

|                                                    |           |
|----------------------------------------------------|-----------|
| <b>INTRODUCTION</b>                                | <b>2</b>  |
| <b>HOW TO REPORT PAYMENTS</b>                      | <b>3</b>  |
| HOW TO VERIFY PAYMENTS                             | 9         |
| <b>HOW TO VIEW INCOMPLETE SUBCONTRACTOR AUDITS</b> | <b>14</b> |
| <b>HOW TO ADD SUBCONTRACTORS</b>                   | <b>15</b> |
| <b>HOW TO ADD SUBCONTRACTORS TO AN AUDIT</b>       | <b>19</b> |
| <b>HOW TO ADD A NEW USER</b>                       | <b>21</b> |
| <b>HOW TO CHANGE CONTRACT CONTACT PERSON</b>       | <b>24</b> |
| <b>HOW TO RETRIEVE YOUR PASSWORD</b>               | <b>26</b> |

## **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](mailto: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](mailto: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.

| Payment Audits |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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](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/>

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.

## Compliance Audit: Audit Notice 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

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<br>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<br>audit lock on 7/26/2016 |

### 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>           |

- 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 | <a href="#">ADOT Test Vendor 7</a><br>Jane Smith<br>adotest7@b2qnow.com<br>P 602-325-9277, F 602-325-9277      | No        | Sub         | No           | <a href="#">Submit Response</a> | Not Reported              | --               | \$4,000.00          | 15.000%       | 20.000%        |
| 2 | <a href="#">ADOT Test Vendor 8</a><br>Jeremy Irons<br>adotvendor8@b2qnow.com<br>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 | <a href="#">ADOT Test Vendor 8</a><br>Jeremy Irons<br>adotvendor8@b2qnow.com<br>P 602-325-9277, F 602-325-9277 | No        | Sub         | No           | <a href="#">Submit Response</a> | Not Reported              | --               | \$2,000.00          | 5.000%        | 10.000%        |
| 1 | <a href="#">Sub Flooring</a><br>Oliver DeDog<br>karby@cox.net<br>P 602-325-9766, F 602-325-9766                | No        | Sub<br>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

- 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

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 <a href="#">ADOT Test Vendor 7</a> | \$4,000.00                  | \$ 1000.00             | 3/23/2016<br><input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #123456; Inv. dated 2/29/16 <a href="#">Docs</a><br>Comments:                                     |
| 2 <a href="#">ADOT Test Vendor 8</a> | \$0.00                      | \$ 500.00              | 3/22/2016<br><input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #234567 <a href="#">Docs</a><br>Comments:                                                         |
| 1 <a href="#">ADOT Test Vendor 8</a> | \$2,000.00                  | \$ 0                   | <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A                         | Payment Detail: <a href="#">Docs</a><br>Comments:                                                                       |
| 1 <a href="#">Sub Flooring</a>       | \$0.00                      | \$ 2000.00             | 3/30/2016<br><input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A | Payment Detail: Check #87564; Jan invoice submitted 2/29/16. <a href="#">Docs</a><br>Comments: Waiver signed on 3/29/16 |

Save Return to Vendor List

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><a href="#">Home</a><br><a href="#">View »</a><br><a href="#">Search »</a><br><a href="#">Message »</a><br><a href="#">Settings »</a><br><a href="#">Help &amp; Support »</a><br><a href="#">Logout</a><br><a href="#">Show All</a> <a href="#">Hide All</a><br>Logged on as:<br><b>Contractor Compliance</b><br><b>ADOT Contractor Compliance</b> | <b>Audit Information</b><br>Audit Time Period <b>March 2016</b><br>Audit Number <b>00925687-005</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Previous Payment Information</b><br>Displayed are the payment totals for the audit period, and the total to that date.<br>Total Paid Through February 2016 <b>\$4,000.00</b><br>Amount Paid for February 2016 <b>\$4,000.00</b><br>Total Retained Through February 2016 <b>\$4,000.00</b><br>(does not include amounts paid to lower tier subcontractors)<br>Amount Retained for February 2016 <b>\$4,000.00</b><br>(does not include amounts paid to lower tier subcontractors) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Subcontractor Information</b><br>Subcontractor <b>ADOT Test Vendor 7</b><br>Vendor Number <b>20110012</b><br>Subcontractor Tier <b>Tier 1 subcontractor to ADOT Contractor Compliance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Audit Information</b><br>Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.<br>Amount PAID for March 2016 * <input type="text" value="\$ 1000.00"/><br>>> Do NOT enter invoice amount.<br>>> Enter full amount paid; do not deduct payments by this subcontractor to its own subcontractors<br>Payment Date * <input type="text" value="3/23/2016"/><br>>> Enter payment date if you made a payment for March 2016.<br>>> If multiple payments were made, enter the date of the first payment.<br>Prompt Payment? *<br>>> Select a choice below if you made a payment for March 2016.<br><input checked="" type="radio"/> Yes - the subcontractor was paid within 7 days of payment from ADOT Contractor Compliance.<br><input type="radio"/> No - the subcontractor was not paid within 7 days of payment from ADOT Contractor Compliance.<br><input type="radio"/> N/A - we cannot determine if the subcontractor was paid promptly.<br>Payment Detail<br>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.<br>Check #123456; Inv. dated 2/29/16<br>Supporting Documents<br><input type="button" value="Attach File"/><br>Attached documents are not visible to ADOT Test Vendor 7.<br>Comments<br>(Optional) These comments are visible ONLY to your compliance officer. They are not visible to ADOT Test Vendor 7.<br><div style="border: 1px solid #ccc; height: 100px;"></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                         | <div style="text-align: right;"> <input type="button" value="Spell Check"/> <input type="button" value="Review"/> <input type="button" value="Cancel"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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



## Compliance Audit: August 2015

[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

[Home](#)  
[View »](#)  
[Search »](#)  
[Message »](#)  
[Settings »](#)  
[Help & Support »](#)  
[Logoff](#)  
[Show All](#) [Hide All](#)

Logged on as:  
Contractor Compliance  
ADOT Contractor Compliance

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<br>1 sub response to be submitted<br>Reporting deadline is 9/30/2015<br>Audit will be locked 11/15/2015 |
| Audit Period           | August 2015                                                                                                          |
| Payment to Prime       | \$2,000.00                                                                                                           |
| Marked As Final Audit? | No ( <a href="#">mark audit as final</a> )                                                                           |

### 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.

[Mark 1 Remaining Subcontractors as Zero](#)
[Mark Audit as Final](#)

[Submit ALL Incomplete Records](#)
[Report Error](#)

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.

## Contract Audits

[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    |

[Refresh Table](#)

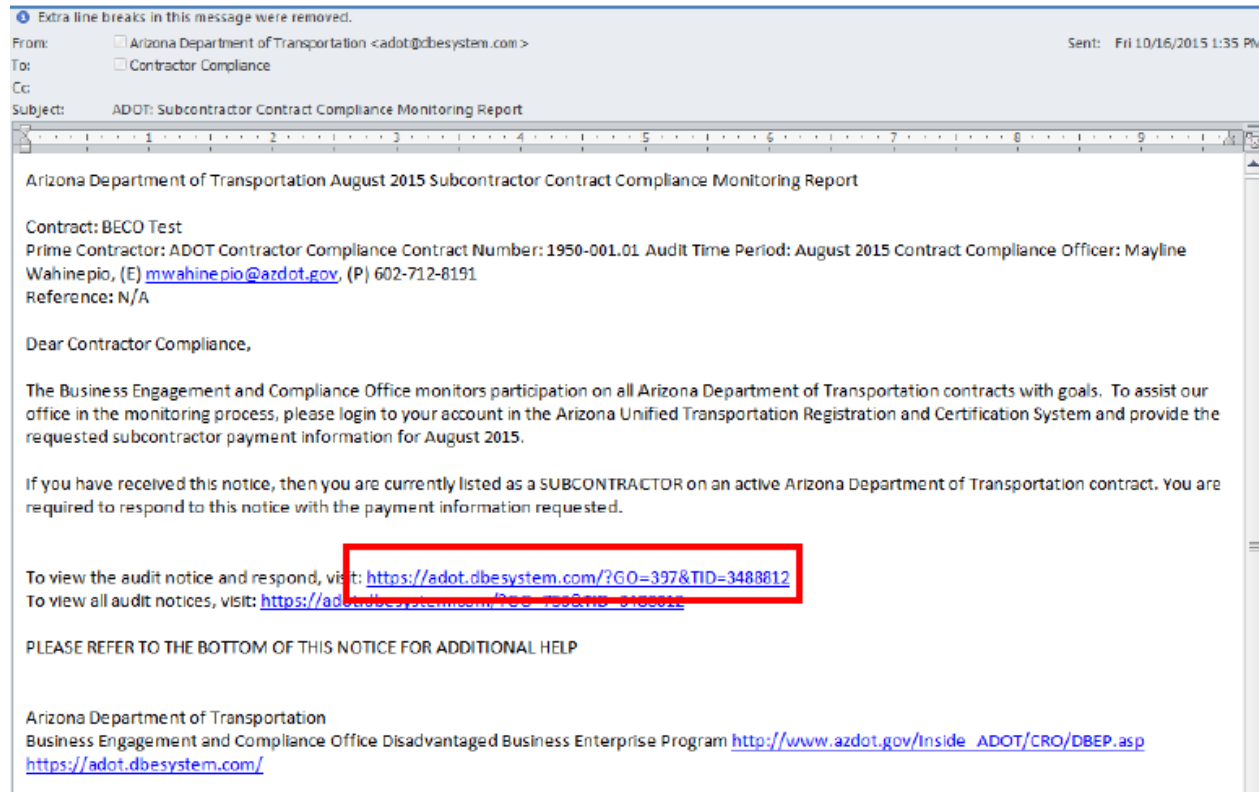
[Home](#)  
[View »](#)  
My Alerts  
My Contracts  
My Certifications  
My Concessions  
My Contract Audits  
My Workforce Audits  
My Concession Audits  
My Utilization Plans  
My Outreach  
My Events

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** [Help & Tools](#)

[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<br>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 | Submit <b>Confirm payment received</b> due by <b>6/17/2015 (PAST DUE)</b><br>audit lock on 6/14/2016 |

[Request Due Date Extension](#)

| Compliance Officer Information |                                      | Buyer/Project Manager Information |                                 |
|--------------------------------|--------------------------------------|-----------------------------------|---------------------------------|
| Contact Person                 | Florientina Samartinean              | Contact Person                    | Contract Administrator          |
| Organization                   | Arizona Department of Transportation | Department                        | Engineering Consultants Section |
| User Number                    | 30000085-122                         | 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 |                                   |
|                                                                     | <b>\$1,500.00</b>                 |
|                                                                     | 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>                                                                                                                                                                                                                                  | <input type="radio"/> <b>Correct</b> - the amount reported by the prime contractor as PAID to us is correct (\$1,500.00).                                                                                                                                                    |
|                                                                                                                                                                                                                                                                              | <b>1. Payment Date: *</b> <input type="text"/> (mm/dd/yyyy)<br>» If multiple payments were received, enter the date of the <b>first</b> payment.                                                                                                                             |
|                                                                                                                                                                                                                                                                              | <b>2. Were you paid in accordance with the organization's prompt payment policy? *</b><br>» According to our records, the prime contractor was paid on 5/27/2015.                                                                                                            |
|                                                                                                                                                                                                                                                                              | <input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015.<br><input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015.<br><input type="radio"/> N/A - we cannot determine if we were paid promptly. |
|                                                                                                                                                                                                                                                                              | <b>3. Is the amount above a <u>partial</u> payment relative to your invoiced amount? *</b>                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                              | <input type="radio"/> Yes - we were <b>partially</b> paid.<br>Enter the amount you invoiced: \$ <input type="text"/>                                                                                                                                                         |
|                                                                                                                                                                                                                                                                              | <input type="radio"/> No - we were paid in <b>full</b> .                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                              | <input type="radio"/> <b>Incorrect</b> - the amount reported by the prime contractor as PAID to us is not correct.                                                                                                                                                           |
|                                                                                                                                                                                                                                                                              | <input type="radio"/> We received <b>no</b> payment in May 2015.<br><input type="radio"/> We were paid a <b>different</b> amount in May 2015 than reported (\$1,500.00).                                                                                                     |
|                                                                                                                                                                                                                                                                              | <b>1. Enter the amount you actually received from the prime contractor in May 2015: *</b><br>\$ <input type="text"/>                                                                                                                                                         |
| <b>2. Payment Date: *</b> <input type="text"/> (mm/dd/yyyy)<br>» If multiple payments were received, enter the date of the <b>first</b> payment.                                                                                                                             |                                                                                                                                                                                                                                                                              |
| <b>3. Were you paid in accordance with the organization's prompt payment policy? *</b><br>» According to our records, the prime contractor was paid on 5/27/2015.                                                                                                            |                                                                                                                                                                                                                                                                              |
| <input type="radio"/> Yes - we were paid within 7 days of the prime being paid on 5/27/2015.<br><input type="radio"/> No - we were not paid within 7 days of the prime being paid on 5/27/2015.<br><input type="radio"/> N/A - we cannot determine if we were paid promptly. |                                                                                                                                                                                                                                                                              |
| <b>4. Is the amount above a <u>partial</u> payment relative to your invoiced amount? *</b>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                              |
| <input type="radio"/> Yes - we were <b>partially</b> paid.<br>Enter the amount you invoiced: \$ <input type="text"/>                                                                                                                                                         |                                                                                                                                                                                                                                                                              |
| <input type="radio"/> No - we were paid in <b>full</b> .                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                              |

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? * |                                                                                                                                                                                                                                                                               |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <input checked="" type="radio"/> <b>No - our work on this contract continues.</b><br><input type="radio"/> Yes - this is our last payment for this contract.<br><input type="radio"/> 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.”

Is Prime Withholding Retainage? \*

☒ No  
☐ Yes

Attach File(s)

Attach File

Public Comments

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

Private Comments

These comments are visible ONLY to the compliance officer.

Confirmation

☒ Send me confirmation of my response.

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

Save Spell Check Cancel

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.

ADOT DBE System

Contract Audits

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 | Refresh Table            |
|------------|--------------|-------------------------|--------------------------|
| Incomplete | All          | All                     |                          |
| Incomplete | August 2015  | 1950-001.01: BECO Test  | Paid to Prime \$2,000.00 |
| Incomplete | 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.

# 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 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**

Displays all audits. Click the transaction number or status to view the details. To display only incomplete audits, click the **Incomplete** link in the Audit Period 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 **reset** click on column title. To **filter** click on the drop down menu.

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

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

|                           |                                                                                                                                                                                                                                             |                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>View »</b>             | <b>Audit Information</b>                                                                                                                                                                                                                    |                                                                     |
| My Alerts                 | Time Period                                                                                                                                                                                                                                 | February 2016                                                       |
| My Contracts              | Date & Time Posted                                                                                                                                                                                                                          | Local: 3/2/2016 10:38:57 AM AZT<br>System: 3/2/2016 11:38:57 AM CST |
| My Certifications         | 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 <b>prime contractor</b> your responsibility is to report payments made to subcontractors. |                                                                     |
| My Concessions            | <b>Audit Actions</b>                                                                                                                                                                                                                        |                                                                     |
| My Contract Audits        | Category                                                                                                                                                                                                                                    | Action Required & Response Due Date                                 |
| My Workforce Audits       | Prime Contractor                                                                                                                                                                                                                            | <a href="#">View audit responses</a>                                |
| My Concession Audits      | <b>Compliance Officer Information</b>                                                                                                                                                                                                       |                                                                     |
| My Utilization Plans      | Contact Person                                                                                                                                                                                                                              | <a href="#">Florentina Samartinean</a>                              |
| My Outreach               | Organization                                                                                                                                                                                                                                | Arizona Department of Transportation                                |
| My Events                 | User Number                                                                                                                                                                                                                                 | 30000085-122                                                        |
| My AZUTRACS Registrations | <b>Buyer/Project Manager Information</b>                                                                                                                                                                                                    |                                                                     |
| My Bid Solicitations      | Contact Person                                                                                                                                                                                                                              | <a href="#">Contract Administrator</a>                              |
| My Messages               | Department                                                                                                                                                                                                                                  | Engineering Consultants Section                                     |
| My Prevailing Wage        | User Number                                                                                                                                                                                                                                 | 10001371-001                                                        |
| <b>Search »</b>           |                                                                                                                                                                                                                                             |                                                                     |
| <b>Message »</b>          |                                                                                                                                                                                                                                             |                                                                     |
| <b>Settings »</b>         |                                                                                                                                                                                                                                             |                                                                     |

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

## 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 Contract                                     |
| <a href="#">View</a>       | 1970.01: BECO Test      | Arizona Department of Transportation | Contractor Compliance ( <a href="#">change</a> ) |

- Click **Subcontractors** tab at the top.
- 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         | <a href="#">Add Sub</a> |

**Add First Tier Subcontractor**

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

- 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 \*

[Get Vendor](#) from vendor database

Vendor Compliance Contact \*

None selected

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

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

ADOT DBE System

Search: Vendors

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 First 20 Matches Search All Matches Clear Form

Search Parameters

Business Name/DBA graphic ideals

Contact Person First: Last:

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

ADOT DBE System

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.,<br>DBA Graphic Ideals | 602-381-8080 | Phoenix, AZ | Select Vendor |

1 - 1 of 1 record displayed: Page 1

Search Again Add New 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 \*  or [Change Vendor](#)

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:  %   
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  Goal   
☐ No

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

14. Enter the type of work in the **Work Description** field.

15. For DBE firms only - check all NAICS code that applies to work description and click **Assign Selected Work Codes**.

**Work Description \***

**Work Codes**   
[View/Enter/Assign 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)

After clicking button, NAICS code will appear here.

16. 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 application interface for adding a subcontractor. On the left is a sidebar with navigation links: Search, Message, Settings, Help & Support, and Logoff. The main area contains a form with the following fields and options:

- 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? \***:
  - ☐ 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**: (Empty field with a note: "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 \***: (Empty text area)

At the bottom of the form are three buttons: "Spell Check", "Review", and "Cancel". A red text box with a red border is overlaid on the "Attach File" button, containing 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**.

**ADOT DBE System**

**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**.

**ADOT DBE System**

**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    | <b>View Audit</b> |

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

**ADOT DBE System**

**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<br>System: 3/2/2016 11:38:57 AM C.S.T |

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 | <b>Report 1 subcontractor payment</b> due by 5/9/2016 (PAST DUE)<br>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

[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 | <a href="#">ADOT Test Vendor 7</a><br><a href="#">Jane Smith</a><br><a href="#">adottest7@b2gonow.com</a><br>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 | <a href="#">ADOT Test Vendor 8</a><br><a href="#">Jeremy Irens</a><br><a href="#">adotvendor8@b2gonow.com</a><br>P 602-325-9277, F 602-325-9277 | No        | Sub  | No           | Not included in audit<br><a href="#">Add to audit</a> |                              |                  | \$0.00                 | 5.000%        | 0.000%         |
| 1 | <a href="#">ADOT Test Vendor 8</a><br><a href="#">Jeremy Irens</a><br><a href="#">adotvendor8@b2gonow.com</a><br>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 | <a href="#">Sub Flooring</a><br><a href="#">Cris Camacho</a><br><a href="#">crissub@b2gonow.com</a><br>P 602-325-9277, F 602-325-9666           | No        | Sub  | 100%<br>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 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 | <a href="#">ADOT Test Vendor 7</a><br>Jane Smith<br><a href="#">adottest7@b2gonow.com</a><br>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 | <a href="#">ADOT Test Vendor 8</a><br>Jeremy Irens<br><a href="#">adotvendor8@b2gonow.com</a><br>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 | <a href="#">ADOT Test Vendor 8</a><br>Jeremy Irens<br><a href="#">adotvendor8@b2gonow.com</a><br>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 | <a href="#">Sub Flooring</a><br>Cris Camacho<br><a href="#">crissub@b2gonow.com</a><br>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.

## HOW TO ADD A NEW USER

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

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

[Customer Support](#) Home | Help | Print This Page | Print To PDF

Copyright © 2015 B2Gnow. All rights reserved.

4. Complete all fields with a red asterisk – Email is considered the Username.
5. Enter a generic password – As soon as 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.

Name \*  
Salutation First Name \* Last Name \* Suffix  
Mr. Jane Doe

Email/Username \*  
jdoe@gmail.com

Title  
Title

Phone Number \*  
602 712-7761 Ext. 1234

Fax Number \*  
602 712-8429

Choose password \*  
Password Strength Sufficient  
Password requirements:  
Must be at least 6 characters long

Retype password \*  
Passwords Match

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.

Physical \*  
Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

Mailing \*  
Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

Billing \*  
Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

Shipping \*  
Main Address: 1130 N. 22nd Ave., Phoenix, AZ 85009

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**

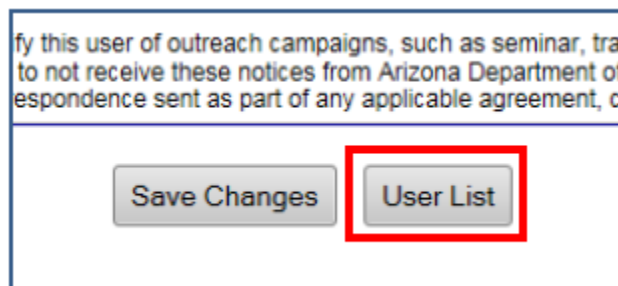
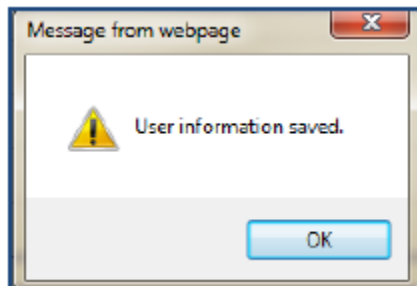
☒ Notify this user of new system features and services. Uncheck the box to not receive these notices.

☒ 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.

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.

**Vendor Profile: Users**

ADOT DBE 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.

Add User

| 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><br><a href="#">Deactivate</a> |
| <a href="#">20373918-002</a> | <a href="#">Doe, Jane</a>              |       |                                                                                         | <a href="#">Copy</a><br><a href="#">Deactivate</a> |

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).

[General Info](#)
[Public Profile](#)
[Users](#)
[Commodity Codes](#)
[Contacts](#)
[Employees](#)
[Certifications](#)
[Contracts](#)
[Workforce Composition/EEO](#)
[AZUTRACS Registrations](#)

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 Contractor                               | Start Date | End Date   | Award Amount                    | Paid Amount     |
|----------------------|-------------------------|--------------------------------------|------------------------------------------------|------------|------------|---------------------------------|-----------------|
| <a href="#">View</a> | 1950-001: BECO Test     | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a> | 1/1/2013   | 12/31/2018 | \$7,000                         | \$0,000         |
|                      |                         |                                      |                                                |            |            | Number of contracts as prime: 1 | \$7,000 \$0,000 |

Change contact person for contract # 1970.01.

Contracts as Subcontractor

| Actions              | Contract Number & Title | Contracting Organization             | Sub Contract                                   | Status             | Prime              | Current Subcontract                     | Paid Amount     |
|----------------------|-------------------------|--------------------------------------|------------------------------------------------|--------------------|--------------------|-----------------------------------------|-----------------|
| <a href="#">View</a> | 1970.01: BECO Test      | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a> | 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 <a href="#">(change)</a> | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000 20.00%                          | \$800           |
|                      |                         |                                      |                                                |                    |                    | Number of contracts as subcontractor: 2 | \$6,000 \$2,300 |

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

| <b>Contracts as Subcontractor</b> |                         |                                      |                                                     |                    |                    |                                         |             |         |  |
|-----------------------------------|-------------------------|--------------------------------------|-----------------------------------------------------|--------------------|--------------------|-----------------------------------------|-------------|---------|--|
| Actions                           | Contract Number & Title | Contracting Organization             | Sub Contract                                        | Status             | Prime              | Current Subcontract                     | Paid Amount |         |  |
| <a href="#">View</a>              | 1970.01: BECO Test      | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a>      | 1 incomplete audit | ADOT On-Call Prime | \$4,000<br>80.00%                       | \$1,500     |         |  |
|                                   |                         |                                      | Contractor Compliance <input type="text" value=""/> |                    |                    |                                         |             |         |  |
| <a href="#">View</a>              | 1950-001.01: BECO Test  | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a>      | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000<br>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**.

| <b>Contracts as Subcontractor</b> |                         |                                      |                                                     |                    |                    |                                         |             |         |  |
|-----------------------------------|-------------------------|--------------------------------------|-----------------------------------------------------|--------------------|--------------------|-----------------------------------------|-------------|---------|--|
| Actions                           | Contract Number & Title | Contracting Organization             | Sub Contract                                        | Status             | Prime              | Current Subcontract                     | Paid Amount |         |  |
| <a href="#">View</a>              | 1970.01: BECO Test      | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a>      | 1 incomplete audit | ADOT On-Call Prime | \$4,000<br>80.00%                       | \$1,500     |         |  |
|                                   |                         |                                      | Contractor Compliance <input type="text" value=""/> |                    |                    |                                         |             |         |  |
| <a href="#">View</a>              | 1950-001.01: BECO Test  | Arizona Department of Transportation | Contractor Compliance <a href="#">(change)</a>      | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000<br>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 |
| <a href="#">View</a>                    | 1970-01: BECO Test      | Arizona Department of Transportation | Jane Doe (change)              | 1 incomplete audit | ADOT On-Call Prime | \$4,000<br>80.00%   | \$1,500     |
| <a href="#">View</a>                    | 1950-001: BECO Test     | Arizona Department of Transportation | Contractor Compliance (change) | 1 incomplete audit | ADOT Test Vendor 8 | \$2,000<br>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

Prime: ADOT Contractor Compliance

Status: Open

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"/> | <input checked="" type="checkbox"/> |

View Subcontractors

Compliance Audit List

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.

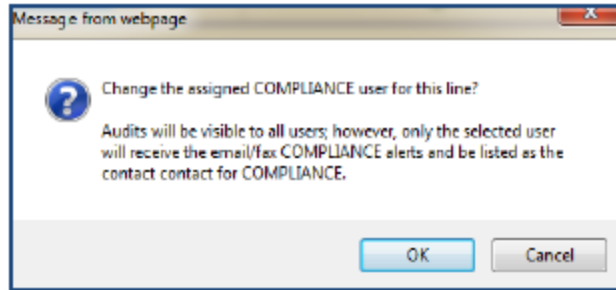
User Assignment

| Contract Type | (Sub) Contract Percent | Compliance Contact Person         | Compliance Audit Required           |
|---------------|------------------------|-----------------------------------|-------------------------------------|
| Prime         | 100.000%               | Contractor Compliance<br>Jane Doe | <input checked="" type="checkbox"/> |

View Subcontractors

Compliance Audit List

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.