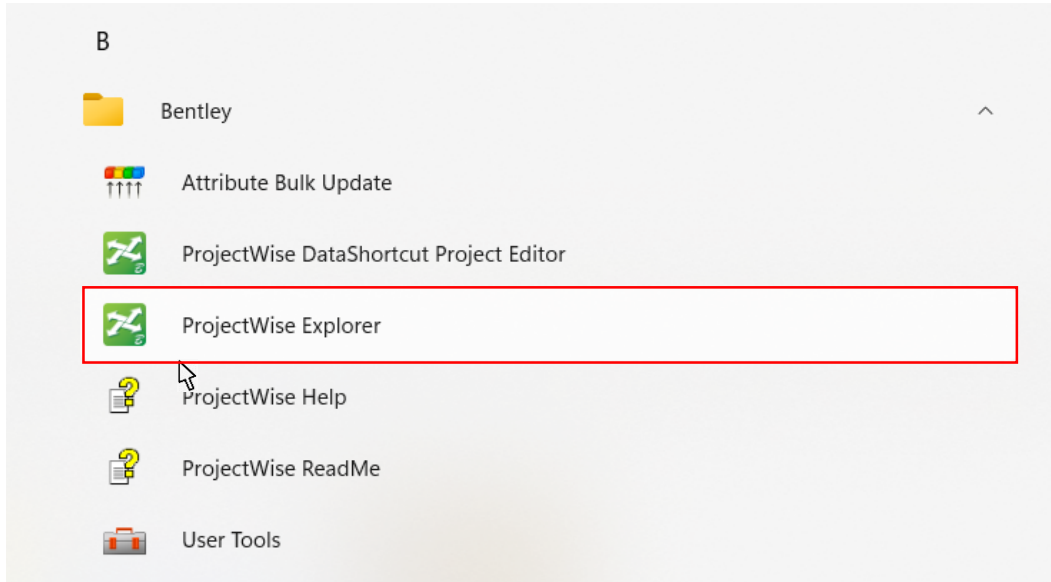


Aeronautics Electronic Workflow

Payment Processing Summary

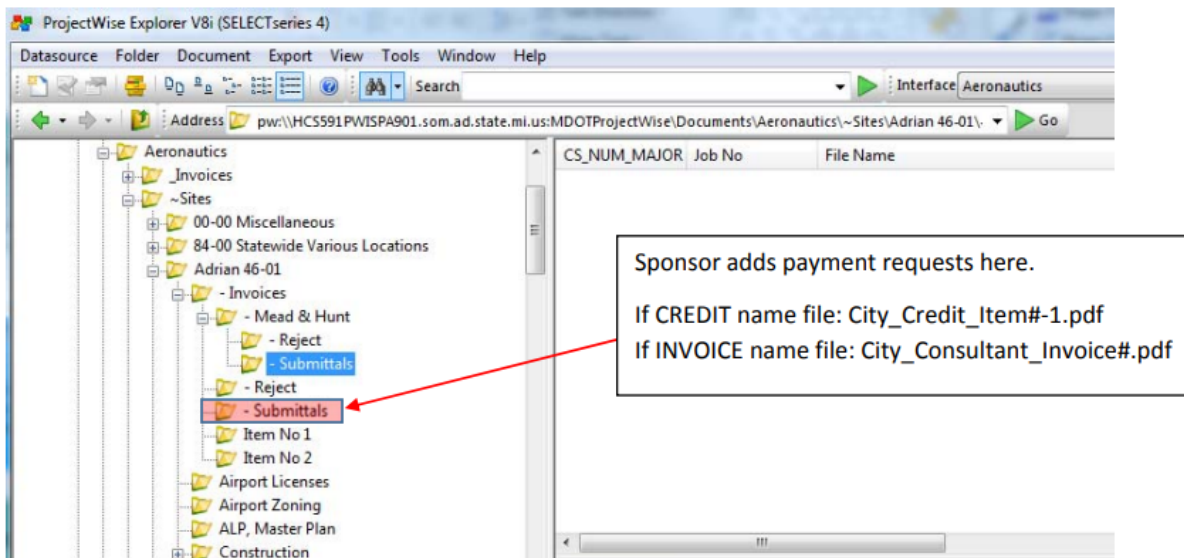
Consultant Submittals (invoices)

1. Consultant opens ProjectWise. The application can be launched by selecting: Start, All Apps, Bentley, ProjectWise Explorer.

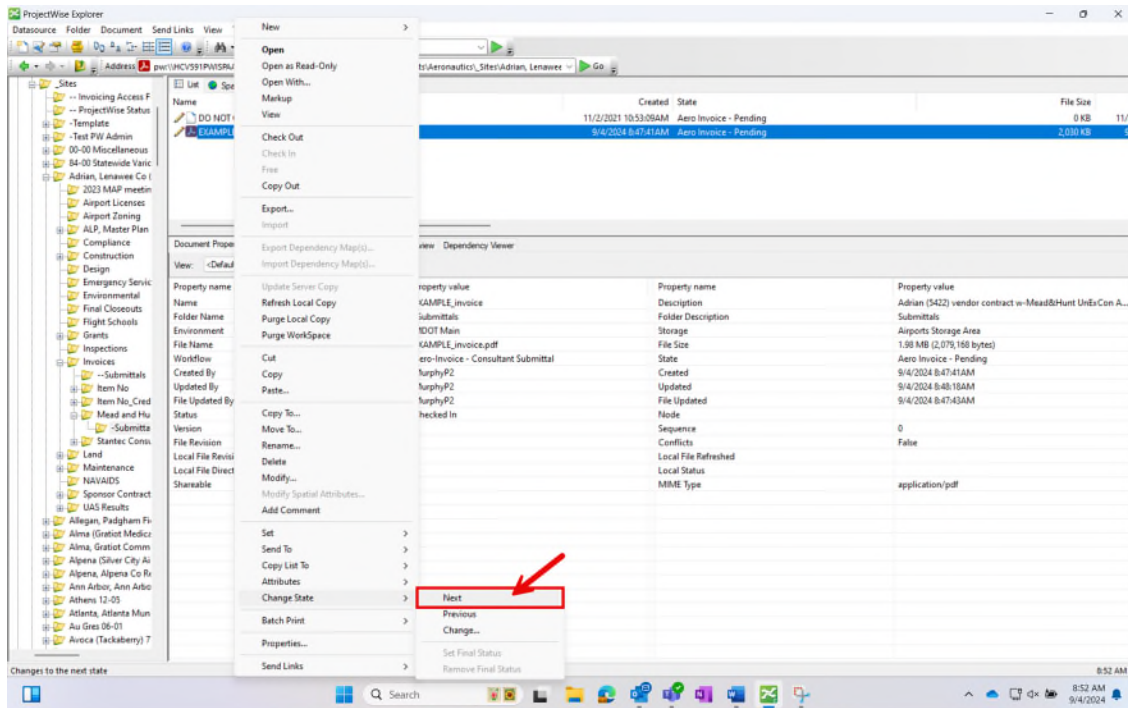


2. Consultant adds invoice file (PDF) into consultant's In Box (under associated city folder). File can be dragged into appropriate ProjectWise folder. Please use this file name format: City_Consultant_invoice#.pdf

No special characters in file name (! @ # \$ % & *) (i.e., MeadHunt instead of Mead & Hunt).



3. Consultant: Right click on new invoice file, select “Change State,” then select “Next” to submit invoice to sponsor. An automatic e-mail will pop up to notify the sponsor that a file has been uploaded and requires their action. The sponsor’s e-mail address will need to be manually added to this e-mail. You can CC other interested parties on this e-mail.



4. Sponsor receives e-mail, opens ProjectWise (Follow Step 1 for consultant login) and reviews invoice in ProjectWise. After invoice is reviewed, sponsor will right click on file, select “Change State,” then select “Next” to submit invoice to MDOT. An automatic e-mail will pop up addressed to MDOT to notify them that the invoice is ready for processing. You can CC other interested parties on this e-mail (i.e., your consultant).
5. MDOT will receive e-mail from sponsor. MDOT staff will notify appropriate MDOT project manager that the invoice is ready for their review.

Note: If a signed contract agreement or sponsor contract is not on file with MDOT, then MDOT moves file to Reject folder. MDOT will add comments to explain why payment is being rejected. When the signed contract is on file with MDOT, resubmit payment request. **Consultant and sponsor will no longer have access to the PDF file after the file has been moved to the site invoice folder.**

Please contact MDOT-ProjectWiseConsultant@Michigan.gov for questions about ProjectWise software installations or to request a password reset.