


Accept Meeting Date proposed by SCA

1. Click on the **Estimate Center**  icon.

- 1.1. Type in the Project Name in the Search field  located in the upper-right hand corner of screen to find the Estimate.

Note: Search can be used with the Project Number, LLW, NOD Number, Estimate Description, Contract Number, etc.


- 1.2 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.

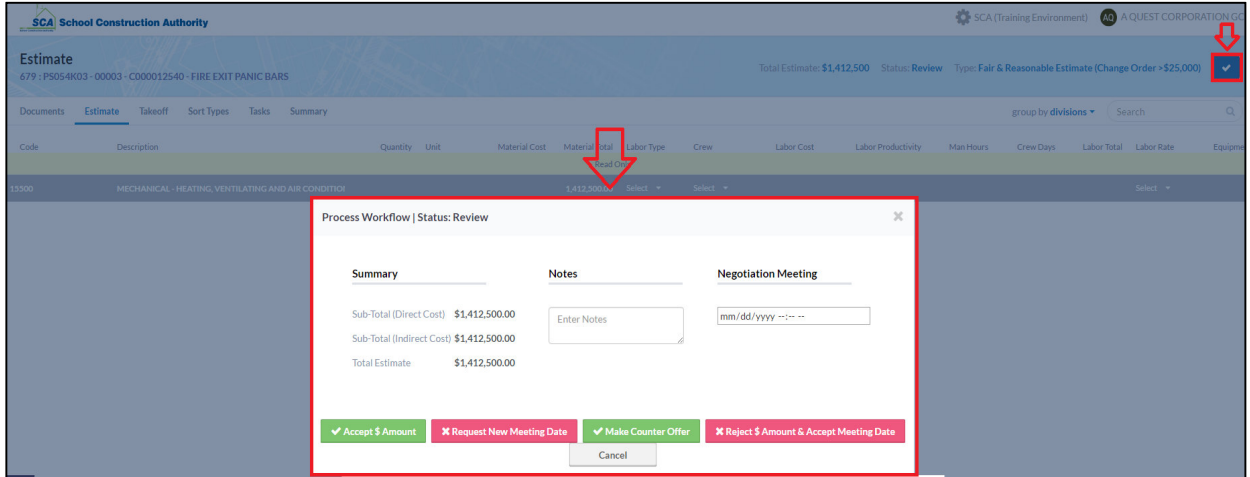


Note: The General Contractor will receive an email notification that will contain the FRE Cost Summary and proposed Negotiation Meeting Date. If the General Contractor agrees on the date, he will then click on **Reject \$ Amount & Accept Meeting Date** within the FRE Estimate.

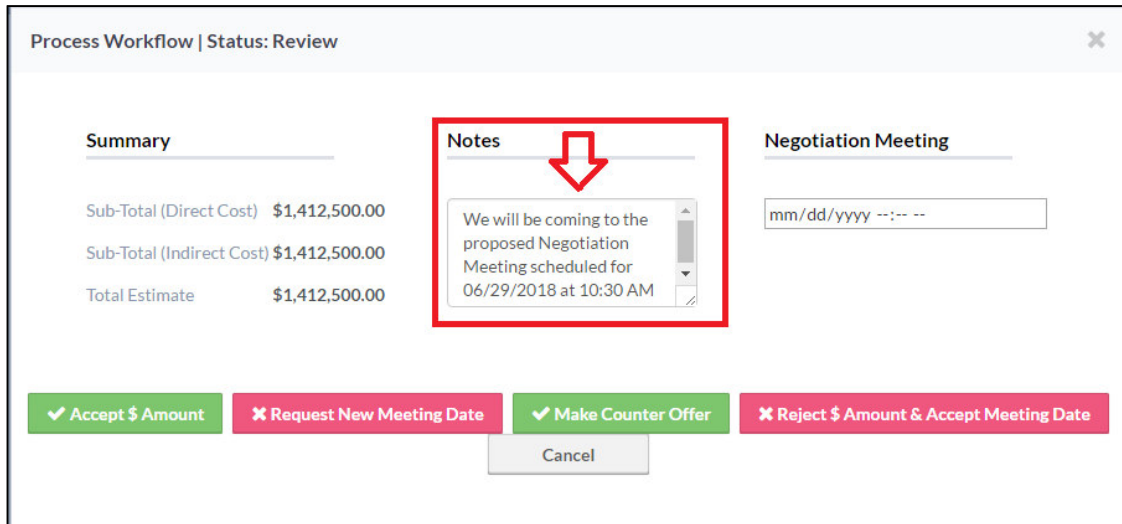


Cost Estimating System: How to accept Meeting Date proposed by SCA [for General Contractor]

1.3 Click on the Process Button  and a pop-up screen will appear.



1.4 The **General Contractor** will enter any Notes regarding the Negotiation Meeting in the **Notes** Field.





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- 1.5 Once ready, the **General Contractor** will click on the **Reject \$ Amount & Accept Meeting Date** button.

Process Workflow | Status: Review

Summary	Notes	Negotiation Meeting
Sub-Total (Direct Cost) \$1,412,500.00 Sub-Total (Indirect Cost) \$1,412,500.00 Total Estimate \$1,412,500.00	We will be coming to the proposed Negotiation Meeting scheduled for 06/29/2018 at 10:30 AM	mm/dd/yyyy --:-- --

Accept \$ Amount Request New Meeting Date Make Counter Offer **Reject \$ Amount & Accept Meeting Date**

Cancel

Note: The General Contractor has three (3) Business Days to respond to the proposed negotiation date. After 3 days, the No Response Timer will change the Action back to the COU Meeting Scheduler who can then send a second notification with a new proposed date to the General Contractor.