



# PORTLAND PUBLIC SCHOOLS B2GNOW / MWESB UTILIZATION TRACKING SYSTEM

## HOW TO:

- GETTING STARTED
- ADDING A SUBCONTRACTOR
- ENTERING SUBCONTRACTOR PAYMENTS

# GETTING STARTED



Go to <https://pps.diversitysoftware.com/> to access the Certified Business Utilization Tracking System. Select **Account Lookup** to the right to search for the business you own or are employed with.

**Certified Business Utilization Tracking System**

[Home/Login](#)

**System Access Login**

Username:

Password:

Remember username

- [Training & Events](#)
- [Contact Us & Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)

**Welcome to the Portland Public Schools MWESB Utilization Tracking System**

Portland Public Schools is pleased to offer our MWESB Utilization Tracking System. This web-based software system facilitates MWESB utilization reporting for firms doing business with PPS.

The system is designed to streamline and automate your subcontractor utilization reporting requirements. The system is accessible to all firms doing business with Portland Public Schools and includes the following key features:

- Automated tracking of MWESB utilization
- Online verification of subcontractor payments
- Automated communication with contractors via email regarding reporting status

[Customer Support](#) The MWESB Utilization Tracking System is powered by [B2Gnow](#) Software.

You can search for your account using any of the search fields and click on **Search** at the bottom of the screen to see results.



### Certified Business Utilization Tracking System

[Home/Login](#)

#### Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the Search button. Search results are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

#### Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

#### Search by Tax Identification Number

Tax ID Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

#### Search by Contact Person

Contact Person First Name:

Tip: Use the first letter.

Last Name:

Tip: Try just the first few letters.

#### Search by Contact Information

Email

Tip: Try just part of the email address.

Phone Number

Fax Number

#### Search by Address

Address

City

State  U.S. States/Provinces Canadian Provinces  
or



If the search returns a correct contact, select **Username/Password Reminder** to the right of the correct business name. The system will return a response to you with login information.

If you are not able to perform an account lookup successfully, click on **Customer Support** for assistance at any time.



### Certified Business Utilization Tracking System

[Home/Login](#)

#### Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the Search button. Search results are displayed below.

➔ If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Business	Contact Person	
<b>BLACK DIAMOND GRAPHICS</b>		<a href="#">[Request New User]</a>
» <b>Contact Person</b>		
E: blackdiamond@volcano.net		
P: 209-293-7969		
A: P.O. Box 896, WEST POINT, CA		
		➔ <a href="#">[Username/Password Reminder]</a>
		<a href="#">[Change Info]</a>
<b>DIAMOND GRAPHICS</b>		<a href="#">[Request New User]</a>
» <b>LILLIAN BERTOLDO</b>		
E: missing		
P: 732-780-5465 F: 732-308-0382		
A: 3587 HIGHWAY 9-227, FREEHOLD, NJ		
<b>Diamond Graphics Inc.</b>		<a href="#">[Request New User]</a>
» <b>Barbara Martin</b>		
E: barb@diamondgraphicsprint.com		
P: 610-269-7010 F: 610-269-7335		
A: 456 Acorn Lane, Downingtown, PA		
		<a href="#">[Username/Password Reminder]</a>
		<a href="#">[Change Info]</a>

**Search by Business Name or DBA**

Business Name/DBA:

Tip: Try just a few letters of the firm's name.

**Search by Tax Identification Number**

Tax ID Number:

Tip: Must be 9 numbers; do not enter spaces or dashes.

**Search by Contact Person**

Contact Person

First Name:

Tip: Use the first letter.

Last Name:

Tip: Try just the first few letters.

**Search by Contact Information**

Email:

Tip: Try just part of the email address.

Phone Number:

Fax Number:

**Search by Address**

Address:

City:

State:  U.S. States/Provinces  Canadian Provinces

or




# LOGGING IN



Once you have established your User Name and Password, you can access the Certified Business Utilization Tracking System by going to <https://pps.diversitysoftware.com/>

Enter your Username (email) and Password and click on **Login**





## Certified Business Utilization Tracking System

[Home/Login](#)

### System Access Login

→ Username:

→ Password:

Remember username

Login

- [Training & Events](#)
- [Contact Us & Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help/First Time Visitors](#)

**Welcome to the Portland Public Schools MWESB Utilization Tracking System**

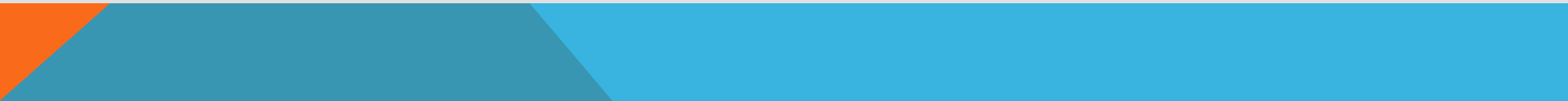
Portland Public Schools is pleased to offer our MWESB Utilization Tracking System. This web-based software system facilitates MWESB utilization reporting for firms doing business with PPS.

The system is designed to streamline and automate your subcontractor utilization reporting requirements. The system is accessible to all firms doing business with Portland Public Schools and includes the following key features:

- Automated tracking of MWESB utilization
- Online verification of subcontractor payments
- Automated communication with contractors via email regarding reporting status

[Customer Support](#)

The MWESB Utilization Tracking System is powered by [B2Gnow](#) Software.



# ENTERING A SUBCONTRACTOR



This is your Dashboard. Click on **Contract** to begin the process of entering a subcontractor.

The screenshot shows a web browser window with the URL <http://training10.mwdbe.com/FrontPage/VendorMain>. The page title is "B2Gnow".

**Dashboard** (Displaying records assigned to **your company**)

**Contract** ←

Total	5		
Open	5		

**Contract Audits**

	Total	< 90 days	> 90 days
Total Audits	52	4	48
Incomplete Audits »	11	3	8
Audit Discrepancies »	1	1	0

**Workforce Audits**

	Last 30 days	Last 3 months	Last 12 months
No active records			

**Certification Applications**

	Pending Submission	Pending Receipt	Pending Processing
Status	1	1	0

**Certifications**

	Active	Pending	Renewing
Status	3	1	0

**Questionnaires**

Expired/Deactivated	1
---------------------	---

**Utilization Plans**

Approved »	1
------------	---

**Key Actions**

[Renew/Apply for Certification](#) 1 Certification Applications pending

[Take a Training Class](#)

**Alert**

No Activated Alerts. [View Pending Alerts.](#)

**System News**

**Special Features for Vendors**

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

[View events & RSVP today](#)

**Certification Center**

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

**Active Certifications**

	Type	Renewal	!
City of Chicago	DBE	4/30/2016	
City of Chicago	MBE	4/30/2016	
City of Phoenix	SBE	4/2/2016	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due. For all certification renewals listed above, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!

**Configure**

<a href="#">Change Your Password</a>	<a href="#">Business Info</a>
<a href="#">Edit Your User Account Settings</a>	<a href="#">Profile Setup</a>
	<a href="#">List/Add Users</a>
	<a href="#">Main Contacts</a>
	<a href="#">Commodity Codes</a>
	<a href="#">EEO/Workforce Comp.</a>



This view allows you to view all contracts with PPS. For the purpose of adding a Subcontractor to a Contract, click on **View** to the left of the contract you want to view.



## Vendor Profile: Contracts

Help & Tools

Business Name: B2Gnow Test Vendor 10

- [Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)
- [Certifications](#) | [Contract](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

Listed below are the contracts to which this vendor is assigned.

### Contracts as Prime Contractor

Actions	Contract Number & Title	Contracting Organization	Prime Contact	Status	Dates	Award Amount	Paid Amount
<a href="#">View</a>	TEST123456: LACCD TEST CONTRACT	Los Angeles Community College District	Test Vendor ( <a href="#">change</a> )	1 incomplete audit 1 discrepancy	1/1/2015 to 1/1/2017	\$1,000,000	\$25,000
<a href="#">View</a>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Phoenix Test ( <a href="#">change</a> )	5 incomplete audits	3/8/2014 to 9/8/2017	\$30,000,000	\$57,500
Number of contracts as prime: 2						<b>\$31,000,000</b>	<b>\$82,500</b>

### Contracts as Subcontractor

Actions	Contract Number & Title	Contracting Organization	Sub Contact	Status	Prime	Current Subcontract	Paid Amount
<a href="#">View</a>	5498265: Phase 1	NYS Agency	Lee Molina ( <a href="#">change</a> )		Prime Contracting, Inc.	-\$500 -5.00%	-\$300,000
<a href="#">View</a>	CT2012800500-002: State Agency Building Old Construction	NYS Agency	Lee Molina ( <a href="#">change</a> )		JCC Test Vendor	\$250,000 10.00%	\$0
<a href="#">View</a>	12345: testcontract1234	Port of Portland	Test Tester ( <a href="#">change</a> )		Prime Contracting, Inc.	\$5,000 5.00%	\$0
Number of contracts as subcontractor: 3						<b>\$254,500</b>	<b>-\$300,000</b>

- Home
- View >>
- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Utilization Plans
- My Outreach
- My Events
- My Questionnaires
- My Bid Solicitations
- My Messages
- My Prevailing Wage
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff
- Show All Hide All

[Customer Support](#)

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Logged on as:  
PPS TEST  
B2Gnow Test  
Vendor 10

From this Contract Management page, click **View Subcontractors**



## Contract Management

Contract Main
View Contract
Subcontractors
Compliance Audit List
Messages
Comments
Reports

**TEST123456: LACCD TEST CONTRACT**  
Prime: B2Gnow Test Vendor 10

Status: **Open**  
1/1/2015 - 1/1/2017  
Current Value: **\$1,000,000**

[Refresh Page](#)

Home

View >>

- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Utilization Plans
- My Outreach
- My Events
- My Questionnaires
- My Bid Solicitations
- My Messages
- My Prevailing Wage

Search >>

Message >>

Settings >>

Help & Support >>

Logoff

[Show All](#) [Hide All](#)

Logged on as:  
**PPS TEST  
B2Gnow Test  
Vendor 10**

**Contract Information**

Contract Title	LACCD TEST CONTRACT
Contract Number	TEST123456
System Transaction Number	01399780-001
Start Date	1/1/2015
(Projected) End Date	1/1/2017
Contract Value	\$1,000,000.00
Compliance Officer	LACCD Admin2

**User Assignment**

Contract Type	(Sub) Contract Percent	Compliance Contact Person	Compliance Audit Required
Prime	100.000%	Test Vendor <input type="text" value="Test Vendor"/>	<input checked="" type="checkbox"/>

➔
View Subcontractors
Compliance Audit List

**Contract Status & Actions**

Contract	Status	Actions	Previous Transactions
Contract	Open	<a href="#">View Contract</a>	
ContractChange Orders			None
Contract Extensions/Shortenings			None

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To add a Subcontractor, click **Add First Tier Subcontractor**

http://training10.mwdbe.com/FrontPage/ Thanks! New Urban League President ... B2Gnow

**Training System** **B2GNOW** **Contract Management: Subcontractor List** [Help & Tools](#)

[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

**TEST123456: LACCD TEST CONTRACT**  
Prime: B2Gnow Test Vendor 10 Status: **Open**  
1/1/2015 - 1/1/2017  
Current Value: \$1,000,000

All subcontractors assigned to this contract are listed below. [Refresh Page](#)

### Subcontractor List

	Subcontractor Name	Certified	Current Award	Type	Inc. in Goal	Compliance Audit	Final Pmnt	Actions
1	Sub Flooring, LLC	No	\$10,000	Sub 100%	✓ LSEDEVBE	✓	No	<a href="#">Add Sub</a>
1	Sub Trucking Company	No	\$25,000	Sub 100%	✓ LSEDEVBE	✓	No	<a href="#">Add Sub</a>

[Add First Tier Subcontractor](#)

### Subcontractor Addition Requests

	Vendor Name	Submitted By	Certified	Requested Percent/Amount	Inc. in Goal	Compliance Audit	Date Requested	Status	Actions
	Sprinkles Car Wash	Test Vendor	No	\$10,000	No	✓	5/1/2015	Pending	<a href="#">View</a> <a href="#">Withdraw</a>

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[Show All](#) [Hide All](#)

Logged on as:  
**PPS TEST**  
**B2Gnow Test**  
**Vendor 10**

Please note: This is a partial snapshot of the full page.

There are two options to adding a vendor. Please see **OPTION 1** and **OPTION 2** below.



**OPTION 1:** Type the vendor name (or a portion of the name) to view any matching vendors. Select one or go to **Option 2**.

**Training System**

**B2GNOW**

Home

View >>

Search >>

Message >>

Settings >>

**\* required entry**

**Vendor Information**

Vendor \*  Type name of vendor:  
- use \* before and after text for wildcard (e.g. \*acme\*)  
- not case sensitive, but punctuation and spaces are important  
- after selecting vendor, the contact and address fields will auto-fill

Vendor Compliance Contact \*

Vendor Address \*

**Applicable Vendor Certifications**

Assign a vendor and [click to refresh certification list](#).

**OPTION 2:** Click on "Get Vendor" and you will be directed to the database search.

**Training System**

**B2GNOW**

Home

View >>

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- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
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- My Questionnaires
- My Bid Solicitations
- My Messages
- My Prevailing Wage

**Contract Management: Add Subcontractor** Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

TEST123456: LACCD TEST CONTRACT  
Prime: B2Gnow Test Vendor 10 Status: Open  
1/1/2015 - 1/1/2017  
Current Value: \$1,000,000

**\* required entry**

**Vendor Information**

Vendor \*  Type name of vendor:  
- use \* before and after text for wildcard (e.g. \*acme\*)  
- not case sensitive, but punctuation and spaces are important  
- after selecting vendor, the contact and address fields will auto-fill

or [Get Vendor](#) from vendor database

Vendor Compliance Contact \*

Vendor Address \*

**Applicable Vendor Certifications**


Assign a vendor and [click to refresh certification list](#).

Please note: This is a partial snapshot of the full page. For the purpose of this training, the search is for "Black Diamond Graphics".



To search the database for a vendor you are adding as a Subcontractor, enter the full name or a portion of the vendor name. You also have the option to search by other categories as you see below.

Click on **Search First 20 Matches** or **Search All Matches**.



[Help & Tools](#)

Users
Vendors
Contract
Concessions
Bid Solicitations
Outreach

Search for vendors using their names, locations, classifications, ratings, and/or other criteria. Enter information into any of the boxes below and click **Search**. Some parameters are required.

→ Search First 20 Matches
Search All Matches
Clear Form

**Search Parameters**

Business Name/DBA	<span style="margin-left: 20px;">→</span> <input style="width: 90%;" type="text" value="Black Diamond Graphics"/>
Contact Person	First: <input style="width: 80px;" type="text"/> Last: <input style="width: 80px;" type="text"/>
City	<input style="width: 90%;" type="text"/>
State/Province	U.S. States/Provinces <input style="width: 40px;" type="text"/> Canadian Provinces <input style="width: 40px;" type="text"/>
Zip Code/Postal Code	U.S. Zip Code <input style="width: 40px;" type="text"/> Canadian Postal Code <input style="width: 40px;" type="text"/>
Phone Area Code	<input style="width: 40px;" type="text"/>
Commodity Code	<input style="width: 80%;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 2px;">ADD CODES</span>
Business Description	<input style="width: 90%;" type="text"/>

**Certification Date & Types Recognized For This Record**

All certification types below are recognized on this contract for firms that are active as of today.

- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff
- [Show All](#)   [Hide All](#)

Logged on as:  
**PPS TEST**  
**B2Gnow Test Vendor**  
**10**



For this example, "Black Diamond Graphic" was entered into the business name search.

If the appropriate vendor appears in the search, click on "Select Vendor" to the right of the selected vendor.

If you do not have a match, use the "Search Again" button or "Add New Vendor". Simply enter required information for a new vendor.

**Training System** Help & Tools

**B2Gnow**

Users | **Vendors** | Contract | Concessions | Bid Solicitations | Outreach

Search: Vendors

Listed below are all of the vendors that match your search criteria. Use the sort and filter functions of the table to reduce the size of the list. You can view more listings by using the navigation line at the bottom of the table.

To resort, click on column title.

<u>Business Name</u>	Phone Number	Location	Actions
All			
BLACK DIAMOND GRAPHICS	209-293-7969	WEST POINT, CA	<a href="#">Select Vendor</a>
DIAMOND GRAPHICS	732-780-5465	FREEHOLD, NJ	<a href="#">Select Vendor</a>
Diamond Graphics Inc.	610-269-7010	Downingtown, PA	<a href="#">Select Vendor</a>

1 - 3 of 3 records displayed: Page 1

[Search Again](#) [Add New Vendor](#)

---

**Customer Support** [Home](#) | [Help](#) | [Print This Page](#) | [Print To PDF](#)

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Logged on as:  
PPS TEST  
B2Gnow Test  
Vendor 10






Please note: This is a partial snapshot of the full page.

Once the vendor is selected, the information is auto-filled in the **Vendor Information** section. Using the **Contact Person** pull-down menu, select the appropriate contact.

Also notice that **Applicable Vendor Certifications** will indicate the certification status of the selected vendor. This information will indicate whether this vendor will **Count Towards Certified Goal**, see next page.



### Contract Management: Add Subcontractor

[Help & Tools](#)

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[Contract Main](#) | [View Contract](#) | [Subcontractors](#) | [Compliance Audit List](#) | [Messages](#) | [Comments](#) | [Reports](#)

Status: **Open**  
 1/1/2015 - 1/1/2017  
 Current Value: **\$1,000,000**

---

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

[Show All](#) [Hide All](#)

Logged on as:  
PPS TEST  
B2Gnow Test Vendor  
10

**\* required entry**

**Vendor Information**

Vendor *	Type name of vendor: - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting vendor, the contact and address fields will auto-fill <input style="width: 90%;" type="text" value="BLACK DIAMOND GRAPHICS"/> or <a href="#">Change Vendor</a>
Vendor Compliance Contact *	<input type="text" value="Contact Person"/> <span style="color: orange;">←</span>
Vendor Address *	<input type="text" value="P.O. Box 896, WEST POINT, CA 95255"/>

**Applicable Vendor Certifications**

No applicable certifications ([refresh](#)).

**Subcontract Information**

Subcontractor Tier *	[Tier 1] Subcontractor to B2Gnow Test Vendor 10 [Prime Contractor]
Current Prime Contract Amount	\$1,000,000.00
Subcontract Percent/Amount *	<input type="radio"/> By Amount: \$ <input style="width: 80px;" type="text"/> <input type="radio"/> By Percent: <input style="width: 80px;" type="text"/> % <small>Enter the full amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000). Do not deduct amount/percent of subcontracts awarded by this subcontractor.</small>
Include in Compliance Audits? *	<input type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	<input type="radio"/> Yes - Payments to this subcontractor count towards the <input type="text" value="None selected"/> Goal. <input type="radio"/> No



Please note: This is a partial snapshot of the full page. The page specific to PPS will appear different.

In the **Subcontractor Information** section, enter the information indicated with an asterisk (\*) **ONLY**.

- Subcontract Percent/Amount - Select **By Amount** and enter amount
- Count Towards Certified Goal - Select **Yes** if the vendor appears in the **Applicable Vendor Certifications** section previous page. Select **No**, if not.
- Continue entering Subcontract Information as required with an asterisk (\*).

Once all information is complete, scroll to the bottom of the page and click on **“Review”**.

After review, click on **“Save” (VERY IMPORTANT)**

Training System  
B2Gnow

Home  
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Settings »

### Subcontract Information

Subcontractor Tier *	[Tier 1] Subcontractor to B2Gnow Test Vendor 10 [Prime Contractor]
Current Prime Contract Amount	\$1,000,000.00
Subcontract Percent/Amount *	<input type="radio"/> By Amount: \$ <input type="text"/> <input type="radio"/> By Percent: <input type="text"/> %
	Enter the <u>full</u> amount/percent of the subcontract or the percent relative to the total contract value (\$1,000,000). Do not deduct amount/percent of subcontracts awarded <u>by</u> this subcontractor.
Include in Compliance Audits? *	<input type="radio"/> Yes - subcontractor is active and should be included in the periodic compliance audits of the contract. <input type="radio"/> No - subcontractor is inactive.
Count Towards Certified Goal *	<input type="radio"/> Yes - Payments to this subcontractor count towards the <input type="text" value="None selected"/> Goal. <input type="radio"/> No



CONGRATULATIONS! You have successfully entered a Subcontractor.



### Contract Management: Subcontractor Request Submitted

Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

TEST123456: LACCD TEST CONTRACT  
Prime: B2Gnow Test Vendor 10

Status: **Open**  
1/1/2015 - 1/1/2017  
Current Value: **\$1,000,000**

- Home
  - View >>
  - Search >>
  - Message >>
  - Settings >>
  - Help & Support >>
  - Logoff
- [Show All](#)   [Hide All](#)

Your request has been submitted for review. A confirmation notice will be sent when the review is complete.

[Subcontractor List](#)   [Contract Summary](#)

Logged on as:  
**PPS TEST**  
**B2Gnow Test Vendor 10**

#### How can we improve this system?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your data. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

[Submit Feedback](#)

#### Training Classes

Learn how to use the system more efficiently by taking one of our online training classes. Select **Training Classes** from the **Help & Support** menu.

If you ever need support, please click the **Customer Support** link at the bottom of every page.

[Customer Support](#)

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# RESPONDING TO AN AUDIT/ENTERING SUBCONTRACTOR PAYMENT

You will be directed to the Dashboard upon login.

Under **Contract Audits**, you will be able to view all audits indicated as incomplete in red. Select **Incomplete Audits** by hovering and selecting the **Total** number of audits in red. *\*Note that you can limit the view to include audits only assigned to you by checking the box **Show ONLY records assigned to you**.*

The screenshot shows the B2Gnow dashboard with the following sections:

- Dashboard:** Displays records assigned to 'your company'. It includes a table for **Contract Audits** with columns for Total, < 90 days, and > 90 days. The 'Incomplete Audits' row is highlighted in red with a red arrow pointing to the number 11. Other rows include 'Audit Discrepancies', 'Workforce Audits', 'Certification Applications', 'Certifications', 'Questionnaires', and 'Utilization Plans'.
- Key Actions:** Includes links for 'Renew/Apply for Certification' (with a notification for 1 pending application) and 'Take a Training Class'.
- Alert:** Shows 'No Activated Alerts. View Pending Alerts.'
- System News:** Features a 'Special Features for Vendors' section with instructions on adding date alerts and submitting missing certification requests.
- Training Classes & Events:** Includes a link to 'View events & RSVP today'.
- Certification Center:** Contains a warning about submitting requests for missing certifications and a table of 'Active Certifications' with columns for Type (DBE, MBE, SBE) and Renewal dates (4/30/2016, 4/2/2016).
- Configure:** Lists links for 'Change Your Password', 'Edit Your User Account Settings', and various business info options like 'Profile Setup' and 'Main Contacts'.





Select a Contract Audit that is indicated as **Incomplete** in red. (For this example, the Audit Notice for April 2015 was selected).

http://training10.mwdbe.com/FrontPage/VendorMain B2Gnow

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Messages | **Contract Audits** | Workforce Audits | Utilization Plans | Bid Solicitations | Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages. [Show ALL Incomplete Audits](#)

Show ONLY records assigned to you

1 - 11 of 11 records displayed: [Previous Page](#) < Page 1 > [Next Page](#) Records per page 20

To **resort** click on column title. To **filter** click on the drop down menu. [Refresh Table](#)

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	All	All	All	
<b>Incomplete</b>	<b>April 2015</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>March 2015</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>March 2015</b>	TEST123456: LACCD TEST CONTRACT	Los Angeles Community College District	Pending
<b>Incomplete</b>	<b>February 2015</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>January 2015</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>December 2014</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>November 2014</b>	100100100-2013: Sample Contract for demo	The Entermedia Group, LLC	Pending
<b>Incomplete</b>	<b>July 2014</b>	5498265: Phase 1	NYS Agency	\$1,000,000.00
<b>Incomplete</b>	<b>May 2014</b>	5498265: Phase 1	NYS Agency	\$150,000.00
<b>Incomplete</b>	<b>April 2014</b>	5498265: Phase 1	NYS Agency	Pending
<b>Incomplete</b>	<b>October 2013</b>	5498265: Phase 1	NYS Agency	Pending

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Scroll down to **Audit Actions** section to report subcontractor payment.  
Click on the text indicating to **Report 1 subcontractor payment**.

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**Training System** **B2Gnow** **Compliance Audit: Audit Notice for April 2015** [Help & Tools](#)

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

**100100100-2013: Sample Contract for demo** Status: **Open**  
 Prime: B2Gnow Test Vendor 10 3/8/2014 - 9/8/2017  
Current Value: \$30,000,000

This is an audit notice for the contract listed below. Submit a response for each item listed below by clicking each link in the **Audit Actions** table. It is possible that some actions are not available at a specific time due to pending reports from other contractors.

**Audit Information**

Time Period	April 2015
Date & Time Posted	Local: 5/1/2015 6:07:30 AM CDT System: 5/1/2015 6:07:30 AM CDT

Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the **prime contractor** your responsibility is to report payments made to subcontractors.

**Audit Actions**

Category	Action Required & Response Due Date
Prime Contractor	<a href="#">Report 1 subcontractor payment</a> <span style="float: right;">due by 5/31/2015 audit lock on 6/30/2015</span>

**Compliance Officer Information**

Contact Person	<a href="#">Gary Shearod</a>
Organization	The Entermedia Group, LLC
User Number	<a href="#">30000040-005</a>

**Buyer/Project Manager Information**

Contact Person	<a href="#">Contract Administrator</a>
Department	TEG Default Buyer Department
User Number	<a href="#">1000999-001</a>

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B2Gnow Test Vendor  
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### Compliance Audit: April 2015

Help & Tools

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

100100100-2013: Sample Contract for demo  
Prime: B2Gnow Test Vendor 10

Status: Open  
3/8/2014 - 9/8/2017  
Current Value: \$30,000,000

Listed are subcontractors assigned to this contract. Click the links to the right of the vendor's name to submit or edit a response. You must submit data on each subcontractor to complete the audit.

#### Audit Information

Audit Response Status	<b>Not complete</b> <b>1 sub response to be submitted</b> <b>Reporting deadline is 5/31/2015</b> <b>Audit will be locked 6/30/2015</b>
Audit Period	April 2015
Payment to Prime	<b>Payment to prime not reported yet</b>
Marked As Final Audit?	No ( <a href="#">mark audit as final</a> )

#### Audit Summary - Total Contract Through TODAY (5/5/2015)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$30,000,000.00		\$57,500.00		
For Credit	\$6,900,000.00	23.000%	\$3,400.00	5.913%	17.087% below goal
For Credit to DBE Goal	\$1,800,000.00	6.000%	\$650.00	1.130%	4.870% below goal
For Credit to HUB Goal	\$600,000.00	2.000%	\$0.00	0.000%	2.000% below goal
For Credit to MBE Goal	\$1,800,000.00	6.000%	\$0.00	0.000%	6.000% below goal
For Credit to SBA8a Goal	\$900,000.00	3.000%	\$0.00	0.000%	3.000% below goal
For Credit to SBE Goal	\$900,000.00	3.000%	\$0.00	0.000%	3.000% below goal
For Credit to Section3 Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to WBE Goal	\$900,000.00	3.000%	\$2,750.00	4.783%	1.783% above goal
Contract Progress					
For Credit Progress	<b>0%</b>				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

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PPS TEST  
B2Gnow Test Vendor  
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Scroll down to **Subcontractor Payments for April 2015** section.  
 Select text in red to **Submit Response**.

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For Credit	\$6,900,000.00	23.000%	\$3,400.00	5.913%	17.087% below goal
For Credit to DBE Goal	\$1,800,000.00	6.000%	\$650.00	1.130%	4.870% below goal
For Credit to HUB Goal	\$600,000.00	2.000%	\$0.00	0.000%	2.000% below goal
For Credit to MBE Goal	\$1,800,000.00	6.000%	\$0.00	0.000%	6.000% below goal
For Credit to SBA8a Goal	\$900,000.00	3.000%	\$0.00	0.000%	3.000% below goal
For Credit to SBE Goal	\$900,000.00	3.000%	\$0.00	0.000%	3.000% below goal
For Credit to Section3 Goal	\$0.00	0.000%	\$0.00	0.000%	Goal matched
For Credit to WBE Goal	\$900,000.00	3.000%	\$2,750.00	4.783%	1.783% above goal

Contract Progress  
 For Credit Progress **0%**

Award values may not match due to differences between overall contract goal and subcontractor assignments.

### Subcontractor Payments for April 2015

	Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in April 2015	Confirmed by Sub	Total To April 2015	Contract Goal	Actual Percent
1	<a href="#">Oregon Test Vendor 3</a> John Smith <a href="mailto:Oregontestvendor3@b2gnowuser.com">Oregontestvendor3@b2gnowuser.com</a> P 602-325-9277, F 602-325-9277	No	Sub 100%	DBE	<a href="#">View</a> <a href="#">Edit</a>	\$100.00	Pending	\$650.00	1.000%	1.130%
1	<a href="#">THE ENTERMEDIA GROUP, LLC</a> Gary Shearod <a href="mailto:gary@theentermediagroup.com">gary@theentermediagroup.com</a> P 512-553-3928, F 512-666-5278	Yes	Sub 100%	WBE	<a href="#">Submit Response</a>	Not Reported	--	\$2,750.00	0.200%	4.783%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.



Within the **Audit Information** section, enter the following:  
 Amount PAID, Payment Date, Payment Detail (optional), Supporting Documents (optional),  
 Comments (optional)



Upon entering all information, select **Review**

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**Compliance Audit: Prime Contractor Response**

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

100100100-2013: Sample Contract for demo  
 Prime: B2Gnow Test Vendor 10

Status: Open  
 3/8/2014 - 9/8/2017  
 Current Value: \$30,000,000

Enter your audit data for the subcontractor in the fields below. Click **Review** when finished.

\* required entry

Audit Information	
Audit Time Period	April 2015
Audit Number	00601120-045

Subcontractor Information	
Subcontractor	THE ENTERMEDIA GROUP, LLC DBA TEG OR CLINICAL CONCEPTS
Vendor Number	20126165
Subcontractor Tier	Tier 1 subcontractor to B2Gnow Test Vendor 10

Previous Payment Information	
Displayed are the payment totals for the audit period, and the total to that date.	
Total Paid Through March 2015	\$2,750.00
Amount Paid for March 2015	\$0.00

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

Amount PAID for April 2015   
 >>> Do NOT enter invoice amount.

Payment Date   
 >>> Enter payment date if you made a payment for April 2015.  
 >>> If multiple payments were made, enter the date of the first payment.

Payment Detail  
 Enter details of PAID check numbers (or ACH references) and amounts for April 2015. This information is optional but will speed up the confirmation process. Payment details are displayed to THE ENTERMEDIA GROUP, LLC DBA TEG OR CLINICAL CONCEPTS.  
 Check #205

Supporting Documents  
 Attach File  
 Attached documents are not visible to THE ENTERMEDIA GROUP, LLC DBA TEG OR CLINICAL CONCEPTS.

Comments  
 (Optional) These comments are visible ONLY to your compliance officer. They are not visible to THE ENTERMEDIA GROUP, LLC DBA TEG OR CLINICAL CONCEPTS.

Spell Check Review Cancel



Review to ensure all information is correct. Select **Save** when finished.

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**Compliance Audit: Review Response** Help & Tools

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100100100-2013: Sample Contract for demo  
Prime: B2Gnow Test Vendor 10

Status: Open  
3/8/2014 - 9/8/2017  
Current Value: \$30,000,000

Review the audit reponse and click **Save**. If you need to make a change, click any of the blue **Edit** buttons.

Audit Information		Edit
Audit Time Period	April 2015	
Audit Number	00601120-045	

Subcontractor Information		Edit
Business Name	THE ENTERMEDIA GROUP, LLC DBA TEG OR CLINICAL CONCEPTS	
Vendor Number	20126169	
Subcontractor Tier	Tier 1 subcontractor to B2Gnow Test Vendor 10	

Data Reported			Edit
Paid Amount for April 2015	\$200.00		
Payment Date	4/16/2015		
Payment Detail	Check #205		
Comments			



On this page, you will see the confirmation of your response. This audit is complete.

To complete other audits, select **View All Audits** and repeat the steps to enter subcontractor payment or select any of the other options.

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## Compliance Audit: Prime Contractor Response Submitted

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

**100100100-2013: Sample Contract for demo**  
Prime: B2Gnow Test Vendor 10

Status: **Open**  
3/8/2014 - 9/8/2017  
Current Value: **\$30,000,000**

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The audit response has been saved. Click one of the buttons to continue.

[Return To Audit](#) [View ALL Audits](#) [View Audit Response](#) [Return To Audit Notice](#)

Confirmation Number	1614494
Confirmation Type	Prime audit response of Contract 100100100-2013 for April 2015 audit period.
User	PPS TEST
Time Stamp	5/5/2015 12:07:15 PM CDT

How can we improve this system?

We continually try to provide you with the resources, tools, and features that let you efficiently manage your data. If you have a minute, please send us some feedback on the process you have just completed. We value your input and will respond to your suggestions.

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## CONTACT INFORMATION

If, at any time, you experience technical difficulties with the system, you can contact B2GNow through the **Customer Support** link provided at the bottom of each page.

For data entry questions, please contact **Paul Williams** at [pwilliam@pps.net](mailto:pwilliam@pps.net).

**THANK YOU!**