

9-3 Prime Contractor and Subcontractors/Suppliers (with lower-tier Subcontractors and Suppliers) Responds to Discrepancy in B2GNow



Details

Responsible Parties

- Prime Contractor
- Subcontractor (with lower-tier subs/suppliers)
- Supplier (with lower-tier suppliers)

Revision Date of this Document

June 2025

Document Owner

Kelly Whaley, kelly.whaley@state.co.us, 720-930-1523

Procedure Objective

This document is intended to assist the Prime Contractor, subcontractors, and suppliers (with lower-tier subcontractors and suppliers) on how to access and respond to a discrepancy in B2GNow. When a lower-tier subcontractor or supplier reports a discrepancy (i.e. disagrees with a payment amount reported by a higher tier contractor) CDOT, the Prime Contractor, and the subcontractor/supplier who reported the discrepancy will be notified of the issue. The applicable payor (either the Prime Contractor or subcontractors, and suppliers (with lower-tier subcontractors and suppliers)) shall respond to the discrepancy upon notification.

System Procedures

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



2. Locate the “Audit Discrepancy” section of the Dashboard under “Contract Audits” and click the “#” link.

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

3. Click the “# Discrepancy” to the left of the desired contract and audit month.

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 - 1 of 1 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
Discrepancy	All	All	All	
1 Discrepancy	December 2019	Routing #: As Needed Test	Colorado Department of Transportation	Pending

4. Select “Resolve discrepancy” under the “Compliance Audit Actions” section.

Compliance Audit Actions	
Category	Action Required
Prime Contractor	Resolve 1 discrepancy

5. In order to respond to the discrepancy, select the “Resolve Discrepancy” button in the “Confirmed by Sub” column.

Subcontractor Payments for September 2024										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in September 2024	Confirmed by Sub	Total To September 2024	Contract Goal	Actual Percent
1	CDOT DEMO User 13 user13@tester.com P 303-000-0000	No	Sub 100%	DBE	View Edit	\$3,000.00	<div>Rejected Resolve Discrepancy</div>	\$7,000.00	6.667%	2.409%

6. Select the “Resolve Discrepancy” button to open the response screen.

Compliance Audit: Discrepancy Resolution

[Contract Main](#) [View Contract](#) [Subcontractors](#) [Compliance Audit List](#) [Compliance Audit Summary](#) [Messages](#) [Comments](#) [Reports](#)

Colorado Department of Transportation
C00000: Demo
Prime: CDOT Prime

A discrepancy has been reported for this audit for the listed time period. If the audit is pending a response, click the **Resolve Discrepancy** button to submit information.

Resolve Discrepancy

Audit Notice

7. Answer the Resolve Discrepancy responses. Verify the reported payment information. Gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment.

- a. Discrepancy Resolved? Select the appropriate response-

- i. If the amount reported by the subcontractor or supplier is correct and the applicable option is selected, additional questions will populate to include the date the subcontractor/supplier received payment, and if the firm was paid within 7 days of when the prime or sub-prime was paid.

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☒ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

Date the subcontractor was paid: *

» Enter payment date if a payment was made to the subcontractor for this compliance audit.

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

» "Prompt Pay" means payment within 7 days.

☐ Yes - the subcontractor was paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☒ No - the subcontractor was not paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ N/A - we cannot determine if the subcontractor was paid promptly.

☐ NO - none of the amounts are correct.

- ii. If “No” is selected, additional questions will populate to include the dollar amount that should be reported, the date the subcontractor/supplier was paid, and if the firm was paid within 7 days of the prime or sub-prime.

Resolve Discrepancy

Close

Select a resolution option, review/update/add other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy notice once. Further changes must be processed by the compliance officer.

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☒ NO - none of the amounts are correct.

The amount should be \$

Date the subcontractor was paid: *

» Enter payment date if a payment was made to the subcontractor for this compliance audit.

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

» "Prompt Pay" means payment within 7 days.

☒ Yes - the subcontractor was paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ No - the subcontractor was not paid within 7 days of CDOT Prime being paid by Colorado Department of Transportation.

☐ N/A - we cannot determine if the subcontractor was paid promptly.

- b. Public Comments - enter any applicable comments that can be viewed by the CDOT compliance officer and the Prime Contractor
- c. Private Comments - enter any applicable comments that can be viewed **ONLY** by the CDOT compliance officer
- d. Attach Files - attach any applicable files to the situation
- a. Confirmation - select the “send me confirmation of my response” button if confirmation of this payment audit would like to be received
- e. Click the “Save Response” button to complete the action

* required entry

Response

DISCREPANCY RESOLVED? *

☐ YES - the **\$3,000.00** originally reported by the prime is correct.

☐ YES - the **\$1,000.00** originally reported by the subcontractor is correct.

☐ NO - none of the amounts are correct.

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.

ATTACH FILE(S)

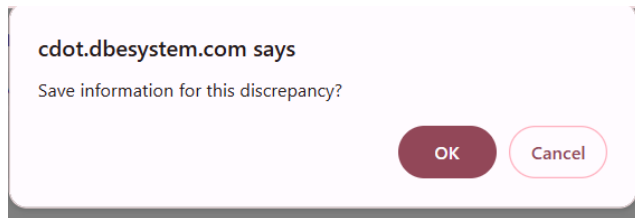
CONFIRMATION

☒ Send me confirmation of my response.

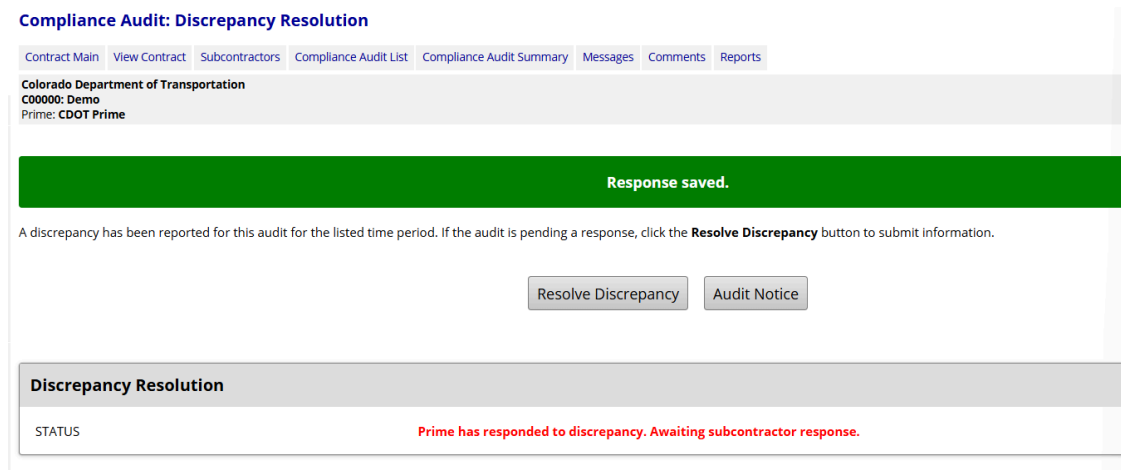
Save Response

Cancel

8. A pop-up window will appear, click the “OK” button.



- An alert will populate that states “Response saved” and that the prime has responded to the discrepancy and is awaiting subcontractor response.



- Once all responses to the audit discrepancy have been received and reviewed, notification of approval or of any need to make corrections or changes will be sent to the subcontractor/supplier.
- The Prime Contractor, subcontractor and supplier (with lower-tier subs/suppliers) has successfully responded to an audit discrepancy.