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.

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

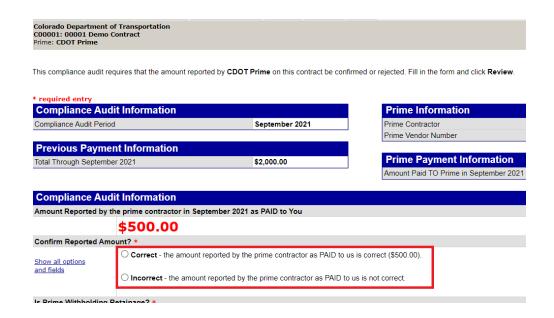
Click "Confirm Payment Received"



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

Complete the required fields (*) on the form

Click "Save"

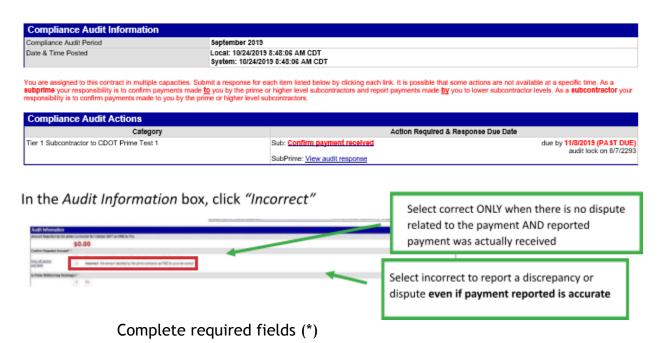


Remember, if you report that the payment information is correct, you waive CDOT's involvement in resolving any related payment dispute or discrepancy

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"



Check the box to sign and release

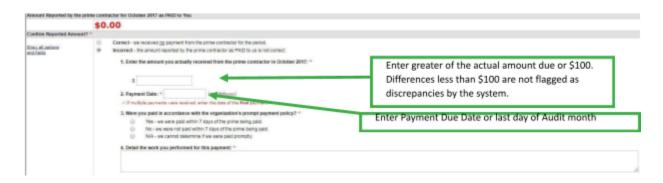
Add comments

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

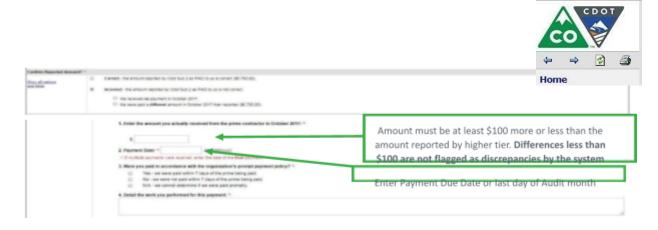
Discrepancies will show in the system



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



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



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