ProCon Quick Guide

QG – Introduction to ProCon

Professional Services

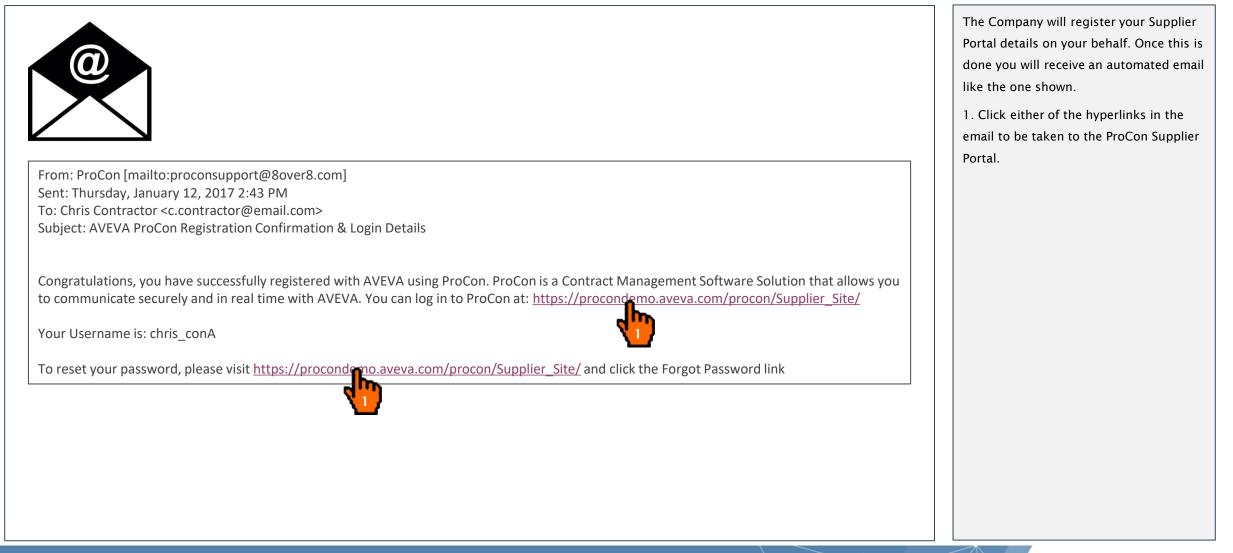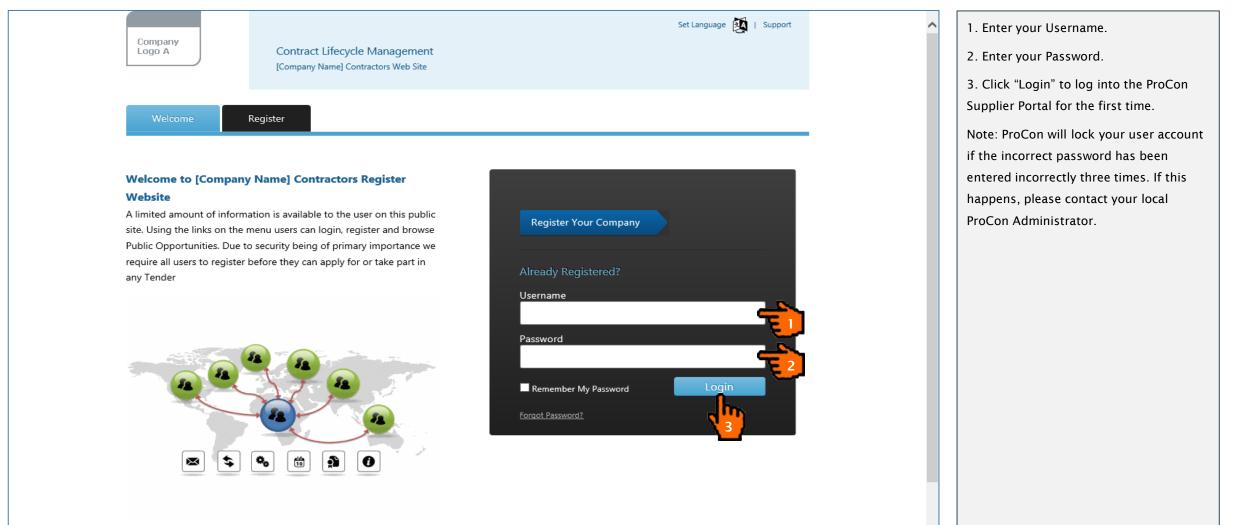# Quick Guide will cover

1. Access ProCon from Registration Email
2. Set Your Time Zone
3. Reset Your Password
4. Logging On and Off
5. User Profile
6. Navigation Within ProCon
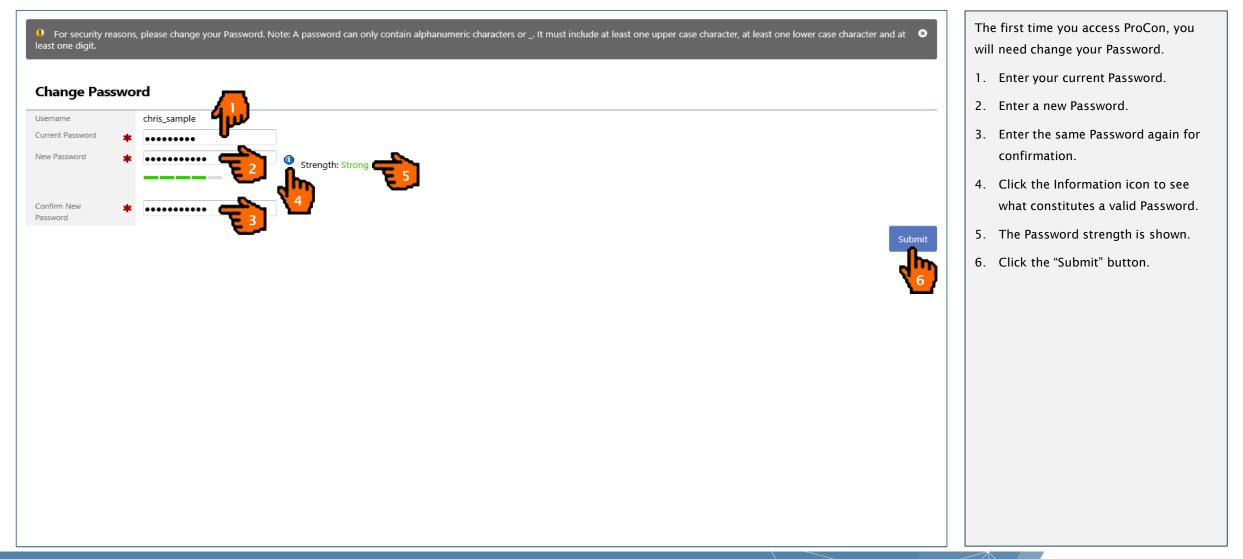
ProCon

Access ProCon from Registration Email

ProCon

The Company will register your Supplier Portal details on your behalf. Once this is done you will receive an automated email like the one shown.

1. Click either of the hyperlinks in the email to be taken to the ProCon Supplier Portal.

From: ProCon [mailto:proconsupport@8over8.com]
Sent: Thursday, January 12, 2017 2:43 PM
To: Chris Contractor <c.contractor@email.com>
Subject: AVEVA ProCon Registration Confirmation & Login Details

Congratulations, you have successfully registered with AVEVA using ProCon. ProCon is a Contract Management Software Solution that allows you to communicate securely and in real time with AVEVA. You can log in to ProCon at: https://procondemo.aveva.com/procon/Supplier_Site/

Your Username is: chris_conA

To reset your password, please visit https://procondemo.aveva.com/procon/Supplier_Site/ and click the Forgot Password link

AVEVA

Access ProCon from Registration Email

1. Enter your Username.

2. Enter your Password.

3. Click "Login" to log into the ProCon Supplier Portal for the first time.

Note: ProCon will lock your user account if the incorrect password has been entered incorrectly three times. If this happens, please contact your local ProCon Administrator.

First Time Log into ProCon

Set Your Time Zone

1. If the time zone you are in is not the same as the one recorded against your user details, you will be prompted to update your time zone settings to match those of your computer.

2. From the "Time Zone Set on my PC" drop-down list select your time zone.

3. Click the "Save" button.

Reset Your Password

1. Click the "Forgot Password?" link.

Reset Your Password

1. Enter your Username.

2. Enter your Email Address.

3. Click the "Submit" button to send a Password Request email to your inbox.

Reset Your Password

From: Admin
Sent: XXXXXXXXX
To: <Your Email Address>
Subject: MyCorp ProCon Password Reset Request

A request has been made to reset the password for your MyCorp ProCon account.

Click the link below to reset your password:

https://ukdervsdevops03.aveva.com/ProConContractorIdSrv/Supplier/ResetPassword?IdentityUserId=40&ResetCode=AQAAANCMnd8BFdERjHoAwE%2fCl%2bsBAAAA8tHFArab2kaa%2bYvdizdgMgAAAAACAAAAAAADZgAAwAAAABAAAABvs%2b0jbelRbz7yAdSuonsBAAAAAASAAAACgAAAAEAAAAM9g%2fNR%2fUN2Z4EB15kCql5RAAAAAQvvAtQtUb4TKQUc%2bVbb9au4z%2baWtiCdXSIbHmC30txB5GHF6X1g2iTgFNba%2fMf%2fLc0UVOz5Biv8kazoZHhr59hQAAABcol7MRuRoj1vE6XQ0k8iB7MG%2f6Q%3d%3d&Context=%252FProConContractorIdSrv%252Faccount%252Fsignin%253FReturnUrl%253D%25252fProConContractorIdSrv%25252fissue%25252fwsfed%25253fwa%25253dwsignin1.0%252526wtrealm%25253dprocon%2525253aProConWeb%252526wctx%25253drm%2525253d0%2525256id%2525253dpassive%252526ru%2525253d%252525252fprocon%252525252fSupplier_Site%252525252fDefault.aspx%252526wct%25253d2015-12-15T11%2525253a02%2525253a32Z

If you did not make this request, please inform ProCon Support.

1. When you receive the Password Reset Request email, click the hyperlink to get taken back to the ProCon Supplier Portal.

Reset Your Password

1. Enter your Password.

2. Enter the same Password again for confirmation.

3. Click the Information icon to see what constitutes a valid Password.

4. The Password strength is shown.

5. Click the "Submit" button to set your Password.

Reset Your Password

1. Your Password has been successfully updated.

Logging On and Off

1. To log off from ProCon, click the "Click to display Menu" icon.

Logging On and Off

User Profile

1. To access the User Profile settings, click the "Click to display Menu" icon.

User Profile – Change Password

1. To change your password, click "Change Password".

User Profile – Change Password

Fields marked with an Asterisk are mandatory.

1. Enter your Current Password.

2. Enter your New Password.

3. Enter the same Password again for confirmation.

4. Click on the "Submit" button to confirm changes.

Navigation Within ProCon – Overview Tab

The Overview page is your default home page. This page provides you with notifications and quick access links to any outstanding items that requires your attention. From this page you can:

1. Access any outstanding contract tasks by clicking the link to the Contract Tasks section of the page.

2. Access any contractual Obligations assigned to you.

Navigation Within ProCon – Contract Details

1. Access any outstanding contract tasks by clicking the link to the Contract Tasks section of the page.

Navigation Within ProCon – Contract Details

ProCon

| Overview | **Contracts** | Tenders | Prequalifications | Opportunities | 🔖 |

Open Contracts (4)

Ref	Name	Contract Type	Start Date	Planned End Date
100000-C	Pipeline Extension Zone G	Standard Contract	02 Dec 2015	31 Oct 2017
100004-C	Global Staffing Framework Agreement	Framework Agreement	12 Apr 2016	31 Mar 2018
100005-C	Catering Services	Call Off	12 Apr 2016	31 Dec 2017
100003-C	Pipeline Extension Zone D	Standard Contract	01 May 2016	15 Feb 2019

You currently have no closed contracts.

Contracts

1. Click the "Ref" of the Contract you wish to view.

AVEVA

Navigation Within ProCon – Contract Details

ProCon

1. Use the Contract tabs to navigate between the different Contract sections.

2. On the "Communications" tab, click the "Title" of a specific Communication to view the Communication details.

3. Click the "Create a Communication" button to create a new Communication.

AVEVA

Navigation Within ProCon – Contract Details

1. Click the "Contracts" Tab located at the top of the page in the navigation bar to return to the list of Contracts or,

2. Click on "Contracts" in the Breadcrumb link at the bottom of the page. The breadcrumbs are visible on every page to allow the user to return to the previously viewed page in ProCon.

Navigation Within ProCon – Help

Navigation Within ProCon – Help

1. Click "Help" to view a fully comprehensive online help, presented in a new browser window.

ProCon Online Help

1. The Contents tab contains all the help for each section of the Supplier Portal

2. The "Index" tab allows you search the ProCon Online Help on a particular word or phrase.

3. By clicking on any of the links displayed, detailed step-by-step instructions will be shown in the right pane.

AVEVA™

This presentation may include predictions, estimates, intentions, beliefs and other statements that are or may be construed as being forward-looking. While these forward-looking statements represent our current judgment on what the future holds, they are subject to risks and uncertainties that could result in actual outcomes differing materially from those projected in these statements. No statement contained herein constitutes a commitment by AVEVA to perform any particular action or to deliver any particular product or product features. Readers are cautioned not to place undue reliance on these forward-looking statements, which reflect our opinions only as of the date of this presentation. The Company shall not be obliged to disclose any revision to these forward-looking statements to reflect events or circumstances occurring after the date on which they are made or to reflect the occurrence of future events.

AVEVA™

AVEVA

About AVEVA

AVEVA software and services enables our customers to solve the world's most complex engineering and design challenges. Discover how we can help you redefine engineering possibilities to successfully create and manage world-class capital-intensive assets. Headquartered in Cambridge, England, AVEVA employs more than 1,600 staff in 50 offices around the world.

AVEVA.COM

50 YEARS OF INNOVATION

AVEVA