How do I print a reference copy of the CBOM for a project?

After the Contract Bill of Materials has been reviewed for accuracy and completeness, it is helpful to have a hard copy for the Project Inspectors to use to identify what materials define each line item, how those materials are received, and what certifications might be required.

There are several ways to get this information from HiCAMS.

Option 1

Go to **Inquiries -> Standard Reports**. The Select a Report window opens.

- Select the Contract BOM Report in the Report Name list.
- Enter your Contract number.
- The default filters are for All Line Items, All How Received methods, All Minimum Sampling Guide Criticalities, and All Certification types. These can be changed depending on how complete a listing you desire.
- To print only Line Items identified as Non-Labor, click on the checkbox next to "Show Only Non-Labor Line Items with no materials"
- Click on the Generate button.
- To Print the report, click on the Printer icon and proceed as usual.

Option 2

Go to **Functions -> Contract Maintenance -> Review Contract BOM.**

- Enter your contract number. The list of Contract Line Items appears.
- Right-click and choose Select All with your right mouse button. All the contract Line items are highlighted.
- To Print the report, click on the Printer icon. The Contract Bill of Materials Report window opens. click on the Printer icon again, and proceed with printing as usual.
- It is also possible to "pick and choose" from the line item list, using Shift - Select and Ctrl - Select options.

Note: All materials used on a project should be received in HiCAMS unless they have a How Received code of "Not Received". Materials in this category should still have invoices and documentation collected on the project, and kept with the project record files with a note stating "Not received in HiCAMS".

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