# SUBCONTRACTOR PAYMENT PROCEDURES

PRIME CONTRACTORS

Using the Correct Browser

The web Trns•port 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
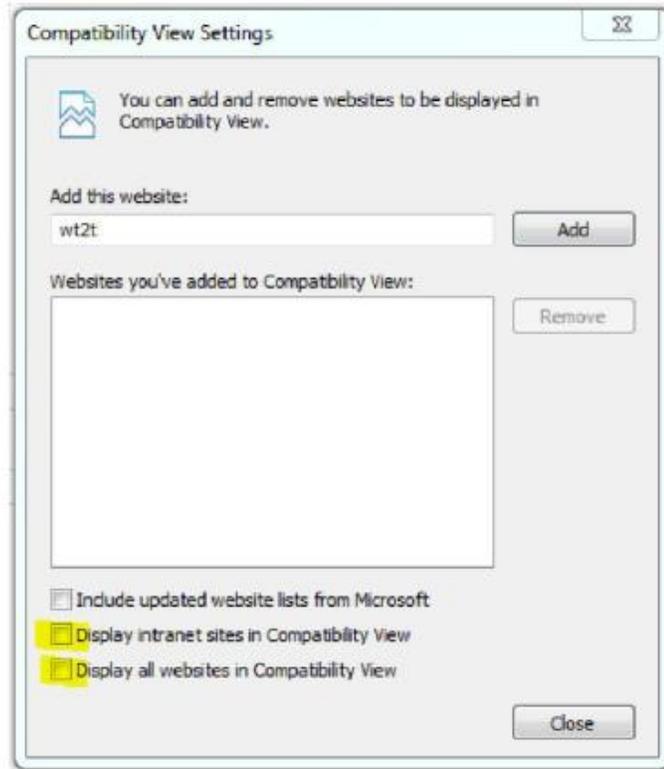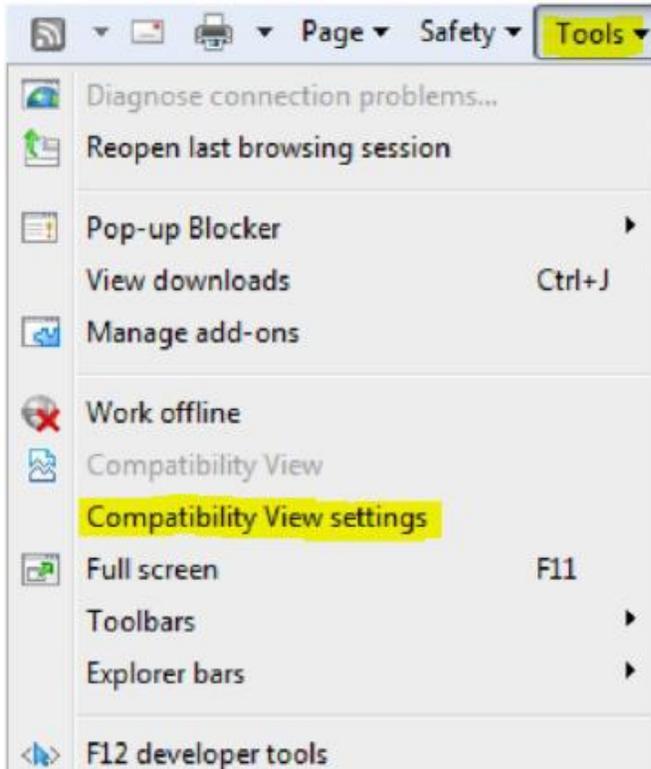
Setting Internet Options

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:
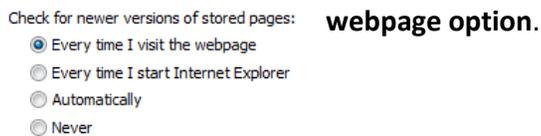
1. Open the Internet Explorer browser.

2. From the **Tools** menu, select **Internet Options**.
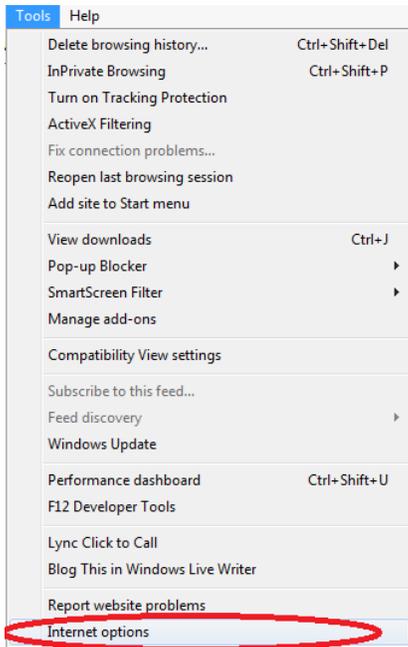
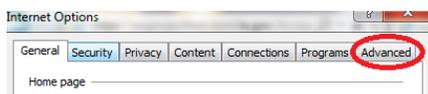3. Under Browsing History, click the **Settings** button.

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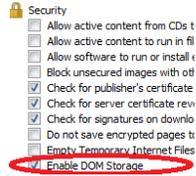

5. Click **OK**.

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 webage https://awproject.dotd.la.gov to access AASHTOWare.   To log in, use the username and password provided by the department. Make sure LADOTDOM is selected in the Domain field.
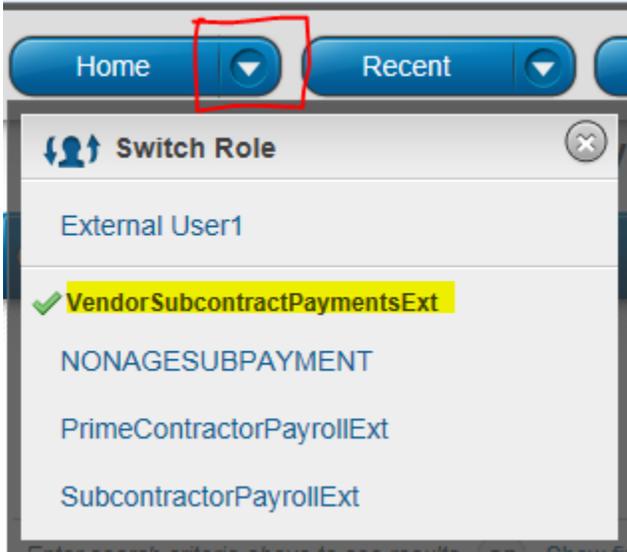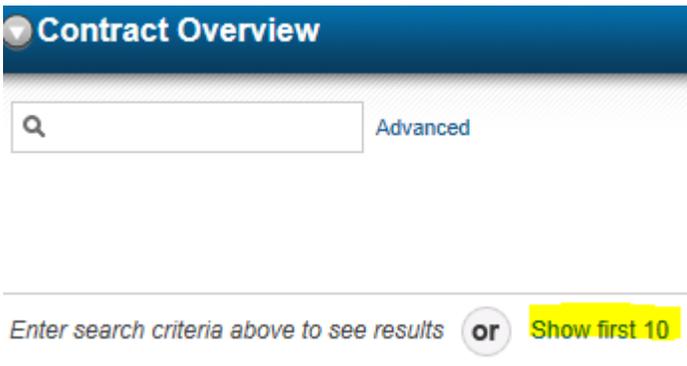
Click on the Home drop down and make sure that your role is set to VendorSubcontractPaymentExt

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

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

Home	Recent	My Pages

Trns•port Vendor Subcontract Payments (External)

Contract Overview

h.000397   Advanced   Showing 1 of 1

Contract:	Description:
H.000397.6	UNION PACIFIC RAILROAD OVERPASS NEAR BENTON
Prime ID:	Prime Name:
34567000	James Construction Group LLC

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.

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.

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

Payee:*
[Q]

Payee Payment Number:*
[   ]

Date Paid:*
04/10/2015 [31]

Payment Type:*
[▼]

Paid Amount (If supplier, enter 60% of total paid):
[   ]

DBE Firm Indicator:
No

DBE Commitment Indicator:
No

Payee Work Complete Indicator:
☐

* = 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
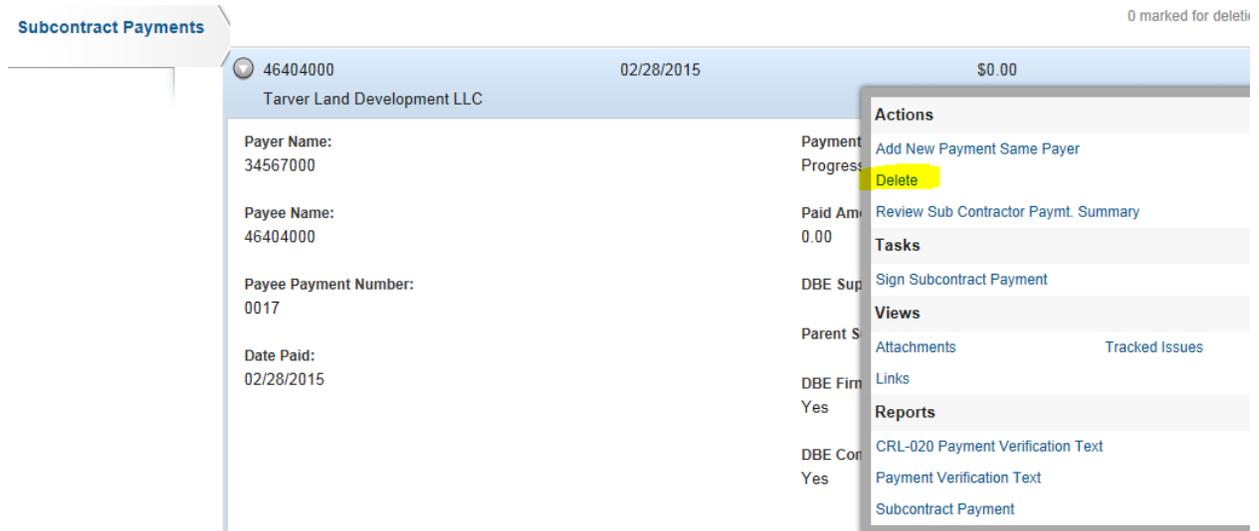Date Paid: The date you paid them within the Estimate Period
Payment Type: Progress
Paid Amount: Total Amount Paid, including all line items, to the DBE for this Estimate period (even when no DBE work is performed within an Estimate period, payments should be entered for EVERY Estimate even if the payment 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

[Save]

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.

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

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

Previous   **Next**

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: **Signed Date:**

Type any comments here.   04/09/2015

Example: Trucker and supplier 60% payments combined.

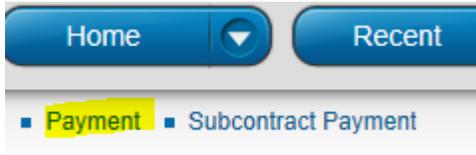*Up to 3999 characters*

Signed By:
LADOTDOM\EXAwpp01

(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.