

# Add Contract Vendor Assets

## Preconditions – when using Generic assets:

- Generic Equipment, Generic Personnel, and Generic Staff must have entries (maintained by SYSADMIN or ADMIN in Central Office);
- Vendor Ref Data – Assets must be assigned, entries (maintained by SYSADMIN or ADMIN in Central Office)

## Preconditions – when using Contractor Specific Assets

- Contractor must supply asset list to MnDOT
- Vendor Ref Data – Assets must be assigned, entries (maintained by SYSADMIN or ADMIN in Central Office)

## Add Contract Vendor Assets

Regardless of use of generic assets or Contractor specific assets, the process shown below is the same.

In Construction Component, select Contract Vendor Assets>select your contract

Contract Vendor Asset Overview

Contract Vendor Assets

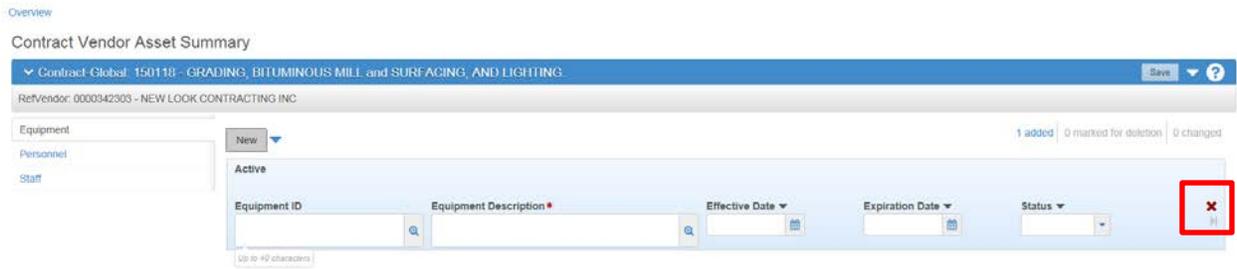
150118 Advanced Showing 1 of 1

Contract ID	Vendor Short Name	Equipment	Personnel	Staff	
150118	NEW LOOK CONTRACTING INC	0	0	0	

If you don't have the Construction Component, your role most likely has just the Contract Vendor Assets component.

Click on the action arrow for your contract. Then select Open Equipment.

Contract ID	Vendor Short Name	Equipment	Personnel	Staff	Actions Menu
150118	NEW LOOK CONTRACTING INC	0	0	0	<ul style="list-style-type: none"><li>Exclude from Search Results</li><li><b>Open Equipment</b></li><li>Open Personnel</li><li>Open Staff</li></ul>

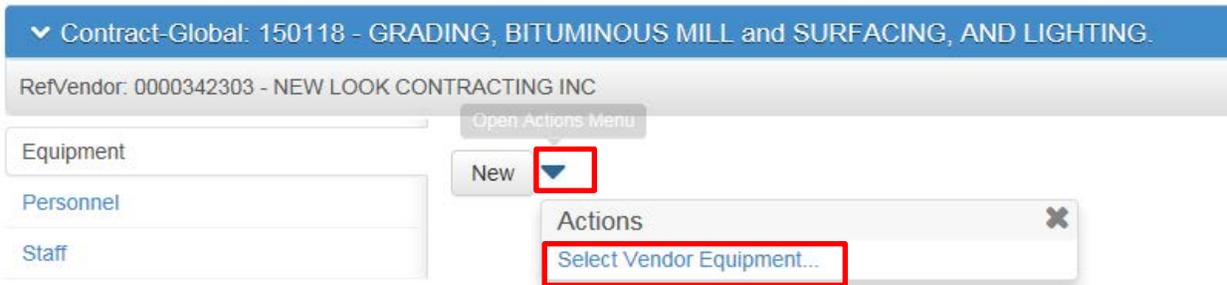


The Equipment will open with a blank line, it is okay to click the red X to delete this.

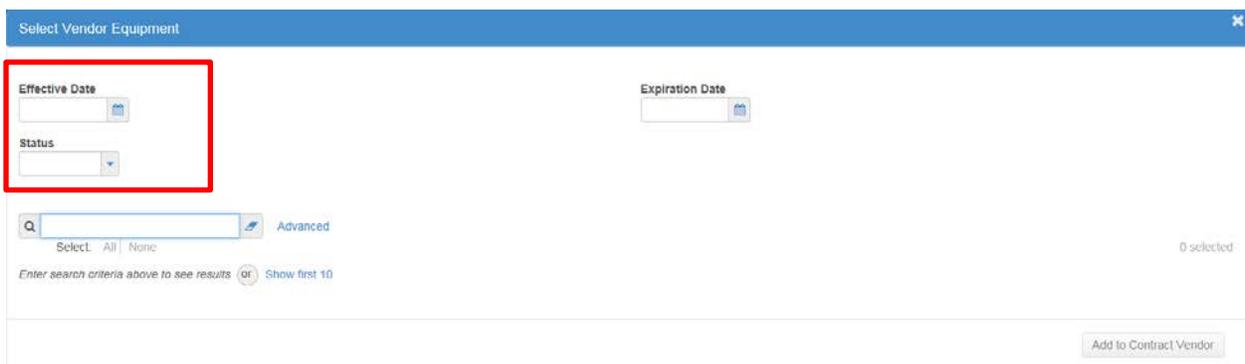
Click on the action arrow next to the new button, and click Select Vendor Equipment

Overview

## Contract Vendor Asset Summary



The following modal will appear:



Enter an effective date and status (Active). If you do not add Effective Date and Status on this screen, you will need to either use range-fill to add this information, or add it to each asset individually.

Place your cursor in the search box and hit enter.

You may select individual pieces of equipment by clicking on the equipment, or you can click on All below the search box to select all.

The screenshot shows the 'Select Vendor Equipment' window. At the top, there are filters for 'Effective Date' (08/17/2015) and 'Expiration Date'. Below that is a 'Status' dropdown menu set to 'ACTIVE - Active'. A search bar contains the text 'Type search criteria or press Enter' and 'Advanced Showing 71 of 71'. Below the search bar, there are 'Select' buttons for 'All' (highlighted with a red box) and 'None'. The main area is a table with two columns: 'Equipment ID' and 'Equipment Description'. The table lists various equipment types such as 'Tandem hauling unit', 'Tri-axel hauling unit', 'Quad-axel hauling unit', 'Tractor Semi-Trailer 5 axle hauling unit', 'Tractor Semi-Trailer 6 axle hauling unit', 'Dozer', 'Scraper, elevating', 'Bituminous paver - self propelled', 'Bituminous roller', 'Grader', and 'Skirt stover'. At the bottom right, there is a button labeled 'Add to Contract Vendor'.

Be sure to click on Add to Contract Vendor after selection is made. Note, number of items selected are shown.

This screenshot shows the same 'Select Vendor Equipment' window, but now all 71 items in the table are highlighted in light blue, indicating they are selected. A red arrow points from the text above to the '71 selected' text in the top right corner of the window. The 'Add to Contract Vendor' button at the bottom right is also highlighted with a red box.

After items are added, you must click save button at top of page.

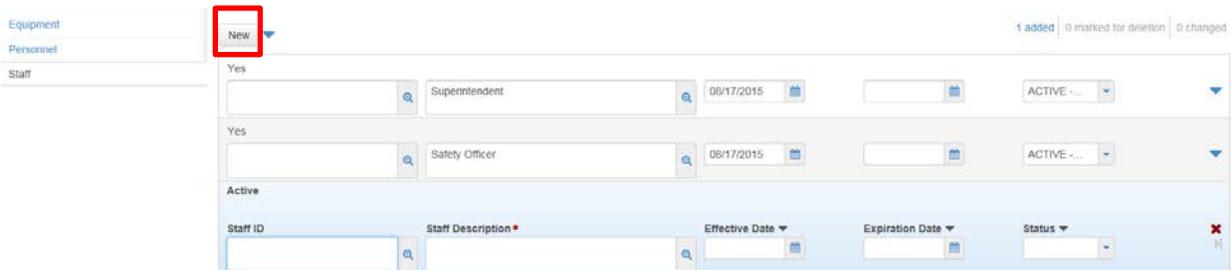


The process is the same for Personnel and Staff.

- Personnel – generally people who are paid hourly and show on payrolls.
- Staff – generally people who are either salaried, or managerial in nature, don't show on contract payrolls.

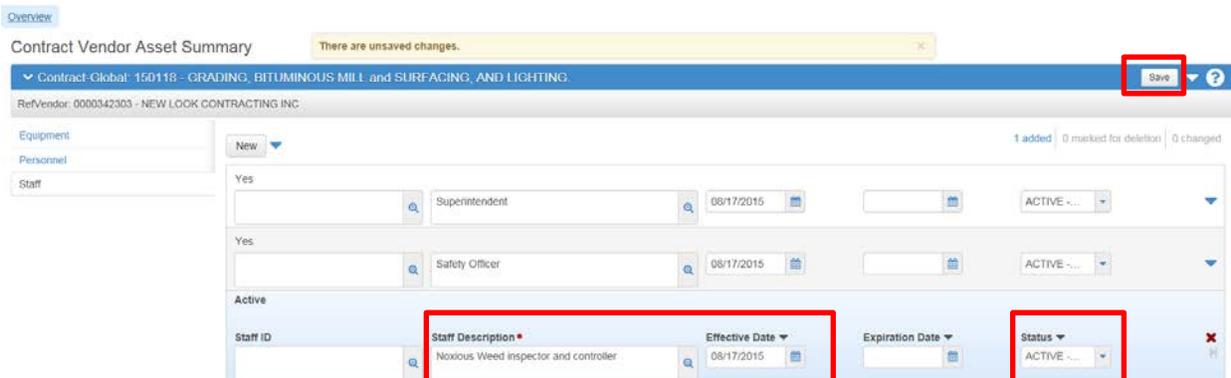
Adhoc asset entry:

On desired asset tab (for this example I will use Staff), click on New.



A blank line will be available for use at the bottom of other assets (if applicable.)

Enter in Staff Description (required field) and Effective date and Status (required if you want to be able to use on DWR). Then click on Save.



There is no validation between Construction and CRL regarding personnel shown here, in DWRs, or payrolls.