

2018 Cost Report Submission Process



We're using a new cost system for BAJA SAE for the 2018 season.

Several teams have asked about how the cost submission process should work, so we wanted to offer a step-by-step instruction to avoid any misunderstanding about how to submit the report you've worked to create.

This is in two steps (you are required to complete both):

- Online Cost System Submission (via CDSweb and the new and improved method)
- eBOM Upload Submission (via the Report Submission method)

Pay attention to <https://bajasae.net/go/cost> for updates about the new system.

In This Document

- How to submit your report via the Online Cost System
 - How to submit your report via the eBOM method
-

Accessing the Online Cost System

BAJA SAE INTERNATIONAL

Home News Activity Menu Jump To Activity ▾ Competition Info Series Resources Videos Podcast Results Forum

Add an Affiliation Logout

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

Click on "Online Cost Report System"

Submit via Online Cost System

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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	Manage Cost Report Export/Print ▾ Other Actions ▾


ⓘ 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

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 via Online Cost System

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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	Manage Cost Report Export/Print ▾ Other Actions ▾

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Manage Competitions

Click "Submit Now" to Officially Submit

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 via Online Cost System

The screenshot displays the BAJA SAE online cost system interface. A modal window titled "Submission Warning Message:" is centered on the screen. The message reads: "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. After submitting, this report will become read-only, but you can re-open it to make changes up until the absolute deadline. Are you SURE you want to submit this report now?" with "OK" and "Cancel" buttons. The background interface includes a navigation bar with links like Home, News, Activity Menu, and Competition Info. The main content area is divided into "Manage Vehicles" and "Manage Competitions" sections. The "Manage Vehicles" section shows a table with columns "Vehicle Title" and "Date Created", listing a "2018 Car" created on "2/13/2018 9:16:58 PM". The "Manage Competitions" section shows a table with columns "Registered Competition", "Car Number", "Report Due", "Vehicle attending as this Car Number", "Cost Report Status", and "Actions". It lists "Baja SAE Kansas" with "Car Number" 12, "Report Due" on "3/1/2018 11:59:59 PM EST", and a status of "Not Submitted".

BAJA SAE.

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SAE Brasil : SAE Brasil Baja 2

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. After submitting, this report will become read-only, but you can re-open it to make changes up until the absolute deadline.

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 req...)

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 via Online Cost System

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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	Manage Cost Report Export/Print ▾ Other Actions ▾

ⓘ 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

You're Done w/ part 1! Officially Submitted!

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	<input type="text" value="2018 Car"/>	Submitted On-Time	Re-Open For Edits

Submit via Online Cost System

Note: You might need Re-Open the report if you need to edit again

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 ▼	Submitted On-Time	Re-Open For Edits

VERY IMPORTANT: If you Re-Open the report, you are UNSUBMITTING it. You must RESUBMIT the report and your Cost Event score will be subject to penalties if you resubmit it late.

VERY IMPORTANT: If you Re-Open the report after the Due Date, you are automatically penalizing your Cost Event score.

×

.bajasae.net says:

You are about to RE-OPEN the cost report for this Vehicle. Re-opening will allow changes and will require re-submitting so only do this if you need to actually make edits.

NOTE: If you re-submit AFTER the Due Date, you will be penalized in accordance with the Rules. If you do not re-submit, your report will be treated as if it was never submitted!

Are you SURE you want to re-open this report?

OKCancel

Submit via eBOM Upload

BAJA SAE

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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	Manage Cost Report Export/Print ▾ Other Actions ▾

Check Report for Problems
Export eBOM Data
Generate Full Printable Cost Report

Be sure to choose the Vehicle BOM that you're using for this year's competitions.

If you want to submit different BOMs for different events, submit an RQA for more information (soon!)

Registered C	This Car Number	Cost Report Status	Actions
Baja SAE Ka		Submitted On-Time	Re-Open For Edits

Submit via eBOM Upload

eBOM Export Page

SAE Brasil : SAE Brasil Baja 2

Vehicle: 2018 Car

Electronic Bill-of-Materials (eBOM) Export

Step 1: [Download and use THIS special eBOM TEMPLATE](#) for use with the online cost report system only: [CdsWeb eBOM Template](#)

Step 2: Open the above template in MS Excel. Copy and paste the following contents into the Cost Summary sheet of the eBom Excel document:

Cost Summary

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000

Step 1: Download eBOM Template

Step 3: Copy and paste the following contents into the BOM sheet of the eBom Excel document:

BOM Report

1	Brake System A1000	AA	Caliper Assembly		29.6900	1	1.8900	27.2800	0.5200	0.0000	29.6900
2	Brake System 10001	AA	Front Caliper, AP	CP4227	200.0000	2	200.0000	0.0000	0.0000	0.0000	400.0000
3	Brake System 10002	AA	Rear Caliper	Rear Caliper	112.5000	2	112.5000	0.0000	0.0000	0.0000	225.0000
4	Brake System 10003	AA	Break Pads	Brake pads	2.2600	12	2.2600	0.0000	0.0000	0.0000	27.1200
5	Brake System A1001	AA	Rotors and Spacers		8.1000	1	0.0000	7.4400	0.6600	0.0000	8.1000

Step 4: Perform a quick sanity check on the information you pasted. Do the totals match what the Cost Module was reporting? Do any sections appear to be missing information? Does data on all rows seem to align to the proper columns?

Step 5: [Update the other team-specific information in the eBOM Template](#), such as University, Competition Code, Year, Car Number, and Vehicle Total Cost (right side).

Step 6: Save the Excel document.

Step 7: [Submit](#) the document using the typical **My Team's Report & Document Submissions** area of CdsWeb

Note: This produces a snapshot of your Summary and BOM data as of this point in time. The eBOM document is NOT linked and you will need to repeat the above process if you change data in your BOM prior to submitting the eBOM document and online cost report.

Submit via eBOM Upload

eBOM Template File

D7 [X] [✓] [fx] [PASTE HERE]

	A	B	C	D	E	F	G	H	I	J
1										
2										
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20										
21										
22										
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25										
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27										
28										
29										
30										
31										

Cost Summary Basics

for: School Name

Step 2: Open the Template (be sure to enable editing!)

Area Totals	Materials	Processes	Fasteners	Tooling	Total
Brake System	[PASTE HERE]				\$ -
Engine & Drivetrain					\$ -
Frame & Body					\$ -
Instruments & Wiring					\$ -
Miscellaneous, Fit & Finish					\$ -
Steering System					\$ -
Suspension & Shocks					\$ -
Wheels & Tires					\$ -
Total Vehicle					\$ -

Composition for total vehicle:

Area Totals

0% 0% 0% 0% 0%

Brake System
Engine & Drivetrain
Frame & Body

Submit via eBOM Upload

eBOM Export Page

SAE Brasil : SAE Brasil Baja 2

Vehicle: 2018 Car

Electronic Bill-of-Materials (eBOM) Export

Step 1: [Download and use THIS special eBOM TEMPLATE](#) for use with the online cost report.

Step 2: Open the above template in MS Excel. Copy and paste the following contents into the

**Step 2: Copy & Paste Cost Summary
Data into the Template**

Cost Summary

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000

**Make sure to copy
everything!**

Step 3: Copy and paste the following contents into the BOM sheet of the eBom Excel document:

BOM Report

1	Brake System A1000	AA	Caliper Assembly		29.6900	1	1.8900	27.2800	0.5200	0.0000	29.6900
2	Brake System 10001	AA	Front Caliper, AP	CP4227	200.0000	2	200.0000	0.0000	0.0000	0.0000	400.0000
3	Brake System 10002	AA	Rear Caliper	Rear Caliper	112.5000	2	112.5000	0.0000	0.0000	0.0000	225.0000
4	Brake System 10003	AA	Break Pads	Brake pads	2.2600	12	2.2600	0.0000	0.0000	0.0000	27.1200
5	Brake System A1001	AA	Rotors and Spacers		8.1000	1	0.0000	7.4400	0.6600	0.0000	8.1000

Step 4: Perform a quick sanity check on the information you pasted. Do the totals match what the Cost Module was reporting? Do any sections appear to be missing information? Does data on all rows seem to align to the proper columns?

Step 5: [Update the other team-specific information in the eBOM Template](#), such as University, Competition Code, Year, Car Number, and Vehicle Total Cost (right side).

Step 6: Save the Excel document.

Step 7: [Submit](#) the document using the typical **My Team's Report & Document Submissions** area of CdsWeb

Note: This produces a snapshot of your Summary and BOM data as of this point in time. The eBOM document is NOT linked and you will need to repeat the above process if you change data in your BOM prior to submitting the eBOM document and online cost report.

Submit via eBOM Upload

eBOM Template File

D7 [PASTE HERE]

A	B	C	D	E	F	G	H	I	J
1	Cost Summary Basic								
2	This form should self-complete as you fill out the electronic BOM								
3	for: School Name								
4									
5									
6	Area Totals		Materials	Processes	Fasteners	Tooling	Total		
7	Brake System		[PASTE HERE]				\$ -		
8	Engine & Drivetrain						\$ -		
9	Frame & Body						\$ -		
10	Instruments & Wiring						\$ -		
11	Miscellaneous, Fit & Finish						\$ -		
12	Steering System						\$ -		
13	Suspension & Shocks						\$ -		
14	Wheels & Tires						\$ -		
15	Total Vehicle						\$ -		
16									
17									
18									
19	Composition for total vehicle:								
20									
21	Area Totals								
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

Paste into this Cell

Step 2: Copy & Paste Cost Summary Data into the Template

Submit via eBOM Upload

eBOM Export Page

SAE Brasil : SAE Brasil Baja 2

Vehicle: 2018 Car

Electronic Bill-of-Materials (eBOM) Export

Step 1: [Download and use THIS special eBOM TEMPLATE](#) for use with the online cost report.

Step 2: Open the above template in MS Excel. Copy and paste the following contents into the

**Step 3: Copy & Paste BOM Report
Data into the Template**

Cost Summary

0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	0.0000	0.0000	0.0000

Step 3: Copy and paste the following contents into the BOM sheet of the eBom Excel document:

Make sure to copy everything!

BOM Report

1	Brake System A1000	AA	Caliper Assembly		29.6900	1	1.8900	27.2800	0.5200	0.0000	29.6900
2	Brake System 10001	AA	Front Caliper, AP	CP4227	200.0000	2	200.0000	0.0000	0.0000	0.0000	400.0000
3	Brake System 10002	AA	Rear Caliper	Rear Caliper	112.5000	2	112.5000	0.0000	0.0000	0.0000	225.0000
4	Brake System 10003	AA	Break Pads	Brake pads	2.2600	12	2.2600	0.0000	0.0000	0.0000	27.1200
5	Brake System A1001	AA	Rotors and Spacers		8.1000	1	0.0000	7.4400	0.6600	0.0000	8.1000

Step 4: Perform a quick sanity check on the information you pasted. Do the totals match what the Cost Module was reporting? Do any sections appear to be missing information? Does data on all rows seem to align to the proper columns?

Step 5: [Update the other team-specific information in the eBOM Template](#), such as University, Competition Code, Year, Car Number, and Vehicle Total Cost (right side).

Step 6: Save the Excel document.

Step 7: [Submit](#) the document using the typical **My Team's Report & Document Submissions** area of CdsWeb

Note: This produces a snapshot of your Summary and BOM data as of this point in time. The eBOM document is NOT linked and you will need to repeat the above process if you change data in your BOM prior to submitting the eBOM document and online cost report.

Submit via eBOM Upload

eBOM Template File

A5						
	A	B	C	D	E	F
1	University	School Name				
2	Year	2018				
3						
4	Line Num.	Area of Commodity	Asm/Prt #	Rev. Lvl.	Asm	Component
5	[PASTE HERE]					
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Step 3: Copy & Paste BOM Report
Data into the Template

Paste into this Cell

Submit via eBOM Upload

eBOM Template File

This form should self-complete as you fill out the electronic BOM

Cost Summary Basics

for: SAE Brasil

Area Totals	Materials	Processes	Fasteners	Tooling	Total
Brake System	\$ 1,340.62	\$ 95.28	\$ 8.73	\$ -	\$ 1,444.63
Engine & Drivetrain	\$ 2,718.94	\$ 674.25	\$ 37.31	\$ 1.13	\$ 3,431.63
Frame & Body	\$ 806.74	\$ 1,426.90	\$ 36.04	\$ 37.39	\$ 2,307.07
Instruments & Wiring	\$ 1,900.02	\$ 236.24	\$ 3.59	\$ -	\$ 2,139.85
Miscellaneous, Fit & Finish	\$ 82.87	\$ 15.92	\$ 5.09	\$ 5.93	\$ 109.81
Steering System	\$ 81.85	\$ 161.17	\$ 7.46	\$ -	\$ 250.48
Suspension & Shocks	\$ 1,526.18	\$ 247.52	\$ 3.84	\$ 1.50	\$ 1,779.04
Wheels & Tires	\$ 1,273.84	\$ 94.40	\$ 1.13	\$ -	\$ 1,369.37
Total Vehicle	\$ 9,731.06	\$ 2,951.68	\$ 103.19	\$ 45.95	\$ 12,831.88

Step 4: Double Check that the information shown makes sense. We call this a sanity check and catches gross errors.

Composition for total vehicle:

Area Total

Line Num.	Area of Commodity	Asm/Prt #	Rev. Lvl.	Asm	Component	Description	Unit Cost	Qua
1	Brake System	A1000	AA	Caliper Assembly			\$29.69	
2	Brake System	12.00 AM	AA	Front Caliper, AP	CP4227		\$200.00	
3	Brake System	12.00 AM	AA	Rear Caliper		Rear Caliper	\$112.50	
4	Brake System	12.00 AM	AA	Break Pads		Brake pads	\$2.26	1
5	Brake System	A1001	AA	Rotors and Spacers			\$8.10	
6	Brake System	12.00 AM	AA	Brake Disk Front		Front brake disk	\$10.66	
7	Brake System	12.00 AM	AA	Brake Disk Rear		Rear brake disk	\$9.02	
8	Brake System	12.00 AM	AA	Spacer		Rotor spacer	\$0.34	1
9	Brake System	A1002	AA	Brake Fluid		Brake Fluid	\$2.24	
10	Brake System	12.00 AM	AA	Brake Fluid		Brake Fluid	\$0.04	
11	Brake System	12.00 AM	AA	Brake Fluid Reservoir			\$5.50	
12	Brake System	A1003	AA	Brake Line System			\$41.26	
13	Brake System	12.00 AM	AA	Brake Line 1			\$1.04	
14	Brake System	12.00 AM	AA	Brake Line 2		Brake hardline	\$3.31	
15	Brake System	12.00 AM	AA	Brake Line 3			\$2.66	
16	Brake System	12.00 AM	AA	Flex Line			\$89.38	
17	Brake System	A1004	AA	Brake Pedal			\$11.93	
18	Brake System	10041	AA	Pedal			\$5.47	
19	Brake System	10042	AA	Brake Pedal Tab			\$4.47	
20	Brake System	10043	AA	Master Cylinder			\$117.50	
21	Brake System	10044	AA	Balance Bar			\$30.00	

Submit via eBOM Upload

eBOM Template File

University School Name
Year 2018

Step 5: Complete School Information

Line Num. Area of Commodity Asm/Prt # Rev. Lvl. Asm Component

[PASTE HERE]

AutoSave Off

File Home Insert Draw

Cut Copy Paste Format Painter

Calibri B I U

Step 6: SAVE!

Submit via eBOM Upload

The screenshot shows the BAJA SAE website interface. At the top, there is a blue header with the BAJA SAE logo on the left and the SAE International logo on the right. Below the header is a navigation bar with links: Home, News, Activity Menu, Jump To Activity (with a dropdown arrow), Competition Info, Series Resources, Videos, Podcast, Results, and Forum. Below the navigation bar is a blue bar with links: Add an Affiliation and Logout.

Below the navigation bar, there is a white section with the text: "Welcome to the BajaSAE.net CdsWeb site. Please choose from the menu options:". Below this text is a grey box titled "My Team's Competitions" containing the following text: "SAE Brasil", "SAE Brasil Baja 2", and "Baja SAE Kansas #12". Below this box is a link: "Not correct? Need help? [Contact us](#)".

To the right of the "My Team's Competitions" box is a blue box with the text: "Click on 'Report & Document Submissions'".

Below the "My Team's Competitions" box is a blue box titled "TEAM MEMBER- SAE BRASIL BAJA 2". A red arrow points to the first item in the list: "My Team's Report & Document Submissions". The list contains the following items:

- 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 via eBOM Upload







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Step 7: Submit eBOM via CdsWeb

SAE
INTERNATIONAL

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SAE Brasil: SAE Brasil Baja 22018 Season

 Not Submitted  Submitted; Being Reviewed  Has New Comment  Rejected  Accepted  N/A

	All Competitions	Baja SAE Kansas
Cost eBOM Cost Event		—
Design Report Design Event	—	
Design Spec Sheet Design Event	—	
Frame Documentation Package Frame Documentation Packages		—

Click here to submit your eBOM
for all competitions



Submit via eBOM Upload


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Step 7: Submit eBOM via CdsWeb

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INTERNATIONAL

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Go Back To: [My Team's Document Submissions](#)

 **Cost eBOM**
All Competitions

Due Date: 3/1/2018 12:00:00 AM EST
No Submissions Accepted After: 3/6/2018 12:00:00 AM EST

Submit a new or updated document

Allowed File Types: xls,xlsx
Maximum File Size: 5 MB

Select the file to upload:
 BajaSAE_eB...CdsWeb.xls

Comment:

Browse to select your saved eBOM file

Give some comments if desired
Click "Upload Now" to Submit

Submit via eBOM Upload


BAJA SAE®

Step 7: Submit eBOM via CdsWeb

SAE
INTERNATIONAL

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[Go Back To: My Team's Document Submissions](#)

 **Cost eBOM**
All Competitions

Due Date: 3/1/2018 12:00:00 AM EST
No Submissions Accepted After: 3/6/2018 12:00:00 AM EST

Submit a new or updated document

Allowed File Types: xls,xlsx
Maximum File Size: 5 MB
Select the file to upload:
 No file chosen
Comment:

Your Most Recent Submission

Filename: BajaSAE_eBOM_CdsWeb.xls
Uploaded by: Kibroy at 2/18/2018 1:45:30 PM EST
Status: Submitted

Your eBOM file is now submitted!

In This Document - Recap

- Submit your report via the Online Cost System
 - Submit your report via the eBOM method
 - Do both before the due date!
 - If you must resubmit, you must do both again by the due date!
 - If you plan to submit different BOMs for different events, let us know (soon!) via the Rules Question process.
-

Thanks!



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!
