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Purpose:

Template for inserting Title VI Compliance assurances into BECO Compliance public facing resources, guides, templates, available on our BECO Compliance Website.

Title VI Compliance

- Para informacion en Espanol hable: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)
- For Limited English Proficiency (LEP) or other Title VI Requests: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)

Updated 8/23/22

INTRODUCTION

This guide is designed to assist with payment reporting in the Arizona Department of Transportation (ADOT) payment reporting systems. As one of the requirements for participation on federally-funded transportation projects, payment information shall be reported and verified in the following systems:

- ADOT DOORS: <https://adotdoors.dbesystem.com>
- Arizona LPA DBE System: <https://arizonalpa.dbesystem.com>

For clarification on the terms used in this guide, contractor and subcontractor are synonymous with consultant and subconsultant respectively.

Monthly Payment Audit Cycle

1. Audit opens on the 1st of the month for previous month payments, (example: December audit opens on 1st of January).
2. Prime has until the 15th of the month to complete the reporting phase.
3. Subcontractors and lower-tier subs have until the end of the month to complete the verification phase. Any payments not verified within 45 days will be automatically confirmed.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



To request to have an audit opened to report payments, please contact your BECO compliance officer

HOW TO REPORT PAYMENTS

1. The following notification is sent via email asking contractors to report payments made in the audit month; click the link in the email to respond.

From: Arizona Department of Transportation <adot@dbesystem.com>
Sent: Friday, May 27, 2016 4:31 PM
To: Contractor Compliance
Subject: ADOT: Prime Contractor Compliance Monitoring Report

Arizona Department of Transportation March 2016 Prime Contractor Contract Compliance Monitoring Report

Contract: BECO Test
Prime Contractor: ADOT On-Call Prime
Contract Number: 1970
Audit Time Period: March 2016
Contract Compliance Officer: Florentina Samartinean, (E) FSamartinean@azdot.gov, (P) 602-712-7415

Dear Contractor Compliance,

The Business Engagement and Compliance Office monitors participation on all Arizona Department of Transportation contracts with goals. To assist our office in the monitoring process, please login to your account in the Arizona Unified Transportation Registration and Certification System and provide the requested subcontractor payment information for March 2016.

If you have received this notice, then you are currently listed as a PRIME contractor on an active Arizona Department of Transportation contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397&TID=3981656>

To view all audit notices, visit: <https://adot.dbesystem.com/?GO=753&TID=3981656>

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Arizona Department of Transportation
Business Engagement and Compliance Office Disadvantaged Business Enterprise Program
http://www.azdot.gov/Inside_ADOT/CRO/DBEP.asp
<https://adot.dbesystem.com/>

2. After clicking the link, the contractor will be directed to the System Login interface to sign in.



- After successful login, click Report subcontractor payment; if you are not directed to the below screen, there are additional instructions on page 8 to assist with payment reporting.

ADOT DBE System Compliance Audit: Audit Notice for March 2016 Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation Status: Open
 1970: BECO Test 6/12/2013 - 10/10/2020
 Prime: ADOT Contractor Compliance Current Value: \$100,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information	
Time Period	March 2016
Date & Time Posted	Local: 5/27/2016 4:28:52 PM AZT System: 5/27/2016 6:28:52 PM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions	
Category	Action Required & Response Due Date
Prime Contractor	Report 4 subcontractor payments due by 6/10/2016 audit lock on 7/26/2016

Compliance Officer Information	
Contact Person	Florentina Samartinean
Organization	Arizona Department of Transportation
User Number	30000085-122

Buyer/Project Manager Information	
Contact Person	Contract Administrator
Department	Engineering Consultants Section
User Number	10001371-001

Logged on as:
 Contractor Compliance
 ADOT Contractor Compliance

- Payment reporting can be done all at once or individually.

Mark 4 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

Subcontractor Payments for March 2016										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2016	Confirmed by Sub	Total To March 2016	Contract Goal	Actual Percent
1	ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$4,000.00	15.000%	20.000%
2	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
1	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$2,000.00	5.000%	10.000%
1	Sub Flooring Oliver DeDog karby@cox.net P 602-325-9766, F 602-325-9766	No	Sub 100%		Submit Response	Not Reported	--	\$0.00	5.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Return to Audit Notice

- After clicking Submit ALL Incomplete Records, enter all payment information at once.
- Click Save, then click OK when the message box pops up.

Compliance Audit: Bulk Payment Reporting for March 2016

Contract Main | View Contract | Subcontractors | Compliance Audit List | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
6/12/2013 - 10/10/2020
Current Value: \$100,000

Help & Tools


Enter payments and related details. All lines do not have to be submitted at the same time, but the full list must be completed to entirely respond to the compliance audit. Payment details are visible to the subcontract, comments and attached documents are not.

Multiple tiers of subcontracts are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor to its own subcontractors. The system will automatically calculate the amounts to be allocated to each subcontractor. All subcontractors that have their own lower tier subcontractors are notified to report payments to those subs. The prime contractor can also report these payments if they are known.

Subcontractor Payment Information						
Subcontractor	Total Through February 2016	Payment for March 2016	Payment Date & Prompt Payment (within 7 days)	Payment Details & Comments		
1 ADOT Test Vendor 7	\$4,000.00	\$ 1000.00	3/23/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: Check #123456; Inv. dated 2/29/16		Docs
2 ADOT Test Vendor 8	\$0.00	\$ 500.00	3/22/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: Check #234567		Docs
1 ADOT Test Vendor 8	\$2,000.00	\$ 0	<input type="text"/> <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail:		Docs
1 Sub Flooring	\$0.00	\$ 2000.00	3/30/2016 <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: Check #87564; Jan invoice submitted 2/29/16.		Docs
				Comments: Waiver signed on 3/29/16		

Save Return to Vendor List

7. After clicking individual Submit Response links, enter payment information.

	Audit Information Audit Time Period March 2016 Audit Number 00925687-005	Previous Payment Information Displayed are the payment totals for the audit period, and the total to that date. Total Paid Through February 2016 \$4,000.00 Amount Paid for February 2016 \$4,000.00 Total Retained Through February 2016 \$4,000.00 <small>(does not include amounts paid to lower tier subcontractors)</small> Amount Retained for February 2016 \$4,000.00 <small>(does not include amounts paid to lower tier subcontractors)</small>
	Subcontractor Information Subcontractor ADOT Test Vendor 7 Vendor Number 20110012 Subcontractor Tier Tier 1 subcontractor to ADOT Contractor Compliance	
Home View » Search » Message » Settings » Help & Support » Logoff Show All Hide All Logged on as: Contractor Compliance ADOT Contractor Compliance	Audit Information Enter the audit amount for the designated time period. You can attached files or add comments, if necessary. Amount PAID for March 2016 * <input type="text" value="\$ 1000.00"/> <small>>> Do NOT enter invoice amount. >> Enter full amount paid; do not deduct payments by this subcontractor to its own subcontractors</small> Payment Date * <input type="text" value="3/23/2016"/> <small>>> Enter payment date if you made a payment for March 2016. >> If multiple payments were made, enter the date of the first payment.</small> Prompt Payment? * <input checked="" type="radio"/> Yes - the subcontractor was paid within 7 days of payment from ADOT Contractor Compliance. <input type="radio"/> No - the subcontractor was not paid within 7 days of payment from ADOT Contractor Compliance. <input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly. Payment Detail Enter details of PAID check numbers (or ACH references) and amounts for March 2016. This information is optional but will speed up the confirmation process. Payment details are displayed to ADOT Test Vendor 7. Check #123456; Inv. dated 2/29/16 Supporting Documents <input type="button" value="Attach File"/> Attached documents are not visible to ADOT Test Vendor 7. Comments (Optional) These comments are visible ONLY to your compliance officer. They are not visible to ADOT Test Vendor 7. <input type="text"/>	
<input type="button" value="Spell Check"/> <input type="button" value="Review"/> <input type="button" value="Cancel"/>		

8. Enter payment amount, payment date, and payment promptness.
9. Enter check number or invoice numbers in Payment Detail field.
10. Upload any document by clicking Attach File.
11. Click Review.
12. Review content then click Save.
13. Repeat steps to report additional subcontractor payments.
14. After all subcontractor payments have been reported, click Mark Remaining Subcontractors as Zero if remaining subcontractors did not receive payment.

ADOT DBE System Compliance Audit: August 2015 Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test Status: Open
 Prime: ADOT Contractor Compliance 7/18/2013 - 7/13/2018
Current Value: \$10,000

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

Audit Information	
Audit Response Status	Not complete 1 sub response to be submitted Reporting deadline is 9/30/2015 Audit will be locked 11/15/2015
Audit Period	August 2015
Payment to Prime	\$2,000.00
Marked As Final Audit?	No (mark audit as final)

Audit Summary - Total Contract Through TODAY (9/16/2015)					
	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$10,000.00		\$7,000.00		
For Credit	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
For Credit to DBE Goal	\$600.00	6.000%	\$0.00	0.000%	6.000% below goal
Contract Progress	70%				
For Credit Progress					

Award values may not match due to differences between overall contract goal and subcontractor assignments.

The following instructions are used if the email notification was deleted. First, log into DOORS at <https://adotdoors.dbesystem.com/>.

1. Click View in the left margin.
2. Click My Contract Audits.
3. Click on Incomplete to report payments; then go to step 3 in the previous section.

ADOT DBE System Contract Audits Help & Tools

Messages | Contract Audits | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view older audits, select a different time period in the Audit Period drop down menu. To display only incomplete audits, select a different status in the Current Status drop down menu. Results may be listed on multiple pages.

Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page

To resort click on column title. To filter click on the drop down menu.

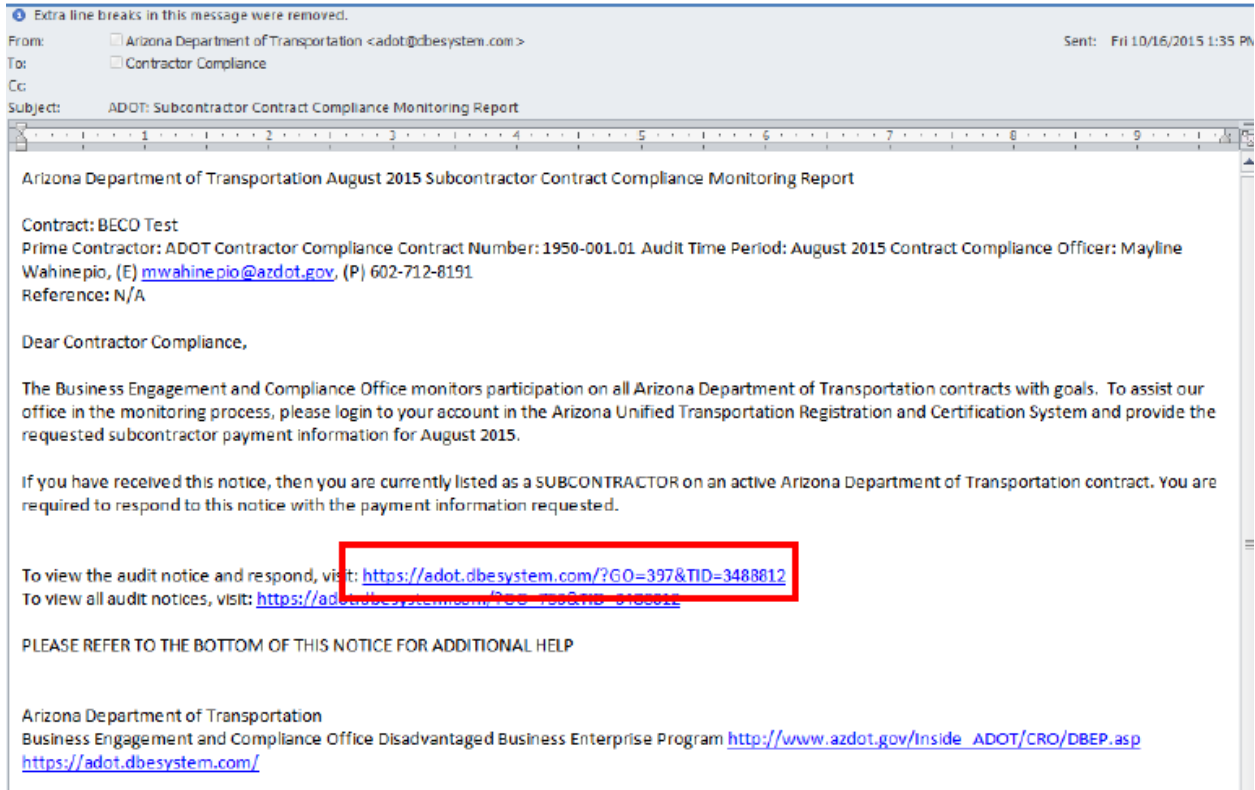
Status	Audit Period	Contract Number & Title	Paid to Prime
Incomplete	August 2015	1950-001.01: BECO Test	\$2,000.00
Incomplete	May 2015	1970.01: BECO Test	\$3,000.00

Arizona Department of Transportation

Click to find older audits if you are receiving a notification and the audit does not appear.

HOW TO VERIFY PAYMENTS

1. The following notification is sent via email asking subcontractors to verify payments made in the audit month; click the link in the email to respond.



2. After clicking the link, the contractor will be directed to the System Login interface to sign in page.



3. Click Confirm payment received.

ADOT DBE System

Compliance Audit: Audit Notice for May 2015

Contract Menu | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Arizona Department of Transportation
1970.01: BECO Test
Prime: ADOT On-Call Prime

Status: Open
7/18/2013 - 10/10/2020
Current Value: \$1,000,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

Time Period	May 2015
Date & Time Posted	Local: 6/3/2015 9:24:03 PM AZT System: 6/3/2015 11:24:03 PM CNT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors.

Audit Actions

Category	Action	Required & Response Due Date
Tier 1 Subcontractor to ADOT On-Call Prime	Confirm payment received	due by 6/17/2015 [PAST DUE] audit lock on 6/14/2016

Request Due Date Extension

Compliance Officer Information

Contact Person	Florontina Samartinean
Organization	Arizona Department of Transportation
User Number	30000085-122

Buyer/Project Manager Information

Contact Person	Contract Administrator
Department	Engineering Consultants Section
User Number	10001371-001

4. Verify paid amount and any payment details provided by the prime.

5. Click on Show all options and fields link.

Confirm Reported Amount? *

[Show all options and fields](#)

6. Verify payment amount and details provided by the prime.

Audit Information	
Amount Reported by the prime contractor for May 2015 as PAID to You	
	\$1,500.00
	Payment Detail Provided by Prime:
	Check #123

- 7. Confirm reported amount by clicking Correct or Incorrect.
- 8. Complete questions that correspond to the chosen selection.

Confirm Reported Amount? *

[Show all options and fields](#)

Correct - the amount reported by the prime contractor as PAID to us is correct (\$1,500.00).

1. Payment Date: * (mm/dd/yyyy)
 » If multiple payments were received, enter the date of the **first** payment.

2. Were you paid in accordance with the organization's prompt payment policy? *
 » According to our records, the prime contractor was paid on 5/27/2015.

Yes - we were paid within 7 days of the prime being paid on 5/27/2015.
 No - we were not paid within 7 days of the prime being paid on 5/27/2015.
 N/A - we cannot determine if we were paid promptly.

3. Is the amount above a partial payment relative to your invoiced amount? *

Yes - we were **partially** paid.
 Enter the amount you invoiced: \$

No - we were paid in **full**.

Incorrect - the amount reported by the prime contractor as PAID to us is not correct.

We received **no** payment in May 2015.
 We were paid a **different** amount in May 2015 than reported (\$1,500.00).

1. Enter the amount you actually received from the prime contractor in May 2015: *

\$

2. Payment Date: * (mm/dd/yyyy)
 » If multiple payments were received, enter the date of the **first** payment.

3. Were you paid in accordance with the organization's prompt payment policy? *
 » According to our records, the prime contractor was paid on 5/27/2015.

Yes - we were paid within 7 days of the prime being paid on 5/27/2015.
 No - we were not paid within 7 days of the prime being paid on 5/27/2015.
 N/A - we cannot determine if we were paid promptly.

4. Is the amount above a partial payment relative to your invoiced amount? *

Yes - we were **partially** paid.
 Enter the amount you invoiced: \$

No - we were paid in **full**.

9. Identify if payment is final or not – Selecting Yes will remove subcontractors from all future audits; only select Yes when certain that no future payments will be received on this project.

Final Payment? *

No - our work on this contract continues.
 Yes - this is our last payment for this contract.
 N/A - we have not begun work on this project or we have not been paid yet for our work.

- 10. Identify if Prime is withholding retainage and the amount retained.
- 11. Attach file(s) as needed.
- 12. Enter comments pertaining to partial payment and anything else as necessary.

Aug 16, 2022

13. Be sure to check the confirmation statement, “I am submitting this form with information that I understand to be correct and accurate.”

The screenshot shows a form with several sections:

- Is Prime Withholding Retainage? ***: Radio buttons for 'No' (selected) and 'Yes'.
- Attach File(s)**: A button labeled 'Attach File' is highlighted with a red box.
- Public Comments**: A text area with a note: 'These comments are visible to the compliance officer and the prime contractor.'
- Private Comments**: A text area with a note: 'These comments are visible ONLY to the compliance officer.'
- Confirmation**: A checkbox labeled 'Send me confirmation of my response.' is checked.
- At the bottom, a checkbox labeled 'I am submitting this form with information that I understand to be correct and accurate.' is checked and highlighted with a red box.
- Buttons for 'Save', 'Spell Check', and 'Cancel' are at the bottom. The 'Save' button is highlighted with a red box.

14. Click on **Save** when complete.

The following instructions are used if the email notification was deleted. First, log into DOORS at <https://adotdoors.dbesystem.com/>.

1. Click **View** in the left margin.
2. Click **My Contract Audits**.
3. Click on **Incomplete** to verify payments; then go to step 3 in the previous section.

The screenshot shows the 'Contract Audits' page in the ADOT DBE System.

- On the left sidebar, the 'View' button is highlighted with a red box.
- Below 'View', the 'My Contract Audits' link is highlighted with a red box.
- In the main content area, the 'Status' filter dropdown is set to 'Incomplete' and is highlighted with a red box.
- A button labeled 'Show ALL Incomplete Audits' is highlighted with a red box and has a red arrow pointing to it from a text box.
- The text box contains the instruction: 'Click to find older audits if you are receiving a notification and the audit does not appear.'
- The table below shows two audit records:

Status	Audit Period	Contract Number & Title	Paid to Prime
Incomplete	August 2015	1950-001.01: BECO Test	\$2,000.00
Incomplete	May 2015	1970.01: BECO Test	\$3,000.00

HOW TO VIEW INCOMPLETE SUBCONTRACTOR AUDITS

1. Go to **Contract Audits** to see if subcontractors completed their verifications; click on Contract Audits link in the Dashboard or My Contract Audits under View tab.

ADOT DBE System

Dashboard Displaying records assigned to your company

Contract

Total			
Open			
Contract Audits	Total	< 90 days	> 90 days
Total Audits	3	0	3
Incomplete Audits >>	1	0	1

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

2. Select the audit to review and click **Audit complete**.

ADOT DBE System

Contract Audits Help & Tools

Messages | Contract Audits | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view details. To filter by audit period in the Audit Period drop down menu. To display only incomplete audits, click the Incomplete Status drop down menu. Results may be listed on multiple pages.

Show ONLY records assigned to you

1 - 3 of 3 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

To resort, click on column title. To filter, click on the drop down menu. Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Audit complete	February 2016	1970: BECO Test	Arizona Department of Transportation	\$10,000.00
Audit complete	December 2015	1970.01: BECO Test	Arizona Department of Transportation	\$2,000.00
Incomplete	May 2015	1970.01: BECO Test	Arizona Department of Transportation	\$3,000.00

3. Click **View audit responses** link.

View »

- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Utilization Plans
- My Outreach
- My Events
- My AZUTRACS Registrations
- My Bid Solicitations
- My Messages
- My Prevailing Wage

Search »

Message »

Settings »

Audit Information

Time Period: **February 2016**

Date & Time Posted: Local: 3/2/2016 10:38:57 AM AZT
System: 3/2/2016 11:38:57 AM CST

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	View audit responses

Compliance Officer Information

Contact Person: [Florentina Samartinean](#)

Organization: **Arizona Department of Transportation**

User Number: **30000085-122**

Buyer/Project Manager Information

Contact Person: [Contract Administrator](#)

Department: **Engineering Consultants Section**

User Number: **10001371-001**

4. Scroll down to view incomplete subcontractor audits.

Subcontractor Payments for February 2016

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in February 2016	Confirmed by Sub	Total To February 2016	Contract Goal	Actual Percent
1 ADOT Test Vendor 7 Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$4,000.00	Pending	\$4,000.00	15,000%	40.000%
2 ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$0.00	✓			0.000%
1 ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$2,000.00	Pending	\$2,000.00		20.000%
1 Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666	No	Sub	100%	✓ View Edit DBE	\$0.00	✓			0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

HOW TO ADD SUBCONTRACTORS

1. Click on **View** in the left margin.
2. Click on **My Contracts**.
3. Identify the contract to add a subcontractor and click **View**.

Vendor Profile: Contracts

Business Name: **ADOT Contractor Compliance**

Main | General Info | Public Profile | Users | Commodity Codes | Contacts | Employees

Certifications | Contract | Workforce Composition/EEO | AZUTRACS Registrations

Listed below are the contracts to which this vendor is assigned.

Contracts as Prime Contractor			
Actions	Contract Number & Title	Contracting Organization	Prir
View	1950-001: BECO Test	Arizona Department of Transportation	Contractor Com
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Com

Contracts as Subcontractor			
Actions	Contract Number & Title	Contracting Organization	Sub Contact
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)

4. Click **Subcontractors** tab at the top.
5. Click **Add First Tier Subcontractor** button.

Contract Management: Subcontractor List

Contract Main | View Contract | **Subcontractors** | Compliance Audit List | Messages | Comments | Reports

1950-001.01: BECO Test
Prime: ADOT Contractor Compliance

Status: **Open**
7/18/2013 - 7/13/2018
Current Value: **\$10,000**

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

Subcontractor Name	Certified	Current Award	Type	Inc. In Goal	Compliance Audit	Final Pmnt	Actions
1 ADOT Test Vendor 7	<input checked="" type="checkbox"/>	\$3,000	Sub	No	<input checked="" type="checkbox"/>	No	Add Sub

Add First Tier Subcontractor

Subcontractor Addition Requests
No subcontractor additions requested.

6. Click **Get Vendor**.

Vendor Information

* required entry

Vendor *

Type name of vendor:
- use * before and after text for wildcard (e.g. "acme")
- not case sensitive, but punctuation and spaces are important
- after selecting vendor, the contact and address fields will auto-fill

[Get Vendor](#) from vendor database

Vendor Compliance Contact *

None selected

7. Enter firm name in **Business Name/DBA** field.

8. Click **Search All Matches** button.

The screenshot shows the 'Search: Vendors' interface. At the top, there are navigation tabs for 'Users', 'Vendors', 'Contract', 'Concessions', 'Bid Solicitations', and 'Outreach'. Below these is a search instruction: 'Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click Search. Some parameters are required.' There are three buttons: 'Search First 20 Matches', 'Search All Matches' (highlighted with a red box), and 'Clear Form'. Below the buttons is the 'Search Parameters' section with a 'Business Name/DBA' field containing 'graphic ideals' (highlighted with a red box) and 'Contact Person' fields for 'First' and 'Last'.

9. Find the appropriate firm from the list and click **Select Vendor** and the system automatically returns back to the Add Subcontractor module.

The screenshot shows the search results page. It features a table with columns: 'Business Name', 'Phone Number', 'Location', and 'Actions'. A dropdown menu is set to 'All'. The table contains one record: 'Oram Trading Ltd., DBA Graphic Ideals' with phone number '602-381-8080' and location 'Phoenix, AZ'. The 'Select Vendor' button in the 'Actions' column is highlighted with a red box. Below the table, it says '1 - 1 of 1 record displayed: Page 1' and has buttons for 'Search Again' and 'Add New Vendor'.

Business Name	Phone Number	Location	Actions
Oram Trading Ltd., DBA Graphic Ideals	602-381-8080	Phoenix, AZ	Select Vendor

10. Ensure that every field with a red asterisk (*) is completed.

11. Select **Yes** for **Include in Compliance Audits?***

- *Contractor has the ability to select **No - subcontractor as inactive** if the subcontractor will not start work right away
- *If the contractor chooses to mark the subcontractor as inactive, the contractor will not be able to add the subcontractor to future audits
- *Contractors staff will have to contact the project's assigned BECO Compliance Technician to add a subcontractor to an audit or update the subcontractor to Active status so the contractor's personnel can add the subcontractor to future audit periods
- *Payment Reporting Sanctions may be applicable if you do not contact BECO to add the subcontractor to an audit to report payments timely per the project special provisions

12. For DBE subcontractors select **Yes** for **Count Towards Certified Goal** and select **DBE** in the drop down menu.

13. Ensure **proper Type of Participation** is selected for DBE credit

ADOT DBE System

* required entry

Vendor Information

Vendor *
Type name of vendor:
 - use * before and after text for wildcard (e.g. *acme*)
 - not case sensitive, but punctuation and spaces are important
 - after selecting vendor, the contact and address fields will auto-fill

Vendor Compliance Contact *

Vendor Address *

Applicable Vendor Certifications

Type	Certified	Renewal	Expiration	Organization
DBE	1/31/2012	10/3/2015	10/3/2017	City of Phoenix
SBC	1/31/2012	10/3/2015	10/3/2017	City of Phoenix
SBC	4/29/2014	4/29/2015	4/29/2017	Arizona Department of Transportation

Subcontract Information

Subcontractor Tier *

Current Prime Contract Amount

Subcontract Percent/Amount *
 By Amount: \$
 By Percent: %

Include in Compliance Audits? *
 Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.
 No - subcontractor is inactive.

Count Towards Certified Goal *
 Yes - Payments to this subcontractor count towards the Goal
 No

Type of Participation *
 Subcontractor/Subconsultant
 Supplier - Manufacturer
 Supplier - Regular Dealer
 Supplier - Packager, Broker, Distrib., Wholesaler, Manuf. Rep.
 Joint Venture
 Fees & Commission Broker

- Enter the type of work in the **Work Description** field.
- For DBE firms only - check all NAICS code that applies to work description and click **Assign Selected Work Codes**.

Trucking & Hauling Brokerage
 According to policy, goal participation will be counted at 100%

Work Description *

Work Codes

NAICS 323111 Commercial quick printing (except books) (Remove)

The work codes below are from recognized certifications for this firm. Select one or more work codes that match the work this firm will be performing for this assignment and click **Assign Selected Work Codes** to add to this record. [Click here](#) to refresh the list if the assigned vendor or for credit status has been changed.

NAICS 323111 Advertising materials (e.g., coupons, flyers) commercial printing (except screen) without publishing

NAICS 511120 Advertising periodical publishers and printing combined

NAICS 561439 Blueprinting services

NAICS 561439 Business service centers (except private mail centers)

NAICS 561439 Copy shops (except combined with printing services)

Assign Selected Work Codes

After clicking button, NAICS code will appear here.

- Enter the appropriate dates.

17. Enter any amounts paid to subcontractor prior to adding them to the System contract record.
18. For DBE firms, download the subcontract agreement by clicking **Attach File**; purchase agreements are acceptable for non-subcontracting DBE firms.
19. Click **Review** when complete.

The screenshot shows a web interface for adding a subcontractor. On the left is a navigation menu with options like Search, Message, Settings, Help & Support, and Logoff. The main form area contains the following fields and controls:

- Subcontract Award/Commit Date ***: 9/7/2015 (mm/dd/yyyy)
- Estimated Work Start Date ***: 9/7/2015 (mm/dd/yyyy)
- Estimated Work End Date**: 12/31/2015 (mm/dd/yyyy)
- Add vendor to existing audits for this contract? ***: Radio buttons for "Yes - add this subcontractor to all audits going back to the period of" (with dropdowns for "September" and "2015") and "No. Subcontractor's first audit will be the next one." Below this is a text field for "Payments Already Made: \$ 500".
- Reference Identifier**: A text field with a tooltip that reads: "Use this field to uniquely identify this subcontractor if the firm is listed on the contract two or more times. This identifier will be displayed on the vendor list for quick identification of each instance of a firm's participation on the contract."
- Attach File(s)**: A button labeled "Attach File" is highlighted with a red box.
- Comments ***: A large text area for entering notes.

At the bottom of the form are buttons for "Spell Check", "Review", and "Cancel". A red text box is overlaid on the "Attach File" button with the text: "Attach subcontract agreements for DBE firms. Confirm submittal instructions with contracting department."

20. Review content, then click **Save**.
21. Repeat steps 4 thru 18 to add another subcontractor.

HOW TO ADD SUBCONTRACTORS TO AN AUDIT

1. Enter contract record.
2. Click on **Compliance Audit List**.

Contract Management

Contract Main | View Contract | Subcontractors | **Compliance Audit List** | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
6/12/2013 - 10/10/2020
Current Value: \$100,000

Contract Information

Contract Title	BECO Test
Contract Number	1970
System Transaction Number	00925687-001
Start Date	6/12/2013
(Projected) End Date	10/10/2020
Contract Value	\$100,000.00
Compliance Officer	Florentina Samartinean

3. Find the appropriate audit period and click **View Audit**.

Contract Management: Compliance Audit List

Contract Main | View Contract | Subcontractors | **Compliance Audit List** | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
6/12/2013 - 10/10/2020
Current Value: \$100,000

Compliance Audit List

Audit Period	Status	Paid to Prime	Audit Reference	Date Posted	Actions
February 2016	Incomplete	\$10,000.00		3/2/2016	View Audit

4. Click on **Report subcontractor payment**.

Compliance Audit: Audit Notice for February 2016

Contract Main | View Contract | Subcontractors | **Compliance Audit List** | Compliance Audit Summary | Messages | Comments | Reports

Arizona Department of Transportation
1970: BECO Test
Prime: ADOT Contractor Compliance

Status: Open
6/12/2013 - 10/10/2020
Current Value: \$100,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

Audit Information

Time Period	February 2016
Date & Time Posted	Local: 3/2/2016 10:38:57 AM AZT System: 3/2/2016 11:38:57 AM CST

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

Audit Actions

Category	Action Required & Response Due Date
Prime Contractor	Report 1 subcontractor payment due by 5/9/2016 (PAST DUE) audit lock on 8/5/2016

[Request Due Date Extension](#)

5. Scroll down to find subcontractor to add.

6. Click on **Add to audit link** *

- a. *If you cannot add the subcontractor to an open Audit you must contact the project's assigned BECO Compliance Technician to add the subcontractor to the audit
- b. *Subcontractor may be in Inactive status. You must contract the assigned BECO Compliance Technician to update the contractors status to Active status so contractor can add the subcontractor to future audit periods
- c. *Payment Reporting Sanctions may be applicable if you do not contact BECO to add the subcontractor to an audit to report payments timely per the project special provisions

Subcontractor Payments for February 2016										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in February 2016	Confirmed by Sub	Total To February 2016	Contract Goal	Actual Percent
1	ADOT Test Vendor 7 Jane Smith adotest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$4,000.00	Pending	\$4,000.00	15.000%	40.000%
2	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Not included in audit Add to audit			\$0.00	5.000%	0.000%
1	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$2,000.00	Pending	\$2,000.00	5.000%	20.000%
1	Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666	No	Sub	100% DBE	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

7. Click **OK** when message box appears.
8. Click **Submit Response** to report a payment; go to page 3 for reporting instructions.

Subcontractor Payments for February 2016										
	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in February 2016	Confirmed by Sub	Total To February 2016	Contract Goal	Actual Percent
1	ADOT Test Vendor 7 Jane Smith adotest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$4,000.00	Pending	\$4,000.00	15.000%	40.000%
2	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%
1	ADOT Test Vendor 8 Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	View Edit	\$2,000.00	Pending	\$2,000.00	5.000%	20.000%
1	Sub Flooring Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666	No	Sub	100% DBE	Submit Response	Not Reported	--	\$0.00	5.000%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

HOW TO ADD A NEW USER

8. Select Email or appropriate methods.

Account Preferences
Select the timezone, language, and notification settings for this user.

Time Zone * US/Arizona

Preferred Notification Method *

Email AND Fax: Send me plain-text email

Email: Send me plain-text email

Fax

Notification Options

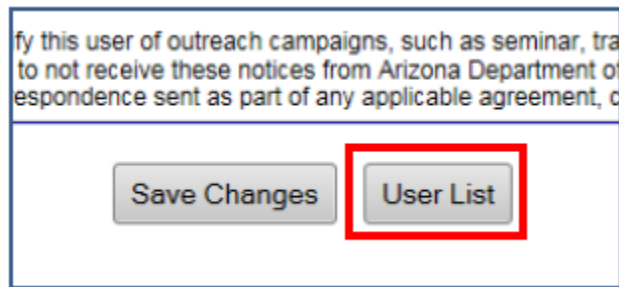
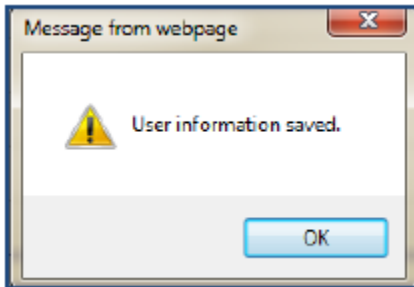
Notify this user of new system features and services. Uncheck the box to not receive these notices.

Notify this user of outreach campaigns, such as seminar, training bulletins, and procurement opportunities. Uncheck the box to not receive these notices from Arizona Department of Transportation. This action has no impact on official correspondence sent as part of any applicable agreement, contract, certification, or policy.

Save User List

9. Click **Save** when complete.

10. Below message appears and click **OK**.



11. Click **User List** button.

12. See new user in the list.

ADOT DBE System Vendor Profile: Users

General Info | Public Profile | **Users** | Commodity Codes | Contacts | Employees | Certifications | Contracts | Workforce Composition/EEO | AZUTRACS Registrations

ADOT Contractor Compliance System Vendor Number: 20373918

Listed are all of the users accounts for this business. To view a user's information, click the user number or name.

Add User

User Number	Name	Title	Contact Role(s)	Actions
20373918-001	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	Copy Deactivate
20373918-002	Doe, Jane			Copy Deactivate

13. Go to Step #3 to additional users.

HOW TO CHANGE CONTRACT CONTACT PERSON

1. Click on the View tab in left margin.
2. Click on **My Contracts**.
3. Identify contract to change Contact Person.
4. Click on (change).

ADOT Contractor Compliance								System Vendor Number: 20373918	
Listed below are the contracts to which this vendor is assigned.									
Contracts as Prime Contractor									
Actions	Contract Number & Title	Contracting Organization	Prime Contact	Start Date	End Date	Award Amount	Paid Amount		
View	1950-001: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1/2013	12/2018	\$7,000	\$0,000		
						Number of contracts as prime contractor: 1	\$7,000	\$0,000	
Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

Change contact person for contract # 1970.01.

5. Click on drop down menu to view all users.

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change) Contractor Compliance	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

6. Select the appropriate user to be the new contact person.
7. Click **save**.

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
View	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change) DOE	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
						Number of contracts as subcontractor: 2	\$6,000	\$2,300	

8. The user will be identified as the new contact person.

Contracts as Subcontractor							
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount
View	1970.01: BECO Test	Arizona Department of Transportation	Jane Doe (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500
View	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800
Number of contracts as subcontractor: 2						\$6,000	\$2,300

9. Repeat steps #3 thru #7 to change the contact person to additional contracts.

The contact person can also be changed while in a contract record:

1. While in a contract record, click on **Contract Main**.
2. Go to the drop down menu of Compliance Contact Person.

Contract Management Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

1950-001: BECO Test Status: Open
 Prime: ADOT Contractor Compliance 7/18/2013 - 7/13/2018
 Current Value: \$7,000

[Refresh Page](#)

Contract Information

Contract Title	BECO Test
Contract Number	1950-001
System Transaction Number	00925616-001
Start Date	7/18/2013
(Projected) End Date	7/13/2018
Contract Value	\$7,000.00
Compliance Officer	Mayline Wahinepio

User Assignment

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Contractor Compliance <input type="button" value="v"/>	✔

Contract Status & Actions

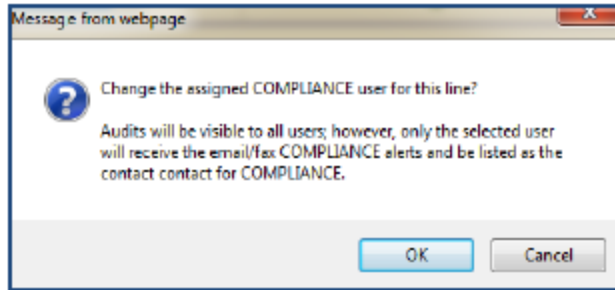
Contract	Status	Actions	Previous Transactions
Contract	Open	View Contract	
Contract Change Orders	Amended		# 1
Contract Extensions/Shortenings			None

3. Select the new contact person.

User Assignment

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Contractor Compliance Jane Doe	✔

4. Message boxes will appear as soon as a new contact person is selected.
5. Click **OK**. The new contact person will appear as the Compliance Contact Person.



HOW TO RETRIEVE YOUR PASSWORD

It's normal to forget password information. When Audit notifications are received via email that means a vendor profile with username and password has been set up. Retrieving your password information is a simple process. Follow the steps accordingly for each payment reporting system.

1. Go to the appropriate Log In interface.
 - a. ADOT DOORS : <https://adotdoors.dbesystem.com/>
 - b. Arizona LPA Management System: <https://arizonalpa.dbesystem.com/>
2. Click on **Log In**.
3. Click on **Forgot Password**.

4. Enter your email and click **Submit**.

Reset Password

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can [look it up](#).



5. Password information will be sent shortly to the email address that was entered.
6. Contact BECO at (602) 712-7761 for further assistance.

Business Engagement and Compliance Office (BECO) at (602)712-7761 or send messages through the System directly to Support or the contract Compliance Officer.