

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

Applicable Roles:

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

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	Contract ID 2021000836	Proposal ID 2021000836
Additional Information	Description * <input type="text" value="PATTESON DR RRFB"/>	Federal Project Number HSIP-0705(020)D
Contract Authority	Prime Contractor Id 05-0549116	State Project Number U331-705-0.18 00
Contract Times	Prime Contractor Name <input type="text" value="LMS CONSTRUCTION INC."/>	Federal Oversight 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

Materials

Search: 0020

Line Item Sort

Item Source: No Filter

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

(7-2)

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

Materials

Search: 0020

Line Item Sort

Item Source: No Filter

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

(7-3)

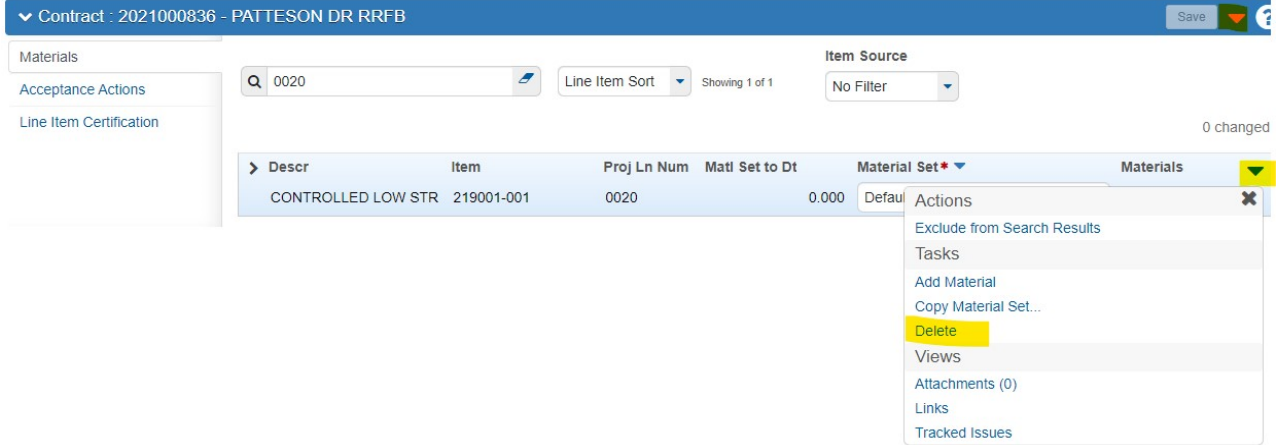
If the Material has not been posted to, you can click the **▼** (on the right) of the Material.

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

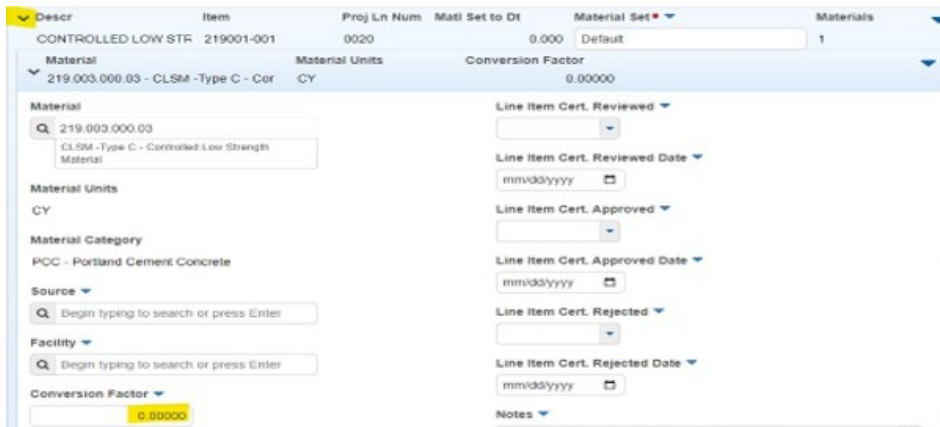


(7-4)

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**.



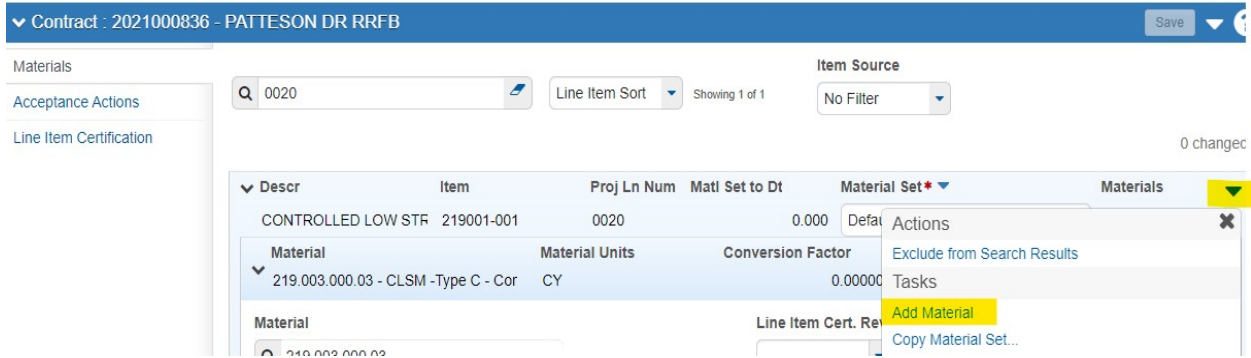
(7-5)

7-3 ADDING A MATERIAL

Click on the **Materials Tab**.

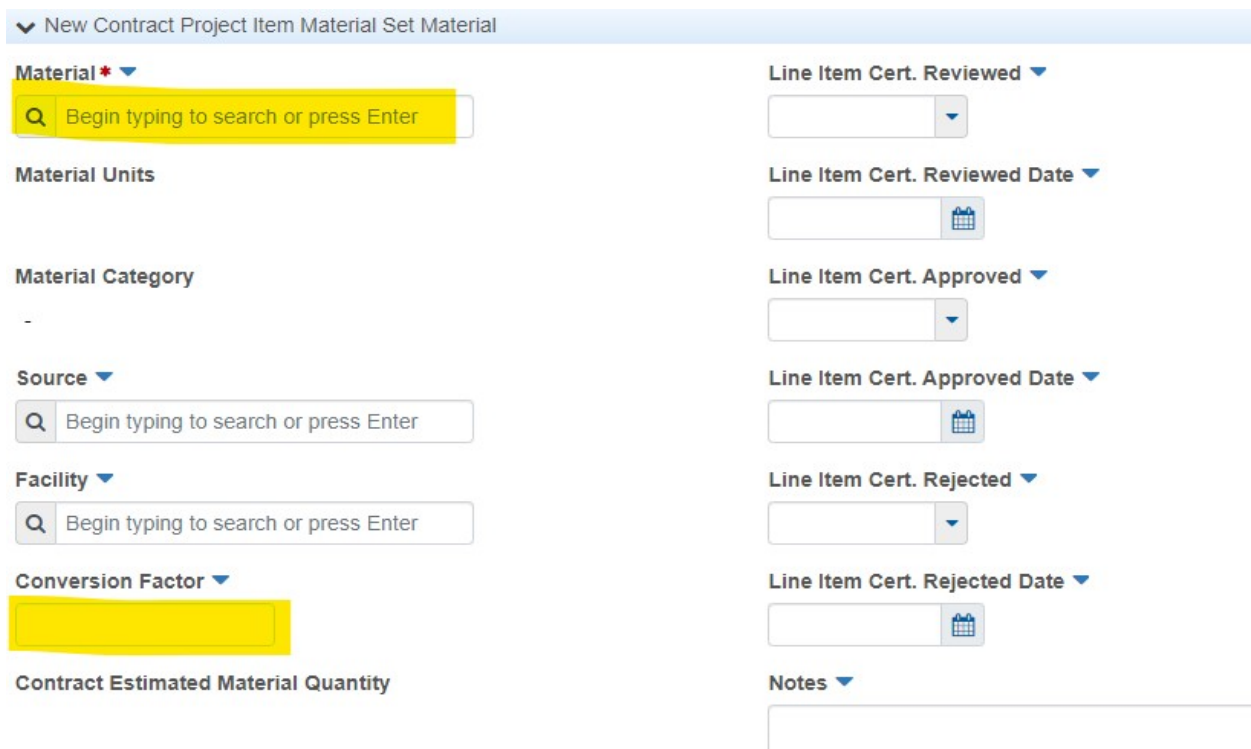
Click the **Action Menu** of the Item (**NOT** the Material).

Click **Add Material**.



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



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

Set the **Conversion Factor** to **1.0**.

Click Save.

The screenshot displays the 'Materials' section of the AWP software. At the top, a blue header bar shows the contract information: 'Contract : 2021000836 - PATTESON DR RRFB'. A 'Save' button is visible in the top right corner. Below the header, there are search and filter options, including a search bar with '0020' and a 'Line Item Sort' dropdown. The main area shows a table with columns for 'Descr', 'Item', 'Proj Ln Num', 'Matl Set to Dt', 'Material Set', and 'Materials'. The table contains one row for 'CONTROLLED LOW STR' with item '219001-001' and project number '0020'. Below the table, there is a section for 'New Contract Project Item Material Set Material' with a search bar containing '708.003.000'. The search results show 'Joint Sealant, Hot-Poured for Concrete and Asphalt Pavements'. The form includes fields for 'Material Units', 'Material Category', 'Source', 'Facility', and 'Conversion Factor' (set to 1.00000). On the right side, there are several dropdown menus for 'Line Item Cert.' with associated date pickers for 'Reviewed', 'Approved', and 'Rejected'.

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You are done Adding a Material.