Producer/Supplier Materials Window

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General Description

The Producer/Supplier Materials window allows the addition and modification of approved materials for a specified producer/supplier. The producer/supplier materials data is used for validation when sample data is entered. An approved product can also have Remarks attached to it.

The Producer/Supplier Materials window also tracks expiration dates/times for materials and makes the material active or inactive for a given Producer/Supplier.

A user can delete a material from the Producer/Supplier Material window, if the combination of producer/supplier and material has not been used in the system.

Procedure

In KYTC, the Producer/Supplier Materials window is used to associate Material Codes to Producers, Suppliers, Manufacturers, and Plants. Each material section is responsible for maintaining the data for their section. If Material Code is not associated to a P/S, contact the appropriate section at the Central Office.

In KYTC, the Description folder tab on the Producer/Supplier window should be populated in accordance with the field table definitions below.

Material Code Approval Status should be used as defined below:

Status	Description
Qualified	This P/S is qualified to supply this material.
Pending	Material is under review (but still authorized for use statewide).
Project Specific	Material is being evaluated on a specific project.
Not Qualified	This P/S is not qualified to supply this material.

As a material is retested for approval, an Expiration Date for the current Material Code should be entered, and a new Material Code record should be entered with the appropriate Approval Status Type, Sample ID, and Effective Date.

If a P/S should no longer supply a material, enter the date the material is no longer qualified in the Expiration Date field. Do not modify the Approval Status field.

NOTE: In order for a Producer/Supplier Material to be visible in the List of Approved Materials Report, it must be effective and have a status of Qualified or Pending.

Field Table

Field Name	KYTC Population Policy & Procedure
Producer/Supplier	After selection, displays the unique identifier of the producer/supplier approved to provide materials.
Material Code	Select the Material Code
Material Full Name	Displays the material's full name.
Material Category	Displays the classification type of the material.
Approval Status	Select the Approval Status. - See table above.
Source Type	KYTC will not be using this field.
Effective Date	Enter the effective date when the material became active for the Producer/Supplier. Defaults to current date when a new material is added and must be less than the Expiration Date (if entered). The Effective Date may be greater than the expiration date of the previous inactive row of the same material, if present.
Expiration Date	Leave the expiration date of 00/00/00 for all new P/S Materials. Otherwise, enter the data the approved material expired. - Re-approvals should be done on a yearly basis.
Sample ID	KYTC will optionally enter the Sample ID used to qualify or disqualify the material for the selected Producer/Supplier if it is available.
Last Modified Date	Auto populated with the date the record was last modified.
Last Modified User ID	Auto populated with the User ID of the person who last modified the record.

REMARKS WINDOW

Remarks Description

The Remarks window outlines specific information that describes free form remarks for the producer/supplier material.

Procedure

In KYTC, the Remarks window on the Producer/Supplier Material window should be populated in accordance with the field table definitions below.

Field Table

Field Name	KYTC Population Policy & Procedure
Remark	When applicable, enter remarks relating to the Producer/Supplier.

ATTACHMENTS WINDOW

Attachments Description

The Attachments window allows URL links, Plug-In applications, and OLE documents to be attached to the current Producer/Supplier Material record. These attachments can either be manually activated or activated automatically upon opening the associated Producer/Supplier Material.

Procedure

In KYTC, the Attachments window on the Producer/Supplier Material window will not be used.