



Maryland Product Evaluation List Guide for Vendors & Vendor Representatives

VERSION 1.2

**STATE HIGHWAY ADMINISTRATION
STATE OF MARYLAND**

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REVISION HISTORY

Version	Date	Author	Change Description
1.0	11/06/2013	D. Freed	Initial draft.
1.1	08/03/2017	D. Williams	Revised document based on MPEL system's new functionality.
1.2	11/07/2017	D. Williams, D. Wolin, & K. Krishna	Worked w/ team to finalize the document for upcoming training.

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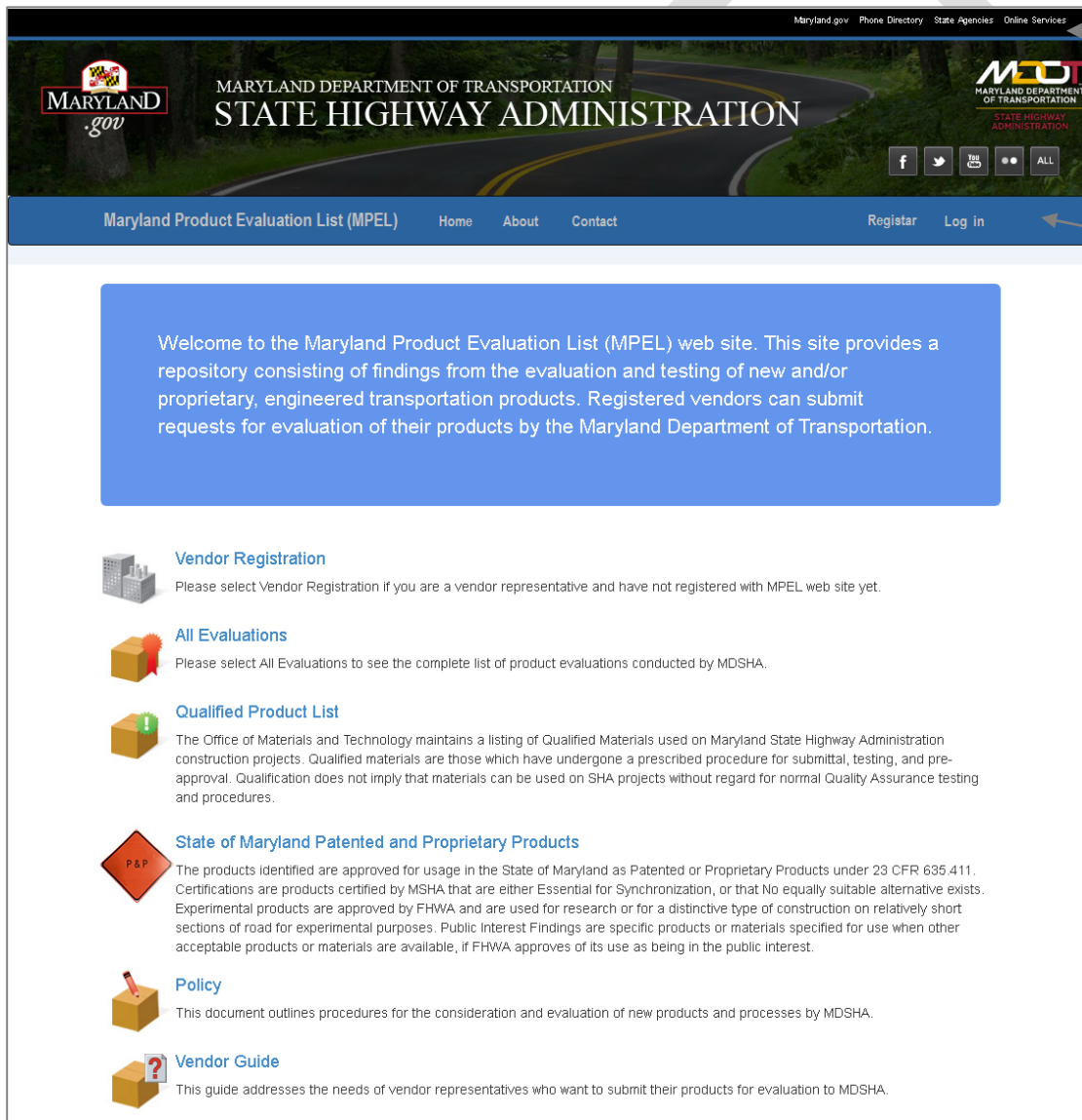
MARYLAND PRODUCT EVALUATION LIST OVERVIEW

The Maryland Product Evaluation List (MPEL) application provides internal and external users with a repository of new and/or proprietary, engineered transportation products. MPEL is designed so all registered users can retrieve transportation product evaluation and testing information. This guide provides information relevant to vendors and vendor representatives.

ACCESSING THE MPEL HOME PAGE

Users access the MPEL Home page to register a vendor, sign onto the system, or access features.

- 1 Open a web browser.
- 2 Click the <http://apps.roads.maryland.gov/MPEL> link or enter the address. The MPEL Home page appears.



MPEL Home Page

The Title Bar is visible from most screens.

USING MPEL TITLE BAR & HOME PAGE OPTIONS

The Title Bar contains menu options that are visible from most system screens.

Home - Returns a user to MPEL Home page from any screen. (**NOTE:** Users can also click the Request Details screen's **Home** button to return to MPEL Home page.)

About - Describes the purpose of the MPEL system's functionality.

Contact - Logged on users access the MDOT SHA contact information.

Current User - Shows user currently logged onto the system. (Only visible to logged on users.)

Register - Opens the registration form used to enter vendor information and register users.

Log in - Opens the Log in dialog used to log onto the system.

Log Off - Logs a user off the system.

Feature List - Displays system features that are available to users from the MPEL Home Page.

REGISTERING A VENDOR AND CREATING A NEW ACCOUNT

Users cannot log onto MPEL unless vendors have completed the registration information.

- 1 Access MPEL Home page from a web browser. (<http://apps.roads.maryland.gov/MPEL>)
- 2 Click the **Register** link or click **Log in** link from MPEL Home and the **Register as a new user** link from Log in page. The Vendor Registration page appears.
- 3 Enter the Vendor Information including the vendor name, address, country, phone number, fax number, and vendor/vendor representative's web address.
- 4 Enter the Primary Representative Information including the name of the representative, and email address.
- 5 Enter the password to be used for this site and then re-enter the password to confirm.
- 6 Enter the representative's title and department.
- 7 Click the Same as Vendor Information: checkbox to auto-fill the address, country, and phone/fax numbers with data provided in the Vendor Information area.
- 8 Click the **Register** button (bottom of form) to process the new registration. An "Account Creation Success" message appears once the new user account is successfully created.

LOGGING ONTO MPEL

Once a vendor is registered and an account is created, users can log onto the system.

- 1 Click the **Log in** link from the MPEL title bar.
- 2 Enter vendor's email address and password. Click **Log in**. The MPEL Home page re-appears.

LOGGING OFF MPEL

Vendor representatives can log off the system from any page containing MPEL title bar options.

- 1 Save your work as necessary.
- 2 Click **Log Off** from title bar to exit application and click (X) to close browser window.

The screenshot displays the MPEL website interface. At the top, the Maryland Department of Transportation State Highway Administration logo is visible. The main navigation bar includes 'Home', 'About', 'Contact', 'Register', and 'Log In'. A 'Vendor Registration' form is open, with fields for 'Vendor Information' (Name, Address, City, State, Zip, Country, Phone, Fax, Web Site) and 'Primary Representative' (Name, Email, Password, Confirm password, Title, Department). A 'Log In' dialog box is overlaid on the form, with fields for 'Email' and 'Password', and a 'Log In' button. A 'Register as a new user' link is highlighted in the dialog. A 'Feature List' sidebar on the left contains links for 'Vendor Registration', 'All Evaluations', 'Qualified Product List', 'State of Maryland Patents', 'Policy', 'Vendor Guide', and 'Contact Us'. A 'Register' button is highlighted at the bottom of the registration form.

When vendors click the **Register** or the **Register as a new user** link, the Vendor Registration form appears.

When vendors click the **Log in** link, the Log In dialog appears. **NOTE:** Only registered users can log onto MPEL.

The Feature List displays available features.

Users enter information in the Vendor Registration form and click the **Register** button to process the new registration.

FEATURE LIST AND OTHER OPTIONS

MPEL provides users with methods for easy access to information. Users access the MPEL Internet Home page to submit New Product Evaluation Requests, manage Vendor Profiles, and access evaluations. In addition, vendor representatives can view the Qualified Product List, State of Maryland Patented and Proprietary Products, and Policy information. This section explores system features available to users, as well as identifies user roles and related tasks.

When users are logged onto MPEL, all system features are available.

When users are logged off MPEL, only some system features are available.

NOTE: The Vendor Registration option is only available when users are logged off the system.

Users must be logged onto MPEL to access these options.



Vendor Registration

- Click link to access the Vendor Registration form where vendor representatives enter new vendor information.



Submit New Product Evaluation Request

- Click link to access the New Product Evaluation Request form where users enter manufacturer and product details and submit requests for new product evaluations.



My Evaluations

- Click link to open the My Evaluations screen where users view product name, status, and action information and search for products.



Manage Vendor Profile

- Click link to edit vendor account settings including vendor profile information, vendor representative information, vendor password, and external logins (if configured).



All Evaluations

- Click link to access Search Evaluations dialog used to search from complete list of product evaluations conducted by MDOT SHA. Users search for evaluations by typing a few characters in the textboxes and selecting options from drop-down menus.



Qualified Product List

- Click link to access a comprehensive list of source materials (qualified products and producers of products) that have been submitted, tested, pre-approved for use on MDOT SHA construction projects. List includes links to contacts, material categories, and qualified products.



State of Maryland Patented and Proprietary Products

- Click link to open the State of Maryland list of Patented and Proprietary Products that have been approved for usage under 23 CFR 635.411. Please note the following information.
 - Certifications are products certified by MSHA that are either Essential for Synchronization or No equally suitable alternative exists.
 - Experimental Products are approved by FHWA and are used for research or for a distinctive type of construction on relatively short sections of road for experimental purposes.
 - Public Interest Findings are specific products or materials specified for use when other acceptable products or materials are available, if FHWA approved use for public interest.



Policy

- Click link to access the MDOT SHA New Products Committee Policy and Procedure document. Document outlines the procedures used to consider and evaluate new products and processes.



Vendor Guide

- Click link to view the MPEL Guide for Vendors and Vendor Representatives. The guide instructs vendors on how to submit products for MDOT SHA evaluation.



Contact Us

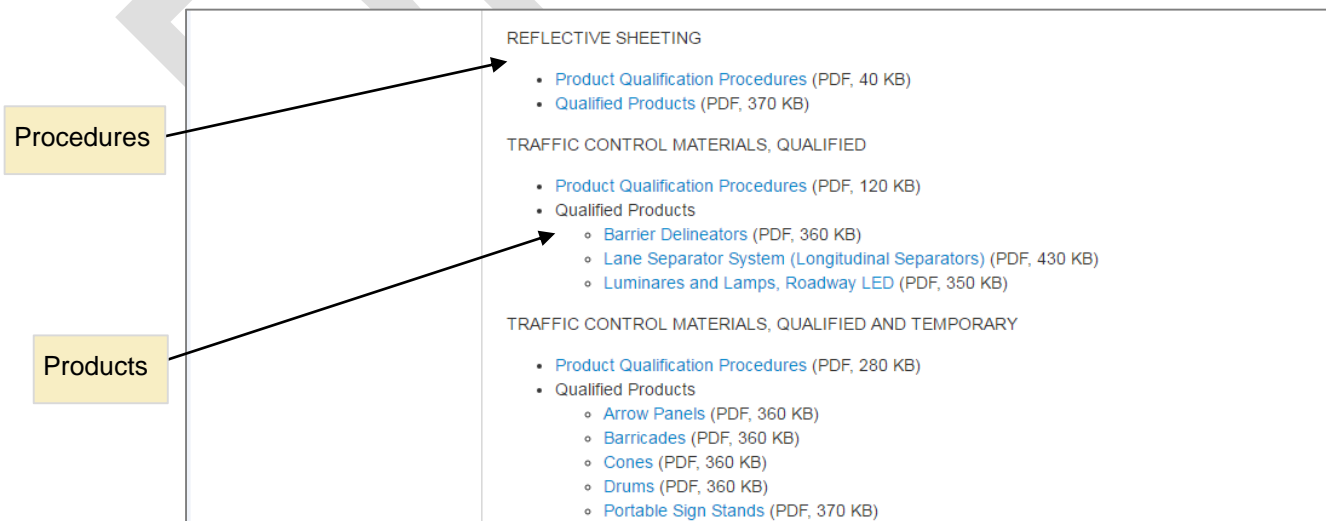
- Click link to email comments, questions, suggestions, or concerns about the product evaluation or MPEL Internet site to MDOT SHA.

VIEWING A LIST OF QUALIFIED PRODUCTS

Follow these steps to access the Department of Transportation State Highway Administration site and view a list of Qualified Producers and Products.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Qualified Product List** link. The Lists of Qualified Producers and Products information appears in a separate browser window.
- 3 Scroll down the page and click a **procedure** or **product** link to obtain more information.

NOTE: Be sure to close the tab (X) once you finish viewing procedure or product information.



VIEWING A LIST OF STATE OF MARYLAND PATENTED AND PROPRIETARY PRODUCTS

Follow these steps to open the State of Maryland Patented and Proprietary Products list. The list includes the Tracking Number, State, Basis of Approval, Product/Material, Product Category, Extent, Submittal Date, Approval Date, Expiration Date, and Comments fields.



1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.



2 Click the **State of Maryland Patented and Proprietary Products** link. A separate browser window containing a list of products appears.

NOTE: Be sure to click (X) to close window tab after viewing product information.

STATE OF MARYLAND PATENTED AND PROPRIETARY PRODUCTS									
Tracking Number	State	Basis of Approval	Product/Material	Product Category	Extent	Submittal Date	Approval Date	Expiration Date	Comments
MD-1626	Maryland	Synchronization	Construction of the Bridge Replacement of Park Valley Road Bridge No.MPK-03	Bridge/Structural	Project Specific	11/30/2016	12/07/2016	End of Project	
MD-1625	MARYLAND	Synchronization	Gate Valves, double disc, sizes 16 inch through 48 inch for high working pressure applications	Equipment	Statewide	10/31/2016	11/10/2016	11/08/2019	
MD-1624	MARYLAND	Synchronization	Amerlock 2 Red Oxide Epoxy	Coating	Statewide	10/31/2016	11/10/2016	11/08/2019	
MD-1623	MARYLAND	Synchronization	Tnemec N 140-1211 epoxy	Coating	Statewide	10/31/2016	11/10/2016	11/08/2019	
MD-1622	MARYLAND	Synchronization	Mechanical Joint (Model No F-5067)	Equipment	Statewide	10/31/2016	11/10/2016	11/08/2019	

VIEWING POLICY AND PROCEDURE INFORMATION

Follow these steps to open the New Products Committee Policy and Procedure document. This document outlines the purpose and responsibilities of the office and committee members, and describes policies and procedures.



1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.



2 Click the **Policy** link. A page containing the New Products Committee Policy and Procedures appears.

NOTE: Be sure to click (X) to close window tab after viewing policy and procedure information.

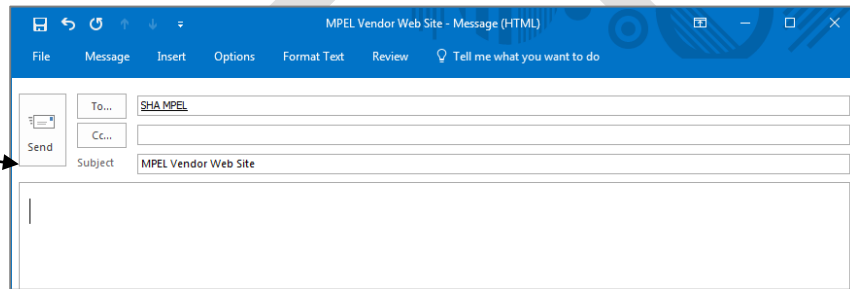
MARYLAND STATE HIGHWAY ADMINISTRATION NEW PRODUCTS COMMITTEE POLICY AND PROCEDURE	
PURPOSE:	The New Products Committee (NPC) provides a uniform procedure for the consideration and evaluation of new products and processes proposed for use in highways, bridges and incidental construction for the Maryland State Highway Administration (SHA). The NPC will also recommend changes to the Administration's Specifications, Standards, Policies, and Procedures pertinent to the acceptance of new products and/or processes.
SCOPE OF AUTHORITY:	The NPC has authority to select, test, evaluate and make recommendations with respect to new products or processes as related to highways, bridges and incidental construction.
RESPONSIBILITY:	The NPC is responsible for deciding which new products and processes merit investigation and evaluation. The NPC will select the appropriate Office(s), Division(s), District(s) or Section(s) to carry out the investigation and/or evaluation of any products or processes to be considered, and coordinate the activities of these groups.

CONTACTING MDOT SHA VIA EMAIL

Users complete the steps below to email comments, questions, suggestions, or concerns about the product evaluation or the MPEL web site to the Maryland Department of Transportation State Highway Administration.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Contact Us** link from the bottom of Feature List. A Microsoft Outlook email message addressed to **SHA MPEL** <MPEL@sha.state.md.us> opens in a new window.
- 3 Follow these guidelines when contacting Maryland SHA by email.
 - Be sure to send your message to **SHA MPEL** <MPEL@sha.state.md.us>.
 - Include your name, position/title, office, and telephone number.
 - Take a minute to re-read your email for typographical errors and clarity of content before hitting the **Send** button.

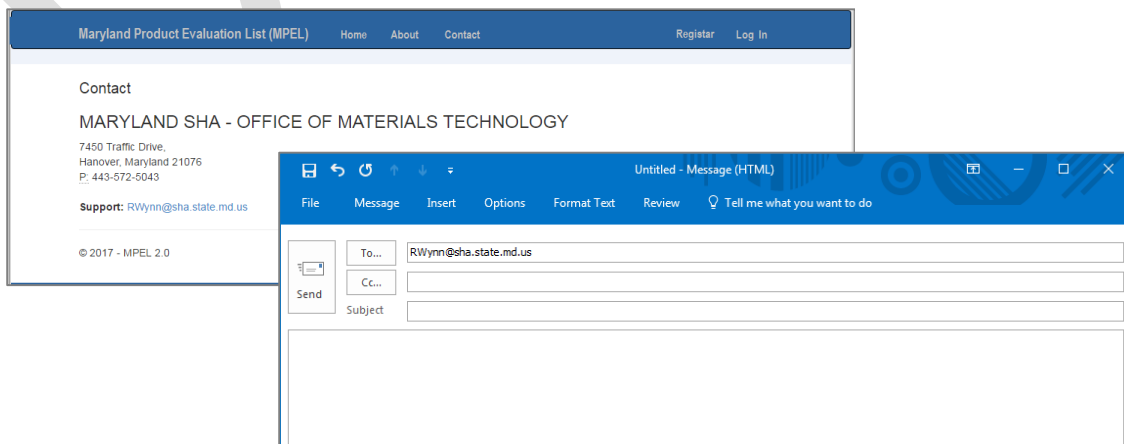
NOTE: Review the guidelines shown in step 3 before clicking the **Send** button.



CONTACTING THE MDOT SHA OFFICE OF MATERIALS TECHNOLOGY

Users access this page to view Office of Materials Technology (OMT) information such as the contact's name, phone number(s), email and street addresses.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Log onto the system. Then, click the **Contact** link. The Contact page appears. Click the **Support** link to send an email to MDOT SHA Office of Materials Technology.

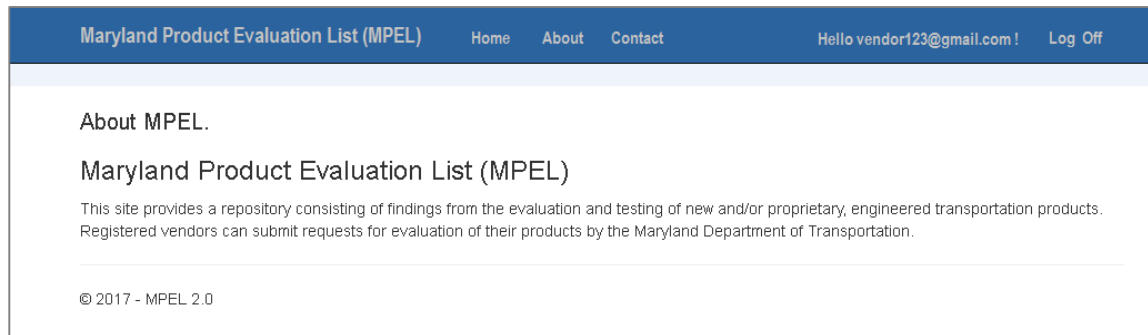


VIEWING THE ABOUT MPEL WEBSITE INFORMATION

Users access this page to discover basic information about the MPEL website.

1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.

2 Click the **About** link. The About MPEL page appears.



Vendor & Vendor Representative Roles & Tasks

Users are granted access to MPEL system information based on their role. Once users log onto MPEL, they are authorized to perform various system tasks.

Vendors are companies that:

- Sell products developed by manufacturers.
- Access MPEL to register with MDOT SHA.
- Access MPEL to submit new evaluation requests, check the status of existing requests, and add or edit vendor representatives.

Vendor Representatives are company contacts who:

- Are liaisons between the vendors and the internal MDOT SHA users.
- Initiate the request process by submitting detailed Product Evaluation Applications.

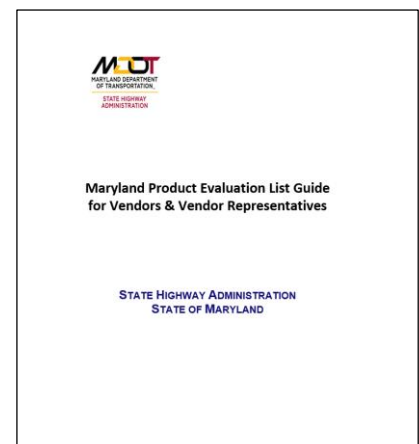
ACCESSING THE MPEL GUIDE FOR VENDORS & VENDOR REPRESENTATIVES

A version of this guide is available online. The guide describes how to use routinely performed MPEL features. Follow these steps to view a copy of the vendor guide.

NOTE: Be sure to click (X) to close window tab after viewing the vendor guide.

1 Access the MPEL Home page:
<http://apps.roads.maryland.gov/MPEL>.

2 Click the **Vendor Guide** link from bottom of Feature List. A PDF version of the guide appears in a new browser window.



PRODUCT EVALUATIONS

This section describes the procedures users follow to search from a complete list of all product evaluations and view vendor evaluations. It also describes how to identify evaluation screen product statuses, access product request details, and submit new product evaluation requests.

SEARCHING FROM A LIST OF ALL EVALUATIONS

When non-logged on and logged on users click the All Evaluations link from the Home page, a Search Evaluations dialog appears. Users access this dialog to search for products and obtain product status information. If users type a few letters in either the product, vendor, manufacturer name, or category textboxes, a drop-down menu of options appears. Users can select an Area option from a drop-down menu and select Date From and Date To options from the calendar.

Enter Search Criteria and click **Search** button.

The screenshot shows the 'Search Evaluations' dialog box. At the top, it says 'Search Evaluations'. Below that is a 'Search Criteria' section with the following fields: Product Name (containing 'ATC Hard-Rok Anchoring Cement'), Vendor Name, Manufacturer Name, Category, Area (a dropdown menu set to '-- All --'), and Date From and Date To (calendar pickers). There are 'Clear' buttons next to each text input field. At the bottom right of the search criteria section are 'Reset' and 'Search' buttons. Below the search criteria is a 'List of Product Evaluations' section. It shows 'Show 10 entries'. Below that is a table with the following data:

Date	Product Name	Status	Details
7/31/2012 2:19:06 PM	ATC Hard-Rok Anchoring Cement	Meet Existing Specification	View Details
7/11/2017 5:05:55 PM	ATC Hard-Rok Anchoring Cement	Product Request Submitted by Vendor	View Details

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and '© 2017 - MPEL 2.0'. There are 'Previous', '1', and 'Next' navigation buttons.

Results are returned under List of Product Evaluations.

Follow these steps to search from a list of all available evaluations.

- 1 Click the **All Evaluations** link from the MPEL Home page - Feature List or click the **All Evaluations** button from the Request Details screen. The Search Evaluations dialog appears.
- 2 Type a few letters of either the product, vendor, manufacturer or category name in text box and select an option from the drop-down menu.
- 3 Select an option from the Area drop-down menu and Date From and Date To options from the calendar, if necessary.
- 4 Click the **Search** button to process the search request. The results appear in the List of Product Evaluations located at the bottom of the Search Evaluations dialog.

SEARCHING FROM A LIST OF MY EVALUATIONS

When users click the My Evaluations link from the Home page, the My Evaluations screen appears. Users access the My Evaluations screen to view a list of their vendor’s Product Evaluation Requests and Open Product Evaluations. Users also review status and action information, and can filter the list by searching for specific criteria.

Product Evaluation Requests are listed first.

The Open Product Evaluations are listed next and are categorized as OOTS New Product, Statewide New Product, and Qualified Product.

Follow these steps to access a list of vendor’s evaluations, if available, after logging onto system.

NOTE: If a user is not registered or logged in, go to the [Registering a Vendor and Creating a New Account](#) section in this guide for information on how to register. Then, log onto MPEL.

- 1 Click the **My Evaluations** link from the MPEL Home page - Feature List, if registered and logged onto the system to view a list of vendor evaluations.
- 2 Review the Evaluation Date, Product Name, Status, and Action information when the My Evaluations page appears.
- 3 Type a few letters of either the product, vendor, manufacturer name, or category name in a Search text box to locate additional evaluations, as necessary.

Product Evaluation Requests

Logged on users view a list of Product Evaluation Requests that are displayed by date, product name, status, and action.

NOTE: Authorized users can accept or reject a vendor's Product Evaluation Request.

Open Product Evaluations

Logged on users view a list of Open Product Evaluations. The three subcategories of the Open Product Evaluations include OOTS New Product, Statewide New Product, and Qualified Product. Within the subcategories, products are listed by date, product name, status, and action.

- OOTS New Products have been evaluated by the Office of Traffic and Safety.
- Statewide New Products come from across the state of Maryland.
- Qualified Products have undergone the prescribed procedures including submission, testing, and pre-approval for use on MDOT SHA construction projects.

Maryland Product Evaluation List (MPEL) Home About Contact Hello dw3683@gmail.com Log off

My Evaluations

Product Evaluation Requests

Search:

Date	Product Name	Status	Action
7/11/2017 5:05:55 PM	ATC Hard-Rok Anchoring Cement	Product Request Submitted by Vendor	No Pending Action

Previous 1 Next

Open Product Evaluations

OOTS New Product

Search:

Date	Product Name	Status	Action
No matching records found.			

Previous Next

Statewide New Product

Search:

Date	Product Name	Status	Action
No matching records found.			

Previous Next

Qualified Product

Search:

Date	Product Name	Status	Action
No matching records found.			

Previous Next

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UNDERSTANDING EVALUATION SCREEN PRODUCT STATUSES

Product Evaluation Request and Open Product Evaluation statuses are listed below in alphabetical order.

<u>Evaluation Statuses</u>	<u>Description</u>
Additional Product Information Requested	- Product Sub-Coordinators have requested additional product information from the vendor representative.
Approved	- Request was approved by Product Coordinator.
Meet Existing Specification	- Request forwarded to Manager(s) for further processing.
Not Approved	- Request was not approved by Product Coordinator.
Awaiting Final Decision	- Request to perform field/laboratory evaluation assigned to Product Officer(s).
Product Request Accepted by Product Coordinator	- Product Coordinator accepted the Product Request.
Product Request Rejected by Product Coordinator	- Product Coordinator rejected the Product Request.
QPL Information Provided by Vendor	- Vendor submitted additional Qualified Product List (QPL) information.
Qualified Product Request Accepted by Product Coordinator	- Product Coordinator accepted the Qualified Product Request.
Qualified Product Request Rejected by Product Coordinator	- Product Coordinator rejected the Qualified Product Request.
Send Attachments to Vendor	- Vendor is mailed attachments.

VIEWING PRODUCT REQUEST DETAILS

Users access the Request Details screen to view product information, evaluation status, and history information. Users open the screen from two areas within MPEL as described below.

My Evaluations Screen – Product Name Link

Users must be registered and logged on to access the My Evaluations screen.

- 1 Click the **My Evaluations** link from the MPEL Home page.
- 2 Click the **Product Name** link on the row of the evaluation request or evaluation to be viewed. The Request Details screen appears.

The screenshot shows the 'My Evaluations' interface. At the top, there's a navigation bar with 'Home', 'About', and 'Contact'. Below that, the 'My Evaluations' section is titled. Under 'Product Evaluation Requests', there's a search bar and a table with columns: Date, Product Name, Status, and Action. A single row is visible with the product name 'ATC Hard-Rok Anchoring Cement'. A yellow callout box labeled 'Product Name link' points to this product name.

All Evaluations/Search Evaluations Dialog - Details Link

Users can access the All Evaluations screen whether they are logged onto the system or not.

- 1 Click the **All Evaluations** link to access the Search Evaluations dialog.
- 2 Enter the Search Criteria in the textboxes, if necessary, and click **Search** to process the search request.
- 3 Under the List of Product Evaluations – Details column, click the **View Details** link on the row of the evaluation to be viewed. The Request Details screen appears.
NOTE: Click **All Evaluations** to return to the All Evaluations page.

The screenshot shows the 'List of Product Evaluations' dialog. It has a search bar and a table with columns: Date, Product Name, Status, and Details. Two rows are listed. A yellow callout box labeled 'View Details link' points to the 'View Details' link in the 'Details' column of the first row.

Date	Product Name	Status	Details
8/8/2005 8:57:27 PM	Cold Spring Granite Truncated Dome Pavers	Product Request Accepted by Product Coordinator	View Details
8/22/2005 2:17:00 PM	DUST BAN	Product Request Accepted by Product Coordinator	View Details

Request Details Screen

Request Details

Product Information

Vendor: Adhesives Technology Corporation

Representative: Krista Maroni

Manufacturer Name: Adhesives Technology Corporation

Product Name: ATC Hard-Rok Anchoring Cement

Product Description: ATC Hard-Rok anchoring cement is a high strength, fast setting, non-shrink, non-metallc cementitious product used for anchoring and grouting applications.

Intended Use: Anchoring threaded rod, bolts and rebar dowels. Anchoring railings, signs, posts, parking meters and machinery. Patching holes and cracks in concrete.

Product Evaluation Status

Product Status: Meet Existing Specification

[Home](#) [All Evaluations](#)

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SUBMITTING NEW PRODUCT EVALUATION REQUESTS

When vendors want to add new product evaluation requests for existing or new manufacturers and existing or new products, they complete the online New Product Evaluation Requests Form.

Users select an existing manufacturer from the drop-down menu or add a new manufacturer by clicking the Add New Manufacturer link.

Users enter the product name and select or deselect related product categories, as necessary.

Maryland Product Evaluation List (MPEL) Home About Contact Hello dw3683@gmail.com Log off

New Product Evaluation Request

Product Evaluation Information

Vendor Services R Us

Manufacturer -- Select a Manufacturer -- (OR) Add New Manufacturer

Product required field

Select Product Categories:

- Adhesives and Bonding Agents
- Barriers Fencing and Roadside Structures
- Asphalt Surface Treatments
- Asphalt Mixes and Additives
- Drainage Structures
- Erosion Control and Other Landscape Treatments
- Portland Cement Concrete Surface Treatments
- PCC Mix Additives and Admixtures
- Patch Materials
- Joint and Crack Sealers and Fillers

Product Description

Intended Use

Cancel Submit

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Users enter a Product Description and the Intended Use information, as necessary.

Maryland Product Evaluation List Guide for Vendors & Vendor Representatives

Follow these steps to complete a new product evaluation request.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Submit New Product Evaluation Request** link.
The New Product Evaluation Request form appears.
- 3 Choose an existing manufacturer by clicking the -- Select a Manufacturer -- down arrow and selecting an option from the list
or
click the **(OR) Add New Manufacturer** link to enter manufacturer information by either completing all the Vendor Information form fields or clicking the Same as Vendor Information checkbox to automatically fill the form with vendor's name, address, country, contact, and website information.

The screenshot shows the 'Manufacturer' section of the MPEL form. At the top, there is a dropdown menu labeled '-- Select a Manufacturer --'. Below it, there is a link '(OR) Add New Manufacturer'. Underneath, there is a section titled 'Manufacturer Information' with a checkbox labeled 'Same as Vendor Information:'. Below this checkbox are several input fields: 'Manufacturer Name' (required field), 'Address' (required field), 'City' (required field), 'State' (dropdown menu labeled '-- Select a State --'), and 'Zip' (required field). To the right of the form, there is a scrollable list of manufacturer names, including 3M Company, 8:12 Illumination, ABC Industries, AbTech Industries, Inc., ABX Engineering, Accendo Electronics, Access Products, Inc., ACF Environmental, ACM Depot, Inc., ACO Polymer Products Co., Inc., Active Minerals International, LLC, ADA Solutions, Inc., ADDCO, Adhesives Technology Corporation, Advance Traffic Markings, Advanced Chemical Technologies, Inc., Advanced Drainage Systems, Inc., Advanced Lubrication Specialties, Inc., Advanced Power Technology Inc, Advanced Protection Technologies, Advanced Surface Systems, LLC, Advanced Technology and Research, Aerial Surveillance, Security & Intelligence Systems Technologies-U.S., LLC (ASSIST-U.S.), Aervoe Industries Incorporated, Agro-Culture Liquid Fertilizers, AIRPLACO EQUIPMENT CO, Akron Foundry Company, AKT CORPORATION, and Akzo Nobel Powder Coatings, Inc. A yellow callout box on the right side of the list says 'Select an existing manufacturer option from the drop-down menu.'

Click the Add New Manufacturer link to enter data in the fields or click the Same as Vendor Information check box to auto-fill the form.

- 4 Enter a product name in the **Product** text box.
- 5 Select or deselect options from the Select Product Categories list.

When users select a product category, subcategories are selected automatically.

NOTE: Be sure to deselect unneeded Product subcategories on the list.

The screenshot shows the 'Product' section of the MPEL form. At the top, there is a text box labeled 'Product' containing the text 'Tiger Bond Glue'. Below the text box, there is a section titled 'Select Product Categories:'. This section contains a list of product categories and subcategories. The 'Adhesives and Bonding Agents' category is selected with a checked checkbox. Below it, there are three subcategories: 'Other', 'Adhesives', and 'Bonding Agents', all of which are unselected. Below these are three more categories: 'Barriers Fencing and Roadside Structures', 'Asphalt Surface Treatments', and 'Asphalt Mixes and Additives', all of which are unselected.

6 Enter the Product Description and Intended Use information, as necessary.

The Product Description and Intended Use textboxes are Required fields.

NOTE: Required fields are outlined in red when input is required. Unless users enter information in all Required fields, the form will not be saved. Once users enter information in Required fields, the textboxes are outlined in green.

7 Click **Submit** to process the New Product Evaluation Request form.

NOTE: Once the new product evaluation request is reviewed and accepted by a product coordinator, vendors can review the request's status from the My Evaluations screen.

A red Action Required message is displayed under the Open Product Evaluations – OOTS New Product's Action column.

My Evaluations

Product Evaluation Requests

Search:

Date	Product Name	Status	Action
No data available in table			

Previous Next

Open Product Evaluations

OOTS New Product

Search:

Date	Product Name	Status	Action
11/1/2017 11:20:16 AM	ATC Hard-Rok Anchoring Cement	Product Request Accepted by Product Coordinator	Action Required

Previous 1 Next

Statewide New Product

Search:

Date	Product Name	Status	Action
No matching records found.			

Qualified Product

Search:

Date	Product Name	Status	Action
No matching records found.			

Previous Next

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SUBMITTING A DETAILED PRODUCT EVALUATION APPLICATION

Once the new product evaluation request is reviewed and accepted by a product coordinator, vendor must complete and submit a Detailed Product Evaluation application. Follow these steps to complete a Detailed Product Evaluation Application.

- 1 Access the My Evaluations screen to determine if an action is required.

My Evaluations

Product Evaluation Requests

Search:

Date	Product Name	Status	Action
No data available in table			

Previous Next

Open Product Evaluations

OOTS New Product

Search:

Date	Product Name	Status	Action
11/1/2017 11:20:16 AM	ATC Hard-Rok Anchoring Cement	Product Request Accepted by Product Coordinator	Action Required

Previous 1 Next

Statewide New Product

Search:

Date	Product Name	Status	Action
No matching records found.			

- 2 Click the **Product Name** link on the row of the open product. The Request Details screen appears.

Request Details

Product Information

Vendor: Services R Us

Representative: Dee Williams

Manufacturer Name: Adhesives Technology Corporation

Product Name: ATC Hard-Rok Anchoring Cement

Product Description: Limits wear and tear of asphalt surfaces.

Intended Use: Used as an adhesive.

Product Evaluation Status

Product Status: Product Request Accepted by Product Coordinator

History

Date	User Name	Status
11/1/2017 11:20:16 AM	SHA User	Product Request Accepted by Product Coordinator
7/11/2017 5:05:55 PM	Dee Williams	Product Request Submitted by Vendor

Home Fill Application

Fill Application Button

3

Click the **Fill Application** button to open the Detailed Product Evaluation Application form. The first page of the six-page form displaying the Product Information Tab appears.

4

Enter product information including product name, ID#, model, patent, and recommended use content, if applicable. Enter outstanding features or advantages information and indicate if the product contains recycled materials.

Detailed Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Submit

Product Information

1. Product Name

2. Product Identification No.

3. Model No.

Is this product patented?
 Yes No

Does this Product hold a pending patent?
 Yes No

4. Recommended Use - Primary

5. Recommended Use - Alternate

6. Outstanding Features or Advantages

Does your product contain recycled material(s)?
 Yes No

7. Please explain

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5

Select the Step 2 Specifications and Installation tab to open the next page of the application form. Upload material and specification information; images of plan, picture, or sketch; and instructions and cost information. Answer questions as necessary.

Detailed Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Submit

Specifications and Installation

8. Materials Safety Data Sheet (MSDS) \\\SHAHQFS1\ADMShare Browse... List of existing files:
Upload

9. Material Specifications \\\SHAHQFS1\ADMShare Browse... List of existing files:
Upload

10. Plan, Pictures or Sketch \\\SHAHQFS1\ADMShare Browse... List of existing files:
Upload

11. Instructions or Directions \\\SHAHQFS1\ADMShare Browse... List of existing files:
Upload

Can a demonstration be provided?
 Yes No

Are educational courses or videos available?
 Yes No

Availability
 Seasonal Non-Seasonal

Are quantities limited?
 Yes No

Delivery at Site (Days after Receipt of Order)
30

Will free samples be provided for evaluation?
 Yes No

12 a. Unit Cost (US \$) \$49.95 Browse... List of existing files:
Upload

12 b. Cost to Install (US \$) \$15 Browse... List of existing files:
Upload

Back Next

- 6 Select the Step 3 Other Product Information tab to open the next page of the application form. Enter and upload other information to describe how and when the product was introduced to market, as well as information on the product guarantee and conditions.

The screenshot shows the 'Other Product Information' step of the application form. At the top, there are navigation tabs for Step 1, Step 2, Step 3 (selected), Step 4, Step 5, Step 6, and Submit. The main content area includes:

- Question 13: 'Date Introduced on Market' with a text input field containing '08/28/15'. Below it is a radio button question: 'Has this product been released for general sale?' with 'Yes' selected. A sub-question asks for the release date, with a text input field containing '09/12/16'.
- Question 14: 'Is the product guaranteed?' with 'Yes' selected.
- 'Warranty Attachment' section: A file input field containing '\SHAHQFS1\ADMShare' and a 'Browse...' button. Below it is an 'Upload' button.
- 'Warranty Conditions' section: A large empty text area.
- Navigation: 'Back' and 'Next' buttons at the bottom right.

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- 7 Select the Step 4 Product Approvals tab to open the next page of the application form. Enter product approvals information on specification requirements, testing, and approval for use by other highway departments or agencies.

The screenshot shows the 'Product Approvals' step of the application form. At the top, there are navigation tabs for Step 1, Step 2, Step 3, Step 4 (selected), Step 5, Step 6, and Submit. The main content area includes:

- Question 15: 'Does your product meet the requirements of any of the following specifications?' with 'Yes' selected.
- 'Standard' section: A dropdown menu showing 'FEDERAL SPEC' and a 'List of existing specifications:' button. Below it is a text input field containing '00099765' and an 'Add Specification' button.
- 'Please Explain' section: A text area containing 'Compound specification'.
- Question 16: 'Has the product been tested by AASHTO's National Transportation Product Evaluation Program (NTPEP)?' with 'No' selected.
- 'Which test deck' section: A text input field containing 'Required'.

(Step 4 - continued)

17. Has the product been tested by any national testing facilities? Yes No

Test Data Attachment:
 Browse...

List of existing files:

18. Is the product approved for use by other highway departments or other agencies? Yes No

Step 1: Please download the file ([click here to download](#)) and save the file locally. Then upload the file(Step 2) after providing necessary information.

Step 2: Highway department or other agency attachment:
 Browse...

List of existing files:

Attachment should include the following information:

- Name of Approve State or Municipalities
- Name of contact
- Phone # of contact
- Email address

8

Select the Step 5 Other Information tab to open the next page of the application form. Enter company information such as the names of other MDOT, MDOT SHA, Maryland municipal or county agency office contacts, and a description of product limitations.

Detailed Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Submit

Other Information

19. Have you contacted other offices in the Maryland State Highway Administration? Yes No

Please List:

20. Have you contacted other offices in Maryland Department of Transportation? Yes No

Please List:

21. Have you contacted any Municipal or County agencies in Maryland? Yes No

Please List:

22. Please explain any product limitations for its use, i.e., temperature or surface type or surface condition etc?

Please List:

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- Select the Step 6 Product Cost Comparison (US \$) tab to open the next page of the application form. Enter the product cost comparison (US \$) between existing methods or materials and the proposed new product.

Submit Tab

Detailed Application

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6** **Submit**

Product Cost Comparison(US \$)

Parameter	Existing Method / Material	Proposed New Product
Product Name	<input type="text"/>	ATC Hard-Rok Anchoring Cement
Material Cost / Unit	\$ 0	\$ 0
Installation Cost / Unit	\$ 0	\$ 0
Total Installation Unit Cost	\$ 0	\$ 0
Annual Maintenance Cost / Unit	\$ 0	\$ 0
Service Life / Unit (Years)	0	0
Total Maintenance Cost	\$ 0	\$ 0
Total Service Life Cost / Unit	\$ 0	\$ 0
Analysis Duration (Years)	0	0
Total Cost / Unit	\$ 0	\$ 0
Advantages	<input type="text"/>	required field
Disadvantages	<input type="text"/>	required field

Calculate Back Submit

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Calculate Button

- Click the **Calculate** button to compare the products and then click the **Submit** tab to process the Detailed Product Evaluation Application.

- Click the **Submit the Application** button. A submit confirmation dialog appears.

Confirmation

To submit your application, please select Submit. To continue editing your application, please select Cancel.

Cancel Submit

Detailed Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 **Submit**

Submit Application

You can submit your detailed product evaluation application here.

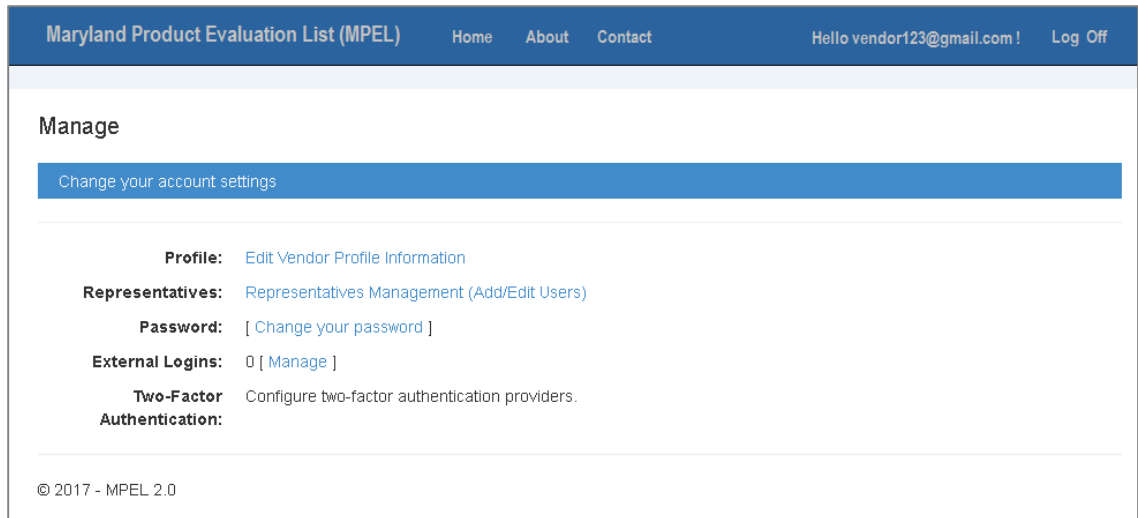
Submit the Application

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- Click **Submit**. The Maryland.Gov page appears. Or click **Cancel** to continue editing the application.

VENDOR PROFILES, USERS/REPRESENTATIVES, AND PASSWORDS

Vendors click the Manage Vendor Profile link to modify profile information, add and edit user representatives, and change user passwords.



Profile: Edit Vendor Profile Information

Users click the link to change vendor name, address, phone, and web information.

Representatives: Representatives Management (Add/Edit Users)

Users click the link to access the List of Users dialog used to search for and view user information, add a representative, and edit existing representative information.

Password: [Change your password]

Users click the link to access the Change Password form used to modify user passwords.

External Logins: 0 [Manage]

Users click the link to access the Manage your external logins message that notifies users of the configured external authentication services status.

Two-Factor Authentication: Configure two-factor authentication providers

NOTE: This option is not applicable to users.

ADDING A VENDOR REPRESENTATIVE PROFILE

Follow these procedures to enter vendor representative profile information.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Manage Vendor Profile** link.
The Manage screen appears.
- 3 Click the **Representatives Management (Add/Edit Users)** link.
The List of Users screen appears.

User Name	Email ID	User Type	Title	Department	Status	
Dee Williams	dw3333@gmail.com	PRIMARY_CONTACT	Services Chief	Administration	APPROVED	Edit

- 4 Click the **Add Representative** link.
- 5 Enter the representative's name, email address, and password.
Then, re-enter the password to confirm.
- 6 Enter the representative's title and department.
- 7 Enter the address, city, and zip code.
- 8 Select the state and country from the drop-down menus.
- 9 Enter the phone and fax numbers.
- 10 Click **Submit** to process the changes.

Add Representative Dialog

Maryland Product Evaluation List (MPEL) Home About Contact Hello dw3683@gmail.com Log off

Add Representative

Representative Information

Representative Name

Email

Password

Confirm password

Title

Department

Address

City

State

Zip

Country

Phone

Fax

[Cancel](#)

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EDITING A VENDOR REPRESENTATIVE PROFILE

Follow these procedures to change vendor representative profile information.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Manage Vendor Profile** link.
The Manage screen appears.
- 3 Click Representatives Management (Add/Edit Users) link.
The List of Users screen appears.

Maryland Product Evaluation List (MPEL) Home About Contact Hello dw3683@gmail.com Log off

List of Users

[Add Representative](#)

Find by name:

User Name	Email ID	User Type	Title	Department	Status	
Dee Williams	dw3333@gmail.com	PRIMARY_CONTACT	Services Chief	Administration	APPROVED	Edit

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- 4 Click Edit link on the row of the representative's profile to be updated.
- 5 Update the representative's name and email address, if necessary.
- 6 Update the representative's title and department, if necessary.
- 7 Update the address, city, and zip code, if necessary.
- 8 Select the state and country from the drop-down menus, if necessary.
- 9 Update the phone and fax numbers, if necessary.
- 10 Click **Submit** to process the changes.

Edit Representative Dialog

Maryland Product Evaluation List (MPEL) Home About Contact Hello dw3683@gmail.com Log off

Edit Representative

Update Representative Information

Representative Name

Email

Title

Department

Address

City

State ▼

Zip

Country ▼

Phone

Fax

[Cancel](#)

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EDITING VENDOR PROFILE INFORMATION

Follow these procedures to edit vendor profile information.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Manage Vendor Profile** link.
The Manage screen appears.
- 3 Click the **Edit Vendor Profile Information** link.
The Edit Vendor Profile dialog appears.

Maryland Product Evaluation List (MPEL) Home About Contact Hello vendor123@gmail.com! Log Off

Edit Vendor Profile

Vendor Information

Vendor Name

Address

City

State

Zip

Country

Phone

Fax

Web Site

[Cancel](#)

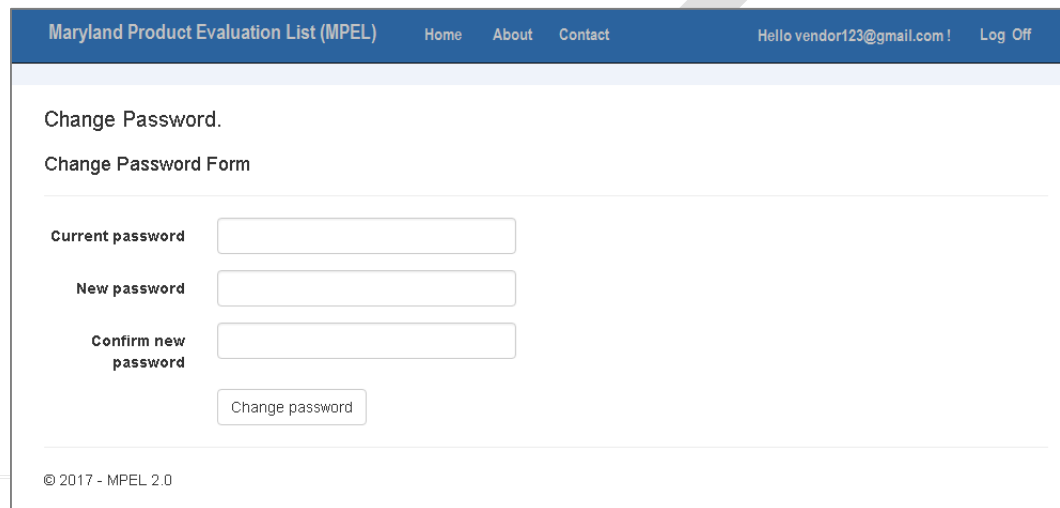
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- 4 Change the vendor's name, if necessary.
- 5 Change the address, city, and zip code information, if necessary.
- 6 Select the state and country from the drop-down menus, if necessary.
- 7 Change the phone and fax numbers, and web address, if necessary.
- 8 Click **Submit** to process the changes.

CHANGING USER PASSWORDS

Follow these procedures to modify user passwords.

- 1 Access the MPEL Home page: <http://apps.roads.maryland.gov/MPEL>.
- 2 Click the **Manage Vendor Profile** link.
The Manage screen appears.
- 3 Click the **Change your password** link.
The Change Password dialog appears.

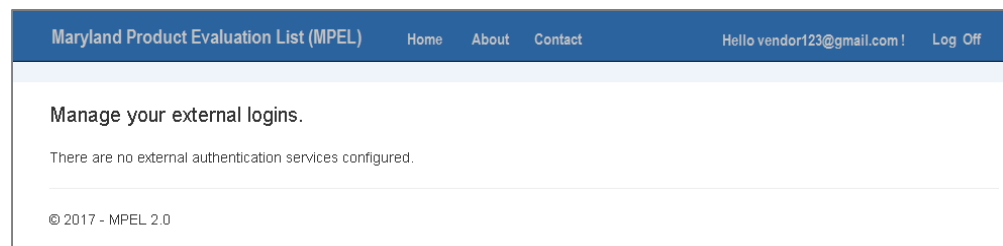


The screenshot shows the 'Change Password' form within the Maryland Product Evaluation List (MPEL) application. The form is titled 'Change Password Form' and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below these fields is a 'Change password' button. The page header includes the MPEL logo, navigation links (Home, About, Contact), and a user greeting 'Hello vendor123@gmail.com!' with a 'Log Off' link. The footer indicates '© 2017 - MPEL 2.0'.

- 4 Enter your current password.
- 5 Enter the new password.
- 6 Re-enter the new password to confirm.
- 7 Click the **Change password** button to process the new password.

MANAGING EXTERNAL LOGINS

This option is not applicable to users.



The screenshot shows the 'Manage your external logins' page in the MPEL application. The page header is identical to the previous screenshot. The main content area displays the heading 'Manage your external logins.' followed by the message 'There are no external authentication services configured.' The footer indicates '© 2017 - MPEL 2.0'.

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