Washington State Department of
Enterprise Services

Public Works Diversity Tracking & Management System (powered by B2GNow) Quick Reference Guide
Reporting payments made to Subcontractor or Supplier

From the Left Hand Navigation Baron the Home Screen,

1. Click **View n**
2. Click **My Contracts**
3. Click **Search**
4. Enter the Contract Number
5. Click **View** in the Actions column to open the contract
6. Click **View Contract** in the Contract Status & Actions container
7. Click **Compliance Audit List** tab
8. Click **View Audit** for the period you want to enter the payment(s)
9. Click **Submit ALL Incomplete Records** above the subcontractor list located at the bottom of the audit page
10. Enter the following fields:
    a. **Amount Paid**
        i. If payment was not made to the sub for this audit period, **enter 0.00**
    b. **Payment Date**
        i. If payment was not made to the sub for this audit period, **enter todays date** ⬅ **New Info**
    c. **Prompt Payment** (yes/no)?
        i. If payment was not made to the sub for this audit period**, select No**
    d. **Payment Detail**
        i. If payment was not made to the sub for this audit period, **enter 'no payment made'**
11. Click **Save**