Create a Negative Project Payment Request

This job aid describes how to create a negative project payment request. Negative project payment requests are used to issue credits to Shell (e.g., correct expense or time overcharges). The credit process is the same regardless of the project payment request type (e.g., milestone, rate table, or resource rate table). Only supplier users with the assigned role of Billing Submitter can process negative payment requests and the Billing Submitter must be designated on the PA (Project Agreement).

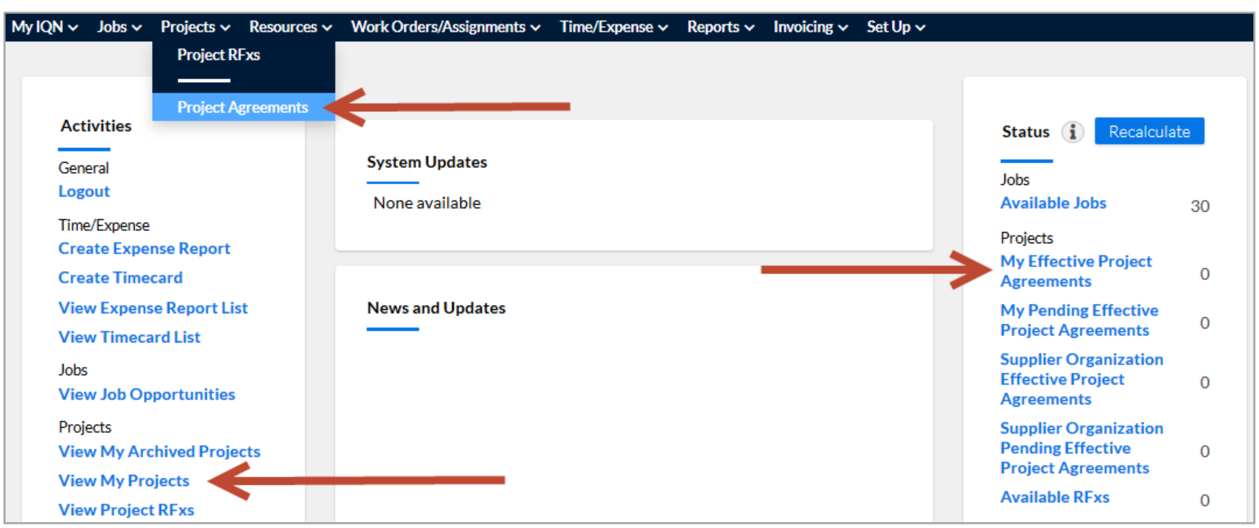
User role requirements for access to project payment requests is provided at the end of this document.

Standard Formats Used for Payment Request Data Entry

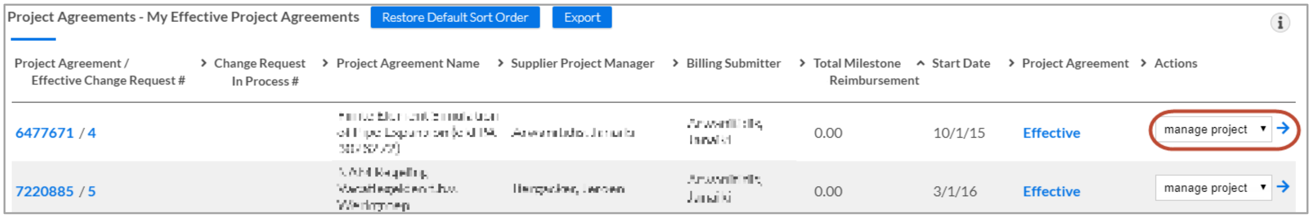
- **Field Name*** (with asterisk) – A red asterisk (*) indicates a field that is a required entry for IQNavigator. These fields must be completed or the system will not allow the user to proceed if the field is left blank.
- **Field Name** (bold text) – **Bold** text indicates a field that is not a required entry for IQNavigator, but it is a required entry for the Shell process. These fields should not be left blank since it will cause problems downstream and disrupt the process.
- Field Name (no formatting) – Standard text indicates a field that is neither a required entry for IQNavigator nor required for the Shell process. These fields can either be left blank or retain their default value.
- All Other Fields -- If a field displayed in IQNavigator is not mentioned in the job aid; it is not relevant for Shell and can be ignored.

To create a negative project payment request:

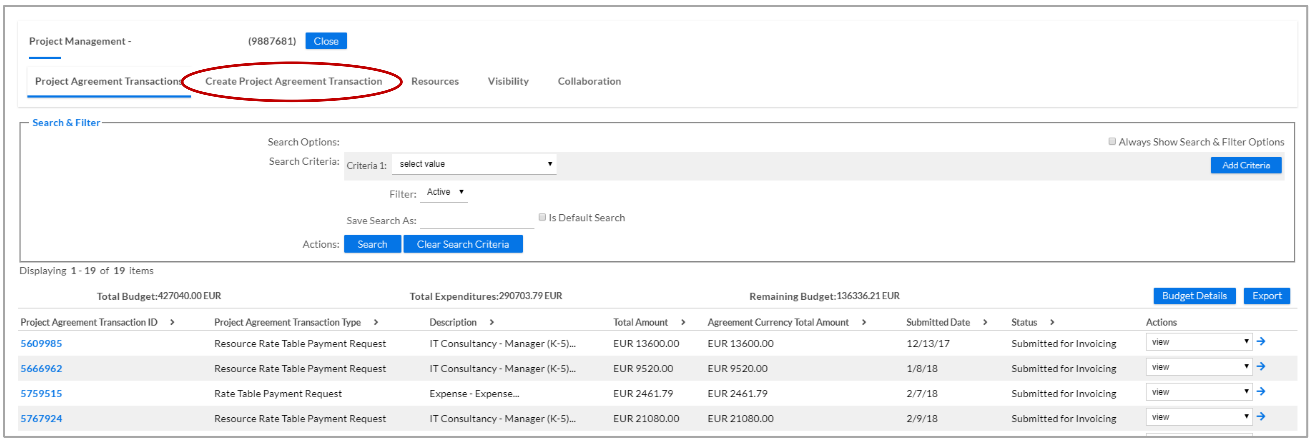
1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Use either the Project Agreements pull-down menu list in the header bar or one of your dashboard Projects hyperlinks to access your Project Agreements list screen.



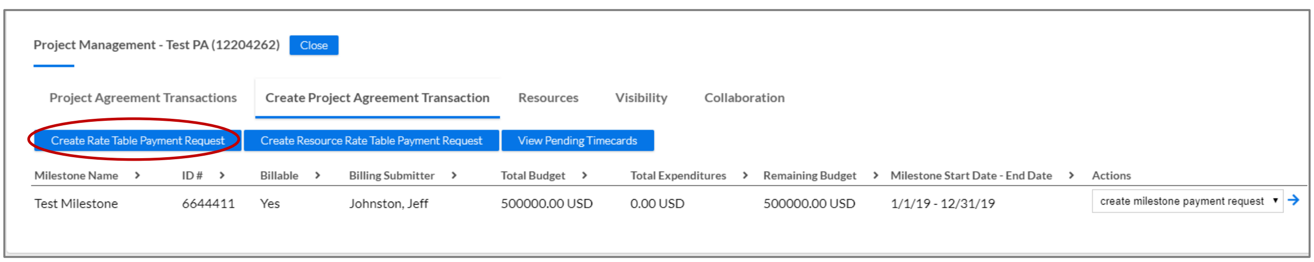
3. Locate the project for which you want to process a credit, then select **manage project** in the Actions column drop-down selection list, and click the blue Go action arrow (➜).



4. Click the **Create Project Agreement Transaction** tab on the Project Agreement Transactions list screen.

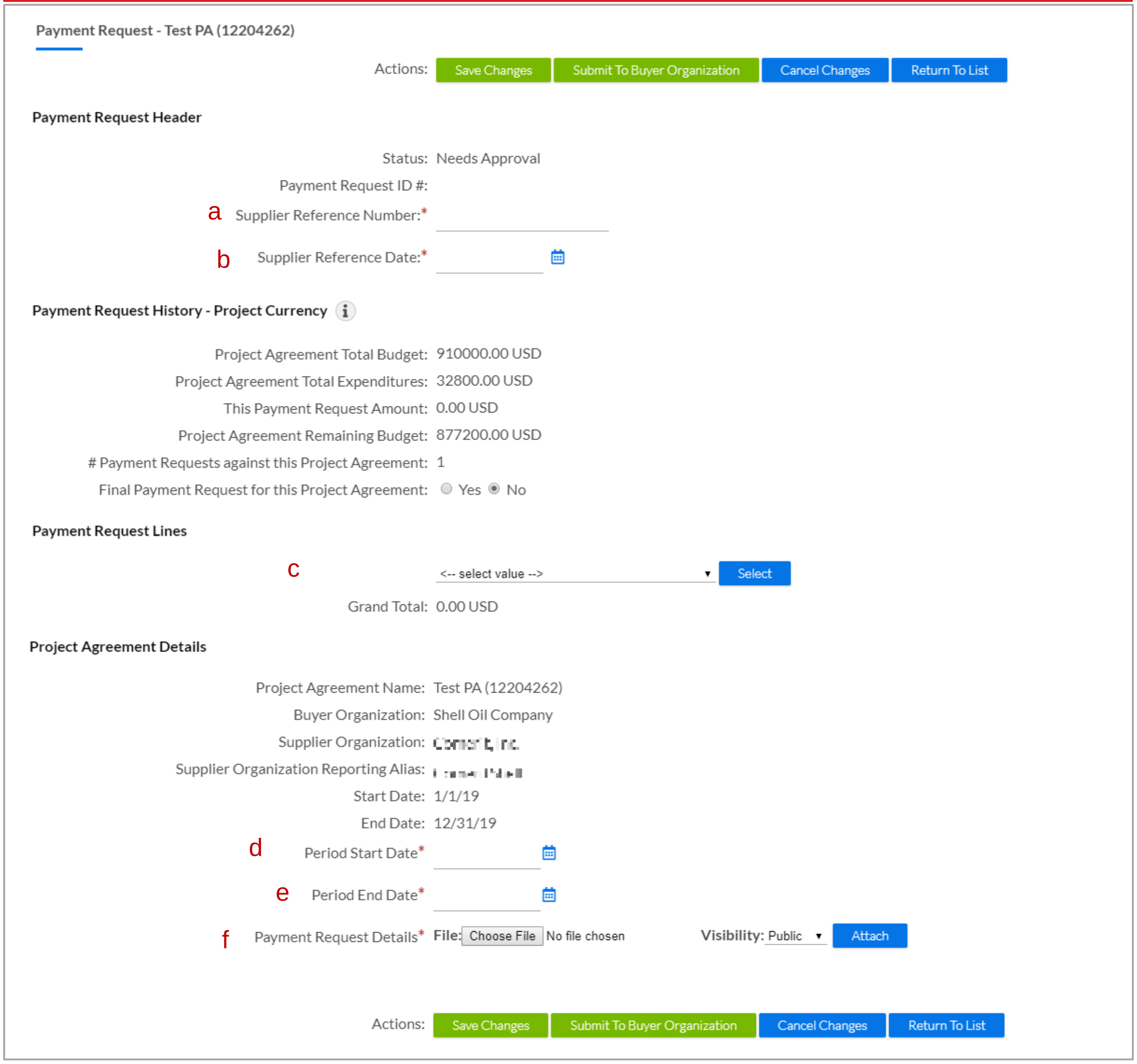


5. Click the **create rate table payment request** tab located above the transactions list to open the Rate Table Payment Request screen.



6. Complete your negative payment request using the guidelines provided below. Remember to follow the **Standard Formats Used for Payment Request Data Entry** listed at the beginning of this job aid.

Negative Rate Table Payment Request (credit request)



Payment Request - Test PA (12204262)

Actions: Save Changes | Submit To Buyer Organization | Cancel Changes | Return To List

Payment Request Header

Status: Needs Approval
Payment Request ID #:
a Supplier Reference Number:*
b Supplier Reference Date:*

Payment Request History - Project Currency

Project Agreement Total Budget: 910000.00 USD
Project Agreement Total Expenditures: 32800.00 USD
This Payment Request Amount: 0.00 USD
Project Agreement Remaining Budget: 877200.00 USD
Payment Requests against this Project Agreement: 1
Final Payment Request for this Project Agreement: Yes No

Payment Request Lines

c <-- select value --> Select
Grand Total: 0.00 USD

Project Agreement Details

Project Agreement Name: Test PA (12204262)
Buyer Organization: Shell Oil Company
Supplier Organization: [illegible]
Supplier Organization Reporting Alias: [illegible]
Start Date: 1/1/19
End Date: 12/31/19
d Period Start Date*
e Period End Date*
f Payment Request Details* File: Choose File No file chosen Visibility: Public Attach

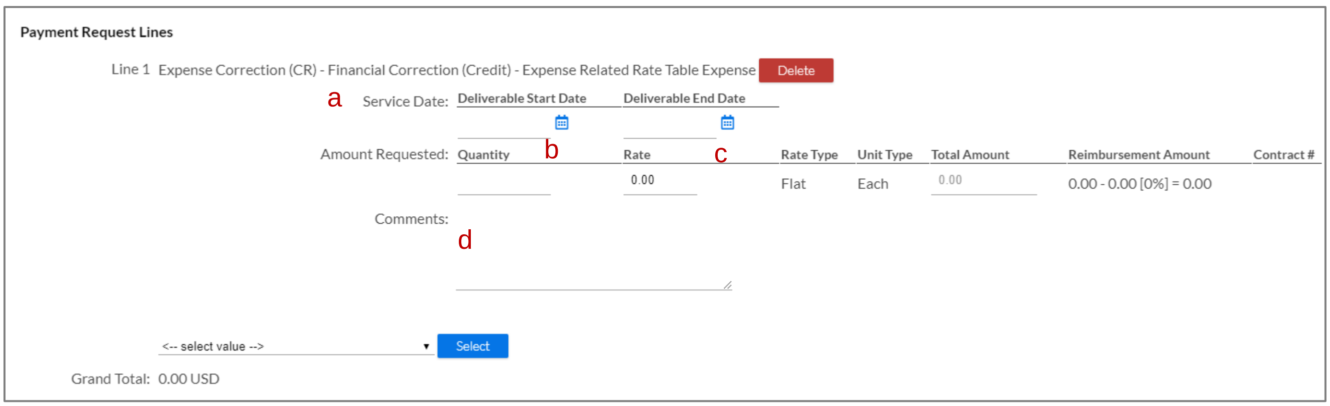
Actions: Save Changes | Submit To Buyer Organization | Cancel Changes | Return To List

a	**Supplier Reference Number:** Supplier Invoice Number. Enter the reference number that your firm uses to map the Shell payments against IQN generated invoices back to your own financial system.
b	**Supplier Reference Date**: The day the payment request is entered.
c	**Payment Request Lines:** Select the type of expense to be credited from the drop-down selection list. (See detailed instructions below.).
d	**Period Start Date:** The start date of the billing period. This field drives no logic in IQNavigator but is tied to important Shell reports.

e	**Period End Date:** The end date of the billing period. This field drives no logic in IQNavigator but is tied to important Shell reports.
f	**Payment Request Details:** Supplier Invoice. Attach an Excel spreadsheet or other supporting information that provides a basis for the Shell Billing Approver to approve the credit request.

Payment Request Lines:

7. Select the type of expense to be credited from the drop-down list. **NOTE**: List options will vary depending on the type of expense.
   - **Expense Correction**: Use to submit a credit to correct expense overcharges.
   - **Labor Correction**: Use to submit a credit for overcharges from resource rate table payment requests.



a	**Service Date(s):** Enter the dates services were rendered.
b	**Quantity:** Enter the number of expenses/services/credits included in your request. Typically, this entry is 1 (one) for expenses or credits.
c	**Rate: Enter a negative number to submit a credit**.
d	**Comment:** Enter any comments/clarifications for the Shell Billing Approver.

8. Click the **submit to buyer organization** tab in the Actions section to continue. A Validation Message indicates if your submit is successful. The request is then sent to Shell for approval.

   ⚠ If you don't see **submit** button, remember that only **Billing Submitter** is able to submit payment request to Shell for approval. To assign a Billing Submitter to a Project Agreement, go to the Visibility tab and use the selection list. Complete instructions are available in the "Select the Billing Submitter (Project Agreements)" Supplier Job Aid.

   ⚠: Error messages display when your submit is not successful. Make **ALL** adjustments as indicated and click submit again.

   Optional: Click the **save changes** button (Save Changes) to finish your negative payment request at a later time.

⚠ You need to complete **ALL** required fields in order to save your changes and exit this screen.

Payment Requests Status List

Supplier Firm	Description	Buyer Org
Approved	The payment request has been approved and submitted for invoicing.	Approved
Editing	The payment request is in draft mode by the Supplier prior to submit to Shell.	Editing
Rejected	The payment request was not approved.	Rejected
Submitted for Approval	The payment request has been submitted to Shell for approval.	Submitted for Approval
Submitted for Invoicing	The payment request has been approved and is ready for invoice processing.	Submitted for Invoicing

User Role Requirements:

Project Payment Requests access is limited to the following user roles:

- Billing Submitter -- ability to view and submit project-based milestone invoice requests
- Organization Supplier Project Manager – ability to view ALL project agreements within their system organization structure
- Supplier Project Manager – ability to respond to project agreements

If you need access to project-based files, please contact your supplier firm to have your IQN user profile adjusted.