



South Carolina Department of Transportation



SCDOT Construction Extranet Project



Vendor Desktop Reference Guide
October 2004



Table of Contents

<i>About This Manual</i>	4
Content.....	4
<i>Construction Extranet Overview</i>	5
<i>Letting Documents</i>	7
<i>Vendor Forum</i>	9
Add Vendor Postings	9
Search Vendor Postings	10
View All Vendor Postings.....	11
<i>SiteXchange</i>	12
Upload SiteXchange Files	12
Download SiteXchange Files from SCDOT	13
<i>Terms and Conditions</i>	15



Table of Figures

Figure 1 - Site Organization	5
Figure 2 - SCDOT's Home Page.....	6
Figure 3 - View Lettings	7
Figure 4 - Download Document	7
Figure 5 – Vendor Forum Home	9
Figure 6 - Add Vendor Posting.....	10
Figure 7 - Search Vendor Postings.....	11
Figure 8 - SiteXchange Home.....	12
Figure 9 - Upload SiteXchange Files	13
Figure 10 – Upload SiteXchange Files Link.....	13
Figure 11 – My Submissions.....	13
Figure 12 - Download SiteXchange Files.....	14
Figure 13 - Terms & Conditions	15



About This Manual

The purpose of this manual is to provide basic instructions for SCDOT's external portal users (Vendors).

This manual is designed to show users how to perform a number of basic tasks within the Construction Extranet portal and is not intended for use by administrative personnel.

The objective is to assist users in learning to use the portal as well as provide an introduction to the basic features and principles of portal site navigation. This document is intended to serve as a desktop reference.

Content

This manual is divided into 5 sections:

Section	Purpose
Overview	This section provides a brief description of the portal.
Letting Plans	This section provides information on how to download Letting Plans.
Vendor Forum	This section provides information on how to add, search, and view Vendor Postings.
SiteXchange	This section provides information on how to upload and download SCDOT files.
Additional Information	This section provides a list of sources for additional help.

Construction Extranet Overview

The objective of this portal is to:

- Provide Vendors with access to documents associated with SCDOT Lettings
- Provide Vendors with information that is shared between Prime and Sub- Contractors in an electronic format
- Provide Prime Contractors access to the SiteXchange

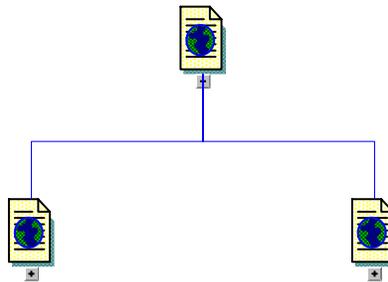


Figure 1 - Site Organization

All users must have the correct permissions in order to access the portal site. Upon granted access, a username and password will be given to each user. If the Portal Administrator has granted you access, but you are still experiencing problems logging in, please contact your companies help desk first then contact the Portal Administrator if your help desk determines it is not a problem with your computer.



Figure 2 - SCDOT's Home Page

Access to the home page is available to all authorized site users.

Letting Documents

From the home page, users have the ability to download Letting Documents. To view a lettings document, complete the following steps:

1. Click the down arrow for the Lettings drop-down box to select a desired date.
2. The **File Number** box will be automatically populated as shown in the figure below.



Figure 3 - View Lettings

3. Single-click a file number and the Documents box will be automatically populated with all lettings documents associated with the selected file number.
4. Single-click the desired file and a download pop-up box will appear.

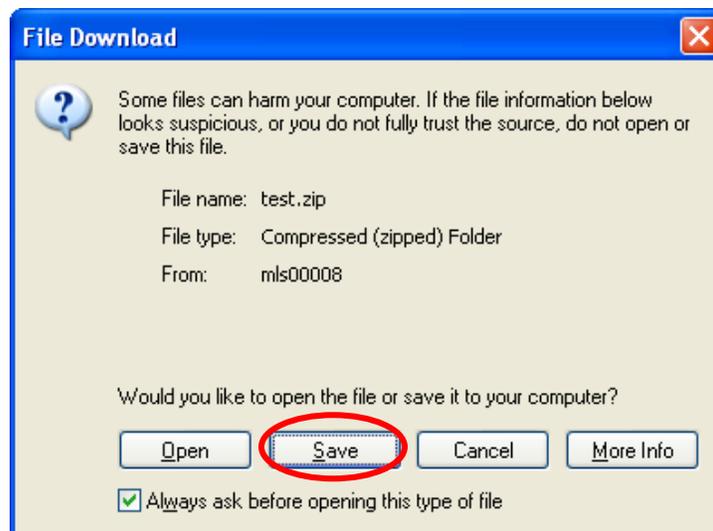


Figure 4 - Download Document



-
5. The user will then have the option to open or save the file. **SAVE THE FILE**—do not try to open it or the action will fail.
 6. After the file has been saved, a blank screen is displayed. The user must click the **Back** button to return to Letting Plans.

IMPORTANT NOTE: Once a vendor has downloaded a document, a courtesy email will be sent to the vendor if an addendum is added to the document.

The vendor will then have the option of logging back into the Construction Extranet to download the addendum document.

Vendor Forum

Access to the Vendor Forum site is accessible to all authorized site users. To access the site, click the **Vendor Forum** link to the right of the home page under the heading, *Navigation*.

The Vendor Forum site home page is displayed as follows.



Figure 5 – Vendor Forum Home

From this page, users have the ability to perform the following actions:

1. Add Vendor Postings
2. Search Vendor Postings
3. View All Vendor Postings

The following paragraphs provide detailed instructions for performing the above mentioned actions.

Add Vendor Postings

To add a Vendor Posting, complete the following steps:

1. Click **Add Vendor Posting**. The following screen is displayed.

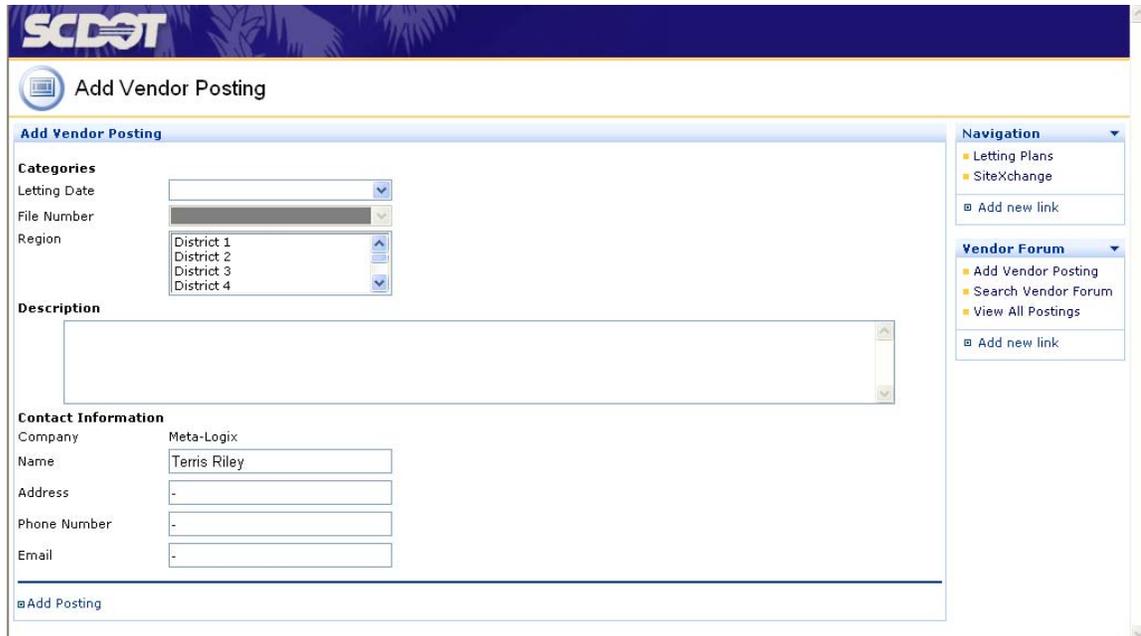


Figure 6 - Add Vendor Posting

2. Select a **Letting Date** only if the posting relates specifically to that entry. Otherwise, leave it blank so that the posting will relate to all lettings.
3. Select a **File Number** only if the posting relates specifically to that entry. Otherwise, leave it blank so that the posting will relate to all file numbers.
4. Select a **Region** only if the posting relates specifically to the region(s) selected. Otherwise, leave it blank so that the posting will relate to all regions.
5. Enter a description of the posting.
6. Enter all contact information.
7. Click **Add Posting**.

Search Vendor Postings

To search Vendor Postings, complete the following steps:

1. Click the **Search Vendor Postings** link. The following screen is displayed.



Figure 7 - Search Vendor Postings

2. If desired, the user can search by **Letting Date**, **File Number** and/or **Region**.
3. Click **Search Postings**.
4. Results are displayed on the next screen.

View All Vendor Postings

To view All Vendor Postings, simply click **View All Postings** from the Vendor Forum home page. Results are displayed on the next screen.

SiteXchange

The purpose of the SiteXchange is to provide a method for Bid Awardees to download construction site-related documentation and upload required forms.

In short, it serves as a resource that allows SCDOT personnel and the Prime Vendors to remotely exchange documentation.

Therefore, access to the SiteXchange is limited to authorized Primary Vendors and SCDOT users.

To access this site, click the **SiteXchange** link to the right of the home page under the heading, *Navigation*.

The SiteXchange Home page is displayed as follows.

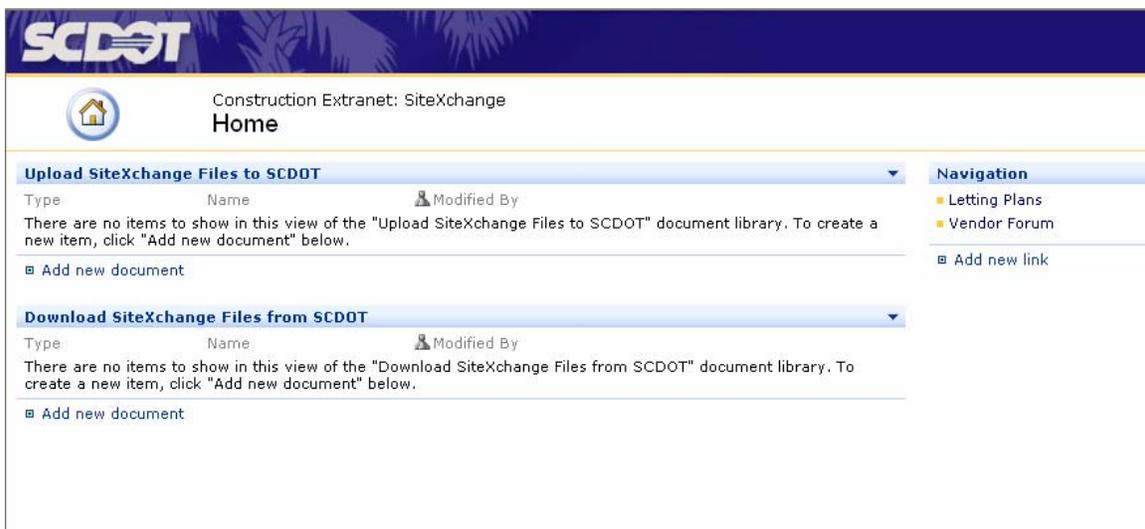


Figure 8 - SiteXchange Home

From this site, authorized users have the ability to:

1. Upload SiteXchange Files
2. Download SiteXchange Files

The following paragraphs provide detailed instructions for performing the above mentioned actions.

Upload SiteXchange Files

To upload SiteXchange files to SCDOT, complete the following steps:

1. Click **Add New Document** under the section heading *Upload SiteXchange Files to SCDOT*. The following screen is displayed.

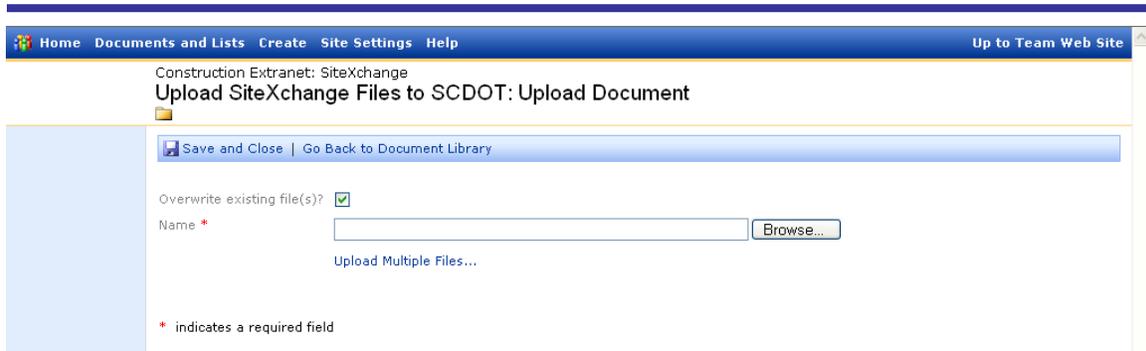


Figure 9 - Upload SiteXchange Files

2. Click the **Browse** button to navigate to the desired file. Or click the **Upload Multiple Files** link to upload multiple files at once.
3. Click **Save and Close**. **Note: Document is protected from viewing except by SCDOT.**
4. If you want to view and confirm that your file was uploaded, click the "Upload SiteXchange Files to SCDOT" link.

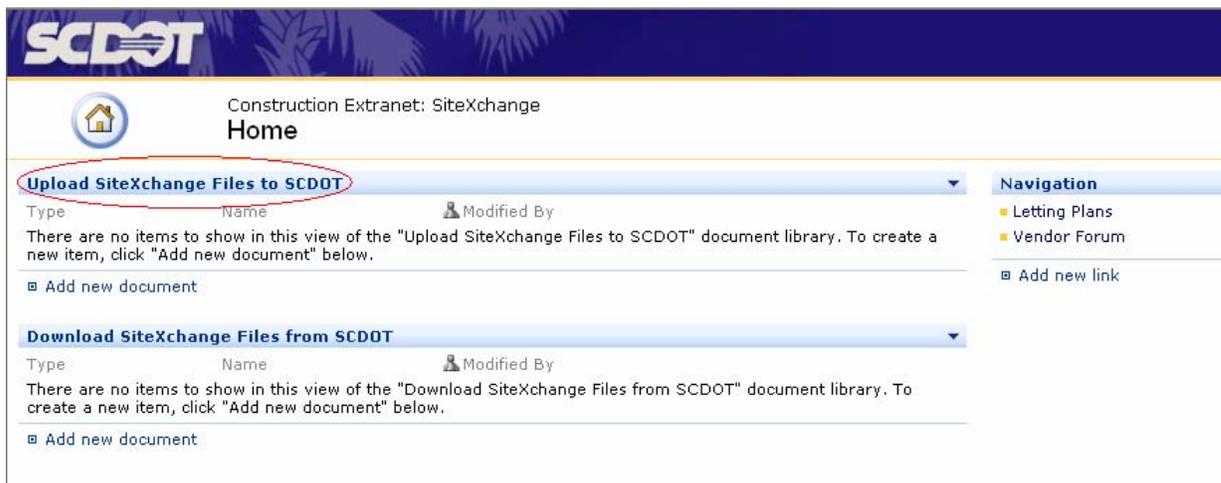


Figure 10 – Upload SiteXchange Files Link

5. Then click the "My Submissions" link on the left. Your submissions will be displayed as shown in figure 11.

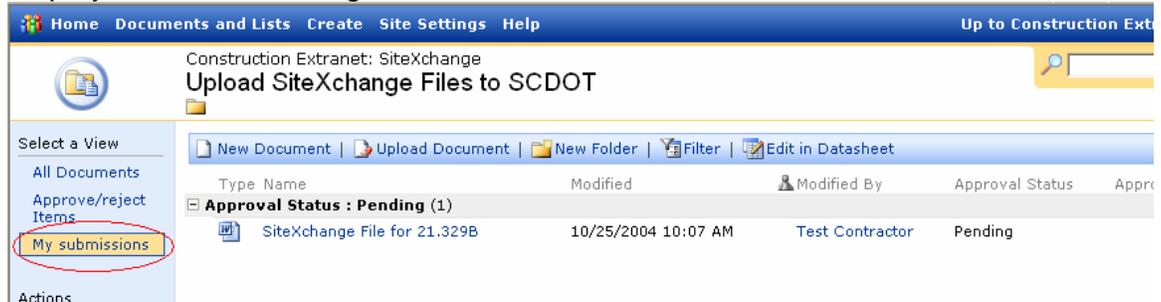


Figure 11 – My Submissions

Download SiteXchange Files from SCDOT

To download SiteXchange files, complete the following steps:

1. Click the desired folder to display files as illustrated in the figure below and then click the file. A download pop-up box will appear.

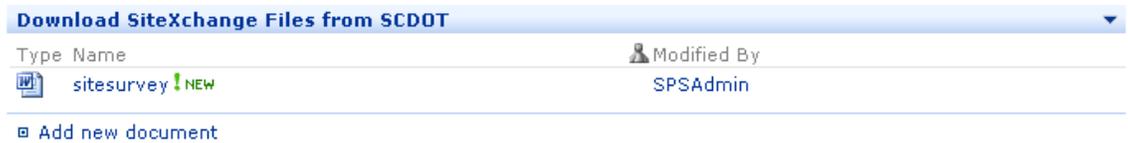


Figure 12 - Download SiteXchange Files

2. In the Download pop-up box, click **Save**.



Terms and Conditions

SCDOT Terms and Conditions can be viewed by clicking the Internet Disclaimer link located at the bottom of the site home page as shown in the figure below. By using the Construction Extranet site, you agree to these Terms and Conditions.



Figure 13 - Terms & Conditions