

Materials Management System (MMS)

Frequently Asked Questions (FAQ)

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MMS Purpose:

1. Why use the MMS?

-The SHA Standard Specifications for Construction and Materials (section 900.01) requires that contractors must submit in writing the proposed sources of all materials to be incorporated into a project within 30 days after receipt of notification of award. With increasing source requests to process and greater demands for sharing this information it was decided to convert the paper-based source submission process into an on-line tool. In 2008 the MMS was released, from that point it has served as SHA's centralized system for material source submissions, reviews, and storage. For more information on MMS Goals and Benefits, see Section 1 of the MMS User Guide (<https://www.roads.maryland.gov/OMT/MMSGuideC.pdf>).

2. Why do sources need to be submitted and approved before usage?

-After a project has been awarded, the Prime Contractor is required to submit their intended sources of supply for materials to OMT for evaluation. OMT will review the submissions and determine if the source of supply is approved for use on state projects and sometimes specific product is appropriate for the intended usage.

Source approval is the first step of Material Quality Assurance (QA). Advance notice is necessary to schedule and perform resulting QA tasks, such as plant inspections, before project construction. If the source of supply is acceptable, OMT will report to the Prime Contractor and to the Project Engineer the specific QA procedures that will need to be followed to clear the contract.

3. Why does materials clearance need to be performed?

-Material Quality Assurance (QA) procedures are the planned and systematic actions necessary to provide confidence that a product will perform satisfactorily in service, as required by the Federal Highway Administration (FHWA). They ensure the State's highway system provides safe, reliable, effective, and sustainable mobility for all users. Materials Clearance is vital as a measure of material and construction quality utilized to ensure the project's long-term usability and durability.

Each month during construction the Project Engineer will submit a report to OMT indicating the materials that have been placed in that month and any information that is pertinent to material quality. This Monthly Materials Clearance report helps keep the Material Quality Assurance documentation up to date and eases the Final Material Clearance occurring at the contract's completion. When a project is complete the Project Engineer and OMT will work together to ensure that Material Quality Assurance has been performed for the entire contract.

4. Why should payment be withheld if a certification wasn't received?

- SHA's quality assurance processes have been developed to provide a means of evaluating project and material quality. The quality of a material cannot be assured when Material Quality Assurance procedures have not been performed. Item payment should be authorized after material quality has been assured and placement has been performed correctly, as this is the best way for the State to have confidence in the quality of the assets they construct. If a discrepancy is found after payment has been authorized, the payment can be backed out until the contractor provides the requested information. If you have questions, please contact your Area Material Engineer (AME).

User Accounts:

5. How do I become a system user?

-To become an MMS system user, contact your AME to confirm your involvement on a specific contract. Once confirmed, the AME will initiate a new user process. When this is concluded you will be emailed a temporary password and login instructions (your user name is your email address). You can login by visiting <https://mms.sha.maryland.gov/> (you must use Internet Explorer or Google Chrome as your browser). After initial login, you will be prompted to change your password. Your new password must be a minimum of eight (8) characters long and include at least one capital letter, one number and one special character.

6. How do I reset my password? Why is there a delay?

-Contact your Area Material Engineer (AME) if you are locked out of the system or need to change your password. The AME will initiate a change password process. Once concluded, you will be emailed a temporary password and login instructions. If it has been more than 60 days since your previous login, your account will be automatically locked, and you will need to contact your AME for a password reset. If you forgot your password, you can click on the "Forgot Your Password?" link on the login screen to perform a self-reset.

Password Creation Rules:

- Passwords must be a minimum of eight (8) characters and consist of at least one (1) number, (1) capital letter, and one (1) special character
- Passwords must not consist of all numbers, all special characters, or all alphabetic characters.
- User account disabled after not more than four (4) consecutive failed login attempts while allowing a minimum of a fifteen (15) minute automatic reset of the account.
- Passwords shall be changed every 90 days.
- Users are prohibited from using passwords that are similar to their previous password.
- Password reuse prohibited by not allowing the last 10 passwords.
- User ids associated with a password will be disabled or locked after 60 days of inactivity

7. Are there tutorial videos?

-Your Area Material Engineer (AME) can provide instructional videos on a variety of MMS actions. If a particular problem can't be solved over the phone or if visual guidance would be helpful, contact your AME for information on tutorial videos.

Contractor Usage:

8. How can I tell when MMS needs a supplier and not a producer?

-The "Source Approval" heading under the material category within the Quality Assurance Manual provides what information is required during the sourcing process, including supplier and producer requirements. See the Material Quality Resources page (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=284>) for a copy of the manual

When assigning producers/suppliers to materials, MMS will prompt users to add one or both types depending on the material's category as shown in the example below. Make sure you submit both a producer and supplier when applicable on the same submission. If you have questions, please contact your Area Material Engineer (AME).

Provided Services: Producer Supplier

All MMS Entries
 Qualified for State projects (for selected material)

3M Company Sign Sheeting	Bldg 225-5S-08 3M Center St. Paul, Minnesota 55133	Producer
3M Company Minnesota (SM9)	1700 North Minnesota Street New Ulm, MN 56073	Producer
3M Company St Paul MN (Electrical Accessories)	3M Center Bldg 225-4N-14 St. Paul, MN 55144	Producer Supplier

9. What do the 'Task Initiating' emails mean? How do I make them stop?

-The automated system emails are produced daily when tasks are open in the MMS and are sent to whomever the task is currently assigned to. If a user begins the task of assigning Sources of Supply to the materials, but does not submit the task to OMT, the task remains open and assigned to its initiator. Complete the task by clicking on the "Submit for Review" button in the "Summary" sub-tab. If appropriate, a Source of Supply task in the Initiating phase can be deleted from the system on the "Submission Task" sub-tab in the "Source Entry and Review" screen.

10. Why are there two lists of Qualified Producers of Steel Reinforcement Bar?

-The list of Qualified Producers of Steel Reinforcement Bar is separated into two categories; Manufacturing Mills and Suppliers/Fabricators. Manufacturing Mills produce bulk reinforcement bar that is purchased by Suppliers/Fabricators, who make the bar project-ready. When sourcing for a project, a contractor will only need to select a Qualified Producer from the Suppliers/Fabricators list. If you have questions, please contact your Area Material Engineer (AME).

11. How do I easily find a specific plant when a producer/supplier has many?

-When selecting producers/suppliers for HMA, PCC and GAB, please use the 3-digit plant number for an easy find. Once you type in the plant number in the “Office Name” text box, click on the “Filter List” button. The 3-digit plant number is embedded in the HMA and PCC mix designs. (Examples- HMA: H131B09R2C52, PCC: N3W-N35-046-12)

Provided Services: Producer

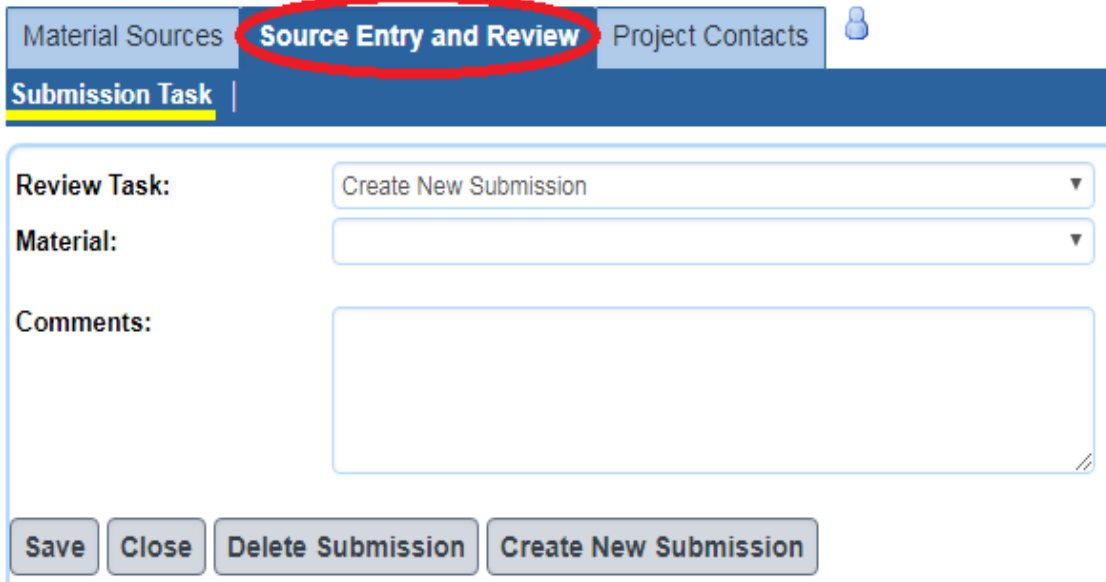
131 Filter List Reset Filter Add New Service Provider Close

All MMS Entries
 Qualified for State projects (for selected material)

★ David A. Bramble, Inc. HMA-131	451 Grange Hall Road Wye Mills, MD 21679	Producer
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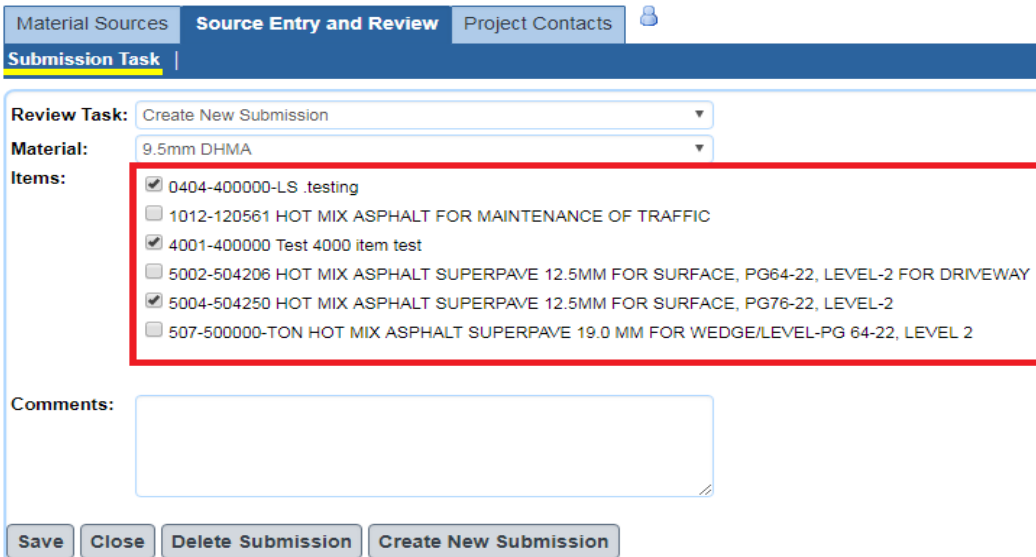
12. How do I create a new source when there already is a source present?

-To update a material source, click on the Source Entry and Review tab. Find the material in the drop down menu and associate the correct item, then click the “Create New Submission” button and follow the steps outlined in section 5.2 of the MMS User Manual (<http://www.roads.maryland.gov/OMT/MMSGuideC.pdf>) to update the material source. If you have questions, please contact your Area Material Engineer (AME).



13. I have one Material Source for several items, what is the best way to submit the request?

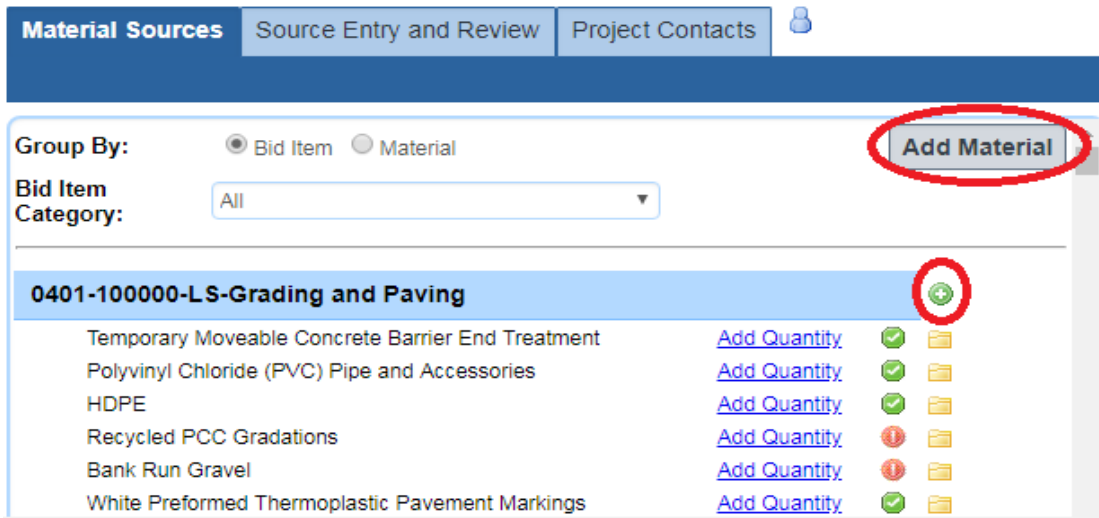
-On the Source Entry and Review tab, select the material from the drop-down menu. The item list will show each item that the material is associated with. Multiple items from this list can be selected using the checkboxes. The source can then be assigned to each item with one submission.



14. Why don't materials import when I write-in items?

- Items that have a category code number ending in "00000" are write-in items, meaning that SHA does not have a standard category code for the work item. Since these work items are not standardized, it is not possible to have a pre-defined list of associated materials. Each material will need to be added manually by clicking on the "Add Material" button or the green "+" icon

and then selecting the material for association. Contact your Area Material Engineer (AME) for help with nonstandard items.



15. How do you source Bio-retention Soil Mixtures?

-Bioretention Soil Mixtures (specification 920.01.05) are now sourced like Topsoil. The BSM product intended for use must be selected from after choosing a producer.

16. How can I do an easy search for the type of material I am looking for when designing a project?

-To perform an easy search for materials and specifications, please refer to the appendices in the Materials Quality Assurance Manual found within the Material Quality Resources page (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=284>). Appendix 'A' is a complete material listing in alphabetical order. Appendix 'B' lists materials by their specification index. The "Find" tool (ctrl-f) can be very helpful in locating a specific material within the document.

17. I have a Design-Build contract, why do I only have one bid item?

-For Design-Build contracts, the item list needs to be provided by the awarded party as it is the responsibility of the Design-Build Contractor to design the project and develop an itemized list of work items. Contact your Area Material Engineer (AME) for the forms used to submit the list of work items. Once complete, send the list to your AME for import into MMS.

18. Who is my AME (Area Material Engineer)?

-Please contact the respective Area Material Engineer based on the **location/district** of your project.

Your Area Material Engineer is your first point of contact for:

- Requesting access to the MMS
- Requesting to be associated with a Project in the MMS

- Questions regarding the source submission notification e-mail(s) and/or the status of your source submission(s)
- General MMS inquiries related to your project

Please find below the contact information for AME’s based on their Areas of Responsibility:

District(s)	Area Material Engineer	Email	Office Phone
2, & 5	Habtewold Yeheyis	hyeheyis@sha.state.md.us	443-572-5174
3	Evroc Goocharan	egoocharan@sha.state.md.us	443-572-5030
1, 4, Baltimore City, & MDOT Modals	Vacant	ehoward@sha.state.md.us	443-572-5020
6, 7, & Office of Traffic and Safety (OOTS)	Krista Wells	kwells@sha.state.md.us	301-842-2406

Project Engineer Usage

19. What is the correct way to fill out a Form 14? How do I use a Form 14 Stamp?

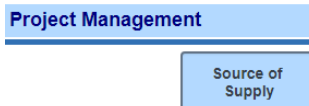
-The Form 14 Stamp may be used to quickly note that a material arrived in acceptable condition and was installed correctly. This may be stamped and filled-in on any delivery document that indicates the type of material and where it is from, such as material certification, bill of lading, or Source of Submittal report. In the absence of any such document, use the blank Form 14 and fill in the project details such as contract number, type of material, item number, and date.


20. Can I print all my sources at one time?

-A complete listing of all active Sources of Supply can be accessed via “Contract Sources” module under the “Reports” section of the MMS.

21. Is there a function where I can see the approved sources for the project?


- To view the “Material Sources” screen, click on the “Source of Supply” button under the “Project Management” heading. Approved sources are indicated by a green ‘checkmark’ icon after the source has been reviewed and found suitable for the usage. Clicking on the green ‘checkmark’ will take you to the details of the source submission. The ‘folder’ icon will show a running log of sources submitted. This will include the submittal date, the completed date, and whether the source was approved or denied.

























[Material Sources](#) | [Source Entry and Review](#) | [Project Contacts](#) 

Group By: Bid Item Material [Add Material](#)

Bid Item Category:

0401-100000-LS-Grading and Paving 

Temporary Moveable Concrete Barrier End Treatment	Add Quantity		
Polyvinyl Chloride (PVC) Pipe and Accessories	Add Quantity		
HDPE	Add Quantity		
Recycled PCC Gradations	Add Quantity		
Bank Run Gravel	Add Quantity		
White Preformed Thermoplastic Pavement Markings	Add Quantity		
Misc. Metal Materials	Add Quantity		
Hollow Concrete Masonry Block	Add Quantity		
Guy Wire	Add Quantity		
Breakaway Base	Add Quantity		
Misc. Preformed Joint Material	Add Quantity		

22. Why did I get penalized on a monthly estimate for a material we didn't use?

–Monthly estimates may include items that were not used during that month of construction if MMD was not made aware that the material was unused. The items may need to remain on the material list if it is known they will be needed in the future construction of the project. If it is known a material will remain unused for the entire project lifecycle, it can be removed from the project's list of materials. Click the red 'remove' icon to the left of the listed material to remove it. If you have questions, please contact your Area Material Engineer (AME).

23. Is there a way for the MCMS to review items to check for source of supply prior to me paying for it?

-The current version of MCMS cannot pull information from the MMS. To check on source of supply status when allocating payments, you must open MMS to view source of supply submittals. Please refer to item 19 on retrieving a complete listing of active Sources of Supply report on a project.