

DOH Vendor System: Contractor Directory

Objectives

Locate an Existing Contractor Enter New Contractor Information Process Pre-Qualifications Process Civil Rights Certifications Generate Reports Perform Queries Generate Labels

Overview

The DOH Vendor System allows authorized users to view and perform all of the processes associated with **Contractor Certifications and Pre-Qualifications**. The system maintains detailed contractor information used in subcontract assignments, contract bidding, and estimates processing. All HiCAMS/DOH Vendor users have inquiry access to view contractor information.

Locate an Existing Contractor

Step 1: Select Functions→Contractor Directory→Review Contractors menu. The Contractor Selection window displays:

▲ Contractor Selection									<u>?</u> ×
Filter	Firm Name:								<u>R</u> etrieve
Highway Co	ntractor Type: Prequa	alified Contractor;Sub	ocontractor 👻 🔳	v	endor ID:				
	Other Type: (All)			DS Vendor	Number:	_			Re <u>s</u> et
Pre-Qualifica	ation Number:		Division N	laintenance Co	ontractor:	(All)	•		
Eirm	Highway Contractor Type	Othor Type	Addrose	City	State	Zin	Vendor	Vendor	Cortifica
		oulei Type	Autress	City	State			Number	Cerunca
, .		01/		1					
		<u>U</u> K	Lancel						

- **Step 2:** Enter the *Firm Name* to search.
- **Note:** Vendor will search for existing Firm Names that match exactly as the name was entered. To search for Firm Names that contain the words you have entered, use a wild card (*) search. The system defaults an asterisk as the first character to aid in this type of search. For example, to find all instances of Mangum Construction, enter "mangum" in the Firm Name field. You may also use the other filters to further refine you search. The following is an example of the results of a wild card search using "*mangum".

Highway Cont	tractor Type: (All) Other Type: (All)	Vendor ID:						
Pre-Qualificat	ion Number:		Division Ma	lintenance (Contractor:	(All)	•	
Firm	Highway Contractor Type	Other Type	Address	City	State	Zip	Vendor ID	Certificati
C MANGUM - BOWERS	History	None	01070027	RALEIGH	NC		136	
C. MANGUM CONTRACT	Prequalified Contrac	None	POST OFFICE BOX 31768	RALEIGH	NC	27622	10243	
C. MANGUM CONTRACT	Prequalified Contrac	None	6105 CHAPEL HILL ROAD	RALEIGH	NC	27607	10243	
C. MANGUM, INC.	History	None	POST OFFICE BOX 31768	RALEIGH	NC	27622	3651	
C. MANGUM, INC.	History	None	3141 JOHN HUMPHRIES W	RALEIGH	NC	27622	3651	
C. MANGUM COMPANY,	Prequalified Contrac	None	6105 CHAPEL HILL ROAD	RALEIGH	NC	27607	10244	
C.MANGUM - CROWDER	History	None	01070052	RALEIGH	NC		148	
C.MANGUM - SANFORD	History	None	01070152	RALEIGH	NC		149	
IMIE MANGUM TRUCKIN	Subcontractor	None	814 OLD APEX ROAD	CARY	NC	27511	12839	
ANGUM EQUIPMENT CON	Subcontractor	None	P.O. BOX 31768	RALEIGH	NC	27622	3588	
ANGUM EQUIPMENT COM	Subcontractor	None	3141 JOHN HUMPHRIES W	RALEIGH	NC	27622	3588	
MMY MANGUM TRUCKI	Subcontractor	None	1025 BAHAMA ROAD	BAHAMA	NC	27503	1567	

- **Tip:** The wild card search produced ALL Firm Names containing "Mangum". To search for only those firms that begin with the name "Mangum", remove the asterisk (wildcard) and type "mangum".
- **Step 3**: You may further narrow your search by selecting a *Contractor Type*. There are two lists to select from:
 - The Highway Contractor Type list is available (depending upon security rights) to add/update Subcontractor Prequalified Contractor information and certification information, (i.e. Other Services, Professional Services, Supply).
 - The *Other Type* list is available (also depending upon security rights) to add/update firms who provides other types of services.
- **Note:** You may select multiple contractor/Other Types by clicking the list icon and holding down the CTRL key and selecting the items with the mouse.

Additionally, you may also search by *Prequalification Number, Vendor ID*, or *Division Maintenance Contractor* (this menu should be used without other filters for best results).

Step 4: Once all of your search criteria are entered, click **Retrieve**. The system will list all of the contractors that match your criteria. If the contractor you wish to view or update is listed, highlight the row and click OK, or double-click anywhere on the row.

If the contractor you are searching for is not in the list, click the **Reset** button and enter different search criteria to try your search again.

Enter New Contractor Information

- **Tip:** If you are already in this window with another Contractor's information populating the window, simply click the "**New**" button to clear the fields and begin entering the new information.
- **Step 1:** To enter *new* Contractor information, simply click the **Cancel** button on the **Contractor Search** window, and begin entering the new *Firm Name* in the **Review Contractors** (New) window:

Once a *Firm Name* has been entered, the application will search the exiting contractor records for firms with similar names. The selection window will pop-up with these firms listed. This is done to help prevent duplicate firms from being entered.

If the new firm you are attempting to create already exists in the list, simply double click on the appropriate row in the selection list. This action will abandon creating a new record and display the existing record.

If you do not find your new contractor in the list, click Cancel to finish entering the contractor.

	▲ Review Contractors (New)			_D×
	Firm Name:		<u>N</u> ew	
	Highway Contractor Type:	▼	Other Type: None	•
	Vendor ID:			
	General Address Owner Work	Codes NAICS Codes Officer Certifica	ation History	
	Federal ID/SSN:		Division Number: 🗨	
	Firm Established:	00/00/0000	Fiscal Vendor Number:	-
	Firm Type:	•	Board Number:	-
	Nature of Business:	•	Division Maintenance Contractor: 🗖	
	Joint Venture:			
	Known Supplier:	1		
	Pre-Qualification			
	Number:	Status:	Expiration: 00/00/0000	16
	Certification			
	Type:	Firm Gender:	Other	
	Certified: 00/00/0	000 Firm Ethnicity:	Disadvantaged: No	
Undated 12/7/2012 10:32:00 AM				
	Comment:			2

Step 2: If you wish to change the default Highway Contractor type, simply select one from the drop down menu:

The **Highway Contractor Type** will have no default values. The **Other Type** will default to *None*.

Note: New contractors cannot be set up with a Contractor Type="History".



Step 3: If applicable, and depending upon your security profile, select an **Other Type**, otherwise, leave as "None":

Begin entering the balance of information related to your new contractor.

- **Step 4:** General Tab: Enter the Federal ID/SSN, Firm Type, Nature of Business, Division Number, and Firm Established Date information. If applicable, check "Joint Venture" and/or "Known Supplier" checkboxes.
- **Step 5:** Address Tab: Enter Contact name, Address, City, State, Zip Code, County, Address Type, Phone, Fax, and E-mail information:

		Firm Na	ame: New Firm	n, Inc.		_	0.0		New		
Hig	inway Con	tractor T	уре:		-		Othe	• Type: None		•	
		Vendo	r ID:								
eneral	Address	Owner	Work Codes	NAICS Codes	Officer	Certification	History				
	Con	tact		A	ldress		Address 2	City	State	Zip	
ihn Q. C	Contractor		12	23 Street St.				City	NC	1234	15
Conta	act: John Q	. Contrac	tor			Address Ty;	e: Address of R	ecord	↓		
Conta	act: John Q ss: 123 Str	. Contrac	tor		- 9	Address Tyj Phor	e: Address of R	cord	▼ 123		
Conta Addre	act: John Q ess: 123 Str	. Contrac	tor		- 9	Address Tyj Phor Fi	e: Address of R (999) 123-123 (999) 321-433	ecord 14 Ext :	▼ 123		
Conta Addre C	act: John Q ess: 123 Str :ity: City	. Contrac	tor		- 9 - 9 - 9	Address Tyj Phor F: E-m	e: Address of R e: (999) 123-12: ux: (999) 321-43; emailaddress	ecord 14 Ext: 11 @@email.com	▼ 123		- 4
Conta Addre C Sta	act: John Q ess: 123 Str :ity: City ate: NC	. Contrac reet St.	tor Zip: 1	2345	- - - - - - - - - - - - - - - - - - -	Address Tyj Phor F: E-m:	e: Address of Ri le: (399) 123-12; lx: (399) 321-43; dil: emailaddress	ecord 14 Ext: 11 @email.com	▼ 123		-
Conta Addre C Sta Cour	act: John Q ss: 123 Str itty: City ate: NC nty: Alamar	. Contrac reet St.	tor Zip: 1	2345	2 2 2	Address Tyj Phor Fa E-ma	e: Address of Ri le: (999) 123-12; w: (999) 321-43; ll: emailaddress	ecord 4 Ext: 11 @ @email.com	- 123		4
Conta Addre C Sta Cour Cour	act: John Q Iss: 123 Str itty: City ate: NC Ataman try: USA	. Contrac reet St.	tor Zip: 1	2345	2 2 2	Address Tyj Phor F: E-m:	e: Address of Ro (999) 123-12: x: (999) 321-43: uit emailaddress	ecord 44 Ext: 11 @ @email.com	▼ 123		4

The Address, City, State, Zip, Address Type fields are required to save the record. All contractors are required to have exactly one "Address of Record". The system will default the contractor's first address to this Address Type.

Additionally, if the Firm Address of Record is located outside of NC, the County field will default to "Out of State". If the Address State is NC, select the applicable county from the list.

- **Step 6: Owner** tab: Enter the owner information by clicking the Insert icon to display a blank row.
- **Note:** Owner information is optional unless and until one or more certifications are assigned to the contractor.

∑ Review Contractors (New)					_0				
Firm Name: New Firm, Inc.		<u>Ne</u>	w						
Highway Contractor Type: Subcontractor V Other Type: None									
Vendor ID:									
General Address Owner Work Codes NAICS Codes	s Officer Certificat	tion Hist	ory						
Middle	Social		Ownership		Other				
First Name Initial Last Name	Security	Gender	Percent	Ethnicity	Disadvantaged				
Johns Q Contractor	123-45-6789 F	Female	100	Black American					

- **Step 7:** Work Codes tab: Select the appropriate work codes by checking the Select Code box(es).
- **Note:** You must select at least one work code from this tab if the Highway Contractor Type is Prequalified or Subcontractor:

Hi	ahway Con	Firm N	ame: Ne	w Firm, Inc.	•			Other Type: None	<u>N</u> ew	
	, · · · ·	Vendo	or ID:							
General	Address	Owner	Work (Codes NAICS	Codes Officer	r Certification	History	1		
			ada	Foloat Cado		Markaad	Docarint	ion		
			ode	Select Code		WORKCOOK	Descript	.011		
			000610		Asphalt Concre	te Plant Mix Pav	/ements			
			000660	_	Asphalt Surface	e i reatment				
			000830		Brick Masonry	Construction				
			000210	·	Building Remov	al and Demoliti	on			
			0000040		Cement Treate	u base course			-	
			000200		Ceparata Barri	rupping			-	
			000004		Concrete Curb	and Cutter, etc.				
			000040	_	Concrete Carb	and Gutter, etc				
			000710		Concrete Struc	tures (Bridaes s	and Boy Cu	ilvorte)		
			000420		Construction St	unveving		iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii		
			000000		Fence	urvoying				
			000862		Guardrail					
			000002		Hauling Aspha	lt				
			000050		Hauling Gener	al				
			000825		Incidental Conc	rete Constructi	on			
									-	
		1							<u> </u>	

- **Step 8: NAICS Codes** tab: If the firm being added has been indicated as an "Other Type", select the appropriate work codes from this list by checking the appropriate records.
- **Note:** You must select at least one NAICS code from this tab if the Other Type is anything other than NONE.

Hi	ghway Con	Firm Name: Nev tractor Type:	/ Firm, Inc.		.
		Vendor ID:			
General	Address	Owner Work Co	des NAICS	Codes Officer Certification History	
		NAICS Code	Select Code	NAICS Code Description	
		925120	V	Administration of Urban Planning and Community and Rural Dev	
		541611		Administrative Management and General Management Consulting	
		234990		All Other Heavy Construction	
		321999	V	All Other Miscellaneous Wood Product Manufacturing	
		541990		All Other Professional, Scientific, and Technical Services	
		262990	×	All Other Rubber Product Manufacturing	
		541310		Architectural Services	
		332722		Bolt, Nut, Screw, Rivet, and Washer Manufacturing	
		234120		Bridge and Tunnel Construction	
		421390		Building materials, fiberglass (except insulation, roofing,	
		561430		Business Service Centers	
		233320		Commercial and Institutional Building Construction	
		541512		Computer Systems Design Services	
		235710		Concrete Contractors	
		541511		Custom Computer Programming Services	
		335150		Cutting Tool and Machine Tool Accessory Manufacturing	
				×	

Step 9: Officer tab: Enter names of company officers. Click the Insert icon on the toolbar to create a blank row. Select the Title by clicking in the field to display the list. Enter the remaining information. At least one officer name and title must be entered to save a record where the Highway

Contractor type and/or Other Type is anything other than NONE:



Step 10: History Tab: This window displays all changes to each contractor record. The following example illustrates entries resulting from changes to the contractor's Address of Record and WorkCode information. Note the comment section in the bottom of the window. The full text of the comment associated with the highlighted history record will display in this area:

Hig	nway Contra V	ctor Type: None	_	Other Type: Other Services	
eneral	Address 0	wner Work Codes N	IAICS Codes Office	er Certification History	
1	Action	Action Date	Performed By	Comment	
Modify C	ert Status	10/14/04 10:37:48 AM	Pace, Randy K	From Not Certified to Certified	
Modify C	ert Date	10/14/04 10:37:48 AM	Pace, Randy K	From None to 10/14/2004	
Modify C	ert Type	10/14/04 10:37:48 AM	Pace, Randy K	From None to MB, WB	
Modify A	ddress	10/14/04 10:37:11 AM	Pace, Randy K	From Address of Record: 123 Street St. City NC 12345 to Address of Record	
Modify N	AICS Codes	10/14/04 10:36:46 AM	Pace, Randy K	Added: 925120, 321999, 262990	
Modify V	Vork Codes	10/14/04 10:36:46 AM	Pace, Randy K	Added: 000610, 000210, 000854	
Create		10/14/04 10:36:42 AM	Pace, Randy K		
4				<u> </u>	

Process Prequalifications

Authorized Users:

The staff members who have the ability to create and update Pre-qualification information are members of the following security group(s):

• Contractual Services – Prequal.

When entering a new contractor, the *Contractor Type* will default to blank and must be selected by the user. If the *Contractor Type* selected is "Prequalified Contractor" the Pre-Qualification section of the General tab will become editable. The prequalification *Status* will automatically be set to "**Prequalified**", and the *Expiration Date* will be set to the last day of the current month plus two years.

Pre-Qualification		
Number:	Status: Prequalified	Expiration: 10/31/2006

When entering a new contractor and *Contractor Type* selected is "Sub Contractor", the prequalification *Status* will automatically be set to "**Not Previously Prequalified**".

Renewed 🗾 💌	
Not Previously Pre-Qualified	
Prequalified	L
Reinstated	l
Removed	l
Renewed	
	1
•	

To process a Renewal, the contractor must currently be in the "Prequalified" status. When the *Status* is changed to "**Renewed**", the *Expiration Date* will be reset to the last day of the current month plus two years.

When processing a Re-Instatement (Status used when *Expiration Date* has passed and the contractor was previously in a Prequalified Status), updating *Status* to **Reinstated** will reset the *Expiration Date*, and reset the *Contractor Type* to "Prequalified Contractor".

To remove a Contractor from Prequalified status, click the *Status* drop down menu and select "**Removed**". Comments should be entered to provide reasons for the removal, but they are not required.

Note: When the status is changed to Remove, the Expiration date will be updated to the current date, and will be protected.

Additionally, if a Contractor Type is changed from *Prequalified Contractor* to *Subcontractor* or *History*, the status

will be set to Removed and the Expiration Date will be updated to the current date, and will be protected.

Process Certifications

Authorized Users:

The staff members who have the ability to create and update Certification information are members of the following security group(s):

• Contractual Services - UCP

Certifying a New Contractor

Certifications are assigned to contractors using the **Certification** tab:

Highway Contr	ractor Type: None	•		Other Type: None	
	Vendor ID: 4853				
neral Address	Owner Work Code	NAICS Codes Offic	er Certification Histor	/	
Certification	MB 🔽	WB 🗆 SBE	Firm Gender: Fem Firm Ethnicity: Blac	ale k American [Other Disadvantaged: ^{Yes}
Certified: 10	/14/2004 🔃 🗆 🛛	First Renewal: 10/14/2	005 🔲 Second Renew	ral: 10/14/2006 🗆 F	Recertified: 10/14/2007
Certification Hist	ory:	End	Action Date	Performe	d By
MB WB	10/14/2004	12/31/2075 10/14/	2004 10:38:00 AM	Pace Randy K	
Workflow:					1
Workflow:	Action	Effective	Action Date	Performed By	Comment

Note: Ownership information must be completed in order to assign one or more UCP certifications to a contractor. Ownership information is required to validate whether or not the contractor meets the minimum certification requirements. The ownership percentage of all owners added together must equal 100%. The name, gender, ethnicity and ownership percentage is required to save the record. Ownership percentage, gender, and ethnicity are used by the system to verify the certification types of DBE, MB, and WB.

When the contractor is given its first certification the **Certified** date will default to the current date. The **First**

Renewal, Second Renewal and **Recertified** dates are set based on the Certified date and coincide with the state's 3yr certification cycle. First Renewal date is set to the Certified date + 1 year, Second Renewal is set to Certified date + 2 years, and the Recertified date is set to the Certified date + 3 years.

As each new certification is added, the Certification History is updated to reflect the date ranges that each certification was active.

Certification History:									
Types	Start	End	Action Date	Performed By					
DBE, MB, WB, SBE	10/18/2004	12/31/2075	10/18/2004 10:20:00 AM	Pace, Randy K					
DBE, MB, WB	05/01/2002	10/17/2004	02/06/2004 03:53:00 PM	Johnson, Terri L					
]									

To process the contractor's first renewal, activate the First Renewal checkbox. This action will be recorded on the History tab.

To process the contractor's second renewal, activate the Second Renewal checkbox. This action will be recorded on the History tab.

To recertify the contractor, activate the Recertified checkbox. When this checkbox is activated, the contractor's certified date, First Renwal, Second Renewal, and Recertified dates are updated to reflect the new 3yr certification cycle.

Certified: 05/01/2002 🗗 First Renewal: 05/01/2003 🗆 Second Renewal: 05/01/2004 🗖 Recertified: 05/01/2005

Process Workflow Actions

Authorized Users:

The staff members who have the ability to insert new workflow actions are members of the following security group(s):

• Contractual Services – UCP

The staff members who have the ability to insert new workflow actions and update existing workflow actions are members of the followig security group(s):

• Contractual Services – UCP members who have update rights to the "Workflow Maintenance" security tag.

Maintaining Workflow

Workflow actions are inserted on the Certifications tab and are used to track the internal steps takend during the processing of certification applications, as well as interaction between the contractor and the Contractual Services unit.

Workflow:					
Action	Effective	Action Date	Performed By	Comment	
Certification Approved	10/18/2004	10/18/2004 10:32:00 AM	Pace, Randy K		<i>(</i> 2)
Site visit scheduled	09/24/2004	10/18/2004 10:32:00 AM	Pace, Randy K		2
Appointment Confirmation Mailed	09/22/2004	10/18/2004 10:32:00 AM	Pace, Randy K		9
Application Received - Complete	09/18/2004	10/18/2004 10:32:00 AM	Pace, Randy K		9

To add a new workflow item, click the insert icon on the toolbar.

Click the Action dropdown menu to select an item from the list of standard workflow actions.



The **Effective Date** will default to the current date, but may be changed to a date in the past.

Enter comments associated with the action as necessary.

Generate Standard Reports

Step 1: Select Inquiries→Standard Reports. The Vendor Select A Report window displays:

∑ Select A Report		IJ×
Report Name		
Approved Producer/Suppliers	Address Type: Address of Record	
Course Test Results by Class		
Course Test Results by Instructor	Certification Type. (Aii)	
DBE Certification Renewal	Contractor Types/Other Firms: (All)	
DBE Directory	- Panat Tuna	
Former Names of Transferred Facilities		
Highway Contractors	Recertification Recertification	
OJT/Apprenticeship Report	© Both	
Other Types		
Prequalified Contractors	Date Range	
Prequalified Contractors Expiration	10/18/2004 🔀 through 12/31/2004 🔂	
Product Report	© Range	
Registration By Office Location Report	○ Past	
Technician Certifications	Opcoming	
Welder Certification Report		
I 4 of 15 Rows I	Generate	

- **Step 2:** Select the report by clicking the report name. In this example we have selected the **DBE Certification Renewal** report.
- **Step 3:** Click the **Generate** button to process a report using the available filters. In the following example, the Date Range field was used to generate a report on all Certifications whose First or Second renewal is due between 10/18/2004 and 12/31/2004 :



The **Print Preview** window contains several controls available to view the report: Zoom, Page navigation buttons (lower right), and scroll bars.

Step 4: To print the report, click the **Print** icon on the toolbar.

The following is a list of **Vendor Standard Reports**:

1 DBE Certification Renewal Report:

This report displays contractors based on selection of Certification Renewal and Recertification Date filters. The user can specify a range of from and to dates, or select from *Past Renewal* or *Upcoming Renewal* filters. The reports will display the *Address of Record* as default, but different address types can be selected from a drop-down list. The default displays all contractors and certification types that have not been removed from certification.

2 DBE Directory:

This report will list all contractors that have one or more UCP Certifications. The report defaults to display the Address of Record, all Certification Types, and all Contractor/Other types. The defaults can be modified to display different address types, contractor types, and certificatio types.

3 Highway Contractors Report:

This report will provide the ability to list contractors based on a Contractor Type filter. Selections are presented for ALL, Pre-Qualified, and Subcontractors. The default selection is ALL which will display all Pre-qualified and Subcontractor records. The displayed title of the report will change depending on which Contractor Type option is selected. The report also provides a Firm Name filter which will enable users to display only records matching what is entered (for example, with the Contractor Type filter set to ALL, entering the letter "A" in this field will return all pre-qualified and subcontractor firm names beginning with "A"). Users also have the option of checking a "Contains" box, which tells the system to look for firm names containing the words or letters entered. The Firm Name filter works in conjunction with the Contractor Type selected.

4 Other Types Report:

This report will provide the ability to list contractors based on a Contractor Type filter. Selections are presented for ALL, Other Services, Professional Services and Supply. The default selection is ALL that will display contractors that do not qualify as Highway Contractors. The displayed title of the report will change depending on which Contractor Type option is selected. The report also provides a Firm Name filter which will enable users to display only records matching what is entered (for example, with the Contractor Type filter set to ALL, entering the letter "A" in this field will return all pre-qualified and Other type firm names beginning with "A"). Users also have the option of checking a "Contains" box, which tells the system to look for firm names containing the words or letters entered. The Firm Name filter works in conjunction with the Contractor Type selected.

5 Prequalified Contractors Report:

This report will display a list of contractors that are currently prequalified, determined by checking that the Prequalification Expiration Date is greater than the current date. The report provides an Address Type filter, the default for which is set to Address of Record, but which can be changed to display branch offices, billing addresses, etc. The report also provides a Firm Name filter that will enable users to display only records matching what is entered, as well as the "contains" option described above.

6 Prequalified Contractors Expiration Report:

This report will display contractors based on the Pre-Qualification Expiration Date filter criteria selected. The user can specify a range of from and to dates, or select an All Expired or All Unexpired filter. The report displays the Address of Record as default, and different address types can be selected from a drop-down list. The report also provides a Firm Name filter that will enable users to display only records matching what is entered, as well as the "contains" option described above.

Perform Queries

Step 1: Select **Inquiries→Query Tool→Contractor Directory**. The **Query Selection – Contractor Directory Information** window displays:

▲ Query Selection - Contractor Directory Information Drag and Drop Columns for your Display and Criteria:	[dlew>]		TON
Columns	Display Columns		
Certification Renewal Date	Vendor ID		
Certification Status	Division Maintenance Indicator		
City			
Contact Name			
County			
Disadvantaged Indicator			
Division Maintenance Indicator			
Division Number			
DS Vendor Number			
E-mail Address			
Ethnicity	Criteria Columns	Value	
Expiration Date			_
Fax			
Federal Tax ID			
Firm Established Date			
Firm Name			
Firm Type			
Fiscal Vendor Number			
Highway Contractor Type	, Wild cords must be used with "like" criterio. T of characters whereas the '?' will match only o	hey are ^w and '?'. The ^w will match any number ne character.	
✓ Unique Rows			
Total tables in query is 1	Generate Proview	Reset Altor	Labels
Maximum tables allowed is 16	Manarate Flaview	Torer	Lubbis

- **Step 2:** To define what will be displayed as a result of your query, use the drag and drop method by selecting buttons from the left side under **Columns** and dragging them to the **Display Columns** section.
- **Step 3**: To define the Criteria (or filters) that will determine which contractors will be displayed, use the drag and drop method by selecting buttons from the **Columns** section to the **Criteria Columns** section. Each filter requires that you define a *Value*. To set the *Value*, click in the field and select a value from the list that displays.
- **Step 4:** Once you have completed adding your selection criteria, click **Generate** button. A snapshot of the report will display:

There are several tools available to alter the results shown in the Snaphot Report (shown above). The Snapshot Report also indicates the number of Vendor tables that have been accessed to generate this information. This information is helpful with more complex queries that may be prohibited by a limitation within the application that allows only 16 tables to be accessed within a single query.

Firm Name Contact Name Street Address City HOT-IN-PLACE RECYCLING, INC. ROB EMBLETON 85 PASSMORE AVENUE AGINCOURT WALTER CONSTRUCTION (USA) INC. WENDY SODERSTROM 4180 LIND SW RENTON JENSEN DRILLING COMPANY RON WILLHITE 1775 HENDERSON AVENUE EUGENE GRAITE CONSTRUCTION COMPANY HON WILLHITE 1775 HENDERSON AVENUE EUGENE OBAVASHI CORPORATION S45 ALLERTON AVENUE S0. SAN FRANC S0. SAN FRANC PENIALL COMPANY KATHY HALL 1601 PENIALL WAY ANAHEIM VALLEY CREST LANDSCAPE, INC. 24121 VENTURA BOULEVARD CALABASAS HBG FLATIRON, INC. MELODY JAUREGUI 10090 1-25 FRONTAGE ROAD LONGMONT NORTH CAROUNA CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 179, DC4350 DENVER ZACHRY CONSTRUCTION CORPORATION S27 LOGWOOD SAN ANTONIO ORANGE ORANGE SHIPBUILDING CO, INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE MILLIANS BROTHERS CONSTR. COMPANY, MC. BCX 66428 HOUSTON ROGIENCEMART ROSIEK CONSTRUCTION CO, INC. MICHAEL R.	Snapshot Report (802 Rows) (Size columns and press Preview)					
HOT-IN-PLACE RECYCLING, INC. ROB EMBLETON 86 PASSMORE AVENUE AGINCOURT WALTER CONSTRUCTION (USA) INC. WENDY SODERSTROM 4100 LIND SW RENTON JENSEN DRILLING COMPANY RON WILLHITE 1776 HENDERSON AVENUE EUGENE GRANTE CONSTRUCTION COMPANY HANK HEILBRON 565 WEST BEACH STREET WATSON/ILLE OBAYASH CORPORATION KATHY HAILL 1001 PENHALL WAY ANAHEIM VALLEY CREST LANDSCAPE, INC. 24121 VENTURA BOULEVARD CALABASAS HBG FLATIRON, INC. MELODY JAUREGU 10090 1:25 FRONTAGE ROAD LONGMONT NORTH CAROLINA CONSTRUCTORS MELODY JAUREGU 10090 1:25 FRONTAGE ROAD LONGMONT LOCKHEED MARTIN CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 179, DC4350 DENVER ZACHRY CONSTRUCTION CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE WILLIAMS BROTHERS CONSTR. COMPANY, INC. BOX 66428 HOUSTON ROSINE CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #4110 ROSING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES T R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 631000 NACOGODCHES	Firm Name	Contact Name	Street Address	City		
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HBG FLATIRON, INC. MELODY JAUREGUI 10090 I-25 FRONTAGE ROAD LONGMONT NORTH CAROLINA CONSTRUCTORS MELODY JAUREGUI 10090 I-25 FRONTAGE ROAD LONGMONT LOCKHEED MARTIN CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 179, DC4350 DENVER ZACHRY CONSTRUCTOR CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 179, DC4350 DENVER ZACHRY CONSTRUCTION CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 1670 ORANGE ORANGE SHIPBUILDING CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE ORANGE SHIPBUILDING CO., INC. JIM GIFFORD 710 MARKET STREET ORANGE WILLIAMS BROTHERS CONSTR. COMPANY, INC. BOX 66428 HOUSTON ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MCKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 531000 NACOGDOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 5300 TYLER	VALLEY CREST LANDSCAPE, INC.		24121 VENTURA BOULEVARD	CALABASAS		
NORTH CAROLINA CONSTRUCTORS MELODY JAUREGUI 100901-25 FRONTAGE ROAD LONGMONT LOCI-HEED MARTIN CORPORATION PATRICK F. MCGOWAN POST OFFICE BOX 179, DC4350 DENVER ZACHRY CONSTRUCTION CORPORATION 527 LOGWOOD SAN ANTONIO ORANGE SHIPBULIDING CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE ORANGE SHIPBULIDING CO., INC. JIM GIFFORD 710 MARKET STREET ORANGE WILLIAMS BROTHERS CONSTR. COMPANY, NC. BOX 66428 HOUSTON ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MCKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER	HBG FLATIRON, INC.	MELODY JAUREGUI	10090 I-25 FRONTAGE ROAD	LONGMONT		
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ZACHRY CONSTRUCTION CORPORATION 527 LOGWOOD SAN ANTONIO ORANGE SHIPBULDING CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE ORANGE SHIPBULDING CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE MILLIAMS BROTHERS CONSTR. COMPANY, INC. BOX 66428 HOUSTON ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MCKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER K	LOCKHEED MARTIN CORPORATION	PATRICK F. MCGOWAN	POST OFFICE BOX 179, DC4350	DENVER		
ORANGE SHIPBUILDING CO., INC. JIM GIFFORD POST OFFICE BOX 1670 ORANGE ORANGE SHIPBUILDING CO., INC. JIM GIFFORD 710 MARKET STREET ORANGE WILLIAMS BROTHERS CONSTR. COMPANY, INC. BOX 66428 HOUSTON ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MCKINNEY DRILLING COMPANY LACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER	ZACHRY CONSTRUCTION CORPORATION		527 LOGWOOD	SAN ANTONIO		
ORANGE SHIPDUILDING CO., INC. JIM GIFFORD 710 MARKET STREET ORANGE WILLIAMS BROTHERS CONSTR. COMPANY, INC. BCX 66428 HOUSTON ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MICKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MICKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER	ORANGE SHIPBUILDING CO., INC.	JIM GIFFORD	POST OFFICE BOX 1670	ORANGE		
WILLIAMS BROTHERS CONSTR. COMPANY, INC. BOX 66428 HOUSTON ROSIEL CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARUNGTON MICKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGODOCHES MICKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGODOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 63000 TYLER I CONSUME Rows:	ORANGE SHIPBUILDING CO., INC.	JIM GIFFORD	710 MARKET STREET	ORANGE		
ROSIEK CONSTRUCTION CO., INC. MICHAEL R. ROSIEK 2000 E. LAMAR BLVD., #410 ARLINGTON MICKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MICKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMXER, INC. ANDRE F. HARMON POST OFFICE BOX 6390 TYLER I Unique Rows	WILLIAMS BROTHERS CONSTR. COMPANY, INC.		BOX 66428	HOUSTON		
MCKINNEY DRILLING COMPANY JACK RAINES 1715 SOUTH UNIVERSITY DRIVE NACOGDOCHES MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 631000 NACOGDOCHES T. R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 6090 TYLER EV. Unique Bowe	ROSIEK CONSTRUCTION CO., INC.	MICHAEL R. ROSIEK	2000 E. LAMAR BLVD., #410	ARLINGTON		
MCKINNEY DRILLING COMPANY JACK RAINES POST OFFICE BOX 531000 NACOGDOCHES T. R. REMXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER	MCKINNEY DRILLING COMPANY	JACK RAINES	1715 SOUTH UNIVERSITY DRIVE	NACOGDOCHES		
T.R. REMIXER, INC. ANDRE F. HARMON POST OFFICE BOX 5090 TYLER	MCKINNEY DRILLING COMPANY	JACK RAINES	POST OFFICE BOX 631000	NACOGDOCHES		
V Unique Rows	T. R. REMIXER, INC.	ANDRE F. HARMON	POST OFFICE BOX 5090	TYLER		
E. SZUDANA LANTA	E Unique Rows			<u></u>		
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• Clicking the **Preview** button would result in a report as in the following example screen at 100% zoom:

North Carolina Department of Transportation Contractor Directory Information						
Firm Name	Contact Name	Street Address	City	State Forde	Zip Code	Vendor ID
HOT-IN-PLACE RECYCLING, INC.	ROB EMBLETON	85 PASSMORE AVENUE	AGINCOURT	ON	M1V4S-9	12428
WALTER CONSTRUCTION (USA) INC.	WENDY SODERSTROM	4180 LIND SW	RENTON	WA	98055-4326	10187
JENSEN DRILLING COMPANY	RON WILLHITE	1775 HENDERSON AVENUE	EUGENE	0R	97403-	2667
GRANITE CONSTRUCTION COMPANY	HANK HEILBRON	585 WEST BEACH STREET	WATSONVILLE	CA	95076-	3432
OBAYASHI CORPORATION		345 ALLERTON AVENUE	SO. SAN FRANCISC	CA	94080	3321
PENHALL COMPANY	KATHY HALL	1801 PENHALL WAY	ANAHEIM	CA	92801	128
VALLEY CREST LANDSCAPE, INC.		24121 VENTURA BOULEVARD	CALABASAS	CA	91302	3470
HBG FLATIRON, INC.	MELODY JAUREGUI	10090 I-25 FRONTAGE ROAD	LONGMONT	CO	80504-	3076
NORTH CAROLINA CONSTRUCTORS	MELODY JAUREGUI	10090 I-25 FRONTAGE ROAD	LONGMONT	CO	80504-	12934
LOCKHEED MARTIN CORPORATION	PATRICK F. MCGOWAN	POST OFFICE BOX 179, DC4350	DENVER	CO	80201-0179	11371
ZACHRY CONSTRUCTION CORPORATION		527 L0GW00D	SAN ANTONIO	TX	78221-	11691
DRANGE SHIPBUILDING CO., INC.	JIM GIFFORD	POST OFFICE BOX 1670	ORANGE	TX	77631-1670	2989
DRANGE SHIPBUILDING CO., INC.	JIM GIFFORD	710 MARKET STREET	ORANGE	TX	77631-	2989
WILLIAMS BROTHERS CONSTR. COMPANY, INC.		B0X 66428	HOUSTON	TX	77266-	1395
ROSIEK CONSTRUCTION CD., INC.	MICHAEL R. ROSIEK	2000 E. LAMAR BLVD., #410	ARLINGTON	TX	76006-	3049
MCKINNEY DRILLING COMPANY	JACK RAINES	1715 SOUTH UNIVERSITY DRIVE	NACOGDOCHES	TX	75963-1000	3482
MCKINNEY DRILLING COMPANY	JACK RAINES	POST OFFICE BOX 631000	NACOGDOCHES	TX	75963-1000	3482
T. B. REMIXER, INC.	ANDRE F. HARMON	POST OFFICE BOX 5090	TYLEB	TΧ	75712	10659
TOOMER ELECTRICAL COMPANY, INC.	RONALD J. TOOMER	POST OFFICE BOX 15274	BATON ROUGE	LA	70895	12822
ANGELO IAFRATE CONSTRUCTION, LLC	BLANCE ARCENEAUX	11441 INDUSTRIPLEX BLVD, SUITE 140	BATON ROUGE	LA	70809-	10371
BOLLINGER SHIPYARDS LOCKPORT, L.L.C.	T. WALTER BERRY	8365 HIGHWAY 308	LOCKPORT	LA	70374-	1269
						-

- The **Reset** button deletes your initial choices so you may begin another query.
- The **Alter** button return to the Query Selection window to allow changes or additions to your original display and criteria choices (more drag and drop editing).

• The **Label** button provides the ability to generate mailing labels.

Generate Labels

Mailing Labels of various sizes can be generated from your query results. You determine what information will be printed on the lables by dragging the buttons from the Columns section of the window into the label size to be used:

<u>≵</u> Define Label		_ 🗆 🗵
Drag and Drop Columns for your Label:	Label Type: Laser Address 1.33 x 4.00 5162,5262	•
Columns	Drag fields below to move or resize columns in your label. field to delete it from your label.	Double click on a
City		
Contact Name	Firm Name	
Firm Name	Street Address	
State Code	City State Code Zip Code	
Street Address		
Vendor ID		
Zip Code		
Drag and Drop Text for your Label:		

- The **Define Label** window uses the drag and drop method to arrange and define the labels with numerous **Label Types**, (varied label sizes) which you choose from in the drop down menu. The Labels are styled and processed based on the Contractor information at the time the Define Label window is accessed.
- The **Letter** button helps in the generation of bulk letter distribution to several Contractors at once, and becomes available after you have generated a query. The information fields you have selected for display in your query are available for selection to be used as part of your mailing label as shown below in the **Preview Label** window:

er rype: Laser Addr	'ess 1.33 X 4	1.00 6162,6262			Row: 1	Colur	nn: 1
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						ר ו	
DENVICE EINE FAINTING, INC.			DERVIELE LINE PARTING	r, m.c.			
2 GREEN POND ROAD			501 FORD ROAD				
ROCKAWAY	NJ	07866	ROCKAWAY	NJ	07866		
AMEC CIVIL, LLC			THALLE CONSTRUCTION	CO., INC.		-	
3131 PRINCETON PIKE, BLDG.	5, 105		51 ROUTE 100				
LAWRENCEVILLE	NJ	086482207	BRIARCLIFF MANOR	NY	10510		
YONKERS CONTRACTING CO	INC			IS CONST. COBP.		-	
969 MIDLAND AVENUE			1435 BOUTE 9				
YONKERS	NY	10704	CASTLETON	NY	12033		

Revised 12/7/2012 - renumbered because of addition of Project Closeout module. MBNovello