



REVIEW GUIDE

Prime – Contract Payment Reporting Workflow

ILLINOIS CEI SUPPLIER DIVERSITY MANAGEMENT PORTAL

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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.

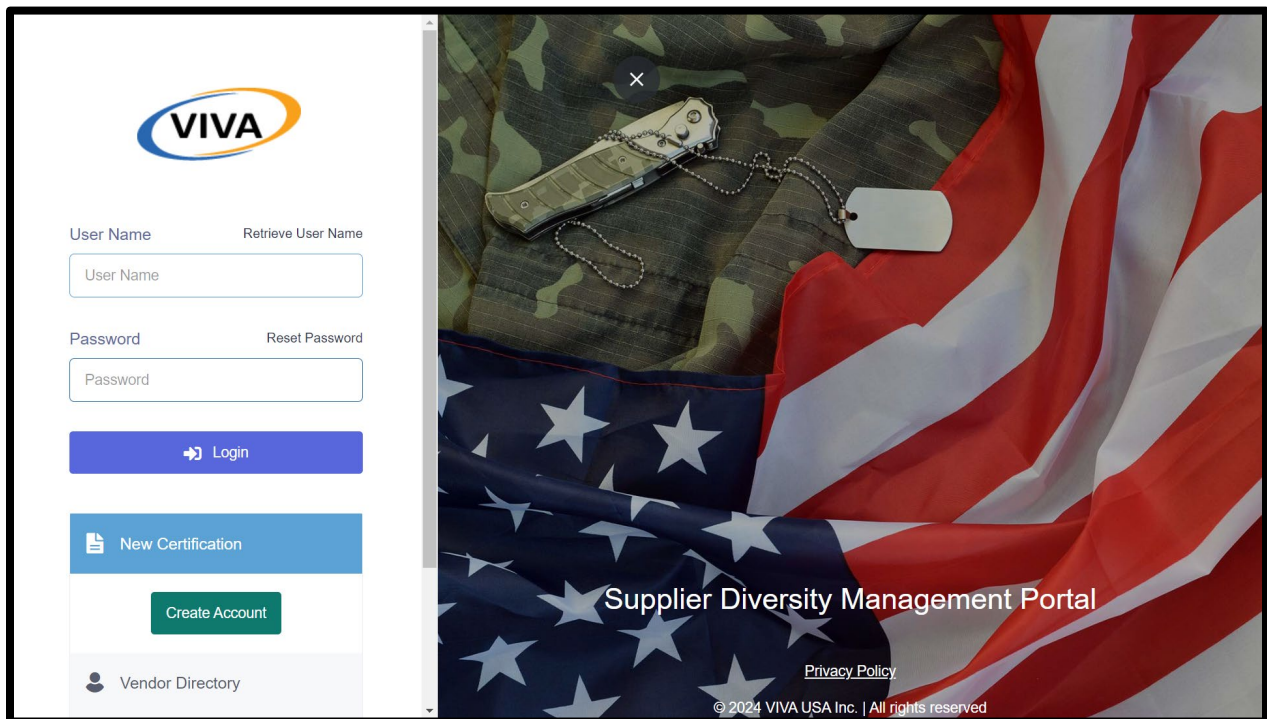
2. Prerequisites

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

3. Key Workflow Actions

3.1 General

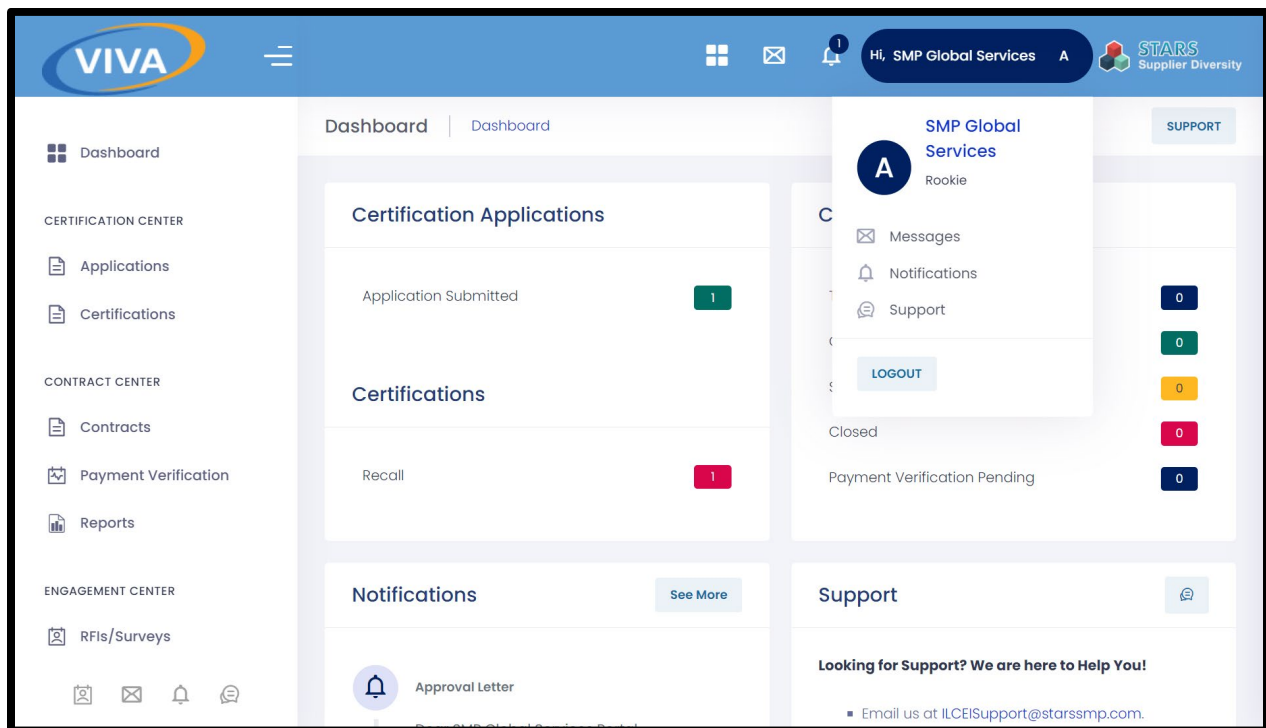
- Login into the portal by using the URL: <https://supplierdiversitymanagementportal.illinois.gov/>



- 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

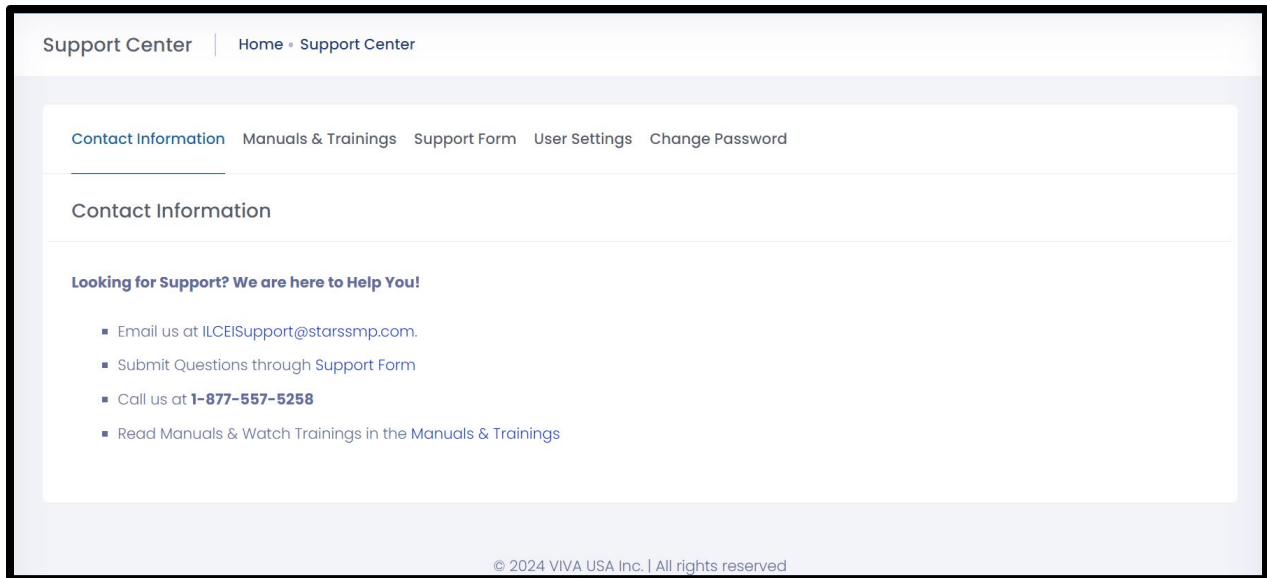
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PRIME - CONTRACT PAYMENT REPORTING WORKFLOW

- 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



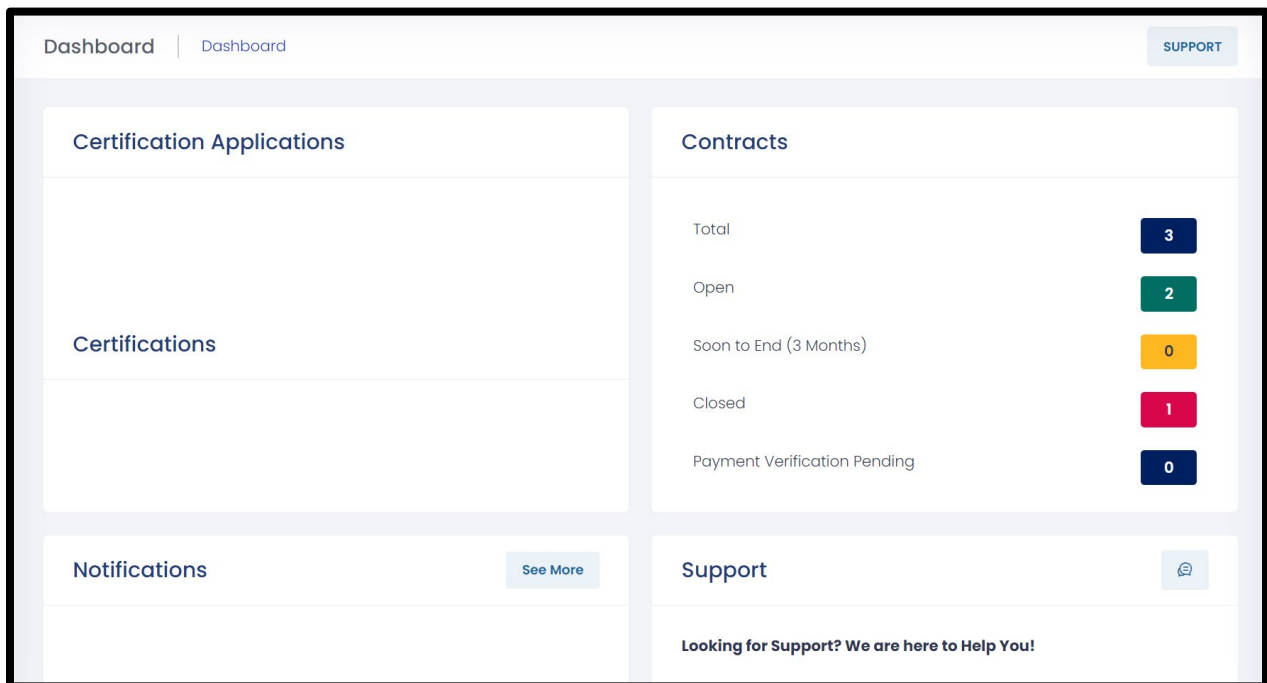
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3.2 Dashboard Metrics

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 contract 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 contract record
 - view the performed compliance audit details on the contract

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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	AI Savvy Inc	\$500,000.00	05/21/2024	5/21/2025 12:00:00 AM			
123456789	Contract Test	AI Savvy Inc	\$10,100.00	10/20/2022	1/15/2023 12:00:00 AM			
123333345678	Car parts	AI Savvy Inc	\$23,456,789.00	01/05/2024	12/31/2024 12:00:00 AM			
23456789	App Development Parts	AI Savvy Inc	\$23,457,689.00	01/30/2022	3/30/2023 12:00:00 AM			
BEP - 001	BEP - Contract	AI Savvy Inc	\$450,000.00	01/01/2024	12/31/2024 12:00:00 AM			
DC - 001	Demo Contract - 001	AI Savvy Inc	\$450,000.00	01/01/2024	12/31/2024 12:00:00 AM			
FM-PLU-001	Plumbing Services	AI Savvy Inc	\$60,000.00		4/9/2024 12:00:00 AM			
IOS-2022	IOS and Android App Development	AI Savvy Inc	\$125,000.00	03/02/2022	8/31/2023 12:00:00 AM			

←

Contract Details: Car parts

Home

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Contracts

•

Contract Details

Contract Overview

Contract Title	Car parts	Actions - View Goals - View Payments - View Contract - Audits
Contract Number	123333345678	
Prime Contractor	AI 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	

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Subcontractor								
Approved Subcontractor								
Subcontractor	Prime Contractor	Contact Name	Telephone	Email	Address	Diversity Type	Total Payment Amount	Action
AI Electricals Inc	AI Savvy Inc	Horatio Nelson	(765) 665-5443	sgopal@viva-it.com	840, South Avenue, Foster City, California, 94003		\$300.00	
AI Medicals Inc	AI Savvy Inc	Ursula Hunt	(847) 724-4235	sgopal@viva-it.com	123 Main St., Chicago, Illinois, 60601		\$0.00	
AI Supplier Inc	AI 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.

Goal Setting: TC1-071124

Home » Contract Goals

GO TO CONTRACT DETAILS

Goal Setting

Goal Tracking

Contract Name: TC1-071124 | CONTRACT VALUE: \$350,000.00/-

Goals

NAICS/NIGP Codes Employed	Solicitation Title	Goal Type (BEP or VBP)	Subcontractor	CEI Approved Goal
005 - 14 - Abrasives,	TGI-071024	BEP	Anchor	50.00

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[Goal Setting](#)
[Goal Tracking](#)

Contract Name: Contract 10Jul2024 | CONTRACT VALUE: \$250,000.00/-

Goal Type (BEP or VBP) *

BEP

Solicitation Title *

Goal20240710 -001

Prime Supplier *

vivatestussupplier2

Subcontractor *

× All

Reporting Period

From

Jan

2020

To

Jul

2024

Go

Subcontractor *

× All

Reporting Period

From

Jan

2020

To

Jul

2024

Go

Goal Tracking

Diversity Type	BEP/VBP Recommended Goal %	BEP/VBP Recommended Goal Amount	Actual Goal %	Actual Goal Amount	Goal % Difference	Goal \$ Amount Difference	Compliance
BEP	100.00%	\$7,000.00	0.11%	\$7.69	(99.89%)	(\$6,992.30)	Shortfall
Total	100.00%	\$7,000.00	0.11%	\$7.69	(99.89%)	(\$6,992.30)	

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.

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- 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 as 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.

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[← 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	\$25,000.00			\$2,500.00	\$15,000.00								\$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.

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Import Payment

? 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

	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										

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PRIME - CONTRACT PAYMENT REPORTING WORKFLOW

Reporting Period 2024 May ✓ 📅

Payment From BEP980Test \$67,000.00

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

◀
▶

Add New Payment Entry
Save
Save & Submit
↑

To add payment supplier. Please

Reporting Period 2024

Diversity Type

3 Inc. WMBE

3 Inc. WMBE

Payment Verification

Prime PROTOCOL

Contract TC1-071124

Purchasing Entity General Assembly

NIGP Code 00505 - Abrasives Equipment and Tools

Paid Period 2024 - Jul

Paid Amount \$7,000.00

Is the reported amount correct? ☒ Yes ☐ No

Final Payment? ☐ Yes ☒ No ☐ N/A

Is Prime Withholding Retainage? ☐ Yes ☒ 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.

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[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 ☒

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1

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[Audit Summary](#) | [Home](#) » [Contract Audit](#) » [Audit Summary](#)

Goal

TGI-071024

Period

Total Contract

Search

Compliance Audit Summary

Contract Progress

Contract Award Amount

\$350,000.00

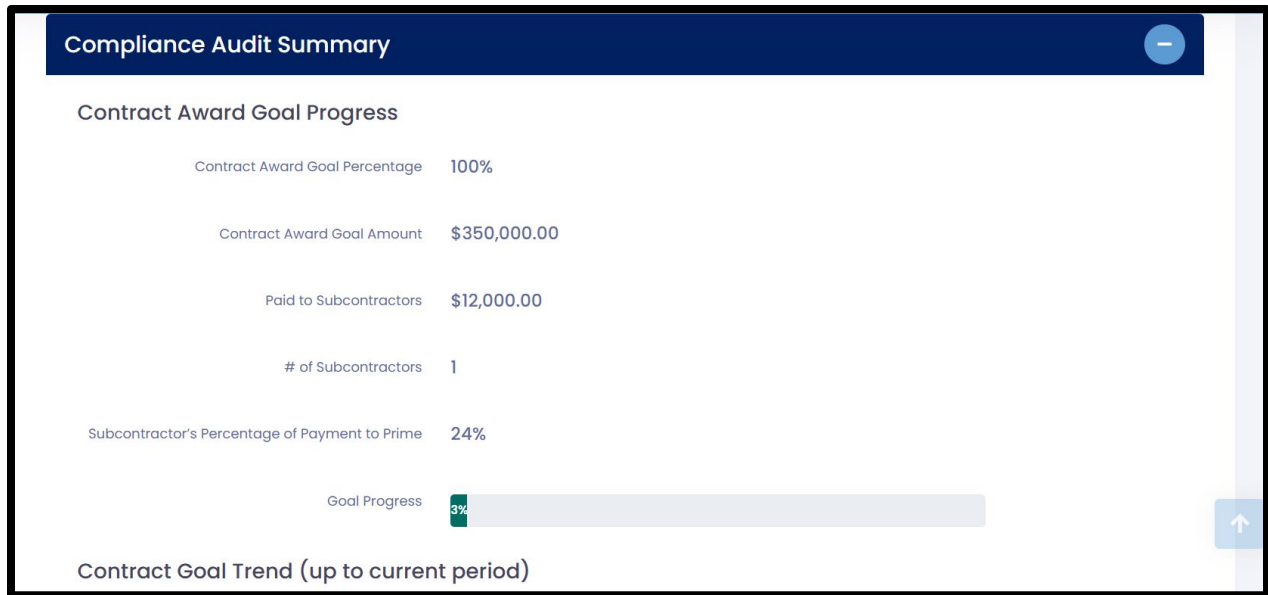
Paid to Prime Contractor

\$50,000.00

Contract Progress

14%

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Prime Contractor

Subcontractors

Subcontractor	Contact	Contract Utilization Percentage	Actual Utilization Percentage	Paid to Subcontractor	Verified Payment Amount	Unverified Payment Amount	Action
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.

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Year

X 2024

Report Period

X May

☒ Direct

Generate Report

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