# B2GNOW

# **Subcontractor Payment Confirmation Steps**

# Step 1: When the Prime or General Contractor enters a payment for you

### (the subcontractor) will receive an **Email** similar to the following:

City of Cleveland Office of Equal Opportunity <cleveland@diversitycomplianc 2:35 PM (37 minutes ago) 1/2 to me 🕤

City of Cleveland January 2014 Subcontractor Contract Compliance Monitoring Report

Contract: ED 146 - Hot Sauce Williams Project (SF PW - No FL) Prime Contractor: Marous Brothers Construction Inc Contract Number: Temp ED 146 Audit Time Period: January 2014 Contract Compliance Officer: Barbara Esperon, (E) <u>besperon@city.cleveland.oh.us</u>, (P) <u>216-664-4151</u> Reference: N/A

#### Dear Barbara Esperon,

The Office of Equal Opportunity monitors participation on all City of Cleveland contracts with goals. To assist our office in the monitoring process, please use the link below to provide the requested subcontractor payment information for January 2014.

If you have received this notice, then you are currently listed as a SUBCONTRACTOR on an active City of Cleveland contract. You are required to respond to this notice with the payment information requested.

To respond, visit: https://cleveland.diversitycompliance.com/ca.asp?Code=TDD7JARQ&PIN=TGPDGNM9

Audit Code: TDD7JARQ Audit PIN: TGPDGNM9

To view all audits on this contract, visit: https://cleveland.diversitycompliance.com/?GO=753&TID=2458501

City of Cleveland Office of Equal Opportunity 601 Lakeside Ave, Room 335 Cleveland, Ohio 44114 (<u>216) 664-4152</u> https://cleveland.diversitycompliance.com/

## Step 2: Click the hyperlink after "To respond, visit:"

To respond, visit: https://cleveland.diversitycompliance.com/ca.asp?Code=TDD7JARQ&PIN=TGPDGNM9

Audit Code: TDD7JARQ Audit PIN: TGPDGNM9



## Step 3: The screen below will appear:

## Certification and Compliance Reporting System

#### **Option 1 - Rapid Reporting**

Use Audit Code and PIN from notification to enter payment information.

- · Best for reporting one contract at a time
- Does not require login
- · Cannot edit previously reported information
- Cannot attach files

#### Use this method »

\*

#### **Option 2 - Login and Report**

Login using your username and password to report requested information.

- · Best for reporting information for multiple contracts at the same time
- · Allows editing of reported information
- Can attach files

Use this method »

Step 4: Click "Use this method" hyperlink under "Option 1 – Rapid Reporting"

## **Option 1 - Rapid Reporting**

Use Audit Code and PIN from notification to enter payment information.

- · Best for reporting one contract at a time
- Does not require login
- · Cannot edit previously reported information
- · Cannot attach files

Use this method Access Verification



## **Subcontractor Payment Confirmation Steps**

City of Cleveland

## Step 5: Click "Confirm Payment Received" hyperlink to see details:

**City of Cleveland** Certification and Compliance Reporting System Back You are reporting information on behalf of Barbara Esperon of BE Company for Demonstration Purposes. If you are not Barbara Esperon please log into your own account or request a new user account Audit Information Contract Number Temp ED 146 Contract Title ED 146 - Hot Sauce Williams Project (SF PW - No FL) Prime Contractor Marous Brothers Construction Inc Audit Time Period January 2014 2/26/2014 Date & Time Posted Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As a subcontractor your responsibility is to confirm payments made to you by the prime or higher level subcontractors. **Compliance Audit Actions** Action Required & Response Due Date Category due by 5/10/2014 Tier 1 Subcontractor to Marous Brothers Construction Inc Sub: Confirm payment received audit lock on 6/9/2014 Customer Support

Step 6: Once the following screen appears, please answer the Questions and click "Save" to submit.

EVELAN

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nis compliar	nce audit requ	uires that the amount reported by Marous Brothers Construction Inc on this contract be confirmed or rejected.
	m and click S:	We.
required e	<sub>entry</sub> nformati	on
Contract Nur		Temp ED 146
Contract Nur Contract Title		ED 146 - Hot Sauce Williams Project (SF PW - No FL)
Audit Time P	~	January 2014
Prime F	Payment	Information
		make a payment to Marous Brothers Construction Inc for this time period.
Audit I	nformati	on
		e prime contractor for January 2014 as PAID to You
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Show all	<ul> <li>Correct</li> </ul>	t - the amount reported by the prime contractor as PAID to us is correct (\$1.00).
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Public Com		ents are visible to the compliance officer and the prime contractor.
		ents are visible to the compliance officer and the prime conductor.
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# B2GNOW

## **Subcontractor Payment Confirmation Steps**

# Another method is to confirm payments received:

## Step 1: "Login" to your account



Step 2: Once you are login, the following screen will appear, click "Incomplete Audit" and repeat "Steps 5 & 6 from previous page".

EVELAA	Dashboard	Displaying n	ecords assigned to	your company *
	Contract			
	Total			1
	Open			1
~~~~	Contract Audits	Total	< 90 days	> 90 days
	Total Audits	13	2	11
	Incomplete Audits »	2	2	0
	Audit Discrepancies **	1	1	٩
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