

Report DBE Commitment Dollars in the Equal Opportunity Compliance (EOC) System

This user guide will show user how to report DBE commitments for certified DBE subs in EOC.

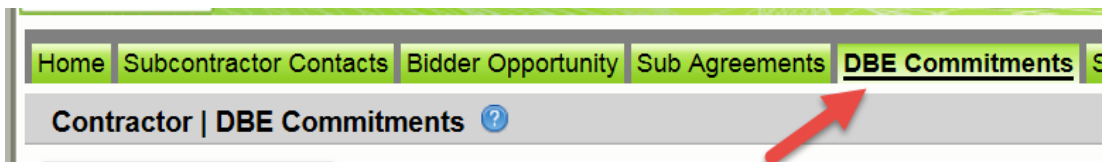
Note: Please note that before you do so, you will first need to **set up the sub agreements** (See handout on how to set up sub agreements).



Simple workflow

Report DBE Commitments

- Click on the **DBE Commitments** tab



- Enter contract number in the contract ID box and select **Get contracts** button

Contractor | DBE Commitments ?

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

Show Contracts Having Commitments:

Get Contracts

- **Select** contract number (i.e. click on the contract number)

<u>Contract ID</u>	<u>Description</u>	<u>Lead Project</u>	<u>Execution Date</u>	<u>Status</u>
T3564	SR 8 (I-10)	43273615201	3/2/2016	OPEN FOR REPORTING

- Select the name of the sub(i.e. click on the name of the sub)

Step 2: Select Sub Agreement for Contract: T3564

Sub Name	Sub Vendor ID
EMERALD COAST MILLING & SERVICES INC	F331162421

- Click the **Add New Commitment** button

Step 3: Maintain Commitment Details for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC

Show Commitments with Status:

Add New Commitment

- Select the **NAICS code**, **Specialty code** and enter **Commitment dollar amount**. (Note: The NAICS code displayed is what the DBE firm is certified to do).

Action	NAICS	Specialty Code	Commitment Amount
Add	<input type="text" value="238990 - All Other Specialty Trade Contractor"/>	<input type="text" value="ITO - OWNER OPERATOR"/>	<input type="text" value="3500"/>

- Select the **Submit** checkbox

Action	NAICS	Specialty Code	Commitment Amount
Add	<input type="text" value="238990 - All Other Specialty Trade Contractor"/>	<input type="text" value="ITO - OWNER OPERATOR"/>	<input type="text" value="3500"/>
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
<input checked="" type="checkbox"/> Submit		Contract Category: <input type="text" value="CONSTRUCTION"/>	DBE Credit: N/A

- Click the **Save** button when the confirmation is displayed, click **OK**

Save **Reset**

Commitments for Contract: T3564, have been saved.

OK

- ✚ **Note:** You can run the **Contract Commitment details** report located in the **Reports** tab to view the commitment you have reported.