

Subcontractor Portal – Instructions for vendors
Checklist for submitting a claim



This is a checklist to use when submitting a claim.

Checklist	Completed
Have you entered the vendor's reference number? (Usually the vendor's invoice number)	<input type="checkbox"/>
Have you checked all claimable items are correct? Including consumed quantities and unit price?	<input type="checkbox"/>
Have you uploaded all the mandatory documents?	<input type="checkbox"/>