Setting Up Contract Material Requirements

Background:

To generate materials and acceptance actions on a contract, the Contract must be in a status of Active. Until the Contract Materials have been set up DWRs reporting items should not be created, and sample records cannot be associated with the Contract. Generating Contract Materials causes the system to search the reference items that correspond with items on the Contract. The system copies the materials and their acceptance actions for the reference items with material sets to the Contract.

Most Construction & Material Roles can view if this action has been performed by clicking **Contract Administration** and reviewing the **Orig Matl and AAs Gen DT field** for the Contract. If there is no date/time stamp displayed, the materials have not been set up for this Contract. You will need to reach out to the Material Rover for your Contract.

Global Materials Admins are those people around the state that keep the standard specification in AWP up to date. Those people can be contacted using: dot.awp.materials@alaska.gov.

Roles:

Materials Rover

Navigation:

Construction > Contract Administration >

1. Type the name of the desired contract in the search field and click the **Contract** hyperlink.

2. On the Contract Administration Summary page, open the **Component Actions** menu in the upper right corner.
3. Right-click on the link for the **Outstanding Contract Item List Report** to open it in a new tab
4. On the Generate Report page, click **Execute** in the upper right corner. This report identifies contract items that have not yet been set up for material acceptance actions.
5. Examine the report.
   a. If any items are listed that are standard items, that should have material sets and acceptance actions. To configure material sets and acceptance actions reach out to your Global Materials Admin.
   b. If any items are listed that are specials, you may need to add Contract materials, see the Contract Materials - Maintaining Contract Material Requirements QRG.

Note: the Outstanding Contract Item List Report does not update based on changes you make to the Contract Material and Acceptance Actions.

6. Return to the Contract Administration Summary page, open the Component Actions menu, and click **Generate Materials and Acceptance Actions**.

Next Steps:

To edit or add materials, see the *Contract Materials - Maintaining Contract Material Requirements* QRG**.**