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Steps for Primes to Report Payments to Subcontractors

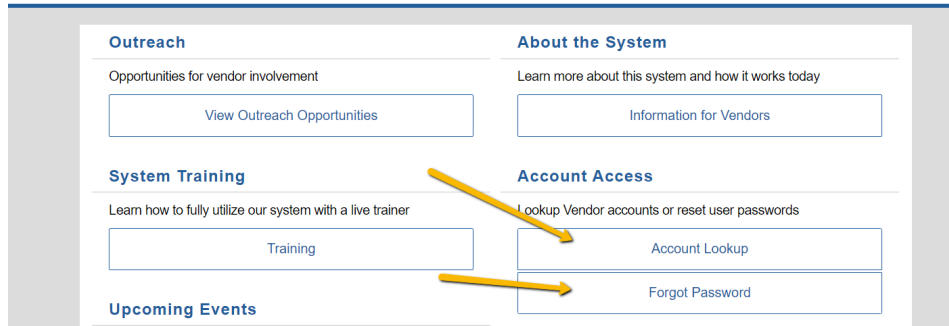
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Reporting payments to Subcontractors and Suppliers

As the Prime Contractor on an active contract you will be required to report payments made to downline subs and suppliers. The process is very intuitive and the system will prompt you at each step.

1. Go to the [online portal](#) for the contracting organization.
2. Login to your account by entering your email username and secure password.
 - If you don't remember your username use the "Account Lookup" option.
 - If you have forgotten your password use the "Forgot Password" link to request a password reset.

Vendor Reporting System (VRS)



3. The Homepage Dashboard will show all incomplete audits (payment reports) in red text. Click on the **red** number to continue.

Dashboard
Displaying records assigned to **your company**

Contracts

Total	2
Open	2

Contract Audits

	Total	< 90 days	> 90 days
Total Audits	3	3	0
Incomplete Audits	2	2	0
Audits Due Soon	1	1	0

Key Actions

[Start/Renew Vendor Registry](#)
[Renew/Apply for Certification](#)
[Take a Training Class](#)
[Watch a Training Video](#)

Enhanced Account Security

4. On the next screen a list of all incomplete audits with their status will display and can be further filtered for time periods and organizations for easy access. To complete an audit, click on the word "Incomplete", "Incomplete: Past Due", "Incomplete: Due Soon", etc. See image below.

resort click on column title. To **filter** click on the drop down menu.

Status	Audit Period
Incomplete ▾	All ▾
Incomplete	January 2023
Incomplete: Past Due	January 2023
Incomplete	January 2023
Incomplete	January 2023
Incomplete	January 2023
Incomplete: Due Soon	January 2023
Incomplete: Past Due	December 2022
Incomplete: Past Due	December 2022
Incomplete: Past Due	November 2022
Incomplete: Past Due	November 2022
Incomplete: Past Due	October 2022
Incomplete: Past Due	October 2022
Incomplete: Past Due	September 2022
Incomplete: Past Due	September 2022
Incomplete: Past Due	August 2022
Incomplete: Past Due	August 2022
Incomplete: Past Due	July 2022
Incomplete: Past Due	July 2022
Incomplete: Past Due	June 2022
Incomplete: Past Due	May 2022

5. Click the **Action Required** to **Report (#) subcontractor payments**.

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 the **prime contractor** your responsibility is to report payments made to subcontractors.

Compliance Audit Actions		
Category	Action Required	Response Due Date
Prime Contractor	Report 2 subcontractor payments	due by 3/2/2024 audit lock on 5/31/2024

6. The system will allow multiple options for reporting the payments made to subcontractors. If you want to use the bulk payment reporting page to report all payment information for all subcontractors, click the option “Submit ALL Incomplete Records”.

[Mark Remaining Subcontractors as Zero](#)
[Mark Audit as Final](#)
[Submit ALL Incomplete Records](#)
[Report Error](#)

Subcontractor Payments for January 2024

	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January 2024	Confirmed by Sub	Total To January 2024	Contract Goal	Actual Percent
1	Sub Flooring Lucy Busby P 602-325-9277 Ext. 150, F 602-325-9277	No	Sub	No	Submit Response	Not Reported	--	\$0.00	0.570%	0.000%
2	Sub Trucking Company Jesse James P 602-325-9277, F 602-325-9277	No	Truck/Haul	No	Submit Response	Not Reported	--	\$0.00	0.130%	0.000%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

[Return to Audit Notice](#)

7. If you select “**Submit ALL Incomplete Records**”, you’ll be taken to a page that will allow you to enter all the relevant information quickly by tabbing through the required fields. The instructions in **red text** will provide additional guidance. Payment information includes:

- Payment for the audit period (the amount PAID during that month which may not necessarily correspond with work performed during that period).
- Payment Date & Prompt Payment information.
- Payment details, Comments and attachable documents (Check number and copies of canceled checks).

8. After completing the required fields, click the button to **Save**.

Multiple tiers of subcontracts are present. Enter full amount paid to each subcontractor; do not deduct payments by each subcontractor to its own subcontractors. The system will automatically calculate the amounts to be allocated to each subcontractor.

Subcontractor Payment Information

Subcontractor	Total Through December 2023	Payment for January 2024	Payment Date	Payment Details & Comments
1 Sub Flooring	\$0.00	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>
2 Sub Trucking Company	\$0.00	\$ <input type="text"/>	<input type="text"/>	Payment Detail: <input type="text"/> Docs Comments: <input type="text"/>

[Save](#)
[Return to Vendor List](#)

9. When all payments have been reported, If any of the active subcontractors/suppliers received **no** payments during this audit period simply click the “**Mark (#) Remaining**

Subcontractors as Zero” button to complete the report.

10. You can also submit responses for an individual subcontractor by clicking the Action prompt **“Submit Response”**. Repeat the steps until you have completed all incomplete audits.

Mark 4 Remaining Subcontractors as Zero

Mark Audit as Final

Submit ALL Incomplete Records

Report Error

Subcontractor Payments for January 2023

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in January
<div>1</div> <div>Courtesy Chevrolet</div> <div>Martin Liddell</div> <div>mliddell@courtesychev.com</div>	No	Sub	No	Submit Response	Not Reported
<div>1</div> <div>Cummins Rocky Mountain</div> <div>Service Manager</div> <div>RockyMountainCredin@cummins.com</div> <div>P 623-474-2600</div>	No	Sub 100%	<div>N</div> DBE		Not included in audit (Final payment made)
<div>1</div> <div>Holman Parts Distribution</div> <div>Tom Leigon</div> <div>tleigon@holmanparts.com</div> <div>P 916-223-6040</div>	No	Sub 100%	<div>N</div> DBE		Not included in audit (Final payment made)
<div>1</div> <div>Roberts Tire Sales, Inc.</div> <div>General Manager</div> <div>Genmgr@robertstire.com</div> <div>P 928-537-3103</div>	No	Sub	No	Submit Response	Not Reported
<div>1</div> <div>Speedy Automotive, LLC</div> <div>Bry Duncan</div> <div>speedyautomotive11@frontiernet.net</div> <div>P 928-537-4665</div>	No	Sub	No	Submit Response	Not Reported
<div>1</div> <div>Tate's Buick GMC</div> <div>Tina Shanks</div> <div>tshanks@shoqates.com</div> <div>P 928-537-4202, F 928-537-8979</div>	No	Sub 100%	<div>N</div> DBE		Not included in audit (Final payment made)
<div>1</div> <div>Williams Brothers Auto Service</div> <div>Williams Brothers</div> <div>williamsbroas@frontiernet.net</div> <div>P 928-532-4900</div>	No	Sub 100%	<div>✓</div> DBE	Submit Response	Not Reported

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Note: Subcontractors and Suppliers who are required to confirm payments will now be notified to complete their part of the payment audit.

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0 out of 0 found this helpful

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