



South Carolina Department of Transportation

Contract Vendor Assets

AASHTOWare Project Construction and Materials™ rev. April 2023

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Introduction

AASHTOWare Project^M (*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^M (*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.

PROJECT CONSTRUCTION INSPECTOR

> Home Page News	?	✓ Inspector Links	0
✓ External Links	() ()	Contract Permits	
Training Resources Construction Support Construction Support (TEAMs) Subcontractor Support Contractor Evaluation Support Materials Support	AASHTOWare Project Training Videos and Quick Reference Guides Construction Support - DOC office Construction Support Screen Sharing (Microsoft Teams required) Subcontractor Support - DOC office (Subcontractors, Subcontractor Items) Contractor Evaluation Support - DOC office Materials Support - OMR office (Samples, Certifications, Qualifications	Contract Progress Contract Vendor Assets Daily Work Report Sample Records Rejected Daily Work Report Overview Advanced	Save 🔻 ?
		No rows found matching criteria.	0 marked for deletion 0 changed
> Daily Work Report Overview			Save 🔻 ?

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				?			
Q 5259160	Advanced Showing 10 of 10						
				0 change	əd		
5259160	Q CAROLINA PAVEMENT MARKINGS, INC.	0	0	0	•		
5259160	Q C. C. B. C. EROSION CONTROL	0	0	0	•		
5259160	Q CRYSTAL T. SPIRES CONSTR. & FARM, INC.	0	0	0	•		
5259160	Q J. MOORE ELECTRICAL CONTRACTORS, INC.	0	0	0	•		
5259160	Q LEE CONSTRUCTION CO. OF SUMTER, INC.	0	0	0	•		
5259160	Q PALMETTO PAVEMENT MARKINGS, INC.	0	0	0	•		
Contract ID	Vendor Short Name	Equipment	Personnel	Staff	,		
5259160	Q SATTERFIELD CONSTRUCTION COMPANY, INC.	0	0	0			
5259160	Q 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	1				
✓ Contract Vendor Assets					?
Q 5259160	Advanced Showing 10 of 10				
					0 changed
5259160	Q CAROLINA PAVEMENT MARKINGS, INC.	0	0	0	-
5259160	Q C. C. B. C. EROSION CONTROL	0	0	0	•
5259160	Q CRYSTAL T. SPIRES CONSTR. & FARM, INC.	0	0	0	-
5259160	Q J. MOORE ELECTRICAL CONTRACTORS, INC.	0	0	0	•
5259160	Q LEE CONSTRUCTION CO. OF SUMTER, INC.	0	0	0	-
5259160	Q PALMETTO PAVEMENT MARKINGS, INC.	0	0	0	•
Contract ID	Vendor Short Name	Equipment	Personnel	Staff	
5259160	Q SATTERFIELD CONSTRUCTION COMPANY, INC.	0	0 Actions		×
5259160	Q STAY ALERT SAFETY SERVICES, INC.	0	0 Exclude from	m Search Results	
5259160	Q SURFACE PREPARATION TECHNOLOGIES, LLC	0	0 Open Perso	nnel	
5259160	Q THE SHARON COMPANY, INC.	0	0	0	-

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.

Contract Vendor A	sset Summary				
✓ Contract: 5259160	- Reconstruction/Rehabilitati	on - District 2			Save 🗸
Vendor: 1SA015 - SATTE	RFIELD CONSTRUCTION COMPAI	NY, INC.			
Equipment	New			1 added	0 marked for deletion 0 changed
Personnel	Active				×
Staff	Equipment ID 🔻	Equipment Description * 💌	Effective Date 🔻	Expiration Date 🔻	H Status 🕶
	01	Cat 416B Backhoe	Q 04/13/2023 🗖	mm/dd/yyyy	ACTIVE - Ac 💌

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.

Contract Vendor Asset Summary							
✓ Contract: 5259160 - Reconstruction/Rehabilitation - District 2							
Vendor: 1SA015 - SATTERF	ELD CONSTRUCTION COMP	any, in	C.				
Equipment	Now				×		0 added 0 marked for deletion 0 changed
Personnel							
Staff	Active						Actions
	Equipment ID 🔻		Equipment Description * 🔻		Effective Date		
	01	Q	Cat 416B Backhoe	Q	04/13/2023		Duplicate Row
							Views
							Attachments (0)
							Links Tracked Issues

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.

Contract Vendor A	sset Summary					
✓ Contract: 5259160	- Reconstruction/Rehabilitat	ion - District 2			Save	- ?
Vendor: 1SA015 - SATTER	RFIELD CONSTRUCTION COMPA	NY, INC.				
Equipment	New			0 added	0 marked for deletion 1 c	hanged
Personnel						
Staff	Yes					н
	Equipment ID 👻	Equipment Description * 🔻	Effective Date 🔻	Expiration Date 🔻	Status 🔻	
	01	Q Cat 416B Backhoe		mm/dd/yyyy	INACTIVE - I 💌	

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.

Contract Daily Work Report Summary								
✓ Contract: 4459190 - Reconstruction/Rehabilitation - Union Co								
DWR Date: 03/14/2023	Inspector: NTS\goughjb Sequence	2 Status: Pending Approval						
General Notes	Q Type search criteria or press Enter 🥒 Adv	vanced Showing 1 of 1						
Contractor Equipment			0 changed Expand All					
Contractor Personnel	Contractor BUTHAPDT TREE CARE INC	Record	s 🖌					
Contractor Staff	Prime Equipment Personnel Staff	DBE Certified Exclude from Search F	Results					
Agency Staff	No Yes Yes No	No Select Generic Equipm	ient					
Postings		Select Vendor Equipme	ent					
Acceptance Records		Views						
		Attachments (0)						
		Tracked Issues						

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



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