

Managing Subcontracts (External)

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- The Subcontract Overview includes information about the contract and its associated subcontracts.
- The **Item Worksheet** tab of the Subcontract Summary contains all of the item information for the selected subcontract.

Key to Action Buttons

-  Global Actions menu (top of the screen)
-  Component Actions menu (on headings)
-  Row Actions menu (on rows)

Role(s): Subcontract Entry (Contractor)

Adding Items to a Subcontract

1. Log on to AASHTOWare Project.
2. From the Contract Administration Overview component, click the **Show first 10** link and manually look for the contract you need to add a subcontract.
 - **Note:** You can also use **Quick Find** search box to search for the contract to add a Subcontractor for.
 - **Note:** Only the contracts you have access to will be shown.
3. Click on the **Contract ID** link.
4. Click the **Subcontracts** quick link.
 - **Note:** Quick links are located at the top of the screen.
 - **Note:** The **Subcontract Overview** page will list all the previously entered Subcontracts on this contract. To view any of the Subcontract record information, click on the **Sub Num** link for the corresponding Subcontract.
5. Click the **Sub Num** link for the subcontract to add item information.
 - On the **Detail** tab, you will see information regarding this Subcontract.



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- **Note:** If this Subcontract is a trucking company or a supplier, click on the corresponding **Trucker** or **Supplier** check box. When clicking on either the **Trucker** or **Supplier** check box, a new field will appear to enter the subcontract amount. Click the **Trucker Amount** or **Supplier Amount** field, enter the corresponding amount.
 - **Note:** If this Subcontract is a specialty subcontract, click on the **Specialty Subcontract** check box.
 - **Note:** If there are any relevant comments that need to be passed on to the Vendor, they will be displayed in the Comments field.
6. Click on the **Item Worksheet** tab. This is where you will select the Items that the Subcontractor is allowed to work on.
 7. Click the **Select Items** button.
 8. On the modal screen, click **Show first 10** or use the **Quick Find** search box to find the specific item.
 9. Select the item(s) to add to the subcontract.
 - **Note:** Multiple items can be selected, and a count of the items selected at the top right on the modal screen. If you click on the **[#] selected** link, then a list of selected items will display.
 10. Click the **Add to Subcontract** button.
 11. Click in the **Qty** field, and edit the quantity for subcontract item, if needed.
 12. Click the **Unit** field, and edit the unit for the subcontract item, if needed.
 13. Click in the **Prime Price** field, and edit the prime price, if needed.
 14. Click the **Save** button.
 - **Note:** If an item is accidentally added to a Subcontract and needs to be removed, click on the row **Actions** menu for the item to delete and click on the **Mark for Deletion** icon. Then, click the **Save** button.
 15. Once all items have been entered and the necessary information has been updated, then this Subcontract is ready to be submitted.
 - Click on the **Detail** tab.
 16. Click on the **Subcontract Items Entered** field, enter today's date.
 - **Note:** You can also use the **Subcontract Items Entered Date Picker** icon to click on today's date.
 17. Click the **Save** button.
 - **Note:** Once a date is entered in the **Subcontract Items Entered** field and is saved. An email will automatically be sent to the ODOT notifying them Items have been entered and are ready for review.