



QUICK REFERENCE GUIDE:

Modifying Contract Material Requirements (prior to Award)

Background:

A contract must be awarded and transitioned from Preconstruction in order to generate materials and acceptance actions on a contract. Prior to this, some activities can be performed to prepare for generating materials and acceptance actions, including checking for material sets and adding special provision ref specs.

Roles:

Materials Rover

Navigation:

Global Actions Menu > Generate Report >

Analyze items that do not have materials assigned:

1. Use the search to find the **Outstanding Proposal Item List Report**.
2. Select appropriate Proposal (the Proposal will have the same ID as the Contract) and click **Execute**.
3. Examine the report. Items will be listed if they do not have any material sets, but the Exempt from MAA field on the Item indicates it should have material sets.
 - a. If any items are listed that should have material sets and are standard items, Contact your Global Material Admin. If it is not a standard item, know you will need to set up this item when you Generate Materials and Acceptance Actions on the Contract.
 - b. If any items are listed that should not have material sets, notify the regional Global Materials Admin. Examples of items

that should not have material sets include Vehicles, Field Office, Clearing, etc.

Add Contract special provision ref specs:

1. See Contract Materials - Reference Specifications QRG

Next Steps:

After the contract has been transitioned from Preconstruction, use the *Contract Materials - Setting Up Contract Material Requirements QRG* to generate materials and acceptance actions on a contract.