

## **Section 7: How to Add or Remove a Material from a Contract**

Applicable Roles:

1. Materials Regional Coordinators
2. District Materials Sup. & Office Coord.

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### **7-1 NAVIGATING THE CONTRACT**

Go to the **Home Page**.

Click on **Contract Administration**.

In the Search Box Enter the **Contract ID Number**.

Right click on the **Contract ID Number** and choose **open link in new tab**.

Click on the **new tab** you just opened.

**This takes you to the Contract Administration Summary Page.**

Click on **Select Contract Materials and Acceptance Actions** (at the top).

Administration Overview **Contract Materials and Acceptance Actions** Contract Payments Contract Progress Contractor Material Sources SBP Commitments Items  
Payment Estimate Approval Levels Payment Estimate Exception Override Projects Subcontracts

#### Contract Administration Summary

| ▼ Contract: 2021000836 - PATTESON DR RRFB |                              |                               | Save ▼ |
|-------------------------------------------|------------------------------|-------------------------------|--------|
| General                                   | <b>Contract ID</b>           | <b>Proposal ID</b>            |        |
| Additional Information                    | 2021000836                   | 2021000836                    |        |
| Contract Authority                        | <b>Description *</b>         | <b>Federal Project Number</b> |        |
| Contract Times                            | PATTESON DR RRFB             | HSIP-0705(020)D               |        |
|                                           | <b>Prime Contractor Id</b>   | <b>State Project Number</b>   |        |
|                                           | 05-0549116                   | U331-705-0.18 00              |        |
|                                           | <b>Prime Contractor Name</b> | <b>Federal Oversight</b>      |        |
|                                           | LMS CONSTRUCTION INC.        | No                            |        |

(7-1)

Click on the **Materials Tab** (on the left).

In the **Search Box**, Enter the **Line Number** you want to edit.

Contract Materials and Acceptance Actions Summary

▼ Contract : 2021000836 - PATTESON DR RRFB Save ▼

Materials Q 0020 Line Item Sort Showing 1 of 1 Item Source: No Filter

0 changed

| > Descr            | Item       | Proj Ln Num | Matl Set to Dt | Material Set ▼ | Materials |
|--------------------|------------|-------------|----------------|----------------|-----------|
| CONTROLLED LOW STR | 219001-001 | 0020        | 0.000          | Default        | 1         |

(7-2)

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## 7-2 DELETING A MATERIAL

Click the **>** (on the left) under **Descr** to expand the Line Item you are working on.

Contract Materials and Acceptance Actions Summary

▼ Contract : 2021000836 - PATTESON DR RRFB Save ▼

Materials Q 0020 Line Item Sort Showing 1 of 1 Item Source: No Filter

0 change

| > Descr            | Item       | Proj Ln Num | Matl Set to Dt | Material Set ▼ | Materials |
|--------------------|------------|-------------|----------------|----------------|-----------|
| CONTROLLED LOW STR | 219001-001 | 0020        | 0.000          | Default        | 1         |

(7-3)

If the Material has not been posted to, you can click the **▼** (on the right) of the Material.

Select **Delete**.

Click **Save**.

Do **NOT** confuse this with the **Action Menu** for the Item itself (highlighted in orange).

Contract Materials and Acceptance Actions Summary

(7-4)

**NOTE:** If the project **HAS** posted to this item, you will **NOT** be able to Delete this Material. Instead, click on the > Arrow (to the left of **Descr.**) of the Material you are working on.

Scroll down to the **Conversion Factor** Field and change it to **0.00**.

Click **Save**.

(7-5)

## 7-3 ADDING A MATERIAL

Click on the **Materials Tab**.

Click the **Action Menu** of the Item (**NOT** the Material).

Click **Add Material**.

Contract : 2021000836 - PATTESON DR RRFB

Materials

Acceptance Actions

Line Item Certification

Q 0020

Line Item Sort

Showing 1 of 1

Item Source

No Filter

0 changed

| ▼ Descr                             | Item           | Proj Ln Num       | Matl Set to Dt | Material Set* ▼ | Materials                   |
|-------------------------------------|----------------|-------------------|----------------|-----------------|-----------------------------|
| CONTROLLED LOW STR                  | 219001-001     | 0020              | 0.000          | Defal           | Actions                     |
| Material                            | Material Units | Conversion Factor |                |                 | Exclude from Search Results |
| 219.003.000.03 - CLSM -Type C - Cor | CY             | 0.00000           |                |                 | Tasks                       |
| Material                            |                |                   |                |                 | Add Material                |
|                                     |                |                   |                |                 | Copy Material Set...        |

(7-6)

A dialog box (with a Blank **Material Field**) will open.

▼ New Contract Project Item Material Set Material

Material\* ▼

Q Begin typing to search or press Enter

Material Units

Material Category

-

Source ▼

Q Begin typing to search or press Enter

Facility ▼

Q Begin typing to search or press Enter

Conversion Factor ▼

Contract Estimated Material Quantity

Line Item Cert. Reviewed ▼

Line Item Cert. Reviewed Date ▼

Line Item Cert. Approved ▼

Line Item Cert. Approved Date ▼

Line Item Cert. Rejected ▼

Line Item Cert. Rejected Date ▼

Notes ▼

(7-7)

In the Field under Material\* ▼, Enter the **Material Name** or the **Material Code**.

Set the **Conversion Factor** to 1.0.

Click **Save**.

Contract : 2021000836 - PATTESON DR RRFB Save

Materials

Acceptance Actions

Line Item Certification

Q 0020 Line Item Sort Showing 1 of 1 No Filter

0 change

| ▼ Descr                                           | Item           | Proj Ln Num       | Matl Set to Dt | Material Set ▼ | Materials ▼ |
|---------------------------------------------------|----------------|-------------------|----------------|----------------|-------------|
| CONTROLLED LOW STR                                | 219001-001     | 0020              | 0.000          | Default        | 1           |
| > 219.003.000.03 - CLSM -Type C - Cor             | CY             |                   | 0.00000        |                |             |
| > New Contract Project Item Material Set Material |                |                   |                |                |             |
| Material                                          | Material Units | Conversion Factor |                |                |             |
| 708.003.000 - Joint Sealant, Hot-Pour             |                | 1.00000           |                |                |             |

Material ▼

Q 708.003.000

Joint Sealant, Hot-Poured for Concrete and Asphalt Pavements

Material Units

Material Category

-

Source ▼

Q Begin typing to search or press Enter

Facility ▼

Q Begin typing to search or press Enter

Conversion Factor ▼

1.00000

Line Item Cert. Reviewed ▼

Line Item Cert. Reviewed Date ▼

mm/dd/yyyy

Line Item Cert. Approved ▼

Line Item Cert. Approved Date ▼

mm/dd/yyyy

Line Item Cert. Rejected ▼

Line Item Cert. Rejected Date ▼

mm/dd/yyyy

Notes ▼

(7-8)

You are done Adding a Material.