Contract Materials Window

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General Description

The Contract Materials window associates sampling and testing requirements to a contract through the contract materials generation process. Through this background process SiteManager generates contract sampling and testing requirements and associates the pay item to material relationships initially outlined on the Sampling and Testing Requirements window with the pay items associated to the specified contract.

Miscellaneous Issue/Policy

For "legacy" contracts that are already in SiteManager as part of the Construction implementation, the DME will be responsible for generating materials for these contracts prior to the project being closed out.

Procedure

After contract activation, the DME is responsible for generating the Outstanding Item List report and reviewing it for any item that should have material sampling and testing requirements defined for it. For any item identified during the review, the DME will contact the Materials Administrator to have them set up at the global level. Once all outstanding item issues have been resolved, the DME will generate Contract Materials.

The DME may generate materials without resolving outstanding item issues if the item is not standard and specific to just that contract or if generating materials is time sensitive. In those cases, the DME will define the necessary sampling and testing requirements manually in the Contract Sample and Testing window.

Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	This field is auto populated with the Contract ID.
Fed St/Prov Prj Nbr	This field is auto populated with the Project Number.
Status	This field is auto populated with the Status of the Contract.
Primary County	This field is auto populated with the Primary County.

Field Name	KYTC Population Policy & Procedure
Location	This field is auto populated with the contract's work location.

Services Menu

Services	KYTC Population Policy & Procedure
Generate	The generate process automatically associates all sampling and testing requirements defined at the global level with the materials for items on the selected contract. The DME will generate materials after all outstanding item issues have been resolved. DME may generate materials without resolving outstanding item issues if it is time sensitive. In that case he/she will create the missing S&T requirements manually in the Contract S&T window.
Outstanding Item List	The Outstanding Item List provides a list of all the items with associated materials for the selected contract that do NOT have sampling and testing requirements defined at the global level. This report automatically prints to the user's default printer when generated and cannot be viewed on line. The DME is responsible for generating the Outstanding Item List report and checking for any items that should have materials S&T requirements. For any item that needs global S&T requirements defined, the DME will contact the Materials Administrator to have the S&T requirements set up. When a new item is added to the Item Master list in PES/LAS, the P/L Administrator will notify the Materials Administrator. The Materials Administrator will setup global S&T requirements for the new item.