Instructions for Accessing a Change Negotiation in Unifier
Last Updated: 31-July-2018
# Table of Contents

1. Accessing a Change Negotiation in Unifier ................................................................. 1
2. Support .................................................................................................................. 3
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.

   ![Unifier Login](image1)

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

   ![Task Manager](image2)

3. Click on **Accept Task**

   ![Accept Task](image3)

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
5. 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)

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

**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.