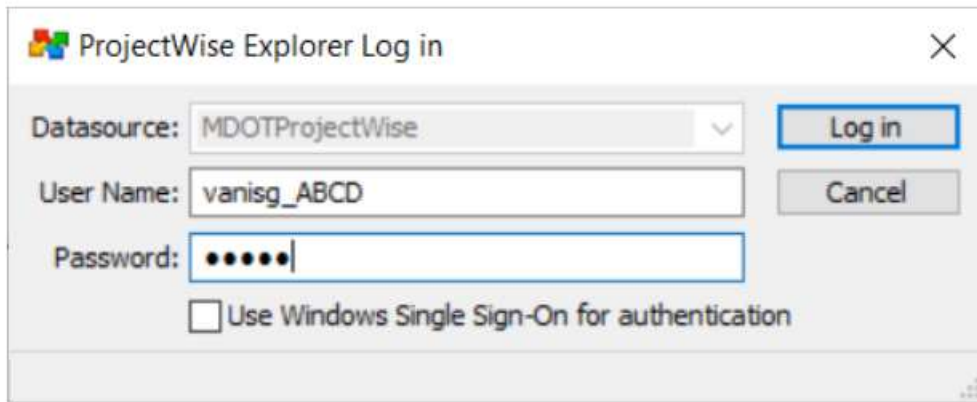
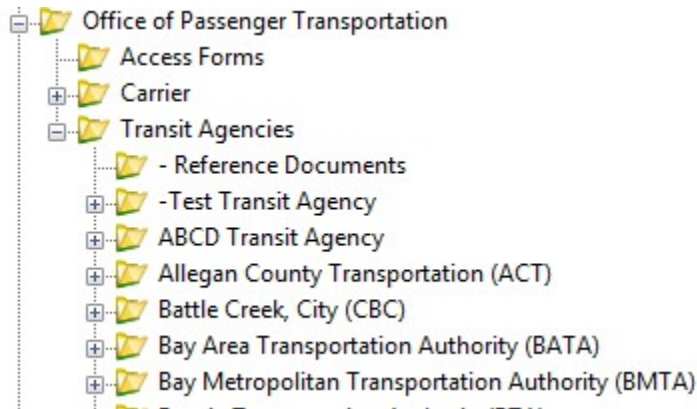


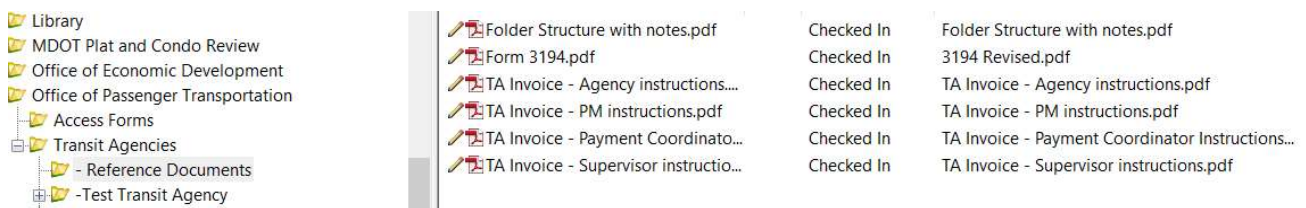
Log into ProjectWise.



You will see “Office of Passenger Transportation” and files/folders beneath that:
You will only be able to see your agency (**not** everyone using PW).



For any questions or guidance documents, you will be able to find them in the “Reference documents” folder:



To submit an invoice: you will use Form 3194 (the most current version is in the Reference Documents folder). Submittal instruction can be found in the TA Invoice – Agency Instructions.

For payments:

Fill out the 3194 form (if you double click the form in PW it will default to Adobe reader – you may need to change your default PDF program).

PROJECT WISE PAYMENT FORM

Clear Form

Directions: Complete the white areas completely. MDOT will complete the gray areas.

AGENCY NAME The Pretend Transit Agency		AUTHORIZATION / CONTRACT NUMBER 20XX-00ZZ/P1	IS PAYMENT PARTIAL OR FINAL? PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/>
By approving and submitting this payment, transit agency representative certifies that: <input checked="" type="checkbox"/> All State and Federal procurement guidelines, policies, and procedures have been followed. <input type="checkbox"/> When applicable, Davis-Bacon certified payroll records have been reviewed. <input type="checkbox"/> 3rd Party is needed and is in place.			
TRANSIT AGENCY APPROVAL (STAMP OR SIGNATURE) <div style="border: 2px solid green; padding: 5px; display: inline-block; text-align: center;"> APPROVED <small>By Lisa Lubahn at 10:49 am, 6/3/19</small> </div>			
DATE COMPLETE PAYMENT PACKET RECEIVED	PAYMENT NUMBER Payment #1	ISSUE NUMBER - MDOT ONLY	
NOTES FROM PROJECT MANAGER - MDOT ONLY			

TA RECORD OF:

PROG. AUTH LINE	LINE DESCRIPTION	JOB NUMBER	VEHICLE(S) BEING REPLACED (IF APPLICABLE)	IS THIS AMOUNT A PAYABLE (PRIOR YEAR EXPENDITURE)?	AMOUNT REQUESTED	BALANCE REMAINING ON LINE
1/1	One <30ft bus	123456	67	n/s	\$56,000.00	\$4,000.00

Note: The form is fillable. DO NOT electronically sign the form. You must use the stamp function. Please **DO NOT** print, sign, and scan back in. Your project manager will reject the payment back to you.

Form 3194 – Field to Complete

Agency Name: please use your legal name as listed on the project authorization. Using any other name or acronym may cause the payment to be rejected.

Authorization/contract number: enter the Authorization / contract number.

Partial/Final payment indicator: check if this is a partial or final payment for the contract/authorization – **NOT** for an individual line. If final is checked, an audit/close may be requested before the authorization or contract is truly completed.

The certifications (as applicable): please certify, by checking all that are appropriate and required.

Transit Agency Approval: after the form has been completed and documents attached – apply the approval stamp to this field. DO NOT electronically sign.

Date Complete Payment Packet Received: completed by MDOT.

Payment Number (Billing Number): assign a unique payment number for the authorization / contract – not a payment for each line. This number will be included in the file name when you save the form. Example: B1 (billing 1).

Prog. Auth Line: what line number(s) from your authorization is this request for? You can pay for multiple lines on one request – but not multiple authorizations/contracts on one form submittal. Your authorization should have line numbers on it, if not, we will use the description you put in to ensure we have the correct line.

Line Description: what are you requesting payment for? (this should match the description in your authorization/contract)

Job Number: located on your authorization.

Vehicle(s) being replaced (if applicable): enter the vehicle/fleet numbers in this field – not the quantity.

Is this amount a payable: if you are paying for something that the invoice / service occurred prior to October 1, state YES

Amount Requested: enter how much are you requesting

Balance Remaining On The line: enter the amount that remains for that line AFTER you have deducted the Amount Requested. Example: If the line had \$1000 and you have requested \$400 then \$600 will be the Balance Remaining on The Line. If your PM has a different amount for the balance, they will contact you.

Total amount requested: You do NOT need to fill this in, it will automatically total. Please check to make sure the amount matches your request.

Attaching Supporting Documentation to the Form 3194

Please make sure that when scanning your supporting documents that a high resolution, or picture quality scanner is used.

While in your PDF program you may either drag and drop files from your computer into the Form 3194 or use the insert function. Insert only the required support documentation. Required support documentation details can be found on OPT's website under, Resources, Reference Manual for Transit Agencies, Payment processing.

Once form is complete and the supporting documentation has been inserted, navigate back to page one and “stamp” to approve the payment in the Transit Agency Approval Field.

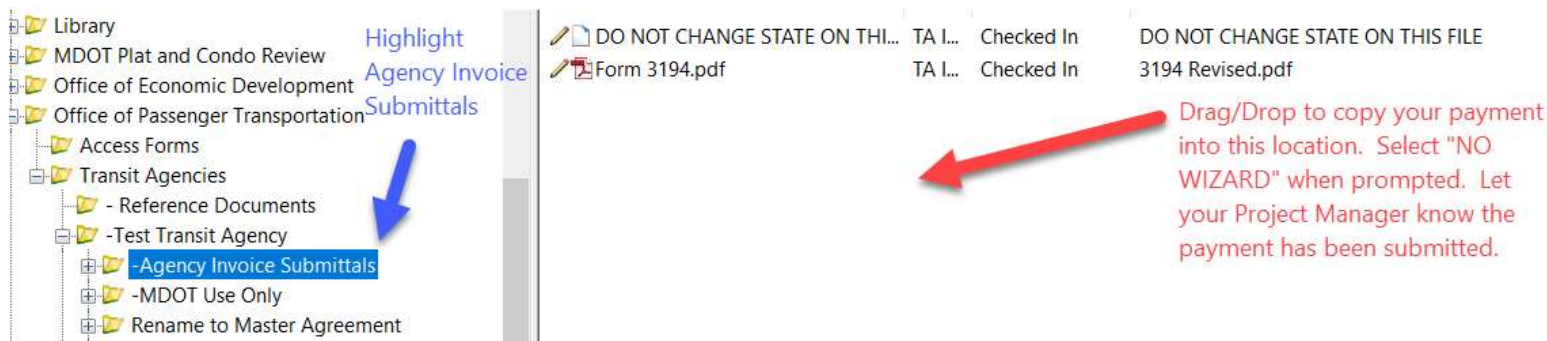
Saving the Completed 3194 Form

The **required** naming convention is:

Transit agency name_master agreement number (or contract)_authorization (if applicable)_billing number.pdf.

SAMPLE: Pretend Transit Agency_2019-0001_P1_B1.PDF

Move the file to ProjectWise into the Agency Invoice Submittals folder. You can drag/drop the file, select “No Wizard” when prompted. After it copies into the folder the payment has been submitted. An e-mail box will pop up to send notification to OPT, please leave the MDOT_ProjectWiseConsultant e-mail address in the TO field of the e-mail. Add your project managers e-mail address. You may also add comments, notes, etc. to the e-mail. Then send. If an e-mail box does not appear, please send an e-mail to your project manager to let them know about the payment and inform them you did not have an e-mail pop up.



For any questions you may contact:

Your Project Manager or the ProjectWise Team at:

MDOT-ProjectwiseConsultant@Michigan.gov