



## 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, outlined on the Contractors tab of <https://dot.alaska.gov/aashtoware/>.

### Roles:

Construction Project Engineer, Construction Office Engineer

### Navigation:

Civil Rights & Labor > Contracts > Contract

1. Click the **Subcontracts** hyperlink at the top of the screen.
2. Click the Subcontract **Row Action Menu** and select **Add**.
3. Enter a **Subcontractor Number** beginning with O/O (Within a contract each subcontract and O/O will need to have a unique **Subcontract Number**).
4. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates.
5. Choose *OO – Owner Operator* from the **Subcontract Type** dropdown.
6. Enter today's date in the **Sub Cert Received Date** field.
7. In the Work Classifications collapsible, toggle the **Name** dropdown to *D-Default*.

8. Enter a **Parent Subcontractor Number** if you are entering an Owner Operator who is working for a subcontractor (not the Prime).
9. Do NOT populate the Subcontract Total for Self Cert field for Owner Operators.
10. Click **Save**.

### Next Step:

N/A