The External Agency Module

The External Agency Module is used to document when an external agency is responsible for a project.

To View the External Agency Module

1. Select the **External Agency** module from the Module Menu.

- Project Suite	e	Enterprise Edition	User: STEPHANIE TANNER [Syste	em A	dmin]
Go To Project - 👘	•		Project - Search - My Assignments - My Journal - User Profile - Ad	min -	Help
Manage Address Book Commitments Design Approval Requests Finicomment	¥-M	Project Info [426309-1] (Click to expand)		?	± M
		External Agency (Click to collapse)			/ Proje
	Menu	There are currently no Vendors tied to this Project.			ots
External Agency		[Add Vendor]			
Project Status					
U Survey Work Order					
Contracts Documents					
ERC ERC					

Adding External Agencies in PSEE

1. Select the Add Vendor link.



Begin typing the name or Federal ID Number of the needed external agency. Any matching
names will begin to appear in a drop down list. Select the external agency to add them to
the list. One vendor may have several F numbers because of multiple offices or locations.
Make sure to choose the correct vendor number down to the last 3 digits.

External Agency (Click to collapse)	
There are currently no Vendors tied to this Project.	
[Add Vendor]	
Add	Select TVI Vendor by Name or FEID #: brevard county Select TVI Vendor by Name or FEID #: brevard county Save BREVARD COUNTY (F596000523019) BREVARD COUNTY (F59600052310) BREVARD COUNTY Select F59600052317) BREVARD COUNTY SCC (F596000523028) BREVARD COUNTY BCC DEA (F59600052305) BREVARD COUNTY BCC DEA (F59600052303) BREVARD COUNTY BCC DEA (F59600052305) BREVARD COUNTY BCC DEA (F5960052305) BREVARD COUNTY

3. The External Agencies added through PSEE will show in Work Program on screen WP23 when the option Display External Agencies is set to "Y".

WP23 D_ Display Add Update DElete Phase	_Est				
FDOT – Work Program Administ Financial Project Locat	tration 06-24-2011 ion 13:42:31 MORE:				
Requested Version: AD Displayed Version: AD ADOPTED Item No/Segment: 426309 1 Phase Group/Type: 5 8 CONST OTHER AGENCY Financial Project Sequence: 01 Financial Project Cost: 513,901 Desc: MICCO ROAD FROM DOTTIE LANE TO 1 MI W OF DOTTIE LANE					
Sel Type Location ID Description _ AGENCY F596000523130 BREVARD COUNTY	% (F) Amount 100.00 _ 513,901				