iTWOcx – Correspondence Types

iTWOcx Correspondence Types

The table outlines the correspondence types that are available in iTWOcx and when to use them.

Note: Users will only see the mail types available for use as per their company / role in iTWOcx.

Mail Type	When to use
Architect Instruction (AI)	For **Mirvac Design** or **External Architects** to issue instructions relating to design when there is a formal contractual request.
Consultant Advice (CADV)	For **External Consultants** to provide information.
Design Change Notice (DCN)	For **Mirvac Development/Project Design Management (PDM)** to formally raise and issue change requests to Consultants.
Developers Instruction (DINST)	For **Mirvac Development** to issue instructions.
Extension of Time Claim (EOT)	For **Mirvac Construction** to raise EOTs to Mirvac Construction. Mirvac Construction to raise EOTs upstream as required.
General Correspondence (GEN)	For informal or general communications between **Project Members**. Used as an information only type mail. **Note:** This mail type should not be used as part of the formal mail processes such as the RFI, Variation or contract notice process.
Incoming Email (EML)	Can be used by **Project Members** to send a message to the entire project (not to a specific person). **Note:** Notifications will not be received by users.
Instruction (INS)	For **Mirvac Sales & Marketing** to issue instructions to external or Mirvac internal organisations.
Meeting (MEET)	For **Project Members** to use to summarise actions or share minutes from a meeting.
Notice (NOT)	For the **Subcontractor** to issue all contract notices including but not limited to progress claims and invoices.
Notice to Perform Work (NPW)	For **Mirvac Construction** to issue notices to Subcontractors.
Record of Conversation (ROC)	Used by **Project Members** to record a formal decision made verbally. For example, a decision made on site for a subcontractor to take action.
Request for Information (RFI)	For **Project Members** to ask for information from the recipient.
Request for Quote (RFQ)	For **Project Members** to obtain pricing.
Site Instruction (SI)	For **Mirvac Construction** to provide site instruction as required.
Superintendents Instruction (SUI)	For the **Superintendent** to issue instruction.

ⓘ Transmittals are created within Publication Space. Variations are created in Contract Admin. Non Conformance is created in QMS.

Retired Aconex Mail Types

The table outlines the correspondence types that are not available in iTWOcx.

Items are either no longer required due to the thread style conversation or have been replaced by alternate forms as indicated in the table.

Aconex Mail Type	What should I use now?
Approval Notice	Approval responses are built into the forms.
Contractor's Advice	Response provided in the relevant correspondence type (e.g. RFI, ROC, etc.) or use General Correspondence.
Design Change Request	Design Change Notice.
Memorandum	General Correspondence.
Notice	Notice of Delay.
Request	General Correspondence.
Response	Response provided in the relevant correspondence type (e.g. GEN, RFI, etc.).
Subcontractor Advice	Response provided in the relevant correspondence type (e.g. RFI, ROC, etc.) or use General Correspondence.