



Subcontractor Approval 1.0 Create

The purpose of this flow is to walk users in the Contractors and Contractor Admin Support groups through creating a Subcontractor Approval record. This Business Process is used to add an existing or new Vendor/ Subcontractor to a project.

- T2020TEST - Home
- Tasks
- Drafts
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- Directory
- Support
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 - ADA Guidance ...
 - CC List
 - Contacts
 - Project Locations
 - Project Vendors
 - Project Numbe...
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 - Field Requ...
 - Project Co...
 - Project Esti...
 - Project Not...
 - Project Sch...
 - Project We...

DeDOT > DOTS > T2020TEST

Project E

STEP 1/40

Click the + symbol to open a new project

+ Create

			tion	Fiscal Year Obligated	Status	Creation Date	Creator	Record No.
		0.00	<input type="checkbox"/>		Active	04/02/2024 09:56 AM	Rose Coleman	PRJEST-0004
		0.00	<input type="checkbox"/>		Active	04/02/2024 09:48 AM	Cheryl DeGraff	PRJEST-0002
		0.00	<input type="checkbox"/>		Active	04/02/2024 09:55 AM	Rose Coleman	PRJEST-0003
	Construction Engineering Estimate	0.00	<input type="checkbox"/>		Active	04/01/2024 03:26 PM	Rose Coleman	PRJEST-0001

Total: 4

Self Help

Search by Name or Number...

Recent Locations

- T2020TEST
- T202400160
- TEST20221024
- T202201601
- T202304902
- T202304903
- T202466303
- T209901999
- T202366305
- T202301101
- T202300801
- T201609002
- TEST2019051200
- T201800402
- DelDOT
- M&O
- T202003402
- T201607002
- T202207704
- T201707108

Key Locations

- Company Workspace
- DelDOT

Bookmarks

No items to display.

STEP 2/40

Type the **Project Name** or **Number** or select from the **Recent Locations**

Click **Next** to proceed

Next →

				Record No.
<input type="checkbox"/>			Rose Coleman	PRJEST-0004
<input type="checkbox"/>	Active	04/02/2024 09:40 AM	Cheryl DeGraff	PRJEST-0002
<input type="checkbox"/>	Active	04/02/2024 09:55 AM	Rose Coleman	PRJEST-0003
<input type="checkbox"/>	Active	04/01/2024 03:26 PM	Rose Coleman	PRJEST-0001

Project Sch... 3

Project We...

◀ + -

Total: 4

Self Help

- TEST20221024 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support >
- General >
- Design Phase >
- Construction Phase**
- Document Manager >
- Reports >
- Admin >

DvIDGT > TEST20221024

Subcontractor Approval

+ Create Actions Bulk Update View: All Records [edit] [refresh] [print] [search] [list] [refresh]

Record No.	Vendor Name	Vendor ID	Vendor Type	Contract No.	Status	Creator	Creation Date
------------	-------------	-----------	-------------	--------------	--------	---------	---------------

STEP 3/40

Click Construction Phase

Click *Next* if already open

← Back Next →



Total: 0

Self Help

- TEST20221024 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
- Construction Phase
 - Field
 - Contract Admini...
 - Construction Ge...
- Document Manager
- Reports
- Admin

DelDOT > TEST20221024

Subcontractor Approval

[+](#) Create
 [Actions](#)
[Bulk Update](#)
[View: All Records](#)
[Edit](#)
[Refresh](#)
[Print](#)
[Search](#)
[Filter](#)
[Help](#)

Record No.	Vendor Name	Vendor ID	Vendor Type	Contract No.	Status	Creator	Creation Date
Total: 0							

STEP 4/40

Click Contract Administration

Click *Next* if already open

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[Next →](#)

3

Self Help

- Notifications
- Directory
- Support
- General
- Design Phase
- Construction Phase
 - Field
 - Contract Admin...
 - Notice to P...
 - Contracts ...
 - Change Or...
 - Contractor...
 - General Co...
 - Pencil Esti...
 - Progress Es...
 - Project Clo...
 - Price Appr...
 - Request for...
 - Subcontrac...**
 - Submittals
 - Time Charg...
 - Construction G...

DelDOT > TEST20221024

Subcontractor Approval

+ Create Actions Bulk Update View: All Records [edit] [refresh] [print] [search] [list] [help]

Record No.	Vendor Name	Vendor ID	Vendor Type	Contract No.	Status	Creator	Creation Date
Total: 0							

STEP 5/40

Click Subcontractor Approval

Click Next of already open

← Back Next →

Self Help

T2020TEST - Home

Tasks

Drafts

Notifications

STEP 6/40

Click Create

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Design Phase

Construction Phase

Field

Contract Admi...

Notice to P...

Contracts -...

Change Or...

Contractor...

General Co...

Pencil Esti...

Progress Es...

Project Clo...

Price Appr...

Request for...

Subcontrac...

Navigation icons

DelDOT > DOTS > T2020TEST

Subcontractor Approval

+ Create Actions Bulk Update View: All Records [Edit] [Refresh] [Print] [Search] [Filter] [Help]

Vendor ID	Vendor Type	Contract No.	Status	Creator	Creation Date
		T2020TEST	In_Review	Rose Colem...	05/21/2024 03:00 PM
3DR		T2020TEST	In_Review	Rose Colem...	04/25/2024 02:50 PM

Total: 2

- TEST20221024 - Ho...
- Tasks
- Drafts
- Notifications
- Design Phase
- Construction Phase
 - Field
 - Contract Admi...
 - Notice to P...
 - Contracts ...
 - Change Or...
 - Contractor...
 - General Co...
 - Pencil Esti...
 - Progress Es...
 - Project Clo...
 - Price Appr...
 - Request for...
 - Subcontrac...

DelDOT > TEST20221024

Subcontractor Approval

+ Create
Actions
Bulk Update
View: All Records
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🔔

Record	Vendor ID	Vendor Type	Contract No.	Status	Creator	Creation Date
Total: 0						

Self Help

STEP 7/40

Click Create

← Back

Contract Info

Contract Reference Required

Vendor Details

Vendor Vendor ID

Vendor Name

Letter Details

Prior Subcontracted Amount

Letter Non-Excluded

Previous \$ Subcontracted

% of Contract Subcontracted

Letter Excluded Amount

Previous Excluded Amount

Total Excluded Amount

contracted

STEP 8/40

Select the **Contract Reference**

[← Back](#) [Next →](#)

Information

No Attachments.

Create New Subcontractor Approval

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

Required

Revised Contract Amount

0.00

Subcontractor Record Type

Please choose one of the following:

1. In Master List - the subcontractor exists in Unifier and needs to be added to the project.
2. Add to Master List - the subcontractor DOES NOT exist in Unifier and needs to be added to both the master list and the project.

Note: If unsure, please select In Master List and search for the vendor before selecting add to master list.

Subcontractor Record Type * ⓘ

In Master List Add to Master List

Vendor Details

Vendor

Type a Vendor ID...

Vendor ID

Vendor Name * ⓘ

Project Vendor Type * ⓘ

Required

Required

DBE? ⓘ

Thlrd Tier Sub? * ⓘ

No

STEP 9/40

Select the Subcontractor Record Type:

- In Master List- Select if the subcontractor is in the Master List but needs to be added to this project. If you are unsure, select In Master List and search
- Add to Master List- Select if this is a new subcontractor that does not exist in the Master List. ***If you are unsure, select Master List first and search the subcontractors name to verify that they are not already in the list.***

Click Next to proceed

← Back

Next →

No Attachments.

Create New Subcontractor Approval

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

2. Add to Master List - the subcontractor DOES NOT exist in Unifier and needs to be added to both the master list and the project.
Note: If unsure, please select In Master List and search for the vendor before selecting add to master list.

Subcontractor Record Type * ⓘ
 In Master List Add to Master List

Vendor Details

Vendor	Vendor ID
<input type="text" value="Type a Vendor ID..."/>	<input type="text"/>
Vendor Name * ⓘ	Project Vendor Type * ⓘ
<input type="text"/>	<input type="text" value="Select"/>
Required	Required

DBE? ⓘ	Third Tier Sub? * ⓘ
<input type="text"/>	<input type="text" value="No"/>
<input type="checkbox"/> Race Conscious ⓘ	Second Tier Sub
	<input type="text"/>

Is Subcontract Attached? * <input type="radio"/> Yes <input type="radio"/> No Required	Is FHWA 1273 Attached? * <input type="radio"/> Yes <input type="radio"/> No Required
FHWA Participation	

STEP 10/40

Complete the required (*) and applicable fields in the Vendor Details block:

- Select the **Vendor** by typing in the vendor ID or by clicking the picker icon on the right-hand side of the field.
- *The Vendor ID and Vendor Name will auto-fill once the **Vendor** is selected.*
- **Project Vendor Type:** Select 'Subcontractor' from the dropdown menu. This is the only value that can be selected

Click Next to proceed

← Back **Next** →

Create New Subcontractor Approval

Save Draft More Actions Send

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

Vendor ID: Type a Vendor ID...
Vendor Name: Rose LLC
Project Vendor Type: Select
DBE?:
Race Conscious:
Is Subcontract Attached?: Yes No
Is FHWA 1273 Attached?: Yes No
FHWA Participation:
Third Tier Sub?: No
Second Tier Sub:

License Information
All vendors require a current business license and contractor registry certificate.
If the vendor has a current business license and/or contractor registry certificate entered in Unifier, those license numbers and expiration dates will be populated. If any of the data is not populated, it will need to be entered before the record can be submitted. If either has expired, a current copy will need to be provided.
Contractor Registry Certificate information can be found at <http://contractorregistry.delaware.gov>

Attachments Comments Linked Records Linked Mail

STEP 11/40

Select **Yes** or **No** to identify if the vendor is a third-tier sub.

If you select Yes, you are required to identify who the Second Tier Sub is in the field below.

Click Next to proceed

← Back Next →

Information
No Attachments.

Create New Subcontractor Approval

Save Draft More Actions Send

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

Vendor ID:

Vendor Name:

Project Vendor Type:

DBE?

Race Conscious:

Is Subcontract Attached? Yes No

Third Tier Sub?

Is Yes No

FHWA Participation:

License Information

All vendors require a current business license and contractor registry certificate.

If the vendor has a current business license and/or contractor registry certificate entered in Unifier, those license numbers and expiration dates will be populated. If any of the data is not populated, it will need to be entered before the record can be submitted. If either has expired, a current copy will need to be provided.

Contractor Registry Certificate information can be found at <http://contractorregistry.delaware.gov>

STEP 12/40

Select the checkbox for **Race Conscious**, only if applicable for this subcontractor.

Click Next to proceed

← Back Next →

Attachments Comments Linked Records Linked Mail

Information

No Attachments.

Self Help

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

<input type="text"/>	Select
<small>Required</small>	<small>Required</small>
DBE? [*] ⓘ	Third Tier Sub? [*] ⓘ
Select	No
<small>Required</small>	<small>Required</small>
<input type="checkbox"/> Race Conscious ⓘ	Second Tier Sub
	<input type="text"/>
Is Subcontract Attached? [*]	Is FHWA 1273 Attached? [*]
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<small>Required</small>	<small>Required</small>
	FHWA Participation
	To Be Determined
License Information	
Business License No. [*] ⓘ	Contractor Registry Certificate # [*]
<input type="text"/>	<input type="text"/>
<small>Required</small>	<small>Required</small>
Business Lic. Expiration Date [*]	Certificate Expiration Date [*]
MM/DD/YYYY	MM/DD/YYYY
<small>Required</small>	<small>Required</small>
Is Business License Attached? [*]	Is Registry Certificate Attached? [*]
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<small>Required</small>	<small>Required</small>
Letter Details	
Letter Non-Excluded ⓘ	
<input type="text"/>	0.00
Previous \$ Subcontracted ⓘ	
<input type="text"/>	0.00
% of Contract Subcontracted ⓘ	
<input type="text"/>	0
Letter Excluded Amount	

Attachments Comments Linked Records Linked Mail

STEP 13/40

Confirm that the **Subcontract** is attached, and if applicable, the **FHWA 1273**

Click *Next* to proceed

[← Back](#) [Next →](#)

Self Help

Create New Subcontractor Approval

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

License Information

All vendors require a current business license and contractor registry certificate.

If the vendor has a current business license and/or contractor registry certificate entered in Unifier, those license numbers and expiration dates will be populated. If any of the data is not populated, it will need to be entered before the record can be submitted. If either has expired, a current copy will need to be provided.

Contractor Registry Certificate information can be found at <http://contractorregistry.delaware.gov>

Business License No. * ⓘ

Required

Contractor Registry Certificate No. *

Required

Business Lic. Expiration Date *

Required

Contractor Registry Certificate Expiration Date *

Required

Were Business License and/or Registry Certificate required and attached? *

Yes No

Required

Letter Details

Letter Non-Excluded ⓘ

Previous \$ Subcontracted ⓘ

% of Contract Subcontracted ⓘ

STEP 14/40

Read through the description provided in the **License Information block** before proceeding.

For additional help and information, click the link below to open a guide to when a Business License or Construction Certificate should be uploaded [Click Here](#)

If needed, this flow will walk you through uploading documents after the Address step in this flow.

Click Next to proceed

[← Back](#)

[Next →](#)



Information
No Attachments.

Subcontractor Approval **Bid Pay Items** Non-Bid Pay Items Address

Contract Info

STEP 15/40

Click **Bid Pay Items** detail form to add Bid Pay Items.

[← Back](#)

Original Contract Amount: 8,847,777.00

Revised Contract Amount: 8,970,271.39

Vendor Details

Vendor: MV-0154 BE

Vendor ID: 3DFI

Vendor Name: 3-D Fabrication, Inc

Letter Details

Prior Subcontracted Amount	0.00
Letter Non-Excluded	0.00
Previous \$ Subcontracted	0.00
% of Contract Subcontracted	0
Letter Excluded Amount	0.00
Previous Excluded Amount	0.00
Total Excluded Amount	0.00
Total Subcontracted	0.00

[Self Help](#)

Attachments Comments Linked Records Linked Mail

[+](#)



Information
No Attachments.

Create New Subcontractor Approval

Save Draft

More Actions

Send

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

UI toolbar with icons for Add, Actions, Refresh, Print, Search, and Filter. Below is a table header:

No.	Pay Item	Section	Pay Item Name	Agreement Quantity	Agreement Unit Price	Item Subtotal
-----	----------	---------	---------------	--------------------	----------------------	---------------

A modal window is displayed over the table with the text: "STEP 16/40" and "Click Add".

Information icon (i) with the text: "Information" and "No line items are available."



Self Help

Add Actions

No.	Pay Item	Section	Pay Item Name	Agreement Q
-----	----------	---------	---------------	-------------

STEP 17/40

Select the applicable **Pay Item**

Click **Next** to proceed

[← Back](#) [Next →](#)

General

Pay Item Number

Type a Short Description...

Pay Item Name

Pay Item

Section

Exclude?

Item Details

Agreement UOM	Unit of Measure
Select	
Agreement Quantity	Quantity
0	0
Agreement Unit Price	Item Unit Cost
0.00	0.00
Item Subtotal	
0.00	

Comments

Remarks

[Cancel](#) [Save](#) [Save & Add New](#)

[Self Help](#)

No.	Pay Item	Section	Pay Item Name	Agreement Quantity	Agreement Unit Price	Item Subtotal

STEP 18/40

Complete all applicable fields regarding Item Details

Click **Next** to proceed

[← Back](#) [Next →](#)

Line Item Details Attachments Linked Records

Pay Item Number: 209002-00-0001

Pay Item Name: BORROW, TYPE B

Pay Item: 209002

Section: 0001

Exclude?

Item Details

Agreement UOM: Select	Unit of Measure: CY
Agreement Quantity: 0	Quantity: 1,599
Agreement Unit Price: 0.00	Item Unit Cost: 34.00
Item Subtotal: 0.00	

Comments

Remarks

[Cancel](#) [Save](#) [Save & Add New](#)

[Self Help](#)

Add Actions

No.	Pay Item	Section	Pay Item Name	Agreement Quantity	Agreement Unit Price	Item Subtotal
-----	----------	---------	---------------	--------------------	----------------------	---------------

Line Item Details Attachments Linked Records

Pay Item Number: 209002-00-0001

Pay Item Name: BORROW, TYPE B

Pay Item: 209002

Section: 0001

Exclude?

Item Details

Agreement UOM: Select	Unit of Measure: CY
Agreement Quantity: 0	Quantity: 1.599
Agreement Unit Price: 0.00	Item Unit Cost: 34.00
Item Subtotal: 0.00	

Comments

Remarks

STEP 19/40

Provide **Remarks**, if applicable

Click **Next** to proceed

← Back **Next** →



Self Help

Cancel Save Save & Add New

Create New Subcontractor Approval

Save Draft

More Actions

Send

Subcontractor Approval **Bid Pay Items** Non-Bid Pay Items Address

Add Actions

No.	Pay Item	Section	Pay Item Name	Agreement Quantity	Agreement Unit Price	Item Subtotal
-----	----------	---------	---------------	--------------------	----------------------	---------------



Self Help

Line Item Details Attachments Linked Records

Pay Item Number
209002-00-0001

Pay Item Name
BORROW, TYPE B

Pay Item
209002

Section
0001

Exclude?

Item Details

Agreement UOM: Select Unit of Measure: CY

Agreement Quantity: 0 Quantity: 1,599

Agreement Unit Price: 0.00 Item Unit Cost: 34.00

Item Subtotal: 0.00

Comments

Remarks

STEP 20/40
Click Save
← Back

Cancel Save Save & Add New

Grid toolbar with icons for Add, Actions, Refresh, Print, Search, and Filter.

No.	Pay Item	Section	Pay Item Name	Agreement Quantity	Agreement Unit Price	Item Subtotal
001	209002	0001		0.00	0.00	

STEP 21/40

Add additional Bid Pay Items, as needed.

Once all Bid Items have been added, click *Next* to proceed

← Back Next →

Pay Item Number: 209002-00-0001

Pay Item Name: BORROW, TYPE B

Pay Item: 209002

Section: 0001

Exclude?

Item Details

Agreement UOM: Select Unit of Measure: CY

Agreement Quantity: 0 Quantity: 1,599

Agreement Unit Price: 0.00 Item Unit Cost: 34.00

Item Subtotal: 0.00

Comments

Remarks

[Empty text area]



No.	Agreement Quantity	Agreement Unit Price	Item Subtotal
001	0	0.00	0.00

Click the **Non-Bid Pay Items** detail form to add non-bid pay items.

If Non-bid pay items are not applicable, click *Next* to skip this section of the flow.

There will be a 15 second pause, before the flow kicks back to the next step in the flow.

← Back Next →

Pay Item Number
209002-00-0001

Pay Item Name
BORROW, TYPE B

Pay Item
209002

Section
0001

Exclude?

Item Details

Agreement UOM: Select | Unit of Measure: CY

Agreement Quantity: 0 | Quantity: 1,599

Agreement Unit Price: 0.00 | Item Unit Cost: 34.00

Item Subtotal: 0.00

Comments

Remarks



Self Help

Navigation: Add Actions Refresh Print Search Filter

No.	Non-bid Pay Item -	Existing Pay Item	Existing Pay Item Desc	Existing UOM	Agreement Quantity	Agreement Uni
STEP 23/40						
Click Add						
← Back						

Self Help

i
Information
No line items are available.



Add Actions

No.	Non-bid Pay Item - Suffix	Existing Section	Existing Pay Item Name	Existing Pay Item Desc	Unit
<div data-bbox="797 148 1277 302" data-label="Complex-Block"> <p>STEP 24/40</p> <p>Select the Pay Item number</p> <p>← Back Next →</p> </div>					

Line Item Details Attachments Linked Records

General

Existing Pay Item Number

Type a Short Description...

Non-bid Pay Item - Suffix

Existing Pay Item Name

Existing Pay Item Desc

Existing Section

Price Approved?

Exclude?

Item Details

Agreement UOM

Agreement Quantity

Agreement Unit Price

Item Subtotal

Existing UOM

Item Quantity

Item Unit Cost

Cancel Save Save & Add New



Self Help

Add Actions

No.	Non-bid Pay Item - Suffix	Existing Section	Existing Pay Item Name	Existing Pay Item Desc	Existing UOM	Agreement Quantity	Agreement Unit Price	Item Subtotal

STEP 25/40

Provide the applicable Item Details

Click Next to proceed

← Back Next →

General

Existing Pay Item Number

Non-bid Pay Item - Suffix

Existing Pay Item Name

Existing Pay Item Desc

Existing Section

Price Approved?

Exclude?

Item Details

Agreement UOM <input type="text" value="Select"/>	Existing UOM <input type="text"/>
Agreement Quantity <input type="text" value="0"/>	Item Quantity <input type="text" value="0"/>
Agreement Unit Price <input type="text" value="0.00"/>	Item Unit Cost <input type="text" value="0.00"/>
Item Subtotal <input type="text" value="0.00"/>	



Add Actions

No.	Non-bid Pay Item - Suffix	Existing Section	Existing Pay Item Name	Existing Pay Item Desc	Existing UOM	Agreement Quantity	Agreement Unit Price

Line Item Details Attachments Linked Records

Existing Pay Item Name

Existing Pay Item Desc

Existing Section

Price Approved?

Exclude?

Item Details

Agreement UOM

Agreement Quantity

Agreement Unit Price

Item Subtotal

Existing UOM

Item Quantity

Item Unit Cost

Comments

Remarks

STEP 26/40

Add comments, as needed

Click Next to proceed

← Back **Next** →



Self Help

Cancel Save Save & Add New

Add Actions

No.	Non-bid Pay Item - Suffix	Existing Section	Existing Pay Item Name	Existing Pay Item Desc	Existing UOM	Agreement Quantity	Agreement Unit Price
-----	---------------------------	------------------	------------------------	------------------------	--------------	--------------------	----------------------

Existing Pay Item Name

Existing Pay Item Desc

Existing Section

Price Approved?

Exclude?

Item Details

Agreement UOM	Existing UOM
Select	
Agreement Quantity	Item Quantity
0	0
Agreement Unit Price	Item Unit Cost
0.00	0.00
Item Subtotal	
0.00	

Comments

Remarks

STEP 27/40

Click Save

← Back

Cancel Save Save & Add New



Self Help

Grid toolbar: Add, Actions, Refresh, Print, Search, Filter

No.	Non-bid Pay Item - Suffix	Existing Section	Existing Pay Item Name	Existing Pay Item Desc	Existing UOM	Agreement Quantity	Agreement Unit Price
001						0	

STEP 28/40

Add additional Non-Bid Pay Items, as needed.

Once all Non-Bid Items have been added, click Next to proceed

← Back Next →

Existing Pay Item Name

Existing Pay Item Desc

Existing Section

Price Approved?

Exclude?

Item Details

Agreement UOM	Existing UOM
Select	
Agreement Quantity	Item Quantity
0	0
Agreement Unit Price	Item Unit Cost
0.00	0.00
Item Subtotal	
0.00	

Comments

Remarks



No.	Pay Item	Quantity	Agreement Unit Price	Item Subtotal
001	209002	0	0.00	0.00

STEP 29/40
Click Address

Address

Pay Item Number: 209002-00-0001

Pay Item Name: BORROW, TYPE B

Pay Item: 209002

Section: 0001

Exclude?

Item Details

Agreement UOM: Select	Unit of Measure: CY
Agreement Quantity: 0	Quantity: 1,599
Agreement Unit Price: 0.00	Item Unit Cost: 34.00
Item Subtotal: 0.00	

Comments

Remarks

Cancel Save Save & Add New



Self Help

Create New Subcontractor Approval

Save Draft

More Actions

Send

Subcontractor Approval Bid Pay Items Non-Bid Pay Items **Address**

Table interface with columns: No., Address 1, Address 2, City, State/Province. Includes an 'Add' button and a 'Click Add' tooltip.

No.	Address 1	Address 2	City	State/Province
-----	-----------	-----------	------	----------------

STEP 30/40
Click **Add**

Self Help

Information icon and text: Information No line items are available.

Information
No line items are available.

Add Actions

No.	Address 1	Address 2	City	State/Province

STEP 31/40

Complete all required (*) and applicable fields

Click Next to proceed

← Back Next →

Address 1 * City *

Address 2 State/Province *

Address 3 Zip Code *

Contact Details

First Name Last Name

Title Email

Mobile Phone Work Phone



Add		Actions			
No.		Address 1	Address 2	City	State/Province

Address 1 [*]	City [*]
<input type="text"/>	<input type="text"/>
<small>Required</small>	<small>Required</small>
Address 2	State/Province [*]
<input type="text"/>	DE
Address 3	Zip Code [*]
<input type="text"/>	<input type="text"/>
	<small>Required</small>

Contact Details

First Name	Last Name
<input type="text"/>	<input type="text"/>
Title	Email
<input type="text"/>	<input type="text"/>
Mobile Phone	Work Phone
<input type="text"/>	<input type="text"/>

STEP 32/40

Click Save

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Create New Subcontractor Approval

Save Draft More Actions Send

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

STEP 33/40

Click **Subcontractor Approval** to return to the upper form.

← Back

2	City	State/Province
---	------	----------------


Information
No line items are available.

Total: 0

Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

Contract Info

Contract Reference ⁺ ⓘ
 Required

Original Contract Amount

Revised Contract Amount

Subcontractor Record Type

Please choose one of the following:

1. In Master List - the subcontractor exists in Unifier and needs to be added to the project.
2. Add to Master List - the subcontractor DOES NOT exist in Unifier and needs to be added to both the master list and the project.

Note: If unsure, please select in master and search for the vendor before selecting add to master list.

Subcontractor Record Type ⁺ ⓘ

In Master List Add to Master List

Vendor Details

Vendor Required

Vendor ID ⁺ ⓘ

Vendor Name ⁺ ⓘ Required

Project Vendor Type ⁺ ⓘ Required

DBE? ⁺ ⓘ Required

Third Tier Sub? ⁺ ⓘ Required

Race Conscious ⓘ

Second Tier Sub

Is Subcontract Attached? ⁺ ⓘ Yes No Required

Is FHWA 1273 Attached? Yes No

FHWA Participation

Attachments Comments Linked Records Linked Mail

STEP 34/40

Click the **attach** icon to attach the required documents to this record. This includes **adding the subcontract**, and if necessary, adding the updated business license and contractor registry certificate.

[← Back](#)

i
Information
No Attachments.

Self Help



Subcontractor Approval Bid Pay Items Non-Bid Pay Items Address

Contract Info

Contract Reference ^{*} ⓘ
Type a Contract No... ⓘ
Required

Original Contract Amount 0.00

Revised Contract Amount STEP 35/40

Subcontractor Record Type

Please choose one of the following:

1. In Master List - the subcontractor exists in Unifier and needs to be added to the project.
2. Add to Master List - the subcontractor DOES NOT exist in Unifier and needs to be added to both the master list and the project.

Note: If unsure, please select in master and search for the vendor before selecting add to master list.

Subcontractor Record Type ^{*} ⓘ

In Master List Add to Master List

Vendor Details

Vendor Type a Vendor ID... ⓘ Vendor ID ⓘ

Vendor Name ^{*} ⓘ Project Vendor Type ^{*} ⓘ
 Select

DBE? ^{*} ⓘ Select Required Third Tier Sub? ^{*} ⓘ No Required

Race Conscious ⓘ Second Tier Sub

Is Subcontract Attached? ^{*} ⓘ Yes No Required Is FHWA 1273 Attached? Yes No

FHWA Participation To Be Determined

STEP 35/40

Click Browse

← Back

Attachments Comments Linked Records Linked Mail

Browse...
Document Manager...



Information
No Attachments.

Self Help ⓘ



Subcontractor Approval

Contract Info

Contract Reference ⓘ

Type a Contract No...

Subcontractor Record

Please choose one of the following:

- In Master List - the subcontractor is already in the system.
- Add to Master List - the subcontractor is not in the system.

Note: If unsure, please select "Add to Master List".

Subcontractor Record Type ⓘ

In Master List Add to Master List

Vendor Details

Vendor

Type a Vendor ID...

Vendor Name ⓘ

DRE? ⓘ

Select

Race Conscious ⓘ

Is Subcontract Attached? ⓘ

Yes No

Required

Upload

Drag and Drop
Select or drop files here.

File Name	File Size	Document Title	Revision No	Issue Date
No data to display.				

STEP 36/40

Drag and drop the applicable documents here or click to select the documents from your file explorer:

- **Subcontract**
- **Business License**
- **Registry Certificate**
- **FHWA 1273**

← Back

Revise automatically if file with same name exists



To Be Determined

Subcontractor Approval

Contract Info

Contract Reference

Type a Contract No...

Subcontractor Record

Please choose one of the following options:

- In Master List - the subcontractor is already in the system.
- Add to Master List - the subcontractor is not in the system.

Note: If unsure, please select "Add to Master List".

Subcontractor Record Type

In Master List Add to Master List

Vendor Details

Vendor

Type a Vendor ID...

Vendor Name

DBE?

Select

Race Conscious

Is Subcontract Attached?

Yes No

Required



Upload

Drag and Drop
Select or drop files here.

File Name	File Size	Document Title	Revision No	Issue Date
<input type="checkbox"/> AE List.csv	3 KB			

Revise automatically if file with same name exists

1 item ready to be uploaded (3 KB)

Cancel

STEP 37/40

Click **Upload**

[← Back](#)



Create New Subcontractor Approval

Save Draft More Actions **Send**

Subcontractor Approval Bid Pay Items Non-Bid Pay Items **Address**

No.	Address 1	Address 2	City	State/Province
001	1566 Hafford Lane		Camden	DE



Self Help

Line Item Details Attachments Linked R

STEP 38/40

Click Send

[← Back](#)

Address 1 *
1566 Hafford Lane

Address 2

State/Province *
DE

Address 3

Zip Code *
18795

▼ Contact Details

First Name

Last Name

Title

Email

Mobile Phone

Work Phone

[Cancel](#) [Save](#) [Save & Add New](#)

No.	Address 1	Address 2	City	State/Pro
001	1366 Halford Lane		Camden	DE

Workflow Action Details

Action Details


Workflow Actions * Send For Review

Send for Review

To
Bradley Damtoft;Cassidy Blowers;Cheryl DeGraff;Company Administrator;Diane...

Due Date Details

Task Due Date



Task Due Date is not available

Cancel Send

Attachments Linked Records

City

State/Province

Zip Code

Details

Last Name

Email

Work Phone

STEP 39/40

Click **Send**

Cancel Send



Self Help

Cancel Save Save & Add New

Grid view with columns: No., Address 1, Address 2, City, State/Province. Row 1: 001, 1566 Hafferd Lane, Camden, DE.

Form fields for Address 1, Address 2, Address 3, City, State/Province, Zip Code, Contact Details (First Name, Last Name, Email, Work Phone).

Notification dialog box: STEP 40/40, Click OK, OK button.



Self Help

No.	Address 1	Address 2	City	State/Province
101	1568 Hafford Lane		Camden	DE

Address 1: 1568 Hafford Lane

City: Camden

Address 2: [Empty]

State/Province: DE

Address 3: [Empty]

Zip Code: 18795

Contact Details

First Name: [Empty]

Last Name: [Empty]

Title: [Empty]

Email: [Empty]

Work Phone: [Empty]

Notification [Close]

You have completed this task.

[OK]



Self Help

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