

## Subcontractor Payment Tracking System Updates – Payment Verification

INDOT has improved its Subcontractor Payment Tracking system. Contracts awarded as part of the July 8, 2020, INDOT letting and after, require all subcontractors and DBE, MBE, WBE, and IVOSB firms approved by the Department to log into ITAP and verify all payments received. This process does not apply to Contracts let prior to July 8, 2020. **The steps are:**

1. All prime contractors are required to submit payments made in any calendar month by the 10<sup>th</sup> of the following month. For example, any payment made in January 2021 from a prime must be logged by that prime by Feb. 10, 2021.
2. So long as the payee is properly registered in ITAP and has requested the SPT application, an automated email will be sent to those that require their payments to be verified.
3. Payees must verify payments by the 20<sup>th</sup> of the following month that a payment was received. Continuing the example from above, a payee would verify the payment no later than Feb. 20, 2021.
4. As a subcontractor or DBE/MBE/WBE/IVOSB hauler, lease, supplier, or broker, you will have two options in the Subcontractor Payment Tracking system. If you select “Approved” and then “Submit,” your payment will be verified. If you choose “Discrepancy Found,” leave a comment and then submit. An email will automatically be sent to the [PromptPayment@indot.IN.gov](mailto:PromptPayment@indot.IN.gov) mailbox for the Economic Opportunity Division to investigate the discrepancy.
5. INDOT’s EOD Division will investigate the discrepancy and report its findings and any course of action to the Prime and the payee.

### Who must verify payments?

1. If you are a subcontractor, DBE hauler, supplier, broker, or lease on a federally funded contract, you must verify your payments.
2. If you are a subcontractor, or an MBE/WBE/IVOSB hauler, supplier, broker, or lease on a state funded contract, you must verify your payments.

If you do not currently have an ITAP account, you can register your business at <http://itap.indot.in.gov>

If you currently have access to ITAP, you will need to request the Subcontractor Payment Tracking System application. To do that, log into ITAP, in the upper left click on “Application,” then click on “Request New Application.” All the available applications will be shown alphabetically. Choose “Subcontractor Payment Tracking,” and request that application. Once approved, you will begin receiving notification when payments are posted for you to approve.

Again, this is only for contracts let July 8<sup>th</sup> and after. Verification will not be required for payments on contracts prior to the July 8<sup>th</sup> letting.

These system upgrades will allow better tracking and verification of the federally required Prompt Payment regulations. It will also allow us to automate the DBE-3 process in the next 18-24 months. We had great success with the automation of the FHWA 1391/1392 reports that just closed at the end of August, and we are currently updating our On the Job Training (OJT) program for easier submittals of OJT participants.

If you have any questions, please feel free to contact Kent Borggren at 317-518-9288 or Katie Daniels at 317-233-2412.

# SUBCONTRACTORS

## HOME PAGE

Once logged into ITAP, the home page loads with contracts that are associated to the company with the active account.

The screenshot shows the ITAP home page for Calcar Paving, Inc. The page header includes the IN.gov logo, the INDOT SptNew logo, and navigation links for HOME, HELP, and CONTACT. Below the header, the company name "Calcar Paving, Inc." is displayed. The main content area features a table with the following columns: Contract #, Prime Contractor Name, Sub Contractor Name, Is DBE Used, Sub Contract Lease, Retainage Withheld, Total Commitment Amount, Paym... Count, and Unveri... Paym... Count. The table contains 12 rows of data, each with a set of icons (eye, pencil, list, speech bubble) to the left of the first cell. The table is paginated, showing "Page 1 of 10" and "10 items per page".


	Contract #	Prime Contractor Name	Sub Contractor Name	Is DBE Used	Sub Contract Lease	Retainage Withheld	Total Commitment Amount	Paym... Count	Unveri... Paym... Count
	SRS-30614	CALCAR PAVING INC	WAYMAN & ASSOCIATES INC	Yes	SubContract	0		1	1
	RS-33370	CALCAR PAVING INC	CAVE QUARRIES TRANS INC	Yes	SubContract	0		2	2
	RS-33370	CALCAR PAVING INC	KNIES CONSTRUCTION INC	Yes	SubContract	0		5	5
	R -31710	CALCAR PAVING INC	BROSMER LAND SURVEYIN...	Yes	SubContract	0		13	13
	B -34825	RAGLE INC	CALCAR PAVING INC	Yes	SubContract	0		4	4
	R -34943	RAGLE INC	CALCAR PAVING INC	Yes	SubContract	0		3	3
	RS-34969	CALCAR PAVING INC	MORPHEY CONSTRUCTION...	Yes	SubContract	0		0	0
	R -31710	CALCAR PAVING INC	K & S MARKERS INC	Yes	SubContract	0		0	0
	R -31874	CRIDER & CRIDER INC	CALCAR PAVING INC	Yes	SubContract	0		2	2
	SRS-30735	CALCAR PAVING INC	C L S INDUSTRIES INC	Yes	SubContract	0		3	3

## Sorting and Filtering records

Clicking once on the column header title of any column will sort all the records in ascending order of the column clicked.

Clicking the column header title again, will make the records be sorted in descending order of the column clicked.

The last click will revert to the default sort order.

To perform additional filtering, you must click on the filter icon . A pop-up dialog with additional filtering capabilities will appear:

Filter using the following criteria:

Contains

And

Contains

You will be able to do advanced filtering by specifying search keywords and joining criteria for multiple search conditions.

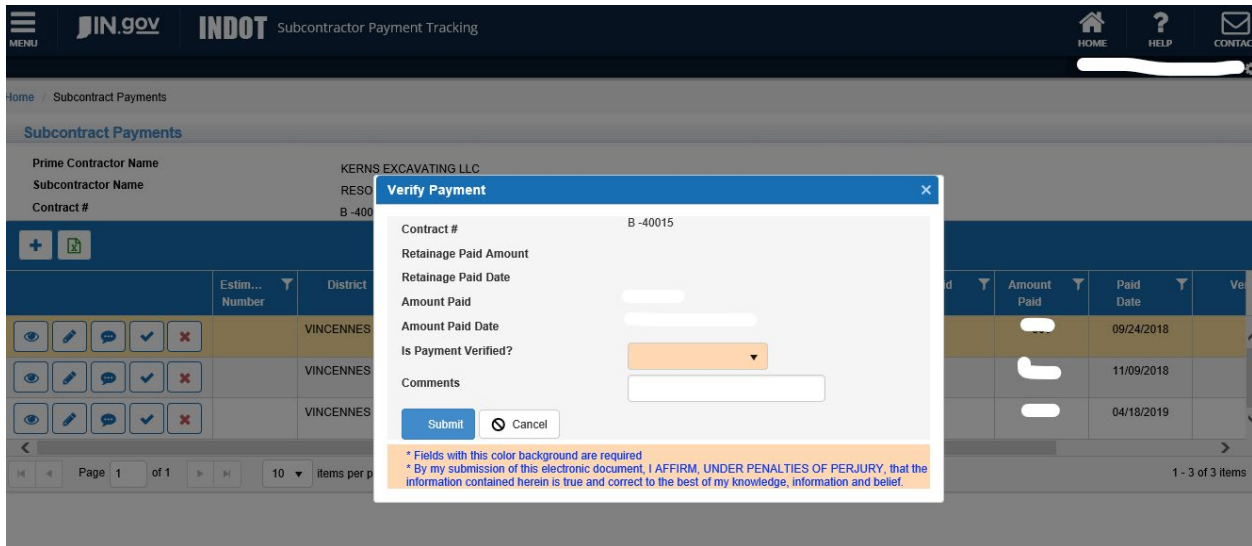
## VERIFY PAYMENTS



Click on the “Subcontract Payments” button,  to access the record you wish provide verification.



Click the “Verify Payment” button  on the desired payment record to display a Verify Payment dialog.

The screenshot shows the IN.gov Subcontractor Payment Tracking interface. A 'Verify Payment' dialog box is open over a table of payment records. The dialog box contains the following fields: 'Contract #' (B-40015), 'Retainage Paid Amount', 'Retainage Paid Date', 'Amount Paid', 'Amount Paid Date', 'Is Payment Verified?' (a dropdown menu), and 'Comments'. The 'Is Payment Verified?' dropdown is currently set to 'Approved'. The 'Submit' button is highlighted in blue. A footer note in the dialog states: '\* Fields with this color background are required' and '\* By my submission of this electronic document, I AFFIRM, UNDER PENALTIES OF PERJURY, that the information contained herein is true and correct to the best of my knowledge, information and belief.' The background table shows columns for 'Estim... Number', 'District', 'Amount Paid', and 'Paid Date'. The 'District' column shows 'VINCENNES' for all rows. The 'Amount Paid' column shows values like '1000000' and '1100000'. The 'Paid Date' column shows dates like '09/24/2018', '11/09/2018', and '04/18/2019'. The 'Ve' column has a checkmark for the first row.

Selecting “Approved” from the **Is Payment Verified?** dropdown and “Submit” will successfully verify the payment in the system.

Selecting “Discrepancy Found” from the **Is Payment Verified?** dropdown will activate the **Comments** field which is **required** when there is a disagreement with the reported payment by the prime contractor.

If you select “Discrepancy Found” an automatic email will be sent to [PromptPayment@indot.IN.gov](mailto:PromptPayment@indot.IN.gov) for the Economic Opportunity Division to investigate the discrepancy.

## EXCEL EXPORT



Clicking the  excel export button exports all the records into an excel document.