

4 Working with Contractors

The Contractors list window lists the Prime Contractor and all subcontractors (including Service Providers) associated with a contract. The Prime Contractor has already been entered by HQ Construction Admin. When the Resident Engineer receives the Request To Sublet form from HQ Contract Compliance all known subcontractors need to be added to the contract by the Office Person.

4.1 Adding New Subcontractors

Log into FieldManager through Citrix (for more information on logging on to FieldManager, see Chapter/Section 2.1 in this user guide). The Contracts list window opens (Figure 4-1).

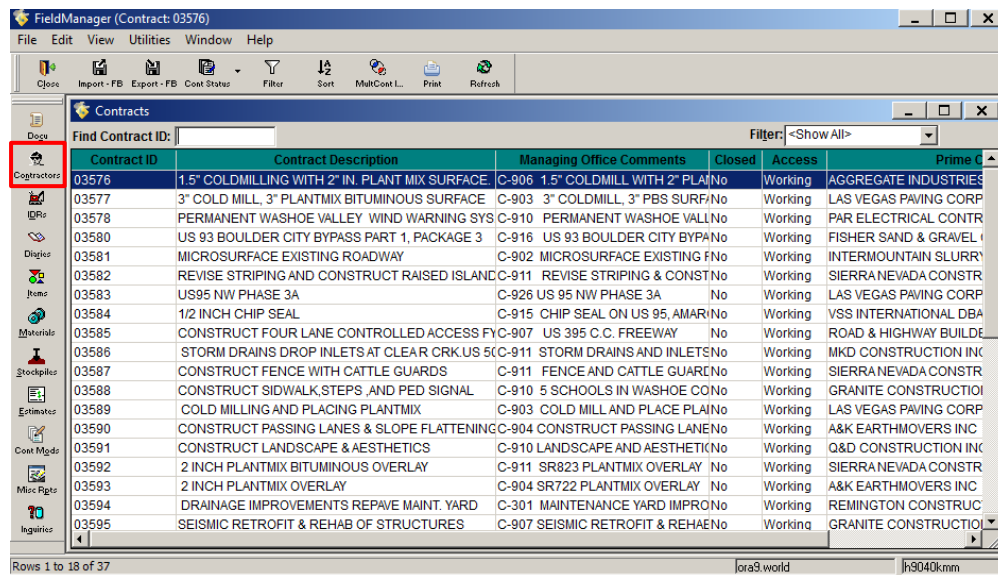


Figure 4-1. FieldManager Contracts List Window

1. Select desired contract in the Contracts list window, and click **Contractors** on the Application Toolbar (Figure 4-1). The Contractors list window opens (Figure 4-2). The prime contractor is shown with a ***bold, italicized*** text style.

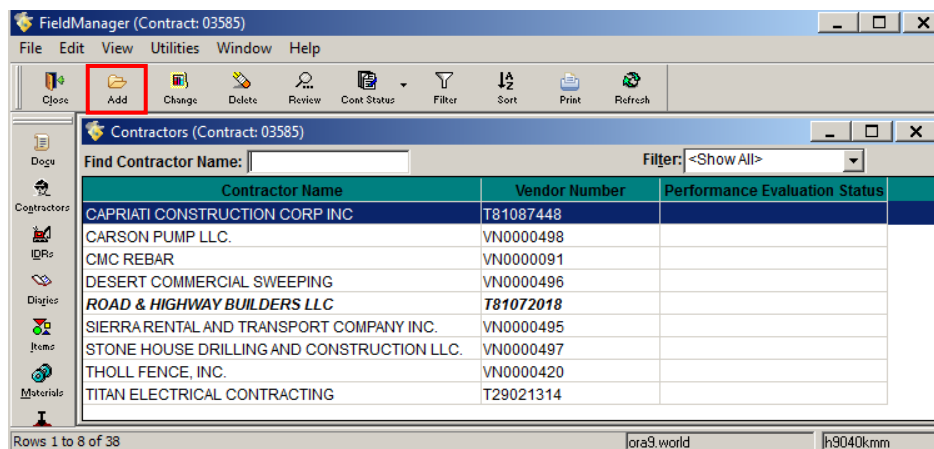


Figure 4-2. Contractors List Window

2. Click **Add** on the Window Toolbar (Figure 4-2). The Add Contractor list window opens (Figure 4-3) identifying NDOT's master list of approved subcontractors. Call **HQ Contract**

Admin Section Helpdesk at 775.888.7460 if your subcontractor is not located in the window.

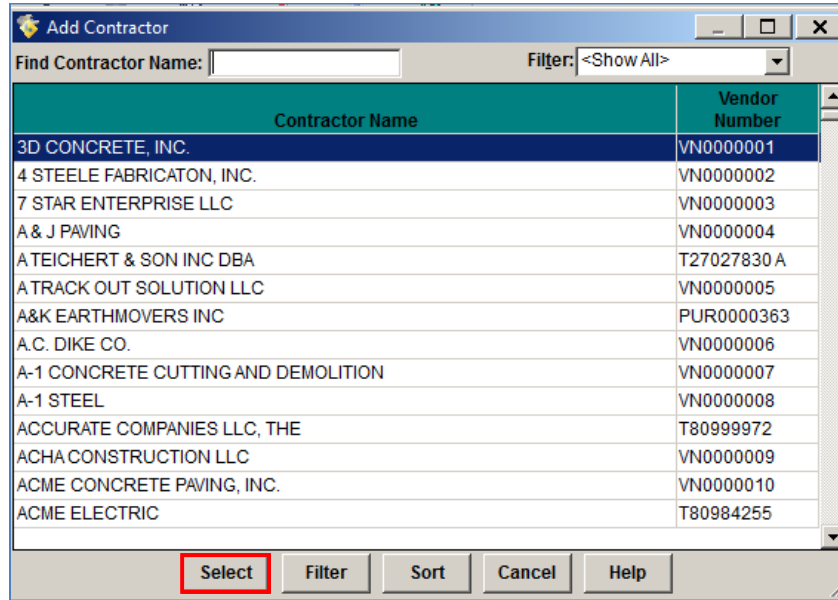


Figure 4-3. Add Contractor List Window

- Click on the subcontractor to add and click on the **Select** button (Figure 4-3). The Add Contractor window opens in the General tab (Figure 4-4).

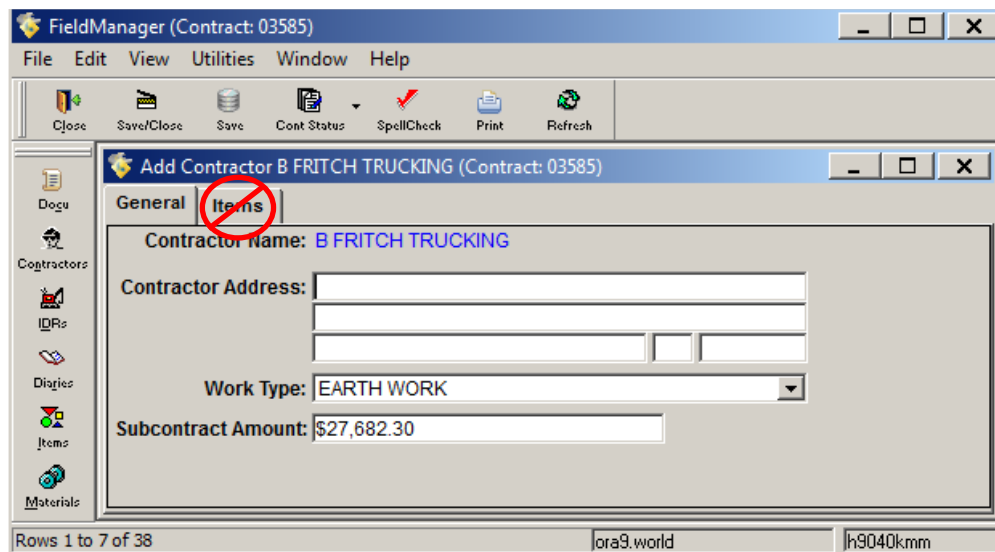


Figure 4-4. Add Contractor Window

- Select the appropriate **Work Type** and enter the subcontract amount (Figure 4-40, as indicated on the Request To Sublet form.
 - **Note:** Subcontractors addresses are not required.

!! DO NOT ASSIGN ITEMS TO SUBCONTRACTORS !!

- Click **Save/Close** on the Window Toolbar.
- Repeat steps 3 and 4 to add additional subcontractors.