

9-1 Prime, subcontractors and Suppliers with Lower Tier Subcontractors or Suppliers Reporting Payments

Responsible Party(ies)

Prime contractor, subcontractor, project oversight, Region Civil Rights Specialist

Revision Date

11/2021

Document Owner

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Procedure Objective

By the end of this job aid, prime contractors, subcontractors, and suppliers with lower-tier subcontractors or suppliers will understand how to report payments made directly to approved subcontractors (CDOT Form 205) and (applicable) suppliers (CDOT Form 1425) during the audit period by the 15th of the month.

System Procedures

- 1) Go to cdot.dbesystem.com. Enter your Username and Password and click *Login*.
 - a) **Note: All payments made during a month shall be reported in the following month. For example, the audit period for October shall be opened for reporting on the first of November and shall be reported by the 15th of November. Audit reporting should reflect all payments made during the month of October regardless of when the work was actually performed.**

System Access Login

Username
cdottest2@b2gnowuser.com
[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password
.....
[FORGOT PASSWORD](#)

Remember Username

- b) **Note: All organizations contracted to work with CDOT must complete a monthly Prompt Payment Audit in the B2GNow system.**

- 2) For any user reporting a payment, from your Dashboard, click any of the red underlined numbers beside *Incomplete Audits* in the *Contract Audits* section to get more information. Then select *View Audit* to the right of the desired month to report payments.

Dashboard Displaying records assigned to **your company**

Contract

Total 10
Open 10

Contract Audits

	Total	< 90 days	> 90 days
Total Audits	<u>35</u>	<u>2</u>	<u>33</u>
Incomplete Audits	<u>14</u>	<u>2</u>	<u>12</u>
Past Due Audits	<u>13</u>	<u>1</u>	<u>12</u>
Audit Discrepancies	<u>4</u>	<u>0</u>	<u>4</u>

Certifications

	Active	Pending	Renewing
Status	<u>1</u>	0	0

Contract Management: Compliance Audit List Help & Tools

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

Colorado Department of Transportation
CD0001: 00001 Demo Contract
Prima: CDOT Prime Test 1

Status: Open
1/1/2017 - 10/1/2018
Current Value: \$00,000

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Auditor
February 2021	Pending Prime Report	Pending		3/1/2021	View Audit
January 2021	Pending Prime Report	\$6,000.00		2/1/2021	View Audit
December 2020	Completed	\$6,200.00		1/1/2021	View Audit
November 2020	Completed	Pending		12/1/2020	View Audit

- 3) Click *Report subcontractor payment* in the Audit Actions column, then click *Submit Response* to the right of each individual subcontractor/supplier.

a) Primes

Compliance Audit Actions

Report 5 subcontractor payments: 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

Subcontractor Payments for October 2021

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in October 2021	Confirmed by Sub	Total To October 2021
1 CDOT Sub Test 1 User 13 user13@tester.com P 303-000-0000	No	Sub	100%	DBE	Not included in audit (Final payment made)		\$4,000.00
1 CDOT Sub Test 1 User 14 User11@tester.com P 303-000-0000	No	Sub	No	DBE	Submit Response	Not Reported	\$200.00
1 CDOT Sub Test 1 sub 2 sub 2 P 303-999-9999	Yes	Sub	100%	DBE	Submit Response	Not Reported	\$1,300.00
2 CDOT Sub Test 1 User 12 user12@tester.com P 303-000-0000	No	Manufacturer	100%	DBE	Submit Response	Not Reported	\$500.00
1 CDOT Sub Test 1 CDOT Sub Test 2 P 600-927-2354	Yes	Truck/Haul	100%	DBE	Submit Response	Not Reported	\$175.00
1 CDOT Sub Test 1 sub 2 sub 2 P 303-999-9999	Yes	Sub	100%	DBE	Submit Response	Not Reported	\$0.00

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

b) Sub-primes

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 January 2021							
Self-Performing Prime Contractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January 2021	Total To January 2021	Contract Goal
CDOT Prime Test 1 CDOT Prime Test 1 P 602-325-9277, F 602-512-4141	No	Self-Perf Prime	OBE	View Edit	\$20,000.00	\$20,000.00	25.0

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
CDOT Sub Test 1 Sub 1 Sub 1 P 303-000-0000	No	Sub	No	Submit Response	Not Reported	--	\$0.00
CDOT Sub Test 2 Sub 1 Sub 2 P 303-999-9999	No	Manufacturer	OBE	Submit Response	Not Reported	--	\$0.00
CDOT Sub Test 2 Sub 1 Sub 2 P 303-999-9999	No	Sub	No	Submit Response	Not Reported	--	\$0.00

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

- 4) Enter the required information for subcontractors working as a tier for your firm directly; include the total amount paid, the date payment was made, applicable check numbers, and indicate whether payment was prompt. If no payment was made or received during the month, enter *Not Applicable*.

Compliance Audit: CDOT Sub Test Response [Help & Tools](#)

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

Colorado Department of Transportation
 C0000: 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 *	\$ <input type="text"/>
	» Do NOT enter invoice amount.
PAYMENT DATE *	<input type="text" value="mm/dd/yyyy"/>
	» 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? *	<input type="text"/>
	» Select a choice below if a payment amount is reported above.
	» "Prompt Pay" means payment within 7 days.

a) Note: There is an optional comments section available, here you can include information for quick reference such as applicable check numbers, EFT references, and other references to proof of payment in the comments section. Comments are only visible to CDOT staff and designees as well as Prime Contractors.

- 5) Attach any necessary documents such as copies of paystubs, payroll documentation, etc. by clicking *Attach Files*. Click *Review* to review submitted information and click *Save* when all information is accurate.

The screenshot shows a web form with three main sections: PAYMENT DETAIL, SUPPORTING DOCUMENTS, and COMMENTS. The PAYMENT DETAIL section has a red header: "The subcontractor will be required to confirm final status." Below it, a text box contains the instruction: "Enter details of PAID check numbers (or ACH references) and amounts in October 2021. This information is optional but will speed up the confirmation process. Payment details are displayed to CDOT Sub Test 1." The SUPPORTING DOCUMENTS section features a red-bordered button labeled "Attach File" and the text: "Attached documents are not visible to CDOT Sub Test 1." The COMMENTS section has a red-bordered text box with the instruction: "(Optional) These comments are visible ONLY to your compliance officer and prime contractor. They are not visible to CDOT Sub Test 1." At the bottom of the form, there are three buttons: "Spell Check", "Review", and "Cancel".

- a) **Note:** *If any payments are being withheld, provide a copy of the required notice of payment withholding (outlining how the sub is deficient in terms of compliance) that was provided to the subcontractor.*
- 6) Contractors will receive a confirmation email once all payment information has been submitted for all lower tier subcontractors and suppliers.
- a) **Note:** *If any payment information is missing at any tier, you will automatically be returned to the audit. Confirm that no missing payments are associated with your hired subcontractors, if not, then payment submission is complete unless notice of payment discrepancy is received.*
- 7) You have successfully reported payments made to subcontractors or suppliers in B2GNow.