

# 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

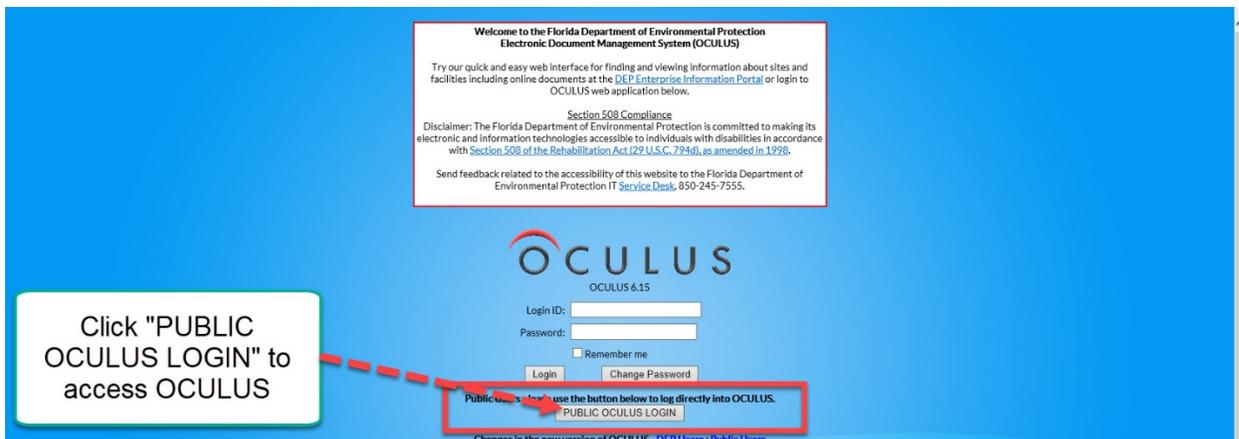
### I. Searching via Oculus

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

**Search Criteria**

=	Program	Storage Tanks	▼
=	District		▼
=	County	POLK	▼
*	Facility ID		
*	Facility Name		
*	Address	Kidron	×
*	City		
=	Permit Number		
=	Application Number		

Search    Reset

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

**Search Criteria**

Search Again

**Search Results**

	PROGRAM	ID	NAME	CITY	COUNTY	DISTRICT	ADDRESS
<input type="radio"/>	Storage Tanks	8623581	FL REFRESHMENT CENTERS	LAKELAND	POLK	SWD	KIDRON RD

**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	▼
=	District		▼
=	County	POLK	▼
*	Facility ID		
*	Facility Name		
*	Address	Kidron	×
*	City		
=	Permit Number		
=	Application Number		

Search    Reset

Enter the facility name here

**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

- For invoice searches, set the Document Type to “Invoice Related”

- 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” (RTC) for corrections

File Type	Profile	Facility-Site ID	Document Date	Received Date	Document Type	Facility Type	Application Number	Permit Number	Document Subject	County	District	File Size
<input type="checkbox"/>	Fiscal	8517141	01-09-2013	01-14-2013	INVOICE RELATED	STCM FACILITY			2012-93-W2921A (FINAL)	TAYLOR	NED	350 KB
<input type="checkbox"/>	Fiscal	8517141	12-13-2012	12-18-2012	INVOICE RELATED	STCM FACILITY			2013-93-W2921A	TAYLOR	NED	382 KB
<input type="checkbox"/>	Fiscal	8517141	10-22-2012	11-01-2012	WORK ORDER - TASK ASSIGNMENT R	STCM FACILITY			2013-93-W2921A	TAYLOR	NED	844 KB
<input type="checkbox"/>	Fiscal	8517141	10-19-2012	10-19-2012	WORK ORDER - TASK ASSIGNMENT R	STCM FACILITY			WORK ORDER NOTIFICATION 2013	TAYLOR	NED	67 KB
<input type="checkbox"/>	Fiscal	8517141	08-07-2012	08-24-2012	INVOICE RELATED	STCM FACILITY			2012-93-W1105A	TAYLOR	NED	913 KB
<input type="checkbox"/>	Fiscal	8517141	08-06-2012	08-06-2012	INVOICE RELATED	STCM FACILITY			2012-93-W1105A INVOICE RETURNED TO CONTRACTOR	TAYLOR	NED	394 KB

- 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

The screenshot shows the 'Vendor Payment History' search interface. At the top, there is a header for Jimmy Patronis, Florida's Chief Financial Officer, with links for 'CFO Home' and 'FLAIR Home'. The main heading is 'Vendor Payment History'. Below this, there is explanatory text: '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. 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.' A red warning message follows: 'Request for Social Security 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.'

The search form includes the following fields:
 

- FEID or SSN:
- Beginning Month:
- Desired Year:

 A note states: 'Note: Search results will begin with the month selected and continue through December of the desired year selected.'

Below the form, there is an optional field: 'The following field is optional. You may choose an active or inactive department. Department: '. There are 'Submit' and 'Reset' buttons.

At the bottom, there is a note: '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 [State of Florida Vendor Website](#) to register and complete your Form W-9.' Another note says: 'Note: Some pages may not be available due to high site traffic. Please try again later.' At the very bottom, it says: 'For questions regarding this website, please contact the Vendor Ombudsman at (850) 413-5516.'

To access the CFO Vendor Payment Search, go to <https://fs.fldfs.com/dispub2/cvnhphst.htm>. 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**
    - <https://floridadep.gov/waste/petroleum-restoration/content/qualified-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)

**Vendor Payment History**

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.

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 Security 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:

Desired Year:

Note: Search results will begin with the month selected and continue through December of the desired year selected.

The following field is optional. You may choose an active or inactive department.

Department:

- 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

[Click here for Pending Payments.](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 650922629						
PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2018/06/01	<a href="#">0665523</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07007	7050	<a href="#">592.68</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						
2018/06/01	<a href="#">0665524</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07015	7057	<a href="#">2,575.86</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						
2018/06/01	<a href="#">0665526</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07036	7053	<a href="#">5,124.02</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						
2018/06/04	<a href="#">0668750</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07003	7063	<a href="#">15,869.07</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION 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.*

Select the Payment Number or Invoice Amount for more information

[Click here for Pending Payments.](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 650922629

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2018/06/01	<a href="#">0665523</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07007	7050	<a href="#">592.68</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						

- Click "Click Here for Pending Payments" to access any payments that have not yet cleared

Click here for payments that have not yet cleared

[Click here for Pending Payments.](#)

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 650922629

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2018/06/01	<a href="#">0665523</a>	ENVIRONMENTAL RISK MANAGEMENT,	REGULAR EFT	VF07007	7050	<a href="#">592.68</a>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						
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FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF ENVIRONMENTAL PROTECTION AT (850) 245-2465						

### 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.*

The screenshot shows the 'Main Search' page of the FACTS system. The page has a dark blue header with the logo and navigation links. Below the header is a search form with the following fields and options:

- Agency Name:** A dropdown menu currently set to 'ALL AGENCIES'.
- Dollar Value:** Two input fields labeled 'From' and 'To'.
- Commodity/Service Type:** A dropdown menu currently set to 'ALL COMMODITY GROUPS'.
- Vendor/Grantor Name:** A text input field.
- Beginning and/or Ending Dates (mm/dd/yyyy):** Two input fields labeled 'Begin' and 'End'.
- Filtering Options:** Three radio buttons: 'Show All' (selected), 'Show Contracts Only', and 'Show Grant Awards Only'.
- Agency Assigned Contract ID (if known):** A text input field.
- Grant Award ID (if known):** A text input field.
- MFMP PO Number (if known):** A text input field.

At the bottom of the form are 'Reset' and 'Search' buttons. A note at the bottom of the form reads: 'By using this Search you agree to [terms and conditions](#) of the 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".

This screenshot is identical to the one above but includes annotations. A red rectangular box highlights the 'Agency Assigned Contract ID (if known)' field, which contains the text '2018-96-W0000B'. A red dashed arrow points from a green-bordered text box to the 'Search' button. The text box contains the instruction: 'Enter the WO Number in the "Agency Assigned Contract ID" field & then Click "Search"'. The 'Search' button is also highlighted with a red box.

- Enter the PO number in the “MFMP PO Number (if known)” field
- Click Search

**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 fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

Agency Name: ALL AGENCIES

Vendor/Grantor Name: [Empty]

Dollar Value: From [Empty] To [Empty]

Beginning and/or Ending Dates (mm/dd/yyyy): Begin [Empty] End [Empty]

Commodity/Service Type (Contract & Purchase Order Only): ALL COMMODITY GROUPS

Agency Assigned Contract ID (if known): [Empty]

Grant Award ID (if known): [Empty]

MFMP PO Number (if known): [Empty]

By using this Search you agree to [terms and conditions](#) of the Search.

Buttons: Reset, Search

Callout: Enter the PO Number and then click "Search"

- The information will appear at the bottom of the screen in the “Results” section

MFMP PO Number (if known): B23F20

By using this Search you agree to [terms and conditions](#) of the Search.

Buttons: Reset, Search

**Results**

Displaying 1 to 1 of 1 Download Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF ENVIRONMENTAL PROTECTION	ENVIRONMENTAL RISK MANAGEMENT,	Purchase Order			B23F20	\$9,684.50	Environmental rehabilitation	

Displaying 1 to 1 of 1 Download Results

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

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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**

Displaying 1 to 1 of 1 Download Results

AGENCY NAME	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF ENVIRONMENTAL PROTECTION	ENVIRONMENTAL RISK MANAGEMENT,	Purchase Order			B23F20	\$9,684.50	Environmental rehabilitation	

Displaying 1 to 1 of 1 Download Results

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

Callout: Click on the PO Number

- Click the “Payments” tab in the middle of the screen

Purchase Order Information

**Summary**

Agency Name: DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 Purchase Order Title: DEP-PETRO-FY17/18-138504041-854-013B-BLAYLOCK OIL CO-NAM-JDR  
 Total Purchase Order Amount: \$9,684.50  
 Total Payment To Date: \$1,516.91

Purchase Order Number: B23F20  
 Vendor Name: ENVIRONMENTAL RISK MANAGEMENT,  
 Total Budgetary Amount: \$9,684.50  
 Order Date: 05/11/2018

Details Deliverables **Payments** Documents

- Click the "+" symbol to expand the information for the fiscal year
  - The fiscal year is usually 2017-2018

Payment Details

Payments are also referred to as expenditures (creating or incurring a legal obligation to disburse money) or disbursements (the payment of expenditures). Payments include disbursements and accounting adjustments made on a contract. Payments are always positive amounts while accounting adjustments may be positive or negative depending on the type of adjustment.

Expand All Payments Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued. An agency may have recorded payments associated with a contract on both a Contract and a Purchase Orders in FACTS.

MORE	FISCAL YEAR	TOTAL AMOUNT
+	2017-2018	\$1,516.91

- The "Payment Details" section shows when payments have been made to the contractor

Payment Details

Expand All Payments Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued. An agency may have recorded payments associated with a contract on both a Contract and a Purchase Orders in FACTS.

MORE	FISCAL YEAR	TOTAL AMOUNT
+	2017-2018	\$1,516.91

STATEWIDE DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	INVOICE #	LINE ITEM #	SPLIT LINE #	AMOUNT	L1	GF	SF	FID	BE	IBI	CAT	YR	CFI	DATE
D80005278500015	V001163	ENVIRONMENTAL RISK MANAGEMENT,	7020	1	1	\$1,516.91	37	20	2	212001	37450300	00	087889	18	N	05/01/2018

- The last column is the check issuance date

Payment Details

Expand All Payments Download Payments

"Date" in the listing below indicates the date the payment voucher was recorded in the system, not the date the payment was issued. An agency may have recorded payments associated with a contract on both a Contract and a Purchase Orders in FACTS.

This is the check issuance date

MORE	FISCAL YEAR	TOTAL AMOUNT
+	2017-2018	\$1,516.91

STATEWIDE DOCUMENT #	AGENCY DOCUMENT #	VENDOR NAME	INVOICE #	LINE ITEM #	SPLIT LINE #	AMOUNT	L1	GF	SF	FID	BE	IBI	CAT	YR	CFI	DATE
D80005278500015	V001163	ENVIRONMENTAL RISK MANAGEMENT,	7020	1	1	\$1,516.91	37	20	2	212001	37450300	00	087889	18	N	05/01/2018

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](mailto:PRP.accounting@dep.state.fl.us).