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INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

# Instructions for Accessing a Change Negotiation in Unifier

Last Updated: 31-July-2018

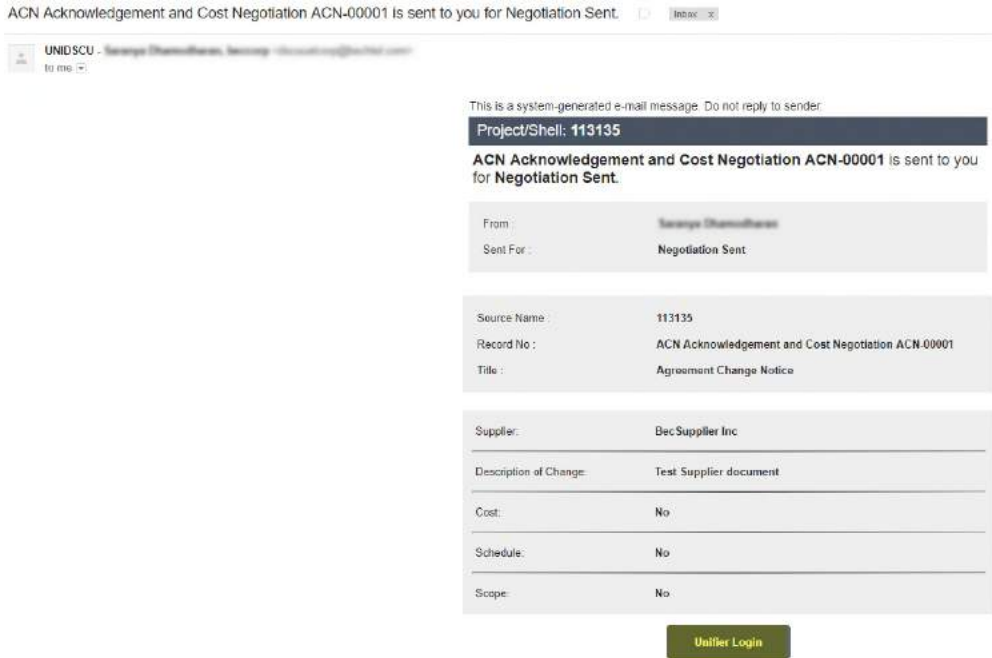
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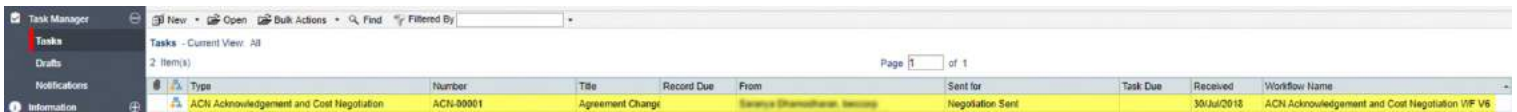
# 1 Accessing a Change Negotiation in Unifier

Follow the direction below submit a change negotiation via the **ACN Acknowledgement and Cost Negotiation** section within Unifier:

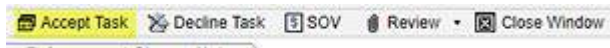
1. Once the buyer creates a change negotiation, you will be sent an email from Unifier. Open the email and click the **Unifier Login** to login to Unifier to begin the change notice process.



2. After logging into Unifier, you will see a task within your **Task Manager**. Double click the **ACN Number** to open the task



3. Click on **Accept Task**



4. Fill in the mandatory files within the **Supplier Acknowledgement Data** and **Supplier Proposal** sections. The mandatory fields are as follows:

1. Supplier Letter Number
2. Supplier Acknowledgement
3. Supplier Response
4. Supplier Proposal
5. Supplier Signature
6. Supplier Title
7. Date Signed
8. Proposal Comments

Supplier Acknowledgement Data

Supplier Letter Number: 123456789

Supplier Response: I am proceeding with this change

Exception Comments:

Supplier Signature: Saranya D

Date Signed: 30/Jul/2018

Supplier Acknowledgement: Acknowledge And Accept

Supplier Proposal: Being Submitted With This Acknowledgement

Supplier Title: Supplier Staff

Comments:

Supplier Proposal

Proposal Amount: 10,000.00

Proposal Comments: Test Comments. Click Send to move workflow to Buyer

Proposal Date: 30/Jul/2018

Comment:

- Go to the **Action Details** section in the bottom of the form and click the **To** button. (This may not be needed if sequential workflows are in use by the Buyer who created the Change Notice Negotiation at which point this data is already populated for you)

Action Details

Send [\(Click here to view latest content\)](#)

To: [Text Box]

Cc: [Text Box]

Send For: Negotiation Accepted-with Bechtel

Attachments (0) [Linked Records \(0\)](#)

- Select your **Buyers** name (or the Buyer group) and click **Add**. Once you see the Buyer listed under the **Selected Users/Groups** click **OK**

Find [Text Box] List Names from: 26152 Show By: Users

Users/Groups - Current View: All

20 Item(s) Page 1 of 1 Display 100 Items Per Page

Employee ID	First Name	Last Name	Company	Title	Function
	Sharma	Ganesh	Bechtel Corporation		Procurement
	Aman	Gupta	Bechtel Corporation		Procurement
	Rajesh	Kumar	Bechtel Corporation		Procurement
	Arav	Leela	Bechtel Corporation		Procurement
	Ying Liang	Li	Bechtel Corporation		Procurement
	Saumya	Mishra	Bechtel Corporation		Procurement
	Dave	Morgan	Bechtel Corporation		Project Controls
	Pradeep	Raj	Bechtel Corporation		Procurement
pradeep@bechtel.com	Harsh	Rajput	Bechtel Corporation		Procurement
	Vijay	Singh	Bechtel Corporation		Procurement
	Brian	Strawser	Bechtel Corporation		Procurement
rbrian@bechtel.com	Meharvish	Tharandharan	Bechtel Corporation		Procurement
rbrian@bechtel.com	Melina	Theriot	Bechtel Corporation		Procurement
	Ulfar	Ulfar	Bechtel Corporation		Procurement

Add View Profile Members

Selected Users/Groups

Name Aman Gupta

OK Remove Cancel

**Note:** Your buyers name may already be populated. If so, please disregard this step.

7. Select "**Send**" from the **Workflow Actions** menu in the top left-hand corner and click **Send**



8. The Buyer will get email notification of the change notice. The Buyer will review the information you provided and either action **With Engineering Approval** or **Reject**. If the buyer **Rejects** the change notice, this will send you another notification. You can modify the information and send it back to the Buyer for review. This may happen several times before the Buyer accepts the change notice.
9. When actioning the change notice, the Buyer will enter the:
  1. Final Amount
  2. Negotiation Comments
  3. Negotiation Date
10. After all negotiation has ended and the buyer **Accepts** the change notice, Engineering will then **Accept the task**. Once Engineering accepts the change notice task, the status will be changed to **Negotiation Settled**
11. The last step is for the Buyer to **Accept** and **Submit** the **Agreement Change Notice**. Then the Change Notice record will be available in EBS for the associated PO revision processing.

## 2 Support

If you have questions or need more information on submitting change notice in Unifier, please contact your Bechtel Buyer on the Purchase Order.