

AASHTOWare Project CRL Prompt Payment

Instructions for the Field Office/Acting Agency Personnel

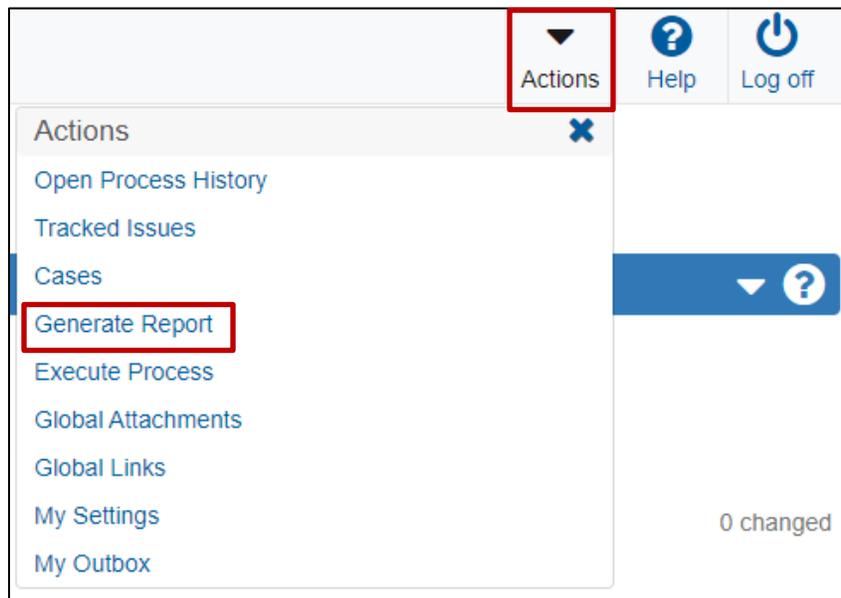
Reviewing and Endorsing Payments to Subcontractors, Material Suppliers & Haulers

Reviewing Prompt Payment in AASTOWare Project (AWP)

1. Begin to navigate to the Prompt Payment Report logging on to AASHTOWare Project using the following link: <https://tdot-pr-prod.infotechinc.com/>

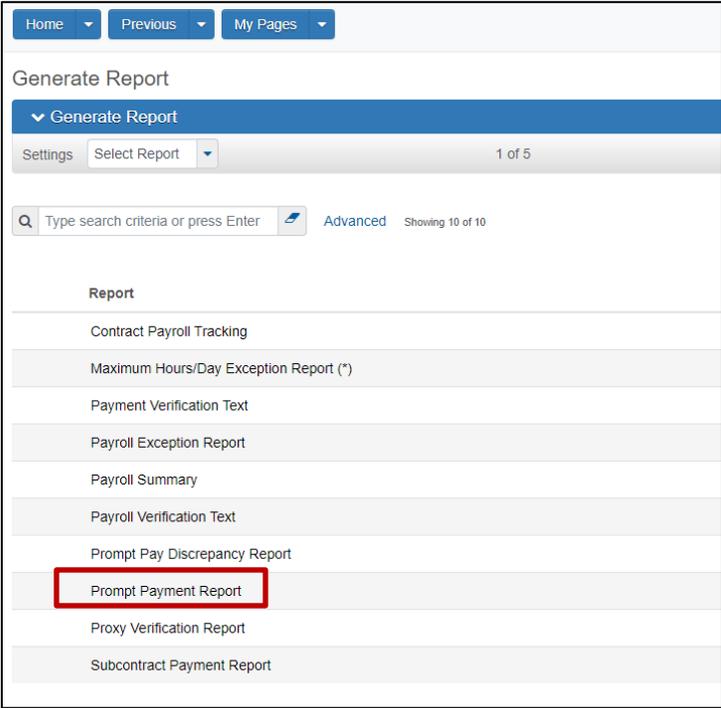
Note: Single-Sign-On is enabled so will typically not prompt you to enter your username or password (though may require multi-factor authentication). If you are prompted for a login, use your jj#@tn.gov as the username (i.e. jj00000@tn.gov) and your computer password as the password (for CEI's it will be your TDOT VPN Password).

For CEI's: if you get an error message while logging in, try signing in on your browser in incognito mode. Occasionally the log in will detect your company's Microsoft account instead of your tn.gov login, and incognito mode resolves that issue.



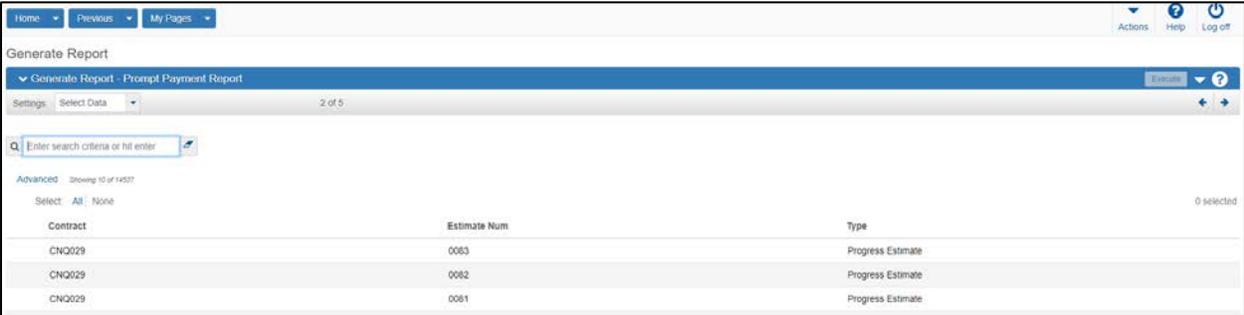
Navigating to Generate a Report

2. Select the global actions menu, then *Generate Report*.



Selecting the Desired Report

3. Select the **Prompt Payment Report**.



Selecting Report Criteria (Contract/Estimate)

4. Search for and select the desired Contract and Estimate. You may select more than one Contract/Estimate at a time if desired.

Note: You will only see the contract(s) that you have access to in this window.

Print Date: 06/15/2023	STATE OF TENNESSE			DEPARTMENT OF TRANSPORTATION			Prompt Payment Report			
Contract: CNW001		County: HAMILTON		Prime Contractor: Wright Brothers Construction Company, Inc.						
Estimate No: 0001		Payment Start Date: 09/21/2022		Payment End Date: 09/30/2022						
Prime Contractor Paid: 10/14/2022										
	Payer			Payee						
	Paid	Signed	Amount Paid	Paid	Payment Received	Amount Received				
*Gibco Construction, LLC	12/08/2022	Yes	[REDACTED]							
Payer Comments:										
Payee Comments:										
Agency Comments:										
*Erosion Solutions, LLC	12/08/2022	Yes	[REDACTED]							
Payer Comments:										
Payee Comments:										
Agency Comments:										
Jones Bros., Inc.	12/08/2022	Yes	[REDACTED]							
Payer Comments:										
Payee Comments:										
Agency Comments:										
Richard Goettle, Inc.	12/08/2022	Yes	[REDACTED]							
Payer Comments:										
Payee Comments:										
Agency Comments:										
* Indicates a DBE (Disadvantaged Business Enterprise)										
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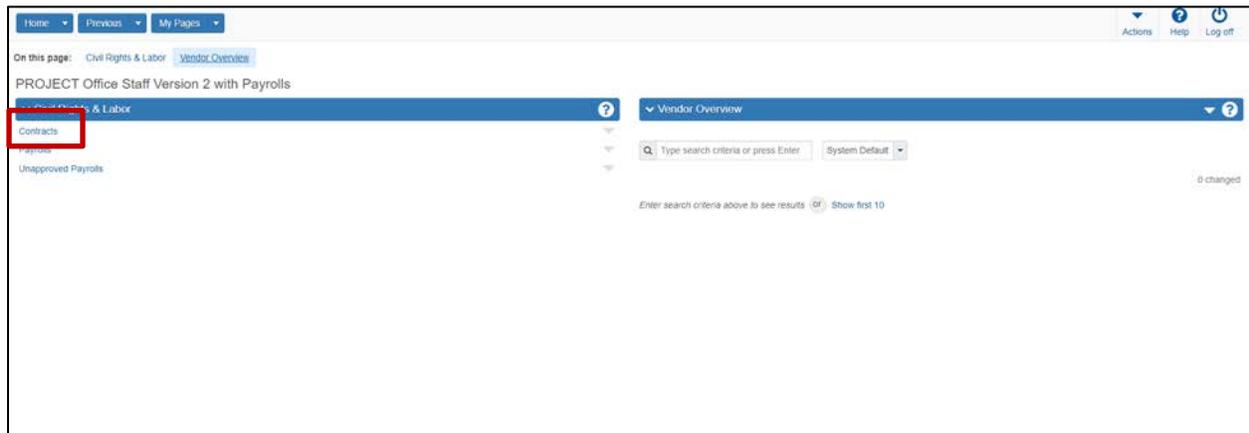
Report Output

5. The report output will provide the following:
 - a. All prompt payment entries for applicable estimate period(s).
 - b. Whether the estimate has been signed by the payer (prime) and payee (sub).
 - c. Any comments by the payer or payee.
 - d. Comments entered by agency during endorsement.
6. Review the report per SS100 and SP1247 (also see CL 109.02-05):
 - a. Ensure all payees are listed for the appropriate pay period in which work was performed, including subcontractors, material suppliers and haulers.
 - b. Ensure the prime had signed each entry.
 - c. Review all payments and comments.
 - d. If the payee enters **“Yes Not as expected”** or **“No”** in the payment received column, follow up with the contractor as per the circular letter.
7. Utilize the AASHTOWare Project CRL component to document any actions taken due to conflicting entries between the payer and payee or other additional agency comments.

Note: Payee’s are not required to respond but should be fully aware/made aware that payment information is available for their review in AASHTOWare Project CRL.

Entering Agency Comments in AASHTOWare Project (AWP)

**Note: Prompt payment operates as a workflow (Payer [Prime] > Payee [Subcontractor] > Agency). Agency staff can only enter comments in AASHTOWare Project once it has reached that stage of the workflow. If it is not in that stage, comments and correspondence should be documented outside of the system and saved with the project files on CMS.*



Main Page

1. From the main page, navigate to and select contracts.

Contract	Description	Orig Matl and AAs Gen DT	Prime ID	Prime Name
CMG003	The bridges on I-24 over South Germantown Rd and Bl		1000001659	BELL & ASSOCIATES CONSTRUCTION, LLC
CNM937	The construction of the Cumberland City Ferry Boat Mo		0000048710	CONCRETE STRUCTURES, INC.
CNN266	Construction on US 64 (SR 15) from Firetower Rd to Bl		0070028098	DELTA CONTRACTING COMPANY, LLC
CNN279	The grading, drainage, and paving on S.R. 317 (Apison		0000035624	WRIGHT BROTHERS CONSTRUCTION CO., INC.
CNP047	Reconstruction on U.S. 27 (S.R. 29) from S.R. 61 in Ro		0000001290	CHARLES BLALOCK & SONS, INC.
CNP079	The construction of a new interchange on I-65 at S.R. 1		0000009403	ROGERS GROUP, INC.
CNP180	The grading, drainage, signals and paving on S.R. 128		0070028098	DELTA CONTRACTING COMPANY, LLC
CNP230	Widening on I-124 (US 27) from I-241-124 to Tennessee		0000116835	DEMENT CONSTRUCTION COMPANY, LLC
CNP287	Bridge construction on S.R. 92 over the French Broad R		0000027047	SIMPSON CONSTRUCTION COMPANY, INC.
CNQ029	Construction on US 129 SR-115) from Maloney Rd to W		0000001290	CHARLES BLALOCK & SONS, INC.

Contract Overview

2. On the Contract Administration Overview, navigate to find the contract you want to review and click on the contract number.

Note: You will only see the contracts assigned to your office.

Home Previous My Pages

Administration Overview **Contract Payments** Subcontracts

Contract Administration Summary

Contract: CNS088 - The grading, drainage, extension of two (2) concrete box bri

General	Contract ID CNS088	Proposal ID CNS088
Administrative Offices	Description The grading, drainage, extension of two (2) concrete box bri	Federal Project Number HSIP-67(32)
Contract Authority	Prime Contractor Id 0000006019	State Project Number 46003-3225-94
	Prime Contractor Name SUMMERS-TAYLOR, INC.	Federal Oversight No
	Contract Status Active	Local Oversight No
	Contract Type CNST - CONSTRUCTION	Local Project Engineer Name Begin typing to search or press Enter
	Spec Book 00	Consultant Project Engineer Name Begin typing to search or press Enter

Contract Payments

3. Open the Contract Payments.

Home Previous My Pages Actions Help Log off

Administration Overview Contract Subcontracts

Contract Payment Overview

Contract: CNS088 - The grading, drainage, extension of two (2) concrete box bri

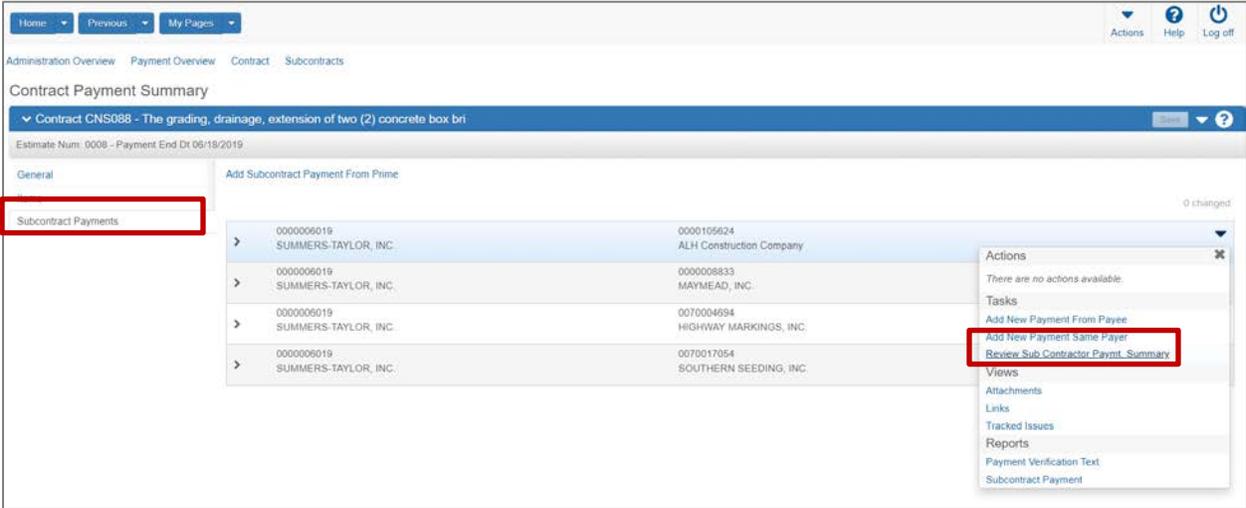
Type search criteria or press Enter Advanced Showing 10 of 10 0 changed

Estimate Num	Type	Amount Paid	End Date
0010	Progress Estimate	6,274.20	08/16/2019
0009	Progress Estimate	75,596.01	07/20/2019
0008	Progress Estimate	227,157.99	06/18/2019
0007	Progress Estimate	251,550.34	05/20/2019
0006	Progress Estimate	165,728.14	04/20/2019
0005	Progress Estimate	62,746.29	03/20/2019
0004	Progress Estimate	318,012.16	02/20/2019
0003	Progress Estimate	416,787.50	01/20/2019
0002	Progress Estimate	58,540.72	12/20/2018
0001	Progress Estimate	160,739.75	11/20/2018

Contract Estimate

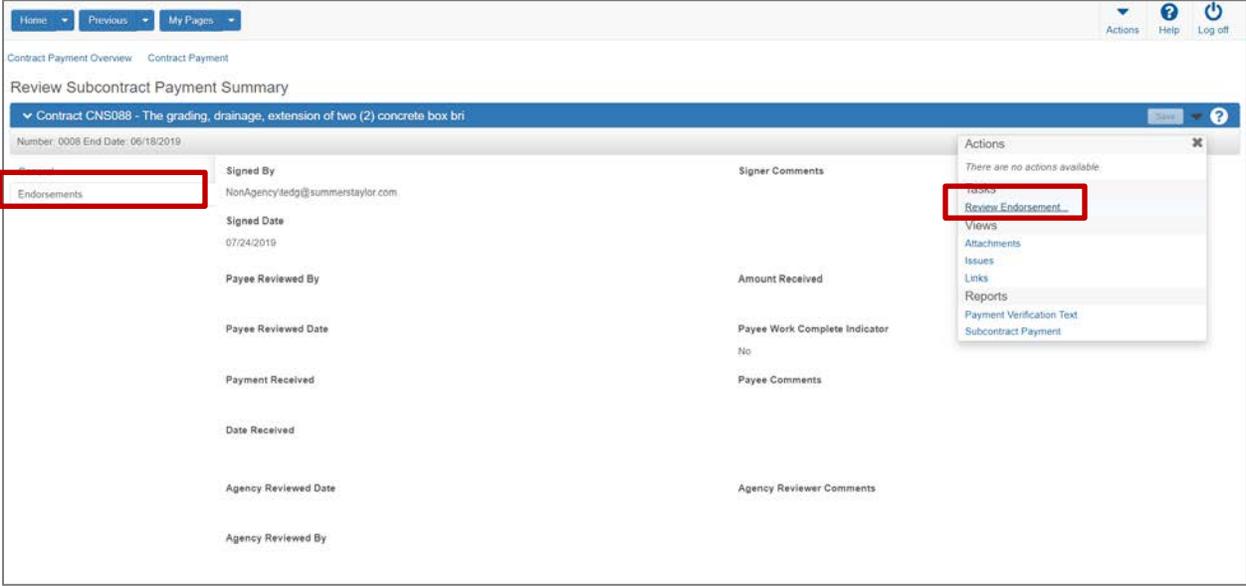
4. Select the desired estimate period.

Note: Prompt payment entries should be 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)



Contract Payment Summary

- 5. Select the Subcontract Payments Tab then click “Review Sub Contractor Paymt. Summary” to begin reviewing payment information.



Payment Endorsements

- 6. Select the Endorsements Tab. Here you will be able to view if and who has signed the prompt payment for the prime and subcontractor.
- 7. Click “Review Endorsement...” to begin reviewing payment information.

Subcontract Payment Summary

8. Enter any agency comments and click “Save”. The following agency comments should be made if a subcontractor disputes a payment entry:
 - When a subcontractor disputes a payment entry that is not the final estimate, add the following comment: “**[Subcontractor]** is disputing payment entry of **[Payment Entry Amount]** made by **[Prime Contractor]** on estimate number **[###]**. The progress payment will be processed but the field office will work with the Region and/or Headquarters Construction to resolve the disagreement/dispute as soon as possible. Final estimate payment will not be made until a resolution is reached and corrective entries noted in the system.”
 - If a corrective entry is made by the prime contractor...
 - On the new correct entry, add the following comment: “This payment entry is the correct payment for **[Subcontractor]** by **[Prime Contractor]**, which was previously disputed on estimate number **[###]** as payee payment number **[###]**.”
 - On the previously incorrect entry, updated the original comment to include the following: “Dispute resolved on **[Dispute Resolved Date]**. Refer to payee payment number **[###]** on estimate number **[###]** for correct payment entry.
 - If the dispute is dropped by the subcontractor and the original payment entry is valid, add the following comment to the original payment entry: “**[Subcontractor]** is no longer disputing payment entry of **[Payment Entry Amount]** made by **[Prime Contractor]** on estimate number **[###]**. Final estimate will not be withheld because of this dispute.”

Note: Per TDOT specification and SS100, if no prompt payment entry is made by the prime and the sub disputes, then the progress estimate should be withheld. Likewise, estimate payments are to be withheld if subcontractors, at any tier, material suppliers, or haulers are not paid after the thirty (30) calendar day time period.

Frequently Asked Questions (FAQ's)

- **Who are prompt payment records required for?**

Per TDOT specification 109.02, prompt payment is required for all subcontracts (including those that are not a DBE), material suppliers, and haulers.

- **What will be done when no payment is due any subcontractors during an estimate period?**

The prime is to enter a payment but select “No Subs Due Payment This Estimate” as the subcontractor and enter zero as the paid amount.

- **If a joint check was utilized, the prime is to:**

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.

As the agency, you will be able to see these comments both in AASHTOWare Project and in BOE during your review.

- **What should I do if the prime enters a payment wrong? (i.e. wrong information, wrong payment amount, wrong estimate, etc.)**

If the payment has not been certified (signed) by the prime, then the payment can be deleted by the prime.

Once a payment is certified by the prime, it can no longer be deleted. It is the responsibility of the prime to review their entry when certifying to ensure it is correct. After it is certified, it is in the subcontractor’s hands to verify or dispute payment information.

For payments entered on the wrong estimate, it is the prime contractor’s responsibility to correct the error by following the subsequent steps:

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 [###].”*

- **What should I do if a payment is disputed?**

- If a prompt payment entry is disputed:

Per Circular Letter 109.02-05, "If any subcontractor, material supplier, or hauler disagrees with the information submitted by the Prime Contractor, the progress payment can be processed but the field office shall work with the Region and/or Headquarters Construction to resolve the disagreement/dispute as soon as possible. Final estimate payment shall not be made until a resolution is reached and corrective entries noted in the system.

Follow the instruction in step 8 regarding comments for endorsing after a subcontractor disputes a payment entry.

- If a subcontractor, material supplier, or hauler disputes no payment was received and/or if no prompt payment record is submitted by the prime:

Per TDOT specification and SS100, if no prompt payment entry is made by the prime, then the progress estimate should be withheld. If there were no payments due during the estimate period, the prime should enter a zero dollar payment with the vendor as "No Subs Due Payment This Estimate".

Likewise, estimate payments are to be withheld if subcontractors, at any tier, material suppliers, or haulers are not paid after the thirty (30) calendar day time period.