

# 9-2 Confirm or Dispute Payment Received During Audit Period in B2GNow (Subcontractor/Supplier)



## Details

### Responsible Parties

- Subcontractor
- Supplier

### Revision Date of this Document

June 2025

### Document Owner

Kelly Whaley, [kelly.whaley@state.co.us](mailto:kelly.whaley@state.co.us), 720-930-1523

## Procedure Objective

This document is intended to assist subcontractors and suppliers with how to confirm or dispute payment in a monthly audit within the B2GNow system. Payments shall be reported by the Prime Contractor and all subcontractors/suppliers (with lower-tier subcontractors or suppliers) by the 15th day of the month in B2GNow. Payment confirmations shall be completed by subcontractors, suppliers, and rental equipment companies within 15 days of receiving the system-generated notice of the audit. The monthly audit captures all payments made during the audit period.

## System Procedures

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



2. Click the (#) under “Incomplete Audits.”

Dashboard

Displaying records assigned to your company

Contract

Total

10

Open

10

Contract Audits

Total

< 90 days

> 90 days

Total Audits

35

2

33

Incomplete Audits

14

2

12

Past Due Audits

13

1

12

Audit Discrepancies

4

0

4

Certifications

Active

Pending

Renewing

Status

1

0

0

- Select “Incomplete” beside the desired audit month.

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

Status	Audit Period	Contract Number & Title
Incomplete	All	All
Incomplete: Past Due	October 2021	C00000: Demo
Incomplete: Past Due	October 2021	99999: 9999 - CDOT DEMO
Incomplete: Past Due	September 2021	C00000: Demo
Incomplete: Past Due	September 2021	99999: 9999 - CDOT DEMO
Incomplete	September 2021	C00001: 00001 Demo Contract
Incomplete: Past Due	August 2021	C00000: Demo
Incomplete: Past Due	August 2021	99999: 9999 - CDOT DEMO
Incomplete: Past Due	July 2021	C00000: Demo

**Note:** All payments must be confirmed or disputed within 15 days of receiving notice that the payment has been reported.

- To respond to the payment information, click “Confirm Payment Received” in the “Compliance Audit Actions” section. This button will need to be selected in order to view the audit information and respond accordingly.

Compliance Audit Information	
COMPLIANCE AUDIT PERIOD	September 2021
DATE & TIME POSTED	Local: 10/1/2021 4:25:20 AM CDT System: 10/1/2021 4:25:20 AM CDT

You are assigned to this contract in multiple capacities. Submit a response for each item listed below by clicking each link. It is possible that some actions are not available if payments made to you by the prime or higher level subcontractors.

Compliance Audit Actions	
Category	Action Required
Tier 1 Subcontractor to CDOT Prime	Sub: Not included on audit (compliance audits not active)
Tier 1 Subcontractor to CDOT Prime	Sub: <b>Confirm payment received</b>

Compliance Officer Information	Buyer/Project Manager Information
--------------------------------	-----------------------------------

- Review the payment information reported in the “Amount Reported by the Prime Contractor in (month and year of audit) as PAID to YOU.”

## Compliance Audit Information

Amount Reported by the prime contractor in February 2023 as PAID to You

**\$2,212.00**

6. If the payment reported is correct, select “Correct” and answer the following questions:
- Payment Date - enter the date that the subcontractor or supplier received payment
  - Were you paid in accordance with the organization's prompt payment policy? Select the correct response- “yes” if paid within 7 days of the payor receiving payment and select “no” if not paid within 7 days of the payor receiving payment.
  - Detail the work you performed for this payment - enter the work that was conducted for the payment that is reported.
  - Is Prime Withholding Retainage? Select the correct answer of “yes” or “no.” If “yes” is selected, enter the amount of retainage that is being withheld and the date that is expected to be received.
  - Attach File(s) - attach any files, if applicable
  - Public Comments - include any public comments, if applicable
  - Private Comments - include any private comments, if applicable
  - Confirmation - select the “send me confirmation of my response” button if confirmation of this payment audit would like to be received.
  - Click the button, “I am submitting this form with information that I understand to be correct and accurate.”
  - Click “Save”

Amount Reported by the prime contractor in February 2023 as PAID to You

**\$2,212.00**

Confirm Reported Amount? \*

[Show all options and fields](#)

☒ **Correct** - the amount reported by the prime contractor as PAID to us is correct (\$2,212.00).

1. Payment Date: \*

» If multiple payments were received, enter the date of the first payment.

2. Were you paid in accordance with the organization's prompt payment policy? \*

» "Prompt Pay" means payment within 7 days.

☐ Yes - we were paid within 7 days of CDOT Sub Test 3 being paid by Colorado Department of Transportation.

☐ No - we were not paid within 7 days of CDOT Sub Test 3 being paid by Colorado Department of Transportation.

☐ N/A - we cannot determine if we were paid promptly.

3. Detail the work you performed for this payment: \*

☐ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

Is Prime Withholding Retainage? \*

☐ No

☐ Yes

Attach File(s)

Public Comments

These comments are visible to the compliance officer and the prime contractor.

Private Comments

These comments are visible ONLY to the compliance officer.

Confirmation ☒ Send me confirmation of my response.

☐ I am submitting this form with information that I understand to be correct and accurate.

**Note 1:** Select "Correct" in the "Confirm Reported Amount" section only if there is no payment dispute and the payment reported is accurate (including \$0 payments).

**Note 2:** If \$0 payment is reported, and "Correct" is selected, there will be no additional information asked in the "Confirm Reported Amount" unless the "Show all options and fields" is selected.

**Compliance Audit Information**

Amount Reported by the prime contractor in February 2023 as PAID to You

**\$0.00**

Confirm Reported Amount? \*

[Show all options and fields](#)

☒ **Correct** - we received no payment from the prime contractor in the period.

☐ **Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

Is Prime Withholding Retainage? \*

☒ No

☐ Yes

7. If the payment reported is incorrect, select “Incorrect” and answer the following questions:

- a. Confirm Reported Amount? If no payment was received during this audit period, select “We received no payment in month/year.”

**Compliance Audit Information**

Amount Reported by the prime contractor in February 2023 as PAID to You

**\$2,212.00**

Confirm Reported Amount? \*

[Show all options and fields](#)

☐ Correct - the amount reported by the prime contractor as PAID to us is correct (\$2,212.00).

☒ Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

☒ We received **no** payment in February 2023.

☐ We were paid a **different** amount in February 2023 than reported (\$2,212.00).

- b. Confirm Reported Amount? If a different dollar amount was received than what is reported for this audit period, select “We were paid a different amount in month/year than reported.” Complete the fields that are populated:

- Enter the amount you actually received from the contractor in month/year
- Payment Date - enter the date that payment was received
- Were you paid in accordance with the organization’s prompt payment policy? select the appropriate response for the situation.
- Detail the work you performed for this payment - enter the work or materials supplied during this audit period.

Amount Reported by the prime contractor in February 2023 as PAID to You

**\$2,212.00**

Confirm Reported Amount? \*

[Show all options and fields](#)

☐ Correct - the amount reported by the prime contractor as PAID to us is correct (\$2,212.00).

☒ Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

☐ We received **no** payment in February 2023.

☒ We were paid a **different** amount in February 2023 than reported (\$2,212.00).

1. Enter the amount you actually received from the prime contractor in February 2023: \*

\$

2. Payment Date: \*

» If multiple payments were received, enter the date of the first payment.

3. Were you paid in accordance with the organization's prompt payment policy? \*

» "Prompt Pay" means payment within 7 days.

☐ Yes - we were paid within 7 days of CDOT Sub Test 3 being paid by Colorado Department of Transportation.

☐ No - we were not paid within 7 days of CDOT Sub Test 3 being paid by Colorado Department of Transportation.

☐ N/A - we cannot determine if we were paid promptly.

4. Detail the work you performed for this payment: \*

- Is Prime Withholding Retainage? If retainage is not being withheld from this payment, select “No.” If retainage is being withheld, select “Yes” and answer the question “How much retainage is being withheld - the cumulative retainage being withheld and when the firm is expected to receive the retainage.
- Attach File(s) - attach any files, if applicable
- Public Comments - include any public comments, if applicable
- Private Comments - include any private comments, if applicable
- Confirmation - select the “send me confirmation of my response” button if confirmation of this payment audit would like to be received.
- Click the button, “I am submitting this form with information that I understand to be correct and accurate.”
- Click “Save”

**Is Prime Withholding Retainage?**

☐ No  
☒ Yes

How much retainage is being withheld? • \$

» Enter total cumulative retainage being withheld the prime contractor.

When do you expect to receive it?

**Attach File(s)**

**Public Comments**

These comments are visible to the compliance officer and the prime contractor.

**Private Comments**

These comments are visible ONLY to the compliance officer.

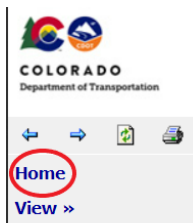
**Confirmation** ☒ Send me confirmation of my response.

☐ I am submitting this form with information that I understand to be correct and accurate.

**Note 1:** Only select “Incorrect” to report any discrepancies in payment or dispute reported payments, or if an incorrect amount was paid.

**Note 2:** If a discrepancy is reported, a notice will be sent to the Prime Contractor or subcontractor/supplier (with a lower-tier subcontractor or supplier). A response by the payor will be completed indicating if they are in agreement with the information that the subcontractor or supplier reported and therefore, the discrepancy will be resolved. If the response results in an unresolved dispute, the subcontractor/supplier will receive a notice from B2GNow to enter a response to the payor’s comments. If the subcontractor/supplier is in agreement with the payor’s response, the discrepancy will be resolved. If the discrepancy remains unresolved, the CDOT Civil Rights Office will look into the dispute and resolve.

8. Click “Home” to be returned to the B2GNow homepage.



9. Subcontractors and suppliers have successfully confirmed or disputed the reported payments in B2GNow.