

SiteXchange Contractor Procedure for Request of Subcontract Approval

*******IMPORTANT*******

- Only use the most **CURRENT** Contract file when entering the subcontract information.
- Do Not Modify an “**APPROVED**” Subcontractor’s record within SiteXchange. Create a New Record for that subcontractor to add additional items.
- **CONTACT** the District Office for support to correct any erroneous information that has been submitted to INDOT using SiteXchange.

- Register for SiteXchange at the INDOT Technical Application Pathway.
 1. After registering for SiteXchange at ITAP you will receive ALL awarded, active and NOT substantially complete Contracts via Email (Contracts Starting from January 2008 to current Date).
- SiteXchange Application
 2. Create Folder for SiteXchange files
 3. Download SubCon.exe and Vendor.bin List from web site Doing Business with INDOT> Contractors page. Note: to have the most updated list of vendors, download Vendor.bin file daily.
 4. Receive Contract Files via email. (See #1 above)
 5. Add information for Sublet work in SubCon Contract File
 6. Perform Check of contract file
 7. Agree to statement on Miscellaneous Data Sheet
 8. Print SiteXchange SubCon Report and retain with Contract’s file
 9. Email files to INDOT at: SubcontractReview@indot.in.gov
- INDOT approves Subcontract request
- Updated Contract file sent to contractor. The Contract file is in the format of XX_#####_YYYYMMDD.con. Example R__29900_20100126.CON where the R__29900 is the awarded contract and the 20100126 is the generated date of the file (i.e. 20100126 is the date 01/26/2010).
- Process of requesting approval of subcontracted work repeats (see step 5 – 9 above)