

VENDOR CHANGE ORDER

CREATING A VENDOR CHANGE ORDER

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

Add vendor change order

*Vendor change order number: 2

*Description: Additional GPO's

MCR/Engineering change number:

Effective date: 09.07.2021

*Vendor change order type: Design/Scope change

Scope of change: Due to change of layout require additional GPO's installed

Comments: 1000

Cancel **Add**

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

+ **-**

Add existing issue

Add new issue

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

Back charges

Back charge ID	*Description	Cost center
	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**.

+ **-**

Add existing line item

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

Line item details

Type: Service

Description: V002 - Additional GPO's

Product category: V002 - Additional GPO's

Country of origin:

Long description:

Quantity & pricing

*Quantity: 20,000

*Unit: Each

*Unit price: \$ 25.50

*Per: 1 EACH

Pricing

Net price: \$ \$10.00

Tax amount: \$ 0.00

Gross amount: \$ \$10.00

Additional fields

Custom fields

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.

Vendor change order amount

\$ 510.00

GENERATE DOCUMENT

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

Contract Variation

Project No: 0018C

Project Name: Training Project - BC

Contract: 100014

To: Civil Contractors Pty Ltd Australia

Variation No: 2

Details: Additional GPO's

Delay Days: 0

Date: 09.07.2021

Type: Design/Scope change

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.

Delay days due to issue: 1

Ball in court: Contractor

Vendor CO status: Out for signature

Approval 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

Vendor CO status

Out for signature

Draft

In review

Out for signature

Execute and publish