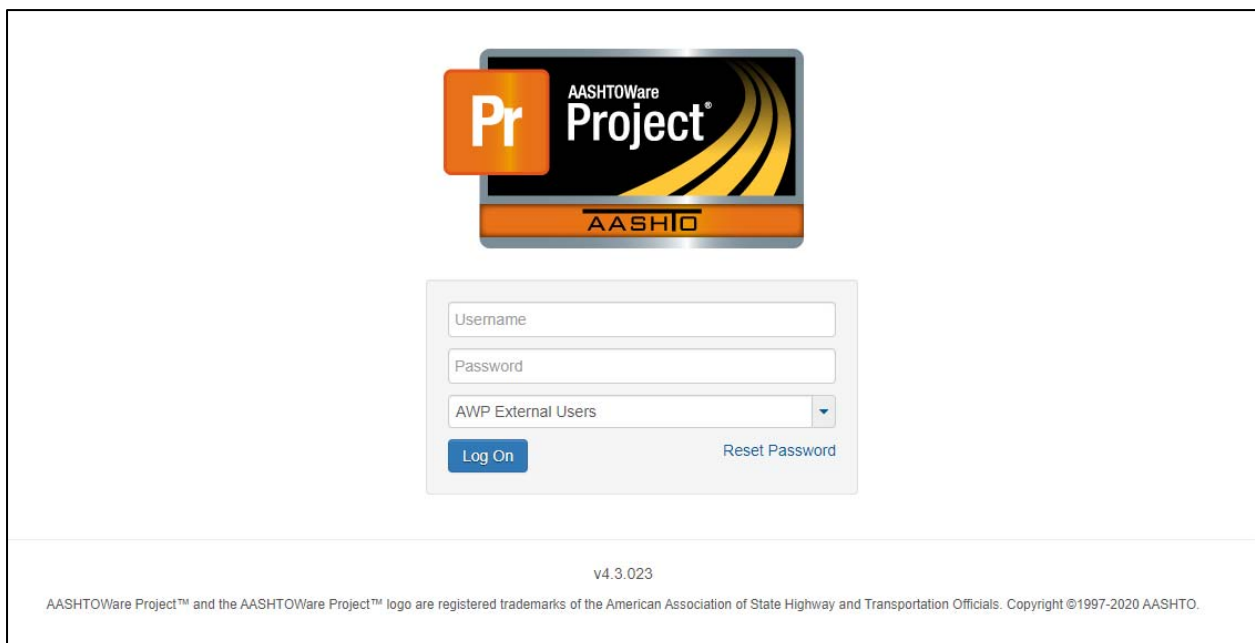# AASHTOWare Project CRL
Instructions for First Tier Subcontractors (or Payers)
Recording Payments to Second Tier Subcontractors, Material Suppliers & Haulers

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)

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Locate Desired Contract

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

Contract Overview

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

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.

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Contract Payment Summary

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

Add Subcontract Payment

7. Enter the following:
   - **Payee** (sub, material supplier or hauler);
   - **Payee Payment Number** (any unique identifier);
   - **Date Paid**;
   - **Payment Type**;
   - **Paid Amount**.

8. Review all entries and click "**Save**".
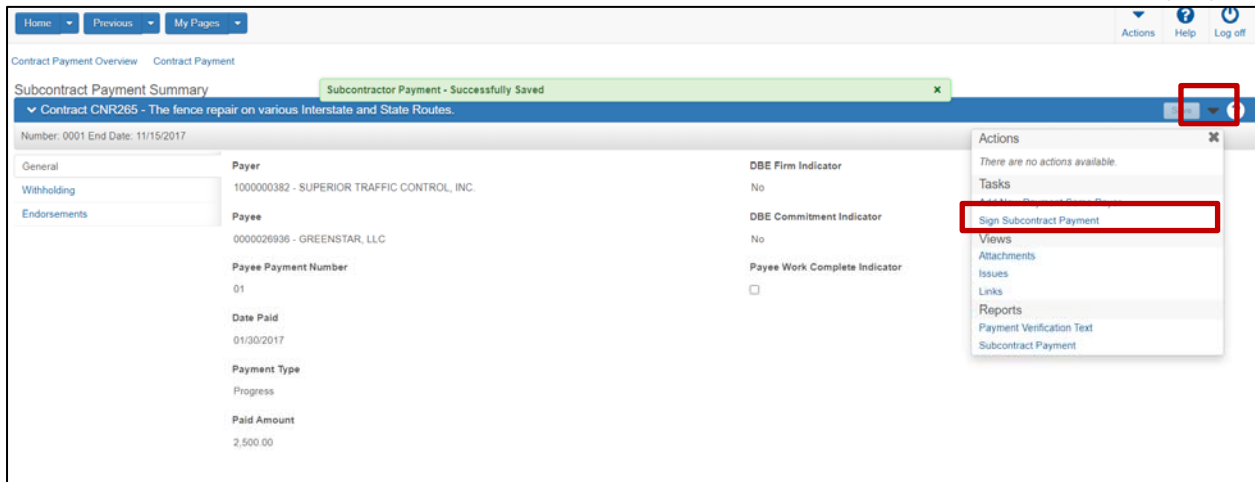
Subcontract Payment Summary

9. From the Actions Menu on the blue bar, select "**Sign Subcontract Payment**"
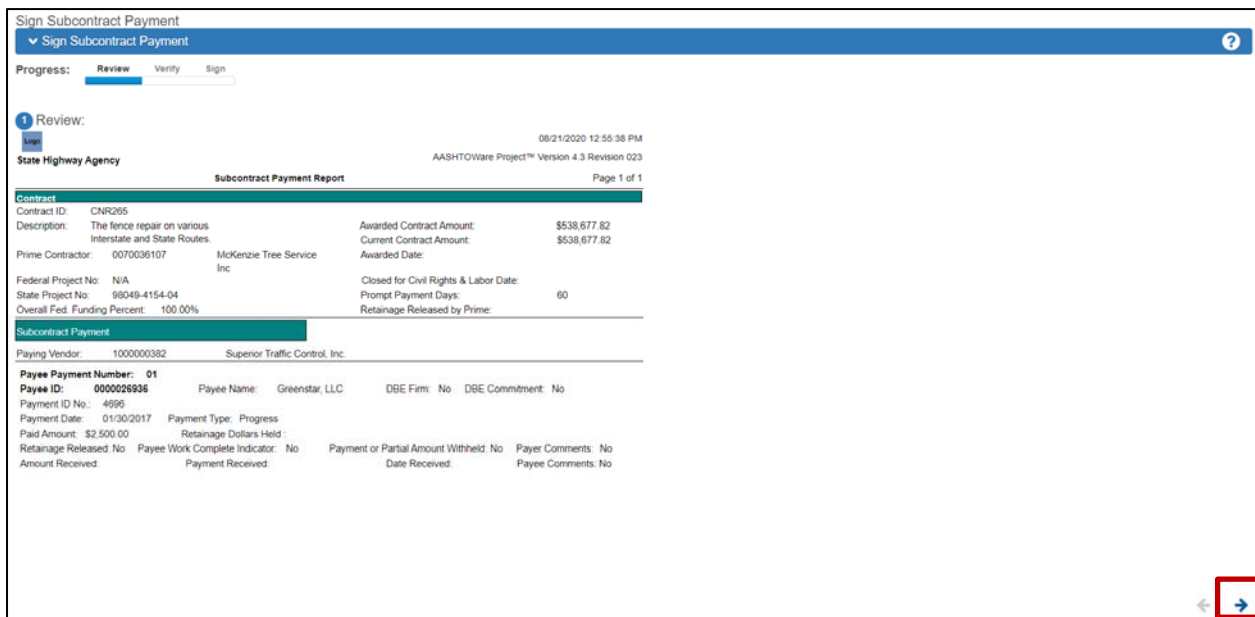
Review Prompt Payment Information

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.
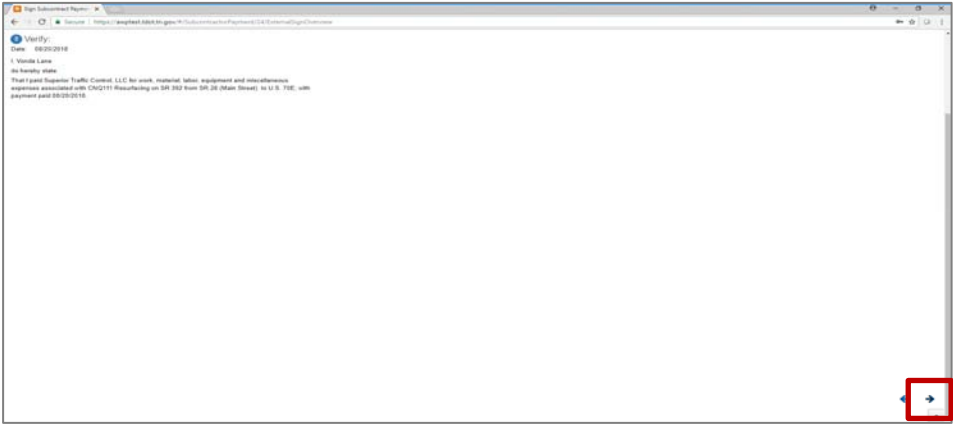
Verify Signature Information

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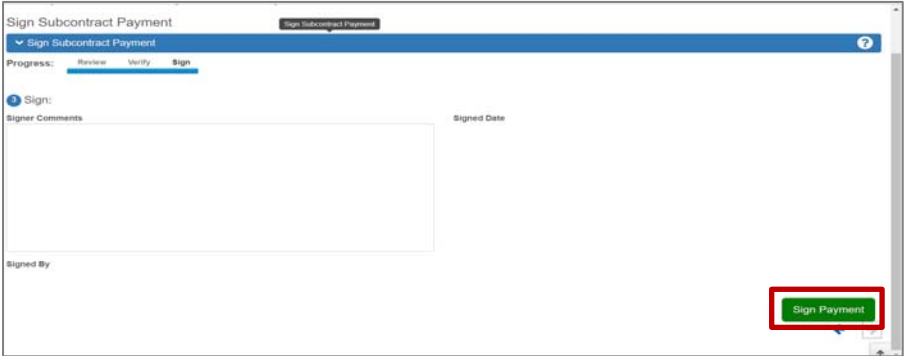
Sign Prompt Payment

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.
        o 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:
        o 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.
        o 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:
        o 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 [**###**]."*