# Subcontractor Contacts in the Equal Opportunity Compliance (EOC) System

This section provides the user with information on how to set up the **subcontractor contacts** for subs that will be used for the **bidder's opportunity list**. The subcontractor contact list is like an "address book". It can be reused for other bids in the future, and the user <u>will not</u> have to set it up again.
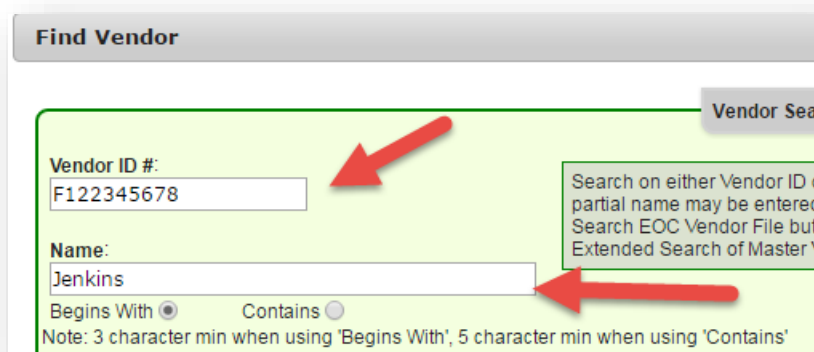
➢ Click on the **Subcontractor Contacts** tab
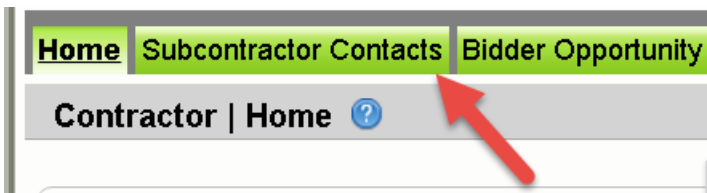
➢ Select the **Search EOC Vendor File** button
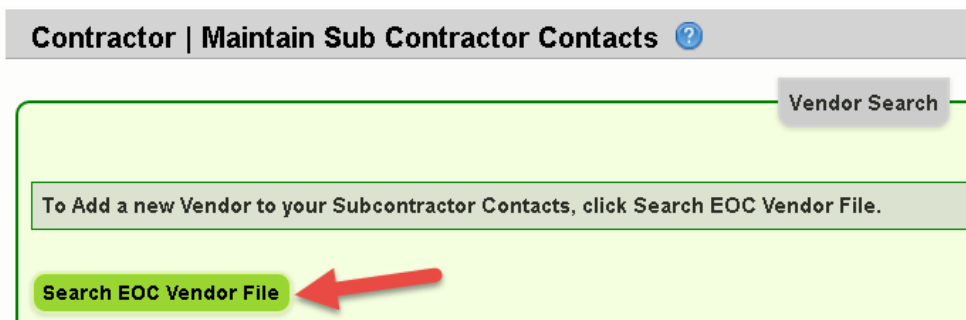
➢ Enter the <mark>Vendor ID</mark> (federal tax id#) <mark><u>OR</u></mark> <mark>Name</mark> in the find vendor screen. If using the <u>vendor id</u> to search, put an F at the beginning of the number

➢ Next select the **Search EOC Vendor File** button, if firm <u>does not</u> appear, select the **Extended Search of Master Vendor**

➢ Click **Select**

➢ Select **Add Selected Vendors** button

➢ Select the **Add New Specialty code** link(i.e. this is work type the sub will perform)

➢ Click on the **magnifying glass** icon

➤ Select the code or search by description (Note: if you use the description box to search, type in the word and select search specialty codes button)

NOTE: if the user cannot locate the specialty code, the user can type other in the description box and click the **search specialty code** button and select the code

➤ Select the **Save** button

➤ Click ok

Contact modifications have been saved.