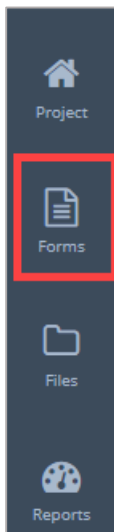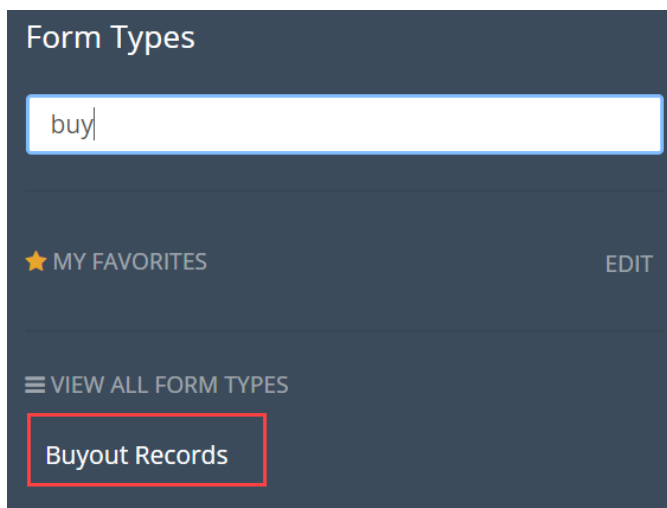# Buyout Records

This form allows vendors to capture their subcontractor buy out process. This form is generally completed by the General Contractor and is used for Design Build, GMP or other open book contracts.
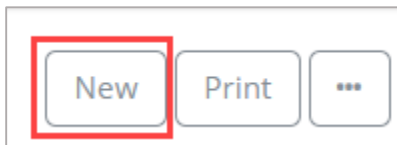
Creating a Buyout Record

1. Within the project, click the **Forms** icon on the left navigation pane.

2. In the search field, begin typing **Buy** and the form will appear in the forms list. Click the **form name** to open the log.
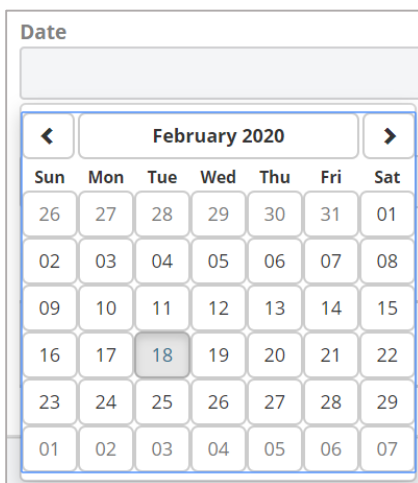
3. The Buyout Record log will open. Click the **New** button in the top right corner of the screen.

4. Enter the title of the document in the **Subject** field. Note, this is a required field and information must be entered to save the document.

Subject	* Required
Type the Subject	

5. Click inside the **Date** to open the calendar tool and click a date to select.

6. Enter the **P.O**. **Number(s)**

P.O. Number(s)
Type the P.O. Number(s)

7. Click the **Create New** button to add a BuyOut record.

Buyout Record									Create New
	#	Division	Scope Item	Company Name	Bid Amount	Buyout Amount	Change Orders (Total)	Total Contract Amount	CBE	Notes

a. Click inside the **Division** field and select the division from the picklist of items.

> Division
>
> [   ]

b. Enter the name of the **Scope Item**.

> Scope Item
>
> [Type the Scope Item   ]

c. Type the name of the Subcontractor in the **Company Name** field.

> Company Name
>
> [   ]

d. Enter the **Bid Amount**.

> Bid Amount
>
> [$0.00   ]

e. Enter the **BuyOut Amount**.

> Buyout Amount
>
> [$0.00   ]

f. Enter the total amount of **Change Orders (Total).**

> Change Orders (Total)
>
> [$0.00   ]

g. Enter the **Total Contract Amount**.

> Total Contract Amount
>
> [$0.00   ]

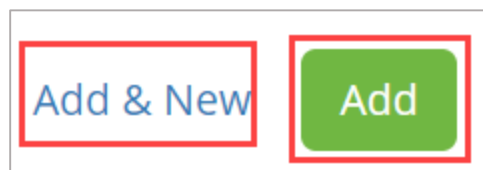h. **Check the box** if this item is a CBE.

CBE

☐

 i. Enter any applicable **Notes**.

Notes

Type the Notes

 j. Click the **Add & New** to add another record *or* click the **Add** to add the single record and return to the record details page.

Add & New Add

8. Press the **Save & Share** button located in the top right corner and share the document with the Executive Program Manager (EPM), Senior Project Manager (SPM), the Project Manager (PM) and the Assistant Project Manager (APM).

Cancel Save & Share ▼

Edit a BuyOut Record

Each time there is a change order added, follow these steps to capture these changes.

1. Open the **BuyOut Records** form log and click **the title of the BuyOut Record** to open the document.

	Subject ⇕	Created On ▼	Shared	
☐	Test ←	2/18/20 2:55 PM	👤 1	Edit

Buyout Records shared with me — New | Print | ⋯

2. Click the **Edit** button in the Details section.

DETAILS — Edit

Subject
Test

Date

P.O. Number(s)

Buyout Record

#	Division	Scope Item	Company Name	Bid Amount	Buyout Amount	Change Orders (Total)	Total Contract Amount	CBE	Notes	Related

3. Click the **Create New** button to add a BuyOut record.

Buyout Record — Create New

#	Division	Scope Item	Company Name	Bid Amount	Buyout Amount	Change Orders (Total)	Total Contract Amount	CBE	Notes

   a. Click inside the **Division** field and select the division from the picklist of items.

Division

___

b. Enter the name of the **Scope Item**.

Scope Item

Type the Scope Item

c. Type the name of the Subcontractor in the **Company Name** field.

Company Name

___

d. Enter the **Bid Amount**.

Bid Amount

$0.00

e. Enter the **BuyOut Amount**.

Buyout Amount

$0.00

f. Enter the total amount of **Change Orders (Total).**

Change Orders (Total)

$0.00

g. Enter the **Total Contract Amount**.

Total Contract Amount

$0.00

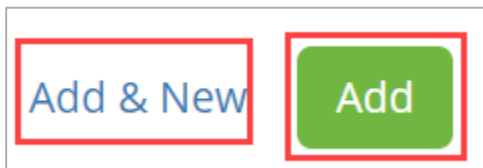h. **Check the box** if this item is a CBE.

CBE

☐

       i.   Enter any applicable **Notes**.

Notes

Type the Notes

4.   Click the **Add & New** to add another record *or* click the **Add** to add the single record and return to the record details page.

Add & New   Add

5.   Add information or make the appropriate changes. Once the edits are complete, click the **Save** button to save the document without sharing or click the **Save & Share** to share the document.

Cancel   Save   ▾

Save

Save & Share