

CREATING A VENDOR CHANGE ORDER

1. In the Contract go to the Vendor Change Order Log and press the icon.

2. Attach Vendor Change to either a New Issue or an Existing issue from the Change Module

3. If applicable, add a Back Charge to the Change Order

Back charges		
Back charge ID	Description	Cost center
	<input type="text" value="Enter description"/>	
Total		
Add another back charge		

CREATING LINE ITEMS

1. Go to the Line Items tab and press the icon. The options to select from are **Add Existing line Item** or **Add New line Item**.

NOTE: Add New Line Item will provide better insight into the details of a Variation when reviewing the contract in detail.

2. Complete the line item details as normal

NOTE: Using the Change Order No in the description will assist in identifying items that are part of a variation from original contract items.

3. Make sure to update the Vendor Change Order amount on the details tab once all lines are added.

GENERATE DOCUMENT

1. Vendor Change Templates allow the ability to generate a document outlining the details of the VCO.

Contract Variation			
Project No	001BC	Contract	100014
Project Name	Training Project - BC		
To:	Civil Contractors Pty Ltd Australia		
Variation No	2	Date	09.07.2021
Details	Additional GPO's	Type	Design/Scope change
Delay Days	0		

DELAY DAYS, BALL IN COURT & STATUS

1. Remember to keep the header information up to date include any allowed delay days to the contract duration, current Ball in Court (Responsible party) and Change Order status.

EXECUTE CHANGE

1. If Workflow approvals are turned on & the contract is above the threshold start the workflow. Once approved change the status to Execute & Publish