## AASHTOWare Project CRL <u>Instructions for Subcontractors, Material Suppliers & Haulers (Payee)</u> Reviewing Prompt Payment Entries by Prime Contractor (or Payer)

	AASHTOWare Project AASHID AASHID Username Password AWP External Users	
	Log On Reset Password	
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## **\*\*\*This process can be repeated for each payment made by a payer\*\***

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. <u>Passwords will automatically expire every 90 days (you will get one email a day starting 10 days prior to password expiration)</u>

PROJECT TDOT NonAgency Prompt Payment - Primes, Subs, Material Suppliers and Haulers				
✓ External Links				
TDOT Labor Compliance	TDOT Labor Compliance			
✓ Contract Overview				
Q Type search criteria or press Enter Advanced				
Enter search criteria above to see results or Show first 10				

Locate Desired Contract

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

✓ Contract Overvi	ew			0
Q Type search criteria	a or press Enter 🛷 Advanced seewing ror r			
				0 changed
Contract	Description	Prime ID	Prime Name	
CNR265	Q The fence repair on various Interstate and State Routes.	0070036107	MCKENZIE TREE SERVICE I	Actions
				Exclude from Search Results
				Open Contract Payments
				Attachments
				Links
				Tracked Issues
				Reports
				Contract Payment
				Subcontract Listing

Contract Overview

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

Home • Previous • My Pages •					Help Log of
Contract Payment C	Overview				
✓ Contract: CNR265 - 1	The fence repair on various Interstate and State I	Routes.			8
Q Type search criteria or pre	ess Enter / Advanced Streams 2 of 2				
Q Type search criteria or pre	ess Enter d Advanced Snewing 2 of 2				0 chang
Q Type search criteria or pro	Progress Estimate	55,342.77	12/15/2017		0 chang
Q Type search criteria or pro 0002 Estimate Num	Progress Estimate	55,342.77 Amount Paid	12/15/2017 End Date		0 chang

Contract Payment Overview

4. Click on the desired Estimate Number.

intract Payment Overview				
ontract Payment Sur	mmary	Save Complete		×
<ul> <li>Contract CNR265 - The</li> </ul>	fence repa	air on various Interstate and State Routes.		
istimate Num: 0002 - Payment E	End Dt 12/15/	2017		
General				0 marked for deletion 0 changed
tems	>	0070036107 MCKENZIE TREE SERVICE INC	1000000382 Superior Traffic Control, Inc.	
Subcontract Payments	>	0070036107 MCKENZIE TREE SERVICE INC	1000000382 Superior Traffic Control, Inc.	Actions X Add New Payment From Payee Delete Projects Study Contractor Datest Summary
				Verify Payment
				Attachments Links Tracked Issues Reports Payment Verification Text Subcontext Payment

Contract Payment Summary

- 5. Review the General and Items Payments Tab for more detailed information on this estimate.
- 6. Select the Subcontract Payments Tab then click **"Verify Payment"** from the small actions menu located on the appropriate row to begin reviewing and verifying payment information.

Contract Payment Subcontract Payment			
Verify Payment			
✓ Verify Payment			
Progress: Review Verify Receipt	r Submit		
1 Review:			
			06/26/2018 10:24:32 AM
State Highway Agency	Subcontract Payment Penort	AASHTOWare Project=E2=64=A2	Version 4.0 Kevision 192
Contract	Subconduct i ujiment neposi		Page Fort
Contract ID: CNR265 Description: The fence repair on various Interstate and State Routes. Prime Contractor: 0070036107	McKenzie Tree Service Inc	Awarded Contract Amount Current Contract Amount Awarded Date:	\$538,677.82 \$538,677.82
Federal Project No: N/A State Project No: 98049-4154-04 Overall Fed. Funding Percent: 100.00%		Closed for Civil Rights & Labor Date: Prompt Payment Days: Retainage Released by Prime:	30 30
Subcontract Payment			
Paying Vendor: 0070036107 Payae Payment Number: 2222	McKenzie Tree Service Inc		
Payee ID: 100000382 Paye Payment ID No.: Payment Date: 66/12/2018 Payment 7 Paid Amount: \$25.00 Rotainas Retainage Released: No Payee Work Comp	ee Name: Superior Traffic Control, Inc. ype: Progress ge Dollars Held : plete Indicator: No Paym	DBE Firm: No DBE Commitmen	t: No r Comments: No
Amount Received: Payme	nt Received: No	Date Received: Paye	e Comments: Yes
Ref. Hom ID Nem Line # Ref. Hom Description Qua	ntity Paid Actual Payment W	artial Amt Payment Retainage Retainage Dol Itbheid Comments Released Held	lars Work Complete
		Rev	iew Pavi

- 7. Review entry made by the payer. Once finished, click blue arrow on bottom right of screen to continue.

Home  Previous  My Pages		Actions	() Help	U Log off
Contract Payment Subcontract Payment				
Verify Payment				
✓ Venity Payment				0
Progress: Raview Weity Receipt Submit				
2 Verify Receipt:				
Payment Received	Payee's Work on Contract Complete			
Yes Not as Expected				
Amount Received	Payee Comments No payment was received at all at any time.			Q
Date Received				
			•	⊦→

Verify Payment

- 8. Enter the following:
  - **Payment Received**. As the payee, you will have the following options to select from:
    - $\circ$  "No" meaning you did not receive the payment;
    - "Yes as Expected" meaning you received the payment as the payer has entered; or
    - "Yes Not as Expected" meaning you received a payment from the payer, but not as described in the payment entry.
  - Amount Received;
  - Date Received;
  - Payee Comments (if applicable).

*Note: This is your opportunity as the payee to document any discrepancies or disagreements. Please do so when verifying the payment entry.* 

9. Click blue arrow on bottom right of screen to continue.

Home  Previous My Pages	Actions Help Log off
Contract Payment Subcontract Payment	
Verify Payment	
✓ Venfy Payment	9
Progress: Review Verify Receipt Submit	
3 Submit:	
Payee Name Payee Reviewe	Date
Bruce Davisued Dr	
NonAgency/mch_baker@comcast.net	
	Submit Verification Process Completed

Submit Verification

10. Click "Submit Verification Process Completed"

\*\*\*This process can be repeated for each payment made by a payer\*\*\*