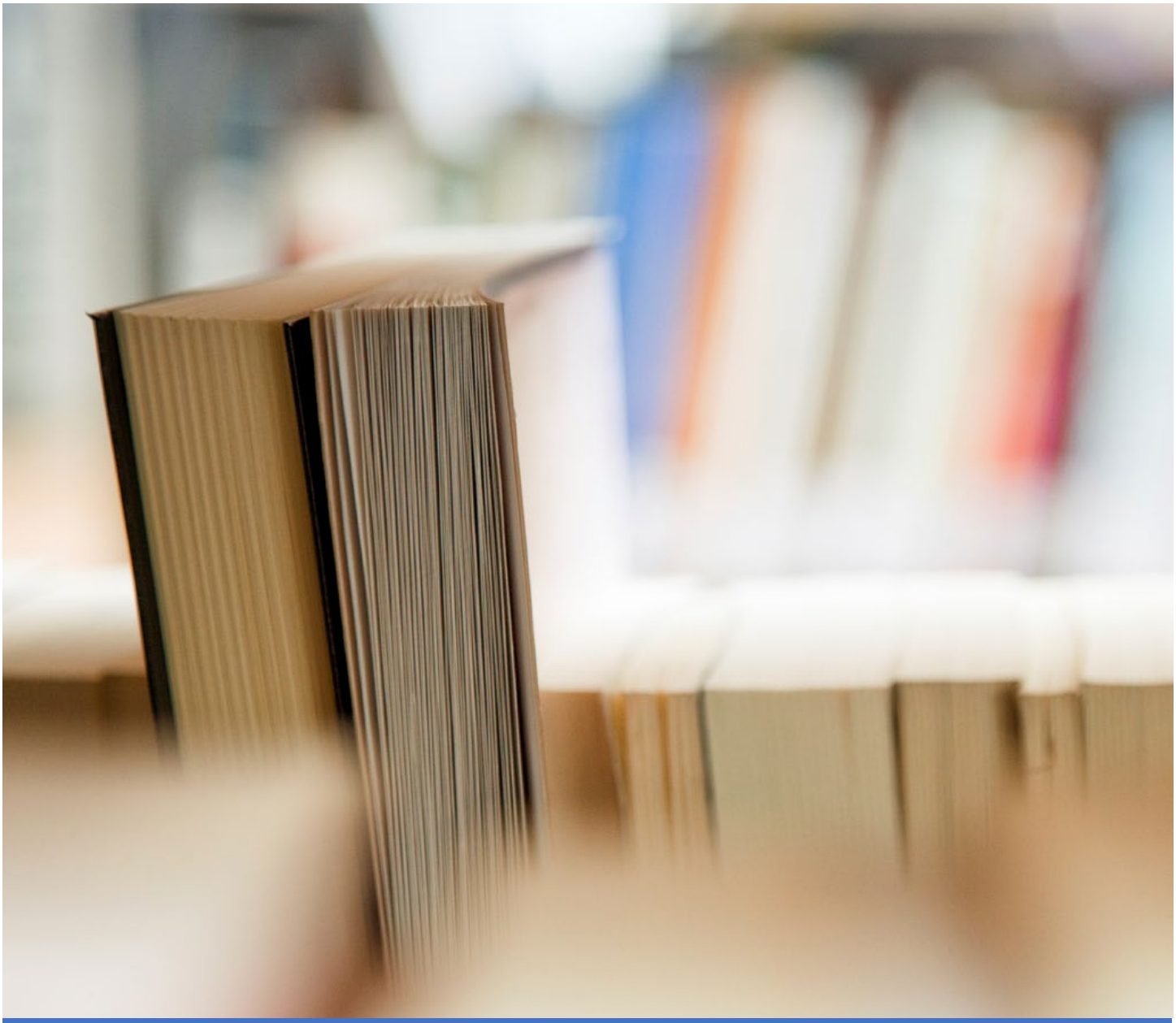

REVIEW GUIDE
Prime – Contract Payment Reporting Workflow

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

VIVA USA INC.
Email: ILCEISupport@starssmp.com

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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.

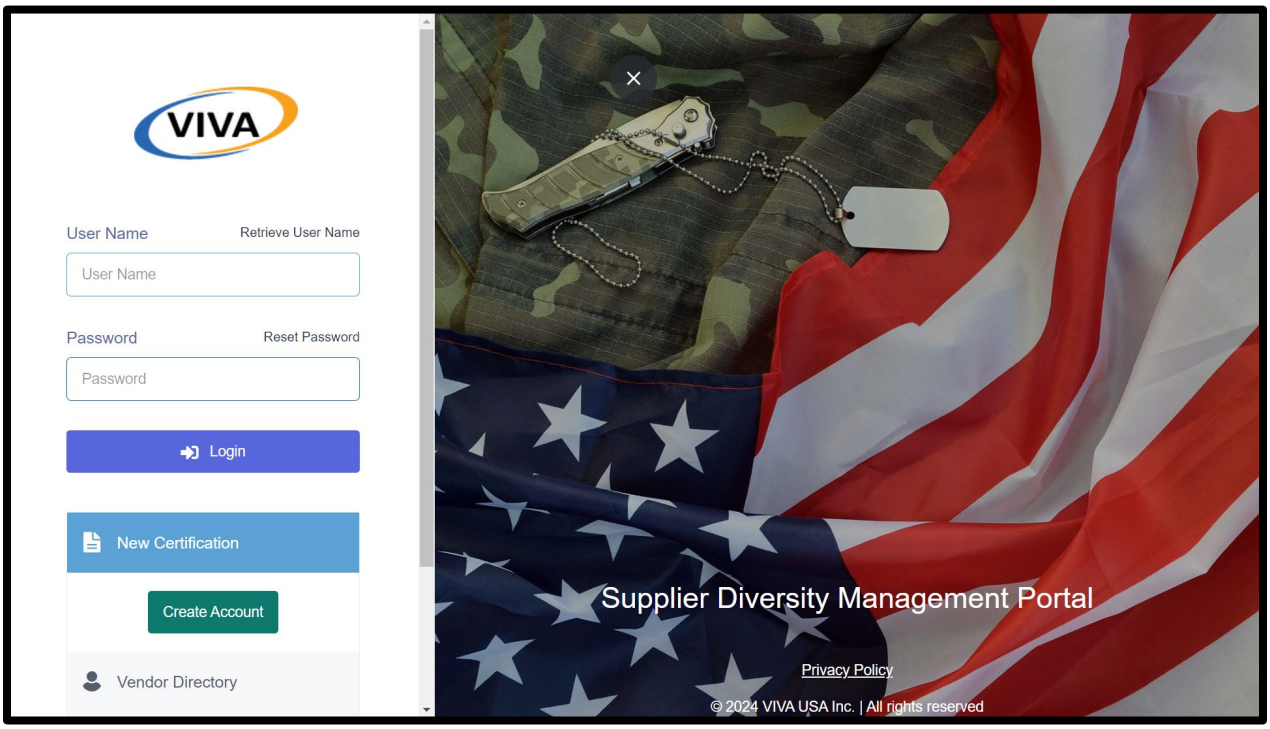
2. Prerequisites

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

3. Key Workflow Actions

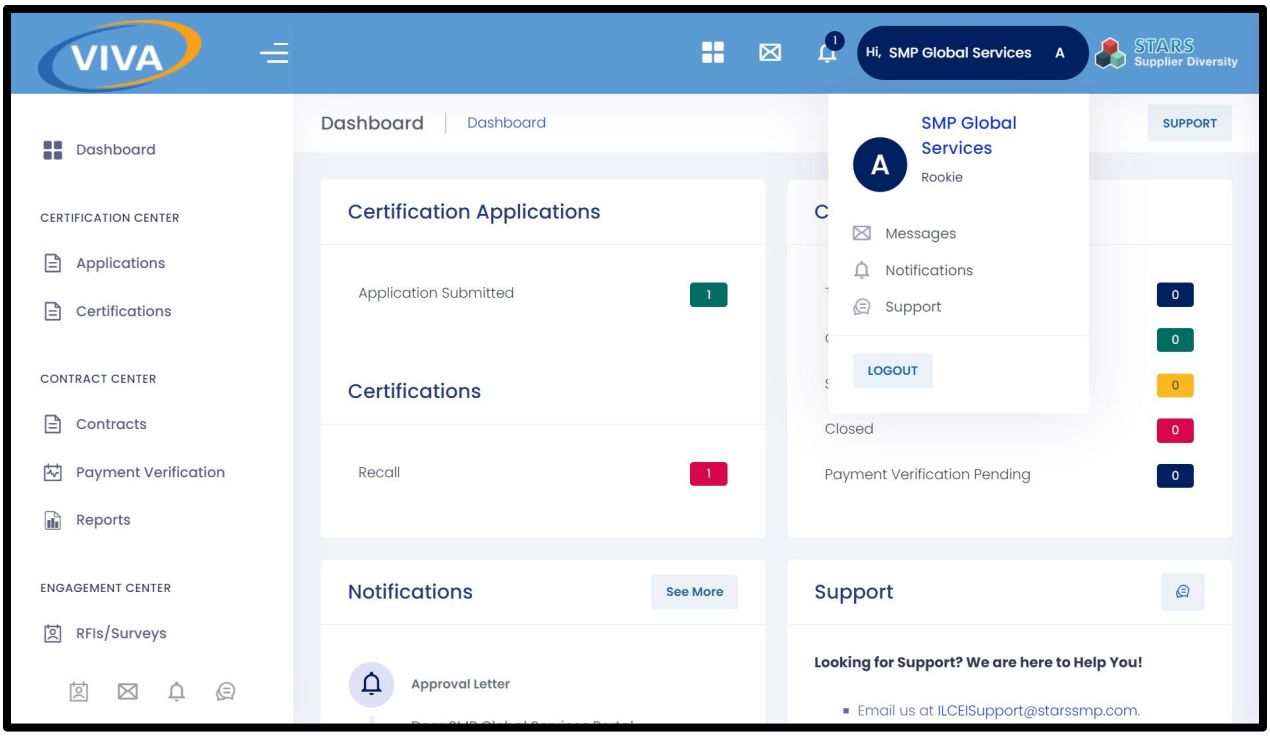
3.1 General

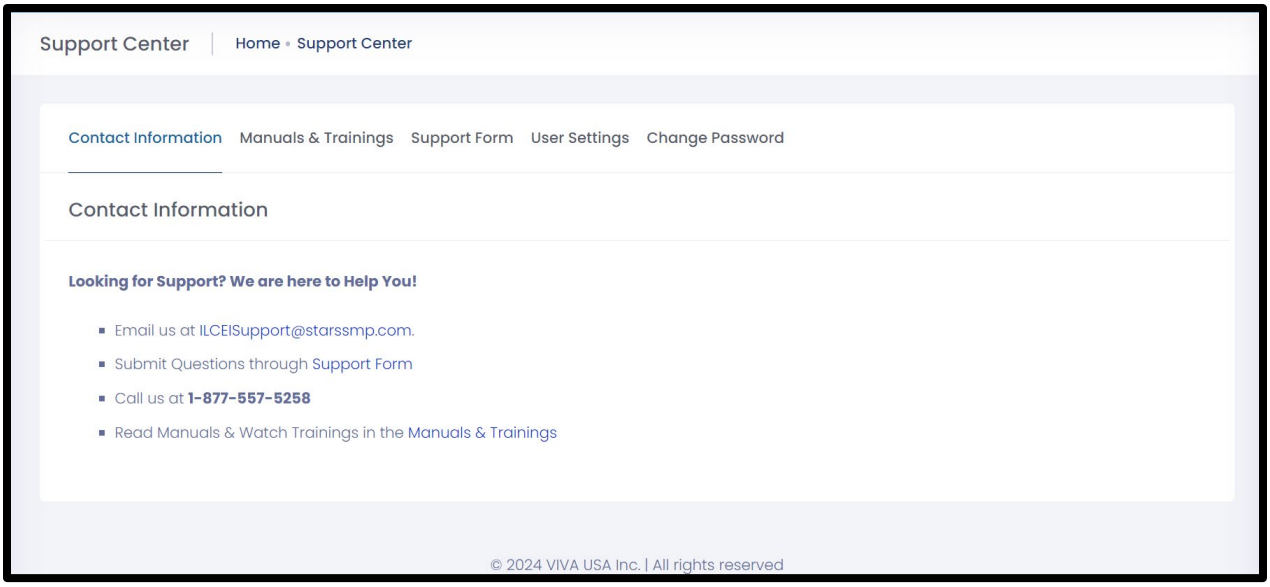
- Login into the portal by using the URL: https://supplierdiversitymanagementportal.illinois.gov/



- 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

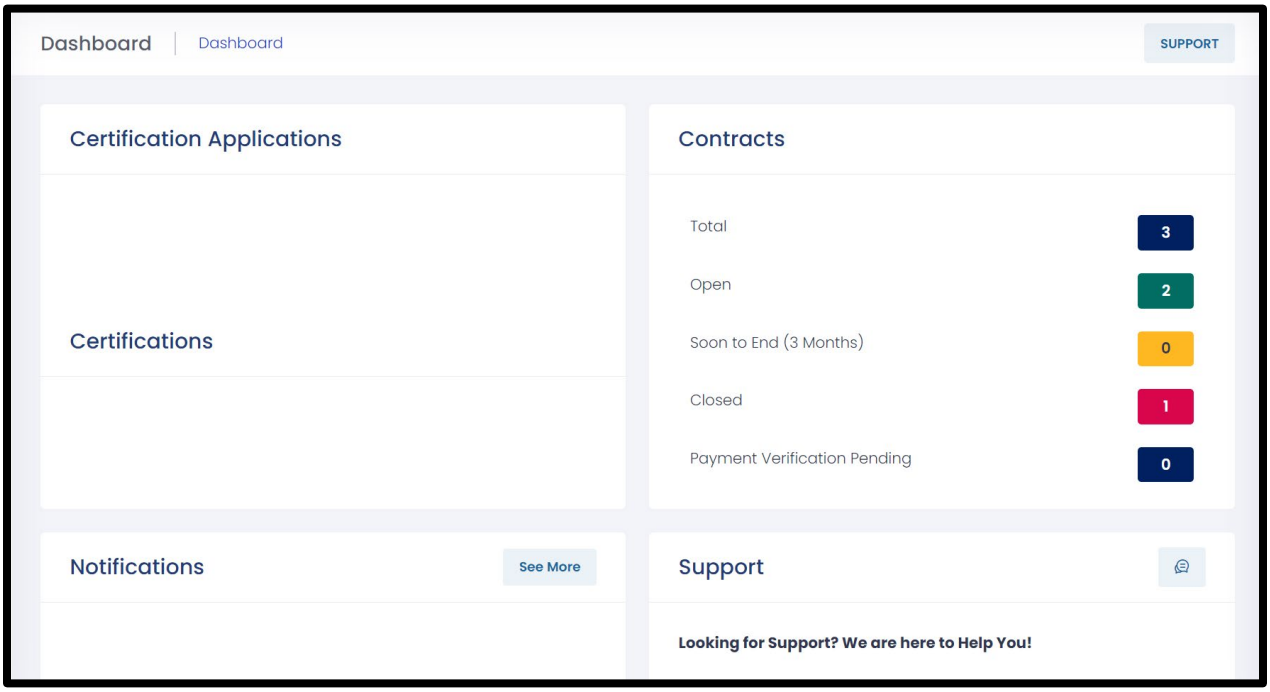
- Messages (accessible by clicking the “Messages” menu item) - View and respond to received messages in the resultant “Messages” page
- Notifications - (accessible by clicking the “Notifications” menu item) – View the list of notifications and associated details
- Support – Contact Information (accessible by clicking the “Support” menu item)
  - View the portal support team contact information details (phone number and e-mail ID)
  - Submit queries by using the “Support Form” feature
  - View and download the user manual and training video by using the “Manuals & Trainings” feature
- 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





3.2 Dashboard Metrics

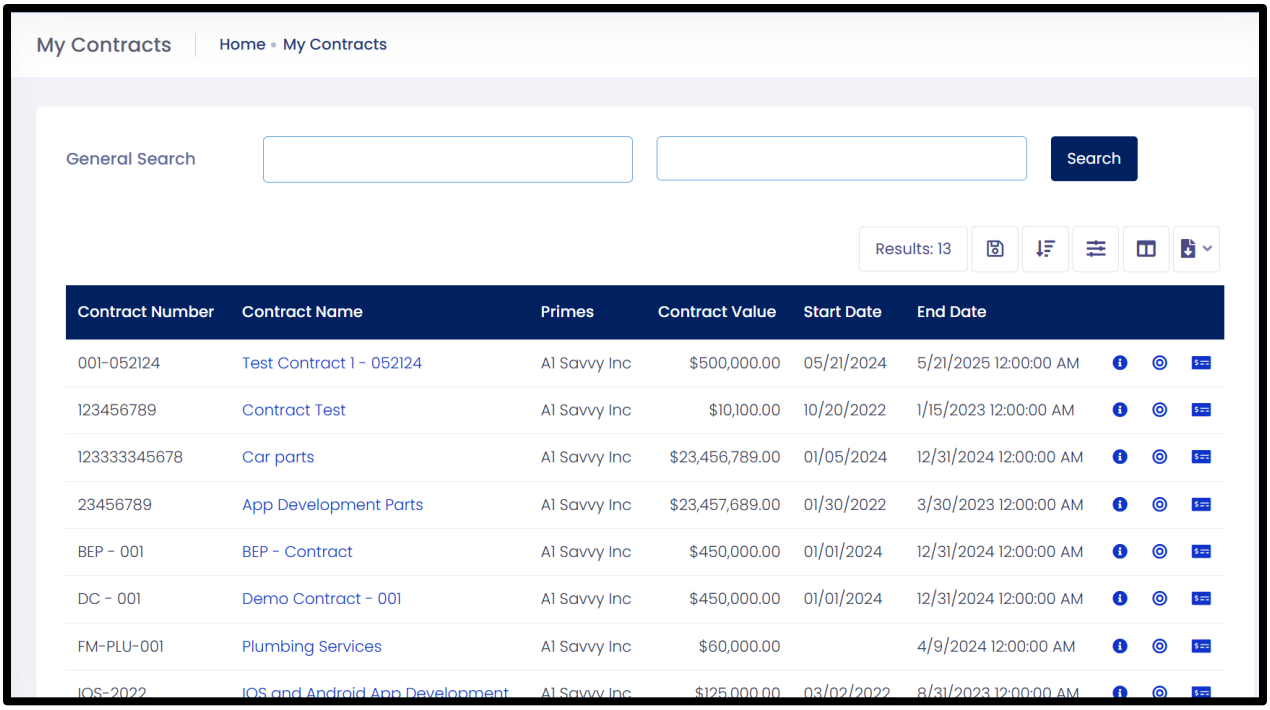
In the Dashboard, you can view the compliance specific various measures and associated metrics counts. Also, by clicking on the metrics counts, you can access the list of associated compliance records.

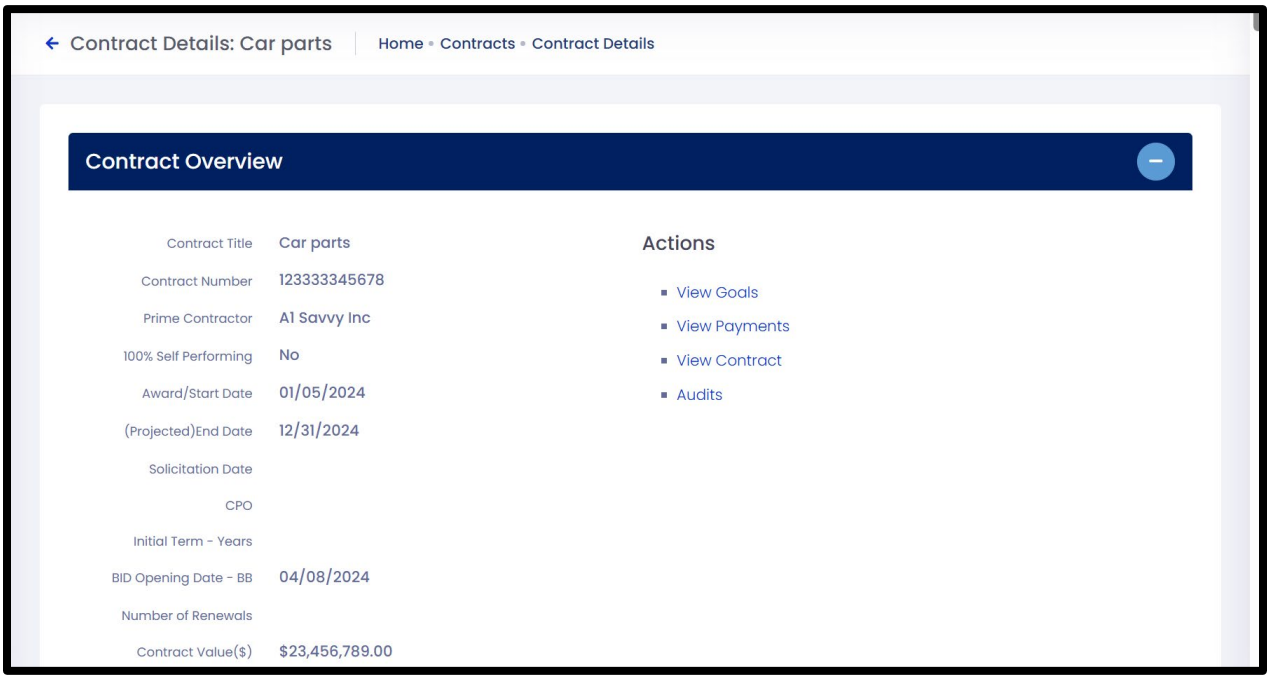


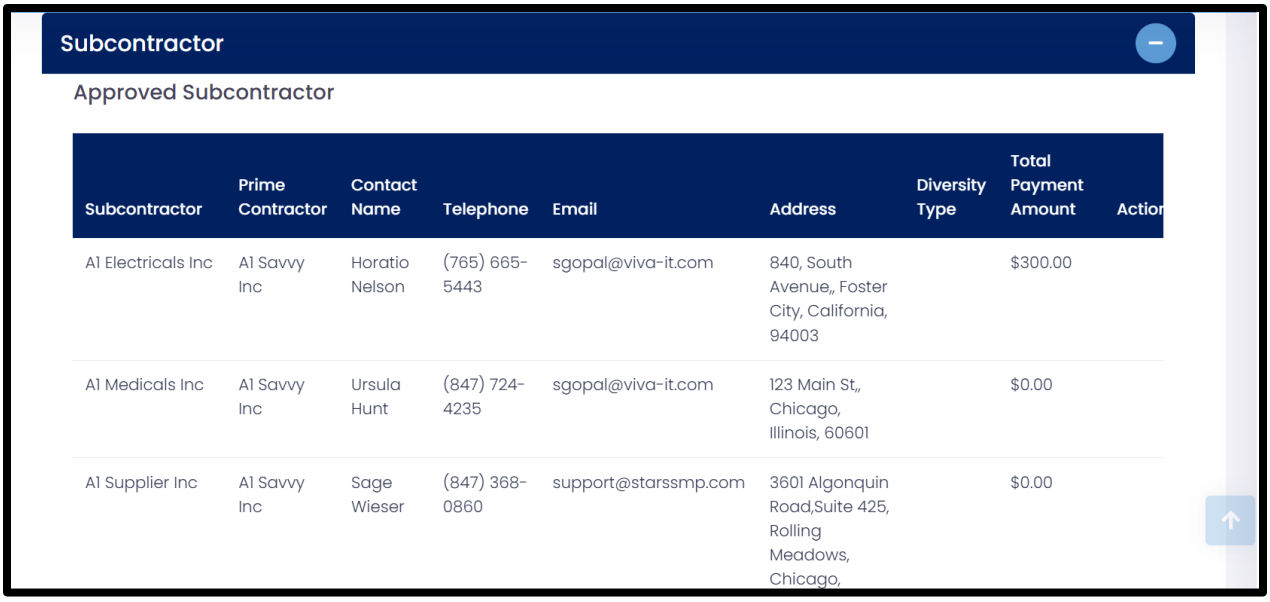
3.3 Contract Center

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
    - view some additional contract specific details
    - view your contact details and also any prior mapped prime supplier contact details
    - view purchasing entity contact details
    - view change orders
    - 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
    - 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
    - view the performed compliance audit details on the contract

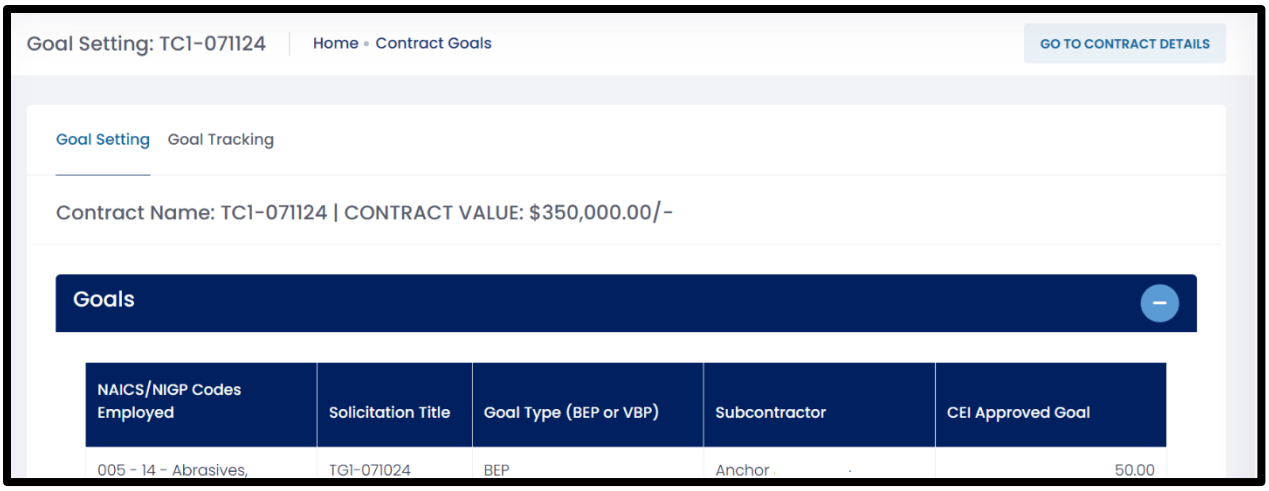

My Contracts
Home • My Contracts
General Search
Search
Results: 13
Contract Number
Contract Name
Primes
Contract Value
Start Date
End Date
001-052124
Test Contract 1 - 052124
A1 Savvy Inc
$500,000.00
05/21/2024
5/21/2025 12:00:00 AM
123456789
Contract Test
A1 Savvy Inc
$10,100.00
10/20/2022
1/15/2023 12:00:00 AM
123333345678
Car parts
A1 Savvy Inc
$23,456,789.00
01/05/2024
12/31/2024 12:00:00 AM
23456789
App Development Parts
A1 Savvy Inc
$23,457,689.00
01/30/2022
3/30/2023 12:00:00 AM
BEP - 001
BEP - Contract
A1 Savvy Inc
$450,000.00
01/01/2024
12/31/2024 12:00:00 AM
DC - 001
Demo Contract - 001
A1 Savvy Inc
$450,000.00
01/01/2024
12/31/2024 12:00:00 AM
FM-PLU-001
Plumbing Services
A1 Savvy Inc
$60,000.00
4/9/2024 12:00:00 AM
IOS-2022
IOS and Android App Development
A1 Savvy Inc
$125,000.00
03/02/2022
8/31/2023 12:00:00 AM

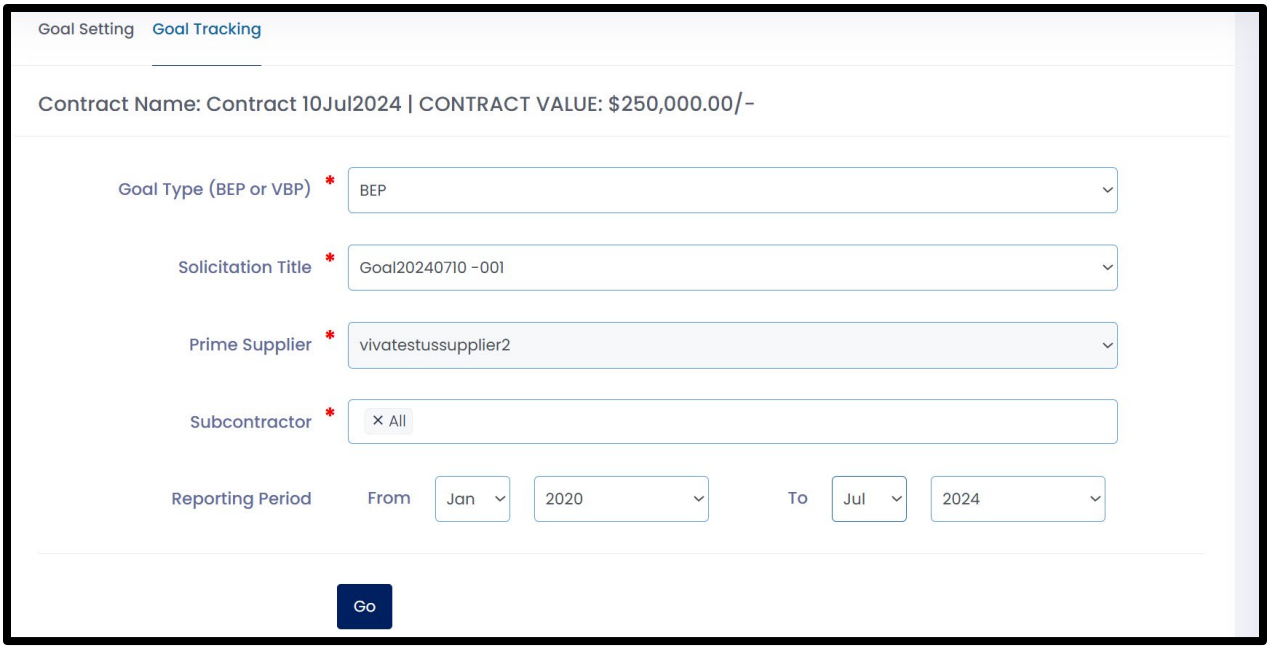

Contract Details: Car parts
Home • Contracts • Contract Details
Contract Overview
Contract Title
Car parts
Contract Number
123333345678
Prime Contractor
A1 Savvy Inc
100% Self Performing
No
Award/Start Date
01/05/2024
(Projected)End Date
12/31/2024
Solicitation Date
CPO
Initial Term - Years
BID Opening Date - BB
04/08/2024
Number of Renewals
Contract Value($)
$23,456,789.00
Actions
View Goals
View Payments
View Contract
Audits

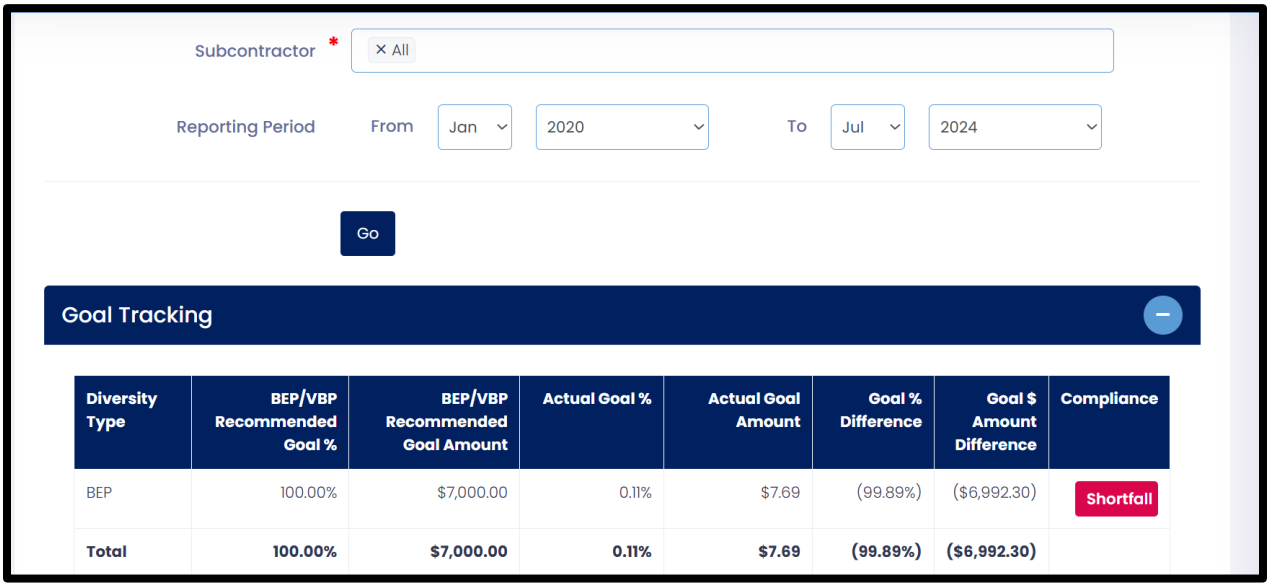


3.3.1.1 Subcontracting Goals

- 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.



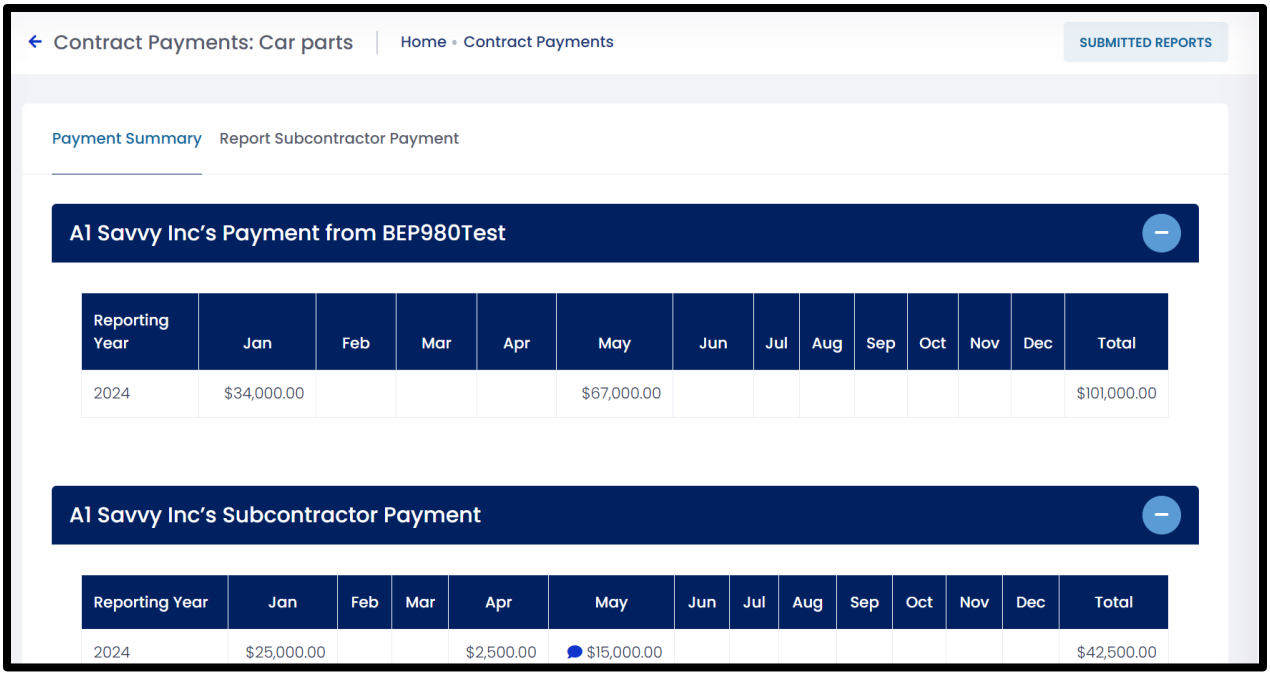




3.3.1.2 Payments

- 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.


Contract Payments: Car parts
Home • Contract Payments
SUBMITTED REPORTS
Payment Summary
Report Subcontractor Payment
A1 Savvy Inc's Payment from BEP980Test
Reporting Year
Jan
Feb
Mar
Apr
May
Jun
Jul
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
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Total
2024
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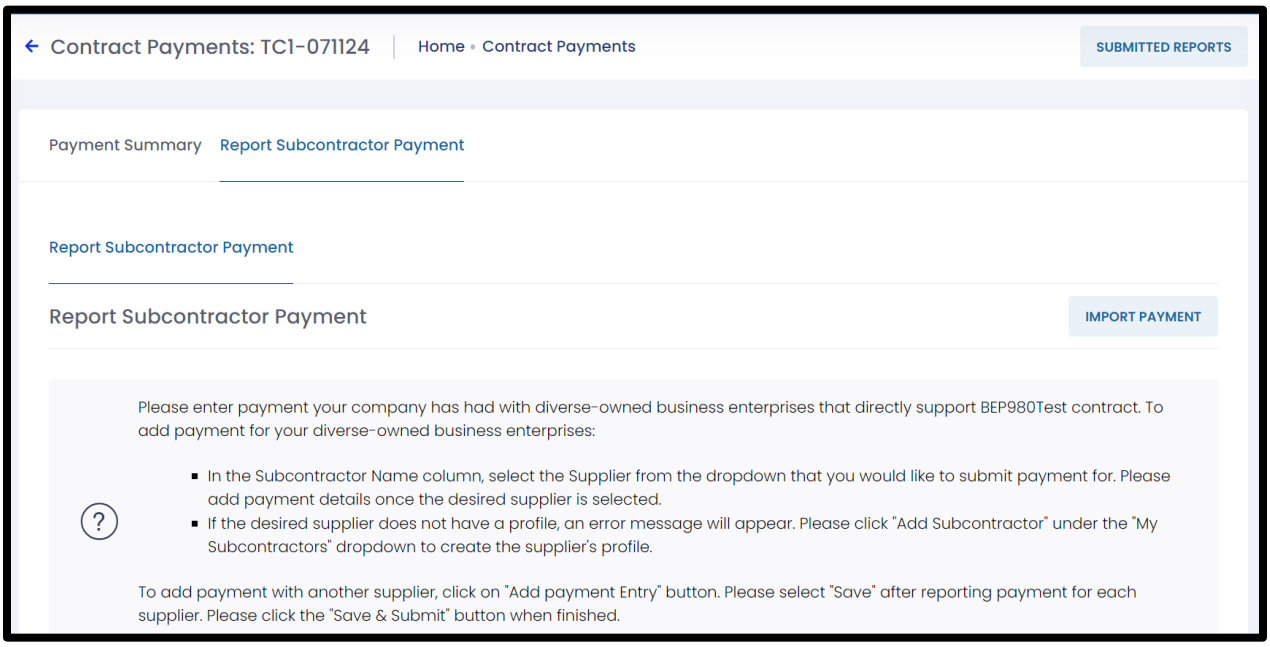
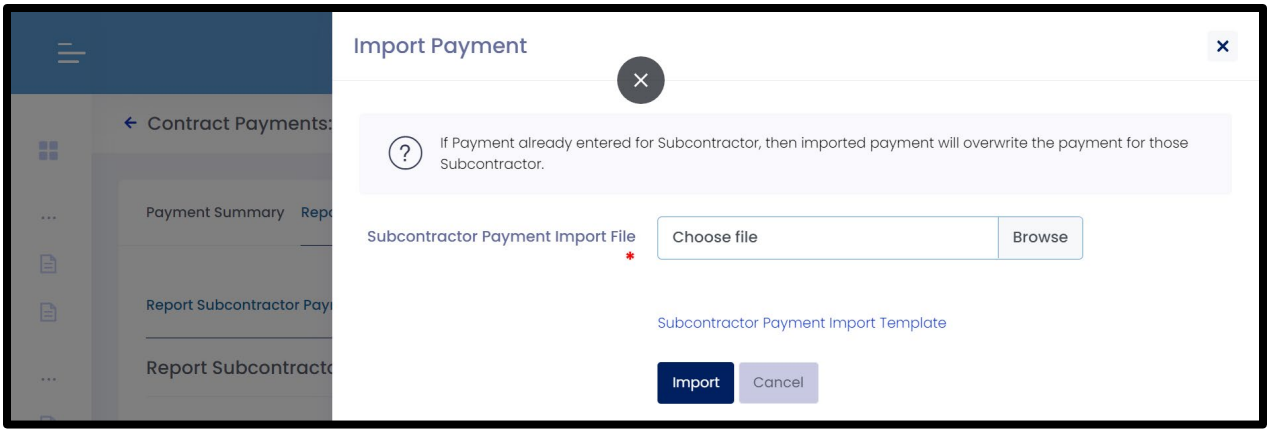
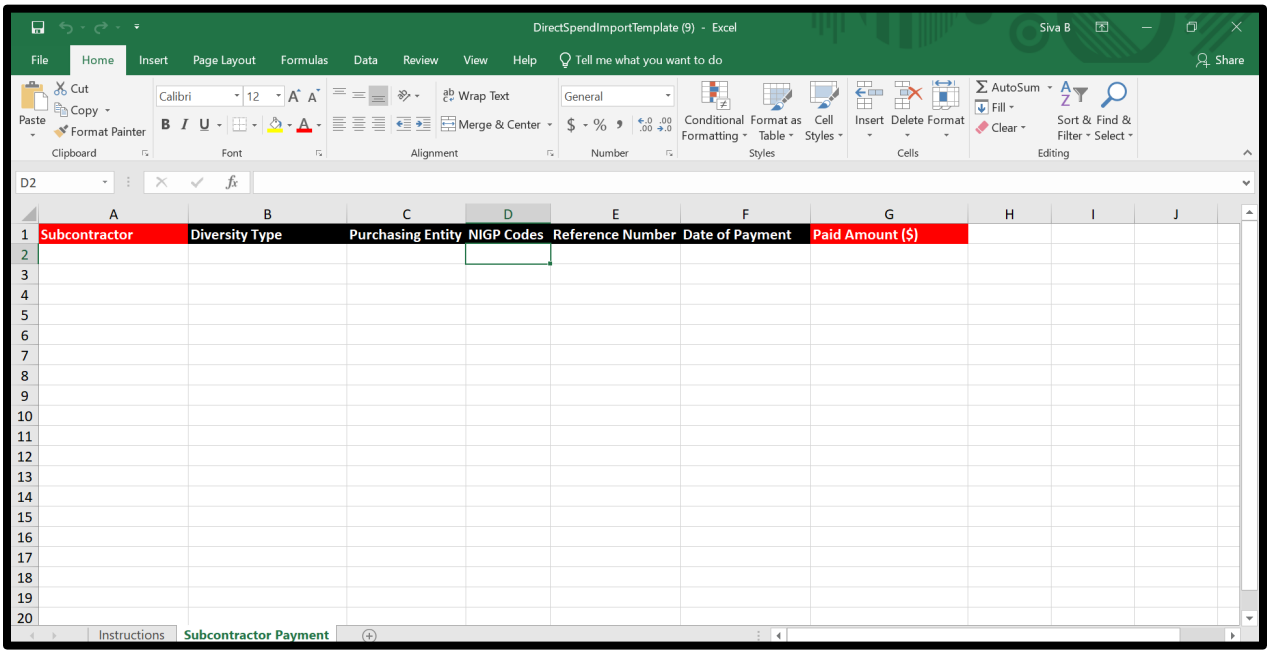
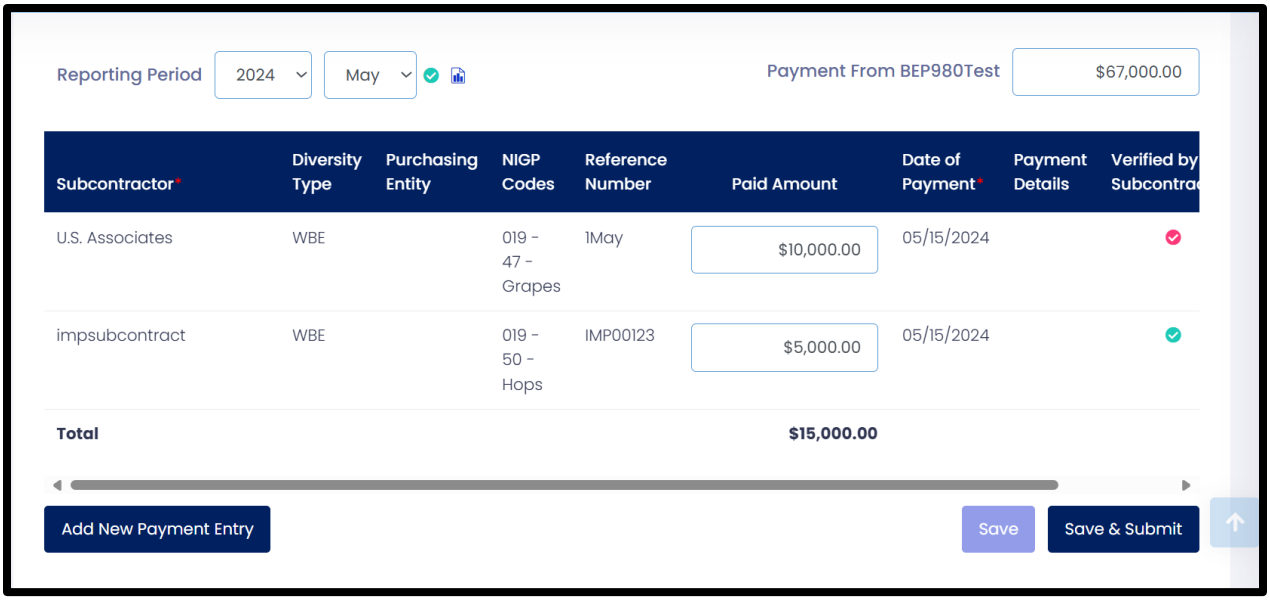
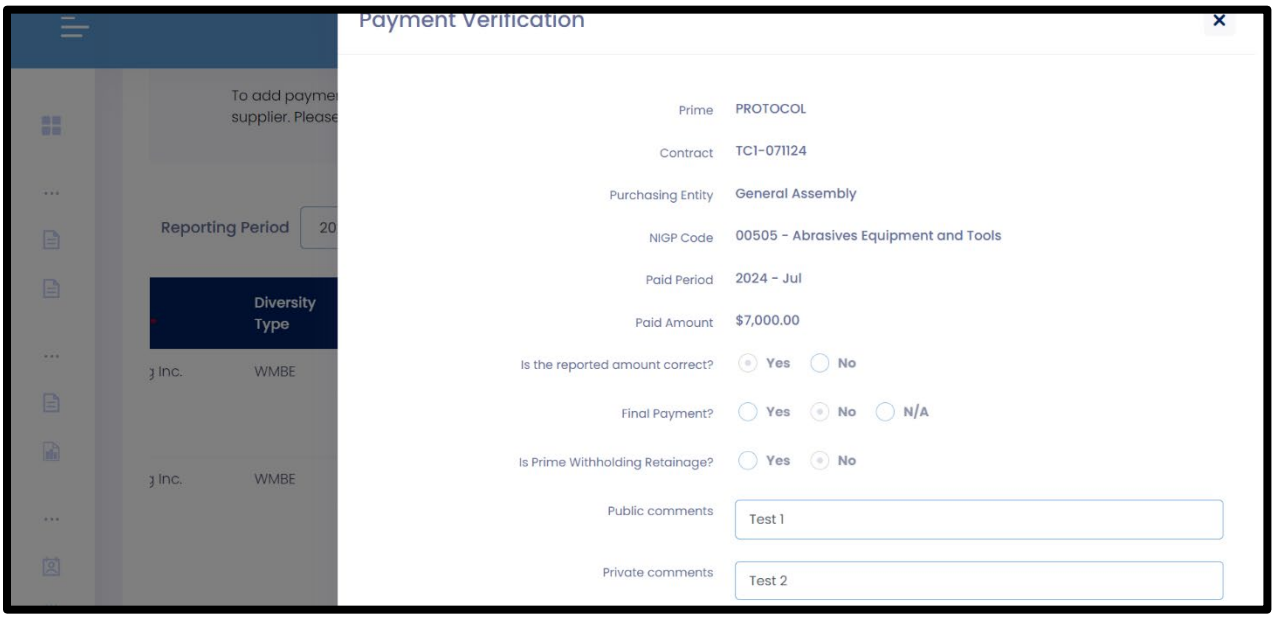
$42,500.00


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 BEP980Test contract. To 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 payment for. Please 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" under the "My 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 for each supplier. Please click the "Save & Submit" button when finished.


Import Payment
Contract Payments:
Payment Summary
Report Subcontractor Pay
Report Subcontracto
If Payment already entered for Subcontractor, then imported payment will overwrite the payment for those Subcontractor.
Subcontractor Payment Import File
Choose file
Browse
Subcontractor Payment Import Template
Import
Cancel

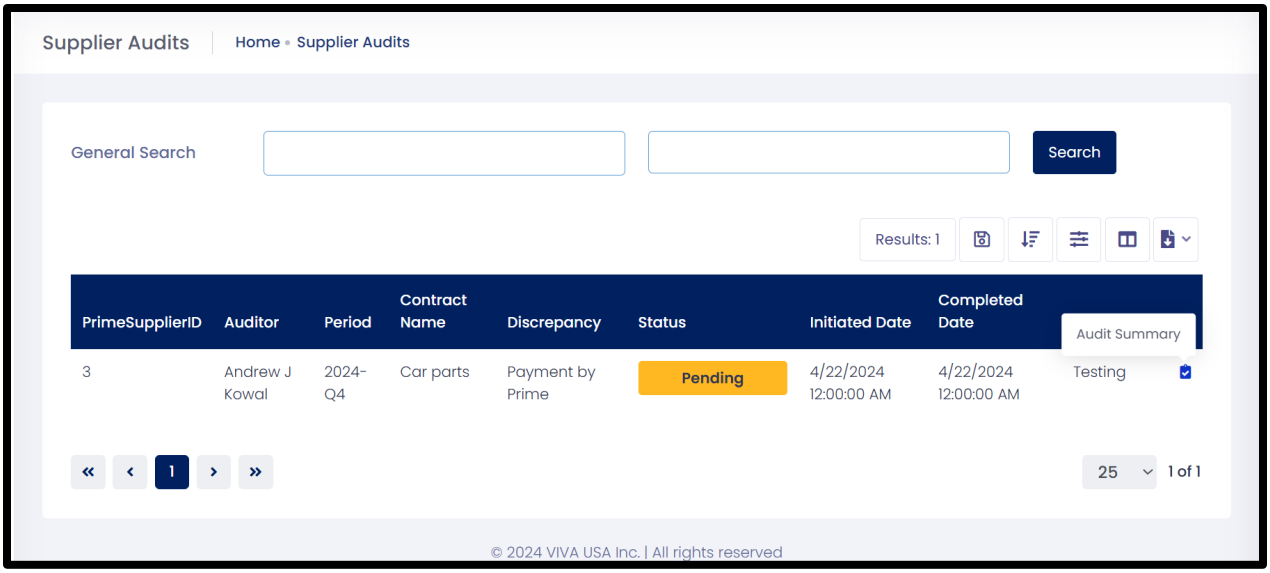

DirectSpendImportTemplate (9) - Excel
Siva B
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Help
Tell me what you want to do
Share
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
12
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
D2
A
B
C
D
E
F
G
H
I
J
1
Subcontractor
Diversity Type
Purchasing Entity
NIGP Codes
Reference Number
Date of Payment
Paid Amount ($)
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
Instructions
Subcontractor Payment





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 • Supplier Audits
General Search
Search
Results: 1
PrimeSupplierID
Auditor
Period
Contract Name
Discrepancy
Status
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
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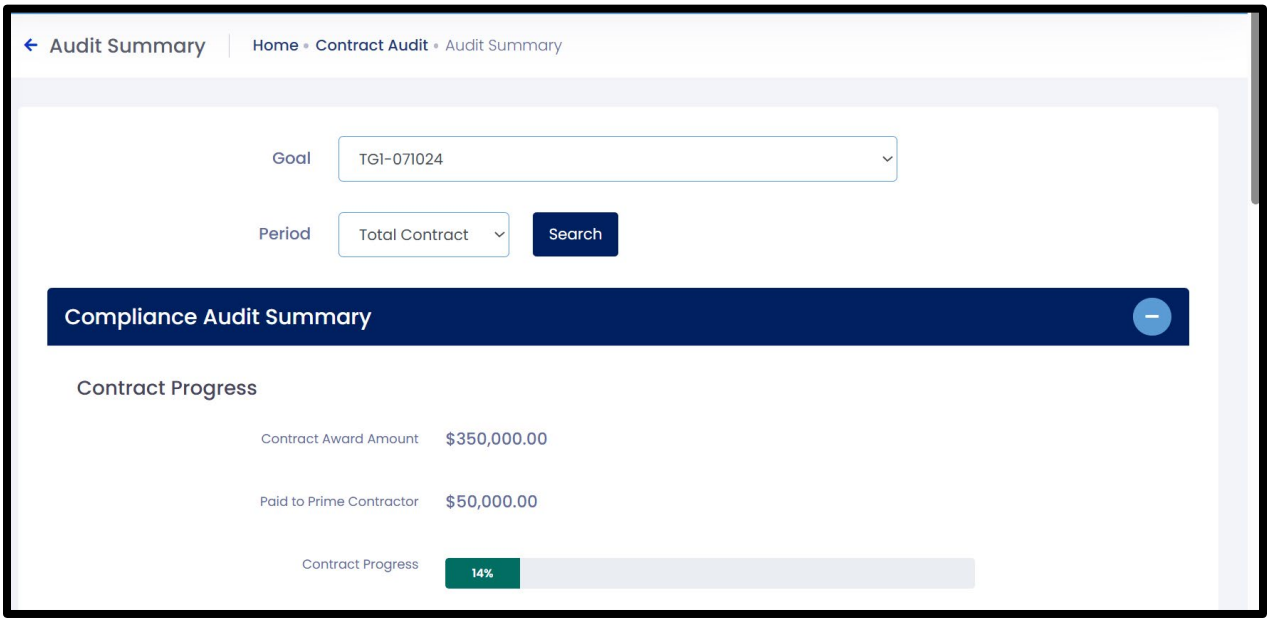
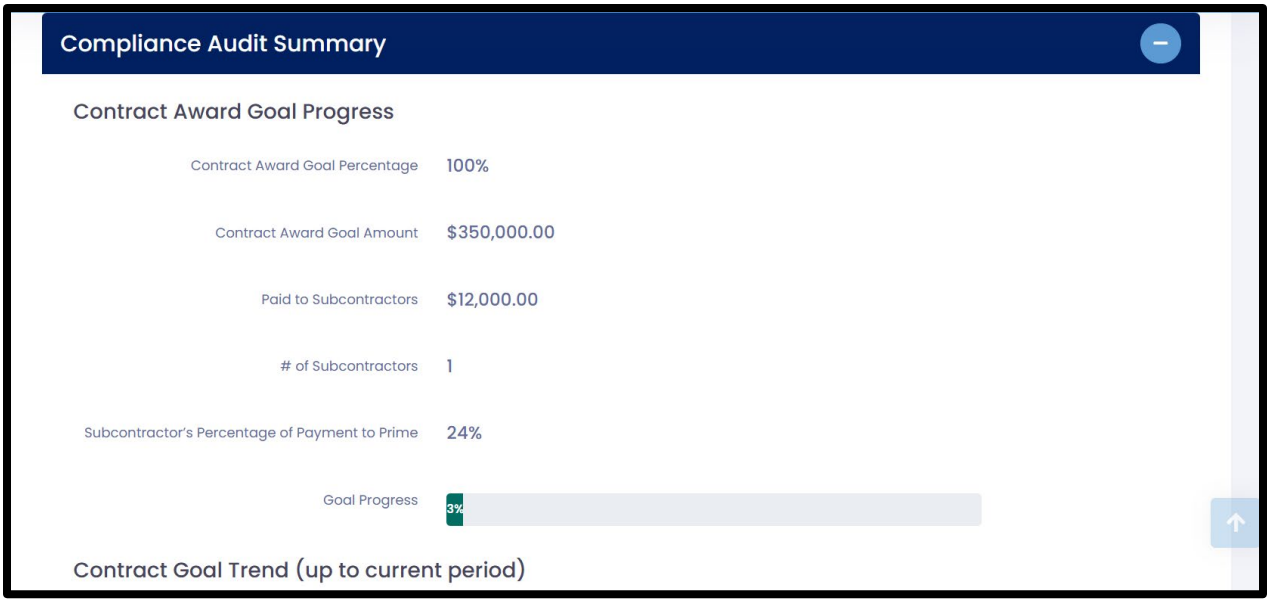
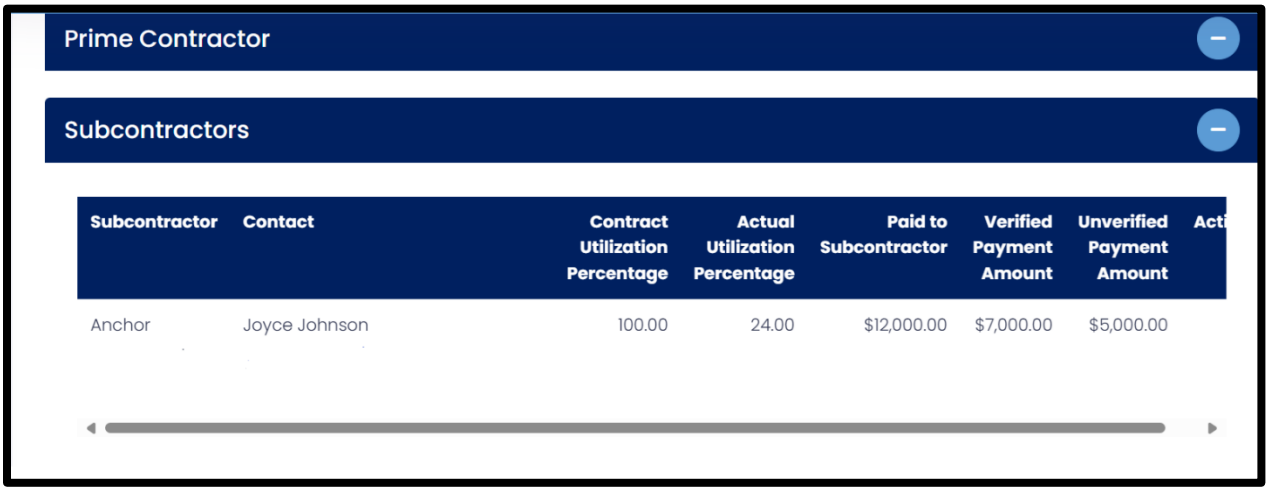
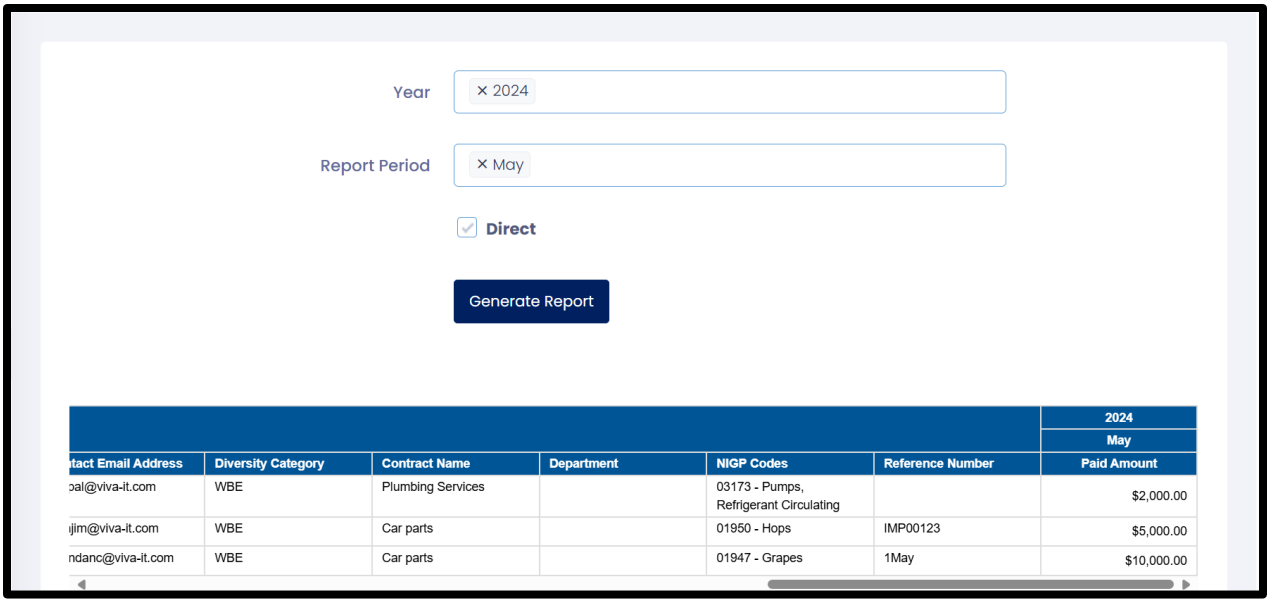

Audit Summary
Home • Contract Audit • Audit Summary
Goal
TG1-071024
Period
Total Contract
Search
Compliance Audit Summary
Contract Progress
Contract Award Amount
$350,000.00
Paid to Prime Contractor
$50,000.00
Contract Progress
14%





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.



						2024
						May
tact Email Address	Diversity Category	Contract Name	Department	NIGP Codes	Reference Number	Paid Amount
bal@viva-it.com	WBE	Plumbing Services		03173 - Pumps, Refrigerant Circulating		$2,000.00
ijim@viva-it.com	WBE	Car parts		01950 - Hops	IMP00123	$5,000.00
ndanc@viva-it.com	WBE	Car parts		01947 - Grapes	1May	$10,000.00