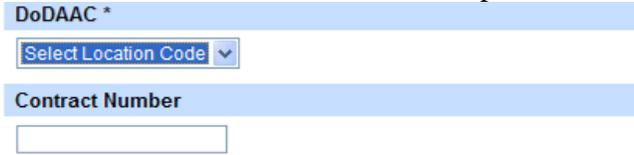
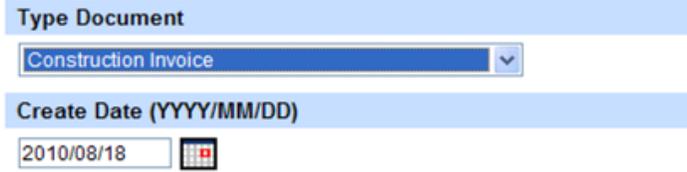


Inspecting a Construction Payment Invoice

Overview This guide will explain how to inspect a Construction Payment invoice from a contract for construction. The contract may contain the Clauses FAR 52.232-5 or 52.232-10.

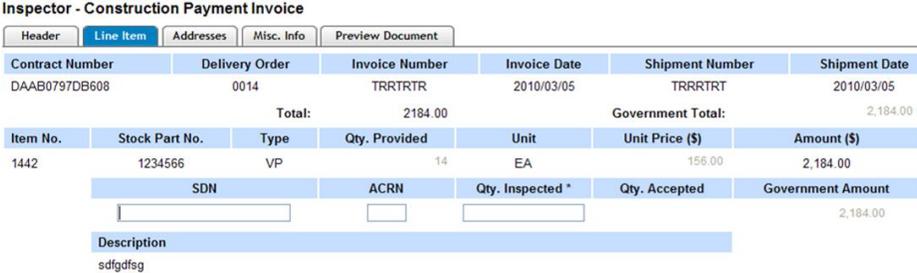
Inspection Procedure Follow the steps below to inspect a construction payment invoice.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Under Inspector, Click Inspection Folder.</p> 
3	<p>Select a <u>DoDAAC</u> from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select an appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select the Construction Invoice from the Type Document drop-down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p>

Continued on next page

Inspecting a Construction Payment Invoice

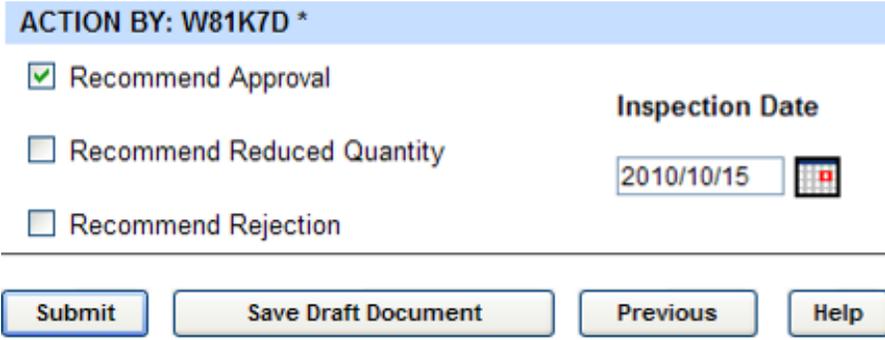
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
5	<p>Click the Submit button.</p> 
6	<p>Click on the desired Invoice Number to open the document.</p> 
7	<p>Review the data in the Header Tab.</p> 
8	<p>Click the Line Item tab and review the data.</p> <ul style="list-style-type: none"> Enter ACRN and/or SDN data if required.  <p>Click in the Qty. Inspected field for each CLIN (Item No.) and enter the Qty of goods/services that were inspected. The Qty. inspected may be less than the quantity shipped. The Line Item Amount will be adjusted on the Line item page and on the Header page.</p>
9	<p>Review the Addresses and/or Misc. Info tabs as needed.</p> <p>Inspector - Construction Payment Invoice</p> 
10	<p>Click the Header tab and scroll to the bottom of the screen.</p> <p>Inspector - Construction Payment Invoice</p> 

Continued on next page

Inspecting a Construction Payment Invoice

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
11	<p>Click the checkbox that applies, then:</p> <ul style="list-style-type: none"> • Enter the Inspection Date. • Click the Submit button. 
12	<p>View the verification screen.</p> <p>Success</p> 