

Pay Audit System

Subcontractor - User Guide

THIS GUIDE IS INTENDED FOR CERTIFIED MINORITY, WOMEN OR VETERAN OWNED SMALL BUSINESS SUBCONTRACTORS WHO HAVE A SUBCONTRACTOR AGREEMENT WITH A PRIME VENDOR WHO WAS AWARDED A CONTRACT WITH THE STATE OF INDIANA. SUBCONTRACTORS ARE REQUIRED TO ENTER INFORMATION FOR PAYMENTS THROUGH THE LIFE OF THEIR CONTRACT(S) ON A QUARTERLY BASIS.

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INTRODUCTION TO THE PAY AUDIT SYSTEM

What is the Pay Audit System?

The Pay Audit System is Indiana's subcontractor payment auditing and compliance system. For State contracts that utilize certified subcontractors, the prime vendor and certified subcontractors will use the Pay Audit System to independently report payments made from the prime vendor to the subcontractors. Prime vendors are required to enter information for payments through the life of their contract(s).

What are the Benefits?

The Pay Audit System provides accurate data for:

- Monitoring progress toward annual agency spend goals
- Taking corrective action when there is an issue of contract non-compliance
- Addressing various inquiries received from stakeholders

How Do Subcontractors Access the Pay Audit System?

The Pay Audit System is accessed using the State of Indiana's Self-Service portal <https://fs.gmis.in.gov/psp/fspred/SUPPLIER/ERP/?cmd=login>. Subcontractors are sent monthly [email reminders](#) to enter information on payments. These emails contain the URL to the Pay Audit System. Note: To access the Pay Audit System the subcontractor uses their Bidder ID login as their User ID, putting EXT before their Bidder ID number (Example: EXT00000012345). Subcontractors must register as a bidder with the Indiana Department of Administration in order to obtain a Bidder ID.

Bidder Registration is located at <http://www.in.gov/idoa/2464.htm>.

What if you forget your User ID or Password?

1. Go to the State of Indiana's Self-Service portal at <https://fs.gmis.in.gov/psp/fspred/SUPPLIER/ERP/?cmd=login>
2. Click on **Report an Issue**
3. Complete the required fields
4. In the **Describe your problem** box indicate that the User ID or Password information to login to the Pay Audit System has been forgotten/lost.



Navigate to the [Bidder Profile Registration](#) web page to download the [Bidder Profile Instructions](#) and learn more about the registration process.

[Submit an Issue](#) to GMIS, our support team, if you need assistance.

SUBCONTRACTOR PAYMENTS SEARCH PAGE

Main Menu >> Pay Audit System >> Subcontractor Payments

The Subcontractor Payments page allows subcontractors to search for their State of Indiana contract(s).

Bidder ID – Number assigned to entities when registered with the Indiana Department of Administration

Vendor ID – Number assigned to prime vendor when registered with the Indiana Auditor's Office

Document ID – Unique ID number for your contract. It can be an EDS, PO, or Contract ID number

Business Unit – This is the agency ID number that the contract is with

The Save Search Criteria link can save your search criteria for the next time you navigate to this page

 **Look up** – This icon allows you to look up the Vendor ID, Document ID or Business Unit using other search criteria. It will open a new page that lists all available options.

Drop Down – The drop down defaults to **begins with**. It is recommended to change the drop down to **contains**, as it allows you to enter the partial name or number and it will pull results for anything containing the entered criteria.

SUBCONTRACTOR PAYMENTS PAGE

1

Subcontractor Payments

Subcontractor:

Prime Contractor:

Document Number:

Business Unit:

Do you have a fully executed contract in place with
(Signed by both parties)

Yes No

2

3

Payment Information

Enter the payment last received by reporting . since last

Amount Received	Payment Date	Invoice Number

Customize | Find | View All | First 1 of 1 Last

\$0.000 Total Received to Date

4

Vendor Comments

Save and Submit

Notify

Section 1: The Header Information includes contract identifying information: **Subcontractor**, **Prime Vendor**, **Document Number** and **Contracting Agency**.

Section 2: Certified subcontractors are required to have a fully executed contract with the prime vendor for each contract on which they are being utilized as a certified subcontractor. Verify that there is a fully executed contract in place.

Section 3: The Payment Information Section is used to report the **Amount Received**, **Payment Date** and **Invoice Number** of payments received from the prime vendor. The Invoice Number is for the invoice the subcontractor submits to the prime vendor.

Section 4: Use the Vendor Comments link to enter comments in a free form text field in regards to the contract.

QUICK STEPS FOR ENTERING PAYMENTS

1. Navigate to the login page

<https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login>

The image shows the Oracle PeopleSoft Enterprise login screen. It features a red 'ORACLE' logo at the top, followed by 'PEOPLESOFTE ENTERPRISE'. Below the logo are two input fields: 'User ID:' and 'Password:', each with a corresponding text input box. A 'Sign In' button is positioned between the two fields. To the right of the input fields, there is a link titled 'State of Indiana PeopleSoft Related Links' with sub-links: 'Information and Helpful Hints' and 'Report an Issue'.

2. Enter User ID and Password (Your User ID is EXT followed by your Bidder ID –Example: EXT00000012345)

3. Click **Sign In**

4. Navigate to **Main Menu > Pay Audit System > Subcontractor Payments**

The Subcontractor Payments Search Page will Open

The image shows the Oracle PeopleSoft Enterprise main menu. The 'Main Menu' is displayed at the top. A 'Search Menu' is open, showing a list of items under the 'Pay Audit System' category. The 'Subcontractor Payments' item is highlighted with a yellow box. Other items in the list include 'Administration', 'Utilities', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Usage Monitoring', 'Change My Password', and 'My Personalizations'. Below the search menu, there is a link to 'Certified MWBE Repository Inq'.

5. Enter the applicable search criteria such as **Document ID**

6. Click **Search**
The Subcontractor Payment Search Results will appear

The image shows a search interface titled 'Find an Existing Value'. It has a 'Search Criteria' section with four input fields: 'Bidder ID:' (set to 'began with'), 'Vendor ID:' (set to 'began with'), 'Document ID:' (set to 'began with' and highlighted with a yellow box), and 'Business Unit:' (set to 'began with'). Each input field has a dropdown arrow and a magnifying glass icon. Below the input fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

7. Click the **Document ID** to enter payments for

The Subcontractor Payments page for that Document ID will open

The image shows a 'Search Results' table. The table has columns: Vendor ID, Vendor Name, Document ID, Business Unit Description, and Contract Audit Type. The 'Document ID' column is highlighted with a yellow box. The table shows 10 rows of data, with the 8th row (Document ID 0013500018) being highlighted. At the bottom of the table, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria', along with a 'View All' link and a page navigation bar showing 'First' and '1-100 of 300'.

Vendor ID	Vendor Name	Document ID	Business Unit Description	Contract Audit Type
0000000641	KERAMIDA ENVIRONMENTAL INC	A305-3-28-S1	00495	IN Dept of Environmental Mgmt QPA
0000000641	KERAMIDA ENVIRONMENTAL INC	A305-9-3-1	00495	IN Dept of Environmental Mgmt QPA
0000000841	PITNEY BOWES INC	0012569503	00685	Rockville Corr Facility StandardPO
0000000841	PITNEY BOWES INC	0012576812	00440	Richmond State Hospital StandardPO
0000000841	PITNEY BOWES INC	0013500015	00500	Division of Family Resources StandardPO
0000000841	PITNEY BOWES INC	0013500018	00500	Division of Family Resources StandardPO
0000000841	PITNEY BOWES INC	0013500170	00500	Division of Family Resources StandardPO
0000000841	PITNEY BOWES INC	0013505627	00616	North Central Iuv Corr Fac StandardPO

8. Select the appropriate radio button option for the **fully executed contract** question

! Subcontractors must have a fully executed contract (signed contract) in place with the prime vendor within thirty (30) days of the execution of the contract between the prime vendor and the State.

9. Enter all payment information since the last submission into the Pay Audit System. It is required to enter steps a-c.

a. Enter **Amount Received**

b. Enter the **Payment Date**
c. Enter the **Invoice Number** (Description)

! Use the Add (+) button to insert a new payment line. Once you save and submit a payment, you will not be able to delete it.

10. Enter Comments if applicable to the contract

a. Click **Vendor Comments**
b. Enter comments
c. Click **OK**

Use **Add (+)** to insert additional comments

11. Click **Save and Submit**

A save warning message will pop-up

12. Click Yes

The State Disclaimer will open

Do you want to continued to submit payment information? (31000,9)	
Yes	No

13. Click I Agree

! The terms and conditions must be agreed to in order to submit payment information. If I Decline is clicked, payments will not be saved.

Disclaimer	
I certify that the information provided here is accurate. By submitting this response and data the person submitting the same affirms and acknowledges that they/she/he have read and understand the information provided and have full authority to provide this information on behalf of the listed entity. I further understand that using any false or misleading information may result in prosecution for fraud, revocation of certification, and having this business placed on a suspension list barring it from contracting or doing business with the State of Indiana or any of its agencies.	
<input type="button" value="I Agree"/>	<input type="button" value="I Decline"/>

GLOSSARY

TERM	DEFINITION
AUDIT	A formal examination of prime vendor payments and subcontractors payments reported for accuracy and agreement
BIDDER	Business that is registered with the Indiana Department of Administration
CERTIFIED	Certified subcontractors can be Indiana Department of Administration certified Minority, Women, or Indiana Veteran Owned Small Business
COMPLIANCE	A contract is in compliance when the prime vendor and the subcontractor report the same payment amounts.
EDS	A summary document attached to some contracts.
JUSTIFICATION	Valid reason for not using a subcontractor based on 'Estimated Start Date'. (Example: Subcontractor is a landscaping business and therefore will be used towards the end of the contract, subcontractor lost M/WBE certification, subcontractor went out of business, etc)
PO NUMBER	The Purchase Order Number is associated with the payment from the Auditor of State.
PRIME VENDOR	Vendor who received the contract was award and receives direct payment from Auditor
SUBCONTRACTOR	A secondary person/company that is hired by the prime vendor to do part of the work from the contract
UNSPSC	Industry Code (Example: Trucking)
VENDOR	Person/Company doing business with the State (Receives direct payment from the Auditor)
VENDOR/SUBCONTRACTOR COMMENTS	Place for prime vendor or subcontractor to record any comments they have in reference to the contract

SAMPLE EMAILS

Add MWBECompliance@idoa.IN.gov in your address book, or place it on your company's 'safe list' of email addresses you want to receive mail from to ensure you don't miss any emails coming from the Pay Audit System or the Indiana Department of Administration. Otherwise, emails may be mistakenly sent to your junk folder or be blocked.

It is important to keep your contact information current with the MWBE office and in your Bidder Profile Registration, as this information is used for communications from the Pay Audit System and the contract compliance group.

INTRODUCTION EMAIL

A subcontractor receives this email when a new contract has been awarded by the State of Indiana to the prime vendor.

FILE MESSAGE McAfee E-mail Scan ADOBE PDF

Wed 3/15/2017 4:27 PM |
Thayer, Jessica (IDOA)
Subcontractor - Recent Contract Award

To Thayer, Jessica (IDOA)

Enterprise Vault + Get more apps

Congratulations on your recent State of Indiana contract award. Our records indicate that your company has been listed as a subcontractor on an MWBE participation plan.

Contract Details

Document ID : 0000000000000000000018310
Document Type : QPA
Prime Vendor : ANTHEM INSURANCE COMPANIES INC

If your company has not been contacted by the prime vendor, we recommend that you contact the Prime and begin negotiating your subcontractor agreement immediately. Subcontractor agreements must be submitted to the Minority & Women's Business Enterprise Division within 30 days of the fully executed contract date and no changes may be made to the contractual commitment without the written approval of the MWBE Division.

In accordance with 25 Indiana Administrative Code (IAC) 5, your company is also required to report your contract payments using Indiana's online MWBE Pay Audit System. To access the MWBE Pay Audit System, login at <http://www.in.gov/idoa/mwbe/payaudit.htm>. Your user ID is: "EXT" + Your Bidder ID. If you forgot your password or have questions about how to use the system, please refer to the user guide that can be found on this website as well.

A monthly reminder will be sent to your company using the email address listed in your State of Indiana MWBE certification file; please keep the email updated at all times. When making your first entry for a contract in the MWBE Pay Audit System, please include MWBE payments received to date for the contract.

If you have any questions about this request please contact Pay Audit Compliance at 317-234-8346.

Thank you.

Contract Compliance Group
Minority & Women's Business Enterprises Division
Indiana Department of Administration

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8, for companies that do not submit subcontractor agreements within 30 days of the fully executed contract date and/or do not comply with this reporting requirement. If it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

See more about Thayer, Jessica (IDOA).

MONTHLY EMAIL REMINDER

A subcontractor receives this email at the end of each month as a reminder to enter vendor payments for the time period.

 Tue 3/7/2017 11:00 AM
Thayer, Jessica (IDOA)
State of Indiana IDOA: Monthly Reminder – Enter MWBE Payments
To Thayer, Jessica (IDOA)

[Enterprise Vault](#) [+ Get more apps](#)

You have received this notice because your company has been awarded one or more State of Indiana contracts that contain a MWBE subcontractor participation plan and/or your company is listed as a subcontractor on one or more State of Indiana contracts that contain a MWBE subcontractor participation plan. In accordance with 25 Indiana Administrative Code (IAC) 5, you are required to report MWBE spend in relation to this contract. The State of Indiana uses the MWBE Pay Audit System to track MWBE payments, where payments should be entered within 15 days of receipt of this notice. If this is your company's first entry in the MWBE Pay Audit System, please include MWBE payments made to date for each active contract.

To report payments, visit <https://fs85.gmis.in.gov/psp/fs91prd/EMPLOYEE/ERP/?cmd=logout>. If you have questions about how to use the system, please refer to the handbook that can be found on this website as well.

The MWBE Division may recommend imposition of sanctions for material breach of contract pursuant to 25 IAC 5-7-8 for companies that do not comply with the reporting requirement. In the event that it is determined that a violation of this rule has occurred, the Division may elect to immediately employ one (1) or more of the sanctions found in 25 IAC 5-7-8(b).

If you have any questions about this request please contact ENTAP, Inc, our MWBE Pay Audit System vendor, at support@entap.com or (317) 634-9523 x401. For email inquiries please put SOI – (Brief description of Issue) in the subject line.

Thank you

Contract Compliance Group
Minority and Women's Business Enterprises Division
Indiana Department of Administration

 See more about Thayer, Jessica (IDOA). 