



# Subcontractor/Supplier Declaration



# Purpose & Procedure

- ▶ The Subcontractor Supplier Declaration Business Process (BP):
  - Provides for the submittal, review, and approval of contractor's subcontractors and material suppliers
  - Tracks important EDGE and subcontractor information once a subcontractor/supplier is approved
- ▶ The Subcontractor Supplier Declaration BP is also used to submit subcontractors or consultants of professional services providers that contribute to meeting the provider's EDGE participation goal.



# Roles & Responsibilities

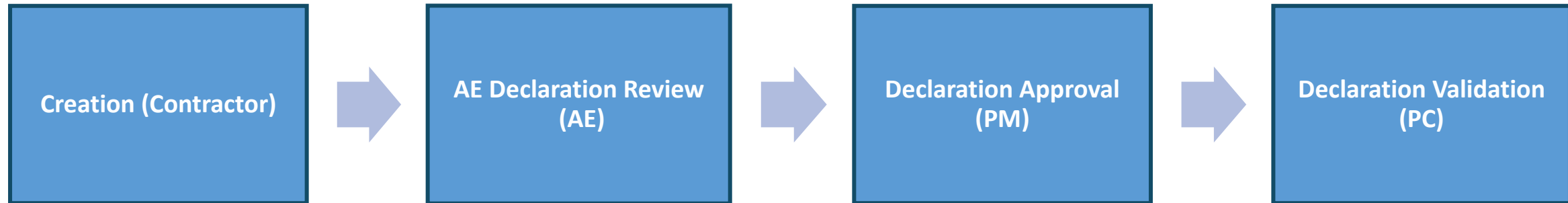
- ▶ Contractor
  - Creates the declaration and submits it for review
  - Provides additional information regarding EDGE participation
  
- ▶ A/E (Associate)
  - ▶ Reviews the initial declaration for compliance with contract documents
  
- ▶ Project Manager (PM)
  - ▶ Reviews the declaration and accepts or rejects use of the subcontractor/supplier
  
- ▶ Project Coordinator
  - ▶ Reviews and validates the declaration for Drug Free Work Place (DFWP) enrollment and EDGE status



# Subcontractor/Supplier Declarations

## Workflow Steps:

*Click the boxes to navigate  
directly to each section*



# SMSD Initiation (Contractor)

## ▶ Log into OAKS CI

a. Click + sign

b. Type project name or number in search bar

c. Click appropriate project to open

The screenshot shows a web browser window with the URL <https://ohio-unifier.oracleindustri...> and the page title "Service Requests". The browser's address bar shows the user ID "uuuu600419530". The page header includes a navigation menu with items like "Company Work...", "ACF Fire Protec...", "Company Work...", "IRJCF PREA R...", "Salt Fork State ...", and "Agency General...". A search bar is located below the navigation menu, containing the text "DPS-". A table of search results is displayed below the search bar, with columns for "Name", "Number", and "Location". The table contains the following data:

Name	Number	Location
Ohio State Highway Patrol Post 44	DPS-080001	/Agency/Department of Public Safety
HP Post 23 LEADS Building	DPS-110001	/Agency/Department of Public Safety
DPS ACF Standing Seam Roof Renovation	DPS-110003	/Agency/Department of Public Safety
LEADS Data Center Alum Creek Facility	DPS-110006	/Agency/Department of Public Safety
OSHP Academy Range Equip. Replacement	DPS-110009	/Agency/Department of Public Safety
ODPS - EOC Reorganization	DPS-110010	/Agency/Department of Public Safety
OSHP Academy Maintenance & Repair Project	DPS-120001	/Agency/Department of Public Safety
OSHP Alum Creek Crime Lab Addition	DPS-120002	/Agency/Department of Public Safety
Academy HVAC Replacement-Chiller & Range ...	DPS-120004.02	/Agency/Department of Public Safety
Alum Creek HVAC	DPS-130001	/Agency/Department of Public Safety

At the bottom of the page, there is a footer area with the text "eral Projects Test", "Agency General Projects", "s Dollar (USD)", and "prod+1003@oracleindustry.com".



# SMSD Initiation (Contractor)

- ▶ To create the Contract record in OAKS CI navigate to:
  - ▶ Logs -> Subcontractor/Supplier Declaration
  - ▶ Click Create or New

The screenshot displays the Oracle Primavera Unifier web interface. The breadcrumb navigation at the top reads: Agency > OAKS CI Adminis... > Version 2 Test Pr... The main content area shows a table titled "Subcontractor/Supplier Declaration v2" with a red circle around the title. Below the title are buttons for "+ Create", "Actions", "View", and "All Records". A dropdown menu is open under the "+ Create" button, showing options: "Professional Services Declaration V2.0", "Subcontractor & Supplier Declaration V2", and "or Name". The "Subcontractor & Supplier Declaration V2" option is highlighted. On the left sidebar, the "Logs" section is expanded, and "Subcontractor/Supplier Declaration v2" is selected, with a red arrow pointing to it. Other items in the sidebar include Notifications, Tasks, Drafts, Information, Cost Manager, Data Manager, Document Manager, Procurement, Financial, Contracts and Agreements, PS Agreements v2, Best Value Contracts v2, Trade Contract v2, Fund... v2, Contract SOV v2, Modifications, Payments, Miscellaneous Expense, Design & Design Intent, and Record Documents and Reports.



# Create Subcontractor/Supplier Declaration v2

► Navigate to the business process by clicking:

- 1) Logs ->
- 2) Contracts and Agreements ->
- 3) Subcontractor/Supplier Declaration v2
- 4) Create
- 5) Subcontractor/Supplier Declaration V2

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar includes 'Agency General...', 'Company Work...', 'Agency', and 'New High Scho...'. The main content area shows a breadcrumb trail: 'Agency > OAKS CI Adminis... > Version 2 Test Pr...'. The primary heading is 'Subcontractor/Supplier Declaration v2'. Below this, there are buttons for '+ Create', 'Actions', 'View', and 'All Records'. A table lists several declaration types, with 'Subcontractor & Supplier Declaration V2' highlighted. The interface also features a left-hand navigation menu with various options like 'Logs', 'Contracts and Agreements', and 'Subcontractor/Supplier Declaration v2'. Red arrows and blue circles with numbers 1 through 5 indicate the navigation path: 1 points to 'Logs', 2 to 'Contracts and Agreements', 3 to 'Subcontractor/Supplier Declaration v2', 4 to the '+ Create' button, and 5 to the 'Subcontractor & Supplier Declaration V2' entry in the table.



# SMSD Initiation

- a) Enter **Title** (the title should house the name of the company utilized)
- b) Click the Select button next to whichever Contract type you are using: **Trade Contract Name**, **Best Value Contract Name**, OR **Professional Services Agreement**
- c) Choose appropriate **Contract** record
- d) Click **Select**

The screenshot displays the 'Create New Subcontractor/Supplier Declaration v2' web application. The main form is titled 'General' and includes fields for Project Number (OCI-200022), Project Name (Version 2 Test Project), Facility Name (The William Green Building), and Organization (Ohio Facilities Construction Commission). The 'Title' field is highlighted with a red box and labeled 'a', containing the text 'SMSD OCI 001'. Below this is the 'Contract Select' section, which has three dropdown menus: 'Trade Contract Name', 'Best Value Contract Name', and 'Professional Services Agreement Name'. The 'Best Value Contract Name' dropdown is highlighted with a red box and labeled 'b', showing 'Best Value Selection RFQ 004'. A modal window titled 'Best Value Contracts v2' is open, showing a table of contracts. The table has columns for Contractor Name, Contract No., Title, Contract Amount, and Status. The row for 'OCI Test General' with Contract No. 'OCI-200022-1' and Title 'Best Value Selection RFQ 004' is highlighted with a red box and labeled 'c'. The 'Select' button in the modal's footer is highlighted with a red box and labeled 'd'. A 'Cancel' button is also visible in the modal footer.

Contractor Name	Contract No.	Title	Contract Amount	Status
OCI Test General	OCI-08000004	Best Value 004	250,000.00	Accepted
OCI Test General	OCI-200022-1	Best Value Selection RFQ 004	100,000.00	Approved
OCI Test General	OCI-003	Best Value Selection RFQ 003 (Test)	0.00	Approved
OCI Test General	OCI-200022-2	Test Contract 2	100,000.00	Approved
OCI Test General	OCI-200022-2	Test Contract 1	100,000.00	Approved



# SMUSD Initiation

## Scroll down the form to complete the Declaration Information

- ▶ If this subcontractor is entered in the OAKS CI Vendor List, use the **Subcontractor Select** field
  - a) Click the selection button in the Subcontractor Select field
  - b) Choose the Subcontractor from the list
  - c) Click Select
    - ▶ Vendor information will auto-populate
- ▶ If the subcontractor is not in the OAKS CI Vendor list, manually enter the fields

Create New Subcontractor/Supplier Declaration v2 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/usdfc/3620/275727?\_uref=uuu385251627t6

### Create New Subcontractor/Supplier Declaration v2

Send Save

**General**

#### Declaration Information

If this subcontractor is entered in the OAKS CI Vendor List, you may select them to retrieve Declaration Information. Otherwise manually enter the information.

**Subcontractor Select**

OCI Test General

**Type \***

Material Supplier

**Subcontractor/Supplier Name \***

OCI Test General

**Federal Tax ID \***

00-000OCI01

**Primary Officer \***

George Bluth

**Address Line 1 \***

4200 Surface Rd

**Address Line 2**

**City \***

Columbus

**State \***

Ohio

**ZIP \***

43228

**Vendors**

Search | Find on Page

Vendor Name	Address 1	City
O'Brien Cut Stone Co., Inc.	19100 Miles Avenue	Warrensville Heights
O'Reilly Engineering Group, Inc.	1291 Worthington Woods Blvd	Worthington
O&S Associates, Inc.	471 East Broad Street	Columbus
Oberle & Associates, Inc.	700 NW Second St.	Richmond
OBR Cooling Towers, Inc.	9665 South Compass Drive	Rossford
<b>OCI Test General</b>	<b>4200 Surface Rd</b>	<b>Columbus</b>
OCP Contractors	1740 Commerce Road	Holland
Oheil Irrigation	2109 East Social Row Road	Dayton
OHG, Joint Venture	2501 Superior Avenue	Cleveland
Ohio and Indiana Roofing Company	1429 Cranberry Rd.	St. Henry
Ohio Department of Commerce	6606 Tussing Road	Reynoldsburg

Total: 2050 Page 2 of 3 Display 1000 Per Page

Cancel Select



# SMSD Initiation

- ▶ Use the Tier 1 dropdown box to indicate if this is a Tier 1 Sub

Browser: Create New Subcontractor/Supplier Declaration v2 - Project No. OCI-200022 - Google...  
URL: ohio-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/359890/1?\_\_uref=uuu385251...

### Create New Subcontractor/Supplier Declaration v2

Send Save

**General**

**Best Value Contract Name**  
Best Value Selection...

**Professional Services Agreement Name**  
Type a Title...

**Declaration Information**  
If this subcontractor is entered in the OAKS CI Vendor List you may select them to retrieve Declaration Information. Otherwise manually enter the information.

**Subcontractor Select**  
OCI Test General

**Type \***  
Material Supplier

**Tier 1 \***  
Select  
Yes  
No

**Subcontractor/Supplier Name \***  
OCI Test General

**Federal Tax ID \***  
00-000OCI01

**Primary Officer \***  
none

**Address Line 1 \***  
4200 Surface Rd

**Contact Person \***

**Phone No. \***

**Address Line 2 \***

**Email Address \***

Attach

Information  
No Attachments.



# SMSD Initiation

Scroll down the form to complete the **Additional Details** section

- ▶ Required fields are marked with \*

Create New Subcontractor/Supplier Declaration v2 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/359890/1?\_uref=uuu385251627t6

### Create New Subcontractor/Supplier Declaration v2

Send Save

**General**

Declaration Information

**Additional Details**

Subcontractor PO Date

Subcontractor/P.O. Amount \$  \*

Services/Material Brands  \*

Skilled Trade License No.

DFSP Enrolled  \*

EDGE Certified Sub?  \*

EDGE Certification Number

Document Publishing

Attachments

Information  
No Attachments.



# SMSD Initiation

- ▶ When the record is ready to move forward, click the **Send** button at the top of the record
- ▶ Verify Workflow Action: **Submit**
- ▶ Click **Send**

The image shows two overlapping screenshots from a web browser. The background screenshot is the 'Create New Subcontractor/Supplier Declaration v2' form. At the top right, the 'Send' button is circled in red with an arrow pointing to it. The form includes sections for 'Declaration Information', 'Additional Details' (with fields for Subcontractor PO Date, Subcontractor/P.O. Amount, Services/Material Brands, and Skilled Trade License No.), and 'Document Publishing'. The foreground screenshot is a 'Workflow Action Details' dialog box. In the 'Action Details' section, the 'Workflow Actions' dropdown menu is set to 'Submit' and is circled in red. Below it, the 'Send For' field is set to 'AE Declaration Review'. The 'To' field lists several users. At the bottom of the dialog, the 'Send' button is circled in red with an arrow pointing to it, and a message states 'Task Due Date is not available'.



# A/E Receives an Email

- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.


**Project/Shell: Version 2 Test Project**

**Subcontractor/Supplier Declaration v2 SMSD-0002 is sent to you for AE Declaration Review.**

From : **Matthew Weber**  
Sent For : **AE Declaration Review**

Source Name : **Version 2 Test Project**  
Record No : **Subcontractor/Supplier Declaration v2 SMSD-0002**  
Title : **SMSD OCI 001**

[Unifier Login](#)



# A/E Review

- ▶ Click **Accept** to begin working on the record

Subcontractor/Supplier Declaration v2 - SMSD OCI 001 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/open/usdfc/20/0/0?srcid=20&model=usdfc&fromcostlog=1&project\_id...

### Subcontractor/Supplier Declaration v2

[Accept](#) [Decline](#) ☰

#### General

##### Task Details

**From**  
Matthew Weber

**To**  
Archana Atrey; Brett Gundlach; Matthew Weber; Rita Nichols; Shauna Hooks; Steve Mayo; ...

**Sent For**  
AE Declaration Review

##### General

<b>Project Number</b> OCI-200022	<b>Record Number</b> SMSD-0002
<b>Project Name</b> Version 2 Test Project	<b>Creator</b> Matthew Weber
<b>Facility Name</b> The William Green Building	<b>Creation Date</b> 05/10/2021 08:39 AM (UTC-5)
<b>Organization</b> Ohio Facilities Construction Commission	<b>Status</b> Pending
<b>Title</b> SMSD OCI 001	

##### Attachments

Comments >

**i**  
Information  
No Attachments.



# A/E Review

▶ Review information in the General tab. Scroll down to view each section:

- ▶ **General**
- ▶ **Declaration Information**
- ▶ **Additional Details**

Subcontractor/Supplier Declaration v2 - SMSD OCI 001 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2966096/undefined/undefined?\_uref=uuu385251627t6

Subcontractor/Supplier Declaration v2 Send Save

**General**

**Instructions**  
Review this subcontractor/material supplier declaration. Take the Recommend Approval workflow action to approve use of the vendor or take the 'Return for Clarification' or 'Reject' work flow actions.

**General**  
Complete one record for each subcontractor and material supplier used.

<b>Project Number</b> OCI-200022	<b>Record Number</b> SMSD-0002
<b>Project Name</b> Version 2 Test Project	<b>Creator</b> Matthew Weber
<b>Facility Name</b> The William Green Building	<b>Creation Date</b> 05/10/2021 08:39 AM (UTC-5)
<b>Organization</b> Ohio Facilities Construction Commission	<b>Status</b> Pending
<b>Title</b> SMSD OCI 001	

**Contract Select**  
Select only one.

<b>Trade Contract Name</b> [Empty]	<b>Vendor Name</b> OCI Test General
<b>Best Value Contract Name</b> Best Value Selection RFQ 004	

**Attachments**

Unpublished Attachment

timeline.

Total: 1



# A/E Review

- ▶ Review any **Attachments** and **Comments** in the right pane
- ▶ When the record is ready to move forward, click **Send**

Subcontractor/Supplier Declaration v2 - SMSD OCI 001 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2966096/undefined/undefined?\_uref=uuu385251627t6

## Subcontractor/Supplier Declaration v2

[Send](#) [Save](#) ☰

### General

#### Instructions

Review this subcontractor/material supplier declaration. Take the Recommend Approval workflow action to approve use of the vendor or take the 'Return for Clarification' or 'Reject' work flow actions.

#### General

Complete one record for each subcontractor and material supplier used.

<b>Project Number</b>	<b>Record Number</b>
OCI-200022	SMSD-0002
<b>Project Name</b>	<b>Creator</b>
Version 2 Test Project	Matthew Weber
<b>Facility Name</b>	<b>Creation Date</b>
The William Green Building	05/10/2021 08:39 AM (UTC-5)
<b>Organization</b>	<b>Status</b>
Ohio Facilities Construction Commission	Pending
<b>Title</b>	
SMSD OCI 001	

#### Contract Select

Select only one.

<b>Trade Contract Name</b>	<b>Vendor Name</b>
	OCI Test General
<b>Best Value Contract Name</b>	
Best Value Selection BEC 004	

### Attachments

Unpublished Attachments

<input checked="" type="checkbox"/>	timeline.jpg
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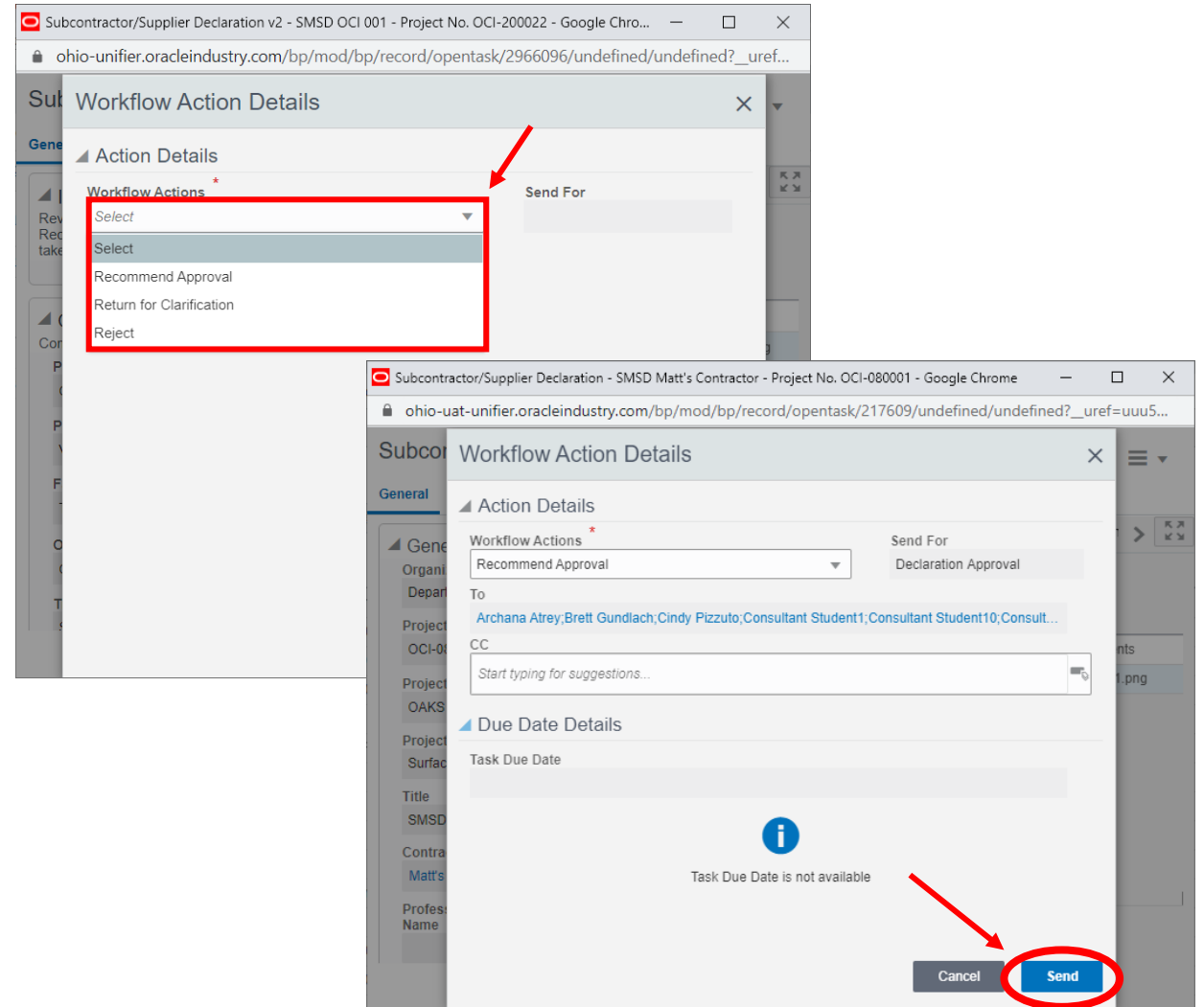
Total: 1



# A/E Review

## ▶ Select Workflow Action:

- ▶ If record is ready to move forward to PM Declaration Approval
  - ▶ Choose **Recommend Approval**
  - ▶ Click **Send**
- ▶ If record must be returned to the Contractor for Update:
  - ▶ Add a general comment. See [General Comments](#) section for instructions.
  - ▶ Choose **Return for Clarification**
  - ▶ Click **Send**



# PM Receives an Email

- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.


**Project/Shell: Version 2 Test Project**

**Subcontractor/Supplier Declaration v2 SMSD-0002 is sent to you for Declaration Approval.**

From : **Matthew Weber**  
Sent For : **Declaration Approval**

Source Name : **Version 2 Test Project**  
Record No : **Subcontractor/Supplier Declaration v2 SMSD-0002**  
Title : **SMSD OCI 001**

[Unifier Login](#)



# PM Declaration Approval

- ▶ Click Accept Task

Subcontractor/Supplier Declaration v2 - SMSD OCI 001 - Project No. OCI-200022 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/open/usdfc/20/0/0?srcid=20&model=usdfc&namcostlog=1&project\_id=3620...

Subcontractor/Supplier Declaration v2

Accept Decline

**General**

**Task Details**

**From**  
Matthew Weber

**To**  
Archana Atrey; Brett Gundlach; Matthew Weber; Rita Nichols; Shauna Hooks; Ste...

**Sent For**  
Declaration Approval

**General**

<b>Project Number</b> OCI-200022	<b>Record Number</b> SMSD-0002
<b>Project Name</b> Version 2 Test Project	<b>Creator</b> Matthew Weber
<b>Facility Name</b> The William Green Building	<b>Creation Date</b> 05/10/2021 08:39 AM (UTC-5)
<b>Organization</b> Ohio Facilities Construction Commissic	<b>Status</b> Pending
<b>Title</b> SMSD OCI 001	

**Attachments** Comments Linked Recc

Published Attachments

<input checked="" type="checkbox"/>	timeline.jpg
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Total: 1



# PM Declaration Approval

- ▶ Review the Subcontractor/Supplier Declaration record

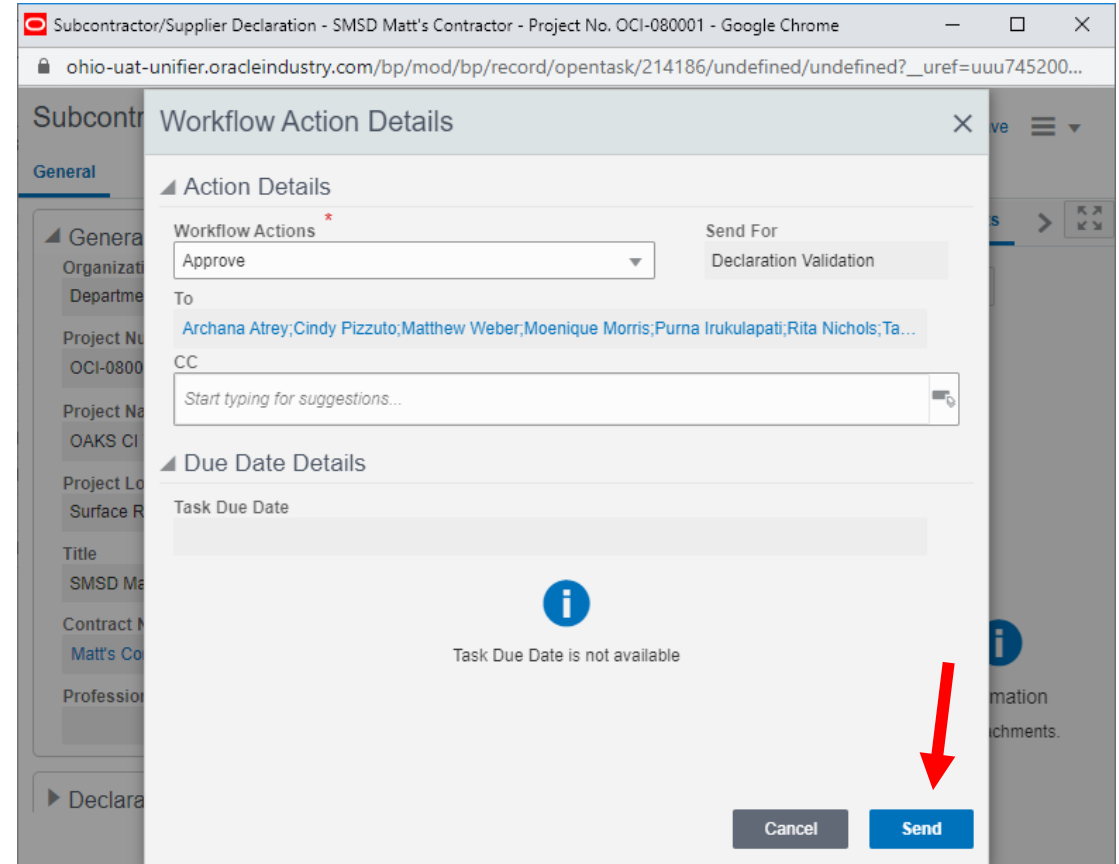
The screenshot displays a web browser window with the following details:

- Browser Tab:** Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome
- URL:** ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214186/undefined/undefined?\_uref=uuu745200052t2
- Page Title:** Subcontractor/Supplier Declaration v2
- Buttons:** Send Save (with a menu icon)
- Section:** General
- Fields:**
  - Organization: Department of Administrative Services
  - Record Number: SSD-0374
  - Project Number: OCI-080001
  - Creation Date: 07/28/2020 02:37 PM (UTC-8)
  - Project Name: OAKS CI Training 1
  - Creator: Matthew Weber
  - Project Location: Surface Road
  - Status: Pending
  - Title: SMSD Matt's Contractor
  - Contract Name: Matt's Contract
  - Contractor Name: Matt's Vendor
  - Professional Services Agreement Name: (empty)
- Attachments:** No Attachments.
- Expandable Sections:** Declaration Information, Additional Details, Publish Path



# PM Declaration Approval

- ▶ Choose Workflow Action: **Approve**
- ▶ Click **Send**



# PC Validation Step

- ▶ PC receives an Email
- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.

**Project/Shell: Agency General Projects Test**

**Contractor Pay Request CPR-0029 is sent to you for PC Review and Validation.**

From : Shauna Hooks  
Sent For : PC Review and Validation

Source Name : Agency General Projects Test  
Record No : Contractor Pay Request CPR-0029  
Title : testshauna

[Unifier Login](#)



# PC Validation Step

- ▶ Click Accept Task

Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214194?task\_id=214194&parent\_id=0&viewOnly=0&project\_id=1006&model=usd&\_\_uref=uuu74...

### Subcontractor/Supplier Declaration v2

Accept Decline

General

**Task Details**

From: Matthew Weber

To: Archana Atrey; Cindy Pizzuto; Matthew Weber; Moenique Morris; Purna Irukulapati; Rita Nichols; Tandra ...

Sent For: Declaration Validation

**General**

Organization: Department of Administrative Services	Record Number: SSD-0374
Project Number: OCI-080001	Creation Date: 07/28/2020 02:37 PM (UTC-8)
Project Name: OAKS CI Training 1	Creator: Matthew Weber
Project Location: Surface Road	Status: Pending
Title: SMSD Matt's Contractor	

Attachments | Comments | Linked Records | Linked Mail

Information  
No Attachments.



# PC Validation Step

- ▶ If this is a Tier 1 Subcontractor attach the subcontractor agreement or return to Contractor for attachment

Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214194/undefined/undefined?\_uref=uuu745200052t2

## Subcontractor/Supplier Declaration v2

Send Save

General

Validate the Federal Tax ID, EDGE status, and DFWP enrollment of the proposed subcontractor or material supplier.

General

Declaration Information

Type: Material Supplier

Subcontractor/Supplier: Matt's Consultant

Federal Tax ID: 1234567890

Primary Officer 1: Matt's Officer

Address Line 1: 30 W Spring St

Tier 1: Yes

Subcontracted by:

Attachments

Information  
No Attachments.



# PC Validation Step

- ▶ Validate the Federal Tax ID, EDGE status, and DFWP enrollment of the proposed subcontractor or material supplier. Subcontractor/Supplier Declaration v2

Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214194/undefined/undefined?\_\_uref=uuu745200052t2

### Subcontractor/Supplier Declaration v2

Send Save

General

Validate the Federal Tax ID, EDGE status, and DFWP enrollment of the proposed subcontractor or material supplier.

Attachments

General

Declaration Information

Type	Tier 1
Material Supplier	Yes
Subcontractor/Supplier	Subcontracted by:
Matt's Consultant	
Federal Tax ID	
1234567890	
Primary Officer 1	
Matt's Officer	
Address Line 1	
30 W Spring St	

Information  
No Attachments.

Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214194/undefined/undefined?\_\_uref=uuu745200052t2

### Subcontractor/Supplier Declaration v2

Send Save

General

Validate the Federal Tax ID, EDGE status, and DFWP enrollment of the proposed subcontractor or material supplier.

Attachments

General

Declaration Information

Additional Details

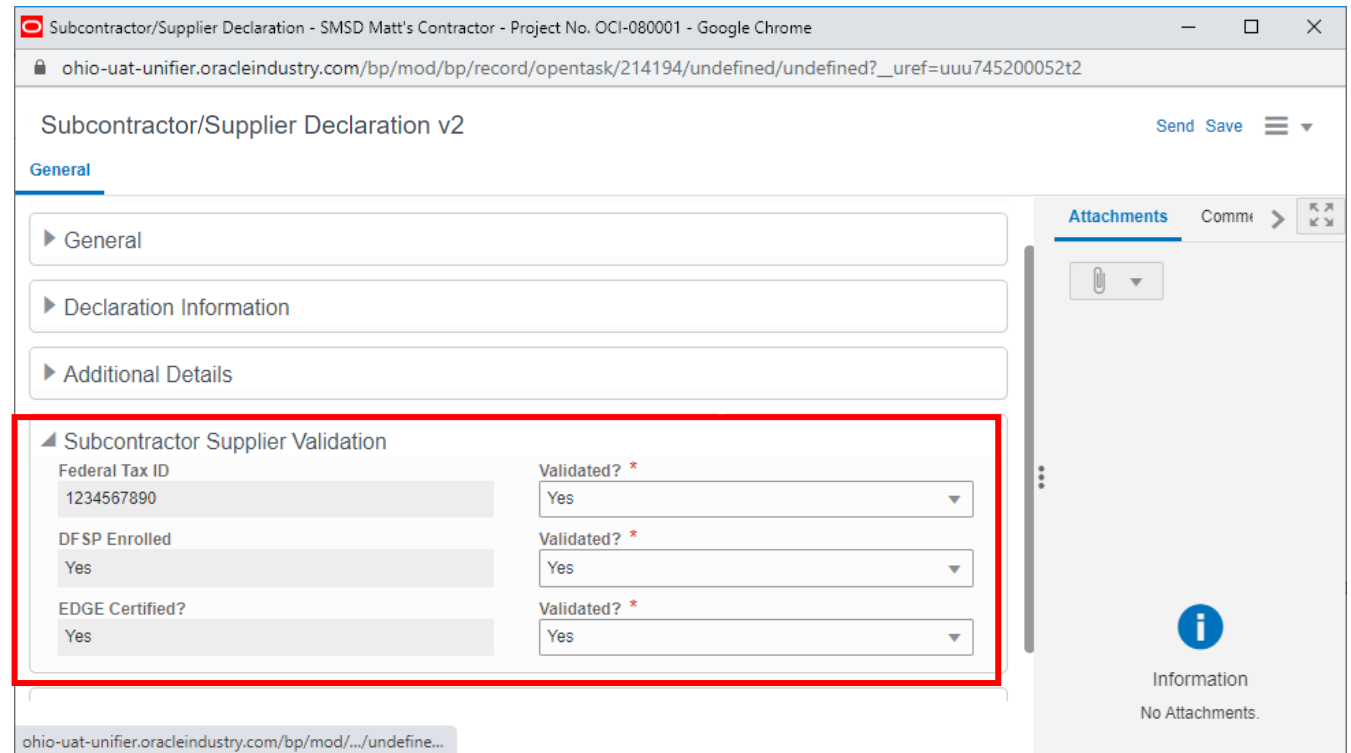
Subcontractor/P.O. Date	DFSP Enrolled
	Yes
Subcontractor/P.O. Amount \$	EDGE Certified?
1,000,000.00	Yes
Services/Material Brands	EDGE Certification Number
Concrete	1234567890
Skilled Trade License No.	MBE

Information  
No Attachments.



# PC Validation Step

- ▶ Fill out Subcontractor Supplier Validation required fields



Subcontractor/Supplier Declaration - SMSD Matt's Contractor - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214194/undefined/undefined?\_uref=uuu745200052t2

### Subcontractor/Supplier Declaration v2

Send Save

General

▶ General

▶ Declaration Information

▶ Additional Details

▶ Subcontractor Supplier Validation

Federal Tax ID 1234567890	Validated? * Yes
DFSP Enrolled Yes	Validated? * Yes
EDGE Certified? Yes	Validated? * Yes

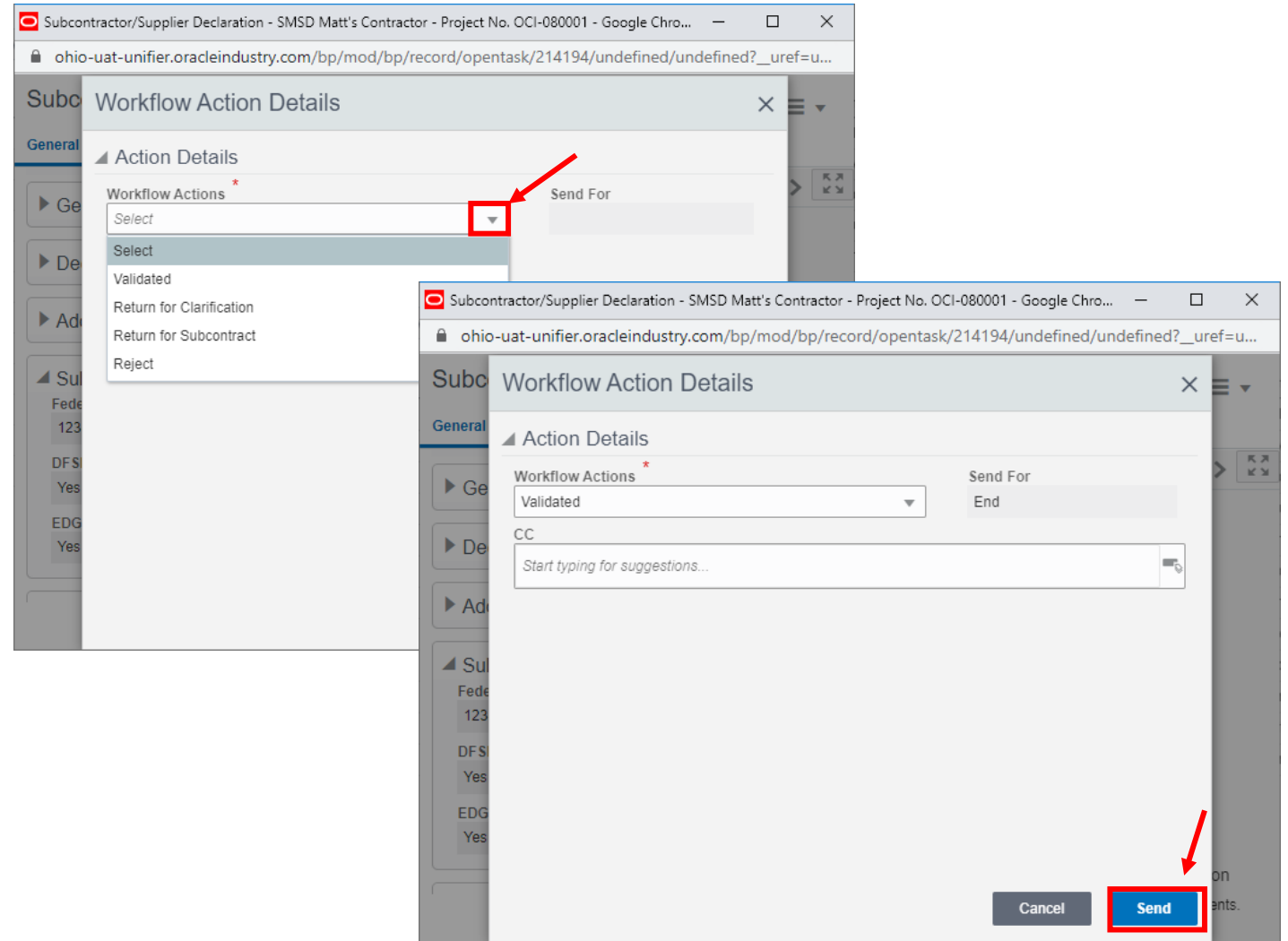
Attachments

Information  
No Attachments.



# PC Validation Step

- ▶ Choose the appropriate Workflow Action and click **Send**



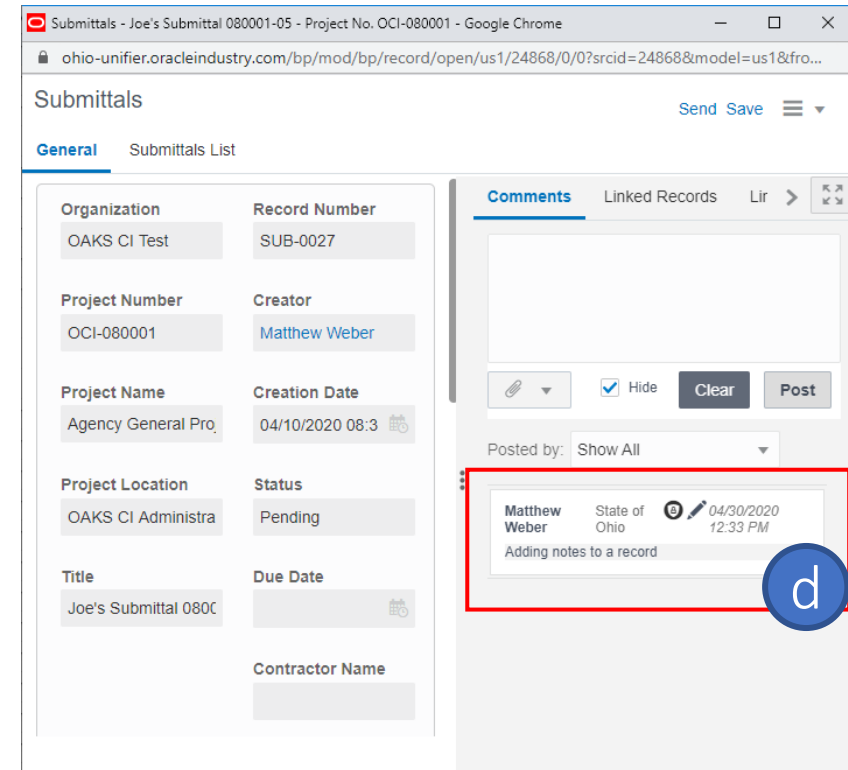
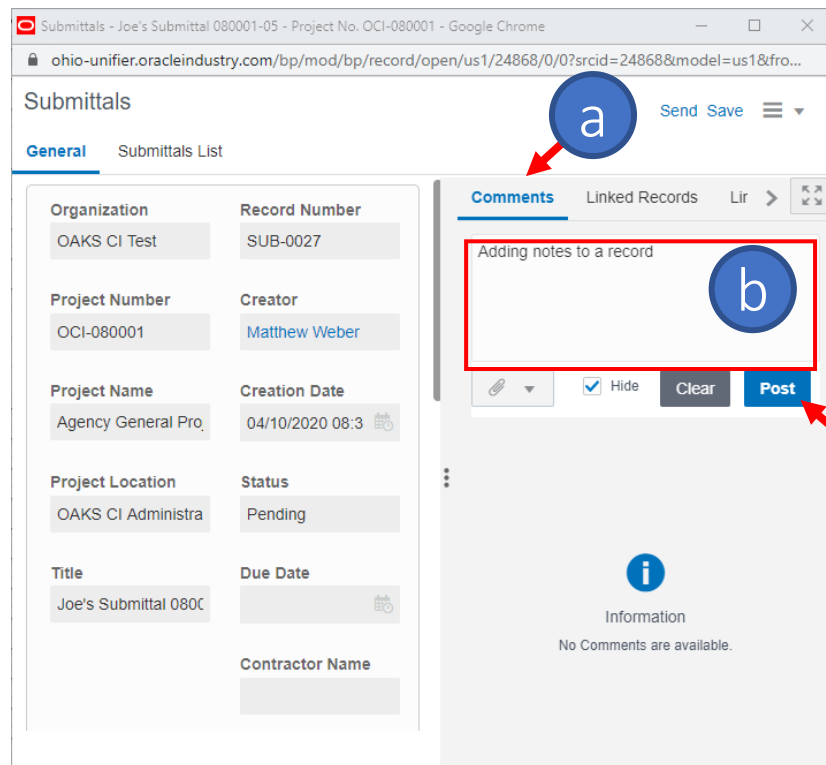
# Validation Links

- Use this link to validate Drug Free Safety Workplace for subcontractors:
  - <https://www.bwc.ohio.gov/employer/services/StateContract/nlbwc/StateContract1.aspx>
- Use this link to validate EDGE for subcontractors and material suppliers:
  - <https://eodreporting.oit.ohio.gov/edge-certification>



# Adding Comments to the Record

- ▶ Adding Comments are a good way to communicate with team members about a specific record
  - a) Click the Comments tab Click Add
  - b) Enter Comments
  - c) Click Post
  - d) The comment will display as a permanent part of the record



# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211

