



Change Orders – COU Responsible – Training Guide

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About

A Change Order adds positive or negative cost items to Expense Contracts and/or extend time. In Hard Bid Change Orders, there are no amendments or authorizations that are needed for Requirements.

Notes

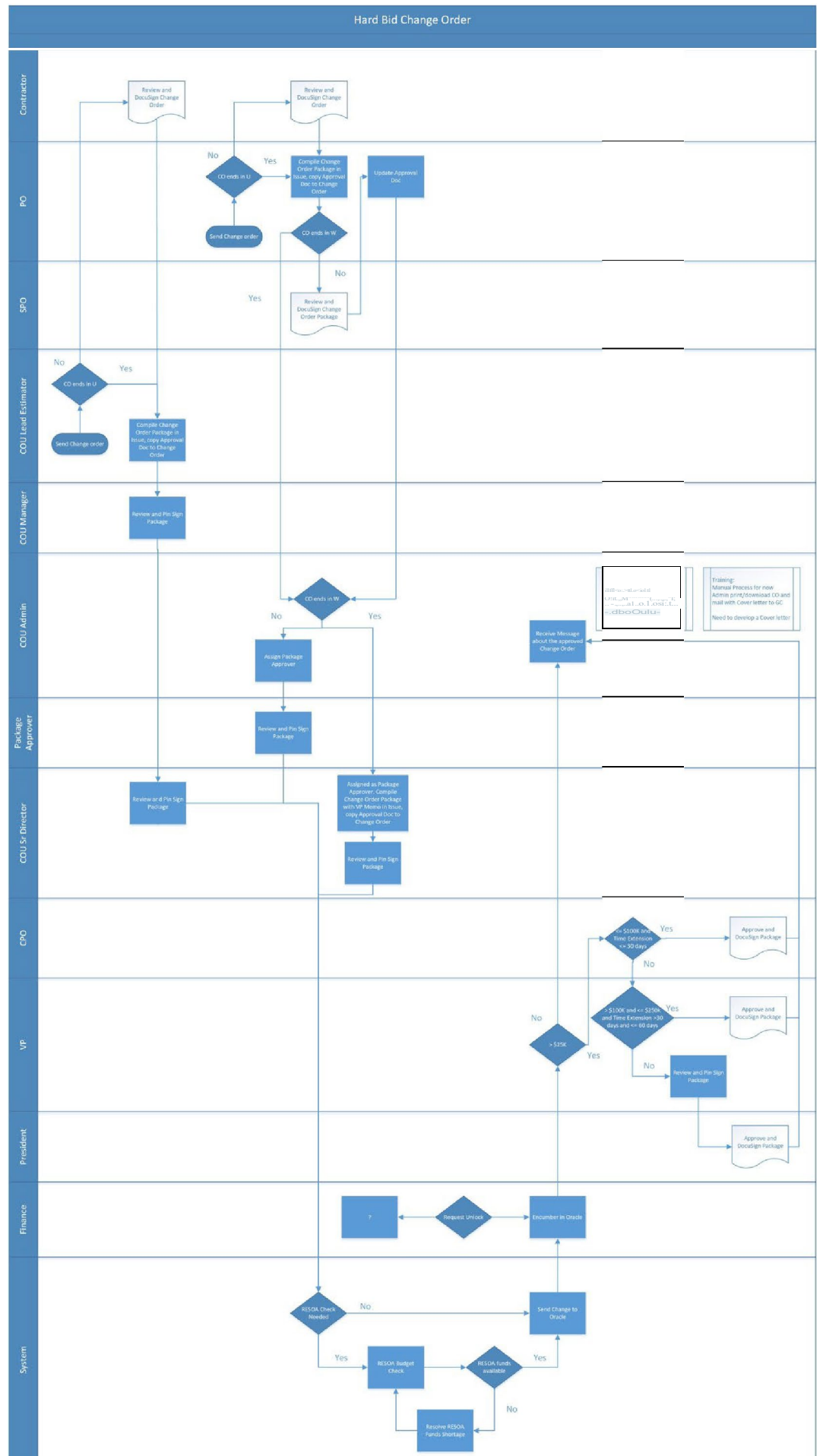
The Change Order process can be initiated by either the PO (Contractor proposals under \$25K) or the COU Lead Estimator (Contractor proposals greater than \$25K). This guide provides step-by-step instructions for when the COU is responsible. Please see the separate guide for when the PO is responsible.

If the Change Order's issue is the result of a TCR, the Change Order will also use the COU Lead Estimator steps.

Process Overview

First, the Lead Estimator creates and submits the Change Order, which is DocuSign approved by the GC. Next, the Lead Estimator compiles the package for COU Manager and COU Senior Director to review. The Change Order is sent to Finance to be encumbered, which is followed by SCA DocuSign approval based on the dollar amount or time extension length. Upon approval, the Change Order is approved for Pay Requests.

Workflow Diagram



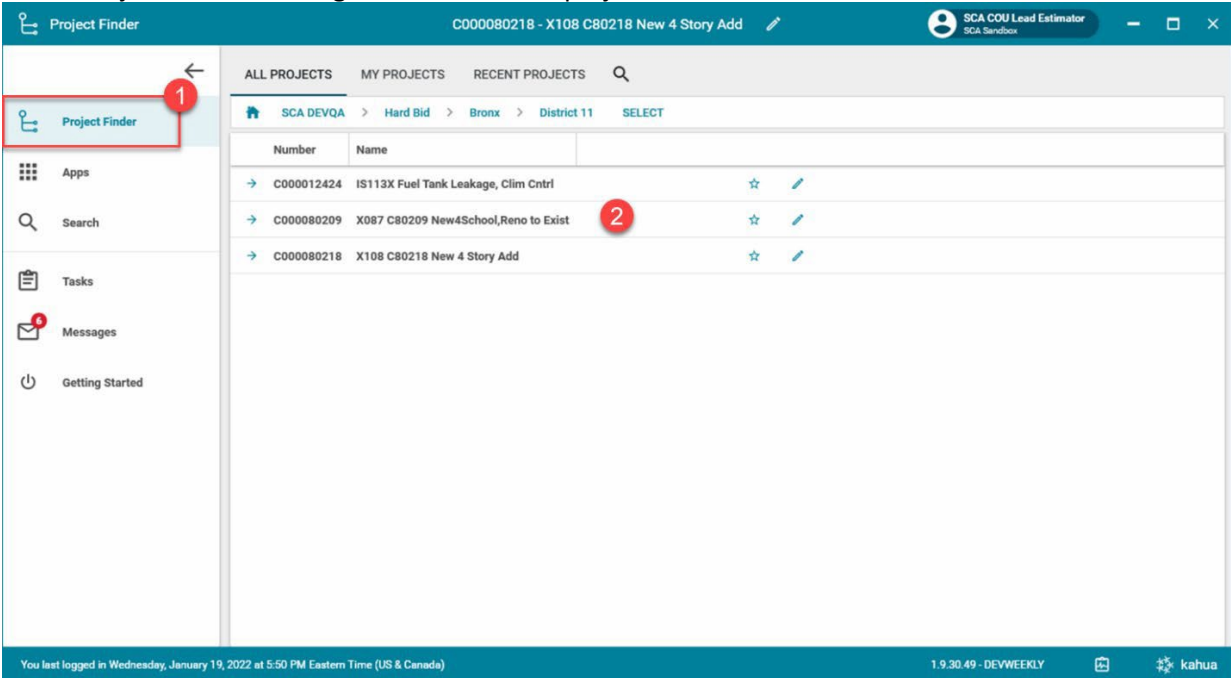
Step-by-Step Instructions

Create Change Order

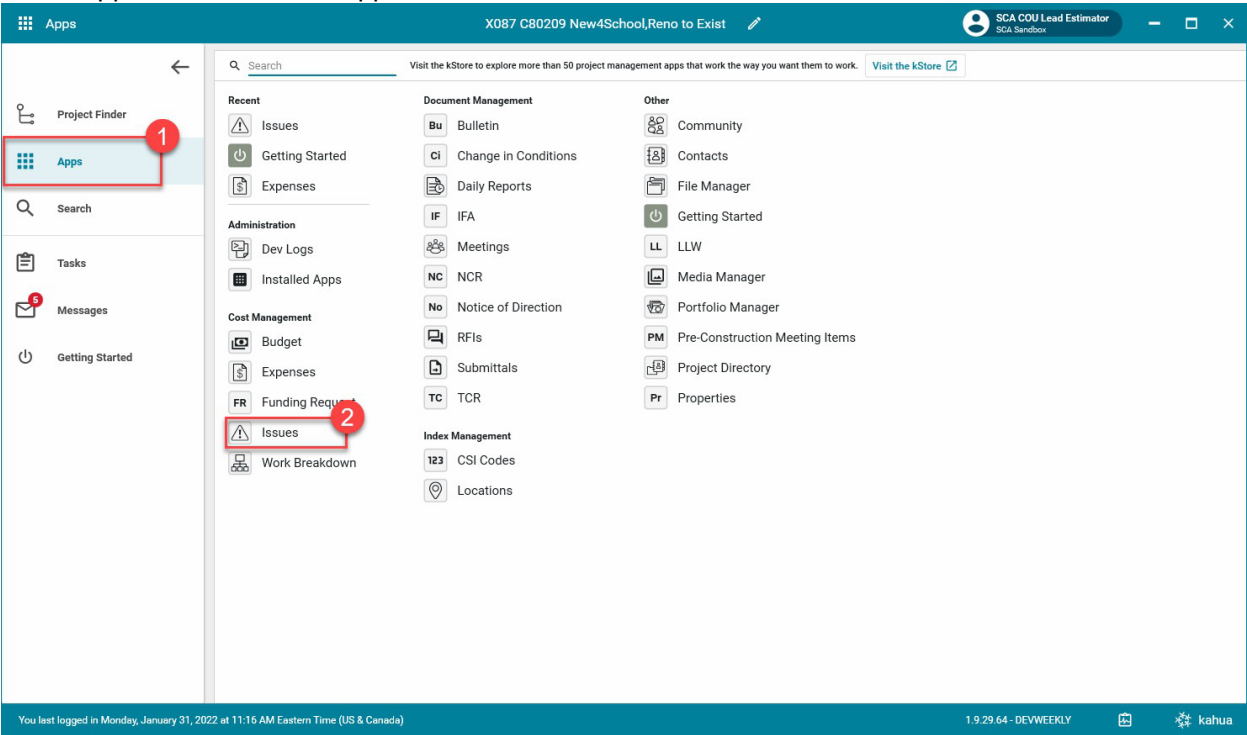
Role	Preceding Steps	Outcome
COU Lead Estimator	→ Issue item exists with PCO and CO values of over \$25K.	→ A new Change Order has been created.

Steps

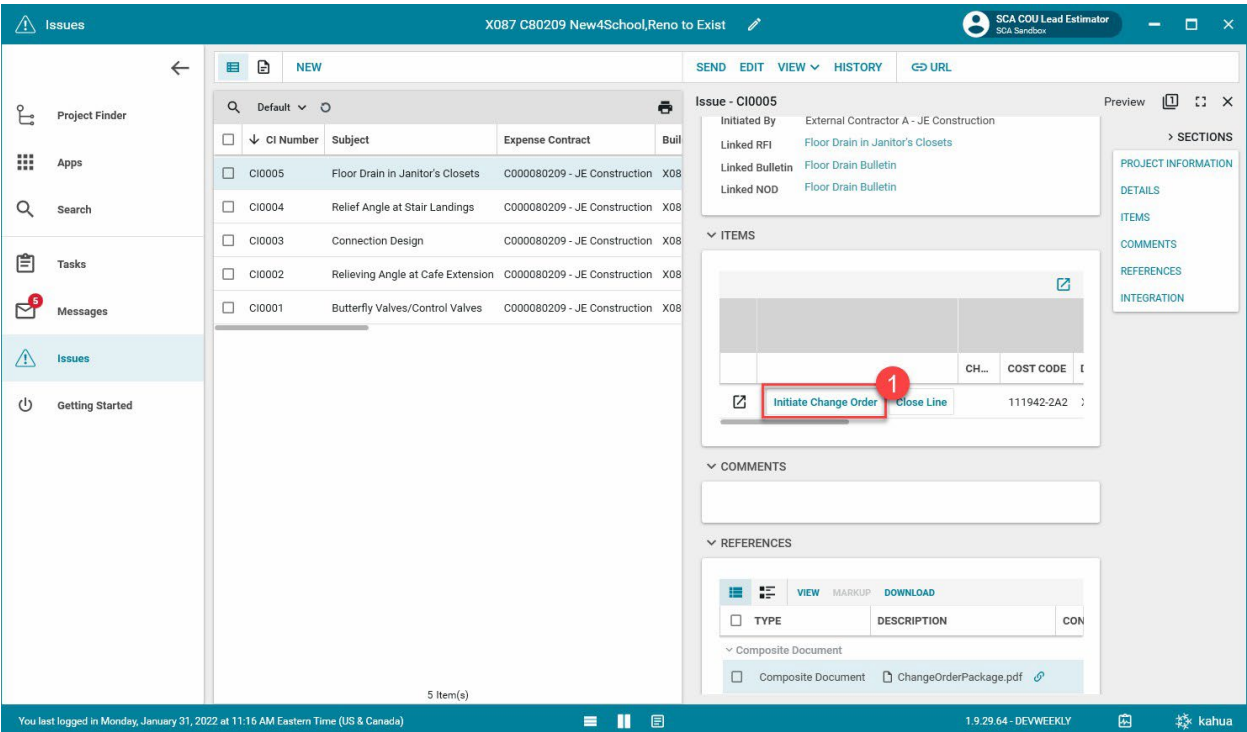
1. Go to 'Project Finder' > Navigate to the desired project



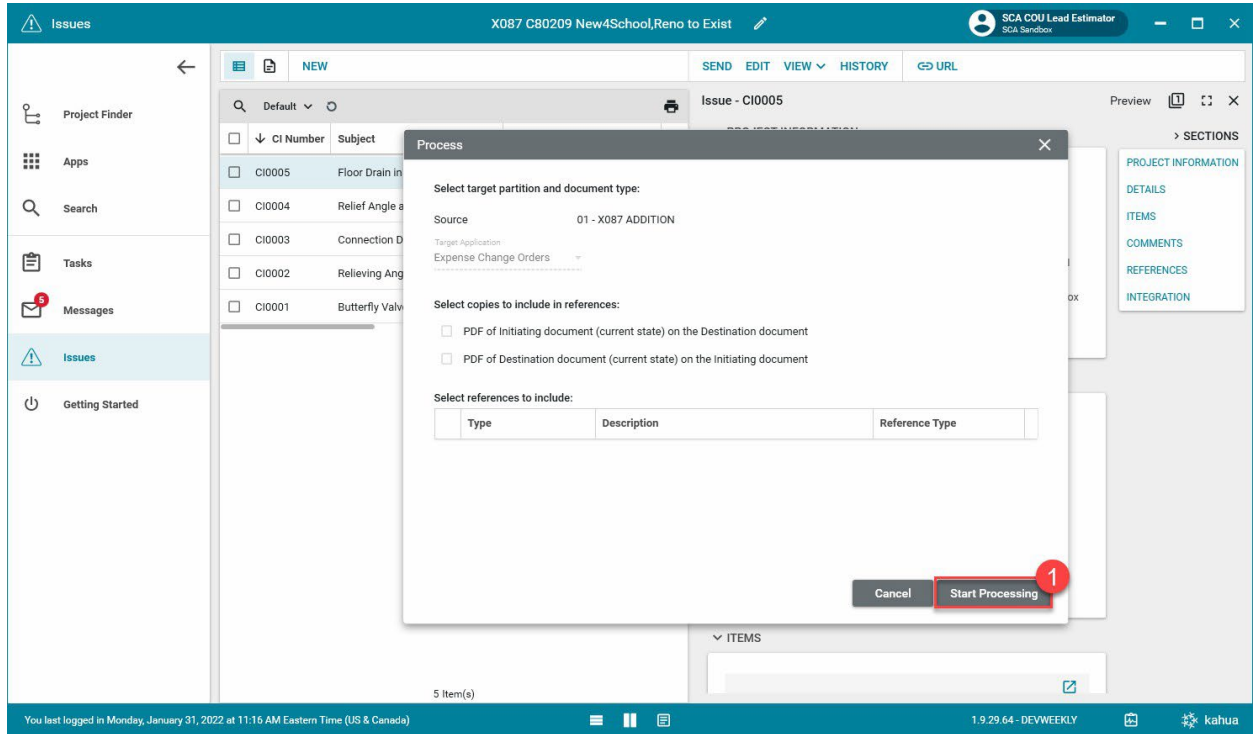
2. Go to 'Apps' > Select 'Issues' App



3. Select desired issue, In the Items section, select 'Initiate Change Order.' There must be a Cost Code , Description, and CO amount are entered. If not, click **Edit** and fill out those fields in the **Items** section.

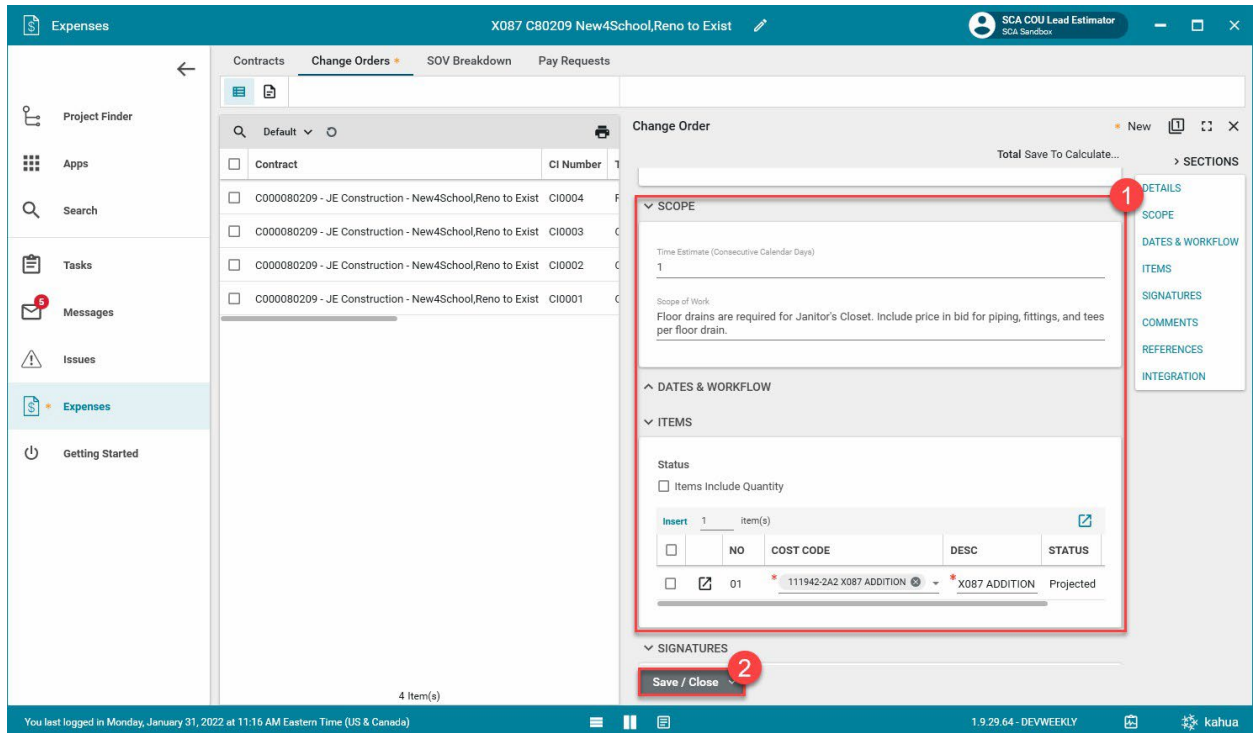


4. Click 'Start Processing'

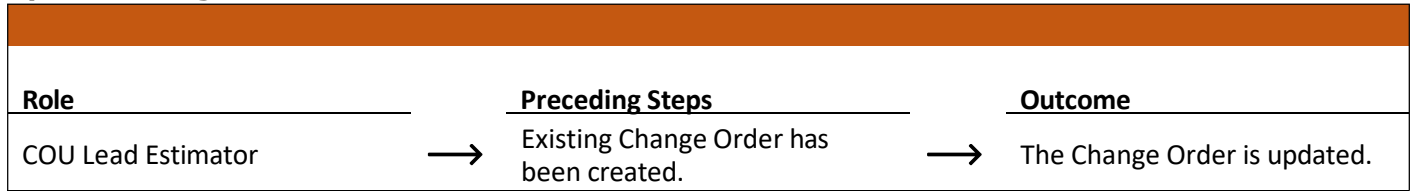


5. Enter Scope (Required) > Click 'Save/Close'

Note: To add an additional LLW, select the 'Insert' button in the Items section.

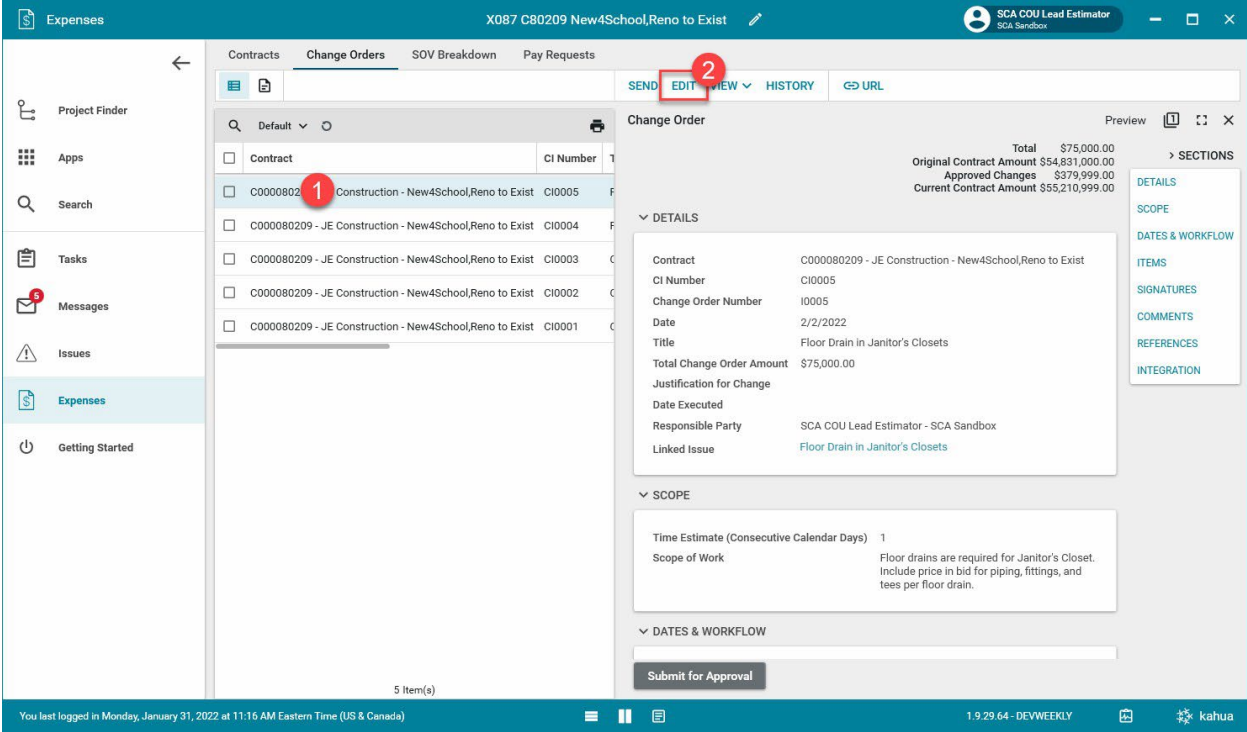


Update Change Order

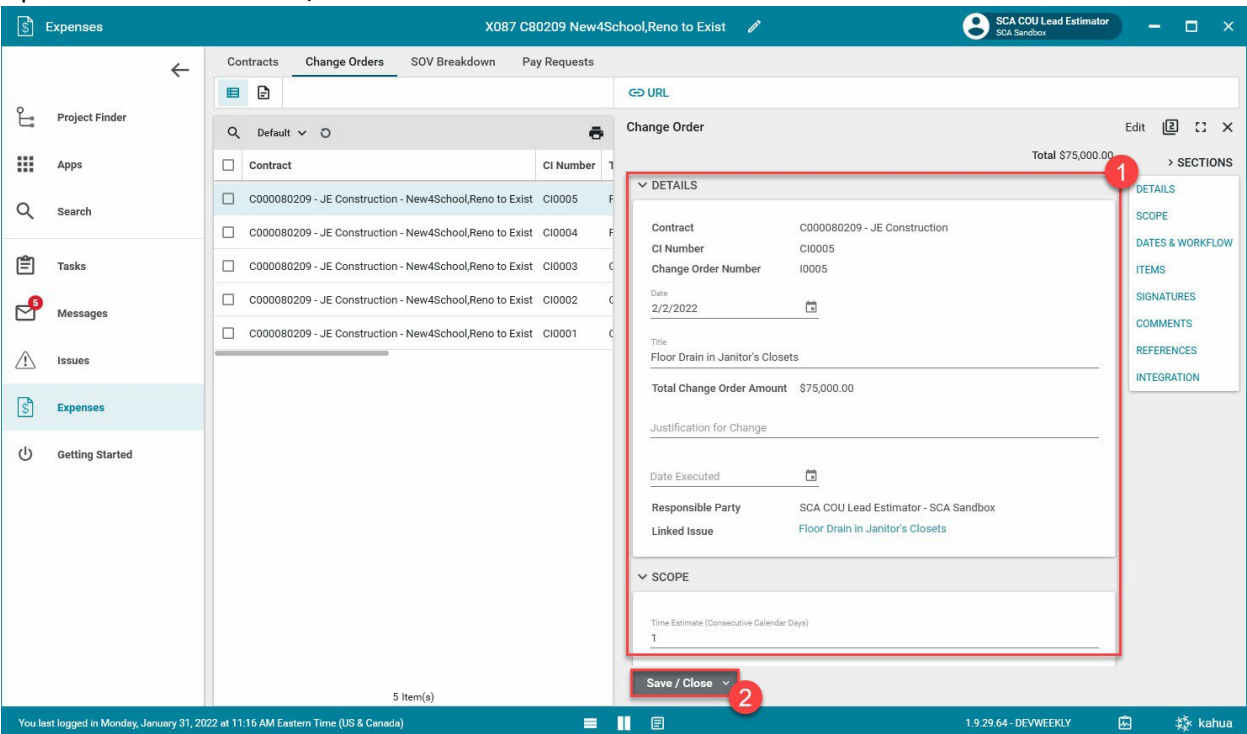


Steps

1. Select desired Change Order > Click 'Edit'



2. Update fields > Click 'Save/Close'



Submit Change Order for Signature

Role	Preceding Steps	Outcome
COU Lead Estimator	Existing Change Order has been created.	The Change Order is submitted to GC for DocuSign approval. If the Change Order ends in a U, it is sent to COU Lead Estimator to compile the change order package.

Step

Select the Change Order requiring submission > Select Submit for Signature

The screenshot shows the 'Change Orders' section of a software interface. A table lists three change orders with columns for Contract, Change Order Number, and CI Number. The first row is highlighted with a red box and a red circle with the number '1'. To the right, a 'DETAILS' panel for the selected change order is shown, with a red box and a red circle with the number '2' highlighting the 'Submit for Signature' button at the bottom.

Contract	Change Order Number	CI Number
- C000080190 - JE Construction - New Bldg W Cellar	00003	CI00003
- C000080190 - JE Construction - New Bldg W Cellar	00002W	CI00002
- C000080190 - JE Construction - New Bldg W Cellar	00001	CI00001

DETAILS

Contract: - C000080190 - JE Construction - New Bldg W Cellar
 CI Number: CI00003
 Change Order Number: 00003
 Date: 3/8/2023
 Title: test
 Total Change Order Amount: \$260,000.00
 Justification for Change:
 Date Complete:
 Responsible Party: Sarah SCA COU Lead Estimator - SCA Sandbox
 Linked Issue: test

Submit for Signature

GC DocuSigns Change Order

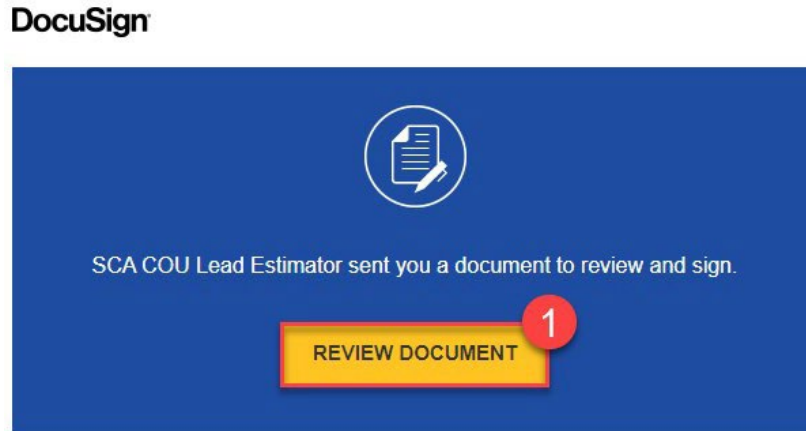
Role	Preceding Steps	Outcome
GC	The Change Order has been submitted for signature.	The Change Order is DocuSign approved by the GC. COU Lead Estimator needs to compile the change order package.

Steps

1. Go to email account (external) > Select email titled Expense Change Order

☆ SCA COU Lead Estima. Expense Change Order 00003 test on C000080190 X468 C80190 New Bldg W Cellar - SCA COU Lead Estimator sent you a document to revi

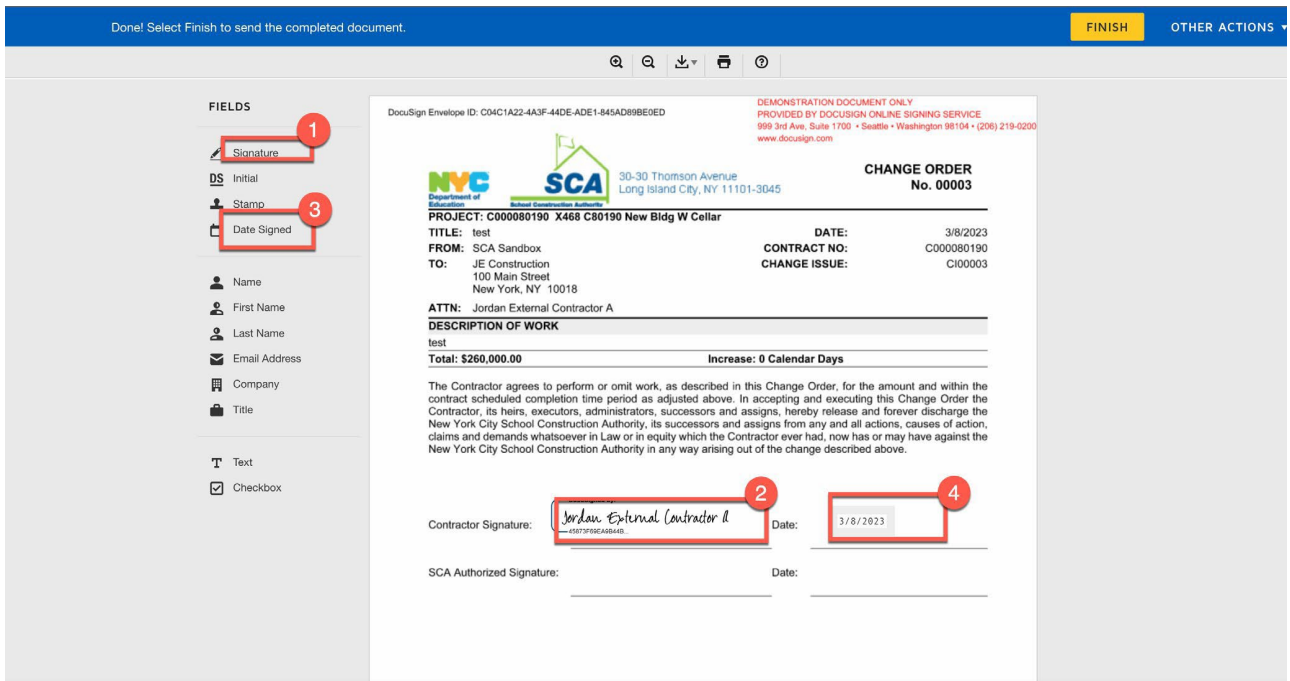
2. Click 'Review Document' in email



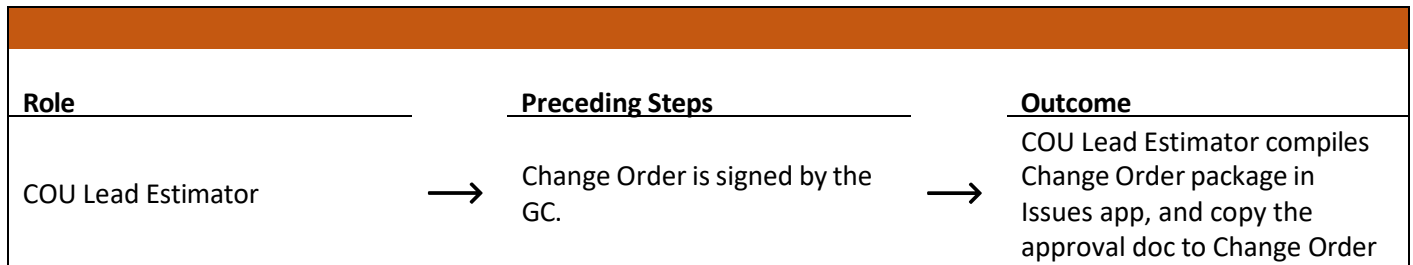
3. Click 'I agree to use electronic records and signatures.' > Click 'Continue'



4. Click 'Signature' button > Select appropriate location on document > Click 'Date Signed' button > Select appropriate location on document > Click 'Finish' button



Compile Change Order Package in Issue



COU LEAD ESTIMATOR COMPILES CO PACKAGE

1. Go to Linked Issue

The screenshot shows the 'Change Order' form in the 'Expenses' app. The form is titled 'C000015851 - MC0001 - Q262 Electrical Systems'. The 'Change Order' section shows the following details:

Field	Value
Contract	C000015851 - MC0001 - SCA GC 1 - Q262 Electrical Systems
Change Order Number	00001
CI Number	CI00001
Date	3/7/2023
Title	test
Total Change Order Amount	\$1,000.00
Justification for Change	
Date Complete	
Responsible Party	Daisy External REQMT-CM1 - SCA CM Firm
Linked Issue	test

The 'Linked Issue' field is highlighted with a red box, and a red circle with the number '1' is next to it. The 'Submit for Signature' button is located at the bottom of the form.

2. Click Edit button and go to References section, click add approval doc

Issues C000015851-MC0001 - Q262 Electrical Systems Daisy External REQMT-CM1 SCA CM Firm 1

Issues

SEND EDIT HISTORY URL

Issue - CI00001

PROJECT INFORMATION

Expense Contract C000015851 - MC0001 - SCA GC 1 - Q262 Electrical Systems
 Building ID Q262
 Design Number / Package Number D019286
 LLW 115244 - ELECTRICAL SYSTEMS
 Architect Adam SCA In House AEoR - SCA Sandbox
 Contractor Indigo External EXT-GC-1 - SCA GC 1

DETAILS

CI Number CI00001
 Subject test
 CI Status
 Initiation Date 3/7/2023
 Priority Normal
 Location
 Initiated By Danny Zhou - Stellar

ITEMS

Copy Approval Doc to Linked CO

SECTIONS: PROJECT INFORMATION, DETAILS, ITEMS, COMMENTS, REFERENCES, INTEGRATION

Issues C000015851-MC0001 - Q262 Electrical Systems Daisy External REQMT-CM1 SCA CM Firm 1

Issues

URL

Issue - CI00001

COMMENTS

REFERENCES

UPLOAD ADD KAHUA DOC EDIT MARKUP UPDATE REMOVE DOWNLOAD ADD COMPOSITE ADD APPROVAL DOC

TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	M
Supporting Document	ChangeOrderSignatureReport.00001.en.en.eSigned.pdf	Daisy External REQMT-CM1	3/7/2023 3:54 PM	243 KB	
Supporting Document	documents.pdf	Daisy External REQMT-CM1	3/7/2023 3:59 PM	165 KB	

INTEGRATION

CES Bulletin ID

Save / Close

SECTIONS: PROJECT INFORMATION, DETAILS, ITEMS, COMMENTS, REFERENCES, INTEGRATION

3. Select the documents to be included in the Change Orde Package, use the arrow button on the right to move the order of documents and make sure the change order DocuSigned by GC is on the first page. Enter the Filename and then click OK. Click Save/Close.

Issue - CI00001

COMMENTS

Create Approval Document

Filename

Include On Send

Include	Type	Description	Page Count	Size	Is Current	
<input checked="" type="checkbox"/>	Supporting Document	ChangeOrderSignatureReport.00001.en.en.eSignec	2	243 KB	Yes	^ v
<input checked="" type="checkbox"/>	Supporting Document	documents.pdf	4	165 KB	Yes	^ v

Cancel Ok

Issue - CI00001

COMMENTS

REFERENCES

TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	M
Approval Document	Change Order Package.pdf		3/7/2023 4:05 PM		
Supporting Document	ChangeOrderSignatureReport.00001.en.en.eSigned.pdf	Daisy External REQMT-CM1	3/7/2023 3:54 PM	243 KB	
Supporting Document	documents.pdf	Daisy External REQMT-CM1	3/7/2023 3:59 PM	165 KB	

Save / Close

4. Click Copy Approval Doc to Linked CO

Issues C000015851-MC0001 - Q262 Electrical Systems Daisy External REQMT-CM1 SCA CM Firm 1

Issues

SEND EDIT HISTORY URL

Issue - CI00001

PROJECT INFORMATION

Expense Contract	C000015851 - MC0001 - SCA GC 1 - Q262 Electrical Systems
Building ID	Q262
Design Number / Package Number	D019286
LLW	115244 - ELECTRICAL SYSTEMS
Architect	Adam SCA In House AEoR - SCA Sandbox
Contractor	Indigo External EXT-GC-1 - SCA GC 1

DETAILS

CI Number	CI00001
Subject	test
CI Status	
Initiation Date	3/7/2023
Priority	Normal
Location	
Initiated By	Danny Zhou - Stellar

ITEMS

Copy Approval Doc to Linked CO

SECTION: PROJECT INFORMATION

- DETAILS
- ITEMS
- COMMENTS
- REFERENCES
- INTEGRATION

You last logged in Friday, January 21, 2022 at 10:00 AM Eastern Time (US & Canada) 1.9.38.85 - DEVWEEKLY kahua

5. Go back to the change order app. Select the Change order and Click Submit for Signature button

Expenses C000015851-MC0001 - Q262 Electrical Systems Daisy External REQMT-CM1 SCA CM Firm 1

Contracts Change Orders Pay Requests

SEND EDIT VIEW HISTORY URL

Change Order

Contract	Change Order Number	CI Num	Total
C000015851 - MC0001 - SCA GC 1 - Q262 Electrical Systems	00001	CI00001	\$1,000.00
			Original Contract Amount \$0.00
			Approved Changes \$0.00
			Current Contract Amount \$0.00

DETAILS

Contract	C000015851 - MC0001 - SCA GC 1 - Q262 Electrical Systems
CI Number	CI00001
Change Order Number	00001
Date	3/7/2023
Title	test
Total Change Order Amount	\$1,000.00
Justification for Change	
Date Complete	
Responsible Party	Daisy External REQMT-CM1 - SCA CM Firm 1
Linked Issue	test

SCOPE

Time Estimate (Consecutive Calendar Days)	0
Scope of Work	test

DATES & WORKFLOW

Submit for Signature

1 Item(s)

SECTION: DETAILS

- SCOPE
- DATES & WORKFLOW
- ITEMS
- MARKUPS
- SIGNATURES
- COMMENTS
- REFERENCES
- INTEGRATION

You last logged in Friday, January 21, 2022 at 10:00 AM Eastern Time (US & Canada) 1.9.38.85 - DEVWEEKLY kahua

Pin Sign Change Order Package

Role	Preceding Steps	Outcome
COU Manager	Change Order Package is compiled by Lead Estimator and signed by the GC. →	COU Manager reviews the Package in the Issue App, PIN signs Change Order and sends it to the COU Senior Director. →

Steps

1. Go to 'Tasks' > Click the Expense Change Order task. Review the approval document and click Approve button.

The screenshot displays the SCA DEVQA application interface. On the left, a navigation sidebar includes 'Tasks' (highlighted with a red circle and a '1' notification badge), 'Messages', and 'Getting Started'. The main content area shows a task list with columns 'FROM' and 'SUBJECT'. A task entry is highlighted with a red box and a red circle with a '1' notification badge: 'Ruby SCA COU Estimator Expense Change Order 00001 test on C000080190 X468 C80190 Net'. To the right, an 'APPROVAL DOCUMENT' is displayed, showing a document preview with various fields and a signature line. At the bottom of the document preview, there are 'Approve' and 'Decline' buttons, with the 'Approve' button highlighted by a red box and a red circle with a '2' notification badge. The top of the interface shows the user's name 'Tia SCA COU Sr Manager' and the application title 'SCA DEVQA'. The bottom status bar indicates the user's last login time and the application version '1.9.38.85 - DEVWEEKLY'.

Pin Sign Change Order Package

Role	Preceding Steps	Outcome
COU Senior Director	Change Order is reviewed by COU Manager.	The change order is sent to Finance for encumbrance.

FINANCE ENCUMBERS THE CO

- Go to 'Tasks' > Click the Expense Change Order task. Review the approval document and click Approve button.

The screenshot shows the Oracle Tasks interface. On the left is a navigation menu with 'Tasks' selected. The main area displays a list of tasks. One task is highlighted with a red box and a red circle '1'. To the right, the 'APPROVAL DOCUMENT' is displayed in a viewer. At the bottom of the viewer, there are 'Approve' and 'Decline' buttons. The 'Approve' button is highlighted with a red box and a red circle '2'.

Encumber in Oracle

Role	Preceding Steps	Outcome
Finance	COU Senior Director has approved the Change Order.	<p>The change order is encumbered and needs to be signed if amount > \$25k:</p> <ul style="list-style-type: none"> The amount is ≤ \$100k and the extension time is ≤ 30 days – CPO DocuSign. Amount is > \$100K and ≤ \$250K; time extension is > 30 days and ≤ 60 days– VP DocuSign. Amount is > \$250K or time extension is > 60 days and – VP PIN sign.

Vice President Review and Pin Code Sign

Role	Preceding Steps	Outcome
Vice President	<p>The Change Order has been encumbered.</p> <p>→ The Change Order amount is > \$250K or time extension is > 60 days.</p>	<p>→ VP approves and PIN code signs the Change Order. Change Order is sent to the President to DocuSign.</p>

Approve and DocuSign Package

Role	Preceding Steps	Outcome
CPO, VP, or President (depends on Change Order amount)	<p>→ The Change Order has been encumbered.</p>	<p>→ The Change Order has been approved.</p>

DOCUSIGN INSTRUCTIONS

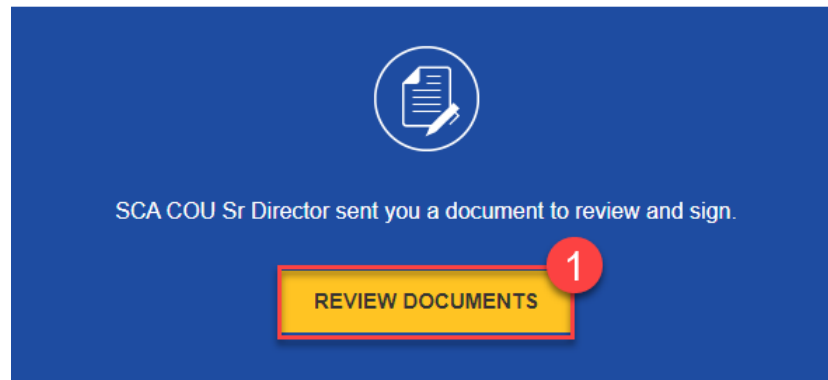
1. Go to email account (external) > Select email

Note: The subject of the email will change depending on who is approving the Change Order package.

☆ SCA COU Sr Director. CPO Review and Signature Task - SCA COU Sr Director sent you a docu... 5:42 PM

2. Click 'Review Document' in email

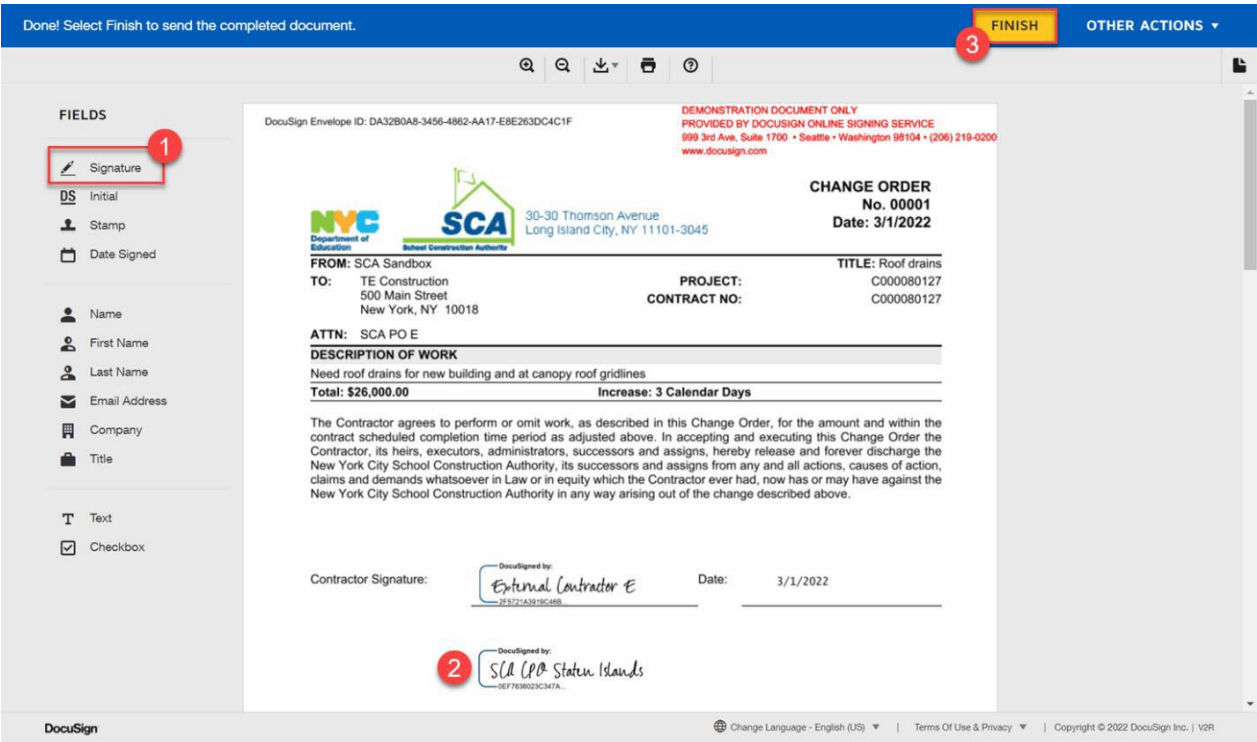
DocuSign



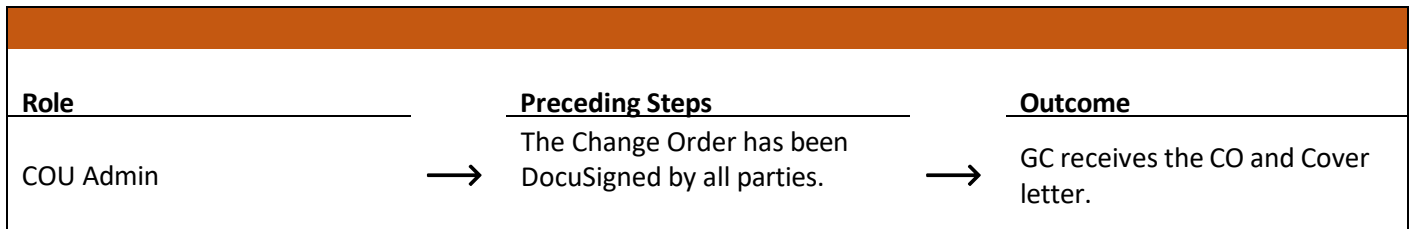
3. Click 'I agree to use electronic records and signatures.' > Click 'Continue'



4. Click 'Signature' button > Select appropriate location on the document > Click 'Finish' button

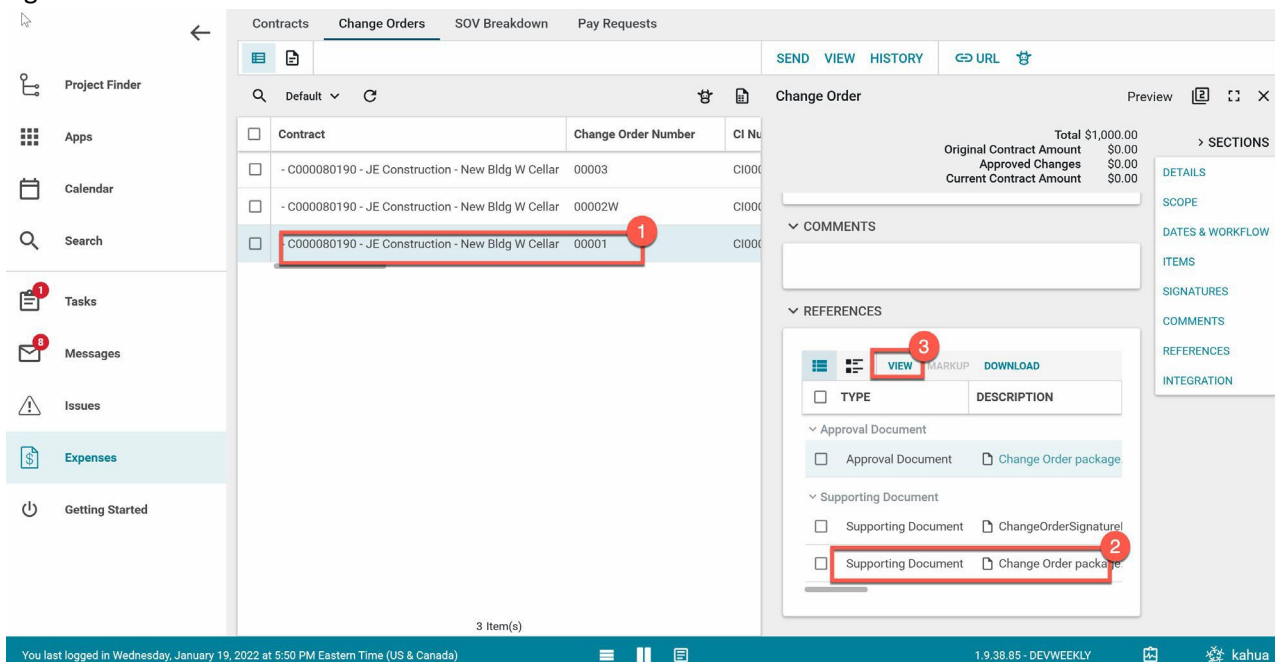


COU Admin Distribute CO and Cover letter to GC

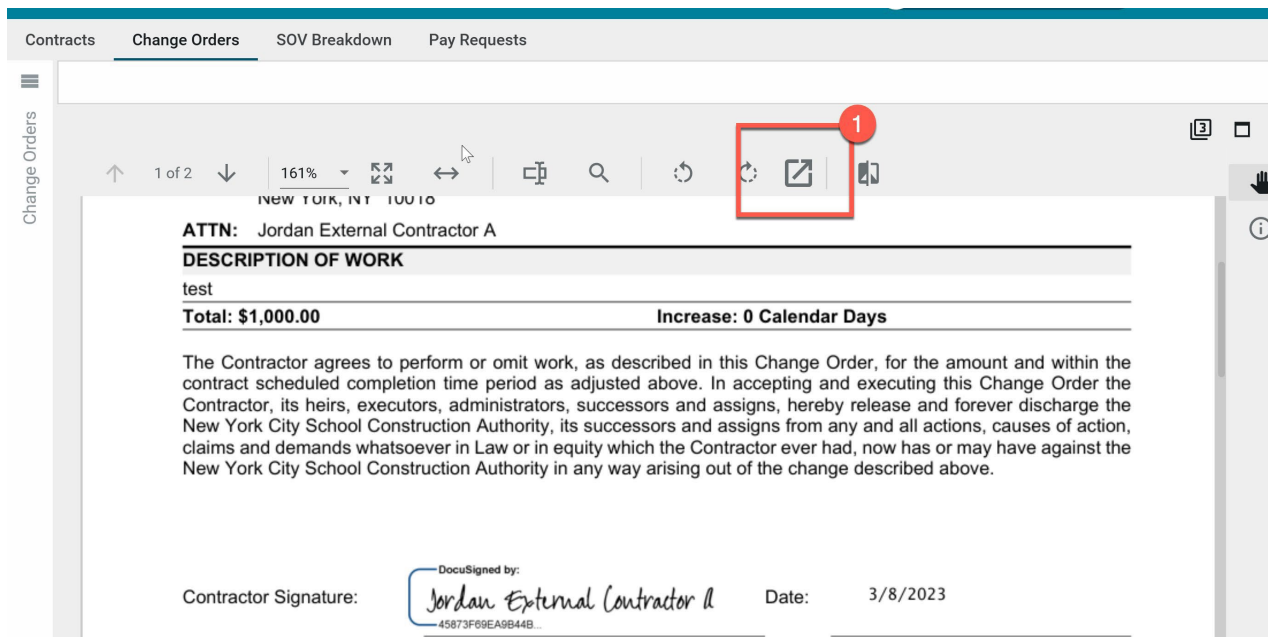


Step:

1. Go to the change order, scroll down to the references section, click on the esigned document with all parties signatures. Click view button.



2. Click the pop out button and the pdf will pop out in web browser.



3. Save the CO page and distribute to GC.

Change Order Types

Any type that ends in A will be handled by COU. Send an email request to allow the approval of the process, including reason why you are looking to provide an A. Based on the reason, it will be approved or rejected, for instance, they might request more documentation.

Negative Change Order

For anyone Who is searching to do de-obligate which is the same process as Negative Change Order, the steps are:

1. Begin with a CIC and enter the negative amount. Initiate an Issue [CIC User Guide](#)
2. Initiate the NOD
3. From the Issue, enter the negative amount in the CO field and make sure the NOD is present in the References section. Upload any additional supporting documentation.
4. Click Save/Close. The Change Order will be processed by someone in COU because it is a negative CO.

NOTE: Make sure that the Change Order has the same negative value as the contract so that it nets to \$0. Also, make sure that the same Markup percentages are on the CO as on the Contract.

Unilateral and Resolution (U, R)

A unilateral change order should be used in situations where the SCA needs to make a change to the contract without the contractor's agreement or signature. This is typically done when there is a disagreement or when the contractor's agreement cannot be obtained in a timely manner. The unilateral change order is later followed by a resolution change order, which aims to resolve the issue and requires the contractor's signature.

- Generally, a unilateral change order is a directive that the contractor must follow, but they are free to file a claim for additional costs or time incurred due to the change. Since it does not require the contractor's signature, it cannot act as a release of further claims.
- A resolution change order comes after the unilateral change order has been processed and leads to an immediate and consensual resolution between the parties involved.

The SCA needs the contractors to sign both the original unilateral change order page and the new resolution change order page in the same DocuSign request. This requires an Approval Document to compile both change orders into one PDF for the contractor to sign.

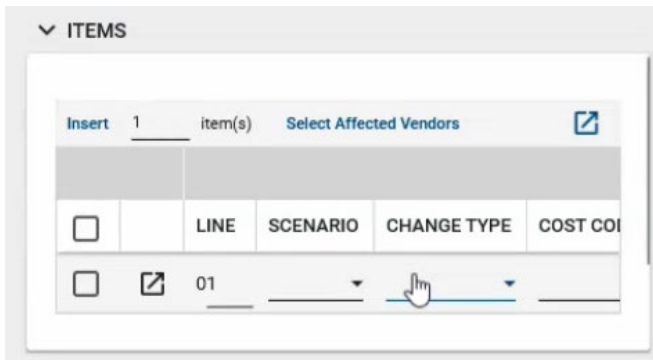
Unilateral										
U-types	Line	Scenario	Change Type	Line Status	ESTIMATE	PCO	FRE	CO	CO Suffix	Comments
Data passed from CES	1	Unilateral	U	Approved	>\$25K OR <\$25K	\$ Value	\$ Value	\$ Value	U	
Data passed from CES	2	Resolution	R	Approved		\$ Value	\$ Value	\$ Value	R	If not resolve, Add change type R1,R2 and so on. Final Change order suffix always R.

Unilateral Change Order (Data passed from CES):

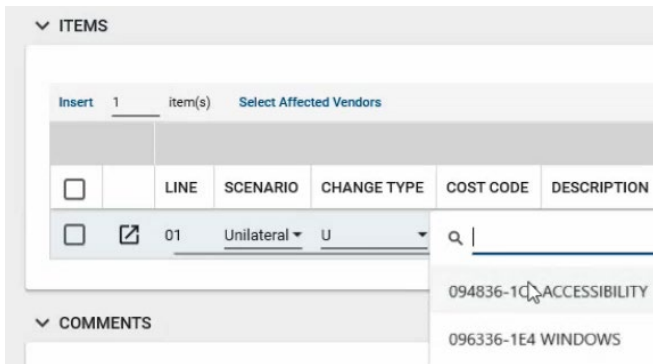
1. Navigate to the **Issues App**
2. Click **New**
3. **Details Section:** Fill out the Subject

4. **Items Section:**
 - a. Click **Insert** to create the first line

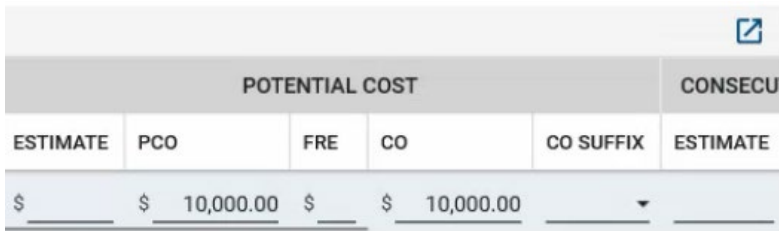
- b. **Change Type:** Click the dropdown menu and select **U**



c. You'll see the Scenario field changed to Unilateral. Select the **Cost Code**



d. Enter all **Potential Costs** (Estimate, PCO, FRE, CO)



e. Enter all **Dates** (Estimate, PCO, FRE, CO)

5. **References** Section: Upload all appropriate documents

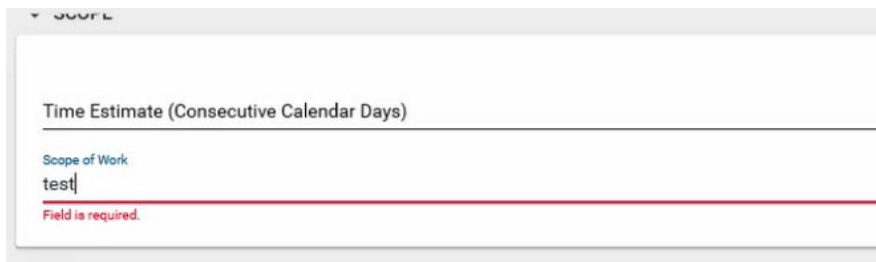
6. Click **Save/Close**

7. **Items Section:** Click **Initiate Change Order**

a. **Popup window:** click **Start Processing**

This takes you to the **Expenses App:**

8. **Scope Section:** Enter **Scope of Work (Required):** use specific language required by SCA Upper Management



9. Click **Save/Close**
10. Click **Submit for Signature**

Resolution

A resolution change order is the formal contract amendment agreement that finalizes the terms of the change, including any additional costs or time extensions that may have been negotiated after the unilateral change order was issued. The resolution change order requires the contractor's signature, signifying their agreement to the terms.

1. Navigate to the **Issue**
2. Click **Edit**
3. **Items Section:** Click **Insert** to create a 2nd line.
 1. Select **Change Type: R**
 2. Select **Cost Code**

Issue - CI00091

▼ ITEMS

Insert 1 item(s) Select Affected Vendors

DETAILS						
<input type="checkbox"/>	LINE	SCENARIO	CHANGE TYPE	COST CODE	DESCRIPTION	LINE STATUS
<input type="checkbox"/>	01	Unilateral	U	094836-1C8 ACCESSIBILITY	ACCESSIBILITY	Locked
<input checked="" type="checkbox"/>	02	Resolution	R	094836-1C8 ACCESSIBILITY	ACCESSIBILITY	

3. You can choose the **Lead Estimator** from the dropdown menu or it will default to the COU Estimator listed in the Project Roster.
4. Enter all **Potential Costs and dates** (Estimate, PCO, FRE, CO). *If the PCO on the R line + previous lines of approved amounts add up to more than \$25k, it goes to the COU for processing and approval.*

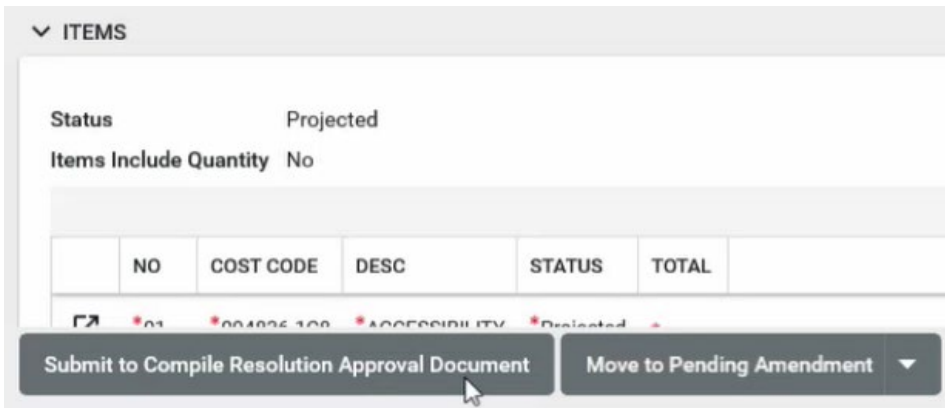
Issue - CI00091

▼ ITEMS

Insert 1 item(s) Select Affected Vendors

						POTENTIAL COST		
<input type="checkbox"/>	LEAD ESTIMATOR	ASSIGNED DATE	ESTIMATE	PCO	FRE	CO	CO	
<input checked="" type="checkbox"/>			\$	\$ 10,000.00	\$	\$ 10,000.00		
<input checked="" type="checkbox"/>			\$	\$ 10,000.00	\$	\$ 10,000.00		

5. Click **Initiate Change Order**
 - a. Click **Start Processing**
6. **Expenses App**> Change Order: Enter **Scope of Work (Required)**
7. Click **Save/Close**
8. Click **Submit to Compile Resolution Approval Document** at the bottom, which sends the CO to the **COU Lead Estimator** to compile the approval document.



The Estimator will add the SCA-signed unilateral change order to the References section of the Issues app, then create the approval doc including the unilateral and resolution change orders that will go to the GC to sign.

If for some reason the CO is not resolved, for each cycle you will create a new line with Change Type: R1, R2
Final Change Order always has suffix R.

Work Allowance – Please click the hyperlink for each Scenario listed below for Instructions, which are color-coded.

Work Allowance										
U-types	Line	Scenario	Change Type	Line Status	ESTIMATE	PCO	FRE	CO	CO Suffix	Comments
CES	1	Allowance CO	W	Approved	>\$50K			\$ Value	W	Scenario 1
CES	2	Allowance Resolution	WR	Approved		\$ Value	\$ Value	\$ Value	WR	WR shall be process as per Article 7.
Manually entered	2	Allowance Supersede	SW	Active / Approved*	>\$50K			\$ Value	SW	Scenario 2 - Start with (W)
CES	2	Allowance Resolution	SWR	Approved		\$ Value	\$ Value	\$ Value	SWR	Resolution
CES	2	Allowance Resolution	WR	Closed		\$ Value			WR	
CES	3	Allowance Resolution Supersede #1	WR1	Approved		\$ Value	\$ Value	\$ Value	WR	Scenario 3 Close line above and enter Change type WR1. If executed change CO suffix to WR.
CES	4	Allowance Resolution Supersede #2	WR2	Active / Approved*		\$ Value	\$ Value	\$ Value	WR	If WR1 is closed the WR2 can be initiated - Change type WR remains as the CO suffix if executed.
Manually entered	4/5	Allowance Unilateral Resolution	SWU	Approved		\$ Value	\$ Value	\$ Value	SWU	Scenario 4 Updated CO Suffix from WR to SWU. It can be entered in the 4th or 5th line. If unilateral
Manually entered	3	Allowance Resolution Revision	SWR	Active / Approved*		\$ Value	\$ Value	\$ Value	SWR	Enter new line after SWU to submit resolution package for Unilateral

Scenario 1: Allowance

Above \$50K the work allowance solution requires Bulletin, to be combined with the CO. Same process as CM13/PCM, per document requirements.

1. Issues App> Select the Change Issue
2. Click **Edit**
3. **Items Section:**
 - a. Click **Insert** to create the first line
 - b. Select **Change Type: W**
 - c. Select **Cost Code**
 - d. Enter the **Estimate** (equal to the CO Amount) and the **CO Amount**. When “W” CO is > 50k the Estimate value and the change order value must be the same.
 - e. Enter **CO Date**
4. **References** Section: Upload all appropriate documents
5. Click **Initiate Change Order**
 - a. Click **Start Processing**

This takes you to the **Expenses App**:

6. **Scope of Work:** use specific language required by SCA Upper Management
7. Click **Save/Close**
8. Click **Submit for Signature**

Allowance Resolution – the Allowance CO has been approved.

1. In the **Issues App**,
 - a. Click **Edit**
 - b. **Items** Section: Click **Insert** to add a 2nd line
 - c. **Change Type:** WR
 - d. Enter all **Potential Costs** (Estimate, PCO, FRE, CO)
 - e. Enter all **Dates**
 - f. **Upload** appropriate documentation

Scenario 2: Allowance Supersede

Above \$50K the work allowance solution requires Bulletin, to be combined with the CO. Same process as CM13/PCM, per document requirements.

1. Issues App> Select the Change Issue
2. Click **Edit**
3. **Items Section:**
 - a. Click **Insert** to create the first line
 - b. Select **Change Type: W**
 - c. Select **Cost Code**
 - d. Enter **CO Amount**
 - e. Enter **CO Date**
4. **References** Section: Upload all appropriate documents
5. Click **Initiate Change Order**
 - a. Click **Start Processing**

This takes you to the **Expenses App**:

6. **Scope of Work:** use specific language required by SCA Upper Management
7. Click **Save/Close**
8. Click **Submit for Signature**

Allowance Supersede – the Allowance CO has been approved.

1. In the **Issues** App,
 - a. Click **Edit**
 - b. **Items** Section: Click **Insert** to add a 2nd line
 - c. **Change Type**: SW
 - d. Enter all **Potential Costs** (Estimate, PCO, FRE, CO)
 - e. Enter all **Dates**
 - f. **Upload** appropriate documentation

Allowance Resolution – the Allowance CO has been approved.

1. In the **Issues** App,
 - a. Click **Edit**
 - b. **Items** Section: Click **Insert** to add a 2nd line
 - c. **Change Type**: SWR
 - d. Enter all **Potential Costs** (Estimate, PCO, FRE, CO)
 - e. Enter all **Dates**
 - f. **Upload** appropriate documentation

Scenario 3: Allowance Resolution Supersede 1, 2 etc.

If PCO needs to be changed – Scenario 3 WR, WR1, WR2 if 1 or 2 are executed, the suffix will still be WR

Scenario 4: Allowance Unilateral Resolution or Allowance Resolution Revision

Scenario 4 – SWU if they don't agree on FRE, and GC won't sign CO, but job has to continue – we want to issue a CO so they can start billing into it. SWU

Then they can have an SWR – same idea as U or R

Superseded - Please click the hyperlink for each Scenario listed below for instructions, which are color-coded.

Superseded										
U-types	Line	Scenario	Change Type	Line Status	ESTIMATE	PCO	FRE	CO	CO Suffix	Comments
CES	1			Closed	>\$25K OR <\$25K	\$ Value	\$ Value			Scenario 1 -
CES	2	Supersede	S	Approved		\$ Value	\$ Value	\$ Value	S	
CES	3	Supersede #2	S 1	Approved		\$ Value	\$ Value	\$ Value	S	Scenario 2 - To enter S1 change type S must be Closed - CO is not executed
CES	3	Supersede #2	S 2	Approved		\$ Value	\$ Value	\$ Value	S	Scenario 3 - To enter S2 change type S1 must be Closed - CO is not executed

Scenario 1 - VERY IMPORTANT - MORE THAN U OR W

1. Go to **Issues** app
2. Click **Edit**
3. **Items Section:s**
 - a. Click **Insert** to create the first line

- b. Select **Change Type: S**
 - c. Select **Cost Code**
 - d. Enter all **Potential Costs** (Estimate, PCO, FRE, CO)
 - e. Enter all **Dates**
4. **References Section: Upload** the documentation
 5. Click **Save/Close**
 6. Print **hard copies** of the **CO package** (reach out to your SPO or SCA Upper Management to understand what documentation is required.)
 7. Submit hard copies to COU – they will continue the process.

Scenario 2 – Supersede #2

To enter S1 change type S must be Closed - CO is not executed.

Scenario 3 – Supersede #3

To enter S2 change type S1 must be Closed - CO is not executed. IF PCO or Scope of work keeps getting updated, you can have S2, S3 etc., but Suffix is still S.

Superseded Unilateral - Not so clear on this one. Please provide steps – thank you.

Superseded Unilateral

Superseded Unilateral										
U-types	Line	Scenario	Change Type	Line Status	ESTIMATE	PCO	FRE	CO	CO Suffix	Comments
CES	3	Supersede #2	S, S1, S2	Approved		\$ Value	\$ Value	\$ Value	SU	Scenario 4 - GC does not agree with CO amount - PO updates the change type suffix (S, S1, S2) to SU
Data passed from CES	2	Resolution	SR	Approved		\$ Value	\$ Value	\$ Value	SR	Once CO suffix (S, S1 and S2) is executed / workflow completed - PO is able to initiate SR package.