

CONTRACTS – LIMITED NOTICE TO PROCEED (LNTP)

The **Limited Notice to Proceed (LNTP)** approval process is in the Contracts form. The Procurement Team will create the form, enter the applicable data and then start the corresponding workflow.

The first step of the workflow sends the record to the **Project Manager (PM)** for approval. When the PM passes the workflow, the **SAP Administrator** is notified with instructions to run the applicable Merge Template to submit to SAP. If approved, the SAP Administrator will pass the workflow which notifies the **Procurement Team**.

LNTP Approval Workflow Diagram:



To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Create the LNTP \(Procurement Team\)](#)

[Start the Workflow \(Procurement Team\)](#)

[Approve for SAP Submittal \(Project Manager\)](#)

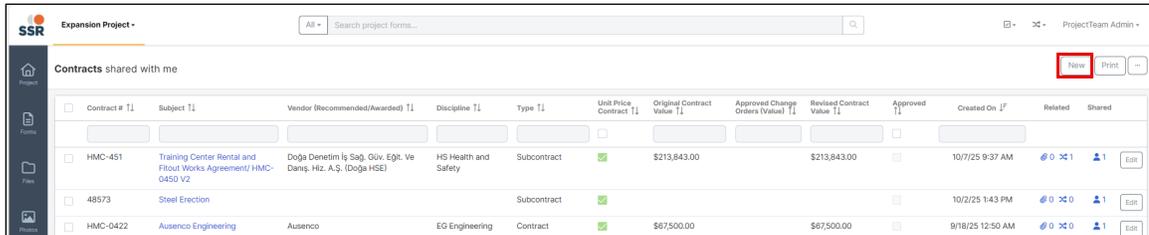
[Run the Merge Template to Submit to SAP \(SAP Administrator\)](#)

[Proceed with an Approved LNTP \(Procurement Team\)](#)

[Additional Resources](#)

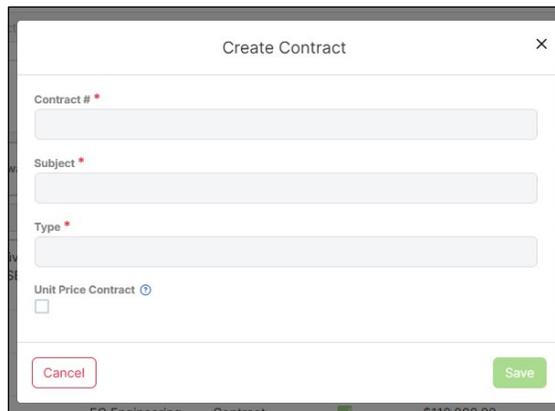
CREATE THE CONTRACT

- 1) The Procurement Team will create a new Contract record and enter the Details at the top of the page and then complete the data fields for the LNTP.
 - a. Clicking **New** from the Contracts log view will open the Create Contract modal with all the required fields.



Contract #	Subject	Vendor (Recommended/Awarded)	Discipline	Type	Unit Price Contract	Original Contract Value	Approved Change Orders (Value)	Revised Contract Value	Approved	Created On	Related	Shared
HMC-451	Training Center Rental and Fitout Works Agreement/ HMC-0450 V2	Doğa Denetim İş Sağ. Ölüv. Eğit. Ve Danış. Hiz. A.Ş. (Doğa HSE)	HS Health and Safety	Subcontract	<input checked="" type="checkbox"/>	\$213,843.00		\$213,843.00	<input type="checkbox"/>	10/7/25 9:37 AM	🔗	👤
48573	Steel Erection			Subcontract	<input checked="" type="checkbox"/>				<input type="checkbox"/>	10/2/25 1:43 PM	🔗	👤
HMC-0422	Ausenco Engineering	Ausenco	EG Engineering	Contract	<input checked="" type="checkbox"/>	\$67,500.00		\$67,500.00	<input type="checkbox"/>	9/18/25 12:50 AM	🔗	👤

- i. Enter the **Contract #**.
- ii. Enter the **Subject**.
- iii. Select **Subcontract** in the **Type** field.
- iv. Check **Unit Price Contract** if you want the Schedule of Values to include Qty, and Unit Cost fields.
- v. Click **Save** to open the full list of available fields.



Create Contract ✕

Contract # *

Subject *

Type *

Unit Price Contract

Cancel
Save

- a. Enter any additional information in the fields at the top of the
- b. Enter the LNTP Data
 - i. Enter a **Brief Summary of Purpose**.
 - ii. Select the **General Provision**.
 - iii. Enter the **LNTP Expiration Date**.

LIMITED NOTICE TO PROCEED DATA

Complete the following for a LNTP.

LNTP Brief Summary of Purpose
Training Center Rental and Fitout Works

LNTP General Provision
services by the personnel listed below

LNTP Expiration Date
10/31/2025

- iv. Click **Create New** at the top of the **Scope Items** collection.
 1. Enter the **Item** description.
 2. Click **Add** to add the data entered in the Add LNTP Scope Items modal as a row in the **LNTP Scope Items** or click **Add & New** to create another row for the Items list.
- v. Click **Create New** at the top of the **LNTP Schedule of Values** collection.
 1. Select the **Account Code**.
 2. Enter a **Description** of the SOV item
 3. Enter the **UOM, Quantity**, and **Unit Price**.
 4. Click **Add** to add the data entered in the Add LNTP Schedule of Values modal as a row in the **LNTP Schedule of Values** or click **Add & New** to create another row for the Items list.

LNTP Scope Items

#	LNTP Items
1	Commence PPE & Safety material procurement prior to finalizing prime contract.
2	Commence hiring Manager and Administrative Assistant prior to finalizing prime contract.
3	Commence advertising for new employees prior to finalizing prime contract.

LNTP Schedule of Values

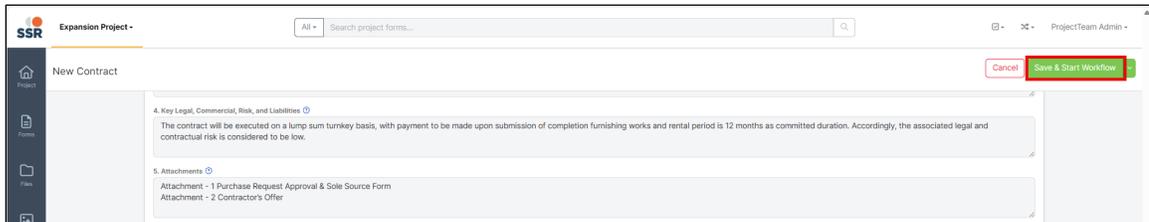
#	Account Code	Description	UoM	Quantity	Unit Price	Scheduled Value
1	2130-AM - Mine Personnel Equipment (Mine)	Order PPE 25%	LS	0.25	\$25,000.00	\$6,250.00
2	5520-TA - Village Buildings (Camp) (Temporary Facilities, Plant and Equipme...	Manager (Joe Jones)	HR	200	\$50.00	\$10,000.00
3	5520-TA - Village Buildings (Camp) (Temporary Facilities, Plant and Equipme...	Administrative Assist.	HR	200	\$25.00	\$5,000.00
4	5520-TA - Village Buildings (Camp) (Temporary Facilities, Plant and Equipme...	Advertising - 25%	LS	0.25	\$35,000.00	\$8,750.00
						Total \$30,000.00

- c. Start the **LNTP Approval** workflow. See [Start the Workflow](#) in this QRG for help.

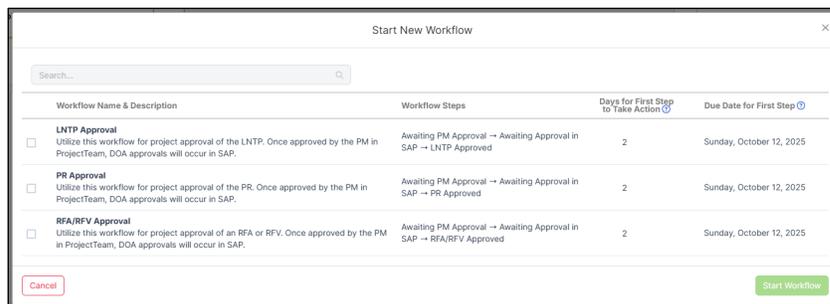
START THE WORKFLOW

After a record is saved, a user can navigate to the Workflows panel of the open record and click **Start New** to open the list of workflows.

- a. Click **Save & Start Workflow** in a new record or **Start New** in the Workflows panel of an existing record.



- b. Check the box beside the LNTP Approval workflow.
- c. Click **Start Workflow** to send the first workflow step to the PM for review and approval. See [Approve for SAP Submittal](#) in this QRG.

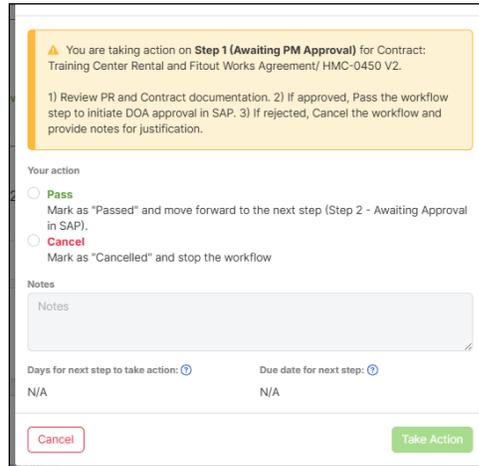


APPROVE FOR SAP SUBMITTAL

- 1) When the workflow is started for any of the three approval processes, the **Project Manager** will be assigned the first step.
 - a. **Review** the applicable section of the record.
 - b. Click **Take Action** from the top of the page or from the Workflow panel.



- c. If Approved, **Pass** the workflow step to initiate DOA approval in SAP.
 - i. **Pass** moves the workflow to the SAP Administrator with instructions to Run the Merge Template and submit in SAP. See [Run the Merge Template](#) in this QRG.
- d. If Rejected, **Cancel** the workflow and provide notes for justification.
 - i. **Cancel** notifies the workflow initiator and marks the workflow Cancelled.
 - ii. The Procurement Team can **Restart** the workflow at any time.



⚠ You are taking action on **Step 1 (Awaiting PM Approval)** for Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2.

1) Review PR and Contract documentation. 2) If approved, Pass the workflow step to initiate DOA approval in SAP. 3) If rejected, Cancel the workflow and provide notes for justification.

Your action

Pass
Mark as "Passed" and move forward to the next step (Step 2 - Awaiting Approval in SAP).

Cancel
Mark as "Cancelled" and stop the workflow

Notes

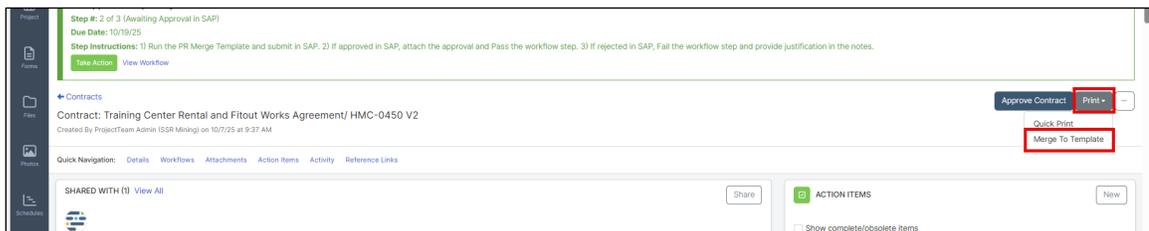
Notes

Days for next step to take action: Due date for next step:

N/A N/A

RUN THE MERGE TEMPLATE TO SUBMIT TO SAP

- 2) When the Project Manager approves the PR, RFA, or the LNTP and passes their workflow step, the workflow moves to the **SAP Administrator** with instructions to run the merge template to submit to SAP. The **Bidders List** is also available as a merge template.
 - a. Run the **Merge Template**.
 - i. From the open Contract record, click **Print**.
 - ii. Select **Merge to Template**.



Step #: 2 of 3 (Awaiting Approval in SAP)
Due Date: 10/19/25
Step Instructions: 1) Run the PR Merge Template and submit in SAP. 2) If approved in SAP, attach the approval and Pass the workflow step. 3) If rejected in SAP, Fail the workflow step and provide justification in the notes.

Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2
Created By ProjectTeam Admin (SSR Mining) on 10/7/25 at 9:37 AM

Approve Contract Print Merge To Template

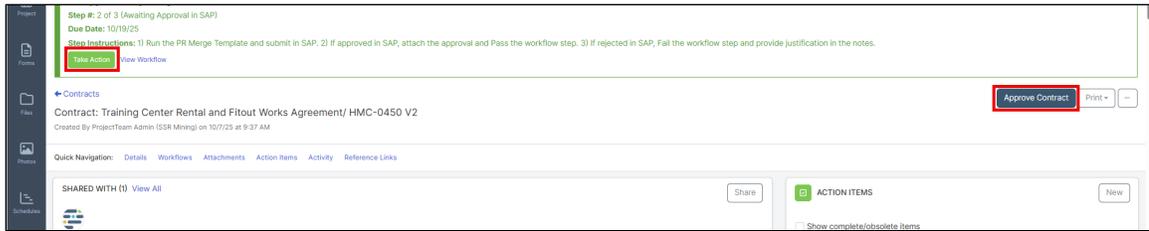
Quick Navigation: Details Workflows Attachments Action Items Activity Reference Links

SHARED WITH (1) View All

ACTION ITEMS

Show complete/obsolete items

- iii. **Select** and **Run** the Merge Template for the LNTP – Limited Notice to Proceed template.
- iv. **Save** and **Download** the document. *Saved Merge Templates are accessible in the Merge Documents Form.*
- b. **Submit** the downloaded document to SAP.
- c. **If Approved in SAP:**
 - i. Open the record and click **Approve Contract** from the top of the page.
 - ii. Upload the approval to the **Attachments** panel of the Contract record. See **Adding Attachments to Forms** in the help pages for more help.
 - iii. Click **Take Action** from the top of the page or from the Workflow panel.



- iv. Enter any applicable **Notes**.
- v. **Pass** the workflow step.
 - 1. **Pass** returns the workflow to the Procurement Team.
- d. **If Rejected in SAP:**
 - i. Click **Take Action** from the top of the page or from the Workflow panel.
 - ii. Provide justification in the **Notes**.
 - iii. **Fail** the workflow step.
 - 1. **Fail** returns the workflow to the PM.

⚠ You are taking action on Step 2 (Awaiting Approval in SAP) for Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2.

1) Run the PR Merge Template and submit in SAP. 2) If approved in SAP, attach the approval and Pass the workflow step. 3) If rejected in SAP, Fail the workflow step and provide justification in the notes.

Your action

Pass
Mark as "Passed" and move forward to the next step (Step 3 - PR Approved).

Fail
Mark as "Failed" and move back to step:

Notes

Notes

Days for next step to take action: Due date for next step:

N/A N/A

PROCEEDING WITH AN APPROVED LNTF

- 3) When the LNTF is approved in SAP and the SAP Administrator passes the workflow step, the workflow will be returned to the **Procurement Team** with instructions for proceeding.
 - a. Share the record with the vendor and provide notification to proceed per the LNTF.
 - b. Click **Take Action** from the top of the page or from the Workflow panel.
 - c. **Pass** the workflow step to complete the workflow.



⚠ You are taking action on **Step 3 (PR Approved)** for Contract: Training Center Rental and Fitout Works Agreement/ HMC-0450 V2.

1) Proceed with procurement activities per the approved PR. 2) Pass the workflow step to acknowledge receipt.

Your action

Pass
Mark as "Passed" and move forward to the next step (Workflow "Done").

Fail
Mark as "Failed" and move back to step:

Notes

Notes

Days for next step to take action: Due date for next step:

N/A N/A

RESOURCES

Help Pages:

[Start a workflow on a document](#)

[Print a Merge Template](#)

[Adding Attachments to Forms](#)

Additional Resources:

Basic Navigation

Batch Import

Sharing Records

Adding Attachments