



QUICK REFERENCE GUIDE:

7.1 Managing Vendor Information

Background:

This QRG covers general vendor data administration using the role Precon Vendors Admin.

Roles:

Precon Vendors Admin

Navigation:

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 to submit certified payroll.

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. 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 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 BidX service and the Bids address type information is what populates the plan holder's list address information. The email address entered in the BIDS address 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.

Next Steps:

See QRG – *Adding an Address*.

If you need further assistance please contact your Module Admin
Last Updated October 2023