



INFRASTRUCTURE

MINING & METALS

NUCLEAR, SECURITY & ENVIRONMENTAL

OIL, GAS & CHEMICALS

Instructions for Submitting a Change Request in Unifier

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1 Submitting a Change Request in Unifier

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

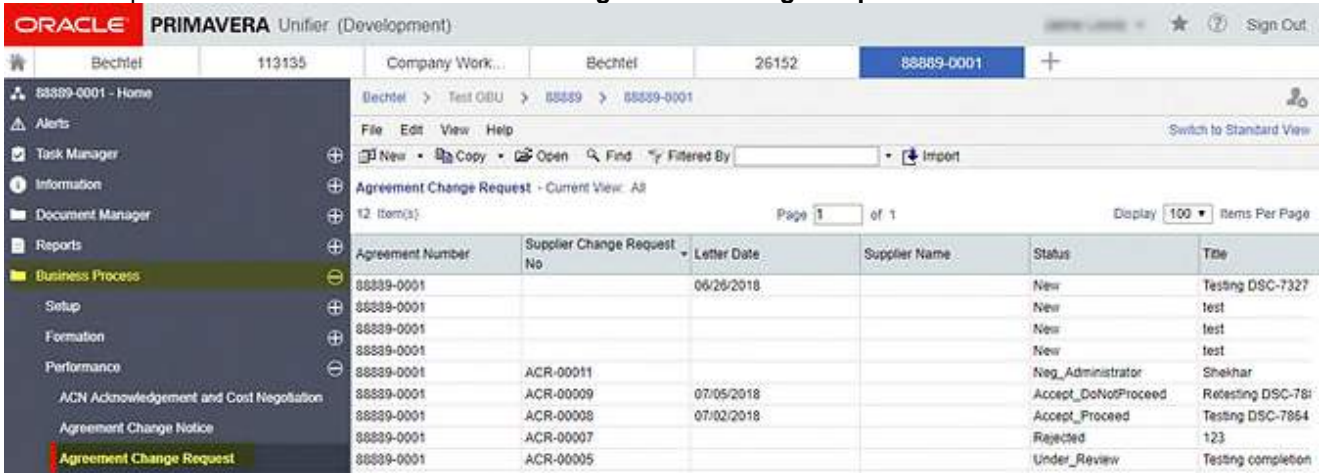
1. Login to **Unifier** via <https://dcsunifier.becpsn.com/>. Click on the + icon and search for your PO number



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)

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**

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



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

Agreement Number	Supplier Change Request No	Letter Date	Supplier Name	Status	Title	ACR Comments	Schedule Impact (Days)
88889-0001	ACR-00001			New	test	test	0

10. Accept the task

File Edit View Actions Help

Workflow Actions: **Accept Task** Decline Task Review Close Window

Agreement Change Request

Job Number: 88889 Project Name: 88889

Agreement Name: 88889-0001 PO Number: 88889-0001

Bechtel Entity Name: Supplier: Hitachi 88889

Supplier Change Request No: Status: New

Task Details

From: Task Due Date: Task Notes (0)

To: Task Status: Not Started Workflow Progress

Cc: Sent For: Save

Attach RFI Attach NCR Attach FCD

Current View: All

0 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Document Type	RFI No.	Short Description
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Grid Find

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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**

File Edit View Actions Help

Workflow Actions: **Send to Buyer** Send Save Spelling Add Attachment Discussion Review Close Window

Agreement Change Request

Job Number: 88889 Project Name: 88889

Agreement Name: 88889-0001 PO Number: 88889-0001

Bechtel Entity Name: Supplier: Hitachi 88889

Supplier Change Request No: ACR-00013 Status: New

Action Details

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.