

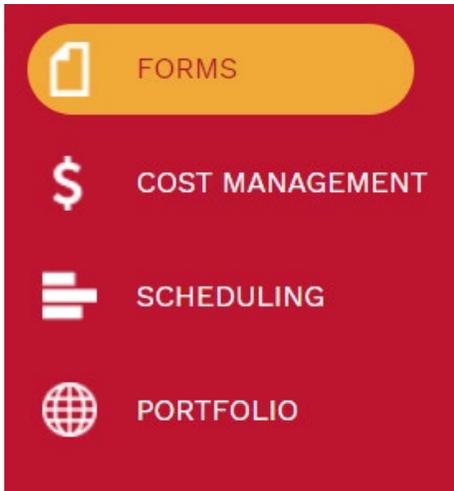
# Vendor

## Submitting an RFI

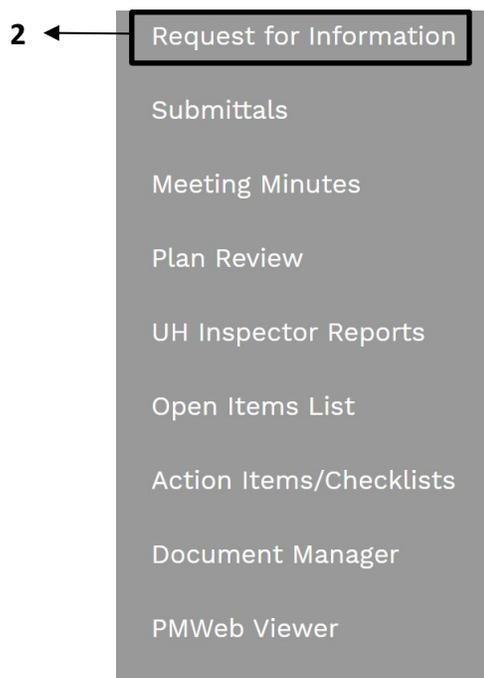
**Overview:** This guide outlines the process for a construction contractor to submit a Request for Information (RFI) for a project.

**References:** n/a

1- Click on **FORMS** from the buttons on the left.



2- Under Engineering Forms on the top left navigation pane, select **Request for Information**.



- 3- Click on  '+' in the top bar. This will start a new record.
- 4- **Project** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.
- 5- **RFI #** field – first RFI enter 001 then will auto populate with next sequential number.
- 6- **Description** field - Enter a brief descriptive explanation of the request for information.
- 7- **Reference** field – Optional field.
- 8- **Status** field – Shows current status.
- 9- **RFI Date** field – Optional Field. Internal Contractor RFI date for tracking purposes only. RFI's will be tracked in PMWeb solely by the "submitter date".
- 10- **Category** field – Select the appropriate category field under drop down.
- 11- **Priority** field – Optional field. Can select a priority field for preference (standard selection 03 - routine).
- 12- Click the  save button on top bar to save header. (This step is important).

Project	<b>4</b>	▼
RFI #*	<b>5</b>	
Description	<b>6</b>	
Reference	<b>7</b>	
Status	Draft <b>8</b>	▼
RFI Date	<b>9</b>	
Category	<b>10</b>	▼
Priority	<b>11</b>	▼
Affects Scope of Work	<input type="checkbox"/>	
Affects Cost	<input type="checkbox"/>	
Change Event		

**13-** Enter the question and proposed solution (if applicable) in the “Question” box. Note, the reviewer will post their response in the “Answer” box.

QUESTION

RBC ✓ "Times New Roman" 16px

**B** *I* U ~~S~~ **A**

Design HTML Preview

PROPOSED SOLUTION

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**B** *I* U ~~S~~ **A**

Design HTML Preview

ANSWER

RBC ✓ "Times New Roman" 16px

**B** *I* U ~~S~~ **A**

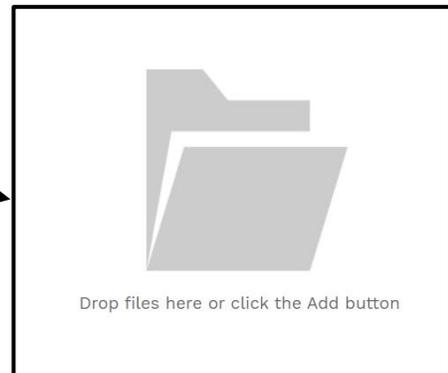
Design HTML Preview

**14-** To add reference documents, select the '**Attachments**' tab at the top.

**15-** Add attachments by dragging them to the 'Drop files here' section.

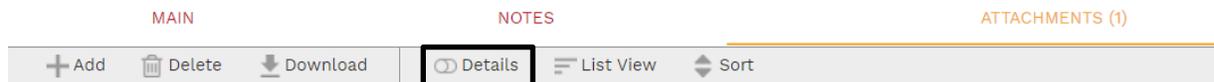


**15**



**16-** The description field autofills with the file name. Edit the description field to only include the description.

**17-** Click on **Details** toggle to show the details for attachments.



**17**

**18-** Review attachment details. Click on the 'Edit' icon to make edits

**19-** In the description field, provide a brief description of the attachment. Add notes or comments if needed.

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18



Description\*

Description of the Attachment

19

Linked Line

Notes

Geolocation

Version 1

Added From Upload

Added 01-02-2023

Added By Vendor - Vendor

ADD COMMENT

**20-** Click on the save icon.

**21-** Repeat the process for additional back up files.

**22-** Click the **Save** icon.

**23-** Select the **'Workflow'** tab at the bottom.

**24-** Click **submit** under "Workflow Actions".

**25-** Add **Comments** if applicable and click the **Save** button.



**26- Process Complete**