

7-2 - Sub and Vendor Confirmation of Payments

Responsible Party

Consultant

Revision Date

07/2022

Procedure

Confirm Payments

Within 15 days of receiving notice from the system when the prime has reported their payment, log in to the system to confirm your payment.

See “Access and Complete the Audit” for help getting to this step

Note: All payments need to be reported even when a firm did not receive a payment

Once you have entered the audit, confirm the payment reported. This step is for situations where there are no payment disputes. **Confirmation is required even if the payment is \$0.**

If the payment amount is disputed or withheld, skip this step. See “Report a Payment Dispute”

Click “Confirm Payment Received”

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Colorado Department of Transportation
Task: 78572
Prime: CDOT Prime Test 1

Status: Open
10/26/2017 9:38:26AM
Current Value: \$10,000,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the Audit Actions table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	October 2017
Date & Time Posted	Local: 11/1/2017 6:10:54 AM CDT System: 11/1/2017 6:10:54 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 at a specific time. As a subprime your responsibility is to confirm payments made to you by the prime or higher level subcontractors and report payments made by you to lower subcontractor levels. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to CDOT Prime Test 1	Sub Confirm payment received due by 11/21/2017 audit lock on 8/21/2201
	SubPrime Report 1 subcontractor payment due by 11/16/2017 audit lock on 8/16/2201
Tier 1 Subcontractor to CDOT Prime Test 1	Sub Confirm payment received due by 11/21/2017 audit lock on 8/21/2201

Compliance Officer Information	
Contact Person	Erica Downey
Organization	Colorado Department of Transportation
User Number	3000046567

Buyer/Project Manager Information	
Contact Person	Contact Administrator
Department	Region 1
User Number	1000211501

Select Correct in Audit Information only if there is no payment dispute

Complete the required fields (*) on the form

Click “Save”

Colorado Department of Transportation
C00001: 00001 Demo Contract
Prime: CDOT Prime

This compliance audit requires that the amount reported by CDOT Prime on this contract be confirmed or rejected. Fill in the form and click **Review**.

* required entry

Compliance Audit Information	
Compliance Audit Period	September 2021

Previous Payment Information	
Total Through September 2021	\$2,000.00

Prime Information	
Prime Contractor	
Prime Vendor Number	

Prime Payment Information	
Amount Paid TO Prime in September 2021	

Compliance Audit Information	
Amount Reported by the prime contractor in September 2021 as PAID to You	

\$500.00

Confirm Reported Amount? *	
<input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct (\$500.00).	
<input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.	

[Show all options and fields](#)

Is Prime Withholding Retainage? *	

Remember, if you report that the payment information is correct, you waive CDOT's involvement in resolving any related payment dispute or discrepancy

Report a Payment Dispute

Go into the month's audit you want to report the dispute

From the Compliance Audit Actions screen, click "Confirm Payment Received"

Compliance Audit Information	
Compliance Audit Period	September 2019
Date & Time Posted	Local: 10/24/2019 8:48:06 AM CDT System: 10/24/2019 8:48:06 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 at a specific time. As a **subprime** your responsibility is to confirm payments made **to** you by the prime or higher level subcontractors and report payments made **by** you to lower subcontractor levels. As a **subcontractor** your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Compliance Audit Actions	
Category	Action Required & Response Due Date
Tier 1 Subcontractor to CDOT Prime Test 1	Sub: Confirm payment received due by 11/8/2019 (PA ST DUE) SubPrime: View audit response audit lock on 8/7/2293

In the *Audit Information* box, click "Incorrect."

Select correct ONLY when there is no dispute related to the payment AND reported payment was actually received.

Select incorrect to report a discrepancy or dispute **even if payment reported is accurate.**

Audit Information	
Amount Reported by the prime contractor for October 2017 as PAID to You	
\$0.00	
Confirm Reported Amount? *	
<input type="radio"/> Correct - the amount reported by the prime contractor as PAID to us is correct.	
<input type="radio"/> Incorrect - the amount reported by the prime contractor as PAID to us is not correct.	
Is Prime Withholding Retainage? *	
<input type="radio"/> No	

Complete required fields (*)

Check the box to sign and release

Add comments

Click “Save”

Click “Return to Audit Notice”

If payment is disputed or withheld, you must report a discrepancy within 15 days of receiving notice of the audit

Discrepancies will show in the system

Enter greater of the actual amount due or \$100. Differences less than \$100 are not flagged as discrepancies by the system.

Enter Payment Due Date or last day of Audit month

Amount Reported by the prime contractor for October 2017 as PAID to You
\$0.00

Confirm Reported Amount? *

Correct - we received **\$0** payment from the prime contractor for the period.
 Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

1. Enter the amount you actually received from the prime contractor in October 2017: *

\$

2. Payment Date: * (mm/dd/yyyy)
* 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? *

Yes - we were paid within 7 days of the prime being paid.
 No - we were not paid within 7 days of the prime being paid.
 N/A - we cannot determine if we were paid promptly.

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

If the higher tier reported \$0.00, complete the form

NOTE: You must report an amount at least \$100 different from the amount you are asked to confirm. **Differences less than \$100 are not flagged by the system even if marked incorrect.**

If the higher tier reported is not a \$0.00 amount, select either of the below options, then complete the fields that appear

Amount must be at least \$100 more or less than the amount reported by higher tier.

Confirm Reported Amount? *

Correct - the amount reported by CDOT Sub 2 as PAID to us is correct (\$6,700.00).
 Incorrect - the amount reported by CDOT Sub 2 as PAID to us is not correct.

We received no payment in October 2017.
 We were paid a different amount in October 2017 than reported (\$6,700.00).

1. Enter the amount you actually received from the prime contractor in October 2017: *

\$

2. Payment Date: * (mm/dd/yyyy)
> 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? *

Yes - we were paid within 7 days of the prime being paid.
 No - we were not paid within 7 days of the prime being paid.
 N/A - we cannot determine if we were paid promptly.

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

Complete required fields (*) Click "Save"

Click the Home screen to navigate away from the audit



Verify the payment data you reported. If the prime has already responded to the discrepancy, review the primes response.

Check the box that best describes the payment action. Include comments and attach documents in support of your answer.

Private comments are only visible to the firm that made the comment and CDOT.

Public comments are available to all.

* required entry

Use of a resolution action, review/update/attach other required information, enter comments if needed, and click Save Response. You are responsible for this discrepancy, not us only. Further charges must be processed by the compliance office.

Discrepancy Resolution? *

YES - the \$26,000.00 originally reported by the prime is correct.
 YES - the \$6,000 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 FILES

Upload File

Confirmation

Send me confirmation of my response.

Save Response Cancel

Remember, the correct amount is the amount paid by the higher tier sub to you during the calendar month of the Audit Period

Once both firms have saved their responses, Civil Rights will assist to help resolve any remaining issues