

PROGRESS PAYMENTS Quick Reference Guide

1 To access Progress Payments, login to www.bidsync.com

From the grey tabs across the top, select the "Progress Payments" tab.

2 Enter a New Progress Payment

In the "New Progress Payment" box, select the word "here."

3 Purchase Document Information

Complete the following information:

- Enter the Purchase Document Number (Purchase Order/Contract Number)
- Enter your Progress Payment Reference Number
- Payment Amount
- Payment Date

4 Contractor Information

Click in the Supplier box and locate the supplier by using the search tool, or complete a "quick add" to add a new supplier to the database.

5 Save Progress Payment Entry

Click on the "here" link to save the payment.

6 Additional Progress Payment Entries

To enter additional progress payments, click the word "here" in the "New Progress Payment Box".

7 Return to Progress Payment Search

In the "Back to Search" box, click on the "here" link.

8 Search for Progress Payments

Complete any of the following fields:

- Supplier Name (using the Bidsync Supplier Search feature)
- FEIN (Federal Employer Identification Number)
- Department
- Purchase Document Number
- Your Progress Payment Reference Number
- Payment Date Range