





Project Management - Close

Project Agreement Transactions   Create Project Agreement Transaction   Resources   **Visibility**   Collaboration

Actions: Save Changes Cancel Changes

**Project Assignments**

Supplier Project Manager : \* -

Billing Submitter: \* <-- select value --> ▼

\* indicates a required field.

5. Notice that the Supplier Project Manager field defaults to the Supplier Project Manager selected by Shell when the project agreement was created. Use the drop-down selection list if this needs to be updated.
6. Use the drop-down selection list to designate the Billing Submitter. The Billing Submitter is the person who will be responsible for submitting payment requests against the project agreement. If your organization only has one designated Billing Submitter, then the system automatically defaults to this user. Adjustments to the Billing Submitter field can be made at any time throughout the project lifecycle.
7. Click **save changes** ( Save Changes ) in the Actions section to continue. A Validation Message displays to indicate, "You have saved successfully."
8. Click the **close** button ( Close ) in the header bar to return to your Project Agreements list.

#### 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.