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 webpage [https://awproject.dotd.la.gov](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.
The better option is to enter the specific contract number that you need to enter a DBE subcontractor payment for:
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 OVERPASS]

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

**Subcontract Payments**

- **46404000**
  - **Tarver Land Development LLC**

**Add Subcontractor Payment**

![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**: 

**Payee Payment Number**: 

**Date Paid**: 04/10/2016

**Payment Type**: 

**Paid Amount (if supplier, enter 60% of total paid)**: 

Enter all information as indicated below.

* = 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.
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**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Contract ID: H.000397.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: UNION PACIFIC RAILROAD OVERPASS NEAR BENTON</td>
<td></td>
</tr>
<tr>
<td>Prime Contractor: 34567000 James Construction Group LLC</td>
<td></td>
</tr>
<tr>
<td>Federal Project No: H000397</td>
<td></td>
</tr>
<tr>
<td>State Project No: H.000397</td>
<td></td>
</tr>
<tr>
<td>Overall Fed. Funding Percent: 80.00%</td>
<td></td>
</tr>
</tbody>
</table>

**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 User 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 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.