

# 2022 Cost Report Submission Process

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BAJA SAE continues to use and improve the new online cost system in 2022.

Several teams have asked about how the cost submission process works, so we have created this step-by-step instruction set to help clarify how to submit your cost report and any addendums.

## **Submission Process Summary** (details follow in this guide):

- Build your vehicle as accurately as possible prior to the Cost Report due date. Submit your electronic report before the due date.
- New this year, the system will allow you to continue to make changes to your submitted vehicle up to 7 days prior to each competition you are registered to attend.
- Make your changes before 1 week out from each competition. The changes are automatically included in your Smart Addendum for that competition. You do not need to turn anything else in.

# In This Document

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- How to submit your initial electronic report via the Online Cost System
- How to make changes to the vehicle you submitted between your initial submission and 1 week before the competition(s) you are attending this season

# Accessing the Online Cost System

The screenshot shows the BAJA SAE website interface. At the top is a blue header with the BAJA SAE logo and a navigation menu. Below the header is a light blue banner with a welcome message and a list of menu options. The main content area is divided into two sections. The top section, titled 'My Team's Competitions', lists three options: 'SAE Brasil', 'SAE Brasil Baja 2', and 'Baja SAE Kansas #12'. A red-bordered box with a blue background and white text is overlaid on this section, containing the instruction 'Click on "Online Cost Report System"'. The bottom section, titled 'TEAM MEMBER- SAE BRASIL BAJA 2', is a blue box containing a list of team member options. A red arrow points to the 'Online Cost Report System' option in this list.

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Welcome to the BajaSAE.net CdsWeb site. Please choose from the menu options:

***My Team's Competitions***  
SAE Brasil  
SAE Brasil Baja 2  
Baja SAE Kansas #12

Not correct? Need help? [Contact us](#)

**TEAM MEMBER- SAE BRASIL BAJA 2**

- My Team's Report & Document Submissions
- Ask a Rules Question
- My Team's Rules Questions
- Search All Rules FAQs
- Browse All Rules FAQs
- Online Cost Report System Transition Info Page
- Online Cost Report System
- My Team's Cost Catalog Requests
- Online Cost Report Problem Report Form Template
- Email Address for Online Cost Report Problems
- Leave this Team

# Submit Your Initial Cost Report

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SAE Brasil : SAE Brasil Baja 2

Manage Vehicles

Create a New Vehicle

Vehicle Title	Date Created	Last Modified	Total Cost	Actions
2018 Car	2/13/2018 9:16:58 PM	1/9/2018 12:30:00 AM	\$15,614.40	<a href="#">Manage Cost Report</a> <a href="#">Export/Print ▾</a> <a href="#">Other Actions ▾</a>

! ALL TEAMS are now allowed (and required) to use this Online Cost Report System for the 2018 season.

BETA TEST Teams, please create your 2017 vehicle first, then (after the beta ends) you may copy it to a 2018 vehicle.

Manage Competitions

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Kansas	12	3/1/2018 11:59:59 PM EST	<div>Not Selected ▾ Not Selected 2018 Car</div>		

# Submit Your Initial Cost Report

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SAE Brasil : SAE Brasil Baja 2

## Manage Vehicles

Create a New Vehicle

Vehicle Title	Date Created	Last Modified	Total Cost	Actions
2018 Car	2/13/2018 9:16:58 PM	1/9/2018 12:30:00 AM	\$15,614.40	<a href="#">Manage Cost Report</a> <a href="#">Export/Print ▾</a> <a href="#">Other Actions ▾</a>

ⓘ ALL TEAMS are now allowed (and required) to use this Online Cost Report System for the 2018 season.  
BETA TEST Teams, please create your 2017 vehicle first, then (after the beta ends) you may convert it to a 2018 vehicle if desired.

## Manage Competitions

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Kansas	12	3/1/2018 11:59:59 PM EST	2018 Car ▾	<a href="#">Not Submitted</a>	<a href="#">Submit Now</a>

Before the Due Date, click “Submit Now” turn in your initial submission

# Submit Your Initial Cost Report

The screenshot shows the BAJA SAE website interface. At the top, there is a navigation bar with links: Home, News, Activity Menu, Jump To Activity, Competition Info, Series Resources, Videos, Podcast, Results, Forum, Add an Affiliation, and Logout. The main header area displays "BAJA SAE" and "SAE INTERNATIONAL". Below the navigation bar, the page title is "SAE Brasil : SAE Brasil Baja 2". The main content area is titled "Manage Vehicles". A modal dialog box is open in the center, titled "Submission Warning Message:". The dialog contains the text: "bajasae.net says: You are about to SUBMIT the cost report for this Vehicle. This report will apply to all competitions to which this Vehicle is registered. Are you SURE you want to submit this report now?". There are "OK" and "Cancel" buttons at the bottom of the dialog. In the background, the "Manage Vehicles" section shows a table with columns: Vehicle Title, Date Created, and a "Create a New Vehicle" button. Below this, there is a section titled "Manage Competitions" with a table showing competition details.

**Submission Warning Message:**

bajasae.net says:

You are about to SUBMIT the cost report for this Vehicle. This report will apply to all competitions to which this Vehicle is registered.

Are you SURE you want to submit this report now?

OK Cancel

**Manage Vehicles**

Vehicle Title	Date Created
2018 Car	2/13/2018 9:16:58 PM


ALL TEAMS are now allowed (and required) to create a 2018 vehicle. BETA TEST Teams, please create your 2017 vehicle first, then (after the beta ends) you may copy it to a 2018 vehicle if desired.

**Manage Competitions**

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Kansas	12	3/1/2018 11:59:59 PM EST	2018 Car	Not Submitted	Submit Now



# Submit Your Initial Cost Report

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SAE Brasil : SAE Brasil Baja 2

Manage Vehicles

Create a New Vehicle

Vehicle Title	Date Created	Last Modified	Total Cost	Actions
2018 Car	2/13/2018 9:16:58 PM	1/9/2018 12:30:00 AM	\$15,614.40	<a href="#">Manage Cost Report</a> <a href="#">Export/Print ▾</a> <a href="#">Other Actions ▾</a>

! ALL TEAMS are now allowed (and required) to use this Online Cost Report System for the 2018 season.

BETA TEST Teams, please create your 2017 vehicle first, then (after the beta ends) you may copy it to a 2018 vehicle if desired.

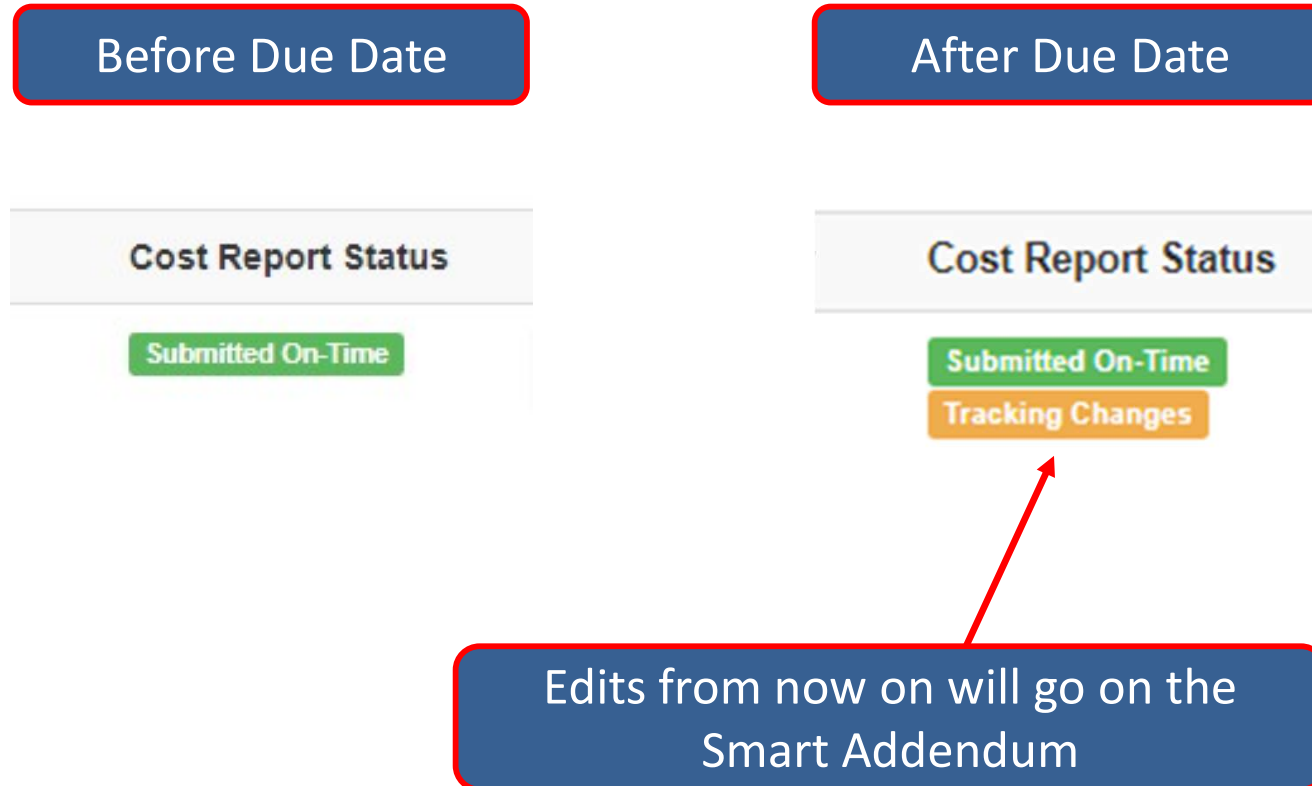
Manage Competitions

Officially Submitted!

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Illinois	41	3/11/2020 11:59:59 PM EST	2020 Car v1 ▾	Submitted On-Time	<a href="#">Edit</a> <a href="#">View Report</a>

# Change Tracking Mode

- After the Cost Report Due Date (and grace period, if applicable) have passed, the system will automatically enter Change Tracking Mode





# Making Changes After Submission

- After your initial submission, the vehicle you submitted automatically enters “Change Tracking” mode

If you need to make additional changes, click Edit

## Manage Competitions

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Illinois	41	3/11/2020 11:59:59 PM EST	2020 Car v1	<span>Submitted On-Time</span> <span>Tracking Changes</span>	<a href="#">Edit</a> <a href="#">View Report</a>

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## Change Tracking - Edit 2020 Car- Final

Enter a short description of the changes you are making

Your most recent entry (if any) is shown

Reworking swaybar mounts after failure during testing

[Continue](#)

Describe what you're changing

# Change Tracking mode

- When updating a BOM during Change Tracking mode, the system will display this note at the top

## Tracking Changes

Currently working on: **Reworking swaybar mounts after failure during testing** [Change](#)

Changes made to this vehicle will be tracked and kept separate from the vehicle as it was initially submitted.

The next vehicle snapshot will automatically take place on 5/27/2020 12:00:00 AM for Baja SAE Illinois.

All changes necessary for that competition must be completed before this date/time.

- This helps organize your edits on the Smart Addendum
- If you want to change something else, just click the Change button and update the description
- Previous changes will keep the previous description; new edits moving forward will have the new one

# Change Tracking: Important Notes

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- After the cost report due date (and grace period) your vehicle will remain in Change Tracking mode for the rest of the season
- There is no limit on the number of changes that you may make; however, per the Baja SAE rules, if your vehicle has changed by more than 20% (up or down) from your initial submission, penalties for an incomplete initial report may be applied by the cost judges

# Reviewing Addendum Data

- You can review the changes that will be included on your next Smart Addendum at any time by clicking “Addendum”

## Manage Competitions

Registered Competition	Car Number	Report Due	Vehicle attending as this Car Number	Cost Report Status	Actions
Baja SAE Illinois	12	2/29/2020 11:59:59 PM EST	2020 Car- Final	Submitted Late Tracking Changes	<a href="#">Edit</a> <a href="#">Addendum</a>

- This addendum will contain all changes your team made since the initial cost report submission

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Smart Addendum - Changes Summary

Change	User	Added	Removed	Net	Actions
Reworking swaybar mounts after failure during testing	SAE Brasil	\$ 15.91	\$ 0.00	\$ 15.91	<a href="#">Details</a>
Changing to mud tires	SAE Brasil	\$ 509.06	\$ 0.00	\$ 509.06	<a href="#">Details</a>

# Reviewing Addendum Data

- The Details button shows every single change included in each line of the Smart Addendum Summary

## Smart Addendum - Changes Summary

Change	User	Added	Removed	Net	Actions
Reworking swaybar mounts after failure during testing	SAE Brasil	\$ 15.91	\$ 0.00	\$ 15.91	<a href="#">Details</a>

### Detail Report

Reworking swaybar mounts after failure during testing
Added: \$ 15.91 Removed: \$ 0.00 Net: \$ 15.91
Changes by: SAE Brasil

System Title	Assembly Name	Part Name	Description	Item Name	Item Use	Added	Removed
Brake System	Front Brakes		Assembly Added		[Unknown]	\$ 0.00	
Suspension & Shocks	Better Swaybar Mount		Assembly Added		[Unknown]	\$ 0.00	
Suspension & Shocks	Better Swaybar Mount		Material Added to Assembly	Steel, Alloy (per kg)	Tube for bracket	\$ 3.82	
Suspension & Shocks	Better Swaybar Mount		Process Added to Assembly	Tube end preparation for welding	Prep Tubing	\$ 1.50	
Suspension & Shocks	Better Swaybar Mount		Process Added to Assembly	Weld - Round Tubing	Weld mount	\$ 6.08	
Suspension & Shocks	Better Swaybar Mount		Process Updated in Assembly	Tube end preparation for welding	Prep Tubing	\$ 0.00	
Suspension & Shocks	Better Swaybar Mount		Material Updated in Assembly	Steel, Alloy (per kg)	Tube for bracket	\$ 0.00	
Suspension & Shocks	Better Swaybar Mount		Material Updated in Assembly	Steel, Alloy (per kg)	Tube for bracket	\$ 3.83	
Suspension & Shocks	Better Swaybar Mount		Fastener Added to Assembly	Bolt, Grade 10.9 (SAE 8)	Fasten new bracket	\$ 0.68	

# Change Tracking: Important Notes

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- A vehicle snapshot and finalized Smart Addendum will be automatically generated by the cost system for your vehicle at 12:00am ET exactly 7 days prior to each competition that you are registered to attend
- This addendum will contain all changes your team made between the initial submission and the snapshot date/time. Changes made after this snapshot will show up on the next snapshot (if applicable).
- The read-only vehicle snapshot and the Smart Addendum do not have to be turned in; they are automatically visible to both your team and to the cost judges. The judges will use your initial submission plus your Smart Addendum when evaluating your vehicle in the Cost event.



# Recap

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- Submit your initial electronic cost report via the Online Cost System before the Cost Report due date
- This year you can continue to make changes
- Make any needed changes no later than 7 days before competition
- No need to re-submit! The snapshot for each competition is automatically taken 7 days before competition starts and is used by judges
- Ask questions via the Rules Question process

# Thanks!

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Remember to check for updated info at <https://bajasae.net/go/cost> and follow Baja SAE on social media to make sure you don't miss any updates as we transition this season!