

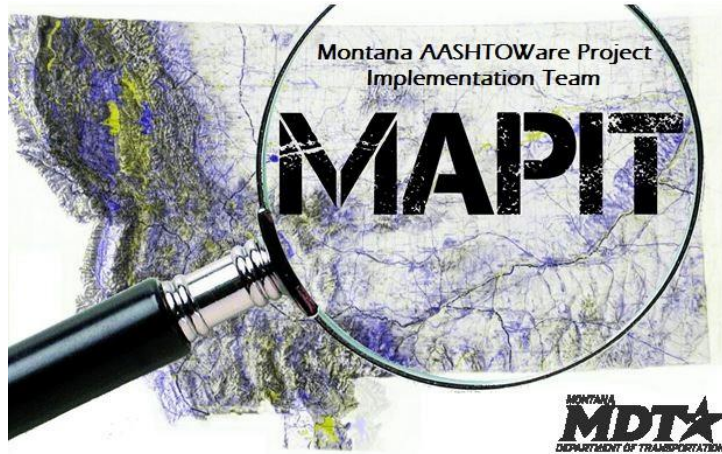


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Contract Vendor Assets

Date: November 30, 2017
Updated: August 26, 2019





MONTANA DEPARTMENT OF TRANSPORTATION
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❑ **Process Definition**

The Contract Vendor Asset Summary allows the Equipment, Personnel Types and Supervisors in the Vendor's Asset Summary to be associated to a specific contract. Each contract can have one or more "approved" vendors. The Vendor Asset Summary data of the prime contractor and any approved subcontractors will be available to associate with the Contract.

❑ **Acronyms and Definitions**

- CSS – Construction Systems Section
- DEO – District Engineering Officer
- EPM – Engineering Project Manager
- MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. The District Office Engineers (DEO) will add the contractor’s generic equipment to the Vendor Asset Summary. The EPM’s will maintain the equipment for the Contract Vendor Asset Summary. Equipment may be selected from the vendor's list or specific equipment added at the contract level.
 - a. Navigate to Construction > Contract Vendor Assets
 - b. Click on the Row Action button of the desired vendor and select Open Equipment.
 - c. To select all generic equipment at the global level, click on the arrow button next to the New button and select Select Vendor Equipment.
 - d. Select an Effective Date and Status = Active.
 - e. Click in the search box and hit enter to display all equipment. Click Select All.
 - f. Click the Add to Contract Vendor button.
 - g. Click Save.

Select Vendor Equipment ✕

Effective Date
01/23/2017

Status
ACTIVE - Active

Expiration Date

Type search criteria or press Enter Advanced Showing 8 of 8

Select: All | None 8 selected

Equipment ID	Equipment Description
✓ BACKHOE	Backhoe
✓ BROOM	Broom
✓ DOZER	Dozer
✓ EXCAVTR	Excavator
✓ GRADER	Grader
✓ OTHER	Other
✓ PICKUP	Pickup
✓ TRKCONC	Truck-Concrete

- h. To add specific equipment at the contract level, click on the New button.
- i. Select an Effective Date and Status = Active.



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- j. Enter an Equipment ID and Description.
- k. Click Save.

Active

Equipment ID: LOADER Equipment Description: Loader Effective Date: 01/23/2017 Expiration Date: Status: ACTIVE - Ac...

2. The District Office Engineers (DEO) will add the contractor’s generic personnel types to the Vendor Asset Summary. The EPM’s will maintain the personnel types for the Contract Vendor Asset Summary. Personnel types may be selected from the vendor's list or specific personnel types added at the contract level.
 - a. Navigate to Construction > Contract Vendor Assets
 - b. Click on the desired vendor and select Actions > Open Personnel
 - c. To select all generic personnel types at the global level, click on the arrow button next to the New button and select Select Vendor Personnel
 - d. Select an Effective Date and Status = Active.
 - e. Click in the search box and hit enter to display all personnel types. Click Select All.
 - f. Click the Add to Contract Vendor button.

Select Vendor Personnel

Effective Date: 01/23/2017 Expiration Date: Status: ACTIVE - Active

All rows matching current search criteria already selected. Enter Advanced Showing 9 of 9

Select: None 9 selected

Personnel ID	Personnel Description
<input checked="" type="checkbox"/> CARP	Carpenters
<input checked="" type="checkbox"/> ELECT	Electricians
<input checked="" type="checkbox"/> IRON	Iron Workers
<input checked="" type="checkbox"/> LABR	Laborer
<input checked="" type="checkbox"/> LINE	Line Construction
<input checked="" type="checkbox"/> PAINT	Painter
<input checked="" type="checkbox"/> POWER	Power Equipment Operator
<input checked="" type="checkbox"/> TRUCK	Truck Driver
<input checked="" type="checkbox"/> WELD	Welder

Add to Contract Vendor

- g. Click Save.
- h. To add specific personnel at the contract level, click on the New button.
- i. Select an Effective Date and Status = Active.
- j. Enter an Personnel ID and Description.
- k. Click Save.

Active

Personnel ID: BRICK Personnel Description: Brick Layer Effective Date: 01/23/2017 Expiration Date: Status: ACTIVE - Ac...

3. The District Office Engineers (DEO) will add the contractor’s supervisor names to the Vendor Asset Summary. The EPM’s will maintain the supervisor names for the Contract Vendor Asset Summary. Supervisors may be selected from the vendor's list or specific supervisors may be added at the contract level.



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- a. Navigate to Construction > Contract Vendor Assets
- b. Click on the desired vendor and select Actions > Open Supervisors
- c. To select all generic supervisors at the global level, click on the arrow button next to the New button and select Select Vendor Supervisors
- d. Select an Effective Date and Status = Active.
- e. Click in the search box and hit enter to display all supervisors. Click Select All.
- f. Click the Add to Contract Vendor button.
- g. Click Save.

Effective Date: 01/23/2017
Expiration Date:
Status: ACTIVE - Active

All rows matching current search criteria already selected. Enter Advanced Showing 5 of 5

Select: None 5 selected

Staff ID	Staff Description
✓ 1	Kautz, Glen
✓ 2	Meyer, Bradley
✓ 3	Rubenski, James
✓ 4	Smith, Joel
✓ 5	Wilke, Kate

Add to Contract Vendor

- h. To add specific supervisors at the contract level, click on the New button.
- i. Select an Effective Date and Status = Active.
- j. Enter a Supervisor ID and Description.
- k. Click Save.

Active

Staff ID: 6
Staff Description: Smith, Joe
Effective Date: 01/23/2017
Expiration Date:
Status: ACTIVE - Ac...

- ❑ **IT Systems Interfaces Outside of AASHTOWare Project**
- ❑ **Process Exceptions**
- ❑ **Business Change Summary**

Specific equipment and personnel types and contractor staff can be added and maintained at the contract level without affecting the vendor or generic reference data levels.

- ❑ **Comments**