

## 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.

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- Register for SiteXchange Contract File Access in ITAP. (INDOT Technical Application Pathway) <https://itap.indot.in.gov>
  1. After registering you should have access to awarded Contract files for your company. (Starting from November 25, 2014 to current Date).
- SiteXchange Application
  2. Create Folder for SiteXchange files on your computer.
  3. Download SubCon.exe and Vendor.bin files from website Doing Business with INDOT> Contractors page. Note: to have the most updated list of vendors, download Vendor.bin file daily. <https://www.in.gov/indot/2738.htm>
  4. "Check Out" Subcon file from UCM via ITAP.
  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. "Check In" Subcon file to UCM via ITAP.
- INDOT approves Subcontract request
  - A new file is created and imported into UCM.
- Notification email sent to contractor.
  - Contractor accesses UCM to review approved .con file.
- Process of requesting approval of subcontracts work repeats with steps 4 - 9 above.