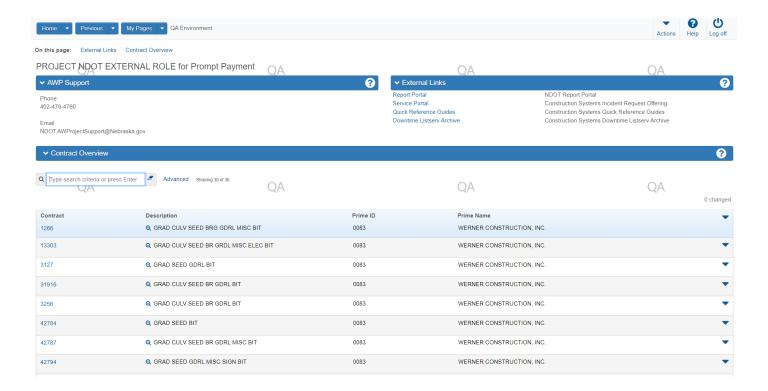
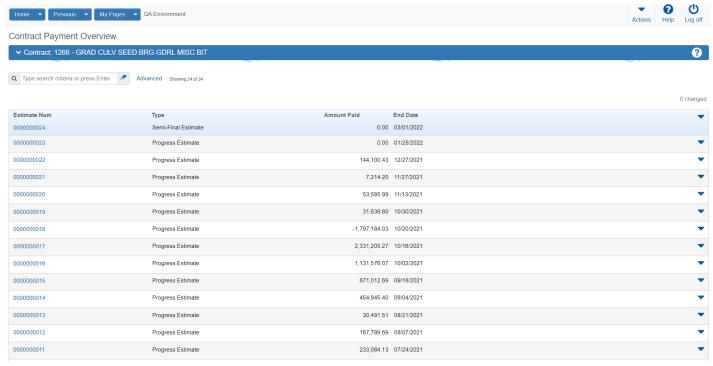


- 1. Log into AASHTOWare Project.
- 2. Select the NDOT_External_Prompt_Payment role.
- 3. The Home Screen will appear with contracts listed at the bottom. Select the relevant contract by clicking the appropriate contract number

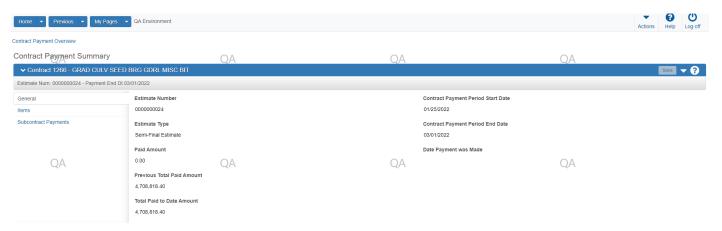




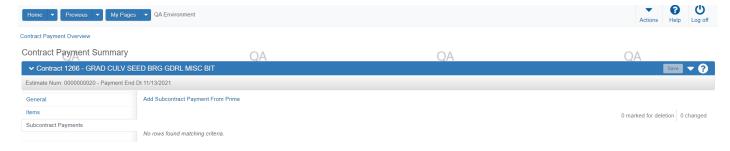
4. Once the contract is selected, a list of payment estimates for that contract will appear:



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

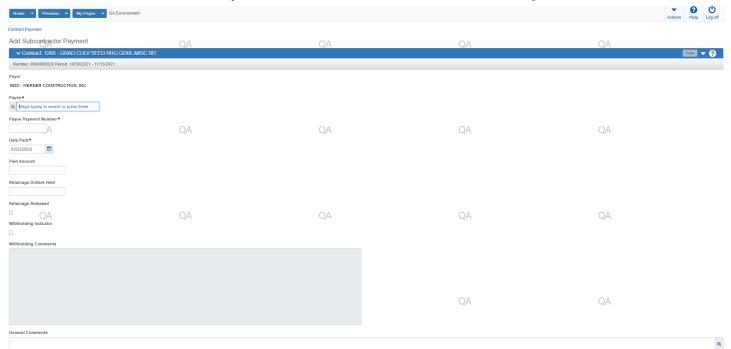


6. Select the 'Subcontract Payment' tab on the left:



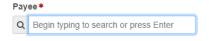


7. Select the 'Add Subcontract Payment from Prime' link to arrive at the following screen:



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.

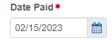
Payee – The subcontractor being paid. You can put your cursor in the box and click Enter to bring up a list or start typing their name and then select the correct subcontractor. (Note: Some subcontractors have similar names – be sure to select the correct name.)



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



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.)



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



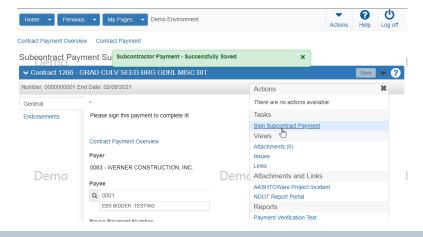


Retainage Dollars Held – Money held back in accordance with the subcontract.
Retainage Dollars Held
Retainage Released – Indicates that this payment is retainage being paid.
Retainage Released
Withholding Indicator – Indicates some or all payment was withheld. A comment box will be activated to provide 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':

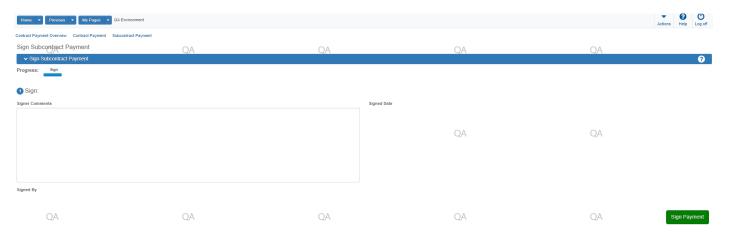




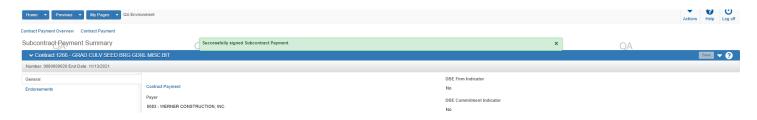
10. The 'Sign Subcontract Payment' component will appear with a statement certifying that the subcontractor has been paid. Click the right arrow at the bottom of the screen to continue the signature process.



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.