Chapter One

Adding a Contractor (Admin Level Access Only)

1. Select the **Add New Contractor** hyperlink located at the left bottom of the **Contractor List.**

Contractor List

Contracor Name	Vendor ID	Address Line 1	City	Suspended by Const	Sus
AJAX CONSTRUCTION, INCORPORATED	F590907100	1512 SW 5TH AVE.	OCALA	Yes	
GENERAL ASPHALT CO., INC.	F591115297	4850 NW 72 AVE	MIAMI	Yes	Yes
HIGDON WELDING & FABRICATION, I	F593460418	P.O. BOX 183	BALDWIN	Yes	
LONG FENCE COMPANY, INC.	F530257174	42521 JOHN MOSB.	CHANTILLY		
LOVETT CONSTRUCTION AGENCY	F222222222	Hunters Glen Av.	Timbuckto		
RANGER CONSTRUCTION INDUSTRIES, INC.	F592098662	101 SANSBURY'S.	WEST PALM BEACH	Yes	
WHITE CONSTRUCTION COMPANY, INC	F590619348	PO BOX 790	CHIEFLAND	Yes	

Add New Contractor

2. Start typing the **Contractor Name** in the space provided.

Add Contractor

Fields

Contracor Name

Lookup Address

Vendor ID

Address Line 1

Address Line 2

City

State   -- Select State --

Phone

Zip Code

Create

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3. As you type the letters, the database is checked for existing contractor names. If one exists, another box with available contractors pops up as shown in the screen below. If the contractor exists in this list, you can select it and the **Contractor Name** will be populated with that name.

Add Contractor

Fields

Contracor Name	aja

Lookup Address

Vendor ID	
Address Line 1	
Address Line 2	
City	
State	--
Phone	
Zip Code	

AJAX BUILIDNG CORPORATION
AJAX CONSTRUCTION, INC.
AJAX PAVING INDUSTRIES INC (DOT
AJAX PAVING INDUSTRIES OF FLORIDA LLC
AJAX PAVING INDUSTRIES, INC.
AJAX-VILA, A JOINT VENTURE

Create

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4. Once the Contractor Name has been selected, you can click on the **Lookup Address** button shown in the screen above. A screen with available addresses for that contractor pops up as shown below. If no address exists, just enter the information in the appropriate boxes.

Address list for: AJAX PAVING INDUSTRIES OF FLORIDA LL

ADDRESS1	ADDRESS2	PREQ	PHONE	ZIP	STATE	CITY	ADDRTYPE
510 GENE GREEN ROAD				34275	FL	NOKOMIS	DIVC
510 GEEN GREEN		PREQ	9414862600	34275	FL	NOKOMIS	MYFL

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5. Once you select an address, the rest of the screen will populate with the information as shown below. Make sure you press the **Create** button shown in the screen below so the record will be saved.

Add Contractor

Fields

Contracor Name AJAX PAVING INDUSTRIES OF FLORIDA LLC

Lookup Address

Vendor ID F261871966

Address Line 1 510 GENE GREEN ROAD

Address Line 2

City NOKOMIS

State FLORIDA

Phone

Zip Code 34275

Create

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