

9-1 Prime Contractor and Subcontractors and Suppliers (with lower-tier Subcontractors and Suppliers) Report Monthly Payments in B2GNow



Details

Responsible Parties

- Prime Contractor
- Subcontractor (Payors)
- Suppliers (Payors)

Revision Date of this Document

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Document Owner

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Procedure Objective

This document is intended to assist the Prime Contractor, subcontractors, and suppliers (with lower-tier subcontractors and suppliers) with how to report payments made to approved subcontractors (CDOT Form 205) and (applicable) suppliers (CDOT Form 1425) during the audit period by the 15th of each month. Prime Contractors, subcontractors, and suppliers (with lower-tier subcontractors and suppliers) are required to report payments in B2GNow by the 15th day of each month. For example, the audit period for October shall be opened for reporting on November 1st and shall be reported by November 15th by the Prime Contractor and subcontractors/suppliers that have a lower-tier subcontractor or supplier. For the October audit, the reporting should reflect **all payments made during the month of October regardless of when the work was actually performed or invoiced.**

System Procedures

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



2. For any user reporting a payment, from the Dashboard, click any of the red underlined numbers beside “Incomplete Audits” in the “Contract Audits” section to get more information. Select “Incomplete: Due Soon or Incomplete Past Due” to the left of the desired month to report payments.

Dashboard

Displaying records assigned to

your company

Contracts

Total	9		
Open	8		
Closed	1		

Contract Audits

	Total	< 90 days	> 90 days
Total Audits	164	4	160
Incomplete Audits	66	4	62
Audits Due Soon	2	2	0
Past Due Audits	64	2	62
Audit Discrepancies	1	0	1

Contract Audits

Help & Tools

Messages **Contract Audits** Utilization Plans Bid Solicitations Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

☐ Show ONLY records assigned to you

Show ALL Incomplete Audits

1 - 20 of 78 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To **resort** click on column title. To **filter** click on the drop down menu.

Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	All	All	All	
Incomplete: Due Soon	December 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Due Soon	December 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	November 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	November 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	October 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	October 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
1 Discrepancy Incomplete: Past Due	September 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	September 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	September 2024	C00001: 00001 Demo Contract	Colorado Department of Transportation	Pending
Incomplete: Past Due	August 2024	C00000: Demo	Colorado Department of Transportation	\$50,000.00
Incomplete: Past Due	July 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	July 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	June 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	June 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	May 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	May 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	April 2024	C00000: Demo	Colorado Department of Transportation	Not reported
Incomplete: Past Due	April 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending
Incomplete: Past Due	March 2024	C00000: Demo	Colorado Department of Transportation	\$15,000.00
Incomplete: Past Due	March 2024	Routing #: As Needed Test	Colorado Department of Transportation	Pending

Customer Support

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- Click "Report subcontractor payments" in the "Compliance Audit Actions" column, then click "Submit Response" to the right of each individual subcontractor/supplier to report.

a. Prime Contractor View:

Compliance Audit Actions		
Report 5 subcontractor payment:		due by 11/16/2021 (PAST DUE) audit lock on 8/16/2295
Category	Action Required	Response Due Date
Prime Contractor	Report payment received from Colorado Department of Transportation	due by 11/16/2021 (PAST DUE) audit lock on 8/16/2295

b. Subcontractors and suppliers with lower-tier subcontractors and suppliers view:

Compliance Audit Actions		
Category	Action Required	Response Due Date
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you SubPrime: Report 1 subcontractor payment	due by 11/16/2021 (PAST DUE) audit lock on 8/16/2295
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you	
Tier 1 Subcontractor to CDOT Prime	Sub: CDOT Prime has not reported the payment made to you	

Self-Performing Prime Contractor Payments for July 2023

Self-Performing Prime Contractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in July 2023	Total To July 2023	Contract Goal	Actual Percent
2 CDOT Prime CDOT Prime Test 1 P 602-325-9277, F 602-512-4141	No	Self-Perf Prime	No	Submit Response Not Reported	Not Reported	\$0.00	1.333%	0.000%

Click prime name to view credited payment history for this contract. Click contact person's name to send them a message.

Subcontractor Payments for July 2023

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in July 2023	Confirmed by Sub	Total To July 2023	Contract Goal	Actual Percent
1 CDOT DEMO CDOT Sub 1 P 602-325-8946	No	Sub	No	Submit Response Not Reported	Not Reported	--	\$28,212.00	9.065%	14.890%
1 CDOT DEMO CDOT Sub 1 P 602-325-8946	No	Sub	No	View Edit	\$0.00		\$5,750.00	7.415%	3.035%
1 CDOT DEMO (Sub after audits) CDOT Sub 1 P 602-325-8946	No	Sub	No DBE	View Edit Final Payment Pending Sub Confirmation	\$1,000.00	Pending	\$26,722.00	0.815%	14.103%

Mark 3 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

Self-Performing Prime Contractor Payments for January 2021

Self-Performing Prime Contractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January 2021	Total To January 2021	Contract Goal
P CDOT Prime Test 1 CDOT Prime Test 1 P 602-325-9277, F 602-512-4141	No	Self-Perf Prime	100% DBE	View Edit	\$20,000.00	\$20,000.00	25.4

Click prime name to view credited payment history for this contract. Click contact person's name to send them a message.

Subcontractor Payments for January 2021

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January 2021	Confirmed by Sub	Total To January 2021
1 CDOT Sub Test 1 Sub 1 www.123456789.com P 303-999-9999	No	Sub	No	Submit Response Not Reported	Not Reported	--	\$0.00
1 CDOT Sub Test 2 Sub 2 Sub 2 P 303-999-9999		Manufacturer	No DBE	Submit Response Not Reported	Not Reported	--	\$0.00
1 CDOT Sub Test 2 Sub 2 Sub 2 P 303-999-9999		Sub	No	Submit Response Not Reported	Not Reported	--	\$0.00

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Return to Audit Notice

Self-Performing Prime Contractor Payments for July 2023									
Self-Performing Prime Contractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in July 2023	Total To July 2023	Contract Goal	Actual Percent	
<div>2</div> CDOT Prime CDOT Prime Test 1 P 602-325-9277, F 602-512-4141	No	Self-Perf Prime	No	Submit Response Not Reported		\$0.00	1.333%	0.000%	

Click prime name to view credited payment history for this contract. Click contact person's name to send them a message.

Subcontractor Payments for July 2023									
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in July 2023	Confirmed by Sub	Total To July 2023	Contract Goal	Actual Percent
<div>1</div> CDOT DEMO CDOT Sub 1 P 602-325-8946	No	Sub	No	Submit Response Not Reported		--	\$28,212.00	9.065%	14.890%
<div>1</div> CDOT DEMO CDOT Sub 1 P 602-325-8946	No	Sub	No	View Edit \$0.00		✓	\$5,750.00	7.415%	3.035%
<div>1</div> CDOT DEMO (Sub after audits) CDOT Sub 1 P 602-325-8946	No	Sub	No DBE	View Edit \$1,000.00 Final Payment Pending Sub Confirmation		Pending	\$26,722.00	0.815%	14.103%

- Enter the required information for subcontractors and suppliers working directly for the firm that is reporting the payments. Include the total amount paid, the payment date, applicable check numbers, and indicate whether payment was prompt. If no payment was made during the month, enter \$0.

Compliance Audit: CDOT Sub Test Response

[Help & Tools](#)

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Colorado Department of Transportation
C00000: Demo
Prime: CDOT Prime

Status: Open
6/18/2016 - 12/30/2018
Current Value: \$5,000,000

Enter your payment data for the subcontractor in the fields below. Click **Review** when finished.

* required entry

Compliance Audit Information

COMPLIANCE AUDIT PERIOD **October 2021**
COMPLIANCE AUDIT NUMBER **02537207-0072**

Previous Payment Information

TOTAL PAID THROUGH SEPTEMBER 2021 **\$500.00**
AMOUNT PAID IN SEPTEMBER 2021 **\$0.00**

Subcontractor Information

SUBCONTRACTOR **CDOT Sub Test 1**
VENDOR NUMBER **20446875**
SUBCONTRACTOR TIER **Tier 2 subcontractor to CDOT Sub Test**

Audit Information

Add/edit payment lines and providing the remaining information for the designated time period. You can attached files or add comments, if necessary. Certain information will be required depending on the situation.

AMOUNT PAID IN OCTOBER 2021 *

» Do NOT enter invoice amount.

PAYMENT DATE *

» Enter payment date if you made a payment in October 2021.
» If multiple payments were made, enter the date of the **first** payment.

PROMPT PAYMENT? *

» Select a choice below if a payment amount is reported above.
» "Prompt Pav" means payment within 7 days.

Note 1: There is an optional comments section available. Include information for quick reference such as applicable check numbers, EFT references, etc. Comments are only visible to the CDOT staff and the Prime Contractor.

Note 2: The date reported in the "Payment Date" field should be the date that payment was actually sent to the firm. For example, if the check was cut on 8/1/24 and the check was

mailed on 8/5/24, the correct date to be reported in the system should be 8/5/24 and not 8/1/24.

5. If necessary, attach any documentation such as copies of a good cause notice, invoices, proof of payment, etc. by clicking “Attach File.” Click “Review” to evaluate the submitted documentation and click “Save” if all information is accurate.

PAYMENT DETAIL	Enter details of PAID check numbers (or ACH references) and amounts in July 2023. This information is optional but will speed up the confirmation process. Payment details are displayed to CDOT DEMO.
	<div></div>
SUPPORTING DOCUMENTS	<div>Attach File</div> Attached documents are not visible to CDOT DEMO.
COMMENTS	(Optional) These comments are visible ONLY to your compliance officer. They are not visible to CDOT DEMO.
	<div></div>

Note: If any payments are being withheld, attach a copy of the good cause notice to the applicable audit that was provided to the subcontractor or supplier and include details in the “comments” section.

6. If final payment has been made to the subcontractor or supplier, check “Yes” next to “Final Payment to Subcontractor?”

Audit Information	
Add/edit payment lines and providing the remaining information for the designated time period. You can attached files or add comments, if necessary. Certain information will be required depending on the situation.	
AMOUNT PAID IN APRIL 2025 *	<div>\$</div> <div></div> <div>» Do NOT enter invoice amount.</div>
PAYMENT DATE *	<div>mm/dd/yyyy</div> <div>» Enter payment date if you made a payment in April 2025.</div> <div>» If multiple payments were made, enter the date of the first payment.</div>
PROMPT PAYMENT? *	<div>» Select a choice below if a payment amount is reported above.</div> <div>» “Prompt Pay” means payment within 7 days.</div> <div><div><input type="radio"/> Yes - the subcontractor was paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.</div><div><input type="radio"/> No - the subcontractor was not paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.</div><div><input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.</div></div>
FINAL PAYMENT TO SUBCONTRACTOR?	<div><input type="checkbox"/> Yes - this is the last payment to this subcontractor; their work is complete.</div> <div>The subcontractor will be required to confirm final status.</div>

7. The applicable subcontractor and supplier will receive a confirmation email once all payment information has been submitted into B2GNow.

Note: If any payment information is missing at any tier, the firm entering the payment will be automatically returned to the audit for completion. Confirm that no missing payments are associated with the lower-tier subcontractor/supplier. If complete, the audit will be finished unless notice of a payment discrepancy is received.

8. The Prime Contractor, subcontractors, and suppliers (with lower-tier subcontractors and suppliers) have successfully reported payments in B2GNow.