

## **Subcontractor**

### **Subcontractor Dispute Payment Reported by Prime**

Subcontractor can successfully dispute payment reported by prime contractor

#### **Step Detail**

1. From the Subcontractor Dashboard click on the Total number of Incomplete Audits
2. Click "Incomplete" status for the audit period and contract to confirm payment.
3. Click "Confirm payment received" under Action Required column in the Compliance Audit Actions section.
4. Click "Incorrect" radio button to confirm the amount of payment is correct.
5. Click "Paid different amount" option
6. Enter an amount for actually received.
7. Enter or select payment date from calendar.
8. Select the option that matches payment made in accordance with the organization's prompt payment policy.
9. Click on information correct and accurate acknowledgement checkbox.
10. Enter Private comment.
11. Click the "Save" button.