

Contract Compliance Reporting System Quick Reference Guide:

Prime Reporting

Each month, the system will automatically create an "audit" for the previous month. This is where you will report payments received from the airport and payments made to subcontractors.

 You will receive an email notifying you that the audit has been created and requesting that you view the audit and respond.



The Business Diversity Development monitors participation on all Lambert - St. Louis International Airport contracts with goals. To assist our office in the monitoring process, please login to your account in the Business Diversity Contract Compliance System and provide the requested subcontractor payment information for January 2016.

If you have received this notice, then you are currently listed as a PRIME contractor on an active Lambert - St. Louis International Airport contract. You are required to respond to this notice with the payment information requested.

To view the audit notice and respond, visit: https://flystl.diversitycompliance.com/?GO=397&TID=3733427
To view all audit notices, visit: https://flystl.diversitycompliance.com/?GO=753&TID=3733427

PLEASE REFER TO THE BOTTOM OF THIS NOTICE FOR ADDITIONAL HELP

Note that the email includes detailed instructions on how to report payments.

- 2. Click on the link to "view the audit notice and respond". (NOTE: You also have the option to view all audit notices but if reporting is done on time as required, there should be no additional audit notices.) This will take you to the system login screen. Log into your account.
- 3. Once logged in, you will be taken directly to the audit notice screen.

Lambert - St. Louis International Airport
T-C19840: Parking Lot Asphalt Resurfacing Improvements (TEST)
Prime: StlAirport Test Vendor

Status: Open
6/1/2015 - 3/31/2016
Current Value: \$111,596

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	February 2016
Date & Time Posted	Local: 3/1/2016 6:05:19 AM CST System: 3/1/2016 6:05:19 AM CST

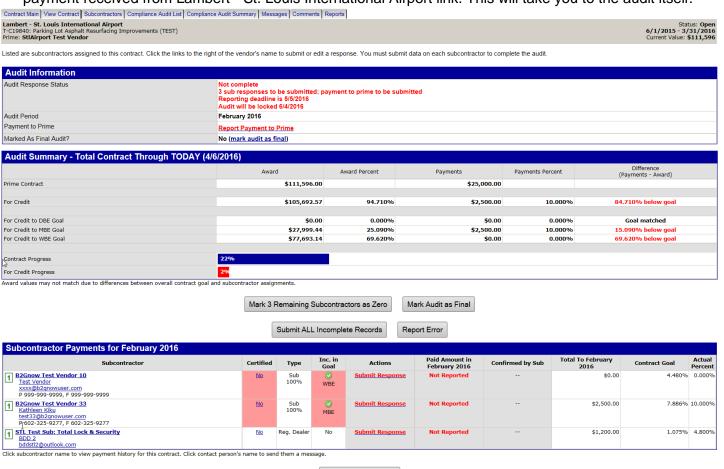
Submit a response for each item listed below by clicking each link. It is possible that some actions are not available at a specific time. As the prime contractor your responsibility is to report payments made to subcontractors and payments received from Lambert - St. Louis International Airport.

Audit Actions		
Category	Action Required & Response Due Date	
Prime Contractor	Report payment received from Lambert - St. Louis International Airport Report 3 subcontractor payments	due by 5/5/2016 audit lock on 6/4/2016 due by 5/5/2016 audit lock on 6/4/2016

Compliance Officer Information		
Contact Person	Carrie Bagwell	
Organization	Lambert - St. Louis International Airport	
User Number	30000060-018	

Buyer/Project Manager Information		
Contact Person	Contract Administrator	
Department	Engineering	
User Number	<u>10000744-001</u>	

4. On the audit screen, you will first need to report payments received from the Airport. Click on the Report payment received from Lambert - St. Louis International Airport link. This will take you to the audit itself.



5. On the audit screen, click on Report Payment to Prime in the Audit Information section. Enter the amount paid during the reporting period and the payment date. In the Comments section, enter the Invoice # that was paid and any other relevant comments. Click Save to record the information.

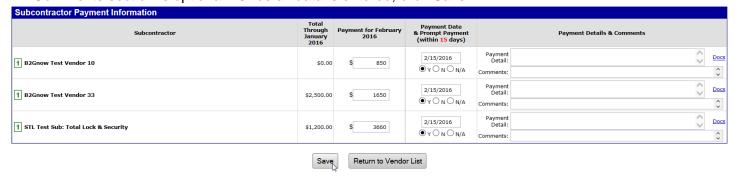
Return to Audit Notice

Payment to Prime	Report Payment to Prime		
	Report the payment you received compliance officer.	from the organization for February 2016. You may report this information once; any changes to the amount and/or date must be made by the	1
	Amount For February 2016 *	\$ 65000	
	Payment Date	02/06/2016 (mm/dd/yyyy)	
	Comments *	Invoice # T-C19840-002	^
			~
		Save Spell Check	

6. Once you have submitted payments received from the Airport, you will need to enter payments made to your subcontractors. The easiest way to do this is by clicking Submit ALL Incomplete Records in the lower middle of the page.



7. This will give you a table where you can enter payments for all vendors at one time. Please note that payment information must be entered for all subcontractors, not just those who are certified. The Payment Details & Comments section is optional. Once all data is entered, click Save.



8. You have now completed your portion of the audit and it will be pending confirmation from subcontractors.