Instructions for Submittal of Contractor Invoice for Payment

The State of Washington has incorporated a statewide vendor registration system. This system allows several agencies to use the same payee number thus eliminating additional costs associated with each agency maintaining separate payee lists.

Attached are the payee instructions, W9 and registration form. Please read and return the forms as directed. **<mark>Payments cannot be processed until the forms have been returned.</mark>**

If you are not established as a statewide vendor in the statewide vendor registration system, please complete and return the Statewide Payee Registration Washington State form which will issue you a statewide vendor number. You can find the form here:
https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration

Thank you for using the statewide vendor registration site and for considering direct deposit. If you have questions or concerns regarding this process, please E-mail or call the Statewide Payee Desk using the information provided on the website.

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 Facility Professional Services (FPS) project manager.

A Microsoft Excel workbook containing the following forms is available on our web site listed in the NTP letter, or ask your FPS PM. The workbook is titled "Contractor Invoice Form".

Page	*Explanation*
Invoice	Contractor Invoice Voucher, State form A19-2AE2
Application	Application for Payment
Escrow	Contractor Escrow Invoice Voucher, State form A19-2AE3
Certificate	Certificate of Material stored on job site
Apprentice	Statement of Apprenticeship Participation

Preparing an invoice for payment utilizing Microsoft Excel:

1. Open the EXCEL Workbook Contractor Invoice Form, 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. 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.

3. **Invoice**

   A. On the Invoice Voucher page, fill in the Agency Name, FPS 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.

4. **Application** – Open the Application for Payment, and fill in the payment period dates, project name and location.

   A. The Schedule of Values portion is shown as an example only. This information needs to be reviewed with and approved by the A/E consultant prior to inclusion. On large projects this page may be used as a summary sheet or additional lines may be added. That is up to you and the A/E. 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.

5. **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.

6. **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.

7. **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 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.

8. **Apprentice** – The Statement of Apprentice/Journeymen Participation form is required on all applicable projects where indicated in the Advertisement for Bids and as outlined in the Instructions to Bidders, paragraph 0.01 C. The lists for both Apprentice and Journeymen are expandable by using the "unhide feature similar to the Sub List".

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.

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 Engineering and Architectural Services.

Please submit your signed invoice voucher package i to the A/E consultant firm for approval. The A/E will review, and return the invoice package to you for revision if not acceptable, or approve and forward it to FPS for approval.

Note: Occasionally during the life of a contract the tax rate changes, should that happen please use the following 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 Guides

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 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 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 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/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 and if need to make changes, click Edit