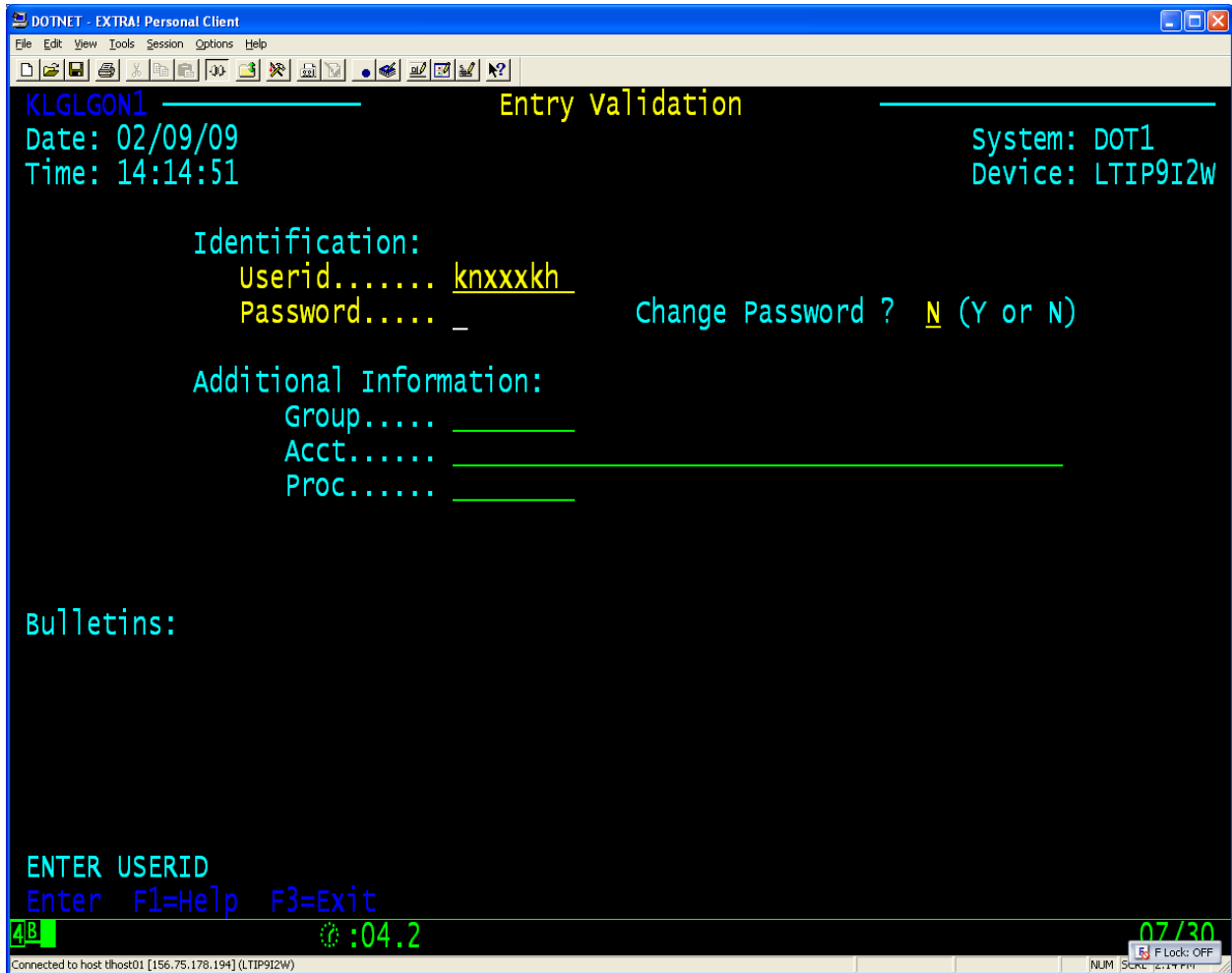# Asset Maintenance Contract Sign Ordering Process

Prepared by Office of Maintenance

February 9, 2009

Log into the Department's mainframe system (DOTNET) using a DOT user id and password.
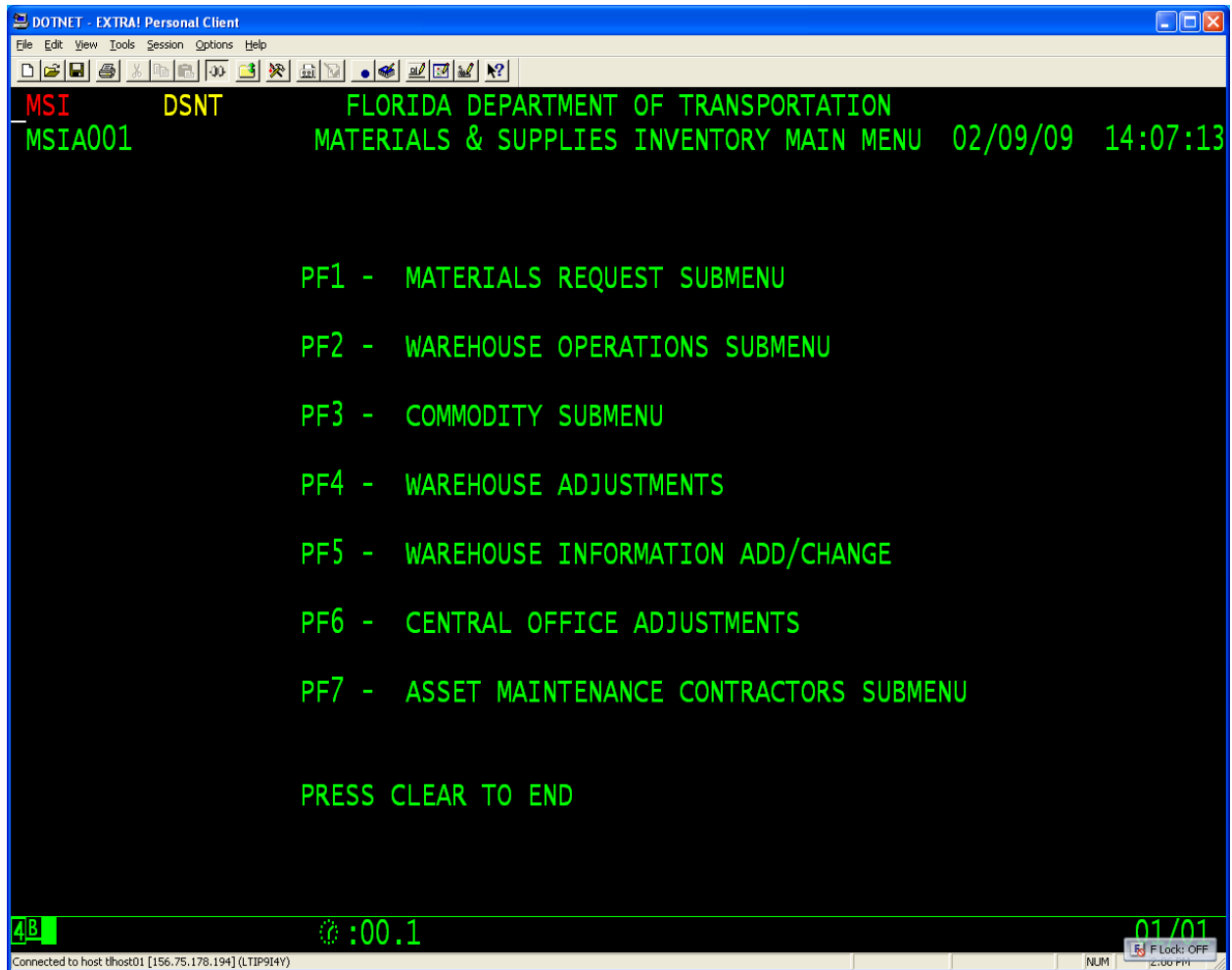

If you do not have a DOT user id you will need to contact the project manager for your contract and they will request one from the district OIS office. You will also need to have a VPN (Virtual Private Network) into the DOT side of the Firewall. This will allow you to get to the INFONET as well as the mainframe.

Locate the MSI session. Place cursor to the left and press the ENTER key.
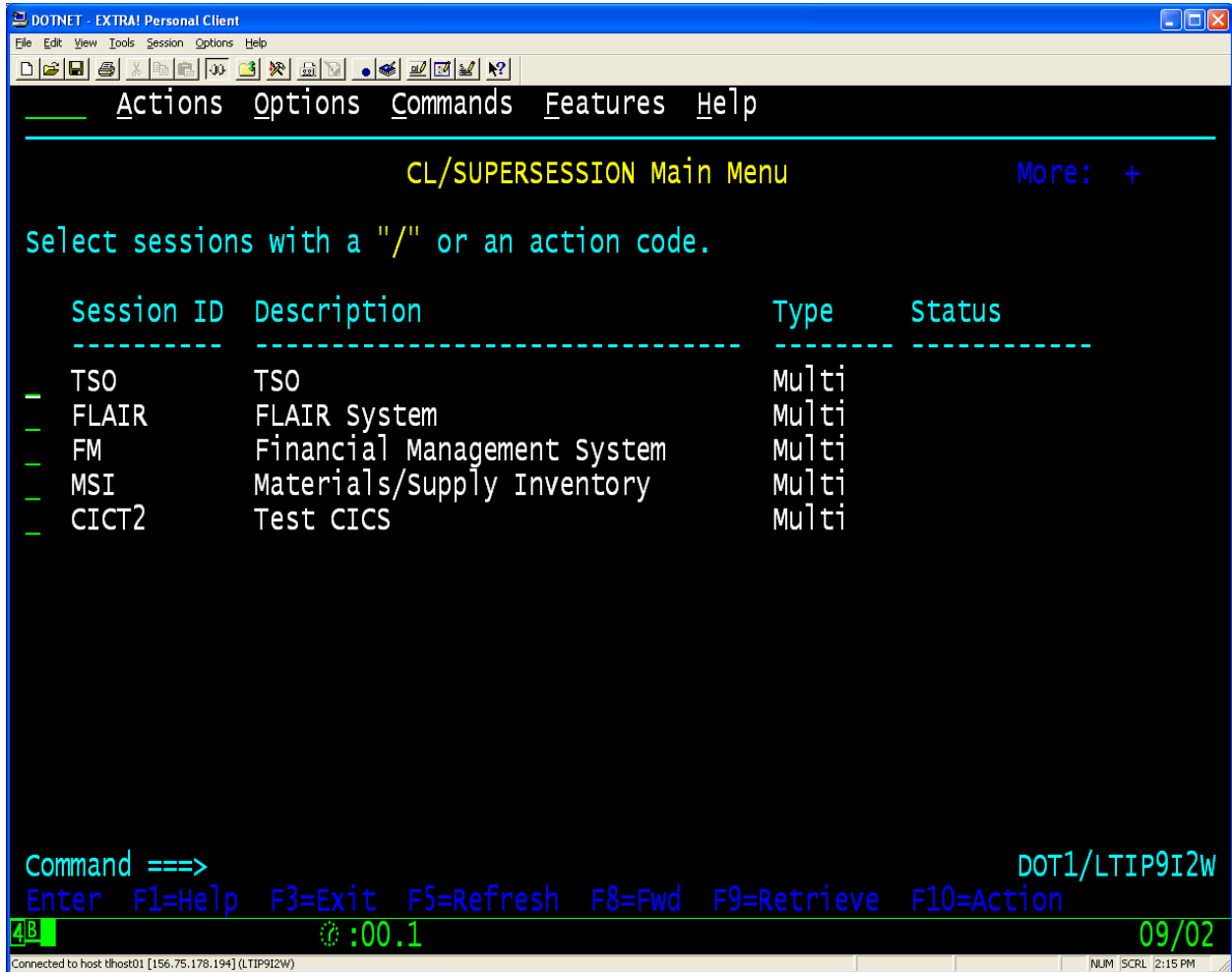
Keep in mind that the session may not be on the first screen. You may need to advance to the second or third screen to find the MSI session. Use the F8 key to advance to the next screen. If you want to move this session to the first screen place an M next to the session and press the ENTER key. When the modify session screen is displayed change the DISPLAY GROUP to 900.

Press F7 key to access the AMC Submenu

```
MSI        DSNT           FLORIDA DEPARTMENT OF TRANSPORTATION
MSIA001               MATERIALS & SUPPLIES INVENTORY MAIN MENU  02/09/09  14:07:13



                    PF1 -   MATERIALS REQUEST SUBMENU

                    PF2 -   WAREHOUSE OPERATIONS SUBMENU

                    PF3 -   COMMODITY SUBMENU

                    PF4 -   WAREHOUSE ADJUSTMENTS

                    PF5 -   WAREHOUSE INFORMATION ADD/CHANGE

                    PF6 -   CENTRAL OFFICE ADJUSTMENTS

                    PF7 -   ASSET MAINTENANCE CONTRACTORS SUBMENU


                    PRESS CLEAR TO END




4B                      :00.1                                        01/01
Connected to host tlhost01 [156.75.178.194] (LTIP9I4Y)                    NUM
```

You will not have access to the other submenus.

Below is the AMC Submenu.
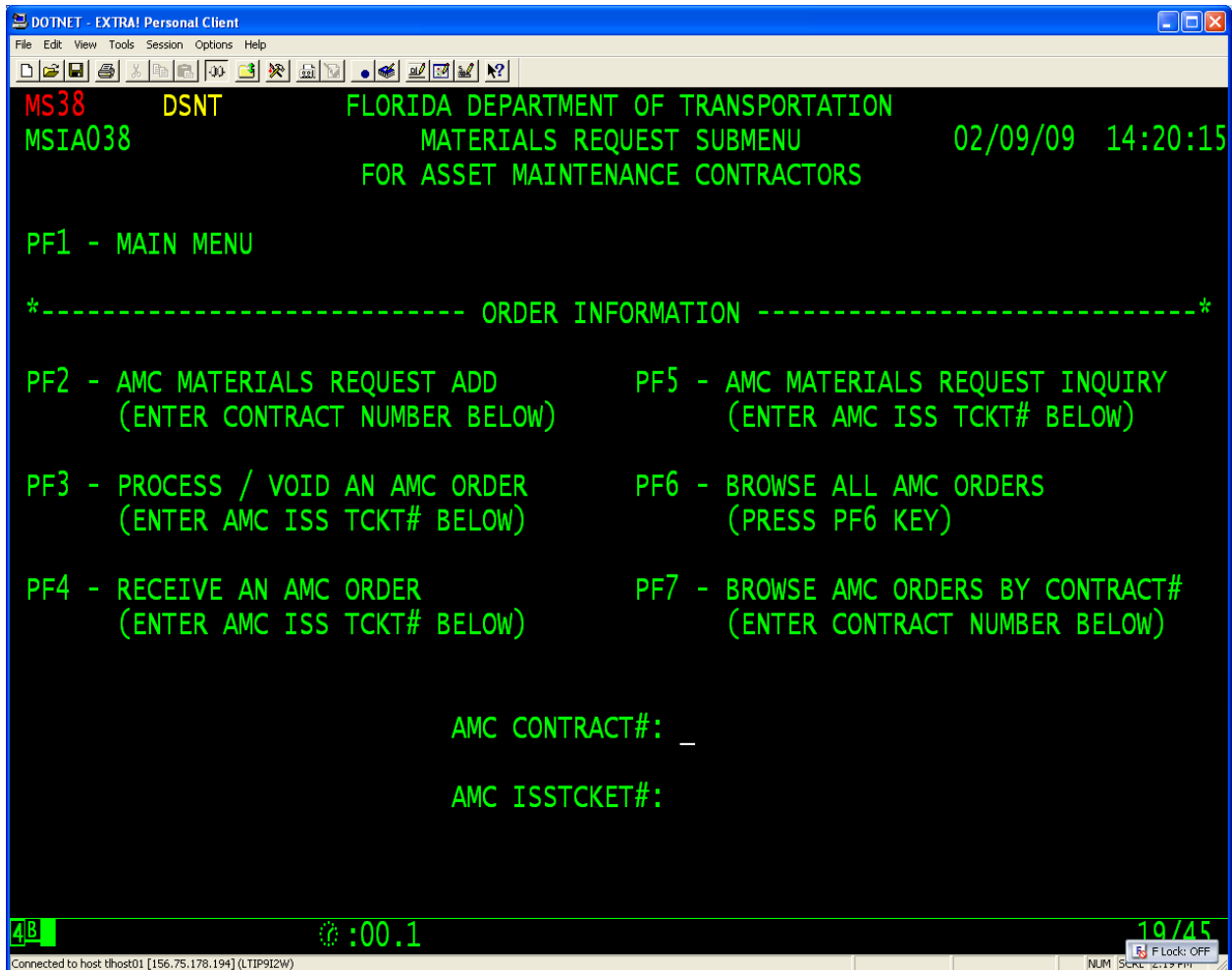
F2 – This function is used to request signs from the Sign Shop.

F3 – This function is only accessible from Sign Shop employees. If you need to void a ticket after you created, you would call the Sign Shop and they can delete the ticket. This is also where the Sign Shop will process the ticket when the order has been completed and shipped to the contractor.

F4 – This function is used by the contractor to verify the order has been received and all items and quantities are correct.

F5 – This function is used to view a ticket and check the status of the ticket.

F6 – This function is used to display ALL AMC orders, not just your contract. Used by Central Office.
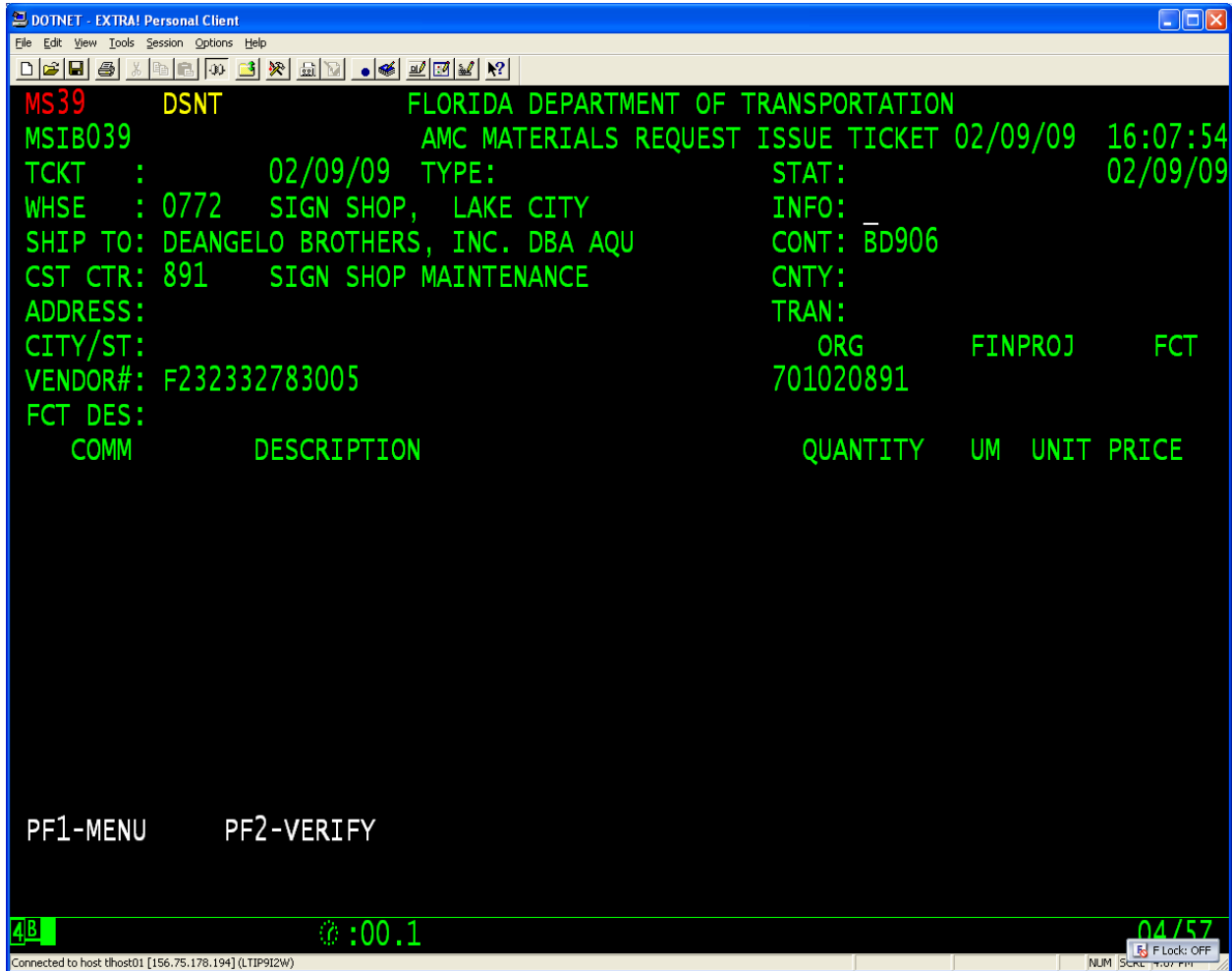
F7 – This function is used to display the orders for a Specific Contract.

To create an AMC sign request issue ticket, enter your contract number and press the F2 key.
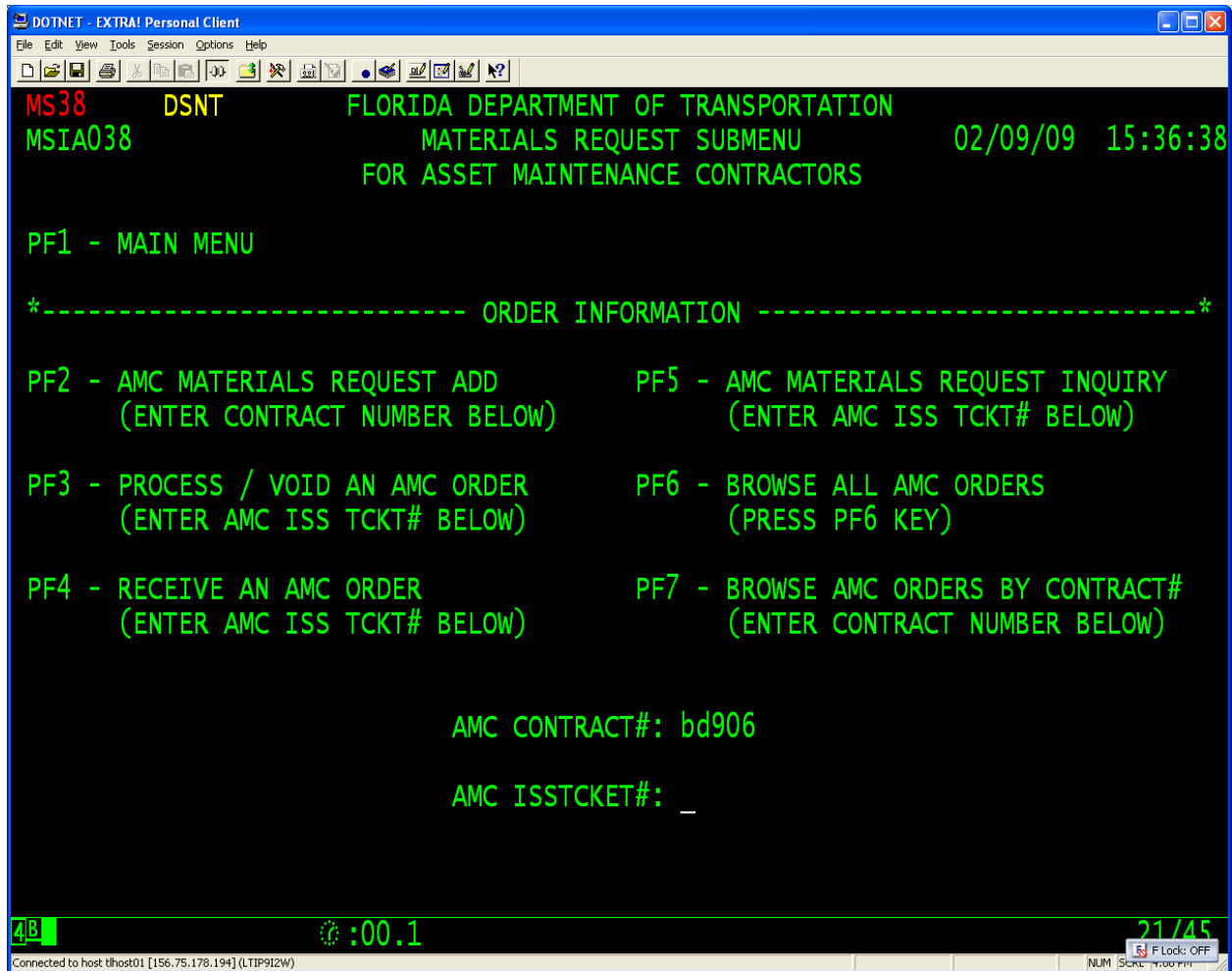

The AMC CONTRACT# is the 5 digit number for your contract. If you have a renewed contract, do not put the Rx after the contract number.

Below is the blank issue ticket.

Notice your Company name is in the SHIP TO field. This field will be changed by you when we create the ticket. Your vendor id number is in the VENDOR# field and the WHSE and ORG fields are filled in with the Sigh Shop Information. These fields cannot be edited.

The below screen will show you the fields that you will be entering data.
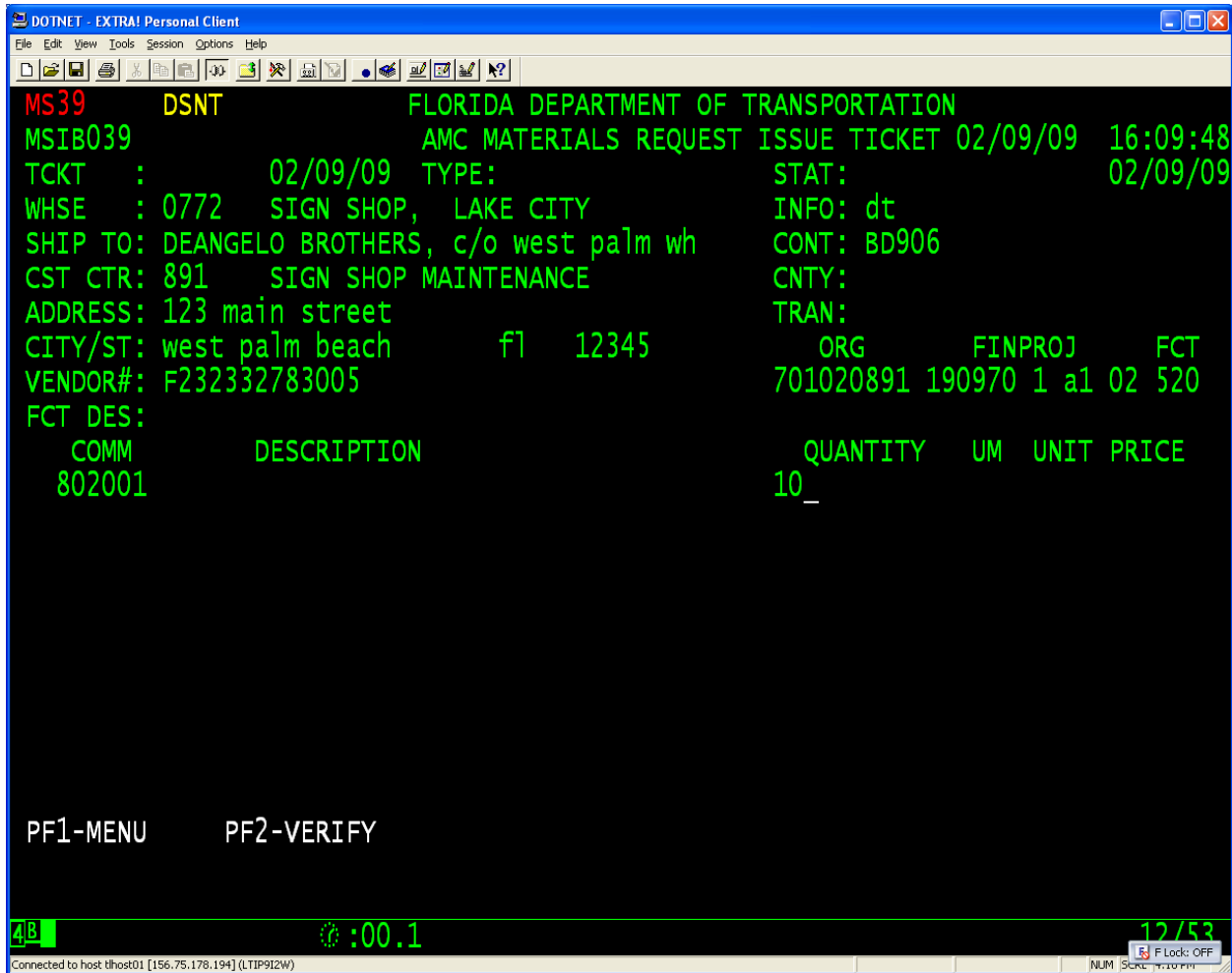
INFO – DT or PU. (DT for DOT Truck, PU to Pick Up from sign shop or have another carrier pick up)

SHIP TO – At the end of your company name have a C/O and the local DOT warehouse, where the signs will be delivered.

ADDRESS – The address of the local DOT warehouse, where the signs will be delivered.

CITY/ST – City, State and Zip of the local DOT warehouse, where the signs will be delivered.
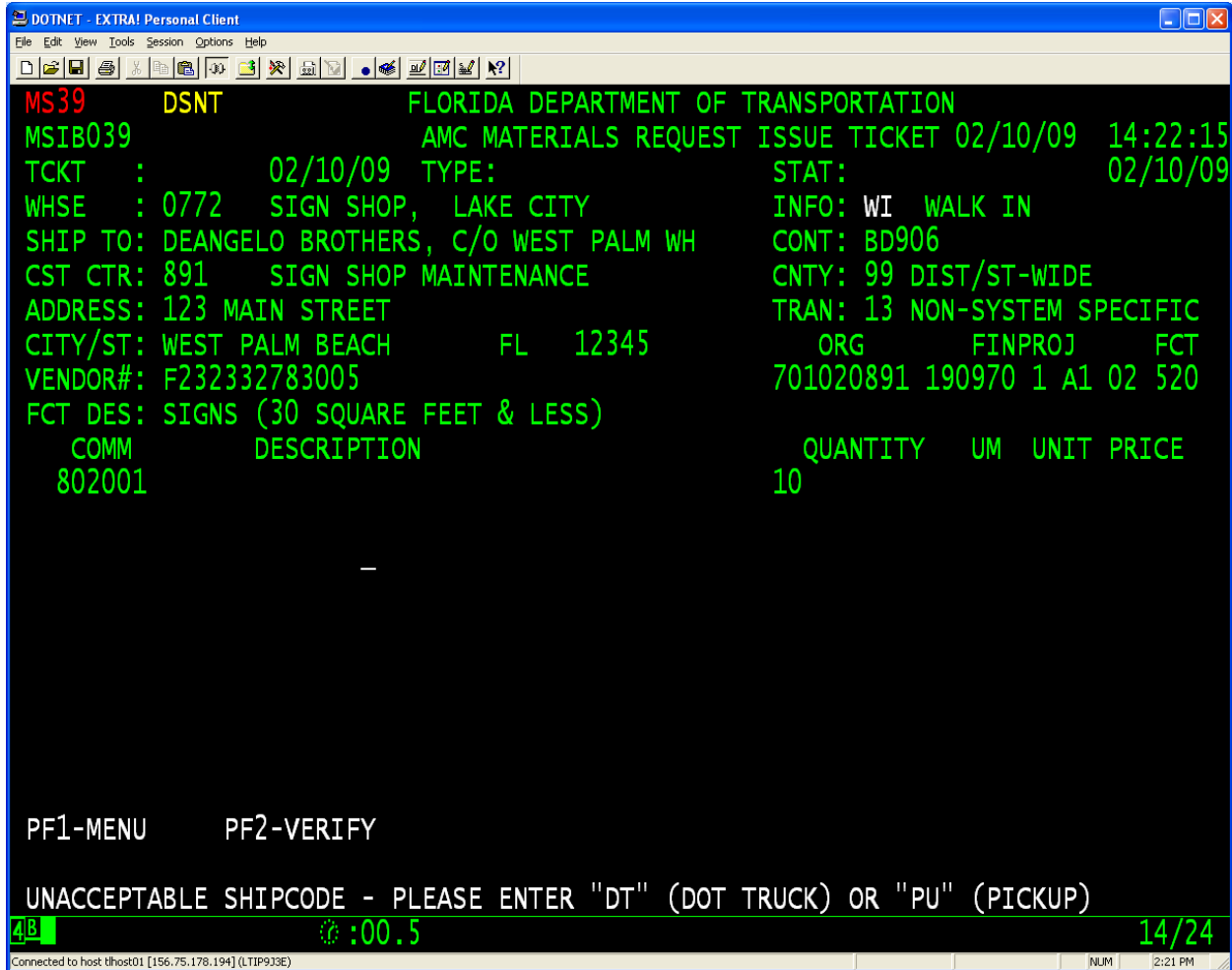
FINPROJ – Financial Project Number, supplied by the DOT Contract Project Manager (Cannot be a phase 72).

FCT – The Function, or Activity for the order. (Can only be 520, signs LT 30 SF, or 521, signs GT 30 SF).

COMM – Commodity number of sign ordering. This is listed in the Sign Catalog.

QUANTITY – Quantity of sign ordering.

After you enter all the information you will have to press the F2 key to verify the data.

This is an example if you enter incorrect information. You will need to correct and press the F2 key again.

If all the information is correct you will get the following screen.

This informs you that the data is correct but it has not been added. You will have to press the F5 key to complete the request.

The following screen shows that the order was completed and you receive a Ticket Number along with other informaiton.
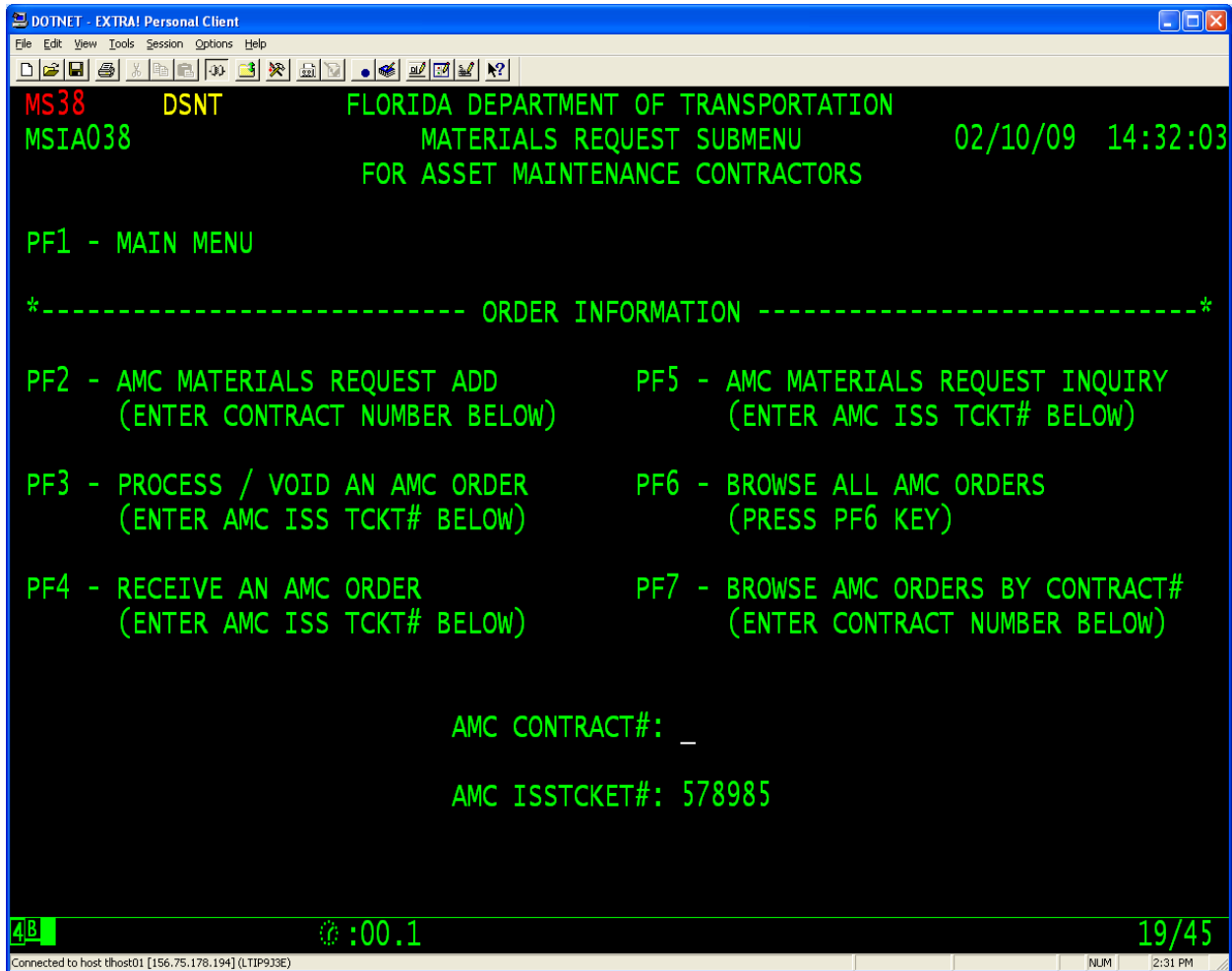

You also will see who (user id) entered the data as well as the status of the ticket. Print this off for your records. The status will change as the ticket is going through the process. The first status is Pending. After the Sign Shop prints the orders then the status will change to Printed. When the Sign Shop manufactures the signs and is shipping them the status will change to Processed. After you pick up the signs and verifies the order then you will need to enter back into the system to receive the order.

This is an example of receiving an order. You will enter the ticket number and press the F4 key.

```
MS38      DSNT        FLORIDA DEPARTMENT OF TRANSPORTATION
MSIA038                  MATERIALS REQUEST SUBMENU            02/10/09  14:32:03
                      FOR ASSET MAINTENANCE CONTRACTORS


PF1 - MAIN MENU


*-------------------------- ORDER INFORMATION ----------------------------*


PF2 - AMC MATERIALS REQUEST ADD        PF5 - AMC MATERIALS REQUEST INQUIRY
      (ENTER CONTRACT NUMBER BELOW)          (ENTER AMC ISS TCKT# BELOW)


PF3 - PROCESS / VOID AN AMC ORDER      PF6 - BROWSE ALL AMC ORDERS
      (ENTER AMC ISS TCKT# BELOW)            (PRESS PF6 KEY)


PF4 - RECEIVE AN AMC ORDER             PF7 - BROWSE AMC ORDERS BY CONTRACT#
      (ENTER AMC ISS TCKT# BELOW)            (ENTER CONTRACT NUMBER BELOW)



                    AMC CONTRACT#: _

                    AMC ISSTCKET#: 578985
```

The information for that ticket will be displayed. If you received all the correct signs and quantities you will press the F5 key to RECEIVE the order. This will close the loop for the process.

Notice the STAT changed to RECEIVED.

```
DOTNET - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MS44      DSNT        FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB044   WH891JN            RECEIPT OF AMC ORDER          02/10/09  14:34:19

TCKT  : 578985 11/18/08  TYPE: ASSET MAINT.ISS  STAT: RECEIVED      11/18/08
SEND WH: 0772   SIGN SHOP,  LAKE CITY          USID: MT954KH  <-(RECEIVED BY)
CONTRACT#: BDA16   VENDOR#: F541769861001 - VMS INC


   ORG        FINPROJ      FCT
 701020891   416578 1 71 01  520   SIGNS (30 SQUARE FEET & LESS)

  COMM           DESCRIPTION                  QTY REQUESTED   QTY RECEIVED
  801518  TURNPIKE     (LT DIA ARROW) 16 X 24        1.000          1.000
  802100  NO TURNS               24 X 24             1.000          1.000
  802350  STOP-SCHOOL BUS-ALL    36 X 36             4.000          4.000
  806419  BIKE CURB LANE ONLY    24 X 30             1.000          1.000
  809032  SPECIAL SIGN                               1.000          1.000




 PF1-MENU    PF5-RECEIVE     PF6-ANOTHER

 SIGNS RECEIVED.   PRINT SCREEN.  RECEIVED BY: _____  VERIFY: _____
4B                      :00.1                                          01/01
Connected to host tlhost01 [156.75.178.194] (LTIP9J3E)              NUM    2:33 PM
```
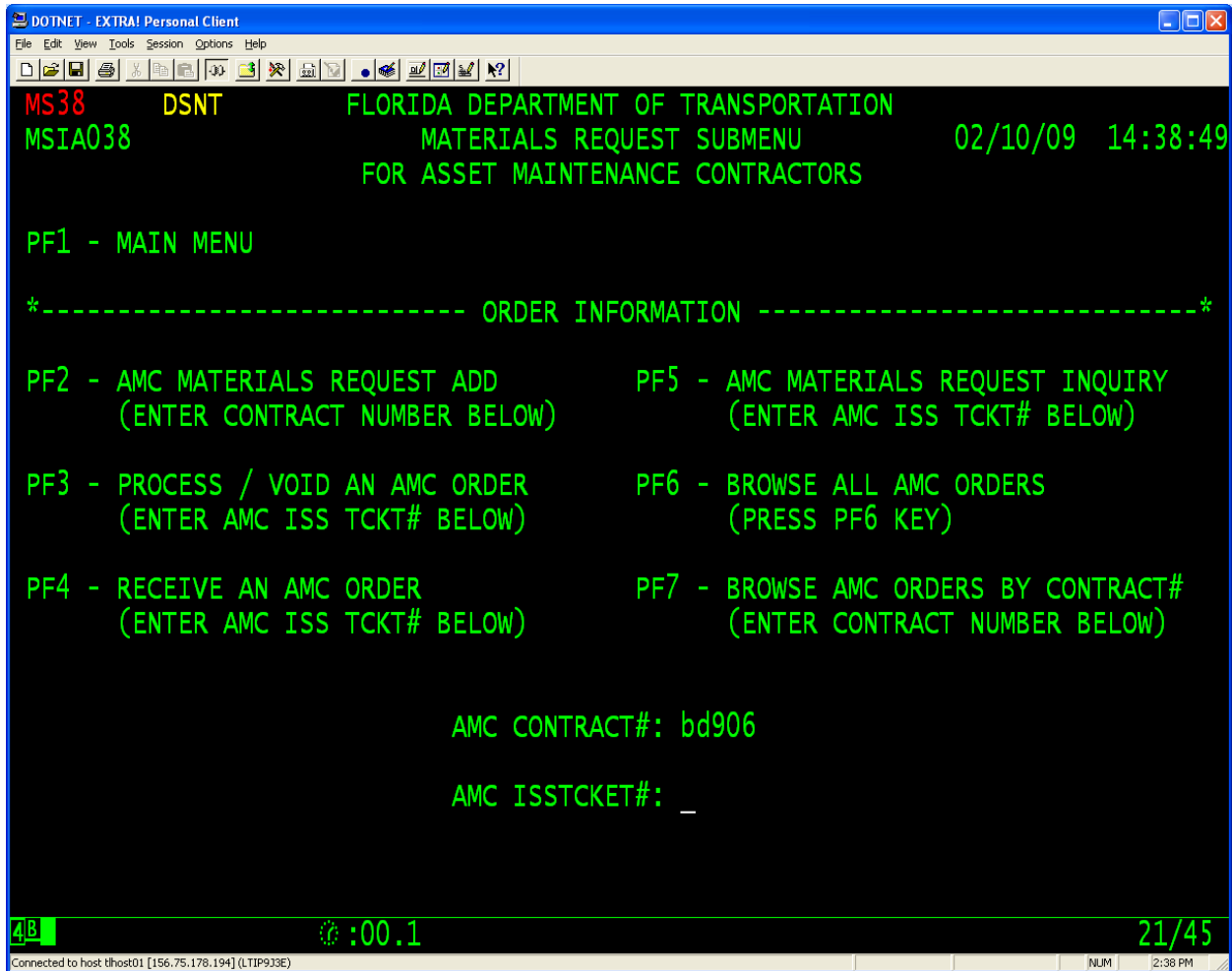
This finishes the process for getting signs.

To view the tickets for your contract enter your contract number and press the F7 key.

This will list all the ticket for contract BD906.

Below is the listing for that contract.

```
MS42      DSNT         FLORIDA DEPARTMENT OF TRANSPORTATION
                       MATERIALS REQUEST BROWSE BY CONTRACT#    02/10/09  14:41:34


                       CONTRACT#: BD906
                       VENDORNO : F232332783005   DBI SERVICES C/O WES


*--------   PLACE A  S  BY THE TICKET YOU WISH TO SELECT FOR INQUIRY  ---------*
                                                         TOTAL PRICE
SEL    ISTKNMBR     ISTKDATE     USERID     ISTKT STATUS    INCLU 18.4%
  S     566109     02/10/09     MT954KH      PENDING              $307.84
        572049     01/06/09     WH891JN      RECEIVED           $1,156.76
 _      574401     12/16/08     KNDBIMP      PRINTED              $223.77
        577169     12/01/08     KNDBIMP      RECEIVED             $298.36
        577458     11/26/08     KNDBIMP      RECEIVED             $641.72
        578929     11/18/08     KNDBIMP      RECEIVED             $987.45
        578969     11/18/08     WH891JN      RECEIVED             $530.43
        582981     10/27/08     KNDBIMP      RECEIVED             $213.12
        584556     10/17/08     KNDBIMP      RECEIVED           $2,989.60
        586101     10/10/08     KNDBIMP      VOIDED                  $.00



 PF1-MENU  PF5-SELECT TKT INQ  PF6-ANOTHER  PF7-BROWSE AMC ORDERS  PA1-NEXT PAGE
```

Notice the status for the tickets. If you wish to view a ticket place an S next to the ticket number and press the F5 key.

This will display the information for the selecte ticket.

```
MS40      DSNT          FLORIDA DEPARTMENT OF TRANSPORTATION
MSIB040  MT954KH  AMC MATERIALS REQUEST ISSUE TICKET INQUIRY  02/10/09 14:42:00
TCKT   : 566109 02/10/09  TYPE: ASSET MAINT.IS   STAT: PENDING        02/10/09
WHSE   : 0772   SIGN SHOP, LAKE CITY             INFO: DT  DOT TRUCK
SHIP TO: DEANGELO BROTHERS, C                    CONT: BD906
CST CTR: 891    SIGN SHOP MAINTENANCE            CNTY: 99 DIST/ST-WIDE
ADDRESS: 123 MAIN STREET                         TRAN: 13 NON-SYSTEM SPECIFIC
CITY/ST: WEST PALM BEACH        FL   12345          ORG       FINPROJ     FCT
VENDOR#: F232332783005                           701020891 190970 1 A1 02 520
FCT DES: SIGNS (30 SQUARE FEET & LESS)
   COMM         DESCRIPTION                      QUANTITY   UM  UNIT PRICE
  802001   STOP   OCTAGON SHAPE       24 x 24     10.000    EA     26.000




 PF1-MENU   PF6-ANOTHER   PF8-BROWSE ALL AMC ORDERS   PF9-BROWSE ORDERS BY CONTRACT
```