
Contract Communications and Obligations

AVEVA ProCon Quick Guides

AVEVA ProCon – bp

AVEVA

AVEVA PROCON

Quick Guide will cover

Contractor Portal

Creating and Sending a Communication

Replying to a Communication

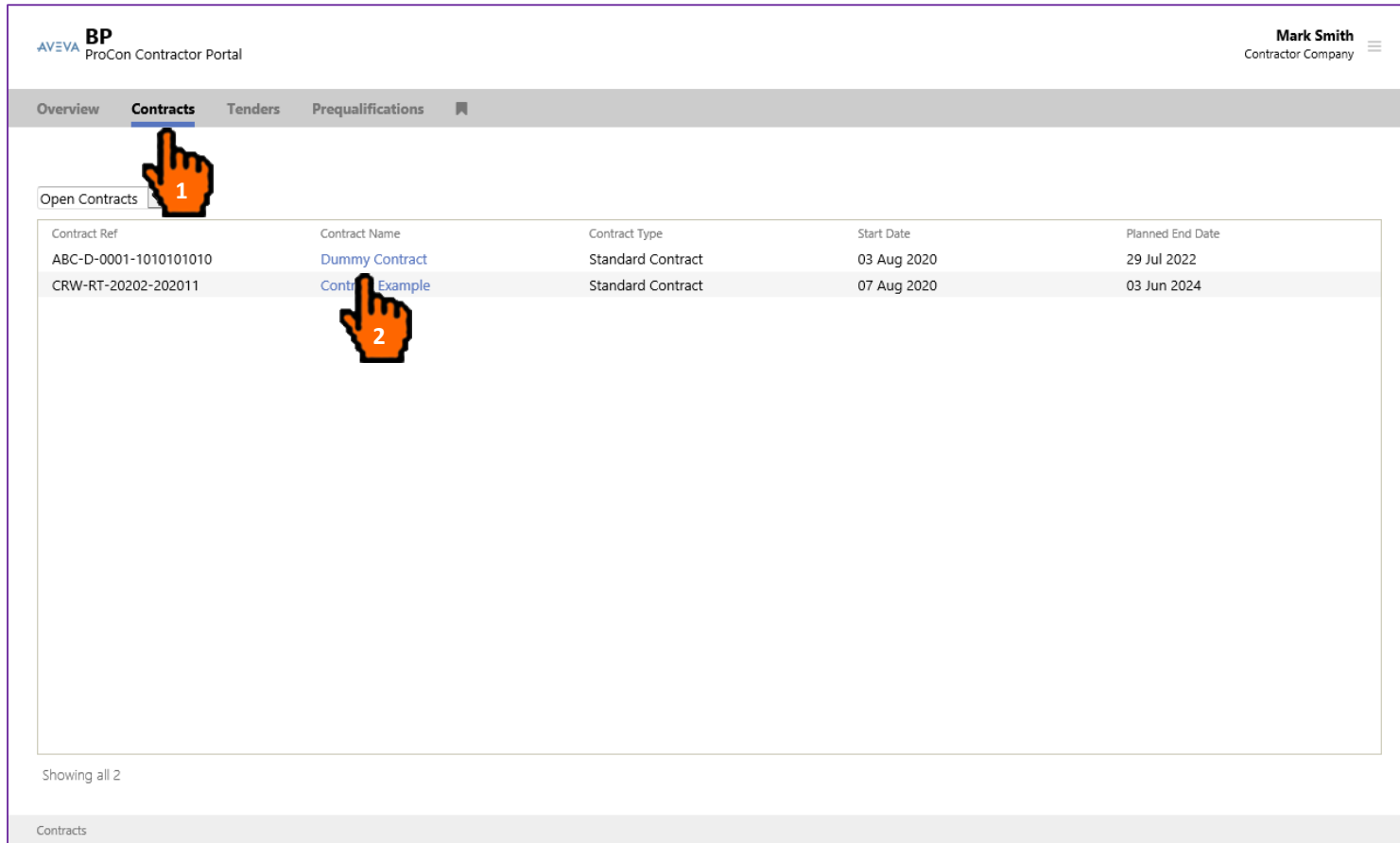
Creating a Revision to a Communication

Agreeing/Not Agreeing to a Communication

Contract Obligations

Creating and Sending a Communication

Creating and Sending Communications



The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The 'Contracts' tab is selected in the navigation menu. Below the navigation, there is a section for 'Open Contracts' with a table listing two contracts. A hand icon with the number 1 points to the 'Contracts' tab, and another hand icon with the number 2 points to the second contract row in the table.

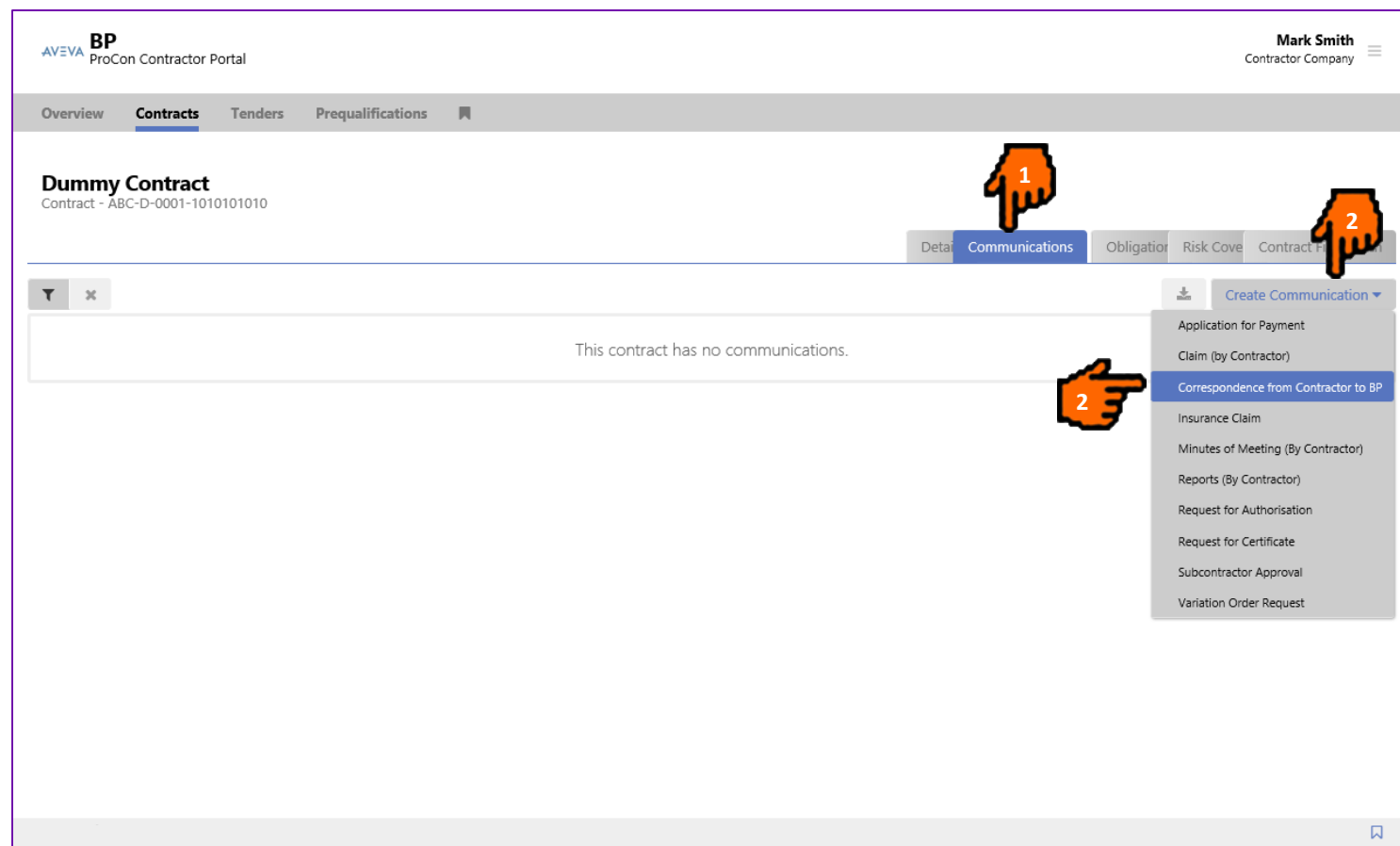
Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
ABC-D-0001-1010101010	Dummy Contract	Standard Contract	03 Aug 2020	29 Jul 2022
CRW-RT-20202-202011	Contract Example	Standard Contract	07 Aug 2020	03 Jun 2024

Showing all 2

Contracts

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



1. Click on the Communications tab to navigate to the Communications page.
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

AVEVA BP ProCon Contractor Portal

Mark Smith
Contractor Company

Overview **Contracts** Tenders Prequalifications

Create a Communication

Correspondence from Contractor to BP

From: Mark Smith (Contractor Representative)

To: Brian McAfee (GOM) (Company Representative)

Title: Delivery of Performance Bond *

Description: Please find a copy of the letter with the Performance Bond. The original (letter + performance bond) is sent by ABC Courier today with tracking code 430340934

Originated On: 07/08/2020 14:30

Communication Preparation Guide: Correspondence should be prepared in accordance with the contract administration instructions. Correspondence should address only one subject.

Next Steps After Issued:

Response Required? No *

Date Response Required: DD/MM/YYYY

Responded: Yes No

Contractor Reference No.: CON-0393-30304

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. Each Communication type can have specific fields that are available to populate. Fields marked with a red asterisk (*) are mandatory to complete.

Creating and Sending Communications

AVEVA BP
ProCon Contractor Portal

Mark Smith
Contractor Company

Overview **Contracts** Tenders Prequalifications

Originated On: 07/08/2020 14:30

Communication Preparation Guidelines: Correspondence should be prepared in accordance with the contract administration instructions. Correspondence should address only one subject.

Next Steps After Issuing

Response Required? Yes No

Date Response Required: DD/MM/YYYY

Responded: Yes No

Contractor Reference No.: CON-0393-30304

Add Attachment

File Location: C:\Demo Files\Performance Bond.pdf

Name: Performance Bond .pdf

Confidential: Yes No

File Location: C:\Demo Files\Letter.pdf

Name: Letter .pdf

Confidential: Yes No

Contracts > Communications > Create a Communication

1. Scroll the page to complete the remaining details
2. To add an attachment(s) to the Communication, click the “+Add Attachment” button. You can add more than one attachment by clicking the button for each attachment you wish to attach.
3. For each attachment click the “Browse” button (“Choose Files” in Chrome) and select the file you wish to attach.
4. If required, you can update the document name and select to make the attachment Confidential.
5. Click “Save As Draft” if you wish to save it in draft state for completion later. To immediately send the Communication to the Company, click “Send”. This will publish the Communication on the Company portal.

Note: The Next Slide shows page if you chose “Send”

Creating and Sending Communications

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The navigation menu includes Overview, Contracts, Tenders, and Prequalifications. A green banner at the top of the main content area states "Communication has been created". Below this, the communication details for "Delivery of Performance Bond" (Communication - CFC0001) are shown. The status is "Approved", and there are buttons for "Create Related Communication", "Details", and "Revisions".

Communication Details

Communication Title	Delivery of Performance Bond
Date Issued	07 Aug 2020 15:13:25 (UTC+ 1:00)
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	07 Aug 2020 14:30:00 (UTC+ 1:00)
Description	Please find a copy of the letter with the Performance Bond. The original performance bond is sent by ABC Courier today with tracking code 430340934

Attachments

- Performance Bond.pdf (31KB)
- Letter.pdf (28KB)

Communication Properties

Revision	0
Created By	Mark Smith
Created On	07 Aug 2020 15:13:25 (UTC + 1:00)
Required Response	None

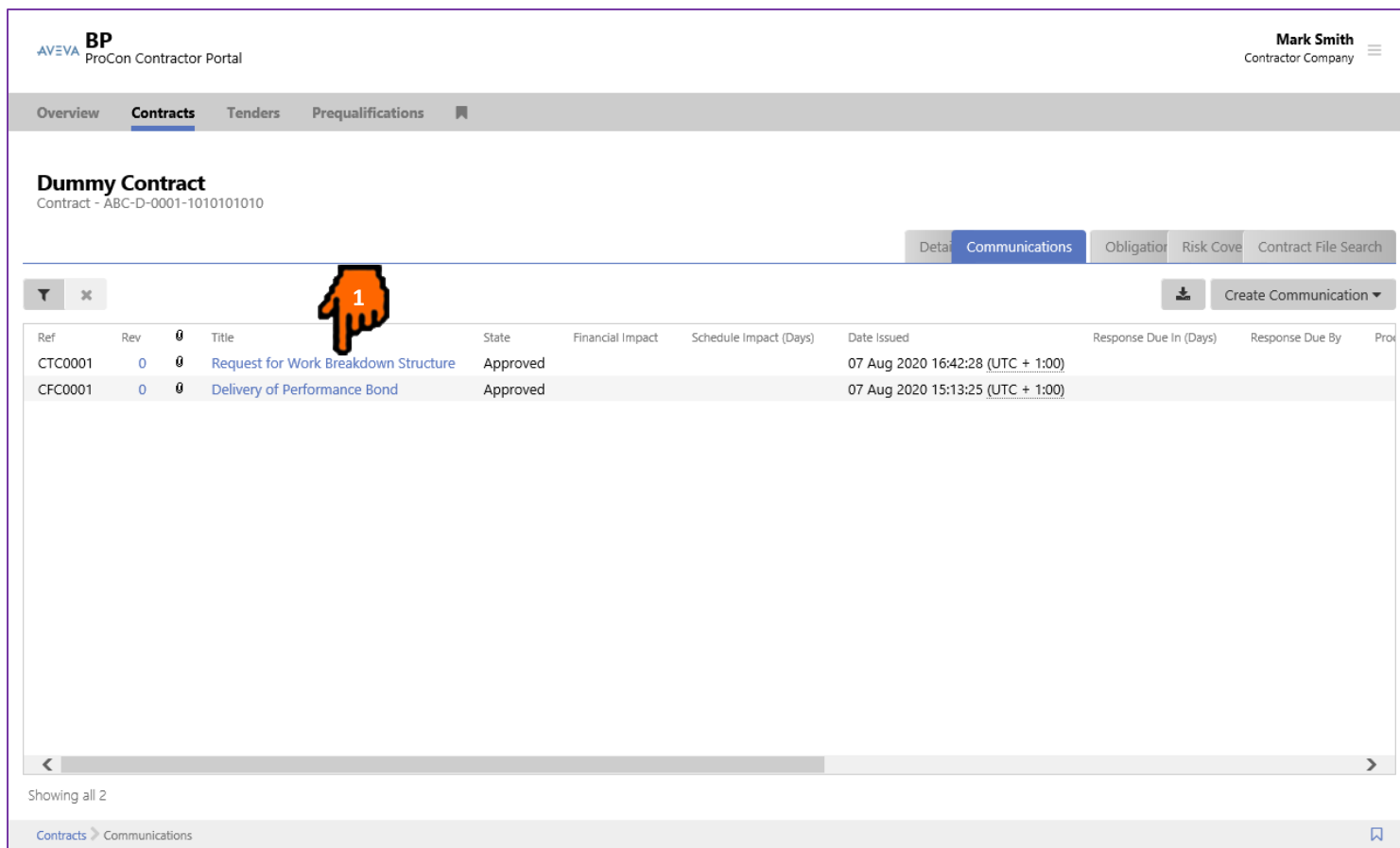
The breadcrumb navigation at the bottom of the page is "Contracts > Communications > CFC0001".

The Communication has been created.

1. The communication will show as "Approved" if it has been sent to bp and does not require agreement. If the communication has been sent to bp and does require agreement it will show as "Awaiting Agreement from Company".
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.

Replying to a Communication

Replying to a Communication



The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (Contract - ABC-D-0001-1010101010). The 'Communications' tab is selected, showing a table of communications. A hand icon with the number 1 points to the 'Communications' tab.

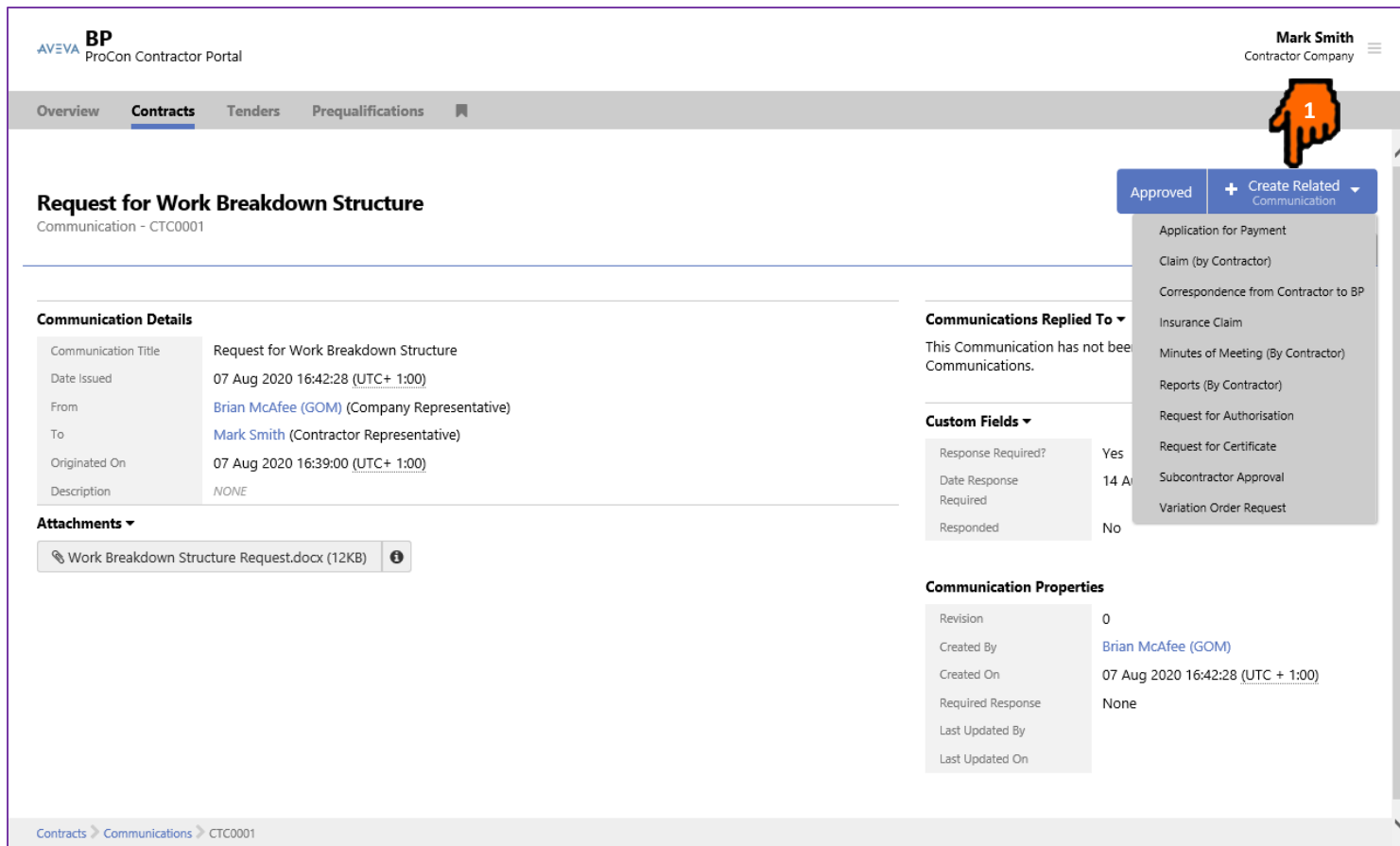
Ref	Rev	0	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)	Response Due By	Prox
CTC0001	0	0	Request for Work Breakdown Structure	Approved			07 Aug 2020 16:42:28 (UTC + 1:00)			
CFC0001	0	0	Delivery of Performance Bond	Approved			07 Aug 2020 15:13:25 (UTC + 1:00)			

Showing all 2

Contracts > Communications

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

Replying to a Communication



The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a communication titled "Request for Work Breakdown Structure" (Communication - CTC0001).

Communication Details

Communication Title	Request for Work Breakdown Structure
Date Issued	07 Aug 2020 16:42:28 (UTC+ 1:00)
From	Brian McAfee (GOM) (Company Representative)
To	Mark Smith (Contractor Representative)
Originated On	07 Aug 2020 16:39:00 (UTC+ 1:00)
Description	NONE

Attachments

- Work Breakdown Structure Request.docx (12KB)

Communication Properties

Revision	0
Created By	Brian McAfee (GOM)
Created On	07 Aug 2020 16:42:28 (UTC + 1:00)
Required Response	None
Last Updated By	
Last Updated On	

Custom Fields

Response Required?	Yes
Date Response Required	14 Aug 2020 16:39:00 (UTC+ 1:00)
Responded	No

Communications Replied To

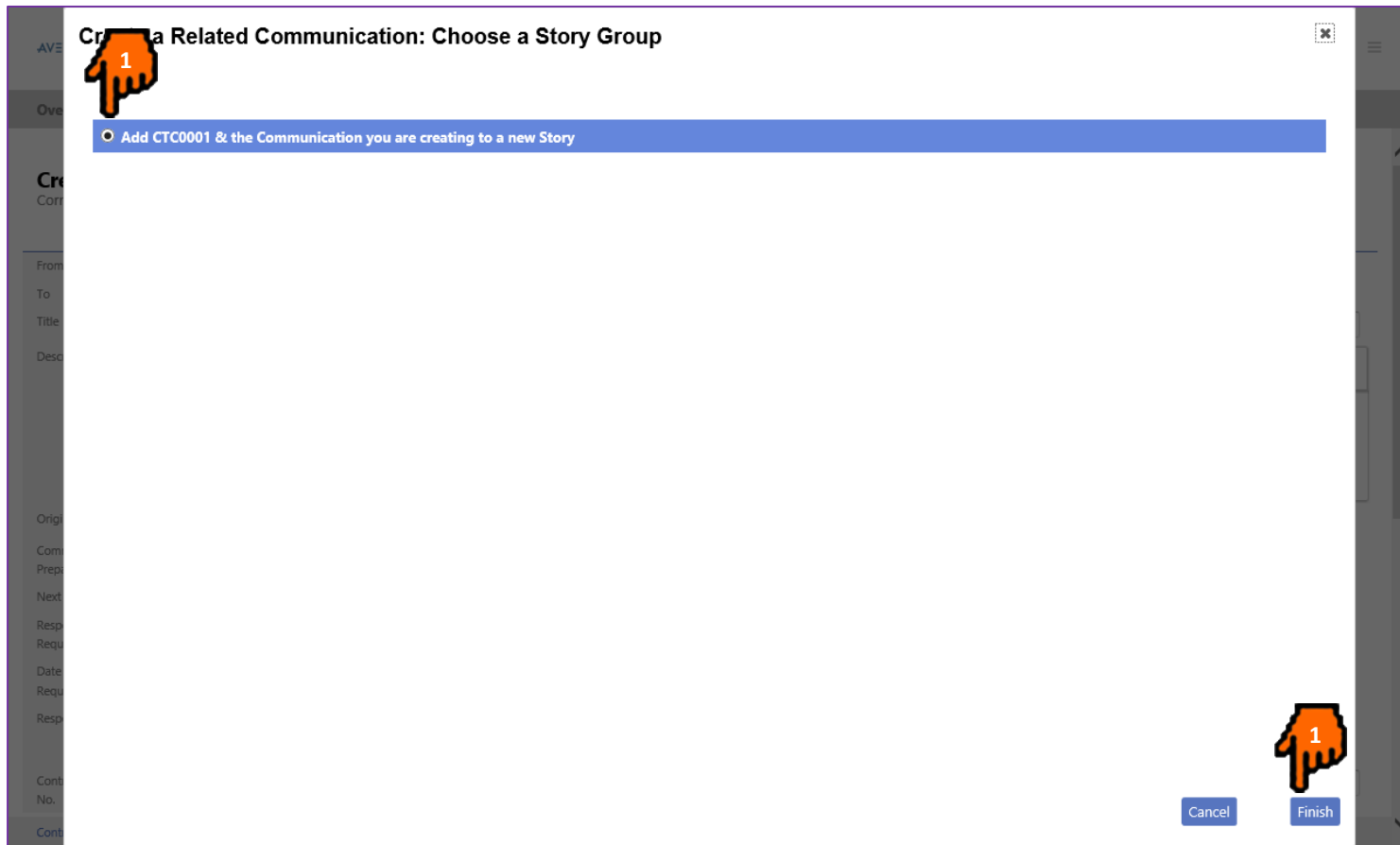
This Communication has not been replied to.

+ Create Related Communication

- Application for Payment
- Claim (by Contractor)
- Correspondence from Contractor to BP
- Insurance Claim
- Minutes of Meeting (By Contractor)
- Reports (By Contractor)
- Request for Authorisation
- Request for Certificate
- Subcontractor Approval
- Variation Order Request

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

Replying to a Communication



1. The option to relate the communication to the existing communication is select by default. Click the “Finish” button to create the new communication.

Replying to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith
Contractor Company

Overview **Contracts** Tenders Prequalifications

Create a Communication

Correspondence from Contractor to BP

From: **Mark Smith** (Contractor Representative)

To: **Brian McAfee (GOM)** (Company Representative)

Title: Request for Work Breakdown Structure

Description: See attached.

Originated On: 07/08/2020 16:44

Communication Preparation Guidelines: Correspondence should be prepared in accordance with the contract administration instructions. Correspondence should address only one subject.

Next Steps After Issuing

Response Required?

Date Response Required: DD/MM

Responded: Yes No

Contractor Reference No.: CON-0393-30305

Contracts > Communications > CTC0001 > Create a Communication

1. Enter the appropriate information as required.
2. Enter values for any custom fields associated to this Communication.
3. Scroll to the bottom of the page

Replying to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview Contracts Tenders Prequalifications

response Required? No

Date Response Required DD/MM/YYYY

Responded Yes No

Contractor Reference No. CON-0393-30305

Add Linked Communications + Add Link

Process Chain

This communication does not belong to a process chain.

Communication Stories

Story Ref	Context
New	CTC0001 - Request for Work Breakdown Structure

Add Attachment

File Location * C:\Demo Files\WBS - ABC-D-0001-1010101010.pdf

Name * WBS - ABC-D-0001-1010101010

Confidential * Yes No

+ Add Attachment

Browse... .pdf

Save As Draft Send Cancel

Contracts > Communications > CTC0001 - Create a Communication

1. To add an attachment to the Communication, click the “ +Add Attachment” button
2. Click the “Browse” button (“Choose Files” in Chrome) and select the file you wish to attach.
3. If required, update the file name.
4. Select whether the file Is Confidential. If “Yes” is selected, only users identified with having confidential access will be able to view this file.
5. 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.

Note: The Next Slide shows page if you chose “Send”

Replying to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The navigation menu includes Overview, Contracts, Tenders, and Prequalifications. A green notification bar at the top states "Communication has been created". The main content area shows a communication titled "Request for Work Breakdown Structure" (Communication - CFC0002). Below the title, there are buttons for "Approved", "Create Related Communication", "Details", and "Revisions". The communication details are as follows:

Communication Details	
Communication Title	Request for Work Breakdown Structure
Date Issued	07 Aug 2020 16:50:54 (UTC+ 1:00)
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	07 Aug 2020 16:44:00 (UTC+ 1:00)
Description	See attached.

Below the details, there is an "Attachments" section with one file: "WBS - ABC-D-0001-1010101010.pdf (28KB)". To the right, the "Communications Replied To" section indicates that this communication has not been marked as a reply to any related communications. The "Custom Fields" section shows:

Custom Fields	
Response Required?	No
Date Response Required	
Responded	No
Contractor Reference No.	CON-0393-30305

The "Communication Properties" section shows:

Communication Properties	
Revision	0
Created By	Mark Smith
Created On	07 Aug 2020 16:50:54 (UTC + 1:00)
Required Response	None

At the bottom of the page, a breadcrumb trail reads "Contracts > Communications > CFC0002".

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

Creating a Revision to a Communication



Creating a Revision to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

Dummy Contract
Contract - ABC-D-0001-1010101010

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

Download Create Communication

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)	Response Due By
VOR0001	0	Variation Order Example 1	Not Agreed	300,000.00	30	09 Aug 2020 23:46:42 (UTC + 1:00)		
CFC0002	0	Work Breakdown Structure	Approved			07 Aug 2020 16:50:54 (UTC + 1:00)		
CTC0001	0	Request Breakdown Structure	Approved			07 Aug 2020 16:42:28 (UTC + 1:00)		
CFC0001	0	Delivery Performance Bond	Approved			07 Aug 2020 15:13:25 (UTC + 1:00)		

Showing all 4

Contracts > Communications

1. From the Communications register page, select the Communication you want to revise. *Revisions can only be created for Communications in the "Rejected" or "Not Agreed" states.*

Note: To maintain consistent referencing please recreate revisions during agreement cycles rather than new communications.

Creating a Revision to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a communication titled "Variation Order Example 1" (Communication - VOR0001). The communication status is "Not Agreed" (09 Aug 2020). The communication details section shows the communication title, date issued, from (Mark Smith), to (Brian McAfee), and other relevant information. A pop-up dialog box titled "Message from webpage" is displayed, asking for confirmation to create a new revision. The dialog box contains the text: "Are you sure you want to create a new revision of this Communication? The new revision will be displayed once processing is complete." and has "OK" and "Cancel" buttons. The "OK" button is highlighted with a hand icon labeled "4".

1. The reason the communication was “Not Agreed” or “Rejected” may be shown.
2. Click on the drop-down icon in the “Details” tab.
3. Select “Create Revision” from the drop-down list.
4. Click “Ok” in the pop-up dialog box to confirm.

Creating a Revision to a Communication

AVEVA BP ProCon Contractor Portal | Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

Communication Revision has been created.

Variation Order Example 1
Communication - VOR0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details

Communication Title	Variation Order Example 1
Date Issued	Not Issued
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	09 Aug 2020 23:26:00 (UTC+ 1:00)
Description	See Attached.
Currency	USD
Financial Impact (USD)	300,000.00
Schedule Impact (Days)	30

Attachments

Variation Request Contractor.pdf (35KB)

Custom Fields

Variation Reason?	Scope Change
Source of Change?	Contract Definition
Contractor Reference No.	CON-3030-29281

Communication Properties

Revision	1
Created By	Mark Smith
Created On	09 Aug 2020 23:52:44 (UTC + 1:00)
Required Response	Agreement and Reply
Last Updated By	
Last Updated On	

Contracts > Communications > VOR0001

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

Creating a Revision to a Communication

The screenshot displays the 'Communication Details' form in the AVEVA BP ProCon Contractor Portal. The form is titled 'Variation Order Example 1' and includes the following fields:

- Communication Title: Variation Order Example 1
- Date Issued: Not Issued
- From: Mark Smith (Contractor Representative)
- To: Brian McAfee (GOM) (Company Representative)
- Originated On: 09/08/2020, 23:26
- Description: See Attached.
- Currency: USD
- Financial: 250,000.00
- Schedule (days): 25

The 'Communication Properties' section shows:

- Revision: 1
- Created By: Mark Smith
- Created On: 09 Aug 2020 23:52:44 (UTC + 1:00)
- Required Response: Agreement and Reply
- Last Updated By: (empty)
- Last Updated On: (empty)

The 'Custom Fields' section shows:

- Variation Reason?: Scope Change
- Source of Change?: Contract Definition
- Contractor Reference No.: CON-3030-29281

Hand icons with numbers 1 and 2 indicate key actions: 1 points to the form fields, and 2 points to the 'Save' icon.

1. Edit the Communication details as necessary.
2. Scroll to the bottom of the page.
3. When all necessary changes to the communication details have been made click the "Save" icon.

Creating a Revision to a Communication

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. At the top, the user is logged in as Mark Smith, Contractor Company. The navigation menu includes Overview, Contracts, Tenders, and Prequalifications. A green notification bar at the top states "The Communication has been updated". The main content area is titled "Variation Order Example 1" (Communication - VOR0001 - Revision 1 of 1). Below the title are buttons for "Draft", "Create Related Communication", "Details", and "Revisions".

The "Communication Details" section includes:

- Communication Title: Variation Order Example 1
- Date Issued: Not Issued
- From: Mark Smith (Contractor Representative)
- To: Brian McAfee (GOM) (Company Representative)
- Originated On: 09 Aug 2020 23:26:00 (UTC+ 1:00)
- Description: See Attached.
- Currency: USD
- Financial Impact (USD): 250,000.00
- Schedule Impact (Days): 25

The "Custom Fields" section includes:

- Variation Reason?: Scope Change
- Source of Change?: Contract Definition
- Contractor Reference No.: CON-3030-29281

The "Communication Properties" section includes:

- Revision: 1
- Created By: Mark Smith
- Created On: 09 Aug 2020 23:52:44 (UTC + 1:00)
- Required Response: Agreement and Reply
- Last Updated By: Mark Smith
- Last Updated On: 10 Aug 2020 00:10:37 (UTC+ 1:00)

The "Attachments" section shows a file named "Variation Request Contractor.pdf (35KB)". A hand icon with the number "1" points to the information icon next to the attachment name.

1. To update any attachments. Click the "View Attachment Details" icon.

Creating a Revision to a Communication

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. A modal window titled "Attachment Details" is open, displaying the following information:

File Name	Variation Request Contractor
File Extension	.pdf
File Size	35 KB
Ref	ABC-D-0001-1010101010/VOR0001/BP1050/311083
Created By	Mark Smith
Created On	09 Aug 2020 23:46:42 (UTC + 1:00)
Last Updated On	09 Aug 2020 23:46:42 (UTC + 1:00)
Last Updated By	Mark Smith
Confidential	No

In the left sidebar of the modal, there are three icons: a download icon, a delete icon (an 'x' in a square), and an edit icon. A hand cursor with the number '1' is pointing to the delete icon.

Below the modal, the main interface shows the "Attachments" section with a list of attachments: "Variation Request Contractor.pdf (35KB)".

1. Click the “Delete” icon to remove an attachment.

Creating a Revision to a Communication

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is Mark Smith, a Contractor Company. The main page displays a communication titled 'Variation Order E' with a status of 'Communication - VOR0001'. A green notification bar at the top indicates 'The Communication has been updated'. A pop-up dialog box titled 'Attachment Details' is open, showing the following information:

Field	Value
File Name	Variation Request Contractor
File Extension	.pdf
File Size	35 KB
Ref	ABC-D-0001-1010101010/VOR0001/BP1050/311083
Created By	Mark Smith
Created On	09 Aug 2020 23:46:42 (UTC + 1:00)
Last Updated On	09 Aug 2020 23:46:42 (UTC + 1:00)
Last Updated By	Mark Smith
Confidential	No

Overlaid on this dialog is a smaller 'Message from webpage' dialog box with the text: 'The attachment will be deleted.' Below this text are 'OK' and 'Cancel' buttons. A hand cursor with the number '1' is pointing to the 'OK' button.

1. Click the “Ok” button in the pop-up dialog box to confirm the attachment deletion.

Creating a Revision to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

The attachment has been successfully deleted.

Variation Order Example 1
Communication - VOR0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details

Communication Title	Variation Order Example 1
Date Issued	Not Issued
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	09 Aug 2020 23:26:00 (UTC+ 1:00)
Description	See Attached.
Currency	USD
Financial Impact	250,000.00
Schedule (Days)	25

Attachments

Add Attachment

This communication has no attachments.

Custom Fields

Variation Reason?	Scope Change
Source of Change?	Contract Definition
Contractor Reference No.	CON-3030-29281

Communication Properties

Revision	1
Created By	Mark Smith
Created On	09 Aug 2020 23:52:44 (UTC + 1:00)
Required Response	Agreement and Reply
Last Updated By	Mark Smith
Last Updated On	10 Aug 2020 00:10:37 (UTC+ 1:00)

Contracts > Communications > VOR0001

1. To replace the deleted attachment with an updated version. Click the “Attachments” drop-down menu and select “Add Attachment”.

Creating a Revision to a Communication

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The main page displays 'Variation Order Example 1' with communication details. An 'Add Attachment' dialog box is open, allowing a user to upload a file. The dialog box contains the following fields and controls:

- File Location:** A text input field containing 'C:\Demo Files\Variation Request Contractor.pdf' and a 'Browse...' button.
- Name:** A text input field containing 'Variation Request Contractor' and a '.pdf' extension field.
- Confidential:** Radio button options for 'Yes' and 'No', with 'No' selected.
- Buttons:** 'Save' and 'Cancel' buttons.

Five numbered callouts (1-5) are overlaid on the dialog box to indicate the steps for adding an attachment:

- 1: Points to the '+ Add Attachment' button.
- 2: Points to the 'Browse...' button.
- 3: Points to the file name input field.
- 4: Points to the 'Confidential' radio button options.
- 5: Points to the 'Save' button.

1. To add an attachment to the Communication, click the “ +Add Attachment” button
2. Click the “Browse” button (“Choose Files” in Chrome) and select the file you wish to attach.
3. If required, update the file name.
4. Select whether the file is Confidential. If “Yes” is selected, only users identified with having confidential access will be able to view this file.
5. Click the “Save” button to add the attachment.

Creating a Revision to a Communication

BP ProCon Contractor Portal | Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

The file has been successfully added.

Variation Order Example 1
Communication - VOR0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details

Communication Title	Variation Order Example 1
Date Issued	Not Issued
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	09 Aug 2020 23:26:00 (UTC+ 1:00)
Description	See Attached.
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Attachments

Variation Request Contractor.pdf (35KB)

Custom Fields

Edit Custom Field Answers	Scope Change
Source of Change?	Contract Definition
Contractor Reference No.	CON-3030-29281

Communication Properties

Revision	1
Created By	Mark Smith
Created On	09 Aug 2020 23:52:44 (UTC + 1:00)
Required Response	Agreement and Reply
Last Updated By	Mark Smith
Last Updated On	10 Aug 2020 00:10:37 (UTC+ 1:00)

Contracts > Communications > VOR0001

1. Attachment successfully added.
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.

Creating a Revision to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

Edit Communication Custom Fields

Revision: 1

From: **Mark Smith** (Contractor Representative)

To: **Brian McAfee (GOM)** (Company Representative)

Reference: VOR0001

Title: * Variation Order Example 1

Description: See Attached.

Last Updated By: **Mark Smith**

Last Updated On: 10 Aug 2020 00:10:37 (UTC + 1:00)

Communication Preparation Guidelines: Complete Variation Order 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

Variation Reason? * Scope Change

Source of Change? * Contract Definition

Contractor Reference No. CON-3030-29282

Save Cancel

Contracts > Communications > VOR0001 > Edit Communication Custom Fields

1. Update custom fields as required.
2. Click the "Save" button.

Creating a Revision to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The navigation bar shows 'Overview', 'Contracts', 'Tenders', and 'Prequalifications'. A green notification banner states 'The Communication has been updated'. Below this, the communication title is 'Variation Order Example' (Communication - VOR0001 - Revision 1 of 1). Three numbered callouts are present: 1 points to the title, 2 points to the 'Draft' button in the action menu, and 3 points to the 'Send...' option in the dropdown menu. The main content area is divided into three sections: 'Communication Details', 'Custom Fields', and 'Communication Properties'. 'Communication Details' includes fields for Title, Date Issued, From, To, Originated On, Description, Currency, Financial Impact, and Schedule Impact. 'Custom Fields' includes Variation Reason?, Source of Change?, and Contractor Reference No. 'Communication Properties' includes Revision, Created By, Created On, Required Response, Last Updated By, and Last Updated On. An 'Attachments' section shows a PDF file 'Variation Request Contractor.pdf (35KB)'. The breadcrumb trail at the bottom reads 'Contracts > Communications > VOR0001'.

Communication Details	
Communication Title	Variation Order Example 1
Date Issued	Not Issued
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	09 Aug 2020 23:26:00 (UTC+ 1:00)
Description	See Attached.
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Custom Fields	
Variation Reason?	Scope Change
Source of Change?	Contract Definition
Contractor Reference No.	CON-3030-29282

Communication Properties	
Revision	1
Created By	Mark Smith
Created On	09 Aug 2020 23:52:44 (UTC + 1:00)
Required Response	Agreement and Reply
Last Updated By	Mark Smith
Last Updated On	10 Aug 2020 00:10:37 (UTC+ 1:00)

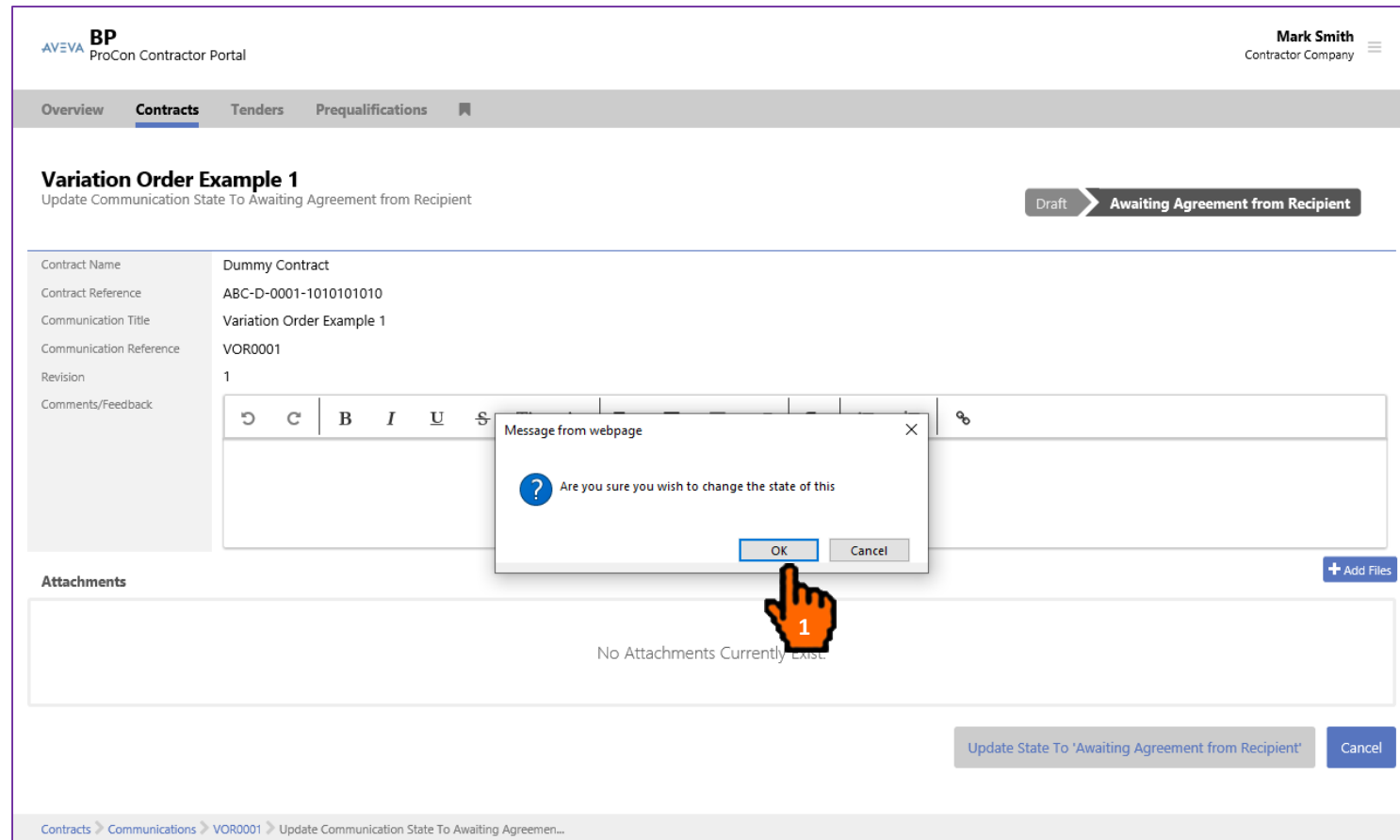
1. The communication custom fields are updated.
2. To send the revised communication click the “Draft” button.
3. From the drop-down menu select “Send”.

Creating a Revision to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. On the top right, the user's name 'Mark Smith' and 'Contractor Company' are shown. Below the header, there is a navigation bar with tabs for 'Overview', 'Contracts', 'Tenders', and 'Prequalifications'. The main content area is titled 'Variation Order Example 1' with the subtitle 'Update Communication State To Awaiting Agreement from Recipient'. A status bar at the top right of the main content area shows 'Draft' and 'Awaiting Agreement from Recipient'. Below this, a table lists communication details: Contract Name (Dummy Contract), Contract Reference (ABC-D-0001-1010101010), Communication Title (Variation Order Example 1), Communication Reference (VOR0001), and Revision (1). A rich text editor is present for 'Comments/Feedback', featuring a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, and unlink. Below the editor is an 'Attachments' section with a '+ Add Files' button and the text 'No Attachments Currently Exist.'. At the bottom of the main content area, there are two buttons: 'Update State To 'Awaiting Agreement from Recipient'' and 'Cancel'. A hand cursor with the number '1' is pointing to the 'Update State To 'Awaiting Agreement from Recipient'' button. The breadcrumb trail at the bottom left reads 'Contracts > Communications > VOR0001 > Update Communication State To Awaiting Agreeemen...'

1. Click the “Update State To ‘Awaiting Agreement from Recipient’” button to send the revised communication to the bp.

Creating a Revision to a Communication



The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a Variation Order Example 1, with the state set to 'Awaiting Agreement from Recipient'. The contract details are as follows:

Contract Name	Dummy Contract
Contract Reference	ABC-D-0001-1010101010
Communication Title	Variation Order Example 1
Communication Reference	VOR0001
Revision	1
Comments/Feedback	

A pop-up dialog box titled 'Message from webpage' is displayed, asking 'Are you sure you wish to change the state of this'. The dialog has 'OK' and 'Cancel' buttons. A hand icon with the number 1 points to the 'OK' button, indicating the step to confirm sending.

1. Click the “Ok” button in the pop-up dialog button to confirm sending.

Creating a Revision to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith
Contractor Company

Overview **Contracts** Tenders Prequalifications

The Communication State has been updated

Variation Order Example 1
Communication - VOR0001 - Revision 1 of 1

Awaiting Agreement from Company + Create Related Communication

Details Revisions

Communication Details

Communication Title	Variation Order Example 1
Date Issued	10 Aug 2020 00:22:35 (UTC+ 1:00)
From	Mark Smith (Contractor Representative)
To	Brian McAfee (GOM) (Company Representative)
Originated On	09 Aug 2020 23:26:00 (UTC+ 1:00)
Description	See Attached.
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Attachments

Variation Request Contractor.pdf (35KB)

Communications Replied To

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

State Transitions

Awaiting Agreement from Recipient	10 Aug 2020 00:22:35 (UTC + 1:00)
-----------------------------------	-----------------------------------

Custom Fields

Variation Reason?	Scope Change
Source of Change?	Contract Definition
Contractor Reference No.	CON-3030-29282

Communication Properties

Revision	1
Created By	Mark Smith

Contracts > Communications > VOR0001

1. The communication revision has been sent and the example shown is “Awaiting Agreement from Company”.
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.

Creating a Revision to a Communication

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (Contract - ABC-D-0001-1010101010). The 'Communications' tab is selected, displaying a table of communication records. A hand icon with the number '1' points to the 'Rev' column of the first row, indicating the revision number.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)
VOR0001	1	Variation Order Example 1	Awaiting Agreement from Recipient	250,000.00	25	10 Aug 2020 00:22:35 (UTC + 1:00)	
VOR0001	0	Variation Order Example 1	Not Agreed	300,000.00	30	09 Aug 2020 23:46:42 (UTC + 1:00)	
CFC0002	0	Work Breakdown Structure	Approved			07 Aug 2020 16:50:54 (UTC + 1:00)	
CTC0001	0	Request for Work Breakdown Structure	Approved			07 Aug 2020 16:42:28 (UTC + 1:00)	
CFC0001	0	Delivery of Performance Bond	Approved			07 Aug 2020 15:13:25 (UTC + 1:00)	

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/Not Agreeing to a Communication

Agreeing/Not Agreeing to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (ABC-D-0001-1010101010). The 'Communications' tab is active, showing a table of communication records. A hand cursor with the number '1' is pointing to the title 'Variation Order Example 1' in the second row of the table.

Ref	Rev	0	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)
VO0001	0	0	Variation Order 1	Awaiting Agreement from Recipient	250,000.00	25	10 Aug 2020 11:37:40 (UTC + 1:00)	13
VOR0001	1	0	Variation Order Example 1	Agreed	250,000.00	25	10 Aug 2020 00:22:35 (UTC + 1:00)	
VOR0001	0	0	Variation Order Example 1	Not Agreed	300,000.00	30	09 Aug 2020 23:46:42 (UTC + 1:00)	
CFC0002	0	0	Work Breakdown Structure	Approved			07 Aug 2020 16:50:54 (UTC + 1:00)	
CTC0001	0	0	Request for Work Breakdown Structure	Approved			07 Aug 2020 16:42:28 (UTC + 1:00)	
CFC0001	0	0	Delivery of Performance Bond	Approved			07 Aug 2020 15:13:25 (UTC + 1:00)	

1. From the Communication register, click the title of the Communication you want to update to agreed.

Agreeing/Not Agreeing to a Communication

AVEVA BP ProCon Contractor Portal

Mark Smith
Contractor Company

Overview **Contracts** Tenders Prequalifications

Variation Order 1
Communication - VO0001

13 Day(s) to agree


Awaiting Agreement from Contractor + Create Related Communication

Details Revisions

Communication Details

Communication Title	Variation Order 1
Date Issued	10 Aug 2020 11:37:40 (UTC+ 1:00)
From	Brian McAfee (GOM) (Company Representative)
To	Mark Smith (Contractor Representative)
Originated On	10 Aug 2020 11:26:00 (UTC+ 1:00)
Description	NONE
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Attachments

Variation Order.pdf (31KB) 

Communications Replied To

VOR0001 - Variation Order Examl...	Agreed
------------------------------------	--------

Associated Obligations

VO0001 - Requires Agreement...	In Progress
--------------------------------	-------------

State Transitions

Awaiting Agreement from Recipient	10 Aug 2020 11:37:40 (UTC + 1:00)
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Communication Properties

Revision	0
Created By	Brian McAfee (GOM)
Created On	10 Aug 2020 11:37:05 (UTC + 1:00)
Required Response	Agreement Only
Process Time Limit Type	Target
Response Due By	24 Aug 2020 11:37:40 (UTC + 1:00)

Contracts > Communications > VO0001

1. Click the “View Attachment Details” icon to download an attachment for your records and/or to update the document with a signature.

Agreeing/Not Agreeing to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The main content area shows a 'Variation Order 1' card with a '13 Day(s) to agree' timer and an 'Awaiting Agreement' status. An 'Attachment Details' modal window is open, showing the following information:

Field	Value
File Name	Variation Order
File Extension	.pdf
File Size	31 KB
Ref	ABC-D-0001-1010101010/VO0001/brian.mcafee/311087
Created By	Brian McAfee (GOM)
Created On	10 Aug 2020 11:37:05 (UTC + 1:00)
Last Updated On	10 Aug 2020 11:37:05 (UTC + 1:00)
Last Updated By	Brian McAfee (GOM)
Confidential	No

At the bottom of the screen, a browser download bar is visible with the text: 'Do you want to open or save Variation Order.pdf (30.2 KB) from bp.avevaprocon.com?'. The 'Save' button is highlighted with a hand icon and the number '1'.

1. Click the “Download” icon.
2. Click the “Save” button to download the attachment.

Note: Options depend on browser used and computer setup.

Agreeing/Not Agreeing to a Communication

Variation Order 1
Communication - VO0001

Communication Details

Communication Title	Variation Order 1
Date Issued	10 Aug 2020 11:37:40 (UTC+ 1:00)
From	Brian McAfee (GOM) (Company Representative)
To	Mark Smith (Contractor Representative)
Originated On	10 Aug 2020 11:26:00 (UTC+ 1:00)
Description	NONE
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Attachments

- Variation Order.pdf (31KB)

Communication Properties

Revision	0
Created By	Brian McAfee (GOM)
Created On	10 Aug 2020 11:37:05 (UTC + 1:00)
Required Response	Agreement Only
Process Time Limit Type	Target
Response Due By	24 Aug 2020 11:37:40 (UTC + 1:00)

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.

Note: The following slides show screens when “Agree..” was chosen. The options would be the same if “Not Agree..” had been chosen.

Agreeing to a Communication

AVEVA BP ProCon Contractor Portal Mark Smith Contractor Company

Variation Order 1
Update Communication State To Agreed

Awaiting Agreement from Recipient → Agreed

Contract Name	Dummy Contract
Contract Reference	ABC-D-0001-1010101010
Communication Title	Variation Order 1
Communication Reference	VO0001
Revision	0
Comments/Feedback	

Signed Variation Order attached.

Attachments

File Location	* C:\Demo Files\Variation Order -Signed.pdf
Name	* Variation Order -Signed
Confidential	* <input type="radio"/> Yes <input checked="" type="radio"/> No

Update State To 'Agreed' Cancel

1. The “Update Communication State” page is displayed.
2. Add any relevant comments/feedback, if required.
3. To add an attachment e.g. signed document click the “ +Add Attachment” button
4. Click the “Browse” button (“Choose Files” in Chrome) and select the file you wish to attach.
5. If required, update the file name.
6. Click “Update State To ‘Agreed’” or “Update State to ‘Not Agreed’” depending on what option you chose as communication decision.

Agreeing/Not Agreeing to a Communication

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts (selected), Tenders, and Prequalifications. The current page is titled "Variation Order 1" with the subtitle "Update Communication State To Agreed". A progress indicator shows the state is "Awaiting Agreement from Recipient" and "Agreed".

Contract details:

- Contract Name: Dummy Contract
- Contract Reference: ABC-D-0001-1010101010
- Communication Title: Variation Order 1
- Communication Reference: VO0001
- Revision: 0

Comments/Feedback: A rich text editor with a toolbar (undo, redo, bold, italic, underline, strikethrough) and a text area containing "Signed Variation Order attached." A "Message from webpage" dialog box is overlaid on the text area, asking "Are you sure you wish to change the state of this" with "OK" and "Cancel" buttons. A hand cursor with the number "1" is pointing at the "OK" button.

Attachments:

- File Location: C:\Demo Files\Variation Order -Signed.pdf
- Name: Variation Order -Signed
- Confidential: Yes No

Buttons: "Add Files", "Update State To 'Agreed'", and "Cancel".

1. Click the “Ok” button in the pop-up dialog box to confirm decision and notify bp.

Agreeing/Not Agreeing to a Communication

AVEVA BP ProCon Contractor Portal Mark Smith Contractor Company

Overview **1** Tenders Prequalifications

The Communication State has been updated **1**

Variation Order 1
Communication - VO0001

Agreed + Create Related Communication

Details Revisions

Agreed 10 Aug 2020
Signed Variation Order attached.

Variation Order -Signed.pdf (31KB) + Add Countersigned Document

Communication Details **2** **3**

Communication Title	Variation Order 1
Date Issued	10 Aug 2020 11:37:40 (UTC+ 1:00)
From	Brian McAfee (GOM) (Company Representative)
To	Mark Smith (Contractor Representative)
Originated On	10 Aug 2020 11:26:00 (UTC+ 1:00)
Description	NONE
Currency	USD
Financial Impact (USD)	250,000.00
Schedule Impact (Days)	25

Attachments **4**

Contracts > Communications > VO0001

Communications Replied To

VOR0001 - Variation Order Exmpl...	Agreed
------------------------------------	--------

Associated Obligations

VO0001 - Requires Agreement...	Completed
--------------------------------	-----------

State Transitions

Awaiting Agreement from Recipient	10 Aug 2020 11:37:40 (UTC + 1:00)
Agreed	10 Aug 2020 11:57:34 (UTC + 1:00)

Communication Properties

1. The Communication state has been updated to “Agreed” as shown on the Communication details page.
2. If any signed documents or feedback was attached it will be shown above the contract details.
3. If signed documents have been added a counter signed document may be added by bp after they receive notification.
4. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the 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

Manually completing Contract Obligations

AVEVA

Contract Obligations

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The navigation menu includes Overview, Contracts, Tenders, and Prequalifications. The main content area displays a welcome message and quick guides. Below this, there are sections for Qualification Category Details, Prequalification Tasks, and Current Active Tenders. The Obligations section is expanded, showing a table with two entries. A hand icon with the number 1 points to the first row of the table.

Overview Contracts Tenders Prequalifications

Welcome to bp Contract Lifecycle Management System

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 Due to their internet browser settings, users may experience downloading problems, please click on this [Support note](#) for how to correct your settings.

QUICK GUIDES

- [Introduction to ProCon](#)
- [Contract Communications and Obligations](#)

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 (0)

You have no tender activities.

Obligations (2)

All Contracts Showing all 2

Title	Due Date
Work Breakdown Structure	31 Jul 2020 00:00:00 (UTC+ 1:00)
Submission and Updating of networks a...	22 Aug 2020 00:00:00 (UTC+ 1:00)

1. All Obligations, across all Contracts, are visible from the Overview page. Contract Obligations under the terms of the contract need to be manually managed.

Contract Obligations

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The 'Contracts' tab is selected in the navigation bar. A dropdown menu for 'Open Contracts' is visible. Below it is a table with the following data:

Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
ABC-D-0001-1010101010	Dummy Contract	Standard Contract	03 Aug 2020	29 Jul 2022
CRW-RT-20202-202011	Contract Example	Standard Contract	07 Aug 2020	03 Jun 2024

Showing all 2

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

Dummy Contract
Contract - ABC-D-0001-1010

1

2

Contract Summary		Contract Details		Contract Information	
Award Date	06 Jul 2020	Country of Operation	United Kingdom	Tender Reference	N/A
Start Date	03 Aug 2020	Currency	GBP - Pound Sterling	Category	Fabrication & Construction
Original End Date	29 Jul 2022	Contract Award Value (GBP)	12,500,000.00	Description	Contractor Guides Dummy Contract
Planned End Date	29 Jul 2022	Approved Contract Commitment (GBP)	12,500,000.00	Contractor Representative	Mark Smith
Effective Date	08 Jul 2020	Approved Contract Expenditure (GBP)	0.00	Contractor Administrator	John Drew
				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

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (Contract - ABC-D-0001-1010101010). The 'Obligations' tab is selected, showing a table of obligations. The table has columns for Title, Clause, Obligation Text, and Owner. Two obligations are listed: 'Submission and Updating of networks and schedules' (Clause 6.18) and 'Work Breakdown Structure' (Clause 6.21). The table is filtered to show 1-2 of 2 items. The filter dropdown is set to 'All'. The search bar contains the text 'search for Obligations'. Four orange hand icons with numbers 1-4 point to the search bar, filter dropdown, search input field, and a table row, respectively.

Title	Clause	Obligation Text	Owner
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EFFECTIVE DATE OF COMMEN...	Contractor
Work Breakdown Structure	6.21	The CONTRACTOR shall submit within thirty (30) days of the EFF...	Contractor

1. All of the associated Contract and Communication related Obligations will be displayed in tabular format.
2. Filter Obligations based on State.
3. Use Filter option to return obligations based on name.
4. To view the details of a specific Contract Obligation, click on the Obligation itself.

Contract Obligations

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

Dummy Contract
Contract - ABC-D-0001-1010101010

Title	Clause	Obligation Text
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EF
Work Breakdown Structure	6.21	The CONTRACTOR shall submit w

Contract Obligation

Work Breakdown Structure

Manage Obligation

State: Not Started

Due Date: 31 Jul 2020 00:00:00 (UTC+ 1:00)

Owner: Contractor

Reminder Date: 28 Jul 2020 00:00:00 (UTC+ 1:00)

Responsible Party: Contractor Representative

Clause: 6.21

Completed On: NONE

Initiated By: NONE

Obligation Text: The CONTRACTOR shall submit within thirty (30) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT for

9 Day(s) Overdue

1. The Contract Obligation details will be displayed in a new panel, 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

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (ABC-D-0001-1010101010) under the 'Obligations' tab. A table lists contract obligations, with the 'Work Breakdown Structure' obligation (Clause 6.21) selected. A modal window titled 'Contract Obligation' is open, showing details for the 'Work Breakdown Structure' obligation. The modal includes a 'Manage Obligation' dropdown menu, a 'State' dropdown menu (currently set to 'Not Started'), and a 'Save' icon. Hand icons with numbers 1 and 2 indicate the steps: 1. Click on the drop-down arrow to open the status menu. 2. Click on the 'Save' icon to confirm the change in status.

Title	Clause	Obligation Text
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EF
Work Breakdown Structure	6.21	The CONTRACTOR shall submit w

Contract Obligation: Work Breakdown Structure 9 Day(s) Overdue

Manage Obligation

State: Not Started (dropdown menu open)

Due Date: 28 Jul 2020 00:00:00 (UTC+ 1:00)

Contractor Representative: 6.21

Obligation Text: The CONTRACTOR shall submit within thirty (30) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT for

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

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. A green notification banner at the top states "The Obligation has been updated." with a hand cursor pointing to it. Below the notification, the contract is identified as "Dummy Contract" with ID "ABC-D-0001-1010101010". The "Obligations" tab is active, showing a table of obligations. The table has columns for Title, Clause, and Obligation Text. The selected row is "Work Breakdown Structure" under clause 6.21, with the text "The CONTRACTOR shall submit w...". A detailed view of this obligation is shown on the right, including a "Work Breakdown Structure" section with a "9 Day(s) Overdue" warning. The detailed view shows the State as "In Progress", Due Date as "31 Jul 2020 00:00:00", Owner as "Contractor", and Reminder Date as "28 Jul 2020 00:00:00".

Title	Clause	Obligation Text
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EF
Work Breakdown Structure	6.21	The CONTRACTOR shall submit w

Field	Value
State	In Progress
Due Date	31 Jul 2020 00:00:00
Owner	Contractor
Reminder Date	28 Jul 2020 00:00:00
Responsible Party	Contractor Representative
Clause	6.21
Completed On	NONE
Initiated By	NONE

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

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The user is logged in as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. The current view is for a 'Dummy Contract' (ABC-D-0001-1010101010). The 'Obligations' tab is active, showing a table of obligations. One obligation, 'Work Breakdown Structure', is highlighted in blue and has a red '9 Day(s) Overdue' badge. A dropdown menu is open over this obligation, showing options: 'Manage Obligation', 'Manage Obligation', and 'Associated Communications'. A hand icon with the number '1' points to the 'Associated Communications' option. The obligation details panel on the right shows the state as 'In Progress', owner as 'Contractor', and reminder date as '28 Jul 2020 00:00:00'. The obligation text is: 'The CONTRACTOR shall submit within thirty (30) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT for...'

Title	Clause	Obligation Text
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EF
Work Breakdown Structure	6.21	The CONTRACTOR shall submit w

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

Contract Obligations

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts** Tenders Prequalifications

Dummy Contract
Contract - ABC-D-0001-1010101010

Detail Communication **Obligations** Risk Cove Contract File Search

Contract Obligation

Work Breakdown Structure 9 Day(s) Overdue

Clause	Obligation Text
6.18	Within forty five (45) days of the EF
6.21	The CONTRACTOR shall submit w

Associated Communications

No Communications Associated with Obligation

Add

1

State: In Progress Due Date: 31 Jul 2020 00:00:00

Owner: Contractor Reminder Date: 28 Jul 2020 00:00:00

Responsible Party: Contractor Representative Clause: 6.21

Completed On: NONE Initiated By: NONE

Obligation Text: The CONTRACTOR shall submit within thirty (30) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT for

Contracts > Obligations

1. Click the “Add” button to manually associate a communication with the obligation.

Contract Obligations

BP Con Contractor Portal

Mark Smith
Contractor Company

Create Additional Communications

1-3 of 3

Reference	Title	Financial Impact	Currency	Date Issued	State
<input type="checkbox"/> CFC0001	Delivery of Performance Bond		GBP	07 Aug 2020 15:13:25 (UTC+ 1:00)	Approved
<input type="checkbox"/> CTC0001	Request for Work Breakdown Structure		GBP	07 Aug 2020 16:42:28 (UTC+ 1:00)	Approved
<input checked="" type="checkbox"/> CFC0002	Work Breakdown Structure		GBP	07 Aug 2020 16:50:54 (UTC+ 1:00)	Approved

Cancel Add (1)

Contracts > Obligations

1. Optionally use the filter to find the communication based on the communication name
2. Click the tick box beside the communication that fulfilled the contract obligation.
3. Click the “Add” button to complete the association.

Contract Obligations

The screenshot shows the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. A green notification banner states: "The Communication(s) have been associated with the Obligation successfully." Below this, the contract is identified as "Dummy Contract" with ID "ABC-D-0001-1010101010". The "Obligations" tab is active, showing a table of obligations. One obligation is highlighted in blue, with a hand icon pointing to a pencil icon next to its "In Progress" state. A red badge indicates "9 Day(s) Overdue". To the right, the "Associated Communications" section shows one communication: "Work Breakdown Structure" (CFC0002) approved on 07 Aug 2020 16:50:54.

Clause	Obligation Text
6.18	Within forty five (45) days of the EF
6.21	The CONTRACTOR shall submit w

State	Due Date
In Progress	31 Jul 2020 00:00:00

Owner	Reminder Date
Contractor	28 Jul 2020 00:00:00

Responsible Party	Clause
Contractor Representative	6.21

Completed On	Initiated By
NONE	NONE

1. click on the pencil icon to change the "State" of the obligation to completed.

Contract Obligations

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The main navigation includes Overview, Contracts, Tenders, and Prequalifications. A green notification bar states: "The Communication(s) have been associated with the Obligation successfully." Below this, the contract is identified as "Dummy Contract" (Contract - ABC-D-0001-1010101010). The "Obligations" tab is active, showing a "Work Breakdown Structure" table and a "Contract Obligation" modal.

Clause	Obligation Text
6.18	Within forty five (45) days of the EF
6.21	The CONTRACTOR shall submit w

Contract Obligation

Work Breakdown Structure

9 Day(s) Overdue

Associated Communications

State: In Progress x ▲

Due Date: 28 Jul 2020 00:00:00

Completed: Completed

Contractor Representative: 6.21

Completed On: NONE

Initiated By: NONE

Associated Communications

1 of 1

Work Breakdown Structure

CFC0002

Approved

Not Applicable

07 Aug 2020 16:50:54

1. Click on the drop-down arrow and select "Completed".
2. Click on the "Save" icon to confirm the change in status.

Contract Obligations

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top, the user is identified as Mark Smith, Contractor Company. The main navigation bar includes Overview, Contracts, Tenders, and Prequalifications. A green notification banner at the top states, "The Obligation has been updated." Below this, the "Dummy Contract" (ABC-D-0001-1010101010) is shown. The "Obligations" tab is active, displaying a table of obligations. The table has two columns: "Clause" and "Obligation Text". The row for clause 6.21 is highlighted in blue, indicating it is the selected obligation. To the right of the table, a detailed view of the selected obligation is shown. It includes a "Work Breakdown Structure" section with a "Completed" status, a "Due Date" of 31 Jul 2020 00:00:00, and an "Owner" of Contractor. Other details include "Reminder Date" (28 Jul 2020 00:00:00), "Responsible Party" (Contractor Representative), "Clause" (6.21), "Completed On" (09 Aug 2020 21:36:43 (UTC+ 1:00)), and "Initiated By" (NONE). An "Associated Communications" section is also visible, showing a single communication titled "Work Breakdown Structure" (CFC0002) approved on 07 Aug 2020 16:50:54 (UTC+ 1:00). A hand icon with the number 1 points to the "Completed" status in the obligation details.

Clause	Obligation Text
6.18	Within forty five (45) days of the EF
6.21	The CONTRACTOR shall submit w

Contract Obligation
Work Breakdown Structure

State: **Completed**

Due Date: 31 Jul 2020 00:00:00

Owner: Contractor

Reminder Date: 28 Jul 2020 00:00:00

Responsible Party: Contractor Representative

Clause: 6.21

Completed On: 09 Aug 2020 21:36:43 (UTC+ 1:00)

Initiated By: NONE

Obligation Text

Associated Communications

1 of 1


Work Breakdown Structure
CFC0002
Approved
Not Applicable


07 Aug 2020 16:50:54 (UTC+ 1:00)

1. The Contract Obligation shows as completed.

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ABOUT AVEVA

AVEVA is a global leader in engineering and industrial software driving digital transformation across the entire asset and operational life cycle of capital-intensive industries.

The company's engineering, planning and operations, asset performance, and monitoring and control solutions deliver proven results to over 16,000 customers across the globe. Its customers are supported by the largest industrial software ecosystem, including 4,200 partners and 5,700 certified developers. AVEVA is headquartered in Cambridge, UK, with over 4,400 employees at 80 locations in over 40 countries.

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