# Policy & Procedure Document

Last Modified: 05/02/2011
Reviewed for Version: SiteManager 3.7

**SECTION:**    1100 - Materials Management

**ITEM NUMBER:**    1105.6

**ITEM:**    PRODUCER/SUPPLIER    **REVISED: 05/02/2011**

## SCOPE:

To establish the policy and procedure for maintaining the SiteManager producer/supplier information.

## GENERAL:

Producer/Supplier is SiteManager terminology for entities that produce and/or supply materials for use or potential use on OkDOT projects. The Producer/Supplier window is used to add Producer/Suppliers , modify and/or view information about them. Producer/Suppliers must first be entered in this window to be available for selection when making material associations described in 1105.7 Producer/Supplier Materials. SiteManager allows for the association of a material to a Producer/Supplier, not a specific plant. However, filtered plant information is available for selection on a sample information record once a Producer/Supplier is selected.

In OkDOT, the Producer/Supplier window will be populated and maintained by the MATADMIN group. If a Producer/Supplier needs to be added into SiteManager, or if changes are required to existing Producer/Supplier information, users should fill out an electronic SiteManager Support Request Form requesting such information be added or changed.

| SiteManager Access Assignments | | | | |
|---|---|---|---|---|
| **Central Office** | | | | |
| Group Code | Group Name | Update | Inquiry | None |
| CENADMIN | Central Office Administration | | | X |
| FHWA | Federal Highway Administration | | X | |
| CENINQRY | Central Office Inquiry Group | | | X |
| REGSERV | Regulatory Services | | | X |
| SYSADMIN | System Administration | X | | |
| **Construction Division** | | | | |
| Group Code | Group Name | Update | Inquiry | None |
| CONSADMN | Construction Administration | | X | |
| CONEST | Construction Estimate Processor | | | X |
| CONSLOAD | Construction Project Load | | | X |
| **Field Division** | | | | |
| Group Code | Group Name | Update | Inquiry | None |
| DIVADMIN | Field Division Administration | | X | |
| DIVAUDIT | Field Division Auditor | | X | |
| DIVINQRY | Field Division Inquiry | | X | |
| **Materials Division** | | | | |
| Group Code | Group Name | Update | Inquiry | None |
| MATADMIN | Materials Administrator | X | | |
| MATAUTH | Materials Authorizations | | X | |
| MATIAS | Materials Independent Assurance | | X | |
| MATINQRY | Materials Inquiry | | X | |
| MATSTA | Materials Sampling Testing & Approval | | X | |
| MATTEST | Materials Tester | | X | |
| MATTRAIN | Materials Training | | | X |
| **Residency** | | | | |
| Group Code | Group Name | Update | Inquiry | None |
| RESADMIN | Residency Administration | | X | |
| RESAUDIT | Residency Auditor | | X | |
| COUNTPRT | Contractor Counterpart | | | X |
| RESINQRY | Residency Inquiry | | X | |
| RESLABMN | Residency Lab Manager | | X | |
| RESLABTC | Residency Lab Technician | | X | |
| RESINSP | Residency Inspector | | X | |
| RESPRMAN | Residency Project Manager | | X | |
| RESSCTRY | Residency Secretary | | X | |

When a producer/supplier is selected from the Select Producer/Supplier List, the Maintain Producer/Supplier window displays the following:

**Description Folder Tab**

The Description Folder Tab is used for the basic Producer/Supplier information and contains the following fields:

**Producer Supplier Code -** This is the OkDOT defined ID for a source of a material. In OkDOT the Code format for Producer/Suppliers will typically be mXXXXX where the X's will be a consecutive 5-digit counter (Example: m00270). For pits and quarries tracked in other material test tracking systems by the Materials Division, a 4-digit "Pit Number" will follow. (Example: m002701001) where 1001 indicates the Pit Number.

**Producer Supplier Type -** This identifies the type of a source.  Examples: Coarse Aggregate, Fine Aggregate, Bituminous Materials etc.  (This is a useful field to sort by when using the Open Icon > Find Window)

**Producer Supplier Name** *-* This is the name of the source.  In OkDOT, unless plants are listed for the Producer/Supplier, the Producer/Supplier name is the name of the Producer/Supplier and when relevant, followed by the city and state in parenthesis.  Example: Dolese Co (Ardmore, OK).  If plants are listed, the Producer/Supplier name will be void of the city and state and instead, the city and state will be listed behind each plant name.

**Vendor ID -** This is an optional field and is for linking a Producer/Supplier to their corresponding entry in the Master Vendor List.  OkDOT will not use this field at this time.

**Geographic Area -** This is the geographical area where the source is located.  In OkDOT, the options are the Oklahoma County or the State if outside of Oklahoma.  If plants are listed for the Producer/Supplier, this field will be set to "Reference Plants".

**Location -** This is an optional field and could be used to indicate the source type of location (e.g., GIS, point, geodetic coordinates, etc.) OkDOT will not use this field on this tab at this time.

**Approval Level - OkDOT** will not use this field on this tab at this time.

**Location Description -** This field will include a description of the available location information.  This will include legal descriptions when available and relevant, or could include driving directions.  Example for quarry: N 1/2 Sec 3, T15N, R18E

**DBE -** This is for selecting the DBE type.  OkDOT will not use this field in this window at this time

**Contact -** This is the name of the producer supplier contact person, when available.

**Status -** This indicates if the source is active or inactive.

**Status Date -** This is the system-captured date when the status was last changed.

**Last Modified User ID -** This is the system-captured user ID of the last user to update the record.

**Last Modified Date -** This is the system-captured date when the last change to the record was made.

**Remarks Bubble -** This will be used to include remarks about the Producer / Supplier.  Whenever there is a name change, the date of the change is to be captured here, as well as the name changed from and to specific information.  This will allow the continued use of the Producer / Supplier Code and serve to track the name change history.

## Plants Folder Tab

The Plants folder tab will be used in OkDOT to maintain certain information on plants.  Examples: concrete and asphalt plants.

**Producer/Supplier -** This displays the selected producer/supplier's code. An adjacent field displays the producer/supplier's name.

When a plant is selected from the list, information about that plant is displayed in the lower window. The lower window is used to build the plant list and includes the following fields:

**Plant ID -** This is the OkDOT defined ID for a plant. In OkDOT, the naming convention will be the first 6 digits of the Producer/Supplier Code followed by a dash - then a two digit sequential counter number beginning with 01. Example: m00270-01. For the initial loading, plants were sorted alphabetically by name and numbered accordingly. Plants will be added using the next highest sequential counting number.

**Plant Type -** This identifies the type of plant. Example: PC Conc Batch

**Plant Name -** This is the name of the plant. In OkDOT, this Name will be definitive to include available referenced numbers such as #04 and followed by the (City, State). Example Name: Arkhola-Rainbow #04 (Collinsville, OK). Prior referenced numbers will contain insignificant leading zeros so that they will properly sort.

**Portable Plant -** This check box is used to indicate that a plant is portable.

**Last Inspected Date -** This field is for the date the plant was last inspected. In OkDOT, the date in this field will be 01/01/01 to initially enter data. Users should note 01/01/01 as a "dummy" date. OkDOT will not actively pursue maintaining the actual last inspection date in this field at this time.

**Plant Status -** This indicates if the plant is active or inactive.

**Location -** This is an optional field and will be used to indicate the OkDOT Field Division in which the plant is located.

**Geographic Area -** This field is for the geographical area where the plant is located. This will be used to indicate the Oklahoma County in which the plant is located or, if not in Oklahoma, the State in which the plant is located.

**Location Description -** The Location Description is any additional available information that may assist in discovering the physical location of the plant.

- Address Functionality

Whenever possible, the address information is listed. If a Producer / Supplier has plants listed, the address information for the Producer / Supplier will be entered as follows*:

**Address For:** Producer / Supplier's Name
**City:** *Reference Plant
**State/Prov.:** the state of the primary office of the Producer / Supplier
**Latitude:** Degrees(DD), minutes(MM) and seconds(SS), entered in format: DDMMSS. Always enter as positive, reporting utilities should always consider Latitude as positive.

**Longitude:** When Degrees is 2 digits (DD), minutes(MM) and seconds(SS), entered in format: DDMMSS.  When Degrees is 3 digits (DDD), minutes(MM) and seconds(SS), entered in format: DDDMMSS.  Always enter as positive, reporting utilities should always adjust to consider Longitude as negative.

**E-Mail** (if available)

"Reference Plant" will display adjacent to the selected Producer / Supplier on the first tab of the sample information record.  This should serve as a cue for users to select the appropriate plant on the second tab of the sample information record.

For listed Plants, the address will be listed normally.

**Changes to previous versions of this Policy:**

Note:  The previous version (7/14/2006) of this policy is available in the cancelled Policy and Procedures folder.

5/2/2011: Added data entry format information for Latitude and Longitude data.