

# Guarantee Price Variance Manual

Information Sheet

Updated 7/11



*Quality You Can Trust...From  
North America's Largest Roofing Manufacturer!™*



# GAF

## PRICE VARIANCE

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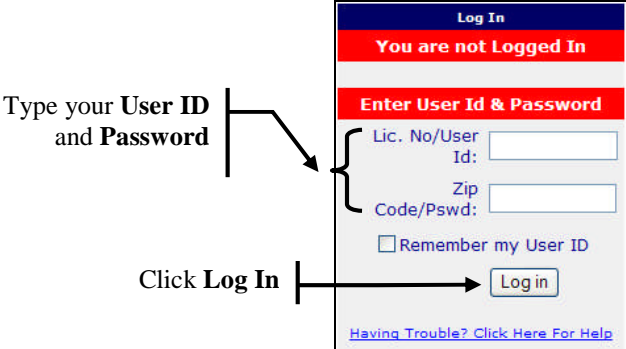
# CERTIFIED CONTRACTOR ZONE WEBSITE

## Accessing the Certified Contractor Zone Website

The *Certified Contractor Zone website* now allows Territory Managers to request a price variance online.

The following document will guide you through step-by-step instructions on accessing the Price Variance program.

To access the GAF Online Contractor website, follow the steps below:

Step	Action
1.	Double-click the <b>Internet Explorer</b> icon. <div style="text-align: center;">  </div>
2.	In the 'Address' text box type <b>www.contractors.gaf.com</b> and press [ENTER] on your keyboard. <div style="text-align: center;">  </div>
3.	Type your assigned <b>User ID</b> and <b>Password</b> , and then click <b>Log in</b> . <div style="text-align: center;">  </div>


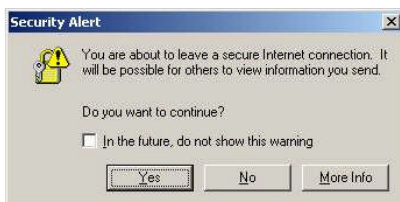

# PRICE VARIANCE

## Requesting a Price Variance

### Overview of the Main Screen

The *Price Variance screen* lists projects with a status of “PA” with prices that require your review. You must indicate for each of your projects whether the pricing shown is ‘Acceptable As Is’ or a ‘Price Variance’ is needed. Once you have taken action, the current status of the project is updated and displayed for your information. Projects remain on your list until the guarantee is issued.


Please note that the projects not yet reviewed will be listed at the top of the list. If you have already taken action on a project (by selecting ‘Accept Price As Is’ or ‘Request a Price Variance’) the project will displayed at the bottom of the list. Also note that you will be notified on a daily basis of any guarantees that have been changed to a status of PA (Project Accepted).

Step	Action
1.	<p>Click on the <b>Price Variance Project</b> hyperlink located on “My Home Page” tab.</p> 
<b>NOTE</b>	<p>If a Security Alert message is displayed as shown below, place a checkmark in the option ‘In the future, do not show this warning’ and then click ‘Yes’ otherwise, proceed to Step 2.</p> 
2.	<p><i>My Approved Projects Screen</i> will be displayed.</p>  <p><b>NOTE:</b> You can sort the information displayed by clicking on any of the column headings that are underlined (Contractor, Project Name, File Number, Spec, System, Spec, Guarantee Type and Pricing Authorization). Once you sort by a specific column, the column heading will be displayed in red as a reminder that the information displayed is sorted by this column.</p> <p>Also note that every time you close this screen and reopen it, the information displayed will always be sorted by the Pricing Authorization column.</p>

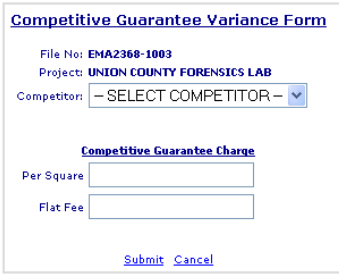
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# Requesting a Price Variance, Continued

**Accepting Price As Is** To indicate that the price displayed is acceptable, click the ‘Accept Price As Is’ hyperlink within the Pricing Authorization column.

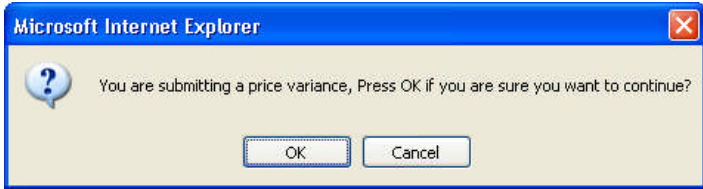
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4.	<p>Click on the <b>Accept Price As Is</b> hyperlink.</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Avon Roof Services</td> <td>IVY EQUITIES</td> <td>EMA2052-0703</td> <td>IB4C</td> <td>GAF</td> <td>367</td> <td>GAFGLAS DIAMOND PLEDGE:15</td> <td>List Price: \$4,404.00</td> <td>\$0.00</td> <td> <a href="#">Accept Price As Is</a>  <a href="#">Request Price Variance</a> </td> </tr> <tr> <td>Joseph Doherty Roofing Company Inc.</td> <td>UNION COUNTY FORENSICS LAB</td> <td>EMA2368-1003</td> <td>I1220MGPF</td> <td>GAF</td> <td>100</td> <td>RUBEROID DIAMOND PLEDGE:20</td> <td>List Price: \$1,700.00</td> <td>\$0.00</td> <td> <a href="#">Accept Price As Is</a>  <a href="#">Request Price Variance</a> </td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Avon Roof Services	IVY EQUITIES	EMA2052-0703	IB4C	GAF	367	GAFGLAS DIAMOND PLEDGE:15	List Price: \$4,404.00	\$0.00	<a href="#">Accept Price As Is</a> <a href="#">Request Price Variance</a>	Joseph Doherty Roofing Company Inc.	UNION COUNTY FORENSICS LAB	EMA2368-1003	I1220MGPF	GAF	100	RUBEROID DIAMOND PLEDGE:20	List Price: \$1,700.00	\$0.00	<a href="#">Accept Price As Is</a> <a href="#">Request Price Variance</a>
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5.	<p>Click ‘<b>OK</b>’ when asked to confirm that you wish to proceed.</p> 																														
6.	<p>The status of the project will be changed to reflect that it has been ‘<b>Verified – No Special Pricing</b>’.</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Avon Roof Services</td> <td>IVY EQUITIES</td> <td>EMA2052-0703</td> <td>IB4C</td> <td>GAF</td> <td>367</td> <td>GAFGLAS DIAMOND PLEDGE:15</td> <td>List Price: \$4,404.00</td> <td>\$0.00</td> <td>Verified - No special pricing</td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Avon Roof Services	IVY EQUITIES	EMA2052-0703	IB4C	GAF	367	GAFGLAS DIAMOND PLEDGE:15	List Price: \$4,404.00	\$0.00	Verified - No special pricing										
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**Requesting Price Variance** If the price displayed is not acceptable you can request a variance by clicking on the ‘Request Price Variance’ hyperlink within the Pricing Authorization column. Once submitted, the requested price variance will be automatically routed to your Regional Sales Director for approval. Once your Regional Sales Director has reviewed either rejected or approved will be reflected in the Pricing Authorization column for your information.

Step	Action																														
7.	<p>Click on the <b>Request Price Variance</b> hyperlink.</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Joseph Doherty Roofing Company Inc.</td> <td>UNION COUNTY FORENSICS LAB</td> <td>EMA2368-1003</td> <td>I1220MGPF</td> <td>GAF</td> <td>100</td> <td>RUBEROID DIAMOND PLEDGE:20</td> <td>List Price: \$1,700.00</td> <td>\$0.00</td> <td> <a href="#">Accept Price As Is</a>  <a href="#">Request Price Variance</a> </td> </tr> <tr> <td>J.P. Patti Co., Inc.</td> <td>DCO ESSEX/CHCP FACILITY</td> <td>EMA2533-1103</td> <td>I21MGP</td> <td>GAF</td> <td>83</td> <td>RUBEROID DIAMOND PLEDGE:20</td> <td>List Price: \$1,411.00</td> <td>\$0.00</td> <td> <a href="#">Accept Price As Is</a>  <a href="#">Request Price Variance</a> </td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Joseph Doherty Roofing Company Inc.	UNION COUNTY FORENSICS LAB	EMA2368-1003	I1220MGPF	GAF	100	RUBEROID DIAMOND PLEDGE:20	List Price: \$1,700.00	\$0.00	<a href="#">Accept Price As Is</a> <a href="#">Request Price Variance</a>	J.P. Patti Co., Inc.	DCO ESSEX/CHCP FACILITY	EMA2533-1103	I21MGP	GAF	83	RUBEROID DIAMOND PLEDGE:20	List Price: \$1,411.00	\$0.00	<a href="#">Accept Price As Is</a> <a href="#">Request Price Variance</a>
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8.	<p>The <b>Competitive Guarantee Variance Form</b> will be displayed as shown below:</p> 																														

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## Requesting a Price Variance, Continued

Step	Action																				
9.	Click the <b>Competitor drop-down arrow</b> and select a competitor from the list provided.																				
10.	Type the <b>Competitive Guarantee Charge</b> in the <b>Per Square text box</b> or <b>Flat Fee text box</b> then click the <b>Submit hyperlink</b> .																				
11.	Click 'OK' when asked to confirm that you wish to proceed. 																				
12.	The status of the project will be changed to reflect that it is currently ' <b>Pending Verification</b> '. <table border="1" data-bbox="407 751 1487 879"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Joseph Doherty Roofing Company Inc.</td> <td>UNION COUNTY FORENSICS LAB</td> <td>EMA2368-1003</td> <td>I1220MGPF</td> <td>GAF</td> <td>100</td> <td>RUBEROID DIAMOND PLEDGE:20</td> <td>List Price: \$1,700.00</td> <td>\$100.00 Flat Fee</td> <td>Pending Verification</td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Joseph Doherty Roofing Company Inc.	UNION COUNTY FORENSICS LAB	EMA2368-1003	I1220MGPF	GAF	100	RUBEROID DIAMOND PLEDGE:20	List Price: \$1,700.00	\$100.00 Flat Fee	Pending Verification
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<b>NOTE</b>	Once submitted, the Price Variance request will be routed to your Regional Sales Director for approval.																				

### RSD Approves/Denies Price Variance Request

Regional Sales Director will be notified of new requests submitted on a daily basis. Once the RSD approves or denies a price variance, the status of the project will be updated for your information.

<b>NOTE</b>	<b>EXAMPLE 1: Requested variance is approved</b>																				
	<table border="1" data-bbox="407 1247 1487 1354"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Badger Roofing Company, Inc.</td> <td>CIRCLE BRANCH - TRENTON POST OFFICE</td> <td>2005-00008233</td> <td>I31MGPF</td> <td>GAF</td> <td>118</td> <td>RUBEROID DIAMOND PLEDGE:20</td> <td>Date: 2005-12-05 Quote #: AG120505 Rate/sq: \$8.00</td> <td>\$0.00</td> <td>Approved</td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Badger Roofing Company, Inc.	CIRCLE BRANCH - TRENTON POST OFFICE	2005-00008233	I31MGPF	GAF	118	RUBEROID DIAMOND PLEDGE:20	Date: 2005-12-05 Quote #: AG120505 Rate/sq: \$8.00	\$0.00	Approved
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<b>EXAMPLE 2: Requested variance is denied</b>																					
	<table border="1" data-bbox="407 1419 1487 1526"> <thead> <tr> <th>Contractor</th> <th>Project Name</th> <th>File Number</th> <th>Spec</th> <th>System</th> <th>Sqs</th> <th>Guarantee Type</th> <th>Price</th> <th>Requested Variance</th> <th>Pricing Authorization</th> </tr> </thead> <tbody> <tr> <td>Best Roofing Of New Jersey, Inc.</td> <td>WEST ORANGE HIGH SCHOOL</td> <td>VMA1316-1203</td> <td>EFARI60</td> <td>EG</td> <td>740</td> <td>EVERGUARD DIAMOND PLEDGE 20</td> <td>List Price: \$7,400.00</td> <td>\$5.00 Per Square</td> <td>Denied</td> </tr> </tbody> </table>	Contractor	Project Name	File Number	Spec	System	Sqs	Guarantee Type	Price	Requested Variance	Pricing Authorization	Best Roofing Of New Jersey, Inc.	WEST ORANGE HIGH SCHOOL	VMA1316-1203	EFARI60	EG	740	EVERGUARD DIAMOND PLEDGE 20	List Price: \$7,400.00	\$5.00 Per Square	Denied
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### Important Note

By default, projects that still need your review will be listed at the top of the list. Once reviewed, the project(s) will be displayed at the bottom of the list with the current status. Also note that these projects will remain on your list until the guarantee has been issued.