

# **SUBCONTRACTOR PAYMENT PROCEDURES**

## **DBE SUBCONTRACTORS**

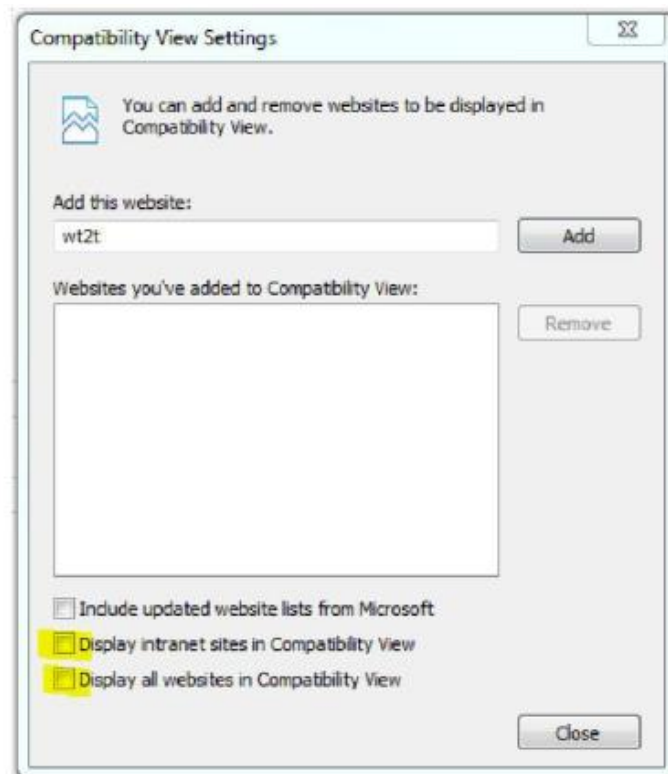
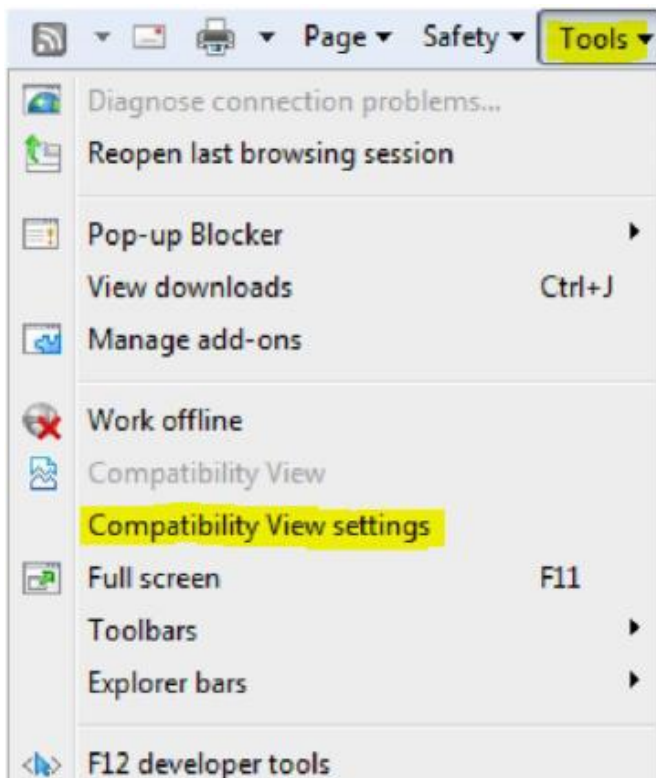
### **Using the Correct Browser**

The web Transport Civil Rights and Labor Management (WTCRLM) software is designed to run on the Internet Explorer browser, version 9 or higher (IE9, IE10 or IE11). Make sure you update your browser to one of these versions.

### **Setting the Browser Mode**

Before logging in, some adjustments to the browser need to be made. Note that for WTCRLM to work properly you will have to turn off Compatibility View in Internet Explorer as shown below. For Internet Explorer 9 you may have to right click in the browser header and choose to display the Menu Bar for the Tools option to appear.

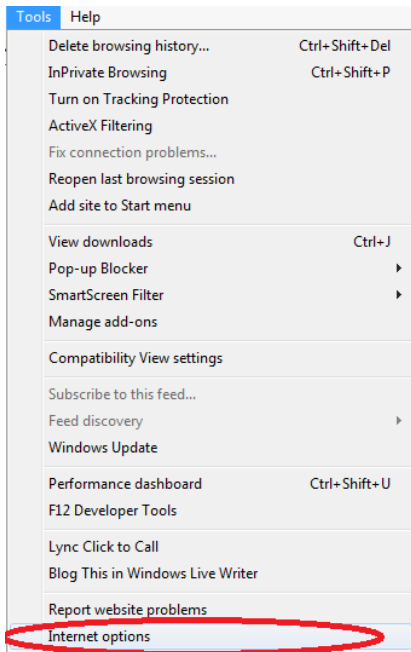
*From menu, click Tools → Compatibility Settings, and deselect the Compatibility View check-boxes*



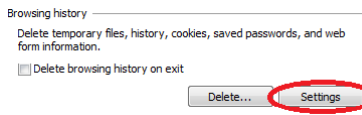
## Setting Internet Options

For components to be displayed properly, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify these settings:

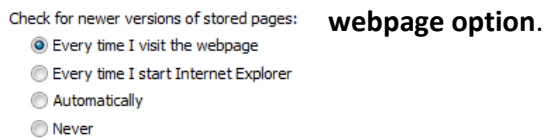
1. Open the Internet Explorer browser.
2. From the **Tools** menu, select **Internet Options**.



3. Under Browsing History, click the **Settings** button.

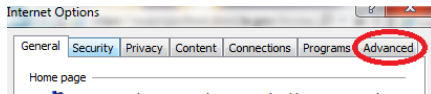


4. For the *Check for newer versions of stored pages setting*, click the **Every time I visit the**

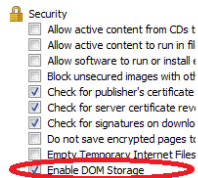


5. Click **OK**.

6. In the Internet Options dialog box, click the **Advanced** tab.



7. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.



8. Click **OK**.

## Logging On

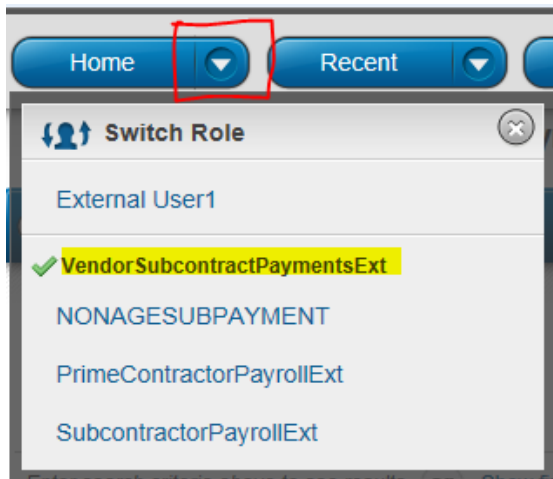
To login, you will click on the following webpage <https://awproject.dotd.la.gov> to access AASHTOWare CR&L. Use the username and password provided by the department. Make sure LADOTDOM is selected in the Domain field.

A login form with three input fields and a 'Log On' button. The first field is empty. The second field is labeled 'Password'. The third field is a dropdown menu with 'LADOTDOM' selected. The 'Log On' button is blue with white text.

**Note:** If you get an error message that your account is locked most of the time it is because your password has expired. The security system requires a password change every three months. You can change your password and unlock your account at this page <http://www9.dotd.la.gov:8888/showLogin.cc>. Go through the password reset process. Your user name/domain name is your C#. Instructions on how to reset your password are at this link. [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Administration/Compliance/Subcontractor\\_Payments/Change%20Password%20Instructions.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Subcontractor_Payments/Change%20Password%20Instructions.pdf)

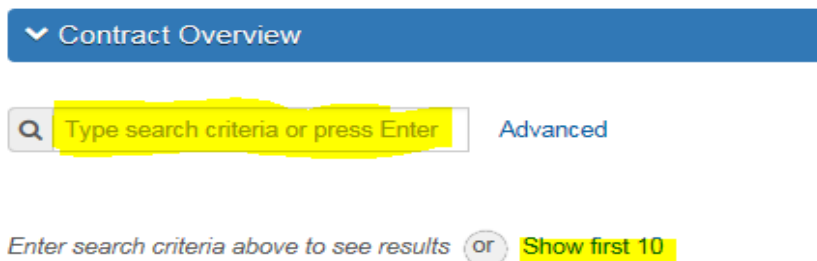
### Select Your Role

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.



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

1. Typing 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”

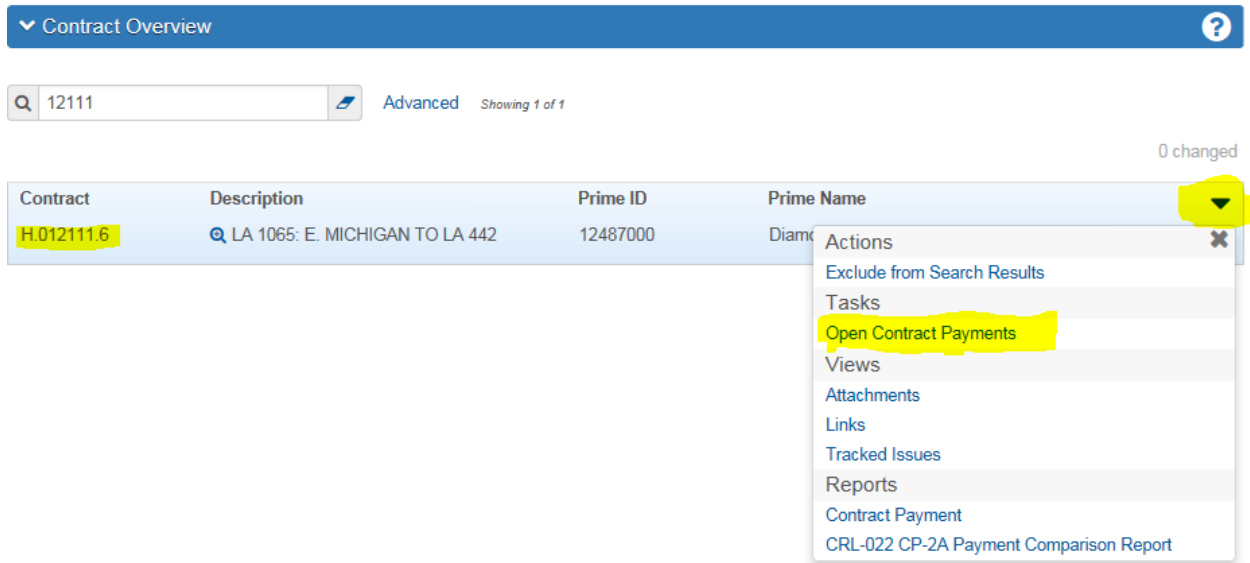
▼ Contract Overview

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

## 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 bar with a dropdown menu set to "Contract Overview" and a help icon. Below the header is a search bar containing "12111" and a "Pencil" icon, followed by the text "Advanced Showing 1 of 1". On the right side, it says "0 changed". The main content is a table with columns: "Contract", "Description", "Prime ID", and "Prime Name". The first row is highlighted in light blue and contains the contract ID "H.012111.6", description "LA 1065: E. MICHIGAN TO LA 442", and Prime ID "12487000". A dropdown menu is open on the right side of this row, listing various actions: "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".

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.

### 2. Select Verify Payment from the dropdown menu.

1.

### Contract Payment Summary

Contract H.012111.6 - LA 1065: 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	<b>2</b> <span>▼</span>
Southern Synergy LLC			
<b>Payer Name</b>	<b>Payment Type</b>		
12487000	Progress		
<b>Payee Name</b>	<b>Paid Amount (If supplier, enter 60% of total paid)</b>		
48416000	5,000.00		
<b>Payee Payment Number</b>	<b>Total Paid To Date</b>		
Test	20,481.36		
<b>Date Paid</b>	<b>Parent Subcontractor Payment ID</b>		
10/17/2017			
	<b>DBE Firm Indicator</b>		
	Yes		
	<b>DBE Commitment Indicator</b>		
	Yes		

2.

Actions

- Add New Payment From Payee
- Delete
- Review Sub Contractor Paymt. Summary
- Verify Payment**
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- CRL-020 Payment Verification Text
- Payment Verification Text
- Subcontract Payment

### 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 By

Payee Reviewed Date

Submit Verification

