DOC EXPRESS
INSTRUCTION GUIDE
for
CONTRACTORS AND SUPPLIERS

JUNE, 2015

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DOC EXPRESS

Contractors – Suppliers

June, 2015

If you are a new company to the Doc Express world - - -

Only ONE user within the company must create an account. Do so by going to https://docexpress.com.

Enter your e-mail address and password into the appropriate fields and then click Create an Account.   The following 2 graphics will be displayed where you enter your information in order to create an account for Doc Express.

Once you have entered all the information required and put a checkmark in the "box", click the Register button. An e-mail such as the one following will be sent to you where you should click the Activate Account link.

After you have activated your account, the following screen will be displayed where you enter your Doc Express password and then press the Activate button.

After activating, the following "My Account" screen will be displayed.

This screen shows your information and, by scrolling down, those members of your company who also can access the Doc Express program (none now since you are the first to register from your company).
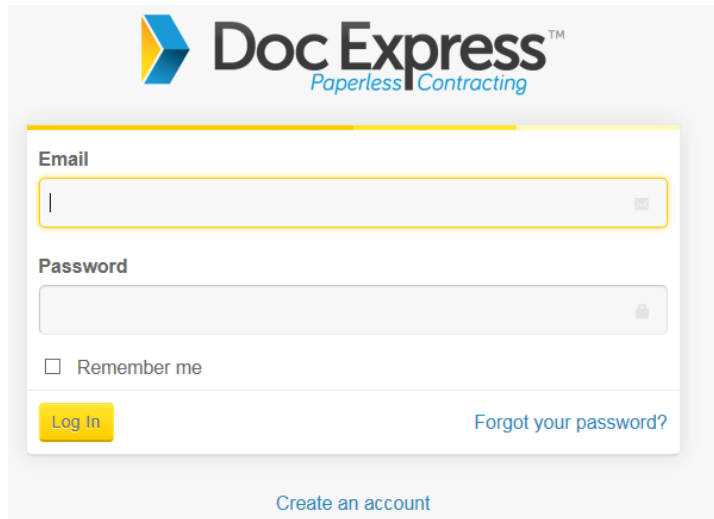
Since you are the first Doc Express member of your company, you are listed as a Manager. **You should now invite others in your company to join. Other users in your company should NOT go to the website and register – they should be invited by you to join your organization.** Do so by clicking the Invite employee button and entering their e-mail address. They will receive an e-mail and have a limited amount of time to respond. Once they have accepted their invitation to join, you can assign them as either User or Manager security.

To enter the Doc Express program from the My Account screen shown in the above 2 graphics, click on the horizontal lines in the upper left corner of the screen and choose Doc Express from the drop down list. The following login screen will be displayed.

If you want your e-mail to remain in that field, click in the Remember me box.   After entering your email address and password, click the Log In button and you will see all contracts and drawers to which you have been given access.

If your company has access to the Doc Express program but you don't - -

Do NOT go to the Doc Express website and register on your own. Instead, contact or send a note to the person in your company who has the Manager security level in Doc Express. They will, in turn, send you an e-mail inviting you to join the group. In the graphic below, your e-mail address was entered by a user within your company with Manager security and then they clicked the Invite Employee button. The result is shown in the graphic below. As you can see, there is a limited time period for the invitee (in this case "contractor") to respond to the invitation before the invitation expires..

Once the invitation has been sent, the new invitee will receive an e-mail similar to the one following inviting you to join your company's group.
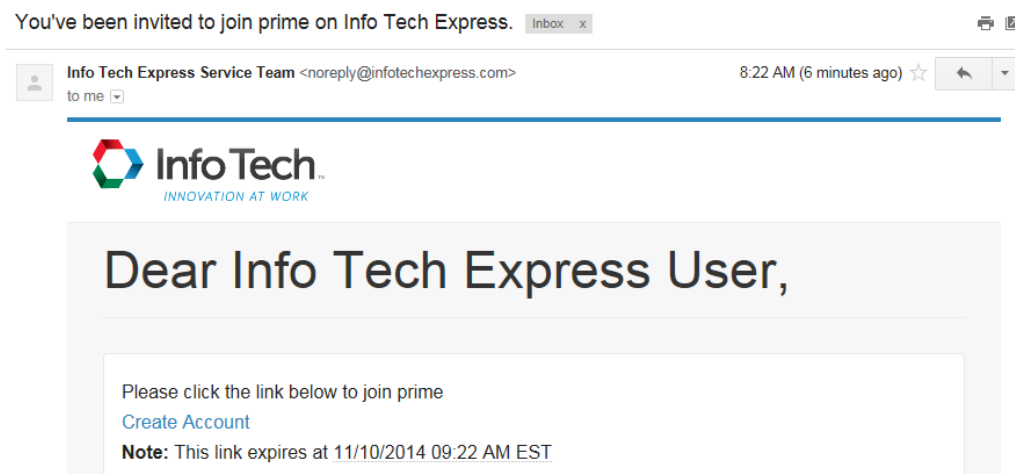
When you (new invitee) receive the e-mail, click on the Create Account link (as shown in blue above) and a screen similar to the one following will be displayed. Complete the form and then click Activate.

Account Activation

Welcome **iowa.test.contractor@gmail.com**,
To enroll as a member of prime, please complete the form below.

* First Name

* Last Name

* Password

* Password Confirmation

* Question

* Answer

If you forget your password we'll ask you to verify this.

☐ I have read and agreed to Privacy Policy, Terms of Use, and DMCA Policy.

[Activate] [Cancel]

Once logged into the Doc Express program you will see the contracts and drawers to which your company has been given access. If you feel you are missing one/some contracts and/or drawers, contact either the user in your company with Manager security or Dean (dean.herbst@dot.iowa.gov) or Janet (janet.wasteney@dot.iowa.gov) from the DOT so they can give you the access you need.

CHANGING YOUR ACCOUNT INFORMATION –

When you log in to Doc Express, your account information may be the first thing you see.

The address and phone number displayed on the right of the screen is the main company's address and cannot be changed by individual regular users. It was originally entered by the first person who registered as a user for your organization. If you have the Manager security level, you can change these fields. If you do have Manager security level and change the company name or address, it will be changed for everyone else in your company as well.

Users have the option to change their e-mail address, their security challenge question and their password at any time. Do so by clicking the Actions button in the upper right area and a drop down list will be displayed.   Simply select the one you want to change and the appropriate screen will be displayed for you to enter your changes.

If you want to change some personal phone and fax numbers (shown on the left side of the screen), click the Edit button and then make the desired changes in the screen displayed (example below).   Once again, you cannot change the business name, address, or time zone but you can change the mobile, phone, and fax number fields shown on the left side of the screen

SEE OTHER USERS IN YOUR COMPANY -
To see others in your company who have access to Doc Express, go to your My Account screen and scroll to the bottom of the screen. A list of users, their e-mail address, and their status (Manager, User, or Reviewer) for your company is displayed. An example is shown below –

ON-LINE HELP -
There is on-line help within the program that you can access by clicking on the word "Help" in the upper right corner of every screen once you are in the Doc Express program. Although this is an excellent resource, if you need to talk to a local support person, contact either Dean Herbst – dean.herbst@dot.iowa.gov (Office – 712-202-0818, Cell – 515-571-7073) or Janet Wasteney – janet.wasteney@dot.iowa.gov (Office – 641-782-2096, Cell – 641-344-0044)

VIEWING CONTRACTS -

There are 2 options from which to select when viewing the list of contracts. The first (shown below) is similar to the previous version of Doc Express in that the contracts are listed in rows, one below the other. The type of view displayed is due to the choice selected (shown in yellow) in the upper right area, just below the Search button.
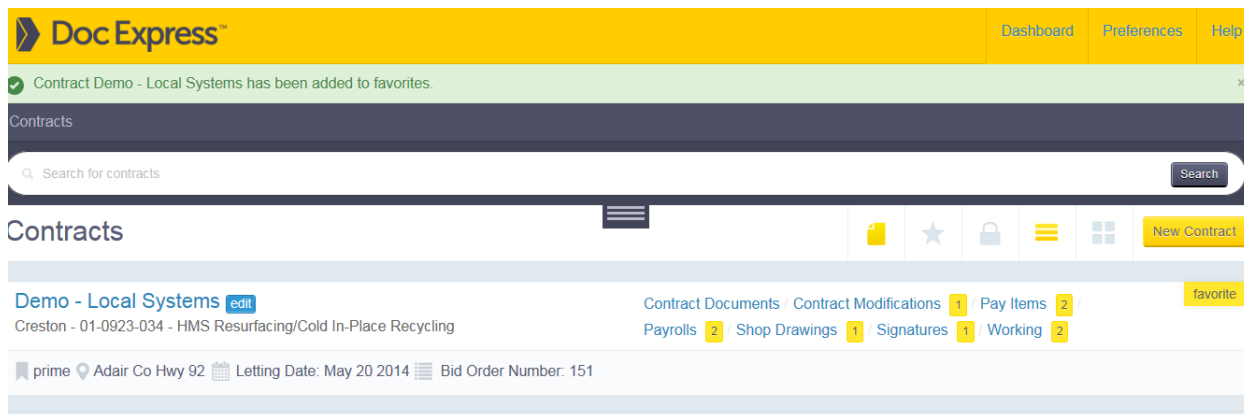
Notice that the contract information is on the left and the drawers are listed on the right.

There are some icons displayed just above the drawer location when in the row view. The icons represent the same options as what you would find in the Filter area – just an easier and quicker way to select them.

The other choice for viewing the contracts, shown below, is the block view. This option displays the contracts in block style with all information within that contract's block. Notice that the yellow highlighted choice just below the Search button is what determined this look. With this view, the drawers are displayed below the contract information.
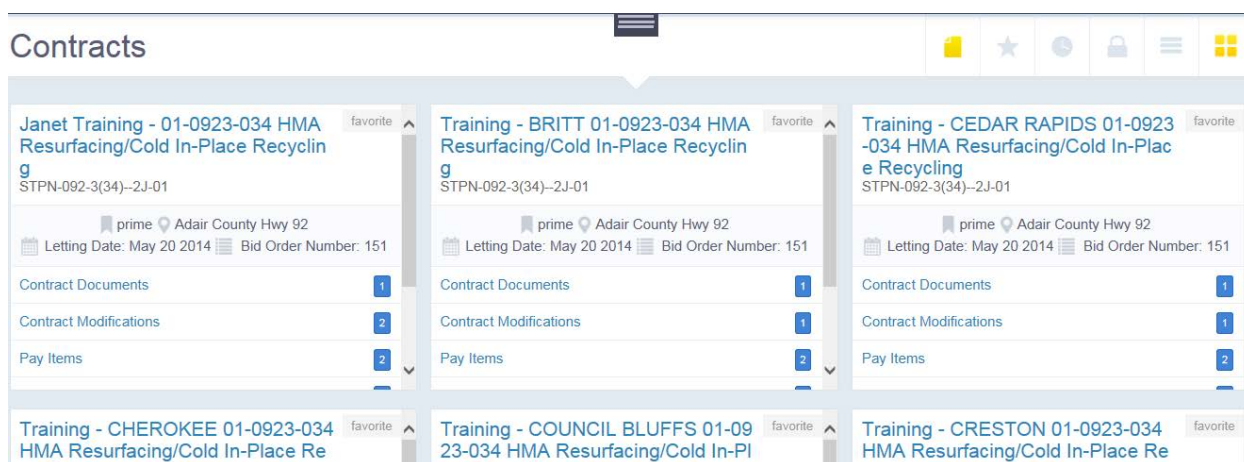
There is no right or wrong view choice – it's strictly a personal preference. The same contract information is displayed no matter which view is selected, just with a bit different look.

The project number is displayed first. If there are multiple projects, the main project number will be shown in its entirety with the additional projects being displayed with the highway number (if

different from the main project number) followed by the paren number for each project with each project separated by a comma.

Below the project number(s), the DOT Residency in charge of the contract is listed first followed by the contract ID and then the description of the contract. If there are multiple projects in the contract, the description of the contract as shown on the contract document is displayed.

Additional details show the prime contractor's name, the county name, highway number, letting date, bid order number, and contractor's TAG field.   All the drawers available for that particular contract to which you have access are displayed either to the right or below the contract information, depending on the view you have chosen.
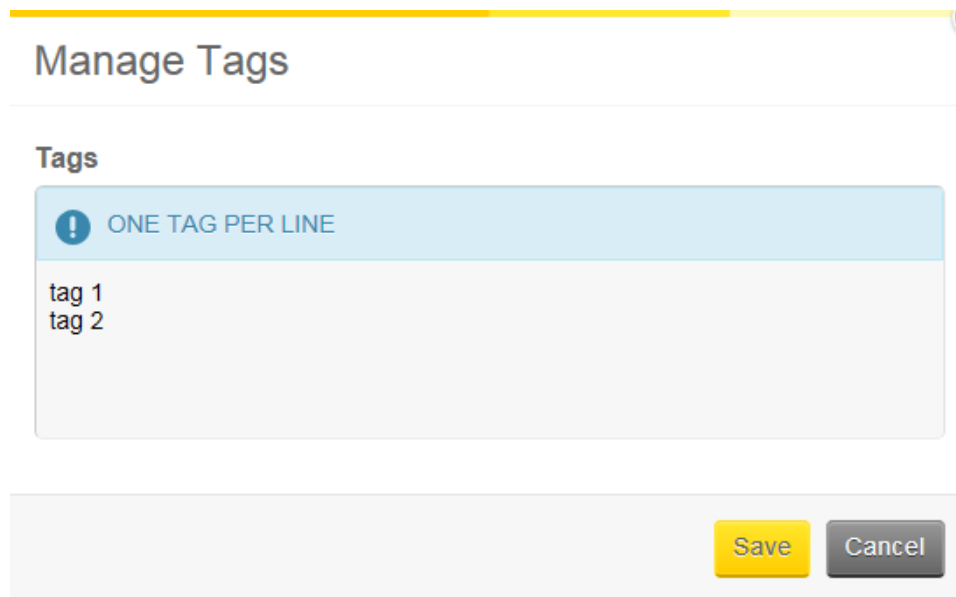
TAG FIELD –
        This field is strictly for non-DOT use and, in fact, DOT users cannot even see this field when they view the contract.   It's a free form field where data can be entered that distinguishes the contract for the contractor such as the job number.   The tag field is displayed just to the right of the Bid Order Number field.
        In the sample below, the prime entered "tag 1" and also "tag 2" in the tag field. They are displayed as 2 different tags entered by the prime, separated for display by a comma. (see graphic following this one)
        Each company associated to this same contract can enter their own preference for a tag. Each company will see only their own tag when they open the contract. In other words, Company A will see only what they entered and not what Company B entered in the same field. HOWEVER, different users within the same company cannot have their own unique tag for the same contract. The tag field is company specific, not user specific but since there can be multiple tags, different users can add their own tag which will be displayed along with the others entered.

To enter a tag – Open the contract and then click Actions and choose Manage Tags

Enter what you and/or your company wants to see displayed and then click the Save button. Remember, this is company specific - each company can see what their users entered in this field but not what a different company entered.

The TAG field can be seen just to the right of the Bid Order Number. Reminder – this field cannot be seen by DOT users – it's strictly for the use of the contractors.

FAVORITE CONTRACT –

If you have a list of contracts but you are working with only 1 or just a few of them all the time and really don't need or want to see the others, you have the option to mark one or more contracts as your favorite. To do so, find the word "favorite" to the far right of the contract information. When you click on it, it will turn yellow so you can easily see that it has been marked as a favorite. See below.

Contracts marked as a favorite will automatically be moved to the top of the list of contracts. One of the filters available allows you to display only the contracts marked as a favorite. By using that filter option, the favorite contracts will be displayed and the others will be hidden.

If you no longer want a contract marked as a favorite, simple click on the word "favorite" again and it will revert back to its original position in the list of contracts and no longer be marked as a favorite.

BADGES -

If you see a badge with a number in it beside a drawer (see previous graphic), there are submittals within that drawer that need some action taken. For instance, if the badge has a 2 in it, there are 2 different submittals needing attention. This is an easy way to see what contracts and what drawers have a need for some action to be taken. Having this badge displayed is automatic and is not dependent on any other choices made within the program.

SEARCH and FILTER -

Filter fields are dependent on the screen you are viewing. The search field is visible on most screens but, by default, the filter fields are hidden. By clicking on the horizontal lines (where the X is now shown below), the filter fields will be displayed. You can filter on 1 or more fields at the same time.

The graphic below displays the search and filter fields available when viewing the list of contracts.

SEEING LOCKED CONTRACTS -

By default, the list of contracts will show all active contracts. If you want to see only the locked contracts, simply change the filter field from All Contracts to Locked.   That is also the field where you can select to see only the contracts marked as favorites. (See above graphic)

As stated previously, the filter fields available are dependent on the screen you are viewing. The following graphic displays the search and filter fields available when viewing a drawer.   By clicking in the Document Types field, only those types (formerly known as folders) in that drawer that have had a submittal made will be displayed. The only way to see the entire list of possible types in a drawer is to pretend to submit a document and click in the Types field.

If you choose to no longer have any of the filter fields visible, click on the X below them and they will be hidden once again. The search field will remain visible.

ENABLING DOWNLOADS (Allowing Others To Open Your Submittals) –

The prime contractor can open any document that has been submitted into any drawer in Doc Express. Unless given the option to do so, Associates (subcontractors and suppliers) can open only documents their own organization submitted. **HOWEVER** - - If you, as an Associate (sub or supplier), want to allow another Associate to open your company's submittals (& only your company's submittals) in a specific drawer, you can grant that option. To do so, open the contract and then click the Actions button and select Manage Access. A screen displaying all Associates (subs and suppliers) with access to the contract will be displayed - similar to the following graphic.

The drawers displayed are dependent on the access originally given to the Associates. The most drawers accessible for any given Associate are listed for all Associates whether or not those Associates have access to that drawer. For instance, in the above graphic, even if Supplier1 doesn't have access to the Shop Drawings drawer, that drawer is still listed because another Associate(s) does have access to it.

By Sub1 (who is logged into the program) putting a checkmark in the Enable Downloads option for Sub2 and Supplier1 for the Pay Items drawer, those 2 organizations can open any document Sub1 submits into the Pay Items drawer. They cannot, however, open documents submitted by any other contractor in these drawers unless given specific permission to do so by them. They

also cannot open documents submitted by Sub 1 in the other drawers since the Enable Downloads is not checked for those drawers.

NOTIFICATION –

When a submittal is made, you have the option to be notified either as they are made, receive a daily summary the following day, or both. You also have a choice of receiving notifications when documents are rejected and/or also to be notified only for submittals made to contracts marked as your favorite. These notifications are strictly your choice and can be changed as you wish. Realize these are global preferences which means you can't opt out for 1 contract and opt in for another. With the exception of the favorites, you either do or do not receive the notifications for the drawers you select for all contracts. To find the location for notifications, click on Preferences (directly to the far right of the Doc Express header) and then Notifications. A screen as shown below will be displayed.

You can choose the specific drawers for which you want to be notified real time when a document within it is ready to be progressed. Likewise, you can choose whether or not you want rejected notifications and/or daily notifications for all contracts or just those marked as your favorite.

The graphic above shows that the option to receive notifications is turned off for every drawer and contract.

The graphic below shows that the option to receive real time notifications is turned on for every drawer but still turned off for receiving rejected notifications and a summary report.

The following graphic shows that the user has opted to receive real time notifications for some drawers, rejected notifications, and also a summary report for only contracts marked as their favorite.

Notifications

✓ Notification preferences successfully updated.

Ready to be progressed
Email me when a document is ready to be **progressed**.   [Only Selected Drawers ▾]

Change Orders	OFF
Contract Documents	OFF
Contract Modifications	ON
Diaries	OFF
Material Certifications	OFF
Pay Items	OFF
Payrolls	ON
Plans	OFF
Shop Drawings	OFF
Signature	OFF
Working	ON

Rejected documents
Email me when a document has been **rejected**.   ON

All submissions
Email me daily with a list of document submissions for **all** of my contracts.   OFF

Favorite submissions
Email me daily with a list of document submissions for my **favorite** contracts.   OFF

Completed documents
Email me when the final transition of a document has been executed.   OFF

Once again, there is no right or wrong – these are strictly personal preference. What might be helpful to you might not be helpful to another user.

DASHBOARD –
In the upper right area of the screen when viewing the list of contracts, there is a Dashboard option. (see below)

▶ **Doc Express™**   Dashboard   Preferences   Help

Contracts

🔍 Search for contracts   [Search]

Contracts   📁 ⭐ 🔒 ≡ ▦

If you click on Dashboard, a screen similar to the following will be displayed. Besides the numbers displayed, there are 2 lists –

- 1 showing all documents ready to be transitioned.   This includes all documents in all contracts in your list that are not completed. Displayed along with the contract information is the status of the document – color coded, no less!!
- 1 showing all documents that are past due. This list includes only those contracts/drawers/documents where a due date has been entered. More on due dates later.
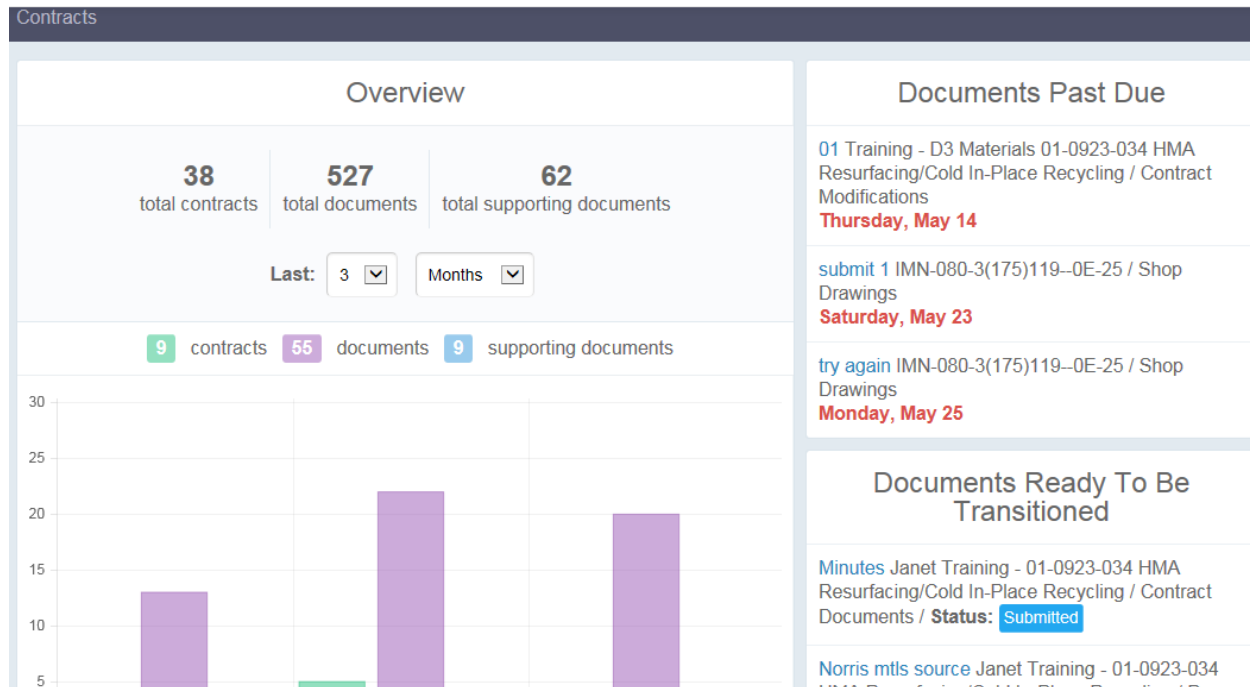
DRAWER STRUCTURE -
Contract Documents –
     Holds all files in their appropriate type that are necessary for project files
     The Submit process is typically done by a DOT user although others who have access to this drawer can also submit if appropriate.
     A submittal can be linked simultaneously to 1 or more types in the drawer
     The Receive process must be done by DOT personnel.

Pay Items (Formerly called Material Certifications)–
     Holds all files pertaining to pay items in the project
     There are a few routine types listed first in this drawer for every contract with the rest of the types being totally dependent on the pay items in the contract. Every item in the contract is included as a type in this drawer.
     A submittal can be linked simultaneously to 1 or more types
     The Submittal of documents is done by any user (contractor, supplier, or DOT user) with access to the drawer

The Receive process of documents is typically done by the RCE Inspector but can be done by any DOT user.

Payrolls –
Holds payroll documentation required on Federal Aid projects
The Submittal of payrolls is done only by the Prime Contractor, not subs
Submittals are made to the appropriate type, with the prime and each subcontractor having a type in that drawer
Prior to Receiving, the RCE Office Staff enters a comment in the Comments field that the payroll has been checked
The Receive process is done by the RCE Office Staff

Contract Modifications (Formerly called Change Orders) –
Holds the contract modifications that were created in FieldManager and submitted to this drawer to be signed.
Document is submitted by the RCE Office Staff – no signature is required for this step
When the cont mod is initially submitted, the contractor will be notified of such so they can sign
With each additional signature, a notification is automatically sent to those who can transition the document to another level
Once the last required signature (DCE) or the last optional signature (Central Construction or FHWA) is obtained, they will be asked if they would like to mark the cont mod Completed. If no more signatures need to be obtained, they should answer "yes" and the contract modification will be changed to Completed. If more signatures are required, they should answer "no" and notifications will be sent as usual.
When the status is Completed in Doc Express, the cont mod should be approved in the FieldManager program by a DOT user
The cont mods remain in the Contract Modifications drawer along with the log of activity and signatures.

Working –
Allows documents to be submitted, reviewed, modified, and re-submitted
PDF documents should not be submitted to this drawer since they can't be edited
Anyone can submit documents and begin the review process
Changing the submittal to Completed or Published is done only by a DOT user
The final iteration of the document is published (moved) to a drawer and type only by a DOT user where the document will initially have a status of Submitted.
The document just published that now has a Submitted status should be Received by a DOT user.
All iterations of the document and the log of activity remains in the Working drawer with a status of Published

Shop Drawings –
Allows shop drawings to be submitted, reviewed, modified, and re-submitted
The prime or the subcontractor submits documents to begin the review process
Only DOT personnel (or a user acting on behalf of the DOT) can transition the status to result in a status of anything other than Submitted
Each time the submittal's status changes or it is re-submitted, a notification is automatically sent to those with access to that drawer so they know the document is ready to be reviewed and/or transitioned.

The final shop drawing submittal and all previous iterations of that document remain in the Shop Drawings drawer along with a log of all transitions.

Signature -

Normally a DOT user submits the document to be signed although there are a few cases where another user can also submit

Who signs is dependent on the form to be signed and not all forms will require a contractor's signature. Some forms will require only one signature and others will require multiple signatures

Even though there are lines for all potential signatures displayed on the signature page, every signature is not required for every form

The signed form remains in this drawer for the life of the contract

Plans –

The RCE Office is responsible to submit the "As Advertised" set of plans to this drawer

The Office of Contracts submits the "As Let" set of plans which will "update" the original plans since this new set will be displayed on top.

As the plans are updated/changed after the letting, the RCE Office is notified and submits those updated plans so everyone has and is using the most current set of plans available

When the contract is finished, the most current set of plans should be Published to the Project Plans type in the Contract Documents drawer.

INITIAL SCREENS WHEN SUBMITTING A DOCUMENT

Pay Items drawer submittals -

To submit a document, first select the contract and the appropriate drawer and then click the Submit Document button.   After you click the Submit Document button, the screen below will be displayed.

Contracts / June Letting / Pay Items / New Document

New Document   Save

* Title

Comment

* Types

Choose one or more document types

* Attachment

Browse...

Enter text instead of attaching a document?

Supporting Documents

Add a supporting document?

■ **By checking this box I am electronically signing the attached document.**

Contract Documents & Payrolls & Shop Drawing drawer submittals –

The submittal screen for these 3 drawers looks the same as above but without the signature line.

Working Drawer and Plans Drawer submittals –

As seen above, this drawer has no type or signature required when submitting a new document.

Contract Modifications drawer submittals –
Because the DOT will always be the original submitter of contract modifications, contractors and suppliers will never have a need to see this submittal screen.

Signature drawer submittals -

This submittal screen is very similar to the Contract Documents and Shop Drawing drawers except for 2 things – (1)you cannot enter text instead of attaching a document and (2) only PDF files are allowed in the drawer.

Notice that in ALL submittal screens you have an option to add Supporting Documents. This is simply additional documentation for the original submittal. If there is Supporting Document added, it will be displayed when viewing the list of documents for any given drawer.

VIEWING ALREADY SUBMITTED DOCUMENTS –
The prime contractor and DOT users can open and view every document that has been submitted to every drawer to which they have access. Subcontractors and suppliers; however, can open documents only if they have either submitted the document or been given permission to do so for the contract at the drawer level. Even if they can't open the document, they can still see the entire list of submittals

When viewing the list of submittals, the top line of each submittal displays the title given to the document by the submitter and just to the right of that name, the type in which the submittal has been placed. Just below that information is the company responsible for the submittal.

No one, including the submitter, can change the contents of the document while it is in Doc Express.

The "flag" with a number in it is the number of transitions that have taken place for the submittal. In order to see the entire log, click the arrow on the right side of the screen just under the status.

In the far left column is the date of the submittal or transition that took place. Just to the right of that date is the time and the status of the submittal. Just under that are the comments, if any, that were made during that particular transition of the document. And, finally, on the bottom line is the company name followed by the user name of the person responsible for that transition.

To the far right, in color, is the status of the submittal – the status options vary depending on the drawer and the access of the user. Below the status is a possible transition which is dependent on the current status of the submittal as well as the access of the user who is logged in to the program. For instance, if the status is Received, that's the "end of the road" in most drawers. The Pay Items drawer may also have an Audited status following the Received status so after Audited there will be no more possible transitions shown. However, if the status is, for instance, Rejected, then there is a transition option to Resubmit Document.

If the status is anything other than Submitted, there is an arrow below the status. By clicking on that arrow, the log of all transactions on the left side of the screen will be expanded. If the status is Submitted, the submittal shown on the left side of the screen is the only one so there is no arrow displayed.

By default, the most current transaction is always displayed with the rest "hidden" until the arrow expands the list. If the list is expanded, to hide all but the most current, simply click on the arrow once again.

DUE DATES –

A DOT user can enter a due date for a document that anyone submits in a drawer. After the date has been entered and saved, it becomes a part of the activity log for that submittal.

The due date may be changed several times but each time it is changed that activity will be included in the log for that document. The due date and other details are displayed below the title of the document when viewing the submittals for a drawer.

As shown previously, the Dashboard contains a list of documents with past due dates for every contract to which you have access.

There is also a filter where you can select to see the order by due date with the most overdue listed first followed by others with a due date and lastly by those with no due date.
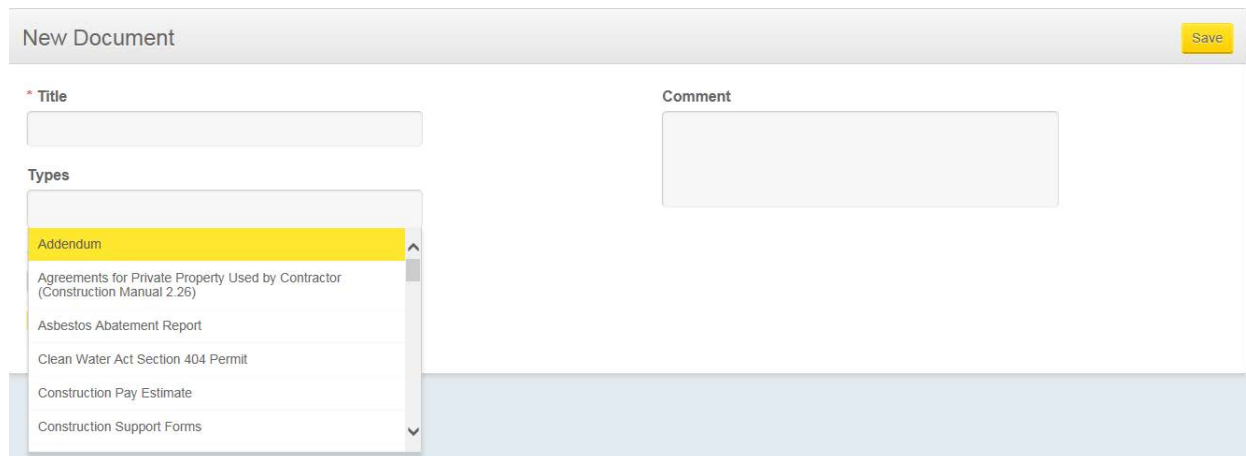
CONTRACT DOCUMENTS DRAWER - SUBMITTAL & TRANSITIONS

Although most of the time a DOT user submits documents to the Contract Documents drawer, there are a few times when the contractor, especially the prime, should submit so we'll go through those steps just in case you should need to do so.

Click on the Contract Documents drawer beside or below (depending on your choice of view) the appropriate contract. A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

SUBMIT -

Click the Submit Document button and enter the appropriate information in the title field and then select the appropriate type(s). To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar is on the right to see additional types). You can multi-select types so if, for instance, a submittal should be linked to 2 types, you can select both types at once during this process.

Browse to the location of the attachment and select it. Add Supporting Documentation (additional information for the submittal if desired. Make a comment in that field if desired and then click the Save button. Saving the document will return you to the list of submittals with this new one being at the top of the list.

At this point you as the submitter can delete the document if you wish. However, once a comment is made by anyone including yourself or the submittal has been transitioned, neither you nor anyone else can delete it. If, however, the document was mistakenly submitted and a comment made, etc. to prevent you from being able to Remove it, contact Dean or Janet and they can "archive" the document. Archiving the document doesn't delete it but actually hides it so it remains a part of the contract – but just is "out of sight, out of mind!".

If you or someone else wants to make an additional comment to this submittal, click Add a new comment and another window (shown below) will be displayed where you can enter and then add your comment. Comments can be added at any time.
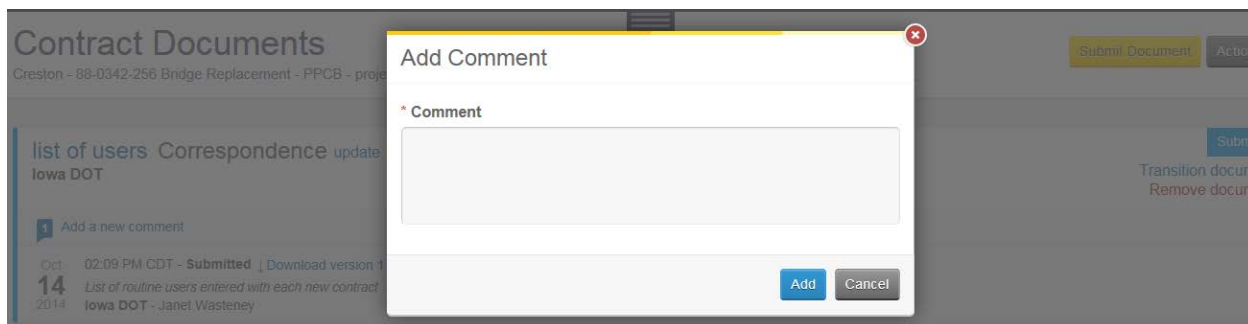
Upon clicking the Add button, your comment becomes part of the record for this submittal and the number in the "flag" (just above the date) is increased by one.

LOG -

Above is an example of a submittal in a collapsed view. Notice the arrow to the far right of the submittal is pointed down. That means the submittal is being displayed in a collapsed view.

If the submittal had been linked to more than 1 type, all types would be listed following the title. In the example above, Correspondence is the type displayed and, if there was another type linked to this same submittal, it would be displayed following Correspondence.

Below is an example of the same submittal but with all transitions being displayed. When all the transitions are displayed, the arrow mentioned above is pointed up.
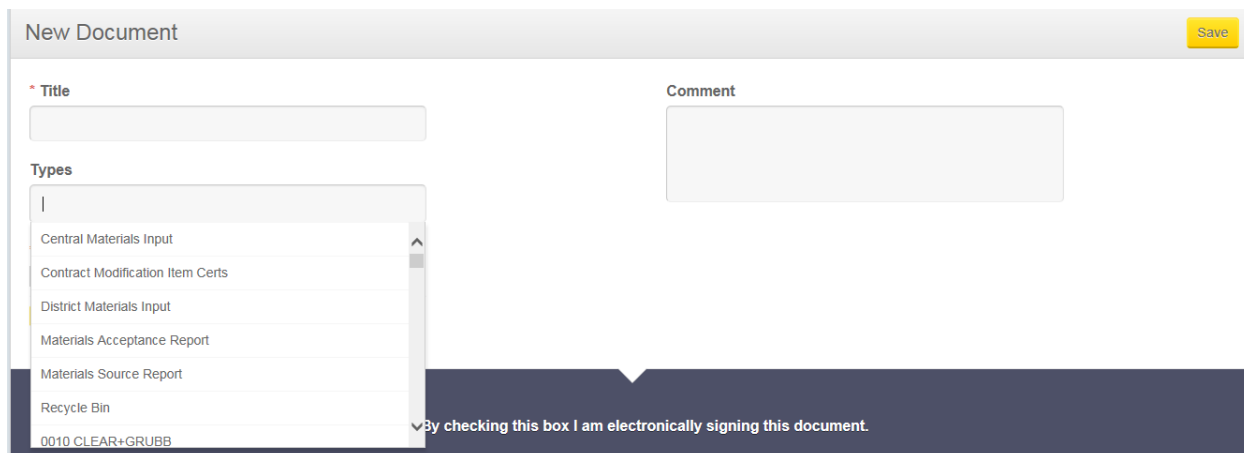
PAY ITEMS - SUBMITTALS & TRANSITIONS

Click on the Pay Items drawer beside or below the appropriate contract. A list of all previously submitted documents are displayed with, by default, the most recently updated being at the top of the list. The order of the list can be changed by opening the filter section (clicking on the horizontal lines below the search field) and changing that field.

SUBMIT -

Click the Submit Document button and enter a descriptive title and then select the appropriate type(s). To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right to see additional types). You can multi-select types so if, for instance, a submittal should be linked to 2 types, you can select both types at once during this process. The top few types in this drawer are the same for every contract with the rest of the types being totally dependent on the contract.

Following those top few routine types is every pay item (proposal line item with item description) in the contract. Those items are followed by "groupings" for HMA Items or PCC Paving or PCC Structure, if appropriate.

Add s Supporting Document (additional information for the submittal) if desired and also make a comment if desired. Neither is required.

Before the submittal can be saved, you must electronically sign the document by checking the "box". See below –

If you click the Save button without "signing" the submittal, the following screen will be displayed. If this happens, simply check the box for the signature and then click Save again.

Even after you have submitted and signed your approval, you (and ONLY you) because you were the submitter can remove the document if you wish. However, once an additional comment is made by anyone or the submittal has been transitioned, neither you nor anyone else can delete it.

If you or someone else wants to make an additional comment even if it has been transitioned to Received, click Add a new comment and another window (shown below) will be displayed where you can add your comment.

Upon clicking the Add button, your comment becomes part of the record for this submittal and the number in the "flag" (just above the date) is increased by one.

It is the responsibility of the DOT users to mark the submittals Received and/or Audited in the Pay Items drawer.

LOG -
See below a graphic with the submittals in the collapsed view (showing only the most current action) -
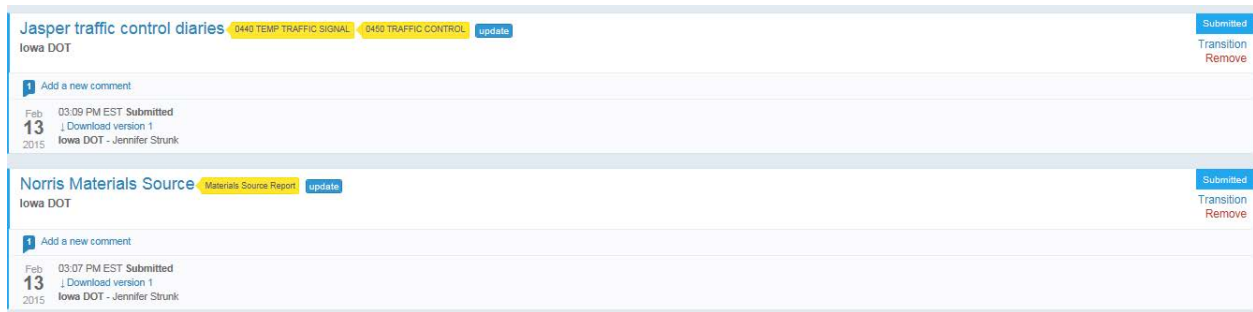
If you notice that a submittal has a status of Audited, that means that a materials user has already audited that item and has marked it as such so they won't need to check it again when the project work is finished.

To see all activity for a given submittal, click the down arrow (under the status button) and every transaction will be displayed for only that specific submittal.

If the submittal is linked to more than 1 type, all types are listed following the title. In the example above, Materials Source Report is the type in 1 submittal while both Traffic Control Diary and Temp Traffic Signal are linked in the other submittal. If, for instance, there is a mistake and Temp Traffic Signal should not have been linked to that submittal, you can request that the DOT user remove that link from the submittal. That activity will be displayed in the log.

CONTRACT MODIFICATIONS DRAWER - SUBMITTALS & TRANSITIONS

Cont mods are created in the FieldManager program and then are submitted to the Contract Modification drawer by a DOT user where they are signed by all appropriate people. Once all the required signatures are obtained in Doc Express, the cont mod is approved in FieldManager.

SIGNING -

When the cont mod is first submitted to the Contract Modifications drawer, notifications are sent to the contractor unless they have opted out of receiving them. Notifications, as explained earlier, make the users aware there is a cont mod waiting for their signature. The notice is similar to the following –

prime 2014,

Creston - 88-0342-256 Bridge Replacement - PPCB
project number(s) goes here

CO #02
Iowa DOT

> 10/24/2014 04:08 PM EDT - **Submitted**
> enter comment here if desired
> Iowa DOT - Jennifer Strunk

> This document can be progressed to **Reviewed by Contractor**

In the above example, the prime's name is prime 2014. It is now the prime's responsibility to look over the cont mod and transition the document. The transition options are totally dependent on who (what level) is signing the document. The following graphic shows the transition options available for the contractor.

Transition Document

* Status

Reviewed by Contractor
Rejected

Comment

Save   Cancel

If the contractor selects Rejected, everyone (unless they have opted out of the notifications) will receive notice that the cont mod has been rejected. Even though comments are optional, they are highly recommended when the Rejected option is selected.

If the contractor chooses the Reviewed by Contractor option and then Save, the following screen will be displayed where they must sign their name.

When signing the cont mod, the name typed in as the signature MUST match EXACTLY the name of the user logged into the program at that time. If they are not an exact match – and it is case sensitive – a screen similar to the following will be displayed.

Once the contractor signs and then saves the cont mod, a notification is automatically sent to others with access to that drawer.

Notice the Supporting Document field. A file can be "attached" to the contract modification at the time of a submittal or any transition. This file will remain in Doc Express as a permanent

part of the contract modification. Reminder – the supporting documentations can be seen by everyone with access to that drawer.

LOG -
The expanded log of activity for the cont mod is easily accessible by clicking the down arrow on the right side of the screen, directly across from the submittal.   Every transaction, including the date, time, person responsible, and more is listed.   To see only the most recent transaction, click the arrow again and the list will be collapsed.   Following is an expanded list.

SIGNING HISTORY -
When viewing the document, the signature page is displayed.   The signature page automatically becomes part of the cont mod as soon as the first signature has been obtained in Doc Express.   As signatures are obtained, the names and dates are added to the appropriate level. A sample of a signature page follows

When the cont mod is marked Completed in Doc Express, the status of that same cont mod should now be changed to Approved in the FieldManager program by a DOT user.

Doc Express Document Signing History

Contract: August Letting Document: CO #01

Date	Electronically Signed By
12/02/2014	prime 2014 prime (Reviewed by Contractor)
12/02/2014	Tester RCE Iowa DOT (Reviewed by Resident Engineer)
12/02/2014	Test dce Iowa DOT (Reviewed by District Construction Engineer)
12/02/2014	Test Central Iowa DOT (Reviewed by Central Office)
12/02/2014	Reviewer1 2014 reviewer1 (Reviewed by FHWA)

PAYROLLS DRAWER – SUBMITTALS & TRANSITIONS

The prime contractor is the only organization that can submit certified contractor payrolls to the Payrolls drawer in Doc Express. Subcontractors continue to send their payrolls to the prime, the prime continues to certify by signing the payrolls, and then the submitting the payroll to the appropriate type in the Payrolls drawer. There is a separate type for every contractor associated to the contract. If you discover that there is no type for a specific contractor, contact Janet or Dean and request them to add a type for that name.

When giving the payroll a title, remember that using 2 digits rather than 1 for the numbering system will allow the submittals to sort in a "normal" numerical order. For example, for the first payroll for a given type, instead of entering that it's PR 1, enter it as PR 01. This numbering system isn't required – but is helpful. Also proven to be helpful is to include the w/e date in the title of the submittal.

SUBMIT -
The submittal screen (shown below) is the same as for several other drawers. As stated previously, there is a type for each contractor associated to the contract.

New Document Save

* Title

* Types

Choose one or more document types

* Attachment

Browse...

Supporting Documents
Add a supporting document?

Comment

The prime contractor submits the payroll, gives it a title, selects the appropriate type (each type relates to a contractor's name), attaches the payroll, and enters a comment if desired then clicks the Save button.   Supporting documents (additional notes, documents, etc for the submittal) can be added if desired. Once the submittal has been saved, the DOT user is required to check and then Receive the payrolls.

If you happened to submit the payroll to the wrong type, because you are the submitter, you can remove the document and resubmit it to the correct type. However, once the payroll has been Received, it cannot be removed.   If it is accidentally submitted and received in the wrong contract, you can contact either Dean or Janet to archive (hide) the document so it is no longer displayed in the list of payrolls.

WORKING DRAWER – SUBMITTALS & TRANSITIONS
The intent of this drawer is to be used for documents that may be submitted, updated, re-submitted, changed again, re-submitted, etc. until the final iteration is obtained. At that point, the final document is published by a DOT user to a specific drawer and type where it will initially have a status of Submitted.   The same or a different DOT user will change the status to Received and the submittal will remain in that location for the life of the contract. All iterations of the document as well as the log of all transitions will remain in the the Working drawer.

SUBMIT -
Anyone can submit a document to this drawer and any user can update the document and re-submit it. A log of every transaction is maintained along with the date/time/user name, etc

The original submittal screen shown below is very similar to other submittal screens except this drawer has no types so there is no type field.

New Document

Save

* Title

* Attachment

Browse...

Enter text instead of attaching a document?

Supporting Documents
Add a supporting document?

Comment

Notice there is an option to add Supporting Documents (additional notes, documents, etc.) for the submittal.

The document shown below was submitted by the prime contractor and has a status of Draft. Notice that they have the option to Remove document (because they were the submitter) or to Resubmit the document.

Assuming they haven't opted out of receiving notifications, others with access to this drawer will receive notification when a submittal has been made. Anyone with access to this drawer can copy the submittal to their hard drive, make changes, and re-submit it to this same location. The original submittal will remain but the revised will be shown as the most current.

.

Working
Creston - 88-0342-256 Bridge Replacement - PPCB - project number(s) goes here

Submit Document

Plant Report
prime
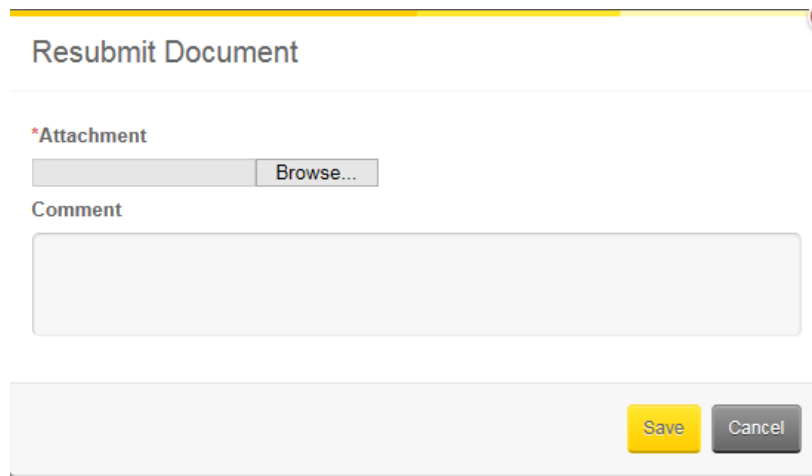
Draft

Resubmit document
Remove document

1 Add a new comment

Nov 12:24 PM EST - **Draft** ↓ Download version 1
04 prime - prime 2014
2014

Even though the document itself may be changed, the title remains the same.

To look at and potentially change the document, open it by either clicking on the title or the most current Download version number and save it to a location of your choice. (If you click on the title, it will display the most current Download version number.) After making the changes/updates as needed, save the document, and then click the Resubmit document option for that submittal. (See below) Browse to the appropriate location of the updated document and enter a comment if you wish.
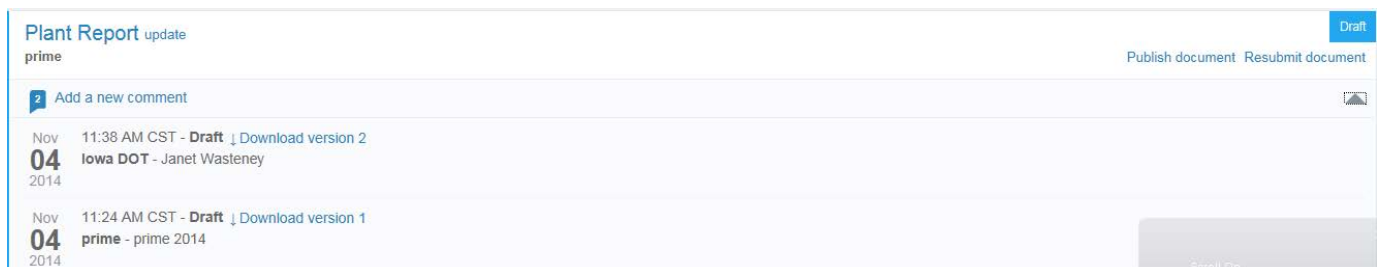
Resubmit Document

*Attachment

[   ] [Browse...]

Comment

[   ]
[   ]
[   ]

[Save] [Cancel]

Click the Save button and this updated document will become the top submittal shown in the log.   The log will include all documents submitted as well as the date/time/user details.

LOG -
Notice in the following graphic that user Janet revised the original document and re-submitted it. The status is still Draft. The document can be copied again by another user, modified, and then resubmitted to the original location in Doc Express as many times as needed until the final iteration is agreed upon. The Publish transition option as shown below is only available to DOT users.

Plant Report update
prime   Draft
                                                    Publish document Resubmit document

[2] Add a new comment

Nov   11:38 AM CST - **Draft** ↓ Download version 2
04   **Iowa DOT** - Janet Wasteney
2014

Nov   11:24 AM CST - **Draft** ↓ Download version 1
04   **prime** - prime 2014
2014   Scroll On

Once the document's final iteration has been determined, a DOT user should Publish the document to the chosen drawer and type where it will automatically have a status of Submitted in the new location. (Only DOT users are allowed to Publish the document.) A DOT user should then change the status in that new location to Received. The submittal will remain in this drawer/type for the life of the contract. All previous iterations of the document remain in the Working drawer for the life of the contract.

SHOP DRAWINGS DRAWER – SUBMITTALS & TRANSITIONS
SUBMIT -
To submit a shop drawing, click on the Shop Drawings drawer and then the Submit Document. Either the prime contractor or a subcontractor can submit drawings. A DOT user or user acting on behalf of the DOT can transition the document, including making corrections and re-submitting.

Multi-selecting from the list of types in this drawer is an option just the same as it is in all the other drawers. Whether the shop drawing is linked to 1 or many types, the process is the same.

The original submitter has the option to remove the document until it has been transitioned or a comment has been made.
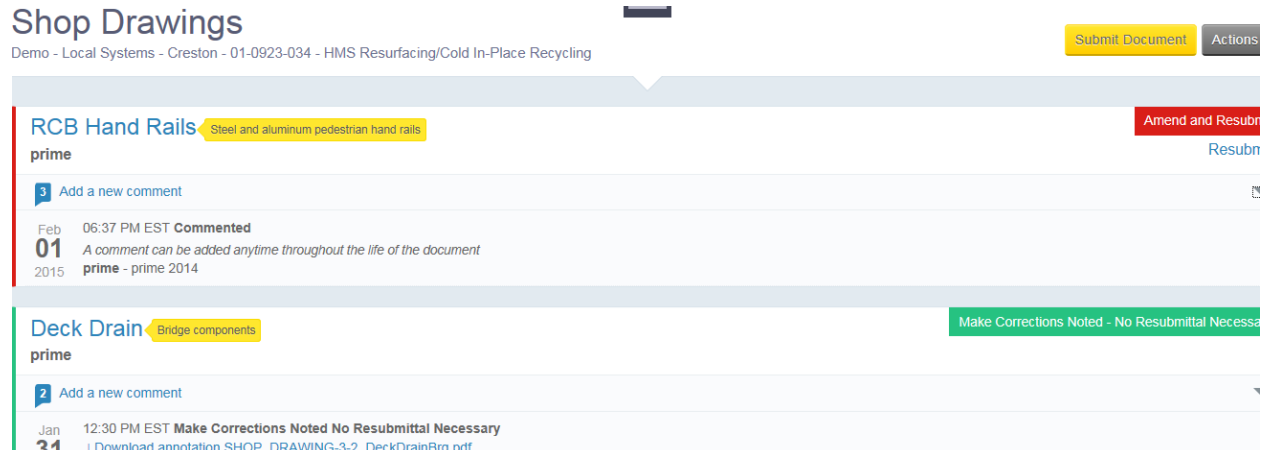
Unless they have opted out of receiving them, a notification is sent to those who have access to the Shop Drawing drawer as soon as the submittal has been saved. Whoever should review the document next can look at it by clicking on the title or the most current Download version or Supporting documentation. They have the option to either Open or Save the document.

If they want to change the document, they should save it to a location of their choice, make the changes, save it again, and then Re-Submit it. To do so, click on Re-Submit beside that shop drawing submittal. The status that is selected by the DOT user during each process will determine how many future submittals and transitions will need to take place. There is no limit to that number.

If the shop drawing needs specific changes to be made by the contractor before being re-submitted, the DOT may include a "marked up" copy of the original submittal when they transition the submittal. That will not be reflected in the title – so if you click on the title, you will not be seeing the marked up copy.   That marked up copy can be seen by clicking on the blue name above the comments and user's name (left side of screen)

Clicking on the title displays the latest Download Version in the log.

When the final iteration of the shop drawing is determined, the status should be either Review Not Required or No Exceptions Taken or Make Corrections Noted – No Resubmittal Necessary. The final drawing as well as all iterations of that drawing will remain in the Shop Drawings drawer for the life of the contract. After the final iteration of the document has been determined, a materials user will transition the document to an Audited status.

SIGNATURE DRAWER – SUBMITTALS & TRANSITIONS
The Signature drawer contains several forms that require one or multiple signatures. **Most types in this drawer are unique to the DOT and do not require contractor signature**;

however, a few do so we'll go through the steps. Each type listed in the drawer is a form that no longer needs a wet signature but rather the electronic signature in Doc Express is accepted.

If you wish to see all the types in this drawer, click Submit Document and put the cursor in the Types field then scroll down.

SUBMIT -

Click the Submit Document button and enter the appropriate information in the title field. Select the appropriate type. To select a type, put the cursor in that field and the list of types will automatically be displayed (a scroll bar on the right)

Like other drawers, adding a Supporting Document (an additional document for the submittal) is an option when submitting into this drawer.

Browse to the appropriate type and enter a comment if desired then Save. You as the submitter have the option to Remove it until someone comments or signs. If you are the first who should sign the document, click Transition and select the appropriate status.

Remember, the required number of signatures is dependent on the form. If you are a signer, type in your name and check the box then Save. If additional documentation should be attached to this document, click on Supporting Documents and browse to their location and then Save.

As shown in the following graphic, not all signature blocks will necessarily be populated – it's completely dependent on the form involved. When all signatures have been obtained, a DOT user should mark it Completed.

Doc Express Document Signing History
Contract: aa Chariton - 91-0925-051 - PCC Pavement - Grade & Replace Document: Final Quantities

This document is in the process of being electronically signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.

Date	Electronically Signed By
11/24/2014	Tester RCE Iowa DOT (Signed by RCE or designee)
11/24/2014	prime 2014 prime (Signed by Contractor)
	(Singed by DCE or designee)
	(Signed by DME or designee)
11/24/2014	Tester RCE Iowa DOT (Completed)

PLANS DRAWER – SUBMITTALS & TRANSITIONS

This drawer is a staging drawer (similar to the Working drawer) intended for documents (project plans) to be submitted, updated, etc. until the project work is done. At that time the final set of plans should be Published to the Contract Documents > Project Plans type. Although only DOT users submit to and update this drawer, the intent of this drawer is that all users have access to it resulting in everyone working from the same and most current set of plans for the project.

Once the project work is complete, the final set of plans should be Published to the Contract Documents drawer, Project Plans type. All iterations of the plans remain in the Plans drawer.

SUBMIT –

Only DOT organization users can submit to the Plans drawer. It is also the only organization that can transition a submittal. A log of every transition, including date/time/user name, etc. is maintained. **Every user and organization should have access to this drawer so everyone has access to the most current set of plans**.

The "**As Advertised**" set of plans is to be **submitted** to the Plans drawer as soon as possible **by the RCE Office** but at a minimum 2 weeks prior to the letting date. Enter something very generic such as "Plans" in the title and then **in the comments, enter "As Advertised"** but do not put that in the title. (Other pre-contract details such as proposal, etc. should also be submitted by the RCE Office but to the appropriate type in the Contract Documents drawer instead of the Plans drawer.)

Once the letting has occurred, **the Office of Contracts will click the Re-Submit** option and **submit** an **"As Let"** set of plans which includes any addendums and in the **comments field enter "As Let"** to distinguish it from the initial set of plans. This updated set of plans will replace the previous set at the top of the list of submittals so the most current is always seen when opening this drawer.

The Office of Contracts is to notify the RCE Office of any additional revisions **following** the submittal of the **"As Let"** set of plans.   Once notified, the **RCE Office** is to resubmit the updated set of plans which will "overwrite" the previous set so everyone has access to and is working from the same and most current set of plans. They should enter a comment to describe the new submittal. If everyone has the notification option turned "on" for the Plans drawer, each time the plans are updated, they will be notified.

When the contract work is finished, the most current set of plans is to be Published by a DOT user.   The published location is the Contract Documents > Project Plans type where the plans will remain permanently as part of the contract records.

ONLY IF YOU ARE THE PRIME CONTRACTOR –

You as the prime contractor can give subcontractors and/or suppliers access to drawers in your contract.   You (subs and suppliers can also do this) can also enable them to download documents that only your company submitted in any given drawer. You cannot give them permission to open documents other organizations submitted. For that to happen, that company will need to enable downloading for them. This access is given on a drawer by drawer basis. The ability to allow an organization to open their submittals can be given by any subcontractor or supplier, not just the prime. Do so by opening the contract to which you want to give access and then clicking the Actions button and then Manage Access. (see below)

 The Manage Access screen will be displayed where you as the prime contractor can add, adjust, or remove access to drawers for subs and suppliers.   If you also want an organization to be allowed to open your company's submittals in a specific drawer(s), click in the Enable Downloads for those drawers.   As stated previously, this is granted on a drawer by drawer basis.

To give access to a new subcontractor, click the Add Organizations button and the following screen will be displayed where you enter the sub's or supplier's name or a partial name then click Search. All possibilities of that name will be listed. By clicking on the appropriate name(s), they will be checked.

Once you have selected the contractor, click Next and the following screen will be displayed which lists all users for that organization. You can give access to only certain users within that company or the company as a whole (I always give access to the company as a whole).

If you want to give them access to all drawers (not the best idea!!), put a checkmark in the Grant Access to All Drawers option. **EVERYONE should be given access to the Plans drawer.** There is; however, 1 drawer to which you should NOT give subs or suppliers access –

1. Payrolls drawer
   The subs are to continue to furnish their payrolls to you. You as the prime are to submit them to the Payrolls drawer

Repeat the process to give access to additional organizations.

When finished managing access, click the Update button.

If you want to remove a contractor entirely from having access to the contract, click on the red x to the far right of the organization's name and then click the Update button. If you delete an organization and they had submitted documents, those documents will remain in the drawer and contract where they were submitted.

If you want to add a subcontractor or supplier but they don't have anyone with access to the Doc Express program, they must first create an account and register as explained in the first few pages of this guide. **Only the first person in each organization should register**. After that, the first person should go to the My Account screen and invite the rest of the users in that organization to join.

As of June 1, 2015 =

APPENDIX A -

Contract Documents Drawer Types

Addendum

Agreements for Private Property Used by Contractor (Construction Manual 2.26)

Asbestos Abatement Report

Clean Water Act Section 404 Permit

Construction Pay Estimate

Contract

Correspondence

DBE Commercially Useful Function Checklist (Form 517014)

DBE Commitment Report

Developmental Specifications

EEO/Wage Site Inspection

Environmental Clearances

Final Highway Funding Sources

Final Paperwork - Contractor Evaluations

Final Paperwork - Cost Sharing Memorandum

Final Paperwork - Interest Payment Information (Form 830235)

Haul Road Designation

Iowa DNR Floodplain Permit

Iowa DNR Notification of Completion of Construction (DNR Form 37)

Night Work Plan and Approval

Notice to Proceed (Form 830237, CM 2.32)

Notice of Suspension or Resumption of Work (Form 810036, CM 3.06)

Preconstruction Agreements

Preconstruction Meeting Information

Project Cross Sections

Project Plans

Project Schedule

Proposal

Registration of Minor, Nonrecurring Use of Water (DNR Form 20, CM 2.14)

Right of Way Certificate

RR Agreement

RR Data Sheet

Special Provisions

Storm Water Co-Permittee Certification Statement

Storm Water Notice of Discontinuation

Storm Water Permit

Subcontract Request and Authorization

Supplemental Specifications

Utility Bid Attachments

APPENDIX B
Signature Drawer Types

Final Paperwork - Audit of Final Pay Estimate (Form 830301)
Final Paperwork - Certification of DBE Accomplishment (Form 102116)
Final Paperwork - Certification of Subcontractor Payment (Form 518002)
Final Paperwork - Final Construction Pay Estimate
Final Paperwork - Final Payment (Form 830436)
Final Paperwork - Noncomplying Test or Measurements of Materials Incorporated into the Project
Final Paperwork - Statement of Salvaged Materials
Items Paid by Plan Quantity (Form 830230)
Noncompliance Notice (Form 830245)
Pre-Audit Agreement
Request for Early Release of Retained Funds
Statement of Completion and Final Acceptance of Work (Form 830435)
Storm Water Inspection Reports
Weekly Report of Working Days

APPENDIX C
Shop Drawing Drawer Types

Falsework for slab bridges
Cofferdam design (when required)
Reconstruction of substructure (detailed plans for supporting the superstructure)
Steel Structures
Detail plans for falsework or centering support of steel structures (i.e. erection plans)
Steel and aluminum pedestrian hand rails
Highway sign support structures (i.e. trusses, cantilevers, & bridge mounts)
Precast concrete (i.e. deck panels, RCB culverts, noise wall panels, arch sections, etc.)
Tower lighting
Highway lighting
Highway signing steel breakaway posts
Traffic signalization
Highway signing - Type A & B signs
Bridge components
Pre-engineered steel truss recreational trail bridge
MSE, segmental, & modular block retaining walls
Soil nail & tie-back retaining walls

Intermediate foundation improvement (IFI)(i.e. stone columns, geopiers, etc.)
Removal of box girder bridges
Structural erection manual
Temporary shoring
Temporary seet pile retaining wall
Safety grates for RCB culverts
Contractor Borrow
Misc. Bridge
Misc. Soils Design

APPENDIX D
Payrolls Drawer Types
Predetermined Wage Rate

APPENDIX E
Pay Items Drawer Types
Central Materials Input
Contract Modification Item Certs
District Materials Input
Materials Acceptance Report
Materials Source Report

Groupings in the Pay Items Drawer - used as needed
PCC Paving – Mix Design
PCC Paving – Contractor Quality Control Plan
PCC Paving – Maturity (Curves & Verification)
PCC Paving – PCC Plant Report
PCC Paving – Plant Monitor Gradations
PCC Paving – (Form 115) Air & Slump Test Results
PCC Paving – (Form 114) Beam Break Results
PCC Structure - Mix Design
PCC Structure – PCC Plant Report
PCC Structure – Plant Monitor Gradations
PCC Structure – (Form 145) Air & Slump Test Results
HMA Items – Mix Design
HMA Items – HMA Base Plant Report
HMA Items - HMA Charts
HMA Items – HMA Intermediate Report
HMA Items – HMA Surface Report
HMA Items - Mix Temps (Small Quantities)
HMA Items – Verification Aggregate Gradations

DRAFT MATERIAL DOCUMENTATION CLARIFICATION

Single Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Mtls Acceptance Report	**Document**	**Comments**	**Examples**
Visual Approval by RCE	Document by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Burlap, Plastic film, Steel Posts for Silt Fence
As Per Plan	Compliance with the plans will be documented by an entry in Doc Express	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Guardrail Attenuators
Approved Source (Easily Identified)	Source of the material should be identified by the Project Inspector. Document by an entry in Doc Express.	The project inspector is to submit using a Comment and then the Project Inspector is to Transition to Received.	Engineering Fabric, Poured Joint Sealer, Wood Excelsior Mat, Silt Fence
Approved Source (Not Easily Identified)	Source of the material should be identified by the Project Inspector. This will require a document to be in Doc Express.	Products which cannot be easily identified in the field, such as traffic paint, will require a document in Doc Express. This should be entered by the Contractor or supplier.	Anti-strip Agent, Concrete Anchors, Concrete Sealer, Traffic Paint
Approved Source, Batch (Lot)	Verify that the material is from an approved source. Verify the Batch (lot) number. The information can be documented by an entry in Doc Express.	Check list maintained by Central Mtls, if the Batch (lot) has been previously tested a sample is not needed. District Mtls will sample if necessary & the report will be entered on Doc Express by the DME Batch numbers for admixtures will also be documented on plant report.	PCC Concrete admixtures

Batch (Lot) Acceptance	Record the batch or lot number by an entry in Doc Express. If sampled a test report will be entered as well.	Verify that batch or lot has been tested, a list is maintained by Ctl Mtls. Dist Mtls will secure a sample when required & report results to Doc Express.	White Pigmented Curing compound.
Certification Statement	A copy of the certification will be in Doc Express	The documentation with the certification statement will be entered by the Contractor or supplier.	Lead Bearings
Test Report	A copy of the test report will be in Doc Express	The IM 204 will specify who is responsible for the testing. They will sample, test and report the results to Doc Express.	Cable Guardrail, Electric curcuit test, Torque wrench
Approved Catalog Cut	A copy of the reviewed Catalog cut will be in Doc Express.	The Catalog cut will be submitted for review by the contractor or supplier and entered in Doc Express according to the specification.	Lighting Materials, connectors and photoelectric controls
Fabrication Report	A copy of the fabrication report will be in Doc Express	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Structural Aluminum Fastners
Mill Test Report	A copy of the Mill test report will be in Doc Express.	The mill test report should be entered by the contractor or supplier. This may also be referred to as a mill certification. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel Guardrail posts

Multiple Document Basis of Acceptance			
Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	**Document**	**Comments**	**Examples**
Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of certification will be in Doc Express.	The documentation with the certification statement will be entered by the Contractor or supplier. The Approved Source portion is included with the certification.	Concrete modular and segmental blocks
Approved Source, Fabrication Report	Verify that the material is from an approved source. A copy of fabrication report will be in Doc Express.	The fabrication report is generated by District Materials and will be entered into Doc Express by the DME. The Approved Source portion is included with the Fabrication Report.	Neoprene Bearings
Approved Source, Mill Certifications	Verify that the material is from an approved source. A copy of the mill certifications will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Steel piling, uncoated rebar
Approved source, Catalog Cut	Verify that the material is from an approved source. A copy of the catalog cut will be in Doc Express.	A copy of the catalog cut should be entered on Doc Express by the contractor or supplier.	Steel castings
Approved Source, Certification Statement, Test Report	Verify that the material is from an approved source. A copy of the Certification Statement and the Test Report will be in Doc Express.	The documentation with the certification statement should be entered by the Contractor or supplier. The test report should be entered by the testing agency, either a third party Lab or the DME.	Asphalt binder and emulsion
Approved Shop Drawing, Catalog Cut	A copy of the approved shop drawing and catalog cut will be in Doc Express.	The shop drawing and catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express	Structural Aluminum

		according to the specifications.	
Approved Catalog Cut, Certification Statement	A copy of the approved catalog cut and a copy of the certification will be in Doc Express.	The catalog cut should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. A copy of the certification should be entered by the contractor or supplier.	Lighting materials wire and cable
Approved Shop Drawing, Fabrication report	A copy of the Approved shop drawing will be in Doc Express along with the Fabrication report.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Floor drains and steel expansion devices
Approved Source, Certified Truck Ticket or Form # 821278	Verify that the material is from an approved source. For aggregate paid by the ton collect certified truck tickets on the grade. A summary of aggregate shipments to the project should be submitted to Doc Express by the aggregate producer for non-proportioned aggregate .	It is not necessary to have a copy of a truck ticket in Doc Express. For proportioned aggregates verify the tickets at the plant site. Form #821278 may be used to certify aggregate that is not weighed over a scale.	Proportioned and Non-proportioned aggregate

Multiple Document Basis of Acceptance

Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	Document	Comments	Examples
Approved Shop Drawing, Approved Source, Certification Statement	Verify that the material is from an approved source. A copy of the Approved shop drawing and the certification statement will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The documentation with the certification statement will be entered by the Contractor or supplier.	Aluminum lighting poles
Approved Source, Approved Shop Drawings, Fabrication Report, Mill Certifications	Verify that the material is from an approved source. A copy of the approved shop drawings, fabrication report, and mill certifications will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The mill certifications should be entered in Doc Express by the contractor or fabricator. The fabrication report will be entered into Doc Express by the DME.	Structural Steel
Approved Source, Approved Shop Drawings, Fabrication Report	Verify that the material is from an approved source. A copy of the Approved shop drawing and the fabrication report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The fabrication report will be entered by the DME.	Bridge railing
Approved Source, Fabricator's trademark, Date of Manufacture, Certified Stamp, Certification Statement	Verify that the material is from an approved source. Check for the trademark and certified stamp. A copy of the certification statement will be in Doc Express	For precast concrete pipe a certified summary of items delivered to the project site will be entered into Doc Express by the contractor or supplier.	Handholes and concrete pipe

Approved Source, Fabricator's trademark, Date of Manufacture, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the trademark and DOT inspection stamp. A copy of the fabrication report will be in Doc Express	The Fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Prestressed Concrete Beams, Concrete piling
Approved Source, DOT Inspection Stamp, Fabrication Report	Verify that the material is from an approved source. Check for the DOT inspection stamp. A copy of the fabrication report will be in Doc Express	The Fabrication report is generated by District Materials and will be entered into Doc Express by the DME.	Precast permanent barrier rail.
Approved Source, Certification of Grade, and Treatment Test Report	Verify that the material is from an approved source. The certification of grade and treatment report will be in Doc Express.	The certification of grade and treatment report will be entered by the contractor or supplier.	Treated wood products
Approved Source, Test Report, Steel Mill Certification	Verify that the material is from an approved source. The test report and mill certification will be in Doc Express.	The mill certification should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Samples are normally taken by District Materials and the test report will be entered in Doc Express by the DME.	Anchor Bolts

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Acceptance Method, IM 204 appendix Z or Materials Acceptance Report	**Document**	**Comments**	**Examples**
Mill Certification, Rotational Capacity Test, Test Report	The mill certification, rotational capacity test and test report will be in Doc Express	The mill certification and rotational capacity test should be entered by the contractor or supplier. Be sure to verify that any product of steel or iron meets the Buy America requirements. Bolts, nuts and washers will be sampled by District Materials and the report will be entered on Doc Express by the DME. Check the IM's and specifications for field rotation capacity testing. If required this test report will also need to be filed in Doc Express by the RCE or DME.	Structural bolts nuts and washers
Approved Shop Drawing, Shipping Report	A copy of the approved shop drawing and shipping report will be in Doc Express.	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications. The shipping report is generated by the supplier and should be entered into Doc Express by the contractor or supplier.	Sign Panels
Approved Source, Shipping Report, Certification Statement	Verify that the material is from an approved source. A copy of the shipping report and Certification Statement will be in Doc Express.	The shipping report and Certification statement is generated by the supplier and should be entered into Doc Express by the contraftor or supplier.	Finished signs

Mill Certifications, Test Report for Galvanizing	Mill Certifications and galvanizing test report will be in Doc Express.	Mill certifications should be entered in Doc Express by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Be sure to verify that any product of steel or iron meets the Buy America requirements.	Galvanized rebar
Approved Source, Mill Certifications, Epoxy Certifications, Test Report	Verify that the material is from an approved source. Mill certifications, epoxy certifications and a test report will be in Doc Express.	The mill certifications and epoxy certifications should be filed by the contractor or supplier. Be sure to verify that any product of steel or iron or the coating there of meets the Buy America requirements. Samples will be taken by District Materials and reported by the DME.	Epoxy coated rebar
Approved Source, Approved Shop Drawings	Verify that the material is from an approved source. A copy of the approved shop drawing will be in Doc Express	The shop drawing should be submitted for review by the supplier or contractor and entered in Doc Express according to the specifications.	Pre-engineered pedestrian bridge