

# Policy & Procedure Document

Last Modified: 07/14/2006  
Reviewed for Version: SiteManager 3.7

**SECTION:** 1100 - Materials Management

**ITEM NUMBER:** 1105.7

**ITEM:** PRODUCER/SUPPLIER MATERIALS

**REVISED:** 07/14/2006

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## **SCOPE:**

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

## **GENERAL:**

The Producer/Supplier Materials window is used to associate a material to a producer / supplier. It is also used to modify and/or view information about materials produced or supplied by a selected Producer/Supplier. The Producer/Supplier materials data is used for validation when entering sample data and during the Materials Generation process. A material to Producer/Supplier relationship may also have remarks attached to it.

For a material's sampling and testing requirements to be monitored, that specific material must first be associated to a Producer/Supplier in this window. However, a Producer/Supplier does not have to be selected for a material for a material's sampling and testing requirements to be successfully added to a contract during the Materials Generation process. The Producer/Suppliers may be selected after the Generation.

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

Additions and modifications in this window shall be approved by the Materials Engineer.

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 Producer Supplier List, the Producer / Supplier Materials window displays the following:

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

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

**Material Code** - This field is used to select and then display a material code for association and listing. An adjacent field displays the material's description.

**Material Category** - This displays the selected material's category.

**Approval Status** - This field is used to select and then display the status of the selected material's association. Examples: Approved, Pending Rejected, Revoked, Suspended. Materials added to this list based on successful qualification testing of a standard material will have a status of "Verify qualxxx Listing" (many aggregates are listed this way).

**Source Type** - This field will be used by OkDOT to indicate the basis for approval. Examples: Non-Specific, QC Agreement, Letter of Approval

**Effective Date** - This is the date the material became active for the Producer/Supplier in SiteManager. The default entry for Effective Date is the date the record was created.

**Expiration Date** - This is the date the selected and displayed status expires. It is not a required field and will initially read 00/00/00 unless a particular status is known to have an expiration date, then the date of expiration of that status may be entered. If or when periodic status review processes are established, this field may be a useful means of determining in advance when those status review processes should occur. It would appear this field is utilized for the days to expiration criteria functionality of 1106.5 Materials Expiring for Sources Report.

**Sample ID** - This is an optional field for linking to an electronic sample information record. The search lens displays only sample information records with the same material code. Until such time that electronic sample information records may become relevant and may be required to be linked, this field will be blank.

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

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