



DMF Entry:

Producer/Supplier Reference Manual

INDOT Materials Management

Manual Version May 2019

DMF Entry Version 1.10



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DMF Entry:

Setting Up ITAP

ITAP (INDOT Technical Application Pathway) is accessible from <https://itap.indot.in.gov>. To use ITAP, you must be registered under your company. To register for ITAP:

1. Open your browser and navigate to <https://itap.indot.in.gov>. Locate the link highlighted below to complete an enrollment form:

Do you need to enroll a new business? [Complete a business enrollment form](#)
 Do you need to apply for a user account? [Complete a user enrollment form](#)

2. From the User Enrollment screen, select *Business Type* -> *Vendor* -> *Contractor*, find your company in the list, and select *Start*.

If you don't find your company listed in the Contractor list, your company will need to visit the link [Complete a business enrollment form](#) from the main screen before you can use DMF Entry or other ITAP applications.

DMF Entry: Setting Up ITAP

- Fill out all required fields on the User Information form and select *Finish*. Your company's ITAP Administrator will get a notification that you are requesting an ITAP account.

User Enrollment - User Information (Milestone Contractors, LP)

First Name

Last Name

Title

Email Address

Confirm Email Address

Phone Number - Ext

Fax -

Address 5950 S. Belmont Ave., PO Box 421459

Zip 46217

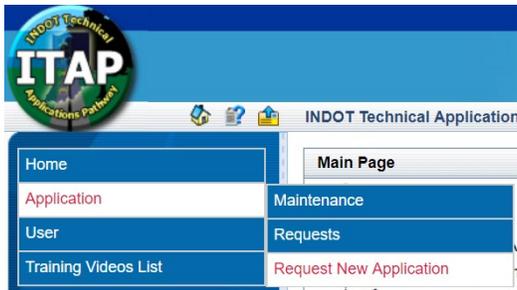
City INDIANAPOLIS State IN

Verification Code

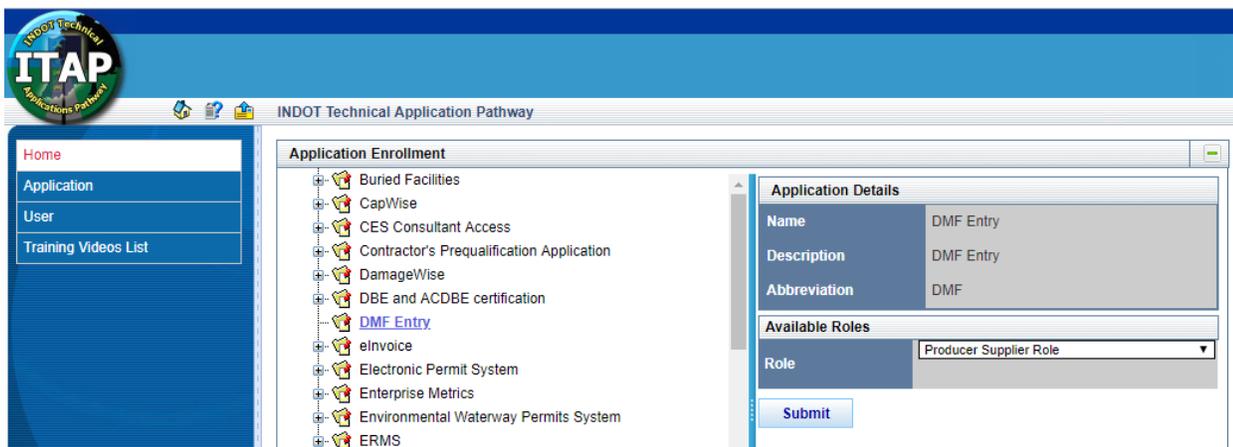
* This color background fields are mandatory

Previous Finish

- As soon as your ITAP Administrator approves your account, you can request access to specific INDOT applications. To do so, from the ITAP home screen, select *Applications* -> *Request New Application*.



- Navigate to DMF Entry in the Application Enrollment page, select *Producer Supplier Role* from the Role dropdown, and press *Submit*.



- Once again, your ITAP Administrator will have to allow you to access the *DMF Entry* application. To track the progress of your application request, you can select *Application* -> *Requests* to see a list of applications, request types, and roles if applicable. Once your request is approved, you will be able to access it from the ITAP home screen by selecting the application, followed by the link titled *Click here to access the application*.

DMF Entry:

Navigation and New Entry

Once you have launched the DMF Entry application, you will be greeted with the Mix Design Summary screen. This screen will contain all of your Mix Designs in various states: Draft, Under Review, or Accepted. Shown for each entry are the created date, your Internal Mix ID, a DMF # after it has been approved, which Plant the DMF is tied to, a brief description of the mix, the district your Plant is located in (the approving district), the status, and the status date. These can be sorted and filtered using the column headers.

	Created Date	Internal Mix Id	INDOT DMF	Plant #	Mix Type	District	Status	Status Date
	02/07/2019				HMA,2,64-22,Base,Inter ,19.0 mm,Superpave 4	GREENFIELD	Approved	02/22/2019
	02/19/2019				HMA,2,3,4,76-22,Inter ,19.0 mm,Open Grade	LAPORTE	Under Review	03/01/2019
	02/19/2019				HMA,2,64-22,Base,Inter ,19.0 mm,Superpave 4	GREENFIELD	Draft	02/28/2019
	02/20/2019				HMA,3,4,70-22,Surf ,4.75 mm,Superpave 4	CRAWFORDSVILLE	Under Review	02/25/2019
	02/20/2019				HMA,3,4,64-22,Base,Inter ,25.0 mm,Superpave 4	CRAWFORDSVILLE	Approved	03/01/2019

Additional buttons you'll see include Add Mix Design, View, Delete, and Return to Summary Screen. Mixes will only show Delete in Draft or Rejected status. If a mix needs to be deleted after acceptance (as a duplicate or otherwise), contact our support team at the email below.

At the bottom there will also be forward and back buttons as you begin to generate multiple pages of Mix Designs. At the top, you can also *Log Out*. To Create a Mix Design:

1. Press Add Mix Design. The following screen will appear:

2. Proceed to enter data for the Mix Design. Peach fields denote entry fields in most cases, with one exception being the Sieve DMF Mass % entry table. Select any Add button to add an entry, into the Aggregate, PG Binder, or Additive tables.

DMF Entry: Assigning a DMF to a Contract

- At various points throughout your entry, the page may save and calculate based on your data entry. If you have changed something that you believe will result in a different calculation, you may also select the *Save as Draft* button at the bottom of the page to save and refresh calculations manually.
- Select all intended Mix Courses, 401 ESAL Cats and 402 Mix Types for this Mix. It will be approved based on these use cases.
- We suggest you include PG Binders for all types: 64-22, 70-22, and 76-22, to allow maximum applicability of your mix.
- The Internal Mix ID is required for a number of functions, such as tracking status via email and uploading documents.
- The field below the Internal Mix ID # field is a free entry field for you to make notes regarding the mix. This field will be an officially recorded part of the DMF when it is accepted.
- If you have copied this Mix from a previously accepted DMF, that DMF will be included in the *DMF Ref History*. If the Mix Design has changed significantly from the DMF referenced, you can delete it here.
- Underneath the Mix information is an Attachments table shown below.

Mixture Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Base	Inter	Surf
401 ESAL Cat(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2	3	4
402 Mix Type(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	C	D

+				
	Submitter	Original Author	Document Name	Uploaded Date
Page 0 of 0				
10 items per page				
No items to display				

Select , and in the pop-up dialog, choose *Select Files...* Enter a descriptor for *Document Type* and *Description* for clarity, and select  **Upload Files**. When the upload is complete exit the dialog. Press the  button and the document will show in the table shown above. If your upload doesn't show immediately, the system may be processing it still – wait a few minutes, *refresh* the table, and check before uploading again.

- At the bottom, you'll see two fields titled *DTE Notes* and *P/S Notes*. These notes differ from the field mentioned above in that they are not part of the DMF that will be locked upon approval. They can be used to record notes for your personal use, or be used for communication between you and the approving DTE.
- Finally, in the *District* field, select the District in which your plant resides, and *Save as Draft* one last time. Double check your entry, and select *Submit* to submit your mix for acceptance.
- An email will be sent to both you and the DTE, who will then log in, review, annotate, and either accept or reject your Mix Design. You will be notified by email of the actions taken, and, if rejected, can determine why, address it with your rejecting DTE, then revise and resubmit your mix.

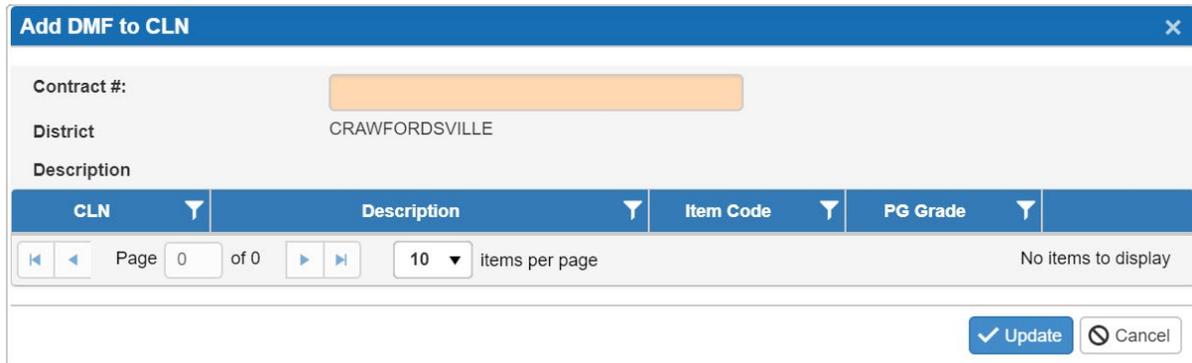
DMF Entry: Assigning a DMF to a Contract

Once a Mix Design has been accepted, the *Contracts* tab will be available when viewing the DMF.

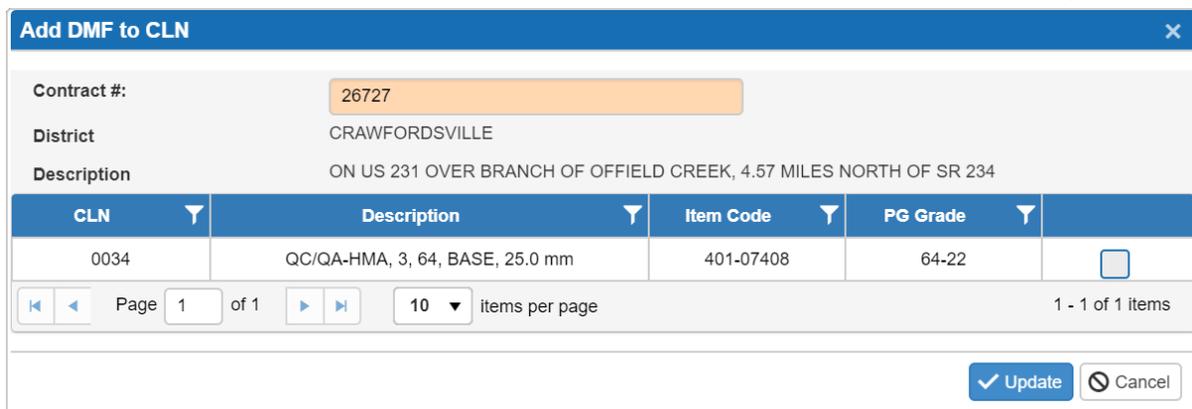
Mix Design Overview			
MDS Overview		Contracts	
DMF Description: HMA,3,4,64-22,Base,Inter,25.0 mm,Superpave 4			
Contract	CLN	Item Description	DMF#
R-31175	0046	QC/QA-HMA, 3, 64, BASE, 25.0 mm	
IR-30161	0056	QC/QA-HMA, 4, 64, BASE, 25.0 mm	
IR-30161	0195	QC/QA-HMA, 4, 64, BASE, 25.0 mm	

The Contracts tab has an  *Add Item* button, the DMF Description, and a list of all Contract Items that you or your company has assigned to this DMF. To assign a DMF to an Item:

1. Click on  *Add Item*. The following pop-up will appear over your list:



2. Type in the appropriate 5-digit contract number and press the *Tab* key.
3. A short description of the contract will appear, including the district in which that contract resides. Ensure that it accurately matches the contract you intend to assign this DMF to.
4. In the list shown at the bottom, all applicable Item Codes will be listed that can accept your DMF.



5. Ensure your mix is acceptable for the Item(s) you wish to add it to, and check the corresponding boxes.
6. Finally, select the *Update* button to add the selected Item(s) to your current DMF. An email will be sent to you and the PE/S for that Contract notifying them.

Once you have added an Item to your DMF, it will no longer show in the *Add* screen if you search that Contract again. If your Contract has Change Order HMA Items, once the Change Order is approved, those new Items will be available in the *Add* screen as well. You can assign multiple applicable DMFs to a single Item Code.

If you are using your DMF on an Item as a part of a Design/Build Contract, the Item should appear once per Project that that Item Code is being used on. Simply select the appropriate Item Codes and press Update.

If you have any questions or issues, feel free to contact our support team at cmsupport@indot.in.gov