



Prompt Payment Instructions for Prime Contractor

1. Log into AASHTOWare Project.
2. Select the NDOT_External_Prompt_Payment role.
3. The Home Screen will appear with contracts listed at the bottom. Select the relevant contract by clicking the appropriate contract number

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On this page: External Links Contract Overview

PROJECT NDOT EXTERNAL ROLE for Prompt Payment

AWP Support External Links

Phone: 402-479-4760
Email: NDOT.AWProjectSupport@Nebraska.gov

Report Portal
Service Portal
Quick Reference Guides
Downtime Listserv Archive

NDOT Report Portal
Construction Systems Incident Request Offering
Construction Systems Quick Reference Guides
Construction Systems Downtime Listserv Archive

Contract Overview

Type search criteria or press Enter Advanced Showing 30 of 30 0 changed

Contract	Description	Prime ID	Prime Name
1266	GRAD CULV SEED BRG GDRL MISC BIT	0083	WERNER CONSTRUCTION, INC.
13303	GRAD CULV SEED BR GRDL MISC ELEC BIT	0083	WERNER CONSTRUCTION, INC.
3127	GRAD SEED GDRL BIT	0083	WERNER CONSTRUCTION, INC.
31916	GRAD CULV SEED BR GDRL BIT	0083	WERNER CONSTRUCTION, INC.
3256	GRAD CULV SEED BR GDRL BIT	0083	WERNER CONSTRUCTION, INC.
42784	GRAD SEED BIT	0083	WERNER CONSTRUCTION, INC.
42787	GRAD CULV SEED BR GDRL MISC BIT	0083	WERNER CONSTRUCTION, INC.
42794	GRAD SEED GDRL MISC SIGN BIT	0083	WERNER CONSTRUCTION, INC.



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4. Once the contract is selected, a list of payment estimates for that contract will appear:

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Contract Payment Overview

Contract: 1266 - GRAD CULV SEED BRG GDRL MISC BIT

Q Type search criteria or press Enter Advanced Showing 24 of 24 0 changed

Estimate Num	Type	Amount Paid	End Date
000000024	Semi-Final Estimate	0.00	03/01/2022
000000023	Progress Estimate	0.00	01/25/2022
000000022	Progress Estimate	144,100.43	12/27/2021
000000021	Progress Estimate	7,214.20	11/27/2021
000000020	Progress Estimate	53,595.99	11/13/2021
000000019	Progress Estimate	31,636.80	10/30/2021
000000018	Progress Estimate	-1,797,184.03	10/20/2021
000000017	Progress Estimate	2,331,205.27	10/16/2021
000000016	Progress Estimate	1,131,576.07	10/02/2021
000000015	Progress Estimate	671,012.69	09/18/2021
000000014	Progress Estimate	454,945.40	09/04/2021
000000013	Progress Estimate	30,491.51	08/21/2021
000000012	Progress Estimate	167,789.69	08/07/2021
000000011	Progress Estimate	233,084.13	07/24/2021

5. Select the payment estimate to document subcontractor payments to and this screen appears:

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Contract Payment Overview

Contract Payment Summary

Contract: 1266 - GRAD CULV SEED BRG GDRL MISC BIT Save ?

Estimate Num: 000000024 - Payment End Dt 03/01/2022

General	Estimate Number	Contract Payment Period Start Date
Items	000000024	01/25/2022
Subcontract Payments	Estimate Type	Contract Payment Period End Date
	Semi-Final Estimate	03/01/2022
	Paid Amount	Date Payment was Made
	0.00	
	Previous Total Paid Amount	
	4,708,818.40	
	Total Paid to Date Amount	
	4,708,818.40	

6. Select the 'Subcontract Payment' tab on the left:

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Contract Payment Overview

Contract Payment Summary

Contract: 1266 - GRAD CULV SEED BRG GDRL MISC BIT Save ?

Estimate Num: 000000020 - Payment End Dt 11/13/2021

General	Add Subcontract Payment From Prime
Items	
Subcontract Payments	No rows found matching criteria.

0 marked for deletion | 0 changed



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7. Select the 'Add Subcontract Payment from Prime' link to arrive at the following screen:

8. Fill out the applicable fields (see field definitions below) with your payment data and click 'Save' in the top right corner of the screen. A Save confirmation will be displayed.

Payee – The subcontractor being paid. You can put your cursor in the box and click Enter to bring up a list or start typing their name and then select the correct subcontractor. (Note: Some subcontractors have similar names – be sure to select the correct name.)

Payee *

Payee Number – Unique number you assign to each payee as you create your payments.

Payee Payment Number *

Date Paid – Actual date you paid the amount to the subcontractor. (If there were multiple payments made to a subcontractor between estimates issued by the Department, you may enter the most recent date and note the actual dates or date range of payments made in the "General Comments" field below.)

Date Paid *

Paid Amount – The amount paid to the subcontractor for this estimate.

Paid Amount



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Retainage Dollars Held – Money held back in accordance with the subcontract.

Retainage Dollars Held

Retainage Released – Indicates that this payment is retainage being paid.

Retainage Released

Withholding Indicator – Indicates some or all payment was withheld. A comment box will be activated to provide withholding details. (Reminder: NDOT approval is required to withhold payment due a subcontractor.)

Withholding Indicator

Withholding Comments – Enter the date that NDOT approved withholding a payment and include a brief description for withholding payment.

Withholding Comments

General Comments – Any additional comments. (This should include clarification if the payment is using a combination of Paid Amount, Retainage, Withholding, and/or any other extended explanations. If multiple payments were made to the subcontractor, either prior to the first estimate issued by the Department or between consecutive estimates, the payments may be described here (date, amount, type of payment) instead of entering each one separately.)

General Comments

9. On the right side of the screen will be a white down-arrow (Component Action button). Click the Action button to access the Component Menu. Click the link 'Sign Subcontract Payment':

The screenshot shows the AASHTOWare Project interface. At the top, there are navigation buttons: Home, Previous, My Pages, and Demo Environment. On the right, there are icons for Actions, Help, and Log off. The main content area displays 'Contract Payment Overview' and 'Contract Payment'. A green notification banner at the top says 'Subcontractor Payment - Successfully Saved'. Below this, a dropdown menu is open for 'Contract 1266 - GRAD CULV SEED BRG GDRL MISC BIT'. The menu options include: Actions (with a sub-menu showing 'There are no actions available'), Tasks, Sign Subcontract Payment (highlighted), Views, Attachments (0), Issues, Links, Attachments and Links, AASHTOWare Project Incident, NDOT Report Portal, Reports, and Payment Verification Text. The background shows a form with fields for Payer (0083 - WERNER CONSTRUCTION, INC.), Payee (0001), and a search bar containing 'EBS BIDDER - TESTING'.



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10. The 'Sign Subcontract Payment' component will appear with a statement certifying that the subcontractor has been paid. Click the right arrow at the bottom of the screen to continue the signature process.

11. Enter any pertinent comments and then click on the green 'Sign Payment' button on the bottom right side of the screen:

12. The save will be confirmed

13. To make another subcontractor payment on this estimate, click the 'Contract Payment' link in the upper left.

14. To select another estimate on the same contract, click the 'Contract Payment' link.

15. To select another contract, select the Home button on the top left and repeat these instructions.