

Instructions for Submittal of ESCO Invoice for Payment

Proper preparation of invoice vouchers is necessary to ensure prompt payment by the Owner. 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 Energy project manager. Your Energy project manager can be reached by calling him or her directly, or by calling the office number at (360) 902-7272.

“By submitting an invoice voucher, the ESCO is certifying that all Subcontractors have been paid, less earned retainage in accordance with RCW 60.28.011, as their interests appeared in the last preceding certificate of payment. By submitting an Application for Payment, the ESCO is recertifying that the representations set forth in Section 1.03 of the General Conditions for Washington State Energy Savings Performance Contracting, are true and correct, to the best of ESCO’s knowledge, as of the date of the invoice voucher.”

Also, following your written Notice to Proceed with the work of the contract, prepare and file the Intent to Pay Prevailing Wages forms with the Department of Labor and Industries (L&I) as soon as possible. L&I offers electronic filing of Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid. Forms filed electronically can be approved within one business day. See L&I’s web page at: <http://www.lni.wa.gov/prevailingwage/PWIA/>. A copy of the approved Intent to Pay Prevailing Wages forms must accompany or precede the submittal of your invoice.

The Microsoft Excel spreadsheet containing the following forms are available on our website listed in the NTP letter, or ask your Energy PM. The workbook is titled [Energy Invoice Form - Blank - Construction Services](#).

Page	Explanation
Invoice	Contractor Invoice Voucher, State form A19-2AE2
Escrow	Contractor Escrow Invoice Voucher, State form A19-2AE3
Application	Application for Payment
Certificate	Certificate of Material stored on job site
Sub List	Subcontractor / Supplier List and Statement of MWBE Participation
Apprentice	Statement of Apprenticeship Participation

Preparing an invoice for payment utilizing Microsoft Excel:

- Open the EXCEL Workbook "[ENERGY INVOICE FORM - BLANK - CONSTRUCTION SERVICES](#)", and 'save as' a different name and location of your choice.
- The screen showing the workbook contents should come up with the tabs or pages listed at the bottom. The cells that need to be filled in by you are in blue. If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.

1. Invoice

- A. On the Invoice Voucher page, fill in the Agency Name, Energy 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.
- B. Next fill in the Washington State Sales Tax for the project location. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.

2. **Application** -- Open the Application for Payment, and fill in the payment period dates, project name and location.
 - A. The Schedule of Values information needs to be reviewed with DES and the Owner and approved prior to inclusion as set forth in Section 6.02 of the General Conditions for Washington State Energy Savings Performance Contracting. On large projects, this page may be used as a summary sheet or additional lines may be added. The information needed may be on one page or several pages, but needs to be complete and accurate. Verify that the subtotal of the Estimated Value column is the Original Contract Amount before including change order amounts. This number will show at the top of the sheet as the Original Contract Amount.
 - B. The calculations for the “this invoice” column and the bottom of the page should be automatic. If you have added rows you should check the formulas at the bottom to verify that all sums are accurate.
 - C. The "by" indication requires the signature of a contracting agent of the contractor's firm. Sign it after making the required copies.
3. **Escrow Invoice** -- If you have chosen to have the retainage held in an Escrow account, go to the Escrow Invoice Voucher. Add the Escrow agent's name and address, and the Escrow Agreement number.
4. **Certificate** -- The Certificate for Materials stored on job site provides for you to be paid for materials stored on the job site that are not yet incorporated into the work.
5. **Sub List - Payment Detail Reporting**
 - 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 4 – 6 of these instructions or go to 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 B2Gnow:
 - Payments received by the prime contractor from the Agency
 - Payments paid to each subcontractor, including lower tier subcontractors
 - Payments paid to each supplier
 - For a Quick Reference Guide on how to submit this information into B2Gnow, refer to pages 4 – 6 below.

6. Apprentice - The Statement of Apprentice/Journeymen Participation form

- Pursuant to any and all applicable state and federal requirements, 15% apprenticeship participation is required on all projects where the estimated total project cost will be one million dollars or more. Apprentice participation may be counted towards the required percentage (%) only if the apprentices are from an apprenticeship program registered and approved by the Washington State Apprenticeship and Training Council (RCW 49.04 and WAC 296-04).
- For each project that has apprentice requirements, the ESCO shall submit consolidated and cumulative data collected by the ESCO and collected from all subcontractors by the ESCO with every request for progress payment. The data to be collected and submitted includes the following:
 1. ESCO name and address
 2. Contract Number
 3. Project name
 4. Contract Value
 5. Reporting period “Notice to Proceed” through “Invoicing Date”
 6. Name and registration number of each apprentice
 7. Total number of apprentices and their labor hours worked, categorized by trade or craft.
 8. Total number of journeymen and their labor hours worked, categorized by trade or craft
 9. Cumulative combined total of apprentice and journeymen labor hours.

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, Escrow and Application pages. The package must include: Invoice form and Application for Payment. It may also include your Escrow Invoice if that option was selected; Certificate of Materials stored, and may include Intent to Pay Prevailing Wage forms. As set forth in Section 6.04(B) of the General Conditions for Washington State Energy Savings Performance Contracting, ESCO’s must provide substantiation of construction costs such that DES has the information necessary to review ESCO invoices for reasonableness, accuracy and completeness. Such substantiation may include but is not limited to copies of invoices from ESCO subcontractors and vendors.

If this is your final invoice for release of retainage, your approved Affidavits of Wages Paid must either accompany this invoice or they must have been previously submitted to DES Energy Program Services.

Please submit your invoice voucher package in triplicate. We recommend that you prepare one set of the necessary forms, sign where applicable and then make 2 photocopy sets. Then submit the three copies of the completed, assembled, and signed invoice package to your DES Energy PM for approval. The Energy PM will review, and return the invoice package to you for revision if incomplete, incorrect, or otherwise not acceptable, or approve, retain one copy and forward the final two to the Owner for approval and payment.

Tax Adjustments -- Note: Occasionally during the life of a contract the tax rate changes, should that happen please use the following instructions for making tax adjustments:

1. **Invoice** -- Invoice Voucher page, on the row addressing Tax, leave the sales tax percentage as it was when the contract was signed. After the words “Washington State Sales Tax”, add in bold print “**PLUS ADJUSTMENT**”, to show that an adjustment has been made.
2. **Application** -- Application for Payment, on the row addressing tax, between the % and SALES TAX, add “PLUS ADJ”.
 - A. Additional tax row – in the C-column, insert the amount of the tax increase, e.g., if the tax rate increased from 8.1% to 8.5%, use 0.004. In the D-column add the date of the tax increase. In the I-column insert the **amount of adjustment previously claimed**, if any.
 - B. Tax row – in the G-column (Amount Earned), add the adjustment amount of the estimated value column to the SUBTOTAL amount of the estimated value column times the previous tax rate. *The formula should look like =ROUND(G100*TAX,2)+E106+I106*. In the I-column, add the previously claimed adjustment amount to the previously claimed SUBTOTAL times the previous tax rate. *The formula should look like =ROUND(I101*TAX,2)+I106*.

B2Gnow Vendor Registration Quick Reference Instructions

To access B2Gnow, log into: <https://des.diversitycompliance.com/>.

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 (Company 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 (Company 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 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 Password - Navigation: Home Screen→Settings→Change Your Password

- Enter old password
- Enter new password

Adding Subcontractors to a Contract

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, click **Edit** to make any changes, and 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, click **Edit** to make any changes, and 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 in the following fields:
 - **Payment Amount**
 - **Payment Date**
 - **Comment**
- **Click on Review** - review the record, click **Edit** to make any changes, and click **Save**.

Adding Payments Made to Subcontractor/Supplier

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, click **Edit** to make any changes, and click **Save**.