

# REPORT A NON-DBE/MBE SUBPAYMENT CONSULTANTS (OBEs Sub only)

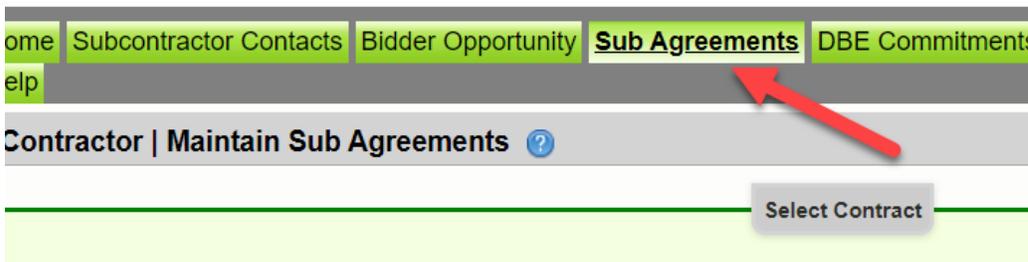
This section is applicable to reporting payments to **OBE consultant subs that are not DBE or MBEs**. Once the prime gets paid, they will report payments to their OBE subs in the EOC system.

Below is a set of instructions that will guide you on how to report:

## SETUP SUBAGREEMENT

You will need to setup the sub agreement first before reporting a payment for a sub, to setup your sub agreements, perform the following steps:

- Select the **Sub Agreements** tab



- Enter the **contract Id** in the contract id box and click Get Contracts



- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop-down box and then click **Select Sub**

Tier:	Sub:	Click Select Sub	Sub Vendor ID:	N/A	<b>Select Sub</b>
SUB TIER 1 ▾	Hired By:	ICON CONSULTANT GROUP INC	Hired By Vendor ID:	F593576100	Delete <input type="checkbox"/>
PRIME					
SUB TIER 1					

- You can search by either the **Vendor ID #** **OR** the **Name** of the desired Sub. If the Vendor ID is used, it must be fully entered beginning with an **F** at beginning. (A partial name may be entered and either *Begins With* or *Contains* must be selected).

**Find Vendor**

**Vendor Search**

Vendor ID #:

Name:

Begins With  Contains

Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

**Search EOC Vendor File**   **Extended Search of Master Vendor**

Search on either Vendor ID or Vendor Name. The Vendor partial name may be entered and either Begins With Search EOC Vendor File button will look for vendors. Search of Master Vendor file will look at the entire FC

- Click on the **EOC Vendor File** search button. If firm does not populate, then click on the **Extended Search of Master Vendor** button

**Find Vendor**

**Vendor Search**

Vendor ID #:

Name:

Begins With  Contains

Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

**Search EOC Vendor File**   **Extended Search of Master Vendor**

Search on either Vendor ID or Vendor Name. The Vendor partial name may be entered and either Begins With Search EOC Vendor File button will look for vendors. Search of Master Vendor file will look at the entire FC

- Choose the vendor by clicking **Select**

Select	Vendor ID ↑	Vendor Name	MBE	DBE
Select	F593738113	ENGINEERING DESIGN RESOURCES,	No	No

Showing item 1 of 1

- Click the **Save** button when done

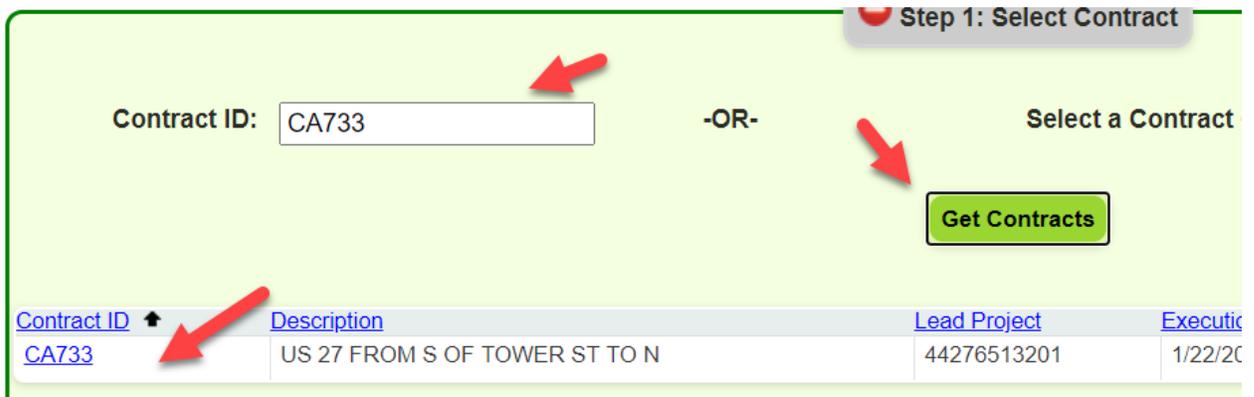


## REPORTING OBE SUBPAYMENT

- Select the **Sub payments** tab and click **Add New Sub payments**



- Enter **Contract ID** in the contract id box, click the **Get Contracts** button and select the **Contract ID** number



- Select the **Sub**

**Step 2: Select Sub Agreement for Contract: CA733**

Sub Name	Sub Vendor ID	Hired By	Tier	Summary
<a href="#">ENGINEERING DESIGN RESOURCES</a>	F593738113	ICON CONSULTANT GROUP INC	01	
<a href="#">L.A DESIGN PA</a>	F593299120	ICON CONSULTANT GROUP INC	01	
<a href="#">PREMIERE LIGHTING &amp; TRAFFIC INC</a>	F825327360	ICON CONSULTANT GROUP INC	01	

Showing items 1-3 of 3

- The Payment Summary screen will display as below, enter **Payment Date**, **Work Performed Begin Date**, **Work Performed End Date**, **Total Payment Amount**, and **Retainage** if applicable

**Step 3: Add New Payment Information for Sub Agreement with: ENGINEERING DESIGN RESOURCES**

Contract ID: CA733   Sub: ENGINEERING DESIGN RESOURCES   Tier: SUB TIER 1   Hired By: ICON CONSULTANT GROUP INC

**Add Payment Summary**

**Payment Summary**

Payment Date:  \*    
 Work Performed Begin Date:  \*    
 Work Performed End Date:  \*    
  Delete

Work Complete Date:     
  Zero Dollar Payment    
 Payment Type:

Total Payment Amount:     
 Zero Payment Reason:

Retainage Amount:     
  Final Payment

Comment:     
 Select PSI Pay Invoice     
 You have 300 characters left.

**Add Payment Detail**

**Save   Reset**

❖ Below is a description of the payment fields. The fields with the **asterisk\*** are required fields.

Fields	Description
<b>Payment date*</b>	Date when payment was made to sub
<b>Work performed Begin Date*</b>	Begin date is the service period that the Sub performed the work
<b>Work Performed End Date*</b>	End date is the service period that the Sub performed the work ended
<b>Retainage</b>	Amount withheld from Sub
<b>Total payment</b>	Amount paid to Sub
<b>Payment Type</b>	If regular payment or if it is an adjustment
<b>Work complete Date (only applicable for FINAL payment when job is COMPLETE)</b>	Date when the entire work is complete for the Sub. When <b>final payment</b> is made, this date should be entered

- Click **Save** when done and confirmation that payment has been saved will be received. Click **Ok**

**Step 3: Add New Payment Information for Sub Agreement with: ENGINEERING DESIGN RESOURCES**

Contract ID: CA733   Sub: ENGINEERING DESIGN RESOURCES   Tier: SUB TIER 1   Hired By: ICON CONSULTANT GROUP INC

**Add Payment Summary**

**Payment Summary**

Payment Date:  \*    
 Work Performed Begin Date:  \*    
 Work Performed End Date:  \*    
  Delete

Work Complete Date:     
  Zero Dollar Payment    
 Payment Type:

Total Payment Amount:     
 Zero Payment Reason:

Retainage Amount:     
  Final Payment

Comment:     
 Select PSI Pay Invoice     
 You have 300 characters left.

**Add Payment Detail**

**Save   Reset**

