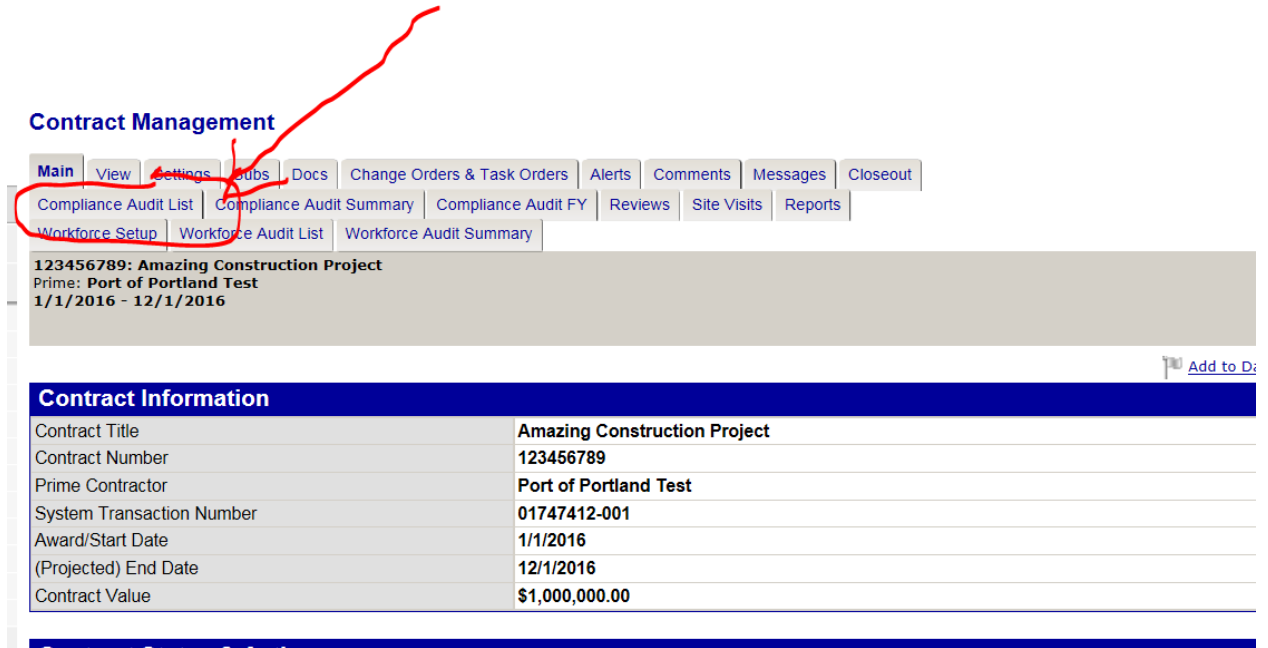


Instructions for Subcontractor Utilization and Payment Report

1. Open Port of Portland Diversity Management System “B2G” and select the correct contract.
2. Along the top of the page, select “**Compliance Audit List**”



Contract Management

Main View **Settings** Subs Docs Change Orders & Task Orders Alerts Comments Messages Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Reviews | Site Visits | Reports

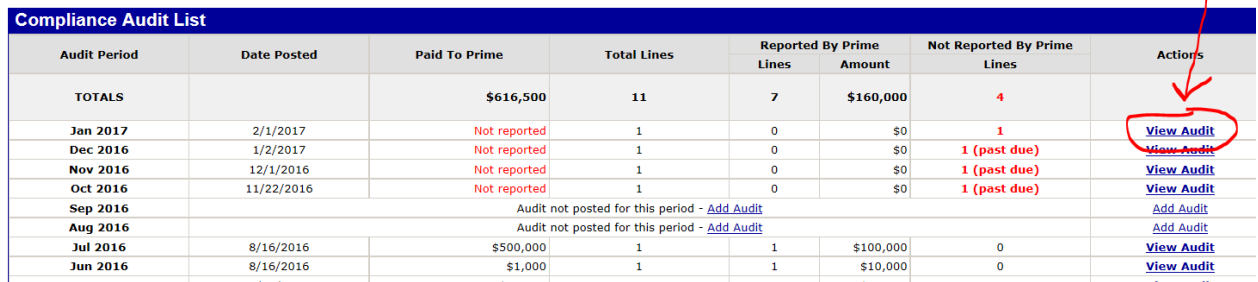
Workforce Setup | Workforce Audit List | Workforce Audit Summary

123456789: Amazing Construction Project
 Prime: Port of Portland Test
 1/1/2016 - 12/1/2016

[Add to D...](#)

Contract Information	
Contract Title	Amazing Construction Project
Contract Number	123456789
Prime Contractor	Port of Portland Test
System Transaction Number	01747412-001
Award/Start Date	1/1/2016
(Projected) End Date	12/1/2016
Contract Value	\$1,000,000.00

3. Next select the Month/Year Audit period that supports the contractor’s request for payment that is being submitted. Example→ If the CPP is for January 1, 2017 through January 31, 2017, audit for January 2017 should be submitted with CPP. If the CPP covers a period longer than a single month, then all months must be printed and included with the submission.



Compliance Audit List							
Audit Period	Date Posted	Paid To Prime	Total Lines	Reported By Prime		Not Reported By Prime	Actions
				Lines	Amount		
TOTALS		\$616,500	11	7	\$160,000	4	
Jan 2017	2/1/2017	Not reported	1	0	\$0	1	View Audit
Dec 2016	1/2/2017	Not reported	1	0	\$0	1 (past due)	View Audit
Nov 2016	12/1/2016	Not reported	1	0	\$0	1 (past due)	View Audit
Oct 2016	11/22/2016	Not reported	1	0	\$0	1 (past due)	View Audit
Sep 2016		Audit not posted for this period - Add Audit					Add Audit
Aug 2016		Audit not posted for this period - Add Audit					Add Audit
Jul 2016	8/16/2016	\$500,000	1	1	\$100,000	0	View Audit
Jun 2016	8/16/2016	\$1,000	1	1	\$10,000	0	View Audit

4. To print the audit summary month you desire, select “Print This Page” at the bottom of the page.



Subcontractor Payment and Utilization Report

Submit ALL Incomplete Records

Extend Reporting Deadline By Two Weeks From Today

Prime Contractor - January 2017

Prime Contractor	Cert	Inc. in Goal for Period	This Period	Prime's Share This Period	Total to January 2017	Prime's Share Total to January 2017	Contracted Percent	Actual Percent
Portland Test [Info] esum Prime 03-415-6850 allbiz@portofportland.com	No	No	Not Reported (Submit)	\$0.00	\$616,500.00	\$456,500.00	99.980%	74.047%

Click contractor name to view payment history for this contract. Click contact person's name to send them a message.

Subcontractors - January 2017

Subcontractor	Cert	Type	Inc. in Goal for Period	This Period	Total Payments to January 2017	Contracted Percent	Actual Percent
DOT Sub Test Vendor [Info] Walter Ma wdotsubtest@b2gnow.com P 602-333-7878	No	Sub 100%	MWESB	Not Reported Edit	\$160,000.00	0.010%	25.953%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

Resend Reporting Notice to Prime

Reset Zero Responses

