Vendor Claim Report

Setting up Claims by Vendor report as an email subscription (available from 24th June 25)

Vendor Claim Report
Vendors should raise a request for access to the Claims by Vendor report via their PFM representative.

The **PFM rep** should then complete the **Vendor Claim Report Request** on behalf of the vendor, ensuring fields **1-9** have been completed. **Please do not share this document with the vendor.**

ICT Ticket for Group BI
The PFM representative then logs a ticket with Group BI:
Log a ticket with IT and attaching the completed **Vendor Claim Report.**
Ensure fields **1-5** are completed as per the screenshot prior to submitting the ticket.

Vendor Claim Status paginated report - email subscription configuration

Report Filters

1. Vendor's name:
2. Contract 1:
3. Contract 2 (optional):
4. Claim Creation Date Range:

Email Subscription

5. Vendor recipient email address(es):
6. Subscription Start Date
   Subscription End Date
7. Frequency
8. For Daily or Weekly frequency, specify the day(s) applicable:
9. Scheduled time of report distribution (AEST/AEDT - Melbourne time):

Log a ticket with IT
Report an ICT issue

Use this form to report something not working in the way you expect. This form should not be used to request access to systems or programs.

Please provide as much information as possible as this will allow the built-in search functionality to suggest resolutions as well as ensure your ticket is triaged as quickly as possible by ISS.

* Indicates required

* Who is impacted by this issue?

1. PFM Representative's name

Who should we be in contact with? (if different to above)

How should we contact them?
Email

* This issue is
An inconvenience

* Please provide a brief description of your issue

2. Vendor subscription required for Vendor Claims report

* Help is needed with

3. BI Reporting ← *Select "BI Reporting" as the ticket category*

* Please provide additional details to assist us with troubleshooting

4. Please refer to the attached configuration file

5. 📎 Add attachments ← *Click here to add the completed configuration file*

Note: Requests will be actioned within 24 hours of lodging the ticket.

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