

# Subcontractor Portal – Instructions for vendors

## How to create a claim?



**Important note:**






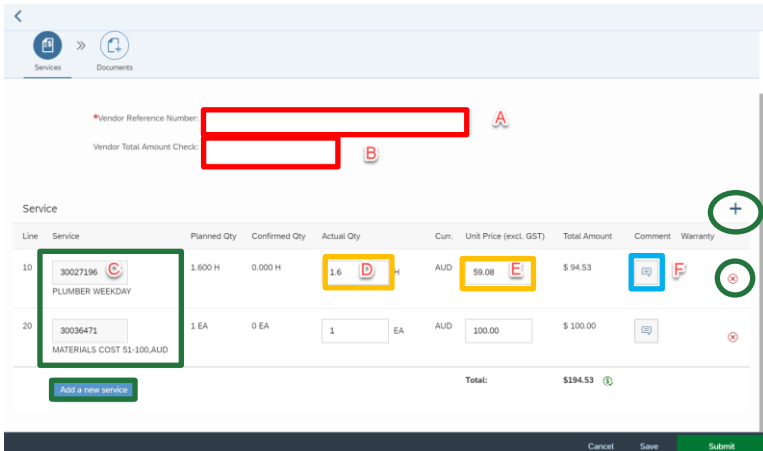

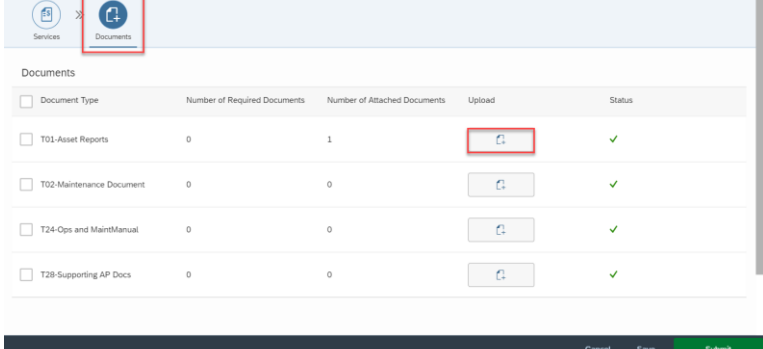
1. The work order status must be Completed.
2. There are two steps to create a claim:
  - a. Enter all the items to be claimed
  - b. Upload mandatory documents

Step	Instruction	Screen																														
1.	Open Google Chrome and go to <a href="https://www.connect.broadspectrum.com">www.connect.broadspectrum.com</a> , enter your username and password, then click 'Login'.																															
2.	Click on the <b>Claims</b> dashboard. Then click the <b>Create New Claim</b> tile.																															
3.	Click on the <b>Create Claim</b> link for the relevant work order.	<table border="1"> <thead> <tr> <th>Work Order</th> <th>Operation</th> <th>Operation Description</th> <th>WO Completed Date</th> <th>Cust. Priority</th> <th>Service Claim</th> <th>Claim Status</th> <th>Vendor Reference</th> <th>Claim Due Date</th> <th>Claim Submitted Date</th> </tr> </thead> <tbody> <tr> <td>114642540</td> <td>10</td> <td>NAVY EU REPAIR FIRE REEL - TEST ORDER</td> <td>22/05/2019</td> <td>Routine</td> <td>Create Claim</td> <td>New</td> <td></td> <td>27/05/2019</td> <td></td> </tr> <tr> <td>114642193</td> <td>10</td> <td>RAAF EU REPAIR HOT WATER - TEST ORDER</td> <td>21/05/2019</td> <td>Routine</td> <td>Create Claim</td> <td>New</td> <td></td> <td>26/05/2019</td> <td></td> </tr> </tbody> </table>	Work Order	Operation	Operation Description	WO Completed Date	Cust. Priority	Service Claim	Claim Status	Vendor Reference	Claim Due Date	Claim Submitted Date	114642540	10	NAVY EU REPAIR FIRE REEL - TEST ORDER	22/05/2019	Routine	Create Claim	New		27/05/2019		114642193	10	RAAF EU REPAIR HOT WATER - TEST ORDER	21/05/2019	Routine	Create Claim	New		26/05/2019	
Work Order	Operation	Operation Description	WO Completed Date	Cust. Priority	Service Claim	Claim Status	Vendor Reference	Claim Due Date	Claim Submitted Date																							
114642540	10	NAVY EU REPAIR FIRE REEL - TEST ORDER	22/05/2019	Routine	Create Claim	New		27/05/2019																								
114642193	10	RAAF EU REPAIR HOT WATER - TEST ORDER	21/05/2019	Routine	Create Claim	New		26/05/2019																								

# Subcontractor Portal – Instructions for vendors

## How to create a claim?



<p>4. A. In <b>Vendor Reference Number</b>, enter your reference number. This could be your invoice number.</p> <p>B. (Optional) In <b>Vendor Total Amount Check</b>, enter the invoice total value if you would like the system to reconcile this value against the system calculated value and indicate when both values match.</p> <p>C. Check the service. Use the Add  or  or  Delete  icons as required to add or delete services.</p> <p>D. Check or update the actual quantity consumed</p> <p>E. Check or update the unit price (Before GST).</p> <p>F. Click the comment  icon to add comments against the service.</p>	
<p>5. The next step is to ensure all mandatory documents are uploaded.</p> <p>Click the <b>Documents</b> file.</p> <p>To upload a document, click the Upload icon  then follow the prompts.</p>	

# Subcontractor Portal – Instructions for vendors

## How to create a claim?



6. Click either on **Save** or on **Submit**.

Save: this action saves the claim as draft (this will not submit the claim)

Submit: this action submits the final claim.

Line	Service	Planned Qty	Confirmed Qty	Actual Qty	Curr.	Unit Price (excl. GST)	Total Amount	Comment	Warranty
10	30027196 PLUMBER WEEKDAY	1.600 H	0.000 H	1.600 H	AUD	59.08	\$ 94.53		
20	30036471 MATERIALS COST \$1:100.AUD	1 EA	0 EA	1 EA	AUD	100.00	\$ 100.00		