



## QUICK REFERENCE GUIDE:

# Add an Owner Operator

### Background:

DOT project staff has identified an Owner Operator working on the Contract, and the Owner Operator is in AASHTOWare as a Vendor. If the Vendor is NOT in AASHTOWare, advise the Vendor to follow the steps to get on the AASHTOWare Vendor List. (This process is outlined on the DOT AASHTOWare Project website, on the Contractors tab).

### Roles:

Construction Office Engineer, Construction Project Engineer

### Navigation:

Navigation: Home > Civil Rights & Labor > Contracts

1. Within the Contract Administration Overview enter the **Contract ID** or **Contract Description** in the **Search** field or press **Show first 10**
2. Select the appropriate **Contract** link
3. Click the **Subcontracts** quicklink
4. Click the **Row Action Menu** for Subcontract and press **Add**
5. Enter a **Subcontractor Number** beginning with O/O (Within a contract each subcontract and O/O will need to have a unique **Subcontract Number**)
6. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
7. Choose *OO – Owner Operator* from the **Subcontract Type** dropdown
8. Enter a **Parent Subcontractor Number** if you are entering an Owner Operator who is working for a subcontractor (not the Prime)

9. In the Work Classifications collapsible toggle the **Name** dropdown to *D-Default*
10. Enter today's date in the **Consent Date** field
11. Click **Save**

### Next Step:

Notify the appropriate parties that the Owner Operator has been added in the system. When the person who will be submitting payroll for the Owner Operator has an AWP account with Vendor and Contract Authority, they will be ready to submit payroll.