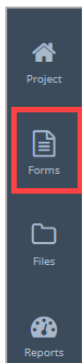


Vendor Schedules

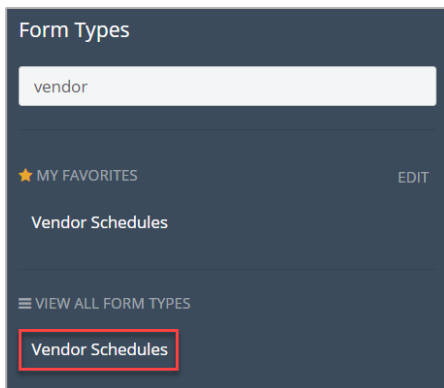
This document is used to capture Vendor schedule submissions and schedule updates. This document is created and submitted by the vendors.

Creating the Vendor Schedules

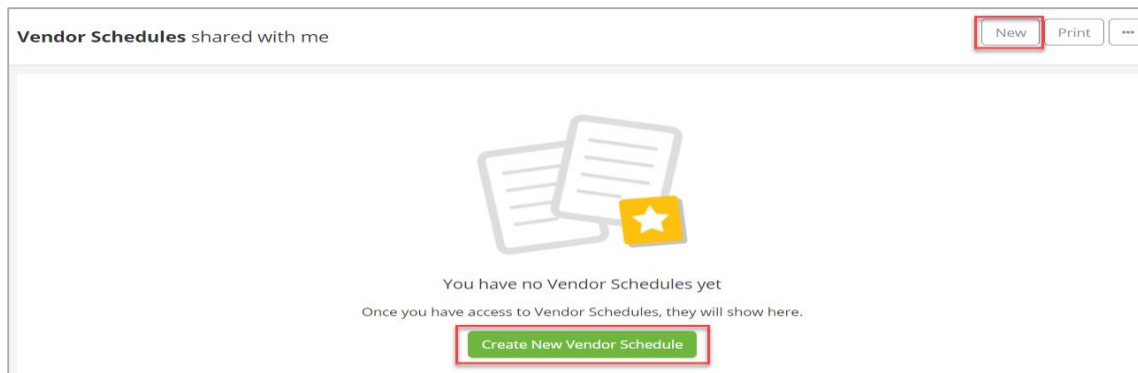
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search area of the **Form Types** start to enter Equipment and select **Vendor**.



3. Click the **Create New Vendor Schedule** button located in the middle of the log or click the **New** button in the upper right corner.



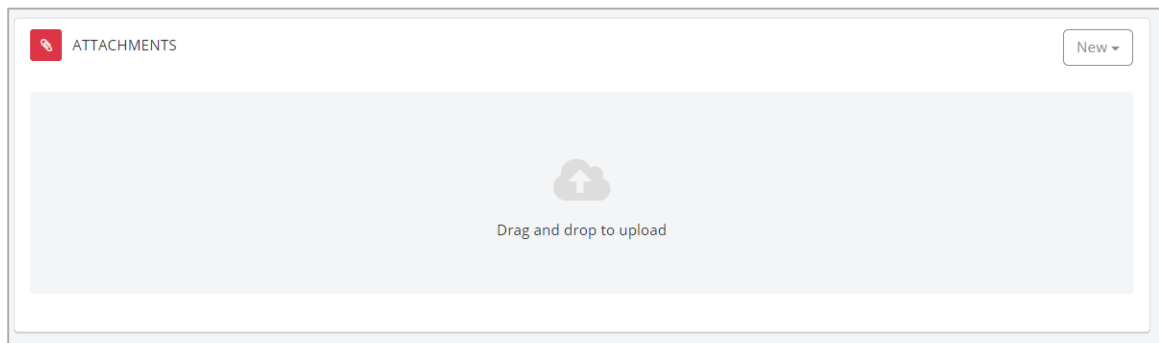
4. Enter a **Subject** for the New Vendor Schedule. The subject should include the schedule submission name – ie: Baseline March 2020 Update, April 2020 Recovery Schedule, etc.

5. Enter a **Narrative**. The Narrative Report is expected to communicate to DGS a thorough analysis of the schedule output and the plans to compensate for any problems, either current or potential, which are revealed through that analysis.

6. 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) and the DGS Scheduler.



7. Scroll to the **Attachments** section of the document and drag and drop the schedule in both pdf and xer formats. Include any supporting documentation such as Reports, Impact Analysis, etc. (Note: Multiple documents may be uploaded at one time).



ATTACHMENTS

New ▾

Drag and drop to upload

Workflow the Schedule to DGS Project Manager

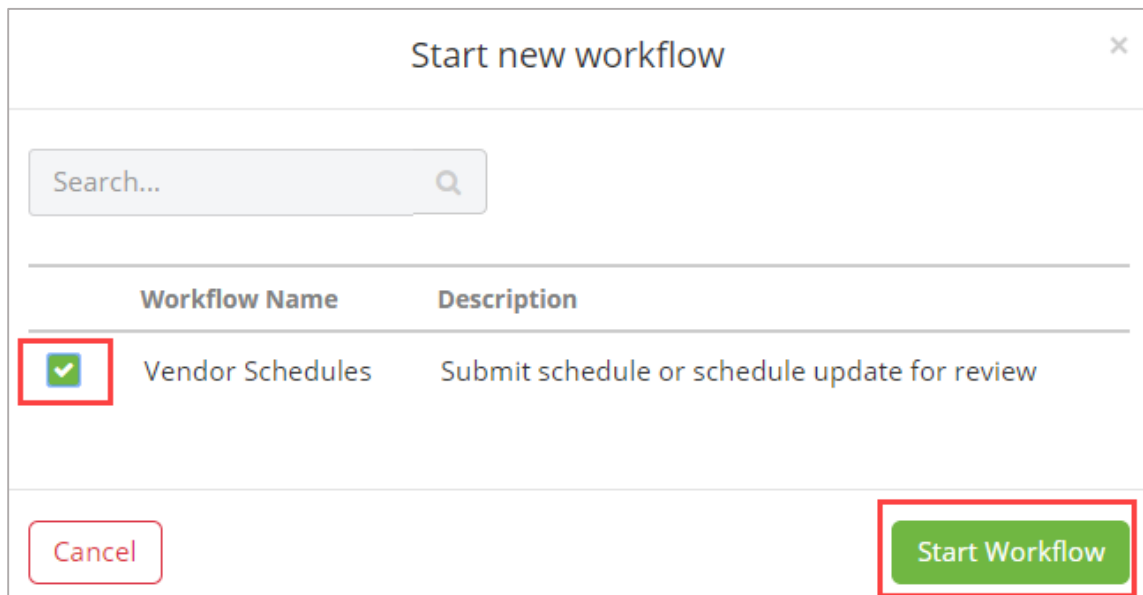
1. Scroll to the Workflow section of the form and click the **Start New** button.



WORKFLOWS

Start New

2. Click the **checkbox** beside the workflow title and press the **Start Workflow** button.



Start new workflow

Search...

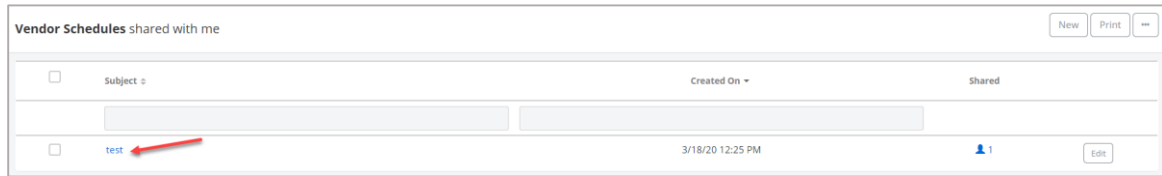
	Workflow Name	Description
<input checked="" type="checkbox"/>	Vendor Schedules	Submit schedule or schedule update for review

Cancel

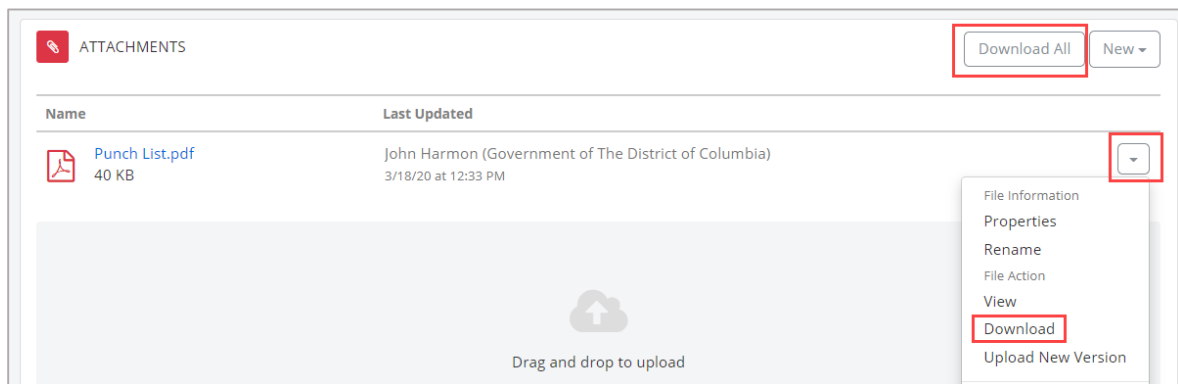
Start Workflow

DGS Schedule Review

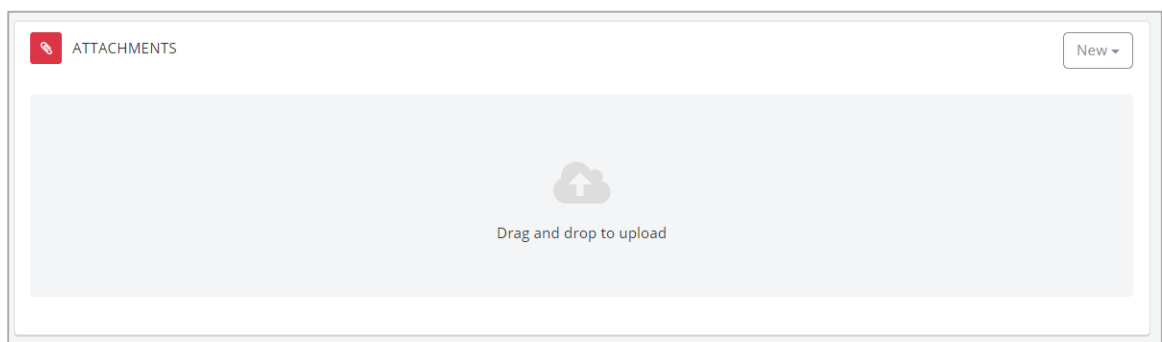
1. Open the Vendor Schedule in the register and click the **title of the schedule** to open the document.



2. **Download** the files uploaded by the vendor in the **Attachments** section by clicking the dropdown arrow next to the file and clicking the **Download** option. To download all files, click the **Download All** button.



3. Review the files. Coordinate review with DGS Scheduler if applicable.
4. Scroll to the **Attachments** section of the document and drag and drop any schedule review comments, Claim Digger reports or other analysis. (Note: Multiple documents may be uploaded at one time).



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



DETAILS

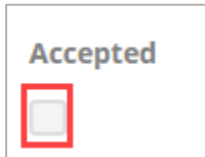
Subject
test

Narrative

Accepted
☐

Edit

6. If the schedule is accepted, click the **Accepted** checkbox.



Accepted

☐

7. Click the dropdown beside the **Save & Share** button located in the top right and select the **Save** option.



Cancel Save & Share ▼

Workflow the Schedule to Pass (Accept) or Cancel (Reject)

1. Scroll to the Workflow section of the form and click the **Take Action** button.



WORKFLOWS Start New

is in Progress ... (Step 1 of 1) Take Action >

2. Click the **Pass** button to accept or the **Cancel** button to reject the Vendor Schedule. Enter *Accepted* or *the reason for rejection* in the Notes field and click the **Take Action** button to complete the step.

Your action

☒ **Pass**
Mark as "Passed" and move forward to the next step

☐ **Cancel**
Mark as "Cancelled" and stop the workflow

Notes

Notes

Cancel

Take Action