

Submission of Lump Sum Claims

Prior to submitting your claim under a lump sum contract, check that you have done the following:

- Ensure that any claim-related deliverables have been previously submitted and accepted by the project lead
- If this is your first time to claim under a consulting engagement in ADB, ensure that your payment information (found in your Profile tab in CMS) is active, to prevent delays in claim processing

1. Upon logging in to CMS, click the **Contracts** tab.
2. Click the **Contract** number for which you are about to submit a claim request.

The screenshot shows the ADB Consultant Management System interface. At the top, the user is logged in as 'Individual Consultant 3 (INDCON3@EMAIL.COM)'. The navigation menu includes 'Dashboard', 'Profile', 'Opportunities', 'Non-Committal Inquiries', 'Negotiations', 'Contracts', and 'Post Assignment Questionnaires'. The 'Contracts' tab is highlighted with a red box and a red circle containing the number '1'. Below the navigation menu, there is a search section with a text input field labeled 'Title' and 'Go' and 'Clear' buttons. Below the search section, there is a table with the following data:

Contract Number	Project Type	Project Number	Approval Number	Country	Title	Contract Amount Status
139943	SC	110079		PHI	Energy Specialist	USD 27,669 Active

The 'Contract Number' '139943' is highlighted with a red box and a red circle containing the number '2'. At the bottom of the page, there is a footer with the text 'Copyright (c) 2006, Oracle. All rights reserved.'

3. Click Claims.

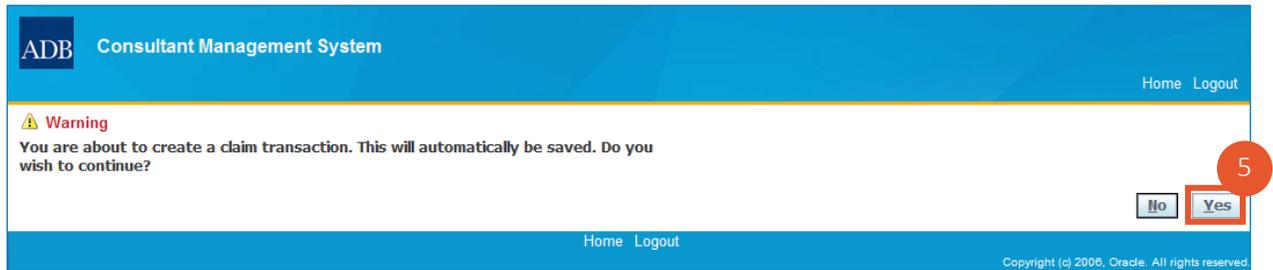
The screenshot shows the ADB Consultant Management System interface. The user is logged in as 'Individual Consultant 3 (INDCON3@EMAIL.COM)'. The navigation menu includes 'Dashboard', 'Profile', 'Opportunities', 'Non-Committal Inquiries', 'Negotiations', 'Contracts', 'Post Assignment', and 'Questionnaires'. The 'Claims' tab under 'Post Assignment' is highlighted with a red circle and the number 3. The main content area displays contract details for 'Contract 139943-A50000: SC 110079 PHI: Energy Specialist' with a status of 'Active'. The 'Contract Profile' section includes fields for Contract Number (139943 - A50000), Contract Date (08-Jan-2018), Contract Varied (No), Project Type (Staff Consultant), Project Number (110079), Consultant Type (Individual), Maximum Contract Payment (USD 27,669), Commencement Date (08-Jan-2018), Source (International), Selection Number, Advertiser in CSRN (Yes), and Completion Date (24-Dec-2018). The 'Consultant Information' section includes CMS Number (140428), Name and Citizenship (Individual Consultant 3 (IND)), Consulting Category (Others), and Engage Directly (Yes). A 'Back' button is visible in the bottom right corner.

4. Click Create Claim.

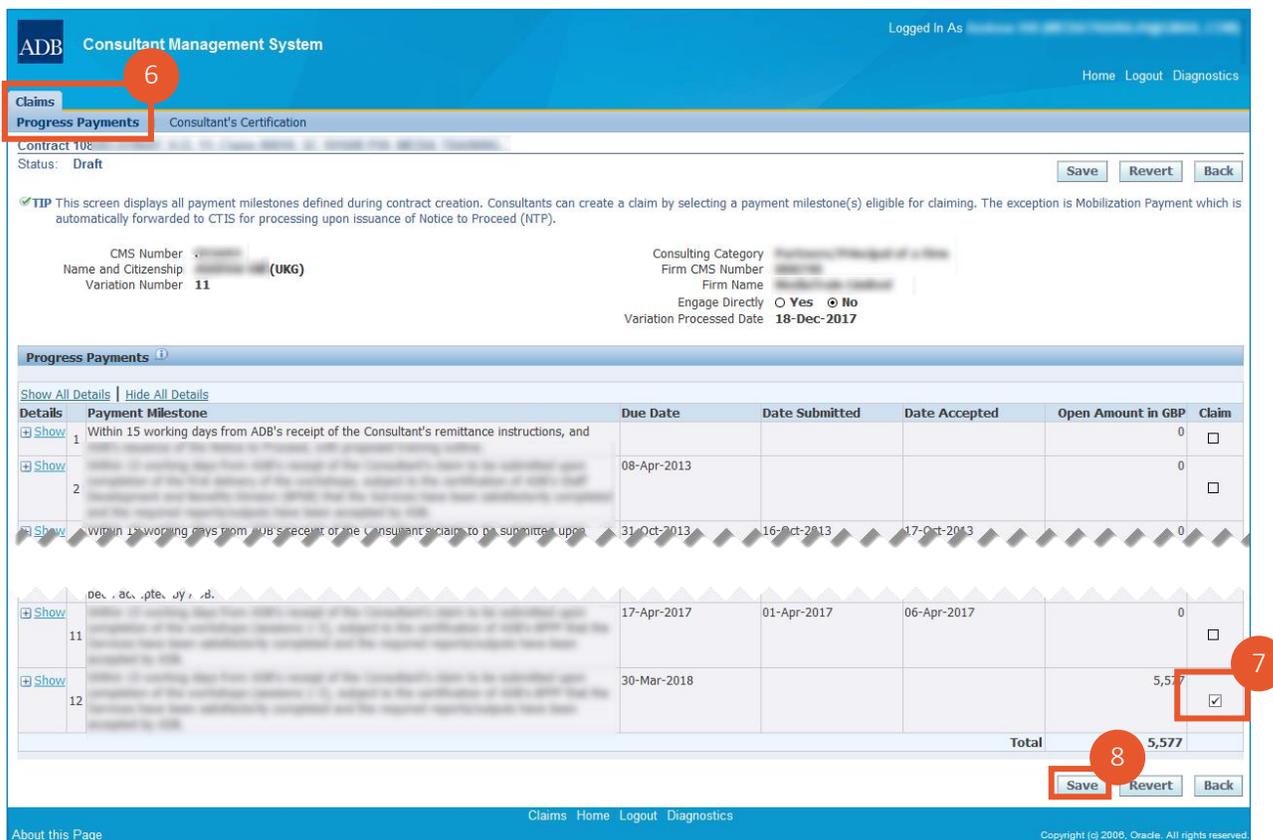
The screenshot shows the ADB Consultant Management System interface. The user is logged in as 'Individual Consultant 3 (INDCON3@EMAIL.COM)'. The navigation menu includes 'Dashboard', 'Profile', 'Opportunities', 'Non-Committal Inquiries', 'Negotiations', 'Contracts', 'Post Assignment', and 'Questionnaires'. The 'Claims' tab under 'Post Assignment' is selected. The main content area displays contract details for 'Contract 139943-A50000: SC 110079 PHI: Energy Specialist' with a status of 'Active'. A tip message states: 'Individual Consultants or Authorized Firm Representatives (for individuals consultants engaged through firm) are allowed to create and submit claims. Click on the Claim Number link or the View Details icon to view created claims. Actual payment will be credited to the Consultant's bank in 3 to 5 banking days from the date the claim is approved for payment.' Below the tip, the 'CMS Number' is 140428 and the 'Consulting Category' is Others. The 'Name and Citizenship' is Individual Consultant 3 (IND) and 'Engage Directly' is Yes. A 'Claims' section is visible with a 'Create Claim' button highlighted by a red box and the number 4.

 The Create Claim button only appears for contracts with an Active status.

- Choose **Yes** when the confirmation message appears.



- Consultants under either a *partial* or *full lump sum* contract have access to the **Progress Payments** screen.



- Toggle the appropriate checkboxes in the **Claim** column to specify which specific Payment Milestones are included in the claim request. Ensure that any associated CMS deliverables have been previously submitted via CMS and accepted by the project team lead.
- Click **Save**.

- If engaged under a *partial lump sum* contract, you'll see an additional screen for **Reimbursable Expenses**.

ADB Consultant Management System | Logged In As: [User Name] | Home Logout Diagnostics

Claims | **Reimbursable Expenses** | Consultant's Certification

Contract 108: [Contract ID] | Status: Draft | Recalculate Save Revert

TIP Consultants can use this screen to claim for reimbursable expenses. This form displays all contract expense items that are open for claiming. Reimbursable expense items not being claimed should be left blank and not have zeroes entered as values.

CMS Number: [Number] | Consulting Category: Partners/Principal of a Firm
 Name and Citizenship: [Name] | Firm CMS Number: [Number]
 Variation Number: 22 | Firm Name: [Name]
 Engage Directly: Yes No
 Variation Processed Date: 26-Jul-2018

Details	Item Code and Name	Remarks	At Cost	Quantity		Currency	Unit Price	Actual Expense			Amount		
				Open	*Claim Unit			*Currency	*Amount	FX Rate	Open	Claim	
Show	1156 International Per Diem Allowance	Naypyitaw, Myanmar	<input type="checkbox"/>	4		CALENDAR DAY	USD	134				536.00	
Show	1156 International Per Diem Allowance	Vientiane	<input type="checkbox"/>	0		CALENDAR DAY	USD	162				0.00	
Show	1172 International Air Travel	Australia/Manila/Australia	<input checked="" type="checkbox"/>	1		ROUND TRIP	USD	5,500	USD		1	12,381.80	
Show	1172 International Air Travel	Australia/Mongolia/Manila/Australia	<input checked="" type="checkbox"/>	1		ROUND TRIP	USD	8,000	USD		1	8,000.65	
Show	1182 Miscellaneous Travel Expense		<input type="checkbox"/>	2		ROUND TRIP	USD	200				400.00	
Total											USD	0.00	

Recalculate Save Revert

Claims Home Logout Diagnostics | Copyright (c) 2006, Oracle. All rights reserved.

- Specify the quantity for any expense item being reimbursed.
- Indicate the actual amount.
- Remarks may be added by clicking the Show/Hide Link [+ Show](#) or the plus symbol beside it.

Reimbursable Expenses

* Indicates required field

[Show All Details](#) | [Hide All Details](#)

Details	Item Code and Name	Remarks	At Cost	Quantity	*Claim Unit	Currency	Unit Price	*Currency	*Amount	FX Rate	Open	Claim
Hide	1172 International Air Travel	Home/Port Vila	<input checked="" type="checkbox"/>	1	1	ROUND TRIP	USD	2,500	USD	2100	1	2,500.00
Contract Footnote Remarks and Justification Home/Port Vila												
Show	1172 International Air Travel	Port Vila/Manila/Home	<input checked="" type="checkbox"/>	1		ROUND TRIP	USD	3,500	USD		1	3,500.00
Show	1182 Miscellaneous Travel Expense		<input type="checkbox"/>	2		ROUND TRIP	USD	200				400.00
Total											USD	0.00

Recalculate Save Revert

- Enter optional remarks and/or appropriate justification for the expense item being reimbursed.



If you mistakenly enter a quantity or amount into the wrong expense item, do not correct by setting the value to "0". Instead, delete the contents of the entire text field, which permits Saving, afterwards.

<input checked="" type="checkbox"/>	1	<input type="text" value="0"/>	ROUND TRIP	USD	3,500	USD	<input type="text" value=""/>
<small>Claim Quantity should be greater than zero</small>							<small>Actual Expense Amount is required</small>

14. Click the Consultant's Certification screen. In the Claim Summary section, review the progress payment details included in the claim request.

ADB Consultant Management System

Logged In As / Home Logout Diagnostics

Claims

Progress Payments **Consultant's Certification**

Contract 108

Status: Draft

Recalculate Submit Save Revert

TIP This screen gives the consultant a place to review the submitted claim and add supporting documents as attachments. It enables system verification of the claim to identify any errors prior to its submission.

CMS Number
Name and Citizenship
Variation Number 11

Consulting Category
Firm CMS Number
Firm Name
Engage Directly Yes No
Variation Processed Date 18-Dec-2017

Claim Summary

* Indicates required field

Show All Details | Hide All Details

Details	Item Code and Name	Remarks	Quantity	Unit	Currency	Unit Price	Amount	Attachment	
Show	1100 Progress Payment				GBP	5,577	5,577.00		
Total							GBP	5,577.00	

15. Upload required documents by clicking on the green plus in the Attachment column. When one or more documents have been successfully uploaded, an icon of a yellow folder and a paperclip will appear in the Attachment column. Click that icon to review any uploaded documents.

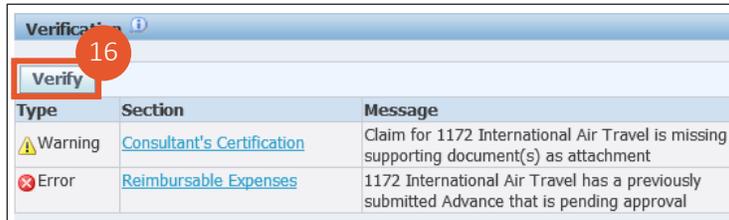


Hardcopies of substantiating documents are no longer needed. Keep the originals in case they are needed for audit purposes.

In the case of Air Travel, the typical scanned documents needed are:

- the eticket
- the airfare receipt, and
- the boarding pass

16. Click Verify. CMS displays any detected warnings and errors that need to be addressed before claim submission can be successful.

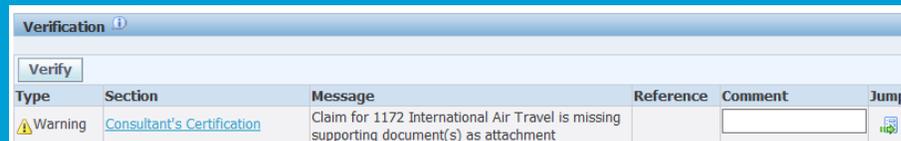


Type	Section	Message
Warning	Consultant's Certification	Claim for 1172 International Air Travel is missing supporting document(s) as attachment
Error	Reimbursable Expenses	1172 International Air Travel has a previously submitted Advance that is pending approval



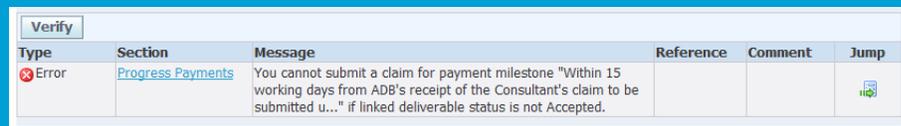
You can still proceed to submit your claim if only **Warning** messages remain. An explanation or justification must be entered, however, in each corresponding Comments box.

One warning message that may be received looks like the following:



Type	Section	Message	Reference	Comment	Jump
Warning	Consultant's Certification	Claim for 1172 International Air Travel is missing supporting document(s) as attachment		<input type="text"/>	

Errors, on the other hand, must be addressed to enable claim submission.

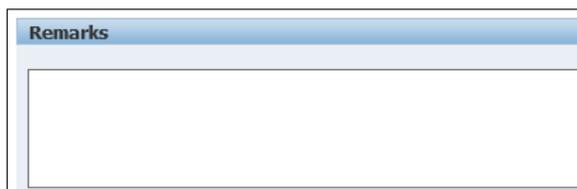


Type	Section	Message	Reference	Comment	Jump
Error	Progress Payments	You cannot submit a claim for payment milestone "Within 15 working days from ADB's receipt of the Consultant's claim to be submitted u..." if linked deliverable status is not Accepted.			



After having addressed any errors that were flagged, click **Verify** once more upon returning to the screen for **Consultant's Certification**. The list of error messages should now display an updated list of messages, hopefully minus any errors.

17. Specify Remarks meant for those processing the claim. This section will also contain the reason for a claim being returned, in the event such should occur.



Remarks

18. Go through the Consultant's Certification section.

Consultant's Certification

I certify that the information inputs, and amounts in claim are correct and that there are no overlapping claims with other concurrent assignments. I have attached or submitted required documentation in support of the claimed amounts.

Yes No

I certify that the above statement of expenses were incurred during the performance of my tasks on bank's official business and that I have not received and will not claim reimbursement of these expenses from any other source.

Yes No

I certify that I am not on the sanction lists of African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank or the World Bank.

Yes No

This is a final claim. By submitting this claim, no other claims and advances shall be created under this contract.

Yes No



Warning

Stating that the claim request is a final one means no additional claim or advance requests may be submitted. The project lead will still have a chance to override this statement during the review of the claim, but if unchallenged, it will initiate the process of closing the present contract.

19. Once any errors have been successfully addressed, you can Submit your claim request.

Buttons: Recalculate, **Submit** (circled 19), Save, Revert

20. A confirmation that the claim has been submitted successfully will appear at the top of the screen.

Confirmation message: Your claim has been submitted. Unliquidated advances (if any) shall be deducted from this claim. (circled 20)

21. To monitor the progress of the claim processing, click on the **Contracts** tab.

Navigation tabs: Dashboard, Profile, Opportunities, Non-Committal Inquiries, Request for Proposals, Proposals, Negotiations, **Contracts** (circled 21), Post Assignment Questionnaires

Contracts

TIP Use the search filters below to look for your **Staff Consulting Contract (SC)**. To view all SC Contracts where you are a team member, leave the filters blank and click "Go".

Note that only Staff Consulting Contracts will be displayed in this screen. Other Consulting Assignment Contracts (TAs, grants, and loans) continue to be maintained outside of CMS. If the SC Contract cannot be found, please contact cmshelp@adb.org.

Search: Title

Contract Number	Project Type	Project Number	Approval Number	Country	Title	Contract Amount	Status
139944 (circled 22)	SC	110079		PHI	Energy Specialist	USD 290,050	Active

Footer: Dashboard Profile Opportunities Non-Committal Inquiries Request for Proposals Proposals Negotiations Contracts Post Assignment Questionnaires Home Logout
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22. Click on the link of the **Contract Number**.

23. A list of claims associated with the selected contract is displayed, details of which include the claim processing status and the identity of the person currently reviewing the request.

Dashboard | Profile | Opportunities | Non-Committal Inquiries | Request for Proposals | Proposals | Negotiations | Contracts | Post Assignment Questionnaires

Profile | TOR | Contract Terms | Variations | Deliverables | **Claims** | Balances

Contract 139944-A50001: SC 110079 PHI: Energy Specialist
 Status: Active

TIP Individual Consultants or Authorized Firm Representatives (for individuals consultants engaged through firm) are allowed to create and submit claims. Click on the **Claim Number** link or the **View Details** icon to view created claims. Actual payment will be credited to the Consultant's bank in 3 to 5 banking days from the date the claim is approved for payment.

CMS Number **012917** Country of Incorporation **India**
 Consultant Name **Consulting Firm 1 (CONFIRM1)** Year Incorporated **2011**

Claims ⓘ

Create Claim

Claim Number	Date Submitted	Date Approved	Period From	Period To	Status	Assigned To	View Details	Delete
00001	21-Mar-2018				For Endorsement	Ben Greenwald		

22