

Ohio Department of Transportation
Office of Materials Management
1600 West Broad Street
Columbus, Ohio 43223

ODOT Virtual Warehouse (TE-24) Program
APPLICATION for NEW PRODUCER/SUPPLIER

What is Virtual Warehouse?

The Virtual Warehouse/TE-24 Program is the electronic documentation used for materials that have been sampled, tested, approved, and stocked for future use on ODOT projects.

It is a relatively simple method to create electronic record shipments of materials to ODOT projects. It provides a company the ability to quickly supply their contractor and ODOT without the delays involved in waiting for sampling, testing and approval of individual quantities of materials.

The Virtual Warehouse is one of the Department's two major forms of materials approval and depending on the type of material, the TE-24 program may be a requirement for providing materials to the Department.

Virtual Warehouse is not intended to individually approve materials for each project as you receive the orders or for special items (as per project plans). If your company is unable to stock large quantities of material, the Virtual Warehouse may not benefit you.

What are the requirements?

Your company must be approved by the Office of Materials Management (OMM) to be included in the Virtual Warehouse/TE-24 program.

You must comply with the ODOT Specifications that govern the type of material your company plans to produce or supply.

If you are accepted for Virtual Warehouse use and are located more than 50 miles outside of Ohio, you may be required to use an independent laboratory for sampling inspection at your own expense. The independent lab must provide a letter with each inspection documenting the date of inspection, signature of the inspector, and a list of all materials and quantities represented. Any appropriate certifications and/or proof of domestic origin should be attached.

Computer/Paperwork Requirements

Each shipment of sampled, tested and **APPROVED** materials to a Department Project, a non state project or any other source will be accompanied by a paper copy of the electronic TE-24 created in Virtual Warehouse.

The driver of the truck must have a printed copy to present to the project engineer (PE) on site. A hard copy of all TE-24 shipments must be kept by the producer/supplier's (P/S) office in their filing system.

Shipments made without the electronic TE-24 created and/or the paper copy accompanying the shipment will be rejected by ODOT personnel and may mean the loss of approval for the company using the Virtual Warehouse/TE-24 Program

Inventory responsibilities

Approved companies are required to keep an accurate track of their inventories, within the Virtual Warehouse. If materials are shipped to other than ODOT projects, a non-state TE-24 will be created to delete the quantity removed from the inventory.

Failure to perform this function means removal from the Virtual Warehouse/TE-24 approval program because the loss of quantity control because means materials certified as tested and approved are in question.

Initial Submittal for Approval

If you choose to participate in this system, ODOT/OMM will need a letter from your company stating that you agree to conform to the requirements of the program and define the materials you are proposing to supply under the Virtual Warehouse Program. In addition, complete the following application and include it, with your letter, to the Office of Materials Management. Chose the Contact for the OMM section that is responsible for the materials you are proposing to use the Virtual Warehouse to ship.

Material	Contact	Faxe Number	E-mail
Prestress, Precast, & Concrete Pipe	Bryan Struble, P.E. Cement & Concrte Engineer	(614) 351-5559	bryan.struble@dot.state.oh.us
Hot Applied Joint Sealer Plastic Pipe	David Powers, P.E. Bituminous Engineer	(614) 351-2813	david.powers@dot.state.oh.us
Paint & Glass Beads Grass Seed	Maria Kerestly, Chemical Section Head	(614) 275-1354	maria.kerestly@dot.state.oh.us
Steel Bridge Members Traffic Items Nuts, Bolts, Washers, & Reinforcing Steel	Jeff Chandler, P.E. Structural Steel Engineer	(614) 275-1354	jeffery.chandler@dot.state.oh.us

Company Name: _____

Company Contact Person: _____

Company Phone Number: _____ Fax Number: _____

Street Address: _____

City State & Zip: _____

Company E-mail Address: _____

Company Web Address: _____

Please list the individuals that will be responsible for the day-to-day execution and paperwork of the ODOT Virtual Warehouse/TE-24 Program:

1.	e-mail: phone:
2.	e-mail: phone:
Manager / Supervisor:	Phone:
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List any other individuals who could be of assistance if the above are unavailable: