

# REVIEW GUIDE Subcontractor – Payment Verification Workflow

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

VIVA USA INC. Email: ILCEISupport@starssmp.com

## Contents

1.	Introduction	. 2
2.	Prerequisites	. 2
3.	Key Workflow Actions	. 2
3.1	General	.2
3.2	Dashboard Metrics	.4
3.3	Contract Center	.5
3.3.2	Payment Verification	.5

## 1. Introduction

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

## 2. Prerequisites

- Assignment of contracts
- Enabling of specific periods for payment verification
- Entry of payment data by the prime supplier

## 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:
  - Subcontractor supplier profile (accessible by clicking the <Supplier Display Name> View and update the profile details as applicable in the resultant "General Information" 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 questions 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, MNM Software Services A STARS Supplier Diversity
Dashboard	Dashboard Dashboard	A MNM Software SUPPORT Services
CERTIFICATION CENTER	Certification Applications	C Messages
<ul> <li>Applications</li> <li>Certifications</li> </ul>	Application Started	<ul> <li>♪ Notifications</li> <li>② Support</li> </ul>
	Application Submitted	LOGOUT
Payment Verification	Certifications	Closed
Reports	Draft	Payment Verification Pending
ENGAGEMENT CENTER		
図 RFIs/Surveys 図 図 真 @	Notifications See More	Support

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	
Application Started	Total	4
Application Submitted	Open	4
	Soon to End (3 Months)	0
Certifications	Closed	ο
Draft	Payment Verification Pending	0

## 3.3 Contract Center

## 3.3.1 Payment Verification

- In the left-hand side-bar menu, click on the "Payment Verification" sub-menu item under the "CONTRACT CENTER" menu to access the "Payment Verification" page.
- In the "Payment Verification" page, you will be presented with the payment verification period selection option and also the option to choose a contract/all contracts from the associated list of contracts for reviewing the records of notified payment details by the associated prime suppliers and confirm verification of them by providing the requisite information.
- You can view the payment record details, download the associated documentation and confirm the correctness of the payment by clicking on the right tick mark icon shown in red color under the "Verified By Payee" column for the payment record.

CERTIFICATION CENTER	Payment Verification Home • Payment Verification
Applications	
Certifications	
CONTRACT CENTER	You are required to verify all payments received by you as a subcontractor from primes for each contract. Click on the red check mark in the end to complete this task.
Contracts	
Payment Verification	Reporting 2024 V Jul V Contract Name All V
neports	No payment is pending for your verification for the current period.
ENGAGEMENT CENTER	
হি RFIs/Surveys	
(∰) Events	
L Vendor Directory	
i 🛛 🗘 🖨	

(?) in the	end to complete this t	task.							
Reporting Pe	ariod 2024	~	Jun	~	Contract Nam	All All BEP Co	ntract 06042	~	
Prime	Subcontractor	Contract	Purchasing Entity	NIGP Codes	Paid Amount	TC1-07 Payment Date	Payment Details	Reference Number	Verifie By Payee
PROTOCOL	beptestuser15724	TC1- 071124	General Assembly	00505 - Abrasives Equipment and Tools	\$10,000.00	06/26/2024	Ŧ	0624-001	0

• In the resultant "Payment Verification" page, you can review the payment details and provide the needed payment verification inputs to confirm or deny the reported payment details by the Prime supplier.

VIVA =	Payment Verification	×	¢
P	Prime	PROTOCOL .	
CERTIFICATION CENTER	Contract	TC1-071124	
Applications	Purchasing Entity	General Assembly	
Certifications	NIGP Code	00505 - Abrasives Equipment and Tools	
CONTRACT CENTER	Paid Period	Jun - 2024	
Contracts	Paid Amount	\$10,000.00	
Payment Verification	Is the reported amount correct? *	Yes No	
Reports	Final Payment? *	○ Yes ③ No ○ N/A	
ENGAGEMENT CENTER	Is Prime Withholding Retainage? 🍍	Ves   No	
図 RFIs/Surveys	Public comments	Test Payment Verification	

- Upon review of the payment details and submission of the payment verification confirmation inputs, the red colored tick mark will turn into a green colored tick mark implying that the payment information verification is completed by you and the payment details are affirmed.
- Once the payment verification is done, you can only view the provided payment verification confirmation inputs.

? In the	end to complete this	task.							
Reporting Pe	ariod 2024	~	Jun	~	Contract Nan	All		~	
Prime	Subcontractor	Contract	Purchasing Entity	NIGP Codes	Paid Amount	Payment Date	Payment Details	Reference Number	Verifi By Paye
PROTOCOL	beptestuser15724	TC1- 071124	General Assembly	00505 - Abrasives Equipment and Tools	\$10,000.00	06/26/2024	¥	0624-001	0

• If you reject the payment details, the red colored tick mark will remain as such.

	Payment Verification	×	•
Pe	Prime	PROTOCOL	
CERTIFICATION CENTER	Contract	TC1-071124	
Applications	Purchasing Entity	General Assembly	
Certifications	NIGP Code	00505 - Abrasives Equipment and Tools	
	Paid Period	Jun - 2024	
CONTRACT CENTER	Paid Amount	\$15,000.00	
Contracts	Is the reported amount correct?	Ves 💿 No	
🖾 Payment Verification	is the reported diriodit correct:		
Reports	Final Payment? *	Ves No N/A	
	Is Prime Withholding Retainage? *	🔿 Yes 💿 No	
ENGAGEMENT CENTER	Rublic comments		
RFIs/Surveys	Public comments	Test Payment Verification	

You an in the e	e required to verify all end to complete this t	l payments r task.	eceived by you	i as a subcontri	actor from prime	es for each con	ntract. Click o	n the red chec	ck mark
Reporting Pe	eriod 2024	~	Jun	~	Contract Nan	All		~	
Prime	Subcontractor	Contract	Purchasing Entity	NIGP Codes	Paid Amount	Payment Date	Payment Details	Reference Number	Verified By Payee
PROTOCOL	beptestuser15724	TC1- 071124	General Assembly	00505 - Abrasives Equipment and Tools	\$15,000.00	06/26/2024	÷	0624-001	0