



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



MATERIAL ACCEPTANCE FOR CERTIFICATIONS

Material certifications are satisfied by creating a DWR and DWR acceptance record for the material.

1. Create a DWR
2. Click on the **Contractor** tab
3. Click the **Select Contractors** button
4. Check the appropriate row(s) and click **Add to DWR Contractors**
5. Click on the **Work Items** tab
6. Click the **Select Items** button
7. Check the appropriate row(s) and click **Save**
8. Select the **Contractor**, enter **Stationing** information and a **Location/Description**
9. **Placed quantity can be left blank if not paying for the item, but only doing material acceptance.
10. Select the **Material Set** if not auto-selected
11. Click **Save**

Current Qty	Unit Price	Extended Amt	Tot Qty Posted this DWR	Tot Qty Posted to Date
256.300	33.00000	8.457.90	149.000	239.800

Item Posting Num	Contractor	Station/Location	Placed Qty
1	7300 - MOUNTAIN WEST HOLDING COMPANY	Sta 467+00 + to Sta 735+00 + Installing signs throughout	149.000

Contractor ▼ MOUNTAIN WEST HOLDING COMPANY	Attention 0
Placed Quantity ▼ 149.000	Units SQFT
Station From ▼ 467+00	Agency Views None
Offset Type From ▼ []	Automobilization Posting
Offset Distance From ▼ []	Location/Description ▼ Installing signs throughout the project site
Station To ▼ 735+00	Plan Quantity ▼ []
Offset Type ▼ []	Material Set ▼ Sign
Offset Distance ▼ []	Comments ▼ []

12. Click on the **Acceptance Records** tab
13. Click on the > to expand the correct item row
14. Click on the > to expand the correct material row
15. Select the **Field Inspection Value** that matches the Contract Material Acceptance (Checklist) Report.
16. Select the **Source ID**
17. If the Field Inspection Value is QPL Verified or QPL Verified/Steel Cert Reviewed, select the **Product Name**



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18. Select appropriate values for **Certification comparison to MDT Specs** and **Form 406** dropdown fields if visible.

Example of regular and steel certification acceptance records:

Material	Represented Qty	Source	SMFMI
704.01.10.01 - Retro-reflective Sheeting	149.00000	AveryDn - Avery Dennison	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty Sat Rep Matl Qty
	1.00000	239.80000	256.30000 219.00000

Source ID	Field Inspection Value
<input type="text" value="AveryDn"/> <input type="text" value="Avery Dennison"/>	<input type="text" value="CERT - Certification Reviewed"/>
Product Name/Seal#/Batch/Lot	Certification comparison to MDT Specs
<input type="text" value="Begin typing to search or press Enter"/>	<input type="text" value="Meets Specs"/>
Represented Quantity	Sample Type
<input type="text" value="149.00000"/>	<input type="text"/>
Comments	Acceptance Method
<input type="text"/>	<input type="text"/>
	Sample ID
	<input type="text"/>

Material	Represented Qty	Source	SMFMI
704.01.04.01 - Steel Sign Posts	80.00000	UNVINDS - Universal Industrial Sales Inc	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty Sat Rep Matl Qty
	1.00000	100.00000	100.00000 100.00000

Source ID	Field Inspection Value
<input type="text" value="UNVINDS"/> <input type="text" value="Universal Industrial Sales Inc"/>	<input type="text" value="STL - Steel Cert Reviewed"/>
Product Name/Seal#/Batch/Lot	Certification comparison to MDT Specs
<input type="text" value="Begin typing to search or press Enter"/>	<input type="text" value="Meets Specs"/>
Represented Quantity	Form 406
<input type="text" value="80.00000"/>	<input type="text" value="Meets Specs"/>
Comments	Sample Type
<input type="text" value="Heat Number B710259 Steel Dynamics"/>	<input type="text"/>
	Acceptance Method
	<input type="text"/>

19. Click **Save**

20. Click on the material row action menu and select **Attachments**.

Material	Represented Qty	Source	SMFMI
704.01.04.01 - Steel Sign Posts	80.00000	UNVINDS - Universal Industrial Sales Inc	
Material Units	Conversion Factor	Reported Matl Qty	Cont Est Matl Qty Sat Rep Matl Qty
	1.00000	100.00000	100.00000 100.00000

Source ID	Field Inspection Value	<ul style="list-style-type: none"> Actions Copy Create New Sample Record Delete Views Attachments Links Material
<input type="text" value="UNVINDS"/> <input type="text" value="Universal Industrial Sales Inc"/>	<input type="text" value="STL - Steel Cert Reviewed"/>	
Product Name/Seal#/Batch/Lot	Certification comparison to MDT Specs	
<input type="text" value="Begin typing to search or press Enter"/>	<input type="text" value="Meets Specs"/>	

21. Click the **Select File** button



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- 22. Browse to the certification document on the share drive, select and click **Open**
- 23. Enter a **Description** if applicable.
- 24. Click **Save**

Attachments For DWR Acceptance Record Save

Search: Type search criteria or press Enter Advanced

Select File...

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Name	Historical Report	Size (kb)	Additional Roles Count
1112 Sign Del certs.pdf			0

Description

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