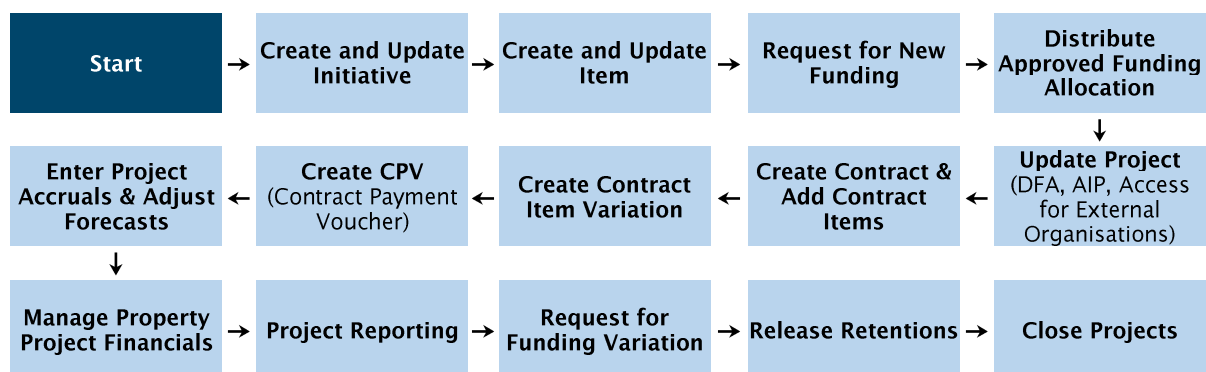
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Click to open an SAP PPM Guide from this general process diagram below. These links are valid for internal staff members only.



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Purpose

This document will guide you to create Contract Payment Vouchers (CPV) and Release Retentions in SAP PPM so contractors can be paid.

Scope

This document does not cover the management of Contracts or Contract Items which are covered in another guide. It also does not cover: AIP (Automated Invoice Processing system), financial processes, or control processes outside of SAP PPM.

Prerequisites

An open Contract with Contract Items. Each Contract Item is linked to a WBS number.

Responsible Role

While anyone can create a CPV, the person responsible is:

- Engineer to the Contract
- Engineer Representatives

Related Documents

 [Automated Invoice Processing \(AIP\) User Guide](#)

1. CREATE A CONTRACT PAYMENT VOUCHER (CPV)

a. Find and Open your Contract

Screen: SAP Index

The screenshot shows the SAP Index interface. At the top, there is a search bar and a 'TQE/325 Index' header. Below this is a 'Portfolio and Project Management' section with a calendar icon. A callout box with a '1' points to this icon, containing the text: 'Login to SAP. Click this PPM icon to open up Overview list.' Below this is an 'Overview' section with a list of menu items: 'Overview Work Center', 'Reporting', 'Project Management', 'Contract Management', 'Portfolio Management', and 'PPM Administration'. A callout box with a '2' points to 'Contract Management', containing the text: 'If you click the title, it expands the entire Overview.' To the right of this list, there is a sub-menu with 'Contract Payments (CPV)' and 'Contract Maintenance'. A callout box with a '3' points to 'Contract Payments (CPV)', containing the text: 'You can access contract management objects here, creating and maintaining contracts and contract payments.'

Screen: Contract Payments (Selection and Detailed Information)

The screenshot shows the 'Contract Payments' screen. At the top, there is a 'Contract Selection' section with a table of contract data. A callout box with a '4' points to the table, containing the text: 'If your contract is readily seen here, you can skip steps 4 to 7. Otherwise click a relevant column heading to filter e.g. Contract Title, Contract Manager, Office etc'. Below the table is a 'Detailed Information' section. A callout box with a '5' points to a dropdown menu, containing the text: 'Select (Custom Filter)'. A 'Filter' dialog box is open, showing a list of filter options. A callout box with a '6' points to the 'contains' option, containing the text: 'Click this dropdown list, and select contains'. A callout box with a '7' points to the search input field in the filter dialog, containing the text: 'Insert stars/asterisks at the front and back of your search words, and click OK'. The search input field contains the text '*vic* or *church*'. The filter dialog also has 'OK' and 'Cancel' buttons.

Contract Number	Contract Title	Description	Description	Office	Contract Manager	Physical Works Supplier	Contract Status
397PN-SF		Maintenance	Physical Works and Profess	Wellington	SELWYNB	20949	CNPC
NO 10-656		Maint			INACTIVE	20211	CNAC
NO 14-010		M&C			GERHARDV		CNAC
NO 14-022		M&C			GERHARDV		CNAC
NO 15-083		M&C			GERHARDV		CNAC

b. Create a CPV for your Contract

Screen: Contract Payments (Contract Selection and Detailed Information)

Contract Number	Contract Title	Description	Description	Office	Contract Manager	Physical Works Supplier	Contract Status
MA3722-9198	Testla Roadster	Improvements Physical Works ...	Bridge Strengthen/Widen/S...	Auckland	CAROLM	25495	CNAC
MA2884-3827	Testla Roadster	Improvements Physical Works ...	Traffic Management Systems	Auckland	GRAHAMO	22539	CNAC
2018440	Hammon Section Earthworks	General/Specialty	Risk, Value Management	Hamilton	ADRIANKH		CNAC
Contract No. 123456	Testla Roadster	Improvements Physical Works ...	Intersection	Auckland	SUZIEF	28051	CNAC
TEST RETENTIONS	Testing change in retentions	Improvements Physical Works ...	Intersection	Dunedin	SUZIEF	25983	CNAC

1 Select your Contract by clicking the lefthand column

This icon shows this column has been filtered by your search words. To search again, click the column and select (All)

2 Click Create CPV

Drag this to expand the list

Detailed Information

Print Draft/Copy | Update Transaction | **Create CPV** | Release Retention | Reverse Transaction | Delete Transaction | Change History

Paym't No	Rev. Trx	Final Print	Date Work Comp to	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	GST	Liq. Damag...	Payable	Charged
				TOT	00.00	0.00	0.00	00.00	0.00	0.00	00	0.00

Screen: Contract Payment Voucher

Contract Payment Voucher

Save Cancel Edit Check Create PDF CPV Back **9** Click Back

8 Click Save **1** Click Edit

Contract Number: 12345678 Chuggington Tunnel
 Office: Auckland
 Contract Manager: SUZIEF
 Engineer to the Contract:
 Original Contract Price: 410,400.00 Variation Increase/Decrease: 0.00 Current Contract Price:
 Physical Works Supplier: 2805 BiffCo Ltd Address: 1 MacGuyver Road, Auckland GST No:

3 Enter last day of the month of the previous month. This becomes the **Invoice Date**. This is especially important for financial year end 30 June.

Contract Payment Voucher

Invoice Number: 002 Invoice Date: Date of Work Completed to:
 Due Date: * Date of Service: *
 Total of Prev Certificates: 1,000.00 Total for this Certificate: 1,000.00 Total of previous certs + this cert: 2,000.00
 Previous Retentions: 0.00 Less Retentions: Total: 0.00

2 Put either 20th of the following month, or what the payment terms and conditions are for the Agency e.g. if it is due 10 days from date of invoice. (Ref NZS 3910 Payments section)

4 This is when the claim is submitted and sent to the claim recipient (ref NZS 3910 Payments section)

5 Enter payment amounts for each Contract Item

Contract WBS

Contract Item ID	Description	Project WBSE	Contract Item Value	Variation Value	Payment Amount
43350001	Initial work	60046008	15,460.00	0.00	1,000.00
43000002	Park development	60004456	60,000.00	0.00	0.00
43000004	River work	60004454	20,000.00	0.00	0.00

6 If required, complete the following columns for Liquidated Damages

Liquidated Damages

Contract Item Id	Description	WBS Element	Contract Item Value	Variation Value	Days This Claim	Liq. Damages / Day GST NA: Rate 1
43000001	Initial work	60046008	15,460.00	0.00	0	
43000002	Park development	60004456	60,000.00	0.00	0	

7 Click Check (on the toolbar), and review the **Payments Certificate** section

Payment Certificate

Payment Certificate

Certified this Claim: 1,000.00
 Less Retentions: 0.00
 Subtotal: 1,000.00
 Plus GST: 150.00
 Gross Payable: 1,150.00
 Less Liquidated Damages: 0.00
 Payable to Contractor: 1,150.00
 Charged this Claim: 1,150.00

Screen: Contract Payments (Detailed Information)

Contract Payments

Contract No. 123456 Testla Roadster Improvements Physi... Intersection Auckland

Detailed Information

Print Draft/Copy Update Transaction Create CPV Release Retention Reverse Transaction Delete Transaction Change History

Paym't No			Trx T...	Claim ...	Retentions Held	Retentions Rele...	Subtotal	GST	Liq. Da...	Payable	Charged	
	<input type="checkbox"/>	<input type="checkbox"/>	TOT	1,000.00	0.00	0.00	1,000.00	150.00	0.00	1,150.00	1,150.00	
001	<input type="checkbox"/>	<input type="checkbox"/>	31.01.2020	CPV	1,000.00	0.00	0.00	1,000.00	150.00	0.00	1,150.00	1,150.00


10 Select the CPV by clicking on lefthand column

11 Click **Print Draft/Copy**

12 Open or Save the PDF file, then read through the CPV file

File Download

Do you want to open or save this file?

 Name: TESTING VENDORS-002.pdf
Type: Adobe Acrobat Document
From: sapecc-qas.wan.net.nz

See Page 7 of this guide for an example of a CPV printout

c. Example of a CPV PDF



NZTA
Private Bag 106602
Auckland 1143

Contract Payment Voucher and Tax Invoice

BiffCo Ltd
PO Box 90210
Christchurch

Example Only
NOT For Use

GST No: 89-364-086
Our NZBN: 9429041910085

Ph. 099699800
Fax.

Original Contract Price: \$410,400.00
Current Contract Price: \$410,400.00
Variations: \$0.00
Contract Number: 12345678
Contract Title: Route 66 Chuggington
Current Completion Date: dd/mm/yyyy
NZTA Manager: Project Manager
Professional Services Supplier: Consultancy Co.

Supplier GST Number: 88276408

Invoice No scheme is...
Contract (Internal Number)/Payment No./Vendor No.

Vendor No: 28051
Invoice No: 43350/002/28051

Created / Checked
Consultant: Sam
Date: 24/02/2020

Certification
I certify that to the best of my knowledge the foregoing is true and correct in every particular and that all conditions have been complied with.
Consultant: Sam
Date: 24/02/2020

This is either 20th of the following month, or what the payment terms and conditions are for the Agency e.g. if it is due 10 days from date of invoice. (Refer NZS 3910 Payments section)

Work is always completed to the end of the previous month

Certificate of Work Completed	
Payment No:	002
Date of Claim Work Completed To:	31/01/2020
Total Value of Claim:	\$2,000.00
Less Total Previous Claims:	\$1,000.00
Total Certified this Claim:	\$1,000.00

Global Bond or Retentions Held

Liquidated Damages - GST Not Applicable

This is when the claim is submitted and sent to the claim recipient (ref NZS 3910 Payments section)

Payment Certificate	
Date of Service	31/01/2020
Payment Due Date	20/02/2020
Certified this Claim:	\$1,000.00
Less Retentions:	\$0.00
Sub-Total:	\$1,000.00
Plus GST:	\$150.00
Payable:	\$1,150.00
Less Liquidated Damages:	\$0.00
Payable to Contractor:	\$1,150.00
Charged this Claim:	\$1,150.00

Example Only
NOT For Use

Each description line here is a Contract Item

Description	Ref	GST Excl
Initial Response	43350001	\$1,000.00
River work	43350003	\$ x
Another Contract Item	4335000x	\$ x

Description	Ref	GST Excl
Park development	43350002	\$ x

November 2013
Printed: 24.02.2020 11:12:00

Buyer Created Tax Invoice - IRD Approved

New Zealand Government

d. Certify Contract Payment Voucher

- Certifying a CPV is done by an Engineer to the Contract, or Engineer’s Representative

Screen: Contract Payments

Contract Payments

Contract No. 123456 Testla Roadster Improvements Physi... Intersection Auckland SUZIEF 28051 CNAC

Detailed Information

Print Draft/Copy **Update Transaction** Create CPV Release Retention Reverse Transaction Delete Transaction Change History

Paym't No	Rev. ...	Fin...	...	Retentions Held	Retentions Rele...	Subtotal	GST	Liq. Da...	Payable	Charged	
			TOT	1,000.00	0.00	0.00	1,000.00	150.00	0.00	1,150.00	1,150.00
001			31.01.2020 CPV	1,000.00	0.00	0.00	1,000.00	150.00	0.00	1,150.00	1,150.00

1 Find and open the CPV you need to certify (refer to Find and Open a Contract section)

2 Select the CPV by clicking on lefthand column

3 Click **Update Transaction**

Screen: Contract Payment Voucher

1 Click **Save**

2 Click **Summary**

3 Click **Charged this Claim**

4 Click **Edit** and read over the information

5 Tick to certify

6 Click **Check** to set the details

7 Click **Create PDF CPV** when you're sure the CPV is completely correct. Once you have clicked here, you can't change anything on it. **NEVER** change the WBS, codes or dollar amounts after this step. You'll need to create a Reverse CPV to fix this.

8 Click **Back** and you'll see the Final Print box is now ticked

9 Save the PDF file of the CPV. This is electronically signed, so written signatures aren't required

10 Click **Back** and you'll see the Final Print box is now ticked

File Download
 Do you want to open or save this file?
 Name: TESTING VENDORS-002.pdf
 Type: Adobe Acrobat Document
 From: sapecc-qas.wan.net.nz
 Open Save Cancel

● **11.** Email the CPV with all supporting documents as one PDF to apinvoices@nzta.govt.nz for AIP payment. CC the Waka Kotahi Contract Manager or Project Manager.

See Page 7 of this guide for an example of a CPV printout

For reference:  [Automated Invoice Processing \(AIP\) User Guide](#)

3. RELEASE A RETENTION

a. Complete Retention Release Details

Screen: Contract Payments (Contract Selection)

Contract Payments

Contract Selection 1 Find your contract (refer to **section 1**), and select it by clicking on its lefthand column

Contract Number	Contract Title	Description	Description	Office	Contract Manager	Physical Works Supplier	Contract Status
04-0111001	Putaruru SEDS	Improvements Physical Works Cons...	Stock Effluent Disposal Facility	Hamilton	OSCAR	20957	CNAC
1234567890	Route 66 Chuggington Tunnel	Improvements Physical Works Cons...	Realignment	Tauranga	KERMITF	21383	CNAC
TNZ61931	SH7 Seal Widening, Ran	Improvements Physical Works Cons...	Carriageway Widening	Christchurch	PIGGY	21296	CNPC
NZTA62202	SH 9 Seal Widening - S	Improvements Physical Works Cons...	Carriageway Widening	Christchurch	BERTERNIE	24099	CNPC

Detailed Information 2 Click **Release Retention**

Print Draft/Copy | Update Transaction | Create CPV | **Release Retention** | Reverse Transaction | Delete Transaction | Change History

Paym't No	Rev. Trx	Final Print	Date Work Comp to	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	GST	Liq. Damages ...	Payable	Charged
050	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.11.2014	CPV	5,721,498.38	0.00	0.00	5,721,498.38	858,224.76	0.00	6,579,723.14	6,579,723.14
051	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.12.2014	CPV	5,933,406.07	0.00	0.00	5,933,406.07	890,010.91	0.00	6,823,416.98	6,823,416.98
052	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.01.2015	CPV	7,397,677.19	0.00	0.00	7,397,677.19	1,109,651.58	0.00	8,507,328.77	8,507,328.77
053	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.02.2015	CPV	7,753,522.51	0.00	0.00	7,753,522.51	1,163,028.38	0.00	8,916,550.89	8,916,550.89
054	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.03.2015	CPV	8,078,757.13	0.00	0.00	8,078,757.13	1,211,813.57	0.00	9,290,570.70	9,290,570.70
055	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.04.2015	CPV	8,870,088.86	0.00	0.00	8,870,088.86	1,330,513.33	0.00	10,200,602.19	10,200,602.19
056	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.05.2015	CPV	6,184,895.06	0.00	0.00	6,184,895.06	927,734.26	0.00	7,112,629.32	7,112,629.32
057	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01.07.2015	CPV	1,546,457.49	0.00	0.00	1,546,457.49	231,968.62	0.00	1,778,426.11	1,778,426.11
057R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01.07.2015	CPVR	1,546,457.49-	0.00	0.00	1,546,457.49-	231,968.62-	0.00	1,778,426.11-	1,778,426.11-
059	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.06.2015	CPV	1,546,457.49	0.00	0.00	1,546,457.49	231,968.62	0.00	1,778,426.11	1,778,426.11

Screen: Release Retentions

Release Retentions

Contract Summary

Contract Number:	CA3786	Ret 66 Chuggington Tunnel	
Office:	Auckland		
Contract Manager:	KERMIT		
Engineer to the Contract:	BOB		
Current Contract Price:	1,052,797.39		
Physical Works Supplier:	21028	BiffCo Constructicon Ltd	GST Number: 68391334

Release Retention

Invoice Number:	013	Invoice Date:	Date of Work Completed to: *
Retention Amount Held:	40,307.23	Due Date: * 20th of following mth	Date of Service: *
Payment Amount:	40307.23		
Balance of Retentions:	0.00		
GST:	0.00		
Amount Payable:	0.00		
Notes:			

Release Retention Created by

Created By: You on 27.02.2020 13:53:04

7 Click **Back**

3 Click **Edit**

6 Click **Save**

5 Click **Check** and check the details are correct

4 Complete the red boxes.

Date when payment is due

Date when claim is received from contractor

Screen: Contract Payments (Detailed Information)

Detailed Information

Print Draft/Copy | Update Transaction | Create CPV | Release Retention | Reverse Transaction | Delete Transaction | Change History

9 Click **Print Draft/Copy**

10 Open the PDF to read through the Contract Retention Release file

8 Select the **RET** (Retention) by clicking on lefthand column

Payment	Print	Date Work Com...	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	Charged
005	<input checked="" type="checkbox"/>	20.07.2013	CPV	111,340.98	5,567.05	0.00	105,773.93	127,207.07
006	<input checked="" type="checkbox"/>	20.08.2013	CPV	107,426.55	5,371.33	0.00	102,055.22	122,734.83
007	<input checked="" type="checkbox"/>	20.09.2013	CPV	202,880.69	9,743.42	0.00	193,137.27	231,851.28
008	<input checked="" type="checkbox"/>	30.11.2013	RET	0.00	0.00	30,107.86	0.00	4,516.18
009	<input checked="" type="checkbox"/>	31.12.2013	CPV	110,627.13	1,935.97	0.00	108,691.16	16,303.67
010	<input checked="" type="checkbox"/>	14.04.2014	CPV	124,302.73	2,175.30	0.00	122,127.43	18,319.11
011	<input checked="" type="checkbox"/>	20.06.2014	CPV	347,891.71	6,088.10	0.00	341,803.61	51,270.54
012	<input type="checkbox"/>	30.08.2013	RET	0.00	0.00	40,307.23	0.00	6,046.08

File Download
Do you want to open or save this file?
Name: TESTING VENDORS-002.pdf
Type: Adobe Acrobat Document
From: sapecc-qas.wan.net.nz
Open Save Cancel

b. Certify Retention Release

Certifying a Retention Release is done by an Engineer to the Contract, or Engineer’s Representative

Screen: Contract Payments

Contract Payments

Contract Selection **1** Find your contract (refer to section 1), and select it by clicking on its lefthand column

Contract Number	Contract Title	Description	Description	Office	Contract Manager	Physical Works Supplier	Contract Status
04-04-1301	Putaruru SEDS	Improvements Physical Works Cons...	Stock Effluent Disposal Facility	Hamilton	OSCAR	20957	CNAC
1234567890	Route 66 Chuggington Tunnel	Improvements Physical Works Cons...	Realignment	Tauranga	KERMITF	21383	CNAC
TNZ61931	SH7 Seal Widening, Ran	Improvements Physical Works Cons...	Carriageway Widening	Christchurch	PIGGY	21296	CNPC
NZTA62202	SH 9 Seal Widening - S	Improvements Physical Works Cons...	Carriageway Widening	Christchurch	BERTERNIE	24099	CNPC

Detailed Information **3** Click Update Transaction

Print Draft/Copy **Update Transaction** Create CPV Release Retention Reverse Transaction Delete Transaction Change History

Paym't No	Rev. Trx	Final Print	Date Work Com...	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	GST	Liq. Dam...	Payable	Charged
005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.07.2013	CPV	111,340.98	5,567.05	0.00	105,773.93	15,866.09	0.00	121,640.02	127,207.07
006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.08.2013	CPV	107,426.55	5,371.33	0.00	102,055.22	15,308.28	0.00	117,363.50	122,734.83
007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.09.2013	CPV	202,880.69	9,743.42	0.00	193,137.27	28,970.59	0.00	222,107.86	231,851.28
008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.11.2013	RET	0.00	0.00	30,107.86	0.00	4,516.18	0.00	34,624.04	0.00
009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.12.2013	CPV	110,627.13	1,935.97	0.00	108,691.16	16,303.67	0.00	124,994.83	126,930.80
010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14.04.2014	CPV	124,302.73	2,175.30	0.00	122,127.43	18,319.11	0.00	140,446.54	142,621.84
011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.06.2014	CPV	347,891.71	6,088.10	0.00	341,803.61	51,270.54	0.00	393,074.15	399,162.25
012	<input type="checkbox"/>	<input type="checkbox"/>	30.08.2013	RET	0.00	0.00	40,307.23	0.00	6,046.08	0.00	46,353.31	0.00

2 Select the RET (Retention) by clicking on lefthand column

Screen: Release Retentions

1 Click **Save**

2 Click **Cancel**

3 Click **Edit** and read over the information

4 Click **Check** to set the details

5 Tick to certify

6 Click **Back** and you'll see the Final Print box is now ticked

7 Click **Save**

8 Click **Save** the PDF file of the Release

9 Click **Save** when you're sure the Retention is completely correct.
NEVER change the WBS, codes or dollar amounts after this step. Create a Reversal Retention to fix this.

10 Click **Back** and you'll see the Final Print box is now ticked

File Download

Do you want to open or save this file?

Name: TESTING VENDORS-002.pdf
 Type: Adobe Acrobat Document
 From: sapecc-qas.wan.net.nz

Open Save Cancel

●11. Email the Retention Release document with all supporting documents as one PDF to apinvoices@nzta.govt.nz for AIP payment. CC the Waka Kotahi Contract Manager or Project Manager.

For reference: [Automated Invoice Processing \(AIP\) User Guide](#)

4. REVERSE A CPV

If an incorrect or erroneous CPV was certified with a ‘Final PDF’ produced, you’ll need to reverse the full amount of the CPV. You can’t create partial reversals. Only the last CPV (or Retention Release) can be reversed.

Screen: Contract Payments Contract Payments

The screenshot shows the SAP 'Contract Payments' screen. At the top, a contract summary is displayed for Contract Number CA3786, titled 'Kermit's Boulevard', with a description of 'Improvements Design ... Realignment Tunnel, Bridge, Carriageway' in Auckland. Below this is a 'Detailed Information' table with columns for Payment No., Rev. Trx., Final Print, Date Work Com..., Trx Type, Claim Total, Retentions Held, Retentions Released, Subtotal, and GS. A 'Reverse Transaction' button is highlighted in the toolbar. A 'Confirm Reversal' dialog box is open on the right, asking for confirmation to create a reversing transaction. Five numbered callouts provide step-by-step instructions: 1. Find and open the Contract; 2. Select the CPV; 3. Click Print Draft/Copy; 4. Click Reverse Transaction; 5. Click Yes and continue.

Paym't No	Rev. Trx	Final Print	Date Work Com...	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	GS
	<input type="checkbox"/>	<input type="checkbox"/>		TOT	1,253,256.46	64,431.99	30,107.86	1,188,824.47	
001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.03.2013	CPV	191,333.27	19,133.33	0.00	172,199.94	
006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.08.2013	CPV	107,426.55	5,371.33	0.00	102,055.22	
007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.09.2013	CPV	202,880.69	9,743.42	0.00	193,137.27	
008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.11.2013	RET	0.00	0.00	30,107.86	0.00	
009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.12.2013	CPV	110,627.13	1,935.97	0.00	108,691.16	
010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14.04.2014	CPV	124,302.73	2,175.30	0.00	122,127.43	
011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.04.2014	CPV	6,000.00	105.00	0.00	5,895.00	

Screen: Reverse CPV

Reverse CPV

Save **6** Click Save CPV Back

Contract Summary

Contract Number: PW S82/13 Lumsden Region Pavement Rehabilitations 2012/13
 Office: Dunedin
 Contract Manager: PETERRO
 Engineer to the Contract: PETERRO
 Original Contract Price: 899,900.00 Variation Increase/Decrease: 0.00 Current Contract Price: 899,900.00
 Physical Works Supplier: 23059 The Roding Company Address: 42 Dalry Street / Wallacetown GST Number: 85765094

Contract Payment Voucher

Invoice Number:	025R	Invoice Date:	04.07.2014	Date of Work Completed to:	04.07.2014
		Due Date:	04.07.2014	Date of Service:	04.07.2014
Total of Prev Certificates:	1,333,494.69	Total for this Certificate:	5,000.00-	Total of previous certs + this cert:	1,328,494.69
Previous Retentions:	65,827.80	Less Retentions:	87.50-	Total Amount Retained:	65,740.30

Liquidated Damages

Total liquidated damages this Cert: 0.00

Contract WBS

Liquidated Damages

Payment Certificate

Payment Certificate


Certified this Claim: 5,000.00-
 Less Retentions: 87.50-
 Subtotal: 4,912.50-
 Plus GST: 736.88-
 Gross Payable: 5,649.38-
 Less Liquidated Damages: 0.00
 Payable to Contractor: 5,649.38-
 Charged this Claim: 5,736.88-

CPV Created by

Created By: Bruce Patchett on 04.07.2014 13:21:06

Certification

Confirm Reversal ✕

 A reversal transaction has been created as displayed. Please review the transaction for the selected record. Select Yes to Confirm and Certify - This cannot be undone. Select No to return to the previous screen

7 Click Yes

Continue to the next page

Screen: Contract Payments

Contract Payments

Contract Selection

Contract Number	Contract Title	Description	Description	Office
CA3786	Macpherson Offramp	Improvements Design ...	Realignment Tunnel, Bridge, Carriageway	Auckland

9 Click **Print Draft/Copy** and navigate back to this screen

10 Click **Update Transaction**

8 Select the CPVR by clicking the lefthand column. Note the negative values

Paym't No	Rev. Trx	Final Print	Date Work Com...	Trx Type	Claim Total	Retentions Held	Retentions Released	Subtotal	GS
	<input type="checkbox"/>	<input type="checkbox"/>		TOT	1,253,256.46	64,431.99	30,107.86	1,188,824.47	
001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.03.2013	CPV	191,333.27	19,133.33	0.00	172,199.94	
006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.08.2013	CPV	107,426.55	5,371.33	0.00	102,055.22	
007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20.09.2013	CPV	202,880.69	9,743.42	0.00	193,137.27	
008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.11.2013	RET	0.00	0.00	30,107.86	0.00	
009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31.12.2013	CPV	110,627.13	1,935.97	0.00	108,691.16	
010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14.04.2014	CPV	124,302.73	2,175.30	0.00	122,127.43	
011	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.04.2014	CPV	6,000.00	105.00	0.00	5,895.00	
011R	<input type="checkbox"/>	<input type="checkbox"/>	30.04.2014	CPVR	-6,000.00	-105.00	0.00	-5,895.00	

Screen: Contract Payment Voucher Details

Contract Payment Voucher

12 Click **Save**

11 Click **Check** to set the details

13 Click **Create PDF CPV**

14 Click **Open** or Save the PDF file of the CPV Reversal. This is electronically signed, so written signatures aren't required

15 Click **Back** and you'll see the Final Print box is now ticked

File Download

Do you want to open or save this file?

Name: TESTING VENDORS-002.pdf
 Type: Adobe Acrobat Document
 From: sapecc-qas.wan.net.nz

Open Save Cancel

Continue to the next page to complete Step 16

●16. Have you already emailed the incorrect/erroneous original CPV to apinvoices@nzta.govt.nz (AIP)?

NO – the incorrect or erroneous CPV was never emailed to AIP.

- Email your Waka Kotahi Contract Manager or Project Manager to inform them of this reversal.

YES – the incorrect or erroneous CPV has been emailed to AIP.

- Email apinvoices@nzta.govt.nz (AIP) your **CPV Reversal PDF file**.
- Email your Waka Kotahi Contract Manager or Project Manager to inform them of this reversal.
- Email finance@nzta.govt.nz (Financial Processing Team) about this issue if it is complicated. They will advise you of other requirements you may need to complete.