



QUICK REFERENCE GUIDE:

Contracts - Claims

Background:

Contract Claims need to be entered in order to attach all claim related correspondence to the claim. A claim can be associated to a change order once the claim and change order have been entered into AWP.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Contract Administration > Contract

1. From the Contract Administration Summary, select the **Claims** tab
2. Click the **Add** button to enter a new contract claim into the system
3. Select the **Contract Claim Type** and **Status**, and enter the **Received Date** and any of the other information you have.
4. Click **Save**
5. Click the Change Orders tab to associate any change orders to the claim
6. Click the **Select Change Order** button
7. In the Select Change Order window, select the Change Order(s) that will be associated with the claim
8. Click the **Add to Contract Claim** button at the bottom of the modal window

Next Steps:

If you have not entered the Change Order in AWP you can associate the claim to the change order when you enter it. See the QRG – Change Orders – Creating and Submitting.