

An EOT enables to extend the due date or the SLA so that the work can be completed within a new timeframe. Where the work cannot be completed within the initial due date, you must raise an EOT request. It enables the subcontractor to request a revised end date by applying for an extension of time.

The instructions below details how to raise an EOT request.

Ste p	Instruction	Screen
1.	Open Google Chrome and go to <u>www.connect.broadspectrum.com</u> , enter your username and password, then click 'Login'.	Broadspectrum x + Authentication Required Please enter your network ID and password. Username Username Username Username Click here for Home Page.
2.	You can raise an EOT from the 'Acknowledged', 'On-site', 'On- Hold' tiles. In this example, click the 'On-Site' tile.	Work Orders Claims Information Admin Accept Or Reject Acknowledged Made Safe On-Site On-Hold Completed Image: Completed work Orders Work Order Work Orders Image: Completed work Orders Image: Completed work Orders Image: Completed work Orders Image: Image: Completed work Order Image: Completed work Orders Image: Completed work Orders Image: Completed work Orders Image: Image: Image: Completed work Order Image: Completed work Orders Image: Completed work Orders Image: Completed work Orders Image: Image: Image: Completed work Order Image: Completed work Orders Image: Completed work Orders Image: Image: Image: Image: Completed work Order Image: Completed work Orders Image: Completed work Orders Image: Image: Image: Image: Image: Completed work Order Image: Completed work Order Image: Completed work Order Image: Im
3.	Click on the work order number to raise the extension of time.	On-Site O Work Order Number Customer Reference ^ Operation Status Field Worker Operation Status Field Worker Conssile Operation Status Search Reset * case-sensitive search text Immunol Customer Customer Status Work Order Operation Status Immunol Immunol Search Reset * case-sensitive search text Plonty Immunol Operation Status Operation Status Operation Status <

Subcontractor Portal – Instructions for vendors How to raise an EOT (Extension of Time) Request



4.	Click on the operation.	114668127 / RAAF EU REPAIR HOT WATER - TEST ORDER
	Note: there could me more than one operation to choose from. In this example, there is only Operation 10.	Functional Location: AU-DEF-CW-EDP-0939-D0483-ESHYHW - HEATED WATER IN 0939/D0483 Equipment: 10234033 - Hot Water Unit-Electrical-Domestic-No.01 Site Name: RAAF Base Edinburgh Address: Pika Street, RAAF BASE EDINBURGH EDINBURGH 5111 SA AU Location: Comments:
		1 1 OPERATIONS ATTACHMENT Operations (1) No. Description Status Resource Name Scheduled Start Scheduled Finish 10 EU05.001-PULMBING -GAS HOTIVATER SYSTEM m-Site
5.	Click the dropdown next to 'Status', then select 'On-Hold'.	EU05.001=PLUMBING-GAS HOTWATER SYSTEM - 114668127
		SERVICES SLA DOCUMENTS 2 ATTACHMENTS
6.	Additional information, such as the reason code must be entered. For Extension of Time, you can only select Reason Codes starting with 'EOT' and these are: - EOT Customer Unavailable - EOT Specialist Materials Reqd - EOT Unsafe Work Conditions - EOT Specialist Resources Reqd - EOT Other Contractor Works - EOT Advance Notice - EOT Force Majeure	Image: Construction of the second constructi
7.	 In 'EOT Justification', Include: Comments on why the EOT is needed What will be done to complete the EOT These assist the supervisor with approval of the EOT.	Work Orders > EU05.001=PLUMBING-GAS HOTWATER SYSTEM - 114668127 - 10 Current Status: On-Site Scheduled Start Date & Time: 52/13, 125 PM Scheduled Finish Date & Time: 52/13, 125 PM SLA Start Date & Time: 52/13, 125 PM SLA Start Date & Time: 52/13, 326 PM SLA Finish Date & Time: 52/13, 326 PM SLA Finish Date & Time: 52/13, 125 PM Start Date Time: Date Time: Exception: Exception: *Status: On-Hold *Status: Date Time: Zool/2019 15:54 Time: WorkOrder Operation Comments: file

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8. In 'No of Days', enter the length of	EU05.001=PLUMBING-GAS HOTWATER SYSTEM - 114668127 - 10
time in days you require an	
extension of the due date.	
	Current Status: On-Site
	Scheduled Start Date & Time: 5/21/19, 11:49 AM
	Scheduled Finish Date & Time: 5/21/19, 1/25 PM
	SLA Einich Date & Time: 6/17/19, 3:26 PM
	*Status: On-Hold
	*EOT Justification (40): Cannot proceed due to
	*No Of Days: 30
	Exception: Exception Status
	Date / Time: 23/05/2019 15:54 🐻
	WorkOrder Operation Comments: 👔
9. Click 'Save'.	EU05.001=PLUMBING-GAS HOTWATER SYSTEM - 114668127 - 10
	Current Status: On-Site Scheduled Start Date & Time: 5/21/19.11:49 AM
	Scheduled Finish Date & Time: 5/21/19, 1:25 PM
	SLA Start Date & Time: 5/27/19, 3/26 PM
	SLA Finish Date & Time: 6/17/19, 328 PM *Crature: On Model *Desiron Code: ECT Socialist Materials Read
	*EOT Justification (40): Cannot proceed due to
	*No Of Days: 30
	Exception: Exception Status
	WorkOrder Operation Comments:
	Canodi San