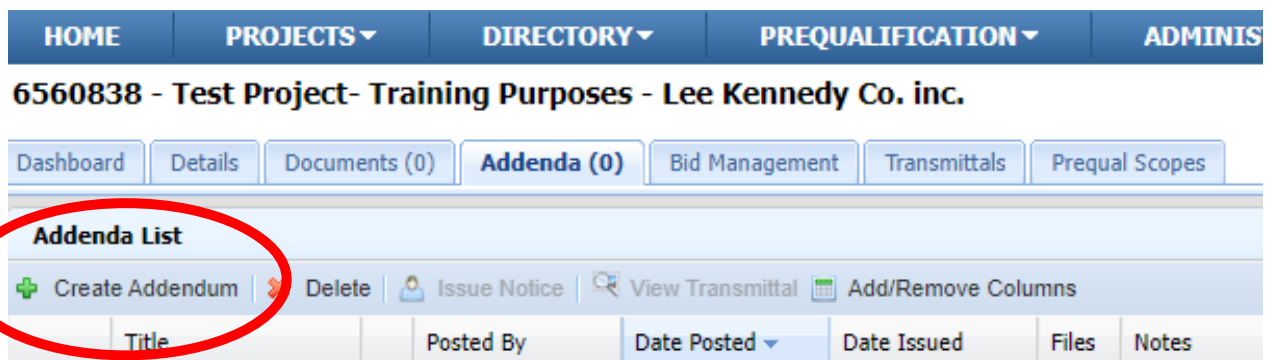


Module 10: Addendums

1- Create Addendum

- Click the “Addenda” tab
- Click “+ Create Addendum”
 - A new window will open



- Input:
 - Title- This will auto-populate, and edit if you are just uploading RFI responses
 - Notes- Add a description of what is included in the addendum
 - Clarification- Check this box if the addendum includes clarification
- Click, “Create Addendum” when complete

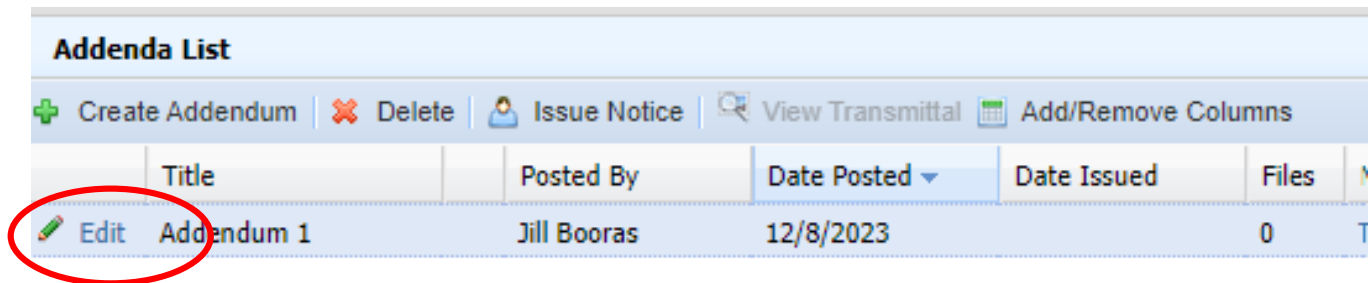
The screenshot shows the 'Create Addendum' form. At the top, it says 'After creating an addendum, a notice can be sent to all project participants.' The form includes the following fields: 'Date Posted:', 'Posted By: Lee Kennedy Co. inc.', 'Title: Addendum 1', 'Clarification: ', and 'Notes:'. At the bottom, there are two buttons: 'Cancel' and 'Create Addendum' (circled in red).

Module 10:

Addendums

2- Create Addendum

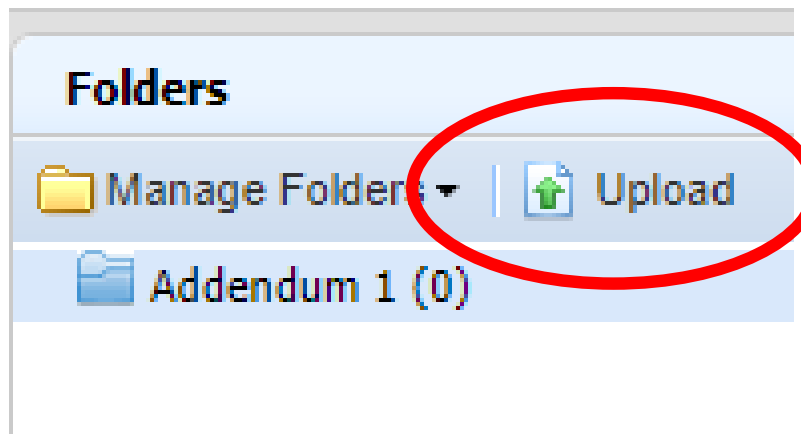
- The addendum will now appear on the main screen, under “Addenda List”.
- Click “Edit” to make edits



| Addenda List | | | | | | |
|-----------------|------------|--------------|------------------|--------------------|-------|--|
| Create Addendum | Delete | Issue Notice | View Transmittal | Add/Remove Columns | | |
| | Title | Posted By | Date Posted | Date Issued | Files | |
| Edit | Addendum 1 | Jill Booras | 12/8/2023 | | 0 | |

3- Create Addendum

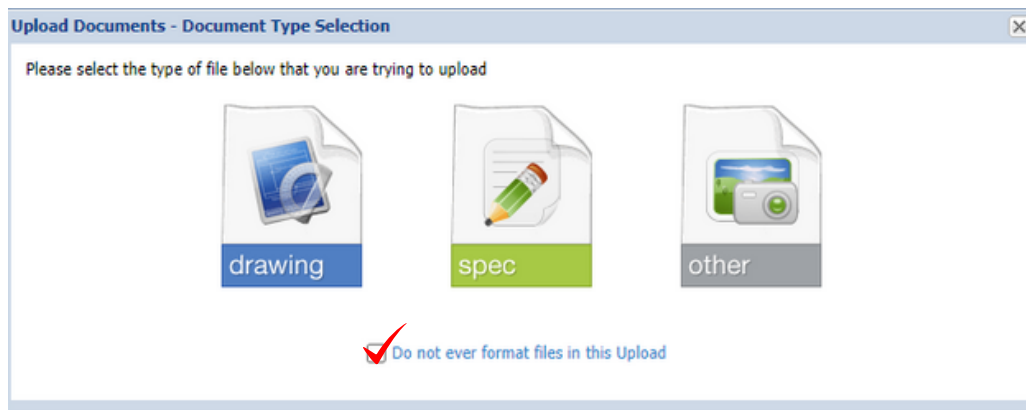
- NOTE- Confirm with the Lead Estimator if they want the addendum sorted by subfolders
- On the bottom left-hand side of the screen, under “Folders”, click “Upload”



Module 10: Addendums

4- Create Addendum

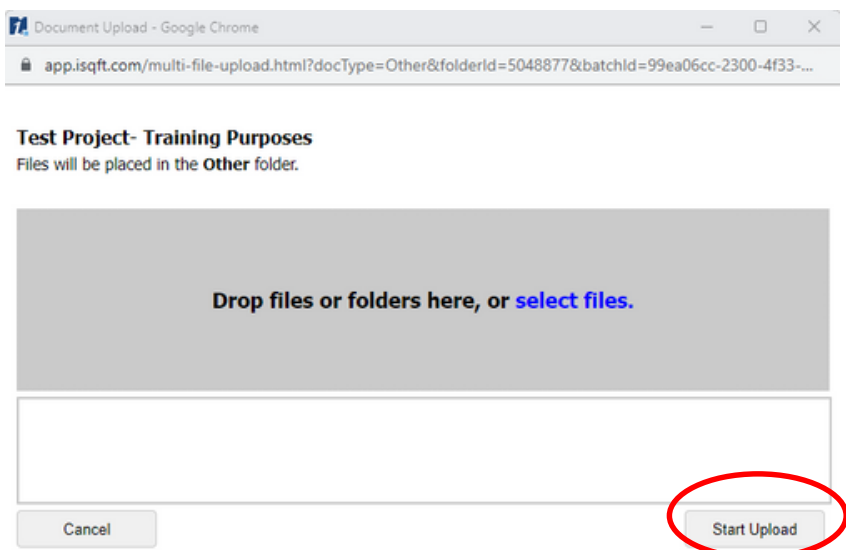
- A new screen will open. Click on the type of document.
- Click the bottom box if you don't require iSqFt to format the document for upload



5- Create Addendum

- A new screen will open. Drag and drop or select the file you want to upload
- Click "Start Upload"

***NOTE- Documents cannot be dragged in from email**

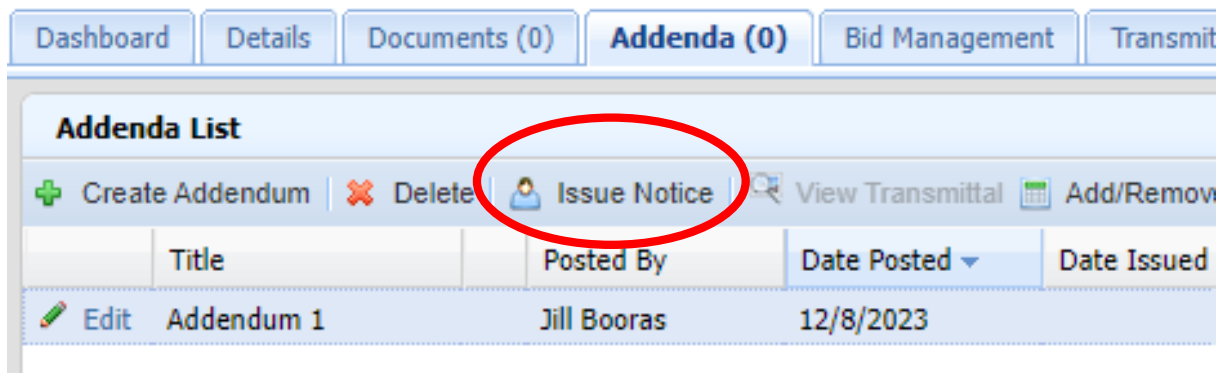


Module 10: Addendums

1- Issue Notice

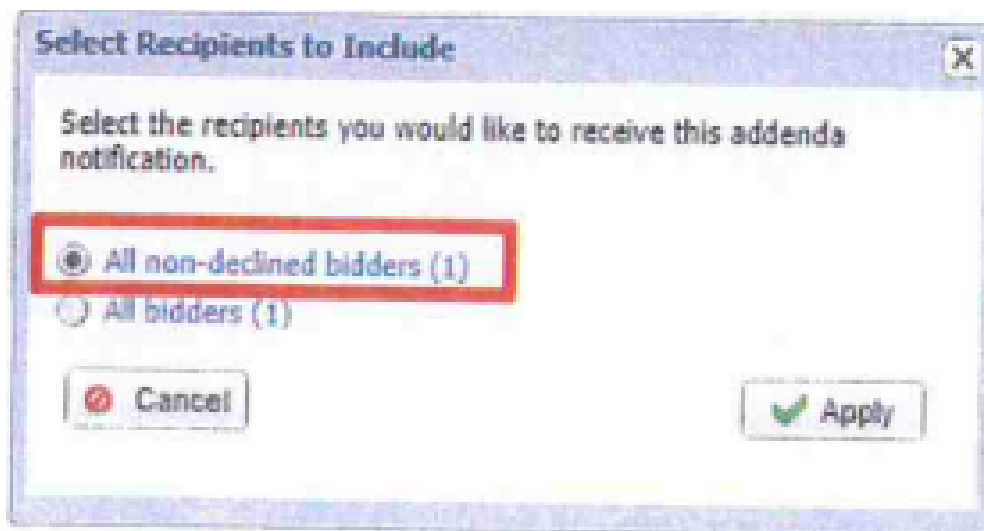
***NOTE-** Once the addendum has been reviewed by the Lead Estimator, you can issue a notice

- Under “Addenda List”, click “Issue Notice”



2- Issue Notice

- A new window will open. Click “All non-declined bidders”



Module 10: Addendums

***NOTE- The Lead Estimator will direct the notice in the message notice box**

Create Transmittal

Send Transmittal Save as Draft Cancel

Details Recipients (1) Attachments Email Preview Fax Preview

Details

Transmittal Type: Addenda

Template: iSqFI Standard Addendum Manage Templates

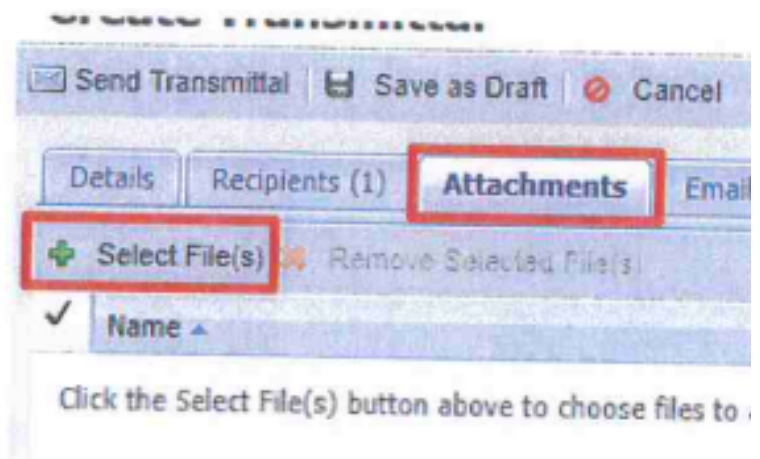
Prequalification: Include Prequalification Request

Transmittal Subject: Addenda - Test

Message Note: All,
Please be advised that Addendum # 2 has been uploaded to the Addendum Section.
Please Review and price accordingly, if you have not done so already please respond with
your intentions to bid.
Thanks, |

3- Issue Notice

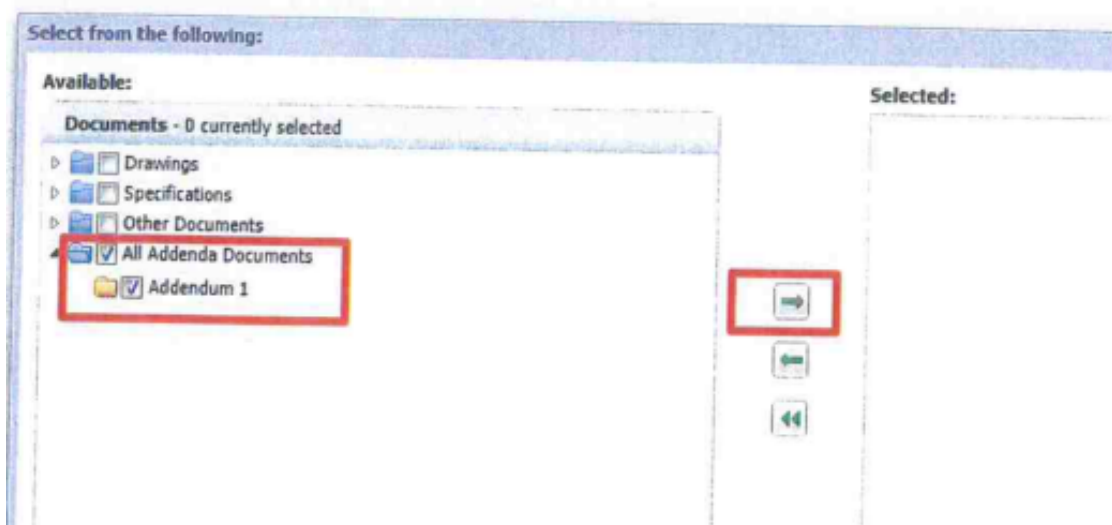
- Click the “Attachments” tab
- Click “+ Select Files”
 - *A new window will open



Module 10: Addendums

1- Adding Link to Addenda Notice

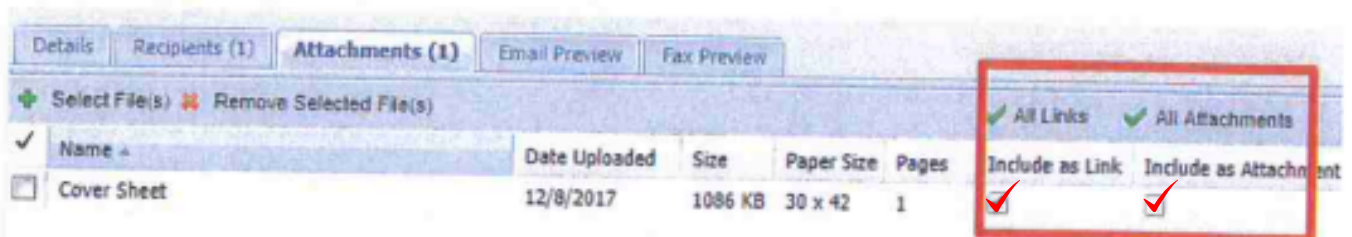
- Use the arrows to move the document selected from “Available” to “Selected”



***NOTE**

If the file is too large to add as an attachment, include the link for the subcontractor to reference.

- Click “Include as Link”
- Click “Include as Attachment”



Module 10: Addendums

2- Adding Link to Addenda Notice

- Preview the email with the Lead Estimator
- Click “Send Transmittal”

