CONTRACT MANAGEMENT INFORMATION SHEET FOR CONTRACTORS

PROCON 6 GO-LIVE FREQUENT QUESTIONS

OVERVIEW

Chevron is upgrading ProCon from the current version 5.4 to version 6.1. The upgrade will go live from **8.00am, Monday 30th September 2013** in Houston.

What is new in ProCon 6.1?

ProCon 6.1 comes with a new and improved User Interface (UI) on the Contractor portal as well as Time zone Settings. The new UI simplifies the look and feel of a contract on the contractor portal thereby making it easier for the user to access important data on a contract. Also, the key entity concept called Contract Activities has been renamed as Contract Communications (e.g. CFC, CTC, CWE, CCO, etc.). See Screen Shot 1 and 2 below.

Will my login access detail to ProCon change?

Your login credentials will remain the same. However, the system may ask each user to reset their password for security reasons. If your login credentials do not work on a first attempt, please remember to use the Password Reminder link at the login page. You will be asked to provide your email and your password will be emailed to you. Note that the system will lock a user out after **three unsuccessful** login attempts. In such a case, please contact your MCP Chevron Super user in order to have your account re-enabled.

What happens to my contract data from ProCon 5.4?

All data from ProCon 5.4 will be migrated accordingly to ProCon 6.1. However, some contract entities have been dropped in ProCon 6.1; namely Contract Reminders and Contract Activity Tasks. In cases, where entities have been dropped in ProCon 6.1, existing data from ProCon 5.4 have been migrated to new functionalities like Communication Reviews. For more information on this, contact your MCP Chevron Super Users.

Do I need to change any settings in ProCon 6.1?

Upon logging into ProCon 6.1 immediately after go live, endeavour to set your user profile time zone to match your local pc's time zone. This will ensure that all dates in ProCon are rendered according to your local pc's time zone. You may also be asked to agree to the existing Terms of Use on the portal; click on the Accept button and the Submit button at the bottom of the page. For more information on how to set your user profile time zone, please contact your MCP Chevron Super Users.

I am experiencing an application error in ProCon; how do I resolve this?

Should you experience an application error in ProCon, please contact your MCP Chevron Super User for help and she will address the issue or communicate the issue to the right channel in Chevron for a quick resolution.

URLs

#	Site Name	URL	Comments
1	**ProCon Contractor Portal**	https://www.proconchevron.com	For all Non-APAC based projects.

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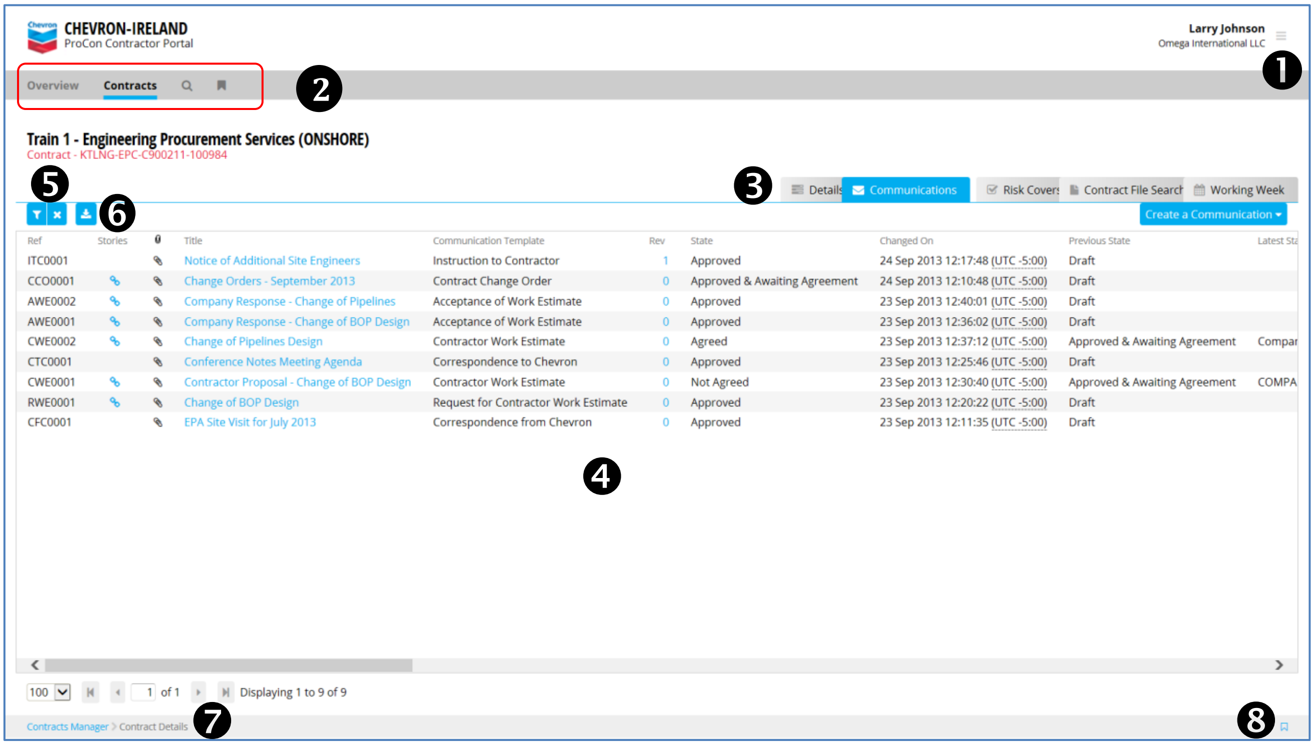
Attachments and Screen Shots

1. Contracts Homepage (showing the Communications Tab)



#	Attribute Name	Description
1	User Profile	Click on the logged-in user name to access relevant user profile information and also to log out.
2	Menu Bar	Use the menu tab to navigate to other areas of the portal.
3	Contract Menu Tab	Use the menu tab to navigate to other areas of the contract.
4	Contract Communications Register	Displays the list of all communications to date on the contract.
5	Filter Tools	Use the Filter tools to filter the communications register.
6	Export Tool	Use the Export icon to export the communications register to MS Excel.
7	Breadcrumbs	Use the breadcrumbs to navigate back. Avoid using the back button on the browser.
8	Return to Homepage	Click on the Home icon to return back to your homepage

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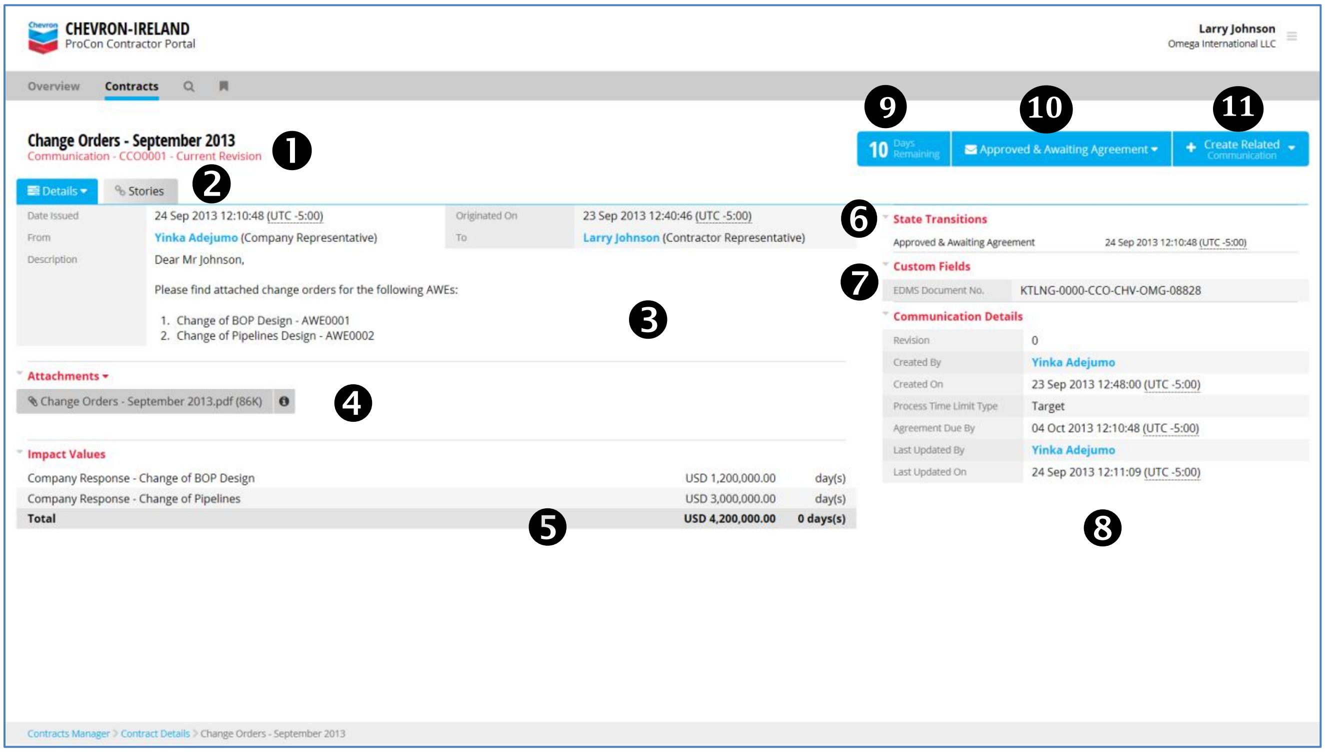
2. Communication Details Page



#	Attribute Name	Description
1	Communication Summary Title	Summary title of the communication including the communication reference.
2	Communication Tabs	Shows the Details and Stories tabs. Click on the Stories tab to see linked or related contract communications.
3	Message Details	Shows the body of message on the contract communication.
4	Attachment Details	Shows all attached documents on the contract communication.
5	Financial Impact Details	Shows financial and schedule impacts (if applicable) on the contract communication.
6	State Transition Details	Shows the history of the communication states. Click on the row to open the state change history details.
7	Custom Field Details	Shows all Chevron-defined custom fields present on the communication.
8	Communication Details meta-data	Shows all the system-generated attributes of the communication.
9	Response Obligation	Shows the response obligation for communications that require agreement from the recipient.
10	State Change	Shows the current state of the communication. Click on the button to change the state of the communication.
11	Create Related Communication	Click on the button to reply to an existing communication.