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## Chapter 12 – Precon Vendor Administration

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## 12.1 Vendor Information

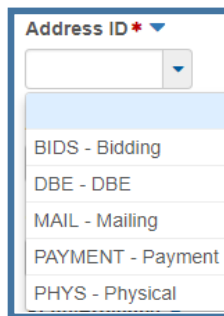
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This chapter covers general vendor data administration. The title and role, Precon Vendors Admin, is only to distinguish this function from the Civil Rights Office (CRO) Vendors Admin roles and chapters.

Prime contractors, subcontractors, and DBE subcontractors must self-register on the Alaska DOT&PF AASHTOWare Vendor List. They do this by registering in IRIS VSS and entering a commodity code of 913. IRIS will push information for vendors with the correct commodity code into AASHTOWare Project (AWP) around 12:30pm Monday - Saturday. Once a vendor is on the AWP Vendor List, they are set and do not need register again. Valid AWP vendor records are required for DOT&PF to process bids, for contractors and subcontractors to be able to register on the plan holder's list, and for contractor payments to push from the AWP Construction & Materials module back into IRIS.

DOT&PF personnel cannot create new vendor records in AWP. Vendor records must be initiated by the IRIS VSS interface. Once the vendor record has been created in AWP, DOT&PF staff can add more address information or modify address information.

There are five (5) address types in AWP: Bidding, DBE, Mailing, Payment, and Physical (*Figure 12.1*).

A screenshot of a software interface showing a dropdown menu for 'Address ID'. The menu is open, displaying five options: 'BIDS - Bidding', 'DBE - DBE', 'MAIL - Mailing', 'PAYMENT - Payment', and 'PHYS - Physical'. The 'Address ID' label is at the top with a red asterisk and a downward arrow. The dropdown list has a light blue header and white background for the items.

*Figure 12.1*

The address information that is transferred from IRIS creates two (2) address type records in AWP – Payment and Bids.

**The Payment address should never be altered** – this is what will be used for transferring contractor payment information from AWP Construction & Materials to IRIS. This is the only address information that will be updated in AWP automatically if a contractor modifies their address information in IRIS.

The **Bids** address information can be altered as needed by users with the Precon Vendor Admin role. The Bids address type is required for a contractor to be able to electronically submit a bid via the Bid Express service and the Bids address type information is what populates the plan holder's list address information. The email address entered in this address type will receive the Notify Plan Holders emails that DOT&PF sends out through AWP when addenda or notices to bidders are issued. Contractors can call the regional contracts offices to have the address or email information in the Bids address type changed.

The **DBE** address is added and maintained by the Civil Rights Office and is used for DBE registration and certification purposes.

The **Mailing** address type is purely informational and can be added by any of the Vendors Admin roles if any want to have this information. It is not populated by IRIS and does not interact with any other part of AWP or interface.

The **Physical** address type is purely informational and can be added by any of the Vendors Admin roles if any want to have this information. It is not populated by IRIS and does not interact with any other part of AWP or interface.

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## 12.2 Adding an Address

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As stated earlier in this chapter, the Bids and Payment address types are transferred from IRIS VSS and the DBE address type is the domain of the Civil Rights Office. Though the Mailing and Physical address types are not used in any interface or in any other part of AWP, it might be useful to store these addresses for contractors.

NOTE: Address records cannot be deleted once created.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **Precon Vendors Admin** role (see Chapter 2 for more info on roles).
3. (Figure 12.2) From the Vendor Overview component on the Precon Vendors Admin role dashboard, (A) search for and (B) select the vendor. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

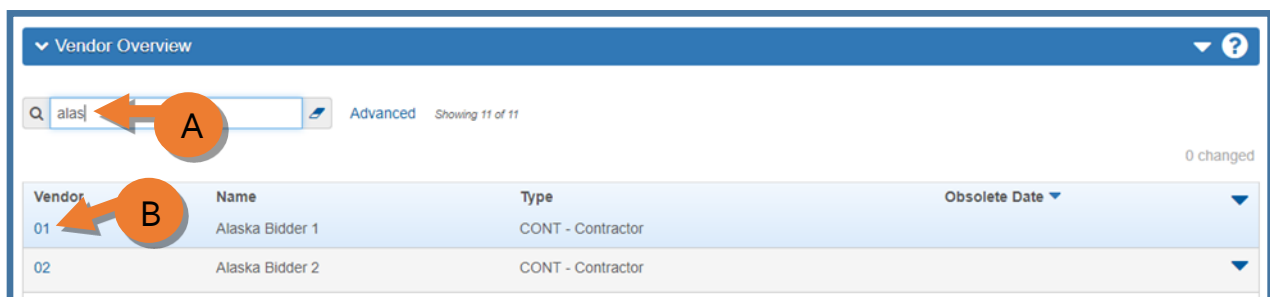


Figure 12.2

(Figure 12.3)

4. (C) Click the **Addresses** tab.
5. (D) Click the **<New>** button.

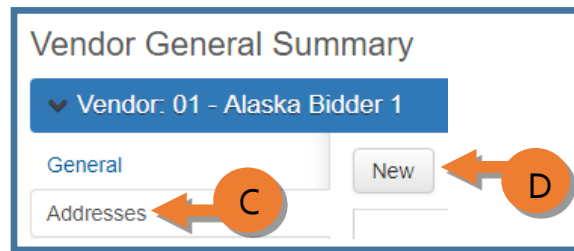


Figure 12.3

A new address record will appear at the bottom of the current addresses (Figure 12.4).

6. (E) From the **Address ID** dropdown, select either Mailing or Physical.
7. (F) In the **Address** field, enter the street address or P.O. Box number.
8. (G) In the **City** field, enter the name of the city for the address.
9. (H) From the **State/Province** dropdown, select the appropriate state.
10. (I) In the **Zip Code** field, enter the applicable zip code for the address.
11. (J) From the **Phone Numbers Type** dropdown, select phone or fax, this is a required field.  
NOTE: You can only have one phone record and one fax record on each address type.
12. (K) In the **Phone Number** field, enter the phone number to be associated with this address.  
The Phone number field is a required field.
13. (L) In the **Email Address** field, enter the email address to be associated with this address.  
NOTE: The **DUNS Number** field should remain blank. This field only applies to the DBE type address.
14. Scroll to the top and click **<Save>**.

Figure 12.4

### 12.3 Editing Vendor Address Info

Vendor information is pulled nightly into AWP from IRIS VSS. The Precon Vendors Admin role does have the ability to modify address information if necessary.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **Precon Vendors Admin** role (see Chapter 2 for more info on roles).
3. (Figure 12.5) From the Vendor Overview component on the Precon Vendors Admin role Dashboard, (A) search for and (B) select the vendor. NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Proposal ID (State/IRIS number) or the Proposal Name.

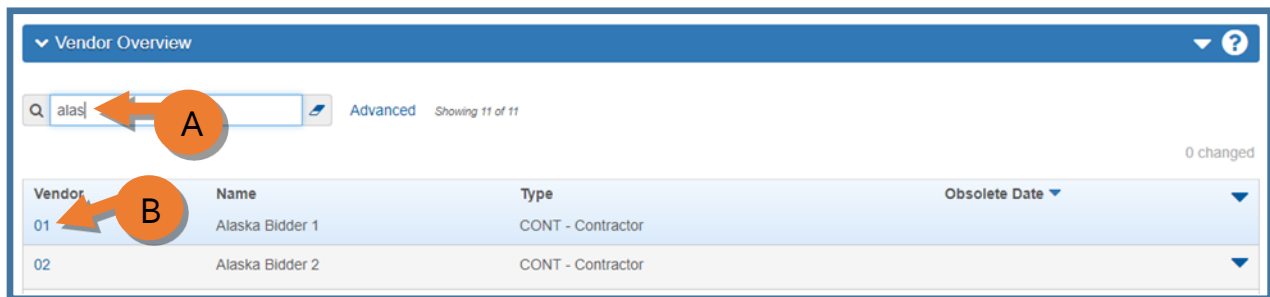


Figure 12.5

The Vendor General Summary component will appear (Figure 12.6). This screen is read only for the Precon Vendor Admin role.

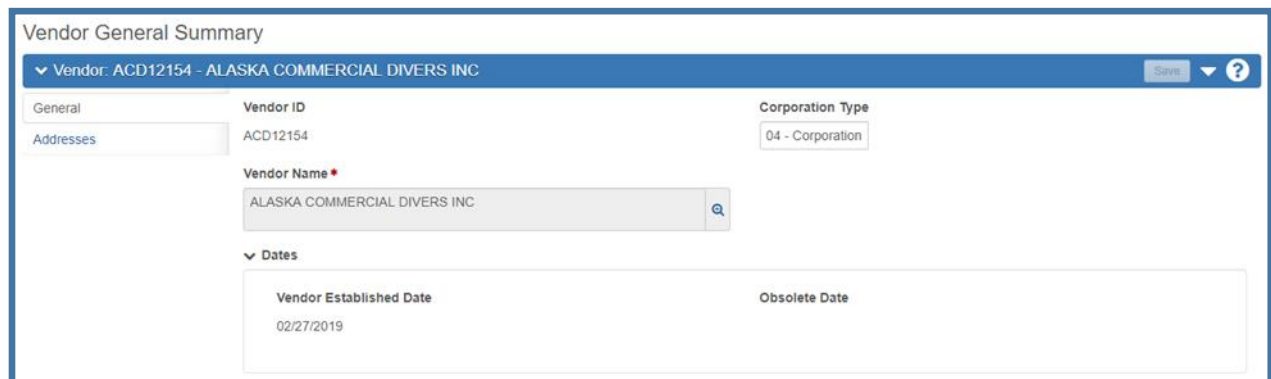


Figure 12.6

(Figure 12.7)

1. (A) Click the **Addresses** tab.
2. (B) Expand the Address record you want to modify.
3. Make modifications as needed.
4. (C) Click **<Save>**.

NOTE: Contractors can see their Bids address type information when they look themselves up on the Alaska DOT&PF AASHTOWare Vendor List. If they need any of the info changed/corrected, they will contact the regional contracts office to edit their Bids address type.

Vendor General Summary

▼ Vendor: 01 - Alaska Bidder 1

General Addresses New

0 added 0 changed

Save ?

>	BIDS - Bidding	123 Bids Drive Fairbanks, AK - ALASKA 99701	▼
>	DBE - DBE	123 Our Lane Anchorage, AK - ALASKA 99501	▼
▼	MAIL - Mailing	4312 Vendor Mailing Circle Fairbanks, AK - ALASKA 99709	▼

Address ID ▼  
MAIL - Mailing ▼

Email Address ▼  
mailing@email.com

Address ▼  
4312 Vendor Mailing Circle

DUNS Number ▼

City ▼  
Fairbanks

State/Province ▼  
AK - ALASKA ▼

Zip Code ▼  
99709

Phone Numbers

Type *	Phone Number *	Extension
PHONE - Phone ▼	(907)555-5555	
PHONE - Phone ▼		

Figure 12.7

## 12.4 Uploading AWP Vendors to Bid Express

As contractors register in IRIS VSS and are on the Alaska DOT&PF AASHTOWare Vendor List, that vendor list information needs to be transferred to Bid Express.

When a contractor is added to the AWP vendor list, a notification email is sent to an address that will alert everyone with access to that email account of the addition. A DOT staff member will generate a file from AWP (BidX\_Vendupd) and upload it to Bid Express. Make sure your region has a specific file for the BidX\_Vendupd files to be saved before uploading to Bid Express.

The regions will rotate uploading the BidX\_Vendupd file to Bid Express.

1. Log into AWP (see Chapter 1).
2. Make sure you are in the **Precon Vendors Admin** role (see Chapter 2 for more info on roles).
3. (A) From any screen, expand the **global actions menu** (Figure 12.8).
4. (B) Click **Generate Report**.



Figure 12.8

The Generate Report screen will appear (Figure 12.9). The BidX\_Vendupd report should be the only report available for the Precon Vendors Admin role.

5. (C) Select the BidX\_Vendupd file. A green checkmark will appear next to the report name.

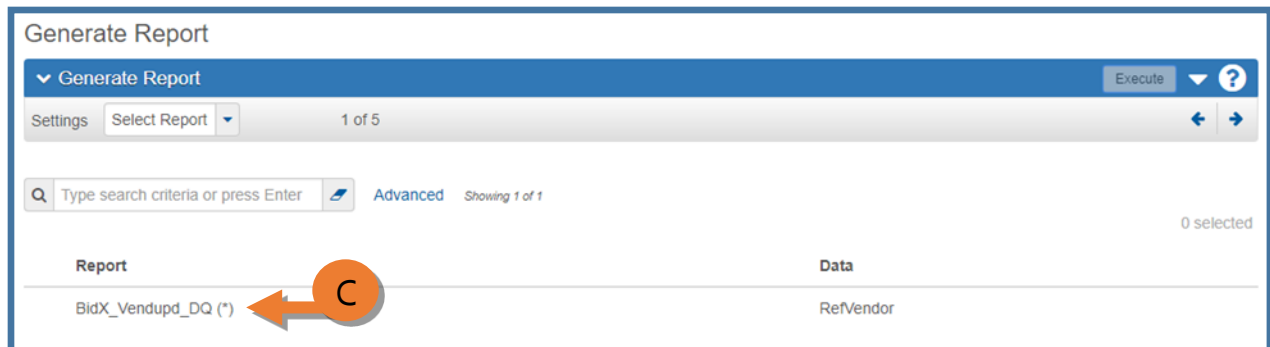


Figure 12.9

Once you've selected the report, you will automatically be taken to the Select Data screen (Figure 12.10).

6. (D) Place your cursor in the search field and hit **<Enter>**.  
This will display a list of all the vendors in AWP.
7. (E) Click **All** to select all the vendors in AWP.

The screenshot shows the 'Generate Report' interface. At the top, there's a blue header with 'Generate Report - BidX\_Vendupd\_DQ (\*)' and an 'Execute' button. Below this is a 'Settings' section with a 'Select Data' dropdown and '2 of 5' items. A search field with a magnifying glass icon and the text 'Enter search criteria or hit enter' is highlighted with an orange circle and an arrow labeled 'D'. Below the search field, there's a 'Select' section with 'All' and 'None' options. The 'All' option is highlighted with an orange circle and an arrow labeled 'E'. Below this is a table with two columns: 'Vendor' and 'Short Name'. The table shows three rows: '01' (Alaska Bidder 1), '02' (Alaska Bidder 2), and '03' (Alaska Bidder 3). The status '0 selected' is shown on the right.

Vendor	Short Name
01	Alaska Bidder 1
02	Alaska Bidder 2
03	Alaska Bidder 3

Figure 12.10

Green checkmarks will appear next to all the vendor IDs (Figure 12.11).

8. (F) Click **<Execute>**.

The screenshot shows the 'Generate Report' interface after clicking 'Execute'. The 'Execute' button is highlighted with an orange circle and an arrow labeled 'F'. Below the search field, the 'Select' section shows 'All' and 'None' options. The status '14 selected' is shown on the right. The table now shows four rows: '01' (Alaska Bidder 1), '02' (Alaska Bidder 2), '03' (Alaska Bidder 3), and '04' (Alaska Bidder 4). Each row has a green checkmark in the 'Vendor' column.

Vendor	Short Name
✓ 01	Alaska Bidder 1
✓ 02	Alaska Bidder 2
✓ 03	Alaska Bidder 3
✓ 04	Alaska Bidder 4

Figure 12.11

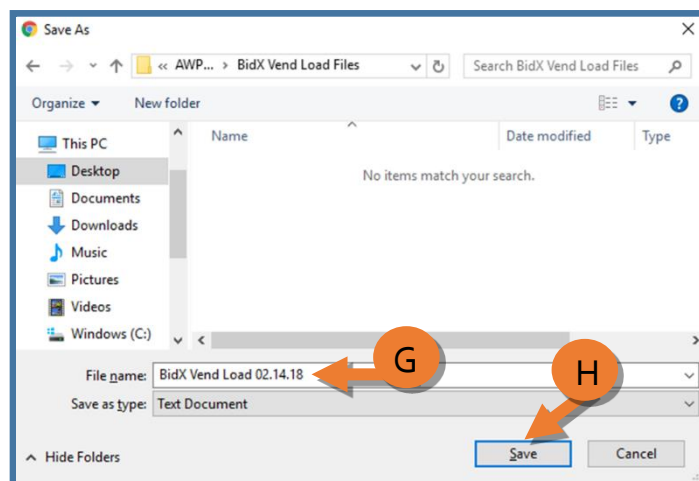


The BidX\_Vendupd file will appear in a new window (*Figure 12.12*).

VENDOR	CSS14091	CS SERVICES		N
VENDADD1	6810 HUNT AVE			
VENDADD2		ANCHORAGE	AK 99504-1889 (000)000-0000	
VENDOR	ELT02082	ELECTROTECH COMPANY LLC		N
VENDADD1	10009 CAMDEN PL			
VENDADD2		JUNEAU	AK 99801-8554 (907)789-3504	
VENDOR	FMI12010	MERITAGE FACILITIES MAINTENANCE		N
VENDADD1	PO BOX 770468			
VENDADD2		EAGLE RIVER	AK 99577-0468 (907)376-5517	
VENDOR	GRN00160	GREAT NORTHWEST INC		N
VENDADD1	PO BOX 74646			
VENDADD2		FAIRBANKS	AK 99707-4646 (907)452-5617	
VENDOR	HCC02212	HC CONTRACTORS INC		N
VENDADD1	PO BOX 80688			
VENDADD2		FAIRBANKS	AK 99708-0688 (907)488-5914	
VENDOR	NOR89013	NORTECH		N
VENDADD1	2400 COLLEGE RD			
VENDADD2		FAIRBANKS	AK 99709-3754 907-452-5688	

*Figure 12.12*

9. Hit **Ctrl + S** to Save As (or you can right click on the screen and select Save As) (*Figure 12.13*).
10. Navigate to the file on your region's shared drive for storing the BidX\_Vendupd files.
11. (G) Enter the File name BidX Vend Load and the date: (i.e. **BidX Vend Load 02.14.18**).
12. (H) Click **<Save>**.



*Figure 12.13*

13. Open an **Internet Explorer** browser window (Figure 12.14).
14. (I) Go to [www.bidx.com](http://www.bidx.com)
15. (J) Enter your email address.
16. (K) Enter your password.
17. (L) Click <Log In>.

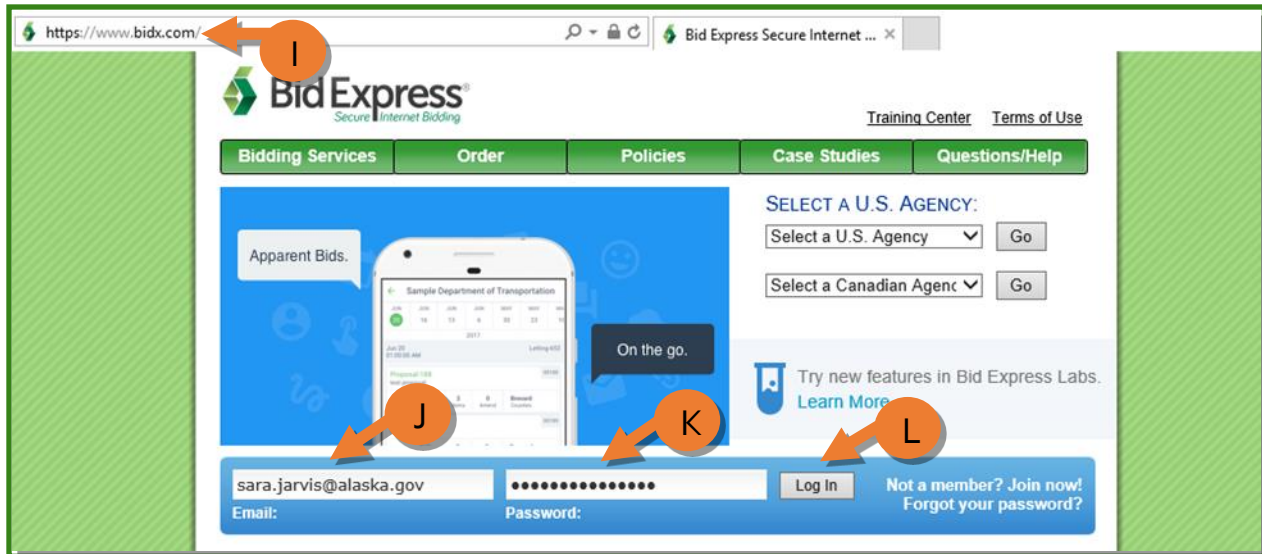


Figure 12.14

18. (M) Click the <Admin> button in the top right corner (Figure 12.15).

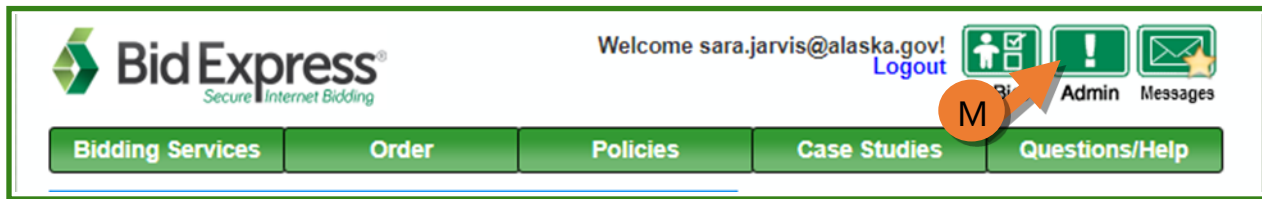


Figure 12.15

19. (N) In the Letting and Vendor Data container, click **Upload Proposal and Vendor Data** (Figure 12.16).

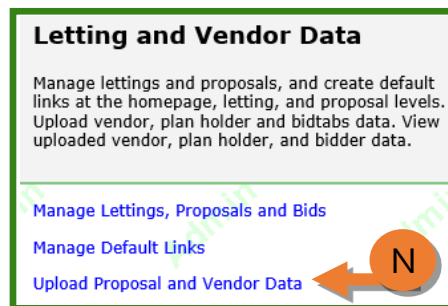


Figure 12.16

20. (O) Change the **Action** dropdown to **Replace Data** (Figure 12.17).
- NOTE: A yellow warning message will appear at the top. Ignore this.
21. (P) Click the **<Browse>** button.

Figure 12.17

22. (Q) Navigate to and select the BidX Vend Load file you generated earlier (Figure 12.18).
23. (R) Click **<Open>**.

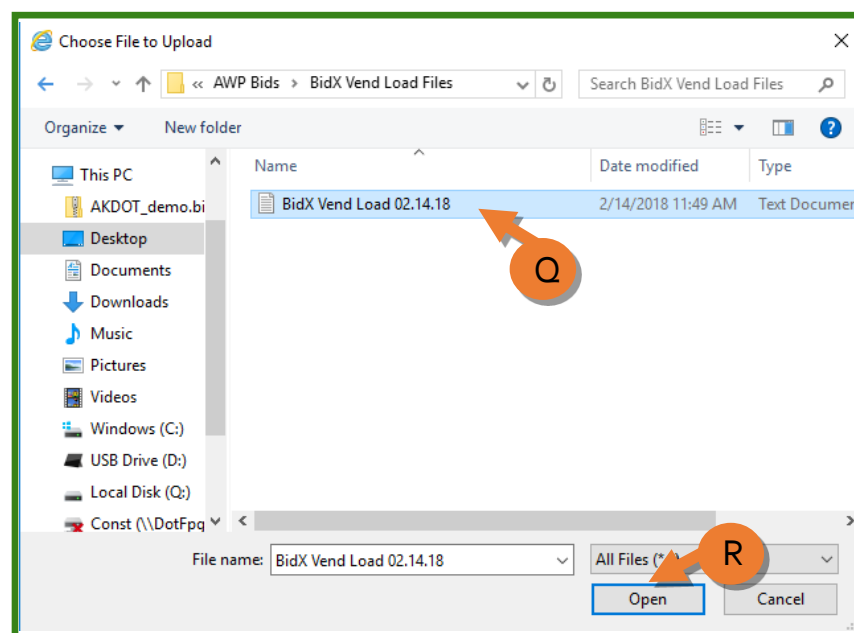


Figure 12.18

24. (S) Click the <Upload> button (Figure 12.19).

**Upload Proposal and Vendor Data**

**Upload Data**  
Upload Proposal and Vendor Data

**Action:** Replace Data ▼

*Vendor data will not be removed, regardless of action requested.  
When uploading a vendor file, choosing Replace Data will mark all vendors as obsolete unless they are included as non-obsolete in the uploaded file.  
Replacing the data will also delete bid tab, bid total, and plan holder data for all proposals in the letting and replace it with the data in the uploaded file.*

**File:**  
C:\Users\sjarvis\Desktop\AWP Bids\BidX Vend Load Files\BidX V Browse...

*Only AASHTOWare Project™ and Bid Express accepted file formats are allowed.  
AASHTOWare project bids files cannot be uploaded here.  
Please visit the [Upload AASHTOWare Project Bids Files](#) page for that ability.*

**Upload** **Cancel**

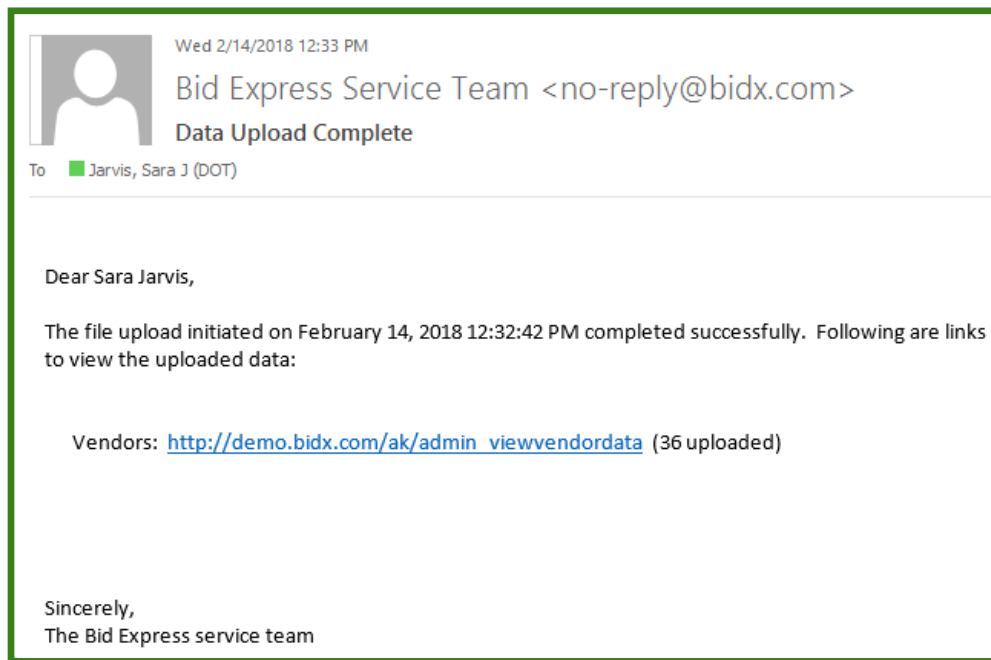
Figure 12.19

A green message bar will appear letting you know the file is being uploaded (Figure 12.20).

Upload in progress. Please continue to work. You will be notified via email when the upload is complete.

Figure 12.20

You will receive the following email letting you know the upload was successful (*Figure 12.21*).



*Figure 12.21*