



External

# Request Tracking System (RTS) - Procurement Requisition Form (PRF) for GDOT External Users

Manual

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## About this Manual

When there is a need for a project modification such as change in scope, additional funding, or a time extension, all Georgia Department of Transportation (GDOT) personnel are required to submit a procurement requisition form. The Request Tracking System (RTS)—Procurement Requisition Form (PRF) application automates the submission and approval of such documents. This manual is for GDOT external users allowing them to approve and track PRF requests.

This manual introduces:

- ✓ How to access the application
- ✓ Elements of the user interface
- ✓ Collaborate with GDOT to review and approve PRF requests
- ✓ PRF request process overview
- ✓ How to manage your profile
- ✓ How to access help

### How to Use this Manual

This manual has six chapters. Each chapter focuses on a key topic and is broken down into easy-to-follow concepts and workflows.

Throughout the manual, you will see callouts that contain notes, pro tips, and important information to help you use the PRF Request application efficiently and boost productivity. Look out for these callouts to quickly become a super user!



These callouts contain supplementary notes that will help you choose the appropriate settings and provide background info.

**Note**



These callouts contain tech tips, productivity tips, and other useful nuggets of information that will make you more efficient.

**Pro Tip**



These callouts contain information that will prevent errors from occurring and help you troubleshoot issues.

**Important**

### Access the RTS-PRF Application

You have two ways to access the RTS – PRF application, you can:

- Open RTS on a browser
- Open RTS from an email notification

#### Open RTS on a Browser

1. Open **Google Chrome**.
2. Go to the **RTS External** home page <https://rts.dot.ga.gov>.



**Google Chrome** is the preferred web browser for this application. Others might work as well.

#### Note

#### Open RTS from an Email Notification

1. When a PRF request needs your approval, you will receive an automatic RTS email notification from [RTSAdministrator@dot.ga.gov](mailto:RTSAdministrator@dot.ga.gov).
2. Read the message and open the RTS application by selecting the link at the bottom of the email.

Action required for Request a Time Extension PRF-014046 771238- 48400-005-TOCBA1900202 TO# Inbox x

**RTSAdministrator@dot.ga.gov**

to me ▾

Jane Doe,

PRF-014046, Request a Time Extension, for 48400-005-TOCBA1900202 TO# 3 has been added to your MyQueue and requires the following action on your part:

Comments from Ben Adams: Please review and complete tasks as necessary.

Additional instructions may also be uploaded to the Instructions document type of the RTS Attachments Section.

If you have any questions concerning the action required, please contact the Procurement Contact listed below. You can expect to receive reminder email(s) if you have not completed required actions within fourteen (14) days of this email.

PRFdetails:

GDOT PM: Ben Adams

Consultant PM: Jane Doe

Procurement Contact: John Doe

Description of Work:



[Click the link to access to RTS \(Request Tracking System\) Application.](#)

**NOTE:** RTS Application is best viewed/operated using current browser version of Google Chrome.

## Log Into the RTS-PRF Application

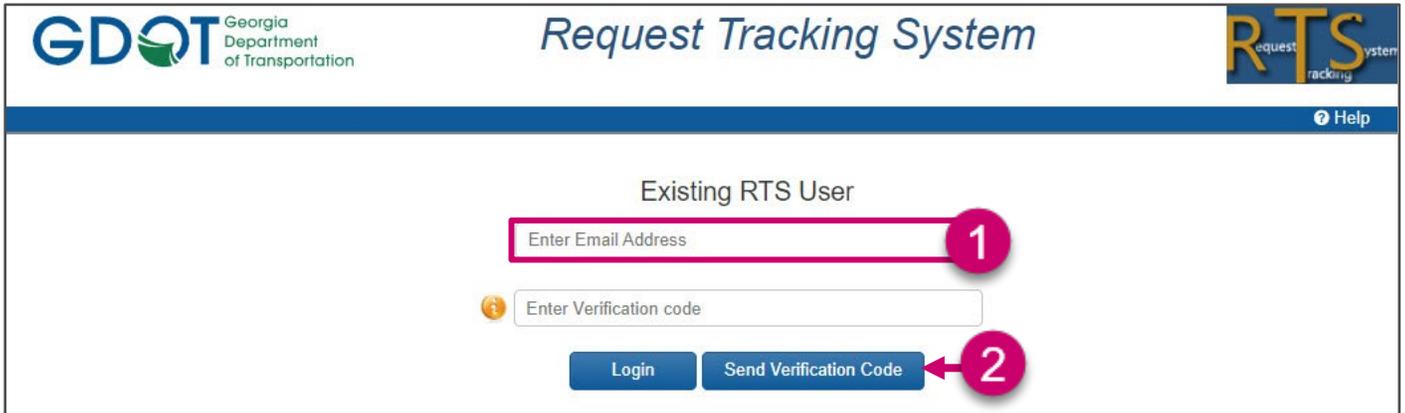
1. Enter your email address in the field.

!

You must enter the same email address where you received the task assignment notification from the RTS Application ([RTSAdministrator@dot.ga.gov](mailto:RTSAdministrator@dot.ga.gov)).

Important

2. Select **Send Verification Code**.

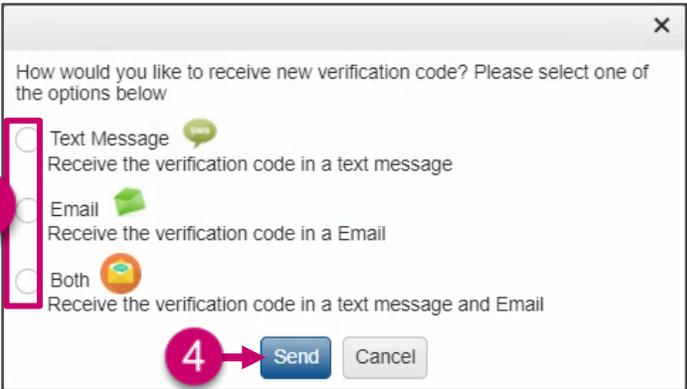


3. Select an option for how you would like to receive the new verification code.

!

To receive a text message, you must have your mobile number registered in the application.

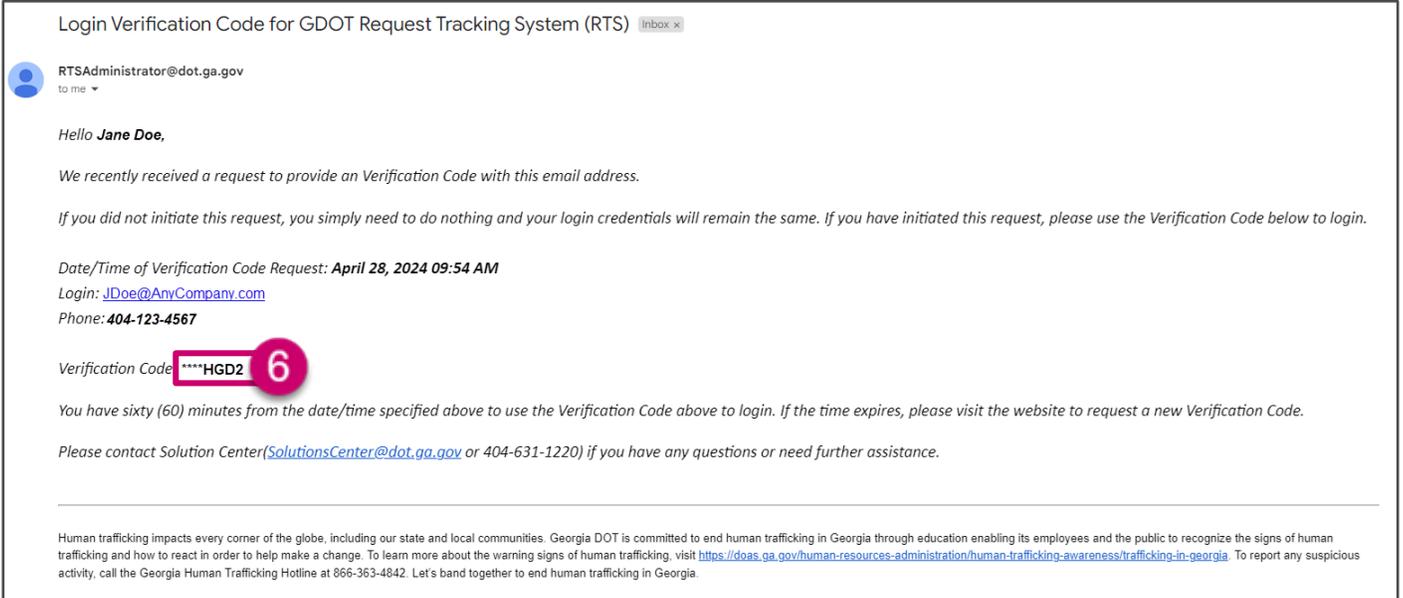
Important



4. Select **Send**.
5. A notification appears momentarily on the lower right of the screen.

✓
Verification code is generated and sent to the selected option.

6. From the text message or email notification locate the verification code.



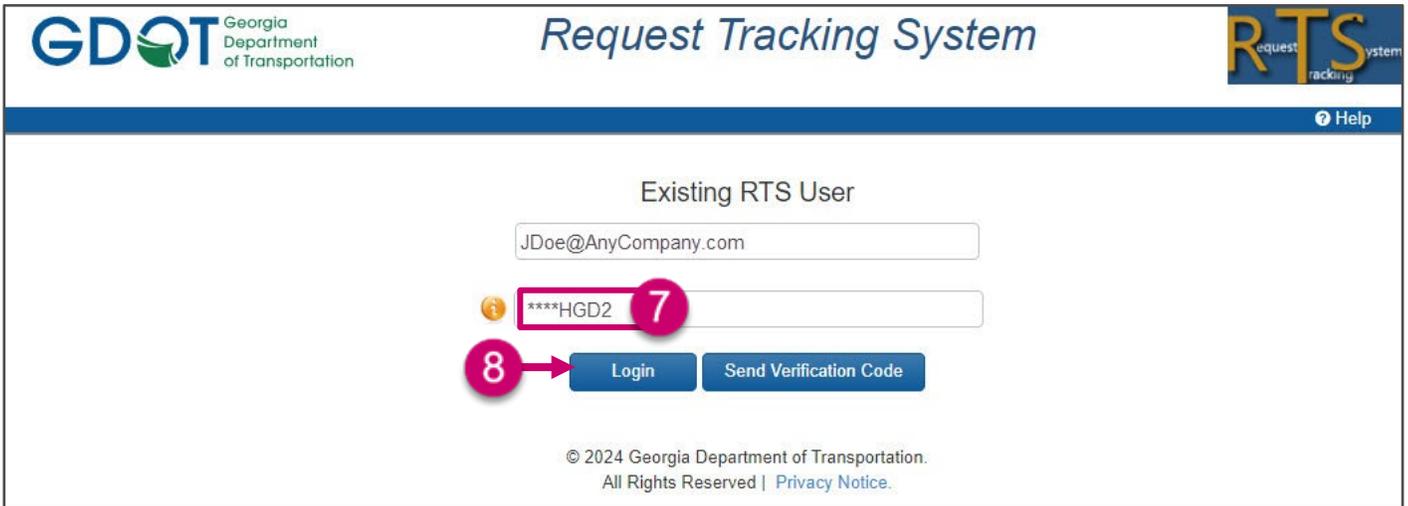
7. Enter the verification code you received.



The verification code can be used only once and should be used within 60 minutes after you receive it.

Important

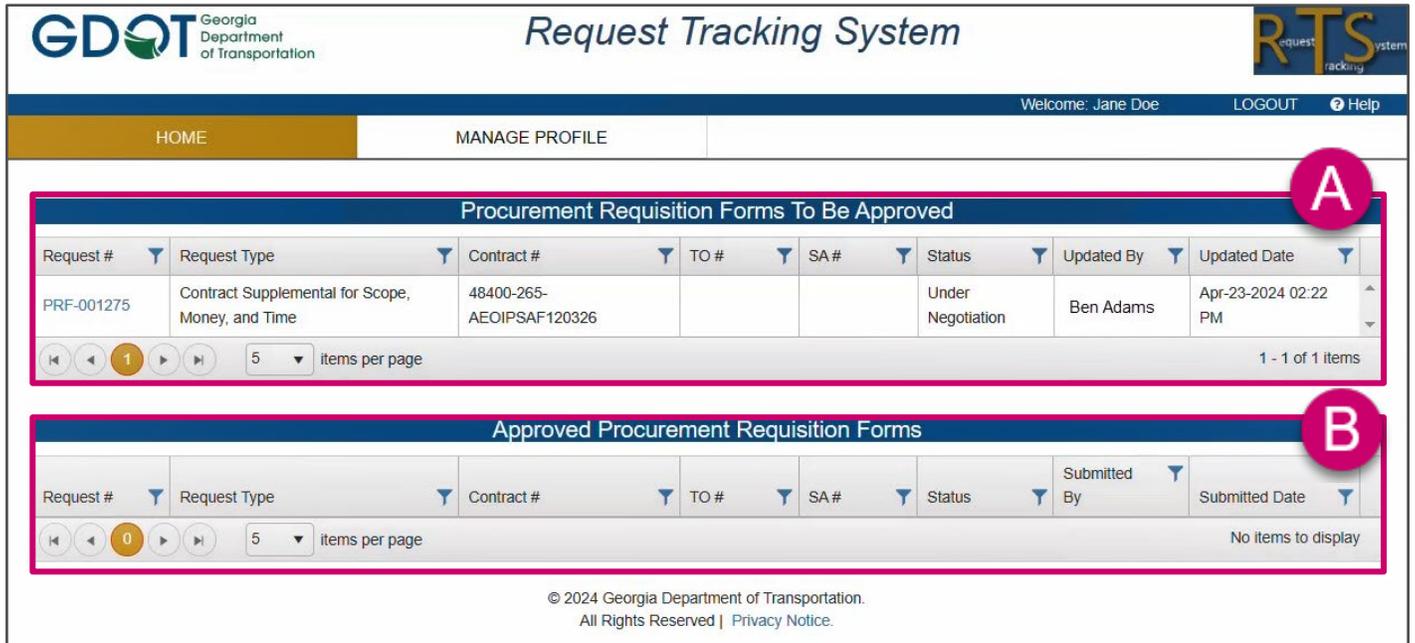
8. Select Login.



## Elements of the User Interface

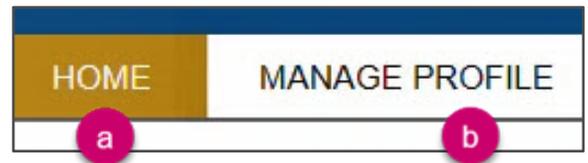
The RTS Home page is displayed.

- A. The **Procurement Requisition Forms To Be Approved** table is at the top which displays the task that needs your attention.
- B. The **Approved Procurement Requisition Forms** table is at the bottom. Items you approve are moved to this table.



From the top left of the **RTS Home** page, you can access two of the main sections, which are:

- a. **HOME** opens the RTS - Home page.
- b. **MANAGE PROFILE** allows you to update your contact information.



From the **top right**, you can:

- c. **LOGOUT**
- d. Access **Help** which opens the GDOT Certifications & Training page.



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You can sort the list by selecting the column headings, and the list will be sorted in ascending or descending order.



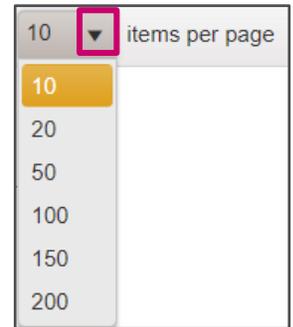
An arrow appears next to the column heading, indicating the sorted order.



You can move from one page of PRF Forms records to the next by selecting the page number or using the arrows next to it at the bottom of each section.



You can change the number of items displayed per page by selecting the down arrow in any of the sections.



To filter the list:

1. Select the **Filter**  icon.
2. Enter a filter value.
3. Select **Filter**.



To remove the filter, repeat seps 1 & 2 and select **Clear**.

Pro Tip

Show items with value that:

Is equal to ▼

2

And ▼

Is equal to ▼

Filter

Clear

3

### Collaboration with GDOT



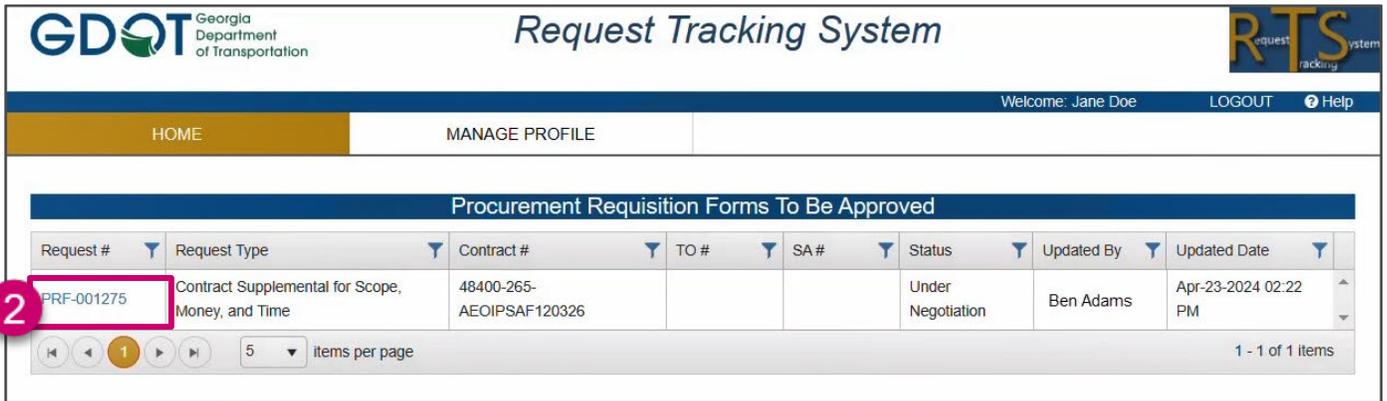
To ensure the approval process is completed promptly, please check your email often in case your approval is needed to complete processing a PRF request.

Important

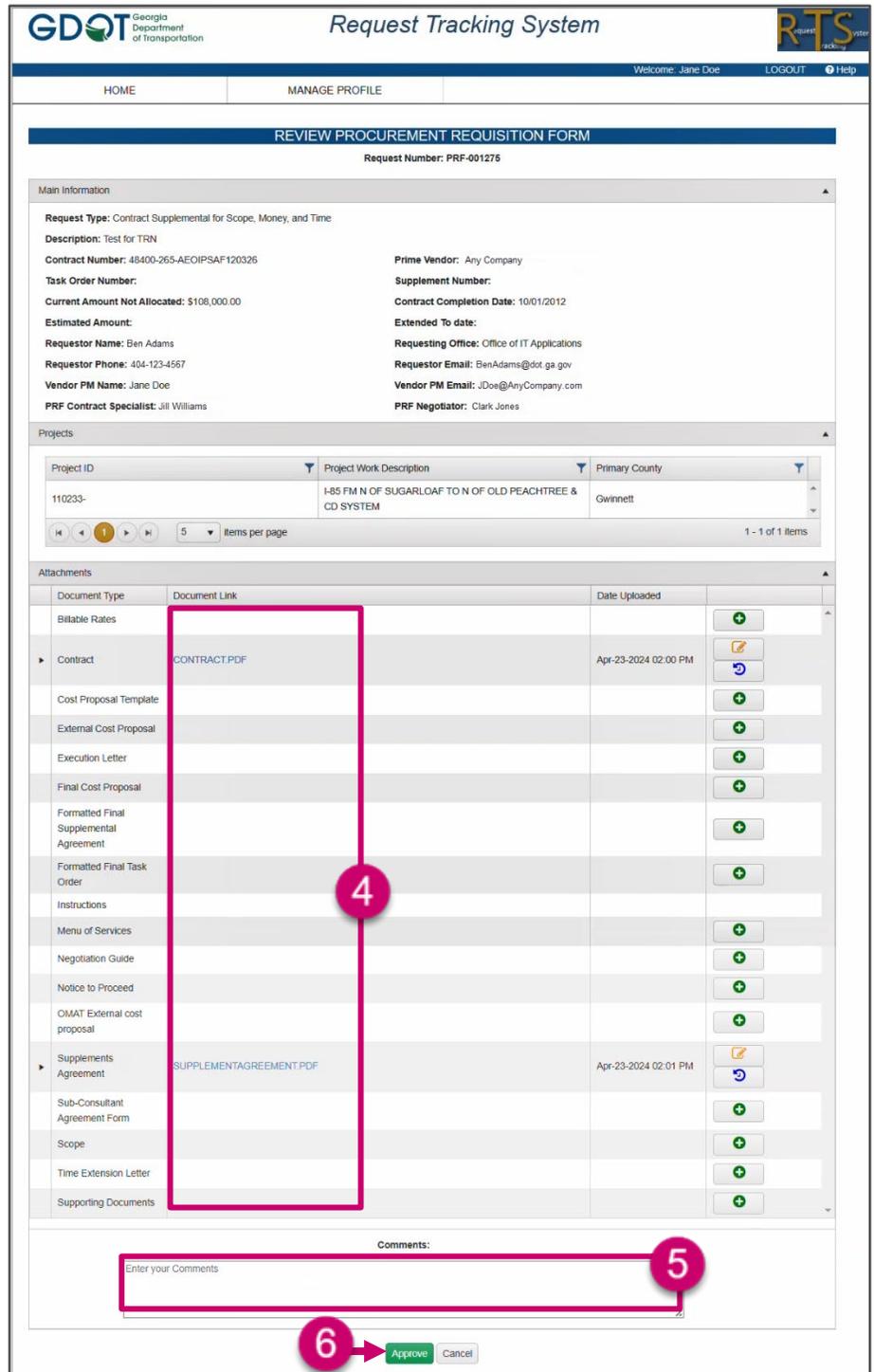
#### Review & Approve a Request

After any of the GDOT personnel reviews a request, if you are part of the approval workflow, you will need to review and if applicable, approve the request. Below are the steps you need to follow:

1. Once you have been notified that a procurement requisition form has been assigned to you, log into the RTS application as shown in the [User Interface](#) chapter.
2. Select the **Request #** link for the PRF you want to review.



3. Review all information in the PROCUREMENT REQUISITION FORM.
4. You may select the attachment links to review the documents attached.
5. Scroll down and enter your comments.
6. If you agree, select **Approve**.



**Request Tracking System**

Welcome: Jane Doe    LOGOUT    Help

HOME    MANAGE PROFILE

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**REVIEW PROCUREMENT REQUISITION FORM**

Request Number: PRF-001275

**Main Information**

**Request Type:** Contract Supplemental for Scope, Money, and Time  
**Description:** Test for TRN  
**Contract Number:** 48400-265-AEOIPSAF120326      **Prime Vendor:** Any Company  
**Task Order Number:**      **Supplement Number:**  
**Current Amount Not Allocated:** \$108,000.00      **Contract Completion Date:** 10/01/2012  
**Estimated Amount:**      **Extended To date:**  
**Requestor Name:** Ben Adams      **Requesting Office:** Office of IT Applications  
**Requestor Phone:** 404-123-4567      **Requestor Email:** BenAdams@dot.ga.gov  
**Vendor PM Name:** Jane Doe      **Vendor PM Email:** JDoe@AnyCompany.com  
**PRF Contract Specialist:** Jill Williams      **PRF Negotiator:** Clark Jones

**Projects**

Project ID	Project Work Description	Primary County
110233-	I-85 FM N OF SUGARLOAF TO N OF OLD PEACHTREE & CD SYSTEM	Gwinnett

1 - 1 of 1 items

**Attachments**

Document Type	Document Link	Date Uploaded	
Billable Rates			+ [icon]
▶ Contract	CONTRACT.PDF	Apr-23-2024 02:00 PM	+ [icon]
Cost Proposal Template			+ [icon]
External Cost Proposal			+ [icon]
Execution Letter			+ [icon]
Final Cost Proposal			+ [icon]
Formatted Final Supplemental Agreement			+ [icon]
Formatted Final Task Order			+ [icon]
Instructions			
Menu of Services			+ [icon]
Negotiation Guide			+ [icon]
Notice to Proceed			+ [icon]
OMAT External cost proposal			+ [icon]
▶ Supplements Agreement	SUPPLEMENTAGREEMENT.PDF	Apr-23-2024 02:01 PM	+ [icon]
Sub-Consultant Agreement Form			+ [icon]
Scope			+ [icon]
Time Extension Letter			+ [icon]
Supporting Documents			+ [icon]

**Comments:**

Enter your Comments

6 → **Approve**    Cancel

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7. Wait while the application processes the changes.
8. You are returned to the RTS Home page and the Procurement Requisition Form you approved is moved to the bottom table.


Request Tracking System


Welcome: Jane Doe
LOGOUT
Help

HOME

MANAGE PROFILE

Procurement Requisition Forms To Be Approved

Request #	Request Type	Contract #	TO #	SA #	Status	Updated By	Updated Date
No items to display							

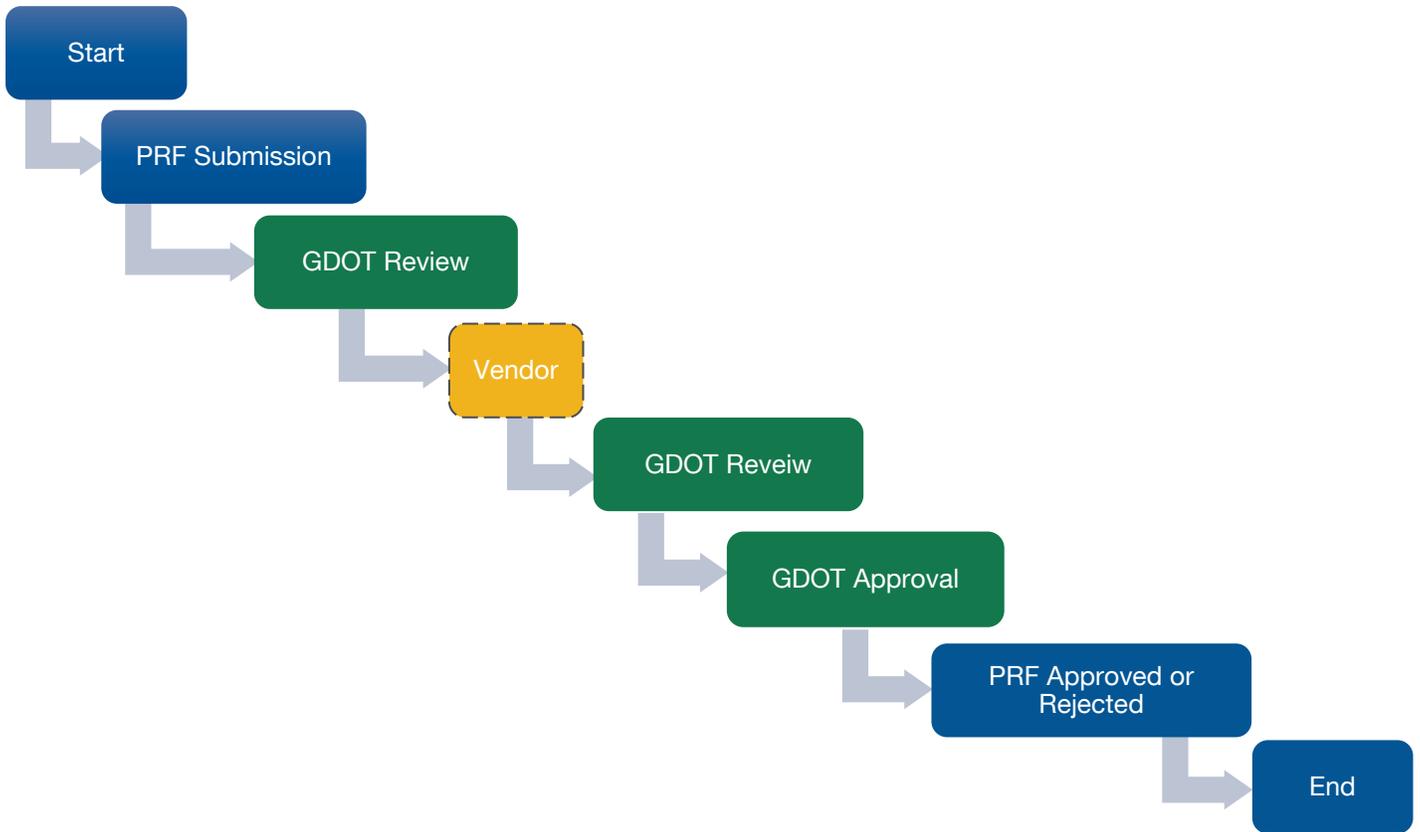
Approved Procurement Requisition Forms

Request #	Request Type	Contract #	TO #	SA #	Status	Submitted By	Submitted Date
PRF-001275	Contract Supplemental for Scope, Money, and Time	48400-265-AEOIPSAF120326	8		Under Negotiation	Ben Adams	Apr-23-2024 02:22 PM

## PRF Request Process Overview

### PRF Request Process

The PRF request has a clear start and end. The process is shown below. Once a PRF request has been submitted, it enters the initial GDOT review process. The Contract Specialist may be required to make corrections during the review process. Depending on the type of request, you (the Vendor), may be required to approve the request. The final step is the GDOT review and approval.



## PRF Request Process Status

As soon as a PRF request is submitted its status becomes **Submitted**. The PRF request status may change to: **Under Negotiation**, **Negotiation Review**, **Processing**, **QA/AC**, **PreNegotiation**, **Approved**, or **Rejected** depending on the step it is on the approval process as well as the decisions of the reviewers/approvers along the way.


Request Tracking System


Welcome: Jane Doe
LOGOUT [Help](#)

HOME
MANAGE PROFILE

Procurement Requisition Forms To Be Approved

Request #	Request Type	Contract #	TO #	SA #	Status	Updated By	Updated Date
PRF-001275	Contract Supplemental for Scope, Money, and Time	48400-265-AEOIPSAF120326			Under Negotiation	Ben Adams	Apr-23-2024 02:22 PM

◀ ◁ 1 ▷ ▶ ▶▶
5 items per page
1 - 1 of 1 items

Approved Procurement Requisition Forms

Request #	Request Type	Contract #	TO #	SA #	Status	Submitted By	Submitted Date
No items to display							

◀ ◁ 0 ▷ ▶ ▶▶
5 items per page

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!

The status of the request changes to **Approved**, once the last person in the chain approves the PRF.

Important

## PRF Request Types that Require your Participation

The 5 request types, are:

- Request an individual task order
- Request a time extension
- Contract supplemental for scope, money, and time
- Contract supplemental for scope and time
- Contract supplemental for money and time

## Review and Approval Workflows

The review and approval process workflows for the various types of requests you are part of are grouped into two, which are:

- **Workflow 1**, used for:
  - Request an individual task order
  - Contract supplemental for scope, money, and time
  - Contract supplemental for scope and time
  - Contract supplemental for money and time
- **Workflow 2**, used for **Request a Time Extension**.

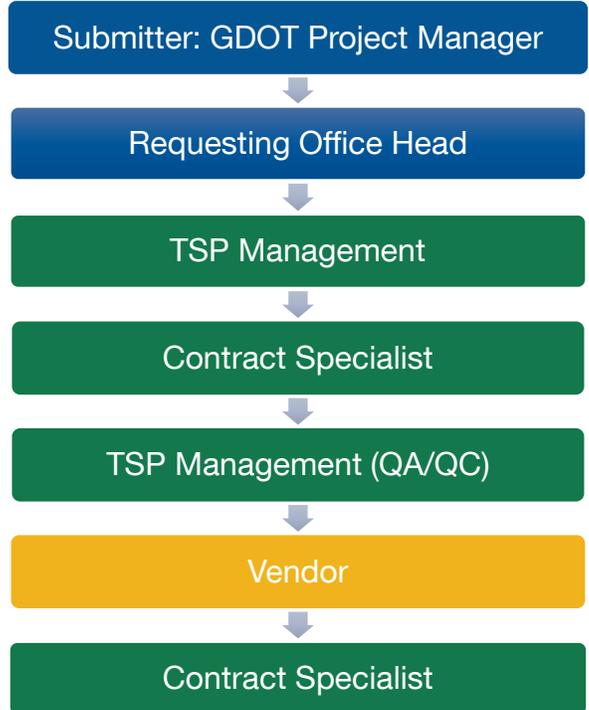
This section shows all the steps for the PRF requests' review and approval process that you participate in. The purpose of this section is to provide you with an idea of how many steps the different workflows might require.

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**Workflow 1**



**Workflow 2  
(Request a Time Extension)**



## Manage Profile



Please ensure your contact information is up to date so that GDOT personnel can communicate with you, and you can receive notifications regarding PRF forms. Your phone number needs a Mobile number to be able receive text messages.

Important

To update your profile:

1. Select the **MANAGE PROFILE** tab at the top of the page.
2. Review your contact information and if necessary, update it.
3. Select **Update Profile**.




Request Tracking System


Welcome: Jane Doe
LOGOUT
Help

HOME
MANAGE PROFILE

First Name:\*

Last Name:\*

Title:

Email:\*

Phone:\*

Phone Type:\*

Update Profile

MANAGE ADDRESSES

+ Add New Address

Address Type	Address1	Address2	City	State	Zip Code	Active
No items to display						

◀ ▶ 0 / 10 items per page

## Access Help

If the answers to your questions are not in this manual, please contact the Solutions Center at (404) 631-1220 or [solutionscenter@dot.ga.gov](mailto:solutionscenter@dot.ga.gov).



To ensure the proper routing of your request, please include the following when submitting a ticket with the Solutions Center:

- **PRF Number**
- **Description of the issues**
- **Attach screenshots**

**Important**

GDOT	Georgia Department of Transportation
PI	Project Identification Number
PRF	Procurement Requisition Form
RTS	Request Tracking System
TSP	Transportation Services Procurement
QA	Quality Assurance
QC	Quality Control