



QUICK REFERENCE GUIDE:

Adding New Items

Background:

New items should be only be created when they are unique and are composed of different materials or have different submittal and/or testing requirements than any other item available in AWP. In many situations, there is an item composed of the same materials and requirements that should be used with a supplemental description modifier.

Items are more than their number. They are composed of materials with subsequent acceptance actions that allow Construction to track, measure and test materials. The material composition of an item allows it to inherit all of the testing associated with the materials.

Roles:

Items Admin

Navigation:

1. Determine if you need a new item by answering the following:
 - a. Is there a similar item in the system?
 - i. Yes – next question
 - ii. No – Create a new item.
 - b. Does the item have unique material requirements associated to the item? Or a different unit of measure?
 - i. No – You can use the supplementary descriptions to modify the item. Example: Riprap – always has the same testing requirements even though the test

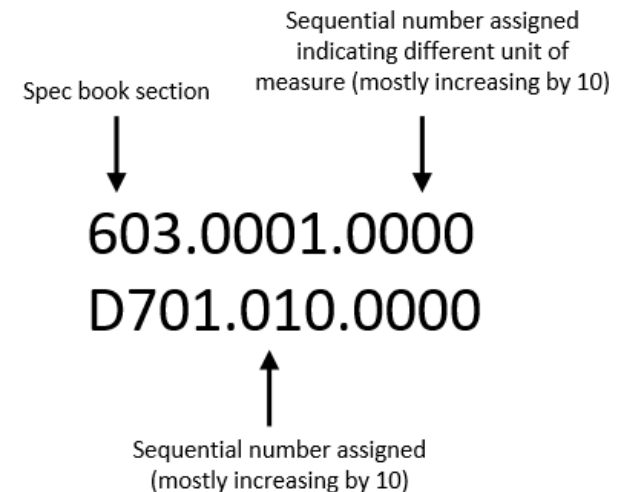
specifications are different. Use the Generic Riprap item (with the unit of measure you need) and add a supplementary description to specify the Class (I, II, etc.).

ii. Yes – Create a new item.

2. On the **Item Overview** click the **Component Actions Menu** and click **Add**.

Note: If items list runs sequential, look up the last used number

3. Fill out the following fields:
 - a. **Item ID** – must follow specific number formatting.
 - i. For Highways, Aviation, AMHS, Marine Facilities:



If you need further assistance please contact your Module Admin
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NOTE: Marine Facilities has MF followed by a sequential number in the middle sequence (i.e. 504.MF06.0000)

- ii. For Public Facilities: item IDs begin with: 001 and up (sequential)
 - iii. For Small Procurement: All item IDs start with SPC.### (sequential)
 - iv. For IFA: All item IDs start with IFA.##.###
- b. **Item Description** – enter item name/description
 - c. **Supplemental Description Required** – check if this item is general and can cover multiple types, sizes, etc.
 - d. **Supp Desc Instructions** – if you checked Supplementary Description Required. Fill out instructions.
 - e. **Furnished Material (on bid)** – Check if the item is not a placement or installation item that contractors bid on.
Note: Checking the Furnished Material box excludes the item from CENG calculations.
 - f. **Item List** – Select from drop down
 - i. Highways (add highways, facilities and marine highway terminals items to this list).
 - ii. Aviation (add aviation and facilities items to this list).
 - iii. AMHS Vessels (add AMHS Vessels items only to this list).
 - iv. Public Facilities (add items for standalone PF projects to this list).
- g. **OJT Item** – Check if the item is a ‘labor’ item. (Only relevant to items being added to the highways item list).
 - h. **Bridge Item?** – Check if yes
 - i. **Unit of Measure** – Select from drop down
4. Click **Save**
 5. Does the new item have material requirements (certifications, submittals or testing materials)?
 6. If no – Skip to step 14. If yes – Click the **Material Set** tab and click **New**
 7. Fill out the Material Set as either:
 - a. “Default” – this is a standard item
 - b. “Project Specific - Add Materials” – this is when an item materials change based on the location or contract.
 8. Click **Save**
 9. If you entered Project Specific – Add Materials. You are now done with Materials – Go to step 14. If the material set is “Default” click the **0** link under Materials.
 10. Click **Select Materials**. In the modal window select the material(s) that apply to this item. Note: If you are unable to find a material or you need a new material added for this item reach out to the Global Material Admins at dot.awp.materials@alaska.gov and specify the type of material you need added, the material spec section and the item you plan to add the material to.
 11. Click the **Add to Item** button at the bottom of the window.
 12. Enter a **Conversion Factor** for each material. The conversion factor converts the material to the pay item unit. The conversion factor is



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usually 1 unless it is a LS item. LS items will have conversion factors of 0 for materials and 1 for mill/manufacture/submittal certifications.

13. Click **Save**.

14. **Do any of these apply to your new item?**

- a. **Area Calculations** – Apply to items measured by the SY, SF, etc. (Such as Clearing, Pavement Planing, Asphalt items, etc.)
- b. **Culverts** – Apply to Pipe, Culvert items, etc.
- c. **Lbs/seeding** –Apply to Seed items.
- d. **MBM** – Apply to Insulation Board items.
- e. **Scales Summary** – Apply to scaled items (such as Aggregate for Base Course, Borrow, Structural Fill items, etc.)
- f. **Structures** – Apply to items such as manholes, stormdrains, etc.
- g. **Volume Calculations** – Apply to items quantified by volume (such as Porous Backfill, Riprap, Concrete items, etc.)
- h. **Watering** – Apply to Watering items.
- i. **Paving** – Apply to all Asphalt items.

15. If no – item is complete. If yes - from the **Item Summary** of the new item, click the **DWR Agency Views** quick link at the top of the page.

16. On the DWR Agency View Reference Item Association Overview, click the **Select Agency Views...** button.

17. In the Select Agency Views window, use the search and filter fields to find the desired DWR Item Posting agency view, click on their rows to select it, and click the **Add to Reference Item** button at the bottom of the modal window.

18. Add an **Effective Date** and set **Status** to ACTIVE.

19. Click **Save**.

Next Steps:

When a new items are created, the Construction Global Material Admins will get a notification to review the item was set up correctly.