## 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 Transport Test2: TEST2 Prime: CDOT Prime Test 1	tation	nessayes   Commenta	[ Popular ]							Status: Open 10/26/2017 - 9/30/2020 Current Value: \$10,000,000
This is an audit notice for the contrac	ct listed below. Submit a response fo	r each item listed belo	w by clicking each link in the Audit J	Actions table. It is possible	e that some actions are not available at a s	pecific time due to peni	ting reports from other con	ntractors.		
Audit Information										
Time Period			October 2017							
Date & Time Posted			Local: 11/1/2017 6:10:54 AM System: 11/1/2017 6:10:54 AJ	CDT A CDT						
You are assigned to this contract in made by you to lower subcontractor	levels. As a subcontractor your res	consibility is to confirm	payments made to you by the prim	icie that some actions are e or higher level subcontra	not avariable at a specific time. As a subplactors	num You (myo score	na to commi paymenta m	1948 <u>10</u> 100 01 118 p.114	e or regret rever sourcompacto	rs and report payments
Audit Actions	nuepe capacities, submit a respon- lievels. As a subcontractor your res	consibility is to confirm	payments made to you by the prim	icke that some actions are e or higher level subcontra	not avanacie at a specific time. As a subp actors	nume your responsions.	na to commi paymenta m			is and report payments
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The are assigned to this contact in many or an average by too to over succentractor Audit Actions The 1 Subcontractor to CDOT Prime The 1 Subcontractor to CDOT Prime Compliance Officer Infor	hubble capit res submit a responsi livels. As a subcontractor your ret Category e Test 1 e Test 1 mation	consibility is to confirm	payments made to you by the prim	uo Confirm payment Sub-Confirm payment Sub-Confirm payment	received contractor provide the set operations received Buyer/Project Man	Action Req	uired & Response Due D	Date		due by 11/21/2017 audit lock on 8/21/2291 due by 11/16/2017 audit lock on 8/16/2291 due by 11/16/2291 audit lock on 8/16/2291
The are assigned to this contact in many order assigned to this contact in Audit Actions. The 1 Subcontractor to CDOT Prime The 1 Subcontractor to CDOT Prime Compliance Officer Infor Contact Preson	Harbie Age see Sabrit in Hegory Herein Age a subcontractor your ret Category e Test 1 e Test 1 mation Erica Downey	consibility is to confirm	payments made to you by the prim	US Confirm payment Sub-Confirm payment Sub-Confirm payment	received contractor premet contractor premet contractor premet contractor premet contractor premet	Action Req	uired & Response Due D	Date		due by 11/21/2017 due by 11/21/2017 due by 11/21/2017 due by 11/16/2017 due by 11/16/2017 due by 11/21/2017 audit lock on 8/21/2291
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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 amoun	t reported by CDOT Prime on this contract be confi	med or rejected. Fill in the form and click Review.
* required entry		
Compliance Audit Information		Prime Information
Compliance Audit Period	September 2021	Prime Contractor
		Prime Vendor Number
Previous Payment Information		
Total Through September 2021	\$2,000.00	Prime Payment Information
		Amount Paid TO Prime in September 202
Compliance Audit Information		
Amount Reported by the prime contractor	in September 2021 as PAID to You	
\$500.00		
Confirm Reported Amount? *		
Show all options and fields	nount reported by the prime contractor as PAID to us	s is correct (\$500.00).
O Incorrect - the a	amount reported by the prime contractor as PAID to	us is not correct.
le Drime Withholding Detainage? *		

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 Requir	red & 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? *	
Income at participation and the amount recorded by the prime contractor as FAD to us is not correct.	
Is Prime Withholding Retainage? *	
0 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

	40.00	
	\$0.00	
<b>Confirm Reported Amoun</b>	nt? *	
Show all cotions and fields	Correct - we received gp payment from the prime contractor for the period. Incorrect - the amount reported by the prime contractor as PAUD to us is not correct. I. Enter the amount reported by the prime contractor in October 2017; *  Payment Date: *  Payment D	

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 Amon	int? *	
Show all options	0	Correct - the amount reported by Coot Sub 2 as PAID to us is correct (56.700.00).
and heids		Incorrect - the amount reported by Cool Sub 2 as PAID to us is not correct.
		We received no payment in October 2017.
		We were pad a different amount in October 2017 than reported (84, 700.00)
		1. Enter the amount you actually received from the prime contractor in October 2017: *
		5
		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.
		Inter - the cannot determine in the state basic boundary.
		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	
Select a resolution aption, revenuing details little re-	precision managements freeded, and part See Response. You arrange of a bit chargement refor one. Further danges that is provided in the providence of the
Description Resultien dY 1	(i) YESA - Inv. STBLERRIK RELATION IN INCOMENTING THE INCOMENTATION OF THE INCOMENTATION O
Patilie Communit	apres toward the capital gas connecting again that are true transmost
Private Communitie	These assessments are unable \$16.5 to this samplations of balan
ATINCS POINTS	Adduct the
Conferentier	Soviel the confidence in the first incomese     Soviel the specific data and the sp

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