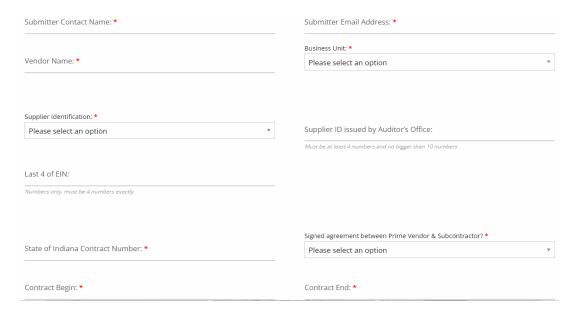# Prime Vendor Reporting Instructions

1. Visit this website to access the **Prime Vendor Reporting Form**: https://www.in.gov/idoa/mwbe/pay-audit-system/.

2. **Prime Vendor Information:** *You must complete all required areas identified with an asterisk (*).*
   a. Enter your name in the **Submitter Contact Name** field.
   b. Enter your email address in the **Submitter Email Address** (you will receive an email confirmation of your submission – be sure to enter a valid email address).
   c. Enter your company's name in the **Vendor Name** field.
   d. Click on **Business Unit** drop-down arrow and select the State Agency that you have a contract with.
   e. Select a **Supplier Identification** method. You may enter your Supplier ID issued to you by the Auditor's Office of the last four of your company's EIN. If you select Supplier ID issued by Auditor's Office, enter this information into the Supplier ID issued by Auditor's Office field. If you select last four of EIN, you will need to enter this information in the Last 4 of EIN field.
   f. Enter your **State of Indiana Contract Number** for which you are reporting payments. Your Contract Number/ID can be located on your Recent Contract Award email notice or on Indiana's Active Contract Portal at: https://secure.in.gov/apps/idoa/contractsearch/.
   g. Select the drop-down arrow for **Signed agreement between Prime Vendor & Subcontractor** and choose Yes or No.
   h. Enter the **Contract Begin** and **Contract End** dates (you must enter a valid two-digit month, day, and a four-digit year: 01/01/2022).

Submitter Contact Name: *

Submitter Email Address: *

Vendor Name: *

Business Unit: *

Please select an option

Supplier Identification: *

Please select an option

Supplier ID issued by Auditor's Office:

Must be at least 4 numbers and no bigger than 10 numbers

Last 4 of EIN:

Numbers only, must be 4 numbers exactly

State of Indiana Contract Number: *

Signed agreement between Prime Vendor & Subcontractor? *

Please select an option

Contract Begin: *

Contract End: *

      i.   Press **Continue.**

CONTINUE >

3. **Subcontractor Payment Information**

Note: Please select the Both option if you are reporting payments made to subcontractor(s) and advising of a late start for any other subcontractor(s) participating on the contract. On the following screen, you must first enter all payments made to subcontractors before entering late start information for the applicable subcontractors.
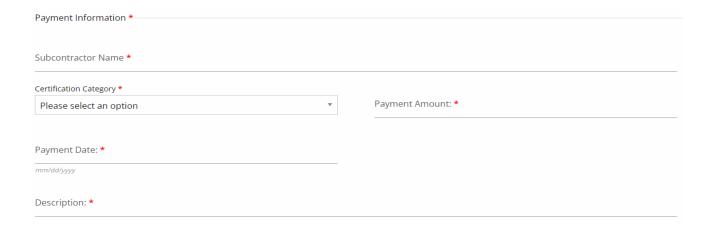
    a.   Select the drop-down arrow to choose a reporting option: **Reporting Payments**, **Late Start**, or **Both.**
    b.   Press **Continue.**

Are you reporting payments and/or advising of a late start for any subcontractor(s) during this reporting period? *

Please select an option	▼

< PREVIOUS **CONTINUE >**

If you are advising of a late start for subcontractor(s) ONLY proceed to Step 5

4. **Payment(s) Information**
    a.   Enter **Subcontractor Name** for whom you are reporting payments for or advising of a late start
    b.   Select the drop-down arrow for **Certification Category** and choose MBE, WBE, or IVOSB.
    c.   Enter the **Payment Amount**. *Note: If you selected both, on the previous page, you must enter payments before entering late start information.*
    d.   Enter **Payment Date.**
    e.   Enter a **Description/Invoice Number**.

Payment Information *

Subcontractor Name *

Certification Category *

Please select an option	▼

Payment Amount: *

Payment Date: *

mm/dd/yyyy

Description: *

    f.   Select **File** to upload a copy of the subcontractor agreement if not previously submitted and/or invoices for the current reporting period.

Upload a copy of the subcontractor agreement if not previously submitted and invoices for the current reporting period

FILE

g. Next, select **Add Subcontractor**. If you have more than one subcontractor you need to update for payment information, complete steps **a-f** again.
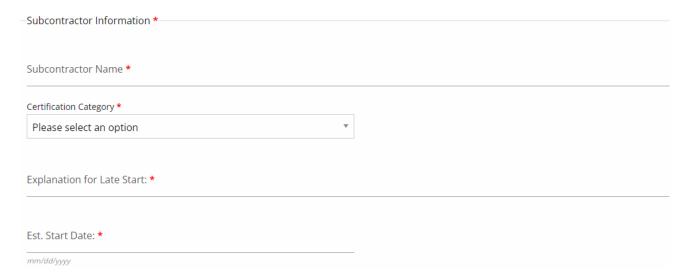
ADD SUBCONTRACTOR

h. Add your comments, if needed.
i. Select **Continue**.

Comments

< PREVIOUS   **CONTINUE >**

NOTE: If you elected to enter both payments AND advise of a late start for subcontractors you will now be directed to the next page to enter Late Start Information.

5. **Late Start Information:** *You must complete all required areas identified with an asterisk (*).*
   Note: If no payment has been made to the subcontractor, enter the estimated date your organization will begin using the firm and provide an explanation for lack of payment.
   a. Enter **Subcontractor Name**
   b. Select the drop-down arrow and choose the Certification Category MBE, WBE, or IVOSB.
   c. Complete **Explanation for Late Start**.
   d. Complete **Estimated Start Date**.

Subcontractor Information *

Subcontractor Name *

Certification Category *

Please select an option   ▼

Explanation for Late Start: *

Est. Start Date: *

mm/dd/yyyy

e. Select **File** to upload a copy of the subcontractor agreement if not previously submitted and/or invoices for the current reporting period.

Upload a copy of the subcontractor agreement if not previously submitted and invoices for the current reporting period

FILE

f. Next, select **Add Subcontractor**. If you have more than one subcontractor you need to update for payment information, complete steps a-f again.

ADD SUBCONTRACTOR

g. Add **Comments**, if needed.

Comments

6. Select **Continue.**

< PREVIOUS   **CONTINUE >**

7. Review Submission – Prime Vendor Information
    a. If information is correct you will need to scroll to the bottom and select **Submit Information.**
    b. If not, you will click **Edit** and you will be directed to the appropriate field to be edited.