

# Primavera Unifier

## User Guide for NEC4 Project Manager



G31397-02  
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Primavera Unifier User Guide for NEC4 Project Manager,

G31397-02

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Defined Cost:

1

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# 1

## About This Guide

The New Engineering Contract (NEC) is a formalized system created by the United Kingdom (UK) Institution of Civil Engineers that guides the drafting of documents on civil engineering, construction, and maintenance projects for the purpose of obtaining tenders, and awarding and administering contracts. NEC4 is the current suite of NEC Contracts. The contracts are suitable to procure a full array of works, services, and supplies, ranging from a major framework to small-scale projects.

Primavera Unifier is a project lifecycle management solution for capital planning, project delivery, cost control, and facilities and real estate management. Unifier provides governance across all project phases, from planning and building to operations and maintenance.

This guide explains how project manager, service manager, or clients can work with Unifier and NEC4. It covers a range of topics, including how to submit notifications; update the pain/gain calculator; and create and reply to instructions and compensation events.

For more information on Oracle Primavera Unifier, see the [Oracle Primavera Unifier Documentation](#). View our entire collection of documentation for the Unifier application. The documentation library also includes links to FAQs, training, and support. Our guides include:

- Unifier General User Guide
- Unifier Business Processes User Guide
- Unifier Managers User Guide

# 2

## Accessing Your Contract Shell

To access the contract shell in **User Mode**:

1. In the **Tabs** bar, select the **+** icon to the right of the **Company Workspace** tab. The **All Locations** form is displayed.
2. From the **All Locations** form, select the **Location** icon. A list of all locations you have access to is displayed.
3. Select your location or project.
4. Select your contract.

# 3

## Common Unifier Tasks

### Viewing your Tasks

To view all tasks that have been assigned to you:

1. Navigate to your **Contract Shell**.
2. Select **Tasks** from the left **Navigator**.

Origin	Business Process	Record Number	Title	Record Due	From	Sent for	Task Due	Received	Workflow Name
Reading Bypass	Submissions	SUB-000003	Quality Policy		John Smith	Reply		12/15/2023 04:13 A...	Submission
Reading Bypass	Quotations	QUOTE-000003	Vegetation clearance		John Smith	Reply		12/15/2023 03:49 A...	ECC Quotations
Reading Bypass	Notification of Co...	NCE-000002	Unexpected physic...		John Smith	Reply		12/15/2023 03:32 A...	Notification of Co...
Reading Bypass	Notification of Co...	NCE-000001	Permits not issued		John Smith	Reply		12/15/2023 03:27 A...	Notification of Co...

### Adding Attachments

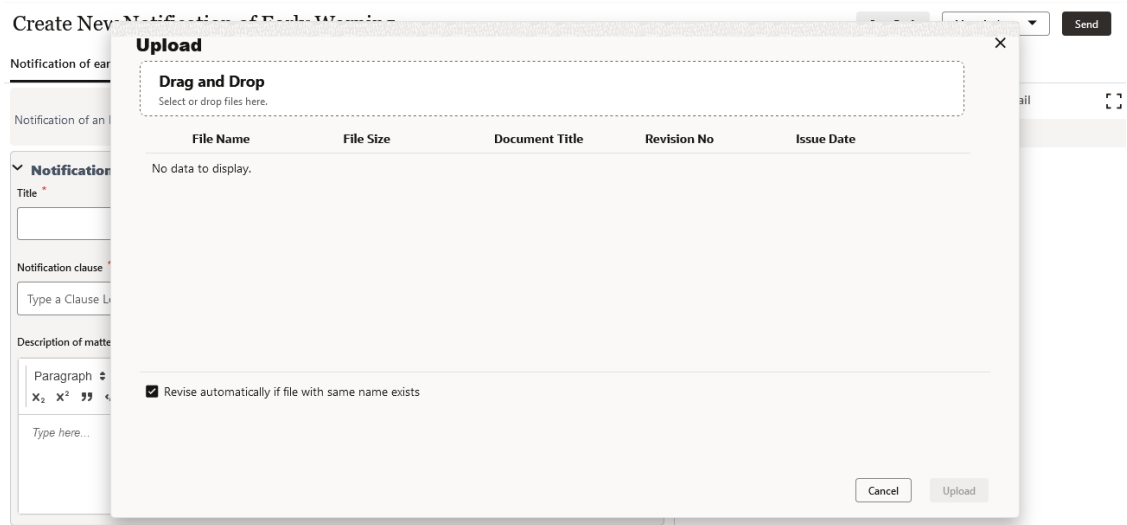
You can upload attachments to every notification. To upload attachments:

1. Select the **Attachments** tab.
2. From the **Attachments** panel, select the **paper clip** icon.
3. Either:
  - Drag and drop files
  - Use the **Browse** button to find a file.
4. After adding your files, select **Upload**.

All added attachments are added to the **Attachments** panel in the workflow.

#### Tip

To remove an attachment, select the gear icon next to your attachment and choose **Remove**.

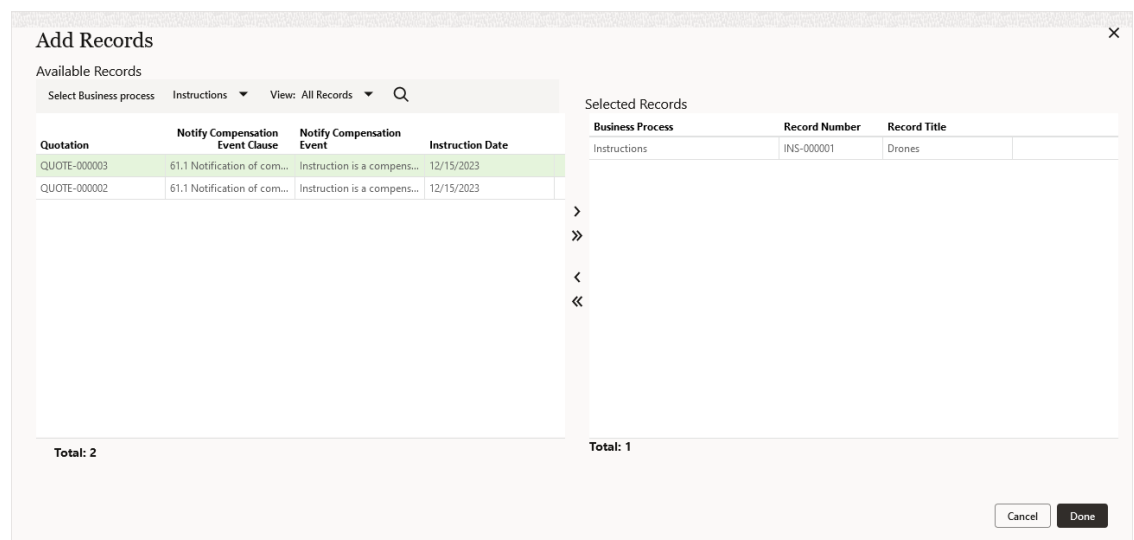


## Creating a Reference Process to Link Notifications

Notifications can be linked together using the **Linked Records** tab.

To link notifications:

1. Select the **Linked Records** tab on the right panel.
2. Select the **Add** icon from the **Linked Records** pane. The **Add Records** dialogue box is displayed.
3. From the **Select Business process** drop-down menu, select the business process type to open all records of that business process type.
4. Select the records you want to link. Use the **>** arrow to move an individual record to the **Selected Records** panel, or select **>>** to move all records.
5. Repeat steps 3 and 4 for other business process types.
6. Select **Done**.



## Adding Key/Sectional Completion Dates

**Key/Sectional Completion Dates** for the NEC4 contract are available across a number of business processes and are created the same way in each.

To add key/sectional completion dates:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **NEC4 Contract Dates**, and then select **Key/Sectional Dates**.

All key sectional completion dates submitted by the administrator are available to view.

3. Select the **Key/Sectional Completion Dates** tab.
4. Select **Add** to create a new line item.  
If required, you can add multiple line item records.
5. Select the **clause picker** icon next to **Key/Sectional Completion Date clause** to view all clauses available for selection on this notification.
6. Once you complete all fields, select **Save**.
7. Select **Send** to submit the record.
  - You can now access the notification from the left **Navigator** by selecting **Submissions**, and then selecting **Programmes**.
  - The application creates a task for the other party to review.

Line Item Details

Attachments

Linked Records



### Key/Sectional Completion Date information

Key/Sectional Completion Date



Planned Completion



Short Description \*

Cancel

Save

Save & Add New

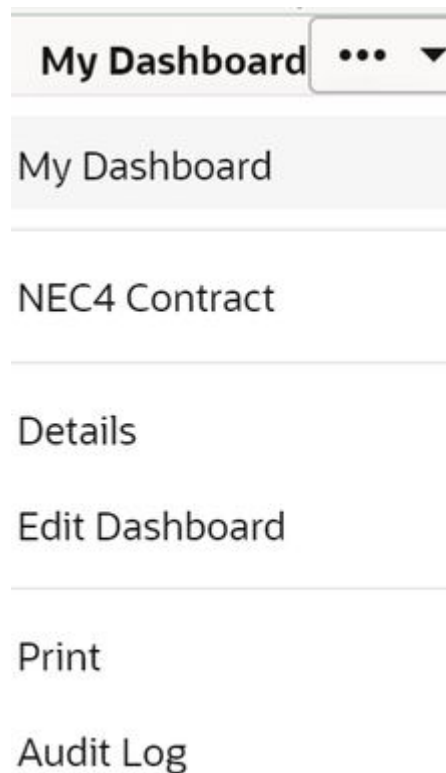
# 4

## Updating the NEC4 Contract Dashboard

The NEC4 Contract Dashboard shows the contract summary as well as bars and graphs to illustrate the contract information.

To view your contract dashboard:

1. Navigate to your **Contract Shell**.
2. From the top left corner, select the contract name.  
The dashboard defaults to the **My Dashboards** view.
3. To change the view to your **NEC4 Contract Dashboard**, select the ... icon in the top right corner and select **NEC4 Contract**.
4. Optional. Select the ... icon and choose **My Dashboard** to change back to the **My Dashboards** view.



Lancashire Hotel - Home
Test > Guiseley Hospital Project > Lancashire Hotel
⚙️

Overview
PM Actions
Contractor Actions
Contract Cost Sheet
Early Warnings
Compensation Events
Compensation Events - Cost
NEC4 Contract

- Tasks
- Drafts
- Directory
- Mailbox
- Information
- Document Manager & Subm...
- Financial Analysis
- Reports
- NEC4 Contract Administration
- NEC4 Contract Dates
- Early Warnings
- Compensation Events
- Notifications
- Submissions
- Quality
- Payments
- Completion and Takeover

#### Contract Overview

<b>Contract Name</b> Lancashire Hotel	<b>The Contractor/Consultant is</b> RPC UK LTD
<b>Contract Number</b> CON-000016	<b>Starting Date</b> 07/03/2023
<b>Contract Type</b> ECC	<b>Completion Date</b> 06/03/2024
<b>Main Option</b> B	<b>Revised Completion Date</b> 06/23/2024


#### Accepted Planned Completion Date

09/29/2023

#### Contract Value

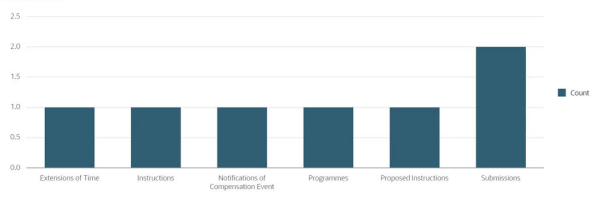
£10,000,000.00

#### Late Actions



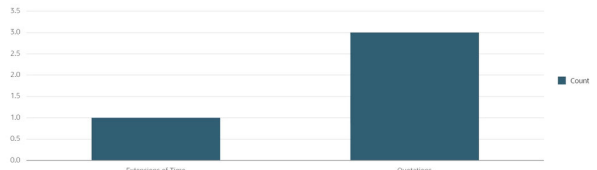
- Contractor
- Project Manager

#### PM Actions



Action	Count
Extensions of Time	1
Instructions	1
Notifications of Compensation Event	1
Programmes	1
Proposed Instructions	1
Submissions	2

#### Contractor Actions




Action	Count
Extensions of Time	1
Programmes	3

# 5

## Using the Pain/Gain Calculator



To calculate NEC4 Pain/Gain Share:


1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Information**, and then select **General**.
3. From the **General** pane, select **Pain/Gain Calculator** to open the **Pain/Gain Calculator** form.
4. Select **Edit**.
5. Complete all the required fields in the notification, the form cannot be sent until all the required fields are filled in.
6. Select **Send** to submit the form.

Pain/Gain Calculator Submit Save 

Pain / Gain Calculator

Cost Overrun		0.00
Less than (%) *		Share (%) *
<input type="text" value="0"/>		<input type="text" value="0"/>
Amount in Range	Contractor/Consultant Share	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
From (%)	To (%) *	Share (%) *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Amount in Range	Contractor/Consultant Share	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

Attachments | Comments | Linked Records | Linked Mail |  

  
Information  
No Attachments.

# 6

## Creating a Notification of Early Warning

To create a notification for an NEC4 early warning:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Early Warnings**, and then select **Notification of Early Warning**.
3. Select **Create**.  
The **Create New Notification of Early Warning** form is displayed.
4. Complete all the required fields in the notification, the form cannot be sent until all the required fields are filled in.
5. Select the clause picker icon next to **Notification Clause** to view all clauses available for selection on this notification.
6. For the **Matter Could** field, select the relevant options.

### **Note**

You cannot proceed until you have selected at least one option.

7. Once all fields have been filled in, select **Send**.
  - The notification is now available in the **Early Warning Register** for the project manager to take action.
  - The status is set to **Open**.

## Create New Notification of Early Warning

### Notification of Early Warning

Notification of an NEC4 Early Warning

#### ▼ Notification of Early Warning Details

Title \*

Required

Notification Clause \*

Type a Clause Long Description...



Required

Description of Matter \*

Paragraph ▾ | **B** *I* U ~~S~~ **A** | | |

$x_2$   $x^2$  " " < /> *x* ↺ ↻


Type here...

# 7

## Updating the Early Warning Register

To update the early warning register:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Early Warnings**, and then select **Early Warning Register**.
3. Select the Early Warning record you want to update.  
The **Early Warning Register** form is displayed.
4. Select the **Edit** button.
5. Select the **Actions** tab.
6. Select **Add** and complete the required fields in the **Actions** tab. If required, you can add multiple line item records.
7. In the **Line Item Status** drop-down menu, select the proposal status (**Open** or **Closed**).  
The Project Manager can update the proposal status.
8. In the **Status** drop-down menu, select the early warning register status.
9. Select **Submit** to update the record with your changes.

Early Warning Register Submit Save 

Early Warning Register **Actions**

No.	Proposal	Owner	Target Date	Line Item Status	Close
-----	----------	-------	-------------	------------------	-------

**Action**

Action \*

Owner \*

Target Date \*

Line Item Status \*

# 8

## Submit Instruction

To submit an NEC4 instruction including Notification of a Compensation Event and Quotation request:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Instructions> Instructions**.
3. Select **Create** to open the **Create New Instructions** form.
4. Complete all the required fields, the form cannot be sent until all the required fields are filled in
5. Use the **clause picker** icon to select from a list of available clauses for the following fields: **Instruction Clause**, **Notify compensation event**, **Compensation even type**, and **Quotation Instruction clause**.
6. Select the **Additional information** tab to add more information. If required, you can add multiple line item records.
7. Once all fields have been filled in, select **Send** to submit the instruction.
  - You can now access the instruction from the left **Navigator** by selecting **Instructions**.
  - If you selected the **Quotation is Instruction** option, a quotation task is auto-created.

### Create New Instructions

**Instruction**    Additional Information

NEC4 Instruction including Notification of a Compensation Event and Quotation request.

#### ▼ Instruction Details

Title \*

Required

Instruction Clause \*

Type a Clause Long Description...



Required

Instruction \*

Paragraph | B I U S A | | |

x<sub>2</sub> x<sup>2</sup> ” ” </> | I<sub>x</sub> ↺ ↻

Type here...

# 9

## Submitting a Proposed Instruction

To submit a proposed instruction:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Compensation Events**, and then select **Proposed Instruction**.
3. Select **Create** to open the **Create New Proposed Instructions** form.
4. Complete all the required fields, the form cannot be sent until all the required fields are filled in.
5. Select the **clause picker** icon next to the **Proposal Instruction Clause** field to view the clauses available for selection on this notification.
6. Select the **Additional information** tab to add additional information. If required, you can add multiple line item records.
7. Once all fields have been filled in, select **Send** to submit the proposed instruction.
  - You can now access the proposed instruction from the left **Navigator** by selecting **Proposed Instructions**.
  - A quotation task is auto-created.

### Create New Proposed Instructions

Proposed Instruction    Additional Information

NEC4 Proposed Instruction and Quotation Request.

▼ **Proposed Instruction Details**

Title \* Required

Proposed Instruction Clause \* Required

Type a Clause Long Description...

Proposed Instruction \* Required

Paragraph | B | I | U | | | | | | | | | | | |

x<sub>2</sub> x<sup>2</sup> ” </> | | | |

Type here...

Assumptions



# 10

## Notifying a Compensation of Event

To send a notification of an NEC4 compensation event:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Compensation Events**, and then select **Notification of Compensation Event**.
3. Select **Create** to open the **Create New Notification of Compensation Event** form.
4. Complete all the required fields, the form cannot be sent until all the required fields are filled in.
5. Use the **clause picker** icon to select from a list of available clauses for the following fields: **Notify compensation event clause**, **Compensation even type**, and **Quotation Instruction clause**.
6. Select the **Additional information** tab to add more information. If required, you can add multiple line item records.
7. Once all fields have been filled in, select **Send** to notify the compensation event.
  - You can now access the notification from the left **Navigator** by selecting **Compensation Events**, and then selecting **Notification of Compensation Event**.
  - A quotation task created for review.

# Create New Notification of Compensation Event

Notification of compensation event    Additional Information

Notification of an NEC4 compensation event

## Notification of compensation event details

Title \*

  
Required

Notify compensation event clause \*

  
Required

Compensation event type \*

  
Required

Compensation event details \*

Paragraph ▾ | **B** *I* U ~~S~~ A ~~A~~ |

x<sub>2</sub> x<sup>2</sup> ” ” </> | I<sub>x</sub> ↺ ↻

Type here...

# 11

## Notifying a Compensation of Event (Short Contract)

To send a notification of an NEC4 compensation event on a short form contract including quotation:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Compensation Events**, and then select **Notification of Compensation Event (Short Contract)**.
3. Select **Create** to open the **Create New Notification of Compensation Event (Short Contract)** form.
4. Complete all the required fields, the form cannot be sent until all the required fields are filled in.
5. Use the **clause picker** icon to select from a list of available clauses for the following fields: **Notify compensation event clause**, **Compensation even type**, **Compensation event details**, **Reference comment**, and **Quotation Instruction clause**.
6. Select the **Additional information** tab to add more information. If required, you can add multiple line item records.
7. Once all fields have been filled in, select **Send** to submit the notification.
  - You can now access the notification from the left **Navigator** by selecting **Compensation Events**, and then selecting **Notification of Compensation Event (Short Contract)** .
  - A quotation task created for review.



# 12

## Reply to Notification of Compensation Event

To reply to a notification of compensation event:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the notification of compensation event task from your **Tasks** page. The **Notification of Compensation Event** form is displayed.
4. Select **Accept** to accept the task.
5. Under the **Instruct quotation** section, select from the following options:
  - **Event is a compensation event and quotation is instructed** Choose this option to instruct the quotation.
  - **Quotation is not instructed** Choose this option to not accept the compensation event.
6. Complete the required fields.
7. Select the clause picker icon next to the **Quotation instruction clause** field to view the clauses available for selection
8. If you selected the option **Quotation is not instructed**, enter the reasons the quotation was not instructed.
9. Select if an early warning was given. Choose either **Yes** or **No**.
10. This step is required only if you selected the option **Yes** for step 9. Select the clause picker icon next to the **Notification of early warning** field, to select a record number.
11. This step is required only if you selected the option **No** for step 9. Choose the option **Yes** or **No** for the field: **Should the Contractor/Consultant have given an early warning notification that an experienced Contractor/Consultant have given?**
12. Once all fields have been completed, select **Send**.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - The Notification of Compensation Event will is now available.

Notification of compensation event    Additional Information    Quotation    Response Time Extensions

**▼ Instruct quotation**

Is notification a compensation event? \*

- Event is a compensation event and quotation is instructed     Quotation is not instructed

Required

Reply details \*

Paragraph ▾ | **B** **I** **U** ~~S~~ **A** | | |

x<sub>2</sub> x<sup>2</sup> ” ‹› | I<sub>x</sub> ↺ ↻

Type here...

Quotation instruction clause

Type a Clause Long Description... ▾

Assumptions for quotation

Paragraph ▾ | **B** **I** **U** ~~S~~ **A** | | |

x<sub>2</sub> x<sup>2</sup> ” ‹› | I<sub>x</sub> ↺ ↻

Type here...

# 13

## Reply to Notification of Compensation Event (Short Contract)

To reply to a notification of compensation event (short contract):

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the notification of compensation event (short contract) task from your **Tasks** page. The **Notification of Compensation Event (Short Contract)** form is displayed.
4. Select **Accept** to accept the task.
5. Select one of the following options for the **Is notification a compensation event?** field:
  - **Event is a compensation event and quotation is instructed**
  - **Event is a compensation event and Client will make own assessment**
  - **Event is not a compensation event**
6. Complete the required fields.
7. Select the clause picker icon next to the **Reasons the event is not a compensation event** field to view the clauses available for selection. This field is required only if the **Event is not a compensation event** option was selected in step 5.
8. If you selected the option **Quotation is not instructed**, enter the reasons the quotation was not instructed.
9. Select if an early warning was given. Choose either **Yes** or **No**.
10. This step is required only if you selected the option **Yes** for step 9. Select the clause picker icon next to the **Notification of early warning** field, to select a record number.
11. This step is required only if you selected the option **No** for step 9. Choose the option **Yes** or **No** for the field: **Should the Contractor/Consultant have given an early warning notification that an experienced Contractor/Consultant have given?**
12. Once all fields have been completed, select **Send**.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - The Notification of Compensation Event (Short Contract) is created.
  - If the compensation event is accepted, a task is created for the finance administrator.
  - If the client is making their own assessment, a Compensation Event Assessment task is created.

**Notify compensation event reply**

Is notification a compensation event? \*

Event is a compensation event and quotation is accepted  
 Event is a compensation event and Client will make own assessment   
  Event is not a compensation event

Required

Reply details \*

Paragraph ▾ | **B** *I* U ~~S~~ **A** ~~A~~ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺ | ☰ ☷ ☹ ☺

x<sub>2</sub> x<sup>2</sup> ” ” ‹ › | I ↻ ↺

Type here...

Reasons the event is not a compensation event

Select 🔍

## Replying to Notification of Compensation Event: Adding Financial Breakdown

If your notification of compensation event is accepted, the application auto creates a task to enter the financial breakdown.

To enter the financial breakdown for a compensation event:

1. From the left **Navigator**, select **Tasks**.
2. Select the notification of compensation event (short contract) task from your **Tasks** page. The **Notification of Compensation Event (Short Contract)** form is displayed.
3. Select **Accept** to accept the task.
4. Select the **Quotation Breakdown** tab.
5. Select a quotation line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the cost breakdown.
  - The cost sheet is automatically updated.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

Notification of Compensation Event (Short Contract) Send Save

Notification of compensation event **Quotation Breakdown** Compensation Event Assessments Response Time Extensions Quotation

View Currency Transaction Currenc

No.	Short Description	Description	Cost Line Item Type	Item Q
001	Lump Sum	Lump Sum	Lump Sum	

**Total: 1**

Total Amount : £5,000.00

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

Not Costed Amount : £0.00

No.	Cost Code *	Cost Name	Short Description *	Amount
001	01	Construction	Lump Sum	5,000.00

**Total: 1** **Total Amount: £5,000.00**

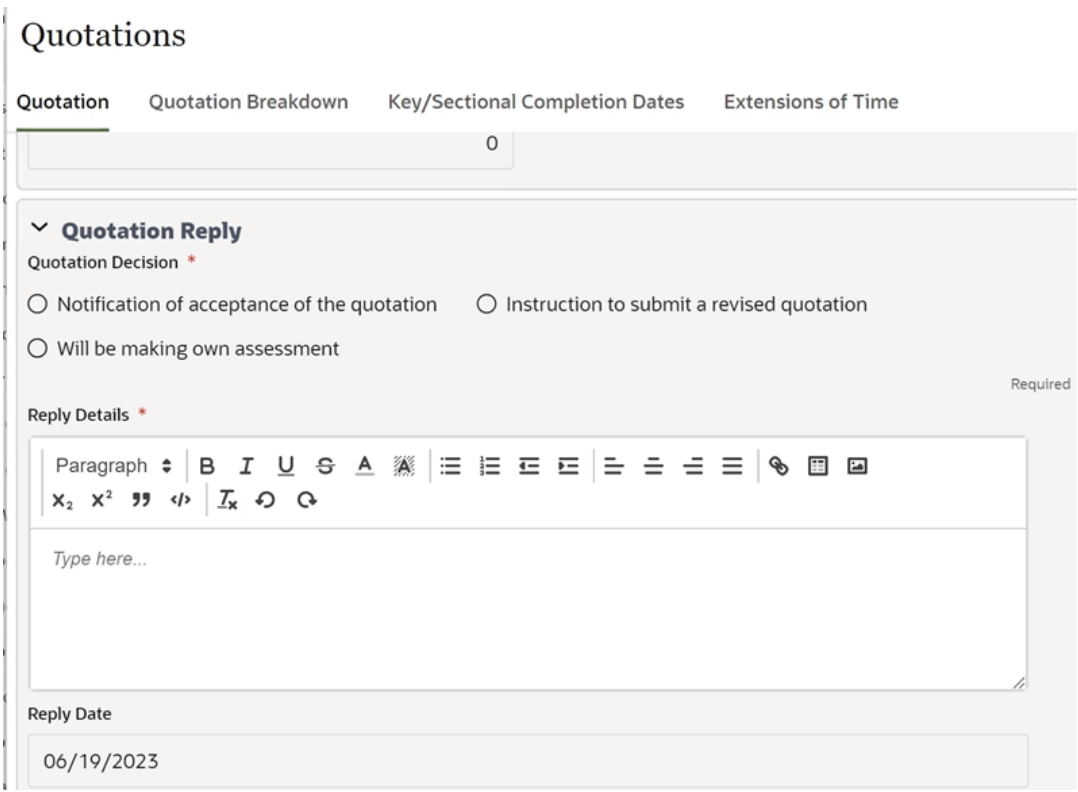
Cancel Save

# 14

## Replying to Quotation

To reply to a quotation:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the quotation task from your **Tasks** page. The **Quotations** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Quotation decision** field, choose one of the following options: **Notification of acceptance of the quotation** or **Instruction to submit a revised quotation** or **Will be making own assessment**.
6. Complete the required fields and select **Send** to submit the reply.
  - If you accepted the quotation, the application auto creates a task for the Financial Administrator to add the cost breakdown on the accepted quote.
  - If you requested a revised quotation, the application auto creates a task for the Contractor/Consultant to submit a revised quotation.
  - If you selected to make your own assessment, the application auto creates a task for the Project Manager/Service Manager/Client to create an assessment.

1. The screenshot shows the 'Quotations' form with several tabs: 'Quotation', 'Quotation Breakdown', 'Key/Sectional Completion Dates', and 'Extensions of Time'. The 'Quotation' tab is active. Below the tabs is a search bar with the number '0'. The main section is titled 'Quotation Reply' and contains a 'Quotation Decision' field with three radio button options: 'Notification of acceptance of the quotation', 'Instruction to submit a revised quotation', and 'Will be making own assessment'. Below this is a 'Reply Details' field with a rich text editor toolbar and a text area containing the placeholder 'Type here...'. At the bottom, there is a 'Reply Date' field with the date '06/19/2023' entered. A 'Required' label is visible to the right of the 'Reply Details' field.

## Replying to Quotation: Adding Financial Breakdown

If your quotation is accepted, the application auto creates a task to enter financial breakdown for the quotation.

To enter the financial breakdown for a quotation:

1. From the left **Navigator**, select **Tasks**.
2. Select the quotation task from your **Tasks** page. The **Quotations** form is displayed.
3. Select **Accept** to accept the task.
4. Select the **Quotation Breakdown** tab.
5. Select a quotation line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the cost breakdown.
  - The cost sheet is automatically updated.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

Quotations Send Save

Quotation **Quotation Breakdown** Key/Sectional Completion Dates Task Orders Response Time Extensions

View Currency Transaction Currenc

No.	Short Description	Description	Cost Line Item Type
001	Lump Sum	Lump Sum	Lump Sum

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

Not Costed Amount : £0.00

No.	Cost Code *	Cost Name	Short Descriptio...	Amount
001	02	Professional Services	Lump Sum	7,000.00

Total: 1 Total Amount: £1,000.00

Total Amount : £1,000.00 Cancel Save

# 15

## Creating a Compensation Event Assessment

To create an assessment of an NEC4 compensation event:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the compensation event task from your **Tasks** page. The **Compensation Event Assessment** form is displayed.
4. Select **Accept** to accept the task.
5. Complete the required fields. You cannot send this form without completing the required fields.
6. Select the **clause picker** icon next to the **Compensation Event Assessment Clause** field to view all clauses available for selection.
7. Select the **Assessment Breakdown** tab to begin adding the cost line items.
8. Select **Add** and choose the type of line item you want to add. The options displayed are: **Lump Sum**, **Unit Cost**, **Variable Unit Cost**, and **Modify Committed Line Item**.
9. Complete the required fields and click **Save** to add the line item to the Assessment Breakdown.
10. If required, add multiple line items by repeating steps 8 and 9.
11. Select the **Key/Sectional Completion Dates** tab to submit sectional dates. For more information, see topic [Adding Key/Sectional Completion Dates](#).
12. Once all fields have been filled in, select **Send** to submit the compensation event assessment for internal review.
  - Note, during the internal review stage, you can submit a Response Time Extension. For more information, see topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - After completing the internal review stage, the system auto creates a task for the Financial Administrator to allocate costs.

**▼ Compensation event assessment details**

Title \*

Compensation event assessment clause \*

☑

Required

Compensation event assessment details \*

Paragraph ▾ | **B** | *I* | U | ~~S~~ | **A** | | | | | |

$x_2$   $x^2$  " " < > ↵ ↻ ↺

Type here...

**▼ Assessment summary**

Reference Commit ⓘ

☑
✕

Change to the Prices

Change to the Completion Date \*

## Compensation Event Assessment: Adding Financial Breakdown

To enter the financial breakdown for the compensation event assessment:

1. From the left **Navigator**, select **Tasks**.
2. Select the compensation event assessment task from your **Tasks** page.
3. Select **Accept** to accept the task.
4. Select the **Assessment Breakdown** tab.
5. Select a line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the compensation event assessment for internal review.
  - The cost sheet is automatically updated.

Compensation Event Assessments

Send Save

Compensation event assessment Assessment Breakdown Key/Sectional Completion Dates

No.	Short Description	Description	Cost Line Item Type	Item Quantity
Total: 0				

Total Amount : £0.00

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

**General information**

Short Description \*  Required

Description \*  Required

Cost Line Item Type

Item Quantity

Unit of Measure

Item Unit Cost

Cancel Save Save & Add New

# 16

## Viewing Implemented Compensation Events

An Implemented Compensation event is auto created when a compensation event workflow is completed with a change to price and/or time.

To view all accepted records from Quotations, Compensation Event Assessments, Notification of Compensation Events and Notification of Compensation Events (Short Contracts):

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Compensation Events**, and then select **Implemented Compensation Events**.

Test > Guiseley Hospital Project > Oldham Bypass

### Implemented Compensation Events

Actions View: All Records

Record Number	Implementation Date	Quotation	Compensation Event Assessment	Notification of Compensation Event (Short Contract)	Change to the completion date	Change to the prices
CE-000002	06/22/2023		CEA-000002		5	10,000.00
CE-000001	06/19/2023	QUOTE-000001			0	50,000.00



# 18

## Submitting Other Communications

To submit other NEC4 communications:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Notifications**, and then select **Other Communications**.
3. Click **+ Create** to open the **Create New Other Communications** form.
4. Complete all the required fields, the form cannot be sent until all the required fields are filled in.
5. Select the **clause picker** icon next to **Other communication clause** to view all clauses available for selection on this notification.
6. Once all fields have been filled in, click **Send** to issue the notification.
  - You can view the notifications from the left **Navigator** by selecting **Notifications**, and then selecting **Other Communications**.


### Create New Other Communications

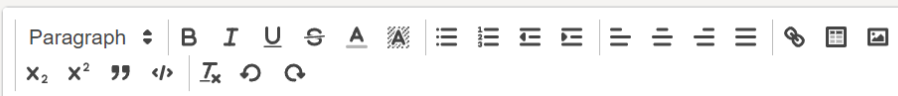
Other communications

Sending other NEC4 communications

▼ **Other communication details**

Title \*  Required

Other communication clause \*   Required

Other communication details \* 

*Type here...*

# 19

## Replying to a Value Engineering Proposal

To reply to a value engineering proposal:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the value engineering proposal task from your **Tasks** page. The **Value Engineering Proposals** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Proposal decision** field, choose one of the following options: **Proposal Accepted and Instruction to be given** or **Proposal is being considered and Proposed Instruction to be given** or **Proposal is not accepted**.
6. Complete the required fields and select **Send** to submit the reply.
  - If the **Proposal Accepted and Instruction to be given** option is selected, then an instruction task is created for the **Project Manager/Service Manager/Client**.
  - If the **Proposal is being considered and Proposed Instruction to be given** option is selected, then a proposed instruction task is created for the Project Manager/Service Manager/Client.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

▼ **Proposal reply**

Proposal decision \*

Proposal is accepted and instruction to be given

Proposal is being considered and proposed instruction to be given  Proposal is not accepted

Reply details \* Required

Paragraph | B I U ~~S~~ A [background color] | [bulleted list] [numbered list] [decrease indent] [increase indent] | [link] [unlink] [insert table] [insert image]

x<sub>2</sub> x<sup>2</sup> ” ‹/› | I<sub>x</sub> ↺ ↻

Type here...

Reply date

29/08/2023

Reply by

[Empty input field]

# 20

## Replying to a Proposal

To reply to a proposal:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the proposal task from your **Tasks** page. The **Proposals** form is displayed.
4. Select **Accept** to accept the task.
5. Select if you want to either accept or not accept the proposal.
6. Complete all the required fields.
7. Select **Send** to submit the reply.
  - If the proposal is accepted, a task is created for the finance administrator to complete the cost breakdown.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.



**Proposal reply**

Proposal decision \*

Accepted  Not accepted

Required

Reply details \*

Paragraph | B I U G A ~~A~~ | |

x<sub>2</sub> x<sup>2</sup> ” ” ‹ › I<sub>x</sub> ↺ ↻

Type here...

Reply date

29/08/2023


Reply by

## Proposals: Adding Financial Breakdown

To enter the financial breakdown for a proposal:

1. From the left **Navigator**, select **Tasks**.
2. Select the proposal task from your **Tasks** page. The **Proposals** form is displayed.

3. Select **Accept** to accept the task.
4. Select the **Proposal Breakdown** tab.
5. Select a proposal line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **+ Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the cost breakdown.
  - The cost sheet is automatically updated.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

Proposals Send Save 


Proposals **Proposal Breakdown** Response Time Extensions

No.	Short Description	Description	Cost Line Item Type	Item Quantity	Unit of Meas.
001	Lump Sum	Lump Sum	Lump Sum	0	

Total: 1 Total Amount : £2,000.00

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

+  Not Costed Amount : £2,000.00

No.	Cost Code *	Cost Name

Total: 0 Total Amount: £0.00

# 21

## Viewing Implemented Proposals

To view all accepted proposal records:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Proposals**, and then select **Implemented Proposals**.

Edinburgh Bypass Construction - Ho... Oracle > Bypass & Flood Alleviation Scheme > Edinburgh Bypass Construction

### Implemented Proposals

Actions View : All Records

Record Number	Implementation Date	Proposal	Change to the completion date	Change to the prices
IP-000001	29/08/2023	PRO-000003	7	2,000.00

## Notifying Response Time Extension

The option to create a response time extension is available across multiple business processes. In this topic, we will create a response time extension on a programme submission. The same instruction apply to other business processes that have the option to create response time extensions.

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Submissions> Programmes**.
3. The Programmes Reply form is displayed. All fields in the top block are auto populated by the system.
4. Select **Accept** to accept the task.
5. Select the **Response Time Extension** tab.
6. Select **Create**. The **Create New Response Time Extension** form is displayed.
7. Complete the required fields. You cannot send this form without completing the required fields.
8. Select **Send** to submit the response time extension for acceptance.
  - You can now access the response time extension from the left **Navigator** by selecting **Submission**, and then selecting **Response Time Extension**.
  - A task is created for the other party to review.

## Create New Response Time Extension

### Response time extension

NEC4 request response time extension

#### Response time extension details

Title \*

Required

Reason for response time extension request \*

Paragraph **B** *I* U

$x_2$   $x^2$  " " < /> *I*<sub>x</sub> ↺ ↻

Type here...

Requested extension date \*

Required

# 23

## Replying to Response Time Extension

The option to reply to a response time extension is available across multiple business processes. In this topic, we used the example of replying to a response time extension on a programme submission. The same instruction apply to other business processes that have the option for response time extension.

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the response time extension task from your **Tasks** page. The **Response Time Extension** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Response time extension decision** field, choose from one of the following options: **Accepted** or **Not Accepted**.
6. Complete the required fields and select **Send** to submit the reply.

▼ **Response time extension reply**

Response time extension decision \*

Accepted     Not accepted

Required

Reply details \*

Paragraph | B I U ~~A~~ A | |

x<sub>2</sub> x<sup>2</sup> ” ‹› |

Type here...

# 24

## Replying to a Plan Submission

To reply to a plan submission:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the plans task from your **Tasks** page. The **Plans** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Plan submission decision** field, choose from one of the following options: **Accepted** or **Not Accepted**.
6. Complete the required fields. If you selected the **Not Accepted** option in step 5, select the clause picker next to the **Reason for not accepting plan** field to choose the reason for rejecting the plan submission.
7. Select **Send** to submit the reply.  
See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

You can now access the plan from the left **Navigator** by selecting **Submissions**, and then selecting **Plans**.

# Plans

**Plan**    Additional Information    Response Time Extensions

## ▼ Plan reply

Plan submission decision \*
















Accepted     Not accepted

Required

Reasons for not accepting plan

Select 

Reply details \*

Paragraph  **B** *I* U  **A**  |     |       
*x<sub>2</sub>* *x<sup>2</sup>*   |     
*Type here...*

Reply date

29/08/2023

Reply by

# 25

## Replying to a Programme Submission

To reply to a programme submission:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the programme task from your **Tasks** page. The **Programmes** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Programme submission decision** field, choose from one of the following options: **Accepted** or **Not Accepted**.
6. Complete the required fields. If you selected the **Not Accepted** option in step 5, select the clause picker next to the **Reason for not accepting programme** field to choose the reason for rejecting the programme submission.
7. Select **Send** to submit the reply.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - You can now access the programme from the left **Navigator** by selecting **Submissions**, and then selecting **Programmes**.

# Programmes

Programme    Key/Sectional Completion Dates    Response Time Extensions


**Programme reply**

Programme submission decision \*















Accepted     Not accepted



Required

Reasons for not accepting programme

Select 

Reply details \*

Paragraph  **B** *I* U  **A**  |     |     |   

$x_2$   $x^2$  " " < > U  

Type here...

Reply date

29/08/2023

Reply by

# 26

## Replying to a Submission

To reply to a submission:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the submission task from your **Tasks** page. The **Submissions** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Submission decision** field, choose from one of the following options: **Accepted** or **Not Accepted**.
6. Complete the required fields and select **Send** to submit the reply.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - You can now access the plan from the left **Navigator** by selecting **Submissions**, and then selecting **Submissions**.

▼ **Submission reply**

Submission decision \*

Accepted  Not accepted

Required

Reply details \*

Paragraph ¶ | **B** *I* U ~~S~~ **A** ~~A~~ | | |

x<sub>2</sub> x<sup>2</sup> ” ‹› |

Type here...

Reply date

29/08/2023

Reply by

# 27

## Creating a Notification of Defect

To create a notification for an NEC4 defect:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Quality**, and then select **Notification of Defect**.
3. Select **Create**. The **Create New Notification of Defect** form is displayed.
4. Complete all the required fields in the notification, the form cannot be sent until all the required fields are filled in.
5. Select the **clause picker** icon next to **Notification Clause** to view all clauses available for selection.
6. Once all fields have been filled in, select **Send** to create a notification of defect.
  - You can now access the notification of defect from the left **Navigator** by selecting **Quality**, and then selecting **Defect Register**.

▼ **Notification of Defect details**

Title \* Required

Notification clause \* Required

Type a Clause Long Description... ☑

Description of Defect \* Required

Paragraph ▾ | **B** *I* U ~~S~~ **A** ~~A~~ | ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☾ ☿ ☽ ☾ ☿ | 🔗 📄 🖼

x<sub>2</sub> x<sup>2</sup> ” ‹/› | *I*<sub>x</sub> ↻ ↺

Type here...

## Creating a Task Order Quotation Instructions

To create a task order quotation instruction:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Task Order**, and then select **Task Order Quotation Instructions**.
3. Select **Create**. The **Create New Task Order Quotation Instructions** form is displayed.
4. Complete the required fields. You cannot send this form without completing the required fields.
5. Select the **clause picker** icon next to the **Task Order quotation Instruction clause** field to view all clauses available for selection.
6. Select the **Additional Information** tab to add additional line item information.
7. Select **Save & Add Now**.
8. If required, add additional line item records.
9. Select **Send** to submit the task order quotation instruction.
  - You can now access the task order quotation instructions from the left **Navigator** by selecting **Task Orders**, and then selecting **Task Order Quotation Instructions**.
  - A task order quotation is created for the other party (Contractor/Consultant).

## Create New Task Order Quotation Instructions

Task Order quotation instruction    Additional Information

Instruction to submit NEC4 Task Order quotation

### Task Order quotation instruction details

Title \*

Required

Task Order quotation instruction clause \*

Required

Task Order \*

Paragraph    B   I   U     A                      

x<sub>2</sub>   x<sup>2</sup>   ”   ‹›        ↺   ↻

Type here...

Task starting date \*

Required

Task Completion Date \*

Required

Delay damages (per day) \*

0.00

# 29

## Replying to a Task Order Quotation

To reply to a task order quotation:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the task order quotation task from your **Tasks** page. The **Task Order Quotations** form is displayed.
4. Select **Accept** to accept the task.
5. For the **Task Order Quotation decision** field, choose from one of the following options: **Notification of acceptance of the quotation and issue of the task order**, **Instruction to submit a revised quotation**, **Will be making own assessment**, or **Task will not be instructed**.
6. Complete the required fields.
7. Select **Send** to submit the reply.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - If you accepted the quotation, the application auto creates a task for the Financial Administrator to add the cost breakdown on the accepted quote.
  - If you requested a revised quotation, the application auto creates a task for the Contractor/Consultant to submit a revised quotation.
  - If you selected to make your own assessment, the application auto creates a task for the Project Manager/Service Manager/Client to create an assessment.

▼ **Task Order quotation reply**

Task Order quotation decision \*



Notification of acceptance of the quotation and issue of the task order

Instruction to submit a revised quotation     Will be making own assessment












Task will not be instructed








Required

Task Order clause

Type a Clause Long Description...  

Reply details \*

Paragraph  **B** *I* U ~~S~~ **A**  |         

Type here...

# Replying to a Task Order Quotation: Adding Financial Breakdown

If your quotation is accepted, the application auto creates a task to enter financial breakdown for the quotation.

To enter the financial breakdown for a quotation:

1. From the left **Navigator**, select **Tasks**.
2. Select the task order quotation task from your **Tasks** page. The **Task Order Quotations** form is displayed.
3. Select **Accept** to accept the task.
4. Select the **Quotation Breakdown** tab.
5. Select a quotation line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **+ Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the cost breakdown.
  - The cost sheet is automatically updated.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.

Task Order Quotations Send Save

Task Order quotation   **Quotation Breakdown**   Response Time Extensions

No.	Short Description	Description	Cost Line Item Type	Item Quantity	Unit of
001	Lump Sum	Lump Sum	Lump Sum	0	

Total: 1   Total Amount : £10,000.00

Line Item Details   Attachments   Linked Records

Line Item   Cost BreakDown

Not Costed Amount: £10,000.00

No.	Cost Code *	Cost Name

Total: 0   Total Amount: £0.00

Cancel   Save

# 30

## Submitting a Task Order Assessment

To submit an NEC4 assessment for a task order:

1. Navigate to your **Contract Shell**.
2. From the left Navigator, select **Tasks**.
3. Select the task order assessment task to open the **Task Order Assessment** form.
4. Select **Accept** to accept the task.
5. Complete the required fields. You cannot send this form without completing the required fields.
6. Select the **clause picker** icon next to the **Task Order assessment Clause** field to view all clauses available for selection.
7. Select the **Assessment Breakdown** tab to begin adding the cost line items.
8. Select **Add** and choose the type of line item you want to add. The options displayed are: **Lump Sum**, **Unit Cost**, **Variable Unit Cost**, and **Modify Committed Line Item**.
9. Complete the required fields and click **Save** to add the line item to the Assessment Breakdown.
10. If required, add multiple line items by repeating steps 8 and 9.
11. Once all fields have been filled in, select **Send** to submit the task order assessment for internal review.
  - Note, during the internal review stage, you can submit a Response Time Extension. See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - After completing the internal review stage, the system auto creates a task for the financial administrator to allocate costs.

**Task Order assessment details**

**Title \***

**Task Order clause \***

Required

**Task Order assessment details \***

Paragraph B I U

x<sub>2</sub> x<sup>2</sup> ” “ </p></div>

Type here...

**Task Order assessment summary**

**Reference Commit** ⊙

**Task Order value**

## Task Order Assessment: Adding Financial Breakdown

If your task order assessment is accepted, the application auto creates a task to enter the financial breakdown.

To enter the financial breakdown for a task order assessment:

1. From the left **Navigator**, select **Tasks**.
2. Select the task order assessment task from your **Tasks** page. The **Task Order Assessment** form is displayed.
3. Select **Accept** to accept the task.
4. Select the **Assessment Breakdown** tab.
5. Select a quotation line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **+ Plus** icon to open the **Cost Code Picker** form.
7. Select the CBS Node which will add it to the cost breakdown panel against that line item.
8. Enter in the amount for the selected line item that you want to allocate against the CBS Node.
9. Select **Save**.
10. Select **Send** to submit the cost breakdown.
  - The cost sheet is automatically updated.

### Task Order Assessments

Send Save

Task Order assessment cost breakdown **Assessment Breakdown** Response Time Extensions

View Currency Transaction Currenc

No.	Short Description	Description	Cost Line Item Type	Item Quantity	Unit of
001	Materials/Labour	Materials/Labour	Lump Sum	0	

Total: 1

Total Amount : £20,000.00

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

Not Costed Amount : £20,000.00

No.	Cost Code *	Cost Name
-----	-------------	-----------

Total: 0 Total Amount: £0.00

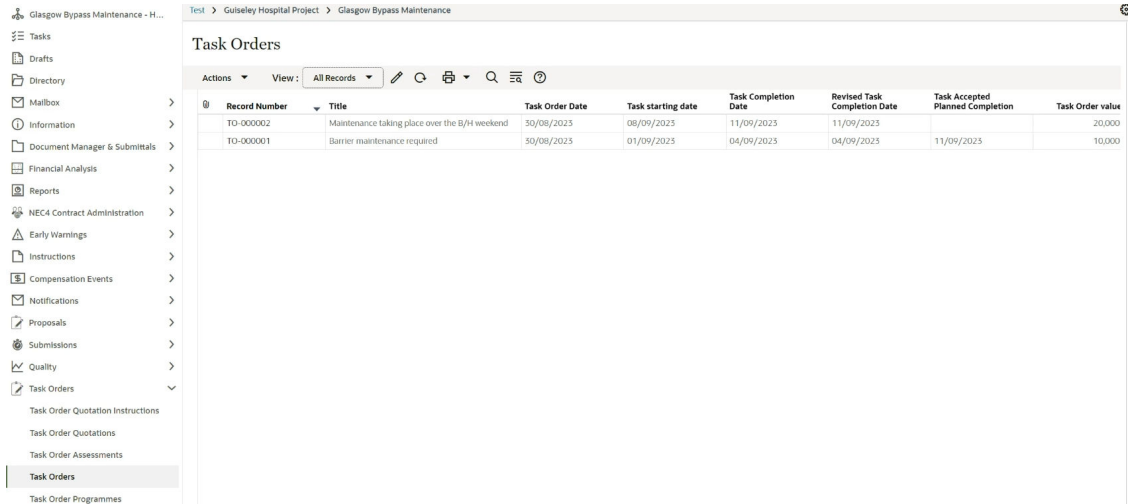
Cancel Save

# 31

## Viewing All Task Orders

To view all accepted records from Task Order Quotations and Task Order Assessment:

1. Navigate to your **Contract Shell**.
2. Select **Task Orders**, and then select **Task Orders** from the left **Navigator**.



Record Number	Title	Task Order Date	Task starting date	Task Completion Date	Revised Task Completion Date	Task Accepted Planned Completion	Task Order value
TO-00002	Maintenance taking place over the B/H weekend	30/08/2023	08/09/2023	11/09/2023	11/09/2023		20,000
TO-00001	Barrier maintenance required	30/08/2023	01/09/2023	04/09/2023	04/09/2023	11/09/2023	10,000

# 32

## Replying to Task Order Programmes

To reply to a task order programme submission:

1. Navigate to your **Contract Shell**.
2. From the left Navigator, select **Tasks**.
3. Select the task order programme task from your **Tasks** page.  
The Reply form is displayed.
4. Click on **Accept** to accept the task.
5. Select from the option to either accept or not accept the task. Additional required fields are displayed only if you selected the **Not Accepted** option.
6. Complete the required fields and select **Send** to submit the reply.
  - See topics [Notifying Response Time Extension](#) and [Replying to Response Time Extension](#) for more information on how to submit and respond to extension of time.
  - You can access the Task Order Programme from the left **Navigator** by selecting **Task Orders**, and then selecting **Task Order Programmes**.


▼ **Programme reply**

Task Order programme submission decision \*











Accepted  Not accepted

Required

Reasons for not accepting programme

Select 

Reply details \*

Paragraph ▾ **B** *I* U ~~S~~ **A**          

x<sub>2</sub> x<sup>2</sup> ” ” ‹ › *I*<sub>x</sub> ↺ ↻

Type here...

Reply date

30/08/2023

Reply by

# 33

## Replying to Defined Cost

To reply to a defined cost:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the defined cost task from your **Tasks** page.  
The **Defined Cost** form is displayed.
4. Select **Accept** to accept the task.
5. Choose to either accept or revise the defined cost.
6. Complete all the required fields. The form cannot be sent until all the required fields are filled in.
7. Select **Send** to submit the defined cost.
  - You can now access the defined cost from the left **Navigator** by selecting **Payments**, and then selecting **Defined Costs**.
  - The defined cost record is sent to the finance administrator to complete the cost breakdown.

The screenshot shows a web form titled "Defined Cost Summary" and "Defined Cost Acceptance".

**Defined Cost Summary**

Reference Commit ⓘ: CFB-000001

Total Defined Cost: £5,000,000.00

**Defined Cost Acceptance**

Acceptance \*

Defined Cost accepted     Defined Cost to be revised

Required

Acceptance Details \*

Rich text editor toolbar: Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text Color (A), Background Color (A), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Table, Image.


Text input: Type here...

## Defined Cost:





To enter the financial breakdown for a defined cost task:

1. From the left **Navigator**, select **Tasks**.

2. Select the defined cost task from your **Tasks** page. The **Defined Cost** form is displayed.
3. Select **Accept** to accept the task.
4. Select the **Defined Cost Breakdown** tab.
5. Select a defined cost line item and select the **Cost BreakDown** icon to open the cost breakdown panel.
6. Select the **+ Plus** icon to open the **Cost Code Picker** form.
7. Allocate the **Not Costed Amount**. You can allocate the amount against multiple line items.
8. Select **Save**.
9. Select **Send** to submit the cost breakdown.
  - The defined cost and the cost sheet are automatically updated with the Accepted Defined Cost.
  - You can now access the defined cost from the left **Navigator** by selecting **Payments**, and then selecting **Defined Costs**.

Defined Cost Send Save 

Defined Cost breakdown **Defined Cost Breakdown**

View Currency Transaction Currenc    

No.	Short Description	Description	Cost Line Item Type	Item Quantity	Unit of
001	Lump Sum	Lump Sum	Lump Sum	0	

Line Item Details Attachments Linked Records

Line Item Cost BreakDown

**+ Plus** Not Costed Amount : £5,000.00

No.	Cost Code *	Cost Name

Total: 0 Total Amount: £0.00

# 34

## Certifying a Payment Application

To certify a payment application on an NEC4 contract:

1. From the left **Navigator**, select **Tasks**.
2. Select the payment applications task from your **Tasks** page. The **Payment Application** form is displayed.
3. Select **Accept** to accept the task.
4. Complete all the required fields. The form cannot be sent until all the required fields are filled in.
5. Select the **Payment Breakdown** tab to adjust the breakdown of the payment application.
6. Adjust the required fields and select **Save**.
7. Select **Send** to certify the payment application. You can access the payment application from the left **Navigator** by selecting **Payments**, and then selecting **Payment Applications**.

### ✓ Tip

- Use the formatting options available in the **Certificate Details** text box to format the text.
- Select the **Attachments** tab to add or remove attachments associated with this payment application. For details see topic [Adding Attachments](#).

### Payment Applications

Send Save ⌵

Payment application **Payment Breakdown**

Apply line item value of Percentage Complete to Date to costed Lines <sup>Ⓞ</sup>

Row	Ref.	Code Name	Cost Code	Scheduled value	Short Description	Description	Price for Work Done to Date	Price for Work Done (this period)	Other amounts to date	Other amounts (this period)
001	1			£100,000.00	A.10	Close Out	£10,000.00	£0.00	£20,000.00	£0.00
002	1.1	Construction	01	£100,000.00	A.10	Close Out	£10,000.00	£0.00	£20,000.00	£0.00
005	2			£100,000.00	A.09	Demobilisation	£50,000.00	£0.00	£5,000.00	£0.00
004	2.1	Construction	01	£100,000.00	A.09	Demobilisation	£50,000.00	£0.00	£5,000.00	£0.00
005	3			£200,000.00	A.08	Statutory Undert...	£5,000.00	£5,000.00	£1,000.00	£1,000.00
006	5.1	Construction	01	£200,000.00	A.08	Statutory Undert...	£5,000.00	£5,000.00	£1,000.00	£1,000.00
007	4			£150,000.00	A.07	Finishes	£20,000.00	£20,000.00	£3,000.00	£3,000.00
008	4.1	Construction	01	£150,000.00	A.07	Finishes	£20,000.00	£20,000.00	£3,000.00	£3,000.00
009	5			£500,000.00	A.06	Pavement	£0.00	£0.00	£0.00	£0.00
010	5.1	Construction	01	£500,000.00	A.06	Pavement	£0.00	£0.00	£0.00	£0.00
011	6			£300,000.00	A.05	Drainage	£0.00	£0.00	£0.00	£0.00
012	6.1	Construction	01	£300,000.00	A.05	Drainage	£0.00	£0.00	£0.00	£0.00
013	7			£50,000.00	A.04	Earthworks	£0.00	£0.00	£0.00	£0.00
014	7.1	Construction	01	£50,000.00	A.04	Earthworks	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>				<b>£2,118,000.00</b>			<b>£85,000.00</b>	<b>£25,000.00</b>	<b>£29,000.00</b>	<b>£4,000.00</b>

Total: 30

## Creating a Certificate

To create the NEC4 certification of completion or takeover for contract or section:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Completion and Takeover**, and then select **Certificates**.
3. Select **Create** to open the **Create New Certificates** form.
4. Complete all the required fields. The form cannot be sent until all the required fields are filled in.

### Note

For the **Certificate Type** field, an additional required field (**Key/Sectional Completion Date**) is displayed if you selected either the **Sectional completion** or the **Sectional takeover** option.

5. Select the **clause picker** icon next to the **Certificate Clause** field to view all clauses available for selection.
6. Once all fields have been filled in, select **Send** to submit the certificate.
  - You can access the certificate from the left **Navigator** by selecting **Completion and Takeover**, and then selecting **Certificates**.
  - The updated **Certified Completion Date** is displayed on the dashboard.

## Create New Certificates

### Certificate

NEC4 certification of completion or takeover for contract or section

#### ▼ Certificate details

Title \*

Required

Certificate clause \*

Required

Certificate type \*

- Completion
  Sectional completion
  Takeover
  Sectional takeover

Required

Key/Sectional Completion Date

Certificate details \*

Paragraph ▾ | **B** *I* U ~~S~~ **A** | |

x<sub>2</sub> x<sup>2</sup> ” ”’ </> I<sub>x</sub> ↺ ↻

Type here...

Certified date \*

Required

# 36

## Replying to Key/Sectional Completion Dates

To reply to key/sectional completion dates:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **Tasks**.
3. Select the Programme task from your **Tasks** page.  
The **Programmes** form is displayed.
4. Select **Accept** to accept the task.
5. Select if you want to either accept or not accept the programme submission decision.  
Additional required fields are displayed only if you selected the **Not Accepted** option.
6. Complete the required fields.
7. Select the **clause picker** icon next to the **Reasons for not accepting programme** field to choose a reason for not accepting the programme.
8. Select **Send** to submit the reply.
9. Select the **Key/Sectional Completion Dates** tab.  
If the Programme is accepted the Planned Completion Date will change.
10. Once all fields have been filled in, select **Send**.
  - The **Accepted Planned Completion Date** is updated through the Programme Business Process (BP).
  - You can access the Programme from the left **Navigator** by selecting **Submissions**, and then selecting **Programmes**.

Programmes Send Save

Programme **Key/Sectional Completion Dates** Response Time Extensions

No.	Key/Sectional Completion Date	Planned Completion Date
001	Phase 3 Completion	01/03/2024

Total: 1

Line Item Details Attachments Linked Records

**Key/Sectional Completion Date information**

Key/Sectional Completion Date  
[Phase 3 Completion](#)

Planned Completion  
01/03/2024

Short Description  
Key/Sectional Completion Date

# 37

## Creating a Report

To create a report:

1. Navigate to your **Contract Shell**.
2. From the left **Navigator**, select **NEC Reports**.
3. Select the **NEC Reports** tab and choose from the following five reports:
  - Compensation Event Register
  - Contractor Actions
  - PECC Early Warnings
  - ECC Late Actions
  - Project Manager Actions.
4. Select a template to use and select **Run Report**.  
You can choose to save or print the generated report.

