

AASHTOWare Project Training Manual

Revision Date: December 2024



Contract Pay Items (Material Sets + Materials)

By the end of this Module, you will be able to:

1. [View Generated Contract Pay Items](#)
2. [Remove Generated Contract Item Material Sets](#)
3. [Modify Generated Contract Item \(Delete\)](#)
4. [Modify Generated Contract Item \(Modify\)](#)
5. [Modify Generated Contract Item \(Add\)](#)
6. [Create Generated Contract Item Material Sets \(via copy\)](#)

View Generated Contract Pay Items

1. Log into AWP.



The image shows the AASHTOWare Project login interface. At the top is the AASHTOWare Project logo, which includes an orange square with the letters 'Pr' and the text 'AASHTOWare Project' and 'AASHTO' below it. Below the logo is a login form with three input fields: a username field containing 'lready', a password field with masked characters '.....', and a dropdown menu for 'DOT'. A blue 'Log On' button is positioned below the input fields.

2. Begin at the Dashboard and click Contract Administration under Construction.



The image shows a dropdown menu for 'Construction'. The menu is open, displaying a list of options. The 'Contract Administration' option is highlighted with a red rectangular box. The other options in the menu are 'Change Order', 'Contract Claims', 'Contract Permits', 'Contract Progress', 'Contract Specific Authorities', 'Contract Time', 'Contract Vendor Assets', 'Contractor Evaluation', 'Meetings', and 'Payment Estimate Approval Decisions'.

3. Search for the desired contract by typing the number or using Show first 10.

Contract Administration Overview

▼ Contract Administration Overview

🔍 Type search criteria or press Enter System Default ▼

Enter search criteria above to see results or Show first 10

4. Select the desired contract.

Contract Administration Overview

▼ Contract Administration Overview

🔍 399 System Default Showing 2 of 2 0 changed

Contract	Description	Orig Matl and AAs Gen DT	District	Lead DES	Prime Name
B -43990	🔍 BRIDGE REHABILITATION OR REPAIR	07/31/2023 1:37:50 PM	620	2101173	PRIMCO LLC
R -39963	🔍 ASPHALT RESURFACE AND BRIDGE DE	11/14/2023 11:08:39 AM	610	1601110	MILESTONE CONTRACTORS SOUTH LLC



5. Select Contract Materials and Acceptance Actions.

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Administration Overview Contract Documentation **Contract Materials and Acceptance Actions** Contract Progress Contractor Material Sources Items Payment Estimates

Projects Subcontracts

Contract Administration Summary

▼ Contract: R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

General	Contract ID	Proposal ID
Additional Information	R -39963	R -39963-B
Administrative Offices	Description	Federal Project Number
Contract Authority	ASPHALT RESURFACE AND BRIDGE DECK OVERLAY	160111000ST1
Contract Times	Prime Contractor Id	State Project Number
DBE	35-2126716	
Small Business Program Goals	Prime Contractor Name	Federal Oversight
Labor	MILESTONE CONTRACTORS SOUTH LLC	No
Funding	Contract Status	Local Oversight
Locations		No

6. Pay item details are displayed.

Contract Materials and Acceptance Actions Summary

Contract : R-39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY									
Materials									
Acceptance Actions									
Mix Designs									
Contractor Material Sources									
Contractor Material Log									
e-Ticket Totals									
0 changed									
Showing 50 of 293									
No Filter									
Sort by CLN									
Type search criteria or press Enter									
Item Source									
Material Set									
Cellular Concrete Grout									
Soil, Unclassified									
B-Borrow									
Soil, Unclassified									
CA, Class A, BF, 5									
CA, Class A, CGvl, 5									
CA, Class A, CGvl, 8									
CA, Class A, CS, 5									

- CLN
- Item Code
- PLN
- Material Set

Remove Generated Contract Pay Items Material Set

1. Follow steps 1-6 of [View Generated Contract Pay Items](#) to locate the Generated Contract Pay Item list.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY									
Materials									
Acceptance Actions									
Mix Designs									
Contractor Material Sources									
Contractor Material Log									
e-Ticket Totals									
0 changed									
CLN	Item	Item Description	Project	PLN	Material Set *	Matl Set Qty t...	Mate...		
0016	202-02637	PIPE ABANDON AND GROUT FILL	1601110	0015	Cellular Concrete Grout	0.000	1		
0020	203-02000	EXCAVATION, COMMON	1601110	0019	Soil, Unclassified	0.000	1		
0021	203-02070	BORROW	1601110	0020	B-Borrow	0.000	1		
0021	203-02070	BORROW	1601110	0020	Soil, Unclassified	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, BF, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 8	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CS, 5	0.000	1		

2. Search for the desired Pay Item Material Set. You can type a descriptor, use the Advanced search or Item Source filter.

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Administration Overview Contract Administration Contract Progress Items Projects Subcontracts

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

e-Ticket Totals

Q Type search criteria or press Enter

Sort by CLN

Showing 50 of 293

No Filter

CLN Item Item Description Project PLN Material Set * Matl Set Qty t... Mate...

0016 202-02637 PIPE ABANDON AND GROUT FILL 1601110 0015 Cellular Concrete Grout 0.000 1

0020 203-02000 EXCAVATION, COMMON 1601110 0019 Soil, Unclassified 0.000 1

0021 203-02070 BORROW 1601110 0020 B-Borrow 0.000 1

0021 203-02070 BORROW 1601110 0020 Soil, Unclassified 0.000 1

0024 205-12108 STORMWATER MANAGEMENT BL 1601110 0022 CA, Class A, BF, 5 0.000 1

0024 205-12108 STORMWATER MANAGEMENT BL 1601110 0022 CA, Class A, CGvl, 5 0.000 1

0024 205-12108 STORMWATER MANAGEMENT BL 1601110 0022 CA, Class A, CGvl, 8 0.000 1

0024 205-12108 STORMWATER MANAGEMENT BL 1601110 0022 CA, Class A, CS, 5 0.000 1

Advanced

Item Source

Showing 50 of 293

No Filter

No Filter

Original

ChangeOrder

Unattached

Modified ChangeOrder

Modified Original

project PLN

601110 0015

601110 0019

AASHTOWare Project Training Manual

Contract Pay Item Item (Materials Sets + Materials)

3. Find the desired pay item material set to be deleted.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

Sort by CLN

Showing 16 of 16

Item Source

No Filter

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, BF, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, CGvl, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, CS, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, Gvl, 53	0.000	1
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3

4. Use the Open Row Actions menu and select Delete.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

Sort by CLN

Showing 16 of 16

Item Source

No Filter

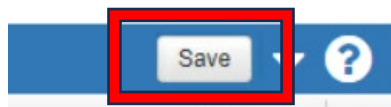
0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, BF, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, CGvl, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, CS, 53	0.000	1
0027	207-09935	SUBGRADE TREATMENT, TYPE IC	1702080	0007	CA, Class D, Gvl, 53	0.000	1
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, Gvl, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class C, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class C, Gvl, 8 + CA, Class D, Gvl, 5	0.000	3

Actions

- Exclude from Search Results
- Tasks
- Add Material
- Copy Material Set...
- Delete
- Views
- Attachments (0)
- Links
- Tracked Issues

5. Click Save.



Modify Generated Contract Item (Delete)

1. Follow steps 1-6 of [View Generated Contract Pay Items](#) to locate the Generated Contract Pay Item list.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY									
Save ?									
Materials									
Acceptance Actions									
Mix Designs									
Contractor Material Sources									
Contractor Material Log									
e-Ticket Totals									
0 changed									
Q	Type search criteria or press Enter			Sort by CLN	Showing 50 of 293		Item Source No Filter		
CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...		
0016	202-02637	PIPE ABANDON AND GROUT FILL	1601110	0015	Cellular Concrete Grout	0.000	1		
0020	203-02000	EXCAVATION, COMMON	1601110	0019	Soil, Unclassified	0.000	1		
0021	203-02070	BORROW	1601110	0020	B-Borrow	0.000	1		
0021	203-02070	BORROW	1601110	0020	Soil, Unclassified	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, BF, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 8	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CS, 5	0.000	1		

2. Search for the desired Pay Item Material Set. You can type a descriptor, use the Advanced search or Item Source filter.

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Administration Overview Contract Administration Contract Progress Items Projects Subcontracts

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

e-Ticket Totals

Q Type search criteria or press Enter

Sort by CLN

Showing 50 of 293

Item Source No Filter

CLN Item Item Description

Advanced

Showing 50 of 293

Item Source

No Filter

No Filter

Original

ChangeOrder

Unattached

Modified ChangeOrder

Modified Original

roject PLN

601110 0015

601110 0019

3. Find the desired pay item material set.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

>	0099	804-11920	DELINEATOR POST, FLEXIBLE, TY	1601110	0066	Flexible Delineator Post	0.000	1	▼
>	0100	805-01844	CONDUIT, STEEL, GALVANIZED, 2	1601110	0067	Conduit and Fittings, Steel	0.000	1	▼
>	0101	805-78470	SIGNAL CABLE, ROADWAY LOOP,	1601110	0068	Traffic Signal, Loop Wire	0.000	1	▼
>	0102	805-78510	SIGNAL CABLE, DETECTOR LEAC	1601110	0069	Traffic Signal, Detector Lead-In	0.000	1	▼
>	0103	805-78785	SIGNAL DETECTOR HOUSING	1601110	0070	Traffic Signal, Detector Housing	0.000	1	▼
>	0104	805-78795	SAW CUT FOR ROADWAY LOOP I	1601110	0071	Joint Sealer, Hot Poured	0.000	2	▼
>	0104	805-78795	SAW CUT FOR ROADWAY LOOP I	1601110	0071	Joint Sealer, Silicone	0.000	2	▼
▶	CLN	Item	Item Description	Project	PLN	Material Set ▼		Matl Set Qty t...	Mate...
	0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Mo	0.000	3	▼
>	0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Stz	0.000	3	▼
>	0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Su	0.000	3	▼
>	0111	808-11482	LINE, THERMOPLASTIC, DOTTED	1601110	0074	Pave Mark, Thermoplastic + Glass Beads, Mo	0.000	3	▼
>	0111	808-11482	LINE, THERMOPLASTIC, DOTTED	1601110	0074	Pave Mark, Thermoplastic + Glass Beads, Stz	0.000	3	▼

4. Use the Expand/Collapse button to display all materials for the material set. Find the desired material to be deleted from the material set.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

>	0099	804-11920	DELINEATOR POST, FLEXIBLE, TY	1601110	0066	Flexible Delineator Post	0.000	1	▼
>	0100	805-01844	CONDUIT, STEEL, GALVANIZED, 2	1601110	0067	Conduit and Fittings, Steel	0.000	1	▼
>	0101	805-78470	SIGNAL CABLE, ROADWAY LOOP,	1601110	0068	Traffic Signal, Loop Wire	0.000	1	▼
>	0102	805-78510	SIGNAL CABLE, DETECTOR LEAC	1601110	0069	Traffic Signal, Detector Lead-In	0.000	1	▼
>	0103	805-78785	SIGNAL DETECTOR HOUSING	1601110	0070	Traffic Signal, Detector Housing	0.000	1	▼
>	0104	805-78795	SAW CUT FOR ROADWAY LOOP I	1601110	0071	Joint Sealer, Hot Poured	0.000	2	▼
>	0104	805-78795	SAW CUT FOR ROADWAY LOOP I	1601110	0071	Joint Sealer, Silicone	0.000	2	▼
☑	CLN	Item	Item Description	Project	PLN	Material Set ▼		Matl Set Qty t...	Mate...
	0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Mo	0.000	3	▼
						Material	Material Units	Conversion Factor	
						> 921M00010 - Pave Mark, Thermoplastic	LFT	1.00000	▼
						> 921M14131 - Glass Beads, Modified Standard	LBS	1.00000	▼
						> 921M14134 - Glass Beads, Supplemental Elem	LBS	1.00000	▼
>	0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Stz	0.000	3	▼

5. Use the Action button in the row of the targeted material and select Delete.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
0101	805-78470	SIGNAL CABLE, ROADWAY LOOP,	1601110	0068	Traffic Signal, Loop Wire	0.000	1
0102	805-78510	SIGNAL CABLE, DETECTOR LEAC	1601110	0069	Traffic Signal, Detector Lead-In	0.000	1
0103	805-78785	SIGNAL DETECTOR HOUSING	1601110	0070	Traffic Signal, Detector Housing	0.000	1
0104	805-78795	SAW CUT FOR ROADWAY LOOP C	1601110	0071	Joint Sealer, Hot Poured	0.000	2
0104	805-78795	SAW CUT FOR ROADWAY LOOP C	1601110	0071	Joint Sealer, Silicone	0.000	2
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Mo	0.000	3
921M00010 - Pave Mark, Thermoplastic LFT 1.00000							
921M14131 - Glass Beads, Modified Standard LBS 1.00000							
Material Material Units Conversion Factor							
921M14134 - Glass Beads, Supplemental Elem LBS 1.00000							
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass B		
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass B		
0111	808-11482	LINE, THERMOPLASTIC, DOTTED	1601110	0074	Pave Mark, Thermoplastic + Glass B		
0111	808-11482	LINE, THERMOPLASTIC, DOTTED	1601110	0074	Pave Mark, Thermoplastic + Glass B		

Actions

There are no actions available.

Tasks

Delete

Views

Attachments (0)

Links

Tracked Issues

Close

6. Click Save.



7. The material has been removed from the Pay Item Material Set.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Search: 0072 System Default Showing 4 of 4 No Filter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Mo	0.000	2
Material Material Units Conversion Factor							
921M00010 - Pave Mark, Thermoplastic LFT 1.00000							
921M14131 - Glass Beads, Modified Standard LBS 1.00000							
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Sta	0.000	3
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic + Glass Beads, Sug	0.000	3
0105	808-06705	LINE, THERMOPLASTIC, SOLID, V	1601110	0072	Pave Mark, Thermoplastic	0.000	0

Modify Generated Contract Item (Modify)

1. Follow steps 1-6 of [View Generated Contract Pay Items](#) to locate the Generated Contract Pay Item list.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q Type search criteria or press Enter

Sort by CLN

Showing 50 of 293

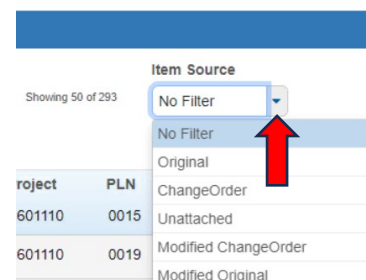
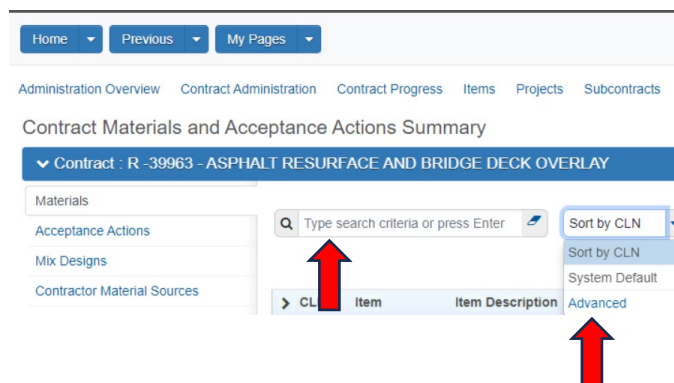
Item Source

No Filter

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
0016	202-02637	PIPE ABANDON AND GROUT FILL	1601110	0015	Cellular Concrete Grout	0.000	1
0020	203-02000	EXCAVATION, COMMON	1601110	0019	Soil, Unclassified	0.000	1
0021	203-02070	BORROW	1601110	0020	B-Borrow	0.000	1
0021	203-02070	BORROW	1601110	0020	Soil, Unclassified	0.000	1
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, BF, 5	0.000	1
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 5	0.000	1
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 8	0.000	1
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CS, 5	0.000	1

2. Search for the desired Pay Item Material Set. You can type a descriptor, use the Advanced search or Item Source filter.



3. Find the desired pay item material set.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

System Default

Showing 15 of 15

Item Source

No Filter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, Gvl, 8 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class D, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3

4. Use the Expand/Collapse button for the material set to display materials.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

System Default

Showing 15 of 15

Item Source

No Filter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
Material							
		Material Units			Conversion Factor		
904M00680 - CA, Class A, CS, 5		TON			0.12500		
904M02710 - CA, Class D, CS, 53		TON			0.47500		
918M00123 - Geotextile Pvmnt/Subgrade stabiliz		SY			2.00000		
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, CS, 8 + CA, Class D, CS, 5	0.000	3

5. Use the Expand/Collapse for the desired material. Modify as needed.

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
>	904M00680	CA, Class A, CS, 5	TON		0.12500		
▼	904M02710	CA, Class D, CS, 53	TON		0.47500		

Material

Q 904M02710
CA, Class D, CS, 53

Source ▼

Q Begin typing to search or press Enter

Conversion Factor ▼

0.47500

Material Units

TON

Material Category

904 Agg, Coarse - 904 Aggregates, Coarse

Contract Estimated Material Quantity

344.37500

Reported Material Quantity

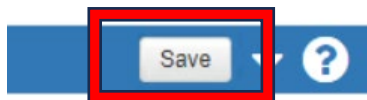
0.00000

Satisfied Represented Material Quantity

0.00000

>	918M00123	Geotxtile Pvmnt/Subgrade stabiliz	SY		2.00000		
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6. Click Save.



Modify Generated Contract Item (Add)

1. Follow steps 1-6 of [View Generated Contract Pay](#) Items to locate the Generated Contract Pay Item list.

Contract Materials and Acceptance Actions Summary									
▼ Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY Save ? Materials Acceptance Actions Mix Designs Contractor Material Sources Contractor Material Log e-Ticket Totals									
Q Type search criteria or press Enter Sort by CLN Showing 50 of 293				Item Source No Filter					
0 changed									
CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...		
0016	202-02637	PIPE ABANDON AND GROUT FILL	1601110	0015	Cellular Concrete Grout	0.000	1		
0020	203-02000	EXCAVATION, COMMON	1601110	0019	Soil, Unclassified	0.000	1		
0021	203-02070	BORROW	1601110	0020	B-Borrow	0.000	1		
0021	203-02070	BORROW	1601110	0020	Soil, Unclassified	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, BF, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 8	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CS, 5	0.000	1		

2. Search for the desired Pay Item Material Set. You can type a descriptor, use the Advanced search or Item Source filter.

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Contract Materials and Acceptance Actions Summary

Contract : R-39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Search: Type search criteria or press Enter

Sort by CLN

Sort by CLN

System Default

Advanced

CL Item Item Description

Showing 50 of 293

Item Source

- No Filter (selected)
- Original
- ChangeOrder
- Unattached
- Modified ChangeOrder
- Modified Original

project	PLN
601110	0015
601110	0019

3. Find the desired pay item material set.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

System Default

Showing 15 of 15

Item Source

No Filter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, Gvl, 8 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class D, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3

4. Use the Open Row Actions menu and select Add Material.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q treatment

System Default

Showing 15 of 15

Item Source

No Filter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

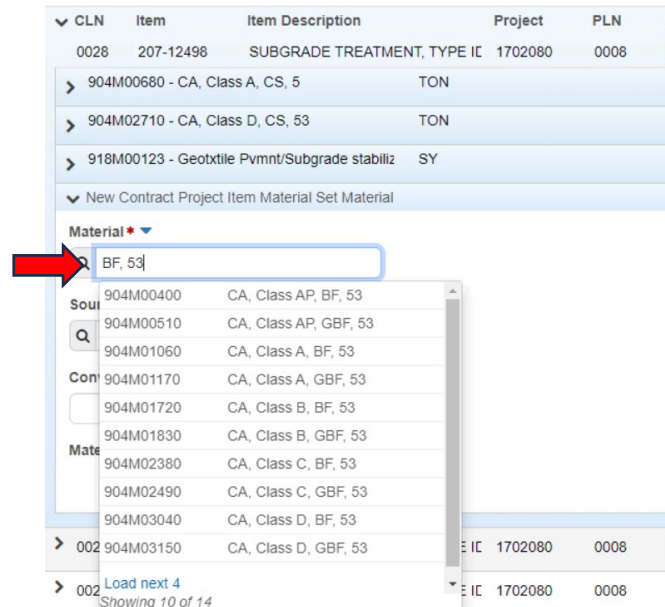
1 changed

CLN	Item	Item Description	Project	PLN	Material Set	Mati Set Qty t...	Mate...
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class C, Gvl, 8 + CA, Class D, Gvl, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	With CA, Class D, CS, 8 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, CS, 5 + CA, Class D, CS, 5	0.000	3
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1601110	0025	With CA, Class A, Gvl, 5 + CA, Class D, Gvl, 5	0.000	3

Actions

- Exclude from Search Results
- Tasks
- Add Material
- Copy Material Set...
- Delete
- Views
- Attachments (0)
- Links
- Tracked Issues

5. Enter the Material. You can type a descriptor to filter for the correct material code.



CLN	Item	Item Description	Project	PLN	N
0028	207-12498	SUBGRADE TREATMENT, TYPE IC	1702080	0008	
	904M00680	- CA, Class A, CS, 5	TON		
	904M02710	- CA, Class D, CS, 53	TON		
	918M00123	- Geotextile Pvmnt/Subgrade stabiliz	SY		
New Contract Project Item Material Set Material					
Material *					
BF, 53					
904M00400 CA, Class AP, BF, 53					
904M00510 CA, Class AP, GBF, 53					
904M01060 CA, Class A, BF, 53					
904M01170 CA, Class A, GBF, 53					
904M01720 CA, Class B, BF, 53					
904M01830 CA, Class B, GBF, 53					
904M02380 CA, Class C, BF, 53					
904M02490 CA, Class C, GBF, 53					
904M03040 CA, Class D, BF, 53					
002	904M03150	CA, Class D, GBF, 53	IC 1702080	0008	
002			IC 1702080	0008	

Load next 4
Showing 10 of 14

6. Enter the conversion factor.



Material	Material Units	Conversion Factor
904M00400 - CA, Class AP, BF, 53		

Material *

904M00400
CA, Class AP, BF, 53

Source

Begin typing to search or press Enter

Conversion Factor

1.0

Material Category

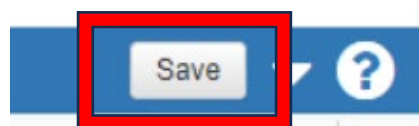
-

Contract Estimated Material Quantity

Reported Material Quantity

Satisfied Represented Material Quantity

7. Click Save.



Save

Create (via Copy) Generated Contract Pay Items Material Set

1. Follow steps 1-6 of [View Generated Contract Pay Items](#) to locate the Generated Contract Pay Item list.

Contract Materials and Acceptance Actions Summary									
▼ Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY Save ? Materials Acceptance Actions Mix Designs Contractor Material Sources Contractor Material Log e-Ticket Totals									
Q Type search criteria or press Enter Sort by CLN Showing 50 of 293				Item Source No Filter					
0 changed									
CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...		
0016	202-02637	PIPE ABANDON AND GROUT FILL	1601110	0015	Cellular Concrete Grout	0.000	1		
0020	203-02000	EXCAVATION, COMMON	1601110	0019	Soil, Unclassified	0.000	1		
0021	203-02070	BORROW	1601110	0020	B-Borrow	0.000	1		
0021	203-02070	BORROW	1601110	0020	Soil, Unclassified	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, BF, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 5	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CGvl, 8	0.000	1		
0024	205-12108	STORMWATER MANAGEMENT BL	1601110	0022	CA, Class A, CS, 5	0.000	1		

2. Search for the desired Pay Item Material Set. You can type a descriptor, use the Advanced search or Item Source filter.

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Contract Materials and Acceptance Actions Summary

Contract : R-39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

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Acceptance Actions

Mix Designs

Contractor Material Sources

Sort by CLN
Sort by CLN
System Default

> CLN	Item	Item Description	Advanced
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Showing 50 of 293

Item Source

- No Filter
- No Filter
- Original
- ChangeOrder
- Unattached
- Modified ChangeOrder
- Modified Original

project	PLN
601110	0015
601110	0019

- Find an existing pay item within the contract that is very close to the needed material set.

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Search: curb

System Default Showing 5 of 5

Item Source: No Filter

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
> 0056	605-06121	CURB, CONCRETE, TYPE B	1601110	0041	PCCP for Curb	245.000	1
> 0057	605-06205	CENTER CURB, B CONCRETE	1601110	0042	PCCP for Center Curb	0.000	2
> 0058	605-06245	CENTER CURB, B CONCRETE	1601110	0043	PCCP for Center Curb	0.000	2
> 0059	605-06255	CENTER CURB, D CONCRETE	1601110	0044	PCCP for Center Curb	0.000	2
> 0053	601-12292	GUARDRAIL TRANSITION, MGS W	1702080	0024	Guardrail, MGS, Transition	0.000	2

- Use the Open Row Actions menu and select Copy Material Set.

Contract Materials and Acceptance Actions Summary

Contract : R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY

Materials

Search: curb

System Default Showing 5 of 5

Item Source: No Filter

0 changed

CLN	Item	Item Description	Project	PLN	Material Set	Matl Set Qty t...	Mate...
> 0056	605-06121	CURB, CONCRETE, TYPE B	1601110	0041	PCCP for Curb	245.000	1
> 0057	605-06205	CENTER CURB, B CONCRETE	1601110	0042	PCCP for Center Curb		
> 0058	605-06245	CENTER CURB, B CONCRETE	1601110	0043	PCCP for Center Curb		
> 0059	605-06255	CENTER CURB, D CONCRETE	1601110	0044	PCCP for Center Curb		
> 0053	601-12292	GUARDRAIL TRANSITION, MGS W	1702080	0024	Guardrail, MGS, Transition		

Actions:

- Exclude from Search Results
- Tasks
- Add Material
- Copy Material Set...
- Delete
- Views
- Attachments (0)
- Links
- Tracked Issues

5. Enter the NEW Material Set Name. Find and select the correct PLN(s) to copy the material set to. Click Add to Contract Project Item.

Copy Contract Project Item Material Set

New Material Set Name *

NEW PCCP for Center Curb

Q 0041 Advanced Showing 2 of 2

Select: All None 1 selected

Project	Item	Proj Ln Num
✓ 1601110	605-06121	0041
1702080	801-06640	0041

Add to Contract Project Item

6. The material set has been added to the pay item.

Contract Materials and Acceptance Actions Summary

Contract: R -39963 - ASPHALT RESURFACE AND BRIDGE DECK OVERLAY Save ?

Materials

Acceptance Actions

Mix Designs

Contractor Material Sources

Contractor Material Log

e-Ticket Totals

Q 0041 System Default Showing 2 of 2 No Filter

0 changed

CLN	Item	Item Description	Project	PLN	Material Set *	Matl Set Qty t...	Mate...
> 0056	605-06121	CURB, CONCRETE, TYPE B	1601110	0041	PCCP for Curb	245.000	1
> 0056	605-06121	CURB, CONCRETE, TYPE B	1601110	0041	NEW PCCP for Center Curb	0.000	2

7. The new material set can be modified as needed.

***Note:** If a new material set is created or copied, or a material code is added to an existing material set, then a corresponding acceptance action must be created. See document on Creating Contract Material Acceptance Action.