



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



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

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.

Access ProCon from Registration Email

ProCon

Company Logo A

Contract Lifecycle Management
[Company Name] Contractors Web Site

Set Language | Support

Welcome Register

Welcome to [Company Name] Contractors Register Website

A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

Register Your Company

Already Registered?

Username

Password

Remember My Password

Login

[Forgot Password?](#)

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

ProCon

⚠ For security reasons, please change your Password. Note: A password can only contain alphanumeric characters or _ . It must include at least one upper case character, at least one lower case character and at least one digit. ✖

Change Password

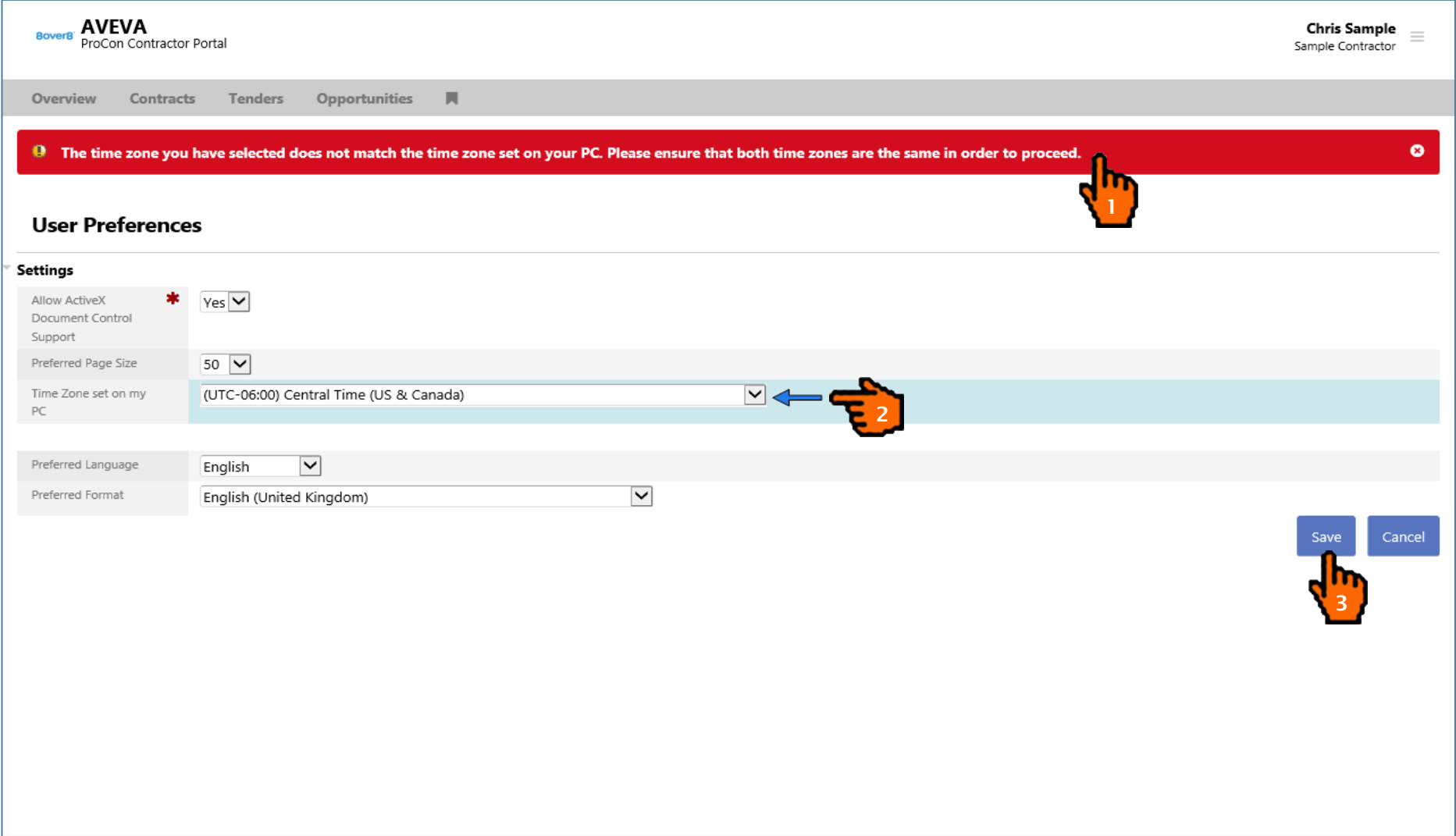
Username	chris_sample	1
Current Password *	
New Password * Strength: Strong	2 3 4 5
Confirm New Password *	

Submit 6

The first time you access ProCon, you will need change your Password.

1. Enter your current Password.
2. Enter a new Password.
3. Enter the same Password again for confirmation.
4. Click the Information icon to see what constitutes a valid Password.
5. The Password strength is shown.
6. Click the "Submit" button.

Set Your Time Zone



AVEVA
ProCon Contractor Portal

Chris Sample
Sample Contractor

Overview Contracts Tenders Opportunities

The time zone you have selected does not match the time zone set on your PC. Please ensure that both time zones are the same in order to proceed.

User Preferences

Settings

Allow ActiveX Document Control Support Yes

Preferred Page Size 50

Time Zone set on my PC (UTC-06:00) Central Time (US & Canada)

Preferred Language English

Preferred Format English (United Kingdom)

Save Cancel

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

The screenshot shows the registration page of the ProCon website. At the top left is the 'Company Logo A' placeholder. The main header contains 'Contract Lifecycle Management' and '[Company Name] Contractors Web Site'. On the right, there are links for 'Set Language' and 'Support'. Below the header is a navigation bar with 'Welcome' and 'Register' buttons. The main content area features a heading 'Welcome to [Company Name] Contractors Register Website' followed by a paragraph explaining the registration process. Below the text is a world map with user icons and a row of service icons. A dark registration form is overlaid on the right, containing a 'Register Your Company' button, a section for 'Already Registered?' with 'Username' and 'Password' fields, a 'Remember My Password' checkbox, a 'Login' button, and a 'Forgot Password?' link. An orange hand cursor with the number '1' is pointing to the 'Forgot Password?' link.

1. Click the "Forgot Password?" link.

Reset Your Password

The screenshot shows the 'Forgot Your Password?' form on the ProCon website. At the top left is the 'Company Logo A' placeholder. The main header contains 'Contract Lifecycle Management' and '[Company Name] Contractors Web Site'. On the right, there are links for 'Set Language' and 'Support'. Below the header are 'Welcome' and 'Register' buttons. The form title is 'Forgot Your Password?'. Below the title is the instruction: 'To receive an email with a link to reset your password, please enter your username and registered email address.' The form contains two input fields: 'Username *' and 'Email *'. A 'Submit' button and a 'Cancel' button are located below the input fields. Three orange hand icons with numbers 1, 2, and 3 are overlaid on the form: icon 1 points to the Username field, icon 2 points to the Email field, and icon 3 points to the Submit button. At the bottom left, there are links for 'Privacy', 'Security', and 'Version: ProCon FP6'. The 'ProCon' logo is at the bottom right.

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%2bYvdizdgMgAAAAACAAAAAADZgAAwAAAABAAAABvs%2b0jbelRbz7yAdSuonsBAAAAAASAAACgAAAAEAAAAAM9g%2fNR%2fUN2Z4EB15kCqI5RAAAAAQvvAtQtUb4TKQUc%2bVbb9au4z%2baWtiCdXSibHmC30txB5GHF6X1g2iTgFNba%2fMf%2fLc0UVOz5Biv8kazoZHhr59hQAAABcol7MRuRoj1vE6XQ0k8iB7MG%2f6Q%3d%3d&Context=%252FProConContractorIdSrv%252Faccount%252Fsignin%25253FReturnUrl%253D%25252fProConContractorIdSrv%25252fissue%25252fwfsfed%25253fwa%25253dwsignin1.0%252526wtrealm%25253dprocon%2525253aProConWeb%252526wctx%25253drm%2525253d0%25252526id%2525253dpassive%25252526ru%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

The screenshot shows the 'Reset Password' form in the ProCon system. At the top right, there are links for 'Set Language' and 'Support'. The main header reads 'Contract Lifecycle Management [Company Name] Contractors Web Site'. Below this are 'Welcome' and 'Register' buttons. The form title is 'Reset Password' with the instruction 'Please enter and Confirm your password.' There are two input fields: 'Password' and 'Confirm Password', both with asterisks. A strength indicator shows 'Strength: Very Strong' with a green progress bar. Below the fields are 'Submit' and 'Cancel' buttons. Five orange hand icons with numbers 1-5 point to the first password field, the confirm password field, the strength indicator, the Submit button, and the Confirm Password field respectively.

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

The screenshot shows the ProCon website interface. At the top right, there are links for 'Set Language' and 'Support'. The main header area contains 'Contract Lifecycle Management' and '[Company Name] Contractors Web Site'. Below this is a navigation bar with 'Welcome' and 'Register' buttons. The 'Register' button is highlighted. The main content area has a heading 'Welcome to [Company Name] Contractors Register Website' followed by a paragraph explaining the site's purpose and the requirement to register. Below the text is a graphic of a world map with icons representing users and a set of utility icons. On the right side, a dark registration form is overlaid. The form has a 'Register Your Company' button at the top. A green success message box with a close icon and a hand cursor pointing to it says 'Your password has been updated successfully.'. Below this, there is a section for 'Already Registered?' with 'Username' and 'Password' input fields, a 'Remember My Password' checkbox, a 'Login' button, and a 'Forgot Password?' link.

1. Your Password has been successfully updated.

Logging On and Off

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview Contracts Tenders Prequalifications Opportunities

Welcome to [Company Name] Contractors Register Website
Contractors Register Website Provided by ProCon

A limited amount of information is available to the user on this public site. Using the links on the menu users can login, register and browse Public Opportunities. Due to security being of primary importance we require all users to register before they can apply for or take part in any Tender

Qualification Category Details
You currently do not have a Qualification Category created.

Prequalification Tasks (0)
There are no prequalification tasks available for you at this moment.

Current Active Tenders (1)
100002-T: Pipeline Extension Zone 3
(1) tasks, (0) alerts, (1) messages

Obligations (1)
All Contracts Showing all 1

Title	Due Date
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)

Overview

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

Logging On and Off

The screenshot displays the ProCon Contractor Portal interface. At the top left, the logo for 'AVEVA ProCon Contractor Portal' is visible. A navigation bar contains tabs for 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The main content area features a welcome message: 'Welcome to [Company Name] Contractors Register Website', with a sub-note 'Contractors Register Website Provided by ProCon'. To the right of the welcome message, a disclaimer states: 'A limited amount of information is available to the user on this public site. Using t Public Opportunities. Due to security being of primary importance we require all u any Tender'. Below this, there are four sections: 'Qualification Category Details' (with a message: 'You currently do not have a Qualification Category created.'), 'Prequalification Tasks (0)' (with a message: 'There are no prequalification'), 'Current Active Tenders (1)' (listing '100002-T: Pipeline Extension Zone 3' with '(1) tasks, (0) alerts, (1) messages'), and 'Obligations (1)' (with a dropdown menu set to 'All Contracts' and a table containing one row: 'Project Cost Validation'). An orange hand icon with the number '1' points to the 'Log Out' option in the user profile dropdown menu. The dropdown menu is titled 'Joe Contractor Sample Contractor' and includes options: 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Company Details', 'Other Addresses', 'Contacts', 'Documents', 'Product Codes', 'Help', 'Email Support', and 'Log Out'. At the bottom of the dropdown, the 'ProCon' logo is displayed alongside the text 'ProCon ver ProCon FP6 Provided by 8over8 Ltd.'. A large, empty grey rectangular box is positioned to the right of the main interface.

User Profile

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview | Contracts | Tenders | Prequalifications | Opportunities

Welcome to [Company Name] Contractors Register Website

Contractors Register Website Provided by ProCon

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Qualification Category Details

You currently do not have a Qualification Category created.

Prequalification Tasks (0)

There are no prequalification tasks available for you at this moment.

Current Active Tenders (1)

100002-T: Pipeline Extension Zone 3
(1) tasks, (0) alerts, (1) messages

Obligations (1)

All Contracts Showing all 1

Title	Due Date
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)

Overview

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

User Profile – Change Password

ProCon

The screenshot shows the 'AVEVA ProCon Contractor Portal' interface. The user is logged in as 'Joe Contractor, Sample Contractor'. The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Overview' page displays a welcome message and several sections: 'Qualification Category Details' (no categories), 'Prequalification Tasks (0)', 'Current Active Tenders (1)' (listing '100002-T: Pipeline Extension Zone 3'), and 'Obligations (1)' (listing 'Project Cost Validation'). A dark sidebar on the right contains a user profile menu with options: 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Company Details', 'Other Addresses', 'Contacts', 'Documents', 'Product Codes', 'Help', 'Email Support', and 'Log Out'. An orange hand icon with the number '1' points to the 'Change Password' option in the sidebar.

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

User Profile – Change Password

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview Contracts Tenders Prequalifications Opportunities

For security reasons, please change your Password. Note: A password can only contain alphanumeric characters or _. It must include at least one upper case character, at least one lower case character and at least one digit.

Change Password

Username SampleContractor

Current Password *

New Password *

Confirm New Password *

Submit Cancel

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

ProCon

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview Contracts Tenders Prequalifications Opportunities

Welcome to [Company Name] Contractors Register Website
Contractors Register Website Provided by ProCon

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Qualification Category Details
You currently do not have a Qualification Category created.

Prequalification Tasks (0)
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Current Active Tenders (1)
100002-T: Pipeline Extension Zone 3
(1) tasks, (0) alerts, (1) messages

Obligations (1)
All Contracts Showing all 1

Title	Due Date
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)

Overview

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

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview | Contracts | Tenders | Prequalifications | Opportunities

Welcome to [Company Name] Contractors Register Website
Contractors Register Website Provided by ProCon

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100002-T: Pipeline Extension Zone 3
(1) tasks, (0) alerts, (1) messages

Obligations (1)
All Contracts (dropdown) Showing all 1

Title	Due Date
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)

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

Navigation Within ProCon – Contract Details

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.

Navigation Within ProCon – Contract Details

ProCon

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

Pipeline Extension Zone D
Contract - 100003-C

Details **Communications** Obligations Risk Coverage Contract File Search

Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State	Latest
CFC0001	🔗	Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None	
MOM-OUT0002	🔗	Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agreement from Recipient	

50 1 of 1 Displaying 1 to 2 of 2

Contracts > Communications

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.

Navigation Within ProCon – Contract Details

ProCon

The screenshot shows the AVEVA ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible. On the top right, the user is identified as 'Joe Contractor' with the role 'Sample Contractor'. A navigation bar contains tabs for 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Contracts' tab is selected and highlighted with a hand icon labeled '1'. Below the navigation bar, the page title is 'Pipeline Extension Zone D' with a sub-title 'Contract - 100003-'. A secondary navigation bar includes options for 'Details', 'Communications', 'Obligations', 'Risk Coverage', and 'Contract File Search'. The 'Communications' option is selected. Below this, there are icons for filtering, a 'Create a Communication' button, and a table of communications. The table has columns for Ref, Stories, Title, Communication Template, Rev, State, Changed On, Previous State, and Latest. Two rows of data are shown. At the bottom left, a hand icon labeled '2' points to the pagination controls, which show '1 of 1' and 'Displaying 1 to 2 of 2'. A breadcrumb trail at the bottom reads 'Contracts > Communications'.

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State	Latest
CFC0001		Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None	
MOM-OUT0002		Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agreement from Recipient	

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

ProCon

AVEVA
ProCon Contractor Portal

Joe Contractor
Sample Contractor

Overview Contracts Tenders Prequalifications Opportunities

Welcome to [Company Name] Contractors Register Website
Contractors Register Website Provided by ProCon

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100002-T: Pipeline Extension Zone 3
(1) tasks, (0) alerts, (1) messages

Obligations (1)
All Contracts Showing all 1

Title	Due Date
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)

Overview

1. To access the User Profile, click the “Click to display Menu” icon.

Navigation Within ProCon – Help

ProCon

The screenshot displays the ProCon Contractor Portal interface. At the top left, the logo for 'AVEVA ProCon Contractor Portal' is visible. Below the logo is a navigation bar with tabs for 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The main content area is divided into several sections: 'Welcome to [Company Name] Contractors Register Website', 'Qualification Category Details', 'Current Active Tenders (1)', 'Prequalification Tasks (0)', and 'Obligations (1)'. A dark grey sidebar menu is open on the right, listing various user actions such as 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Company Details', 'Other Addresses', 'Contacts', 'Documents', 'Product Codes', 'Help', 'Email Support', and 'Log Out'. An orange hand icon with the number '1' is pointing to the 'Help' option in the sidebar menu. At the bottom of the sidebar, the 'ProCon' logo and version information 'ProCon ver ProCon FP6 Provided by 8over8 Ltd.' are displayed.

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

ProCon Online Help

ProCon

The screenshot displays the ProCon online help interface. On the left, a navigation menu is visible with tabs for 'Contents' and 'Index'. The 'Contents' tab is active, and the 'Contract Communications' link is highlighted. Three hand icons with numbers 1, 2, and 3 point to the 'Contract Communications' link, the 'Index' tab, and the 'Contract Communications' link respectively. The main content area shows the breadcrumb trail 'You are here: [Contracts](#) > Contract Communications' and the title 'Contract Communications'. The article text explains that communications in ProCon can include general correspondence and that users with specific roles can view confidential information. A note in a dashed box states: 'Note: Users with the Contractor Functional Support contract role cannot create, send or approve communications.' Below the note, the text describes communication templates and routing types. A right-hand pane shows a list of links related to 'Contract Communications', with 'Contract Communications' highlighted.

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.



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™



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[Linkedin.com/company/aveva](https://www.linkedin.com/company/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



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AVEVA™