Minnesota State Colleges and Universities

Architect's Supplemental Instructions (ASI2)

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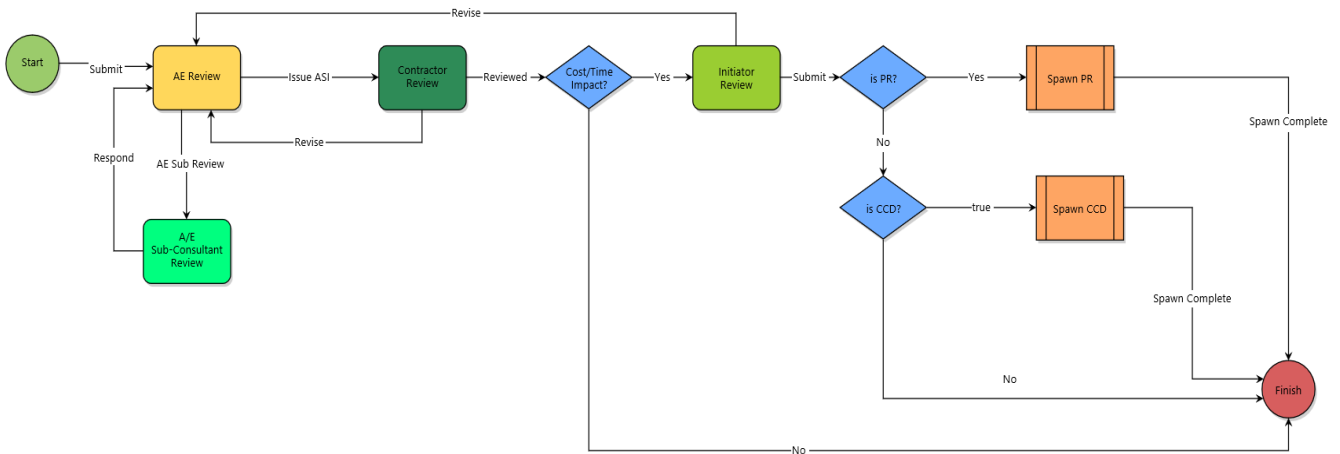(651) 201-1586   (651)-201-1782

Website:
http://www.minnstate.edu/system/finance/facilities/design-construction/index.html

Contents

Architect's Supplemental Instructions Process (ASI2)

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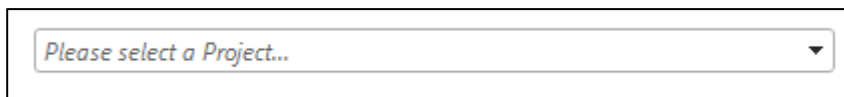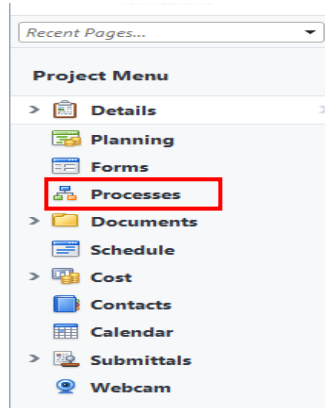

Start Architect's Supplemental Instructions Process

1. Click **Projects** from the Top Navigation tabs.
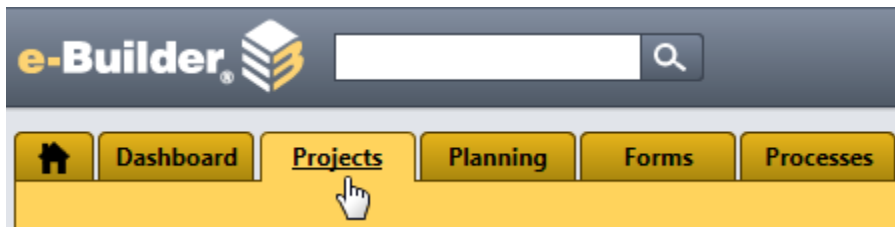
2. Select the Project

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.

Architect's Supplemental Instructions (ASI2) - 1

Delete Instance	Workflow Override	All Fields View	Instructions

-- Please select an action -- ▾ | Take Action | Check Spelling | Print | Copy | Save | Cancel

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	ASI2 - 1 Show History	Current Actors	Overall Due Date:	
Current Workflow Step:	AE Review Show Workflow Diagram	Step Due Date:	
* Subject:	training materials		
Status:	Submitted		

Details | Comments (0) | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

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
* ASI Number:	Please enter the next sequential number for your Company's ASIs. 001
* Cost Impact?:	○ Yes ● No
* Schedule Impact?:	○ Yes ● No
Spec Section:	
Drawing Number:	

-- Please select an action -- ▾ | Take Action | Check Spelling | Print | Copy | Save | Cancel

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.

Architect's Supplemental Instructions (ASI2) - 1

	Instructions

Please choose users to add to next step:

Available Users		Selected Users
con, mm contractor (Tester)	> <	

| Issue ASI | Cancel |

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.

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.

Architect's Supplemental Instructions (ASI2) - 3   [Delete Instance] [Workflow Override] [All Fields View] [Instructions]

[Respond ▾] [Take Action] [Check Spelling] [Print] [Copy] [Save] [Cancel]

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	ASI2 - 3 Show History | Current Actors	Overall Due Date:	
Current Workflow Step:	A/E Sub-Consultant Review Show Workflow Diagram	Step Due Date:	
* Subject:	for training		
Status:	Submitted		

| Details | Comments (0) | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0) |

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:	
ASI Number:	Please enter the next sequential number for your Company's ASIs. 003
Cost Impact?:	No
Schedule Impact?:	No
Spec Section:	
Drawing Number:	

[Respond ▾] [Take Action] [Check Spelling] [Print] [Copy] [Save] [Cancel]

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**.

> **NOTE:** If a specific **Change Type** is selected, the selected **Change Type** process will be spawned. IF NONE is selected, it will route to the Finish step.

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.