

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*”

The screenshot shows a web application interface with a navigation bar at the top containing links for 'Contract List', 'New Contract', 'Subcontractors', 'Compliance Audit Log', 'Messages', 'Comments', and 'Reports'. Below the navigation bar, there is a header section for 'Colorado Department of Transportation' with fields for 'Project: 181213' and 'Form: CDOT Prime Test 2'. A message states: '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.' The main content area is divided into several sections: 'Audit Information' (showing 'Time Period: October 2017' and 'Date & Time Posted: Local: 10/10/2017 0:16:54 AM CDT, System: 10/10/2017 0:16:54 AM CDT'), 'Audit Actions' (a table with columns for 'Collapses', 'Action Required & Response Due Date', and 'Due By'), 'Compliance Officer Information' (with fields for 'Contact Person: ESUA Domitro', 'Organization: Colorado Department of Transportation', and 'User Number: 20090046.057'), and 'SuperProject Manager Information' (with fields for 'Contract Project: CDOT-Subcontractor', 'Department: Region 1', and 'User Number: 10902213.001'). A red arrow points to the 'Confirm payment received' button in the 'Audit Actions' table.

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? *

[Show all options and fields](#)

- Correct** - the amount reported by the prime contractor as PAID to us is correct (\$500.00).
- Incorrect** - the amount reported by the prime contractor as PAID to us is not correct.

Is Prime Withholding Payments? *

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**

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

Amount Reported by the prime contractor for October 2017 as PWD to You

Confirm Reported Amount? **\$0.00**

Status of Notice and Date

Correct - we received pp. payment from the prime contractor for the period.

Incorrect - the amount reported by the prime contractor as PWD to us is not correct.

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

\$

2. Payment Date:

** If multiple payments were received, enter the date of the final 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 Reported by the prime contractor for October 2017 as PWD to You

Confirm Reported Amount? **\$0.00**

Status of Notice and Date

Correct - the amount reported by CDOT Sub 2 as PWD to us is correct (\$0.00).

Incorrect - the amount reported by CDOT Sub 2 as PWD to us is not correct.

We received no payments in October 2017.

We were paid a different amount in October 2017 than reported (\$0.750.00).

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

\$

2. Payment Date:

** If multiple payments were received, enter the date of the final 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

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Save or a resolution action, review/updates/other required information, enter comments if needed, and click **Save Response**. You can respond to this discrepancy later on. Further changes must be processed by the compliance office.

Discrepancy Resolution?

YCS - the \$10,000.00 originally reported by the prime is correct.

YCS - the \$5,000 originally reported by the subcontractor is correct.

N/C - none of the amounts are correct.

These comments are visible to the compliance officer and the prime contractor.

These comments are visible ONLY to the compliance officer.

Public Comments

Private Comments

Attach Files

Confirmation

I am the contractor on 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