

CMS Virtual Warehouse



CMS Virtual Warehouse Producer/Supplier Manual v. 1.5

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The Ohio Department of Transportation (ODOT)
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Table of Contents

Preface.....	3
Contact Information	3
Copyright.....	3
About this Document.....	4
About Virtual Warehouse	4
Required Paperwork	4
Contact Information.....	5
Objectives of the System	5
Technical Requirements	5
Document Conventions.....	6
Keyboard Keys.....	6
Bold	6
Terminology/Acronyms	6
Links.....	6
Notes and Tips	6
Accessing Virtual Warehouse	6
Initial Submittal for Approval	6
Log into Virtual Warehouse.....	7
Initial Login.....	7
Current User Account.....	8
New User Account	9
Old User Account	11
Change Your Password	12
Reset Your Password	13
Log Out of Virtual Warehouse.....	13
Managing Virtual Warehouse Accounts.....	14
Manage Profile	14
Manage Accounts	14
Create an Account	14
Activate/Deactivate Accounts.....	16
Switch Accounts.....	17
Support Documents	18
Using Virtual Warehouse	19
Navigating Virtual Warehouse.....	19
View Your Inventory List	20
Sending Shipments.....	22
Adding Inventory	22
Create Shipment	22
Current Shipments	27
View Pending Shipments	27
Edit Selected	28
Delete Selected.....	29
Print Selected.....	29
Print Shipment Details.....	30
Create and Print Shipments	30
Re-print Shipments	32
Terminology	35
Index	36

Preface

This is the user manual for the Construction Management System (CMS) Virtual Warehouse (TE-24) system. It documents the features and functionality available in Virtual Warehouse (TE-24).

This document has been produced by the Division of Information Technology (DoIT) within the Ohio Department of Transportation (ODOT). Feel free to contact the ODOT Help Desk at (614) 466-4978 or by email, helpdesk@dot.state.oh.us, if you should encounter any problems with this software or if you have questions that are not covered by this user manual.

If you need to contact someone at the Office of Materials Management (OMM) about specific issues related to Virtual Warehouse, use the correct contact in the table below.

Contact Information

Material	Contact	Phone Number	Type of Questions
Concrete	Klaire Mason	(614) 275-1326	Prestress, Precast, & Concrete Pipe
Asphalt	Jim Jenkins	(614) 275-1330	Hot Applied Joint Sealer Plastic Pipe
Chemical	Randy Davis	(614) 275-1389	Paint & Glass Beads Grass Seed
Structural Steel	Jeff Chandler	(614) 466-4082	Steel Bridge Members Traffic Items
	Mark Winkfield	(614) 275-1319	Nuts, Bolts, Washers, & Reinforcing Steel
Basic Use of VW	Abdul Qayum	614-275-1353	General issues

Table 1

Personnel at OMM cannot solve technical issues of the program not running or system down issues of the VW software system. Contact the ODOT Help Desk at 614-466-4978.

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About this Document

This document describes how to use the CMS Virtual Warehouse (VW). The purpose of this document, conventions of this document, and objectives of the Virtual Warehouse system are available here.

About Virtual Warehouse

Virtual Warehouse is the electronic documentation method for materials that have been sampled, tested, approved, and stocked for future use on ODOT projects.

Virtual Warehouse is not intended to be used to individually approve unique or special materials for each project as you receive the orders. If your company is unable to stock large quantities of material, Virtual Warehouse may not benefit you. Virtual Warehouse is also used to document shipment of materials from a company in one of Ohio Department of Transportation (ODOT) Certification Programs. Virtual Warehouse is also used to ship steel and prestressed bridge beams that are inspected at the plant.

You must comply with ODOT's specifications that govern the type of material your company produces or supplies. You must be also approved by the Office of Materials Management (OMM) to ship materials.

If you are accepted for Virtual Warehouse use and are located more than 50 miles outside of Ohio, you may be required to use an independent laboratory for sampling inspection at your own expense. The independent lab must provide a letter with each inspection documenting the date of inspection, signature of the inspector, and a list of all materials and quantities represented. Any appropriate certifications and/or proof of domestic origin should be attached.

Required Paperwork

AT A MINIMUM, a copy of any shipment of materials you create in Virtual Warehouse (TE-24) must accompany each and every shipment. The driver of the truck must have a printed copy to present to the project engineer (PE) on site. If you have multiple trucks going to the same location on the same day, one form may cover all of the shipments and be given to the first driver. Any shipments that are sent out on a separate day must have a separate form.

For companies shipping materials under an Ohio Department of Transportation (ODOT) Certification Program the certification program may require additional documentation, such as an inventory of bill of lading, further breaking down the material item shipped. If you are certified, you are responsible for complying with that additional documentation for each shipment.

You may create the paperwork in advance using the [create shipment](#) feature. The form reflects the date the paperwork is completed and NOT the actual date of shipment. This is permissible. A hard copy of all shipments must be kept by the producer/supplier's (P/S) office in their filing system.

Contact Information

If you need to contact someone at OMM about specific issues related to Virtual Warehouse **materials process**, use the correct contact in the table below:

Material	Contact	Phone Number	Type of Questions
Concrete	Klaire Mason	(614) 275-1324	Prestress, Precast, & Concrete Pipe General Questions
Asphalt	Jim Jenkins	(614) 275-1380	Hot Applied Joint Sealer Plastic Pipe
Chemical	Randy Davis	(614) 275-1389	Paint & Glass Beads Grass Seed
Structural Steel	Jeff Chandler	(614) 466-4082	Steel Bridge Members Traffic Items
	Mark Winkfield	(614) 275-1319	Nuts, Bolts, Washers, & Reinforcing Steel
Basic Use of VW	Abdul Qayum	614-275-1353	General issues

Table 2

Personnel at OMM cannot solve technical issues of the program not running or system down issues of the VW software system. Contact the ODOT Help Desk at 614-466-4978.

Objectives of the System

The primary objectives of the Virtual Warehouse system are to:

1. Provide information about project materials.
2. Allow shipment of materials to project sites and provide electronic documentation.
3. Allow shipment of materials to other producers or suppliers (P/S) and electronically document those shipments. (Transfer)
4. Allow shipment of materials to a Local Project Assistance (LPA) project and provide documentation.
5. Allow shipment of materials to non-state projects and provide documentation.
6. Provide a method of inventory and control for ODOT acceptable materials

Technical Requirements

The Virtual Warehouse (VW) system is an Internet application that uses Internet Explorer 5.5 (or newer) on Windows XP. Specific details on using VW can be found in the [Using Virtual Warehouse](#) section of this document. Adobe Acrobat Reader 5.0 (or newer) is also required for this system.

Document Conventions

There are certain conventions used in this document to display different types of information clearly. You can view the explanations of the main conventions utilized here:

Keyboard Keys

When you must type a key on your keyboard, these instructions indicate a keystroke using boldface type. For example, press the **Tab** key to move to the next field.

Bold

Screen references to things such as buttons or screen names are identified by **boldface** font. For example, press the **Submit** button. The **Virtual Warehouse – Inventory Listing** screen opens.

Terminology/Acronyms

Terminology and acronyms are scattered throughout the document. To find the definition of these terms and acronyms go to the [Terminology](#) section. Acronyms are spelled out initially in the document then abbreviated after that within the document.

Links

There are links to other sections within this document, indicated in blue and underlined. You can click the link to jump to that section of this document. For example, refer to [Using Virtual Warehouse](#) for additional information on logging into the system.

Notes and Tips

In order to draw your attention to certain pieces of information, this information is indicated as a Note or Important.

Note: Notes contain helpful suggestions, references, or useful ancillary information.

Important: Contains significant information about the operation or feature described.

Accessing Virtual Warehouse

The Virtual Warehouse system is accessible through the CMS Portal, using Microsoft Internet Explorer 5.5 (IE) or newer.

Virtual Warehouse access is provided for producer/suppliers (P/S) and their users to maintain and ship materials. Instructions to log in and out of Virtual Warehouse, and change and reset your password are available here.

Initial Submittal for Approval

If you choose to request to participate in VW, ODOT/OMM requires a letter from your company stating that you agree to conform to the requirements of the program and define the materials you are proposing to supply under the Virtual Warehouse Program. In addition, you must also complete and print the application on the VW website.

Go to <http://www.odotonline.org/cmsportal/> and select the “Virtual Warehouse” section.

Choose the Contact below for the OMM section that is responsible for the materials you want to ship using the Virtual Warehouse and mail to:

ODOT/OMM, attention <insert correct contact here>, 1600 W. Broad St. Columbus, Ohio, 43223.

You can also fax completed paper applications to (614) 275-1354 or (614) 351-5559.

Questions may be emailed to the person who is responsible for the materials you want to ship using VW:

Material	Contact	Fax	E-mail
Prestress, Precast, & Concrete Pipe	Bryan Struble, P.E. Cement & Concrete Engineer	(614) 351-5559	bryan.struble@dot.state.oh.us
Hot Applied Joint Sealer Plastic Pipe	David Powers, P.E. Bituminous Engineer	(614) 351-2813	david.powers@dot.state.oh.us
Paint & Glass Beads Grass Seed	Maria Kerestly, Chemical Section Head	(614) 275-1354	maria.kerestly@dot.state.oh.us
Steel Bridge Members Traffic Items Nuts, Bolts, Washers, & Reinforcing Steel	Jeff Chandler, P.E. Structural Steel Engineer	(614) 275-1354	jeff.chandler@dot.state.oh.us

Table 3

Logging into Virtual Warehouse

When you open the CMS Portal, the navigation pane in the left frame allows you to select where you want to log in. In order to use Virtual Warehouse, you must open the application link and login using your Username and Password. You must choose the correct login instructions based on whether you have a current, new, or old account.

Initial Login

No matter what account type you have (current, new, or old), use these steps to initially log into Virtual Warehouse. After you log in, the **Shipment Destination** screen opens by default but there are other options available in the left navigation frame. To view these options, refer to the [Using Virtual Warehouse](#) section below.

1. Connect to your Internet provider.
2. Open your Internet Explorer browser.
3. Type <http://www.odotonline.org/cmsportal/> into your web browser.
4. The ODOT CMS Portal opens. The left frame includes the Virtual Warehouse option.



Figure 1

5. Press the [Virtual Warehouse](#)  button. The **Virtual Warehouse Login** screen opens.

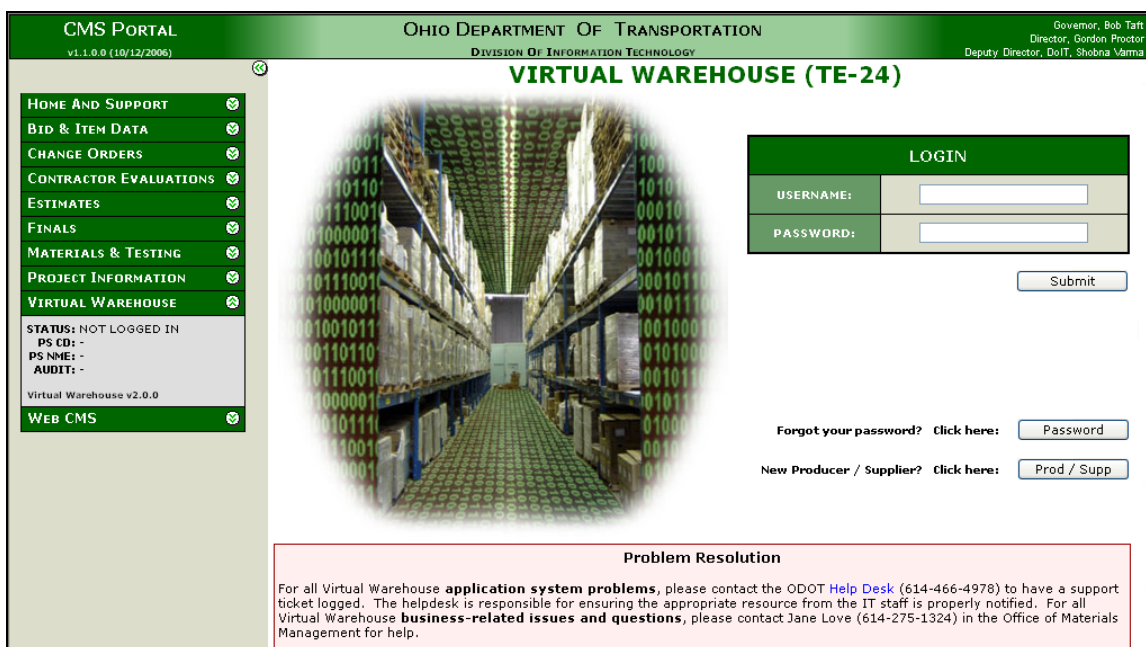


Figure 2

Current User Account

If you have a current account that you have already used to log in to Virtual Warehouse, use these steps:

6. On the **Virtual Warehouse (TE-24) Login** screen, type your Username (email address) and Password into the Login box.
7. Press **Submit**. The Virtual Warehouse system opens. If you have only one account associated with this email address, the **Shipment Destination** screen opens. If you have multiple accounts associated with this email address, the **Select Account** screen opens.

- On the **Select Account** screen, choose the account you want to log into by selecting the



correct button

- Press **Submit**. The **Shipment Destination** screen opens for this account. To confirm you've opened the correct account, check the Virtual Warehouse section in the left frame.

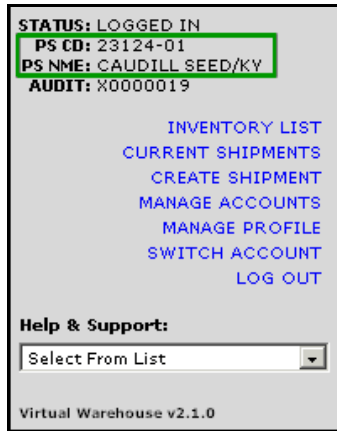


Figure 3

New User Account

If you have received your new account login and generic password, use these steps to access Virtual Warehouse:

- On the **Virtual Warehouse (TE-24) Login** screen, type your Username (email address) and Password into the Login box.
- Press **Submit**. The **Change Password** message screen opens. Click **OK** to start the system.



Figure 4

- The **Manage Profile** screen opens with some of your information already entered.

VIRTUAL WAREHOUSE (TE-24) - MANAGE PROFILE	
PROFILE DETAILS	
PRODUCER / SUPPLIER:	08508 02
FIRST NAME:	LAURA
LAST NAME:	DAHLINGER
MIDDLE INITIAL:	
PHONE NUMBER:	(614) 644 - 0000 x 0000
EMAIL ADDRESS (Username):	LAURA.DAHLINGER@DOT.STATE.OH.US
PASSWORD:	TESTER
PASSWORD (Confirm):	TESTER

All form fields, except phone number extension and middle initial, are required.

Figure 5

Note: The information on this screen should be correct. If not, correct it now.

9. Type your phone number in the Phone Number field. All fields highlighted in yellow are required, except the phone number extension field.
10. Delete SECRET in the Password and Password (Confirm) fields.
11. Type your new password in the Password and Password (Confirm) fields. Your password must be at least 6 characters long. The passwords must match in both fields or you receive the following information screen and you cannot continue until they match:

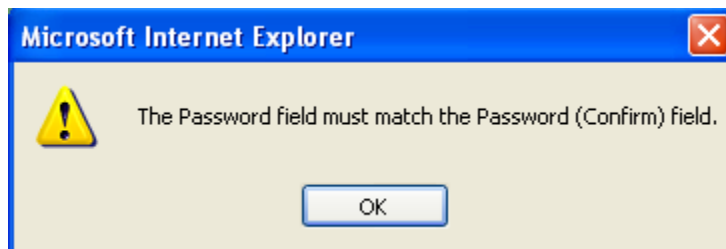


Figure 6

12. Click **Submit**. The **Shipment Destination** screen opens.

SHIPMENT DESTINATION	
<input checked="" type="radio"/> PROJECT NUMBER	<input type="text"/> <input type="text"/> <input type="button" value="Validate"/>
<input type="radio"/> PURCHASE ORDER NUMBER	<input type="text"/> <input type="text"/> <input type="button" value="Validate"/>
<input type="radio"/> PRODUCER / SUPPLIER	<input type="text"/> <input type="text"/> <input type="button" value="Validate"/>
<input type="radio"/> LOCAL PROJECT / LPA	<input type="text"/> <input type="text"/> (00 / 10 characters)
<input type="radio"/> OTHER	<input type="text"/> <input type="text"/> (00 / 10 characters)

Fill in the **Shipment Destination** information before proceeding...

Pressing the Enter key will submit the information entered in the Shipment Details section

Figure 7

Old User Account

You previously used Virtual Warehouse and had a login and password. Initially you use this information to log into the online Virtual Warehouse system and must reset your login and password after you log in the first time.

6. On the **Virtual Warehouse (TE-24) Login** screen, type your Username and Password into the Login box.
7. Press **Submit**. The **Manage Profile** screen opens with some of your information already entered from the previous system.

VIRTUAL WAREHOUSE (TE-24) - MANAGE PROFILE	
PROFILE DETAILS	
PRODUCER / SUPPLIER:	08508 02
FIRST NAME:	LAURA
LAST NAME:	DAHLINGER
MIDDLE INITIAL:	
PHONE NUMBER:	(614) 644 - 0000 x
EMAIL ADDRESS (Username):	LAURA.DAHLINGER@DOT.STATE.OH.US
PASSWORD:	TESTER
PASSWORD (Confirm):	TESTER

All form fields, except phone number extension and middle initial, are required.

Figure 8

Note: The information on this screen should be correct. If not, correct it now.

8. Type the missing information in the fields. All fields highlighted in yellow are required, except the phone number extension field.
9. Delete the password in the Password and Password (Confirm) fields.
10. Type your new password in the Password and Password (Confirm) fields. Your password must be at least 6 characters long. The passwords must match in both fields or you receive the following information screen and you cannot continue until they match:

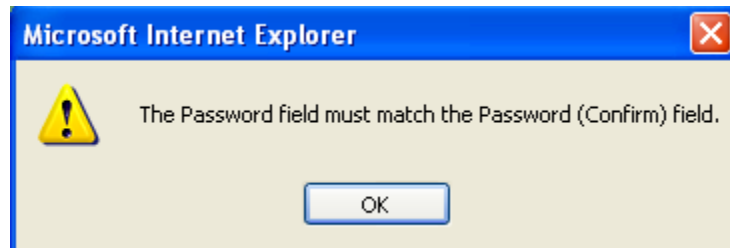


Figure 9

11. Click **Submit**. The **Shipment Destination** screen opens.

Figure 10

Change Your Password

When you are logged into Virtual Warehouse, you can change your password on the **Manage Profile** screen. You must change your password every 90 days, which takes you to the **Manage Profile** screen automatically when you log in.

1. Log into Virtual Warehouse.
2. In the left frame, select the Manage Profile link. The **Manage Profile** screen opens.
3. Delete the old password in the Password and Password (Confirm) fields.
4. Type your new password in the Password and Password (Confirm) fields. Your password must be at least 6 characters long. The passwords must match in both fields or you receive the following information screen and you cannot continue until they match:

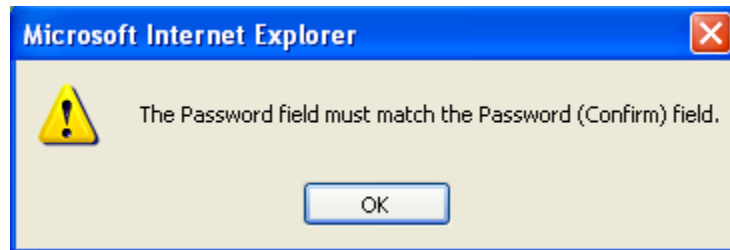


Figure 11

5. Click **Submit**.
6. If you have multiple accounts, you receive the following message:



Figure 12

7. Click **OK** to change this password for all of your accounts. Click **Cancel** to keep your current password.

The Shipment Destination screen opens.

Reset Your Password

An administrator for Virtual Warehouse can reset your password if you cannot receive the email when you press the **Password** button on the login screen.

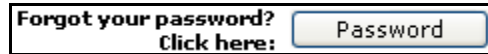


Figure 13

Contact the ODOT help desk to reset your password: 614-466-4978.

Log Out of Virtual Warehouse

After you are done working in Virtual Warehouse, you should end a work session by logging out. Then you don't compromise your user profile security and Virtual Warehouse doesn't register that you are still logged in. To log out of Virtual Warehouse,

1. From any Virtual Warehouse screen, click the Log Out link in the left frame of Internet Explorer.
2. The **Virtual Warehouse Login** screen opens with the status in the left frame updated to Not Logged In.



Figure 14

Managing Virtual Warehouse Accounts

Virtual Warehouse allows users to manage not only their individual accounts, but also the other accounts related to the same producer/supplier (P/S) code.

Manage Profile

Manage Profile allows you to view and edit your own account profile information after you are logged into Virtual Warehouse. You cannot edit the P/S number your profile is associated with but you can update all other fields. To edit your profile:

1. Click the Manage Profile link in the left frame. The **Manage Profile** screen opens, with your current information displayed.

VIRTUAL WAREHOUSE (TE-24) - MANAGE PROFILE	
PROFILE DETAILS	
PRODUCER / SUPPLIER:	08508 02
FIRST NAME:	LAURA
LAST NAME:	DAHLINGER
MIDDLE INITIAL:	
PHONE NUMBER:	(614) 644 - 1111 x 1111
EMAIL ADDRESS (Username):	LAURA.DAHLINGER@DOT.STATE.OH.US
PASSWORD:	TESTER
PASSWORD (Confirm):	TESTER

All form fields, except phone number extension and middle initial, are required.

Figure 15

2. Edit fields on this screen as required. If you reset the password, you must retype it in both password fields, Password and Password (Confirm).
3. Press **Submit**. The **Shipment Destination** screen opens and your information changes are saved.

Manage Accounts

The Manage Accounts screen allows you to create, view, activate, and deactivate account information for other users in your company. If you have a user who must be added to multiple accounts, use the same email address to add the new user to the additional account. For example, if the user has an email address of generic@mail.com for the first account, use the steps in the [Create an Account](#) section and add a new user with the same email, generic@mail.com and user information in a different company. Then when the user logs in, they can access multiple accounts.

Create an Account

To create an account for a new user or another account for a current user with the same email, use these steps:

1. Click the Manage Accounts link in the left frame. The **Manage Accounts** screen opens.

EXISTING ACCOUNT INFORMATION			
PERSON NAME	ACCOUNT NAME	PHONE NUMBER	STATUS
<input checked="" type="radio"/> DAHLINGER, LAURA	DRWHOEXPRESS@YAHOO.COM	(614) 644-0270	ACTIVE
<input type="radio"/> DAHLINGER, LAURA	LAURA.DAHLINGER@DOT.STATE.OH.US	(614) 644-0270	ACTIVE
<input type="radio"/> DUNCAN, TODD M	TODD.DUNCAN@DOT.STATE.OH.US	(614) 644-5425	ACTIVE
<input type="radio"/> DUNCAN, TODD M	TDUNCAN124@HOTMAIL.COM	(614) 539-5957	ACTIVE
<input type="radio"/> HACKER, MAYNARD		(606) 780-0848	ACTIVE
<input type="radio"/> UGURU, CHRIS A	CHRIS.UGURU@DOT.STATE.OH.US	(614) 644-0266	ACTIVE
<input type="radio"/> WOODS, CHERYL	CHERYL.WOODS@DOT.STATE.OH.US	(614) 466-4048	ACTIVE

ADD NEW ACCOUNT INFORMATION	
EMAIL ADDRESS (Username):	<input type="text"/>
FIRST NAME:	<input type="text"/>
LAST NAME:	<input type="text"/>
MIDDLE INITIAL:	<input type="text"/>
PHONE NUMBER:	(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>

All form fields, except phone number extension and middle initial, are required.

Figure 16

2. In the **Add New Account Information** section of the screen, type the email address of the user in the Email Address (Username) field.
3. Type the First Name of the user.
4. Type the Last Name of the user.
5. (Optional) Type the Middle Initial of the user.
6. Type the phone number and extension of the new user in the Phone Number field. The extension is optional.
7. Press **Submit**. The system sends an automated email response to the email address you entered, which contains the username, an initial password, and directions for logging into Virtual Warehouse. If you do not receive an email within a timely manner, call the ODOT help desk to get your password information: 614-466-4978.

Activate/Deactivate Accounts

To activate or deactivate an account:

1. Click the Manage Accounts link in the left frame. The **Manage Accounts** screen opens.

EXISTING ACCOUNT INFORMATION			
PERSON NAME	ACCOUNT NAME	PHONE NUMBER	STATUS
<input type="radio"/> DAHLINGER, LAURA	DRWHOEXPRESS@YAHOO.COM	(614) 644-0270	ACTIVE
<input type="radio"/> DAHLINGER, LAURA	LAURA.DAHLINGER@DOT.STATE.OH.US	(614) 644-0270	ACTIVE
<input type="radio"/> DUNCAN, TODD M	TODD.DUNCAN@DOT.STATE.OH.US	(614) 644-5425	ACTIVE
<input type="radio"/> DUNCAN, TODD M	TDUNCAN124@HOTMAIL.COM	(614) 539-5957	ACTIVE
<input type="radio"/> HACKER, MAYNARD		(606) 780-0848	ACTIVE
<input type="radio"/> UGURU, CHRIS A	CHRIS.UGURU@DOT.STATE.OH.US	(614) 644-0266	ACTIVE
<input type="radio"/> WOODS, CHERYL	CHERYL.WOODS@DOT.STATE.OH.US	(614) 466-4048	ACTIVE

Deactivate Selected Activate Selected

ADD NEW ACCOUNT INFORMATION

EMAIL ADDRESS (Username):

FIRST NAME:

LAST NAME:

MIDDLE INITIAL:

PHONE NUMBER: () - x

All form fields, except phone number extension and middle initial, are required.

Submit Cancel

Figure 17

2. In the **Existing Account Information** section of the screen, click the button in the row of the account to deactivate or activate. The indicator moves to that row.
3. Click either the **Deactivate Selected** or **Activate Selected** button, depending what you are attempting to accomplish.

The Account Status column displays the changes to the user's account status. The accounts displayed in the above screen are all active accounts. The column information changes after you press the button.

4. Choose the link in the left frame to open the next screen you want to view.

STATUS: LOGGED IN
PS CD: 23124-01
PS NME: CAUDILL SEED/KY
AUDIT: X0000020

INVENTORY LIST
CURRENT SHIPMENTS
CREATE SHIPMENT
MANAGE ACCOUNTS
MANAGE PROFILE
LOG OUT

Help & Support:
Select From List

Virtual Warehouse v2.1.0

STATUS: LOGGED IN
PS CD: 23124-01
PS NME: CAUDILL SEED/KY
AUDIT: X0000019

INVENTORY LIST
CURRENT SHIPMENTS
CREATE SHIPMENT
MANAGE ACCOUNTS
MANAGE PROFILE
SWITCH ACCOUNT
LOG OUT

Help & Support:
Select From List

Virtual Warehouse v2.1.0

Figure 18

Switch Accounts

If you are logged into one account and need to access a second account, use the Switch Account functionality to select the account to access.

1. Click on the Switch Accounts link in the left frame. The **Select Account** screen opens.

VIRTUAL WAREHOUSE (TE-24) - SELECT ACCOUNT		
ACTIVE ACCOUNTS		
	PRODUCER / SUPPLIER	AUDIT ID
<input checked="" type="radio"/>	D.S. BROWN CO (09610-01)	XDSBS1
<input type="radio"/>	UNITED RENTALS (09812-01)	XSBCA1

Figure 19

Choose the button in front of the active account you want to open then click **Submit**. The **Shipment Destination** screen opens for that account.

2. View the P/S code in the left frame to confirm that the correct account is open.

STATUS: LOGGED IN
PS CD: 23124-01
PS NME: CAUDILL SEED/KY
AUDIT: X0000019

[INVENTORY LIST](#)
[CURRENT SHIPMENTS](#)
[CREATE SHIPMENT](#)
[MANAGE ACCOUNTS](#)
[MANAGE PROFILE](#)
[SWITCH ACCOUNT](#)
[LOG OUT](#)

Help & Support:

Select From List

Virtual Warehouse v2.1.0

Figure 20

Support Documents

In the left frame there is an option to choose the documents that support Virtual Warehouse, including this user manual. Click the Support Documents menu and choose the option you want to view. The selected option opens in the right frame.

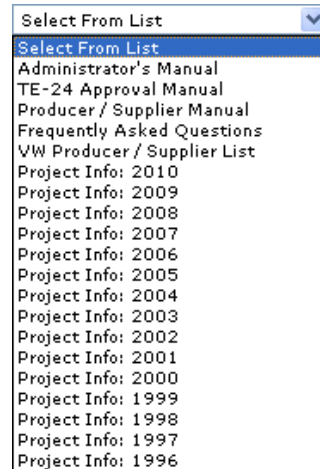


Figure 21

Option	Description
Administrator's Manual	For ODOT internal use
TE-24 Approval Manual for CMS projects	This is a manual for project Personnel to electronically process and accept or reject TE-24 shipped material for a ODOT Project process within the CMS computer system.
Producer/Supplier Manual	Help Manual for producer suppliers writing TE-24s for ODOT projects that a being construction managed in either the CMS computer system or the new SITEMANAGER computer system
Frequently Asked Questions	Choose to view the frequently asked questions and their answers.
VW Producer/ Supplier List	The list of producers and suppliers enrolled in Virtual Warehouse. Not all of the P/S on this list can be shipped to.
Project Info: YEAR	Choose the project year from the list. This provides you with the list of projects completed in that year and some basic information about those projects: the project number, whether the project measurements are in English or metric, the contractor's name, and project information code.

Table 4

Using Virtual Warehouse

Virtual Warehouse is an application to manage supplier material information. The producer/supplier (P/S) material information is included in either ODOT's

CMS or **SITEMANAGER** construction management systems and inventory is initially entered by the Office of Materials Management (OMM) after the material is approved and accepted.

NOTE: After ODOT completes that process the inventory information for your materials appears in VW exclusive of what construction management system it is in.

You can then ship the approved materials to various project sites, other P/S, or other non state projects as required.

NOTE: Due to the Department moving our construction management processes from the CMS computer system to the new SITEMANAGER system, modifications have been made to the Virtual Warehouse system that will allow producer/suppliers to separately inventory and ship materials to both systems BUT with some changes.

Navigating Virtual Warehouse

When you log into the Virtual Warehouse, the navigation pane in the left frame allows you to select what functionality to access. Complete the following steps to choose the Virtual Warehouse section to access:

Note: Use the **Tab** key to move from field to field in IE.

1. Log into Virtual Warehouse. Refer to the [Log into Virtual Warehouse](#) section above for additional information.
2. Initially the **Shipment Destination** screen opens. The left navigation frame indicates that you are logged in and the list of Virtual Warehouse functionality options display. If you have more than one account associated with your email address, the **Select Account** screen opens initially, allowing you to select an account to view.

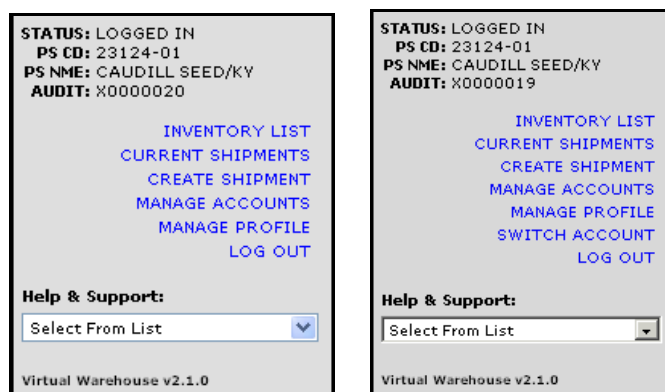



Figure 22

3. Click on the link in this table to choose the option you want information about or continue reading to find the relevant section of the document below:

Option	Description
Inventory List	A list of the inventory you currently have in the system for this account. This list includes both inventory samples for the CMS system and inventory samples for the SITEMANAGER system
Current Shipments	A list of the CMS shipments pending in the system to ODOT or to another TE-24 supplier. After ODOT approves the shipment, the shipment disappears from this list. Shipments to other P/S or locations are not approved by ODOT. The list also can include shipments to ODOT projects using the SITEMANAGER system. Shipments to a SITEMANAGER project are authorized at 12 Midnight of the day written and are removed from the Current Shipments list. Transfers of SITEMANAGER materials or TE24 written to LPA's, Others, inventory also are authorized at 12 Midnight and disappear from the Current Shipments
Create Shipment	Create the shipment of materials in this section. This is the default screen (Shipment Destination) that opens whenever you log in.
Manage Accounts	Allows you to create new accounts for users.
Manage Profile	Allows you to manage your personal account information.
Switch Accounts	Allows you to access a different account if you have access to multiple accounts.
Log Out	Click to log directly out of the Virtual Warehouse. You should always log out for security purposes.
Help & Support	Click to access the latest version of the user manual, project list, FAQs, and the Virtual Warehouse P/S list.

Table 5

View Your Inventory List

The **Inventory Listing** screen gives you the list of inventory your company has available to ship to projects or other suppliers. On this screen you can sort the inventory by clicking on the blue headings. The sorting "style" is indicated by the sorting icon on the header, such as  for the Sample column, indicating the sort is in descending order. Each column can only be sorted in one direction. If you select a header for sorting, the Current Inventory Level information is sorted according to that header. Use these instructions to view the inventory:

1. Click a header to change the sorting options of that column on the **Inventory List** screen. The default sorting is the Sample column, which is the only column that sorts in descending order, from Z through A. You can select any column to sort the information on that column.

- Figure 23 shows **CMS** computer system inventory. The Sample number incorporates a numbering system of 8 digits followed by a – and a 2 digit extension

VIRTUAL WAREHOUSE (TE-24) - INVENTORY LISTING

Show / Hide All		CURRENT INVENTORY LEVELS				
SAMPLE	DATE	MATL CD	MATERIAL NAME	MFG CD	BALANCE	
00601183-01	5/22/2001	41433	4/S BOX CULVERTC1433	CERTIFID	99986983.370	
00601183-02	5/22/2001	41433	4/S BOX CULVERTC1433	CERTIFID	99999363.987	
00601184-01	5/22/2001	27100	PRECAST MANHOLE	CERTIFID	79992541.000	
00601187-01	5/22/2001	27000	CERT PRECAST(MISC)	CERTIFID	99991817.000	
00601193-01	5/22/2001	27200	CATCH BASIN/INLET	CERTIFID	99988440.000	
00601194-01	5/22/2001	27101	CERT CONC BARRIER	CERTIFID	99990771.000	
00602805-01	5/23/2001	27002	PORT. CONCRETE 32"		158.000	
00602806-01	5/23/2001	27002	PORT. CONCRETE 32"		154.000	
00602808-01	5/23/2001	27002ES	PORT. CONC 32" T END		9.000	
00604653-01	6/6/2001	27002	PORT. CONCRETE 32"		168.000	
00607839-01	6/20/2001	27002	PORT. CONCRETE 32"		140.000	
00607841-01	6/20/2001	27003TS	PORT CONCRT BARRIER		2.000	
00622317-03	8/20/2001	6584491G	BOLT,HEX A449-1 GALV		1000.000	
00623017-02	8/22/2001	205FR	NO. 5 FRAME		25.000	
00694369-04	10/10/2002	205FR	NO. 5 FRAME		47.000	
00694370-02	10/10/2002	205GRA	NO. 5 GRATE "A"		8.000	
00722499-01	6/10/2003	27102	PRECAST HEADWALL	CERTIFID	99998481.000	
00759575-04	3/8/2004	205GRA	NO. 5 GRATE "A"		9.000	

Figure 23



Note: The six columns that display contain the important information about the ODOT inventory you can ship to ODOT projects or suppliers.


- Figure 23a shows **SITEMANAGER** computer system inventory. The Sample number incorporates a combination lettering and numbering system of 16 digits.

VIRTUAL WAREHOUSE (TE-24) - INVENTORY LISTING

00607841-01	6/20/2001	27003TS	PORT CONCRT BARRIER		2.000
00622317-03	8/20/2001	6584491G	BOLT,HEX A449-1 GALV		1000.000
00623017-02	8/22/2001	205FR	NO. 5 FRAME		25.000
00694369-04	10/10/2002	205FR	NO. 5 FRAME		47.000
00694370-02	10/10/2002	205GRA	NO. 5 GRATE "A"		8.000
00722499-01	6/10/2003	27102	PRECAST HEADWALL	CERTIFID	99998481.000
00759575-04	3/8/2004	205GRA	NO. 5 GRATE "A"		9.000
00759576-04	3/8/2004	205FR	NO. 5 FRAME		10.000
00762585-02	4/7/2004	205FR	NO. 5 FRAME		12.000
00767035-03	5/20/2004	208FR	NO. 8 FRAME		29.000
00772797-03	7/1/2004	205FR	NO. 5 FRAME		9.000
00854896-01	7/5/2006	27029	CERT CONC NOISE WALL	CERTIFID	99996116.000
00878947-01	1/24/2007	27011	REIN EARTH WALL(MSE)	CERTIFID	99999999.000
00894721-01	7/17/2007	27025C	EXFILT TRENCH TYPE C	CERTIFID	99999811.000
00894721-02	7/17/2007	27025C	EXFILT TRENCH TYPE C	CERTIFID	99999998.000
TE24CERT00601183	8/28/2009	41433	4/S BOX CULVERTC1433		99985794.000
TE24CERT00601193	8/28/2009	27200	CATCH BASIN/INLET		99988042.000
TE24CERT00601194	8/28/2009	27101	CERT CONC BARRIER		99990377.000
TE24CERT00613404	8/28/2009	27100	PRECAST MANHOLE		130000.000
TE24CERT00722499	8/28/2009	27102	PRECAST HEADWALL		99998361.000
TE24CERT00854896	8/28/2009	27029	CERT CONC NOISE WALL		99996104.000
TE24CERT00878947	8/28/2009	27011	REIN EARTH WALL(MSE)		99999999.000
TE24CERT00894721	8/28/2009	27025C	EXFILT TRENCH TYPE C		99998226.000
TE24CERT00967220	8/28/2009	27025B	EXFILT TRENCH TYPE B		99999999.000

Figure 23a

- For either **CMS** or **SITEMANAGER** samples click the  button to view the detailed information about individual lines in the inventory.
- Click the  button to close the detailed line information.

Note: If you click  near the bottom of the screen, the information expands below the bottom of the screen. Scroll down to view the information.

Sending Shipments

Whenever you need to ship materials, you need to create a new shipment from your current inventory. The first step of this process is to confirm you have enough of the material in your inventory according to Virtual Warehouse.

NOTE: CMS and SITEMANAGER materials are not interchangeable. If the project is using the CMS system only CMS samples can be used. If you ship material to a SITEMANAGER project, only SITEMANAGER samples can be used.

Steps for adding and shipping inventory are detailed in the sections below.

Adding Inventory

You cannot add material to your inventory. Materials are added when OMM creates a Sample ID for your company. Call OMM if materials are not available on the list and should be. Refer to the [Contact Information](#) section above for OMM contact information.

Create Shipment

The **Shipment Destination** screen allows you to create material shipments. If you already know the sample ID of the material you want to ship and the quantity is available, you can skip to step 2. To create a shipment:

1. On the **Inventory List** screen, find the material you want to ship on the list. Confirm that there is enough material available to ship to the location.
2. Click the Create Shipments link in the left frame. The **Shipment Destination** screen opens.

SHIPMENT DESTINATION			
<input checked="" type="radio"/>	PROJECT NUMBER	<input type="text"/>	<input type="button" value="Validate"/>
<input type="radio"/>	PURCHASE ORDER NUMBER	<input type="text"/>	<input type="button" value="Validate"/>
<input type="radio"/>	PRODUCER / SUPPLIER	<input type="text"/>	<input type="button" value="Validate"/>
<input type="radio"/>	LOCAL PROJECT / LPA	<input type="text"/>	(00 / 10 characters)
<input type="radio"/>	OTHER	<input type="text"/>	(00 / 10 characters)
Fill in the Shipment Destination information before proceeding...			
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	
Pressing the Enter key will submit the information entered in the Shipment Details section			

Figure 24

3. Select one of the destination options available to create a new shipment. For example, if you want to send the shipment to a particular project, select Project Number and type the project number in this field.

Note: You must tab from the left part of the Project Number, Purchase Order Number, and Producer/Supplier fields to the second number portion of the field.

Option	Description
Project Number	Type the project number here. This associates the shipment with that project. The first two digits are the year of the project number.
Purchase Order Number	Type the purchase order number here. This associates the shipment with the purchase order.
Producer/Supplier	Type the producer or supplier number here. This indicates that the material(s) are shipped to another producer or supplier.
Local Project/LPA	Type the local project name here. The name can be up to 10 characters long. This associates the shipment with this local project, to indicate the materials will be shipped to that local project.
Other	Type any other option here. One example would be ODOT emergency projects. This allows you to enter up to 10 characters to describe where the materials are being shipped, which may or may not be related to an ODOT project.

Table 6

- After you select the option, type the number in the row field.
- If you select a project number in Virtual Warehouse and press Validate, VW will tell you if the project number is False (not a valid project) Figure 24a, a **CMS** project (figure 24b) or a **SITEMANAGER** project (figure 24c)

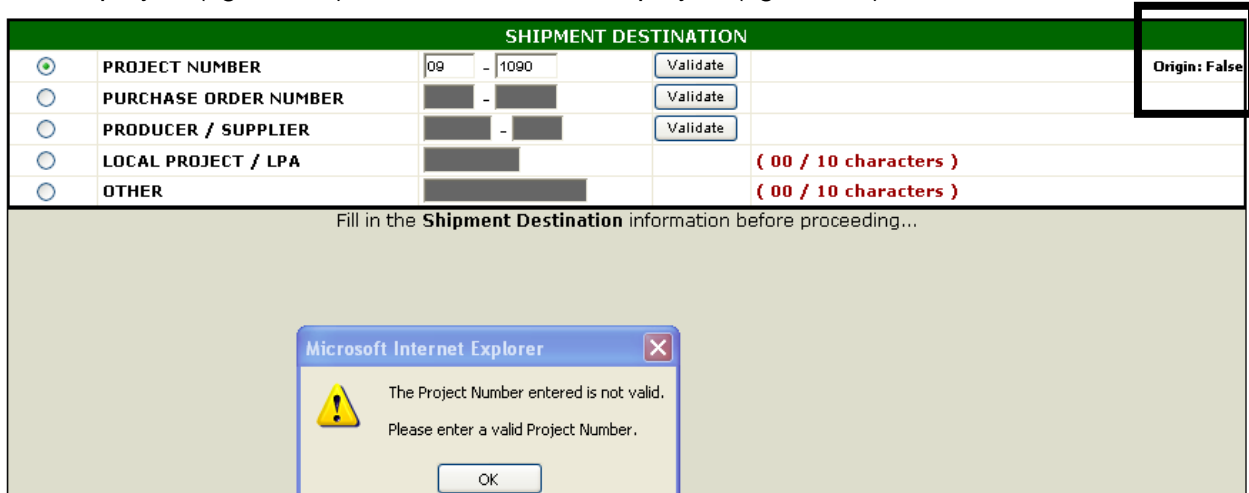


Figure 24a

SHIPMENT DESTINATION				
<input checked="" type="radio"/>	PROJECT NUMBER	09 - 0180	Validate	HAS CR41 041.63
<input type="radio"/>	PURCHASE ORDER NUMBER	-	Validate	
<input type="radio"/>	PRODUCER / SUPPLIER	-	Validate	
<input type="radio"/>	LOCAL PROJECT / LPA			(00 / 10 characters)
<input type="radio"/>	OTHER			(00 / 10 characters)

SHIPMENT DETAILS - MATERIALS				
LINE	SAMPLE ID	QUANTITY	COMMENTS (50 char max.)	REF NBR
1 X				00 / 50
2 X				00 / 50
3 X				00 / 50
4 X				00 / 50
5 X				00 / 50

Figure 24b

SHIPMENT DESTINATION				
<input checked="" type="radio"/>	PROJECT NUMBER	08 - 0174	Validate	MER SR 29
<input type="radio"/>	PURCHASE ORDER NUMBER	-	Validate	
<input type="radio"/>	PRODUCER / SUPPLIER	-	Validate	
<input type="radio"/>	LOCAL PROJECT / LPA			(00 / 10 characters)
<input type="radio"/>	OTHER			(00 / 10 characters)

SHIPMENT DETAILS - MATERIALS				
LINE	SAMPLE ID	QUANTITY	COMMENTS (50 char max.)	REF NBR
1 X				00 / 50
2 X				00 / 50
3 X				00 / 50
4 X				00 / 50
5 X				00 / 50
6 X				00 / 50

Figure 24c

6. Press **Validate** and the **Shipment Details – Materials** portion of the screen opens, allowing you to enter the sample information.

SHIPMENT DESTINATION				
<input checked="" type="radio"/>	PROJECT NUMBER	05 0122	Validate	STA SR183 003.26
<input type="radio"/>	PURCHASE ORDER NUMBER	-	Validate	
<input type="radio"/>	PRODUCER / SUPPLIER	-	Validate	
<input type="radio"/>	LOCAL PROJECT / LPA			(00 / 10 characters)
<input type="radio"/>	OTHER			(00 / 10 characters)

SHIPMENT DETAILS - MATERIALS				
LINE	SAMPLE ID	QUANTITY	COMMENTS (50 char max.)	REF NBR
1 X				00 / 50
2 X				00 / 50
3 X				00 / 50
4 X				00 / 50
5 X				00 / 50
6 X				00 / 50
7 X				00 / 50
8 X				00 / 50
9 X				00 / 50
10 X				00 / 50
11 X				00 / 50
12 X				00 / 50
13 X				00 / 50
14 X				00 / 50
15 X				00 / 50


Submit Cancel


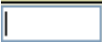


Pressing the Enter key will submit the information entered in the Shipment Details section

Figure 25

1. Type the sample number from your inventory in the Sample ID column. For a **CMS** sample you must press **Tab** to move to the second part of the Sample ID column. For a **SITEMANAGER** sample there is only one field for the Sample ID column.

NOTE: You must type the complete number. For **SITEMANAGER** sample numbers the shipment designation screen (Figure 25) will not have two columns for the sample ID.

2. **Tab** to the Quantity field and type the amount of material to be shipped. If the sample ID is not valid, you receive a message stating “The supplied Sample ID is not valid.” and the sample ID is deleted.
3. The unit of measure displays on the [Print Details](#) screen. If you need to use metric units of measure for shipping, call OMM. See the [Contact Information](#) section for the phone number of Jane Love.
4. (Optional) **Tab** to the Comments field and type a comment up to 50 characters in length. The tally of characters is available to the right of this field. As you type, the amount of characters you type displays where the 00 is in this image .

5. In the Ref Nbr column   , press  to select the correct reference number, as provided by the contractor, for this project.

For a **CMS** project the **Valid Reference Numbers** screen opens and shows numbers that include that material code in the project.

For **SITEMANAGER** projects the reference number shown are for the project but not just the reference numbers that have the actual material required in them.

If you were not given the Reference number by the contractor, contact the contractor for this information.

NOTE: Reference numbers are only necessary for the shipment of materials to an ODOT project. This shipment cannot be approved by ODOT without the correct Reference number.

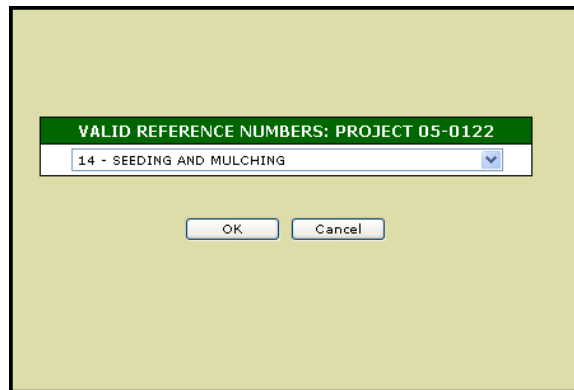


Figure 26

6. Select the reference number from the list available and press **OK**.
7. Repeat steps 1 – 6 for each line until you have listed all materials to be included in this shipment.
8. Press **Submit**. The shipment is saved and the **Shipment Details** screen opens in the right frame so you can print the TE 24 for the shipment. This allows you to print shipment paperwork for the driver and your records. You should give the shipment

paperwork to the driver, save one copy in your records, and send the shipment out as necessary.

Note: You can also press **Enter** and the shipment saves, then it will take a few seconds to open. If you click **Submit** before the page opens, you will create a duplicate shipment.

BE PATIENT after you press **Enter** or only use the **Submit** button. If you create duplicates, you must delete one from your current shipment list.

Current Shipments

The **Current Shipments** screen displays a list of the pending shipments you have sent to projects or other suppliers.

Shipments to an ODOT project on the **CMS** computer system or purchase order remain pending until they are approved and processed by ODOT.

Shipments to an ODOT project on the **SITEMANAGER** computer system only remain from the time you submit the TE-24 till 12 midnight of that day.

Edit capability

When Department approval is applied to the TE-24 shipment to a **CMS** project, the shipment can no longer be edited and will process overnight.

For a SITEMANAGER project the edits can only be done between the initial submittal and 12 Midnight of that day.

Shipments to P/S, Local projects, or Other destinations are approved and processed overnight on the day they are created. Therefore edits can only be done between initial submittal and 12 midnight of that day.

Viewing Current Shipments

Shipments created but not yet approved by ODOT or the computer system can be seen and may be available for editing by going to the left of Virtual Warehouse and selecting **Current Shipments**:

1. Click the Current Shipments link in the left frame.

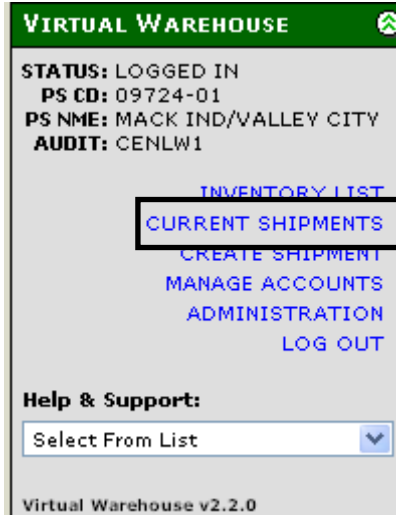


Figure 27

- The **Current Shipments** screen opens.

VIRTUAL WAREHOUSE (TE-24) - SHIPMENT LISTING		
CURRENT SHIPMENTS		
TE-24 NBR	TE-24 DATE	DESTINATION
<input checked="" type="radio"/> 3490001528	9/7/2006	OTHER - LTEST
<input type="radio"/> 3490001529	9/7/2006	OTHER - LT2
<input type="radio"/> 3490001530	9/12/2006	OTHER - TEST

Figure 28

- Scroll down to view the whole list, if needed.
- Select a shipment to edit, delete, or print.
- Click the appropriate button for the action you want to perform:

Button	Description
Edit Selected	Opens the Shipment Details – Materials screen.
Delete Selected	Deletes the selected shipment.
Print Selected	Opens Adobe Reader in the right frame to display the details of the selected shipment for printing.

Table 7

Edit Selected

TE-24 NUMBER: 7610001085 SOURCE: CAUDILL SEED/KY (23124-01)
 TE-24 DATE: 12/8/2006 TO: PROJECT 01-0493 (LUC IR280 002.96)

LINE	SAMPLE ID	QUANTITY	COMMENTS (50 char max.)	REF NBR	
1	00768799	01	100	test	04/50
2					00/50
3					00/50
4					00/50
5					00/50

Pressing the Enter key will submit the information entered in the Shipment Details section

Figure 29

- View the information on the **Shipment Details – Materials** screen. Edit the information that is on this screen as needed. You can edit the numbered lines but you cannot edit the project number. If the project number is wrong, delete the whole TE-24 and start over.
- Press **Submit**. The information you updated is saved to the database. The .pdf file of the shipments list opens in the right frame.

Delete Selected

- After you press **Delete Selected**, a confirmation screen opens.

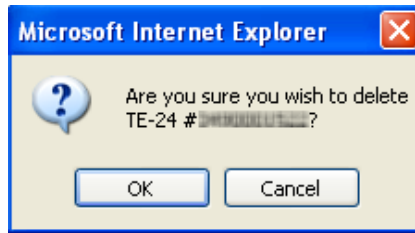


Figure 30

- Press **OK** to delete the selected shipment. Press **Cancel** to cancel the deletion.
- You are returned to the **Current Shipments** screen. The shipment is deleted from this list.

Print Selected

- To reprint the paperwork, choose the correct pending shipment and press the **Print Details** button. The shipment summary you select opens in the right frame using Adobe Acrobat Reader.

Note: This summary page is the required paperwork that must accompany your shipment. Refer to the [Required Paperwork](#) section above for additional information.

STATE OF OHIO DEPARTMENT OF TRANSPORTATION VIRTUAL WAREHOUSE (TE-24)		Notice of Shipment of Materials Plant Sampled and Tested or Certified By Plant					
TE-24 Number: 3490001528		Producer / Supplier: ENNIS PAINT/ATLANTA (08508-02)					
TE-24 Date: 9/7/2006		Destination: OTHER - LTEST					
SAMPLE	MATERIAL CODE	UNIT	QTY	REF	MFG CTL	ITEM	COMMENTS
00846714-01	40203 THP WHITE GRANULAR	LB	25		604W724		TESTING

Figure 31

- Press the **Print**  button. The Windows **Print** screen opens.

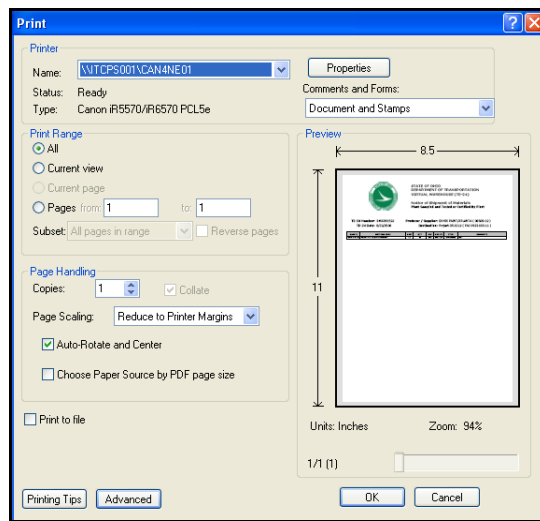


Figure 32

7. Be sure the correct printer is selected on the print screen and press **OK**. The printout should be available there. If there are any printing issues, talk to your IT department or support representatives.

Print Shipment Details

You can print the shipment when you first create a shipment or re-print a shipment's details after the shipment has been created as long as the TE24 is still listed in the pending shipments.

Note: Due to the limited time that **SITEMANAGER** TE24's, transfers, LPA and other TE24s are available in the Pending Shipment page it is recommended to make a copy of your print out for your records.

Create and Print Shipments

When you create a shipment, you can print the shipment at the end of the process. If you don't want to print the shipment yet, use the [Re-print Shipments](#) directions below to print the shipment instead. To create and print a shipment:

1. On the **Inventory List** screen, find the material you want to ship on the list. Confirm that there is enough material available to ship to the location.
2. Click the Create Shipments link in the left frame. The **Shipment Destination** screen opens.

Figure 33

3. Select one of the destination options available to create a new shipment. For example, if you want to send the shipment to a particular project, select Project Number and type the project number in this field.

Note: You must tab from the left part of the Project Number, Purchase Order Number, and Producer/Supplier fields to the second number portion of the field.

Option	Description
Project Number	Type the project number here. This associates the shipment with that project. The first two digits are the year of the project number.
Purchase Order Number	Type the purchase order number here. This associates the shipment with the purchase order.
Producer/Supplier	Type the producer or supplier number here. This indicates that the material(s) are shipped to another producer or supplier.
Local Project/LPA	Type the local project name here. The name can be up to 10 characters long. This associates the shipment with this local project, to indicate the materials will be shipped to that local project.
Other	Type any other option here. One example would be ODOT

Option	Description
	emergency projects. This allows you to enter up to 10 characters to describe where the materials are being shipped to, which may not be related to an ODOT project.



Table 8

- After you select the option, type the number in the row field.
- Press **Validate** and the **Shipment Details – Materials** portion of the screen opens, allowing you to enter sample information.

Figure 34

- Type the sample number from your inventory in the Sample ID column. You must press **Tab** to move the second part of the Sample ID column.
- Tab** to the Quantity field and type the amount of material to be shipped. If the sample ID is not valid, you receive a message stating “The supplied Sample ID is not valid.” and the sample ID is deleted.
- The unit of measure displays on the [Print Details](#) screen. If you need to use metric units of measure for shipping, call OMM. See the [Contact Information](#) section for the phone number of Jane Love.
- (Optional) **Tab** to the Comments field and type a comment up to 50 characters in length. The tally of characters is available to the right of this field. As you type, the amount of characters you type displays where the 00 is in this image .

REF NBR

- In the Ref Nbr column , press  to select the correct reference number, as provided by the contractor, for this project. The **Valid Reference Numbers** screen opens.

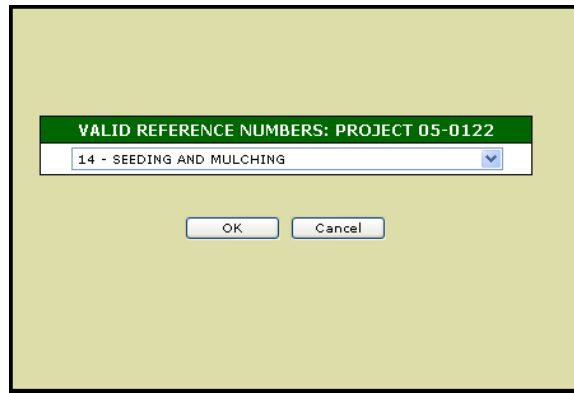


Figure 35

11. If you were not given the Reference number by the contractor, contact the contractor for this information.

NOTE: Reference numbers are only necessary for the shipment of materials to an ODOT project. This shipment cannot be approved by ODOT without the correct Reference number.

12. Select the reference number from the list available and press **OK**.
13. Repeat steps 6 – 12 for each line until you have listed all materials to be included in this shipment.
14. Press **Submit**. The shipment is saved and the **Shipment Details** screen opens in the right frame using Adobe Acrobat Reader so you can print the shipment. This allows you to print shipment paperwork for the driver and your records. You should give the shipment paperwork to the driver, save one copy in your records, and send the shipment out as necessary.

Note: You can also press **Enter** and the shipment saves, then it will take a few seconds to open. If you click **Submit** before the page opens, you will create a duplicate shipment. BE PATIENT after you press **Enter** or only use the **Submit** button. If you create duplicates, you must delete one from your current shipment list.

Re-print Shipments

Use these steps to re-print a shipment's details:

1. Click the Current Shipments link in the left frame. The **Current Shipments** screen opens.

VIRTUAL WAREHOUSE (TE-24) - SHIPMENT LISTING			
CURRENT SHIPMENTS			
TE-24 NBR	TE-24 DATE	DESTINATION	
<input checked="" type="radio"/> 3490001528	9/7/2006	OTHER - LTEST	
<input type="radio"/> 3490001529	9/7/2006	OTHER - LT2	
<input type="radio"/> 3490001530	9/12/2006	OTHER - TEST	

Figure 36

2. Scroll down to view the whole list, if needed.
3. Select a shipment to print.
4. To reprint the paperwork, choose the correct pending shipment and press the **Print Selected** button. The shipment summary you select opens in the right frame using Adobe Acrobat Reader.

Note: This summary page is the required paperwork that must accompany your shipment. Refer to the [Required Paperwork](#) section above for additional information.



	STATE OF OHIO DEPARTMENT OF TRANSPORTATION VIRTUAL WAREHOUSE (TE-24)	Notice of Shipment of Materials Plant Sampled and Tested or Certified By Plant					
	TE-24 Number: 3490001528 TE-24 Date: 9/7/2006	Producer / Supplier: ENNIS PAINT/ATLANTA (08508-02) Destination: OTHER - LTEST					
SAMPLE	MATERIAL CODE	UNIT	QTY	REF	MFG CTL	ITEM	COMMENTS
00846714-01	40203 THP WHITE GRANULAR	LB	25		604W724		TESTING

Figure 37

5. Press the **Print**  button. The Windows **Print** screen opens.

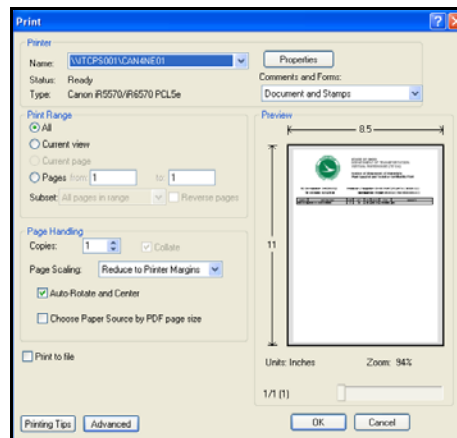


Figure 38

6. Be sure the correct printer is selected on the print screen and press **OK**. The printout should be available there. If there are any printing issues, talk to your IT department or support representatives.

Terminology

The following terms and acronyms are used in this document:

Term	Explanation	Definition
APPR	Approved	Material is approved for shipment
BC	Bituminous Concrete	Section of OMM
CH	Chemical	Section of OMM
CMS	Construction Management System	Computer system used by ODOT for construction administration including materials acceptance
IE	Microsoft Internet Explorer	Internet software for interfacing with VW
LPA	Local Project Assistance	Local projects that require ODOT approved material
MABC	Material Accepted by Certificate	Material is approved for shipment
MM	Structural Steel/Misc Materials	Section of OMM
ODOT	Ohio Department of Transportation	
OMM	Office of Materials Management	Office within ODOT that creates Inventory for the VW
PC	Portland Cement and Concrete	Section of OMM
	Project Number	The ODOT project number the materials are a part of
P/S	Producer/Supplier	Name of a Producer and/or Supplier of materials for ODOT
	Reference Number	This is the contractual unit of work setup specific to for each construction item in a project. This number is used in CMS to assure that completed work and materials are accurately documented in CMS and for the Contractor's payment's The contractor should supply the correct Ref number and ODOT project number with the each order.
	Line Item Number	In the AASHTO SITEMANAGER software Line Item Number is the replacement term for Reference Number. The Contractor should supply the correct Line Item Number and ODOT project number with the each order
SID	Sample Identification, also Sample ID	Number given to a sample of material
	SITEMANAGER	New AASHTO developed Computer system ODOT is converting to for construction administration including materials acceptance. A replacement for CMS
TE24	Testing 24, OMM Numbering System	Form Number that is used by external suppliers to ship materials
VW	Virtual Warehouse	The Virtual Warehouse system used exclusively by external producers/suppliers. VW allows you to ship your materials directly to the work site for a project or to other P/S.

Index

Contact Information.....	5	Switch Accounts	17
Contacts.....	5	System Objectives.....	5
Initial Submittal for Approval	6	Technical Requirements.....	5
Inventory		View Your Inventory List.....	20
Add To	22	Virtual Warehouse	19
Password Change.....	12	About	4
Password Reset.....	13	Access	6
Print Shipment Details	30	Initial Login.....	7
Create and Print Shipments.....	30	Current User Account	8
Re-print Shipments	32	New User Account	9
Required Paperwork	4	Old User Account.....	11
Shipments	22	Log In.....	7
Create	22	Log Out.....	13
Delete Current.....	29	Managing Accounts	14
Edit Current.....	28	Manage Accounts	14
Print Current.....	29	Activate/Deactivate Accounts .	16
Sending.....	22	Create an Account	14
View Pending Shipments	27	Manage Profile.....	14
Support Documents	18	Navigation.....	19