



Coupa

# Request Retainage Payment



## Request Retainage Payment

Requests for payment of retainage cannot be submitted in the Coupa Supplier Portal (CSP).

To request retainage payment:

1. Send the invoice and/or completed AIA document as an attachment via e-mail to [invoices+retainage@engiena.coupahost.com](mailto:invoices+retainage@engiena.coupahost.com)
  2. Please include the name of the **Project Manager** and a fully completed and executed **Conditional Final Lien Waiver** in the attachment(s).
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