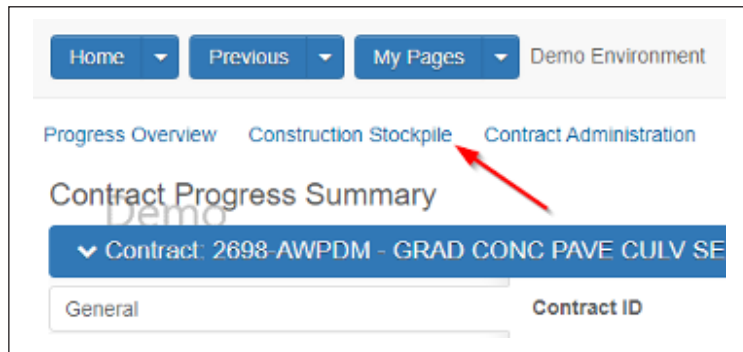
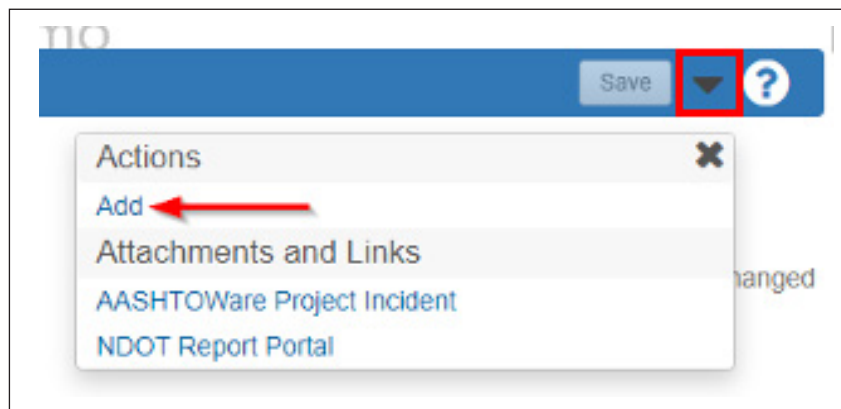


1. Navigate to the Contract Progress Summary screen for the Contract desired for the Stockpile.
2. Use the Quicklink titled 'Construction Stockpiles' at the top of the page to navigate to Stockpiles.



3. On the Component Action button, selection 'Add' to create a new Stockpile.



4. Enter a Description for the new Stockpile.
5. Select the Item for which the material is stockpiled.
6. Pick a date from the DatePicker field for 'Recovery Date' field.
 - a. This field determines when the system will start recovery from the Stockpile.
7. Click on the "Save" button when all fields have been completely entered.
8. On the 'Construction Stockpile Summary' page, there are two sections. The top section displays overview information and current status information. The lower section displays all invoice records, both the initial stockpile and any replenishments.
9. In the top section, complete the 'Material', 'Source', 'Facility', and 'SMFMI Name' autocomplete fields as applicable.
10. The lower section will have an initial stockpile record populated for completion. If replenishing an existing Stockpile, click the "New" button for each replenishment required.
11. Under the 'New Construction Stockpile Transaction' banner, the "Comments" field is required. Enter information regarding the invoice as applicable.
12. Complete the as many as the remaining fields as possible.



Stockpiles QRG

13. Under the 'Project Item Distribution' section, select the associated Project(s) the material is stockpiled for. If multiple Projects will utilize the stockpiled material, split the entry appropriately.
14. Enter the Amount of the material stockpiled, splitting the total amount accordingly to each Project.
15. When the necessary information is entered, click the "Save" button on the blue Component bar.

New ← For Additional Invoices

Transaction Type	Transaction Amt	Transaction Dt	Current Quantity	Unit Price
INI	2,500.00	04/29/2020		

Transaction Num: Qty Posted to Dt, Qty Pd to Dt, Comments: Initial Invoice for Tie Bars

Transaction Amount: [Field]

Transaction Date: 04/29/2020

Comments: Initial Invoice for Tie Bars

Transaction Type: INI - Initial Invoice

Invoice Number: 12345

Invoice Date: 04/29/2020

Invoice Quantity: 100.00

Invoice Description: [Field]

Project Item Distribution

Item	Stockpile Amount	Fund Package ID
0013 - 22456 000 - 0030	2,500.00	Invoice Amount