

# Subcontracts and SCOs

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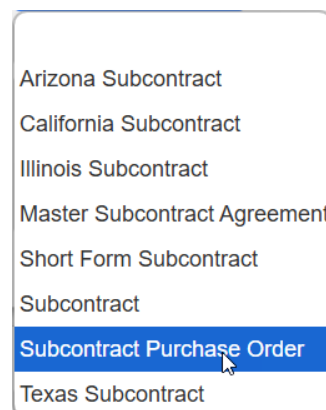
## Complete Subcontract Process | Workflow Overview

The project team starts by entering the subcontract module and inputting the necessary information to initiate a subcontract. Once this information is entered, the project team kicks off the workflow, which sends the data to the procurement team within the business unit. The procurement team then validates the submitted information, creates the subcontract, and pushes the workflow back to the project team. At this point, the project team reviews the generated subcontract document to ensure accuracy. After reviewing, they approve the document, signaling that it is ready for the next steps. Procurement is then notified of the approval and initiates the DocuSign process to collect signatures. Once the DocuSign process is completed, the project team is notified, and a copy of the executed subcontract is stored in CMiC.

## Understanding Types of Contracts

There are several subcontract types to choose from, a complete list can be seen below.

Contract types can be used to filter the subcontract log and other reports.



Arizona Subcontract: Used when the Subcontractor is performing work in the state of Arizona.

California Subcontract: Used when the Subcontractor is performing work in the state of California.

Illinois Subcontract: Used when the Subcontractor is performing work in the state of Illinois.

Master Subcontract Agreement: Used with a Subcontractor, when we anticipate using this vendor frequently within the business. This agreement establishes standardized terms and conditions upfront, allowing future work to be initiated more efficiently without renegotiating key terms each time.

Short Form Subcontract: The shortform subcontract should only be used for subcontracts under \$50k. The subcontract should not be used as an MSA or for multiple projects that total more than \$50k. Note: you cannot write (6) \$10k shortform subcontracts to the same vendor in the same year. The short form subcontract should only be used where the risk of damage is low.

Subcontract Purchase Order: Used when a Purchase Order is written out of the Subcontract Module.

Texas Subcontract: Used when the Subcontractor is performing work in the state of Texas.

## Initiating Subcontract

**Navigation: Field > Choose project > Budget & Cost Management > Subcontract**

Contract No.	Description	Vendor	Original Amount	Contract	Date	Post Date	Posted SC Change	Status	Current Contract Amount	Pending SC Change	Pending CM Change	Total Pending Change	Adjusted Contract Amount	Attachments	Wkt Status	Wkt
24-0532-BLA	24-0532-BLA	BLACK STEEL	100,452.53		2024-08-29	2024-07-19	0.00	In Process	100,452.53	2,000.00	500.00	2,500.00	102,952.53			
24-0532-MIAM0-1	Concrete Subcontractor	MID AMERICA CONCRETE PUMPING	500.00		2025-01-22		0.00	Pending	500.00		4,000.00	4,000.00	4,500.00			
			100,952.53				0.00		100,952.53	2,000.00	4,500.00	6,500.00	107,452.53			

- Add Subcontract
- Subcontract Detail header
  - Vendor (\*required field) - click the magnifying glass icon to bring up the list of values (LOV). This will show the vendors currently assigned to the project. To view vendors who exist at the company level, but have not yet been assigned to the project, click the "Not Assigned" radio button. You may also use the "All" radio button which will populate the full list of vendors.

Abbrev	Code	Name	AKA	Prequal Status	Approval Status	Order Address
BLST01	BLST01	BLACK STEEL				5656 STATE ROUTE 4, STEELVILLE, IL
MIAM03	MIAM03	MID AMERICA CONCRETE PUMPING	SANDERS CONSTRUCTION, LLC			121 NORTH RANGELINE RD, COLUMBIA, MO

- A pop up will ask if you wish to assign the business partner to the project. Click [OK].
- Contract Type - select the type of contract being sent to the vendor. See section above for additional details on contract types.
- Contract No. (\*required field) - the contract number will automatically populate, using the job number + vendor number + sequence number. This can be overridden if a different number is desired. Once the record has been saved this field can no longer be edited.
- Description (\*required field) - enter a brief description of the subcontract.
- Status - this is a display-only field that shows the subcontract status, with the default as "Pending" for new subcontracts. Status will move to "In Process" after posting.
- Contact and Contact Email - enter the specific person the subcontract should be sent to. Must be filled in to Post.
- Sender Email - enter the email address from which the subcontract is being sent. This must be filled in to Post.
- Date (\*required) - this defaults to the day of creation but can be changed.
- Post Date - blank until posted.
- It is recommended that after the detail header section has been completed that you click [Save Draft] or [Save].

The screenshot shows the 'Subcontract Detail' form in the CMiC system. The form is divided into several sections. At the top, there are tabs for different views: Subcontract Detail, Change Orders, Participation, Attachments, Alternates, Special Pricing, Inclusions, Exclusions, Text Codes, Free Form, and Review/Approve. The 'Subcontract Detail' tab is currently selected. Below the tabs, there are several action buttons: Save Draft, Save, Cancel, Select SC Schedule, and Import Schedule. The main form area contains the following fields:

- Vendor:** CENTRAL AZ TRUCKING
- Contract Type:** Subcontract (dropdown menu)
- Contract No.:** 24-0532-0CENT-1
- Description:** Haul off trucking
- Status:** Pending
- Workflow Status:** Unsubmitted
- Contact:** (text input field)
- Contact Email:** (text input field)
- Sender Email:** (text input field)
- Date:** 2025-01-29
- Bid Amount:** (text input field)
- Post Date:** (text input field)

- Accounting section
  - Invoiced - subcontractors should be invoiced via the subcontracts.
  - Currency - will default to US Dollar.

- Default Retainage - this value defaults from the vendor or company subcontract control file, based on the below hierarchy, with the first defined default being used:
  - 1<sup>st</sup> - system checks if default is set using Retainage % field on Accounting tab of vendor's record.
  - 2<sup>nd</sup> - system checks if default is set for term code assigned to vendor using the Terms field on the Vendors tab of the vendor's record.
  - 3<sup>rd</sup> - system defaults value from Retainage field on the Contract Defaults tab of the Subcontract Control file. This is currently set to "10%".
- Deposit Amount Remaining - this is a display-only field of remaining deposit amount that has not been allocated to invoices.
- SOV Level Retainage Release Checkbox - this should be checked if retainage should be released uniquely against each SOV line. If left unchecked, retainage will be released against the total subcontract pay request. Once the subcontract is posted, this checkbox cannot be updated.
- Bank Account and Bank Department - display-only fields setup per company by the Accounting dept.
- Term Code - will populate from the vendor's terms but can be updated here.
- Reference Number - enter a reference number if desired.
- Address and Corresp. Address - this LOV will list the addresses set up under the Business Partner setup.
- Single Job/CO Only Checkbox - Check this box to disallow contract level release of retainage. This may be desirable due to the possibility of multiple invoices produced for the same RFP. Checking this box automatically checks the 'SOV Level Retainage Release' box.
- Default Taxes Checkbox - Check this box if default taxes apply to this subcontract. If checked, the Tax1, Tax2, and Tax3 fields will be displayed. The Tax1 field must be populated when the 'Default Taxes' box is checked.

Accounting

★ Invoiced

Via - Subcontract

★ Currency

US Dollar

★ Retainage

10

Deposit Amount Remaining

0.00

☐ SOV Retainage Release

Bank Account

1000.1000.000000

Bank Department

00

Term Code

NET30

Reference Number

Address

Corresp. Address

☐ Single Job/CO Only
 ☐ Default Taxes

- User Defined section
  - Bond Required - defaults to "Yes" but can be updated.
  - Certified Payroll Required - defaults to "Yes" but can be updated.
  - E-Verify Required - defaults to "Yes" but can be updated.
  - Prevailing Wage Required - defaults to "Yes" but can be updated.
  - Tax Exempt Required - defaults to "No" but can be updated.

User Defined

Bond Required ★

YES

E-Verify Required ★

YES

Tax Exempt Required ★

NO

Certified Payroll Required ★

YES

Prevailing Wage Required ★

YES

- Schedule of Values section - this portion is used to enter the values for each action of a subcontract.
  - Click the [ + ] button to add a new detail line.
  - Delete checkbox
  - Task Code (\*required) - this is the SOV item number which populates the subcontract and Requests for Payment.
  - Task Name - SOV item description.
  - W/M (\*required) - assign a weight measure for that SOV line.
  - Unit, Rate, Amount - enter either the unit and rate or the amount to issue for that line.
  - Job (\*required) - this field will auto-populate based on the project selected but can be overridden as needed.
  - Phase and Category (\*required) - these fields will populate the LOVs for the project.
  - JB Bill Code - this will be blank and can be ignored.
  - Tax fields - add tax codes if needed.

- Retainage % - retainage will populate based on the default within the header but can be overridden.
- Expense Code - If the SOV line is associated with an expense, enter the expense code here.
- Fully Purch. Checkbox - this is tied to bid management and can be ignored.
- Long Description - additional field for longer description if needed.
- WBS fields - Subcontracts can be directly linked to WBS codes using this field. After a subcontract has been created and saved, and WBS has been set up on a PCI and saved, the WBS Code LOV on the subcontract will allow the PCI to be selected. After the subcontract is saved and posted, it will be linked with the PCI as WBS. The WBS codes will display on the Enter Cost Transaction screen and the posted transaction will show the linked WBS codes.

Schedule of Values

Action	<input type="checkbox"/> Delete	* Task Code	Task Name	* W/M	Unit	Rate	Amount	* Job	* Phase	* Category	JB Bill Code
	<input type="checkbox"/>	001	Mobilization	LS		0	2000	24-0532	03-300500	SUB	
	<input type="checkbox"/>	002	Haul spoils	EA	100	300	30000	24-0532	03-300500	SUB	

Schedule of Values

Tax1	Taxable	Tax2	Taxable	Tax3	Taxable	Retainage %	Expense Code	Fully Purch.	Long Description	WBS1	WBS1 Name	WBS2	WBS2 Name	WBS3	WBS3 Name	WBS4
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10		<input type="checkbox"/>								
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10		<input type="checkbox"/>								

- Scope section - enter a description in the Scope of work field.
- Summary section - this area displays the total cost for the subcontract, as well as a break down between original and current contract value. It is display-only and summarizes the SOV section.
- Key Dates section - enter dates as needed for tracking.
- Payments section
  - Pay When Paid checkbox - Check this box if the subcontractor is to be paid when the contractor is paid.
  - Hold Payment for - If the 'Pay When Paid' box has been checked, enter the number of days subcontractor pay is held after contractor payment is received.

- Calculate Tax on Net Amount checkbox - Check this box to calculate tax on the total subcontractor pay amount, as opposed to only calculating tax on individual action items.
- CDI checkbox - Check this box to calculate contractor default insurance for this subcontract. CDI is calculated based on the rate that has been set for the CDI Risk Management codes that are on the job.
- Compliant checkbox - This field is read-only and indicates whether the subcontract complies with all relevant compliance codes and standards of behavior.
- Prequalification section
  - Prequal Status - This field is read-only and upon populating the vendor into the header, the information from the Subcontractor Prequalification record is used to provide the prequal status of the subcontractor in this field.
  - EMR - This field is read-only and upon populating the vendor into the header, the information from the Subcontractor Prequalification record is used to provide the experience modification rate (EMR) of the subcontractor in this field.
  - Approval Status - This field is read-only and upon populating the vendor into the header, the information from the Subcontractor Prequalification record is used to provide the approval status of the subcontract in this field.
  - Rating - Enter the rating for the subcontractor.
  - Single Project Limit - This field is read-only and upon populating the vendor into the header, the information from the Subcontractor Prequalification record is used to provide the total amount on all subcontracts and change orders for the specific vendor under the current project in this field.
  - Aggregate Project Limit - This field is read-only and upon populating the vendor into the header, the information from the Subcontractor Prequalification record is used to provide the total amount on all subcontracts and change orders for the specified vendor under all projects in this field.
  - Single Project Limit Remaining - Upon populating the vendor into the header, this read-only field is calculated as the SPL minus the sum of all contracts and change orders for the current vendor in the current project.



- Aggregate Project Limit Remaining - Upon populating the vendor into the header, this read-only field is calculated as the APL minus the amount remaining to be billed across all projects.

### Scope

Scope Of Work

Haul spoils offsite to Greens yard.

Bid Package Description

Accounting Description

### Summary

Original Completion

05/31/2025

Days Changes

N/A

Current Completion

05/31/2025

Original Contract Value	32,000.00
Cost Changes	0.00
Current Contract Value	32,000.00
Pending SC Changes	32,000.00
Total SOV Amount	32,000.00
Total Taxes	0.00
Total Including Taxes	32,000.00
Total Taxes Included in Voucher	0.00

### Key Dates

Start Date

2025-02-10

End Date

2025-05-31

Issued Date

2025-01-31

Received Date

Executed Date

### Payments

☒ Pay When Paid

Hold Payment for

5

Days

Check Hdl

☐ Calculate Tax On Net Amount

☐ CDI

☐ Compliant

### Prequalification

Prequal Status

EMR

Approval Status

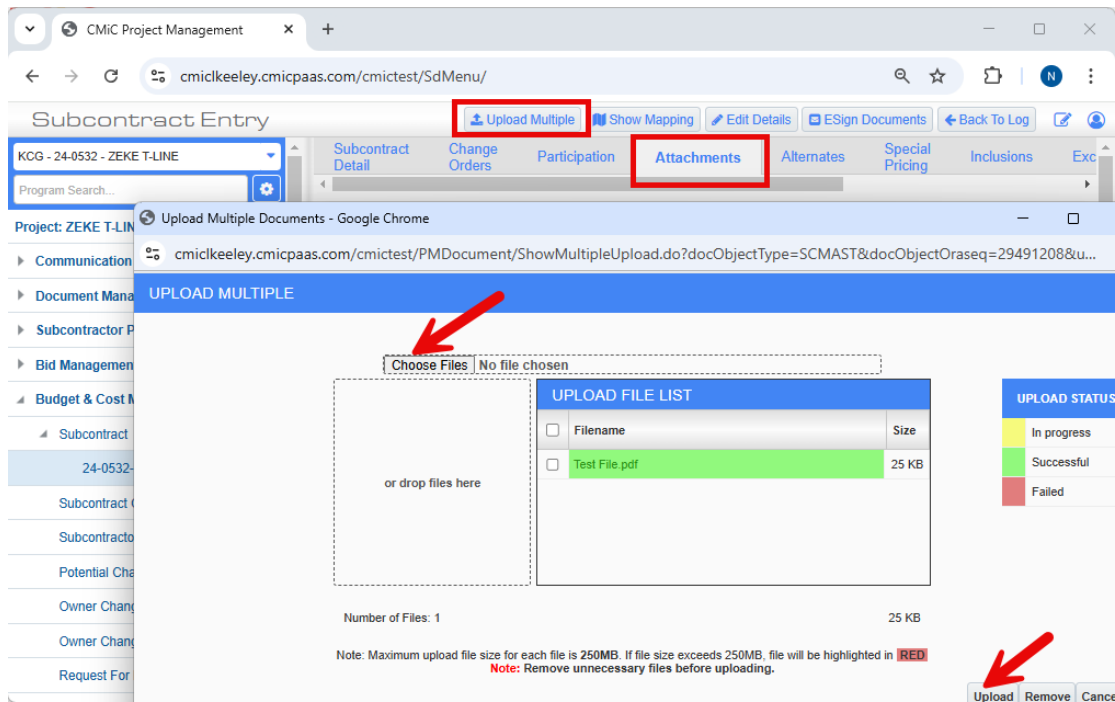
Rating

Single Project Limit	0
Single Proj Limit Remaining	-32000
Aggregate Project Limit	0
Aggregate Proj Limit Remaining	-32000

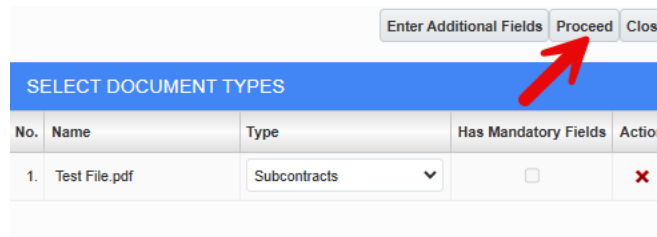
# Attachments

In order to attach files to the subcontract record, navigate to the “Attachments” tab.

- Click the [Upload Multiple] button. This will generate a separate window where you can either browse for files or use the drag and drop feature. The upload status will let you know if the file upload can be finalized. If green (successful), click [Upload].



- A new window will show the document type assigned and allow you to edit or enter additional fields. Click [Proceed] to finalize saving the new document.



- The file is now an attachment on the subcontract record, with a checkmark in the Attachments tab denoting an item exists.

## Approve and Generate Subcontracts

### Approve Subcontracts

After subcontract information is entered and complete, it is ready for internal approval.

- The project team should click the [Workflow] button in the top toolbar. Note that the record needs to be saved and out of edit mode.
  - The Workflow Status will change to "Pending" and a status bar will appear in the top left corner of the record, "In Workflow".

- The Project Controls team will be notified to review and print. They will upload as an attachment to the record and will trigger the workflow.
- The Project Team will verify that the subcontract document is correct and approve.
- The Procurement team will be notified that the record is approved and will issue the document through Docusign to the vendor for signature.
- Post the Subcontract - the Project Controls team will post the subcontract record after it is fully executed through Docusign.

## Generate Subcontracts

Within the Subcontract record, click the [Print] button, which will download the correct subcontract template based on the "Contract type" defined in the Subcontract Detail header section. You may download or print the document to attach to the record or move into Docusign.



## SUBCONTRACT

Project Name: ZEKE T-LINE  
Project No.: 24-0532  
Subcontract No.: 24-0532-BLA

Keeley Construction Group, Inc. with offices at 500 S Ewing Ave, G, St Louis, MO, hereinafter referred to as "Contractor" and BLACK STEEL, 5656 STATE ROUTE 4, P.O. BOX 236, STEELVILLE, IL, 62288, hereinafter referred to as "Subcontractor" on this 10 day of February, 2025, agree as follows (this "Agreement" or "Subcontract");

### 1. THE WORK

1.1 Contractor employs Subcontractor to perform a portion of the Work, which Contractor has contracted with Owner to provide on the Project,

PROJECT: ZEKE T-LINE  
1383 CO RD 2480E , CASEY, IL, 62420

OWNER (CONTRACT'S CLIENT):  
AMEREN - TRANSMISSIONS  
ACCOUNTS PAYABLE (CODE 230) PO BOX 66892,  
ST LOUIS, MO,

## Initiating RFQ

The RFQ tab within a PCI record can be used to send requests for quotes to the vendors who are to work, in whole or in part, on the PCI.

- Click [Edit] and the "+" icon to add a detail line.
- Vendor - Enter the vendor and contact. The contact is the person to whom the RFQ for the selected vendor is sent. Leave the Quoted Quantity, Quoted Rate and Quoted Amount fields blank, as they will be filled in when the contact responds to the RFQ Broadcast and submits their quote. A message will pop up if the record already has these fields filled.
  - RFQs can be sent to multiple contacts from the same vendor but only the record with the sequence number (i.e., Seq column) will be used to update the Quoted fields for the associated PCI detail line, when the quote is submitted into Project Management.
- Dates - The Date Sent field is automatically updated when the "Broadcast RFQs" button is pressed. The value in the Date Due field is then updated based on the Default RFQ Review period set for the project. The Date Received field is updated after the contact receives and submits the email they are sent.
- Status - The Status field can be used to track the status of the RFQ. There are two status codes to choose from:
  - **Sent** - will populate once it has been sent out to vendor.
  - **Received** - will automatically populate if the Date Received field is updated.



Check mark before broadcast

Enter Vendor & Contact

Leave blank as these will fill with vendor response

Can add a comment that will be included in vendor's message

Action	Print	Vendor*	Vendor Name	Contact	Quoted Quantity	Quoted Rate	Quoted Amount	Date Sent	Date Due	Date Received	Comment	Description	Subcontractor Pricing Status Code	Status	Action
	<input checked="" type="checkbox"/>	MIAM03	MID AMERICA CONCRETE PUMPING	JS							provide				

- Broadcast RFOs - Press this button to send the selected RFOs to the persons entered in the fields in the Contact column. Choose the "Request for Quote" template, update with any necessary comments in the Broadcast Message and click "Send Now".
  - Note that the "Print" box must be checked on the RFO row for the broadcast to be sent.

This will launch your RFQ broadcast

Template: Request for Quote

Subject: \$\$PROJ\_NAME\$\$ - \$\$CONTACT\_NAME\$\$ - Request for Quotation

Broadcast Message: This is a text box  
 \$\$RFQ\_PCI\_CODE\$\$ \$\$RFQ\_PCI\_NAME\$\$ \$\$RFQ\_PCI\_REF\_DATE\$\$  
 \$\$RESPONSE\_URL\$\$

Send Now Schedule Cancel

- The vendor contact then receives an email from which they can enter their quoted values through the link. Quantity, Rate, and Amounts should be populated and pressing the Submit Quotation button then updates both the RFQ tab and the relevant PCI Detail lines.
  - Note that the date fields autopopulate based on when the broadcast message was sent and the quote was received.

ZEKE T-LINE - Joe Smith - Request for Quotation

Mary Pollmann<mpollmann@keeleyconstruction.com> via smtpcorp.com  
To: Natalie Gaughan  
Thu 2025-01-23 3:15 PM

This is a text box EXT-0003 Cold joint change 5048-03-26 20:47:48.0  
<https://cmickeeley.cmicpaas.com:443/cmctrain/PMPciEntry/ShowBroadcastResp.do?uuid=2C66BC3ABB6DE9D5E0632F2A1DAC769A>

Reply Forward

As the vendor, clicking this link will populate a window to submit the quote

Request for Quotation

Project 24-0532 - ZEKE T-LINE	RFQ/PCI EXT-0003 - Cold joint change	Quotation Due Date 2025-01-23
----------------------------------	---	----------------------------------

Quantity	40	provide quote
Rate	55	
Amount	2200.00	

Drop files here or click to upload.

Submit Quotation

[Add PCI](#)
[Copy](#)
[Edit](#)
[Print PCI](#)
[Print RFQs](#)
[Broadcast History](#)
[Broadcast RFQs](#)
[Link to Issue](#)
[Back To List](#)

[PCI Detail](#)
[RFQ](#)
[Review/Approval](#)
[Notes](#)
[Related Objects](#)
[Attachments](#)
[History](#)

EXT-0003 - Cold joint change

RFQ

Action	Print	Vendor*	Vendor Name	Contact	Quoted Quantity	Quoted Rate	Quoted Amount	Date Sent	Date Due	Date Received	Comment
<input checked="" type="checkbox"/>		MIAM03	MID AMERICA CONCRETE PUMPING	JS	40	55	2200	2025-01-23	2025-01-23	2025-01-23	provide quote

## Bring PCI into Subcontract

Subcontract and subcontract change order SOVs can be created using PCI details. Within the PCI detail row, ensure the Vendor and Subcontract fields are complete with specific records or "TBD".

- Create the subcontract header and all other sections as described above, except for the Schedule of Values section.
- Save the record so it is out of edit mode. Once saved, a new toolbar will populate at the top. Click "Select PCIs".

- A new window will pop up, listing PCI details that are TBD or specific to the vendor on the Subcontract. Choose desired PCI(s) and click “Accept”.

Subcontract Detail

Vendor: MID AMERICA CONCRETE PUMPING

Contract Type: Subcontract

Contract No.: 24-0532-MIAM0-1

Description: Concrete Subcontractor

Status: Pending

Workflow Status: Unsubmitted

Contact: [Field]

Contact Email: [Field]

Sender Email: [Field]

Date: 2025-01-22

Bid Amount: [Field]

Post Date: [Field]

Find: %

Go Close Accept

<< Prev Set 1 - 2 of 2 Next Set >>

Pci No.	Task Name	Vendor	Contract	Chg No.	Task Id	Unit	Rate	Amount	Job	Phase	Cat	WM	Days Impact	PCI Status	Long Desc.	Date Posted	
EXT-0002	Safety Supplies	TBD	TBD	000	001	10	50.00	500.00	24-0532	01-332900	M1	LS		P	Safety Supplies		<input type="checkbox"/>
TRF-0002	Site Restoration	TBD	TBD	000	001			9,373.16	24-0532	48-251500	SUB	LS		P	Site Restoration		<input type="checkbox"/>

- The PCI details are now an SOV item. Some fields may be adjusted when in edit mode, including Task Name and Amount.

Schedule of Values

Action	Delete	* Task Code	Task Name	* W/M	Unit	Rate	Amount	* Job	* Phase	* Category
+ -	<input type="checkbox"/>	001	Safety Supplies	LS	10	50	500	24-0532	01-332900	M1
+										

## Initiating SCO

Change orders for subcontracts are written within the subcontract record.

- Navigate to the “Change Orders” tab on the subcontract record.
- Any previously created SCOs will be listed.
- Click the [Create SC Change] button. This will pull up a separate window with a new change order.
  - Header section - Several header fields will populate from the subcontract and are display-only.
    - The change order number will default to the next sequential number but can be overridden if necessary.

- The description pulls down from the subcontract but should be updated with change order specific information.
- Created date will populate with the date SCO is created but can be overridden if needed.
- Scope of work field can be entered with a longer description.

- User Defined section – these fields populate from the subcontract.
- Schedule of Values section – similar to the subcontract, there is an “Item Code” per detail row, along with a Task Name, Amount, Phase and Category and W/M. PCI detail rows may be brought in as an SOV item by clicking the [Add PCIs] button.
- Summary section – display-only values that include previous change orders and current contract value.
- Prequalification section – display-only contract values of vendor.
- Key Dates section – can be used to track the change order dates.

Action	Delete	Item Code*	Task Name	Unit	Rate	Amount	Job*	Phase*	Category*
	<input type="checkbox"/>	02	CO 001 - Furnish - Install Reb	0.26		612.06	24-0532	03-210000	S

Summary	
Original Completion Date	0
Prior Changes Days	0
Current Change Days	0
Revised Completion Date	
Original Contract Value	100,452.53
Prior Changes	0.00
Current Change	612.06
Revised	101,064.59
Total SOV Lines	612.06
Total Taxes	0.00
Total Including Taxes	612.06
Total Taxes Included in Voucher	0.00

Prequalification	
Prequal Status	Approval Status
Single Project Limit	0.00
Single Remaining	-101,064.59
Aggregate Project Limit	0.00
Aggregate Remaining	-5,285,436.93

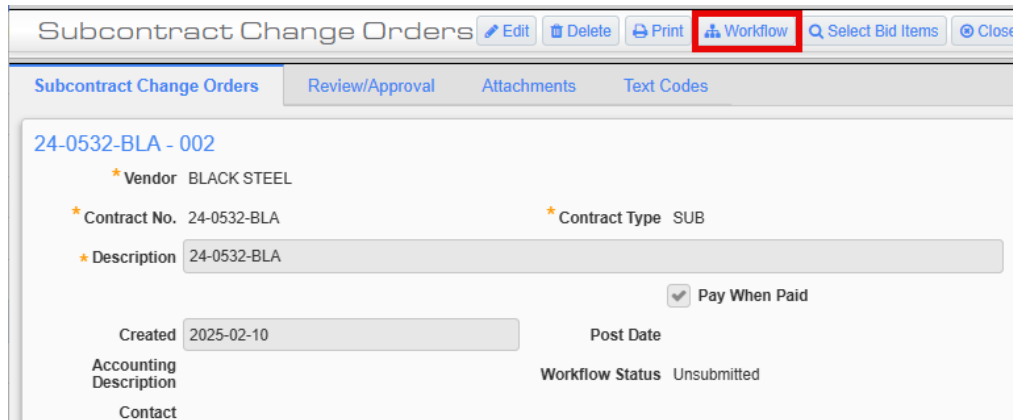
Key Dates	
Issued Date	2024-07-12
Received Date	
Executed Date	2024-07-19



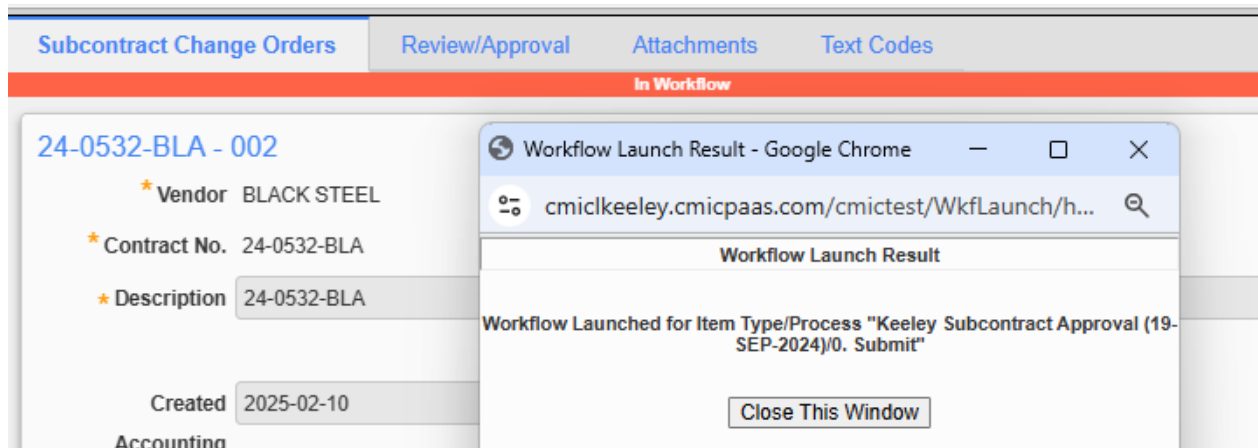
## Approve Subcontract CO

The project team will enter subcontract change orders as instructed above.

- Once the SCO is entered and complete, launch the internal workflow by clicking the [Workflow] button at the top of the Subcontract Change Orders screen.
  - The launch result will populate in a separate window.



The screenshot shows the 'Subcontract Change Orders' screen. At the top, there are buttons for 'Edit', 'Delete', 'Print', 'Workflow' (highlighted with a red box), 'Select Bid Items', and 'Close'. Below these are tabs for 'Subcontract Change Orders', 'Review/Approval', 'Attachments', and 'Text Codes'. The main content area displays details for '24-0532-BLA - 002', including Vendor (BLACK STEEL), Contract No. (24-0532-BLA), Contract Type (SUB), Description (24-0532-BLA), Created date (2025-02-10), Post Date, Accounting Description, Contact, and Workflow Status (Unsubmitted). A 'Pay When Paid' checkbox is also visible.



This screenshot shows the same 'Subcontract Change Orders' screen as above, but with a 'Workflow Launch Result' window overlaid. The window title is 'Workflow Launch Result - Google Chrome' and the URL is 'cmickeeley.cmicpaas.com/cmictest/WkfLaunch/h...'. The message inside the window states: 'Workflow Launched for Item Type/Process "Keeley Subcontract Approval (19-SEP-2024)/0. Submit"'. There is a 'Close This Window' button at the bottom of the overlay.

- The Procurement team will review and print the Subcontract Change Order, upload the attachment to the CMiC record and relaunch the workflow.
- The Project team will review the printed change order and approve the document via the workflow.
- The Procurement team will receive notification of approval and send the document to the subcontractor via DocuSign.
- Following execution, the Procurement team will post the SCO.

Generate Subcontract CO

Within the subcontract change order record, click the [Print] button.



SUBCONTRACT CHANGE ORDER

<b>PROJECT:</b> TEXAS TRUST CREDIT UNION	<b>SUBCONTRACT:</b> 19-7311-0JAC19-001
3712 S FM 2288, San Angelo, TX, 76901	<b>CHANGE:</b> 002 <b>DATE:</b> 2025-02-11 15:14:53.0

**CONTRACTOR:**  
JACKSON STONE  
13550 HWY 49 NORTH,  
JACKSON, MS, 39209

Change Item Code	Description	Amount
001	Additional wall	\$5,000.00

The Original Contract was	\$66,900.00
Net Change by previously authorized Change Orders	\$53,900.00
The Contract will be increased by this Change Order in the amount of	\$5,000.00
The new Contract Amount including this Change Order will be	\$71,900.00