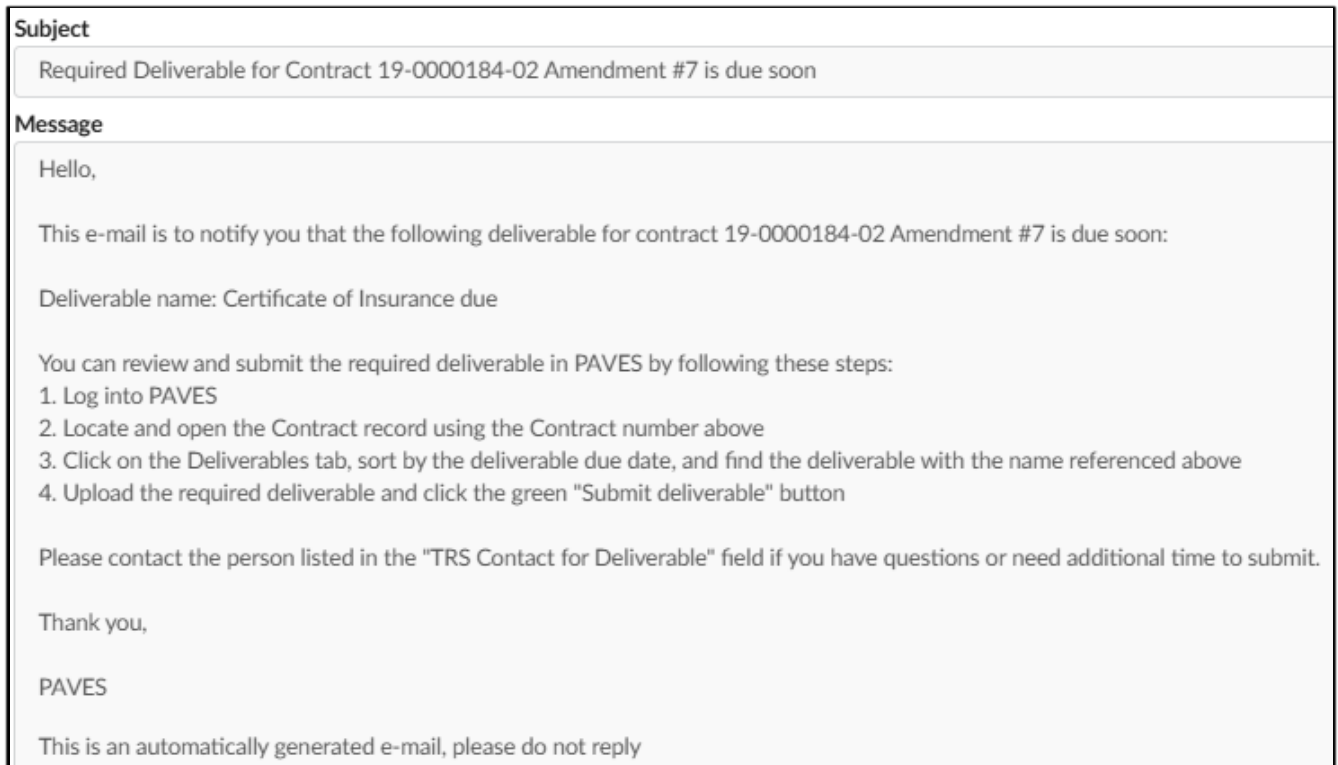
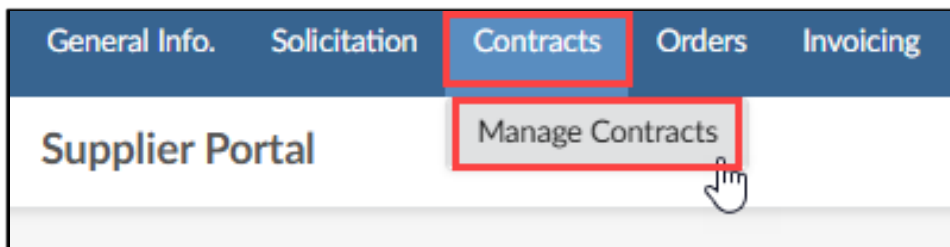


How to Complete an Assigned Deliverable in PAVES

1. When a supplier contact is assigned a deliverable in PAVES, they will receive a notification. The notification will resemble the example below:



2. To complete the deliverable, log into PAVES and click the **Contracts** tab at the top, then click **Manage Contracts**:



3. The Manage Contracts page opens, displaying a list of all active contracts.

- a. Note that there are several filters applied by default. To remove all filters, click the 'x' in the top-right corner of the Status field. Alternatively, you can remove individual status filters by clicking the 'x' next to each one you wish to clear.

4. Click the **pencil icon** next to the contract associated with the upcoming deliverable.

The screenshot shows the 'Manage Contracts' interface in the TRS PAVES system. The top navigation bar includes 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. The 'Contracts' tab is active. Below the navigation bar, there are search and filter options. A callout box points to the 'x' in the top-right corner of the Status field, stating 'Click to clear one particular filter at a time'. Another callout box points to the 'x' in the top-right corner of the Status field, stating 'Click to clear all filters'. A third callout box points to the pencil icon next to the first contract record, stating 'Click the pencil icon to open the contract record associate with the due deliverable'. The table below shows three contract records:

Code	Contract	Type	End Date	Contract Amount
CTR000794-10	20-0000263 Amendment #10	Master Agreement	8/31/2025	
CTR004268	CTR004268	Master Agreement	8/31/2029	
CTR002874	CTR002874	Master Agreement	3/31/2028	

5. The contract record opens. Click the **Deliverables** tab on the left-hand side of the page:

The screenshot shows the contract record page in the TRS PAVES system. The left-hand side of the page has a sidebar with several tabs: 'General info', 'Hierarchy', 'Team', 'Documents', 'Sub-Contractors', 'Deliverables', 'Communication', and 'Orders'. The 'Deliverables' tab is highlighted with a yellow box and an arrow pointing to it. The main content area shows the contract details, including the contract number '20-0000263' and the contract type 'Master Agreement'.

6. This will open the list of deliverables associated with the contract.
- Not that by default, the list is not sorted by due date. To sort them by due date, click the **column header** labeled **Deliverable Due Date**. Click once on the Deliverable Due Date column header to sort deliverables from earliest to latest. Click again to reverse the order, sorting from latest to earliest.

Contract : 20-0000263 - 20-0000263 Amendment #10						
Save Save & Close						
Deliverables						
Deliverable name	Deliverable description	Deliverable due date	Deliverable status	Deliverable approved date	TRS Contact For Deliverable	
 Insurance Certificate 2024 - 2025	Need an updated insurance certificate for coverage from 10/1/2024 through 8/31/2025. The current insurance certificate expires 10/1/2024.	9/30/2024	Met/Approved	10/30/2024	Kyle Adrian	
 PAR: April 2021	PAR Form	5/31/2021	Met/Approved		Hill Blender	

7. To submit a deliverable, click the **pencil icon** to open the Deliverable window.
- Note: For more details on key fields within this window, refer to the section titled **Overview of Key fields in the Deliverable window** below.

Deliverables				
Deliverable name	Deliverable description	Deliverable due date	Deliverable status	
 Insurance Certificate 2024 - 2025	Need an updated insurance certificate for coverage from 10/1/2024 through 8/31/2025. The current insurance certificate expires 10/1/2024.	9/30/2024	Met/Approved	
 PAR: April 2021	PAR Form	5/31/2021	Met/Approved	
 PAR: April 2022	PAR Form	5/31/2022	TRS Review	
 PAR: April 2023	PAR Form	5/31/2023	TRS Review	
 PAR: April 2024	PAR Form	5/6/2024	TRS Review	
 PAR: April 2025	PAR Form	5/5/2025	Open	
 PAR: August 2021	PAR Form	9/30/2021	Met/Approved	

8. You will either be required to upload documentation or provide written confirmation that a task is completed.

- a. To upload document(s), drag a drop into the **file attachment field**
- b. To provide written confirmation of the required task, enter the details in the **TRS and Supplier Communication** text box.

Contract Deliverable Manage extranet

Close

Submit deliverable

Manage Deliverable

Contract	Deliverable date
20-0000263 Amendment #10	5/5/2025
TRS Contact For Deliverable	Supplier Contacts Assigned Deliverable
HILL Blender	Blanks James
Deliverable name	Deliverable status
PAR: April 2025	Open
Deliverable description	Deliverable approved date
PAR Form	
Click or Drag to add files	TRS and Supplier Communication

9. Click **Submit deliverable** to send to TRS for review.
 - a. Note: if you do not see the Submit deliverable button, please reach out to PAVESHelp@trs.texas.gov

Contract Deliverable Manage extranet

Close

Submit deliverable

Manage Deliverable

Contract	Deliverable date
20-0000263 Amendment #10	5/5/2025
TRS Contact For Deliverable	Supplier Contacts Assigned Deliverable
HILL Blender	Blanks James
Deliverable name	Deliverable status
PAR: April 2025	Open

10. The Deliverable status will automatically change from Open to **TRS Review**. Click **Close** to exit the deliverable window.

Contract Deliverable Manage extranet

Close

✓ Data has been saved
i Validated successfully

Manage Deliverable

Contract
20-0000263 Amendment #10

Deliverable date
5/5/2025

TRS Contact For Deliverable
HILL Blender

Supplier Contacts Assigned Deliverable
Blanks James

Deliverable name
PAR: April 2025

Deliverable status
TRS Review

Deliverable description
PAR Form

Click or Drag to add files

Deliverable approved date

TRS and Supplier Communication

11. If applicable, complete these same steps to submit any additional deliverables that are currently due.
12. Once TRS has reviewed the submitted deliverable(s), you will receive a notification if:
- The deliverable has been returned for revision and TRS requires updates before it can be accepted.
 - The deliverable has been accepted by TRS. You will be notified that it is complete.

Overview of Key fields in the Deliverable window

- TRS Contact For Deliverable**
 - This field identifies the TRS contact(s) you should reach out to with any questions or clarification requests regarding the deliverable
- Deliverable name** and **Deliverable description**
 - These two fields provide detail about the deliverable and specify the criteria necessary for its completion
- Deliverable date**

- a. This field indicates the due date for the deliverable
- 4. **Deliverable status** – possible statuses include:
 - a. Met/Approved – Deliverable has been reviewed and accepted.
 - b. Not Required/Canceled – Deliverable is no longer needed.
 - c. Met/Approved with Exceptions – Deliverable is accepted with noted exceptions.
 - d. Not Met (Final Decisions) – Deliverable did not meet requirements; no further revisions will be accepted.
 - e. TRS Review – Deliverable is currently under review by TRS.
 - f. Open – Deliverable is pending submission or action. Notifications will be sent while in this status.
 - g. Returned/Still in Progress – Deliverable has been returned for updates or is actively being worked on. Notifications will be sent while in this status.
 - h. Met/Approved with Corrections – Deliverable is accepted with required corrections noted.
- 5. **TRS and Supplier Communication**
 - a. This text box serves as a communication channel between TRS and you (the supplier) regarding the deliverable. It should also be used to provide written confirmation when the required deliverable has been completed and supporting documentation is not applicable.

Contract Deliverable Manage extranet

Close

Manage Deliverable

Contract	Deliverable date
20-0000263 Amendment #10	5/5/2025
TRS Contact For Deliverable	Supplier Contacts Assigned Deliverable
HILL Blender	Blanks James
Deliverable name	Deliverable status
PAR: April 2025	TRS Review
Deliverable description	Deliverable approved date
PAR Form	
Click or Drag to add files	TRS and Supplier Communication