

## EL&M Subcontractor Document Upload Procedures

**Step 1: Log in to your vendor profile, link below:**

<https://online.ogs.ny.gov/DNC/DNCPortal/ECPLLogin.aspx?ReturnUrl=%2fDNC%2fDNCPortal%2fVIMain.aspx>

**Step 2: Contract Details page**

**Step 3: Click on “Subcontractor Documents”**

**Step 4: Click on “Add/upload document” - enter as noted below and on attached reference document**

**Step 5: Create file and upload file(s) into application**

**\*\*Note: File size cannot exceed 4 MB; therefore, uploaded files greater than 4 MB will need to be split into separate files.**

✓ **Lump Sum Subcontractors**

1. Create one file that contains the BDC 274.1, invoice from sub to prime and certified payroll report(s)
2. Upload file into the application through the subcontractor documents tab
  - a. Be sure to indicate the following information in the Reference Note section: Sub.Name of Subcontractor & payment submission name  
(Ex: Sub.ABCCompanySubmission3)

✓ **T & M Subcontractors (Cost plus, T & M, Per Quotes rates)**


1. Create one file that contains the Subcontractor workbook (BDC 274.1, BDC 271.1, BDC 125E.1(s), BDC 272.1, BDC 124E.1), certified payroll, BDC 268's, BDC 269's, invoices and equipment watch blue book rate sheets (if applicable).
2. Upload file into the application through the subcontractor documents tab
  - a. Be sure to indicate the following information in the Reference Note section: Sub.Name of Subcontractor & payment submission name  
(Ex: Sub.ABCCompanySubmission3)


# Reference Guide for Subcontractor Documents Upload


OGS Design & Construction  
Vendor Interface


## Contract Details:


Contract Title:		Location:	
EIC: CPAG Reviewer 1:	Area Supervisor: CPAG Reviewer 2:	Regional Supervisor:	
<b>Milestone Information</b>		Award Date:	
Notice To Proceed Date:	9/10/2021	Specified Physical Completion:	
Specified Substantial Completion:		Modified Physical Completion:	
Modified Substantial Completion:		Actual Physical Completion:	
Actual Substantial Completion:		L.D. Assessment Date:	
Actual Progress:	1%	Final Payment Date:	
Scheduled Progress:	1%	Close Out Date:	
Estimated Substantial Completion:	1/8/2022		
<b>Financial Information</b>			
Base Contract:	Amount	Earned To Date	
Bonus Amount:	\$200,000.00	\$0.00	
Approved Field Orders:	\$0.00	\$0.00	
Approved Change Orders:	\$0.00	\$0.00	


  
**Daily I&M Reports**  
(Daily Report(s) Due)


  
**Supporting Documentation**


  
**Payment Submissions**

  
**Subcontractors / Suppliers**  
(Not Submitted)  
Subcontractor Documents

  
**Labor Item Summary**  
**Labor Summary Report**  
**Certified Payrolls**  
(Certified Payroll(s) Due)

  
**Equipment Item Summary**  
**Rental Agreements/Invoices**

  
**Material Item Summary**  
**Material Invoices**

  
**Travel Item Summary**  
**Toll Receipts/E-ZPass**

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## Supporting Document Summary for

▶ No In-Process Documents Found.

Add/Upload Document

Return to Contract Details

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## Supporting Document Entry for

⚠ Please click on the drop-down list to select which type of document you would like to Add/Upload. You will need the document information in order to continue.

Type of Document: Subcontractor

### Subcontractor Document Details

Document Date: [Date]

Subcontractor Name: [Name]

Payment Application Number: [Number]

Reference Note: [Note]

If the document is not uploaded at this time, the document must be uploaded before payment submission or the items associated with this document will not be submitted for payment.  
Supported file formats are .PDF/.JPG/.JPEG/.GIF/.PNG.

Upload Document: Choose File No file chosen  
Max file size: 4MB

Add Subcontractor Document

Return to Document List

1. From the contract details dashboard, click on subcontractor documents

2. Click on 'Add/Upload Document'

3. Subcontractor will automatically be selected
4. Enter document date – Please be sure this is before the work period end date
5. Select the name of the subcontractor you are uploading documents for from the drop down box
6. Enter the payment application number these costs are being billed on
7. Enter the following in Reference Note:
  - a. Subcontractor's Name.SubmissionNumber (ex: Sub.ABCCompany.4P)