

SUBCONTRACTOR AND MATERIAL SUPPLIER DECLARATION (SMSD): VENDOR

Process Description

Provides for submission, review, and approval the Subcontractor and Material Supplier Declaration

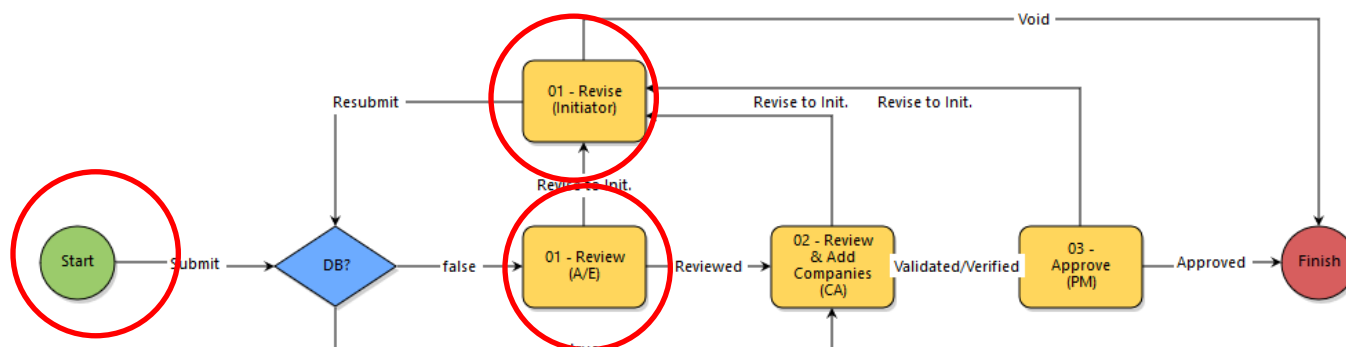
Roles That can Start the Process

Construction Manager at Risk (CMR), Design Builder (DB), General Contractor (GC), OSU Contract Administrator (CA), OSU Project Manager (PM)

Process Participants

Architect/ Engineer (AE), Construction Manager at Risk (CMR), Design Builder (DB), General Contractor (GC), OSU Contract Administrator (CA), OSU Project Manager (PM)

Workflow Diagram



Initiation of Process

Note: The supplier documentation in the SOV and SMSD must be the same. The contractor will initiate the process to approve one or many suppliers.

1. Open the SMSD process. The **SMSD** screen displays.
2. Enter a **Subject** (ex. SMSD – Company ABC)
3. Enter information in the grid by one of the following two methods:
 - Enter each supplier individually using the **Add New Company Information** section of the page
 - When done click the **Add** button to add supplier
 - Repeat as needed

Add New Item for Company Information

* Subcontractor or Material Supplier:

* Company Name:

* Contact Person:

* Street Address:

* City:

* State:

* Zip:

* Telephone No.:

Fax No.:

* Federal Tax I.D. No.:

* DFSP Enrolled :

DFSP Policy No.:

Edge Expiration Date:

* Edge Status:

Is Edge Vendor Information Aligned with the SOV?:

Services/Material Brands:

Tier Subcontractor Name:

Subcontractor PO Amount:

Supporting Documents

- Click the **Download** button to download the **SMSD Template**
 - Complete all required information
 - Click the **Import** button to upload the template

Subcontractor Material Supplier Declaration (SMSD)

Start Process

Project: eBuilder Training
 Project Number: OSU-000000
 Process: Subcontractor Material Supplier Declaration
 * Subject:

Details | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached Viewpoints (0) | **SMSD (0)**

Company Information Show Filter | Select All Row Height: 1X

Click the "Download" button on the right to download the SMSD template.

NOTE: "Tier Subcontractor" refers to the name of the company the subcontractor or supplier are in contract with.

#	Subcontractor or Material Supplier	Company Name	Contact Person	Street Address	City	State
Grand Totals (0 items)						

1. Attach **Supporting Documents**
 - If any suppliers submitted in this request are EDGE certified, attach documentation
 - If submitting documentation for more than one supplier, create one combined file for each document type
2. Click the **Submit** button

Review AE

Note: This step will be bypassed if the project is Design Build

1. Open the process
2. Review the information
3. Click the dropdown box and select **Reviewed** or **Revised**
4. Click the **Take Action** button

Additional Process Steps

Review & Add Companies (CA) to Approve (PM) – Performed by OSU

Finish

The Subcontractor and Material Supplier Declaration (SMSD) process is complete