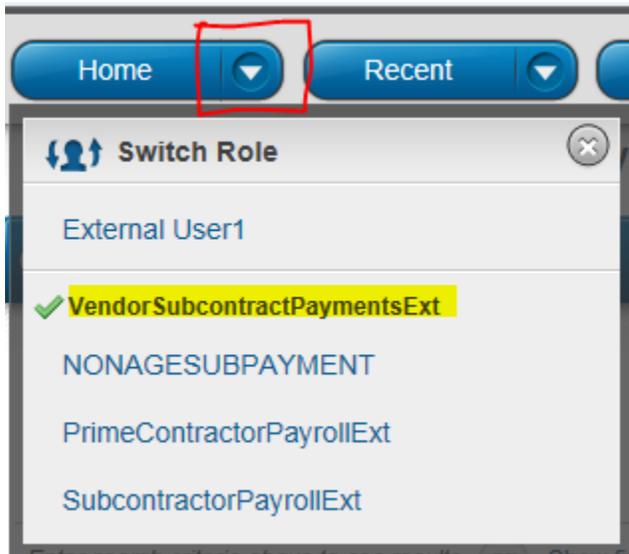


SUBCONTRACTOR PAMENT PROCEDURES

PRIME CONTRACTOR

Click on the Home drop down and make sure that your role is set to VendorSubcontractPaymentExt



There are two method to pull up your contract. The following will appear. In one method 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



Contract: 001-02-0035 Prime ID: 28218000	Description: US 80 ADD CENTER TURN Prime Name: F. J. Burnell, Inc.
001-03-0079 36374000	EASTWOOD TO WEBSTER Best-Yet Builders, LLC
001-03-0082-R1 46772000	BPCG Gateway Signs Shreve Land Constructors LI
001-03-0088 48462000	TURN LANE ADDITION AT Fessler And Bowman, Inc.

The better option is to enter the specific contract number that you need to enter a DBE subcontractor payment for in the search box:

[Home](#)
[Recent](#)
[My Pages](#)

Trns•port Vendor Subcontract Payments (External)

Contract Overview


Advanced | Showing 1 of 1

Contract: H.000397.6 Prime ID: 34567000	Description: UNION PACIFIC RAILROAD OVERPASS NEAR BENTON Prime Name: James Construction Group LLC
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Click on the row of the contract to select it. Click on the row actions button so that the drop down menu will appear and then click on the View Contract Payments.

Description:
UNION PACIFIC RAILROAD OVERPASS NEAR BENTON

Prime Name:
James Construction Group LLC

Actions

Exclude from Search Results

Tasks

View Contract Payments

Views

Attachments Tracked Issues

Links

Reports

Contract Payment

A list of all payments made from DOTD to your company will appear in a list by Estimate Numbers. Click on the Estimate Number that the DBE subcontractor payment needs to be added. Only payments to DBE subcontractors should be recorded. Note that the Estimate will not appear until it is completely approved through the Department. If the Estimate does not appear and you are certain that it has been approved, contact the Compliance Programs Office at 225-379-1382.

Contract: H.000397.6 - UNION PACIFIC RAILROAD OVERPASS NEAR BENTON			
Estimate Num:	Type:	Amount Paid:	End Date:
0017	Progress Estimate	750.00	02/28/2015
0016	Progress Estimate	95,697.29	01/31/2015
0015	Progress Estimate	371,427.06	12/31/2014
0014	Progress Estimate	580,577.04	11/30/2014
0013	Progress Estimate	770,473.86	10/31/2014
0012	Progress Estimate	864,622.94	09/30/2014

When you click on the Estimate Number, the Contract Payment Summary will appear and you will then click on the Subcontractor Payments Tab to see any subcontractor payments. To add a DBE subcontractor payment click on the Add Subcontract Payment from Prime link.

Contract Payment Summary

Contract H.000397.6 - UNION PACIFIC RAILROAD OVERPAS

Estimate Num: 0017 - Payment End Dt 02/28/2015

- General
- Items
- Subcontract Payments**

[Add Subcontract Payment From Prime](#)

46404000
Tarver Land Development LLC

Enter all information as indicated below

Add Subcontractor Payment

Contract: H.000397.6 - UNION PACIFIC RAILROAD OVERPASS NEAR BENTON

Number: 0017 Period: 02/01/2015 - 02/28/2015

Payer: 34567000 - James Construction Group LLC	DBE Firm Indicator: No
Payee:* <input type="text"/>	DBE Commitment Indicator: No
Payee Payment Number:* <input type="text"/>	Payee Work Complete Indicator: <input type="checkbox"/>
Date Paid:* 04/10/2015 <input type="text"/>	
Payment Type:* <input type="text"/>	
Paid Amount (If supplier, enter 60% of total paid): <input type="text"/>	

* = required fields

Payee: Select the DBE subcontractor by typing in all or part of their name

Payee Payment Number: must be unique to the subcontractor – suggest using the Estimate or Check number

Date Paid: The date you paid them within the Estimate Period

Payment Type: Progress

Paid Amount: Total Amount Paid, including all line items, to the DBE for this Estimate period (even when no DBE work is performed within an Estimate period, payments should be entered for EVERY Estimate even if the payment amount is ZERO). If the DBE is a trucker and supplier then you would add the trucker amount to the allowable 60% supplier amount and enter the total in the field.

Click on the Save Button. After the Save button is clicked, the DBE Firm Indicator should change to yes and the DBE Commitment will change to yes if the DBE was initially being used to meet the goal



Currently, there is no way to modify a payment if a mistake is made and therefore it must be deleted completely and re-entered. To delete a payment, go to the Subcontractor Payments Tab and select the payment that needs to be deleted by clicking on the row actions drop down button and clicking on delete and then start the process over to re-enter the correct information.

A screenshot of a software interface for "Subcontract Payments". The top left has a tab labeled "Subcontract Payments" and a status "0 marked for deletion". The main area shows a payment record for "Tarver Land Development LLC" with ID "46404000", date "02/28/2015", and amount "\$0.00". The record details include Payer Name (34567000), Payee Name (46404000), Payee Payment Number (0017), and Date Paid (02/28/2015). A dropdown menu is open over the record, showing "Actions" (Add New Payment Same Payer, Delete), "Tasks" (Sign Subcontract Payment), "Views" (Attachments, Tracked Issues), "Links", and "Reports" (CRL-020 Payment Verification Text, Payment Verification Text, Subcontract Payment). The "Delete" option is highlighted in yellow.

Click on the Save Button



When payment is correctly entered, it is ready to be reviewed. On the subcontractor payment tab click on the row actions button and click on Sign Subcontract Payment

Subcontract Payments 0 marked for deletion | 0 changed

46404000	02/28/2015	\$0.00	
Tarver Land Development LLC			
Payer Name: 34567000	Payment Progress		
Payee Name: 46404000	Paid Amount 0.00		
Payee Payment Number: 0017	DBE Support		
Date Paid: 02/28/2015	Parent S		

Actions

- Add New Payment Same Payer
- Delete
- Review Sub Contractor Paymt. Summary

Tasks

- Sign Subcontract Payment

Views

- Attachments
- Tracked Issues

Review to make sure that all of the information is correct

Sign Subcontract Payment

Progress: Review

1 Review:

Subcontract Payment Report

Contract	
Contract ID:	H.000397.6
Description:	UNION PACIFIC RAILROAD OVERPASS NEAR BENTON
Prime Contractor:	34567000 James Construction Group LLC
Federal Project No:	H000397
State Project No:	H.000397
Overall Fed. Funding Percent:	80.00%

Subcontract Payment

Click on the Next Button

[Previous](#) [Next](#)

Verify that all of the information is correct

2 Verify:

Date: 04/09/2015

I, External User1 Test Prime

do hereby state:

That I paid Tarver Land Development LLC for work, material, labor, equipment and miscellaneous expenses associated with H.000397.6 UNION PACIFIC RAILROAD OVERPASS NEAR BENTON; with payment paid 02/28/2015.

Click on the Next Button



Type in any comments and click on the Sign Payment Button. Note that once you click the Sign Payment Button, the system will automatically fill in the Signed By: information.

3 Sign:

Signer Comments:

Type any comments here.

Example: Trucker and supplier 60% payments combined.

Signed Date:

04/09/2015

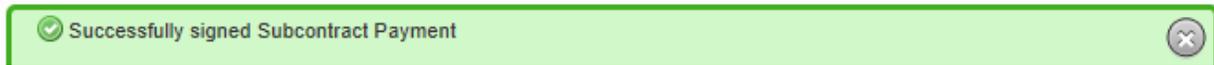
Up to 3999 characters

Signed By:

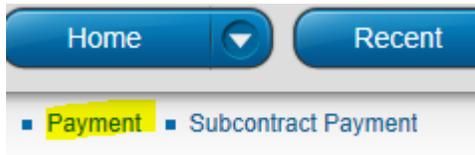
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Sign Payment

Confirmation will appear at the top of the page that your payment was successfully entered and signed



To enter another DBE payment to the same Estimate, click on the Payment link at the top of the page and repeat the same process as above.



Once all DBE Subcontractor payments are entered, you are done for this Estimate period. The DOTD District personnel will then review for accuracy.

Remember that a CP-1A must be entered for each Estimate regardless if work has been performed by the DBE or not.

An original, notarized CP-2A (final DBE payment document) must be mailed to the Compliance Office at the following address:

DOTD Compliance Programs Office
ATTN: Contract Administration Unit
Post Office Box 94245
Baton Rouge, LA 70804-9245

The CP-2A can be completed any time after **ALL** DBEs have completed their work and been paid in full. Once the CP-2A has been received and recorded, the CP-1A's are no longer necessary.