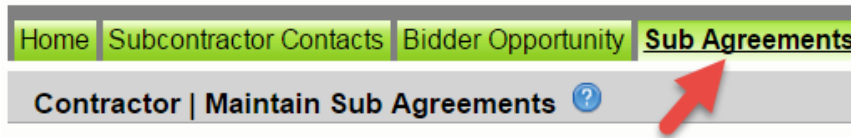


Sub Agreements in the Equal Opportunity Compliance (EOC) System

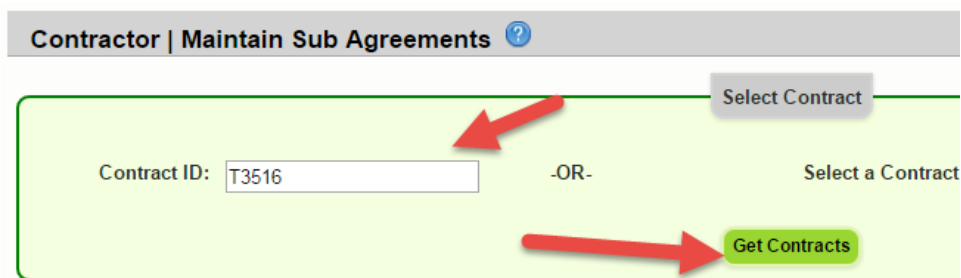
This section provides the user with information on how to setup the sub agreements for a sub.

NOTE: Subagreements will need to be setup before submitting your DBE commitments and Payments.

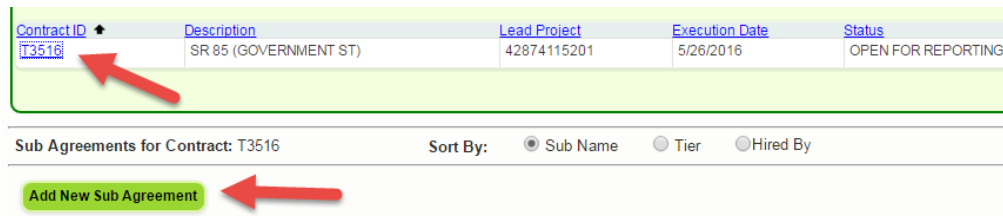
- Select the **Sub Agreements** tab



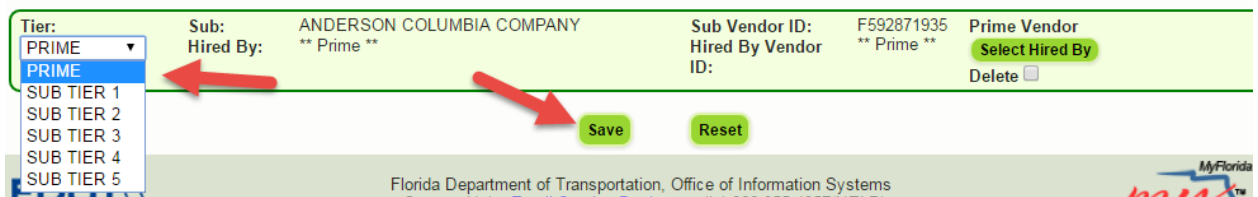
- Enter the **contract ID** in the contract id box & click the **Get Contracts** button




- Select the **contract id** and click the **Add New Sub Agreement** button



- Click the **Tier** option in the drop down box to select the tier (Note: 1st tier sub is directly hired by the prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc.). Select **Prime** only when the prime is a DBE as they have to set themselves as a sub for DBE reporting)



- Click **Select Sub** button to add your sub


Tier: SUB TIER 1 ▾	Sub: Hired By: ANDERSON COLUMBIA COMPANY	Click Select Sub	Sub Vendor ID: Hired By Vendor ID:	N/A F592871935	Select Sub  Delete <input type="checkbox"/>
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- Enter the **Vendor ID #** (federal tax id number) **OR** the **Name** of the sub. (The Vendor ID must be fully entered beginning with **F**. A partial name may be entered and use Begins With or Contains must be selected)

Find Vendor

Vendor Search

Vendor ID #: F591911968 **OR** Search on either Vendor ID or Vendor Name. The Vendor ID must be fully entered. A partial name may be entered and either Begins With or Contains must be selected. The Search EOC Vendor File button will look for vendors already used in EOC, the Extended Search of Master Vendor file will look at the entire FDOT vendor directory.

Name: Jenkins 

Begins With Contains


Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

- Click **Search EOC Vendor File** button (if not found, use **Extended search of master vendor**)

Find Vendor

Vendor Search

Vendor ID #:

Name: Jenkins 

Begins With Contains

Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

Search EOC Vendor File **Extended Search of Master Vendor**

Search on either Vendor ID or Vendor Name. The Vendor ID must be fully entered. A partial name may be entered and either Begins With or Contains must be selected. The Search EOC Vendor File button will look for vendors already used in EOC, the Extended Search of Master Vendor file will look at the entire FDOT vendor directory.

- Click **Select**


Name: Jenkins Search of Master Vendor file will look at the entire FDOT vendor directory.

Begins With Contains

Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'


Search EOC Vendor File **Extended Search of Master Vendor**

Available Vendor(s): Showing item 1 of 1

Select	Vendor ID	Vendor Name	MBE	DBE
Select 	F591911968	JENKINS PAINTING INC	No	Yes

➤ Select **Save**

Tier: SUB TIER 1 ▾	Sub: Hired By: JENKINS PAINTING INC ANDERSON COLUMBIA COMPANY	Sub Vendor ID: Hired By Vendor ID:
Tier: SUB TIER 1 ▾	Sub: Hired By: EMERALD COAST MILLING & SERVICES INC ANDERSON COLUMBIA COMPANY	Sub Vendor ID: Hired By Vendor ID:

 **Save** **Reset**

➤ Click **OK** when confirmation message displays

Sub Agreements Saved for Contract: T3516 have been saved.



OK 