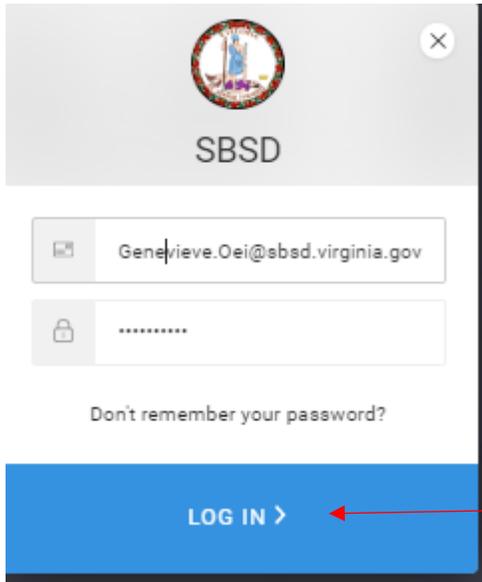


Submitting Subcontracting Spend (Agency Owners and Data Managers have this Capability)

1. Log into Dashboard using state e-mail address and password. Click Login.



The image shows a login form for SBSD. At the top, there is a circular logo with a figure and the text 'SBSD'. Below the logo is a text input field for an email address, which contains 'Genevieve.Oei@sbsd.virginia.gov'. Underneath the email field is a password input field with masked characters. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a blue button with the text 'LOG IN >'. A red arrow points to the 'LOG IN >' button.

2. Click Data Management tab at top of screen.

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Norfolk State University	CREST FOODSERVICE EQUIPMENT CO., INC.	Subcontractor	541505219	\$826.18	Sep 11, 2019	SB	[edit] [delete] [refresh]
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor	541865475	-\$826.18	Sep 11, 2019	MB	[refresh]
Norfolk State University	PIEDMONT FRESH, LLC	Subcontractor	542027310	\$28,905.22	Sep 11, 2019	WB	[edit] [delete] [refresh]
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor	541865475	-\$28,905.22	Sep 11, 2019	MB	[refresh]
Norfolk State University	WORKPLACE SOLUTIONS, INC.,	Subcontractor	541997555	\$475.00	Sep 11, 2019	WB	[edit] [delete] [refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$475.00	Sep 11, 2019		[refresh]
Norfolk State University	WESTWOOD CONTRACTORS, INC.	Subcontractor	541283847	\$5,721.06	Sep 11, 2019	WB	[edit] [delete] [refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$5,721.06	Sep 11, 2019		[refresh]
Norfolk State University	TOTAL HARDWARE INC.	Subcontractor	472836490	\$10,680.00	Sep 11, 2019	WB	[edit] [delete] [refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$10,680.00	Sep 11, 2019		[refresh]
Norfolk State University	TST TACTICAL DEFENSE SOLUTIONS, INC.	Subcontractor	454145409	\$846.98	Sep 11, 2019	MB,DBE	[edit] [delete] [refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$846.98	Sep 11, 2019		[refresh]
Norfolk State University	RAM TOOL & SUPPLY CO., INC.	Subcontractor	630877380	\$575.63	Sep 11, 2019	WB	[edit] [delete] [refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$575.63	Sep 11, 2019		[refresh]

3. Subcontracting Spend can either be entered online (in the system) or through a spreadsheet upload. Subcontracting Spend should be entered in the time period when the agency paid the prime vendor.
4. To enter subcontracting spend online you can either use the menu option or the icon.

Using Icons

1. There has to be a 1:1 to relationship between the prime and the subcontractor and you have to know specifically which transaction to tie the subcontractor payment back to. Subcontractor payments can only be entered 1 at a time using this method. Change date to specific date range that you are submitting subcontracting spend for, Month, Quarter, Custom Range...etc. Click in date area.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Search 07/01/2019 10/07/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Rectangular Slip Amount	Transaction Date	Vendor Type	Actions
Norfolk State University	CREST FOODSERVICE EQUIPMENT CO., INC.	Subcontractor	541505219	\$826.18	Sep 11, 2019	SB	[Print] [Delete] [Refresh]
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor	541865475	-\$826.18	Sep 11, 2019	MB	[Refresh]
Norfolk State University	PIEDMONT FRESH, LLC	Subcontractor	542027310	\$28,905.22	Sep 11, 2019	WB	[Print] [Delete] [Refresh]
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor	541865475	-\$28,905.22	Sep 11, 2019	MB	[Refresh]
Norfolk State University	WORKPLACE SOLUTIONS, INC.	Subcontractor	541997555	\$475.00	Sep 11, 2019	WB	[Print] [Delete] [Refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$475.00	Sep 11, 2019		[Refresh]
Norfolk State University	WESTWOOD CONTRACTORS, INC.	Subcontractor	541283847	\$5,721.06	Sep 11, 2019	WB	[Print] [Delete] [Refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$5,721.06	Sep 11, 2019		[Refresh]
Norfolk State University	TOTAL HARDWARE INC.	Subcontractor	472836490	\$10,680.00	Sep 11, 2019	WB	[Print] [Delete] [Refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$10,680.00	Sep 11, 2019		[Refresh]
Norfolk State University	TST TACTICAL DEFENSE SOLUTIONS, INC	Subcontractor	454145409	\$846.98	Sep 11, 2019	MB, DBE	[Print] [Delete] [Refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$846.98	Sep 11, 2019		[Refresh]
Norfolk State University	RAM TOOL & SUPPLY CO., INC.	Subcontractor	630877380	\$575.63	Sep 11, 2019	WB	[Print] [Delete] [Refresh]
Norfolk State University	S.B. BALLARD	Subcontractor	541629392	-\$575.63	Sep 11, 2019		[Refresh]

Transaction-20190....csv P Miller Attendanc....pdf Show all

- Click on Monthly, Quarterly, Yearly, Custom Range, and then click on the time period (i.e. July, Q1, FY 20, or calendar dates if entering a custom date range) that you want to make adjustments for. Then click the apply button.

< 2019

Monthly

Quarterly

Yearly

Custom range

JAN FEB MAR APR

MAY JUN JUL AUG

SEP OCT NOV DEC

APPLY

- You should only see transactions for your agency.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Search 07/01/2019 07/31/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal	541446630	\$180.61	Jul 02, 2019		
Virginia Worker's Compensation Commission	EAGLE FIRE INC.	Subcontractor	541436156	\$40.48	Jul 02, 2019	SB	
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor	541446630	-\$40.48	Jul 02, 2019		
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal	541446630	\$1,379.52	Jul 02, 2019		
Virginia Worker's Compensation Commission	EAGLE FIRE INC.	Subcontractor	541436156	\$1,379.52	Jul 02, 2019	SB	
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor	541446630	-\$1,379.52	Jul 02, 2019		
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal	541446630	\$1,058.90	Jul 02, 2019		
Virginia Worker's Compensation Commission	W&H RESOURCES	Subcontractor	541334476	\$837.00	Jul 02, 2019	SB	
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor	541446630	-\$837.00	Jul 02, 2019		
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal	541446630	\$9,650.37	Jul 02, 2019		
Virginia Worker's Compensation Commission	TOLLEY ELECTRICAL CORP.	Subcontractor	541095101	\$9,387.83	Jul 02, 2019	SB	
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor	541446630	-\$9,387.83	Jul 02, 2019		
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal	541446630	\$14,154.84	Jul 02, 2019		
Virginia Worker's Compensation Commission	OLD DOMINION MECHANICAL LLC	Subcontractor	462194121	\$13,737.73	Jul 02, 2019	O	

Transaction-20190....csv P Miller Attendanc....pdf Show all

- Search by the Prime Vendor. Type the prime Vendor's name into the Search box at the top. Click the magnifying glass.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download EAGLE FIRE INC 11/01/2019 11/30/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Virginia Museum of Natural History	RHODESIDE & HARWELL, INCORPORATED	Subcontractor	541347827	\$6,216.40	Nov 16, 2019	WB	
Virginia Museum of Natural History	COX GRAAE SPACK ARCHITECTS	Subcontractor	521224809	-\$6,216.40	Nov 16, 2019		
Virginia Museum of Natural History	QUATREFOIL ASSOCIATES, INC.	Subcontractor	521717275	\$54,650.00	Nov 16, 2019	SB	
Virginia Museum of Natural History	COX GRAAE SPACK ARCHITECTS	Subcontractor	521224809	-\$54,650.00	Nov 16, 2019		
Board of Accountancy	EDWARDS BUSINESS MACHINES, INC.	Subcontractor	231672672	\$322.60	Nov 14, 2019	SB	
Board of Accountancy	EDWARDS BUSINESS MACHINE	Subcontractor	000000000	-\$322.60	Nov 14, 2019		
Board of Accountancy	MDSO SERVICES, LLC	Subcontractor	201672772	\$848.09	Nov 18, 2019	SB	
Board of Accountancy	APPLE SPICE JUNCTION	Subcontractor	000000000	-\$848.09	Nov 18, 2019		
State Corporation Commission	LOYAL TERMITE & PEST CONTROL CO., INC.	Subcontractor	541814120	\$664.00	Nov 14, 2019	SB	
State Corporation Commission	COLLIERS INTERNATIONAL OF VA	Subcontractor	541446630	-\$664.00	Nov 14, 2019		
State Corporation Commission	EAGLE FIRE INC.	Subcontractor	541436156	\$230.00	Nov 14, 2019	SB	
State Corporation Commission	COLLIERS INTERNATIONAL OF VA	Subcontractor	541446630	-\$230.00	Nov 14, 2019		
State Corporation Commission	COMMERCIAL AIR REFRIGERATION & EQUIPMENT SERVICES	Subcontractor	200582312	\$339.00	Nov 14, 2019	O	
State Corporation Commission	COLLIERS INTERNATIONAL OF VA	Subcontractor	541446630	-\$339.00	Nov 14, 2019		
State Corporation Commission	SOS SECURITY LLC	Subcontractor	541077755	\$33,831.54	Nov 01, 2019		

- You will see all the transactions for the prime vendor for the selected time period. To enter the subcontractor transaction, click on the subcontract icon under actions to the right of the transaction.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download WORTH HIGGINS & AS: 11/01/2019 - 11/30/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$2,983.00	Nov 29, 2019	SB	  
Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$3,830.40	Nov 20, 2019	SB	  
Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,610.00	Nov 06, 2019	SB	  
Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,330.00	Nov 06, 2019	SB	  
Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$504.00	Nov 29, 2019	SB	  
Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$373.00	Nov 22, 2019	SB	  
Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,485.00	Nov 15, 2019	SB	  
Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,806.00	Nov 13, 2019	SB	  
Virginia Retirement System	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$2,432.50	Nov 12, 2019	SB	  

Go to page 4 of 1 Show 25 entries

- Enter the subcontractor Tax ID. Select the Vendor name from the drop-down list. There should only be one option. If nothing shows up, the vendor is not a certified vendor. Enter the amount of the subcontractor payment and enter notes in the notes box. Click the update button.

Upload Subcontractor Transactions on Application ✕

1. Select the original transaction
2. Enter Subcontractor Vendor Tax ID
3. Select/Enter Vendor Name
4. Enter Subcontractor spend amount, notes
5. Click on Update

<p>Subcontractor Tax ID*</p> <input type="text" value="582449456"/>	<p>Subcontractor Name*</p> <input type="text" value="CORTECH LLC"/>
<p>Amount*</p> <input type="text" value="\$ 500.00"/>	<p>Notes</p> <input type="text" value="subcontractor payment"/>

This action will update 1 transaction(s) with the above given details.

7. The transactions will show on the screen.

8. Repeat for additional transactions.

Using Menu Item

1. There has to be a 1:1 to relationship between the prime and the subcontractor and you have to know specifically which transaction to tie the subcontractor payment back to. Subcontractor payments can only be entered 1 at a time using this method. Follow steps 1-4 above.
2. You will see all the transactions for the prime vendor for the selected time period. To enter the subcontractor transactions, click on the box to the left of the transaction that you are entering the subcontractor spend for.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Worth Higgins 11/01/2019 - 11/05/2019

<input type="checkbox"/>	Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/>	Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$2,983.00	Nov 29, 2019	SB	
<input type="checkbox"/>	Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$3,830.40	Nov 20, 2019	SB	
<input type="checkbox"/>	Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,610.00	Nov 06, 2019	SB	
<input type="checkbox"/>	Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,330.00	Nov 06, 2019	SB	
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$504.00	Nov 29, 2019	SB	
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$373.00	Nov 22, 2019	SB	
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,485.00	Nov 15, 2019	SB	
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$1,806.00	Nov 13, 2019	SB	
<input type="checkbox"/>	Virginia Retirement System	WORTH HIGGINS & ASSOCIATES, INC.	pCard	540880197	\$2,432.50	Nov 12, 2019	SB	

Go to page 4 of 1 Show 25 entries

3. Click I want to submit-Subcontractor Spend-On-line Subcontractor.

Agency
Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Worth Higgins

Transactions

I want to submit: Download

Agency Name	Vendor Name	Source Name	Vendor ID	Transaction Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/>	Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 54088			SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Alcoholic Beverage Control Authority	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$3,830.40	Nov 20, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$1,610.00	Nov 06, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Museum of Fine Arts	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$1,330.00	Nov 06, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$504.00	Nov 29, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$373.00	Nov 22, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$1,485.00	Nov 15, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Lottery	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$1,806.00	Nov 13, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Virginia Retirement System	WORTH HIGGINS & ASSOCIATES, IINC.	pCard 540880197	\$2,432.50	Nov 12, 2019	SB	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Go to page 4 of 1

Show 25 entries

- Enter the subcontractor Tax ID. Select the Vendor name from the drop-down list. There should only be one-option. If nothing shows up, the vendor is not a certified vendor. Enter the amount of the subcontractor payment and enter notes in the notes box. Click the update button.

Upload Subcontractor Transactions on Application ✕

1. Select the original transaction
2. Enter Subcontractor Vendor Tax ID
3. Select/Enter Vendor Name
4. Enter Subcontractor spend amount, notes
5. Click on Update

Subcontractor Tax ID*	Subcontractor Name*
<input type="text" value="582449456"/>	<input type="text" value="CORTECH LLC"/>
Amount*	Notes
<input type="text" value="\$ 500.00"/>	<input type="text" value="subcontractor payment"/>

This action will update 1 transaction(s) with the above given details.

5. The transactions will show on the screen.
6. Repeat for additional transactions.

Spreadsheet Upload

1. The process will differ depending on if you have exactly one subcontractor per prime vendor or more than one subcontractor per prime vendor. Transactions do not need to tie back to a specific transaction with that prime vendor if you have more than one sub per prime. Change the date to the correct timeframe by clicking in the date box and the top and choosing the Monthly, Quarterly, Yearly, or custom range tabs to the left, then click the appropriate month, quarter, year, or choose the custom date range that you want and hit the apply button.

Agency
Department of Small Business and Supplier Diversity

Dashboard Data Management SWaM Plan

Transactions I want to submit Download Naylor 12/01/2019 - 12/31/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$2,499.00	Dec 04, 2019		
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$397.13	Dec 04, 2019		
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$909.50	Dec 04, 2019		

Go to page 2 of 1 Show 25 entries

2. If you only have one sub per prime, in the search box at the top, type in the Prime Vendor's name that you want to add subcontractor information for. Click the search button.

Agency
Department of Small Business and Supplier Diversity

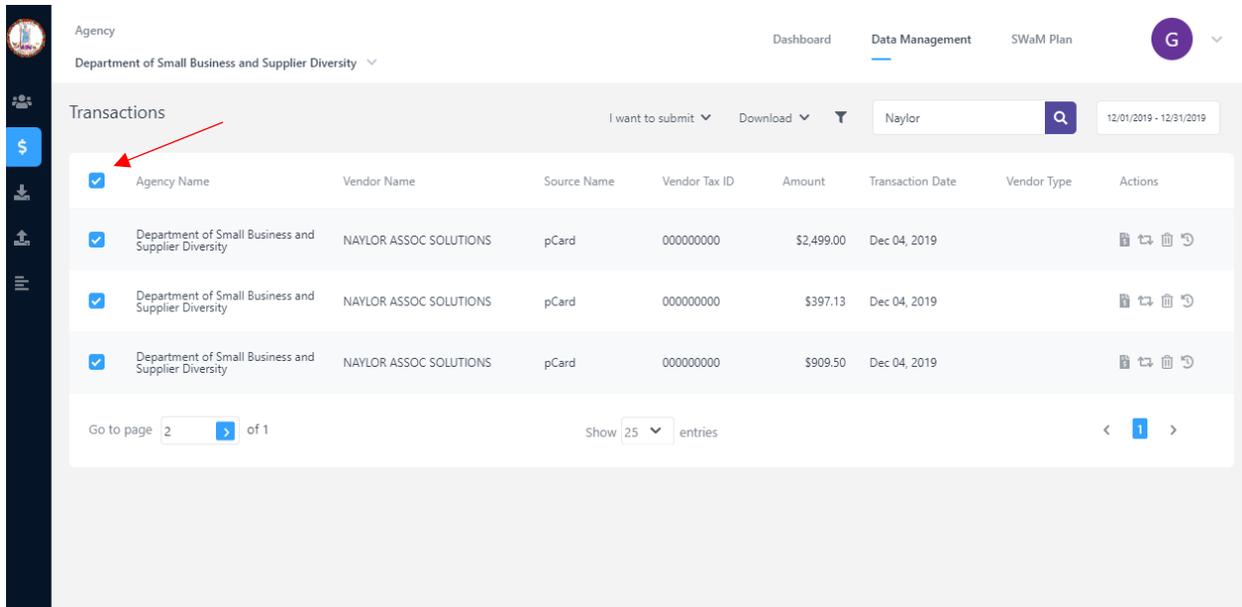
Dashboard Data Management SWaM Plan

Transactions I want to submit Download Naylor 12/01/2019 - 12/31/2019

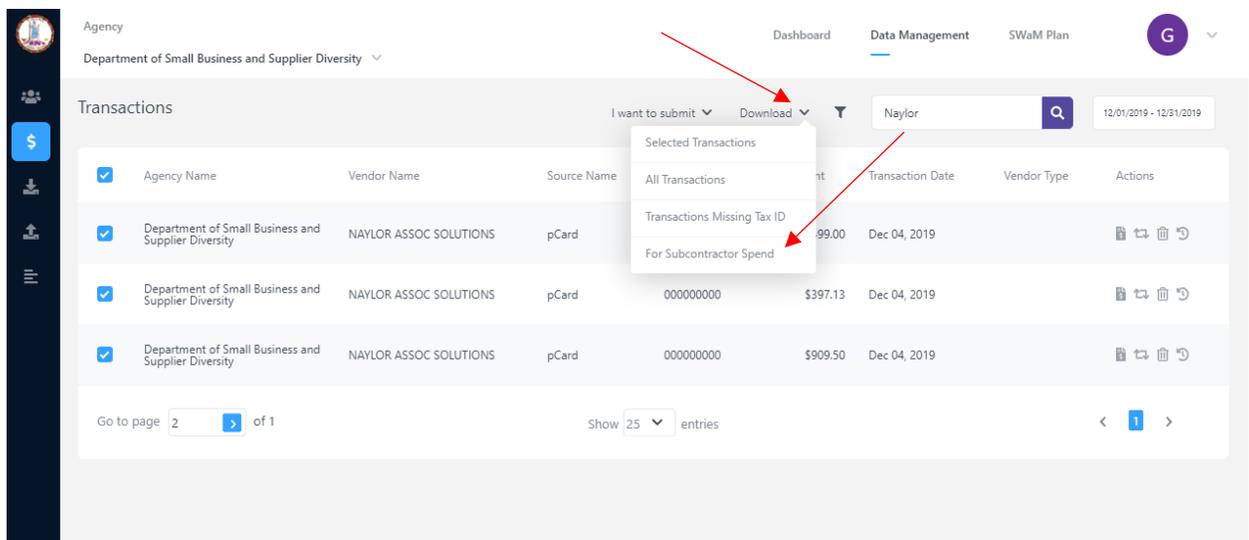
Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$2,499.00	Dec 04, 2019		
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$397.13	Dec 04, 2019		
Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$909.50	Dec 04, 2019		

Go to page 2 of 1 Show 25 entries

3. Click the check boxes to the left of the Agency name.



4. Click on Download-For Subcontractor Spend.



5. You should see an excel file in the bottom left corner of your screen. This is the file that you will re-upload to the system. Open it.

Agency Department of Small Business and Supplier Diversity

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Naylor 12/01/2019 - 12/31/2019

<input checked="" type="checkbox"/>	Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/>	Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$2,499.00	Dec 04, 2019		
<input checked="" type="checkbox"/>	Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$397.13	Dec 04, 2019		
<input checked="" type="checkbox"/>	Department of Small Business and Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$909.50	Dec 04, 2019		

Go to page 2 of 1 Show 25 entries

SubContractorTran...csv Show all

6. Fill in the subcontractor's Tax ID, name, and amount paid from prime to sub for each transaction. Enter notes in the notes column. Save the spreadsheet.

subcontracting test 1-31-2020 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Oei, Genevieve (DSBSD) Share

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Filter Find & Select

K3 subcontracting spend

	B	C	D	E	F	G	H	I	J	K	L
1	Source Name	Agency Code	Primary Vendor Tax ID	Primary Vendor Name	Subcontractor Tax ID	Subcontractor Name	Transaction Date	Contract ID	Amount	Notes	
2	pCard	350	0	NAYLOR ASSOC SOLUTIONS	270840877	SNAP SOLUTIONS, LLC	12/4/2019	nil	1500.00	subcontracting spend	
3	pCard	350	0	NAYLOR ASSOC SOLUTIONS	270840877	SNAP SOLUTIONS, LLC	12/4/2019	nil	100.00	subcontracting spend	
4	pCard	350	0	NAYLOR ASSOC SOLUTIONS	270840877	SNAP SOLUTIONS, LLC	12/4/2019	nil	450.00	subcontracting spend	
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SubContractorTransactions (4)

Ready Count: 2 100%

7. Upload to Dashboard by clicking I want to submit-Subcontractor Spend-Spreadsheet Upload

The screenshot shows a web application interface for managing transactions. The page title is 'Transactions' and it is part of the 'Department of Small Business and Supplier Diversity' management system. A dropdown menu is open, showing options for 'Adjustments', 'Subcontractor Spend', 'On-line Subcontractor', and 'Spreadsheet Upload'. Red arrows point to the 'Subcontractor Spend' and 'Spreadsheet Upload' options. The table below lists various transactions with columns for Agency Name, Vendor Name, pCard, amount, date, and actions.

Agency Name	Vendor Name	pCard	Amount	Action Date	Vendor Type	Actions
Department of Small Business a... Supplier Diversity	IN DEMENTI STUDIO LLC	pCard	77003466			[Icons]
Department of Small Business a... Supplier Diversity	UPS 000071V996	pCard	000000000	\$24.66	Dec 30, 2019	[Icons]
Department of Small Business a... Supplier Diversity	AUTH0.COM	pCard	455233159	\$155.00	Dec 16, 2019	[Icons]
Department of Small Business a... Supplier Diversity	SNAP SOLUTIONS, LLC	pCard	270840877	\$227.06	Dec 16, 2019	[Icons]
Department of Small Business a... Supplier Diversity	IN PRODUCTIVE AV	pCard	000000000	\$4,429.00	Dec 12, 2019	[Icons]
Department of Small Business a... Supplier Diversity	EXPERIAN EXP PAY CC	pCard	311343192	\$114.80	Dec 13, 2019	[Icons]
Department of Small Business a... Supplier Diversity	EXPERIAN EXP PAY CC	pCard	311343192	\$104.04	Dec 13, 2019	[Icons]
Department of Small Business a... Supplier Diversity	NAVYOR ASSOC SOLUTIONS	pCard	000000000	\$2,499.00	Dec 04, 2019	[Icons]
Department of Small Business a... Supplier Diversity	SQ RITA RICKS	pCard	000000000	\$1,836.72	Dec 05, 2019	[Icons]
Department of Small Business a... Supplier Diversity	SNAP SOLUTIONS, LLC	pCard	270840877	\$235.96	Dec 10, 2019	[Icons]
Department of Small Business a... Supplier Diversity	SENDGRID 1-877-969-8647	pCard	000000000	\$79.95	Dec 03, 2019	[Icons]

- You will get a box that asks if your transactions were downloaded from the system. If you have 1 and only 1 subcontractor for each prime vendor, click the yes button. Your screen should now look like the below picture.

Upload Subcontractor Spend ✕

Does your Subcontracting Spend file consist of Primary Transactions downloaded from this application? *

Yes ←

No

- The file must contain transactions downloaded from this application.
- Subcontractor transactions can only be submitted against Cardinal and pCard transactions.
- Subcontractor transactions are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column names or format on the document.

Step 1:

1. From the table, select all transactions against which you wish to add subcontracting spend.
2. Click on 'Download' menu.
3. Select 'For Subcontracting Spend' option.

Step 2:

On the downloaded document -

1. Make the necessary changes on **Amount**, **Subcontractor Tax ID** and **Subcontractor Name** columns.

Step 3:

1. Save the document as .csv or .xls format, and upload here.

[Choose File](#)

Cancel
Upload

ill Business a... SQ RITA RICKS pCard 000000000 \$1,836.72 Dec 05, 2019

9. Click on Choose file to browse and find the file that you downloaded earlier.

Upload Subcontractor Spend ✕

Does your Subcontracting Spend file consist of Primary Transactions downloaded from this application? *

Yes

No

- The file must contain transactions downloaded from this application.
- Subcontractor transactions can only be submitted against Cardinal and pCard transactions.
- Subcontractor transactions are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column names or format on the document.

Step 1:

1. From the table, select all transactions against which you wish to add subcontracting spend.
2. Click on 'Download' menu.
3. Select 'For Subcontracting Spend' option.

Step 2:

On the downloaded document -

1. Make the necessary changes on **Amount**, **Subcontractor Tax ID** and **Subcontractor Name** columns.

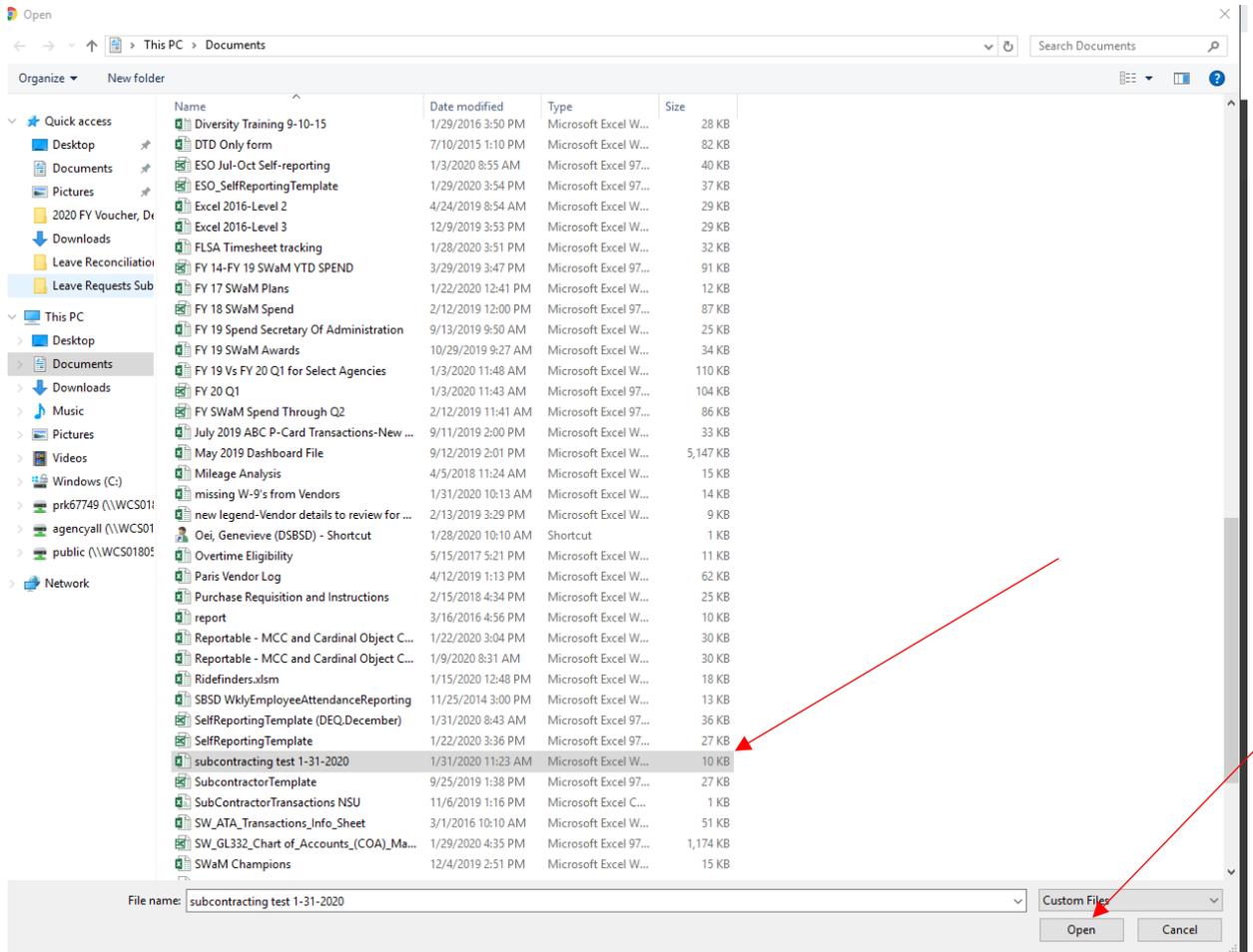
Step 3:

1. Save the document as .csv or .xls format, and upload here.

[Choose File](#) ←

Cancel
Upload

10. Browse and find the file on your computer (wherever you have saved it), click on the file and click the open button.



11. Click the Upload button

Agency

Department of Small Business and Supplier Diversity

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Search 12/01/2019 - 12/31/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$909.50	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	SNAP SOLUTIONS, LLC	Subcontractor	270840877	\$450.00	Dec 04, 2019	O	
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	Subcontractor	000000000	-\$450.00	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$397.13	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	SNAP SOLUTIONS, LLC	Subcontractor	270840877	\$100.00	Dec 04, 2019	O	
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	Subcontractor	000000000	-\$100.00	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	pCard	000000000	\$2,499.00	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	SNAP SOLUTIONS, LLC	Subcontractor	270840877	\$1,500.00	Dec 04, 2019	O	
Department of Small Business a... Supplier Diversity	NAYLOR ASSOC SOLUTIONS	Subcontractor	000000000	-\$1,500.00	Dec 04, 2019		
Department of Small Business a... Supplier Diversity	IN DEMENTI STUDIO LLC	pCard	770034661	\$650.00	Dec 23, 2019		
Department of Small Business a... Supplier Diversity	UPS 000071V996	pCard	000000000	\$24.66	Dec 30, 2019		

13. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manager icon.

Agency

Dashboard Data Management SWaM Plan

Department of Small Business and Supplier Diversity

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Small Business and Supplier Diversity	PAYPAL 3STARPAPERS	pCard	000000000	\$909.50	Dec 04, 2019		
Department of Small Business and Supplier Diversity	PAYPAL 3STARPAPERS	pCard	000000000	\$397.13	Dec 04, 2019		
Department of Small Business and Supplier Diversity	PAYPAL 3STARPAPERS	pCard	000000000	\$2,499.00	Dec 04, 2019		
Department of Small Business and Supplier Diversity	IN DEMENTI STUDIO LLC	pCard	770034661	\$650.00	Dec 23, 2019		
Department of Small Business and Supplier Diversity	UPS 000071V996	pCard	000000000	\$24.66	Dec 30, 2019		
Department of Small Business and Supplier Diversity	AUTH0.COM	pCard	455233159	\$155.00	Dec 16, 2019		
Department of Small Business and Supplier Diversity	SNAP SOLUTIONS, LLC	pCard	270840877	\$227.06	Dec 16, 2019	O	
Department of Small Business and Supplier Diversity	IN PRODUCTIVE AV	pCard	000000000	\$4,429.00	Dec 12, 2019		
Department of Small Business and Supplier Diversity	EXPERIAN EXP PAY CC	pCard	311343192	\$114.80	Dec 13, 2019		
Department of Small Business and Supplier Diversity	EXPERIAN EXP PAY CC	pCard	311343192	\$104.04	Dec 13, 2019		

Go to page 1 of 3

Show 10 entries

1 2 3

11:49 AM

14. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.

Agency: Commonwealth of Virginia

Dashboard | Data Management | SWaM Plan

Upload Manager

File Name	Content Type	Uploaded By	Status	Uploaded On	Errors
Template FY2020 Quarter 2 Subcontractor Expenditures Submittal_4_New.xls	Subcontractor	Inga	failed	Jan 31, 2020	
Template FY2020 Quarter 2 Subcontractor Expenditures Submittal_3_New.xls	Subcontractor	Inga	processing	Jan 31, 2020	
Template FY2020 Quarter 2 Subcontractor Expenditures Submittal_2_New.xls	Subcontractor	Inga	success	Jan 31, 2020	
Template FY2020 Quarter 2 Subcontractor Expenditures Submittal_1_New.xls	Subcontractor	Inga	success	Jan 31, 2020	
Template FY2020 Quarter 2 Subcontractor Expenditures Submittal_1_New.xls	Subcontractor	Inga	failed	Jan 31, 2020	
SelfReportingTemplate (DEQ,December).xls	Transaction	Genevieve	success	Jan 31, 2020	
SubcontractorTemplate-New Dashboard - December 2019.xls	Subcontractor	Nezette	success	Jan 31, 2020	
Adjustments - December.xls	Adjustment	Nezette	failed	Jan 31, 2020	
SWaM Adjustment Dec 19.xls	Adjustment	Laura	failed	Jan 30, 2020	
SWaM Adjustment Sept 19.xls	Adjustment	Laura	failed	Jan 30, 2020	
SWaM Adjustment Dec 19 Pt. 2.xls	Adjustment	Laura	success	Jan 30, 2020	
SWaM Adjustment Dec 19.xls	Adjustment	Laura	failed	Jan 30, 2020	
SubcontractorTemplate.xls	Subcontractor	Tonya	success	Jan 30, 2020	
SWaM Adjustment Dec 19 Pt. 2.xls	Adjustment	Laura	processing	Jan 30, 2020	
SWaM Adjustment Dec 19.xls	Adjustment	Laura	failed	Jan 30, 2020	
SWaM Adjustment Oct 19 Pt. 2.xls	Adjustment	Laura	success	Jan 30, 2020	

15. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.

Error Details

Line No	Error
168	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
303	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
307	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .

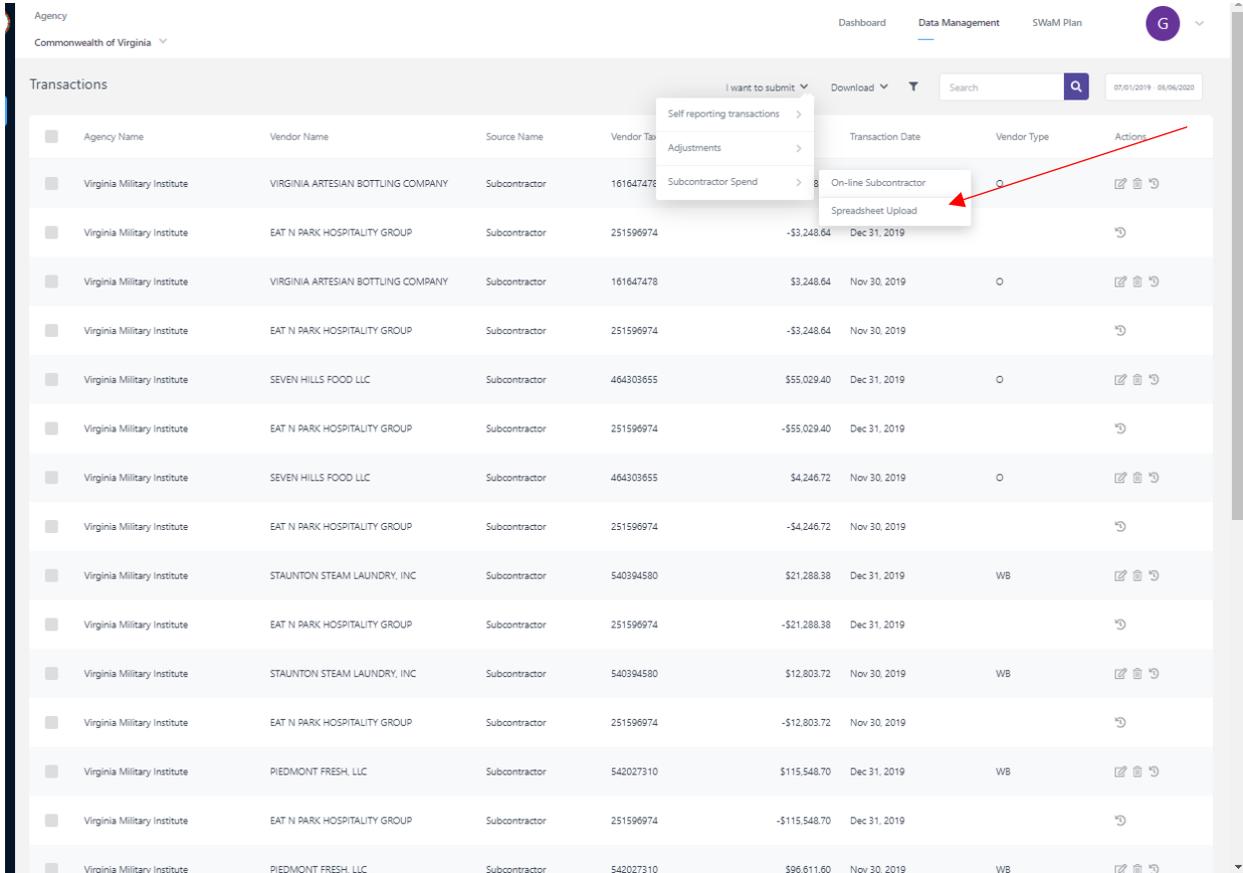
Close

Adjustment Laura failed

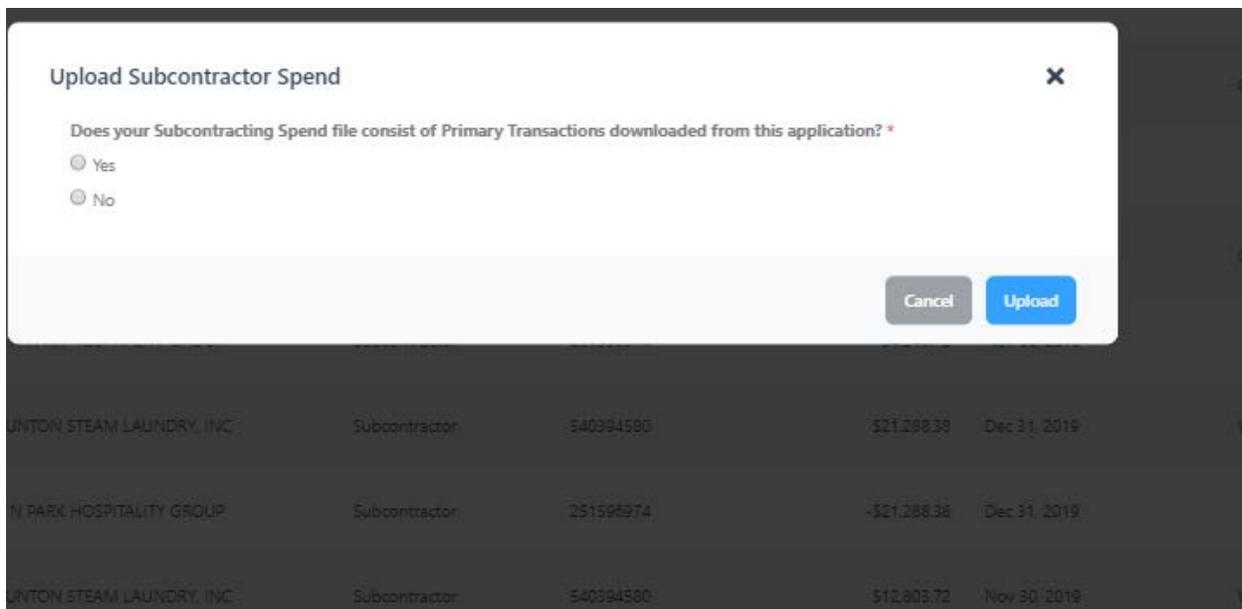
16. Re-open Excel Spreadsheet. Fix errors and re-upload the file.
17. Check to see if upload was successful.
18. Repeat the upload process if not successful.

Spreadsheet Upload if there is more than one Subcontractor per Prime Vendor

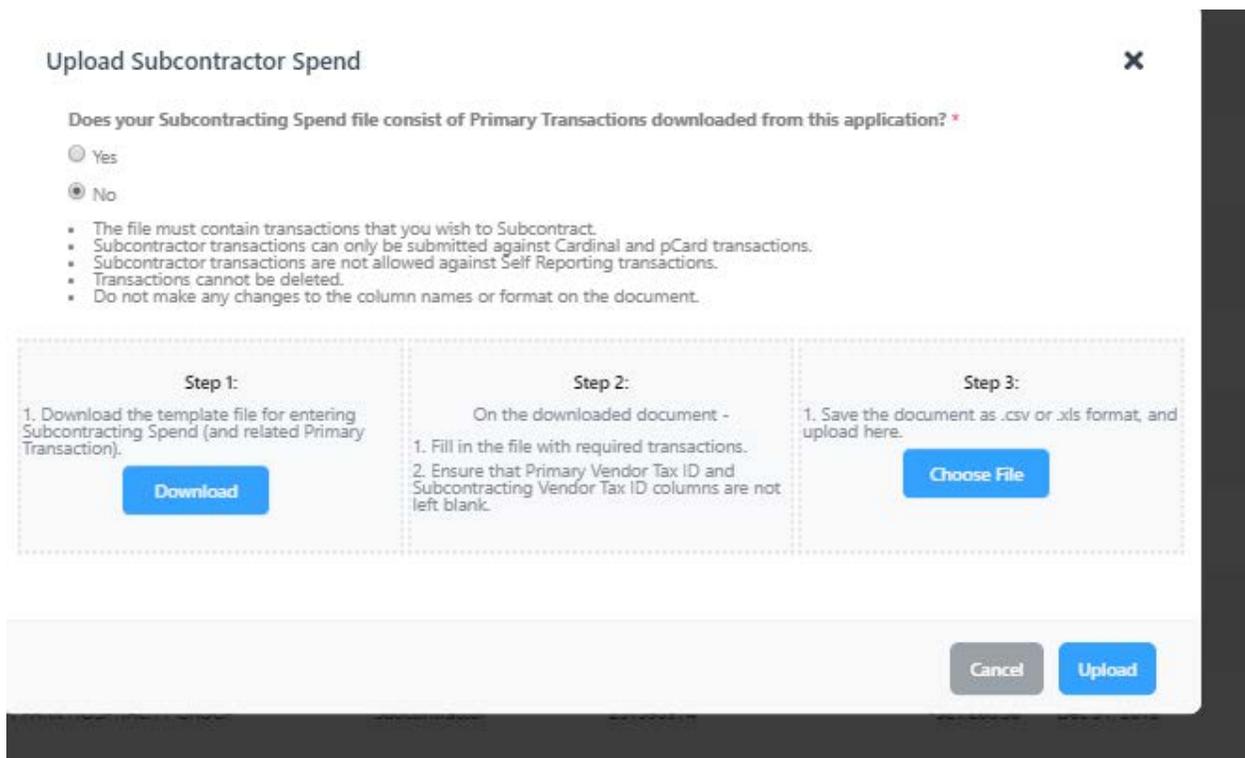
1. After logging into the dashboard and clicking on the data management tab, click on I want to submit-Subcontractor Spend-Spreadsheet Upload.



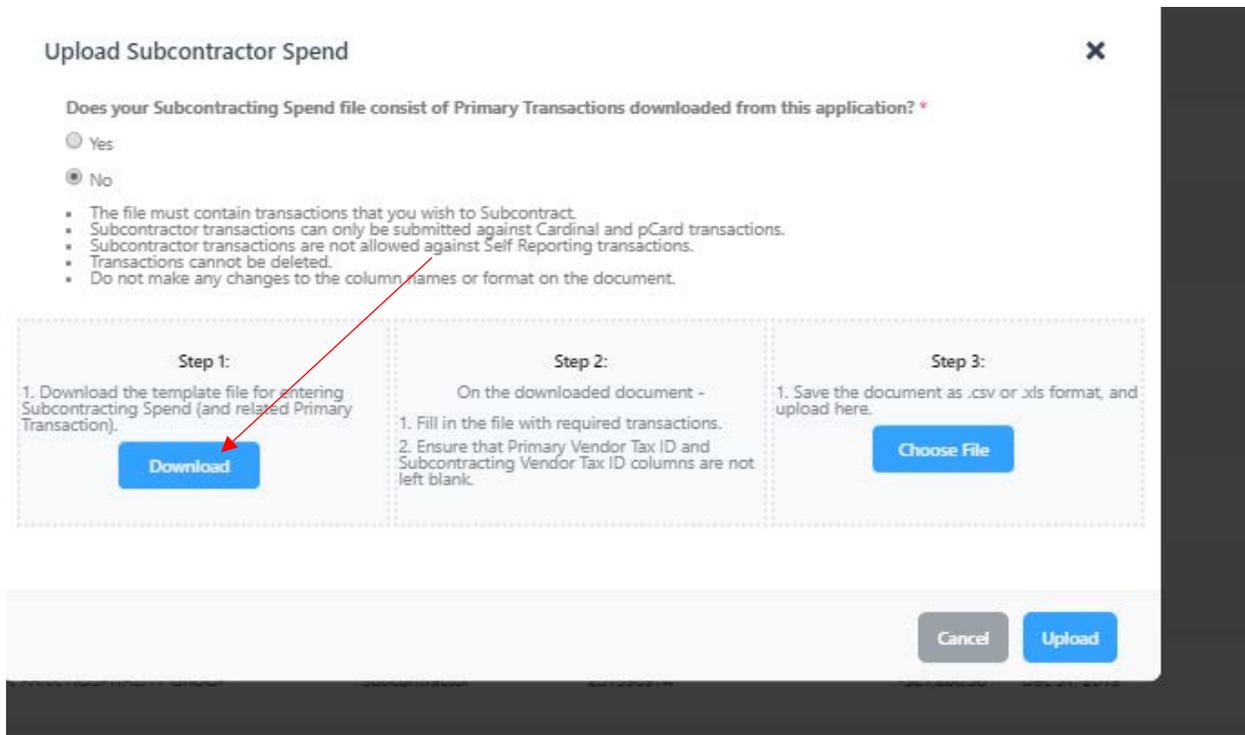
2. You will see a pop up box asking if you downloaded the transactions from the system. Click No.



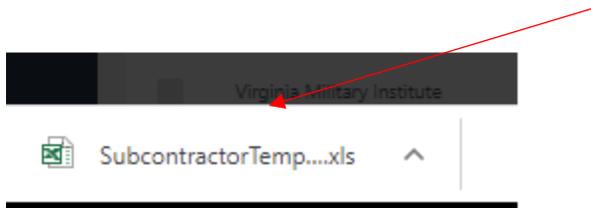
3. You will then see a box like this:



4. Click the download button to download the template.

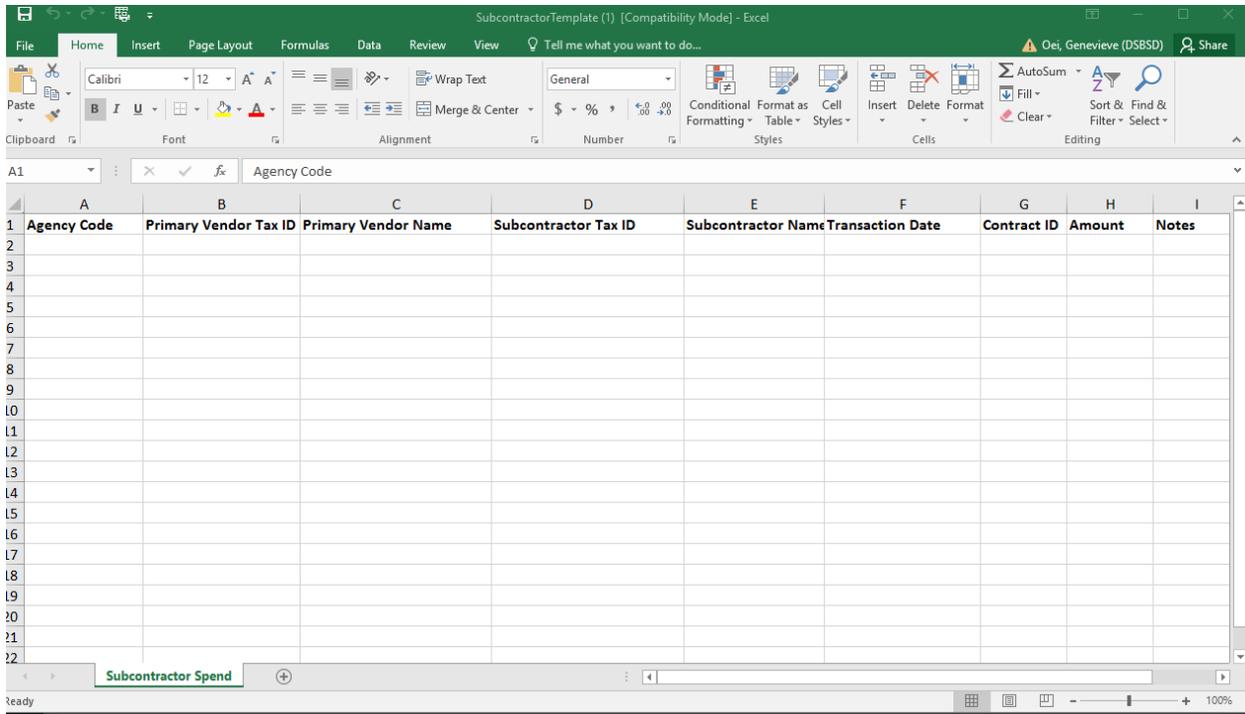


5. The downloaded file will show in the bottom left corner of your computer screen.



6. Click on the file to open it.

The opened file should look like this:



You may see a button that says enable editing. You will need to click this button.

7. Fill out the Spreadsheet with all the necessary information. The Primary Vendor Tax ID and Subcontractor Tax Id should have 9 digits, include leading 0's if necessary to make tax ID's 9 digits. Transaction date must be in mm/dd/yyyy format. Contract ID is an optional field. Leave it blank if there is no contract ID are it is unknown. The Amount field should have two digits after the decimal place. Save the spreadsheet when you are done. Do not change any of the formatting or change the version of excel that the template is saved in.
8. Once the Spreadsheet has been Saved, go back to the Data Management Tab in the Dashboard and Click on I want to submit-Subcontractor Spend-Spreadsheet Upload.

Then click the no option again. Under step three, browse to choose your file.

Upload Subcontractor Spend ✕

Does your Subcontracting Spend file consist of Primary Transactions downloaded from this application? *

Yes

No

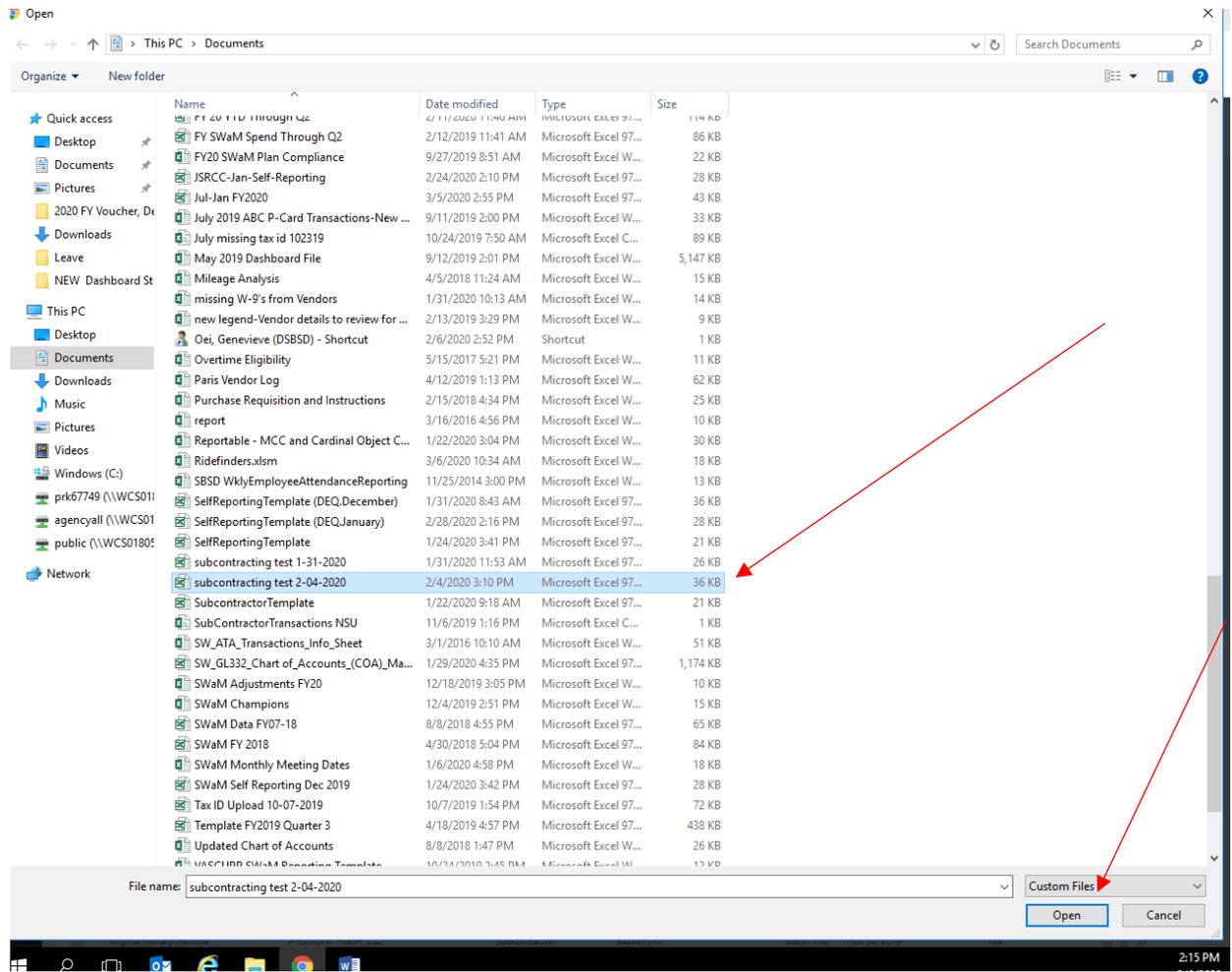
- The file must contain transactions that you wish to Subcontract.
- Subcontractor transactions can only be submitted against Cardinal and pCard transactions.
- Subcontractor transactions are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column names or format on the document.

Step 1:	Step 2:	Step 3:
1. Download the template file for entering Subcontracting Spend (and related Primary Transaction).	On the downloaded document - 1. Fill in the file with required transactions. 2. Ensure that Primary Vendor Tax ID and Subcontracting Vendor Tax ID columns are not left blank.	1. Save the document as .csv or .xls format, and upload here.
Download		Choose File

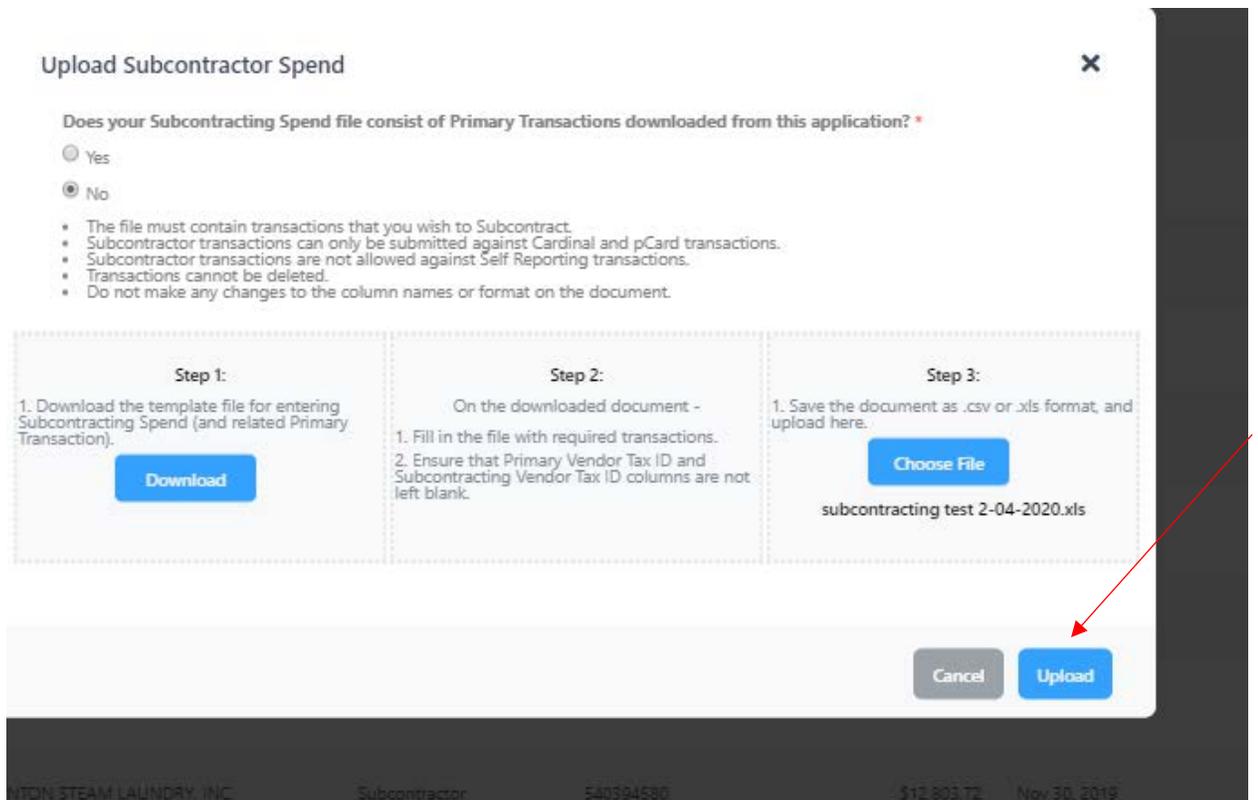
[Cancel](#) [Upload](#)



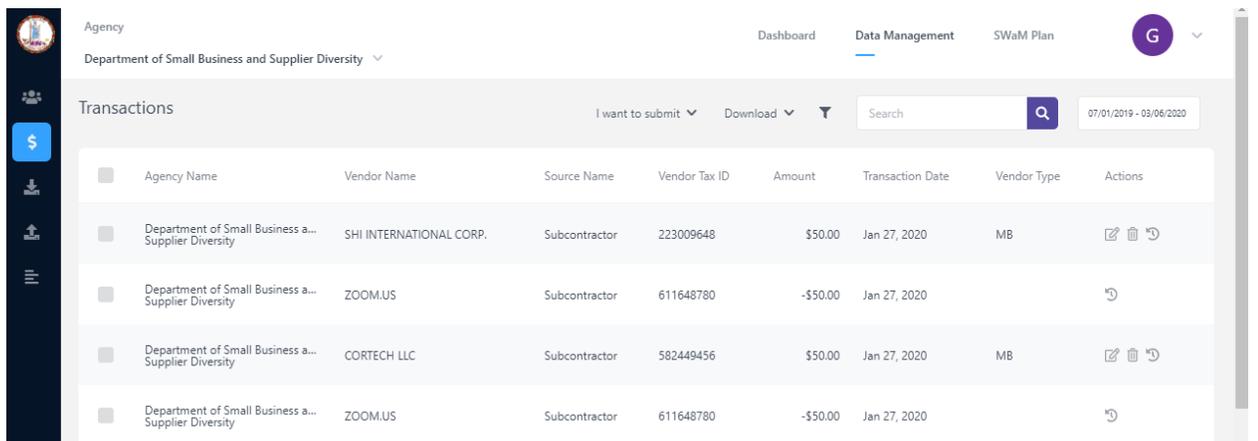
9. Click on the file. Then click on the open button.



10. Click on the Upload Button.



11. You should see either a green success or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the subcontracting spend on the screen.



12. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manger manager icon.

Agency Department of Small Business and Supplier Diversity

Dashboard Data Management SWaM Plan

Transactions I want to submit Download Search 07/01/2019 - 03/06/2020

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Small Business a... Supplier Diversity	SHI INTERNATIONAL CORP.	Subcontractor	223009648	\$50.00	Jan 27, 2020	MB	
Department of Small Business a... Supplier Diversity	ZOOM.US	Subcontractor	611648780	-\$50.00	Jan 27, 2020		
Department of Small Business a... Supplier Diversity	CORTECH LLC	Subcontractor	582449456	\$50.00	Jan 27, 2020	MB	
Department of Small Business a... Supplier Diversity	ZOOM.US	Subcontractor	611648780	-\$50.00	Jan 27, 2020		
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$3,493.13	Jan 02, 2020	WB	
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$11,275.00	Jan 01, 2020	WB	
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$3,493.13	Jan 01, 2020	WB	
Department of Small Business a... Supplier Diversity	MANSFIELD OIL CO OF GAINESVILLE INC	Cardinal	581091383	\$11.19	Jan 01, 2020		
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$1,164.37	Jan 01, 2020	WB	
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$1,164.37	Jan 02, 2020	WB	
Department of Small Business a... Supplier Diversity	TRIAD TECHNOLOGY PARTNERS LLC	Cardinal	264737500	\$11,132.00	Jan 01, 2020	WB	

13. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.

Agency Department of Small Business and Supplier Diversity

Dashboard Data Management SWaM Plan

Upload Manager

Search

File Name	Content Type	Uploaded By	Status	Uploaded On	Errors
subcontracting test 3-06-2020.xls	Subcontractor	Genevieve	success	Mar 06, 2020	
subcontracting test 3-06-2020.xls	Subcontractor	Genevieve	failed	Mar 06, 2020	
subcontracting test 1-31-2020.xls	Subcontractor	Genevieve	success	Jan 31, 2020	
Transaction-20180701-20190630.xlsx	Adjustment	Kelly	failed	Jun 06, 2019	
adjustments 6-6-19.xlsx	Adjustment	Genevieve	failed	Jun 06, 2019	
Adjustment File 5.30.19 CSV.csv	Adjustment	Jennifer	success	May 30, 2019	
Adjustment File 5.30.19 SBSD.xlsx	Adjustment	Jennifer	success	May 30, 2019	
Adjustments 3-13-19.xlsx	Adjustment	Genevieve	failed	Mar 13, 2019	
adjustments 2-22-19.xlsx	Adjustment	Genevieve	failed	Feb 22, 2019	
adjustments 2-22-19.xlsx	Adjustment	Genevieve	failed	Feb 22, 2019	
adjustments 2-22-19.xlsx	Adjustment	Genevieve	failed	Feb 22, 2019	
adjustments 2-22-19.xlsx	Adjustment	Genevieve	failed	Feb 22, 2019	

14. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.

Error Details ✕

Line No	Error
1	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
2	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
3	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
4	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
5	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .
6	Primary Vendor Tax ID and Subcontractor Tax ID cannot be same .

Close

Subcontractor Vico failed

15. Re-open Excel Spreadsheet. Fix errors and re-upload the file.

16. Check to see if upload was successful.