

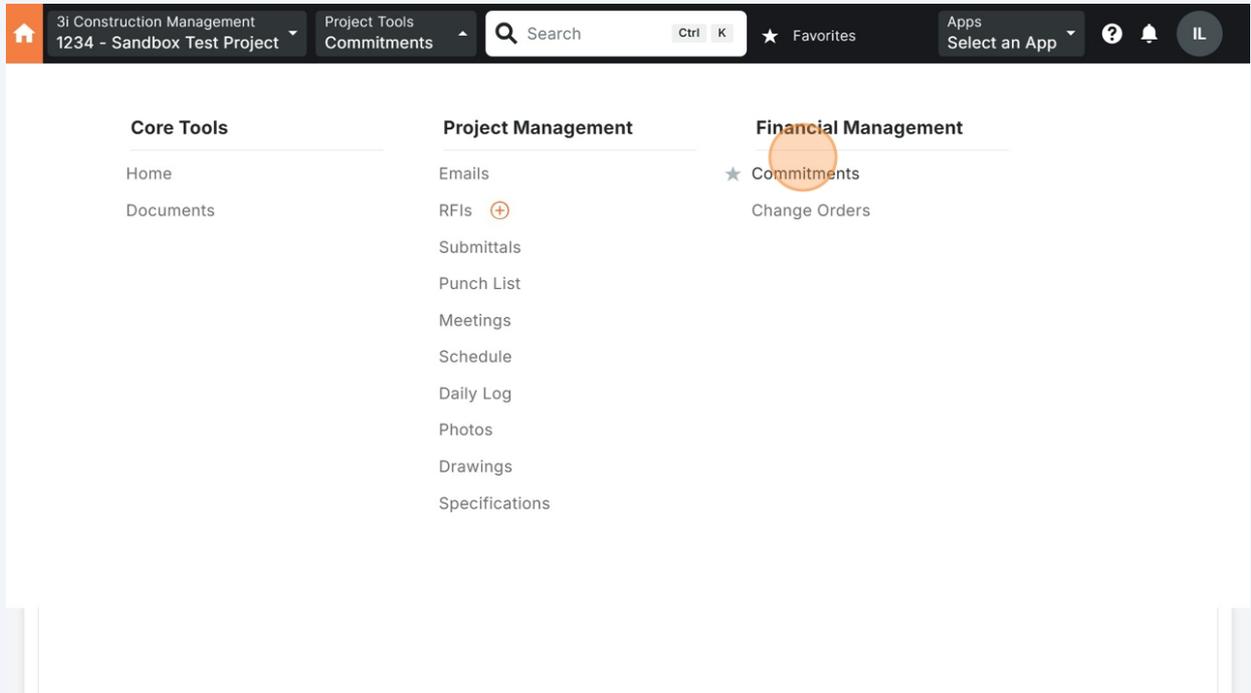
# EXHIBIT D-1

INSTRUCTION TO PREPARE PAY APPLICATIONS

## Subcontractor Pay Application Process

1

Once you have been invited to join a project within Procore you will have access to the "commitments" section in the project tools tab.



## 2 Click your contract number under commitments

The screenshot shows the Procore interface for a project named "1234 - Sandbox Test Project". The top navigation bar includes "3i Construction Management", "Project Tools", "Commitments", a search bar, and user information. A notification states: "You are currently viewing a test project. This is intended for learning purposes so you can get to know Procore." Below this is the "Commitments" section with an "Export" button. A table lists commitments with columns: Number, Contract Company, Title, Status, Executed, and Original Contract Amount. The first row is highlighted, with the contract number "SC-1234-010" circled in orange.

Number	Contract Company	Title	Status	Executed	Original Contract Amount
SC-1234-010	CAE Enterprises	Electrical	Approved	No	\$50,000.00

## 3 The person of contact for invoicing will then be able to invoice for the project

The screenshot shows the details for "Commitment #SC-1234-010" titled "Electrical - CAE Enterprises". The top navigation bar is the same as in the previous screenshot. Below the title, there are tabs for "General", "Change Orders (0)", "RFQs", "Invoices (2)", "Payments Issued (0)", and "Emails". The "Invoices (2)" tab is highlighted with an orange circle. To the right of the tabs is a "+ Create" button and a mail icon. Below the tabs is a "General Information" section with a "Contract Summary" sidebar. The "General Information" section includes: "Created by Isaac Lopez on November 14, 2025 at 12:17:16 PM EST", "Contract # SC-1234-010", "Contract Company CAE Enterprises", "Title Electrical", "Status Approved", "Executed", and "Default Retainage 5%". A "Description" field is empty. On the right side, there are "Provide Feedback" and "Exit Beta" buttons.

**Electrical - CAE Enterprises**

**General Information**

Created by Isaac Lopez on November 14, 2025 at 12:17:16 PM EST

Contract #	Contract Company	Title
SC-1234-010	CAE Enterprises	Electrical
Status	Executed	Default Retainage
Approved	⊘	5%
Description	--	

## 4 Click "Create"

The screenshot shows the Procure interface for a project named "1234 - Sandbox Test Project". The breadcrumb trail is "Commitments > Commitment #SC-1234-010". The main heading is "Electrical - CAE Enterprises". Below this, there are tabs for "General", "Change Orders (0)", "RFQs", "Invoices (2)", "Payments Issued (0)", and "Emails". The "Invoices (2)" tab is active. A red circle highlights the "+ Create" button in the top right corner. Below the tabs, there is a section titled "Invoices (Requisitions)" with an "Export" button. A search bar and a "Configure" button are also present. A table with two rows is displayed, showing invoice details. On the right side, there are vertical buttons for "Provide Feedback" and "Exit Beta".

Invoice Position	Invoice #	Invoice Dates	Billing Date	Status	Original Contract Sum	Net Ch Change
2	PA#1	11/1/25 - 11/25/25	11/24/25	Under Review	\$50,000.00	
1	OPA#1	11/1/25 - 11/25/25	11/20/25	Draft	\$50,000.00	

## 5 Click "Create Invoice"

This screenshot is identical to the one above, but with a red circle highlighting the "Create Invoice" button that appears in a dropdown menu from the "+ Create" button. The rest of the interface, including the breadcrumb trail, heading, tabs, and table, remains the same.

## 6 Enter the correct pay application number

3i Construction Management  
1234 - Sandbox Test Project

Project Tools  
Commitments

Search  Ctrl K

Apps  
Select an App

IL

You are currently viewing a test project. This is intended for learning purposes so you can get to know Procore. [Learn More](#)

Commitments > Contract #SC-1234-010 > Invoicing > New Invoice

### New Invoice for Contract #SC-1234-010

**General Information**

Contract Company CAE Enterprises

Invoice #

Invoice Type Work, Materials & Retainage

Billing Date \*  X

Period Start \*  X

Period End \*  X

**Schedule of Values**

Search

Select a column to group  Configure

## 7 Enter the billing date for which you are submitting the Pay Application

Commitments > Contract #SC-1234-010 > Invoicing > New Invoice

### New Invoice for Contract #SC-1234-010

**General Information**

Contract Company CAE Enterprises

Invoice #

Invoice Type Work, Materials & Retainage

Billing Date \*  X

Period Start \*  X

Period End \*  X

**Schedule of Values**

Search

Select a column to group  Configure

<input type="checkbox"/> Item Number	Budget Code	Description of Work	Line Item Type	Scheduled Value
<input type="checkbox"/>	17-010.0			

8

In the Schedule of values, you will then enter the progress payment amount for the said pay application. The retainage percentage will already be applied to the invoice once you enter the work completed this period amount.

11/24/2025    11/01/2025    11/25/2025

### Schedule of Values

Search     Select a column to group     Configure

Retained Previous (%)	Work Completed From Previous Application (\$)	Work Completed This Period (\$)	New Materials Stored (\$)	Previous Materials Stored (\$)	Materials Presently Stored (\$)	Total Com Stored to
0.00%	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	

9

After entering the dollar amount of the pay app in the schedule of values, you will attach your backup with the submitted pay app.

0.00%	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
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Subtotal \$15,000.00  
Retainage \$750.00  
**TOTAL \$14,250.00**

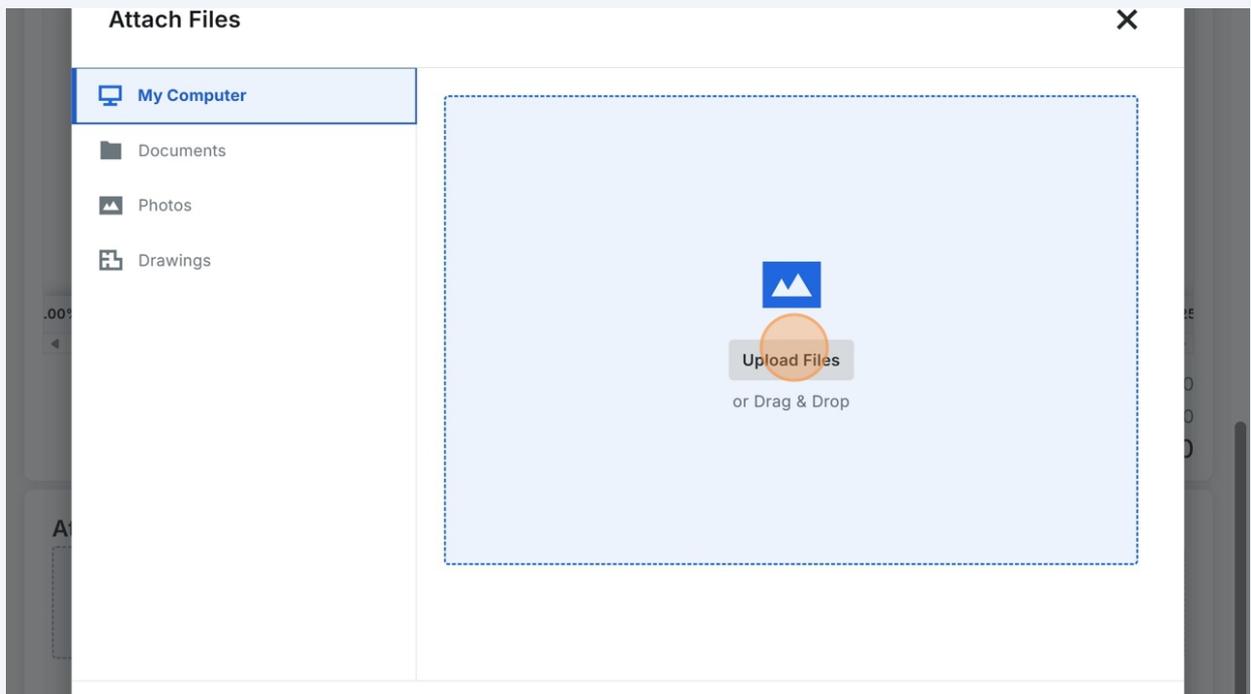
### Attachments

or Drag & Drop

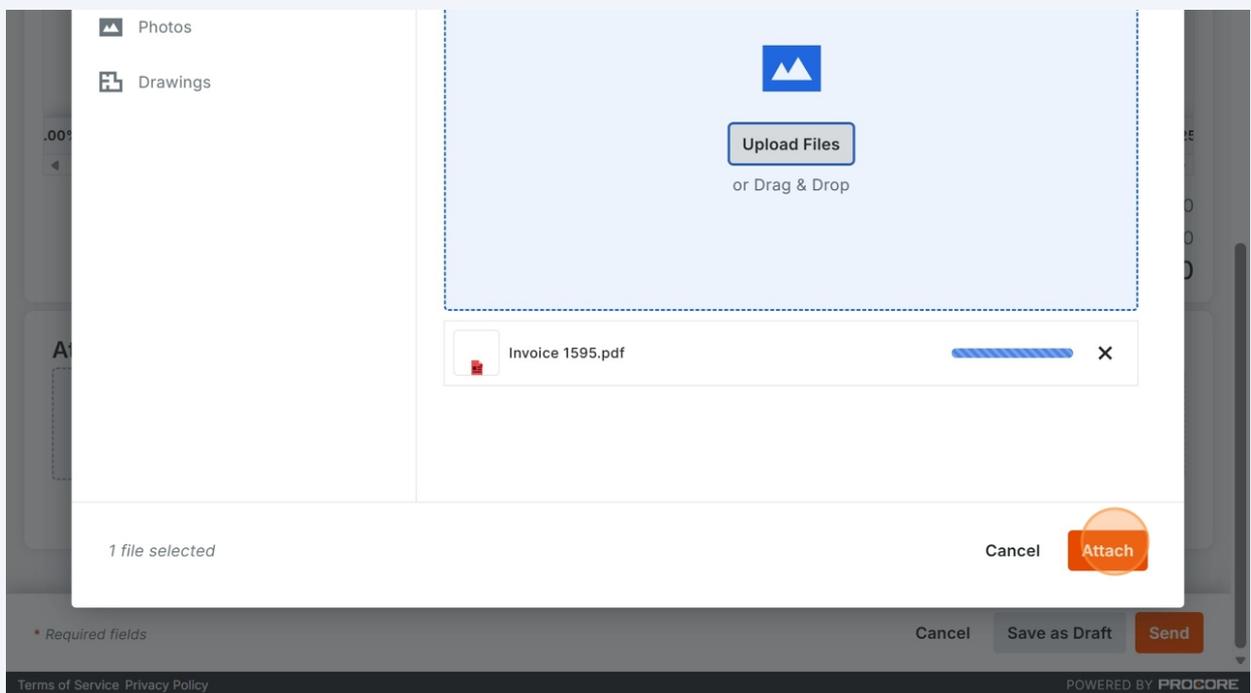
\* Required fields    Cancel    Save as Draft    Send

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10 Click "Upload Files"



11 Click "Attach"



## 12 Click "Send"

.00%	\$10,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$25
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Subtotal \$15,000.00  
Retainage \$750.00  
TOTAL \$14,250.00

**Attachments**

Attach Files  
or Drag & Drop

Invoice 1595.pdf X

\* Required fields

Cancel Save as Draft **Send**

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## 13 Once sent 3i's accounting and construction team will be notified to approve or reject the submitted pay application.

1234 - Sandbox Test Project - Commitments - Select an App

You are currently viewing a test project. This is intended for learning purposes so you can get to know Procore. Learn More

Commitments > Contract #SC-1234-010 > Invoicing > Invoice #3

### Invoice Contract #SC-1234-010

Export Edit Create Invoice

**General** Emails

#### General Information

Created by Isaac Lopez (3i Construction Management) on November 14, 2025 at 1:34:35 PM EST

<b>Contract Company</b> CAE Enterprises	<b>Invoice #</b> OPA#3	<b>Status</b> UNDER REVIEW	<b>Invoice Type</b> Work, Materials & Retainage
<b>Billing Date</b> 11/24/2025	<b>Period Start</b> 11/1/2025	<b>Period End</b> 11/25/2025	

**Overall Comments**  
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> Summary Preview