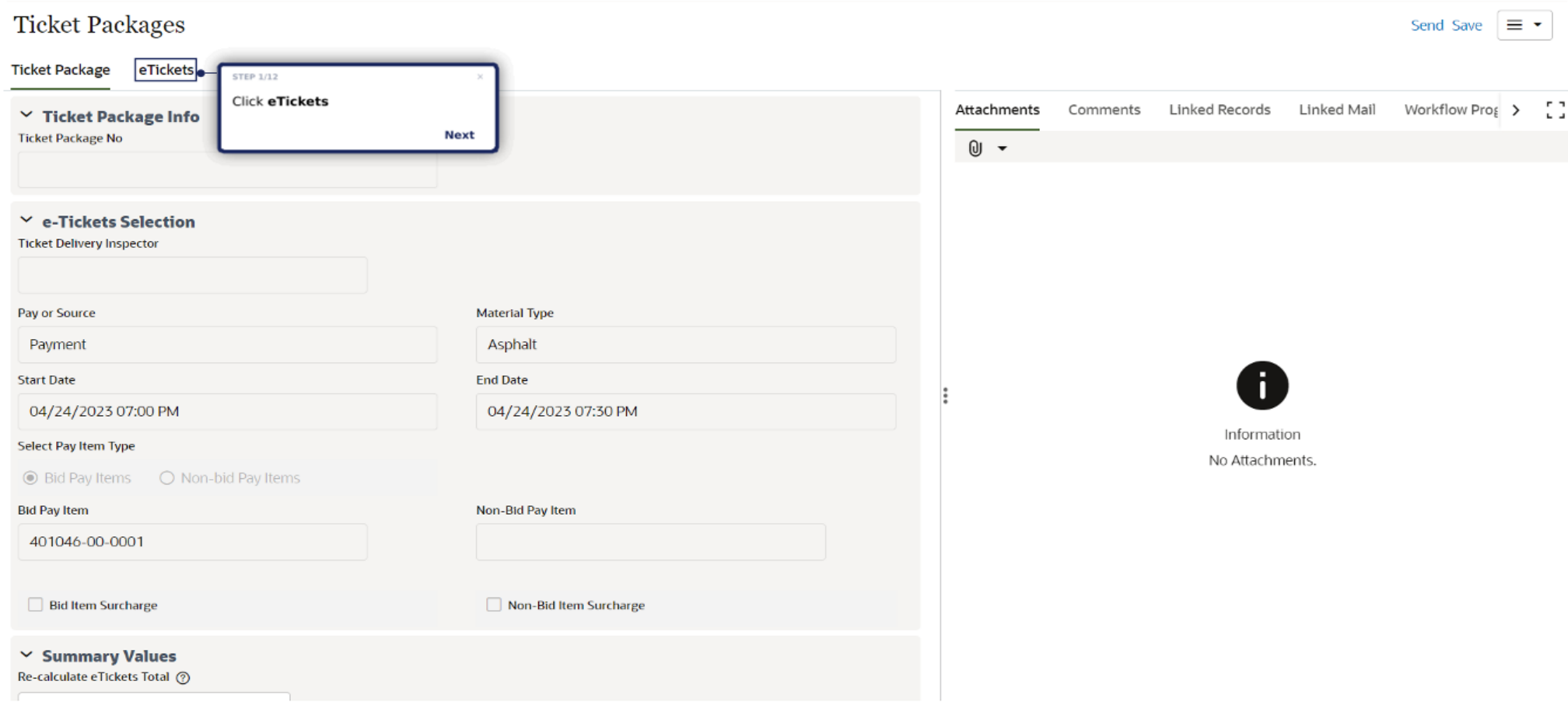
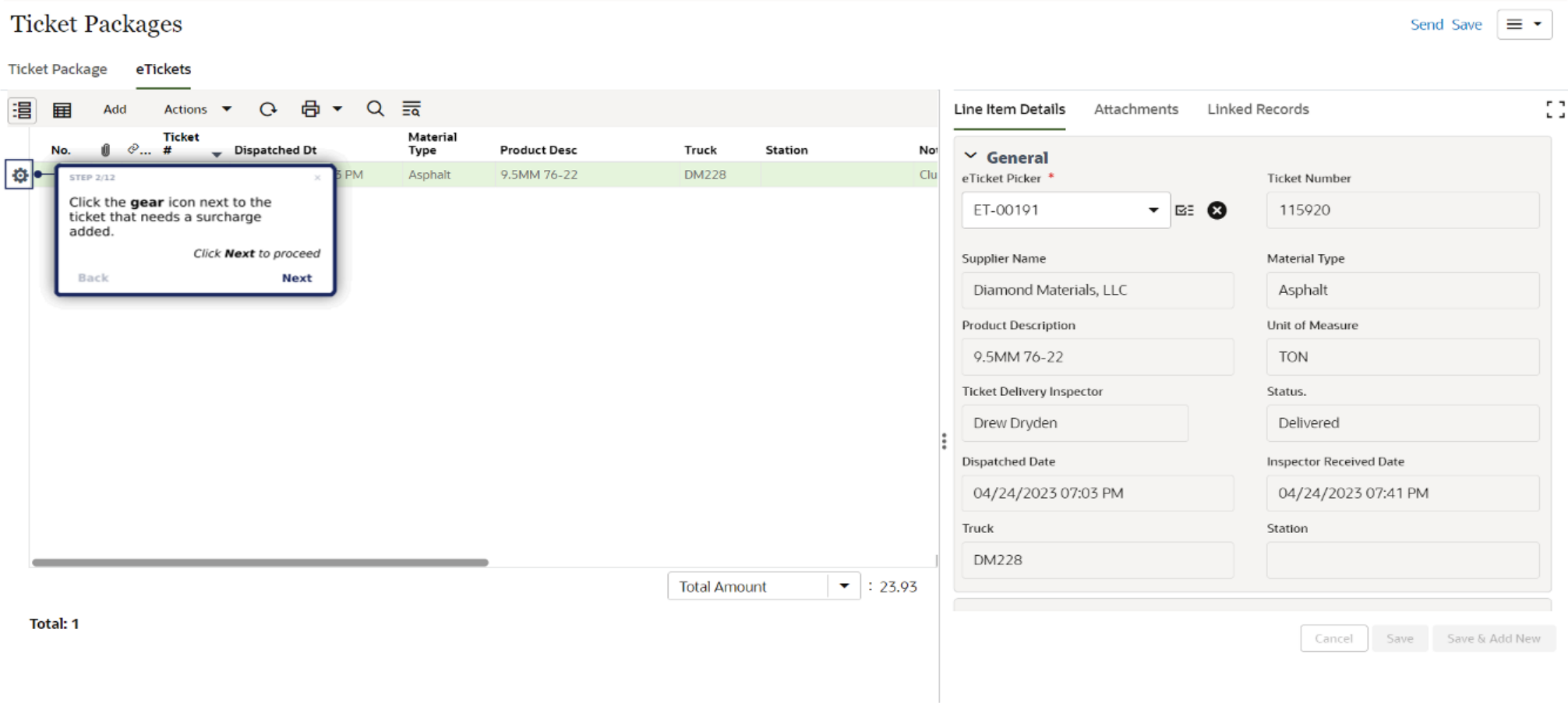
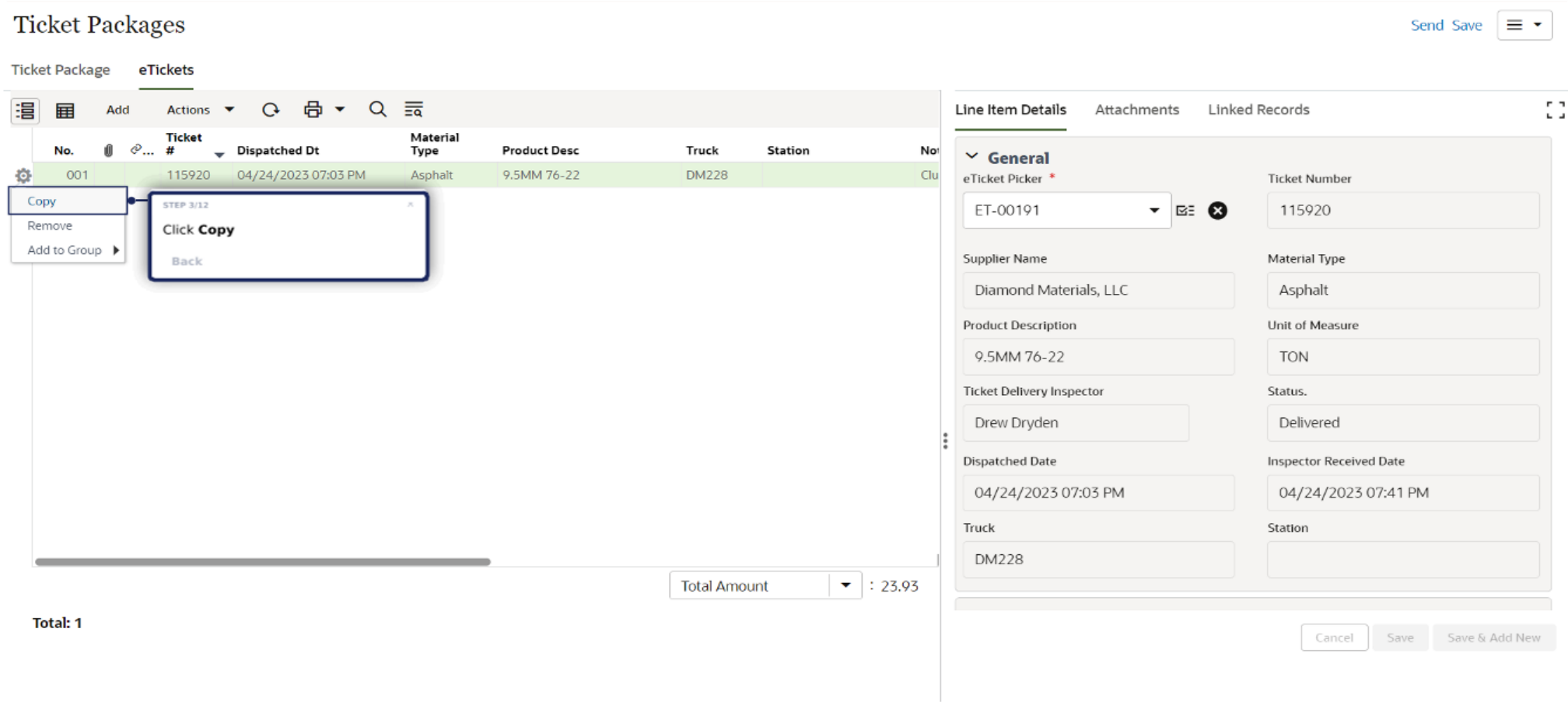
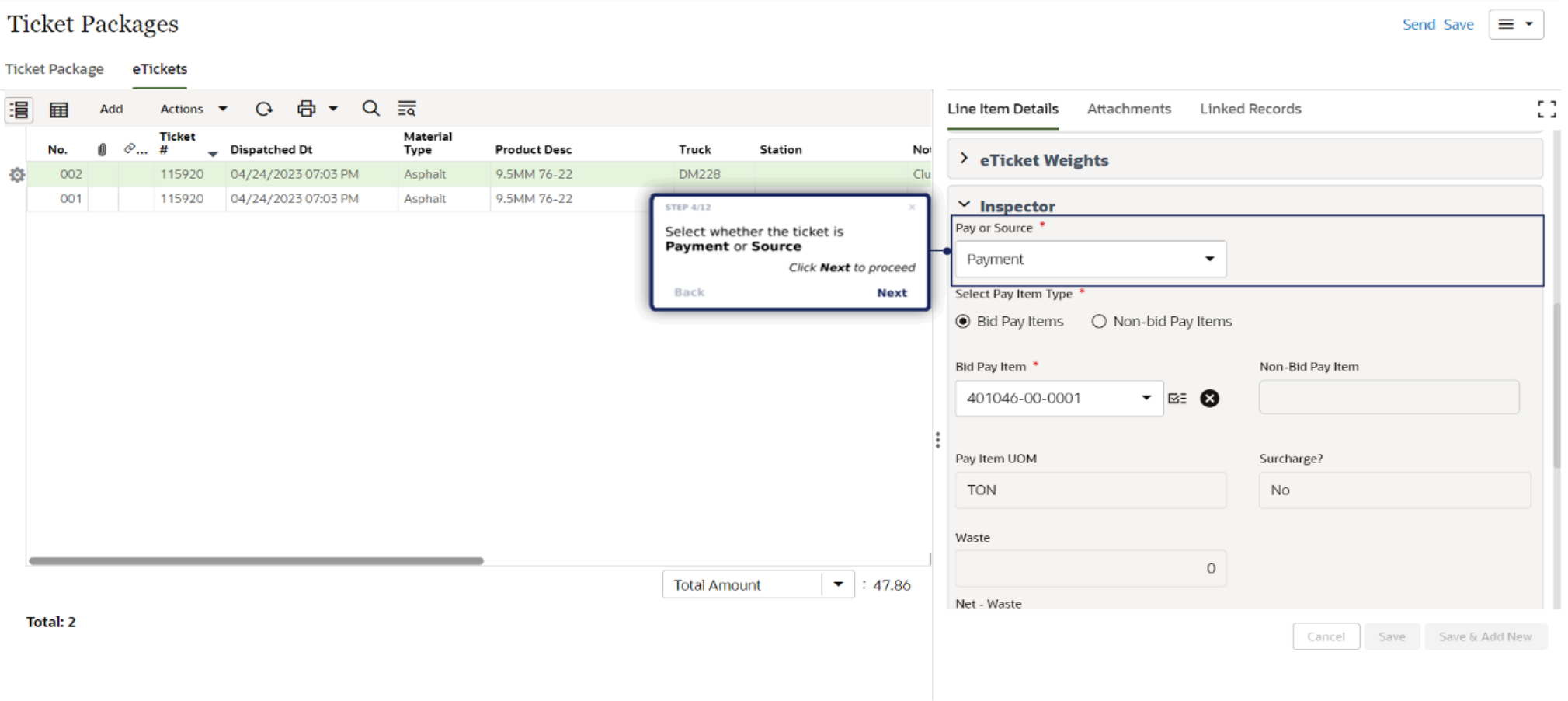
eTicketing- 2.5 Add Surcharge

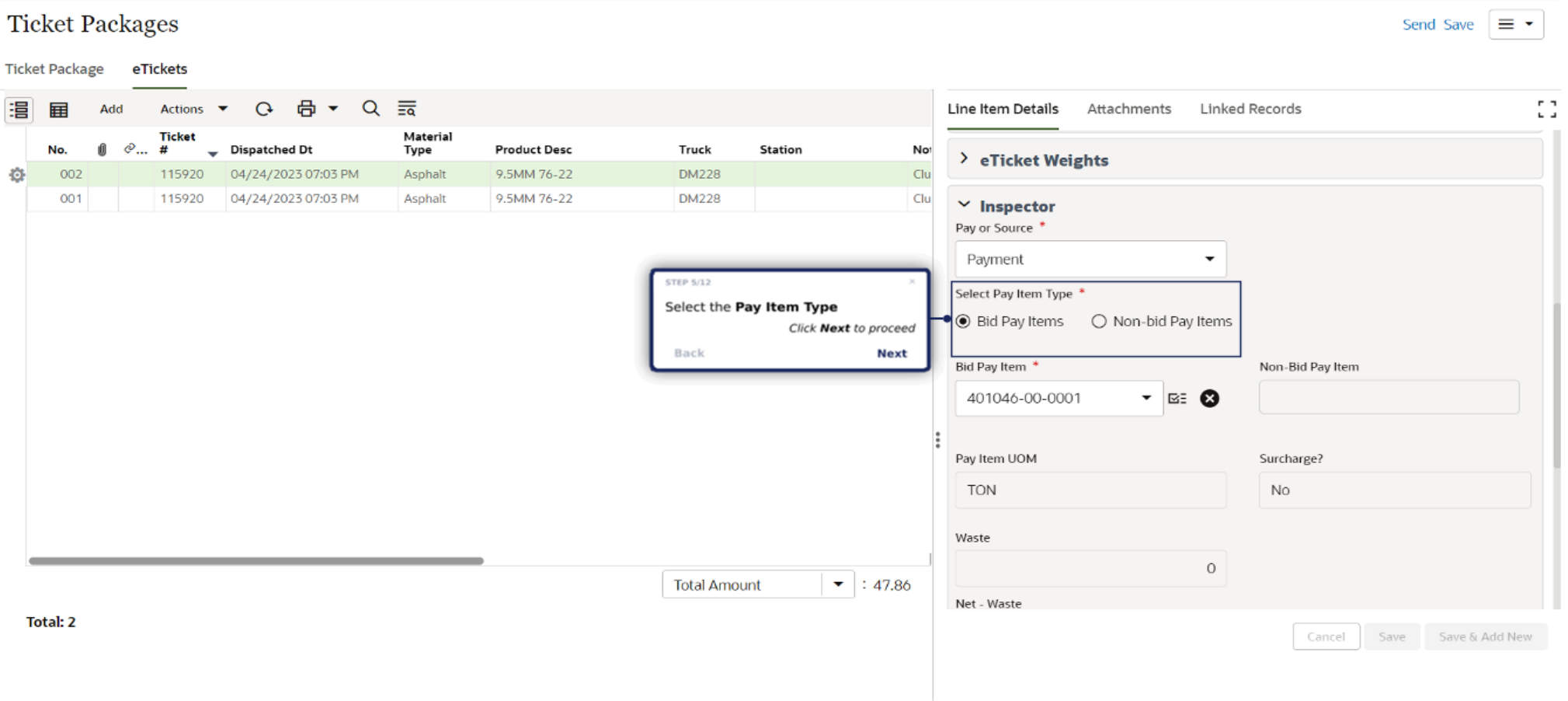
The Add Surcharge process is used when a surcharge item needs to be added to a ticket.

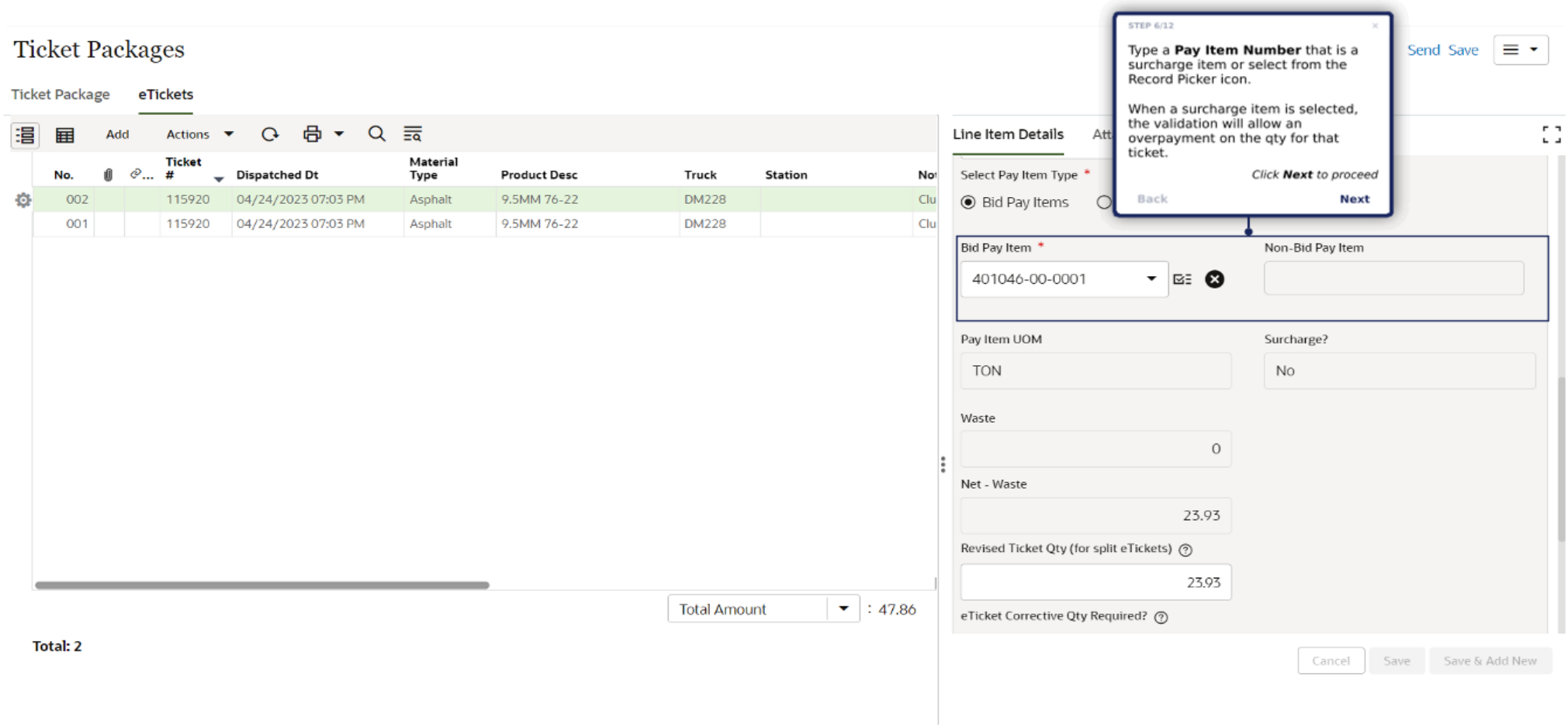

Ticket Packages
Send
Save
Ticket Package
eTickets
STEP 1/12
Click eTickets
Next
Ticket Package Info
Ticket Package No
e-Tickets Selection
Ticket Delivery Inspector
Pay or Source
Payment
Material Type
Asphalt
Start Date
04/24/2023 07:00 PM
End Date
04/24/2023 07:30 PM
Select Pay Item Type
Bid Pay Items
Non-bid Pay Items
Bid Pay Item
401046-00-0001
Non-Bid Pay Item
Bid Item Surcharge
Non-Bid Item Surcharge
Summary Values
Re-calculate eTickets Total
Attachments
Comments
Linked Records
Linked Mail
Workflow Prog
Information
No Attachments.


Ticket Packages
Send
Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
Asphalt
9.5MM 76-22
DM228
STEP 2/12
Click the gear icon next to the ticket that needs a surcharge added.
Click Next to proceed
Back
Next
Total Amount
: 23.93
Total: 1
Line Item Details
Attachments
Linked Records
General
eTicket Picker *
ET-00191
Ticket Number
115920
Supplier Name
Diamond Materials, LLC
Material Type
Asphalt
Product Description
9.5MM 76-22
Unit of Measure
TON
Ticket Delivery Inspector
Drew Dryden
Status.
Delivered
Dispatched Date
04/24/2023 07:03 PM
Inspector Received Date
04/24/2023 07:41 PM
Truck
DM228
Station
Cancel
Save
Save & Add New


Ticket Packages
Send
Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
001
115920
04/24/2023 07:03 PM
Asphalt
9.5MM 76-22
DM228
Copy
Remove
Add to Group
STEP 3/12
Click Copy
Back
Total Amount
: 23.93
Total: 1
Line Item Details
Attachments
Linked Records
General
eTicket Picker *
ET-00191
Ticket Number
115920
Supplier Name
Diamond Materials, LLC
Material Type
Asphalt
Product Description
9.5MM 76-22
Unit of Measure
TON
Ticket Delivery Inspector
Drew Dryden
Status.
Delivered
Dispatched Date
04/24/2023 07:03 PM
Inspector Received Date
04/24/2023 07:41 PM
Truck
DM228
Station
Cancel
Save
Save & Add New


Ticket Packages
Send Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
002
115920
04/24/2023 07:03 PM
Asphalt
9.5MM 76-22
DM228
001
115920
04/24/2023 07:03 PM
Asphalt
9.5MM 76-22
STEP 4/12
Select whether the ticket is Payment or Source
Click Next to proceed
Back
Next
Total Amount
: 47.86
Total: 2
Line Item Details
Attachments
Linked Records
eTicket Weights
Inspector
Pay or Source *
Payment
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
Cancel
Save
Save & Add New


Ticket Packages
Send Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
002 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
001 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
STEP 5/12
Select the Pay Item Type
Click Next to proceed
Back
Next
Total Amount
: 47.86
Total: 2
Line Item Details
Attachments
Linked Records
eTicket Weights
Inspector
Pay or Source *
Payment
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
Cancel
Save
Save & Add New


Ticket Packages
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
002
115920
04/24/2023 07:03 PM
Asphalt
9.5MM 76-22
DM228
001
115920
04/24/2023 07:03 PM
Asphalt
9.5MM 76-22
DM228
Total Amount
: 47.86
Total: 2
Send
Save
STEP 6/12
Type a Pay Item Number that is a surcharge item or select from the Record Picker icon.
When a surcharge item is selected, the validation will allow an overpayment on the qty for that ticket.
Click Next to proceed
Back
Next
Line Item Details
Select Pay Item Type *
Bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
23.93
Revised Ticket Qty (for split eTickets)
23.93
eTicket Corrective Qty Required?
Cancel
Save
Save & Add New

Optional Step

Pay Items

Pay Item	Section	Pay Item Name	UOM	Sublet Exclusion	Item Unit Cost	Item Quantity	Surcharge	Contract No	Status
T202106201									
Active									
202000	0001	EXCAVATION AND EMBANKMENT	CY	No	18.00	1,568	No	T202106201	Active
202004	0001	UNDERCUT EXCAVATION, PATCHING	CY	No	27.00	76	No	T202106201	Active
207021	0001	STRUCTURAL BACKFILL, (BORROW TYPE C)	CY	No	30.00	12	No	T202106201	Active
209006	0001	BORROW, TYPE F	CY	No	35.00	277	No	T202106201	Active
211001	0001	REMOVAL OF PORTLAND CEMENT CONCRETE PAVEMENT, CURB A...	SY	No	50.00	559	No	T202106201	Active
301001	0001	GABC	CY	No	90.00	105	No	T202106201	Active
301002	0001	GABC, PATCHING	CY	No	105.00	85	No	T202106201	Active
301003	0001	GABC	TON	No	65.00	172	No	T202106201	Active
401016	0001	SUPERPAVE TYPE B, PG 76-22	TON	No	100.00	5,930	No	T202106201	Active
401031	0001	SUPERPAVE TYPE BCBC, PG 64-22, PATCHING	TON	No	135.00	185	No	T202106201	Active
401046	0001	SUPERPAVE TYPE C, PG 76-22 (NON-CARBONATE STONE)	TON	No	90.00	70,725	No	T202106201	Active
401504	0001	HIGH PERFORMANCE BITUMINOUS CONCRETE WEARING SURFACE	TON	No	155.00	3,200	No	T202106201	Active
401690	0001	ENTRANCE, DRIVEWAY, AND INTERSECTING STREET PAVING AND M...	TON	No	15.00	1,457	Yes	T202106201	Active
402000	0001	BITUMINOUS CONCRETE PATCHING	SYIN	No	4.00	2,800	No	T202106201	Active
403000	0001	BITUMINOUS CONCRETE AND/OR COLD-LAID BITUMINOUS (TRM) ...	TON	No	55.00	610	No	T202106201	Active

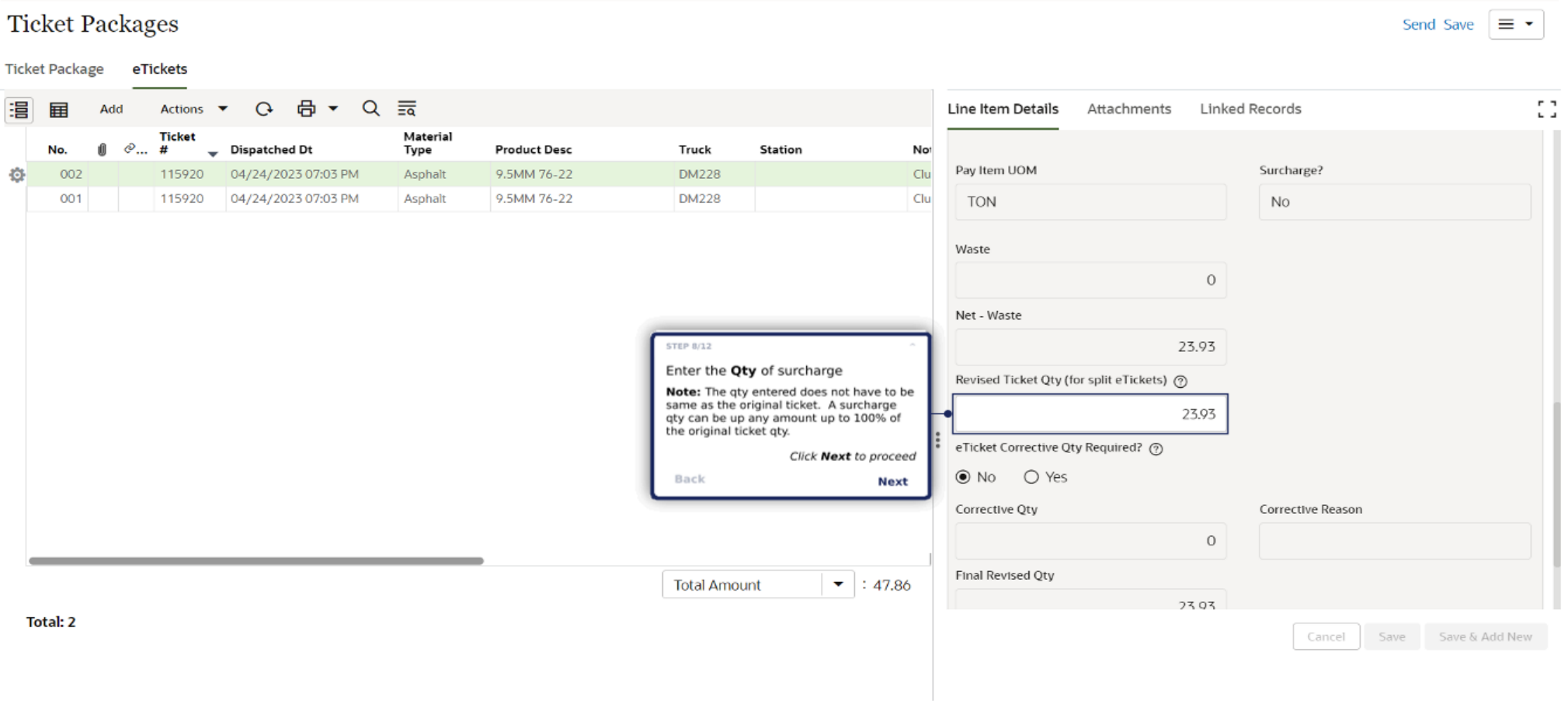
Total: 73

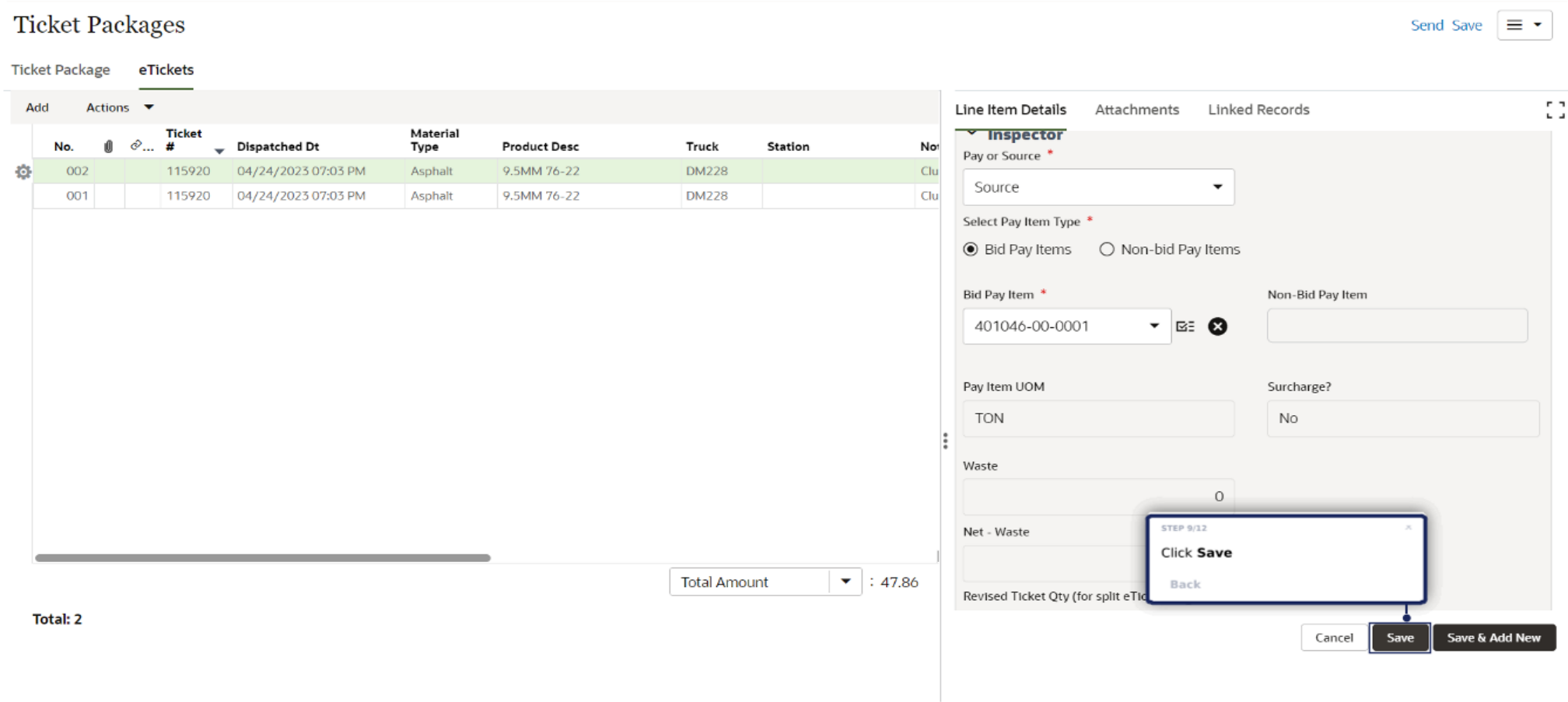
STEP 7/12

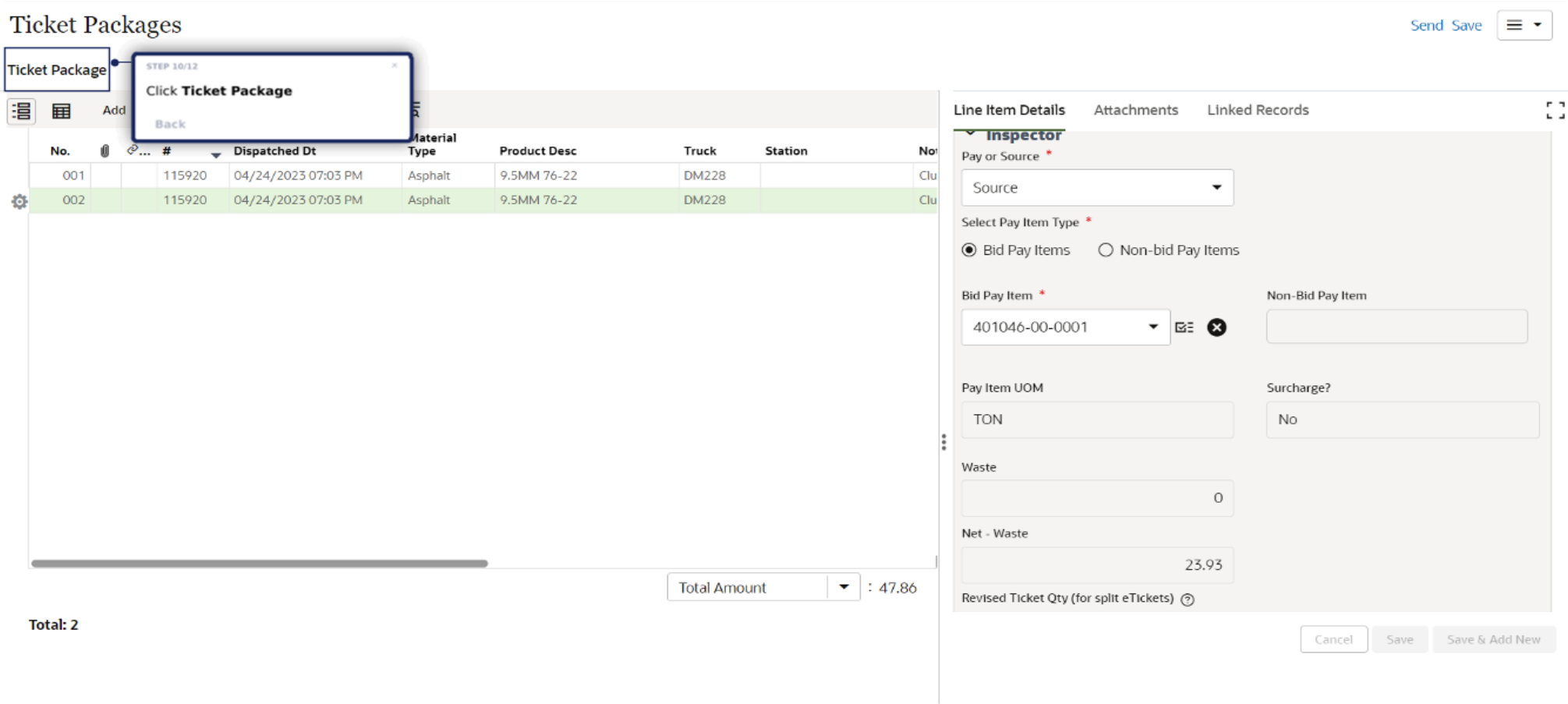
Double-click the applicable Bid Item

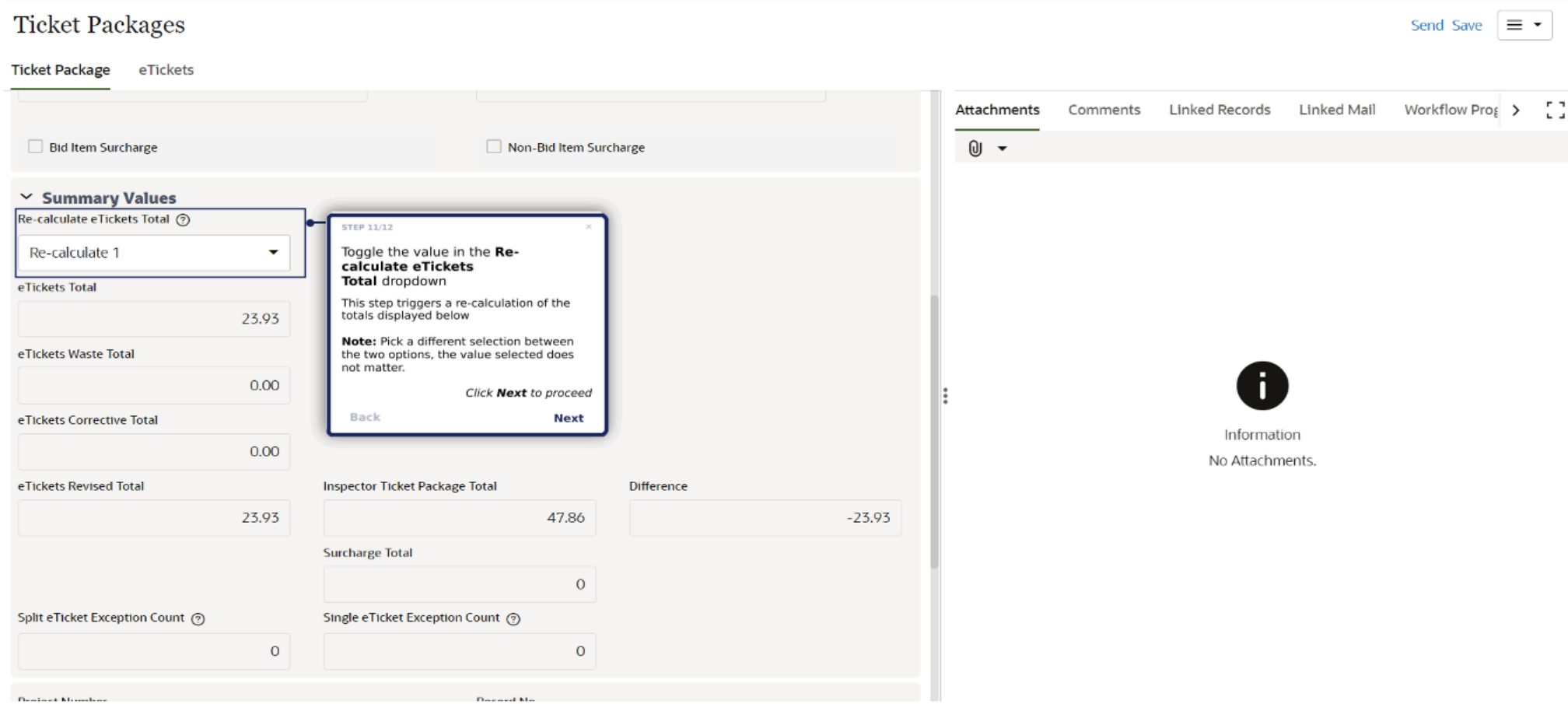
Back

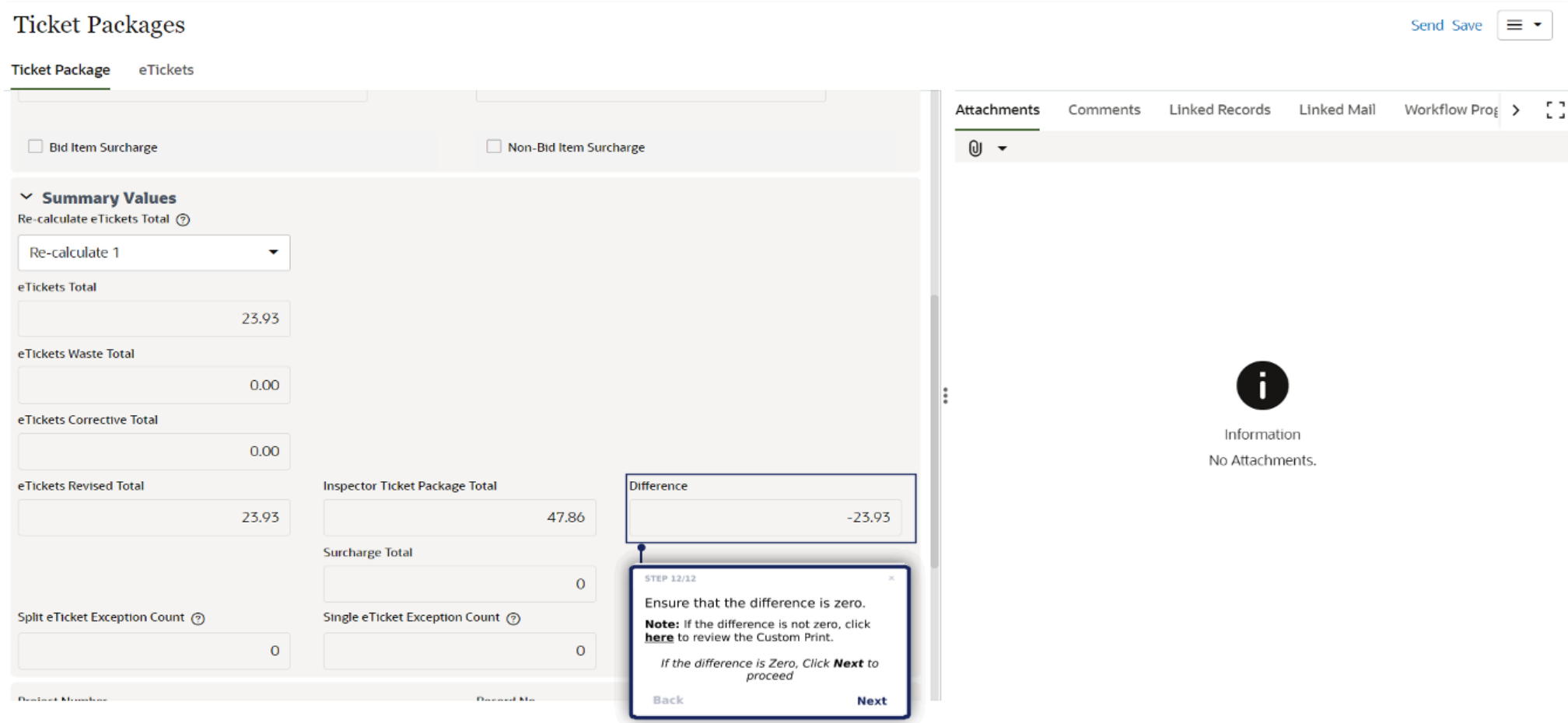
Cancel Select


Ticket Packages
Send Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
002 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
001 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
STEP 8/12
Enter the Qty of surcharge
Note: The qty entered does not have to be same as the original ticket. A surcharge qty can be up any amount up to 100% of the original ticket qty.
Click Next to proceed
Back
Next
Total Amount
: 47.86
Total: 2
Line Item Details
Attachments
Linked Records
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
23.93
Revised Ticket Qty (for split eTickets)
23.93
eTicket Corrective Qty Required?
No
Yes
Corrective Qty
0
Corrective Reason
Final Revised Qty
Cancel
Save
Save & Add New


Ticket Packages
Send Save
Ticket Package
eTickets
Add
Actions
No.
Ticket #
Dispatched Dt
Material Type
Product Desc
Truck
Station
002 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
001 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
Total Amount : 47.86
Total: 2
Line Item Details
Attachments
Linked Records
Inspector
Pay or Source *
Source
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
STEP 9/12
Click Save
Back
Cancel
Save
Save & Add New


Ticket Packages
Send Save
Ticket Package
STEP 10/12
Click Ticket Package
Back
Add
No. # Dispatched Dt Material Type Product Desc Truck Station
001 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
002 115920 04/24/2023 07:03 PM Asphalt 9.5MM 76-22 DM228
Total Amount : 47.86
Total: 2
Line Item Details
Attachments
Linked Records
Inspector
Pay or Source *
Source
Select Pay Item Type *
Bid Pay Items
Non-bid Pay Items
Bid Pay Item *
401046-00-0001
Non-Bid Pay Item
Pay Item UOM
TON
Surcharge?
No
Waste
0
Net - Waste
23.93
Revised Ticket Qty (for split eTickets)
Cancel
Save
Save & Add New


Ticket Packages
Send
Save
Ticket Package
eTickets
Bid Item Surcharge
Non-Bid Item Surcharge
Summary Values
Re-calculate eTickets Total
Re-calculate 1
eTickets Total
23.93
eTickets Waste Total
0.00
eTickets Corrective Total
0.00
eTickets Revised Total
23.93
Inspector Ticket Package Total
47.86
Difference
-23.93
Surcharge Total
0
Split eTicket Exception Count
0
Single eTicket Exception Count
0
STEP 11/12
Toggle the value in the Re-calculate eTickets Total dropdown
This step triggers a re-calculation of the totals displayed below
Note: Pick a different selection between the two options, the value selected does not matter.
Click Next to proceed
Back
Next
Attachments
Comments
Linked Records
Linked Mail
Workflow Prog
Information
No Attachments.


Ticket Packages
Send
Save
Ticket Package
eTickets
Bid Item Surcharge
Non-Bid Item Surcharge
Summary Values
Re-calculate eTickets Total
Re-calculate 1
eTickets Total
23.93
eTickets Waste Total
0.00
eTickets Corrective Total
0.00
eTickets Revised Total
23.93
Inspector Ticket Package Total
47.86
Difference
-23.93
Surcharge Total
0
Split eTicket Exception Count
0
Single eTicket Exception Count
0
STEP 12/12
Ensure that the difference is zero.
Note: If the difference is not zero, click here to review the Custom Print.
If the difference is Zero, Click Next to proceed
Back
Next
Attachments
Comments
Linked Records
Linked Mail
Workflow Prog
Information
No Attachments.

Ticket Packages

Send Save

Ticket Package eTickets

Attachments Comments Linked Records Linked Mail Workflow Prog

Bid Item Surcharge

Non-Bid Item Surcharge

Summary Values

Re-calculate eTickets Total

Re-calculate 1

eTickets Total

23.93

eTickets Waste Total

0.00

eTickets Corrective Total

0.00

eTickets Revised Total

23.93

Inspector Ticket Package Total

Surcharge Total

0

Split eTicket Exception Count

0

Single eTicket Exception Count

0

Ready to Send

OR

Split Tickets Add Ticket

Delete Ticket Add Surcharge

Add Corrective Qty

Change Ticket Item Number

Information

No Attachments.