



# ProCon Quick Guide

## QG – Contract Communications and Obligations

Professional Services





## Quick Guide will cover

1. Creating and Sending Communications
2. Replying to a Communication
3. Creating a Revision to a Communication
4. Agreeing to a Communication
5. Contract Obligations

**ProCon**

# Creating and Sending Communications

The screenshot shows the AVEVA ProCon Contractor Portal interface. At the top left, it says 'AVEVA ProCon Contractor Portal'. At the top right, it says 'Joe Contractor Sample Contractor'. Below the header is a navigation bar with tabs: Overview, Contracts, Tenders, Prequalifications, and Opportunities. The 'Contracts' tab is selected and highlighted with a hand icon labeled '1'. Below the navigation bar, there is a section for 'Open Contracts (4)'. This section contains a table with the following data:

| 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      |

Below the table, there is a section for 'Closed Contracts' which is currently empty, with a message: 'You currently have no closed contracts.' A hand icon labeled '2' points to this section. At the bottom left of the page, the word 'Contracts' is visible.

1. Click the Contracts tab to access open and closed Contracts.
2. Select the Contract you want to view. Once selected the Contract details will be displayed.

# Creating and Sending Communications

**AVEVA**  
ProCon Contractor Portal

**Joe Contractor**  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

1

2

Details Communications Obligatio Risk Cove Contract File Search

|                   |             |                                     |                      |                                   |   |
|-------------------|-------------|-------------------------------------|----------------------|-----------------------------------|---|
| Award Date        | 07 Apr 2016 | Country of Operation                | United Kingdom       | Tender Reference                  | N/A   |
| Start Date        | 01 May 2016 | Currency                            | GBP - Pound Sterling | Category                          | Fabrication and Construction                            |
| Original End Date | 15 Feb 2019 | Contract Award Value (GBP)          | 12,500,000.00        | Description                       | Pipeline extension in Zone D, outside regional borders. |
| Planned End Date  | 15 Feb 2019 | Approved Contract Commitment (GBP)  | 12,500,000.00        | Contractor Representative         | Joe Contractor  |
| Effective Date    |             | Approved Contract Expenditure (GBP) | 0.00                 | Contractor Administrator          |   |
|                   |             |                                     |                      | Contractor Information Management |   |
|                   |             |                                     |                      | Contractor Functional Support     |   |

Contracts > Details

1. The Contract Details page displays summary information relating to the Contract.
2. Click on the Communications tab to navigate to the Communications page.

# Creating and Sending Communications

**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 Storage

Filter X Download

| Ref         | Stories | Title                                      | Communication Template          | Rev | State    | Changed On                       | Previous |
|-------------|---------|--|---------------------------------|-----|----------|----------------------------------|----------|
| CFC0001     | 0       | <a href="#">Feedback on Meeting Agenda</a> | Correspondence from COMPANY     | 0   | Approved |                                  | None     |
| MOM-OUT0002 | 0       | <a href="#">Kick Off Meeting Agenda</a>    | Minutes of Meeting (By Company) | 0   | Agreed   | 08 Apr 2016 15:22:09 (UTC -5:00) | Awaiting |

Create a Communication

- Application for Payment
- Claim (by Contractor)
- Correspondence to COMPANY
- Minutes of Meeting (By Contractor)
- Variation Request Contractor

50 1 of 1 Displaying 1 to 2 of 2

Contracts > Communications

1. Any existing Communications will be displayed in tabular format.

Note: clicking the Communication title will take you to that specific Communication.

2. To create a new Communication, click the "Create a Communication" button and select the Communication template you want to use from the drop-down menu.

# Creating and Sending Communications

ProCon

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Create a Communication

Variation Request Contractor

From: **Joe Contractor** (Contractor Representative)

To: **AVEVA Services** (Company Representative)

Title: Variation to Compressor

Description: Please see attached document detailing the proposed variation to the compressor.

Originated On: 13/05/2016 09:57

Communication Preparation Guidelines: Complete Part 1B of the standard variation form.

- Calculate the effect of the proposed variation on each element of the contract price.
- Outline how the programme changes to incorporate the proposed variation whilst complying with the schedule of key dates or outline the effect, if any, on the programme and/or schedule of key dates giving alternatives as appropriate.
- Outline alternatives to Company's proposal, which may reduce cost and/or delay.
- Include a detailed schedule for the execution of the variation showing the resources employed.

Next Steps After Issuing: If /when the Company agree to the issued Variation Request Contractor, the Contractor agrees to the Company's Variation Request.

Currency: GBP - Pound Sterling

Financial Impact: 87,506.00

Schedule Impact (Days): 15

EDMS Document No.: EDMS-030-595A

+Add Attachment

Contracts > Communications > Create a Communication

1. Enter the appropriate information as required.
2. Additional guidance may be displayed to support the creation of the Communication.
3. If the Communication has enabled financial and schedule values, these will be displayed next to any additional custom fields that the Company requires completing, e.g. EDMS Document No.

# Creating and Sending Communications

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

Title \* Variation to Compressor

Description

Please see attached document detailing the proposed variation to the compressor.

Originated On 13/05/2016 09:57

Communication Preparation Guidelines

Complete Part 1B of the standard variation form.

- Calculate the effect of the proposed variation on each element of the contract price.
- Outline how the programme changes to incorporate the proposed variation whilst complying with the schedule of key dates or outline the effect, if any, on the programme and/or schedule of key dates giving alternatives as appropriate.
- Outline alternatives to Company's proposal, which may reduce cost and/or delay.
- Include a detailed schedule for the execution of the variation showing the resources employed.

Next Steps After Issuing

If /when the Company agree to the issued Variation Request Contractor, the Contractor agrees to the Company's Variation Request.

Currency GBP - Pound Sterling

Financial Impact 87,506.00

Schedule Impact (Days) 15

EDMS Document No. EDMS-030-595A

**Add Attachment**

File Location \* C:\Users\chris.bohill\Dropbox\8Over8\Demos\Variation Request 01.docx Browse...

Name \* Variation Request

Is Confidential \*  Yes  No

Save As Draft Send Cancel

1. To add an attachment to the Communication, click the “Add Attachment” button and select the file you wish to attach.
2. If required, update the document name and select if the file “Is Confidential”. If yes, this will limit the visibility of the document to only those will confidentiality access.
3. Click “Save As Draft” if you wish to save it in draft state for completion at a later date. To immediately send the Communication to the Company, click “Send”. This will publish the Communication on the Company portal.

# Creating and Sending Communications

ProCon

The screenshot displays the AVEVA ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible. The user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification banner at the top states 'Communication has been created'. Below this, the main heading is 'Variation to Compressor' (Communication - VRC0001). Action buttons include 'Awaiting Agreement from Company', 'Create Related Communication', 'Details', 'Stori', and 'Revisions'. The 'Communication Details' section lists: Title (Variation to Compressor), Date Issued (13 May 2016 11:02:14 UTC- 5:00), From (Joe Contractor), To (AVEVA Services), Originated On (13 May 2016 11:00:00 UTC- 5:00), Description (Please see attached document detailing the proposed variation to the compressor), Currency (GBP), Financial Impact (87,506.00), and Schedule Impact (15 days). The 'Attachments' section shows a file 'Variation Request.docx (13KB)'. The 'Communication Properties' section shows: Revision (0), Created By (Joe Contractor), Created On (13 May 2016 11:02:14 UTC -5:00), Required Response (Agreement Only), Last Updated By, and Last Updated On. A breadcrumb at the bottom reads 'Contracts > Communications > VRC0001'. Two hand icons with numbers 1 and 2 point to the notification and the attachment, respectively.

1. The Communication has been created.
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.



# Creating and Sending Communications

**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    |
|-------------|---------|----------------------------|---------------------------------|-----|-----------------------------------|----------------------------------|-------------------|
| VRC0001     | 0       | Variation to Compressor    | Variation Request Contractor    | 0   | Awaiting Agreement from Recipient |                                  | None              |
| 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 Agree... |

50 1 of 1 Displaying 1 to 3 of 3

Contracts > Communications

1. The Communications Register page will display the newly created Communication.
2. To see all linked Communications, associated to a specific Communication, click on the 'Stories' icon next to that Communication.

# Creating and Sending Communications

The screenshot shows the AVEVA ProCon Contractor Portal interface. At the top left, it says 'AVEVA ProCon Contractor Portal'. At the top right, it says 'Joe Contractor Sample Contractor'. Below the header is a navigation bar with tabs for 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Contracts' tab is selected. Below the navigation bar, there is a section for 'Kick Off Meeting Agenda' with the subtitle 'Communication - MOM-OUT0002'. To the right of this section are buttons for 'Agreed' and '+ Create Related Communication'. Below this is a sub-navigation bar with 'Data', 'Stories', and 'Revisions' tabs. The 'Stories' tab is selected. Below this, there is a 'Story 101' section containing a list of communication stories. The first story is 'Kick Off Meeting Agenda' with details: MOM-OUT0002, AVEVA Services, Joe Contractor, 08 Apr 2016 15:21:56 (UTC -5:00), Agreed. The second story is 'Feedback on Meeting Agenda' with details: CFC0001, AVEVA Services, Joe Contractor, 08 Apr 2016 15:39:27 (UTC -5:00), Approved. At the bottom left, there is a breadcrumb trail: 'Contracts > Communications > MOM-OUT0002'. Two orange hand icons with numbers 1 and 2 are overlaid on the image. Hand 1 points to the 'Stories' tab, and Hand 2 points to the breadcrumb trail.

1. The Stories page will display all Communications which have been linked to the Communication you selected.
2. To navigate back to the Contract Details page, click on the breadcrumb link at the bottom of the page.

# Replying to a Communication

**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     |
|-------------|---------|----------------------------|---------------------------------|-----|-----------------------------------|----------------------------------|--------------------|
| SI0001      | 0       | PPE request                | Site Instruction                | 0   | Approved                          |                                  | None               |
| VRC0001     | 0       | Variation to Compressor    | Variation Request Contractor    | 0   | Awaiting Agreement from Recipient |                                  | None               |
| CFC0001     | 0       | Feedback on Meeting Agenda | Correspondence from COMPANY     | 0   | Approved                          |                                  | None               |
| MOM-OUT0002 | 0       | Kick Off Meeting Agenda    | Minutes of Meeting (By Company) | 0   | Agreed                            | 08 Apr 2016 15:22:09 (UTC -5:00) | Awaiting Agreement |

50 1 of 1 Displaying 1 to 4 of 4

Contracts > Communications

1. From the Communications Register page, open a Communication which requires a reply.

# Replying to a Communication

The screenshot shows the AVEVA ProCon Contractor Portal interface. At the top, the user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The main content area displays a communication titled 'PPE request' (Communication - SI0001). The communication details are as follows:

| Communication Details |   |
|-----------------------|---|
| Communication Title   | PPE request   |
| Date Issued           | 13 May 2016 11:10:01 (UTC- 5:00)                                  |
| From                  | AVEVA Services (Company Representative)                           |
| To                    | Joe Contractor (Contractor Representative)                        |
| Originated On         | 13 May 2016 11:00:00 (UTC- 5:00)                                  |
| Description           | Please ensure that all site staff have the correct PPE available. |

Below the details, there is an 'Attachments' section which is currently empty, displaying the message 'No Attachments Currently Exist.' To the right of the communication details, there are sections for 'Communications Replied To' (which is empty), 'Custom Fields' (showing 'EDMS Document No.'), and 'Communication Properties' (showing Revision: 0, Created By: AVEVA Services, Created On: 13 May 2016 11:10:01 (UTC -5:00), Required Response: None, and Last Updated By/On fields).

A dropdown menu is open for the '+ Create Related Communication' button, showing the following options:

- Application for Payment
- Claim (by Contractor)
- Correspondence to COMPANY
- Minutes of Meeting (By Contractor)
- Variation Request Contractor

An orange hand icon with the number '1' is pointing to the '+ Create Related Communication' button.

At the bottom left, the breadcrumb trail reads: Contracts > Communications > SI0001

1. Click the “Create Related Communication” button and select the appropriate Communication template from the drop-down menu.

# Replying to a Communication

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

### Create a Communication

Correspondence to COMPANY

From: **Joe Contractor** (Contractor Representative)  
To: **AVEVA Services** (Company Representative)  
Title: \* PPE Request  
Description: We have conducted a review and can now confirm that all staff have been issued the appropriate PPE. In addition we held a safety meeting to ensure all staff are aware of their HSE requirement.  
Originated On: 13/05/2016 11:14  
Communication Preparation Guidelines: Correspondence should be prepared in accordance with the contract administration instructions. Correspondence should address only one subject.  
Next Steps After Issuing: Please Select  
Correspondence Type: Please Select  
EDMS Document No.:  
**Add Attachment** +Add Attachment  
There are currently no attachments for this Communication.  
Save As Draft Send Cancel

1. Enter the appropriate information as required.
2. Enter values for any custom fields associated to this Communication.
3. To add an attachment to the response Communication, click the “Add Attachment” button and select the file you wish to attach.
4. Click “Save As Draft” if you wish to save it in draft state for completion at a later date. To immediately send the Communication to the Company, click “Send”. This will publish the response Communication on the Company portal.

# Replying to a Communication

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 menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification bar at the top states 'Communication has been created'. Below this, the main content area displays a communication titled 'PPE Request' (Communication - CTC0001). The communication status is 'Approved', and there are buttons for '+ Create Related Communication', 'Details', 'Stories', and 'Revisions'. The 'Communication Details' section includes fields for Communication Title, Date Issued, From, To, Originated On, and Description. The 'Attachments' section shows 'No Attachments Currently Exist.'. The 'Communications Replied To' section indicates that this communication has not been marked as a reply to any related communications. The 'Custom Fields' section includes 'Correspondence Type' and 'EDMS Document No.'. The 'Communication Properties' section lists Revision (0), Created By (Joe Contractor), Created On (13 May 2016 11:19:08), Required Response (None), Last Updated By, and Last Updated On. A breadcrumb trail at the bottom reads 'Contracts > Communications > CTC0001'. Two orange hand icons with numbers 1 and 2 are overlaid on the image, pointing to the notification bar and the breadcrumb trail respectively.

1. The response Communication has been created.
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.

# Replying to a Communication

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

Details **Communications** Obligatio Risk Cove Contract File Search

Create a Communication

| Ref         | Stories | Title                      | Communication Template          | Rev | State                             | Changed On                       | Previous State   |
|-------------|---------|----------------------------|---------------------------------|-----|-----------------------------------|----------------------------------|------------------|
| CTC0001     |         | PPE Request                | Correspondence to COMPANY       | 0   | Approved                          |                                  | None             |
| SI0001      |         | PPE request                | Site Instruction                | 0   | Approved                          |                                  | None             |
| VRC0001     |         | Variation to Compressor    | Variation Request Contractor    | 0   | Awaiting Agreement from Recipient |                                  | None             |
| 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 Agreeme |

50 1 of 1 Displaying 1 to 5 of 5

Contracts > Communications

1. The Communications Register page will display the newly created Communication.
2. The response Communication is automatically linked to the previous Communication sent to you. Click on the 'Stories' icon to view all linked Communications.

# Creating a Communication Revision

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 current view is for 'Pipeline Extension Zone D' (Contract - 100003-C). The 'Communications' tab is active, displaying a table of communication records. A hand cursor is pointing to the 'Kick Off Meeting Agenda' row, which is highlighted. The table columns include Ref, Stories, Title, Communication Template, Rev, State, Changed On, and Previous State.

| Ref         | Stories | Title                   | Communication Template          | Rev | State    | Changed On                       | Previous State                    |
|-------------|---------|-------------------------|---------------------------------|-----|----------|----------------------------------|-----------------------------------|
| CTC0001     |         | PPE Request             | Correspondence to COMPANY       | 0   | Approved |                                  | None                              |
| SI0001      |         | PPE request             | Site Instruction                | 0   | Approved |                                  | None                              |
| VRC0001     |         | Variation to Compressor | Variation Request Contractor    | 0   | Rejected | 13 May 2016 11:59:08 (UTC -5:00) | Awaiting Agreement from Recipient |
| CFC0001     |         | Feedback 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. From the Communications register page, select the Communication you want to revise.

Note: revisions can only be created for Communications in the “Rejected” or “Not Agreed” states.



# Creating a Communication Revision

ProCon

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Variation to Compressor

Communication - VRC0001

Reject + Create Related Communication

Details Stor Revisions

Create Revision  
Edit Custom Field Answers

**Communication Details**

|                        |   |
|------------------------|---|
| Communication Title    | Variation to Compressor   |
| Date Issued            | 13 May 2016 11:02:14 (UTC- 5:00)  |
| From                   | Joe Contractor (Contractor Representative)                                      |
| To                     | AVEVA Services (Company Representative)   |
| Originated On          | 13 May 2016 11:00:00 (UTC- 5:00)  |
| Description            | Please see attached document detailing the proposed variation to the compressor |
| Currency               | GBP   |
| Financial Impact (GBP) | 87,506.00   |
| Schedule Impact (Days) | 15  |

**Attachments**

Variation Request.docx (13KB)

**Communications Revisions**

This Communication has not been marked as a reply to any related Communications.

**State Transitions**

|          |                                  |
|----------|----------------------------------|
| Rejected | 13 May 2016 11:59:08 (UTC -5:00) |
|----------|----------------------------------|

**Custom Fields**

|                   |               |
|-------------------|---------------|
| EDMS Document No. | EDMS-030-595A |
|-------------------|---------------|

**Communication Properties**

|                   |                                  |
|-------------------|----------------------------------|
| Revision          | 0                                |
| Created By        | Joe Contractor                   |
| Created On        | 13 May 2016 11:02:14 (UTC- 5:00) |
| Required Response | Agreement Only                   |
| Last Updated By   |                                  |
| Last Updated On   |                                  |

Contracts > Communications > VRC0001

1. Click on the drop-down icon in the "Details" tab.
2. Select "Create Revision" from the drop-down list.

# Creating a Communication Revision

ProCon

The screenshot displays the AVEVA ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible. The user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification banner at the top states 'Communication Revision has been created.' with a hand icon labeled '1' pointing to it. Below the notification, the main heading is 'Variation to Compressor' with the subtitle 'Communication - VRC0001 - Revision 1 of 1'. Action buttons include 'Draft', 'Create Related Communication', 'Details', 'Stories', and 'Revisions'. The 'Communication Details' section lists: Communication Title (Variation to Compressor), Date Issued (Not Issued), From (Joe Contractor), To (AVEVA Services), Originated On (13 May 2016 11:00:00), Description (Please see attached document detailing the proposed variation to the compressor), Currency (GBP), Financial Impact (87,506.00), and Schedule Impact (15 days). A hand icon labeled '2' points to an edit icon in the 'Communication Details' section. The 'Custom Fields' section shows 'EDMS Document No.' as 'EDMS-030-595A'. The 'Communication Properties' section shows: Revision (1), Created By (Joe Contractor), Created On (13 May 2016 12:03:44), Required Response (Agreement Only), Last Updated By, and Last Updated On. The 'Attachments' section shows 'Variation Request.docx (13KB)'. The breadcrumb at the bottom reads 'Contracts > VRC0001'.

1. A separate revision of the Communication has been created.
2. To edit the details of the Communication click on the 'Edit' icon in the "Communication Details" section.

# Creating a Communication Revision

ProCon

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

### Communication Details

Communication Title \* Variation to Compressor

Date Issued Not Issued

From Joe Contractor (Contractor Representative)

To AVEVA Services (Company Representative)

Originated On \* 13/05/2016 11:00

Description

Please see attached document detailing the proposed variation to the compressor

Currency GBP - Pound Sterling

Financial Impact (GBP) 87,506.00

Schedule Impact (Days) 15

Attachments

Variation Request.docx (13KB)

Contracts > Communications > VRC0001

1. Edit the Communication details as necessary.
2. To edit the custom fields associated to the Communication, click on the drop-down icon next to "Custom Fields" and select "Edit Custom Field Answers" from the drop-down menu.
3. When all the necessary changes have been made, click the "Save" icon.

# Creating a Communication Revision

The screenshot displays 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 includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification banner at the top states 'The Communication has been updated'. Below this, the main heading is 'Variation to Compressor', with a sub-heading 'Communication - VRC0001 - Revision 1 of 1'. A hand cursor with the number '1' points to this sub-heading. To the right of the heading are buttons for 'Draft', '+ Create Related Communication', 'Details', 'Stori', and 'Revisions'. The main content area is divided into three sections: 'Communication Details', 'Custom Fields', and 'Communication Properties'. 'Communication Details' lists fields such as 'Communication Title', 'Date Issued', 'From', 'To', 'Originated On', 'Description', 'Currency', 'Financial Impact (GBP)', and 'Schedule Impact (Days)'. 'Custom Fields' shows 'EDMS Document No.' as 'EDMS-030-595A'. 'Communication Properties' lists 'Revision' as '1', 'Created By' as 'Joe Contractor', 'Created On' as '13 May 2016 12:03:44 (UTC -5:00)', 'Required Response' as 'Agreement Only', and 'Last Updated By' and 'Last Updated On'. An 'Attachments' section at the bottom shows a file named 'Variation Request.docx (13KB)'. A breadcrumb trail at the bottom left reads 'Contracts > Communications > VRC0001'.

| Communication Details  |   |
|------------------------|---|
| Communication Title    | Variation to Compressor   |
| Date Issued            | Not Issued  |
| From                   | Joe Contractor (Contractor Representative)                                      |
| To                     | AVEVA Services (Company Representative)   |
| Originated On          | 13 May 2016 11:00:00 (UTC- 5:00)  |
| Description            | Please see attached document detailing the proposed variation to the compressor |
| Currency               | GBP   |
| Financial Impact (GBP) | 97,506.00   |
| Schedule Impact (Days) | 16  |

| Custom Fields     |               |
|-------------------|---------------|
| EDMS Document No. | EDMS-030-595A |

| Communication Properties |                                  |
|--------------------------|----------------------------------|
| Revision                 | 1                                |
| Created By               | Joe Contractor                   |
| Created On               | 13 May 2016 12:03:44 (UTC -5:00) |
| Required Response        | Agreement Only                   |
| Last Updated By          |                                  |
| Last Updated On          |                                  |

Attachments

- Variation Request.docx (13KB)

1. The revision to the original Communication will be updated with the amendments.

# Creating a Communication Revision

**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                    | Late |
|-------------|---------|----------------------------|---------------------------------|-----|----------|----------------------------------|-----------------------------------|------|
| VRC0001     | 0       | Variation to Compressor    | Variation Request Contractor    | 1   | Draft    |                                  | None                              |      |
| CTC0001     | 0       | PPE Request                | Correspondence to COMPANY       | 0   | Approved |                                  | None                              |      |
| SI0001      | 0       | PPE request                | Site Instruction                | 0   | Approved |                                  | None                              |      |
| VRC0001     | 0       | Variation to Compressor    | Variation Request Contractor    | 0   | Rejected | 13 May 2016 11:59:08 (UTC -5:00) | Awaiting Agreement from Recipient |      |
| CFC0001     | 0       | Feedback on Meeting Agenda | Correspondence from COMPANY     | 0   | Approved |                                  | None                              |      |
| MOM-OUT0002 | 0       | 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 6 of 6

Contracts > Communications

1. The revised Communication will be displayed in the Communication register. Click on the Rev number to see a complete revision history of the Communication.

# Agreeing to a Communication

**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 |
|-------------|-------------------|--|---------------------------------|-----|-----------------------------------|----------------------------------|----------|
| VO0001      | <a href="#">🔗</a> | <a href="#">Variation Order - Change to Compressor</a> | Variation Order                 | 0   | Awaiting Agreement from Recipient |                                  | None     |
| VRC0001     | <a href="#">🔗</a> | <a href="#">Variation to Compressor</a>                | Variation Request Contractor    | 1   | Agreed                            | 13 May 2016 14:46:55 (UTC -5:00) | Awaitin  |
| CTC0001     | <a href="#">🔗</a> | <a href="#">PPE Request</a>                            | Correspondence to COMPANY       | 0   | Approved                          |                                  | None     |
| SI0001      | <a href="#">🔗</a> | <a href="#">PPE request</a>                            | Site Instruction                | 0   | Approved                          |                                  | None     |
| VRC0001     | <a href="#">🔗</a> | <a href="#">Variation to Compressor</a>                | Variation Request Contractor    | 0   | Rejected                          | 13 May 2016 11:59:08 (UTC -5:00) | Awaitin  |
| CFC0001     | <a href="#">🔗</a> | <a href="#">Feedback on Meeting Agenda</a>             | Correspondence from COMPANY     | 0   | Approved                          |                                  | None     |
| MOM-OUT0002 | <a href="#">🔗</a> | <a href="#">Kick Off Meeting Agenda</a>                | Minutes of Meeting (By Company) | 0   | Agreed                            | 08 Apr 2016 15:22:09 (UTC -5:00) | Awaitin  |

50 1 of 1 Displaying 1 to 7 of 7

Contracts > Communications

1. From the Communication register, click the title of the Communication you want to make an agreement on.

# Agreeing to a Communication

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

### Variation Order - Change to Compressor

Communication - VO0001

9 Day(s) to agree

Awaiting Agreement from Contractor + Create Related Communication

Agree... Not Agree... Details Stori Revisions

#### Communication Details

|                        |  |
|------------------------|--|
| Communication Title    | Variation Order - Change to Compressor     |
| Date Issued            | 13 May 2016 14:48:17 (UTC- 5:00)           |
| From                   | AVEVA Services (Company Representative)    |
| To                     | Joe Contractor (Contractor Representative) |
| Originated On          | 13 May 2016 14:47:00 (UTC- 5:00)           |
| Description            | See attached                               |
| Currency               | GBP  |
| Financial Impact (GBP) | 97,506.00                                  |
| Schedule Impact (Days) | 15   |

#### Attachments

Variation Order .docx (13KB)

#### Communications Replied To

This Communication has not been marked as a reply to any related Communications.

#### Associated Obligations

|                             |             |
|-----------------------------|-------------|
| VO0001 - Requires Agreement | In Progress |
|-----------------------------|-------------|

#### Custom Fields

EDMS Document No.

#### Communication Properties

|                         |                                  |
|-------------------------|----------------------------------|
| Revision                | 0                                |
| Created By              | AVEVA Services                   |
| Created On              | 13 May 2016 14:48:17 (UTC -5:00) |
| Required Response       | Agreement Only                   |
| Process Time Limit Type | Target                           |
| Response Due By         | 23 May 2016 14:48:18 (UTC -5:00) |
| Last Updated By         |                                  |

Contracts > Communications > VO0001

1. Once you have reviewed all of the information contained in the Communication, and want to make a decision, click on the “Awaiting Agreement from Contractor” button.
2. From the drop-down menu select “Agree” or “Not Agree” based on your final decision.

# Agreeing to a Communication

The screenshot shows the AVEVA ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible. At the top right, the user is identified as 'Joe Contractor' with the role 'Sample Contractor'. Below the header, there is a navigation menu with 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The 'Contracts' tab is active. The main content area displays a 'Variation Order - Change to Compressor' with the subtext 'Update Communication State To Agreed'. A status bar at the top right of this section shows 'Awaiting Agreement from Recipient' and 'Agreed'. A table on the left lists contract details: Contract Name (Pipeline Extension Zone D), Contract Reference (100003-C), Communication Title (Variation Order - Change to Compressor), Communication Reference (VO0001), Revision (0), and Comments/Feedback. The Comments/Feedback field contains the text 'We confirm that we agree to the proposed VO.' and has a rich text editor toolbar above it. Below the comments is an 'Attachments' section with the message 'No Attachments Currently Exist.' and an '+ Add File(s)' button. At the bottom right, there are two buttons: 'Update State To 'Agreed'' and 'Cancel'. Four orange hand icons with numbers 1 through 4 point to the 'Update Communication State To Agreed' link, the comment text, the '+ Add File(s)' button, and the 'Update State To 'Agreed'' button respectively.

1. The “Update Communication State” page is displayed.
2. Add any relevant comments/feedback, if required.
3. Add any additional attachments, if applicable.
4. Click the “Update State To ‘Agreed’” button.



# Agreeing to a Communication

The screenshot displays the ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible. The user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts (selected), Tenders, Prequalifications, and Opportunities. A green notification banner at the top states 'The Communication State has been updated'. Below this, the main heading is 'Variation Order - Change to Compressor' with the communication ID 'VO0001'. A status bar shows 'Agreed' and a '+ Create Related Communication' button. Action buttons for 'Details', 'Stori', and 'Revisions' are also present. The communication content area shows 'Agreed 13 May 2016' and the text 'We confirm that we agree to the proposed VO.' Below this, there are sections for 'Communication Details', 'Communications Replied To', 'Associated Obligations', 'State Transitions', and 'Custom Fields'. The 'Communication Details' section lists fields such as Communication Title, Date Issued, From, To, Originated On, Description, Currency, Financial Impact (GBP), and Schedule Impact (Days). The 'Associated Obligations' table shows one obligation: 'VO0001 - Requires Agreement' with a status of 'Completed'. The 'State Transitions' table shows a transition from 'Agreed' on '13 May 2016 14:58:09 (UTC -5:00)'. The 'Custom Fields' section includes 'EDMS Document No.'. At the bottom, there is an 'Attachments' section and a breadcrumb trail: 'Contracts > Communications > VO0001'.

1. The Communication state has been updated to “Agreed” as shown on the Communication details page.

Note: The same steps can be followed to “Not Agree” a Communication. The resulting ‘State’ will be displayed as “Not Agreed” in this situation.

# Contract Obligations

**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 (2)**  
100002-T: Pipeline Extension Zone 3  
(1) tasks, (0) alerts, (1) messages  
100008-T: Pipeline Extension Zone 5  
(0) tasks, (0) alerts, (3) messages

**Obligations (13)**  
All Contracts Showing all 13

| Title                   | Due Date                         |
|-------------------------|----------------------------------|
| Performance Review      | 16 May 2016 00:00:00 (UTC- 5:00) |
| Project Cost Validation | 22 May 2016 00:00:00 (UTC- 5:00) |
| Submit status report    | 1 Jun 2016 00:00:00 (UTC- 5:00)  |
| Performance Review      | 16 Aug 2016 00:00:00 (UTC- 5:00) |
| Performance Review      | 16 Nov 2016 00:00:00 (UTC- 6:00) |
| Performance Review      | 16 Feb 2017 00:00:00 (UTC- 6:00) |
| Performance Review      | 16 May 2017 00:00:00 (UTC- 5:00) |

1. All Contract Obligations, across all Contracts, are visible from the Overview page.

# Contract Obligations

**AVEVA**  
ProCon Contractor Portal

**Joe Contractor**  
Sample Contractor

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. To view all Obligations associated to a specific Contract, click the Contracts tab to access open and closed Contracts.
2. Select the Contract you want to view. Once selected the Contract details will be displayed.

# Contract Obligations

**AVEVA**  
ProCon Contractor Portal

**Joe Contractor**  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

Details | Communicatio | **Obligatio** | Risk Cove | Contract File Search

|                   |             |                                     |                      |                                   |   |
|-------------------|-------------|-------------------------------------|----------------------|-----------------------------------|---|
| Award Date        | 07 Apr 2016 | Country of Operation                | United Kingdom       | Tender Reference                  | N/A   |
| Start Date        | 01 May 2016 | Currency                            | GBP - Pound Sterling | Category                          | Fabrication and Construction                            |
| Original End Date | 15 Feb 2019 | Contract Award Value (GBP)          | 12,500,000.00        | Description                       | Pipeline extension in Zone D, outside regional borders. |
| Planned End Date  | 15 Feb 2019 | Approved Contract Commitment (GBP)  | 12,500,000.00        | Contractor Representative         | Joe Contractor  |
| Effective Date    |             | Approved Contract Expenditure (GBP) | 0.00                 | Contractor Administrator          |   |
|                   |             |                                     |                      | Contractor Information Management |   |
|                   |             |                                     |                      | Contractor Functional Support     |   |

Contracts > Details

1. The Contract Details page displays summary information relating to the Contract.
2. Click on the Obligations tab to navigate to the Obligations page for this Contract.

# Contract Obligations

ProCon

The screenshot shows the ProCon Contractor Portal interface. At the top left is the logo for 'AVEVA ProCon Contractor Portal'. At the top right is the user profile 'Joe Contractor Sample Contractor'. Below the navigation bar (Overview, Contracts, Tenders, Prequalifications, Opportunities), the contract title 'Pipeline Extension Zone D' and ID 'Contract - 100003-C' are displayed. A horizontal menu contains options: Data, Communication, Obligations (highlighted), Risk Cover, and Contract File Search. A search bar on the left has a filter dropdown set to 'All' and a search icon. A table below lists obligations with columns for Title, Clause, Obligation Text, and Owner. Three orange hand icons with numbers 1, 2, and 3 point to the 'Obligations' menu item, the 'All' filter, and the first row of the table respectively.

| Title                            | Clause | Obligation Text   | Owner      |
|----------------------------------|--------|---|------------|
| Submit status report             | 11.8   |   | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| Performance Review               | 10.6.2 | Please come prepared to discuss the agreed performance KPIs             | Contractor |
| VO0001 - Requires Agreement      |        |   | Contractor |
| Project Cost Validation          | 10.5   | Project Cost Validation There shall be a process for detailed analys... | Contractor |
| MOM-OUT0002 - Requires Agreement |        |   | Contractor |

1. All of the associated Contract and Communication related Obligations will be displayed in tabular format.
2. Use the Filter option to return all (or a specific sub-set) Obligations associated to that Contract.
3. To view the details of a specific Obligation, click on the Obligation itself.



# Contract Obligations

ProCon

The screenshot displays the AVEVA ProCon Contractor Portal interface. At the top, the user is identified as 'Joe Contractor' (Sample Contractor). The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The current view is for 'Pipeline Extension Zone D' (Contract - 100003-C).

The 'Obligations' section is active, showing a table of obligations. The table has columns for Title, Clause, and Obligation Text. The 'Project Cost Validation' obligation (Clause 10.5) is highlighted. A detailed view of this obligation is shown on the right, including fields for State (Not Started), Due Date (22 May 2016 00:00:00), Owner (Contractor), and Responsible Party (Contractor Representative). A 'Manage Obligation' dropdown menu is visible, and a '8 Day(s) Remaining' indicator is present. Hand icons with numbers 1, 2, and 3 point to the 'Obligations' menu, the '8 Day(s) Remaining' indicator, and the pencil icon for editing the obligation state, respectively.

| Title                            | Clause      | Obligation Text                     |
|----------------------------------|-------------|-------------------------------------|
| Submit status report             | 11.8        |                                     |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| Performance Review               | 10.6.2      | Please come prepared to discuss th  |
| VO0001 - Requires Agreement      |             |                                     |
| <b>Project Cost Validation</b>   | <b>10.5</b> | <b>Project Cost Validation Ther</b> |
| MOM-OUT0002 - Requires Agreement |             |                                     |

1. The Obligation details will be displayed in a new window, on the right of the screen.
2. The number of days remaining, before the Obligation is due, is displayed prominently for the user.
3. To begin the process of completing this Obligation, click on the pencil icon to change the "State". This changes the status and helps other Contract Team Members know that this obligation is currently in progress.

# Contract Obligations

ProCon

The screenshot shows the AVEVA ProCon Contractor Portal interface. The user is logged in as 'Joe Contractor'. The main navigation includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The current view is for 'Pipeline Extension Zone D' (Contract - 100003-C). The 'Obligations' tab is active, displaying a table of obligations. One obligation, 'Project Cost Validation' (Clause 10.5), is selected. A modal window for this obligation is open, showing its state as 'In Progress' and a 'Save' icon (checkbox) next to it. Hand icons with numbers 1 and 2 point to the 'In Progress' dropdown menu and the 'Save' icon respectively.

| Title                            | Clause | Obligation Text                    |
|----------------------------------|--------|------------------------------------|
| Submit status report             | 11.8   |                                    |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| Performance Review               | 10.6.2 | Please come prepared to discuss th |
| VO0001 - Requires Agreement      |        |                                    |
| Project Cost Validation          | 10.5   | Project Cost Validation There ▶    |
| MOM-OUT0002 - Requires Agreement |        |                                    |

| Field             | Value   |
|-------------------|---|
| State             | In Progress   |
| Due Date          | 17 May 2016 00:00:00 (UTC - 05:00)  |
| Owner             | Contractor  |
| Reminder Date     | 17 May 2016 00:00:00 (UTC - 05:00)  |
| Responsible Party | Contractor Representative   |
| Clause            | 10.5  |
| Completed On      | NONE  |
| Initiated By      | NONE  |
| Obligation Text   | Project Cost Validation   |
| Obligation Text   | There shall be a process for detailed analysis and control of the cost of the WOK and IMPLEMENTATION WORK to identify, assess, or |

1. Click on the drop-down arrow and select “In Progress”.
2. Click on the “Save” icon to confirm the change in status.

# Contract Obligations

ProCon

The screenshot displays the AVEVA ProCon Contractor Portal interface. At the top, the user is identified as 'Joe Contractor' (Sample Contractor). The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification banner states 'The Obligation has been updated.' Below this, the page title is 'Pipeline Extension Zone D' (Contract - 100003-C). The 'Obligations' tab is active, showing a table of obligations. A hand icon points to the 'In Progress' state of the selected obligation. A detailed view of this obligation is shown on the right, including its due date, reminder date, responsible party, and clause.

| Owner      | Responsible Party         | State       | Due Date                   |
|------------|---------------------------|-------------|----------------------------|
| Contractor | Contractor Representative | Not Started | 16 Nov 2018 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2018 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 May 2018 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Feb 2018 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Nov 2017 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2017 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 May 2017 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Feb 2017 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Nov 2016 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2016 00:00:00 (UTC) |
| Contractor | Contractor Representative | Not Started | 16 May 2016 00:00:00 (UTC) |
| Contractor | Contractor Representative | Completed   | 23 May 2016 14:48:18 (UTC) |
| Contractor | Contractor Representative | In Progress | 22 May 2016 00:00:00 (UTC) |
| Contractor | Contractor Representative | Completed   | 18 Apr 2016 15:21:47 (UTC) |

**Contract Obligation: Project Cost Validation**

8 Day(s) Remaining

State: In Progress

Due Date: 22 May 2016 00:00:00 (UTC - 05:00)

Reminder Date: 17 May 2016 00:00:00 (UTC - 05:00)

Responsible Party: Contractor Representative

Clause: 10.5

Completed On: NONE

Initiated By: NONE

Obligation Text: Project Cost Validation

1. The change in state is immediate and visible to all Contract Team Members. The user can now complete their task, outside of the system, and upon completion return to mark the Obligation as "Complete".



# Contract Obligations

ProCon

**AVEVA**  
ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

The Obligation has been updated.

### Pipeline Extension Zone D

Contract - 100003-C

Data Communication **Obligations** Risk Coverage Contract File Search

| Owner      | Responsible Party         | State       | Due Date                          |
|------------|---------------------------|-------------|-----------------------------------|
| Contractor | Contractor Representative | Not Started | 16 Nov 2018 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2018 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 May 2018 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Feb 2018 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Nov 2017 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2017 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 May 2017 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Feb 2017 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Nov 2016 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 Aug 2016 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Not Started | 16 May 2016 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Completed   | 23 May 2016 14:48:18 (UTC -05:00) |
| Contractor | Contractor Representative | In Progress | 22 May 2016 00:00:00 (UTC -05:00) |
| Contractor | Contractor Representative | Completed   | 18 Apr 2016 15:21:47 (UTC -05:00) |

#### Contract Obligation

### Project Cost Validation

8 Day(s) Remaining

State: In Progress

Owner: Contractor

Responsible Party: Contractor Representative

Completed On: NONE

Obligation Text: Project Cost Validation

Reminder Date: 17 May 2016 00:00:00 (UTC -05:00)

Clause: 10.5

Initiated By: NONE

Contracts > Obligations

1. To view all Communications related to the Obligation, click the “Manage Obligation” drop-down.
2. Select “Associated Communications”.

# Contract Obligations

The screenshot displays the AVEVA ProCon Contractor Portal interface. At the top left, the logo for AVEVA ProCon Contractor Portal is visible, and at the top right, the user is identified as 'Joe Contractor' (Sample Contractor). The main navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. A green notification banner at the top states 'The Obligation has been updated.' Below this, the specific contract is identified as 'Pipeline Extension Zone D' (Contract - 100003-C). The 'Obligations' tab is active, showing a list of obligations with columns for 'State' and 'Due Date'. The 'In Progress' obligation, 'Project Cost Validation', is selected, and its details are shown in a central pane. This pane includes a 'Contract Obligation' header, a 'Project Cost Validation' title, a '8 Day(s) Remaining' indicator, and an 'Associated Communications' dropdown menu. The details for the selected obligation are as follows:

| State       | Due Date                   |
|-------------|----------------------------|
| Not Started | 01 Jun 2016 00:00:00 (UTC) |
| Not Started | 16 Nov 2018 00:00:00 (UTC) |
| Not Started | 16 Aug 2018 00:00:00 (UTC) |
| Not Started | 16 May 2018 00:00:00 (UTC) |
| Not Started | 16 Feb 2018 00:00:00 (UTC) |
| Not Started | 16 Nov 2017 00:00:00 (UTC) |
| Not Started | 16 Aug 2017 00:00:00 (UTC) |
| Not Started | 16 May 2017 00:00:00 (UTC) |
| Not Started | 16 Feb 2017 00:00:00 (UTC) |
| Not Started | 16 Nov 2016 00:00:00 (UTC) |
| Not Started | 16 Aug 2016 00:00:00 (UTC) |
| Not Started | 16 May 2016 00:00:00 (UTC) |
| Completed   | 23 May 2016 14:48:18 (UTC) |
| In Progress | 22 May 2016 00:00:00 (UTC) |

The details for the 'Project Cost Validation' obligation are:

| State       | Due Date                           |
|-------------|------------------------------------|
| In Progress | 22 May 2016 00:00:00 (UTC - 05:00) |

Other details include:

| Owner      | Reminder Date                      |
|------------|------------------------------------|
| Contractor | 17 May 2016 00:00:00 (UTC - 05:00) |

| Responsible Party         | Clause |
|---------------------------|--------|
| Contractor Representative | 10.5   |

| Completed On | Initiated By |
|--------------|--------------|
| NONE         | NONE         |

The 'Obligation Text' is 'Project Cost Validation'. An 'Associated Communications' dropdown menu is open, showing a list of communications. The communication 'Kick Off Meeting Agenda MOM-OUT002' is selected, and its details are shown in a right-hand pane. The details for this communication are:

| State  | Due Date                           |
|--------|------------------------------------|
| Agreed | 08 Apr 2016 15:21:56 (UTC - 05:00) |

The communication is titled 'Kick Off Meeting Agenda MOM-OUT002' and has a state of 'Agreed'.

1. All associated Communications will be displayed in a new window, on the right of the screen.
2. Clicking on the Communication will take you to the Details page of that Communication.





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™

 [www.aveva.com](http://www.aveva.com)

 [@avevagroup](https://twitter.com/avevagroup)

 [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](http://AVEVA.COM)



| Copyright © 2017 AVEVA Solutions Limited and its subsidiaries. All rights reserved.

AVEVA™