

SCOC Doc's Vendor Handbook

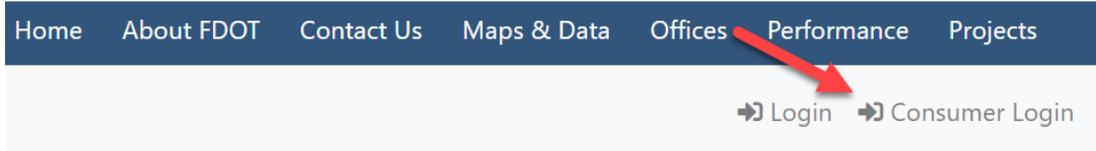
Version	Date	Updated By	Updated
1.0	10/15/2025	Mike Johnson	10/15/2025

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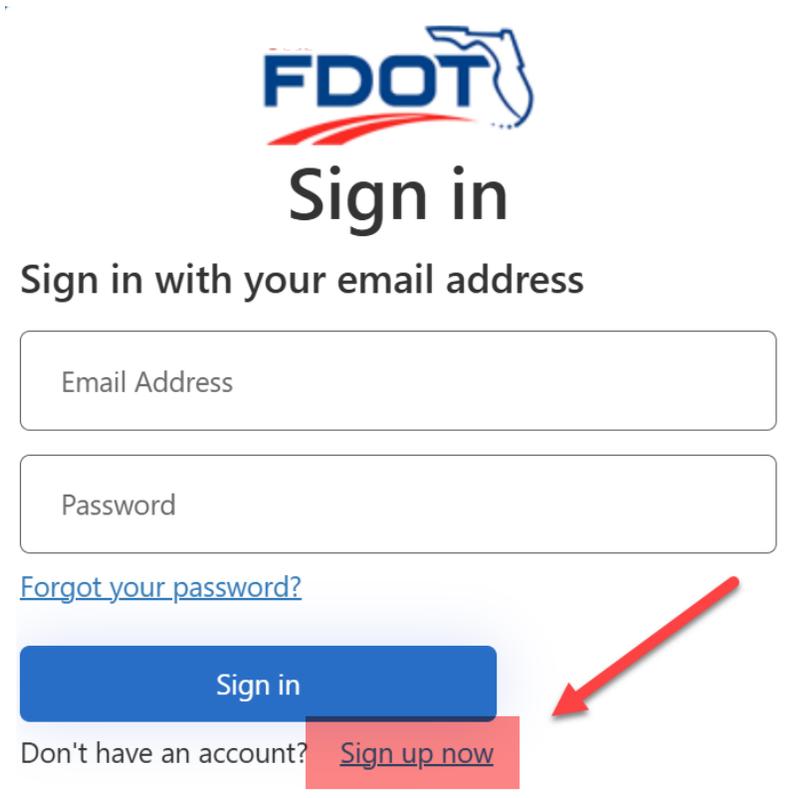
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Setup B2C Account

Once navigating to <https://scoc.fdot.gov> select Consumer Login link found at top far right of the page.

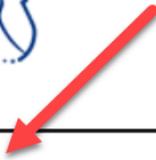


Select Sign up now.



Provide Email address.

< Cancel



Send verification code

Create

Select Send verification code.

< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

em [redacted] @outlook.com

Verification Code

Verify code Send new code

New Password

Confirm New Password

First Name

Last Name

Create

Enter code and select Verify code.

< Cancel



E-mail address verified. You can now continue.

Change e-mail

New Password

Confirm New Password

First Name

Last Name

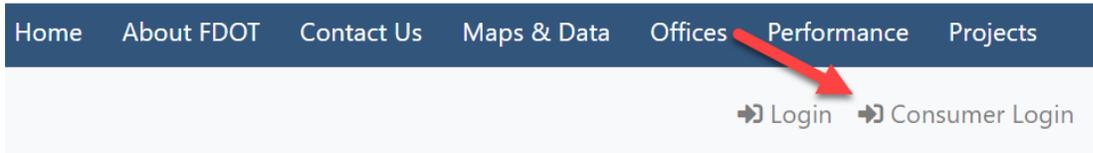
Create

Now provide Password, First and Last name then select Create.

The steps above will set up a B2C account which assigns the users the contractor role. Having this role does not give the user access to anything. To gain access to a contract the user must also be given Level Access by contacting their district administrator. A list of District Administrator's and their contact information can be found here: [SCOC](#)

Log in Using B2C

Once navigating to <https://scoc.fdot.gov> select Consumer Login link found at top far right of the page.



Enter Email address and password.



Sign in

Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

Select Sign In.

Navigation

Menu

SCOC has two menus. The one along the top in blue is a menu common to department sites. The application menu is located below this menu and is the main navigation tool.

Most roles will see the following menu items.

Active Contracts

This is the main page of the application (aka, landing page) which is the default page when accessing the site.

This page consists of a grid that contains a list of active contracts and contracts that have been final accepted. See the [Grid](#) section for additional information.

Vendor Estimate

This page provides the user with the means to download and view estimates associated with contract.

Contract Analytics

This page provides the user with an overview of the contract status of the current active contracts being managed by FDOT.

Reports

This page provides the user with the means to run many different reports.

MyDashboard

This page provides the user with overview of all documents the user has access to work with.

MyReports

This page provides the user with the means to download reports that have been queued or deferred.

Help

This page provides the users with help. This is where this document can be found.

B2C Profile

This link is only seen by B2C users, providing a means to update the users B2C profile data.

Grid

The grid shows the data in a way that allows the user to quickly sort, filter and navigate through the data.

Paging

Paging is handled by buttons found above the grid on the far right of the screen. See below for a screen shot of what they look like.



There are four options, first page, last page, next page, and previous page.

Filtering

Each grid will have a row just above the first row of data that is used to filter the data. Below is a screen shot of what it could look like.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Some columns have a drop down and others are text box. If an entry is made into a text box, the grid data will filter based on that value. It will look for the text within the data column, e.g., if "E1" is entered in the Contract Id column the grid shows all records that start with E1 or has E1 contained in the data.

Selecting an item from the drop down will filter based on the selected value.

Multiple filters may be provided.

Links

Most of the grids also have links associated with the columns data. See screen shot below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC

Uploading Document

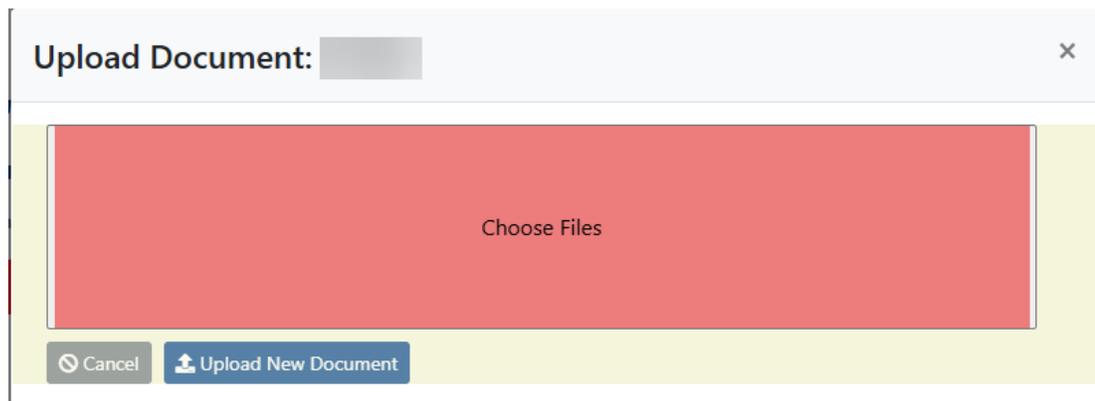
Once logged in with an assigned Doc's role that has access to upload documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

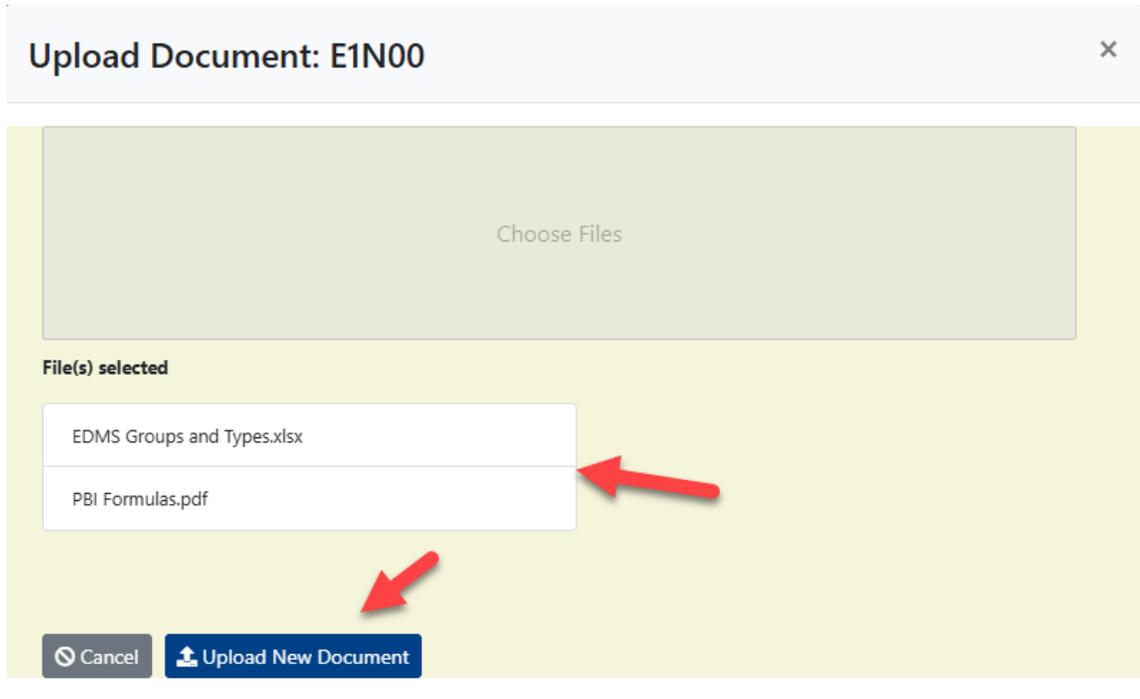
Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, will open the list of documents page.

1. Select the Upload button located above the grid on the left side of page. 
2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file or files to be uploaded.
 3. Select the files and then select Open. Five documents can be uploaded at a time.
- b. Option two.
 - i. Open file explorer and navigate to the file or files to be uploaded.
 - ii. Select and drag the files into the Choose Files area.
- c. Using either option, the selected files to be uploaded will be listed below Choose Files area.



d. Click on Upload New Document button.



3. After the process is completed, the documents are shown in the list of documents page.

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By
PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON
EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON

Delete Document

Only documents uploaded by the vendor can be deleted by the vendor, while still in pending status. Once the document status has changed the document can no longer be deleted. To delete a document, select the Delete Icon on the far right of the of the document .

Selecting the Delete Icon will open a confirmation dialog window.



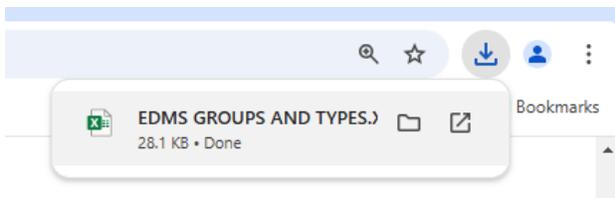
Select delete to permanently remove the Document from EDMS. This action cannot be undone.

Download Document

Download a document by clicking on the file name listed on the documents page. Documents that are marked “sensitive” can only be downloaded by the Compliance, System Admin, and District Admin roles.

File Name	Created	Created By	EDMS Doc Id	EDMS Status	Document Group Description	Document Type Description	Subject Description	Updated	Updated By
PBI FORMULAS.PDF	04/03/2025	MIKE JOHNSON	18499753	Review	CONTRACT DOCUMENTS	NOTICE TO PROCEED	NOTICE TO PROCEED; NTP	04/03/2025	MIKE JOHNSON
EDMS GROUPS AND TYPES.XLSX	04/03/2025	MIKE JOHNSON	18499752	Pending	PENDING	PENDING		04/03/2025	MIKE JOHNSON

In chrome, the file will show up far right in the browser menu.



My Dashboard

This page displays a list of contracts the user has access to along with a count of each document status and a total document count. It also displays notice of intent counts if the user has access to that information.

Contract Document Details:

[Back to Active Contract List](#)
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[Export to Excel](#)

Exports grid contents to excel. Can be used to perform additional analysis.

Each column header is clickable, which will sort the selected column ascending or descending order.

Active	District	Contract Name	Pending Documents	CEI Review Documents	Review Documents	Request Delete Documents	Published Documents	Total Documents	Open NOI	Closed NOI	Rescinded NOI	Total NOI
No	01	E1R18	1	0	1	0	0	2	0	0	0	0
No	01	E1R76	6	0	0	0	1	7	0	0	0	0
Yes	01	E1R87	1	0	0	0	4	4	0	0	0	0
Yes	01	E1S28	9	0	0	0	0	11	0	0	0	0
No	01	E1S66	0	0	0	0	0	0	0	0	0	0
No	01	E1S92	0	0	0	0	0	0	0	0	0	0

Selecting a number will take the user to the Contract Document page and set the filter according to the status. This link would set the filter to Pending

Selecting a number will take the user to the Contract NOI page and set the filter according to the status. This link would set the filter to Open

[Clear Filters](#)

This page gives the user a quick way to see the status of documents and NOI records.

Shared Folder

Once logged in with an assigned Doc’s role that has access to documents, search for the appropriate contract using the filters along the top of the grid. See [filtering](#) for additional details.

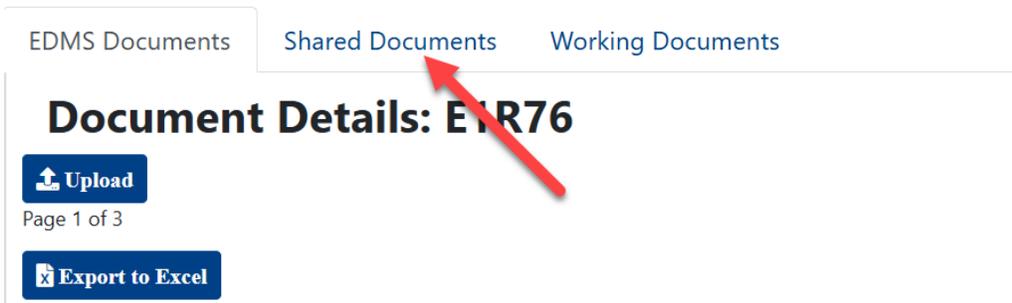
After finding the appropriate contract, select the link (a number representing the number of existing Documents) displayed in the Document column. Screen shot of example below.

Active	District	Contract Id	Status	Work Begin	Project Id	Description	Work Mix	County	Vendor Name	Document
Yes	01	E1N00	NTP ISSUED		40433725207	INSPECT CONSTRUCTION PROJ.S.MATERIALS & RESEARCH MAINTENANCE OF TRAFFIC DISTRICT WIDE		DIST/ST-WIDE	TRAFFIC CONTROL PRODUCTS OF FLORIDA, INC.	No Map 36
Yes	01	E1P82	NTP ISSUED		40433725208	IPush Button - Inspect Construction ProjectsDistrictwide		DIST/ST-WIDE	ACME BARRICADES LC	No Map 5

Selecting the link, it will open the list of documents tab, which is the default tab. Depending on access there can be up to three TABS.

- EDMS Documents (Default)
 - List of all EDMS documents
- Shared Documents
 - List of Files
 - All SCOC Doc roles have access. This includes contractor role
- Working Documents
 - List of files
 - All SCOC Doc roles have access. This excludes contractor role

Select the Shared Folder tab.

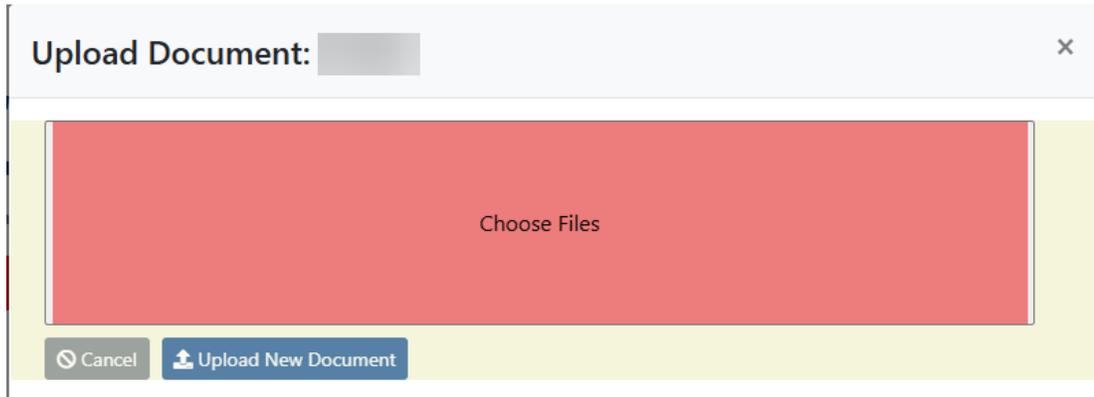


Uploading shared documents

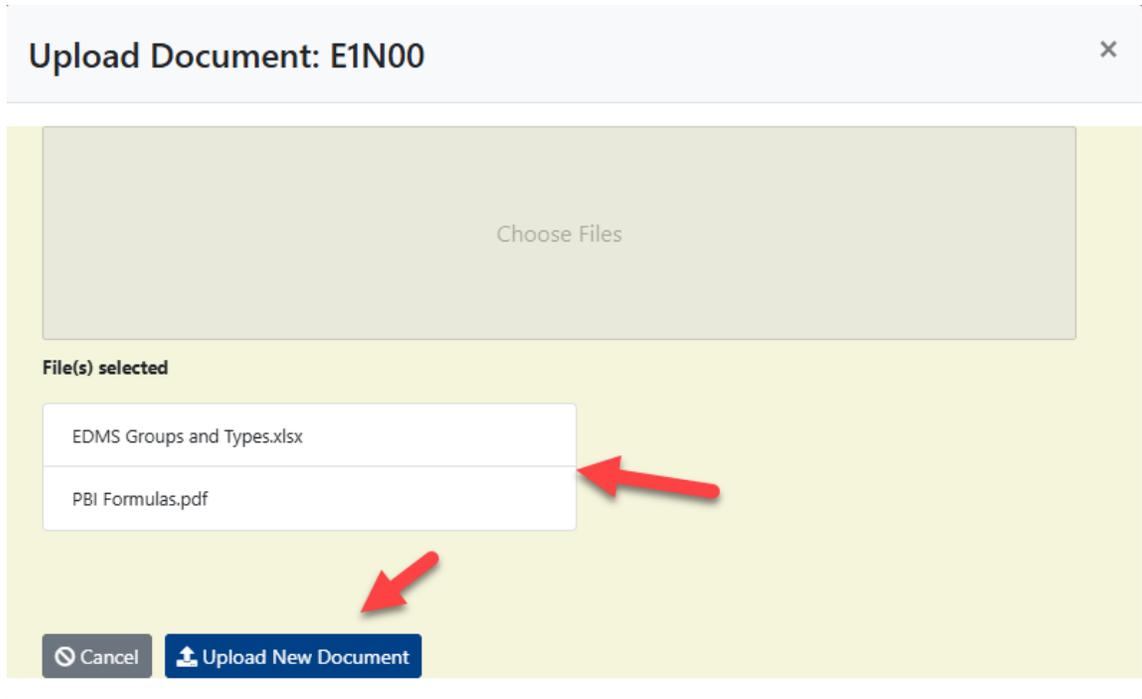
1. Select the Upload button located above the grid on the left side of page.



2. A modal window will open as shown. There are two options for adding documents to the modal window:



- a. Option one.
 1. Click Choose Files in the center of the box to open file explorer.
 2. Navigate to the file or files to be uploaded.
 3. Select the files and then select Open. Five documents can be uploaded at a time.
- b. Option two.
 - i. Open file explorer and navigate to the file or files to be uploaded.
 - ii. Select and drag the files into the Choose Files area.
- c. Using either option, the selected files to be uploaded will be listed below Choose Files area.



d. Click on Upload New Document button.



4. After the process is completed, the documents are shown in the list tab of shared documents.

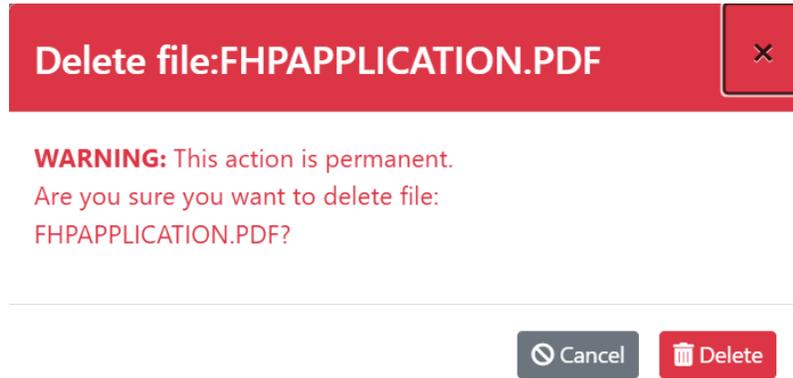
Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

Delete Shared documents

These roles have access to delete a shared file.

- System Admin
- District Admin
- Contributor
- Contributor
 - But only files they uploaded.
- Publisher
- Enhanced Publisher
- Compliance

- Only the roles listed above have access to delete a document and will see the Delete Icon on the far right of the of the document .
- Selecting the Delete Icon will open a confirmation dialog window.



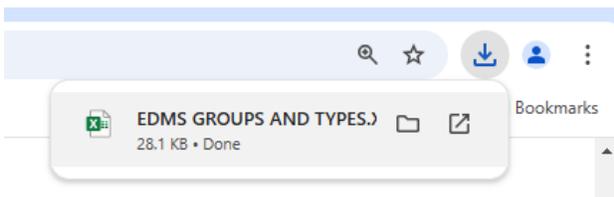
Select delete to permanently remove the Document from Shared Folder. This action cannot be undone.

Download shared document

Download a document by clicking on the file name listed on the shared documents tab.

Version	File Name	Uploaded By	Uploaded	
current	FHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	
current	CHPAPPLICATION.PDF	MIKE JOHNSON	10/15/2025	

In chrome, the file will show up far right in the browser menu.



Shared Document Versioning

Shared folder supports file versioning. If a file with the same name is uploaded the system will compare the files and if different it will copy the existing file and make it a version and make the file upload the current. This will be reflected in the grid under the column version.

Version	File Name	Uploaded By	↑↓ Uploaded
current	CHPAPPLICATION.PDF		10/16/2025 
v0001	CHPAPPLICATION.PDF		10/16/2025 
current	FHPAPPLICATION.PDF		10/15/2025 

