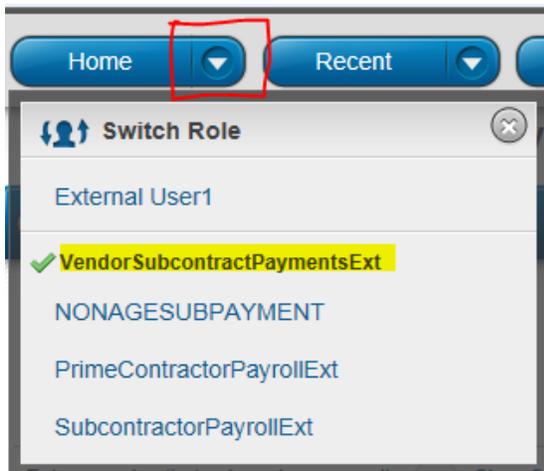


SUBCONTRACTOR PAYMENT PROCEDURES

DBE SUBCONTRACTORS

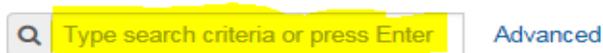
Select Your Role

Click on the Home drop down and make sure that your role is selected/set to VendorSubcontractPaymentExt. The green check mark indicates the selected role. If you need to change roles, select the role you want and click on the Home button.



Finding your Contract

The following will appear. There are two methods for finding your contract. You can choose to type your contract number in the search box or click on the “show first 10” link. If you click on “show first 10”, a list of **all** active DOTD contracts will appear, however you will only be able to click on and view those payment records specific to your vendor information.



Enter search criteria above to see results or Show first 10

Examples – Use one method or the other to find your contract

1. Type your contract number into the search box

▼ Contract Overview

Q H.012111  Advanced Showing 1 of 1

Contract	Description	Prime ID
H.012111.6	Q LA 1065: E. MICHIGAN TO LA 442	12487000

2. Clicking "Show first 10"

▼ Contract Overview

Q Type search criteria or press Enter  Advanced Showing 10 of 267

Contract	Description	Prime ID
003-11-0035	Q N. UNIVERSITY (LA 182) @ CAMERON	12487000
004-01-0048	Q JCT US 90 - JCT LA 182	12487000
004-03-0009	Q DISTRICT 03 EMERGENCY REPAIR PR	12487000

1.

Viewing contract payment information

Once you find the contract you want to access click on the dropdown arrow on the right hand side of the contract row. Select "Open Contract Payments" from the menu.

The screenshot shows a web interface for contract management. At the top, there is a blue header with a dropdown arrow and the text "Contract Overview" and a question mark icon. Below the header is a search bar containing "12111" and a "Pencil" icon, followed by "Advanced" and "Showing 1 of 1". A table lists contract information with columns: Contract, Description, Prime ID, and Prime Name. The first row has "H.012111.6" in the Contract column, "LA 1065: E. MICHIGAN TO LA 442" in the Description column, and "12487000" in the Prime ID column. A dropdown arrow on the right side of the table is highlighted in yellow, and a menu is open showing options: Actions, Exclude from Search Results, Tasks, Open Contract Payments (highlighted in yellow), Views, Attachments, Links, Tracked Issues, Reports, Contract Payment, and CRL-022 CP-2A Payment Comparison Report. The text "0 changed" is visible in the top right corner.

A list of all payments made from DOTD to the Prime Contractor will appear in Estimate Number order. Click on the Estimate Number that you need to access.

Note: The Estimate will not appear in the list until it is completely approved for payment by LADOTD.

Estimate Num	Type	Amount Paid	End Date	
0009	Progress Estimate	0.00	10/17/2017	▼
0008	Progress Estimate	0.00	09/17/2017	▼
0007	Progress Estimate	0.00	08/17/2017	▼

When you click on the Estimate Number, the Contract Payment Summary will appear with the information in the General tab displayed. There are three tabs on the left hand side.

1. Select the tab for Subcontract Payments.

Review the information that the Prime Contractor stated they paid you for the indicated estimate period. **Note:** The estimate approval date is the date LADOTD sent approval for payment **not** the date the prime contractor received their payment.

1.

Contract Payment Summary

▼ Contract H.012111.6 - LA 1085: E. MICHIGAN TO LA 442 Save ?

Estimate Num: 0009 - Payment End Dt 10/17/2017

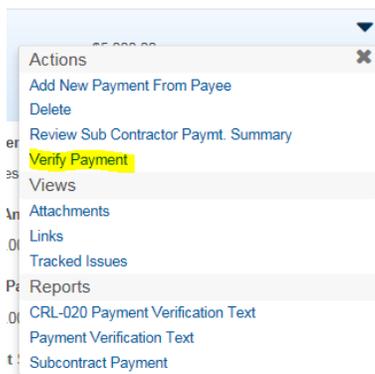
General Add Subcontract Payment From Prime

Items 0 marked for deletion | 0 changed

1 Subcontract Payments

	Dt Pd		
48416000	10/17/2017	\$5,000.00	2 ▼
Southern Synergy LLC			
Payer Name	Payment Type		
12487000	Progress		
Payee Name	Paid Amount (If supplier, enter 60% of total paid)		
48416000	5,000.00		
Payee Payment Number	Total Paid To Date		
Test	20,481.36		
Date Paid	Parent Subcontractor Payment ID		
10/17/2017			
	DBE Firm Indicator		
	Yes		
	DBE Commitment Indicator		
	Yes		

2. Select Verify Payment from the dropdown menu.



Verify Payment

Once you select Verify Payment, a subcontract payment report will load. You need to Review, Verify Receipt and Submit your payment verification.

1. Review the payment information and click the arrow on the bottom right corner.

Verify Payment

▼ Verify Payment



Progress:

Review Verify Receipt Submit

1 Review:



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

12/6/2017

Subcontract Payment Report

Page 1 of 1

Contract

Contract ID:	H.012180.6	Awarded Contract Amount:	\$2,069,150.73
Description:	PCCP PATCHING: DIST 61 DISTRICTWIDE	Current Contract Amount:	\$2,154,036.83
Prime Contractor:	00481000 COASTAL BRIDGE CO., L.L.C.	Awarded Date:	
Federal Project No:	H012180	Closed for Civil Rights & Labor Date:	
State Project No:	H.012180	Prompt Payment Days:	14
Overall Fed. Funding Percent:	80.00%	Retainage Released by Prime:	30

Subcontract Payment

Paying Vendor: 00481000 COASTAL BRIDGE CO., L.L.C.

Payee Payment Number: Test
Payee ID: 48416000 Payee Name: Southern Synergy LLC DBE Firm: Yes DBE Commitment: No

Payment ID No.:
Payment Date: 08/20/2017 Payment Type: Progress
Paid Amount: \$5,000.00 Retainage Dollars Held :
Retainage Released: No Payee Work Complete Indicator: No Payment or Partial Amount Withheld: No Payer Comments: No
Amount Received: Payment Received: Date Received: Payee Comments: No



2. Fill in the reporting information on this page. You will need to select one of the responses in the dropdown box, enter the payment amount you received and the date you received the payment. If you select "No" or "Yes, Not as expected" you will need to write a comment in the Payee Comment Box. Once you have entered the information click the arrow to proceed to the next page.

2 Verify Receipt:

Payment Received

No
Yes as Expected
Yes Not as Expected

Payee's Work on Contract Complete

Payee Comments

Verify Payment ?

Progress:

Review **Verify Receipt** Submit

2 Verify Receipt:

Payment Received

Amount Received

Date Received

Payee's Work on Contract Complete

Payee Comments



3. Click the submit verification button. Once you click this button you cannot change the information.

Verify Payment ?

Progress:

Review **Verify Receipt** **Submit**

3 Submit:

Payee Name

48896000

Payee Reviewed Date

Payee Reviewed By

Submit Verification

