

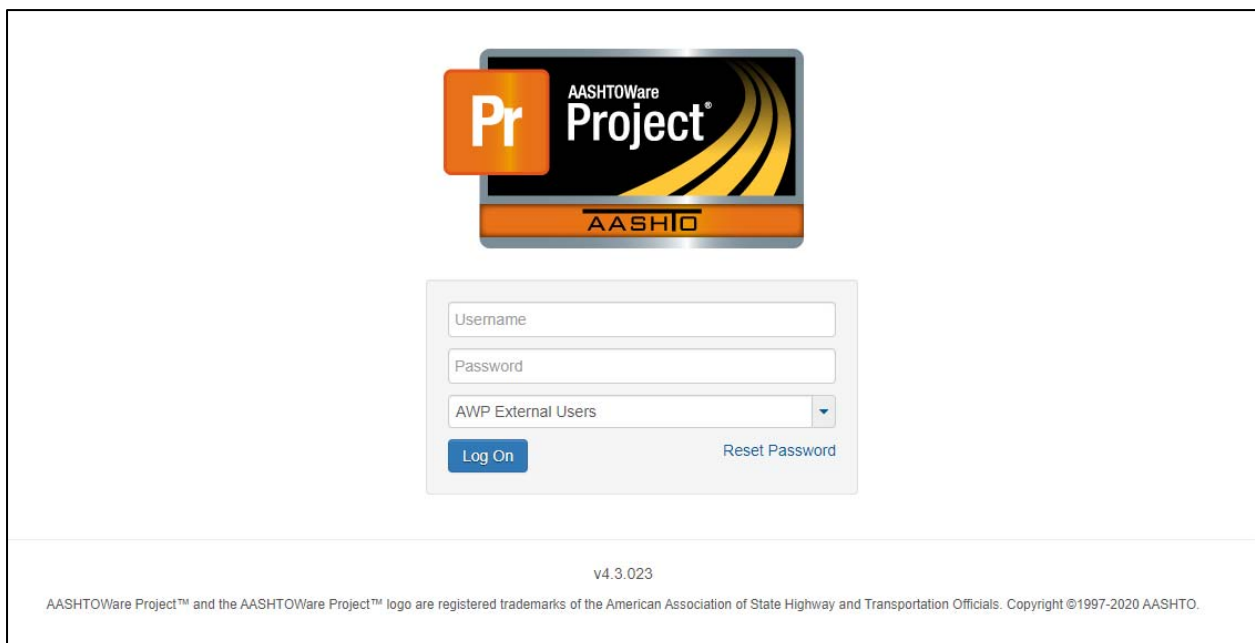
AASHTOWare Project CRL

Instructions for First Tier Subcontractors (or Payers)

Recording Payments to Second Tier Subcontractors, Material Suppliers & Haulers

Note: Once a payment is certified (signed), it cannot be deleted. Please review the entry when certifying to ensure it is correct.

*****This process should be repeated for each payment made to second tier subcontractors, materials suppliers & haulers*****



System Login

1. Log into AASHTOWare Project (<https://tdot-pr-prod-ext.infotechinc.com/>)
 - Username is your email address;
 - Change the drop-down menu to “AWP External Users”.

Note: If you cannot get into your account, you may reset your password by changing the drop-down menu to say “AWP External Users” and clicking the “Reset Password” button that appears directly below it. Passwords will automatically expire every 90 days (you will get one email a day starting 10 days prior to password expiration)

PROJECT TDOT NonAgency Prompt Payment - Primes, Subs, Material Suppliers and Haulers

External Links

TDOT Labor Compliance

Contract Overview

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results of Show first 10

Locate Desired Contract

2. Locate the desired contract by searching under Contract Overview or selecting "Show first 10".

Contract Overview

Q Type search criteria or press Enter Advanced Showing 1 of 1

Contract	Description	Prime ID	Prime Name	
CNR265	The fence repair on various Interstate and State Routes.	0070036107	MCKENZIE TREE SERVICE INC	0 changed

Actions menu: Open Contract Payments

Contract Overview

3. Select "Open Contract Payments" from the actions menu on the Contract row.

Home Previous My Pages

Contract Payment Overview

Contract: CNR265 - The fence repair on various Interstate and State Routes.

Q Type search criteria or press Enter Advanced Showing 2 of 2

Estimate Num	Type	Amount Paid	End Date
0002	Progress Estimate	55,342.77	12/15/2017
0001	Progress Estimate	28,697.74	11/15/2017

Contract Payment Overview

4. Click on the desired Estimate Number.

Note: a subcontractor will only see estimates on a contract in which the prime has recorded a payment entry for them.

Contract Payment Overview

Contract Payment Summary

Contract: CNR265 - The fence repair on various Interstate and State Routes.

Estimate Num: 0001 - Payment End Dt: 11/15/2017

General

Items

Subcontract Payments

0070036107 MCKENZIE TREE SERVICE INC	1000000382 SUPERIOR TRAFFIC CONTROL, INC.
Payer Name 0070036107	Payment Type Progress
Payee Name 1000000382	Paid Amount 10,000.00
Payee Payment Number 01	Total Paid To Date 10,000.00
Date Paid 12/30/2017	Parent Subcontractor Payment ID
	DBE Firm Indicator No
	DBE Commitment Indicator No

Actions

- Add New Payment From Payee
- Delete
- Review Sub Contractor Paymt. Summary
- Verify Payment
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Payment Verification Text
- Subcontract Payment

Contract Payment Summary

- Review both the General Tab and Items Tab for more detailed information on this estimate.
- Select the Subcontract Payments Tab then click **"Add New Payment From Payee"** from the small actions menu to begin entering second tier payment information.

Contract Payment

Add Subcontractor Payment

There are unsaved changes.

Contract: CNR265 - The fence repair on various Interstate and State Routes.

Number: 0001 Period: 10/11/2017 - 11/15/2017

Payer
1000000382 - SUPERIOR TRAFFIC CONTROL, INC.

DBE Firm Indicator
No

DBE Commitment Indicator
No

Payee
0000026936
GREENSTAR, LLC

DBE Firm Indicator
No

DBE Commitment Indicator
No

Payee Work Complete Indicator

Payee Payment Number
01

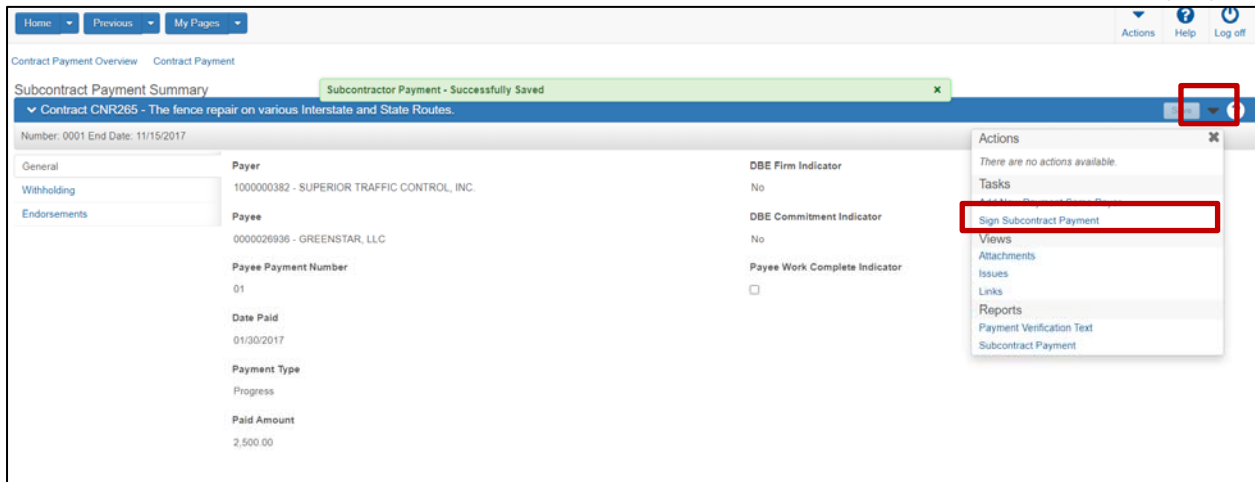
Date Paid
01/30/2017

Payment Type
Progress

Paid Amount
2,500.00

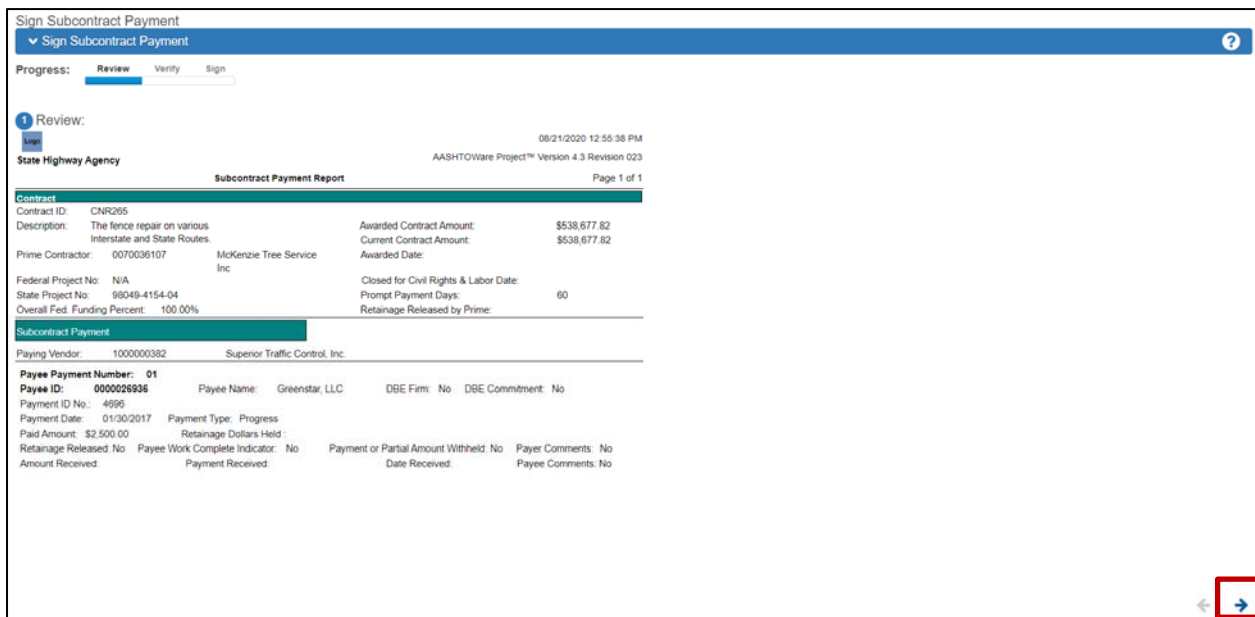
Add Subcontract Payment

- Enter the following:
 - Payee** (sub, material supplier or hauler);
 - Payee Payment Number** (any unique identifier);
 - Date Paid**;
 - Payment Type**;
 - Paid Amount**.
- Review all entries and click **"Save"**.



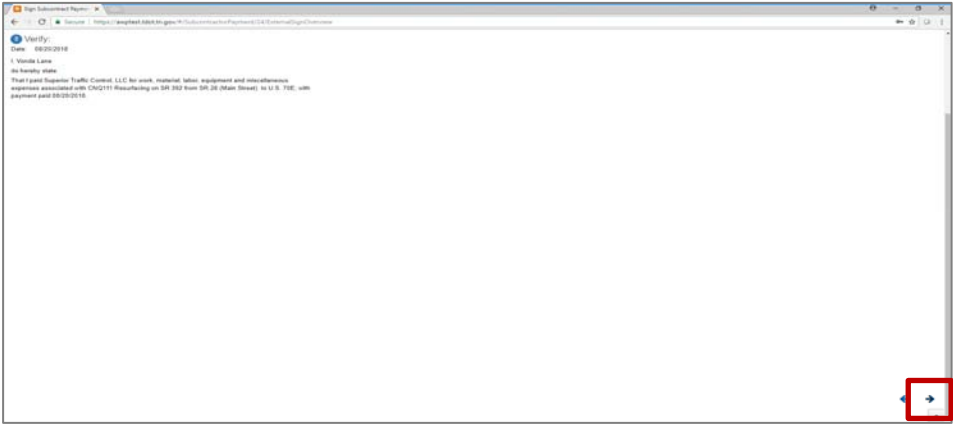
Subcontract Payment Summary

9. From the Actions Menu on the blue bar, select “Sign Subcontract Payment”



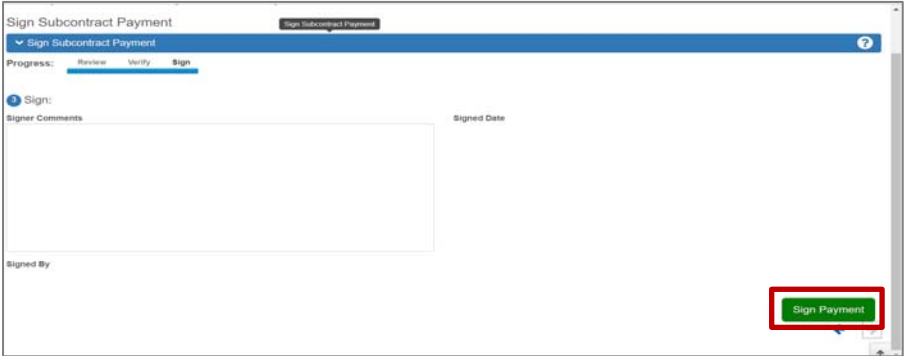
Review Prompt Payment Information

10. Review the prompt payment information.
- If it is correct, hit the right arrow.
 - If it is incorrect, exit this view, delete the entry and start over. If you sign this entry and it is incorrect, you will not be able to delete it.



Verify Signature Information

11. Verify that your name (the signer) is correct and that you understand you are signing the prompt payment entry.



Sign Prompt Payment

12. Add any comments then “Sign Payment”

*****Repeat for each payment made to second tier subcontractors, materials suppliers & haulers*****

Additional Instructions

- **When a payment is due to a subcontractor but there is a reason for non-payment,**
 1. Add (and sign) a Prompt Payment record as shown above.
 2. Select the appropriate Payee, enter zero as the Paid Amount and add comments detailing the reason for non-payment when signing.

- **If a joint check was utilized,**
 1. Add a Prompt Payment record for each Payee due payment from the joint check.
 2. On each Prompt Payment record enter the amount due the respective Payee.
 3. Add comments when signing indicating that a joint check was issued and listing all payees.

- **When adding a payment to a supplier,**
 1. Add (and sign) a Prompt Payment Record as shown above.
 2. For Payee, select the supplier.
 - If the supplier is not available from the dropdown list, please email the supplier's name to TDOT.ConstructionLaborUsers@tn.gov so they may be added.

- **If a payment is entered and certified (signed) that contains an error,**

Note: Once a payment is certified (signed), it cannot be deleted. Please review the entry when certifying to ensure it is correct.

1. Add the correct payment entry on the proper estimate.
2. Sign the corrected payment entry and provide a comment similar to the below:
 - Comment example: *"Payment entry to [Second Tier Vendor] of [Payment Amount] on [Date Paid] was made in error on estimate number [###] and has been corrected. Payment record with this entry reflects actual payment to [Second Tier Vendor]."*
3. Add a new payment to the same vendor with a negative (-) amount of the error payment. This will update the total paid to date field to take out the payment entered in error.
 - i.e. If a subcontractor was recorded being paid \$50,525 in error, then the amount entered for this entry should be -\$50,525.
4. Sign the negative payment entry and provide a comment similar to the below:
 - Comment example: *"Payment entry to [Second Tier Vendor] of [Payment Amount] on [Date Paid] was made in error. Payment entry has been corrected and is shown on estimate number [###] as payee payment number [###]."*