

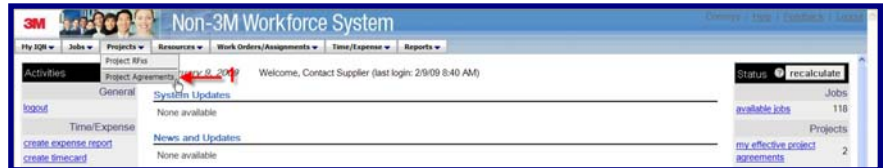
## Submit Milestone Payment Request

*The intent of this job aid is to highlight key steps required in creating a Milestone Payment Request. Milestone Payment Requests allow suppliers to submit requests for payment on milestones/deliverables that are not meant to be captured on timecards or expense reports.*

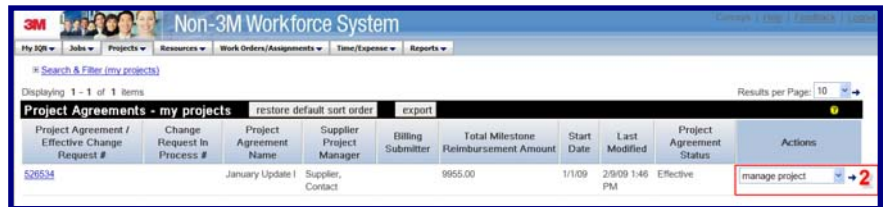
In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

### Submitting a Milestone Payment Request (Fields with a red asterisk\* are required):

- From the Dashboard go to the **Projects** tab select the [Project Agreements](#) sub-menu link.



- The system will display the Project Agreements list. Locate the project you would like to submit the payment request against. Select **manage project** in the Actions drop-down and click the **blue go arrow** button.



- Click on the **Create Project Agreement Transaction** tab. Locate the milestone you would like to create the payment request against. Select **create milestone payment request** in the Actions drop-down and click on the **blue go arrow** button.



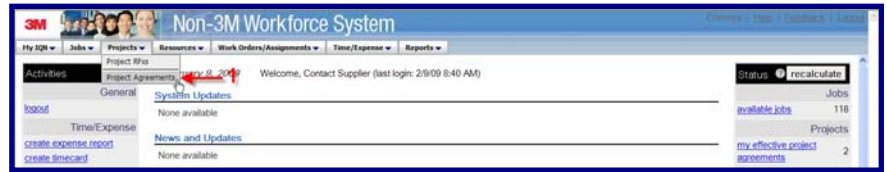
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- 4 The system will display the Payment Request screen. The Project Agreement Details and Payment Request History will appear in a read-only form.
- 5 Requested Milestone Payment – The monetary amount requested on this payment request.  
  
Milestone Start Date/ Milestone End Date – The start and end dates of the deliverable.
- 6 Document Attachments – Optional area to attach line details of payment request.
- 7 Once all the fields of the payment request are entered select the **save changes** button to store the payment request information or select the **submit** button to send the payment request for approval.
- 8 The system will display a validation message that the payment request has been submitted successfully. The submitted payment request will be in Approval Pending status.

## Submit Milestone Payment Request

### View Status of Milestone Payment Request

- 1 From the Dashboard go to the **Projects** tab select the [Project Agreements](#) sub-menu link.



- 2 The system will display the Project Agreements list. Locate the project you would like to submit the payment request against. Select **manage project** in the Actions drop-down and click the **blue go arrow** button.



- 3 Click on the **Project Agreement Transactions** tab. Locate the milestone you wish to view the status of.



- 4 Status is listed.