Instructions for Submitting a Change Request in Unifier
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1 Submitting a Change Request in Unifier

Follow the direction below to submit a change request via the Agreement Change Request section within Unifier:

1. Login to Unifier via https://dscsunifier.becpsn.com/. Click on the + icon and search for your PO number.

2. Double click the PO number to select it. You can also use the search bar to search for your PO number.

3. Click on the Business Process option seen on the left-hand side of the screen and click the + icon to expand the menu options. Click on Performance and then Agreement Change Request.

4. Click New.

5. Click the Expand Icon located in the top right-hand corner of the page. Populate all of the mandatory fields. The mandatory fields are:
   1. Title
   2. Description of Change
   3. Workflow for Record
6. Select either **Parallel Workflow** or **Sequential Workflow for Record** (sometimes you will have only one choice that is pre-defined)

   ![Workflow Options](image)

   If using Parallel workflow, select the person you wish to send the record to, either a specific person or the Buyer role.

   If using Sequential workflow, select a workflow via the Select button. There will typically be only one.

7. The click on **Create Record** under the **Workflow Actions**

   ![Workflow Actions](image)

8. You will get a confirmation message once the draft record has been created

   ![Notification](image)

9. Select the **Agreement Change Request** you just created (input the change request number in screenshot). Double click to open
10. **Accept** the task

11. You may update the workflow type and selection one more time if you need to make a change from when you created the record.

   If using Parallel workflow, select the person you wish to send the record to, either a specific person or the Buyer role.

   If using Sequential workflow, select a workflow via the Select button. There will typically be only one.

12. Select **Send to Buyer** from the **Workflow Actions** and click **Send**
13. The buyer will receive a notification and review the change request. If the buyer **Rejects** the change request it will be sent back to you and you will receive an email notification. Update the change request and send it back to the buyer.

14. Once the buyer **Accepts** the change request, you will receive a notification. This does not mean the change has been approved for the PO. A change negotiation process will be needed to approve the change on the PO.

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.