Subcontractor Payment Assistance User Guide

This document is provided to assist Subcontractors in evaluating if the Department has made a payment to a Contractor associated with work performed by the Subcontractor. This User Guide will explain how to access the information needed and explain what steps to take when non-payment has been documented, how to submit a research query, and how to submit a complaint.

Searching for Payments

I. Searching via Oculus

OCULUS is the Electronic Document Management System (EDMS) used by the Florida Department of Environmental Protection (FDEP) to store documents. This can be used to determine if FDEP has approved an invoice for payment.

To access OCULUS, go to http://depedms.dep.state.fl.us/Oculus/servlet/login

Before searching, please make certain you have the **facility ID number**. This is a 7 or 9-digit number. When searching in Oculus, you will not need the first two digits of the 9-digit number.

On the OCULUS log-in screen, click "PUBLIC OCULUS LOGIN"



(If you have the Facility ID number, go to page 3)

If you only have the address:

- On the OCULUS log-in screen, click "PUBLIC OCULUS LOGIN"
- Select "Storage Tanks" in Catalog
- Verify that Search By is set to "Profile"
- Select "Fiscal" in Profile
- Next to the "Facility-Site ID" field, there is a button with three periods

	Facility-Site ID	=	~	8944348	 MICHELES
•					

- Click the button and enter the following information:
- Program: Storage Tanks
- County: Enter County Name
- Address: Use broad search terms

o e.g. "Jefferson" instead of "1130 West Jefferson street"

Search Criteria		
= 🗸 Program	Storage Tanks 🗸	
= 🗸 District	~	
= 🗸 County	POLK V	
* 💙 Facility ID		
* 💙 Facility Name		
* 🗸 Address	Kidron ×	
* 🗸 City		
= 🗸 Permit Number		
= V Application Number		
Search Reset		-

- Click Search
- Review the list to see if the project name or address looks familiar

Search Again	Search Chiteria						
	Search Again						
Search Results	Search Results				-		
PROGRAM ID NAME CITY COUNTYDISTRICTADDRESS	PROGRAM	ID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
Storage 8623581 FL REFRESHMENT LAKELANDPOLK SWD RD	O Storage	8623581	FL REFRESHMENT	LAKELAND	POLK	SWD	
1 result(s) returned							

If you can't find the information:

Enter the facility name (whole or partial) into the "Facility Name" field and search again

Search Criteria		
= 🗸 Program	Storage Tanks	Enter the facility name here
= 🗸 District		
= 🗸 County	POLK	· · · · ·
* 🗸 Facility ID		*
* 💙 Facility Name		
* 🗸 Address	Kidron	×
* 🗸 City		
= 🗸 Permit Number		
= V Application Number		
Search Reset		

If you have the Facility ID Number:

- Select "Storage Tanks" in Catalog
- Verify that Search By is set to "Profile"
- Select "Fiscal" in Profile
- Enter facility ID in the "Facility-Site ID" field
 - Press tab to ensure it's the correct site

OCULUS Search Actions Tool	Help Logout netuser							
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Search By "Profile" and								
the Profile "Fiscal"								
 For invoice searches, searches 	et the Document Type to "Invoice Related"							
Document Type = 🔹	INVOICE RELATED T							
 Click "Search" Review invoices/change orders/etc. to: Gain information on when/if an invoice was submitted Gain the PO Number or Invoice Number The PO Number can be used in the Florida Accountability Tracking System (FACTS) The invoice number can be used in the Chief Financial Officer (CFO) Vendor Payment Search Helpful Tips: If the Document Subject includes "RTC" then the invoice was "Returned to Contractor" (PTC) for corrections 								
OCULUS Search Actions Took Search Results								
Catalog 122 documents in 1 catalog Storage Tenks (122) → Results/Page 10 ♥ Refresh ♣) Operations View ♥ ➡ ♣)	to the contractor Send Search Results Showing Results 61 to 70 Page(s) Previous 2.34567891011 Next							
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• If an invoice for the work the subcontractor completed includes a received date, the invoice has been submitted for further processing and was issued soon after (or will be).

- Another search method:
 - Catalog: Storage Tanks
 - Search By: Profile
 - Profile: Cleanup Remediation
 - Note that this will not return invoices, just deliverables and other technical documents

II. Searching via the CFO Vendor Payment Search

JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER	^
CFO Home FLAIR Home	l
Vendor Payment History	l
This site will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is updated each evening for current day payments.	l
For more detailed information regarding any payment, please contact the agency at the telephone number shown.	
To inquire on Vendor Payments received please fill in the following and click on the SUBMIT button.	
Request for Social Socurity Number (SSN). The request for your SSN or other Taxpayer Identification Number is authorized by 26 U.S.C. 6041 and related IRS regulations. Your SSN or other Taxpayer Identification Number will be used to fulfill an agency duty to maintain your SSN in confidence based on 26 U.S.C. 6103 and Sec. 213.053, Florida Statutes. It will be used to assure that only the vendors whose payment histories are being accessed may access the information for that vendor. Your SSN may also be used for any other purpose specifically required or authorized by state or federal law.	
FEID or SSN:	
Beginning Month: June V	
Note: Search results will begin with the month selected and continue through December of the desired year selected	1
	l
The following field is optional. You may choose an active or inactive department.	l
Department:	
Submit Reset	l
	1
The State of Florida requires its vendors to submit a Substitute Form W-9 to ensure accurate federal tax reporting. Effective March 5, 2012, vendors will not receive orders or payments from the State if a valid Substitute Form W-9 is not on file. Go to the <u>State of Florida Vendor Website</u> to register and complete your Form W-9.	
Note: Some pages may not be available due to high site traffic. Please try again later.	
For questions regarding this website, please contact the Vendor Ombudsman at (850) 413-5516.	~

To access the CFO Vendor Payment Search, go to <u>https://fs.fldfs.com/dispub2/cvnhphst.htm.</u> This website will allow you to determine if the State of Florida has made payment to the Contractor and when.

Before searching, please make certain that you have the following:

- The FEIN/FEID
 - You can retrieve the FEIN from the Query for Qualified Contractors Report on the PRP Webpage for Qualified Contractor Information
 - <u>https://floridadep.gov/waste/petroleum-restoration/content/qualified-</u> contractor-information
- The Contractor's invoice number to FDEP
 - This can be found using Oculus
 - https://depedms.dep.state.fl.us/Oculus/servlet/login
- Enter the FEIN/FEID
 - Note that the FEIN cannot have a dash (-----)
 - 99-0000000 will create an error; 990000000 is correct

- Select the month/year of payment you wish to view
 - The search results will display from the month selected to the end of the year selected
- Select the Department of Environmental Protection (DEP)



- Click "Submit"
- The screen will then update to show a list of payments
 - This list is the confirmed list of payments made from the state to the contractor for the chosen month to the end of the year
 - This information is updated significantly quicker than FACTS, but it is harder to pinpoint information

lick here for Penc	ling Payments									
PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 650922629										
PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	IN∀OICE NUMBER	INVOICE AMOUNT				
2018/06/01	0665523	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07007	7050	592.68				
OR ADDITION	AL INFORMATIO	N PLEASE CONTACT: DEPARTMENT	OF ENVIRONMENTAL P	ROTECTION AT	(850) 245-2465	*****				
2018/06/01	0665524	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07015	7057	2,575.86				
	AL INFORMATIO	N PLEASE CONTACT: DEPARTMENT	OF ENVIRONMENTAL P	ROTECTION AT	(850) 245-2465	*****				
2018/06/01	<u>0665526</u>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07036	7053	5.124.02				
OR ADDITION	AL INFORMATIO	N PLEASE CONTACT: DEPARTMENT	OF ENVIRONMENTAL P	ROTECTION AT	(850) 245-2465	******				
2018/06/04	<u>0668750</u>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07003	7063	<u>15,869.07</u>				
OR ADDITION	AL INFORMATIO	N PLEASE CONTACT: DEPARTMENT	OF ENVIRONMENTAL P	ROTECTION AT	(850) 245-2465					

- If the payment type is not "Regular EFT"
 - Click on the Payment Number or Invoice Amount for more information. *If the status is listed as outstanding the payment has not cleared yet.*



III. Searching via FACTS

FACTS (Florida Accountability Contract Tracking System) is the website that allows for searching of the relevant contract. It can also be used to acquire documentation of proof of contractor payment.

SIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER				HOME	
CONTRACT TRACKING SYSTEM T Main FAQ Contact Us Charts Contract Us Charts	Fransparenc	y▼			
				Tweet G+	facebook
Main Search					Quick Tips
Search					Advanced Search
To search for contract, grant award or purchase order information please enter at least one search criteria in the	e fields below. If	you would like to see details for all agencies or all comm	odity groups, please provide addition	al criteria in any of the r	emaining fields.
Agency Name		Vendor/Grantor Name			
ALL AGENCIES	~				
Dollar Value		Beginning and/or Ending Dates (mm/dd/yyyy)			
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Commodity/Service Type (Contract & Burchara Onter Onter Onter					
ALL COMMODITY GROUPS	~	Show All Show Contracts Only	Show Grant Awards Only		
		C Show Contracts Only	C Show I dichase Orders Only		
Please refine the search by providing following details if known.					
Agency Assigned Contract ID (if known)		Grant Award ID (if known)			
MFMP PO Number (if known)					
By using this	Search you agre	e to terms and conditions of the Search.			
	Res	t Search			

To access FACTS, go to https://facts.fldfs.com/Search/ContractSearch.aspx

Before searching, please make certain that you have the **Purchase Order (PO) Number**. This is a six-digit number starting with "A" or "B", e.g. "B10F20".

If the work was for LSSI, you will instead need to enter the Work Order (WO) Number in the "Agency Assigned Contact ID" field. This is a *multi-digit* number, e.g. "2018-96-W0000B".

Main Search				Quick Tips
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Search	rder information please enter at least on	e search criteria in th	ne fields below. If you would like to see de	tails for all agencies or all commodity groups, please provide additional
criteria in any of the remaining fields.				and for an agencies of an commonly groups, prouse promos additional
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- Enter the PO number in the "MFMP PO Number (if known)" field
- Click Search

		Advanced Sean
search for contract, grant award or purchase order information please enter at least one search criter iteria in any of the remaining fields.	ria in the fields below. If you would like to see deta	ils for all agencies or all commodity groups, please provide additional
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- Verify that the agency name is the Department of Environmental Protection (DEP) and that the Vendor/Grantor Name is correct
- Click on the hyperlink of the PO number in the Results section

Results	Clic	ck on the PO	Num	ber							
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• Click the "Payments" tab in the middle of the screen

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If a payment or adjustment to a purchase order was made before July 1, 2013, the information may not be posted in this system.

Notifying the Petroleum Program Regarding Non-Payment of a Subcontractor

Once you have completed research as outlined above, and you have documentation indicating a Contractor received payment over 30 days ago, but has not yet made payment to you as a subcontractor, you can submit an email to request a review for work under the Program Restoration Program. Please title the Subject for the Email "Report Regarding Non-Payment Purchase/Work Order # XXXXX". The email must include:

- Facility Identification Number
- Site property address
- Contractor Name
- Subcontractor Name
- Services provided by the subcontractor
- Dates of services provided by the subcontractor
- Copy of the invoice from the subcontractor to the contractor
- Amount owed to the subcontractor
- Information regarding any partial payment the subcontractor has received
- Documentation that the contractor was paid 30 days ago for the referenced services

Email the relevant documents to PRP.accounting@dep.state.fl.us.