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

(7-1)

AWP Questions:
dohawpmaterials@wv.gov

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

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

(7-2)

7-2   DELETING A MATERIAL

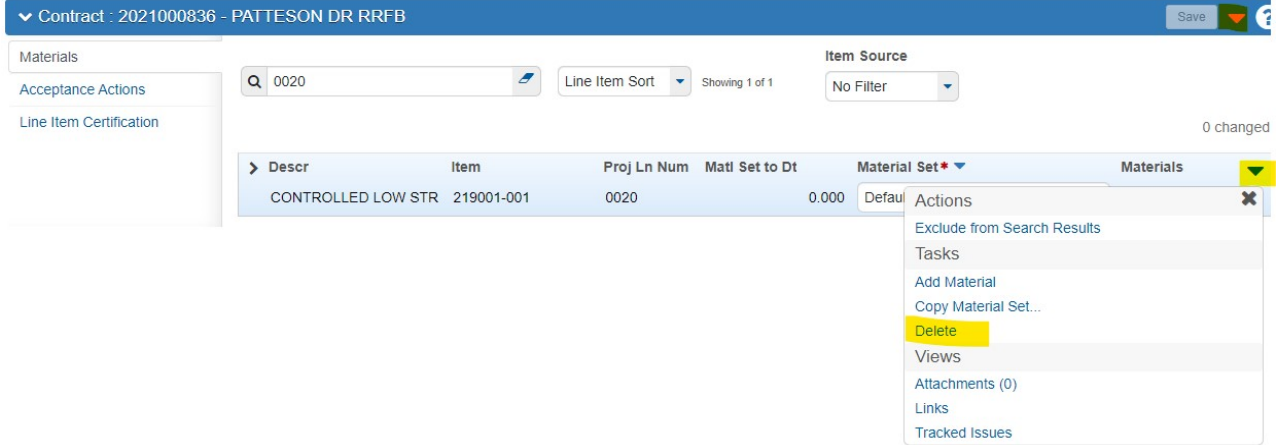Click the **>** (on the left) under **Descr** to expand the Line Item you are working on.

(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**.
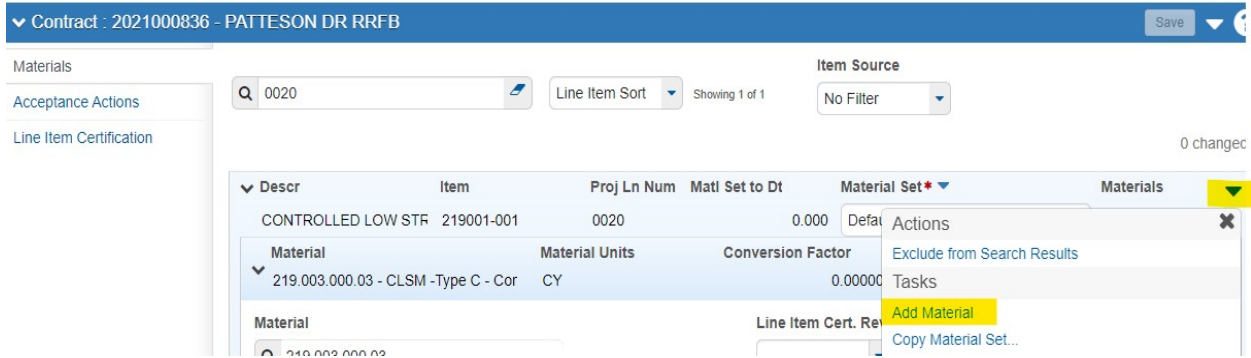
Click **Save**.
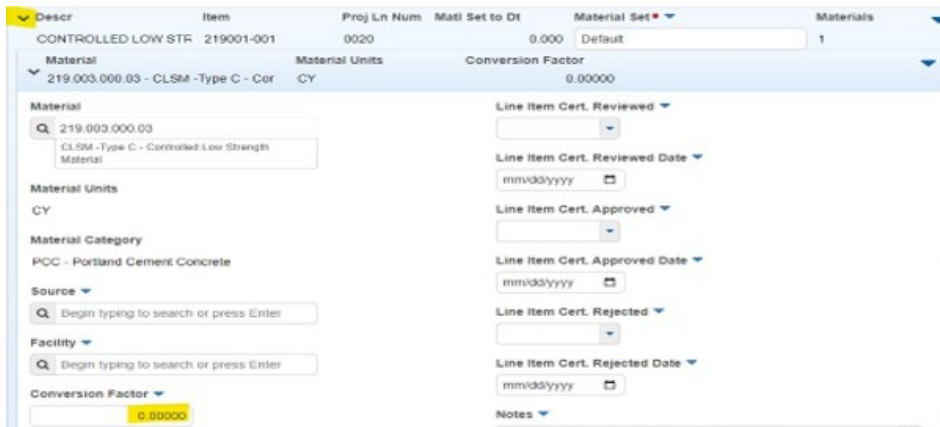
(7-5)

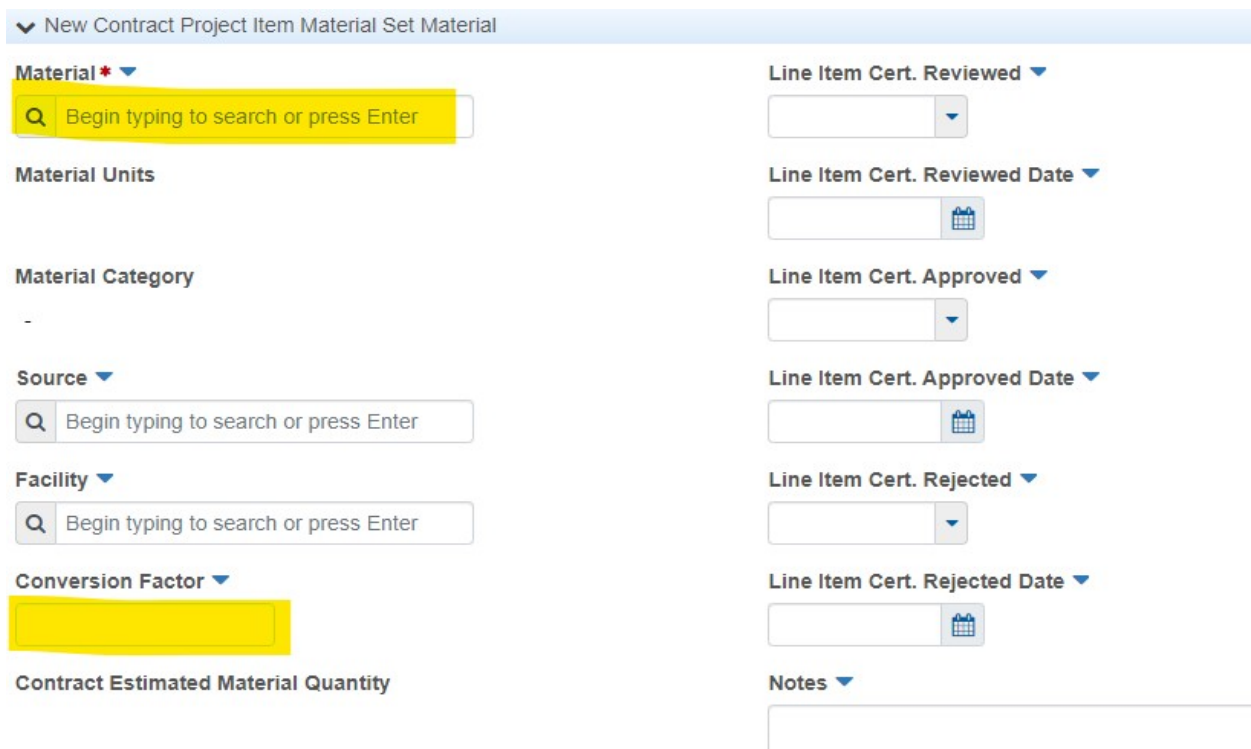## 7-3   ADDING A MATERIAL

Click on the **Materials Tab.**

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

Click **Add Material**.

(7-6)

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

(7-7)

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

Set the **Conversion Factor to 1.0.**

Click **Save**.

(7-8)

You are done Adding a Material.