Subcontractor Payment Reporting
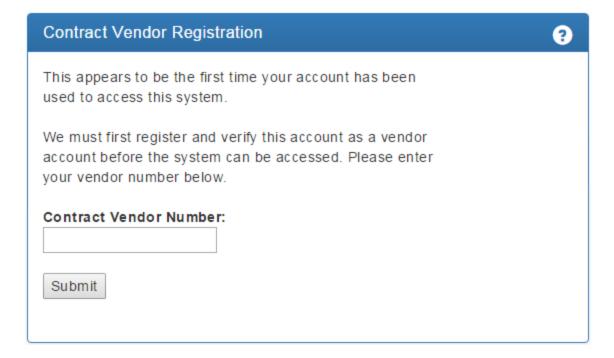
Requirements

- You must already have a vendor number with the Montana Department of Transportation.
- You must have a Montana Okta account for authentication. If you do not have an account, one can be created here: https://login.mt.gov

Registration

If you already use the PHL (Plan Holders List) application with MDT, you will be able to access this system as well without any additional registration.

If your Okta account is *not* yet registered with MDT, you will be required to supply your vendor number to register:

Contract Vendor Registration ❓

This appears to be the first time your account has been used to access this system.

We must first register and verify this account as a vendor account before the system can be accessed. Please enter your vendor number below.

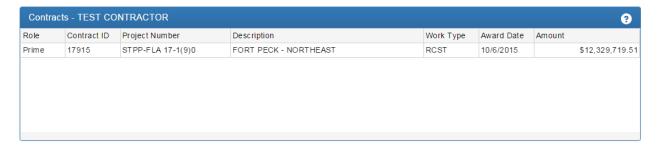**Contract Vendor Number:**

[   ]

[Submit]

When a valid number is supplied, you will be presented with list of email addresses which are already on file at MDT for the given vendor. The email addresses are masked for security purposes. Select the email that is most likely yours, and click confirm.
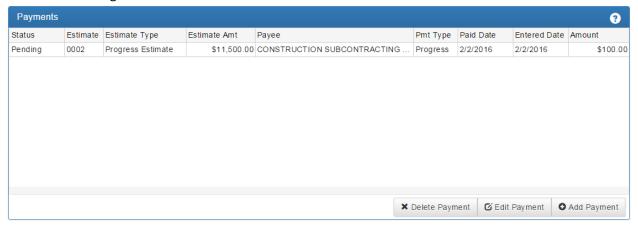

You will receive an email which will contain instructions and a web address to confirm your registration. Once this is complete, return to the SPR application and access the system.

Contracts & Payments

After logging in, the vendor will be directed to a page that lists all of the active contracts for that vendor. The list is in a scrollable and clickable grid that may be sorted by any of the headers.

Role	Contract ID	Project Number	Description	Work Type	Award Date	Amount
Prime	17915	STPP-FLA 17-1(9)0	FORT PECK - NORTHEAST	RCST	10/6/2015	$12,329,719.51

After selecting a contract, all payments for that contract will be listed in another grid immediately below the contracts list grid.

Status	Estimate	Estimate Type	Estimate Amt	Payee	Pmt Type	Paid Date	Entered Date	Amount
Pending	0002	Progress Estimate	$11,500.00	CONSTRUCTION SUBCONTRACTING ...	Progress	2/2/2016	2/2/2016	$100.00

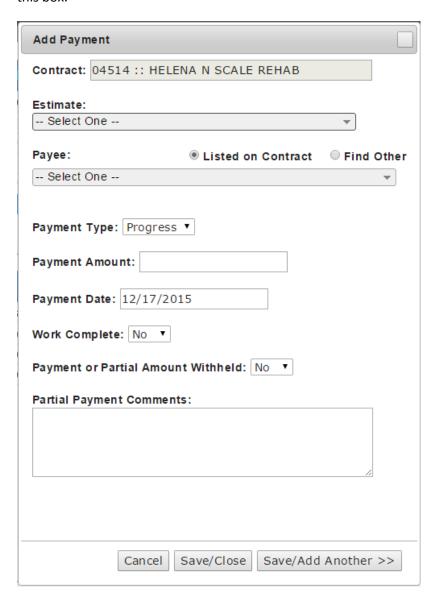✖ Delete Payment   ☑ Edit Payment   ⊕ Add Payment

You will only be able to see payments made either to you, or from you i.e. if a subcontractor made a payment on the selected contract to another subcontractor, those payments will not be listed for you.

There are three buttons at the bottom of the grid which allow you to delete, edit, and add new payments.

Payments can only be edited or deleted if they are in a "pending" state. Payments that have been processed cannot be changed. If the information needs to be corrected please send an email to MDTDBEProgram@mt.gov.

Adding Payments

To add a new payment, select the contract you wish to add a payment for in the Contracts grid, and then click the "Add Payment" button at the bottom of the payments grid. You will be presented with this box:

The estimate drop down will list all estimate payments for the contract. Choose the estimate that is appropriate for this payment.

For the payee, you can either choose a vendor that is listed on the contract, or search all MDT vendors by clicking the "Find Other" radio button. All contractors that have an approved subcontract on file with MDT will be listed in the "Listed on Contract" dropdown.

If you choose the "Find Other" option, the drop down list will be replaced with one in which you can type. As you type in new characters, the list of names will be filtered down to names that match the pattern you entered:

If the name shows up for the vendor that you are searching for, select it from the list. If you do not find the vendor that you want, you can simply type the name in without choosing one from the list.

Next, select whether this is a progress estimate or the final payment that you will be making to the subcontractor.

Enter the amount paid to the subcontractor and select the date the payment was made.

Once you have entered in all the information necessary, you may save the payment by clicking "Save/Close" at the bottom of the box, or by clicking "Save/Add Another" if you wish to enter another payment for this contract (the payment will be saved, and the form will be reset for new entry).

As you add payments you will see them populate in the payments grid, with a status of "Pending". While these payments are in a "Pending" status, you will be able to Delete or Edit them. Every night the payments will be processed into the MDT contract management system, and if no errors occur they'll be moved to a "Processed" status. *Note: Payments on an estimate will not be processed until MDT has paid that estimate, so some payments may remain in a pending state for longer than others.

To report partially or fully withheld payments, change "Payment or Partial Amount Withheld" to "Yes" and enter a comment explaining why the payment is being withheld. If you are withholding the entire payment, the amount reported will be $0. It is not necessary to report payments with retainage withheld as a partial payment.