B2Gnow Quick Start Guide for

General Contractors / Prime Contractors



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a. Recording Payments Received and Paid to Subcontractors

Step 1: "Login" at www.cleveland.diversitycompliance.com

Figure 1: Login Screen





Step 2: Click "Contract Audits"

CLAN			you.		No Activated Alerts, View Pending Alerts,
44*****	Contract				
	Total			16	
	Open			7	System News
	Closed			9	Construction of the second sec
	Contract Audits	Total	< 90 days	> 90 days	Security Advisory
수 🔿 🛃 🖕	Total Audits	284	13	271	You have likely read about a security issue called "Heartbleed". This
lome	Incomplete Audits »	21	2	12	system does not use the technology framework (Open SSL) that is at risk. The security certificates used to encrypt traffic to/from this system
NOTICE .	Audit Discrepancies »	8	Q	8	are safe and providing the correct level of encryption information.
/iew »					Special Features for Vendors
Search »	Certification Center				If your firm is cartified (SRE_DRE_MRE_WRE_atc.) active records will
Message »	• If your firm holds active o	ertifications (S	BE/MBE/WBE/DB	E/HUB/etc)	appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:
Settings »	from any organization, submit	a request to a	idd them to your	r account.	1. Add a data alart to an active continuation to consider our of an
lelp & Support »					 And a date ater; to an active certification to remind you or an upcoming renewal. You can add multiple alerts to any active certificatio for example 90 days, 60 days, and 30 days before the renewal is due
Logoff					2. If your firm holds a cartification that is not listed, submit a missing
Show All Hide A					certification request. Our customer support team will review the
ogged on as:					supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.
arbara Esperon,					
					Training Classes & Events
arous Brothers					
Marous Brothers Construction Inc					Learn more about the system with our regular training classes and see upcoming events relevant to your business. <u>View details</u> .

Figure 2: Home Page

Step 3: Select a contract and click an "Incomplete"

	Vendor Control Panel	: Contract Audits		Help &	Tools 💥
CLEVELAN	Messages Contract Audits Or	utreach			
	Displays all audits. Click the tr Period drop down menu. To d Results may be listed on multi Show ONLY records ass	ansaction number or stat display only incomplete a ple pages. igned to you	us to view. To view older audits, select a different time period in udits, select a different status in the Current Status drop down	the Audit Show ALL Incomp menu.	olete Audits
4 4 ¢	To resort click on column title	1 - 20 of 21 records	displayed: Previous Page < Page 1 • > <u>Next Page</u>	Records pe	Refresh Table
Home	Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
View »	Incomplete •	All 🔹	All 🔹	All	
Saarchas	Incomplete	larch 2014	CT8006LA201200000065: Emerald Alliance VI (FL) 703	City of Cleveland	Not reported
Message »	Incomplete	March 2014	Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)	City of Cleveland	\$0.00
	Incomplete	March 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Not reported
Settings »	Incomplete	March 2014	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Pending
Help & Support »	Incomplete	February 2014	CT8006LA2012000000019: University Tower (FL) 743	City of Cleveland	Not reported
Logoff	Incomplete	February 2014	Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PW FL)	City of Cleveland	\$0.00
Show All Hide A	Incomplete	February 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Not reported
Logged on as: Barbara Esperon,	Incomplete	February 2014	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Pending
Marous Brothers Construction Inc	Incomplete	February 2014	CT8006LA2013000000001: CD 505 - Regency Square Apartments (FL)	City of Cleveland	Not reported
	Incomplete	January 2014	CT8006LA2012000000019: University Tower (FL) 743	City of Cleveland	Not reported
	Incomplete	January 2014	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	\$1,615,723.61

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Quick Start Guide for General Contractors / Prime Contractors

Step 4: The screen below will appear, click "Report payment received from the City of Cleveland"

	Compliance Au	dit: Audit Notice for Ma	arch 2014					Help & Tools 🛠	
CLEVELAN	Contract Main View Co	entract Subcontractors Complian	ce Audit List Mess	sages Comme	nts R	teports			
	Temp ED 079: ED 07 Prime: Marous Brothe	9 - Westin (Optima - LW FL) ers Construction Inc						Status: Open 12/1/2011 - 1/31/2014 Current Value: \$46,667,634	
	This is an audit notice available at a specific t	for the contract listed below. Sub time due to pending reports from o	mit a response for other contractors.	each item listed	d belo	w by clicking each link in	the Audit Actions table. It is possible	that some actions are not	
← → 🙆 🎿	Audit Informat	ion						3	
Home	Time Period March 2014								
View »	Date & Time Posted Local: 4/1/201 System: 4/1/20			14 7:00:39 AM EDT 014 6:00:39 AM CDT					
Search»			,						
Message »	Submit a response for e report payments made to	ach item listed below by clicking to subcontractors and payments r	each link. It is pos received from City	ssible that some of Cleveland.	actio	ns are not available at a	specific time. As the prime contracto	r your responsibility is to	
Settings »									
Help & Support »	Audit Actions							3	
Logoff		Category				Action R	equired & Florence Date		
Show All Hide All	Prime Contractor			Report paym	ent re	ceived from City of Cl	eveland	due by 5/1/2014	
Logged on as: Barbara Esperon,				Report 44 subcontractor payments					
Marous Brothers					_				
construction file	Compliance Of	ficer Information		?		Buyer/Project	Manager Information	3	
	Contact Person	Barbara Esperon			1	Contact Person	Contract Administrator		
	Organization	City of Cleveland				Department	Div-Economic Development		
	User Number	<u>30000045-006</u>]	User Number	<u>10001821-001</u>		

Step 5: The screen below will appear, click "Report payment to Prime¹"

	Temp ED 079: ED 079 - Westin (Optin Prime: Marous Brothers Construction	Status: Ope 12/1/2011 - 1/31/201 Current Value: \$46,667,63					
+ + 2 3	Listed are subcontractors assigned to this the audit.	contract. Click the links to the right of the vi	ndor's name to submi	it or edit a response. Yo	u must submit data on	each subcontractor to complete	
Home	Audit Information						
View »	Audit Response Status	Not complete					
Search »		44 sub responses to be sul Reporting deadline is 5/1/	mitted; payment to 2014	prime to be submitted			
Message »	Audit Period	Audit will be locked 5/31/2 March 2014	014				
Settings »	Payment to Prime	Report Payment to Prime					
Help & Support »	Marked As Final Audit?	No (mark audit as final)					
Logoff	Audit Summary - Total Cor	atract Through TODAY (4/14/2	Through TODAY (4/14/2014)				
Show All Hide All	Addit Summary - Total Col	indet mitoligh foort (414/2	Avenuel Deserved	Deventer	Difference		
Logged on as:	Prime Contract	545 557 574 00	Award Percent	624 229 520 21	Payments Percent	(Payments - Award)	
Marous Brothers	For Credit	\$14,000,290,20	30.000%	\$5,577,034,25	22.970%	7.030% below goal	
construction Inc	For Credit to CSB Goal	63 733 410 72	8 000%	63 497 446 39	14 405%	6 405% above coal	
	For Credit to FBE Goal	\$3,266,734.38	7.000%	\$1,226,704,83	5.052%	1.948% below goal	
	For Credit to MBE Goal	\$7,000,145,10	15,000%	\$852,883,14	3.513%	11,487% below goal	
	For Credit to Section3 Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched	
	Contract Progress	52.0%	E.		1		
	For Credit Progress	39.8%		1			
"Subcontra	icting goal attainment	"		7			

¹For <u>Development Contracts</u> – Include payments received from all funders to pay for the project.

Step 6: The screen below will appear, perform the following steps:

- a. Enter under "Amount for March" the Total of payments made in that month
- b. Enter under "Payment Date" the last payment date made that month
- c. Enter under "Comments" enter the details of "all the payments received in the month", include the following: (a) Payment Received from and/or Self-funded (b) Date, (c) Check Number, (d) Comments.
- d. Click "Save" when complete

	Audit Information			
E Solo	Audit Response Status	Not complete 44 sub responses to be subm Reporting deadline is 5/1/2014 Audit will be locked 5/31/2014	itted; payment to prime to be sul	bmitted
4 4	Audit Period	March 2014		
lome	Payment to Prime	Report Payment to Prime		
/iew »		Report the payment you received	from the organization for March 2014	4. You may report this information once; any changes to the amount and/or date mi
earch »		be made by the compliance office	r.	
lessage »		Amount For March 2014 * S		
ettings »		Payment Date	(mm/dd/yyyy)	
elp & Support =		Comments *		
ogoff				Include details for all the navments receiption
Show All Hide All				in that month:
ged on as:			NAMES OF TAXABLE PARTY OF TAXABLE PARTY.	Payment Received From
rous Brothers		S	ave Spell Check	
nstruction Inc	Marked As Final Audit?	No (mark audit as final)		 Date

Step 7: The screen below will appear, select a <u>subcontractor</u> and click "Submit Response"

0	Audit Information											
	Audit Response Status	Not complete 44 sub response Reporting deadli	es to be sul ine is 5/1/20	omitted; p 14	ayment to prime	to be submitted						
+ + 2 4	Audit Period	March 2014	ked bistizet	7								
Home	Payment to Prime	Report Payment	to Prime									
View »	Marked As Final Audi?	No (mark audit a	s final)									
Search »	Audit Summary - Total Contract Throug	h TODAY (4/14/2014)								(?		
Message »		Awar	rd	Aw	ard Percent	Payments	Payments P	Percent	Difference Payments - Award)			
Settings »	Prime Contract	\$46,667,634.0		00		\$24,279	520.73					
Units & Commention	For Credit		\$14,000,290.20 \$3,733,410.72		30.000%	\$5,577	034.25	22.970% 7	.030% below goal			
neip & support #	For Credit to CSB Goal				8.000%	\$3,497	446.28	14.405%	.405% above goal			
Logoff	For Credit to FBE Goal For Credit to MBE Goal		\$3,266,734.	15,0004	7.000%	\$1,226,	883.14	3.513%	1.487% below goal			
Show All Hide All	For Credit to Section3 Goal		\$0.	00	0.000%		\$0.00	0.000%	Goal matched			
Logged on as Barbara Esperon.	Contract Progress	52.0%						- 7				
Construction Inc	For Credit Progress	39.8%				r:						
	Award values may not match due to differences between	overall contract goal and su Mark 44 Re	maining Sub	assignme	s as Zero	Mark Audt as Final						
		S	ubmit ALL In	complete R	ecords P	Report Error						
	Subcontractor Payments for March 201	4								(?		
	Subcontractor	Certified	Туре	Inc. in Goal	Actions	Paid Amount in March 2014	Confirmed by Sub	Total To March 2014	Contract Goal	Actual		
	1 21st Century Concrete Construction, Inc. Patrick Butler info@21stcenturyconcrete.com P 216-382-0900	Ne	Sub	No	Submit Response	Not Reported		\$32.958.50	0.163%	0.1369		
	1 A-C Plastering, Inc. Raul Mandoza A Colasteringing Baol.com	0	Sub 100%6	MBE	Submit Response	Not Reported		\$198.000.00	0.297%	0.8169		

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Step 8: The screen below will appear, perform the following steps:

- a. Enter under "Amount PAID for March 2014" the Total of payments made in that month
- b. Enter under "Payment Date" the last payment date made that month
- c. Enter under "Comments" enter the details of "all the payments received in the month", include the following: (a) Date, (b) Check Number, (c) Comments, (d) amount
- d. Click "Review" when complete

GNOW

	* required entry								
CLEVELAN	Audit Informatio	on		Previous Payment Infor	mation ?				
6 *****	Audit Time Period	March 2014		Displayed are the payment totals for	the audit period, and the total to that date.				
E Constant	Audit Number	00734538-080		Total Paid Through February 2014	\$32,958.50				
5 5				Amount Paid for February 2014	\$0.00				
	Subcontractor I	nformation		(3)					
	Subcontractor	21st Century Concrete Co	nstruction, Inc.						
, 	Vendor Number	20218969							
Home	Subcontractor Tier	Tier 1 subcontractor to M	arous Brothers Construction In	nc					
View »	Audit Informati				3				
Search »	Enter the audit amount i	On for the decignated time period	You can attached files or add co	mmante if nacazenni	UD CO				
Message »	Amount PAID for Marc	ch 2014 *	e	initiation in the cessary.					
Settings »			>> Do NOT enter invoice am	nount					
Hala & Connect of	Payment Date *			iount.					
neip a support »	aj nom bato		bb Enlag neumanl data if un	u mada a anumant far Marah 2014					
Logoff			>> Enter payment date if you >> If multiple payments were	u made a payment for March 2014. e made, enter the date of the first payment.					
Show All Hide All	Prompt Payment? *		>> Select a choice below if y	you made a payment for March 2014.					
Logged on as:			Yes - the subcontractor w	as paid within 10 days of payment from City of C	leveland.				
Barbara Esperon, Marous Brothers			N/A - we cannot determine	e if the subcontractor was paid promotiv.					
arous Brothers onstruction Inc	Payment Detail		(Optional) Enter details of PAID check numbers and amounts for February 2014. This optional detail will speed up the subcontractors' confirmation of your payment information. This information will be displayed to BE Company for Demonstration						
			Purposes.	, , , ,					
			Installation Services Provi	ded	6				
	Attach File(s)		Attach File						
	Comments		(Optional) These comments a	are visible ONLY to your compliance officer. They	are not visible to BE Company for Demonstration				
			Purposes.						
			Spell Check	Review Cancel					
	Customer Support				Home Help Print This Page Print To PDE				

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- e. "Review" entries and make any changes necessary
- f. "Save"

b. Adding Subcontractors to the Project (Development Projects Only)

Step 1: From Home Page, click "Contract"

2000	Contract Total			16	·					
E	Open			7	System News					
000	Closed			9	Jystem news					
	Contract Audits	Total	< 90 days	> 90 days	Security Advisory					
+ + 1	Total Audits	284	13	271	You have likely read about a security issue called "Heartbleed". This system does					
lomo	Incomplete Audits »	20	8	12	used to encrypt traffic to/from this system are safe and providing the correct level					
IOT INC	Audit Discrepancies »	8	2	8	encryption information.					
/iew »	New York Control of Co				Operation of the second sec					
earch »					If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in t					
torcam a	Certification Center				"Certification Center" on the left side of this Dashboard. You can take two importa					
dessaye #	If your firm holds active certify	cations (SBE/MBE/	NSE/DBE/HUB/etc)	from any	deatons.					
Settings »	organization, submit a request to a	add them to your a	ccount.		 Add a date alert to an active certification to remind you of an upcoming renew You can add multiple alerts to any active certification for example 90 days, 60 					
	100 L									
lelp & Support »	2.00				days, and 30 days before the renewal is due.					
Help & Support »					days, and 30 days before the renewal is due. 2. If your firm holds a certification that is not listed, <u>submit a missing</u>					
lelp & Support » .ogoff					 days, and 30 days before the renewal is due. If your firm holds a certification that is not listed, <u>submit a missing</u> <u>certification request</u>. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is completed. 					
Help & Support » .ogoff Show All Hide All					days, and 30 days before the renewal is due. 2. If your firm holds a certification that is not listed, <u>submit a missing certification request</u> . Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.					
Help & Support » Logoff Show All Hide All ogged on as:					days, and 30 days before the renewal is due. If your firm holds a certification that is not listed, <u>submit a missing certification request</u>. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date. Training Classes & Events 					
Help & Support » Logoff Show All Hide All Jarbara Esperon, tarous Brothers Construction Inc					 days, and 30 days before the renewal is due. 2. If your firm holds a cartification that is not listed, <u>submit a missing</u> cartification request. Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date. Training Classes & Events Learn more about the system with our regular training classes and see upcoming events relevant to your business. <u>View details</u>. 					
Help & Support » Logoff Show All Hide All opped on as: larbara Esperon, tarous Brothers construction Inc					days, and 30 days before the renewal is due. 2. If your firm holds a certification that is not listed, <u>submit a missing</u> certification request. Our customer support learn will review the supporting dominant and take action to add the record to ensure your profile is complete and up-to-date. Training Classes & Events Learn more about the system with our regular training classes and see upcoming events relevant to your business. <u>View details</u> . * View events & RSVP today					
Help & Support » Logoff Show All Hide All Logoed on as: Barbara Experon, Harous Brothers Construction Inc					days, and 30 days before the renewal is due. 2. If your firm holds a certification that is not listed, <u>submit a missing</u> <u>certification request</u> . Our customer support team will review the supp documentation and take action to add the record to ensure your profile is and up-to-date. Training Classes & Events Learn more about the system with our regular training classes and see up events relevant to your business. <u>View details</u> . * View events & RSVP today Configure					

Step 2: The following screen will appear, click "View"

Cart	Cont	tracts as Prime Contractor						(?
° € € €	Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
5005	View	CT8006LA201300000001: CD 505 - Regency Square Apartments (FL)	City of Cleveland	Diana Correa (<u>change</u>)	3 incomplete audits 3 discrepancies	8/1/2012 to 6/30/2013	\$11,171,942	\$11,171,942
* * 2 3	View	10000629: COMBINED SEWER OVERFLOW REHABILITATION CONTRACT EARLY ACTION PROJECT (CSORC-EAP)	Northeast Ohio Regional Sewer District	Diana Correa (change)	Closed	3/24/2010 to 12/31/2011	\$2,794,995	\$2,507,407
Home	View	09000761: CONTRACT BCI-3D-VAC BIG CREEK INTERCEPTOR CONTRACT 3D VALLEY AND ARDOYNE CONNECTION	Northeast Ohio Regional Sewer District	Diana Correa (change)	Closed	4/9/2009 to 12/31/2010	\$595,685	\$505,022
View » Search »	View	LA0000000001: Doan Apartments (FL) 690	City of Cleveland	Diana Correa (<u>change</u>)	Closed	10/30/2010 to 12/30/2012	\$7, <mark>4</mark> 06,516	\$400,519
Message »	View	11002133: EASTERLY WWTP SCREENINGS CONVEYANCE/STORAGE PROJECT	Northeast Ohio Regional Sewer District	Diana Correa (change)	5 incomplete audits	7/21/2011 to 12/31/2013	\$5,473,040	\$5,002,336
Settings »	View	Temp ED 079: ED 079 - Westin (Optima - LW FL)	City of Cleveland	Diana Correa (change)	7 incomplete audits	12/1/2011	\$46,667,634	\$24,279,521
Help & Support »						to 1/31/2014		
Logoff	View	Temp ED 139 - T1: ED 139 - CATS (LW No FL) - GC	City of Cleveland	Diana Correa (change)	Closed	11/4/2013 to	\$1,919,197	\$0
Show All Hide All						11/4/2014		
ogged on as: Barbara Esperon,	View	(S PW FL)	City of Cleveland	Diana Correa (change)	1 incomplete audit	11/4/2013 to 12/11/2014	\$282,131	\$0

Step 3: The following screen will appear, click "View Subcontractors" button

	Contract Man	agement				Help & Tools 🛠					
CLEVELAN	Contract Main Vie	w Contract Subcontractors Con	npliance Audit List Message	s Commen	ts Reports						
	Temp ED 146: ED Prime: Marous Bro	146 - Hot Sauce Williams Protection Inc	oject (SF PW FL)			Status: Oper 11/4/2013 - 12/11/2014 Current Value: \$282,131					
0000						Refresh Pac					
4 4 2 3	Contract Inf	ormation				(1					
Home	Contract Title		ED 146 - Hot Sauce V	ED 146 - Hot Sauce Williams Project (SF PW FL)							
and the second sec	Contract Number		Temp ED 146								
view »	System Transaction	n Number	01142495-001	01142495-001							
Search »	Start Date		11/4/2013								
Message »	(Projected) End Dat	e	12/11/2014	12/11/2014							
	Contract Value		\$282,131.00	\$282,131.00							
Settings »	Compliance Officer		Barbara Esperon								
Help & Support »	-										
Logoff	User Assign	iment				G					
Show All Hide All	Contract Type	(Sub) Contract Percent	Compliance Contact P	erson	Workforce/Prevailing Wage Contact Person	Compliance Audit Required					
coped on as:	Prime	100.000%	Diana Correa	•	Diana Correa	0					
arbara Esperon, larous Brothers construction Inc			View Subcon	tractors	Compliance Audit List						
	Contract Sta	tus & Actions				9					
			Status		Actions	Previous Transactions					
	Contract		Open	View	Contract						
	ContractChange On	ders				None					
	Contract Extension	s/Shortenings				None					

Step 4: The following screen will appear, click "Add First Tier Subcontractor" button

	Contract Management: Subcontractor List							н	elp & Too	ls 🛠	
CLEVELAN	Contract Main View Contract Subcontractors Compliance Audit	t List Messages Comments Reports	5								
	Temp ED 146: ED 146 - Hot Sauce Williams Project (SF PV Prime: Marous Brothers Construction Inc	N FL)	Status: Ope 11/4/2013 - 12/11/201 Current Value: \$282,13								
All subcontractors assigned to this contract are listed below.											
↔ ⇒ ② <u>③</u>	Subcontractor List								1000	?	
View »	Subcontractor Name		Certifie	ed Current Award	Туре	Inc. in Goal	Compliance Audit	Final Pmnt	Acti	ons	
Search »	1 BE Company for Demonstration Purposes	No	\$5	Sub	No	Ø	No	Add Sub			
Message »	1 Cordero Concrete Construction		0	\$17,100	Sub 100%	Ø MBE	0	No	Add Sub		
Settings »	1 Signature Sign Co., Inc.		٢	\$16,152	Sub 100%	CSB	Ø	No	No Add Sub		
Help & Support » Logoff		Add First Tier Subcont	ractor								
Show All Hide All	Subcontractor Addition Requests									?	
Logged on as: Barbara Esperon, Marous Brothers Construction Inc	Vendor Name	Submitted By	Certified	Requested Percent/ Amount	Inc. in Goal	Complian Audit	ce Date Req	uested	Status	Actions	
construction inc	Cordero Concrete Construction	Brianna Niznik	0	\$17,100	© MBE	0	3/24/2	014	Approved	View	
	Customer Support					ł	iome <u>Help</u> j	Print This	Page Prin	nt To PDF	

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Quick Start Guide for General Contractors / Prime Contractors

Step 5: The following screen will appear, click "Get Vendor" button

NE	Contract Management: Add Subcont	tractor Help & Tools 🛠	
CLEVELAN	Contract Main View Contract Subcontractors Compli	iance Audit List Messages Comments Reports	
4 (+ * * * *)°	Temp ED 146: ED 146 - Hot Sauce Williams Proje Prime: Marous Brothers Construction Inc	ect (SF PW FL) Status: Open 11/4/2013 - 12/11/2014	
E		Current Value: \$282,131	
	-		
4 3 1 /3	* required entry		
	Vendor Information	· · · · · · · · · · · · · · · · · · ·	
Home	Vendor *	Get Vendor have vendor database	
View »	Vendor Compliance Contact *	None selected *	
Search »	Vendor Workforce/Prevailing Wage Contact *		
Message »	Vendor Address *	None selected *	
Settings »			
Help & Support »	Applicable Vendor Certifications	8	
Lonoff	Assign a vendor and <u>click to refresh certification list</u> .		
Logon			
Show All Hide All	Subcontract Information	(?	
Logged on as: Barbara Esperon.	Subcontractor Tier *	[Tier 1] Subcontractor to Marous Brothers Construction Inc [Prime Contractor]	
Marous Brothers Construction Inc	Current Prime Contract Amount	\$282,131.00	
	Subcontract Percent/Amount *	By Amount:	
		By Percent: %	
		Enter the <u>full</u> amount/percent of the subcontract or the percent relative to the total contract value (\$282,131). Do not deduct amount/percent of subcontracts awarded by this subcontractor.	
	Include in Compliance Audits? *	Yes - subcontractor is active and should be included in the periodic compliance audits of the contract.	
		No - subcontractor is inactive.	
(C		

Step 6: The following screen will appear, enter the company's name in the "Business Name/DBA" field which you are interested in adding to the project and click "Search All Matches" Button:

	Search: Vendors	Help & Tools 🛠	
CLEVELAN	Users Vendors Contract Concessio	uns Outreach	
	Search for vendors using their names, required.	locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click Search. Some parameters are Search First 20 Matches Search All Matches Clear Form	
4 4 2 3	Search Parameters	A-100	
Home	Business Name/DBA	BE Company	
View »	Contact Person	First	
Search»	City		
Message »	city	U.S. States/Provinces Canadian Provinces	
Settings »	State/Province	T OF T	
Help & Support »	Zip Code/Postal Code	U.S. Zip Code Canadian Postal Code	
Show All Hide All	Phone Area Code		
Logged on as: Barbara Esperon.	Commodity Code		
Marous Brothers Construction Inc	Business Description		
	Certification Date & Types Recognized For This Record ?		
	All certification types below are rec	ognized on this contract for firms that are active as of today.	
	Certification Parameters	e	
	Cartifications	City of Claveland	

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Step 7: The following screen will appear, click **"Select Vendor"** or if not listed, click **"Add** New Vendor" Button:

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	Search: Vendors			Help & Tools	
CLEVELAN	Users Vendors Contract Concessions Outreach				
	Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table. To resort, click on column title.				
	Business Name	Phone Number	Location	Actions	
5 3 M /	All 🔻				
Home	BE Company for Demonstration Purposes	216-548-2293	Cleveland, OH	Select Vendor	
	Holt, B. E. Company	713-694-4898	Houston, TX	Select Vendor	
/iew »	McCabe & Company, Inc.	310-821-1004	Marina Del Rey, CA	Select Vendor	
Search	NZERIBE & COMPANY P A	305-653-9990	MIAMI, FL	Select Vendor	
Moscano »	TYBE Company, LLC	731-627-2744	Newbern, TN	Select Vendor	
Cattlene w					
setungs »		1 - 5	of 5 records displayed: Page 1		
leip & Support »					
Logoff		Search Again	Add New Vendor		

Step 8: The following screen will appear, at minimum, enter information for every field which has an " * " and click "**Review**":

EVELAN	Vendor Registration: Start	Нер	& Tools 🛠	
	* required entry Business Information		?	
0000	Business Name *	New Company		
5 3 A (1)	DBA Name			
Home	Tax ID Number	(Federal Tax ID or Social Security Number)		
/iew »	DUNS Number	(Look up a Dun & Bradstreet number)		
Search »	Company Type	None selected		
Message »	Company Ownership Ethnicity	None selected		
Settings »	Company Ownership Gender	None selected V		
Help & Support »		The procession of the second		
Logoff	Business Contact Information	n	(?	
Show All Hide All	Main Company Email *	NC@NewCompany.com		
ogged on as: Jarbara Esperon,	Main Phone *	216 548-2293 Ext.		
farous Brothers	Main Fax *	216 548-2293		
	Main Company Web Site			
	Company Address *	601 Lakeside Avenue		
	City *	Cleveland		
	State/Province •	U.S. States/Provinces Canadian Provinces		
	Zip Code/Postal Code *	U.S. Zip Code Canadian Postal Code		
	Country *	United States •		



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Company Contact Person		3
Name * (first, last name)	Mike	Curry
Title		
Email (Username) *	NC@NewCompany.c	om (copy from above)
Phone Number	216 548-2293	Ext. (copy from above)
Fax Number *	216 548-2293	(copy from above)
Time Zone *	US/Central	•
Commodity Codes		s) (1)
Commodity Codes	Add Commodity Code	S
	No Codes Assigned	
		Review Cancel
Customer Support		Home Help Print This Page Print To PDF

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Step 9: After review, click "Save".

Step 10: the following screen will appear, at minimum, please answer all the questions which have a " * " and click "Review":

Subcontract Information	Subcontract Information				
Subcontractor Tier *	[Tier 1] Subcontractor to Marous Brothers Con	struction Inc [Prime Contractor			
Current Prime Contract Amount	\$282,131.00				
Subcontract Percent/Amount *	By Amount: \$10,000				
	By Percent: %				
	Enter the <u>full</u> amount/percent of the subcontract contract value (\$282,131). Do not deduct amou <u>by</u> this subcontractor.	t or the percent relative to the to nt/percent of subcontracts awar			
Include in Compliance Audits? *	 Yes - subcontractor is active and should b compliance audits of the contract. No - subcontractor is inactive. 	e included in the periodic If "Type of			
Count Towards Certified Goal *	Yes - Payments to this subcontractor cou	Participation" =			
	Goal	Subcontractor or			
•	 No 	Trucking & Hauling			
Type of Participation *	Subcontractor/Subconsultant	then Contified			
	Supplier - Manufacturer	then Certified			
	Supplier - Regular Dealer	Payrolls are required			
	Supplier - Packager, Broker, Distrib., Wh	on Monthly Report			
	Joint Venture	Audit (MRA) or in			
	Fees & Commission Broker	LCPtracker.			
	Irucking & Hauling Trucking & Hauling Brokerage				
	According to policy, goal participation v	vill be counted at 60%			
Work Description *	Supply Dumpsters	When decoribing			
Work Codes	Currently assigned work codes:	the type of work			
	No Codes Assigned	nlease he specific			
		and include at least			
		an action verb to			
		describe work			

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	Add Work Codes	
	<u>Click here</u> to see if there are any available work c certifications for the assigned vendor.	a. Place <u>\$0.00</u> as the
Subcontract Award/Commit Date *	2/1/2014 (mm/dd/yyyy)	Start "Paid to Date" Amount.
Estimated Work Start Date *	3/1/2014 (mm/dd/yyyy)	b. If you had made
Estimated Work End Date	3/30/2014 (mm/dd/yyyy)	payments
Add vendor to existing audits for this contract? *	 Yes - add this subcontractor to all audits foin April • 2014 • No. Subcontractor's first audit will bothe next Payments Already Made: \$0 	the steps listed below under "Record Missed
Reference Identifier	Use this field to uniquely identify this subcontractor contract two or more times. This identifier will be d quick identification of each instance of a firm's parti	isplayed on the vendor list for cipation on the contract.
Attach File(s)	Attach File	
Comments *		8
1	Spell Check Review Cancel	

Step 9: After review, click "Save".

c. Record "Missed Payments" to a subcontractor

a. If you have paid \$ prior to the vendor prior to the vendor being set up and/or once you realized that you <u>missed</u> <u>recording a payment</u> you made to one or more subcontractors, please record the payment(s) in the next monthly "Contract Audit: Audit Notice for Month Year" and include in the following details: [(a) Date Issued, (b) Check Number, and (c) comments]. In addition include the "Total Amount" which should also match the amount entered in the Comments section in order for the subcontractor to verify. This provides a subcontractor with an opportunity to confirm any past or missed payments entered in B2Gnow in this matter.