



OKLAHOMA
Transportation

Managing Construction Stockpiles



Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- A construction stockpile is money advanced to the contractor to purchase and store a material for a contract project item in bulk quantity.
- These advanced payments are recovered by the agency as work on the contract project item is paid for. Multiple stockpiles may be created for the same contract project item. However, if the same stockpile is being replenished, then a new Transaction should be added to the existing stockpile, rather than creating a new stockpile.
- **Note:** If you already have a Construction Stockpile for an item on this contract, do not create a new stockpile after receiving another shipment of the same item. Instead, you must open the existing Stockpile and create a new Transaction record. Then, in the Transaction Type field, select the Replenish option and enter the new Project Item Distribution for that transaction.

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Role(s): Project Manager

Adding Construction Stockpiles (Materials on Hand):

1. From the Construction component, click the **Contract Progress** link.
2. Search for and select the desired contract by clicking the **Contract ID** link.
3. From the Contract Progress Summary, click the **Construction Stockpile** quick link.
 - i. **Note:** If any Construction Stockpiles were previously entered on this contract, they will be listed here.
4. Click the **component Actions** menu and select the **Add** action.



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5. In the **Item** field, search for and select the contract item number and description associated with the stockpiled material.
6. In the **Description** field, enter a description for the stockpile record.
7. In the **Item Recovery Percentage** field, enter the percentage for when the construction stockpile amount will have been fully recovered.
 - i. **Note:** ODOT defaults this value to 90 percent. However, this value can be changed at any time to recover faster or slower.
8. In the **Recovery Date** field, enter the date that stockpile record recovery from DWRs should begin.
9. Click the **Save** button.

Construction Stockpile Summary		Construction Stockpile 0003 - SUPERPAVE, TYPE S4 Successfully Saved
▼ Contract: 210279-02 - GRADE, DRAIN, SURFACE, AND BRIDGE		
Construction Stockpile ID		Status
0003		Open

10. The system displays the Construction Stockpile Summary component. If needed, record values in the **Material**, **Source**, **Facility**, and **SMFMI Name** fields. Then, click **Save** again.



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Adding a new Transaction:

1. To create a new transaction, click the **New** button.
2. In the **Transaction Type** field, click the drop-down arrow and select the appropriate type.
 - i. **Note:** If it's the first shipment for this stockpile, select the **Initial Invoice** option. If it's a subsequent shipment, select the **Replenish** option. If you are manually closing out or zeroing out this stockpile, select the **Close Out** option.
3. In the **Comments** field, enter any pertinent comments.
4. In the **Invoice Number** field, enter the invoice number associated with the stockpile transaction.
5. In the **Invoice Date** field, enter the date on the invoice.
6. In the **Invoice Quantity** field, enter the quantity in the shipment if the amount was included in the Invoice (*Optional Field*).
7. In the **Item** field, in the **Project Item Distribution** section, click the drop-down arrow and select the project line number.
8. In the **Constr Stockpile Amt** field, enter the amount the project line number is worth.
 - i. **Note:** If there is only one project line number, the amount would be the full value of the stockpile.
9. Click the **Save** button.
 - i. **Note:** If you did not enter a **Recovery Date**, you will get an error. You must set a **Recovery Date** if you have Project Item Distributions.

New Construction Stockpile Transaction

Transaction Amount

Transaction Type *

1 - Initial Invoice
10 - Close Out
5 - Replenish
Project Item Distribution

Previously Approved Recovery Amount

0.00

Recovery Date

12/14/2022



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- ii. **Note:** If you already have a Construction Stockpile for an item on this contract, do not create a new stockpile after receiving another shipment of the same item. Instead, you must open the existing Stockpile and create a new Transaction record. Then, in the **Transaction Type** field, select the **Replenish** option and enter the new Project Item Distribution for that transaction. If an additional Stockpile is created for the same item, when it is placed on a DWR the system will pull from all Stockpiles.

Next Steps:

- This section will house next steps that the user can take once this business process is complete. This could include which QRG would be the next one to review or the different next steps they could take when working in AASHTOWare Project.