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Architect’s Supplemental Instructions Process (ASI2)

AE’s and Haz Mat Consultants use this Process to issue Architect’s Supplemental Instructions (ASI2) to Contractors.

**Start Architect’s Supplemental Instructions Process**

1. Click **Projects** from the Top Navigation tabs.

2. Select the Project

3. Select **Processes** from the Project Menu
4. Select **Start Process**

5. Select the **Architect’s Supplemental Instructions (ASI2)** Process from the list.

6. Fill out all the fields on the page then click **Submit** to move to the next step.
A/E review and issue ASI

1. Review all information on the page.
2. Click “Please select an action” and select an action. Click Take Action to move to the next step.
   a. Actions:
      i. AE Sub Review – Action to route workflow to AE Sub to review
      ii. Issue ASI – Issue an ASI and route to Contractor to review.

3. Choose a user to add to next step.
   a. Select User from the Available Users box.
   b. Click the arrow to move user to the Selected Users box
4. Click Issue ASI or AE Sub Review depending on the selected action.
Contractor Review

1. Contractor review all information on the page including documents under the Attached Documents tab.
2. Click on “Please select an action”, select Reviewed.
3. Click Take Action.

**NOTE:** If “Cost Impact” is “No” then the workflow will route to the “Finish”. If “Cost Impact” is “Yes”, the workflow routes to Initiator Review step.

**Architect’s Supplemental Instructions (ASI2) - 1**

- **Project:** *Current Vendor Training Project*
- **Process Document:** ASI2 - 1
  - Show History | Current Actions
- **Current Workflow Step:** Contractor Review
  - Show Workflow Diagram
- **Subject:** Training materials
- **Status:** Submitted

**Disclaimer:** The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

- **Description:** for training
- **Date of Issuance:** 03.06.2019
- **ASI Number:** Please enter the next sequential number for your Company’s ASIs: 001
- **Cost Impact?:** No
- **Schedule Impact?:** No
- **Spec Section:**
- **Drawing Number:**
A/E Sub-Consultant Review

1. A/E Sub-Consultant review all information on the page including documents under the Attached Documents tab.
2. Add comments under the Comments tab.
3. Click on “Please select an action”, select Respond.
4. Click Take Action to route it back to the AE Review step.

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Architect's Supplemental Instructions (AS12) - 3

<table>
<thead>
<tr>
<th>Project:</th>
<th>Current Vendor Training Project</th>
<th>Project Number:</th>
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<td>AS12 - 3</td>
<td>Overall Due Date:</td>
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<td>Current Action</td>
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<td>Current Workflow Step:</td>
<td>A/E Sub-Consultant Review</td>
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<td>Show Workflow</td>
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</tbody>
</table>

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Description: for training

Date of Issuance: 

ASI Number: Please enter the next sequential number for your Company’s ASIs. 003

Cost Impact?: No

Schedule Impact?: No

Spec Section: 

Drawing Number: 

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Initiator Review

1. Initiator review all information on the page including documents under the Attached Documents tab and comments under the Comments tab.
2. Select “Change Type”: (CCD, PR, or Neither).
3. Click on “Please select an action”, select Respond.
4. Select the action “Submit”.
5. Click Take Action.

Spawn selected Change Type process (PR, CCD, ASI, NONE)

1. Click on the link “Click here to manually complete it.” This will start the selected Change Type process
2. Fill out the information in the selected process and click Submit. The selected spawned process will route through its workflow steps. The ASI2 process will automatically move to the finish step.