

# Payment Reporting Guide for Subrecipients



FOR USE WITH THE ADOT LPA DBE SYSTEM &  
LPA CONTRACT MANAGEMENT SYSTEM

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## I. INTRODUCTION

This guide is designed to assist Local Public Agencies (LPA) and Subrecipients with payment reporting in the Arizona Department of Transportation (ADOT) payment reporting system = LPA DBE System.

As one of the requirements for participation on federally-funded transportation projects, payment information shall be reported and verified in the ADOT LPA DBE system located at <https://arizonalpa.dbesystem.com>

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

### Monthly Payment Audit Cycle – Reporting Payments

1. The audit opens on the 1<sup>st</sup> of the month for previous month payments, (example: December audit opens on January 1<sup>st</sup>).
2. The Prime/Vendor has until the **last day 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 may be automatically confirmed by the LPA staff.***

***Note: Subcontractors may dispute any payment even if 45 days have passed.***



For additional assistance, please contact the Agency’s Compliance Officer for the specific federal-aid contract, or send a message through the ADOT LPA DBE System directly to “**Support**”, or to the relevant Contract Compliance Officer.

## II. HOW TO REPORT PAYMENTS

1. The following notification is sent via email asking contractors (vendors) to report payments made in the audit month. Click the link in the email to respond.

Sample Email:

**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](mailto: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.

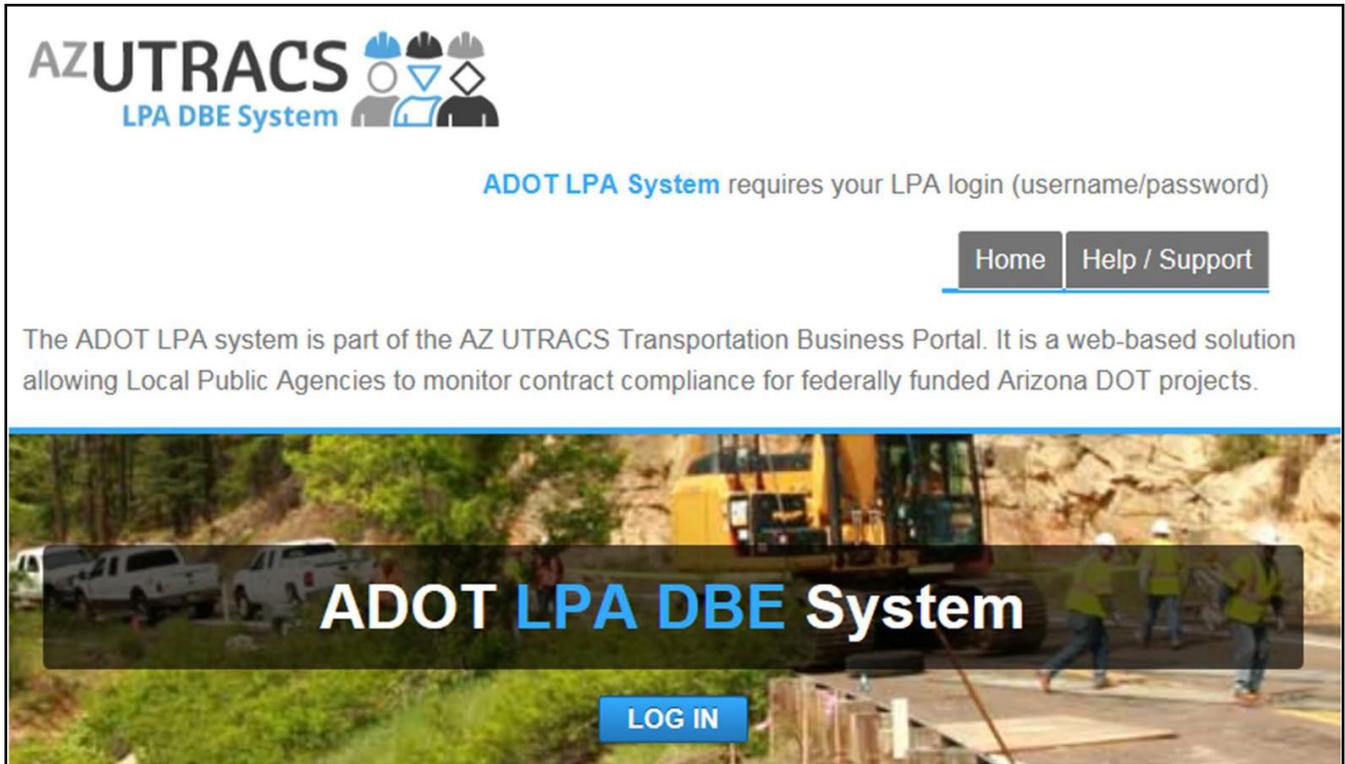
To view the audit notice and respond, visit: <https://adot.dbesystem.com/?GO=397&TID=3981656>

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](http://www.azdot.gov/Inside_ADOT/CRO/DBEP.asp)  
<https://adot.dbesystem.com/>

- 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

**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  
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	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	<a href="#">Report 4 subcontractor payments</a> 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

4. Payment reporting can be done all at once, or individually

Mark 4 Remaining Subcontractors as Zero    Mark All

Submit ALL Incomplete Records    Report Error

Click button to submit multiple entries at once, and then go to #5.

Subcontractor Payments for March 2016										
Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in March 2016	Confirmed	Total To Month	Contract	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				0%	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%	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% 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

- 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

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

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

Enter payments and related details. All lines do not have to be submitted at the same time. Payment details are visible to the subcontract, comments and attachments are not. All subcontractors are required to entirely respond to the compliance audit.

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

Subcontractor	Total Through February 2016	Payment for March 2016	Payment Date & Prompt Payment (within 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 Comments:
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 Comments:
1 ADOT Test Vendor 8	\$2,000.00	\$ 0	<input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	Payment Detail: Comments:
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. Comments: Waiver signed on 3/29/16

Save    Return to Vendor List

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

**AZUTRACS**  
LPA DBE System

**Audit Information**  
Audit Time Period: March 2016  
Audit Number: 00925687-005

**Subcontractor Information**  
Subcontractor: ADOT Test Vendor 7  
Vendor Number: 20110012  
Subcontractor Tier: Tier 1 subcontractor to ADOT Contractor Compliance

**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 (does not include amounts paid to lower tier subcontractors)  
Amount Retained for February 2016: \$4,000.00 (does not include amounts paid to lower tier subcontractors)

**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 \*  
\$ 1000.00  
 >> Do NOT enter invoice amount.  
 >> Enter full amount paid; do not deduct payments by this subcontractor to its own subcontractors

Payment Date \*  
3/23/2016  
 >> Enter payment date if you made a payment for March 2016.  
 >> If multiple payments were made, enter the date of the first payment.

Prompt Payment? \*  
 >> Select a choice below if you made a payment for March 2016.  
 Yes - the subcontractor was paid within 7 days of payment from ADOT Contractor Compliance.  
 No - the subcontractor was not paid within 7 days of payment from ADOT Contractor Compliance.  
 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  
  
 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.

Spell Check  Cancel

5. Enter the payment amount, payment date, and payment promptness
6. Enter the check number(s) or invoice number(s) in the “Payment Detail” field
7. Upload any document by clicking “Attach File”
8. Click “Review”
9. Review content, then click “Save”
10. Complete steps 4 thru 9 to report on additional subcontractors
11. If \$0 (zero) payment is due to a subcontractor for the audit month, \$0 must be reported in the system with a comment included, stating the reason for \$0 payment or no payment was required

12. If multiple payments are made to a subcontractor in one month, add the total for the month and input in amount paid field. Include each separate invoice payment amount and check number in the note field. The total for an individual invoice and total paid must compute accurately.

The following instructions are used if the email notification was deleted. First, log into the LPA DBE System at <https://arizonalpa.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 previous section

**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 ALL Incomplete Audits

Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Page 20

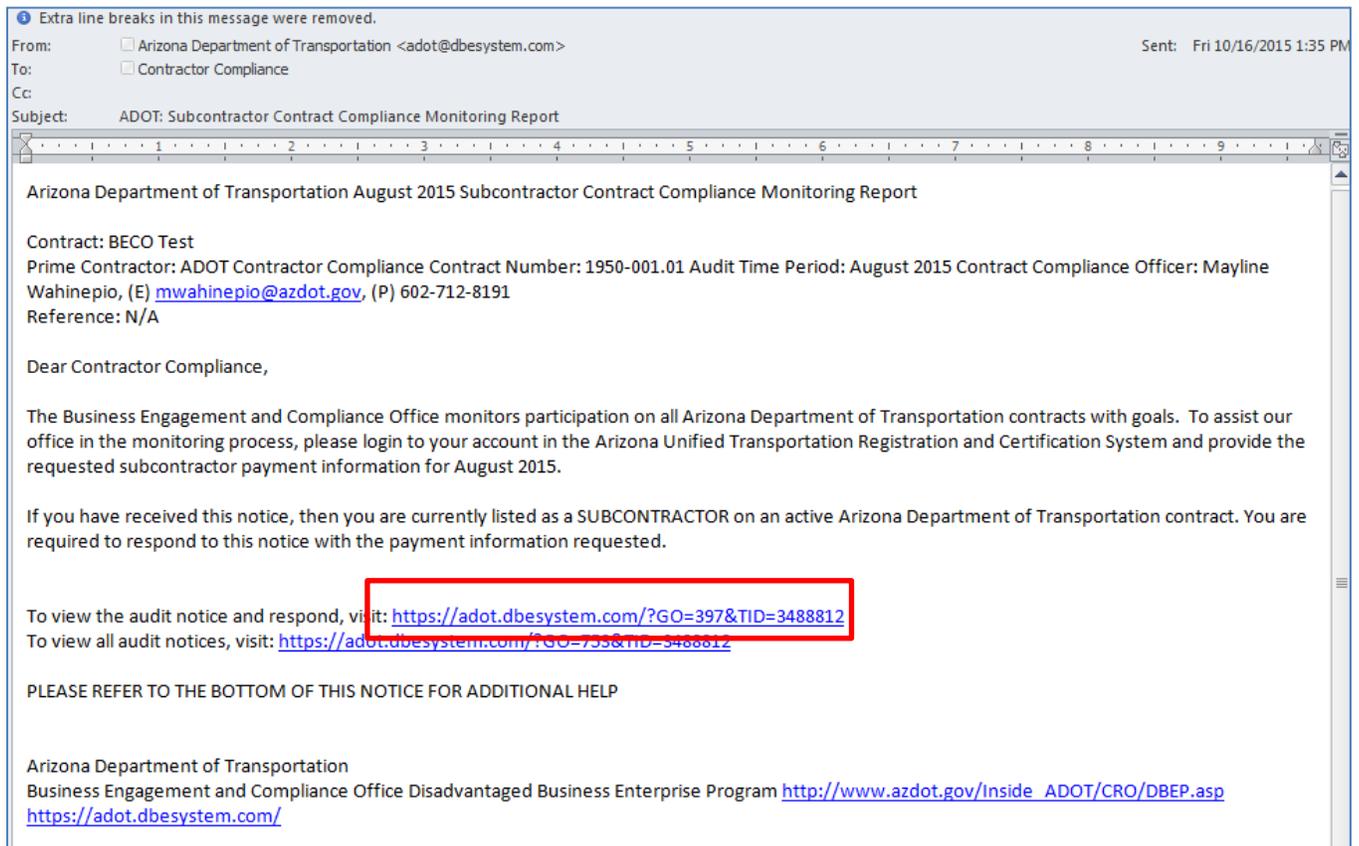
To **resort** click on column title. To **filter** click on the drop down menu. Refresh Table

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

### III. 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. Go to page 4 to see the screen shots of the login interface.

3. Click "Confirm Payment Received"

**Compliance Audit: Audit Notice for May 2015**

Contract Main | 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 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 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	<a href="#">Confirm payment received</a>	due by 6/17/2015 (PAST DUE) audit lock on 6/14/2016

Request Due Date Extension

**Compliance Officer Information**

Contact Person	<a href="#">Florentina Samartinean</a>
Organization	Arizona Department of Transportation
User Number	<a href="#">30000085-122</a>

**Buyer/Project Manager Information**

Contact Person	<a href="#">Contract Administrator</a>
Department	Engineering Consultants Section
User Number	<a href="#">10001371-001</a>

- Verify paid amount and any payment details provided by the prime
- Click on "Show all options and fields" link

Confirm Reported Amount? \*

[Show all options and fields](#)

- 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? *	
<a href="#">Show all options and fields</a>	<p><input type="radio"/> <b>Correct</b> - the amount reported by the prime contractor as PAID to us is correct (\$1,500.00).</p> <p><b>1. Payment Date: *</b> <input type="text"/> (mm/dd/yyyy)            » If multiple payments were received, enter the date of the <b>first</b> payment.</p> <p><b>2. Were you paid in accordance with the organization’s prompt payment policy? *</b>            » According to our records, the prime contractor was paid on 5/27/2015.</p> <p><input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015.  <input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015.  <input type="radio"/> N/A - we cannot determine if we were paid promptly.</p> <p><b>3. Is the amount above a <b>partial</b> payment relative to your invoiced amount? *</b></p> <p><input type="radio"/> Yes - we were <b>partially</b> paid.            Enter the amount you invoiced: \$ <input type="text"/></p> <p><input type="radio"/> No - we were paid in <b>full</b>.</p> <p><input type="radio"/> <b>Incorrect</b> - the amount reported by the prime contractor as PAID to us is not correct.</p> <p><input type="radio"/> We received <b>no</b> payment in May 2015.  <input type="radio"/> We were paid a <b>different</b> amount in May 2015 than reported (\$1,500.00).</p> <p><b>1. Enter the amount you actually received from the prime contractor in May 2015: *</b></p> <p>\$ <input type="text"/></p> <p><b>2. Payment Date: *</b> <input type="text"/> (mm/dd/yyyy)            » If multiple payments were received, enter the date of the <b>first</b> payment.</p> <p><b>3. Were you paid in accordance with the organization’s prompt payment policy? *</b>            » According to our records, the prime contractor was paid on 5/27/2015.</p> <p><input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015.  <input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015.  <input type="radio"/> N/A - we cannot determine if we were paid promptly.</p> <p><b>4. Is the amount above a <b>partial</b> payment relative to your invoiced amount? *</b></p> <p><input type="radio"/> Yes - we were <b>partially</b> paid.            Enter the amount you invoiced: \$ <input type="text"/></p> <p><input type="radio"/> No - we were paid in <b>full</b>.</p>

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

Final Payment? *	
	<p><input checked="" type="radio"/> <b>No - our work on this contract continues.</b></p> <p><input type="radio"/> Yes - this is our last payment for this contract.</p> <p><input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.</p>

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

**Is Prime Withholding Retainage? \***

No  
 Yes

---

**Attach File(s)**

---

**Public Comments**

These comments are visible to the compliance officer and the prime contractor.

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**Private Comments**

These comments are visible ONLY to the compliance officer.

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**Confirmation**

Send me confirmation of my response.

I am submitting this form with information that I understand to be correct and accurate.

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

The following instructions are used if the email notification was deleted. First, log into the LPA DBE System at <https://arizonalpa.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 previous section

AZUTRACS  
LPA DBE System

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](#)

Records per page 20

[Refresh Table](#)

Status	Audit Period	Contract Number & Title	Paid to Prime
<span style="border: 1px solid red; padding: 2px;">Incomplete</span>	All	1950-001.01: BECO Test	\$2,000.00
<span style="border: 1px solid red; padding: 2px;">Incomplete</span>	May 2015	1970.01: BECO Test	\$3,000.00

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

## IV. HOW TO VIEW INCOMPLETE SUBCONTRACTOR AUDITS

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

**Dashboard** Displaying records assigned to **your company**

**Contract**

Total	2		
Open	2		
<b>Contract Audits</b>	Total	< 90 days	> 90 days
Total Audits	3	0	3
<b>Incomplete Audits &gt;&gt;</b>	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**”

**Contract Audits** Help & Tools

Messages | **Contract Audits** | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view the **Audit Period** drop down menu. To display only **incomplete** 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
All <input type="button" value="Audit complete"/>	All <input type="button" value="February 2016"/>	All <input type="button" value="1970: BECO Test"/>	All <input type="button" value="Arizona Department of Transportation"/>	\$10,000.00
<a href="#">Audit complete</a>	<a href="#">December 2015</a>	1970.01: BECO Test	Arizona Department of Transportation	\$2,000.00
<a href="#">Incomplete</a>	<a href="#">May 2015</a>	1970.01: BECO Test	Arizona Department of Transportation	\$3,000.00

3. Click “**View audit responses**”

**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	<a href="#">View audit responses</a>

**Compliance Officer Information**

Contact Person	<a href="#">Florentina Samartinean</a>
Organization	Arizona Department of Transportation
User Number	<a href="#">30000085-122</a>

**Buyer/Project Manager Information**

Contact Person	<a href="#">Contract Administrator</a>
Department	Engineering Consultants Section
User Number	<a href="#">10001371-001</a>

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	
<b>1</b> <b>ADOT Test Vendor 7</b> Jane Smith <a href="mailto:adotest7@b2qnow.com">adotest7@b2qnow.com</a> P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$4,000.00	Pending	\$4,000.00	15.000%	40.000%	
<b>2</b> <b>ADOT Test Vendor 8</b> Jeremy Irons <a href="mailto:adotvendor8@b2qnow.com">adotvendor8@b2qnow.com</a> P 602-325-9277, F 602-325-9277			No	<a href="#">View</a> <a href="#">Edit</a>	\$0.00	✓			0.000%	
<b>1</b> <b>ADOT Test Vendor 8</b> Jeremy Irons <a href="mailto:adotvendor8@b2qnow.com">adotvendor8@b2qnow.com</a> P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$2,000.00	Pending	\$2,000.00	8.000%	20.000%	
<b>1</b> <b>Sub Flooring</b> Cris Camacho <a href="mailto:crissub@b2qnow.com">crissub@b2qnow.com</a> P 602-325-9277, F 602-325-9666	No	Sub 100%	DBE ✓	<a href="#">View</a> <a href="#">Edit</a>	\$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](#)

## V. 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](#) | [Contracts](#) | [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	Priority
<a href="#">View</a>	1950-001: BECO Test	Arizona Department of Transportation	Contractor Com
<a href="#">View</a>	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Com

Contracts as Subcontractor			
Actions	Contract Number & Title	Contracting Organization	Sub Contact
<a href="#">View</a>	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance ( <a href="#">change</a> )

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

**Contract Management: Subcontractor List** 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**

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

Subcontractor List							
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	<a href="#">Add Sub</a>

**Add First Tier Subcontractor**

**Subcontractor Addition Requests**  
No subcontractor additions requested.

6. Click “Get Vendor”

**Vendor Information** \* required entry

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 \*

or **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

**Search: Vendors** Help & Tools

Users | **Vendors** | Contract | Concessions | Bid Solicitations | Outreach

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.

**Search Parameters**

Business Name/DBA

Contact Person First:  Last:

- Find the appropriate firm from the list and click **“Select Vendor”**. The system will automatically return to the Add Subcontractor module.

**Search: Vendors**

Users | Vendors | Contract | Concessions | Bid Solicitations | Outreach

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

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

1 - 1 of 1 record displayed: Page 1

Search Again Add New Vendor

- Ensure that every field with a red asterisk (\*) is completed
- For DBE subcontractors, select **“Yes”** for **“Count Towards Certified Goal”** and select **“DBE”** in the drop down menu
- Ensure proper **“Type of Participation”** is selected for DBE credit

**\* 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  
Oram Trading Ltd.  
or [Change Vendor](#)

Vendor Compliance Contact \* Alice J Maro

Vendor Address \* 4631 E Thomas Rd, Phoenix, AZ 85018

**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 \* [Tier 1] Subcontractor to ADOT Contractor Compliance [Prime Contractor]

Current Prime Contract Amount \$10,000.00

Subcontract Percent/Amount \*  
 By Amount: \$ 2000  
 By Percent: %  
 Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$10,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.

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 **DBE** Goal  
 No

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

13. Enter the type of work in the “**Work Description**” field
14. For DBE firms only - check all NAICS codes that apply to the work description and click “**Assign Selected Work Codes**”

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

Work Description \*  
work description

Work Codes  
Currently assigned 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** Add Other Work Codes

After clicking button, NAICS code will appear here.

15. Enter the appropriate dates
16. Enter any amounts paid to subcontractor prior to adding them to the system contract record
17. For DBE firms, download the subcontract agreement by clicking “**Attach File**”. Purchase agreements are acceptable for non-subcontracting DBE firms.
18. Click “**Review**” when complete

Assign Selected Work Codes Add Other Work Codes

Subcontract Award/Commit Date \* 9/1/2015 (mm/dd/yyyy)

Estimated Work Start Date \* 9/1/2015 (mm/dd/yyyy)

Estimated Work End Date 12/31/2015 (mm/dd/yyyy)

Add vendor to existing audits for this contract? \*

Yes - add this subcontractor to all audits going back to the period of September 2015

No. Subcontractor's first audit will be the next one.  
Payments Already Made: \$ 500

Reference Identifier

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) **Attach File**

Comments \*

Attach subcontract agreements for DBE firms. Confirm submittal instructions with contracting department.

Spell Check Review Cancel

19. Review content, then click “**Save**”
20. Repeat steps 4 thru 18 to add additional subcontractors

## VI. 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	<a href="#">View Audit</a>

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	<a href="#">Report 1 subcontractor payment</a> due by <b>5/9/2016 (PAST DUE)</b> audit lock on 8/5/2016

Request Due Date Extension

5. Scroll down to find the subcontractor to add
6. Click on the “Add to audit” link

Message »

Settings »

Help & Support »

Logout

Show All Hide All

Logged on as:  
**Contractor Compliance**  
**ADOT Contractor Compliance**

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	<b>ADOT Test Vendor 7</b> Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$4,000.00	Pending	\$4,000.00	15.000%	40.000%
2	<b>ADOT Test Vendor 8</b> Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	Not included in audit <a href="#">Add to audit</a>			\$0.00	5.000%	0.000%
1	<b>ADOT Test Vendor 8</b> Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$2,000.00	Pending	\$2,000.00	5.000%	20.000%
1	<b>Sub Flooring</b> Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666	No	Sub	100%	DBE	<a href="#">Submit Response</a>	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 the message box appears.
8. Click “Submit Response” to report a payment (go to page 3 for reporting instructions)

Message »

Settings »

Help & Support »

Logout

Show All Hide All

Logged on as:  
**Contractor Compliance**  
**ADOT Contractor Compliance**

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	<b>ADOT Test Vendor 7</b> Jane Smith adottest7@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$4,000.00	Pending	\$4,000.00	15.000%	40.000%
2	<b>ADOT Test Vendor 8</b> Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">Submit Response</a>	Not Reported	--	\$0.00	5.000%	0.000%
1	<b>ADOT Test Vendor 8</b> Jeremy Irons adotvendor8@b2qnow.com P 602-325-9277, F 602-325-9277	No	Sub	No	<a href="#">View</a> <a href="#">Edit</a>	\$2,000.00	Pending	\$2,000.00	5.000%	20.000%
1	<b>Sub Flooring</b> Cris Camacho crissub@b2qnow.com P 602-325-9277, F 602-325-9666	No	Sub	100%	DBE	<a href="#">Submit Response</a>	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.

## VII. HOW TO ADD A NEW USER

1. Click on the “Settings” tab in left margin
2. Click on “Add a User” (to grant employee access to your firm’s account)
3. Click on “Add User” button

**Vendor Profile: Users** Help & Tools

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
<a href="#">20373918-001</a>	Compliance, Contractor		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	<a href="#">Copy</a> <a href="#">Deactivate</a>

**Settings** (highlighted in red box)

- Change Password
- Your Settings
- General Biz Info
- Vendor Profile
- User List
- Add a User** (highlighted in red box)
- Contacts
- Commodity Codes
- Employees
- Workforce/EEO
- AZUTRACS Registrations

**Customer Support**  
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4. Complete all fields with a red asterisk – the email address is considered the Username
5. Enter a generic password. When the new user logs into the system, they will be asked to create a new password

**\* required entry**

**Contact Information**

Enter the user's contact information. The email address serves as the the username.

<b>Name *</b>	Salutation	<b>First Name *</b>	<b>Last Name *</b>	Suffix
		Jane	Doe	
<b>Email/Username *</b>	jdoe@gmail.com			
<b>Title</b>				
<b>Phone Number *</b>	602	712-7761	Ext.	
<b>Fax Number *</b>	602	712-8429		
<b>Choose password *</b>	<div style="background-color: green; color: white; padding: 2px;">●●●●●●</div> <span style="color: green;">✔ Password Strength Sufficient</span>			
	<b>Password requirements:</b> <span style="color: green;">✔ Must be at least 6 characters long</span>			
<b>Retype password *</b>	<div style="background-color: green; color: white; padding: 2px;">●●●●●●</div> <span style="color: green;">✔ Passwords Match</span>			

6. Select all addresses

**Addresses**

Select the addresses for this user. To edit or add addresses, click the **General Info** tab at the top of this page.

<b>Physical *</b>	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <span style="float: right;">▼</span>
<b>Mailing *</b>	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <span style="float: right;">▼</span>
<b>Billing *</b>	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <span style="float: right;">▼</span>
<b>Shipping *</b>	Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009 <span style="float: right;">▼</span>

7. Select the applicable **“Time Zone”**
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

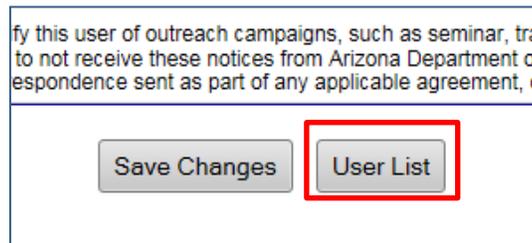
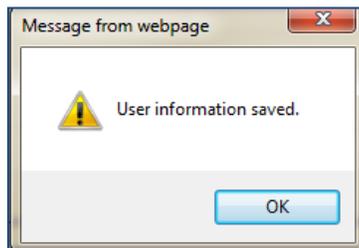
Fax

**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.

9. Click **“Save”** when complete
10. When the below message appears,click **“OK”**



11. Click the **“User List”** button
12. You will see the new user in the list

**Vendor Profile: Users** Help & Tools

AZUTRACS LPA DDB System

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.

User Number	Name	Title	Contact Role(s)	Actions
<a href="#">20373918-001</a>	<a href="#">Compliance, Contractor</a>		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales	<a href="#">Copy</a> <a href="#">Deactivate</a>
<a href="#">20373918-002</a>	<a href="#">Doe, Jane</a>			<a href="#">Copy</a> <a href="#">Deactivate</a>

13. To additional users, go to Step #3

## VIII. HOW TO CHANGE CONTRACT CONTACT PERSON

1. Click on the “View” tab in the left margin
2. Click on “My Contracts”
3. Identify the 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	Dates	Award Amount	Paid Amount			
<a href="#">View</a>	1950-001: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	8/2013 to 3/2018	\$7,000	\$3,000	Number of contracts as prime: 1		
							\$7,000	\$3,000	
Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
<a href="#">View</a>	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
<a href="#">View</a>	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
							\$6,000	\$2,300	Number of contracts as subcontractor: 2

Change contact person for contract # 1970.01.

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

Contracts as Subcontractor									
Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount		
<a href="#">View</a>	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		
<a href="#">View</a>	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
							\$6,000	\$2,300	Number of contracts as subcontractor: 2

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		
<a href="#">View</a>	1970.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change) Jane Doe	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
<a href="#">View</a>	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
							\$6,000	\$2,300	Number of contracts as subcontractor: 2

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		
<a href="#">View</a>	1970.01: BECO Test	Arizona Department of Transportation	Jane Doe (change)	1 incomplete audit	ADOT On-Call Prime	\$4,000 80.00%	\$1,500		
<a href="#">View</a>	1950-001.01: BECO Test	Arizona Department of Transportation	Contractor Compliance (change)	1 incomplete audit	ADOT Test Vendor 8	\$2,000 20.00%	\$800		
							\$6,000	\$2,300	Number of contracts as subcontractor: 2

9. Repeat steps #3 thru #7 to change the contact person on 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](#)

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**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	✔

---

**Contract Status & Actions**

	Status	Actions	Previous Transactions
Contract	Open	<a href="#">View Contract</a>	
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. The message box will appear as soon as new contact person is selected
5. Click **“OK”**

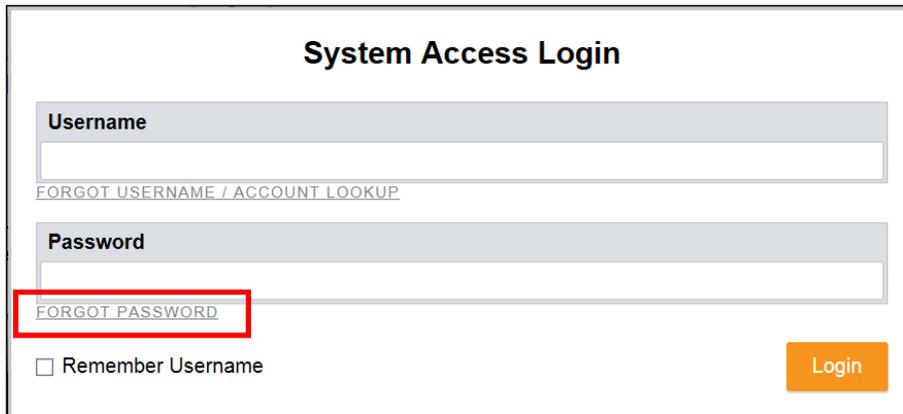


6. The new contact person will appear as the **“Compliance Contact Person”**

## IX. HOW TO RETRIEVE YOUR PASSWORD

It's normal to forget password information. When audit notifications are received via email, this indicates that a vendor profile with a 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 Log In interface at Arizona LPA Management System: <https://arizonalpa.dbesystem.com/>
2. Click on “**Log In**”
3. Click on “**Forgot Password**”



**System Access Login**

Username

FORGOT USERNAME / ACCOUNT LOOKUP

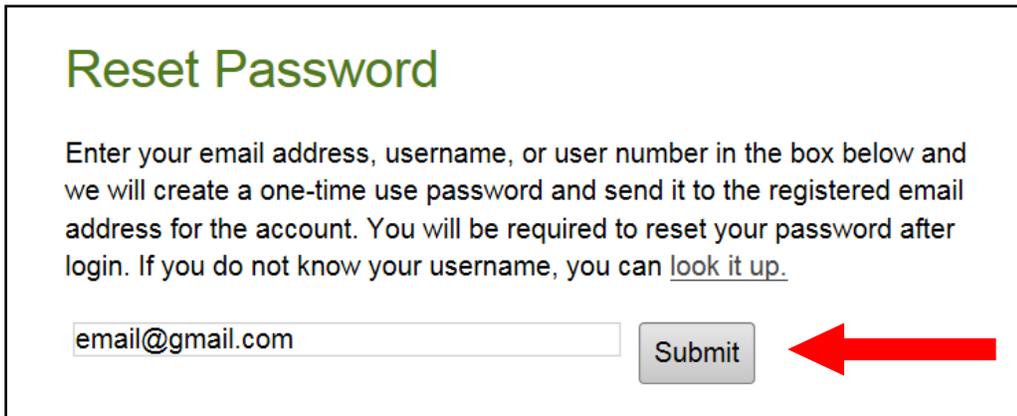
Password

FORGOT PASSWORD

Remember Username

Login

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](#).

email@gmail.com

Submit

5. The password information will be sent shortly to the email address that was entered

You can contact BECO at (602) 712-7761 for further assistance