

REVIEW GUIDE Prime – Contract Payment Reporting Workflow

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

VIVA USA INC. Email: ILCEISupport@starssmp.com

Contents

1.	Intro	oduction	2
2.	Prer	equisites	2
3.	Кеу	Workflow Actions	2
3.1	G	eneral	2
3.2	D	ashboard Metrics	4
3.3	C	ontract Center	5
3.3.1	1	Contracts	5
3.3.1	1.1	Subcontracting Goals	7
3.3.1	1.2	Payments	8
3.3.1	1.3	Audits1	2
3.3.2	2	Reports1	4

1. Introduction

This document describes the contract specific payment reporting activities that can be performed by the IL CEI prime supplier in the new supplier diversity management portal.

2. Prerequisites

- Assignment of contracts
- Enabling of specific periods for payment reporting

3. Key Workflow Actions

3.1 General

• Login into the portal by using the URL: <u>https://supplierdiversitymanagementportal.illinois.gov/</u>



- Once logged in, in the top banner, click on the supplier display name to access the following features:
 - Prime supplier profile (accessible by clicking the <Supplier Display Name> View and update the profile details as applicable in the resultant "Non-Certified Supplier" page

- Messages (accessible by clicking the "Messages" menu item) View and respond to received messages in the resultant "Messages" page
- Notifications (accessible by clicking the "Notifications" menu item) View the list of notifications and associated details
- Support Contact Information (accessible by clicking the "Support" menu item)
 - View the portal support team contact information details (phone number and email ID)
 - Submit queries by using the "Support Form" feature
 - View and download the user manual and training video by using the "Manuals & Trainings" feature
- o Manuals & Trainings View and download the user manual and training video
- Support Form Send queries to the portal support team on portal and business workflow features
- User Settings View and update the user name, company and contact person e-mail IDs, and create and delete additional user profile record
- Change Password Replace the current password with a new password and also view the last password change date and timestamp details

VIVA	₩ ⊠	Hi, SMP Global Services A
Dashboard	Dashboard Dashboard	SMP Global SUPPORT Services Rookie
CERTIFICATION CENTER	Certification Applications	C Messages
 Applications Certifications 	Application Submitted	Notifications Support
CONTRACT CENTER	Certifications	5 LOGOUT
E Contracts ☆ Payment Verification m Reports	Recall	Closed 0 Payment Verification Pending 0
ENGAGEMENT CENTER	Notifications See More	Support
호 RFIs/Surveys 호 조 수 윤	Approval Letter	Looking for Support? We are here to Help You!

Support Center Home - Support Center
Contact Information Manuals & Trainings Support Form User Settings Change Password
Contact Information
Looking for Support? We are here to Help You!
Email us at ILCEISupport@starssmp.com.
Submit Questions through Support Form
Call us at 1-877-557-5258
Read Manuals & Watch Trainings in the Manuals & Trainings
© 2024 VIVA USA Inc. All rights reserved

3.2 Dashboard Metrics

In the Dashboard, you can view the compliance specific various measures and associated metrics counts. Also, by clicking on the metrics counts, you can access the list of associated compliance records.

Dashboard Dashboard	SUPPORT
Certification Applications	Contracts
	Total 3
	Open 2
Certifications	Soon to End (3 Months)
	Closed
	Payment Verification Pending 0
Notifications See More	Support
	Looking for Support? We are here to Help You!

3.3 Contract Center

3.3.1 Contracts

- In the left-hand side-bar menu, click on the "Contracts" sub-menu item under the "CONTRACT CENTER" menu to access the "My Contracts" page.
- In the "My Contracts" page, you will be presented with the list of contracts with which you are associated and also a provision to search for specific contracts based on various columns.
- In the contracts list, you can access a specific contract's details by clicking on the associated contract name link. Also, you can access straightaway the contract details, subcontract payment goal details, and prime and subcontractor payment details by clicking on the respective icons associated with the contract.
- Upon clicking the contract name link or the "Contract Details" icon, you will be navigated to the contract details <Contract Name> page wherein you can perform the following activities:
 - view contract summary details
 - o view some additional contract specific details
 - o view your contact details and also any prior mapped prime supplier contact details
 - view purchasing entity contact details
 - $\circ \quad \text{view change orders} \\$
 - o view created and linked task orders
 - view mapped/requested/removed subcontractors and associated subcontracting payment details
 - view and download associated contract documents and also upload contract documents by using the "Add Document" option
 - view the comments given on the contract and also add a comment by using the "Add Comments" option
 - o view the contract activity history details
 - view the subcontract payment goal percentage set for the contract and also track the subcontracting payment goal compliance progress by clicking on the "View Goals" option
 - view the consolidated period-wise payment details (IL CEI to the prime supplier and from the prime supplier to the subcontractor) and also report payment details for specified periods
 - view the abridged version of the created contact record
 - o view the performed compliance audit details on the contract

ly Contracts	lome • My Contracts					
General Search					Sec	arch
Contract Number	Contract Name	Primes	Contract Value	Re Start Date	esults: 13 😨 🐙 End Date	≞ œ ₿×
001-052124	Test Contract 1 - 052124	Al Savvy Inc	\$500,000.00	05/21/2024	5/21/2025 12:00:00 AM	i © i
123456789	Contract Test	Al Savvy Inc	\$10,100.00	10/20/2022	1/15/2023 12:00:00 AM	i) (0) 5=
123333345678	Car parts	Al Savvy Inc	\$23,456,789.00	01/05/2024	12/31/2024 12:00:00 AM	i 0 i
23456789	App Development Parts	Al Savvy Inc	\$23,457,689.00	01/30/2022	3/30/2023 12:00:00 AM	3 0 5=
BEP - 001	BEP - Contract	Al Savvy Inc	\$450,000.00	01/01/2024	12/31/2024 12:00:00 AM	i © i
DC - 001	Demo Contract - 001	Al Savvy Inc	\$450,000.00	01/01/2024	12/31/2024 12:00:00 AM	1 © 🖬
FM-PLU-001	Plumbing Services	Al Savvy Inc	\$60,000.00		4/9/2024 12:00:00 AM	1 © 5
IOS-2022	IOS and Android App Development	Al Savvy Inc	\$125.000.00	03/02/2022	8/31/2023 12:00:00 AM	1 0 5

← Contract Details: Co	ır parts │ Home - C W	contracts - Contract Details	∍
Contract Title	Car parts	Actions	
Contract Number	123333345678	 View Goals 	
Prime Contractor	Al Savvy Inc	 View Payments 	
100% Self Performing	No	 View Contract 	
Award/Start Date	01/05/2024	 Audits 	
(Projected)End Date	12/31/2024		
Solicitation Date			
СРО			
Initial Term - Years			
BID Opening Date - BB	04/08/2024		
Number of Renewals			
Contract Value(\$)	\$23,456,789.00		_

pproved Sub	contractor							
Subcontractor	Prime Contractor	Contact Name	Telephone	Email	Address	Diversity Type	Total Payment Amount	Actio
A1 Electricals Inc	Al Savvy Inc	Horatio Nelson	(765) 665- 5443	sgopal@viva-it.com	840, South Avenue,, Foster City, California, 94003		\$300.00	
A1 Medicals Inc	Al Savvy Inc	Ursula Hunt	(847) 724- 4235	sgopal@viva-it.com	123 Main St,, Chicago, Illinois, 60601		\$0.00	
A1 Supplier Inc	Al Savvy Inc	Sage Wieser	(847) 368- 0860	support@starssmp.com	3601 Algonquin Road,Suite 425, Rolling Meadows, Chicago		\$0.00	

3.3.1.1 Subcontracting Goals

- You can view the subcontracting goal details for the associated contract and also track subcontracting payment goal compliance goal progress by clicking the "View Goals" option in the "Contract Details: <Contract Name> page.
- In the resultant "Goal Setting:" <Contract Name> page, you will be presented with 2 tabs namely "Goal Setting" and "Goal Tracking.
- Goal Setting tab In this tab, you can view the subcontracting goal details for the associated contracts.
- Goal Tracking tab In this tab, you can generate the subcontracting payment goal compliance report for specific goals associated with the contracts.

al Setting: TCI-0/1124	Home · Contract Go	pals		GO TO CONTRACT DETA
Goal Setting Goal Tracking				
Contract Name: TC1-07	71124 CONTRACT V	/ALUE: \$350,000.00/-		
Goals				€
Goals				•
Goals NAICS/NIGP Codes Employed	Solicitation Title	Goal Type (BEP or VBP)	Subcontractor	CEI Approved Goal

Goal Setting Goal Tracking	
Contract Name: Contract 10Ju	12024 CONTRACT VALUE: \$250,000.00/-
Goal Type (BEP or VBP) *	BEP
Solicitation Title	Goal20240710 -001
Prime Supplier *	vivatestussupplier2 ~
Subcontractor *	
Reporting Period	From Jan ~ 2020 ~ To Jul ~ 2024 ~
	Go

	Subcontractor *	× All					
Я	≀eporting Period	From Jan	2020	~ To	Jul ~	2024	~
	1	Go					
	•						
oal Tracki	ng						E
oal Trackí Diversity Type	ng BEP/VBP Recommended Goal %	BEP/VB Recommende Goal Amour	P Actual Goal % d t	Actual Goal Amount	Goal % Difference	Goal \$ Amount Difference	Compliance
oal Tracki Diversity Type BEP	ng BEP/VBP Recommended Goal %	BEP/VB Recommende Goal Amoun \$7,000.0	P d t Actual Goal %	Actual Goal Arnount \$7.69	Goal % Difference (99.89%)	Goal \$ Amount Difference (\$6,992.30)	Compliance

3.3.1.2 Payments

- Either click on a contract name link in the list of contracts and then click on the "View Payments" menu under the "Actions" option in the "Contract Overview" section or click on the "View Payments" icon associated with a contract record.
- In the resultant "Contract Payments: <Contract Name> page, view the consolidated payment details for various payment reporting periods (year and month combination) for self (IL CEI to prime supplier) and subcontractors (prime supplier to subcontractors) under the "Payment Summary" tab.

- Click on the "Report Subcontractor Payment" tab to view and update the previously provided payment details or to provide new payment details for various payment reporting periods (year and month combination). Please note that only for those payment reporting periods that are marked applicable by IL CEI, can you report the payments.
- You can also import bulk payment details records for the associated subcontractors by using the "Import Payment" option.
- You can specify the payment amount that you received from the IL CEI for the specified period.
- By clicking on the "Add New Payment Entry" button, you can provide the payment details for a subcontractor.
- You can choose a subcontractor from the dropdown list associated with the "Subcontractor" column for payment reporting.
- Upon choosing a subcontractor, associated details such us the diversity type and purchasing entity will be shown automatically. You need to choose the NIGP code, provide a payment reference number, paid amount, date of payment, upload document to evidence the payment.
- It is to be noted that after 50 records have been created, you can create new records only through a side panel and update the payment records there also.
- Upon submitting the payment details, you can update or delete the payment record till you are allowed to do so as part of the payment reporting process.
- Till the payment is verified by the subcontractor, the payment record will be marked with a Red tick mark.
- After the successful payment verification by the subcontractor, the payment record will be marked with a green tick mark. You can view the subcontractor payment verification details by clicking on the green tick mark icon which then results in the display of the "Payment Verification" page in read-only mode. Whenever an update is made to a verified payment record, it needs to be verified by the corresponding subcontractor again.
- Once a payment record is submitted, you can update or delete it as long as the payment reporting window remains open.
- By clicking on the "Report" icon associated with the "Reporting Period" field, you can generate on demand payment reports for the chosen reporting period or any specific combination of reporting periods (year and month combination) and also export the resultant report output in Excel file format.
- In addition, you can generate the payment-based on-demand reports for various reporting periods (year and month combination) through the "Reports" submenu item under the "CONTRACT CENTER" menu.

ontract Payme	ntract Payments: Car parts Home - Contract Payments												SUBMITTED REPOR
ment Summary Report Subcontractor Payment													
Al Savvy Inc's	Al Savvy Inc's Payment from BEP980Test												
Reporting Year	Jan	Feb	Mar	Apr	Μαγ	Jun	Ju	ıl Aug	Sep	Oct	Nov	Dec	Total
2024	\$34,000.00				\$67,000.00								\$101,000.00
A1 Savvy Inc's Subcontractor Payment													
Reporting Year	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

Contract Payments: TC1-071124 Home - Contract Payments	SUBMITTED REPORTS
Payment Summary Report Subcontractor Payment	
Report Subcontractor Payment	
Report Subcontractor Payment	IMPORT PAYMENT
 Please enter payment your company has had with diverse-owned business enterprises that directly support BEP980Tes add payment for your diverse-owned business enterprises: In the Subcontractor Name column, select the Supplier from the dropdown that you would like to submit paym add payment details once the desired supplier is selected. If the desired supplier does not have a profile, an error message will appear. Please click "Add Subcontractor" u Subcontractors" dropdown to create the supplier's profile. To add payment with another supplier, click on "Add payment Entry" button. Please select "Save" after reporting payment 	t contract. To ent for. Please nder the "My t for each
supplier. Please click the "Save & Submit" button when finished.	

ılı		Import Payment	×
	← Contract Payments:	If Payment already entered for Subcontractor, then imported payment will overwrite the Subcontractor.	payment for those
	Payment Summary Repa	Subcontractor Payment Import File Choose file Brows	3
B		*	
	Report Subcontractor Payı	Subcontractor Payment Import Template	
	Report Subcontracto	Import Cancel	

□	DirectSpendImportTemplate (9) - Excel	Siva B 🗗 — 🗇 🗙
File Home Insert Page Layout Formulas	Data Review View Help Q Tell me what you want to do	우. Share
$\begin{array}{c c} & & & \\ & & & \\ & & & \\ & & & \\ &$	E = B → Pb Wrap Text E = Alignment C Styles E = Alignment C Styles	Cell Styles Cells Cells
D2 \rightarrow : $\times \checkmark f_x$		~
A B	C D E F	G H I J
Subcontractor Diversity Type 2	Purchasing Entity NIGP Codes Reference Number Date of Payment	Paid Amount (\$)
9 10 11		
12 13 14		
15 16 17		
18 19 20 Subcontractor Payment	(+)	

Subcontractor*	Diversity Type	Purchasing Entity	NIGP Codes	Reference Number	Paid Amount	Date of Payment	Payment Details	Verified by Subcontra
U.S. Associates	WBE		019 - 47 - Grapes	1Мау	\$10,000.00	05/15/2024		٢
impsubcontract	WBE		019 - 50 - Hops	IMP00123	\$5,000.00	05/15/2024		0
Total					\$15,000.00			

=		Payment Verification	×
	To add payme: supplier. Please	Prime	PROTOCOL
		Contract	TC1-071124
		Purchasing Entity	General Assembly
	Reporting Period 20	NIGP Code	00505 - Abrasives Equipment and Tools
B	Discritica	Paid Period	2024 - Jul
	 Diversity Type 	Paid Amount	\$7,000.00
	3 Inc. WMBE	Is the reported amount correct?	Yes No
B		Final Payment?	○ Yes
	j Inc. WMBE	Is Prime Withholding Retainage?	Ves 🛞 No
		Public comments	Test 1
		Private comments	Test 2

3.3.1.3 Audits

- By clicking on the "Audits" submenu option under the "Actions" menu, you can access the list of compliance audit records associated with the contract and also search for a specific audit record.
- By clicking on the "Audit Summary" icon, you can view the audit details.

Supplier Audits	Home • S	upplier Aud	dits					
General Search						2		Search
PrimeSupplierID	Auditor	Period	Contract Name	Discrepancy	Status	Result: Initiated Date	Completed Date	Audit Summary
3	Andrew J Kowal	2024- Q4	Car parts	Payment by Prime	Pending	4/22/2024 12:00:00 AM	4/22/2024 12:00:00 AM	Testing 🖻
« < 1	» »							25 ~ 1 of 1
				© 2024 VIVA USA I	nc. All rights reserved			

← Audit Summary Home - Contract Audit	• Audit Summary
Goal TG1-07102	×4
Period Total Con	tract ~ Search
Compliance Audit Summary	
Contract Progress	
Contract Award Amount	\$350,000.00
Paid to Prime Contractor	\$50,000.00
Contract Progress	14%

Compliance Audit Summary		•
Contract Award Goal Progress		
Contract Award Goal Percentage	100%	
Contract Award Goal Amount	\$350,000.00	
Paid to Subcontractors	\$12,000.00	
# of Subcontractors	1	
Subcontractor's Percentage of Payment to Prime	24%	
Goal Progress	3%	
Contract Goal Trend (up to curren	t period)	

rime Contrac	ctor						
ubcontracto	rs						
Subcontractor	Contact	Contract Utilization Percentage	Actual Utilization Percentage	Paid to Subcontractor	Verified Payment Amount	Unverified Payment Amount	A
Anchor .	Joyce Johnson	100.00	24.00	\$12,000.00	\$7,000.00	\$5,000.00	
•							

3.3.2 Reports

• By clicking the "Reports" submenu option under the "Contract Center" menu, you can generate a specific period (year and month combination) based subcontractor payment report in the resultant "Payment Report" page.

		Year	× 2024				
	Rep	ort Period	× May				
			Direct				
		1					
		l	Generate	Report			
			Generate	Report			2024
tact Email Address	Diversity Category	Contract Nar	Generate	Pepartment	NIGP Codes	Reference Number	2024 May Paid Amount
tact Email Address sal@viva-It.com	Diversity Category WBE	Contract Nan Plumbing Ser	Generate	PReport	NIGP Codes 03173 - Pumps, Refrigerant Circulating	Reference Number	2024 May Paid Amount \$2,000.00
tact Email Address pal@vlva-It.com ijlm@vlva-It.com	Diversity Category WBE WBE	Contract Nan Plumbing Sen Car parts	Generate	Report Department	NIGP Codes 03173 - Pumps, Refrigerant Circulating 01950 - Hops	Reference Number	2024 May Paid Amount \$2,000.00 \$5,000.00