

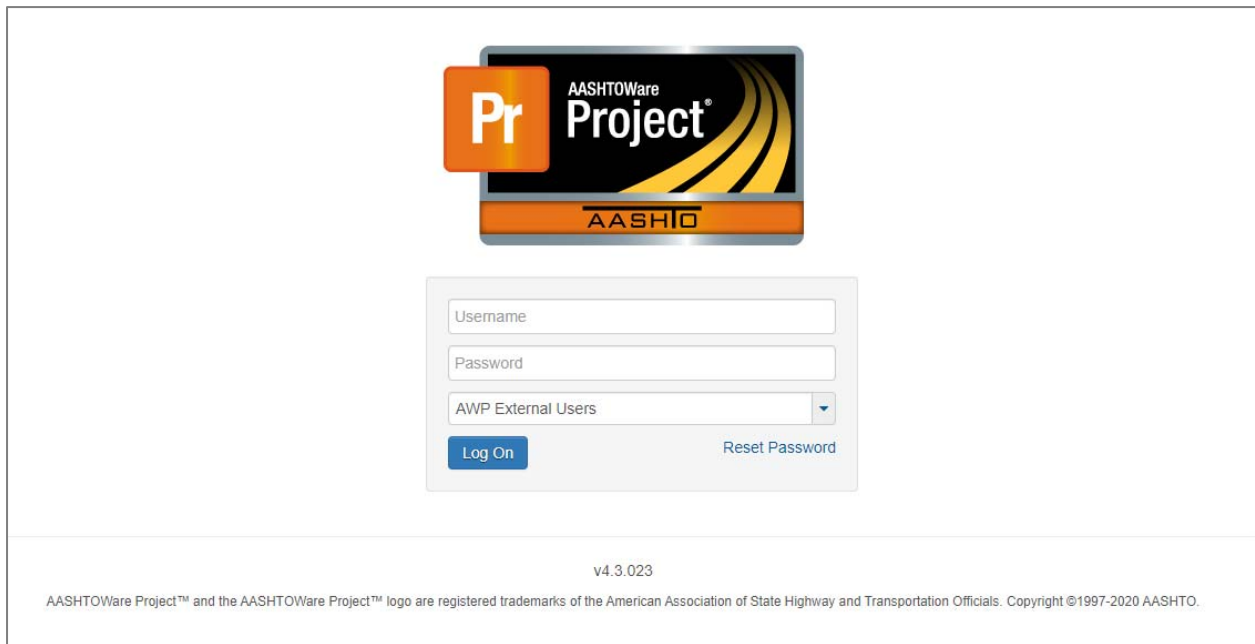
# AASHTOWare Project CRL

## Instructions for the Prime Contractor (or Payer)

### Recording Payments to 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 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 TDOT Labor Compliance

Contract Overview

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results 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 0 changed

Contract	Description	Prime ID	Prime Name	
CNR265	The fence repair on various Interstate and State Routes.	0070036107	MCKENZIE TREE SERVICE INC	<div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> <li>Actions</li> <li>Exclude from Search Results</li> <li>Tracked Issues</li> <li style="border: 1px solid red; padding: 2px;">Open Contract Payments</li> <li>Attachments</li> <li>Links</li> <li>Tracked Issues</li> <li>Reports</li> <li>Contract Payment</li> <li>Subcontract Listing</li> </ul> </div>

**Contract Overview**

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

Home Previous My Pages Actions Help Log off

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 0 changed

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: Prompt payment entries should go on the estimate for which work was performed, not simply the latest estimate. (i.e. if estimate 1 has an end date of 11/15/17, estimate 2 has an end date of 12/15/17, and estimate 3 has an end date of 01/15/18, a prompt payment entry for work done on 12/4/17 should be entered under estimate 2)*

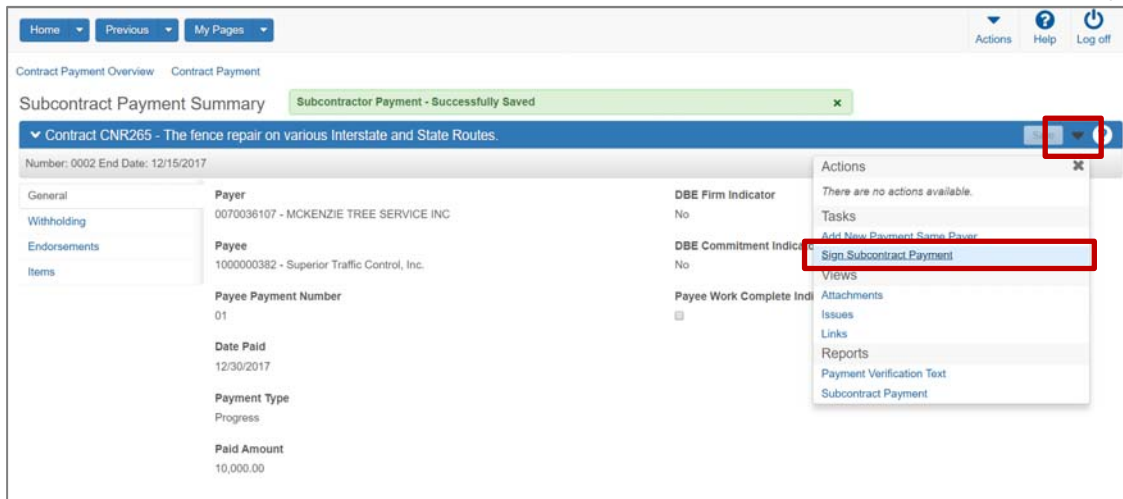
Item ID	Company Name	Contract ID	Company Name
0070036107	MCKENZIE TREE SERVICE INC	1000000382	Superior Traffic Control, Inc.
0070036107	MCKENZIE TREE SERVICE INC	1000000382	Superior Traffic Control, Inc.

### ***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 Subcontract Payment From Prime”** to begin entering payment information.

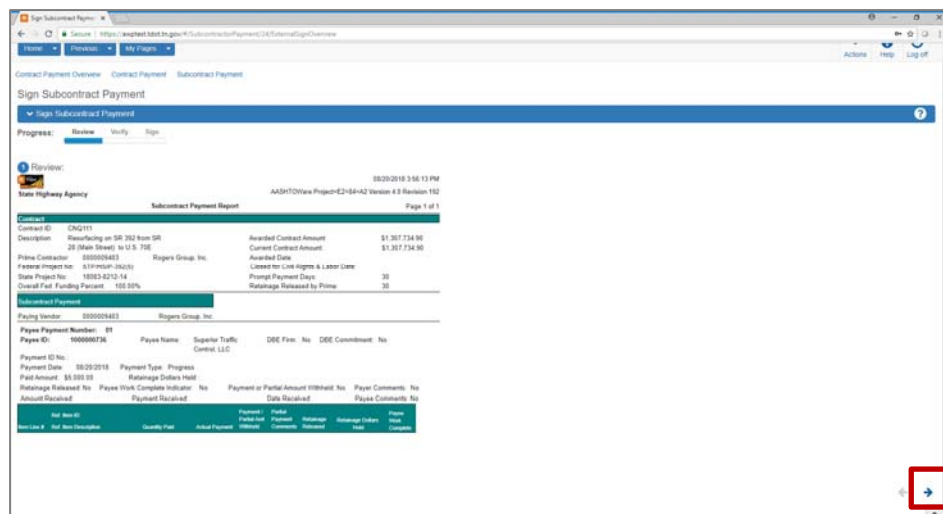
### ***Add Subcontract Payment***

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”**.



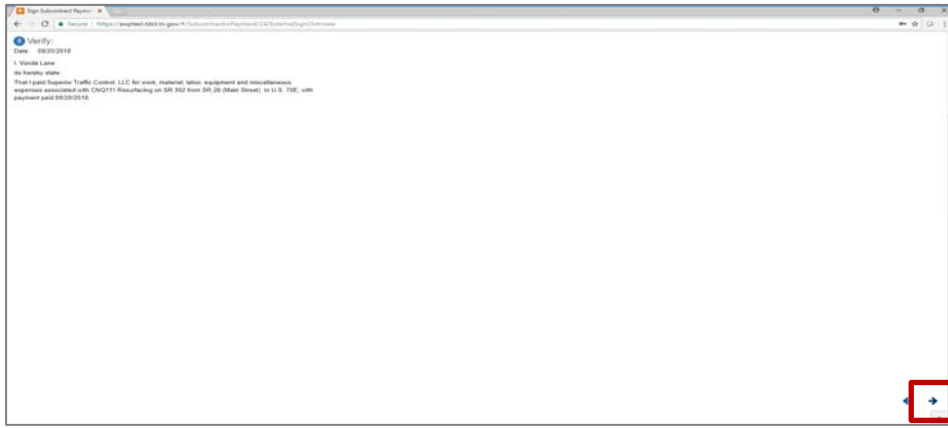
**Subcontract Payment Summary**

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



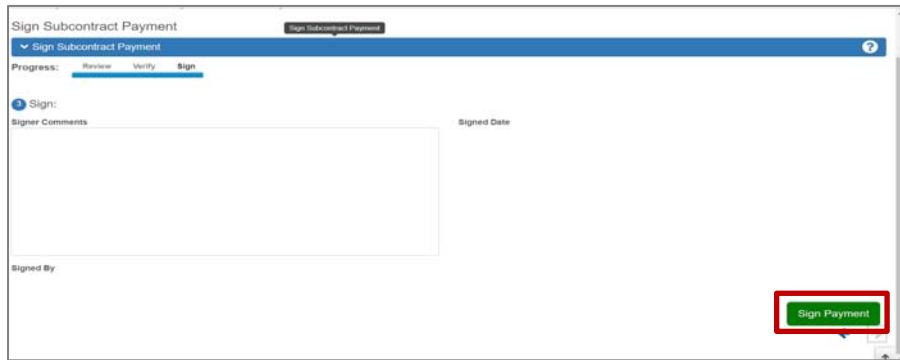
**Review Subcontract Payment Information**

10. Review the subcontract 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 subcontract payment entry.



**Sign Subcontract Payment**

12. Add any comments then “Sign Payment”

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

**Additional Instructions**

- **When no payment is due any subcontractors during an estimate period,**
  1. Add (and sign) a Subcontractor Payment record as shown above.
  2. For Payee, select “No Subs Due Payment This Estimate” and enter zero as the Paid Amount.
  
- **When a payment is due to a subcontractor but there is a reason for non-payment,**
  1. Add (and sign) a Subcontractor 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 Subcontractor Payment record for each Payee due payment from the joint check.
  2. On each Subcontractor 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 Subcontractor 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](mailto: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 **[Subcontractor]** 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 **[Subcontractor]**.”*
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 **[Subcontractor]** 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 **[###]**.”*