



ADDING MATERIAL SETS

For material acceptance, items have materials sets associated that specify the materials that have requirements. An item can have one or more material sets (i.e. CRUSHED AGGREGATE COARSE has CBC 5A, CBC 6A and CBC 7A material sets).

When a work item is added to a DWR and an item posting created, the system creates the DWR Acceptance record(s) based on the Material Set selected in the item posting.

In some cases, a new material set will need to be added to a bid item if a different set of materials was used per a Special Provision or if a bid item needs to have multiple material sets. (i.e. MISCELLANEOUS WORK and you have different sets of work with different materials that you need to designate for the DWR).

Creating a new material set and adding materials

1. Navigate to the **Items** quick link in the Contract Materials and Acceptance Action screen
2. Click on the appropriate project / category to expand the grouping
3. Click on the **Row Action** menu of the desired item row and select **Create Material Set**

Proj Ln Num	Curr Qty	Curr Ext Amt	Item	Supplemental Description	Actions
0030		383.400	>		
202020058			Item	REMOVE GUARD ANGLE	<ul style="list-style-type: none"> There are no actions available. Tasks Create Material Set Delete
0040		1.000	>		
208010000			Item	BMP ADMINISTRATION	

4. Enter a short, abbreviated **Material Set** name. This is what will display in the Material Set dropdown list in the DWR Item posting window.
5. Click **Save**.

▼ Add Contract Project Item Material Set

Project ID: 8061143000 Item ID: 202020058

Material Set*
 Project Item Line Number: 0030

Up to 256 characters

6. This will redirect to the **Contract Materials and Acceptance Actions** window
7. Click on the **Row Action** menu of the newly added material set on the item and select **Add Material**

Project	Description	Catg	Item	Description	Proj L...	Matl Set to...	Material Set*	Material...
8061143000	SF 129-SKD TRTMT E MISSOULA	0001	202020058	REMOVE GUARD ANGLE	0030	0.000	Prep	<ul style="list-style-type: none"> Actions Exclude from Search Results Tasks Add Material
8061143000	SF 129-SKD TRTMT E MISSOULA	0001	202020058	REMOVE GUARD ANGLE	0030	191.700	Struc	
8061143000	SF 129-SKD TRTMT E MISSOULA	0001	202020058	REMOVE GUARD ANGLE	0030	191.200	Struc	



8. Enter the material code or the name of the material in the **Material box**.
9. Enter the appropriate **Conversion Factor** (usually 1.00000, but can be different as it is calculated as the value in material units for 1 unit of the bid item. If the item is MISCELLANEOUS WORK use 0.001 for the conversion factor for materials with a rate and 1.0000 for materials that are certifications and QPL.)
10. Click **Save**.
11. Repeat Steps 6-9 for each material needed in the material set.

Material	Material Units	Conversion Factor
551.03.02.13 - Prepackaged Concrete		1.00000
Material		Material Category
551.03.02.13 Prepackaged Concrete		Misc - Miscellaneous
Source		Contract Estimated Material Quantity
		383.40000
Conversion Factor		Reported Material Quantity
1.00000		0.00000
Material Units		Satisfied Represented Material Quantity
		0.00000
		Special Instructions
		Comments

Adding new materials to an existing material set

1. Click on the **Row Action** menu of the material set on the item and select Add Material
2. Select the **Material**
3. Enter the appropriate **Conversion Factor** (usually 1.00000, but can be different as it is calculated as the value in material units for 1 unit of the bid item. If the item is MISCELLANEOUS WORK use 0.001 for the conversion factor for materials with a rate and 1.0000 for materials that are certifications and QPL.)
4. Click **Save**.
5. Repeat Steps 1-4 for each material needed in the material set.

Adding new materials to a Project Specific material set (i.e. MISCELLANEOUS WORK)

6. Click on the **Row Action** menu of the Project Specific material set on the item and select Add Material
7. Select the **Material**
8. Enter the appropriate **Conversion Factor** (usually 1.00000, but can be different as it is calculated as the value in material units for 1 unit of the bid item. If the item is MISCELLANEOUS WORK use 0.001 for the conversion factor for materials with a rate and 1.0000 for materials that are certifications and QPL.)
9. Click **Save**.
10. Repeat Steps 6-9 for each material needed in the material set.



11. Rename the **Material Set** accordingly (i.e. Paving or Geogrid – AP-1).

Project	Description	Catg	Item	Description	Proj L...	Matl Set to...	Material Set*	Materi...
9250224000	ST. REGIS - EAST	0001	618030250	CROSSOVER-CONST, MAINTAIN, RI	0280	Paving		2
		Material Units		Conversion Factor				
	701.02.04.02 - Crushed Base Coarse Grade 6A		CUYD		1.00000			
	702.01.01.03 - Performance Graded Asphalt Binder 64-2		TON		1.00000			

Re-naming Project Specific Material Sets

Project Specific is a place holder **only** for materials that are not known to a contract. It is recommended that renaming the Project Specific Material set to No Materials Required at the beginning of the project since material sets and materials can be added to the contract bid item as needed per the Materials Manual 601 Section.

1. Go to the Contract Materials and Acceptance Actions Summary
2. Using the search box in the Materials tab, search for Project Specific.
3. On the appropriate bid item row, click on the Material Set Box.
4. Re-name using No Materials Required.
5. Save

Ln#	Matl Set to Dt	Material Set*
915010	1.000	No Materials Required

- It is also good practice to add in DO NOT USE in front of any material set that is not to be used. This renames the material set to notify the inspector that a specific material set is not to be chosen.
- Do not remove the original material set name as it will be difficult to know which material set it is referred to.

Description	Ln#	Matl Set to Dt	Material Set*	Not Using
CRUSHED AGGREGATE COURSE	0180	0.000	Do Not Use - CBC 5A	<input checked="" type="checkbox"/>
CRUSHED AGGREGATE COURSE	0180	255.000	CBC 6A	<input type="checkbox"/>
CRUSHED AGGREGATE COURSE	0180	0.000	Do Not Use - CBC 7A	<input checked="" type="checkbox"/>

701.02.04.01	1.00000	0.000	Crushed Base Coarse Grade 5A	Accept:
Not Using CBC 5A				IA - Fracture