Instructions for Submittal of A/E Consultant Invoice for Payment

Proper preparation of invoice vouchers is necessary to ensure prompt payment by the State of Washington. Failure to properly fill out the forms and provide tax identification numbers may result in delay of your payment. Any questions you have regarding invoicing should be directed to your Engineering and Architectural Services (E&AS) project manager. Your E&AS project manager can be reached by calling him or her directly or by calling the office number at (360) 902-7272.

The workbook contains the following pages/forms:

Page	*Explanation*
Invoice	A/E invoice Voucher, State form A19-2AE1
Application	Application for Payment

Preparing an invoice for payment utilizing Microsoft Excel:

1. Open the appropriate EXCEL Workbook for your agreement, and 'save as' wherever you choose, using whatever name you choose.

2. The screen showing the workbook contents should come up with the files or pages listed above. You must fill in the blue cells. If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.

3. **Invoice**
   On the Invoice Voucher page, fill in the Agency Name, E&AS project manager name, your firm name and address, contract number, invoice date, invoice number, federal tax identification number, and the title of the person signing the form. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.

4. **Application**
   Open the Application for Payment, and fill in the payment period dates, project name and location. The project number, firm name and invoice number should fill automatically. Next fill in the fee percentage and MACC as indicated in your agreement. The fee amount will calculate. Fill in the % (for % complete) and the total earned will calculate. Insert the amount previously invoiced and the amount due this invoice will calculate.

5. **Payment Detail Reporting**
   DES requires all Prime A/E Consultants and their Subconsultants to report payment detail.

   - In order to report payment detail, an account with B2Gnow is required. B2Gnow is designed to streamline and automate compliance reporting requirements, empowering vendors to maintain accurate contact information and submit contract payment details online.
   - To create an account or verify if an account has already been created on behalf of your company, log into the following URL https://des.diversitycompliance.com/.
     - For account login or account creation details, please refer to the Quick Reference Guides located on pages –3-5 of this document or go to the B2Gnow home page by clicking on the URL listed above and clicking on the "Help/First Time Users" link.

- Every month for the duration of your contract, submit the following payment information through the B2Gnow system:
  - Payments received by the prime consultant from the agency
  - Payments paid to each subconsultant, including lower tier subconsultant
  - Payments paid to each supplier
    - For a Quick Reference Guide on how to submit this information into B2Gnow, refer to pages –3-5 of this document.
  - Any other relevant or system-required information

Where to send your completed voucher packet:

Please check all the numbers, review the completeness of your invoice package for submittal, and sign the invoice. The package must include: Invoice form and Application for Payment.

Please submit your invoice voucher package in quadruplicate. We recommend that you prepare one set of the necessary forms, make 3 photocopy sets and then sign all four sets. All four sets must have original signatures. Submit the four copies of the completed, assembled, and signed invoice package to the E&AS project manager for review and approval.

<u>B2Gnow Vendor Registration Quick Reference Guides</u>
<u>NOTE: B2Gnow does not distinguish between contractors and consultants.</u>

Account Lookup and Creating New Account

Navigation: System Access Login Screen→Account Lookup

- Enter search parameters (Business Name, Tax ID, Contract Person, Email, Phone/Fax, Address) and click **Search**
- If vendor not found in the search results, click the **Customer Support** link located at the top of the page.
- Complete the information (Firm Name, Your Name, Email, Phone/Fax, Message Subject and Message) and click on **Submit**
- B2Gnow customer support will contact you via email to gather more information and set up your account.

Forgot My Username – if account currently exists but you forgot your username

Navigation: System Access Login Screen→Contact Us & Support

- Click on the Customer Service **Contact Us** link
- Complete the information (Firm Name, Your Name, Email, Phone/Fax, Message Subject and Message) and click **Submit**
- B2Gnow customer support will contact you via email with your username

Forgot My Password or Change My Password – if account currently exists but you forgot your password (or need to change it)

Forgot My Password

Navigation: System Access Login Screen→Forgot Password

- Enter email address, username or user number in the field and click Submit
- An email will be sent to you within minutes containing a one-time password. You will be required to reset your password after login.

Change My Password

Navigation: Home Screen→Settings→Change Your Password

- Enter old password
- Enter new password

Adding Subcontractors to a Contractor

Left Hand Navigation Bar: From the Home Screen, click on View and then My Contracts

- Click on **View** in the Actions column to open the contract
- Click on the **Subcontractors** tab
- Click on **Add First Tier Subcontractor**
- Type in the Subcontractors Name and choose from dropdown list or Click on **Get Vendor**
  - In the **Get Vendor** search screen, enter in search data and click **Search All Matches.** If vendor found, then click on **Select Vendor**
  - If Vendor not found, see **Create A Vendor** section below

- If only one **Contact** exists, system will default the contact. If more than one exists, choose the correct one from the dropdown list.
- If only one **Address** exists**,** system will default the address. If more than one exists, choose the correct one from the dropdown list.
- Enter in the following fields:
    - **Subcontract Percent/Amount**
    - **Include in Compliance Audits? –** choose the appropriate response
    - **Count Towards Certified Goals? –** choose the appropriate response and then select the goal type (MBE, WBE, MWBE, VA or SBE)
    - **Type of Participation –** choose the appropriate response
    - **Work Description**
    - **Subcontract Award/Commit Date**
    - **Estimated Work Start Date**
    - **Estimated Work End Date**
    - **Add vendor to existing audits for this contract –** choose the appropriate response

Click on Review - review the record and if need to make changes, click Edit. To save the record, click Save.

Create a Subcontractor/Supplier

Navigation: Home Screen→Search→Vendors

- Enter search parameters and click **Search All Matches**
- If Subcontractor/Supplier not found in the search results, click **Add New Vendor** and enter the following fields:

Business Information

- Enter in the **Business Name**
- Enter in the **DBA,** if applicable
- Enter in the **Tax ID Number**
- Do not need to enter the **Company Type –** leave as **None Selected**
- Do not need to enter the **Company Ownership Ethnicity –** leave as **None Selected**
- Do not need to enter the **Company Ownership Gender –** leave as **None Selected**

Business Contact Information

- Enter in the **Main Company Email**
- Enter in the **Main Phone**
- Enter in the **Main Company Website**, if available
- Enter in the **Company Address**
- Enter in the **Company City**
- Enter in the **Company State**
- Enter in the **Company Zip code**

Company Contact Person

- Enter in the **Name** (first, last name)
- Enter in the **Title**, if available
- Enter in the **Email (Username)**
- Enter in the **Phone Number,** if different from Main Phone
- Enter in the **Time Zone**

Click on Review - review the record and if need to make changes, click Edit. To save the record, click Save.

Adding Payments Made to Prime Contractor

Left Hand Navigation Bar: From the Home Screen, click on View and then My Contracts

- Click on **View** in the Actions column to open the contract
- Click on **View Contract** in the Contract Status & Actions container
- Click on **Compliance Audit Summary** tab
- In the **Prime Contractor – Total Contact**, click on **Payments**
- In the **Contract Payment Details** container, click on **Report Payment to Prime** for the appropriate reporting period
- Enter the Enter in the following fields:
    - **Payment Amount**
    - **Payment Date**
    - **Comment**

Click on Review - review the record and if need to make changes, click Edit. To save the record, click Save.

Adding Payments Made to Subcontractor/Suppliers

Left Hand Navigation Bar: From the Home Screen, click on View and then My Contracts

- Click on **View** in the Actions column to open the contract
- Click on **View Contract** in the Contract Status & Actions container
- Click on **Compliance Audit Summary** tab
- In the **Subcontractor Payments For** container, click on **Payments**
- In the **Contract Payment Details** container, click on **Submit Response** for the appropriate reporting period
- Enter the following fields:
    - **Amount Paid**
    - **Payment Date**
    - **Prompt Payment** (yes/no)?
    - **Payment Detail**

Click on Review - review the record and if need to make changes, click Edit