E-BUILDER VENDOR FAQ

TABLE OF CONTENTS

• Log in
• Project Details
• Processes
  • Invoice Approval (IA)
  • Potential Change Order (PCO)
  • Commitment Approval (CA)
• Forms | Actions
• Documents
• Help
OUR VISION: To be the BEST facilities department in the country by PROVIDING OUTSTANDING, INNOVATIVE SERVICES to the community.
E-BUILDER MEMBER LOG IN

Table of Contents

Log in

Home Screen - Workflow in your Court

Project Details

Processes – Invoice Approvals

Processes – Potential Change Order

Forms | Actions

Documents

Help

Tech Support

To speak to a LIVE tech support team member, please call 800-285-5717. Outside of the U.S., please call 800-580-9122.

To contact us via e-mail, please submit your question to support@e-builder.net.

Contact Support →
Workflow in your court has items that you or someone in your role group need to act on.

Select the Name and e-Builder will bring you to the screen to act.
LOCATE A PROJECT FROM THE HOME SCREEN

Select the Project from the drop down box
ACCESS PROJECTS FROM ANY TAB DEPENDING ON WHAT YOU WANT TO DO

Select a project from the dropdown menu or the project list under the Projects Menu.
ONCE IN PROJECT USE THE PROJECT MENU IN THE LEFT COLUMN TO NAVIGATE WITH THE PROJECT
INVOICE APPROVAL

• Start by submitting the invoice to Oracle via email to invoices@vanderbilt.edu
  • Invoice must be legible, submitted in portrait orientation and include the following details (typed, not handwritten on the document):
    • Supplier name and address
    • Invoice date
    • Invoice number
    • Purchas order number
    • Description of the goods and/or services provided
  • Emails sent to the invoices@vanderbilt.edu email address may contain multiple attachments, but each attachment must include only one unique invoice.

• Next, submit invoice in e-Builder:
  • Start the Invoice Approval process in e-Builder using the steps on the following slides.
  • Ensure to attach the invoice submitted to Oracle in the e-Builder Invoice.
TO START AN INVOICE APPROVAL

* To get to this page you can either start on the Process tab at the top then choose the project from the drop down menu next to Process for: OR you can start from the Projects tab and once in the project go to Processes under the project menu on the left.

Be sure you are on the correct project.

Choose Start Process.
CLICK THE PROCESS YOU WANT TO START

**Start a process on Kirkland Hall-Suite 411: Renovate Suite**

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Approval or Change (BAC)</td>
<td>The purpose of this process is to approve a budget for a new project or change a budget for an existing project.</td>
</tr>
<tr>
<td>Change Order (CO)</td>
<td>The purpose of this process is to bundle and route changes orders for approval.</td>
</tr>
<tr>
<td>Commitment Approval (CA)</td>
<td>The purpose of this process is to route contracts for review and approval.</td>
</tr>
<tr>
<td>Invoice Approval (IA)</td>
<td>The purpose of this process is to route invoices for review and approval.</td>
</tr>
<tr>
<td>Monthly Project Status Update (MPSU)</td>
<td>The purpose of this process is to create a monthly project status update on the 2nd Monday of the month.</td>
</tr>
<tr>
<td>Potential Change Order (PCO)</td>
<td>The purpose of this process is to route potential changes for approval.</td>
</tr>
<tr>
<td>Request for Information (RFI)</td>
<td>Used for requesting information from architects/engineers</td>
</tr>
</tbody>
</table>

This screen pop's up after choosing **Start Process**
It is essential that the Vendor Invoice # matches the Invoice number on the invoice emailed to invoices@vanderbilt.edu exactly. Overnight, e-Builder and Oracle will communicate, and these matching numbers link them up in both systems.

The commitment must be selected before the Invoice Items appear.

Be sure to enter the invoice amount under the correct Commitment Item #.
SELECT THE TYPE OF PROCESS YOU WANT TO REVIEW
REVIEW PENDING INVOICE APPROVALS

Search processes to determine where they are in the process.

Select the process to see details.
INVOICE APPROVAL PROCESS STATUS
The Date Paid, Payment Reference # and Amount Paid can be found here.
TO START A POTENTIAL CHANGE ORDER
### Start a process on Kirkland Hall-Suite 411: Renovate Suite

#### Processes

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Approval or Change (BAC)</td>
<td>The purpose of this process is to approve a budget for a new project or change a budget for an existing project.</td>
</tr>
<tr>
<td>Change Order (CO)</td>
<td>The purpose of this process is to bundle and route changes orders for approval.</td>
</tr>
<tr>
<td>Commitment Approval (CA)</td>
<td>The purpose of this process is to route contracts for review and approval.</td>
</tr>
<tr>
<td>Invoice Approval (IA)</td>
<td>The purpose of this process is to route invoices for review and approval.</td>
</tr>
<tr>
<td>Monthly Project Status Update (MPSU)</td>
<td>The purpose of this process is to create a monthly project status update on the 2nd Monday of the month.</td>
</tr>
<tr>
<td>Potential Change Order (PCO)</td>
<td>The purpose of this process is to route potential changes for approval</td>
</tr>
<tr>
<td>Request for Information (RFI)</td>
<td>Used for requesting information from architects/engineers</td>
</tr>
</tbody>
</table>
COMPLETE PCO
Select **Forms** from the project menu.

Search forms on a project here.

Select **Fill Out Form** to create a new form.
To request action from someone else on the project, use **Action Item**.
COMPLETE FIELDS TO SEND AN ACTION ITEM TO ANOTHER PARTICIPANT
In Documents, you can review all documents available. You can also upload information on the project to be stored for later use in processes or reference.

Documents are organized by topic.
HELP

For help, you have 3 options:
1. Click the “?” at the top right corner of the screen to get help with basic navigation.
2. Contact e-Builder support at (888) 288-5717 or support@e-builder.net. You can also find this information under the “?” on the e-Builder Home page.
3. Contact your VU Facilities Project Manager or e-Builder Administrator.