



Prompt Payment Instructions for Primes and Subcontractors

Overview

Prompt payments need to be entered by the prime and the subcontractors on the contract. The prime must create their payments first. Once the prime payments are created, then the subcontractors will be able to create payments to their subcontractors from those payments.

The only difference for the process is on steps 6 and 7. Primes use the 'Add Subcontract Payment from Prime' link and subcontractors use the 'Add New Payment from Payee' link.

Instructions

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.

The screenshot shows the AASHTOWare Project interface. At the top, there are navigation tabs: Home, Previous, My Pages, and QA Environment. On the right, there are buttons for Actions, Help, and Log off. Below the navigation, there are three main sections: AWP Support, External Links, and Contract Overview.

AWP Support includes:

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

External Links includes:

- 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 includes a search bar and a table of contracts.

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:

Home Previous My Pages QA Environment Actions Help Log off

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 add subcontractor payments to and this screen appears:

Home Previous My Pages QA Environment Actions Help Log off

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	
	4,706,818.40	
	Total Paid to Date Amount	
	4,706,818.40	

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

Prime View

Home Previous My Pages QA Environment Actions Help Log off

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



Prompt Payment Instructions for Primes and Subcontractors

Subcontractor View

Contract Payment Overview

Contract Payment Summary

Contract 8864 - GRAD CONC PAVE CULV WATER SAN SEED ELEC

Estimate Num: 000000001 - Payment End Dt 05/08/2021

Payer	Payee
4759 - BX CIVIL & CONSTRUCTION INC.	2768 - RUTJENS CONSTRUCTION, INC.
Payee Payment Number: 1	Signed Dt: 09/11/2024
Signed By: v.brad.finch@outlook.com	
4759 - BX CIVIL & CONSTRUCTION INC.	2768 - RUTJENS CONSTRUCTION, INC.
Payee Payment Number: 2	

Actions:

- Add New Payment From Payee
- Open Sub Contractor Paymt. Summary
- Reports
- Payment Verification Text

7. To add a Subcontract Payment:

- As the prime
 - Select the 'Add Subcontract Payment from Prime' link to arrive at the following screen.
- As a subcontractor
 - Select the 'Add New Payment from Payee' link on the payment from the prime to arrive at the following screen.

Add Subcontractor Payment

Contract: 1266 - GRAD CULV SEED BRG GDBL MISC BIT

Number: 800000020 Period: 10/30/2021 - 11/13/2021

Payer: 0883 - WERNER CONSTRUCTION, INC.

Payee:

Payee Payment Number:

Date Paid: 02/22/2023

Paid Amount:

Retainage Dollars Held:

Retainage Released:

Withholding Indicator:

Withholding Comments:

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*



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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 *

02/15/2023 

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

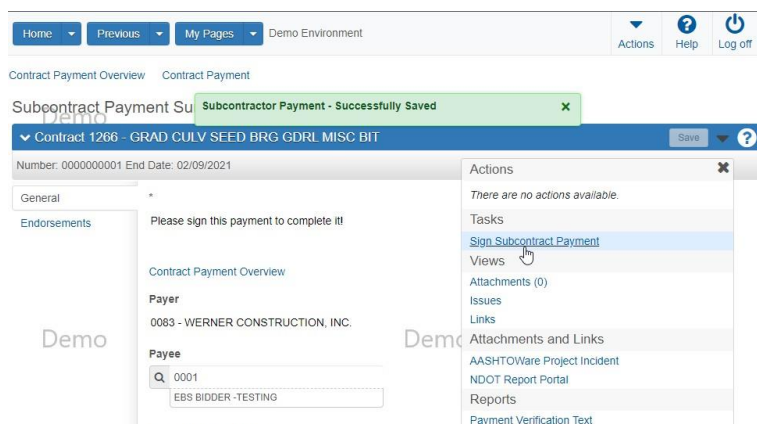
Withholding Comments – Enter the date that NDOT approved withholding a payment and include a brief description for withholding payment.

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':



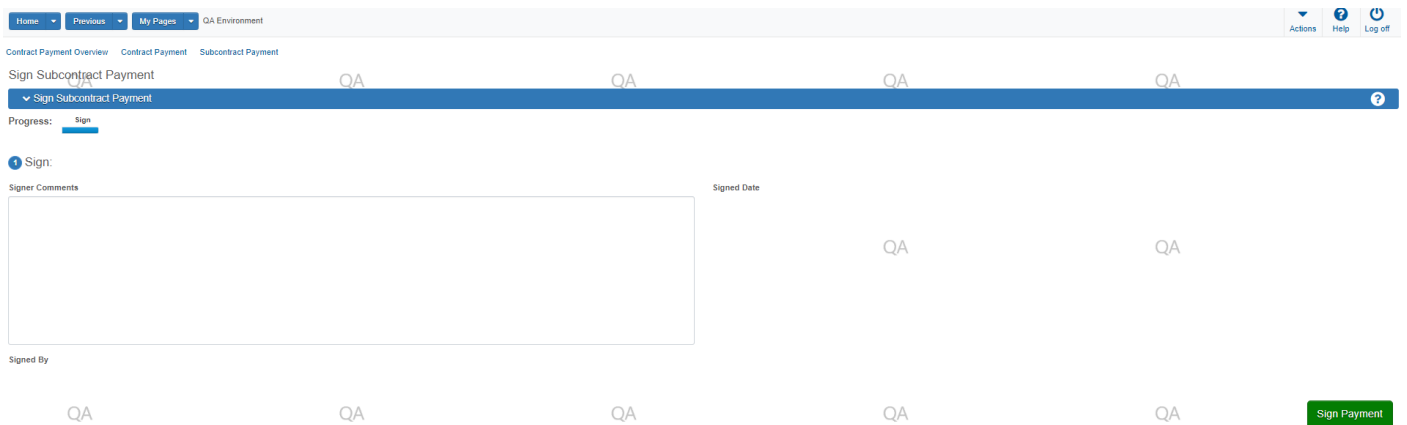


Prompt Payment Instructions for Primes and Subcontractors

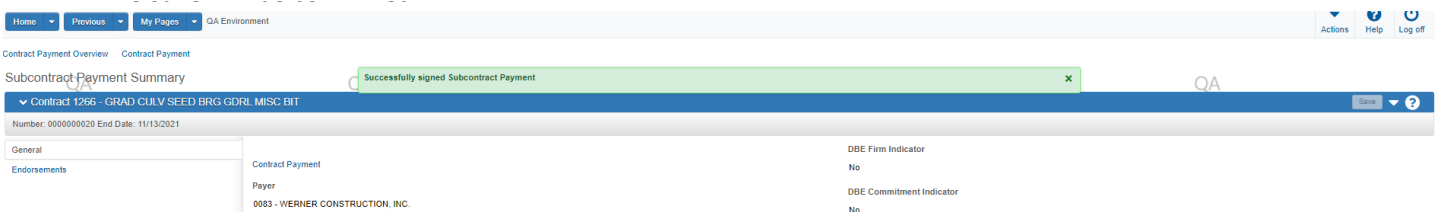
10. The 'Sign Subcontract Payment' component will appear with a statement certifying that the subcontractor has been paid. Click the right arrow at the bottom of the screen to continue the signature process.



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.