

# RFI Process

1) Open e-Builder

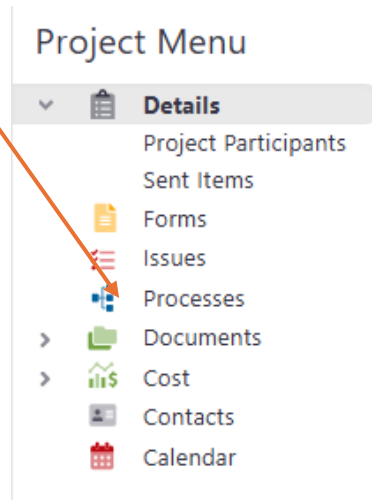
<https://app-us3.e-builder.net/>

2) Select Projects tab on top

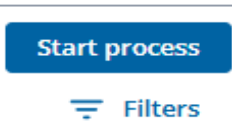
3) Find under Project Name: xxxxxx and select it

4) You will see project details and a Project Menu (left side)

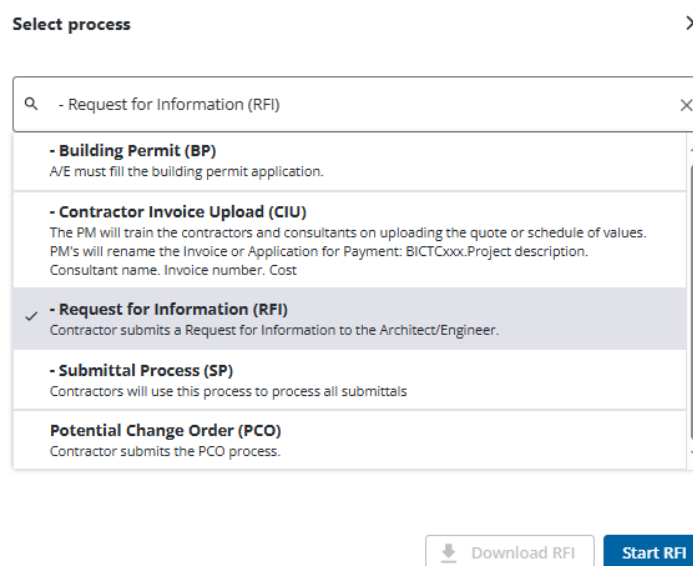
5) On the left menu side select Processes



6) Start Process



7) Highlight RFI and click



8) Fill all the required information \*

9) If you need to upload documents, go to RFI Workbook backup and upload the doc from your computer.

10) After you entered all information select the action "Submit"

11) You have **finished**

The image shows the 'Start Process' form for a Request for Information. At the top right are buttons for 'Print', 'Submit', 'Save Draft', and 'Cancel'. The form fields are:
 

- Project: Reroofing Bwing Dwing, Cafeteria, and connector
- Project Number: BICTC677
- Process: - Request for Information

 Below this is a 'Details' section with tabs for 'Documents (0)', 'Attached Processes (0)', and 'Attached Forms (0)'. There is an 'Expand All | Collapse All' link. The 'Data' section contains:
 

- Proposed RFI: [Text input field]
- RFI Workbook backup: [Drag and drop file here] or [Browse Computer] [Browse e-Builder]

 The 'Contractor's Request For Information' section includes:
 

- \* Title: [Text input field]
- \* Priority Level: [Dropdown menu: -- Please select an option --]
- \* Potential Cost Impact: [Dropdown menu: -- Please select an option --]
- \* Potential Schedule Impact: [Dropdown menu: -- Please select an option --]
- \* Respond Requested from: [Dropdown menu: -- Please select an option --]
- \* Category: [Dropdown menu: -- Please select an option --]
- \* Specification Section: [Text input field]
- \* Drawing(s): [Text input field]
- \* Information Requested: [Large text area]

 At the bottom right are buttons for 'Print', 'Submit', 'Save Draft', and 'Cancel'.