

# CAMP Bulletins for AEs

## Creating a Bulletin from RFI

1. Click Apps → Click RFI → Select the RFI → Click Initiate Bulletin → Click Start Processing

## Creating a Bulletin

1. Click Apps → Click Bulletin → Click New
2. Select LLW → Select Priority → Enter Subject Name, Bulletin Description, Location → Add info in Contract Documents section
3. Cost section: Select the Cost Effect → Select the Reason Code → Enter Justifications
4. Add supporting documents in References section → Click Save/Close
5. Click Initiate Issue → Click Start Processing → Save/Close
6. Return to Bulletin → Click Submit

## Finalize the Bulletin

1. Access the Bulletin → Click on Enter Estimate Cost → Add the Estimate Cost amount → Click Continue → Click Finalize → Click OK

# CAMP Bulletin for POs

## PO Review and Send to GC

1. Click Apps → Click Bulletins → Select the Bulletin OR Tasks → Select the Bulletin task
2. Review the Bulletin and Click Send to GC

# CAMP Bulletin for GCs

## GC Review and Accept

1. Click Apps → Click Bulletins → Select the Bulletin OR Tasks → Select the Bulletin task
2. Review the Bulletin, Add comments and Click Accept or Return

# CAMP Bulletin for DPMs

1. Click Apps → Click Bulletins → Select the Bulletin *OR* Tasks → Select the Disputed Bulletin Task
2. In DPM Concurrence section, Add Comments → Click Approve/Decline

# CAMP Bulletin for DM

1. Click Apps → Click Bulletins → Select the Bulletin OR Tasks → Select the Disputed Bulletin Task
2. In DM Concurrence section, Add Comments → Add Signature → provide PIN → Click Approve/Decline