

Create Variation Claim

eProcurement - Quick Reference Sheet

Overview

This Quick Reference Sheet (QRS) describes how suppliers can raise a claim in connection with the subject matter of a contract.

Once the Variation Claim is entered into eProcurement and submitted for assessment, the Superintendent, Superintendent's Representative or Principal's Representative as appropriate to the form of contract assesses the claim and changes the status

Things You Need To Know

Users can **Save** the claim if necessary and submit at a later time.

Features Covered

- Access the Variation Claim Transaction
- Attach Supporting Information
- Save or Submit the Claim

Access the Variation Claim Transaction

1. From **Supplier Transactions** menu click **Variation Claim**.



The **Process Variation Claim** screen displays.

Note: Users Vendor name automatically displays on the screen next to **Vendor**.

2. Click **Create**.

Process Variation Claim

The screenshot shows the "Process Variation Claim" window. It has a "Variation Claim Selection" section with "Vendor: Sample Vendor" and a "Purchase Order:" field with a search icon and a "Search" button. Below this is an "Options" section with buttons for "Create", "Change", "Display", "Delete", and "Print".

The **Enter Claim Details** screen displays.

Note: Mandatory fields are indicated with a red asterisk (*) and must be completed. All other fields are optional.

3. Enter **Purchase Order** number and go to step 7, or click  to display a list of vendor specific purchase orders.
4. Click  to select required purchase order.
5. Click **OK** to copy purchase order number to previous screen.

The screenshot shows the "Enter Claim Details" window. It contains three fields: "Date Received: * 03.12.2015", "Purchase Order: * ", and "Variation Claim Number: * 0000".

Purchase Order	Transaction Type	Description
4200013955	ZE3D	MICRO TUNNELLING
4200017277	ZE3D	CLAISEBROOK
4200017693	ZE3D	CONSTRUCT EARTHWORKS B...
4200032502	ZE3D	WWTP UPGRADE
4200048343	ZE3D	STIRLING DANDALUP

Create Variation Claim

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- The **Variation Claim Number** automatically generates when the claim is saved.
- Enter a short text description of the claim in **Title**.
- Click  in **Basis for Claim** to continue.

The **Claim Basis** dialog box displays.

- Click  to select the contract clause code that is the contractual basis of the claim.

Note: Users can scroll down the list to find the clause reference and description relevant to their claim.

Basis	Short Description	Long Description
004	36.1 Item specification change	CL36.1 Change in the specificat...
001	36.1 Scope change for item	CL36.1 Change in scope of wor...
007	36.3 Variations Contractor conve...	CL36.3 Variations for Contracto...
132	36.6 Dayworks	CL36.6 Dayworks
133	37.5 Interest due by the Contractor	CL37.5 Interest due by the Con...
134	37.5 Interest due by the Principal	CL37.5 Interest due by the Prin...
136	39.9 Suspension of WUC Princip...	CL39.9 Suspension of WUC - P...
140	41 Not otherwise covered under ...	CL41 Not otherwise covered un...
155	8.1 Discrepancy in contract docu...	CL8.1 Discrepancy in contract ...
023	Claim	Refer to Claim Notification Det...

- The **Amount of Claim** defaults to **0.00**. Insert the sum being claimed or leave the value as **0.00** if the claim doesn't involve money.
- The **Currency** defaults to **AUD**. Do not change.
- If the claim involves an extension of time for completion, enter the number of calendar days an extension of time is being claimed in **EOT Claimed (Days)**.
- Enter the date first became aware of the basis of the claim in **Date of Awareness**. Use the format **DD.MM.YYYY**.
- Enter a **Description** that details what is the basis of the claim.
- Enter the **Circumstances** that explain the cause/s related to the claim.

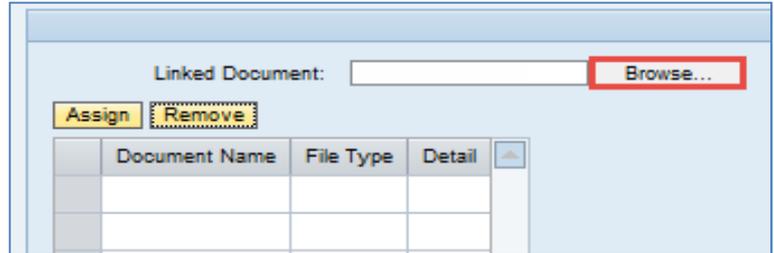
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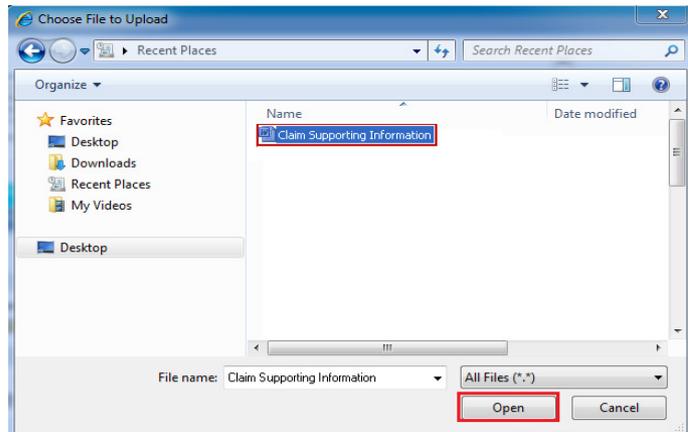
Attach Supporting Information

Ensure sufficient information for the claim to be assessed is attached. To add documents from your computer system, proceed as follows.

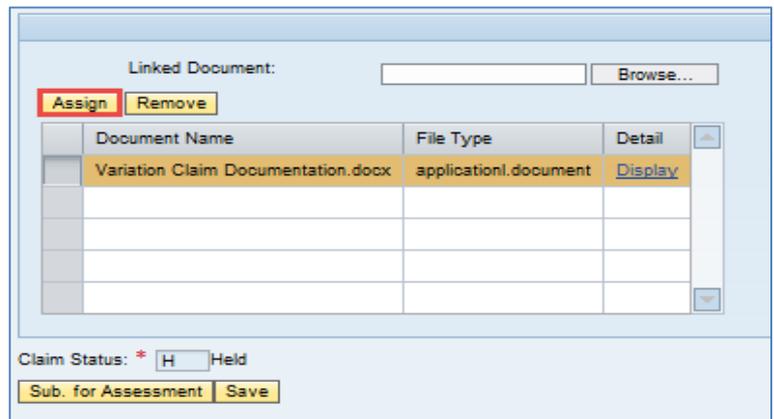
1. Click **Browse**.



2. Navigate to the file on your computer.
3. Highlight the document and then click **Open** to copy the file path to the previous screen.



4. Click **Assign** to attach the document. The attachment displays in the table.



Save or Submit the Claim

1. The Claim Status defaults to **H** for **Held**.
2. Click **Save** to save the Variation Claim with a **HELD** status. To amend the claim click **Sub. For Assessment** at a later date, or Click **Sub. For Assessment** and then **Save** to submit the notification for assessment. Once submitted you cannot amend the claim.

