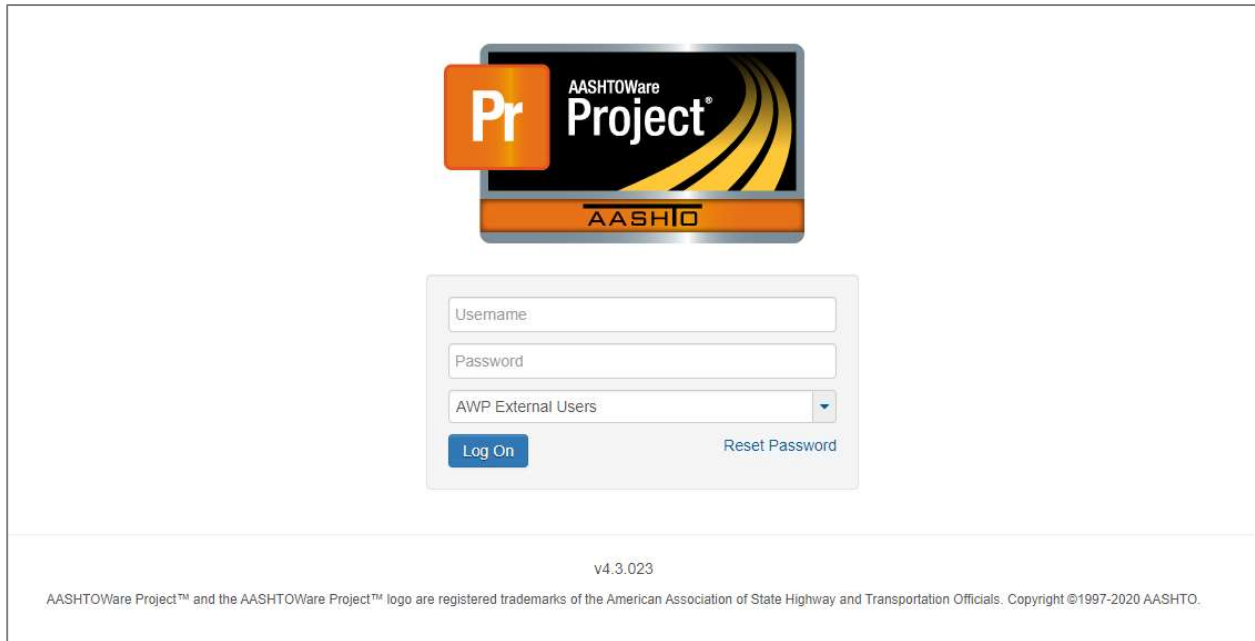


# AASHTOWare Project CRL

## Instructions for Subcontractors, Material Suppliers & Haulers (Payee) Reviewing Prompt Payment Entries by Prime Contractor (or Payer)

**\*\*\*This process can be repeated for each payment made by a payer\*\*\***



### **System Login**

1. Log into AASHTOWare Project (<https://tdot-pr-prod-ext.infotechinc.com/>)
  - Username is your email address;
  - Change the drop-down menu to “AWP External Users”.

*Note: If you cannot get into your account, you may reset your password by changing the drop-down menu to say “AWP External Users” and clicking the “Reset Password” button that appears directly below it. Passwords will automatically expire every 90 days (you will get one email a day starting 10 days prior to password expiration)*

PROJECT TDOT NonAgency Prompt Payment - Primes, Subs, Material Suppliers and Haulers

External Links

TDOT Labor Compliance

Contract Overview

Q Type search criteria or press Enter Advanced

Enter search criteria above to see results OR Show first 10

**Locate Desired Contract**

2. Locate the desired contract by searching under Contract Overview or selecting “Show first 10”.

Contract Overview

Q Type search criteria or press Enter Advanced Showing 1 of 1

Contract	Description	Prime ID	Prime Name	
CNR265	The fence repair on various Interstate and State Routes.	0070036107	MCKENZIE TREE SERVICE INC	Actions

- Exclude from Search Results
- Open Contract Payments
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Contract Payment
- Subcontract Listing

**Contract Overview**

3. Select “Open Contract Payments” from the actions menu on the Contract row.

Home Previous My Pages Actions Help Log off

Contract Payment Overview

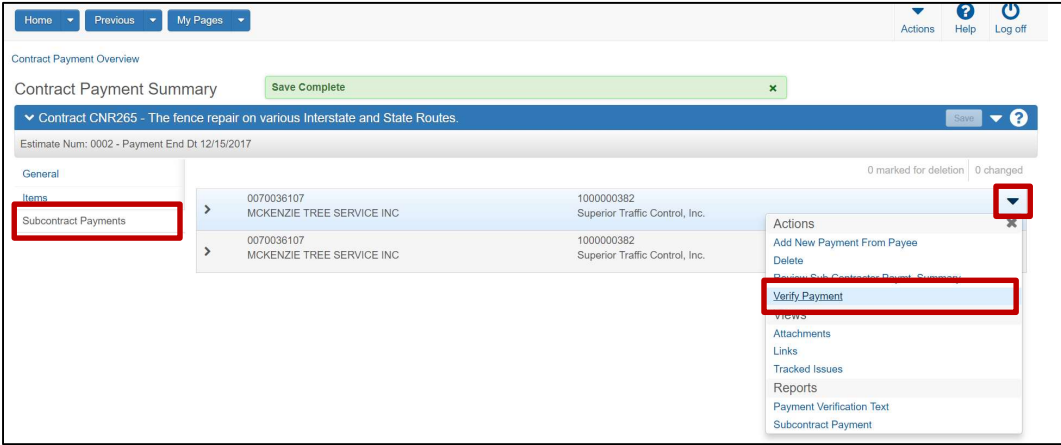
Contract: CNR265 - The fence repair on various Interstate and State Routes.

Q Type search criteria or press Enter Advanced Showing 2 of 2

Estimate Num	Type	Amount Paid	End Date	
0002	Progress Estimate	55,342.77	12/15/2017	
0001	Progress Estimate	28,697.74	11/15/2017	

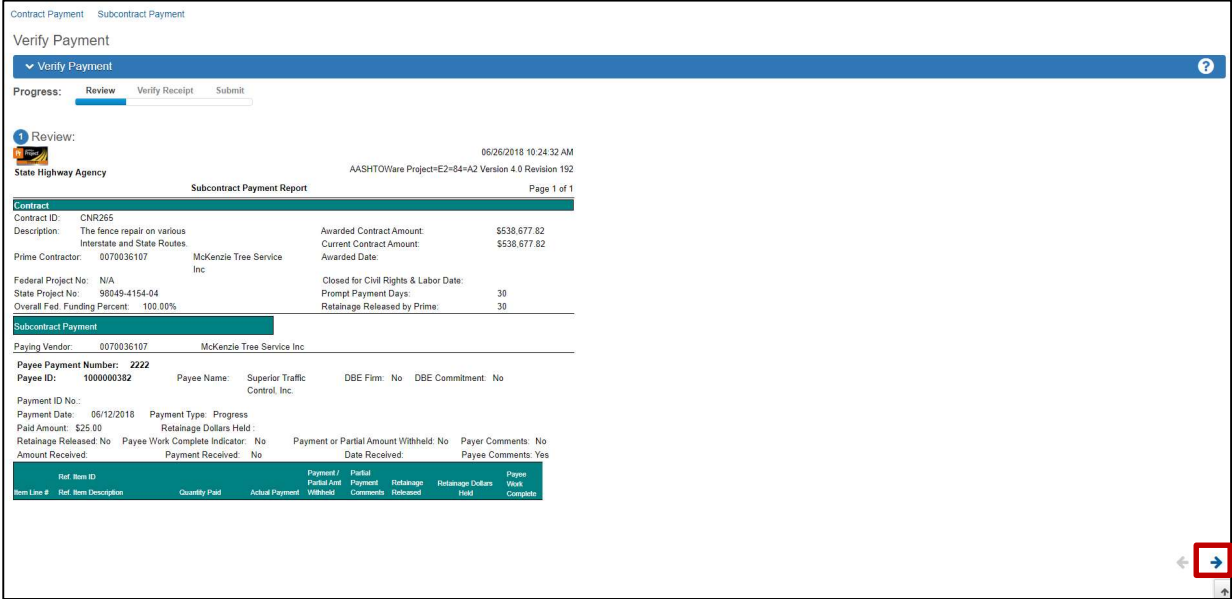
**Contract Payment Overview**

4. Click on the desired Estimate Number.



**Contract Payment Summary**

- 5. Review the General and Items Payments Tab for more detailed information on this estimate.
- 6. Select the Subcontract Payments Tab then click **“Verify Payment”** from the small actions menu located on the appropriate row to begin reviewing and verifying payment information.



**Review Payment Information**

- 7. Review entry made by the payer. Once finished, click blue arrow on bottom right of screen to continue.

**Verify Payment**

8. Enter the following to serve as your acknowledgement of the prompt payment entry per TDOT specification 109.02:

- **Payment Received.** As the payee, you have the following options to select from:
  - “No” – meaning you did not receive the payment;
  - “Yes as Expected” – meaning you received the payment as the payer has entered; or
  - “Yes Not as Expected” – meaning you received a payment from the payer, but not as described in the payment entry.
- **Amount Received;**
- **Date Received;**
- **Payee Comments** (if applicable).

*Note: This is your opportunity as the payee to document any discrepancies or disagreements. Please do so when verifying the payment entry.*

9. Click blue arrow on bottom right of screen to continue.

**Submit Verification**

10. Click “Submit Verification Process Completed”

**\*\*\*This process shall be repeated for each payment entry recorded by a payer\*\*\***