Contract Vendor Assets

AASHTOWare Project Construction and Materials™
rev. April 2023

This page is intentionally left blank

Table of Contents

Introduction

AASHTOWare Project™ (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (*PrCM*) is a module designed to support the complete construction and materials management process.

Contract Vendor Assets

Contract Vendor Assets is the method by which assets are added to contractors on a contract.

These assets are used in a contract's Daily Work Report.

The three types are:

1. Equipment (Contractor's Equipment Used)
2. Personnel (Contractor's Employee Type)
3. Staff (Contractor's Supervisor Name)

Managing Contract Vendor Assets

From the Contract Vendor Asset Overview, you can view all existing assets added to contracts. You can also add or delete assets.

The method to add an asset to a contract is the same for all three types. In this document, we will only show equipment.

Add Vendor Asset

1. From the Home Screen, select Contract Vendor Assets.
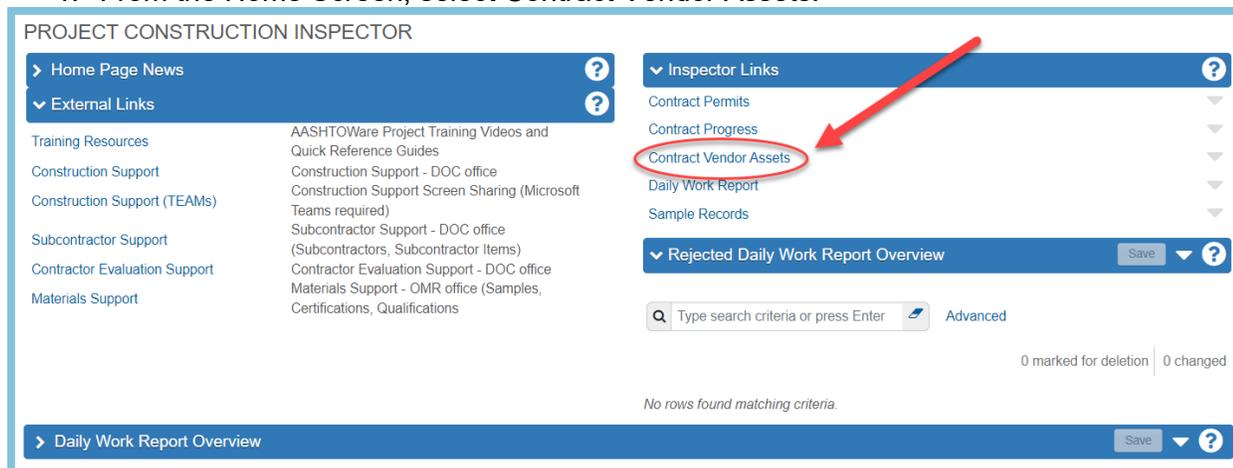
Figure 1 - Contract Vendor Asset

2. Locate the contract to add Equipment. If needed, use the search box.

Contract Vendor Asset Overview

❯ Contract Vendor Assets					?

🔍 5259160   Advanced   Showing 10 of 10

0 changed

5259160	🔍 CAROLINA PAVEMENT MARKINGS, INC.	0	0	0	▼
5259160	🔍 C. C. B. C. EROSION CONTROL	0	0	0	▼
5259160	🔍 CRYSTAL T. SPIRES CONSTR. & FARM, INC.	0	0	0	▼
5259160	🔍 J. MOORE ELECTRICAL CONTRACTORS, INC.	0	0	0	▼
5259160	🔍 LEE CONSTRUCTION CO. OF SUMTER, INC.	0	0	0	▼
5259160	🔍 PALMETTO PAVEMENT MARKINGS, INC.	0	0	0	▼
Contract ID	**Vendor Short Name**	**Equipment**	**Personnel**	**Staff**	▼
5259160	🔍 SATTERFIELD CONSTRUCTION COMPANY, INC.	0	0	0	
5259160	🔍 STAY ALERT SAFETY SERVICES, INC.	0	0	0	▼

Figure 2 - Contract Vendor

3. Select the Row Action Menu for the contract.
4. Click Open Equipment.

Contract Vendor Asset Overview

❯ Contract Vendor Assets					?

🔍 5259160   Advanced   Showing 10 of 10

0 changed

5259160	🔍 CAROLINA PAVEMENT MARKINGS, INC.	0	0	0	▼
5259160	🔍 C. C. B. C. EROSION CONTROL	0	0	0	▼
5259160	🔍 CRYSTAL T. SPIRES CONSTR. & FARM, INC.	0	0	0	▼
5259160	🔍 J. MOORE ELECTRICAL CONTRACTORS, INC.	0	0	0	▼
5259160	🔍 LEE CONSTRUCTION CO. OF SUMTER, INC.	0	0	0	▼
5259160	🔍 PALMETTO PAVEMENT MARKINGS, INC.	0	0	0	▼
Contract ID	**Vendor Short Name**	**Equipment**	**Personnel**	**Staff**	▼
5259160	🔍 SATTERFIELD CONSTRUCTION COMPANY, INC.	0	0		
5259160	🔍 STAY ALERT SAFETY SERVICES, INC.	0	0		
5259160	🔍 SURFACE PREPARATION TECHNOLOGIES, LLC	0	0		
5259160	🔍 THE SHARON COMPANY, INC.	0	0	0	▼

Actions ✖
Exclude from Search Results
Open Equipment
Open Personnel
Open Staff

Figure 3 – Open Equipment

5. Select the Equipment tab on the left side of the screen.
6. Enter an Equipment ID. This number should be unique for the current contract.
7. Enter an Equipment Description.
8. Enter todays date as the Effective Date.
9. Set the status to Active.
10. Click New to add additional entries.
11. Click **Save**.

Figure 4 – Contract Vendor Equipment Record

Equipment will be selectable on a DWR as Vendor Equipment.

Delete Vendor Asset

If the record has never been included in a DWR, it can be deleted.

1. Select Delete in the Row Action Menu.
2. Click **Save.**

Figure 5 – Contract Vendor Equipment Record

Expire Vendor Asset

If a record has been included in a DWR, it cannot be deleted. To prevent the record from being used in the future:

1. Enter a day greater than the current date in the Expiration Date field or set the Status to Inactive.
2. Click **Save**.
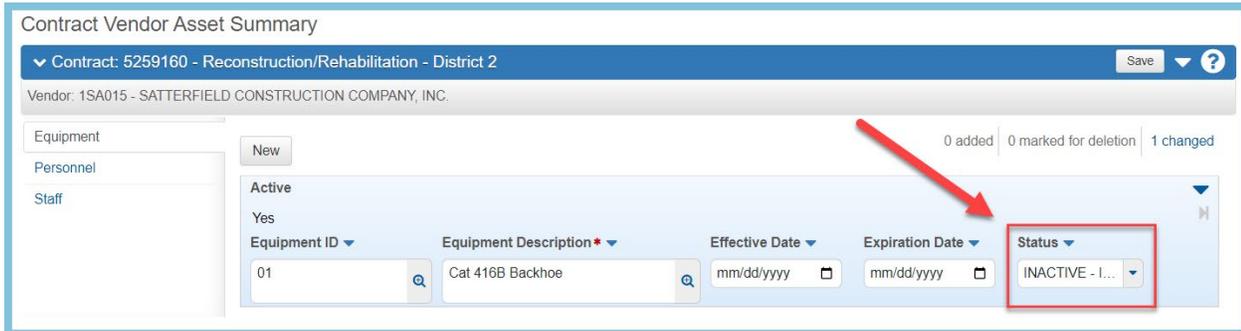
Figure 6 – Contract Vendor Equipment Record

Generic Assets

As an alternative to adding Contractor or Vendor Specific Assets, there is an option to use Generic Assets. While adding assets from within a DWR, Generic Equipment and Generic Personnel will be available as a selection.

Generic Staff will not be utilized by the SCDOT. This will be discussed in further detail in the DWR manual.

Generic Assets are a list of commonly used assets and will be selectable on DWRs for every contract and contractor.

Generic Assets can be updated as needed if the asset will benefit all contracts.

Please contact the AASHTOWare Project Administrator to add Generic Assets.
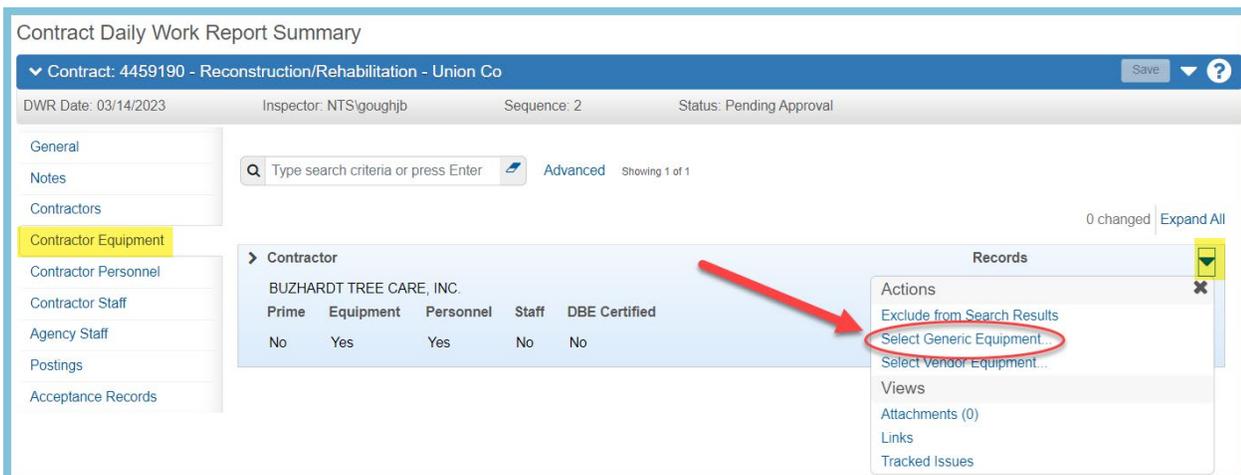
Figure 7 – DWR Add Generic Equipment

Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

https://www.scdot.org/business/aashtowareproject.aspx

SCDOT
South Carolina Department of Transportation