

Contract Materials - Setting Up Contract Material Requirements

BACKGROUND: In order to generate materials and acceptance actions on a contract, the contract must be in a status of Active. When you generate materials and acceptance actions on a contract, the system searches the reference items that correspond with items on the contract. For the reference items with material sets, the system copies the materials and their acceptance actions to the contract. Once materials and acceptance actions have been generated, the contract can no longer be deleted, nor can its transition from Preconstruction be undone.

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 the Execute button 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 Regional 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 on **Generate Materials and Acceptance Actions**.

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