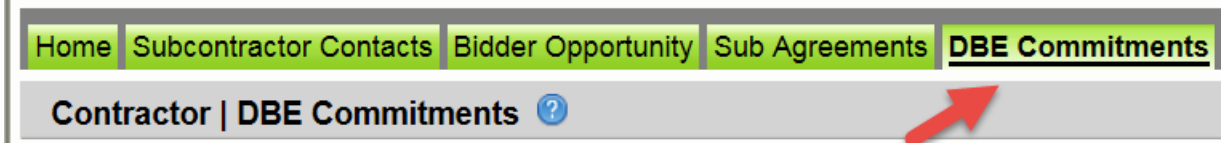


## Revise/make corrections to a DBE commitment record in the Equal Opportunity Compliance (EOC) System

- ✚ To revise a DBE commitment, the user needs to create a **negative** commitment record to void/cancel the record that needs correction, as shown below:

- Click on the **DBE Commitments** tab



- Enter **Contract id** in the contract id box and click **Get Contracts** button

The screenshot shows a form titled 'Step 1: Select Contract'. It contains a 'Contract ID' field with the value 'T3564', a '-OR-' separator, and a 'Select a Contract Category' dropdown menu. Below these is a 'Show Contracts Having Commitments' dropdown menu set to 'ALL'. A green 'Get Contracts' button is at the bottom. A red arrow points to the 'Contract ID' field, and another red arrow points to the 'Get Contracts' button. The text 'Showing item 1 of 1' is visible in the bottom right corner.

- Select **Contract** and click on the sub (i.e. click on contract and sub name)

The screenshot shows a table titled 'Step 2: Select Sub Agreement for Contract: T3564'. The table has columns for Contract ID, Description, Lead Project, Execution Date, Status, and Summary. The first row is highlighted in blue and contains the following data: Contract ID: T3564, Description: SR 8 (I-10), Lead Project: 43273615201, Execution Date: 3/2/2016, Status: OPEN FOR REPORTING, Summary: Summary. A red arrow points to the 'Contract ID' column. Below this table is another table with columns for Sub Name, Sub Vendor ID, Hired By, Tier, and Summary. The first row is highlighted in blue and contains the following data: Sub Name: EMERALD COAST MILLING & SERVICES INC, Sub Vendor ID: F331162421, Hired By: ANDERSON COLUMBIA COMPANY, Tier: 01, Summary: Summary. A red arrow points to the 'Sub Name' column. The text 'Showing item 1 of 1' is visible in the top right corner of the first table, and 'Showing items 1-3 of 3' is visible in the top right corner of the second table.

- Click the **Add New Commitment** button

The screenshot shows a form titled 'Step 3: Maintain Commitment Details for Sub Agreement with: EMERALD COAST MILLING & SERVICES INC'. It contains a 'Show Commitments with Status' dropdown menu set to 'ALL'. A green 'Add New Commitment' button is at the bottom. A red arrow points to the 'Add New Commitment' button.

- Select the **same NAICS** and **Specialty code** as the record being adjusted, next enter a **negative amount** (e.g. **-\$255,733**) of the same amount as the record being adjusted. This will void the record to zero. Next, select **Submit**.

Action	NAICS	Specialty Code	Commitment Amount
Add	238990 - All Other Specialty Trade Contractors	190 - MISCELLANEOUS CONSTRUCTION SE	-2557333 *
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: N/A

Action	NAICS	Specialty Code	Commitment Amount	Details
No Change	238990 - All Other Specialty Trade Contractors	190 - MISCELLANEOUS CONSTRUCTION SE	\$255,733.00 *	
<input type="checkbox"/> Delete	Submit Date: 3/8/2016	Date Reported: 6/23/2016	Status: READY TO INCLUDE INTO REPORT	DBE Credit: \$255,733.00
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION		

- Click **Save**

Action	NAICS	Specialty Code	Commitment Amount
Add	238990 - All Other Specialty Trade Contractors	190 - MISCELLANEOUS CONSTRUCTION SE	-2557333 *
<input type="checkbox"/> Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: N/A

Action	NAICS	Specialty Code	Commitment Amount	Details
No Change	238990 - All Other Specialty Trade Contractors	190 - MISCELLANEOUS CONSTRUCTION SE	\$255,733.00 *	
<input type="checkbox"/> Delete	Submit Date: 3/8/2016	Date Reported: 6/23/2016	Status: READY TO INCLUDE INTO REPORT	DBE Credit: \$255,733.00
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION		

- The user can now create a new commitment with the correct amount if necessary.