REVIEW GUIDE
Subcontractor – Payment Verification Workflow

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

Contents

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.
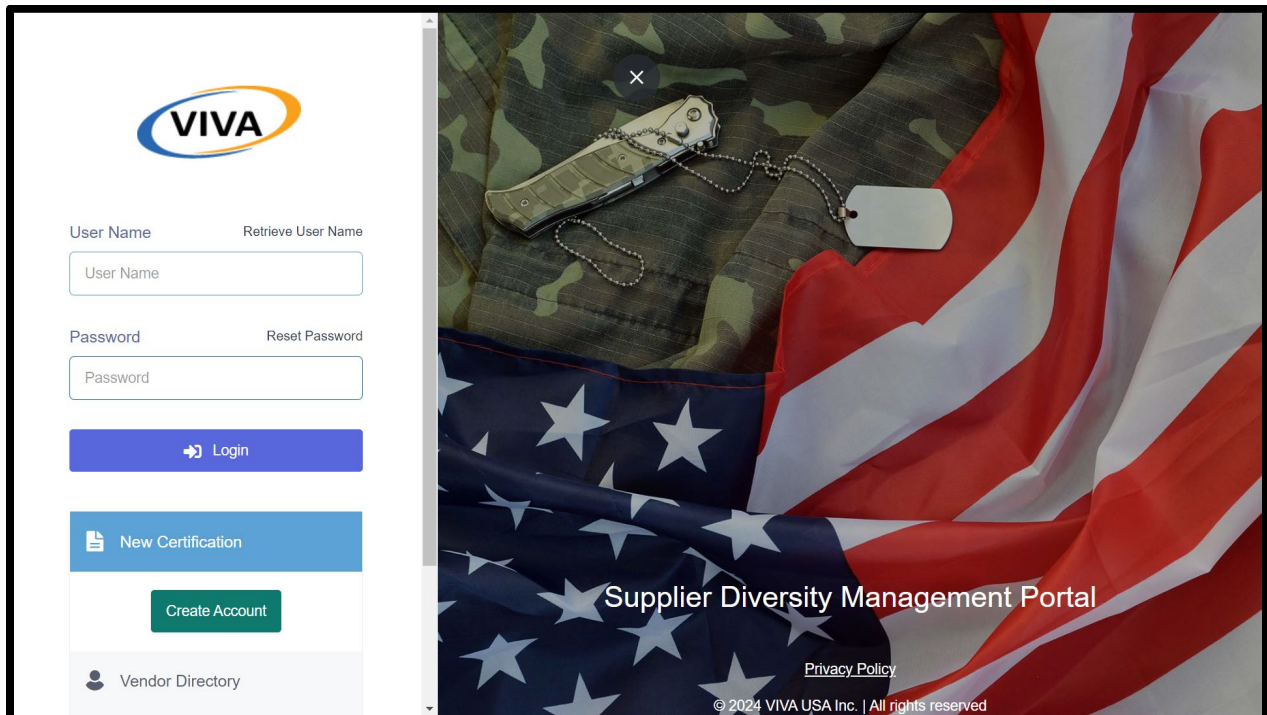
2. Prerequisites

- 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: https://supplierdiversitymanagementportal.illinois.gov/

- 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

- o Messages (accessible by clicking the "Messages" menu item) - View and respond to received messages in the resultant "Messages" page
- o Notifications - (accessible by clicking the "Notifications" menu item) – View the list of notifications and associated details
- o 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 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
- o Support Form - Send queries to the portal support team on portal and business workflow features
- o User Settings – View and update the user name, company and contact person e-mail IDs, and create and delete additional user profile record
- o Change Password – Replace the current password with a new password and also view the last password change date and timestamp details
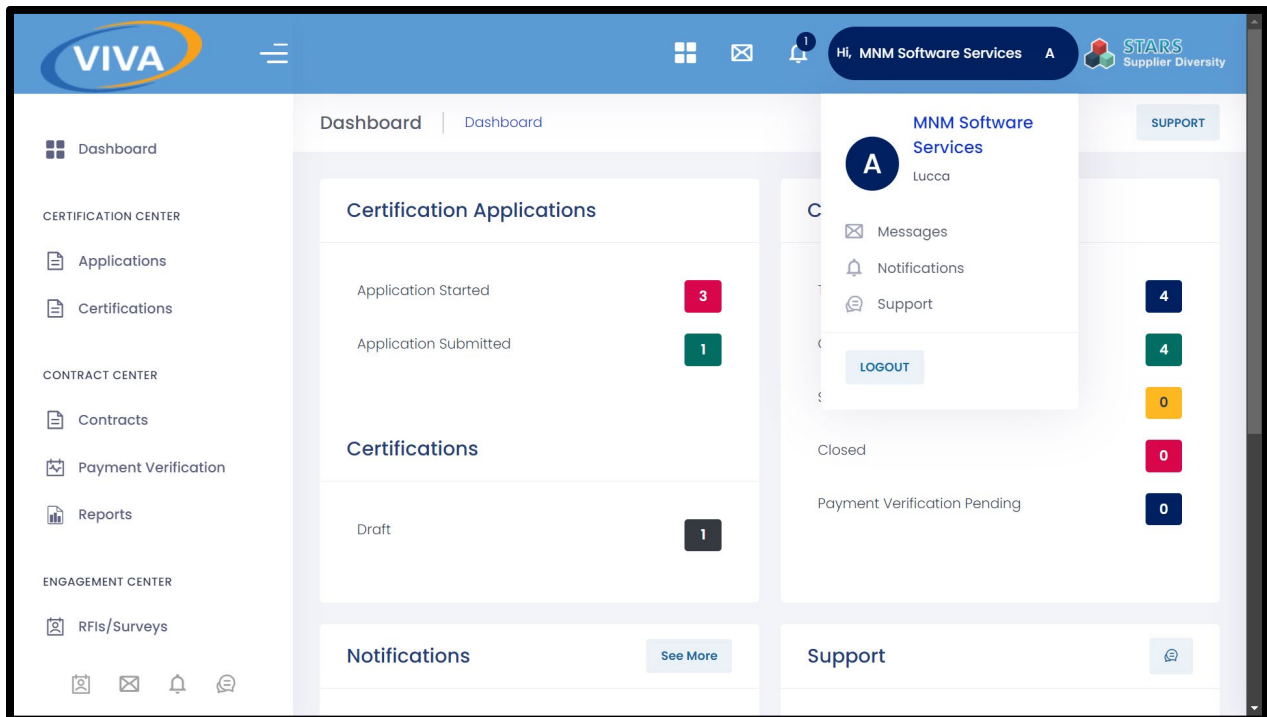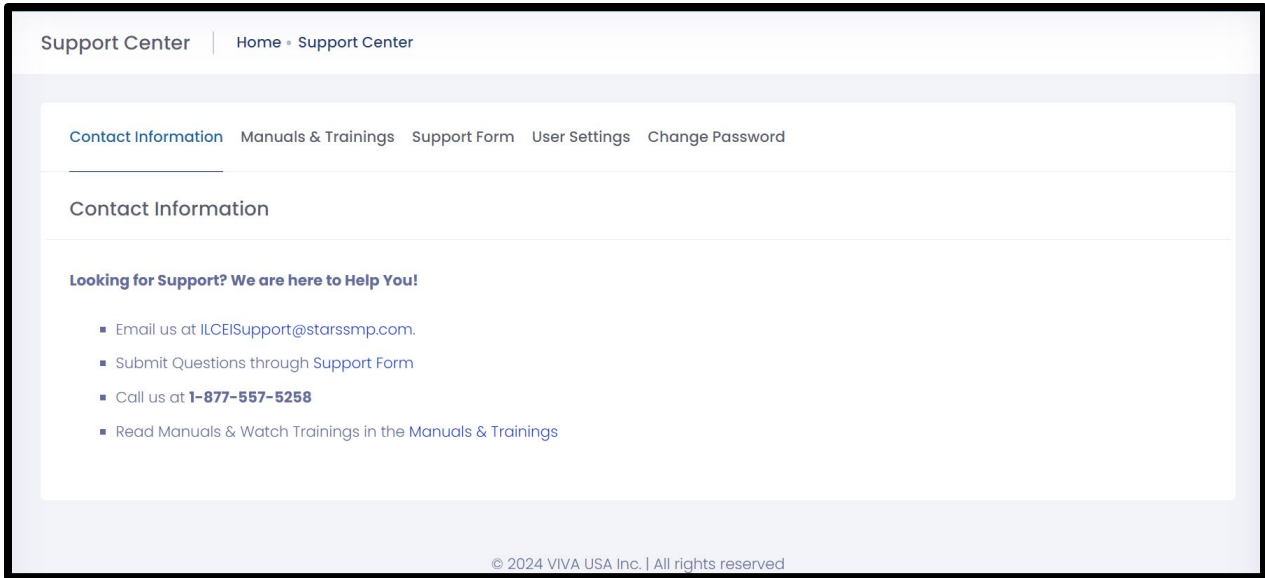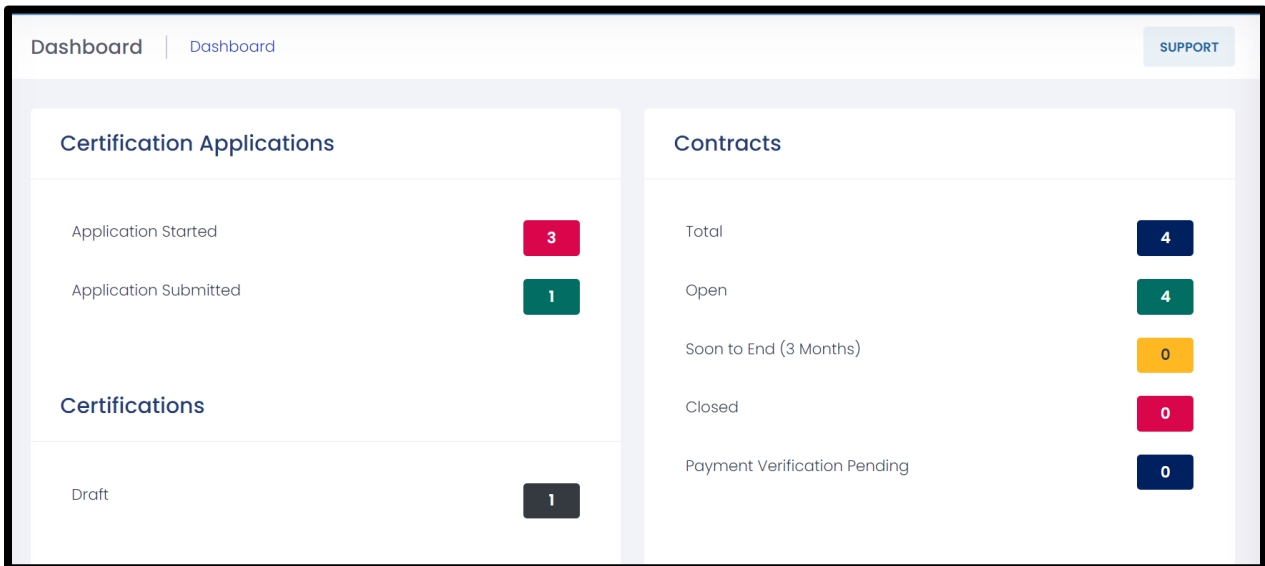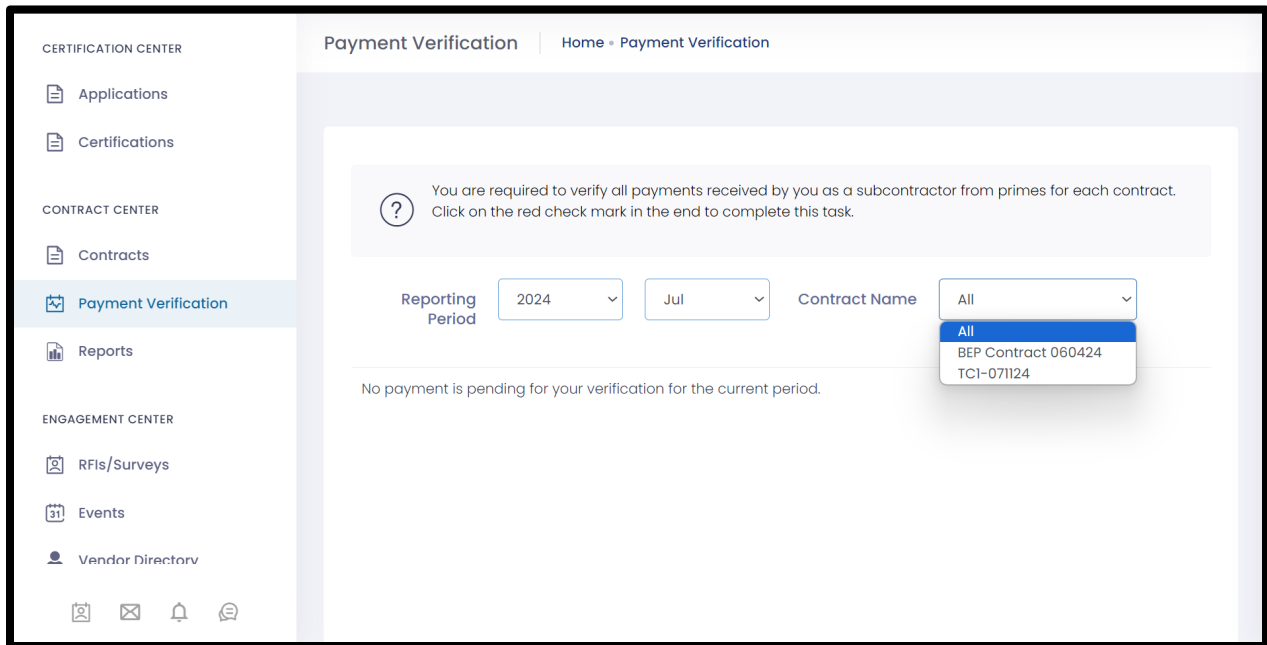
3.2 Dashboard Metrics

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 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.

- 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.

- 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.

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

? 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.

Reporting Period   2024 ▾   Jun ▾   Contract Name   All ▾

Prime	Subcontractor	Contract	Purchasing Entity	NIGP Codes	Paid Amount	Payment Date	Payment Details	Reference Number	Verified By Payee
PROTOCOL ..	beptestuser15724	TCI-071124	General Assembly	00505 - Abrasives Equipment and Tools	$15,000.00	06/26/2024	⬇	0624-001	✅
Total					**$15,000.00**				