THIS GUIDE IS INTENDED FOR PRIME VENDORS WHO HAVE BEEN AWARDED A CONTRACT WITH THE STATE OF INDIANA. PRIME VENDORS 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 Prime Vendors 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/fsprd/SUPPLIER/ERP/?cmd=login. Prime vendors 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 prime vendor uses their Bidder ID login as their User ID, putting EXT before their Bidder ID number (Example: EXT00000012345). Vendors 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/fsprd/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.

If you need immediate assistance, contact Amey Redding at Aredding@idoa.in.gov
The Prime Vendor Payments page allows prime vendors to search for their State of Indiana contract(s).

**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.

**Contract Audit Type** – Type of contract you have as defined by the MWBE office.

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

The Search Criteria panel allows you to search by Vendor ID, Document ID, Business Unit, or Contract Audit Type.

- **Search** – Initiates the search.
- **Clear** – Clears the search fields.
- **Basic Search** – Performs a basic search.
- **Save Search Criteria** – Saves the search criteria for future use.

**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.
### Section 1: Header Information
- **Vendor Name/ID:**
- **Contracting Agency:**
- **Document #**
- **Contract Audit Type**

### Section 2: Subcontractor Payment Information
- **Subcontractor Name:**
- **Certification Type:**
- **Paid to Date Total:**

### Section 3: Est. Start Date and Explanation
Use these fields for any subcontractor you are not immediately using (example: landscaping subcontractors would be used at the end of a contract).

### Section 4: Additional Subcontractors
- **Subcontractor Name**
- **Payment Amount**
- **Payment Date**
- **Invoice Number**

Additional subcontractor payments will not be included in your MWBE participation until the subcontractor has been approved by the IDOA/MWBE office.

### Section 5: Vendor Comments
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

2. Enter User ID and Password (Your User ID is EXT followed by your Bidder ID – Example: EXT0000012345)

3. Click Sign In

4. Navigate to Main Menu > Pay Audit System > Prime Vendor Payments
   The Prime Vendor Payments Search Page will Open

5. Enter the applicable search criteria such as Document ID

6. Click Search
   The Prime Vendor Payment Search Results will appear

7. Click the Document ID to enter payments for
   The Prime Vendor Payments page for that Document ID will open
8. Select the appropriate drop down for the **Signed agreement between Prime Vendor & Subcontractor**?

![Image of drop-down menu]

A copy of each subcontractor agreement must be submitted to the MWBE Division in IDOA within thirty (30) days of the execution of the contract between the prime vendor and the State.

9. Click **Attachments** to upload the subcontractor agreement.

![Image of attachments]

10. Click **View All** to display all subcontractors on the contract (If applicable)

![Image of subcontractors list]

11. Enter the payment information for each subcontractor listed since the last submission. It is required to enter steps a-c for each payment.

   a. Enter the **Payment Amount**
   
   ![Image of payment amount]
   
   b. Enter the **Payment Date**
   
   ![Image of payment date]
   
   c. Enter the **Description** (Invoice Number)
   
   ![Image of description]

   ! If a subcontractor hasn’t started work on the contract, an Estimated Start Date and Justification is needed (Example: ABE Painters won’t be used until the building is built)

   ! The subcontractors listed were outlined in the original contract. The prime vendor can enter payment information for subcontractors that were not listed on the original contract; however they will not receive Indiana Department of Administration approval.

   ! 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.
12. Enter Comments if applicable to the contract
   a. Click Vendor Comments
   b. Enter comments
   c. Click OK

Use Add (+) to insert additional comments

13. Click Save and Submit
    A save warning message will pop-up

14. Click Yes
    The State Disclaimer will open

15. 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.
# Glossary

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIT</td>
<td>A formal examination of prime vendor payments and subcontractors payments reported for accuracy and agreement</td>
</tr>
<tr>
<td>BIDDER</td>
<td>Business that is registered with the Indiana Department of Administration</td>
</tr>
<tr>
<td>CERTIFIED</td>
<td>Certified subcontractors can be Indiana Department of Administration certified Minority, Women, or Indiana Veteran Owned Small Business</td>
</tr>
<tr>
<td>COMPLIANCE</td>
<td>A contract is in compliance when the prime vendor and the subcontractor report the same payment amounts.</td>
</tr>
<tr>
<td>EDS</td>
<td>A summary document attached to some contracts.</td>
</tr>
<tr>
<td>JUSTIFICATION</td>
<td>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)</td>
</tr>
<tr>
<td>PO NUMBER</td>
<td>The Purchase Order Number is associated with the payment from the Auditor of State.</td>
</tr>
<tr>
<td>PRIME VENDOR</td>
<td>Vendor who received the contract was award and receives direct payment from Auditor</td>
</tr>
<tr>
<td>SUBCONTRACTOR</td>
<td>A secondary person/company that is hired by the prime vendor to do part of the work from the contract</td>
</tr>
<tr>
<td>UNSPSC</td>
<td>Industry Code (Example: Trucking)</td>
</tr>
<tr>
<td>VENDOR</td>
<td>Person/Company doing business with the State (Receives direct payment from the Auditor)</td>
</tr>
<tr>
<td>VENDOR/SUBCONTRACTOR COMMENTS</td>
<td>Place for prime vendor or subcontractor to record any comments they have in reference to the contract</td>
</tr>
</tbody>
</table>
SAMPLE EMAILS

Add MWBECOMPLIANCE@IDO.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 Vendor receives an email when a new contract has been awarded by the State of Indiana.

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Congratualtions on your recent State of Indiana contract award. Our records indicate that your company will use certified minority and/or women owned businesses and/or Indiana Veteran owned businesses as subcontractors on this contract.

Contract Details

Document ID: 0000000000000000000019220
Document Type: QPA

According to the approved MWBE/IVBE Participation plan your company will subcontract with the vendors listed below:

- CFA, Inc.
- Fineline Graphics, Inc.
- Koehler Partners, Inc.

We request that you contact the identified subcontractors and begin negotiating your subcontractor agreements immediately. Subcontractor agreements must be submitted to the Indiana Department of Administration ("IDOA") within 30 days of the fully executed contract date and no changes may be made to the contractual commitment or subcontractor list without the written approval of the IDOA.

In accordance with 25 Indiana Administrative Code (IAC) 5, your company is also required to report your contract payments using Indiana's online Pay Audit System. To access the 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 company’s State of Indiana Bidder file; please keep the email updated at all times. When making your first entry for a contract in the Pay Audit System, please include MWBE/IVBE payments made to date for the contract.

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

Thank you,

MWBE and IVBE Contract Compliance
Indiana Department of Administration (IDOA)

The IDOA may recommend imposition of sanctions for material breach of contract 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.
MONTHLY EMAIL REMINDER

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

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://fe85.gmis.in.gov/psp/fs91prd/EMPLOYEE/FRP/?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 empone 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) 834-9523 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