

Submission of Time-Based Claims

Prior to submitting your claim under a time-based contract, check that you have done the following:

- Filled out the timesheet for the days that you will be claiming
- If this is your first time to claim for 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 for 'Title' and 'Go' and 'Clear' buttons. A table of contracts is displayed below the search section. The first row of the table is highlighted with a red box and a red circle containing the number '2'. The table has columns for 'Contract Number', 'Project Type', 'Project Number', 'Approval Number', 'Country', 'Title', and 'Contract Amount Status'. The first row contains the following data: Contract Number: 139943, Project Type: SC, Project Number: 110079, Approval Number: (blank), Country: PHI, Title: Energy Specialist, Contract Amount Status: USD 27,669 Active.

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

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 a 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.' Below the tip, the consultant's details are shown: CMS Number (140428), Name and Citizenship (Individual Consultant 3 (IND)), Consulting Category (Others), and Engage Directly (Yes). The 'Claims' section is expanded, and the 'Create Claim' button is highlighted with a red circle and the number 4.

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

- Choose Yes when the confirmation message appears.

ADB Consultant Management System

Home Logout

Warning
You are about to create a claim transaction. This will automatically be saved. Do you wish to continue?

No Yes

Home Logout

Copyright (c) 2006, Oracle. All rights reserved.

- Indicate the claim period.

ADB Consultant Management System

Logged In As Individual Consultant 3 (INDCON3@EMAIL.COM)

Home Logout

Claims

Remuneration and Per Diem | Reimbursable Expenses | Consultant's Certification

Confirmation
All changes have been saved successfully.

Contract 139943-A50000: Claim 00002: SC 110079 PHI: Energy Specialist
Status: Draft

Save Revert Back

TIP Make sure the range of dates specified for the Period From and Period To claim is accurate. Once you submit a claim for a certain period, the timesheet for that period will be locked. The claim period should be within the contract's commencement and completion dates and should exclude dates in which the contract is suspended. Claims for reimbursable expenses alone need not specify a Period From and Period To.

CMS Number 140428
Name and Citizenship Individual Consultant 3 (IND)
Variation Number

Consulting Category Others
Engage Directly Yes No
Variation Processed Date

Period From 01-May-2018 Period To 10-May-2018

Remuneration

International

Name	Expertise	Rate Effectivity		Open	Inputs in WD	Currency	Rate per WD	Amount
		Start Date	End Date					
Individual Consultant 3	Energy	08-Jan-2018	24-Dec-2018	33.0	5.5	USD	265	1,457.50
							Total	USD 1,457.50

Per Diem (Hotel & DSA)

International

Name	Expertise	Contract Line Description	Quantity		Unit	Price	Amount
			Open	Claim Unit			
Individual Consultant 3	Energy	Port Vila, Vanuatu	15	2 CALENDAR DAY	USD	265	530.00
Individual Consultant 3	Energy	Port Vila, Vanuatu	15	CALENDAR DAY	USD	265	
Individual Consultant 3	Energy	Manila, Philippines	15	CALENDAR DAY	USD	172	
			Total	2		USD	530.00

- Inputs in number of Working Days is determined from entries in the timesheet.
- Inputs for Per Diem is similarly derived from the timesheet entries.



Double check your Timesheet entries to ensure that the correct number of days is reflected in the claim form for Remuneration and Per Diem.

- Click Reimbursable Expenses.

ADB Consultant Management System
Logged In As Individual Consultant 3 (INDCON3@EMAIL.COM)
Home Logout

Claims
Remuneration and Per Diem **Reimbursable Expenses** Consultant's Certification

Confirmation
All changes have been saved successfully.

Contract 139943-A50000: Claim 00002: SC 110079 PHI: Energy Specialist
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: 140428
Name and Citizenship: Individual Consultant 3 (IND)
Variation Number:
Consulting Category: Others
Engage Directly: Yes No
Variation Processed Date:

Reimbursable Expenses

* Indicates required field
Show All Details | Hide All Details

Details	Item Code and Name	Remarks	At Cost	Quantity		Currency	Unit Price	Actual Expense			Amount		
				Open	*Claim			*Currency	*Amount	FX Rate	Open	Claim	
Show	1172 International Air Travel	Home/Port Vila	<input checked="" type="checkbox"/>	1	1	ROUND TRIP	USD	2,500	USD	2,100.00	1	2,500.00	2,100.00
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	2,100.00	

Recalculate Save Revert

Claims Home Logout
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		Currency	Unit Price	Actual Expense			Amount		
				Open	*Claim			*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 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"/>
<small>Claim Quantity should be greater than zero</small>							<small>Actual Expense Amount is required</small>

14. Click **Consultant's Certification**.

Claims	14	
Remuneration and Per Diem	Reimbursable Expenses	Consultant's Certification
Contract 139943-A50000: Claim 00002: SC 110079 PHI: Energy Specialist		
Status: Draft		

15. In the **Claim Summary** section displaying all the quantities and amounts being claimed, click on the green "plus"  to bring up the screen for uploading documents.

16. Upload scanned attachments of substantiating documents for the expense item.

Add Attachment	
Attachment Summary Information	
Title	<input type="text"/>
Description	<input type="text"/>
Category	Claim Supporting Document
Define Attachment	
Note: Only files with the following extensions can be attached: .doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .ppbx, .rtf.	
Type <input checked="" type="radio"/> File	<input type="text"/> <input type="button" value="Browse..."/>



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

17. View the list of any unliquidated advances which will typically be recovered on the current claim request.

Unliquidated Advances ?						
Advance Number	Date Approved	Item Code and Name	Remarks	Recovery Period	Currency	Unliquidated Amount Comments
No results found.						
Total						0.00

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

Verification ?		
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. **Errors**, on the other hand, must be addressed before claim submission will be permitted.

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

Verification ?				
Type	Section	Message	Reference	Comment
⚠ Warning	Remuneration and Per Diem	Claim period 01-Jul-2018 to 10-Jul-2018 has missing timesheet entries.		

This is typically seen in cases when engagement is on an intermittent basis. Entering a comment such as *"Timesheet is correct,"* or *"Work was not rendered on dates without entries,"* should be acceptable to those processing your claim. Do keep in mind, though, that if you did neglect to enter details for a specific date, you will be unable to claim for it in the future as you would have already claimed for that specific time period.



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.

19. 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

20. Go through the mandatory **Consultant's Certification**.

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. <input checked="" type="radio"/> Yes <input type="radio"/> 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. <input checked="" type="radio"/> Yes <input type="radio"/> 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. <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Comment"/>
This is a final claim. By submitting this claim, no other claims and advances shall be created under this contract. <input type="radio"/> Yes <input checked="" type="radio"/> 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.

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

<input type="button" value="Recalculate"/>	<input checked="" type="button" value="Submit"/>	<input type="button" value="Save"/>	<input type="button" value="Revert"/>
--	--	-------------------------------------	---------------------------------------