



**MINNESOTA STATE**

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## Minnesota State Colleges and Universities

### Architect's Supplemental Instructions (ASI2)

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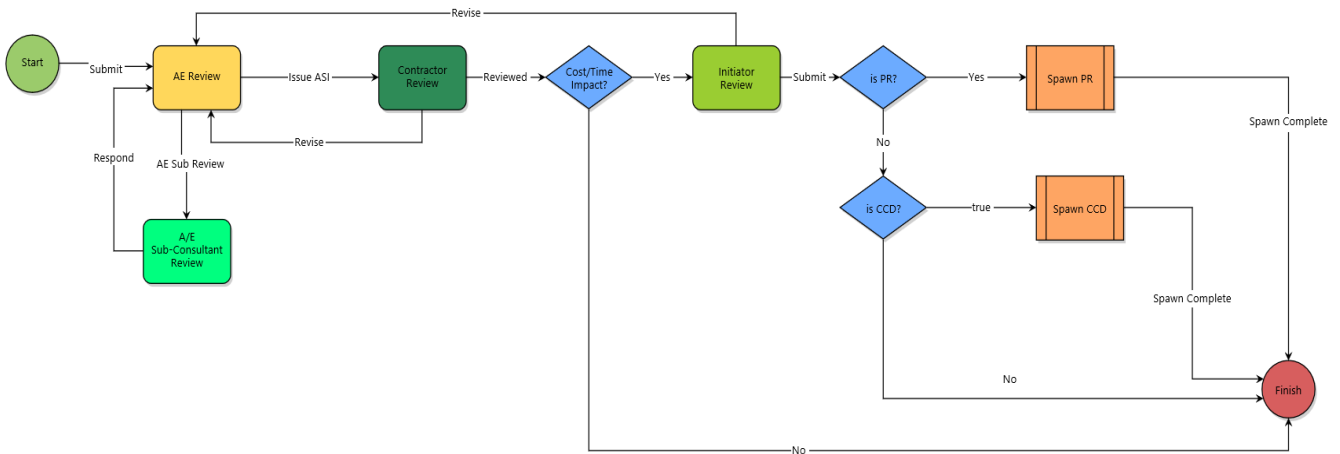
<http://www.minnstate.edu/system/finance/facilities/design-construction/index.html>

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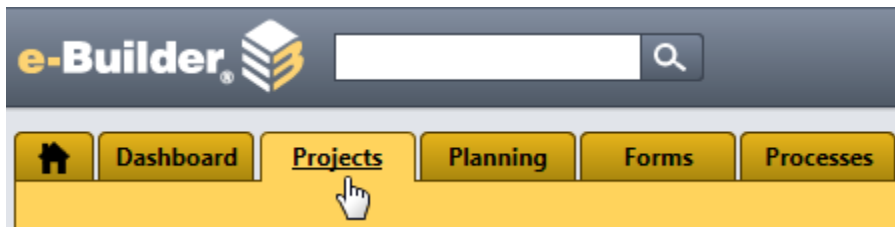
## Architect's Supplemental Instructions Process (ASI2)

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

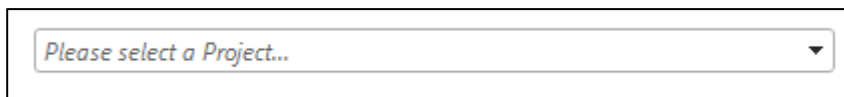


## Start Architect's Supplemental Instructions Process

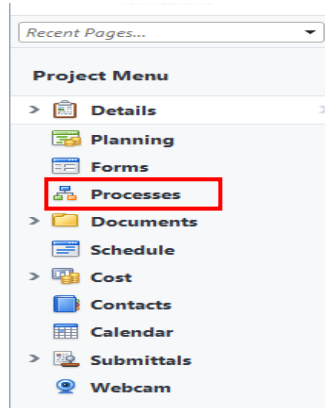
1. Click **Projects** from the Top Navigation tabs.



2. Select the Project



3. Select **Processes** from the Project Menu




4. Select **Start Process**

Processes for \*0105Mailor

Filter Processes

Start Selected Process Type


Start Process



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

Process Name	Description
Architect's Supplemental Instructions (ASI2)	NEW ASI Process (w/Spawn PR or CCD): AE's and Haz Mat Consultants shall use this Process to issue a Architect's Supplemental Instructions (ASI) to Contractors. Depending on the selected "Change Type" this process may spawn a CCD or PR process.
Change Order (Bundle PR and/or CCD Items) (CO2)	(NEW) Change Order process to be used by PM's to Bundle previously negotiated Proposal Requests (PR) and/or Construction Change Directives (CCD).
Construction Change Directive (CCD)	A/E, PM, and Haz Mat Consult initiate. CCD document is routed, signed and issued to Contractor. Work is completed - Contractor enters final price. Upon acceptance, CCD is placed in "Hold for CO" and now an available choice in Change Order (CO).
Insurance Tracker (INS)	Process used to supply and track insurance coverage information/expiration dates.
Invoice Approval (INV)	Process for routing and approval of non-Contractor Invoices.
Proposal Requests (PR)	A/E, PM, and Haz Mat Consultant initiate Proposal Request (PR) to Contractor for Changed Work. Upon acceptance of the Contractor's Proposal, PR is placed in a "Hold for CO" step where it becomes available for selection in to a Change Order (CO).

Cancel



6. Fill out all the fields on the page then click **Submit** to move to the next step

**Architect's Supplemental Instructions (ASI2)** Instructions

Start Process

Print Check Spelling Submit Save Draft Cancel

Project: \*Current Vendor Training Project

Project Number:

Process: Architect's Supplemental Instructions

\* Subject:

Details Attached Documents (0) Attached Processes (0) Attached Forms (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:

\* ASI Number: Please enter the next sequential number for your Company's ASIs.


\* Cost Impact?:  Yes  No

\* Schedule Impact?:  Yes  No

Spec Section:

Drawing Number:

Print Check Spelling Submit Save Draft Cancel



# 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**

Project: \*Current Vendor Training Project  
Process Document: ASI2 - 1  
Current Workflow Step: AE Review Show Workflow Diagram  
\* Subject: training materials  
Status: Submitted

Project Number:  
Overall Due Date:  
Step Due Date:

Actions: **Take Action** (highlighted with a red box and arrow), **Delete Instance**, **Workflow Override**, **All Fields View**, **Instructions**, **Check Spelling**, **Print**, **Copy**, **Save**, **Cancel**

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:

Actions: **Take Action** (highlighted with a red box and arrow), **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  
con\_mm contractor (Tester)

Selected Users

Actions: **Issue ASI** (highlighted with a red arrow), **Cancel**

Navigation: **Right Arrow** (highlighted with a red circle and arrow), **Left Arrow**

## 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

[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 <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date:	
Current Workflow Step:	Contractor Review <a href="#">Show Workflow Diagram</a>	Step Due Date:	
* Subject:	<input type="text" value="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
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:	

-- Please select an action --

[Take Action](#)
[Check Spelling](#)
[Print](#)
[Copy](#)
[Save](#)
[Cancel](#)

## 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 <a href="#">Show History</a>   <a href="#">Current Actors</a>	Overall Due Date:	
Current Workflow Step:	A/E Sub-Consultant Review <a href="#">Show Workflow Diagram</a>	Step Due Date:	
* Subject:	<input type="text" value="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**.

**Architect's Supplemental Instructions (ASI2) - 3** 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 - 3 <a>Show History</a>   <a>Current Actors</a>	Overall Due Date:	
Current Workflow Step:	Initiator Review <a>Show Workflow Diagram</a>	Step Due Date:	
* Subject:	<input type="text" value="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:	03.06.2019
ASI Number:	Please enter the next sequential number for your Company's ASIs. 003
Cost Impact?:	Yes
Schedule Impact?:	No
Spec Section:	
Drawing Number:	
* Change Type:	<input type="text" value="-- Please select an option --"/>

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

**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

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

**Warning:**  
A Proposal Requests has been created automatically, however, you are required to provide additional Commitment Change information.  
[Click here to manually complete it.](#)

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.