



# **Accept Work Assignment (Contract Modification or PS Amendment) Neutral Facilitator**

# Facilitator Acceptance

- ▶ Facilitator will receive an email notifying them that they have a task to complete in OAKS CI
- ▶ Click the link provided to access your task

Mon 8/28/2017 10:21 AM

Unifier - Katie Tuttle,soo <unifier\_notifications@oracle.com>  
Contract Modification K12 CM-0003 is sent to you for Vendor Acceptance.

To: Tuttle, Katie

If there are problems with how this message is displayed, click here to view it in a web browser.

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: **Brown-LSD-CAR-ENP-2012**

**Contract Modification K12 CM-0003 is sent to you for Vendor Acceptance.**

From : **Katie Tuttle**  
Sent For : **Vendor Acceptance**

Source Name : **Brown-LSD-CAR-ENP-2012**  
Record No : **Contract Modification K12 CM-0003**  
Title : **Facilitation Work**

**Unifier Login**

For Oracle technical assistance <http://www.oracle.com/us/support>

# Facilitator Acceptance

- ▶ Click Accept Task to begin reviewing the Work Assignment

Contract Modification K12 - Facilitation Work - Project No. SFC-130329 - Google Chrome

Secure | [https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task\\_id=161945&parent\\_id=0&viewOnly=0&project\\_id=1095&\\_\\_uref=uuu5:navigator-4](https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=161945&parent_id=0&viewOnly=0&project_id=1095&__uref=uuu5:navigator-4)

File Edit View Actions Help

**Accept Task** Decline Task SOV Review Close Window

**Contract Modification K12**

**General**

General

Project Number: SFC-130329 Record Number: CM-0004  
Project Name: Brown-LSD-CAR-ENP-2012 Creator: Katie Tuttle  
Organization Name: Brown LSD Creation Date: 08/28/2017 08:00 AM (UTC-8)  
Status: Pending

**Task Details**

From: [Katie Tuttle](#) Task Due Date: Task Notes (0)  
To: [Katie Tuttle](#) Task Status: [Not Started](#) Workflow Progress  
Cc:  
Sent For: **Vendor Acceptance**

**Line Item List**

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Supp
001	0	OR-OT-PF	OR Partnering Facilitation	Document Review	\$2,000.00	0	

Grid Find Show Filtered Total Amount Total Amount: \$2,000.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Facilitator Acceptance

- Review information in the General tab and Line Item List tab

Contract Modification K12 - Facilitation Work - Project No. SFC-130329 - Google Chrome

Secure | https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task\_id=161945&parent\_id=0&viewOnly=0&project\_id=1095&\_\_uref=uuu5:navigator-4

File Edit View Actions Help

Workflow Actions -Select- Send Save Spelling.. Add Attachment Discussion SOV Review Close Window

**General** Contract Modification K12

You have received a new Work Assignment related to this project. Please review the details and take the workflow action 'Accept Assignment' or 'Return for Clarification.' Per your Agreement, no Amendment document will be processed. The items on the lower form will be available on the vendor's pay request after the district processes this record.

**General**

Project Number: SFC-130329 Record Number: CM-0004

Project Name: [REDACTED] Creator: Katie Tuttle

**Action Details**

(Click here to view latest content)

To... [REDACTED]

Cc... [REDACTED]

Send For:

**Line Item List**

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Supp
001	0	OR-OT-PF	OR Partnering Facilitation	Document Review	\$2,000.00	0	

Add Copy Import Remove Grid Find

Show Filtered Total Amount Total Amount: \$2,000.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Facilitator Acceptance

- ▶ Accept the record by choosing the Workflow Action: Accept Assignment. Record then goes to the District Treasurer for PO.
- ▶ Click Send

Contract Modification K12 - Facilitation Work - Project No. SFC-130329 - Google Chrome

Secure | https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task\_id=161945&parent\_id=0&viewOnly=0&project\_id=1095&\_uref=uuu5:navigator-4

File Edit View Actions Help

Workflow Actions Accept Assignmer Send Save Spelling.. Add Attachment Discussion SOV Review Close Window

General Accept Assignment Return for Clarification Contract Modification K12

You have received a new Work Assignment related to this project. Please review the details and take the workflow action 'Accept Assignment' or 'Return for Clarification.' Per your Agreement, no Amendment document will be processed. The items on the lower form will be available on the vendor's pay request after the district processes this record.

General

Project Number: SFC-130329 Record Number: CM-0004

Project Name: Floyd LGS CAP ENR 2012 Creator: Katie Tuttle

Action Details

Accept Assignment (Click here to view latest content)

To... Floyd Claprod,Katie Tuttle,Lindsay Deering,Mi

Cc...

Send For: PO Creation

Task Notes:

Workflow Progress

Line Item List

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Sup
001	0	OR-OT-PF	OR Partnering Facilitation	Document Review	\$2,000.00	0	

Add Copy Import Remove Grid Find

Show Filtered Total Amount Total Amount: \$2,000.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211