

Sample Exception and Review Queue

Representative RFQ-to-Bid exception register | Version 0.1 | Reviewed 16 July 2026

REPRESENTATIVE
SAMPLE

This document demonstrates the structure and level of detail a StructuredLayer deliverable may contain. Records, names, values, dates, states, and acceptance cases are illustrative. Final content depends on approved systems, access, data quality, security requirements, scope, and approval rules.

Queue purpose

Exceptions keep uncertain, incomplete, conflicting, or consequential records visible until an authorised person resolves them. Age and release conditions are shown separately from priority.

ID	Record	Issue	Owner	Age	State	Release rule
EX-2418-01	RFQ-2418	Portal and email show different due times	Bid coordinator	2h	Review	Confirm controlling source and timezone
EX-2418-02	ADD-03	Addendum not acknowledged by estimator	Estimator	46m	Action	Acknowledge and assess estimate impact
EX-2418-03	DOC-A201	Possible duplicate revision	Document control	1h	Review	Accept duplicate or establish superseded link
EX-2418-04	SUB-2418	Submission approval missing	Commercial lead	Open	Gate	Named approver completes decision
EX-2418-05	OUT-2418	Loss reason incomplete	Account owner	3d	Follow-up	Select reason and retain evidence

Queue controls

- Every exception has one accountable owner and a next review time.
- Automation may classify or propose a resolution but cannot close approval gates.
- Material exceptions remain visible in management reporting until resolved or formally accepted.
- Snooze requires a reason and return date; it is not equivalent to resolution.
- Resolution retains before state, decision, person, timestamp, and supporting evidence.