

AASHTOWare Project Training Manual

Equal Employment Opportunity

Date: February 2025

Revision: 3



Overview

By the end of this Module, you will be able to:

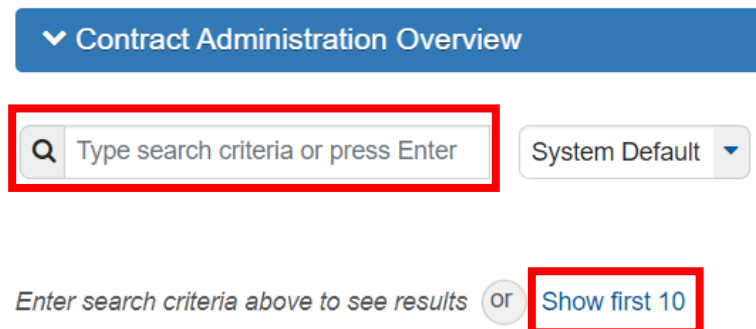
1. [Approve a Subcontractor](#)
2. [Add a Subcontractor](#)

Approving Subcontractors

1. From your Dashboard select the “Contract Administration” link.



2. Type in the Contract (number) only in the search field or select “Show first 10”.



3. Select the “Contract” you are wanting to open.

A screenshot of the 'Contract Administration Overview' page showing a list of contracts. The page has a blue header with a dropdown arrow and the text 'Contract Administration Overview'. Below the header is a search bar with a magnifying glass icon, the placeholder text 'Type search criteria or press Enter', a dropdown menu set to 'System Default', and the text 'Showing 10 of 56'. The table below has five columns: 'Contract', 'Description', 'Orig Matl and AAs Gen DT', 'District', and 'Lead DES'. The first row is highlighted in light blue. A red arrow points to the contract number 'B-36317' in the first column of the first row.

Contract	Description	Orig Matl and AAs Gen DT	District	Lead DES
B -30285	BRIDGE REPLACEMENT	03-22-24 9:38:58 AM	660	1801377
B -31354	BRIDGE REPLACEMENT		630	0800940
B -33851	BRIDGE REHABILITATION		650	1500556
B -36317	BRIDGE REPLACEMENT	02-04-22 4:57:25 PM	630	1297202

4. Select “Subcontracts”.



5. Select the Subcontractor you are wanting to approve.

The screenshot displays the 'Subcontract' selection interface. At the top, there is a blue header bar with a dropdown arrow and the text 'Subcontract'. Below this is a search bar with a magnifying glass icon, a text input field containing the placeholder 'Type search criteria or press Enter', and a blue pencil icon. To the right of the search bar, the text 'Advanced' and 'Showing 20 of 20' is visible. A large red arrow points from the search bar to a table below. The table has three columns: 'Sub Num', 'Vendor', and 'Shrt Name'. It contains five rows of data:

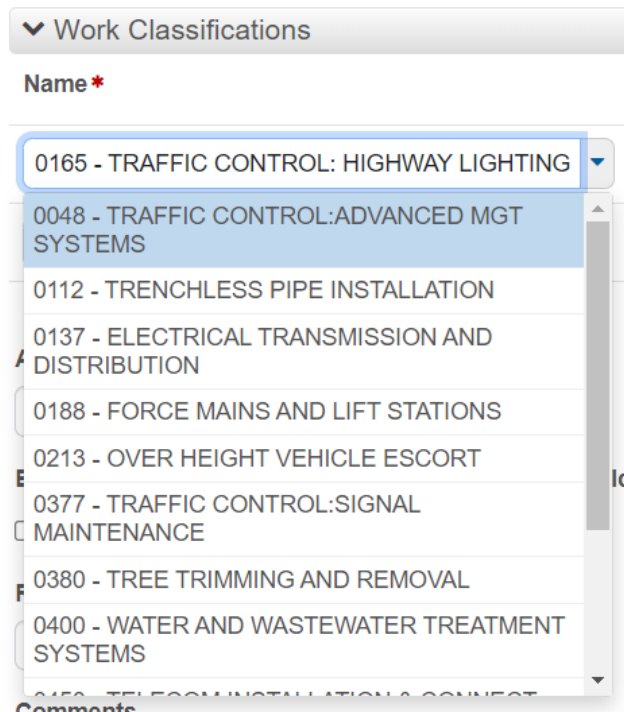
Sub Num	Vendor	Shrt Name
00000001	35-2094565	3D COMPANY INC
00000002	35-1139301	E & B PAVING LLC
00000003	35-1657131	MICHIANA CONTRACTING INC
00000004	35-1643252	C-TECH CORPORATION INC
00000005	35-1829525	S J LUDLOW CONSULTING ENGINEERS INC

6. Select the “Subcontract Type” from the dropdown list for the Subcontractor (this information may already be entered but please verify it).

The screenshot shows a dropdown menu for 'Subcontract Type*'. The selected option is 'MAJ - MAJORITY'. The dropdown list is open, showing the following options:

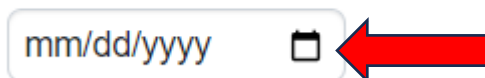
- DBE - DISADVANTAGED BUSINESS ENTERPRISE
- DBEB - DBE BROKER
- DBEH - DBE HAULER
- DBEL - DBE LEASE
- DBES - DBE SUPPLIER
- DBEU - DBE MANUFACTURER
- IVE - INDIANA VETERAN BUSINESS ENTERPRISE
- IVEB - IVOSB BROKER
- IVEH - IVOSB HAULER

7. Select what “Work Classification” the Subcontractor is from the dropdown list (this information may already be entered but please verify it).



8. If “Verbal” permission was given prior to the official documentation being entered into the system, please select the date that verbal approval was given by selecting the calendar icon.

Verbal Given



9. Select the appropriate box if the Subcontractor is a “Trucker”, “Supplier”, or “Broker”.

DBE Certified
No

DBE Commitment
No

☒ Trucker

☐ Supplier

☐ Broker

Inactive Date
mm/dd/yyyy 

10. Once you have selected the appropriate box you will need to enter the dollar amount the agreement is worth. (This will be the same workflow for “Suppliers” or “Brokers”.)

Trucker

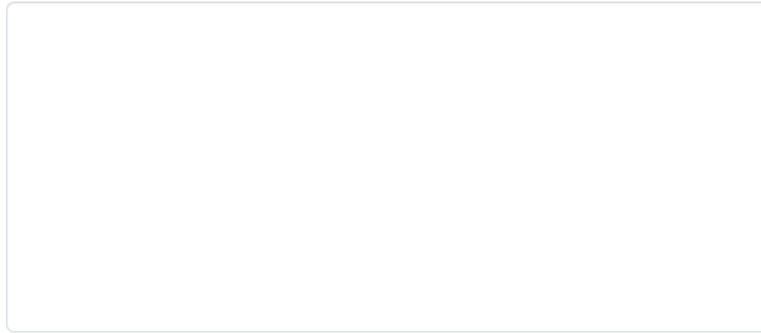
☒

Trucker Amount*

999,999,999.99

11. Add any comments you wish regarding the Subcontract in the “Comments” area by simply clicking in the box and start typing. (Spell Check will work in this area.)

Comments

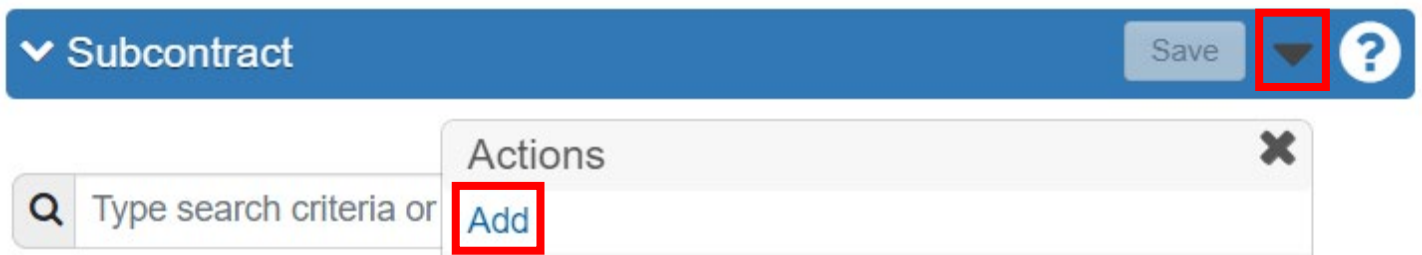


12. Once all the information is entered into the system select “Save” to complete this task.



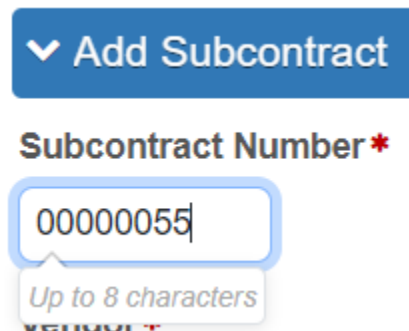
Adding Subcontractors

1. Like “Approving Subcontractors” follow [steps 1-4](#) from that section, then select the “Component Action Menu” then “Add”.



The screenshot shows a blue header bar with a dropdown menu labeled 'Subcontract', a 'Save' button, and a red-outlined dropdown arrow next to a help icon. Below the header is a search bar with the placeholder text 'Type search criteria or'. To the right of the search bar is an 'Actions' menu with a close button (X). The 'Add' option in the Actions menu is highlighted with a red box.

2. Enter the next consecutive “Subcontract Number” you are assigning to the Contract. (8 digits is the standard format 00000001).



The screenshot shows a blue button labeled 'Add Subcontract'. Below it is a form field labeled 'Subcontract Number *'. The field contains the text '00000055'. A tooltip below the field indicates 'Up to 8 characters'. Below the field, the word 'Vendor' is partially visible.

3. Enter the “Vendor” name for the Subcontract. When you start typing the system will start filtering the names automatically.

Vendor *

Q h

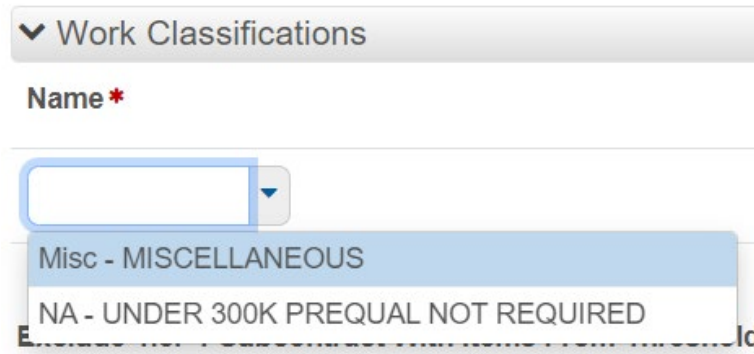
00-0000001	Surety Place Holder - See Trns*port
00-0000002	Insurance Place Holder - See Trns*port
01-0810276	RANDY MICHAEL EXCAVATING & MOWING INC
☒ 01-0817704	LITHKO RESTORATION TECHNOLOGIES LLC
01-5185718	ALEXIS B HOLT DESIGN GROUP LLC
02-0311919	NORTH AMERICAN SPECIALTY INS

4. Select the “Subcontract Type” from the dropdown list for the Subcontractor being added.

Subcontract Type *

- DBE - DISADVANTAGED BUSINESS ENTERPRISE
- DBEB - DBE BROKER
- DBEH - DBE HAULER
- DBEL - DBE LEASE
- DBES - DBE SUPPLIER
- DBEU - DBE MANUFACTURER
- IVE - INDIANA VETERAN BUSINESS ENTRPRISE
- IVEB - IVOSB BROKER
- IVEH - IVOSB HAULER

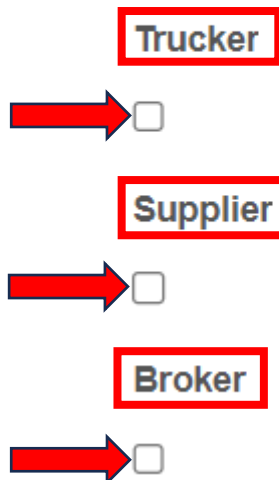
5. Select what “Work Classifications” the Subcontractor is from the dropdown list.



The screenshot shows a web form with a dropdown menu titled "Work Classifications". Below the title is a label "Name *". The dropdown menu is open, showing two options: "Misc - MISCELLANEOUS" and "NA - UNDER 300K PREQUAL NOT REQUIRED". The first option is highlighted in blue.

6. Select the appropriate box if the Subcontractor is a “Trucker”, “Supplier”, or “Broker”.

DBE Commitment



The screenshot shows the "DBE Commitment" section of a form. It contains three rows, each with a label in a red box and an unchecked checkbox. The labels are "Trucker", "Supplier", and "Broker". A red arrow points to each checkbox.

7. Once you have selected the appropriate box you will need to enter the dollar amount the agreement is worth. This will be the same workflow for “Suppliers” or “Brokers”.

Trucker

☒

Trucker Amount *

8. Add any comments you wish regarding the Subcontract in the “Comments” area by simply clicking in the box and start typing. (Spell Check will work in this area.)

Comments

9. Once all the information is entered into the system select “Save”.

Save ▼ ?