

## OFFSITE CONTRACT DRAW SCHEDULES

1. Offsite Contracts and Contract Change Orders (Revisions) should be entered as usual, either through the Offsite Bid or Create A Contract procedures provided in the IBSWIN Purchasing module. **Detail line items entered for these contracts and change orders may have different spreads ( Pay Points ) based on the spread assigned to the detail line item trade. If the detail line item trade has no spread, the spread assigned to the Subcontractor is used. If the Subcontractor has not spread, then the spread for the Trade assigned to this Subcontractor is used.**
2. To create and print a Draw Schedule, select the Offsite contract you want to create a draw for and click on the 'Draw Schedule' button in the Offsite Contract Master screen.

**Offsite Contracts**

Vendor: ABC001 ABC FRAMING  
 41514 ORANGE AVE  
 ANAHEIM CA 91651  
 (714)516-5151 Fax: (949)476-1210

Contact: KEN ROSS Subcontractor Trade: FRAM

Contract	Rev #	Phase	Date	Items	Contract Amount	Description / Comments
VBV		BR01	02/11/2005	5	238,295,561.33	

Contract Tracking Draw Schedules Save New Revisions Detail Delete Print Exit

3. This will take you to the draw detail screen ( see below ) where you can enter draw quantities on specific line items for the current draw or you can select a previous draw to print and/or modify. Entry into this screen always takes you to the next logical draw number (new draw ).

**Offsite Contract Draws**

Vendor: ABC001 ABC FRAMING  
 Div: 03 Pharaoh Homes - Arizona  
 Proj: BR1 Big Ranch  
 Phase: BR01 Big Ranch #1  
 Tract: 99191

Contract#: VBV This Draw: 4 0.00

Item	Trade	Cost Code	Unit	Qty Remaining	Spread	Item Description	Draw Quantity	Unit Cost	Total Cost	Notes
001	ARCH	140	Ex	2.000	90.00/10.00	Test Item One for Offsite Draw S	0.000	12,300.000	0.00	Notes
002	CIVIL	130	Ex	3.000	90.00/10.00	Test Item Two for Offsite Draw S	0.000	6,850.000	0.00	Notes
004	CLEA	650	sqft	1,105,290.340	25.00/25.00/20.00/20.00/10.00	Test Item Five for Offsite Draw S	0.000	19,263	0.00	Notes
005	ENGI	150	SqFt	13.305	75.00/25.00	Test Item Three for Offsite Draw	0.000	285,630	0.00	Notes
003	ENGI	150	SqYd	280.320	75.00/25.00	Test Item Four for Offsite Draw S	0.000	1,025,365	0.00	Notes

Print Exit

4. Per Contract or Contract Change Order (Revision), **only 15 draws will be allowed.**
5. You may have offsite detail lines with dissimilar pay points. **Each draw must include detail with similar pay points**, however. The **“Spread”** column will show you the current spread for the detail line. You will not be allowed to select dissimilar spreads ( pay points ) in your draw.
6. To create a draw, simply enter an amount in the **“Draw Quantity”** column of detail with similar spreads.
7. Select **“Print”** to print the schedule. If there are only 2 pay points for your draw, the schedule printed will be **Letter/Portrait**. If more than 2 pay points are contained on the draw, the schedule will print in **Letter/Landscape** mode.
8. You may print or modify a prior draw by entering the prior draw number in the **“This Draw”** box. A prior draw number entered here will refresh the screen with that draws entries.
9. Should you need to update the quantities or unit costs for detail line items, modification should be done in the Offsite Contract Detail screen. These amounts cannot be modified in the Draw screen.