



QUICK REFERENCE GUIDE:

JOCC 1.6 - Adding Items

Background:

Items for JOCC contracts are linked to their respective Task Orders and added in construction once items can be divided into the appropriate Task Order. For the purpose of bidding, a placeholder item should be added to the project. Once it is transitioned to construction the Task Orders should be added.

Items can be added to a project using either the Item worksheet or the Items tab. Once an item has been added using one method, it does not need to be added again using the other.

Roles:

Project User, Proposal User

Navigation:

Project Overview > Project > Project Summary

Adding Items using the Item Worksheet

1. From Project Summary, select the **Item Worksheet** quick link.
2. Click the **Select Items** button.
3. In the **Category ID** autocomplete select the Category.
4. Use the search field to Search for and select the **JOCC Placeholder** item.
5. Click the **Add to Project** button.
6. Click **Save**.
7. The **Quantity** field will automatically populate to 1, enter 1 in the **Price** field.
8. Click **Save**.

Adding Items using the Items tab

1. From Project Summary, select the **Categories and Items** quick link.
2. Select the **Item** tab.
3. Click the **New** button.
4. Enter the **Item ID**, **Quantity** (1), **Project Item Unit Price** (1), and **Category ID**
5. Click **Save**.

Next Steps:

See QRG *JOCC 1.7 - Adding Funding*.