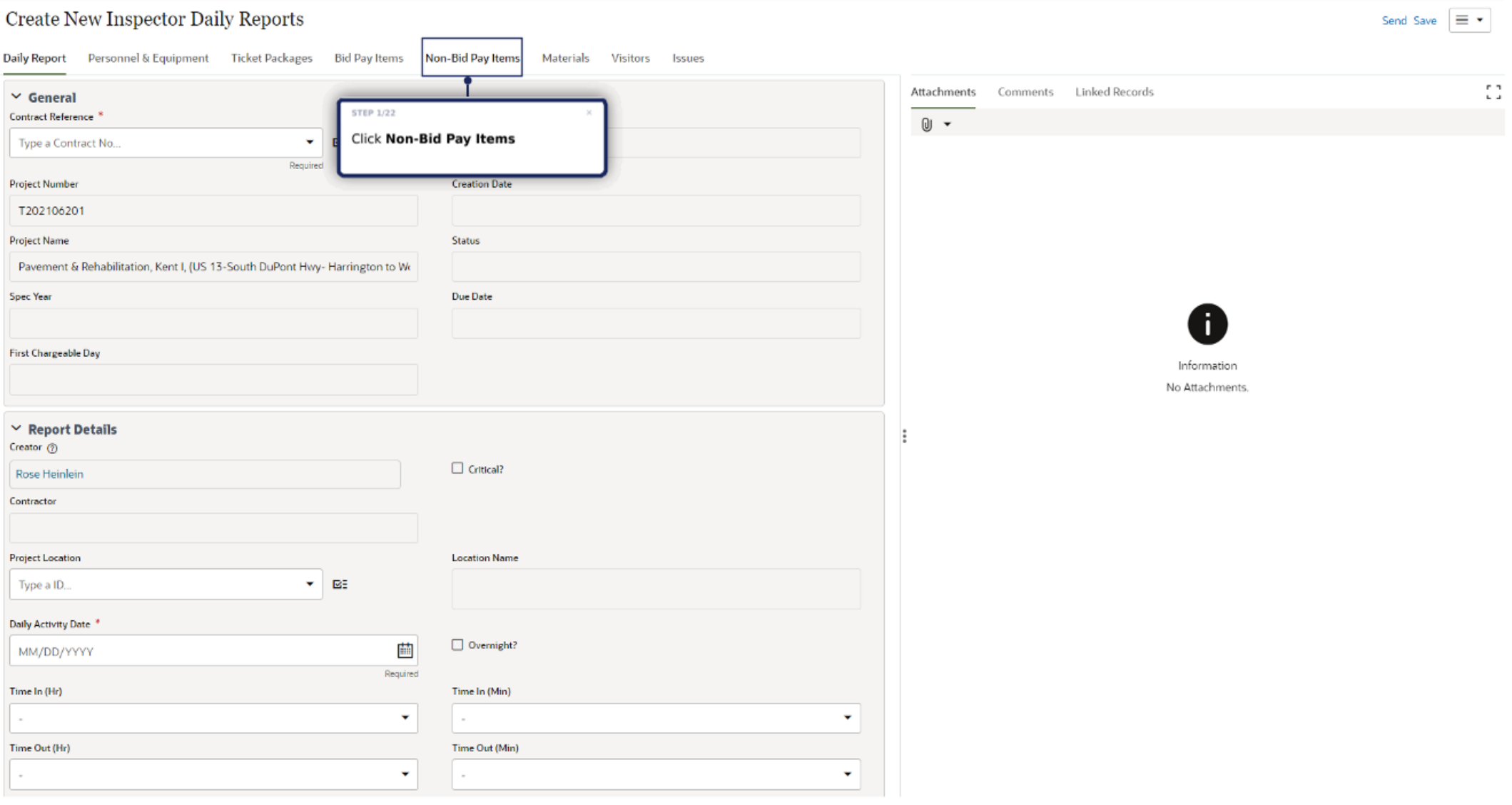
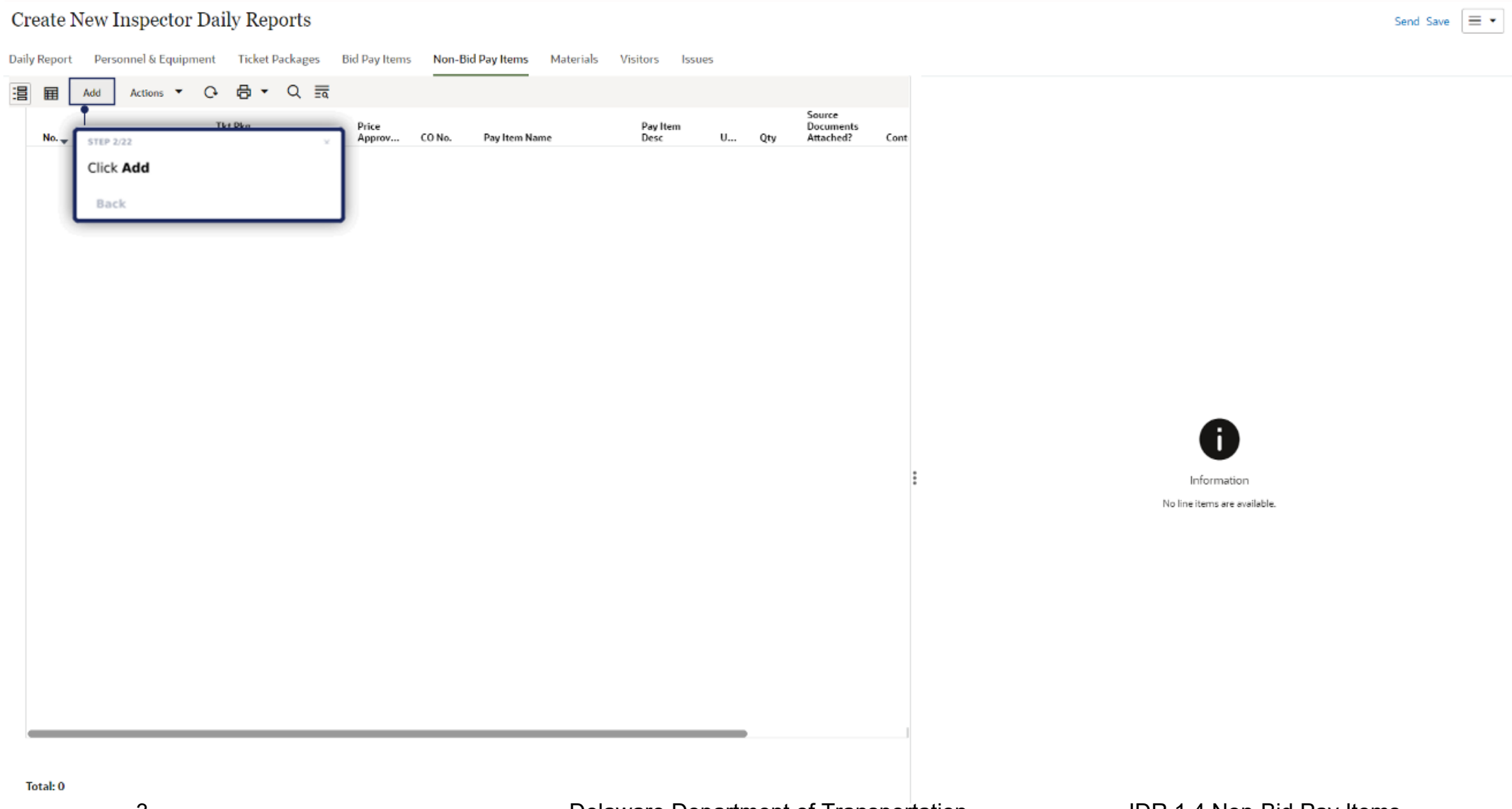
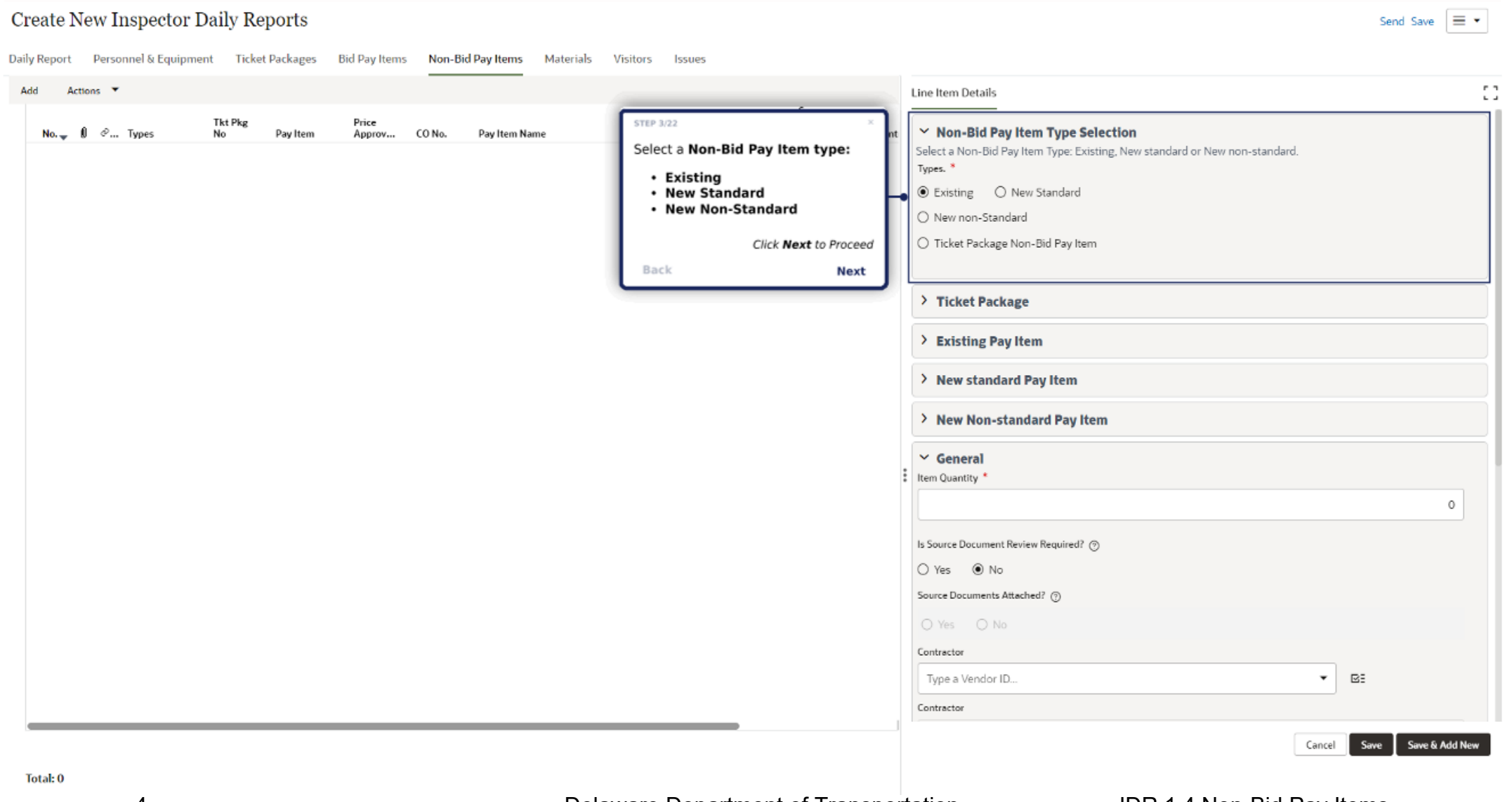
Inspector Daily Report- 1.4 Non-Bid Pay Items

The Non-Bid Pay Items process is used to add Non-Bid Pay Items to an IDR.

Note: Do not add Non-Bid Pay Items that are included in a Ticket Package as they will be added by Web Services in the next step of the workflow.


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
STEP 1/22
Click Non-Bid Pay Items
General
Contract Reference *
Type a Contract No...
Required
Project Number
T202106201
Creation Date
Project Name
Pavement & Rehabilitation, Kent I, (US 13-South DuPont Hwy- Harrington to We
Status
Spec Year
Due Date
First Chargeable Day
Report Details
Creator
Rose Heinlein
Critical?
Contractor
Project Location
Type a ID...
Location Name
Daily Activity Date *
MM/DD/YYYY
Required
Overnight?
Time In (Hr)
Time In (Min)
Time Out (Hr)
Time Out (Min)
Attachments
Comments
Linked Records
Information
No Attachments.


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Price Approv...
CO No.
Pay Item Name
Pay Item Desc
U...
Qty
Source Documents Attached?
Cont
STEP 2/22
Click Add
Back
Information
No line items are available.
Total: 0


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Types
Tkt Pkg No
Pay Item
Price Approv...
CO No.
Pay Item Name
STEP 3/22
Select a Non-Bid Pay Item type:
Existing
New Standard
New Non-Standard
Click Next to Proceed
Back
Next
Line Item Details
Non-Bid Pay Item Type Selection
Select a Non-Bid Pay Item Type: Existing, New standard or New non-standard.
Types. *
Existing
New Standard
New non-Standard
Ticket Package Non-Bid Pay Item
Ticket Package
Existing Pay Item
New standard Pay Item
New Non-standard Pay Item
General
Item Quantity *
0
Is Source Document Review Required?
Yes
No
Source Documents Attached?
Yes
No
Contractor
Type a Vendor ID...
Contractor
Cancel
Save
Save & Add New
Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 4/22

If Existing Pay Item is selected, click **Existing Pay Item** to expand the block.

Note: If Existing Pay Item is not selected, click **Next**

Back Next

Line Item Details

Non-Bid Pay Item Type Selection

Select a Non-Bid Pay Item Type: Existing, New standard or New non-standard.

Types. *

- (●) Existing
- ( ) New Standard
- ( ) New non-Standard
- ( ) Ticket Package Non-Bid Pay Item

Ticket Package

Existing Pay Item

New standard Pay Item

New Non-standard Pay Item

General

Item Quantity *

0

Is Source Document Review Required?

( ) Yes (●) No

Source Documents Attached?

( ) Yes ( ) No

Contractor

Type a Vendor ID...

Contractor

Cancel Save Save & Add New

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 5/22

Type the **Existing Pay Item Number** or select from the **Record Picker** icon.

Back Next

Line Item Details

Non-Bid Pay Item Type Selection

Select a Non-Bid Pay Item Type: Existing, New standard or New non-standard.

Types. *

- (●) Existing
- ( ) New Standard
- ( ) New non-Standard
- ( ) Ticket Package Non-Bid Pay Item

Ticket Package

Existing Pay Item

Use this section to select an existing non-bid Pay Item (standard or non-standard).

Existing Pay Item Number *

Type a Short Description...

Required

Existing Pay Item Record #

Price Approved?

Existing Pay Item

Existing Pay Item Suffix

Existing Pay Item Name

Cancel Save Save & Add New

Optional Step

Non-Bid Pay Items

Pay Item-Suffix	Section	Price Approved?	CO Approved?	CO No.	Pay Item Name	Pay Item Desc	UOM	LS Pay Item	Sublet Exclusion	Surcharge
None										
None										
000001-01	0001	Yes	Yes	001	Detour US 13 SB @ SR 14		EADY		No	No
000002-01	0001	Yes	Yes	001	Detour US 13 NB @ SR 14		EADY		No	No
000003-01	0001	Yes	Yes	001	Detour US 13 NB @ SR 12		EADY		No	No
000004-01	0001	Yes	Yes	001	Detour- Canterbury Rd. @ US 13		EADY		No	No
000005-01	0001	Yes	Yes		Patching Bituminous Concrete with Conc...		SYIN		No	No
000006-01	0001	Yes	Yes	008	Rideability-Rt. 13 NB Tower Hill Rd. to RR ...	Location 41	LS		No	No
000007-01	0001	Yes	Yes	008	Rideability- Rt. 13 SB Tower Hill Rd. to RR ...	Location 41	LS		No	No
000008-01	0001	Yes	Yes	008	Rideability- Rt. 13 NB Harrington RR track...	Location 42	LS		No	No
000009-01	0001	Yes	Yes	008	Rideability- Rt. 13 SB Harrington RR to H...	Location 42	LS		No	No
000010-01	0001	Yes	Yes	012	RIDEABILITY, HPBC (US 13 NB @ SR 14)	Location 34	LS		No	No
000011-01	0001	Yes	Yes	012	RIDEABILITY, HPBC (US 13 SB @ SR 14)	Location 34	LS		No	No
000012-01	0001	Yes	Yes	012	RIDEABILITY, HPBC (US 13 NB, @ Canter...	Location 23	LS		No	No
000013-01	0001	Yes	Yes	012	RIDEABILITY, HPBC (US 13 SB @ Canterb...	Location 23	LS		No	No
000014-01	0001	Yes	Yes	012	RIDEABILITY, US 13 SB @ Walnut Shade ...	Location 2	LS		No	No
000015-01	0001	Yes	Yes	012	RIDEABILITY, US 13 SB (Canterbury to Fel...	Location 31	LS		No	No
000016-01	0001	Yes	Yes	012	RIDEABILITY NB (Felton HPBC Limits)	Location 32	LS		No	No
000017-01	0001	Yes	Yes	012	RIDEABILITY SB (Felton HPBC Limits)	Location 32	LS		No	No
000018-01	0001	Yes	Yes	016	RIDEABILITY Loc. 2 NB	2800' Walnut Shade Rd...	LS		No	No
000019-01	0001	Yes	Yes	016	RIDEABILITY Loc. 31 NB	Canterbury Rd HPBC li...	LS		No	No
000020-01	0001	Yes	Yes	016	RIDEABILITY Loc. 33 NB	US 13 Harrington HPB...	LS		No	No
000021-01	0001	Yes	Yes	016	RIDEABILITY Loc. 33 SB	US 13 Harrington HPB...	LS		No	No
401502-01	0001	Yes	Yes	008	ASPHALT CEMENT COST ADJUSTMENT	June 2022	TON		No	No

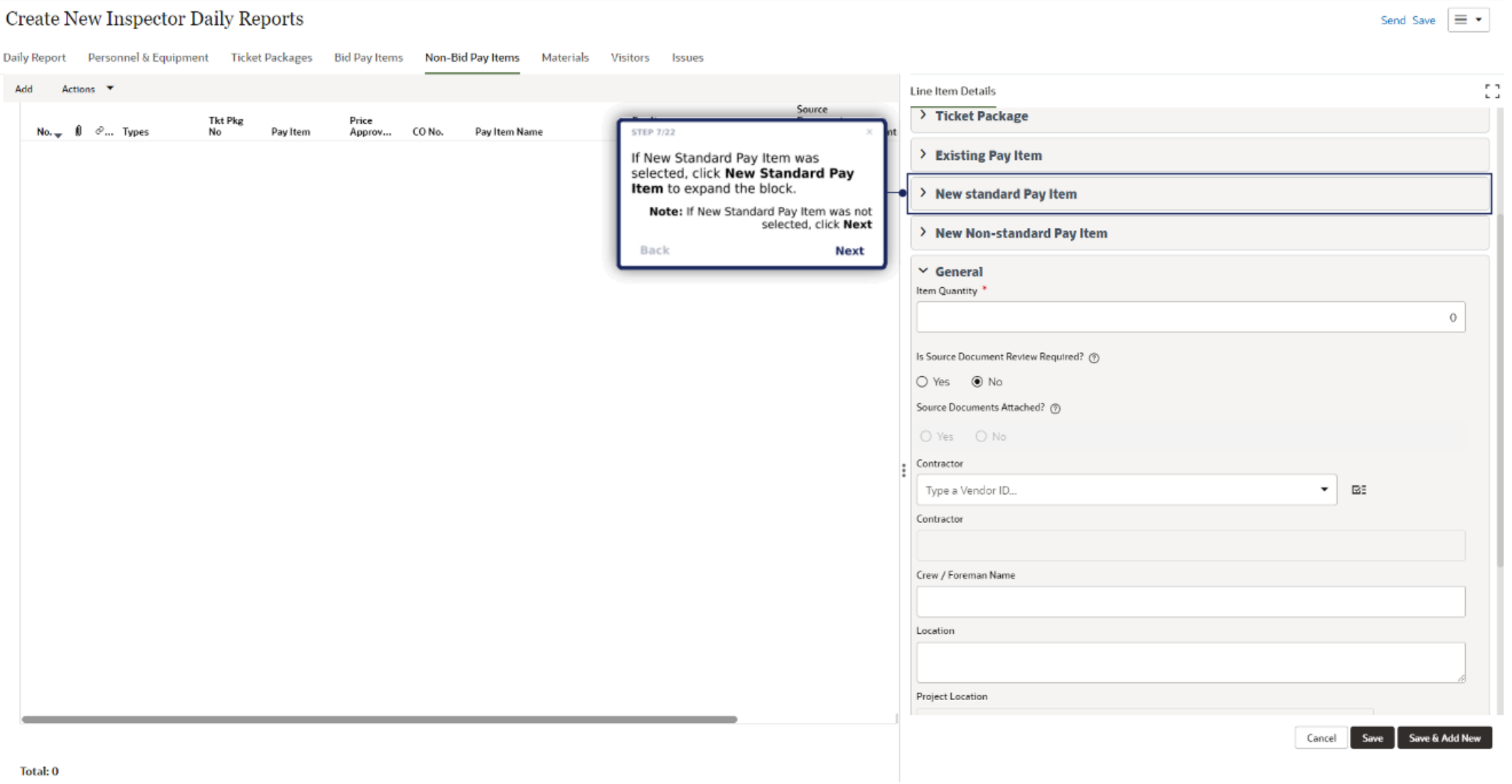
Total: 41

STEP 6/22

Double-click on the applicable record

Back

Cancel Select


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Types
Tkt Pkg No
Pay Item
Price Approv...
CO No.
Pay Item Name
Source
STEP 7/22
If New Standard Pay Item was selected, click New Standard Pay Item to expand the block.
Note: If New Standard Pay Item was not selected, click Next
Back
Next
Line Item Details
Ticket Package
Existing Pay Item
New standard Pay Item
New Non-standard Pay Item
General
Item Quantity *
0
Is Source Document Review Required?
Yes
No
Source Documents Attached?
Yes
No
Contractor
Type a Vendor ID...
Contractor
Crew / Foreman Name
Location
Project Location
Cancel
Save
Save & Add New
Total: 0

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 8/22

Type the **New Standard Pay Item** or select from the **Record Picker** icon.

Back Next

Line Item Details

Non-Bid Pay Item Type Selection

Select a Non-Bid Pay Item Type: Existing, New standard or New non-standard.

Types. *

- Existing
- New Standard
- New non-Standard
- Ticket Package Non-Bid Pay Item

Ticket Package

Existing Pay Item

New standard Pay Item

Use this picker to select a new standard Pay Item.

Standard Pay Item Number *

Type a Pay Item...

Required

Standard Pay Item Record #

Pay Item

Pay Item Suffix

Pay Item Name

Pay Item Desc

Cancel Save Save & Add New

Optional Step

Master List - Pay Items

Pay Item	Record No.	Pay Item Name	Spec Yr	Unit of Measure	Status
201000	MPI-7993	CLEARING AND GRUBBING	2020	LS	Active
201000	MPI-189	CLEARING AND GRUBBING	2001	LS	Active
201000	MPI-7418	CLEARING AND GRUBBING	2016	LS	Active
201000	MPI-7776	CLEARING AND GRUBBING	CSI	LS	Active
201001	MPI-7520	CLEARING AND GRUBBING	2001	SY	Active
201005	MPI-7531	REMOVAL OF STRUCTURES & OBSTRUCTIONS	2001	SY	Active
201500	MPI-190	STUMP DISPOSAL	2001	CY	Active
201500	MPI-7572	CLEANING OF PATHOGENICALLY CONTAMINATED STRUCTURE	2016	LS	Active
201501	MPI-191	CLEARING, NORTH DISTRICT	2001	MILE	Active
202000	MPI-7777	EXCAVATION AND EMBANKMENT	CSI	CY	Active
202000	MPI-192	EXCAVATION AND EMBANKMENT	2001	CY	Active
202000	MPI-7419	EXCAVATION AND EMBANKMENT	2016	CY	Active
202000	MPI-7996	EXCAVATION AND EMBANKMENT	2020	CY	Active
202001	MPI-193	EXCAVATION AND EMBANKMENT	2001	LS	Active
202001	MPI-7997	ROCK EXCAVATION FOR ROADWAY	2020	CY	Active
202001	MPI-7420	ROCK EXCAVATION FOR ROADWAY	2016	CY	Active
202002	MPI-7998	ROCK EXCAVATION FOR UTILITY TRENCHES	2020	CY	Active
202002	MPI-7421	ROCK EXCAVATION FOR UTILITY TRENCHES	2016	CY	Active
202003	MPI-7422	UNDERCUT EXCAVATION	2016	CY	Active
202003	MPI-7999	UNDERCUT EXCAVATION	2020	CY	Active
202004	MPI-8000	UNDERCUT EXCAVATION, PATCHING	2020	CY	Active
202004	MPI-7423	UNDERCUT EXCAVATION, PATCHING	2016	CY	Active
202500	MPI-194	GRADING AND RESHAPING ROADWAY	2001	MILE	Active
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Total: 9547

Page 1 of 10 Display 1000 Per Page

STEP 9/22

Double-click on the applicable record

Back

Cancel Select

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

STEP 10/22

Provide a **Pay Item Description**

*Click **Next** to proceed*

Back Next

Line Item Details

Standard Pay Item Record #

MPI-192

Pay Item

202000

Pay Item Suffix

01

Pay Item Name

EXCAVATION AND EMBANKMENT

Pay Item Desc

Section

0001

Unit of Measure

CY

Spec Year

2001

New Non-standard Pay Item

General

Item Quantity *

0

Is Source Document Review Required?

Cancel Save Save & Add New

Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 11/22

If New Non-standard Pay Item was selected, click **New Non-standard Pay Item** to expand the block.

Back Next

Line Item Details

- New non-Standard
- Ticket Package Non-Bid Pay Item

> Ticket Package

> Existing Pay Item

> New standard Pay Item

> New Non-standard Pay Item

General

Item Quantity *

0

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Cancel Save Save & Add New

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 12/22

Type the **New Non-standard Pay Item** or select from the **Record Picker** icon.

Back Next

Line Item Details

- (●) New non-Standard
- ( ) Ticket Package Non-Bid Pay Item

> Ticket Package

> Existing Pay Item

> New standard Pay Item

New Non-standard Pay Item

Use this section to select a new non-standard Pay Item (starts with 000).

Non-standard Pay Item Number *

Type a Short Description...

Required

Non-standard Pay Item Record #

Non-standard Pay Item

Non-standard Pay Item Suffix

Non-standard Pay Item Name

Non-standard Pay Item Desc

Non-standard Section

Cancel Save Save & Add New

Optional Step

Non-Bid Pay Items

Pay Item-Suffix	Section	Price Approved?	CO Approved?	CO No.	Pay Item Name	Pay Item Desc	UOM	LS Pay Item	Sublet Exclusion	Surcharge
None										
None										
000022-01	0001				(Rename Me)Placeholder Item				No	No
000023-01	0001				(Rename Me)Placeholder Item				No	No
000024-01	0001				(Rename Me)Placeholder Item				No	No
000025-01	0001				(Rename Me)Placeholder Item				No	No
000026-01	0001				(Rename Me)Placeholder Item				No	No
000027-01	0001				(Rename Me)Placeholder Item				No	No
000028-01	0001				(Rename Me)Placeholder Item				No	No
000029-01	0001				(Rename Me)Placeholder Item				No	No
000030-01	0001				(Rename Me)Placeholder Item				No	No
000031-01	0001				(Rename Me)Placeholder Item				No	No
000032-01	0001				(Rename Me)Placeholder Item				No	No
000033-01	0001				(Rename Me)Placeholder Item				No	No
000034-01	0001				(Rename Me)Placeholder Item				No	No
000035-01	0001				(Rename Me)Placeholder Item				No	No
000036-01	0001				(Rename Me)Placeholder Item				No	No
000037-01	0001				(Rename Me)Placeholder Item				No	No
000038-01	0001				(Rename Me)Placeholder Item				No	No
000039-01	0001				(Rename Me)Placeholder Item				No	No
000040-01	0001				(Rename Me)Placeholder Item				No	No

Total: 19

STEP 13/22

Double-click on the applicable record

Back

Cancel Select

Optional Step

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 14/22

Select the Non-standard Unit of Measure (UOM)

*Click **Next** to proceed*

Back Next

Line Item Details

Type a Short Description...

Required

Non-standard Pay Item Record #

Non-standard Pay Item

Non-standard Pay Item Suffix

Non-standard Pay Item Name

Non-standard Pay Item Desc

Non-standard Section

Non-standard UOM

Select

General

Item Quantity *

0

Is Source Document Review Required?

Yes No

Source Documents Attached?

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

STEP 15/22

Enter **Item Quantity**

*Click **Next** to proceed*

Back Next

Line Item Details

Non-standard Section

Non-standard UOM

Select

General

Item Quantity *

0

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Cancel Save Save & Add New

Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

STEP 16/22

Select the appropriate value for 'Is Source Document Required'

If 'Yes' is selected, answer the following question 'Source Document Attached'

*Click **Next** to proceed*

Back Next

Total: 0

Line Item Details

Non-standard UOM

Select

General

Item Quantity *

0

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 17/22

Type the Vendor ID or select from the record picker

*Click **Next** to proceed*

Back Next

Line Item Details

Non-standard UOM

Select

General

Item Quantity *

0

Is Source Document Review Required?

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

Cancel Save Save & Add New

Optional Step

Project Vendors

Vendor ID	Vendor Name	Project Vendor Type	Project DBE?	Status
Active				
AUDIBLE	Audible Lines LLC	Sub-Contractor	Yes	Active
CPPI	Callahan Paving Products Inc	Sub-Contractor	Yes	Active
DelDOT	Delaware Department of Transportation	Owner		Active
DMAT	Diamond Materials LLC	Prime Contractor		Active
D&CINC	Direct & Correct, Inc.	Sub-Contractor	Yes	Active
ECA	Everyone Can Achieve	Sub-Contractor	Yes	Active
JAQUEZ	Jaquez Concrete LLC	Sub-Contractor	Yes	Active
KRISS	Kriss Contracting Inc	Sub-Contractor	Yes	Active
MSLLC	Mattiola Services LLC	Sub-Contractor		Active
RAMT	Ram T Corporation	Sub-Contractor	Yes	Active
ZONE	Zone Striping Inc	Sub-Contractor	No	Active

Total: 11

STEP 18/22

Double-Click on the **Vendor**

Back Next

Cancel Select

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 19/22

Type the Crew/Forman's Name

*Click **Next** to proceed*

Back Next

Line Item Details

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

--

Remarks

For Admin Use Only

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 20/22

Enter the **Location**

*Click **Next** to proceed*

Back Next

Line Item Details

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

--

Remarks

For Admin Use Only

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.	Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

STEP 21/22

Enter **Remarks**

*Click **Next** to proceed*

Back Next

Line Item Details

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

--

Remarks

For Admin Use Only

Cancel Save Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Types	Tkt Pkg No	Pay Item	Price Approv...	CO No.	Pay Item Name	Pay Item Desc	U...	Qty	Source Documents Attached?	Cont

Total: 0

Line Item Details

Yes No

Source Documents Attached?

Yes No

Contractor

Type a Vendor ID...

Contractor

Crew / Foreman Name

Location

Project Location

Short Description

--

Remarks

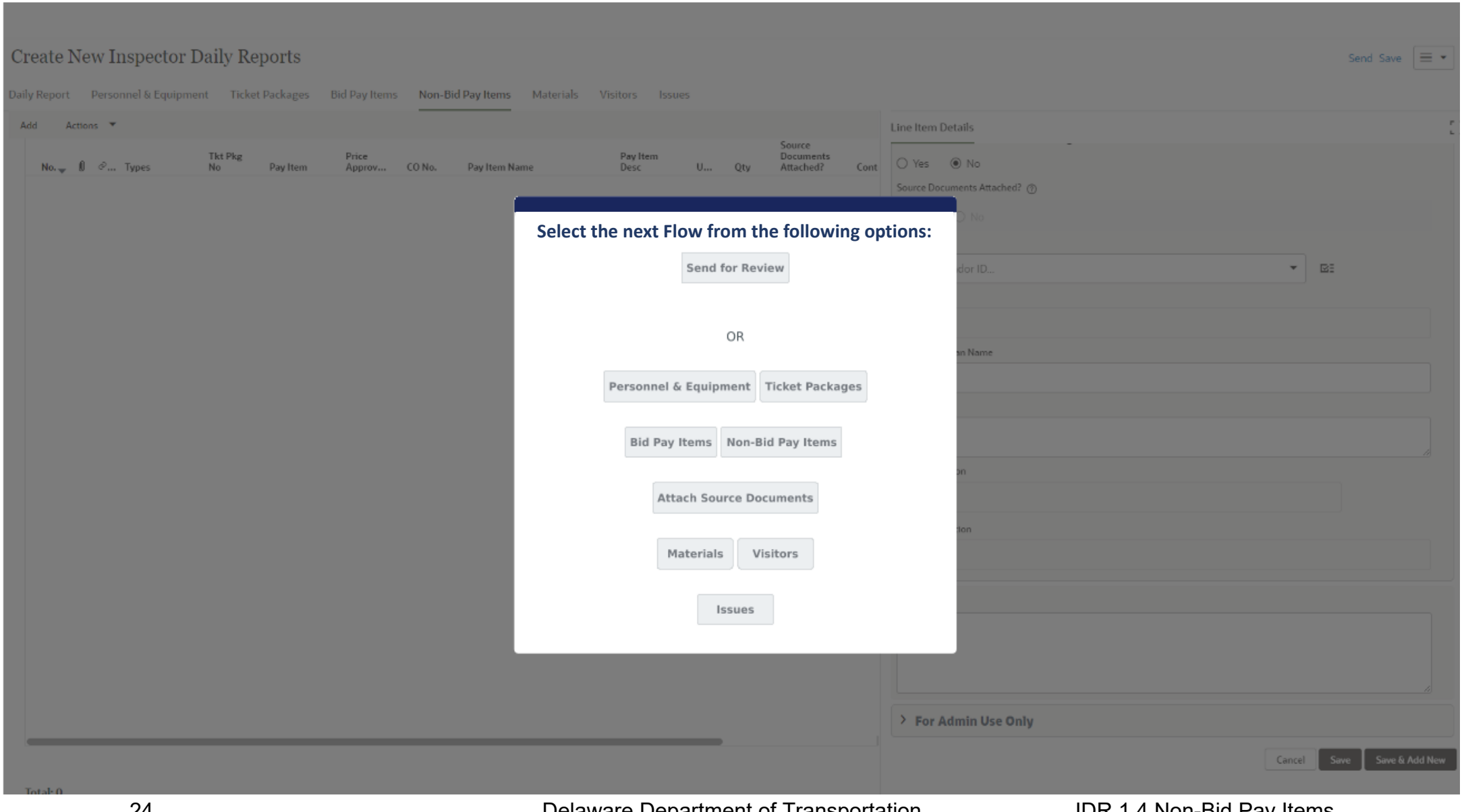
STEP 22/22

Click **Save**

Back

For Admin Use Only

Cancel Save Save & Add New


Create New Inspector Daily Reports
Send Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Types
Tkt Pkg No
Pay Item
Price Approv...
CO No.
Pay Item Name
Pay Item Desc
U...
Qty
Source Documents Attached?
Cont
Line Item Details
Yes
No
Source Documents Attached?
Select the next Flow from the following options:
Send for Review
OR
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Attach Source Documents
Materials
Visitors
Issues
For Admin Use Only
Cancel
Save
Save & Add New
Total: 0