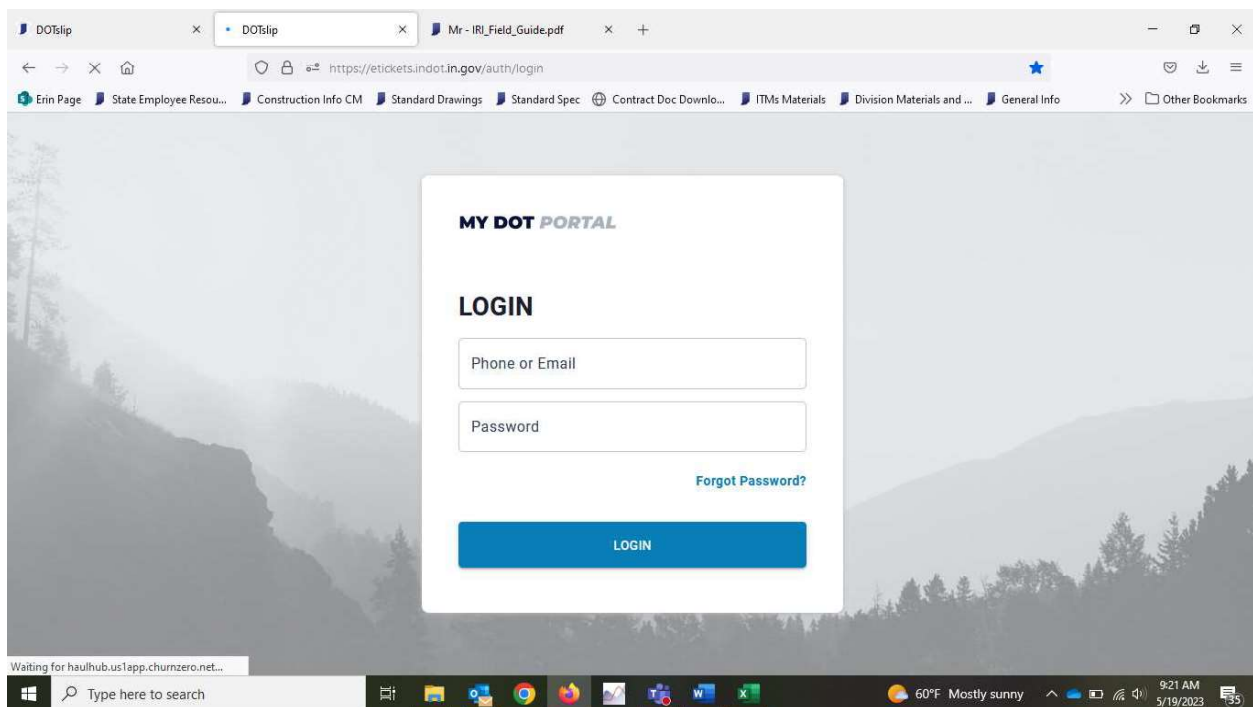


e-Ticket FCR Documentation Guide

- This guide provides e-ticket documentation requirements when using **MyDOT Portal** only.
- Follow the steps below for at most **each two week pay estimate period** that e-tickets are delivered to the Portal.
- The excel **Finals Report** and PDF **Slip Report** of e-tickets packaged for each material on each date should be placed in the **Intelligent File Cabinet “Weigh Ticket Information”** folder.
- Within the **Intelligent File Cabinet “Weigh Ticket Information”** folder, follow standard **FCR Nomenclature Guidance** to name each Finals Report and each Slip Report by CLN or Material Type for each date.
- **Note:** Prior to finalizing e-ticket reports for any date, the PEMS should review all e-tickets in either the **DOTportal** or in the **DOTslip** app to ensure that the status of all tickets has been reviewed and the e-tickets are acceptable as the basis for payment or source document for the material.

- 1) Open **MyDOTPortal** (<https://etickets.indot.in.gov/>) and **login**, if this is your first login you will need to setup a username and password. (See **Construction Memo 22-03 “e-ticket implementation”**)



- 2) Scroll Down and find your **contract number and description** in the Portal as shown. (For this example: R-41461, ON SR 129 From US 50 to SR 48)

The screenshot shows the DOTslip portal interface. The project title "ON SR 129 FROM US 50 TO SR 48 A..." is highlighted with a red box and a red arrow. Below it, the "State Project Number" is "R-41461", also highlighted with a red box and a red arrow. The portal includes a search bar, filters for material type and status, and a table of material breakdown.

Material Breakdown	# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
242008 - 19mm Int	1852	31,920.63 (1537)	6,181.71 (305)	82.00 (4)	72.50 (13)

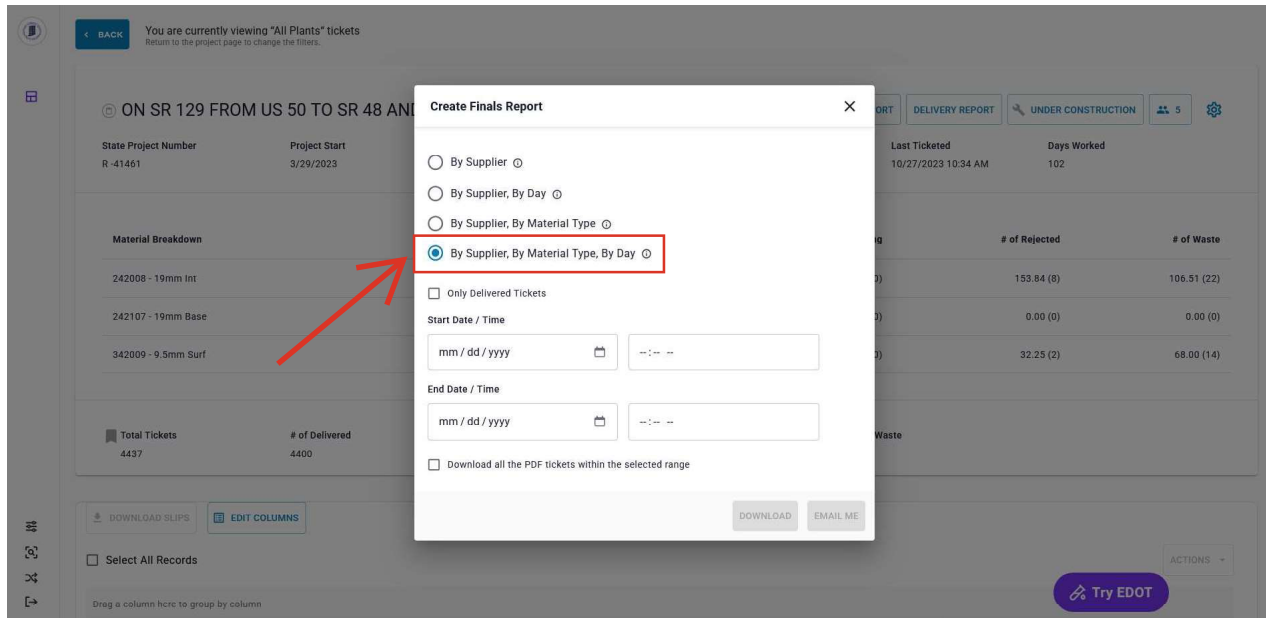
- 3) Select **Finals Report** as shown, this will generate excel files for each material type with individual sheets for each supplier and will list every e-ticket received and marked delivered on the contract. It will also generate a pdf document with all e-tickets compiled.

The screenshot shows the same DOTslip portal interface, but with the "Finals Report" button highlighted with a red box and a red arrow. The project details and material breakdown table are visible below the button.

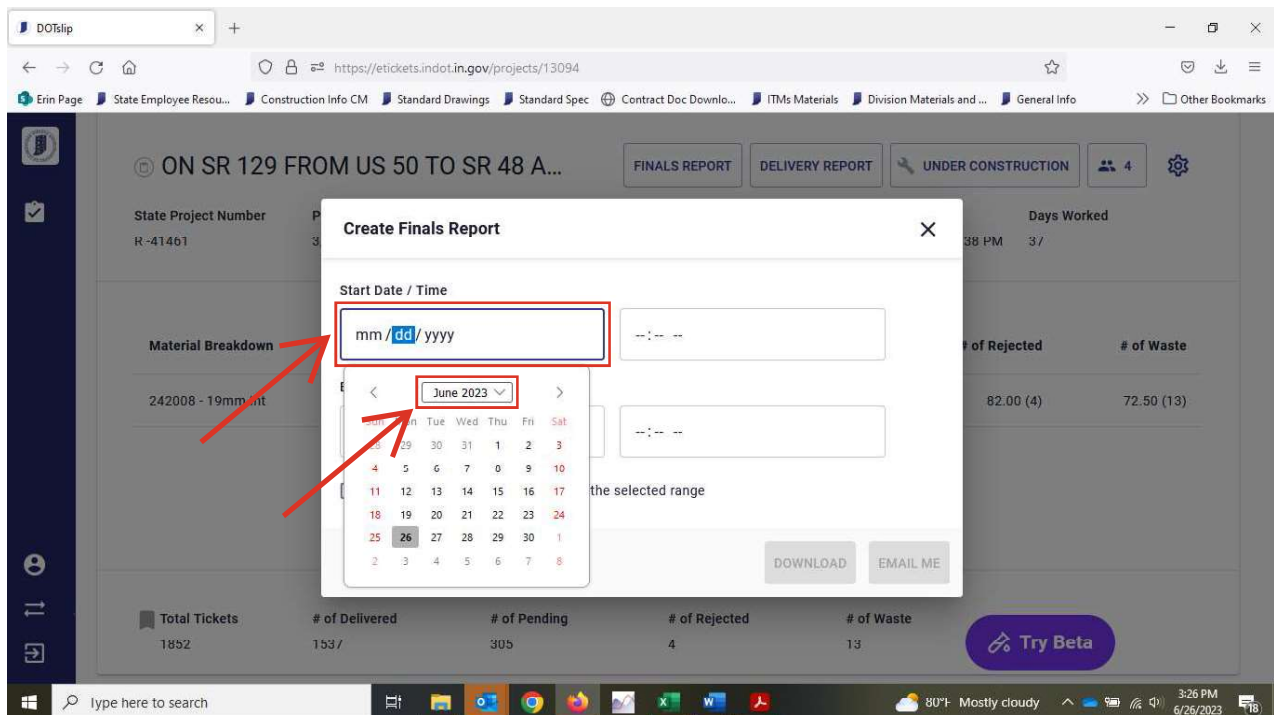
Material Breakdown	# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
242008 - 19mm Int	1852	31,920.63 (1537)	6,181.71 (305)	82.00 (4)	72.50 (13)

Total Tickets	# of Delivered	# of Pending	# of Rejected	# of Waste
1852	1537	305	4	13

- 4) The **Create Finals Report** box will appear, several options are available for organizing the tickets. Select **“By Supplier, By Material Type, By Day”** to download tickets organized for each date by the supplier and by the material type delivered.



- 5) On the **Create Finals Report** box, click on the **Start Date/Time** box. Then the Calendar box will appear, click on the **Month/Year gray toggle** box.



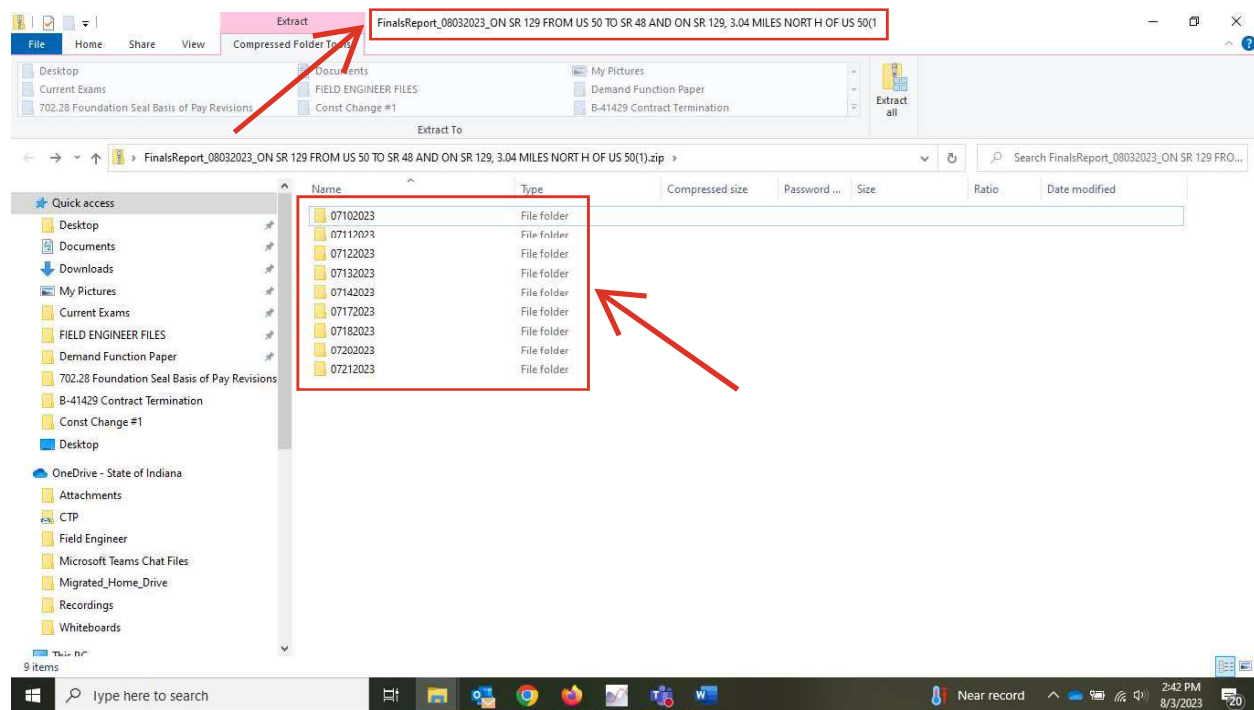
- 6) In the **Calendar box**, determine a **start date** and **end date** for the two-week period that aligns with your two week pay estimate period at most. Scroll and select the **date** you need e-tickets for under **start date** (or type it in); then scroll and select the **two weeks later** as the **end date** (or type it in). Type in a **start time** such as 6:00am and an **end time** such as 8pm. You can adjust the start and end times based on construction shift times. Lastly, check the **“Download all PDF Tickets”** box and then select **“EMAIL ME”**.

Material Breakdown	# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
242008 - 19mm Int	3270	66,708.12 (3244)	0.00 (0)	153.84 (8)	106.51 (22)
242107 - 19mm Base	50	985.74 (50)	0.00 (0)	0.00 (0)	0.00 (0)
342009 - 9.5mm Surf	1117	22,753.71 (1106)	0.00 (0)	32.25 (2)	68.00 (14)

- 7) You will see a notification to **“check your inbox for your Finals Report”**, upon reception of the email download the file attached.

Material Breakdown	# of Loads	# of Delivered	# of Pending	# of Rejected	# of Waste
242008 - 19mm Int	3270	66,708.12 (3244)	0.00 (0)	153.84 (8)	106.51 (22)
242107 - 19mm Base	50	985.74 (50)	0.00 (0)	0.00 (0)	0.00 (0)
342009 - 9.5mm Surf	1117	22,753.71 (1106)	0.00 (0)	32.25 (2)	68.00 (14)

- 8) Open the **Finals Report**, notice there is a folder for each date tickets were received. Open each of the dated folders to review.



- 9) The **Finals Report** excel file in each dated folder is a summary report of every e-ticket received on the contract for the dates requested, if more than one e-ticket supplier sent e-tickets the suppliers will be on separate excel sheets within the file.

Load #	Product Description	Ticket Number	Load Out Time	Truck #	Net	Daily Total	DOT Inspector	Ticket Status
1	19mm Int	31049	06/23/2023 06:50 AM CDT	1137	20.02	20.02	Teresa Souders	Delivered
2	19mm Int	31050	06/23/2023 07:01 AM EDT	H40	19.92	39.94	Teresa Souders	Delivered
3	19mm Int	31051	06/23/2023 07:05 AM EDT	AT3	21.94	61.88	Teresa Souders	Delivered
4	19mm Int	31052	06/23/2023 07:08 AM EDT	AT2	21.92	83.8	Teresa Souders	Delivered
5	19mm Int	31053	06/23/2023 07:11 AM EDT	D88	22.44	106.24	Teresa Souders	Delivered
6	19mm Int	31054	06/23/2023 07:19 AM EDT	YT3	19.93	126.17	Teresa Souders	Delivered
7	19mm Int	31055	06/23/2023 07:22 AM EDT	SM42	22.35	148.52	Teresa Souders	Delivered
8	19mm Int	31056	06/23/2023 07:28 AM EDT	H46	21.97	170.49	Teresa Souders	Delivered
9	19mm Int	31057	06/23/2023 09:27 AM EDT	F20	19.83	190.32	Teresa Souders	Delivered
10	19mm Int	31058	06/23/2023 09:32 AM EDT	SM41	19.85	210.17	Teresa Souders	Delivered
11	19mm Int	31059	06/23/2023 09:35 AM EDT	116	19.89	230.06	Teresa Souders	Delivered
12	19mm Int	31060	06/23/2023 09:38 AM EDT	SM21	19.94	249.99	Teresa Souders	Delivered
13	19mm Int	31061	06/23/2023 09:41 AM EDT	YT3	19.92	269.91	Teresa Souders	Delivered
14	19mm Int	31062	06/23/2023 09:45 AM EDT	SM42	22.46	292.37	Teresa Souders	Delivered
15	19mm Int	31063	06/23/2023 09:48 AM EDT	H46	21.96	314.33	Teresa Souders	Delivered
16	19mm Int	31064	06/23/2023 09:51 AM EDT	H37	20.01	334.34	Teresa Souders	Delivered
17	19mm Int	31065	06/23/2023 09:59 AM EDT	H40	19.97	354.31	Teresa Souders	Delivered
18	19mm Int	31066	06/23/2023 10:03 AM EDT	AT2	21.99	376.3	Teresa Souders	Delivered
19	19mm Int	31067	06/23/2023 10:10 AM EDT	AT2	21.95	398.25	Teresa Souders	Delivered

- 10) The **Slip Report** PDF file in each dated folder is a compilation of every e-ticket received on the contract for the dates requested (here is an example of a single e-ticket from a Slip Report).

Raw Ticket Data		Weights			
Ticket	31656		Tons	Lbs	Metric Ton
Ticket Status	Delivered	Gross	33.05	66100.0	29.98
Date Printed	Jul 14, 2023	Net	20.05	40100.0	18.19
Time Printed	7:34 AM EDT	Tare	13.0	26000.0	11.79
Supplier	Hot Mix Inc.	Reconciliation			
Plant Name	Hot Mix Inc.	[0018] 304-12625			
Origin Address	-	HMA PATCHING FULL DEPTH, TYPE C			
Contract Number	-	20.05			
Job	INDOT R-41461-A SR 129				
Job#	104324				
Customer Name	PAUL H ROHE COMPANY INC				
PO #	-				
Hauler	HUBER TRUCKING INC				
Truck	H37				
Product Description	19mm Int				
Product	242008				
Product Code	-				
Load Number	1				
Daily Total	20.05				
Dispatch #	1515				
Phase	6020				
Phase Description	INSTALL HMA TY C				
Load	1				

Inspector review: DOT 				Delivered	Inspector review: Contractor		Pending
Amb. Temp	Field Temp	Plant Temp	Waste		Waste		
-	-	-	-		-		
Station					Notes		
-					-		

- 11) Copy the **Finals Report** excel files and the **Slip Report** PDF files from the downloaded location and paste them in the **Intelligent File Cabinet “Weigh Ticket Information Folder”**. Double click on each file and follow standard **FCR Nomenclature Guidance** to re-name each Report by CLN or Material Type for each date.

- 12) Repeat these steps for each two-week period you receive e-tickets on the contract.

Note: It should only take a few minutes to generate these reports and place them in the **Intelligent File Cabinet “Weigh Ticket Information Folder”**. This replaces the manual paper ticket process for: collecting tickets, running calculator tapes, filing out item information on each bundle, placing the bundle in a paper folder, and listing the date and quantity information on the folder.