Create a Change Order Request (COR) for a Prime Contract

Objective

To create a Change Order Request (COR) for a prime contract.

Background

A Change Order Request (COR) provides general contractors with the ability to create a package that contains one (1) or more Potential Change Orders (PCOs) into a formal request that you can then send to the project's owner. When creating a COR, it is a common practice to group PCOs that share the same scope of work into a single COR. This helps to organize your change orders into logical groups, which can streamline the review and approval process for the project owner.

Important

A COR requires that your project's Prime Contracts tool is configured to use the three (3) tier change order setting. 1- and 2-tier change order configurations do NOT support the use of CORs. See [What are the different change order tiers?](https://support.procore.com/products/online/user-guide/project-level/prime-contract/tutorials/create-a-change-order-request)

Things to Consider

- **Required User Permissions:**
  - 'Admin' level permissions on the project's Prime Contracts tool.

Prerequisites

- The project's prime contract must be in the 'Approved' state.

Steps

1. Navigate to the project's **Prime Contracts** tool.
2. Click **Create CO Request**.
   
   *Note:* This button is only available if your project's prime contract is in the 'Approved' status.
3. Complete the following:

- **Number.** This field is automatically prefilled based on the number of other CORs that have been created. By default, the number will automatically increment by one. However, you can manually enter a different number, if desired. *(Note: If you manually enter a number, the next COR that's created will automatically increment by one, based upon this specified value.)*

- **Date Created.** Displays the date and time that the COR was created. You cannot change this value.

- **Revision.** This field displays the COR's revision number. When a COR is first created, its revision number is zero (0). Depending on the feedback you receive from the reviewer/approver, a COR may have multiple revisions.

- **Created By.** Displays the name of the user who created the COR. You cannot change this name.

- **Title.** Enter a title that describes the COR.

- **Status.** Select the current state of the COR.
  - **Approved.** The COR has been approved. Costs are reflected as 'Approved Changes' in the budget.
  - **Draft.** The COR still needs to be modified before it can be submitted for review. Costs are not reflected in the budget.
  - **Pending - In Review.** The COR is currently being reviewed by an approver. Costs are reflected as 'Pending Changes' in the budget.
  - **Pending - Revised.** The COR has been modified since its initial submission. Costs are reflected as 'Pending Changes' in the budget.
  - **Pending - Pricing.** The COR is pending and is currently out for pricing. Costs are reflected as 'Pending Changes' in the budget.
  - **Pending - Not Pricing.** The COR is pending and is not actively being priced. Costs are reflected as 'Pending Changes' in the budget.
  - **Pending - Proceeding.** The COR is still pending and the work is being completed. Costs are reflected as 'Pending Changes' in the budget.
  - **Pending - Not Proceeding.** The COR is pending and the work is not currently taking place. Costs are reflected as 'Pending Changes' in the budget.
  - **Rejected.** The COR was rejected. Costs are not reflected in the budget.
  - **No Charge.** The COR will be performed at no charge. Costs are not reflected in the budget. *(Note: These statuses reflect the budget in the ways listed above for the Procore Standard Budget View. To create or modify views, see [Set up a New Budget View](https://support.procore.com/products/online/user-guide/project-level/prime-contract/tutorials/create-a-change-order-request).)*

- **Prime Contract Change Order.** (For 3-tier change orders only) If desired, you can add the COR to a PCCO. You can either select an existing PCCO from the drop-down menu, or create a new PCCO where the COR will automatically be added to it.

- **Private.** Mark this checkbox if you want the COR to be private and only visible to users with 'Admin' permissions on the Prime Contract tab.

- **Description.** Enter a more detailed description of the COR.

- **Schedule Impact.** If known, you can provide an estimate of the number of additional days that would
potentially be added to the current project schedule if the COR were approved.

◦ **Potential Change Order.** Select which PCOs to include in the COR.

◦ **Attachments.** Select and attach any relevant documents.

4. Click **Create.**

**Note**

If you want to email the COR to the project owner or another user for review, click **Create & Email.** This action opens a new page where you can select the recipients for the email. The recipients can then email a reply to the message to approve the change order.

**Next Steps**

• **Create Prime Contract Change Order**

**See Also**

• **Create Potential Change Order**

• **Set Up a Prime Contract**

If you would like to learn more about Procore’s prime contract software and how it can help your business, please visit our construction contract management software product page [here](https://support.procore.com/products/online/user-guide/project-level/prime-contract/tutorials/create-a-change-order-request).