

Application for Payment Procedure (Textura)

Please read the entire contract package thoroughly. You will be responsible for everything included or referred to in this package.

If you have questions or concerns please contact the Project's Administrator:

BEFORE you start your work, submit the following documentation:

- Contract** Read thoroughly and have an authorized person sign the document
E-mail executed document to the Project's Administrator
- Bond** If this project requires payment and performance bonds, the bonds must be provided on Shawmut Design and Construction bond forms prior to the first payment
E-mail executed document to the Project's Administrator
- Insurance** Refer to the Rider D and the Sample Insurance Certificate on Shawmut's website for specific requirements and submissions
<http://www.shawmut.com/subcontractors>
- Textura** Unless otherwise directed or authorized, in writing, by Contractor, all Applications for Payment and all supporting documents (including but not limited to lien waivers, sworn statements, and the like) for Subcontractor and its sub-subcontractors and suppliers, shall be in electronic format and shall be submitted to Contractor using the Oracle Textura Payment Management (TPM) system. Subcontractor shall be responsible for the fees and costs owed associated with Subcontractor's use of TPM. Subcontractor shall include a similar provision in its sub-subcontracts and purchase orders. Fees to Subcontractors are calculated as 0.22% (22 basis points) of contract value (plus applicable taxes), with a maximum fee of \$5,000. Fees to Subcontractors' sub-subcontractors and suppliers are a fixed fee of \$100 per sub-subcontractor or supplier contract

BEFORE your first payment, submit the following documentation:

- Payment application is due by the 20th of the month** Complete the American Institute of Architects ("AIA") billing forms (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the partial waiver of lien and release form in Textura on or before the 20th of the month unless otherwise specified by Shawmut
<http://texturacorp.com/>
- Sales and Use Tax Compliance** If working outside of your home state on a taxable job, submit proof of Sales and Use Tax compliance E-mail executed document to: billing@shawmut.com
Some Examples include: State Registration Certificate, or Certificate of Compliance Form
- Shawmut Lien Grid** Sign and submit your Lien Grid with your list of all vendors/ suppliers/ subcontractor
If there are no parties furnishing labor, material, equipment and/or services, write "None"

Lien grid form is provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator

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BEFORE your second and subsequent payments, submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed invoice/bill by the 20th of the month in Textura.
<http://texturacorp.com/>

- Shawmut Unconditional Releases of Lien -2nd Tier** Submit your fully executed Shawmut **partial** Unconditional Releases of lien from your vendors/suppliers and subcontractors on the required forms on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator

BEFORE your FINAL payment, submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed invoice/bill by the 20th of the month in Textura.
<http://texturacorp.com/>

- Shawmut Unconditional Releases of Lien-2nd Tier** Submit your fully executed Shawmut **final** Unconditional Releases of lien from your vendors/suppliers/subcontractors on the required forms on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator

- O&M Materials/Close-out Documents** Some examples include: Warranty Letter, Product Data, As-Builts
E-mail executed document to the Project's Administrator

Shawmut Design and Construction billing forms and waivers can be found on Shawmut's website:
<http://www.shawmut.com/subcontractors>

Please direct all billing questions to the Shawmut Accounts Payable Department: 617-622-7000