9-3 Subcontractor or Supplier Attempt to Resolve Issue with Higher Tier

Responsible party(ies)

Prime contractor, subcontractor, project oversight

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Document Owner

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Procedure Objective

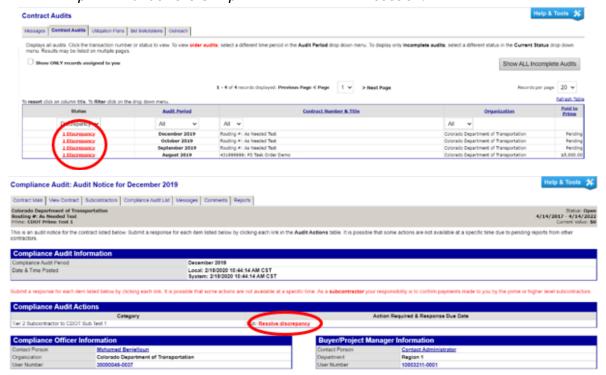
By the end of this job aid, contractors will understand how to access and resolve reported payment discrepancies in B2GNow.

System Procedures

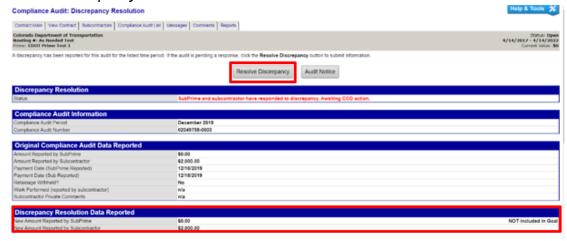
1) Login to B2GNow at <u>cdot.dbesystem.com</u> and locate the *Audit Discrepancies* section of the Dashboard under *Contract Audits* and click the # link.



2) Click # Discrepancy to left of the desired audit month, and then select Resolve # discrepancies under the Compliance Audit Actions section.

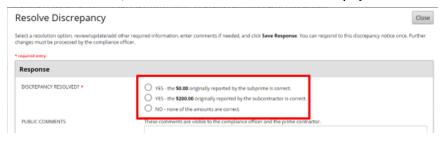


3) Review submitted audit responses under *Discrepancy Resolution Data Reported*. Select *Resolve Discrepancy*.

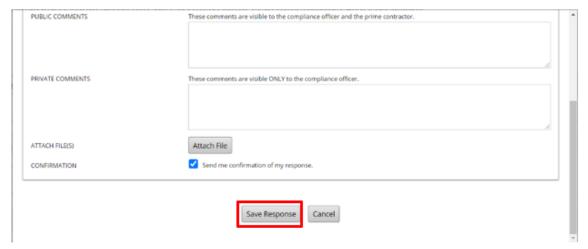


4) For first-tier subcontractors/suppliers: verify the reported payment information. If either reported amount (be that a 0 or a dollar amount) is correct, select *Yes* beside the payment amount. If neither reported amount is correct, select *No* and enter the correct payment.

For lower-tier subcontractors/suppliers: contact the user who initially reported payment, gather the documentation necessary to resolve the discrepancy, including proof of payment amount and date of payment. If either reported amount(be that 0 or a dollar amount) is correct, select *Yes* beside the payment amount. If neither reported amount is correct, select *No* and enter the correct payment



5) Complete required fields (*). Click Save Response when finished.



- 6) 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 from CDOT.
- 7) You have successfully resolved an audit discrepancy in B2GNow.