MARYLAND PRODUCT EVALUATION LIST

GUIDE FOR VENDOR REPRESENTATIVES

Maryland Product Evaluation List (MPEL) Internet site provides the representatives of vendors with the ability to submit their product evaluation requests to MDSHA. The web site includes comprehensive features for vendor representatives to submit their evaluation requests and applications, view the current status of their applications, and provide additional information if needed.

This guide addresses the needs of vendor representatives who want to submit their products for evaluation to MDSHA and consists of the following sections:

ACCESSING THE MPEL INTERNET SITE

ACCESSING THE VENDOR REPRESENTATIVES GUIDE

REGISTERING WITH MPEL

SUBMITTING PRODUCT EVALUATION REQUESTS

SUBMITTING DETAILED PRODUCT EVALUATION APPLICATIONS

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REVIEWING APPLICATION DETAILS

MANAGING REPRESENTATIVES

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ACCESSING THE MPEL INTERNET SITE

To access the MPEL Internet site, perform the following:

1. Run Microsoft Internet Explorer.

2. Enter the following URL in the address bar:
   http://www.marylandroads.com/mpel/

3. The page displayed will be the home page of the MPEL Internet site.

LOGGING IN

Once the vendors have registered with the MPEL Internet site, they will be able to log in using the following process:

1. Access the home page of the MPEL Internet site.

2. Select the **Login** link. This link is located near the top right corner of the page. Alternatively, select the **My MPEL** link. This will open the Login page.

3. Enter your **E-Mail Address** and **Password** in the specified fields.

4. Select the **Login** button. Provided that the entered e-mail address and password were correct, you will log in as a vendor representative.

GETTING PASSWORD

If you want to retrieve your password, perform the following:

1. Access the home page of the MPEL Internet site.

2. Select the **Login** link. This link is located near the top right corner of the page. Alternatively, select the **My MPEL** link. This will open the Login page.

3. Select the **Get Password** button. This will open the Get Password page.

4. Enter your E-Mail Address in the specified field.

5. Select the **Submit** button. The password will be sent to the provided e-mail address.

ACCESSING THE VENDOR REPRESENTATIVES GUIDE

To explain all the functions that different Vendor Representatives users can perform, a guide has been created. This guide contains comprehensive information about all available features. It also details steps to perform various tasks.

To access the Vendor Representatives Guide, perform the following:

1	Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.
2	Select the **Vendor Guide** link on the page. This will open the Vendor Representatives Guide in PDF format in a new browser window.

REGISTERING WITH MPEL

The MPEL Internet site allows any visitors to view all the product evaluations by selecting the All Evaluations link. However, in order to submit product evaluation requests, the vendors need to get registered with MPEL.

VENDOR REGISTRATION

To register as a vendor with MPEL on the Internet site, please perform the following:

① Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

② Select the **Vendor Registration** link. This will open the Vendor Registration page.

③ Select the <Add New> option from the **Vendor** drop down list in the Vendor section. Alternatively, select the **Add New Vendor** link. This will open the Vendor Registration page containing the Add New Vendor Information and Primary Representative sections.

Note: While registering a vendor it is required to register the respective primary representative (primary contact) at the same time. A vendor can be registered along with only one primary representative. An unlimited number of representatives (secondary contact) can also be registered for a vendor.

The Primary Representatives have access to the profile information of all the Representatives of the same vendor. The process for vendor representative registration is explained in the next section.

④ In the Add New Vendor Information section, enter the required data in the **Vendor Name**, **Address**, **City**, **ZIP Code**, **Phone Number**, **Fax Number** and **Web Site** fields in the Add New Vendor Information section.

Make the desired selection from the **State** and **Country** drop down lists.

PRIMARY REPRESENTATIVE REGISTRATION

① In the Primary Representative section, enter the required data in the **Name**, **E-Mail Address**, **Password**, **Confirm Password**, **Title** and **Department** fields.

② Enter the required data in the **Address**, **City**, **ZIP Code**, **Phone Number** and **Fax Number** fields. Make the desired selection from the **State** and **Country** drop down lists.

Alternatively, select the **Same as Vendor Information** checkbox. The above fields will be filled automatically with the vendor's data.

③ Select the **Submit** button. The vendor along with the primary representative will be registered. A message will be displayed confirming the registration of the vendor and the primary representative.

REPRESENTATIVES' REGISTRATION

To register as a Representative of a vendor on the MPEL site, perform the following:

① Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

② Select the **Vendor Registration** link. This will open the Vendor Registration page containing the Vendor and Representative sections.

3 In the Vendor section, select an existing vendor from the **Vendor** drop down list.

4 In the Representative section, enter the required data in the **Name**, **E-Mail Address**, **Password**, **Confirm Password**, **Title** and **Department** fields.

5 Enter the required data in the **Address**, **City**, **ZIP Code**, **Phone Number** and **Fax Number** fields. Make the desired selection from the **State** and **Country** drop down lists.

Alternatively, tick the **Same as Vendor Information** checkbox. The above fields will be filled automatically with the vendor's data.

6 Select the **Submit** button. The Representative will be registered. A message will be displayed confirming the registration of the representative.

SUBMITTING PRODUCT EVALUATION REQUESTS

The registered vendor representatives can submit evaluation requests for the products of their respective vendors to MDSHA through the MPEL web site. To submit a new product evaluation request, perform the following:

1. Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

2. Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

3. Select the **Submit New Product Evaluation Request** link. This will open the New Product Evaluation Request page containing the Product Information section.

4. Select a manufacturer from the **Manufacturer** drop down list.

Alternatively, you can also add a new manufacturer. To add a new manufacturer select the <Add New> option from the **Manufacturer** drop down list or the **Add New Manufacturer** link and submit the required manufacturer information.

5. Select the desired product from the **Product** drop down list.

Alternatively, you can also add a new product by selecting the <Add New> option from the **Product** drop down list and specifying the name of the new product.

6. Select the checkboxes next to one or more applicable categories from the **Category** section.

7. Enter the required information in the **Product Description** and **Intended Use** fields.

8. Select the **Submit** button to submit the request. A message will be displayed informing about the success of the request submission.

SUBMITTING DETAILED PRODUCT EVALUATION APPLICATIONS

The product evaluation requests submitted by vendor representatives are reviewed by the MPEL Product Coordinator. If a request is accepted by the Product Coordinator, the vendor is notified via e-mail to submit a detailed application for the product evaluation.

To submit the detailed product evaluation application, perform the following:

ACCESSING THE DETAILED PRODUCT APPLICATION FORM

1. Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

2. Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

3. Select an item from the Open Product Evaluations table that is flagged with a red flag and has the product status as *Product Request Accepted by Product Coordinator*. This will open the Product Evaluation page containing the Product Information and Product Evaluation Status sections.

4. Select the **Submit Detailed Application** button. This will open the Detailed Product Application page containing the Fill Application link and the Submit Application link.

5. Select the **Fill Application** link. This will open the first of the six pages of the Detailed Product Application containing the Vendor Information and Step 1 – Product Information sections.

SECTION 1 – PRODUCT INFORMATION

1. Enter the required data in the **Product Identification No**. and **Model No.** fields.

2. Select an answer for the question 'Is this product patented?'. If the answer is Yes, enter the required data in the **Patent No.** and **Patent Issuance Date** fields.

3. Select an answer for the question 'Does this product hold a pending patent?'. If the answer is Yes, enter in the required data in the **Pending Patent No.** and **Pending Issuance Date** fields.

4. Enter the required information in the **Recommended Use – Primary**, **Recommended Use – Alternate** and **Outstanding Features or Advantages** fields.

5. Select an answer for the question 'Does your product contain recycled material(s)?'. If the answer is Yes, enter the required information in the **Please explain** field.

6. Select the **Next** button. Alternatively, select the number 2 from the top navigation. This will open the second page of the Detailed Product Application containing the Step 2 – Specifications and Installations section.

SECTION 2 – SPECIFICATIONS AND INSTALLATIONS

1. Attach files, if required, in the **Material Specifications**, **Plan Pictures or Sketch**, and/or **Instructions or Directions** fields.

2. Select answers for the following questions:
   - Can a demonstration be provided?
   - Are educational courses or videos available?
   - Availability

- Are quantities limited?
- Will free samples be provided for evaluation?

3 Enter the required data in the **Delivery at Site**, **Unit Cost** and **Cost to Install** fields.

4 Select the **Next** button. Alternatively, select the number 3 from the top navigation. This will open the third page of the Detailed Product Application containing the Step 3 – Other Information section.

SECTION 3 – OTHER INFORMATION

1 Enter the required data in the **Date Introduced on Market** field.

2 Select an answer for the question 'Has this product been released for general sale?'. If the answer is Yes, enter the required data in the **Please provide date it was released for general sales** field.

3 Select an answer to the question 'Is the product guaranteed?'. If the answer is Yes, attach a file in the **Warranty Attachment** field and enter the required information in the **Warranty Conditions** field.

4 Select the **Next** button. Alternatively, select the number 4 from the top navigation. This will open the fourth page of the Detailed Product Application containing the Step 4 – Product Approvals section.

SECTION 4 – PRODUCT APPROVALS

1 Select an answer for the question 'Does your product meet the requirements of any of the following specifications?'. If the answer is 'Yes' select a standard from the **Standard** drop down list and fill the **Specification No.** field. Select the **Add Specification** button to add the specification.

2 Select an answer for the question 'Has the product been tested by AASHTO's National Transportation Product Evaluation Program (NTPEP)?'. If the answer is Yes, enter the required data in the **Which test deck?** field.

3 Select an answer for the question 'Has the product been tested by any national testing facilities?'. If the answer is Yes, attach an appropriate file in the **Test Data Attachment** field.

4 Select an answer for the question 'Is the product approved for use by other highway departments or other agencies?'. If the answer is Yes, enter the required information in the **Please list** field.

5 Select the **Next** button. Alternatively, select the number 5 from the top navigation. This will open the fifth page of the Detailed Product Application containing the Step 5 – Company Information section.

SECTION 5 – COMPANY INFORMATION

1 Select an answer for the question 'Have you contacted other offices in the Maryland State Highway Administration?'. If the answer is Yes, enter the required information in the accompanying **Please list** field.

2 Select an answer for the question 'Have you contacted other offices in Maryland Department of Transportation?'. If the answer is Yes, enter the required information in the accompanying **Please list** field.

3 Select an answer for the question 'Have you contacted any Municipal or County agencies in Maryland?'. If the answer is Yes, enter the required information in the accompanying **Please list** field.

4 Enter the answer to the question 'Please explain any product limitations for its use, i.e., temperature or surface type or surface condition etc?' in the given field.

5 Select the **Next** button. Alternatively, select the number 6 from the top navigation. This will open the sixth page of the Detailed Product Application containing the Step 6 – Product Cost Comparison section.

SECTION 6 – PRODUCT COST COMPARISON

1 If you want to compare an already existing product with your own, enter the required data in the **Product Name**, **Material Cost/Unit**, **Installation Cost/Unit**, **Annual Maintenance Cost/Unit**, **Service Life/Unit (Years)**, **Advantages** and **Disadvantages** fields, for both Existing Method/Material and Proposed New Product.

2 Select the **Calculate** button. The Total Installation Unit Cost, Total Maintenance Cost, Total Service Life Cost/Unit and Total Cost/Unit will be calculated for both the Existing Method/Material and Proposed New Product. You may select the **Edit** button to make any changes to the entered details.

3 Select the **Next** button. A message will be displayed prompting you to finally submit the detailed application. The message also contains a warning that once the application is submitted, no changes may be made to it.

4 Select the **Submit** button. A message box will be displayed prompting to confirm the submission action. Select **OK** to submit the application.

Notes:

1. Please note that once the product application is submitted, no more changes can be made to it. Vendor representatives however have the flexibility to move back and forth through the application and make any changes before the application is submitted.

2. It is not necessary to fill the entire application in a single session. Each section of the application is saved separately and can be changed later as long as the final submission of the application is not made.

PROVIDING ADDITIONAL PRODUCT INFORMATION

MDSHA users processing the application may determine that additional product information is needed. In such a case, the relevant vendor representative is notified via e-mail that additional product information is needed. The vendor representative can then log in and provide additional information using the following process:

1 Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

2 Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

3 Select an item from the Open Product Evaluations table that is flagged with a red flag and has the product status *as Product Application Submitted by Vendor*. This will open the Product Evaluation page containing the Product Information and Product Evaluation Status sections.

4 Select the **View/Process Application** button. This will open the Detailed Product Application page containing the Application Details section, the Review Application link and the Process Application link.

5 Select the **Process Application** link. This will open the Process Application page containing the Product Information, Process Application and Additional Information sections.

6 In the Additional Information section, add some additional information in the **Comments** text area.

7 Attach files if required. The process for attaching files is described below, under the next heading.

8 Select the **Submit** button to submit the additional product information. The MDSHA Product Sub-Coordinator will be notified about the status of the product evaluation application via e-mail.

ATTACHING FILES

1 In the Additional Information section, select the **Browse** button in the **Attach File** section. This will open a **Choose file** dialogue box.

2 Select a PDF file and select **Open**. (Only PDF files can be attached on the Process Application page.)

3 Select the **Attach** button. This will attach the selected file to the processing information.

REMOVING FILES

To remove files, perform the following:

1 Follow the steps 1 through 3 as in the Attaching Files section. You will have a file attached to the processing information that is not yet submitted.

2 Select the checkboxes next to the names of one or more files to be removed.

3 Select the **Remove** button. The attached file(s) will be removed. (Once the processing information is submitted, the file cannot be removed.)

REVIEWING APPLICATION DETAILS

All the registered vendor representatives can review the details of submitted product evaluation applications submitted by them. To review the details of a product evaluation application, perform the following:

① Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

② Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

③ Select an item from the list of Open Product Evaluations table that is not flagged with a red flag. This will open the Product Evaluation page containing the Product Information and Product Evaluation Status sections.

④ Select the **View Detailed Application** button. This will open the Detailed Product Application page containing the Application Details section, the View Application link and the View Status link.

⑤ Select the **View Application** link. This will open the first page of the detailed product evaluation application submitted by the vendor.

⑥ Select the **Next** button. This will display the next page of the detailed product evaluation application.

⑦ Keep selecting the **Next** button till you reach the last page (page 6) of the detailed product evaluation application.

Note: You may omit any step by directly selecting the page number from the top navigation.

MANAGING REPRESENTATIVES

The MPEL web site provides the primary representatives of a vendor the ability to add, edit and delete information related to the representatives for the same vendor. Following is a description of how primary representatives can manage the representative information:

ADDING A REPRESENTATIVE

To add a new representative, perform the following:

① Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

② Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

③ Select the **Representative Management** link. This will open the Representative Management page. All the existing representatives for that particular vendor will be listed here.

   Note: The Representative Management link will only be visible to the Primary Representative of a vendor.

④ Select the **Add Representative** button. This will open the Representative Management page with the Add Representative section.

⑤ Enter the required data in the **Name**, **E-Mail Address**, **Password**, **Confirm Password**, **Title** and **Department** fields.

⑥ Enter the required data in the **Address**, **City**, **Zip Code**, **Phone Number** and **Fax Number** fields. Make the desired selection from the **State** and **Country** drop down lists.

   Alternatively, tick the **Same as Vendor Information** checkbox. This will automatically populate the corresponding fields with relevant data.

⑦ Make the desired selection from the **Status** drop down list. This specified status would determine the representative's level of access for the MPEL Internet web site.

⑧ Select the **Submit** button to add the new representative.

VIEWING THE PROFILE INFORMATION

To view the profile information of a representative, perform the following:

① Follow the steps 1 through 3 as in the Adding a Representative section.

② Select a vendor representative. This will open a page displaying the profile information of that secondary representative.

EDITING THE PROFILE INFORMATION

A primary representative can edit the profile information of a secondary representative. The password of the secondary representative's account can also be changed.

To edit the profile of a representative, perform the following:

① Follow all the steps as in the Viewing the Profile Information section.

2 Select the **Edit Representative** button. This will open the Representative Management page with the Edit Representative and Change Password sections.

All the information of the selected representative will be displayed in editable fields in the Edit Representative section.

3 Make the desired changes to the details of the selected representative.

4 Select the **Submit** button to save the changes.

CHANGING PASSWORD

The primary representative can also change the password of a representative's account. To change the password, perform the following:

1 Follow the first two steps as in the Editing the Profile Information section.

2 To change the password, enter the required data in the **Old Password**, **New Password**, and **Confirm Password** fields in the Change Password section and select the **Submit** button at the end of this section.

Changes will be saved and a message will be displayed notifying the success of the action.

DELETING A REPRESENTATIVE

To delete a secondary representative, perform the following:

1 Follow all the steps as in the Viewing the Profile Information section.

2 Select the **Delete Representative** button. A message box will appear, prompting the vendor to confirm the delete action.

3 Select **OK** to delete the selected representative.

Note: If the selected representative has related records in the database, for example the representative has submitted a product evaluation request, it will not be possible to delete that representative. However, access of such a representative to the MPEL Internet site will be blocked. The blocked representative will not be able to log in.

VIEWING ALL EVALUATIONS

All the visitors of the MPEL Internet web site can view the evaluation status of all the product evaluations (requests and applications) submitted to MPEL. To view the status of the product evaluations, perform the following:

① Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

② Select the **All Evaluations** link. This will open the All Evaluations page. Different options can be selected on this page to view the desired list of product evaluations.

③ Use the Evaluations drop down list to view the product evaluations according to one of the following criteria:

- By Area
- By Area/Manufacturer
- By Area/Product Status
- By Category
- By Date
- By Manufacturer
- By Product Status
- By Manufacturer/Product Status

Note: If the **All Evaluations** link is selected after logging in, another option 'By Vendor' will also appear in the **Evaluations** drop down list.

④ Use the criteria drop down box(es) to select the criteria value. This will display the list of product evaluations matching the selected criteria.

PROFILE INFORMATION

The system stores comprehensive profile information about each registered vendor and the respective representatives. All the registered vendor representatives can edit their profile information. They can edit their profile details and change their account password.

EDITING A PROFILE

In order to edit a profile, perform the following:

①   Access the home page of the MPEL Internet site as described in the Accessing the MPEL Internet Site section.

②   Log in using your **E-Mail Address** and **Password**. This will open the My MPEL page.

③   Select the **Edit My Profile** link. Alternatively select the **Preferences** link at the top right corner of the page. This will open the Preferences page containing the Profile Information and the Change Password sections.

④   To change the profile information, make the desired changes in the Profile Information section and select the **Submit** button. Changes will be saved and a message will be displayed notifying about the success of the action.

CHANGING THE PASSWORD

In order to change the password, perform the following:

①   Follow the steps from 1 through 3 as described in the Editing a Profile section.

②   To change the password, fill the **Old Password**, **New Password**, and **Confirm Password** fields in the Change Password section and select the **Submit** button at the end of this section. Changes will be saved and a message will be displayed notifying the success of the action.