## 10-6 Upload Completed CDOT Form 1432 in B2GNow (RCRO)



## Details

**Responsible Parties** 

• Region Civil Rights Office (RCRO)

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## **Procedural Objective**

This document is intended to assist the Region Civil Rights Office with uploading the CDOT Form 1432 and supporting documents in B2GNow. This step is required for all CDOT Form 1432s that are both approved and denied.

## **System Procedures**

1. Log into the B2GNow system at <a href="http://cdot.dbesystem.com">http://cdot.dbesystem.com</a>.



2. Locate the desired contract by using the search menu of the left-hand side of the screen or the priority flagged contract in the dashboard.

Search »
Vendors
Certified Vendors
Users
Contracts
Outreach Campaigns
Proposals
Certification Apps
Search Results »

3. From the "Contract Management" page, click the "Docs" tab. Click "Add Document" to upload the CDOT Form 1432.

Contract Management	Help & Tools
Main View Settings Subs Docs Change Orders & Task Orders Alerts Comments M	lessages Closeout
Compliance Audit List Compliance Audit Summary Compliance Audit FY Reviews Site Visits	Reports
C00001: 00001 Demo Contract Prime: CDOT Prime 1/1/2017 - 7/1/2021	
Add Document	

4. From the Document/Record Type" field, select the "Contract: Main Record" from the drop-down list. Click the "Upload Document(s)" button to select the Form 1432 document.



5. Locate the CDOT Form 1432 file on the computer and select "Open." Fill in the "Document Title: (Ex. Subcontractor name-Form 1432 CUF) and add any additional document notes or descriptions in the space provided.

Document Title (if left blank, File	Title will default to the File Name)
Document Notes/Description	

6. Click the "Upload File(s)" button to complete the upload.



7. The RCRO has successfully uploaded the CDOT Form 1432 in B2GNow.