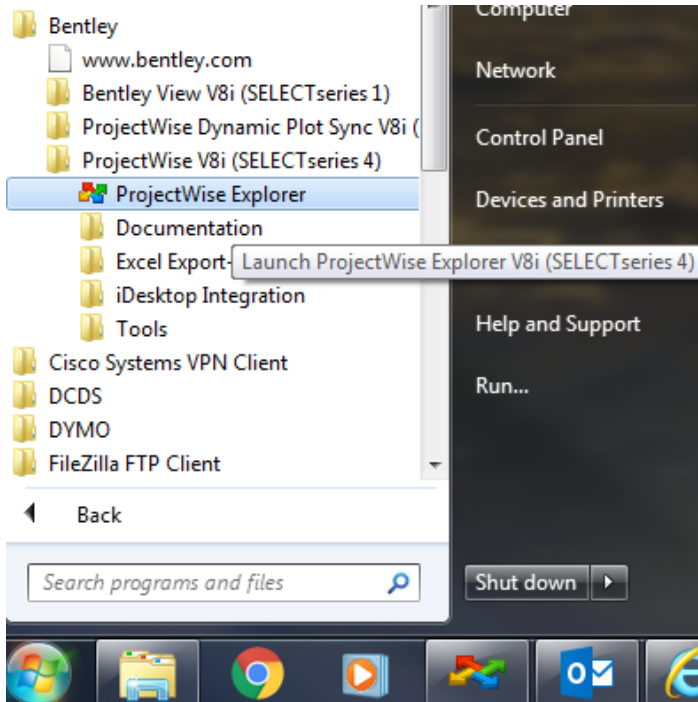


Aeronautics Electronic Workflow  
Payment Processing Summary  
**Consultant Submittals (invoices)**

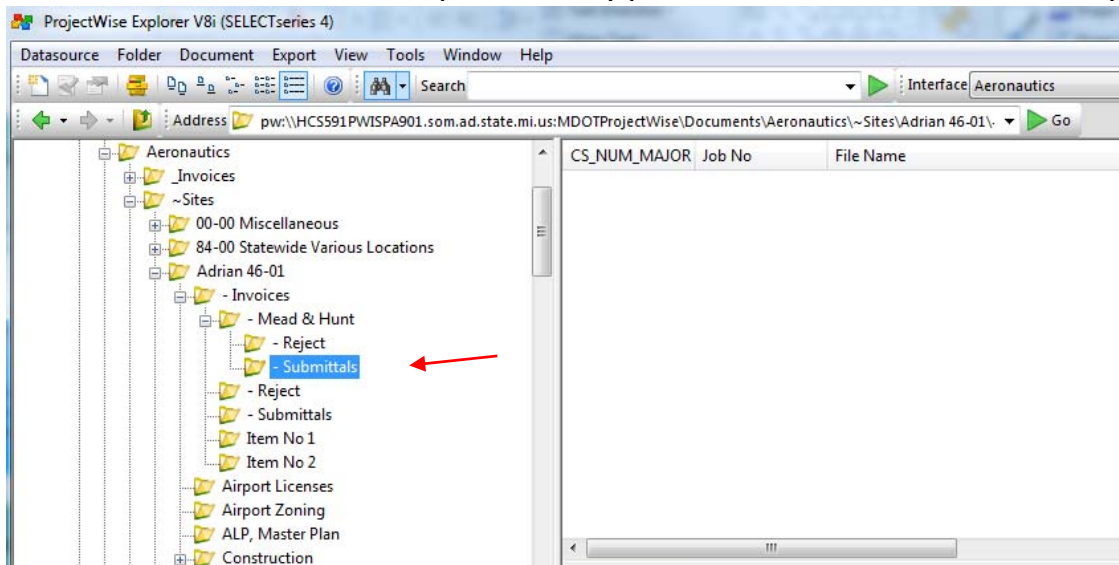
1. Consultant opens ProjectWise. The application can be launched by selecting START, ALL PROGRAMS, BENTLEY, PROJECTWISE V8i, PROJECTWISE EXPLORER.



2. CONSULTANT adds invoice file (PDF) into consultant's In Box (under associated city folder). File can be dragged into appropriate ProjectWise folder. NOTE NAMING CONVENTION:

**City\_Consultant\_invoice#.pdf**

**NO SPECIAL CHARACTERS IN NAME (! @ # \$ % & \*) (i.e. MeadHunt instead of Mead & Hunt)**



3. Consultant **right click** on new invoice file and selects **CHANGE STATE** then selects **NEXT** to submit invoice to sponsor. An automatic email will pop up to notify the sponsor that a file has been uploaded and requires their action. The sponsor's email address will need to be manually added to this email. You can cc other interested parties on this email.
4. SPONSOR receives email. Opens ProjectWise (Follow Step 1 for consultant login) and reviews invoice in ProjectWise. After invoice is reviewed sponsor will **right click** on file and select **CHANGE STATE** then select **NEXT** to submit invoice to MDOT. An automatic email will pop up addressed to MDOT to notify them that the invoice is ready for processing. You can cc other interested parties on this email i.e. your consultant.
5. MDOT will receive email from sponsor. MDOT staff will notify appropriate MDOT project manager that the invoice is ready for their review.
6. MDOT moves invoice to appropriate site invoice folder if all appropriate contracts are signed and on file with MDOT.

*Note: If 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](mailto:MDOT-ProjectWiseConsultant@michigan.gov) for questions about ProjectWise software installations or to request a password reset.