



Introduction to ProCon

AVEVA ProCon Quick Guides

AVEVA ProCon – bp

AVEVA

AVEVA PROCON

Quick Guide will cover

Contractor Portal

Access ProCon from Registration Email

Navigation Within ProCon

- Overview Page
- Contract Details
- Change Password
- Help
- Log Out

Reset Your Password

Access ProCon from Registration Email



Access ProCon from Registration Email



From: proconsupport@aveva.com <proconsupport@aveva.com>

Sent: 06 August 2020 10:29

To: Mark Smith <Mark.Smith@contractor.com>

Subject: BP ProCon Registration Confirmation & Login Details

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

Your Username is: Mark.Smith

To reset your password, please visit https://bp.avevaprocon.com/procon/supplier_site/ and click the Forgot Password link

bp will register your company details on your behalf. Once this is done you will receive an automated email like the one shown.

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

Access ProCon from Registration Email

bp E&P Contract Lifecycle Management System

Welcome Register

Welcome to bp Contract Lifecycle Management System

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](#)

Contract Management Gateway is an online information system which provides our strategic contractors with access to their contracts with AVEVA.

[Register Your Company](#)

Already Registered?

Username

Password

[Login](#)

[Forgot Password?](#)

1. Click the “Forgot Password?” link.

Access ProCon from Registration Email

bp E&P Contract Lifecycle Management System

Welcome Register

Forgot Your Password?

To receive an email with a link to reset your password, please enter your username and registered email address.

Username * 1

Email * 2

Submit Cancel

3

Privacy | Security | Version: ProCon 7

ProCon

1. Enter your Username.
2. Enter your Email Address.
3. Click the “Submit” button to send a Password Request email to your inbox.

Access ProCon from Registration Email

bp E&P Contract Lifecycle Management System

Welcome Register

Welcome to bp Contract Lifecycle Management System

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.

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QUICK GUIDES

[Introduction to ProCon](#)

[Contract Communications and Obligations](#)

Contract Management Gateway is an online information system which provides our strategic contractors with access to their contracts with AVEVA.

Register Your Company

Your password reminder request is being processed.

Already Registered?

Username

Password

Login

[Forgot Password?](#)

1. ProCon provides a confirmation the Password reminder request was successful.

Access ProCon from Registration Email



From: proconsupport@aveva.com <proconsupport@aveva.com>
Sent: 06 August 2020 12:45
To: Mark Smith <Mark.Smith@contractor.com>
Subject: BP ProCon Password Reset Request

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

Click the link below to reset your password:

<https://bp.avevaprocon.com/ProConContractorIdSrv/Supplier/ResetPassword?IdentityUserId=4340&ResetCode=AQAAANCMnd8BFdERjHoAwE%2fCl%2bsBAAAawAGNJDgfy06f%2f4hbZs2toAAAAACAAAAAADZgAAwAAAABAAAAB3W4Up3s8%2fCImzgYBDeqItAAAAASAAACgAAAAEAAAEjsPWInPsOtTybfjAnb6SBIAAAAAbZrR%2fUrm6orlGwsK5lBccT77g74seBgJru0v9Jo1fi4YXY7QMh7ClapPYkkLfsL9sNF0zOpSvZ...pYD4%2bqDKFqhOt53PWFAAAAAXl6nJdr%2fixDHiOCgbLx6pOWijx&Context=L1Byb0NvbknVbnRyYWN0b3JJZFNydi9hY2NvdWw...5pbj9SZXR1cm5Vcmw9JTJmUHJvQ29uQ29udHJhY3RvcklkU3J2JTJmaXNzdWUIMmZ3c2Z>

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

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

Access ProCon from Registration Email

bp E&P Contract Lifecycle Management System

Welcome Register

Reset Password

Please enter and Confirm your password.

Password * 1: Strong

Confirm Password * 2

Submit Cancel

3

Privacy | Security | Version: ProCon 7

ProCon

Password Validation Rules: Require at least 8 characters, only alphanumeric characters or _, at least one uppercase and one lowercase character and at least one digit.

1. Enter your Password.
2. Confirm your Password.
3. Click the “Submit” button to update your password (please take note of password for future use).

Access ProCon from Registration Email

1. Enter your Username.
2. Enter your Password.
3. Click the “Login” button to log into the ProCon Contractor Portal for the first time.

*Note: ProCon will lock your user account if the incorrect password has been entered incorrectly **three** times. To avoid happening please use the “Forgot Password?” link to reset your password after the second failed login attempt. If you do get locked out, please contact your local ProCon Administrator.*

Access ProCon from Registration Email

Terms of Use Please scroll through the Terms of Use below and click on the Accept button to confirm having read and agreed to the Terms of Use. If you choose to Decline agreement to the Terms of Use you will be denied access to the site and will be Logged out

BP makes no warranty or representation as to the accuracy, completeness, or usefulness of the information contained in the application or that the same may not infringe any third party's rights.

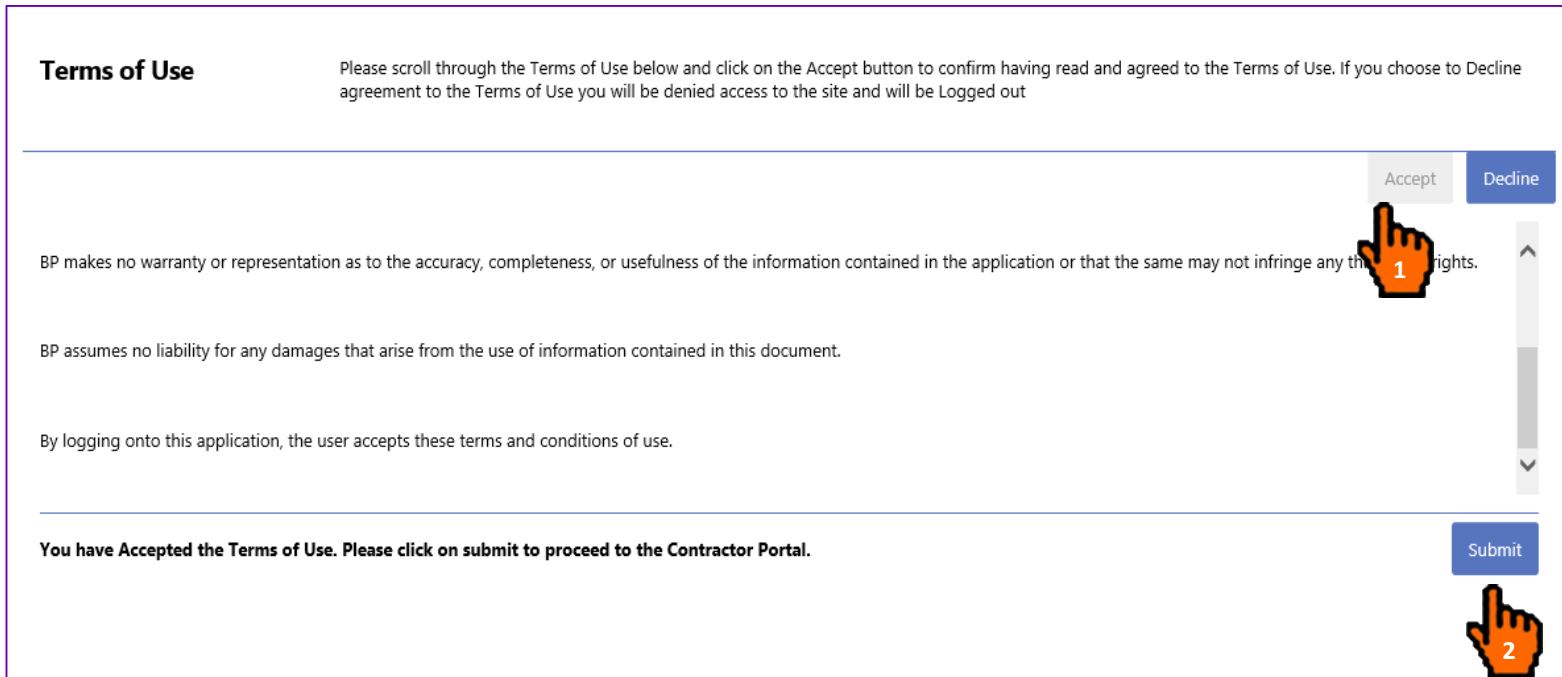
BP assumes no liability for any damages that arise from the use of information contained in this document.

By logging onto this application, the user accepts these terms and conditions of use.

You have Accepted the Terms of Use. Please click on submit to proceed to the Contractor Portal.

Accept Decline

Submit



1. If you wish to proceed you need to accept the Terms of Use by clicking the “Accept” button.
2. Click the “Submit” button.

Access ProCon from Registration Email

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview Contracts Tenders Prequalifications

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

User Preferences

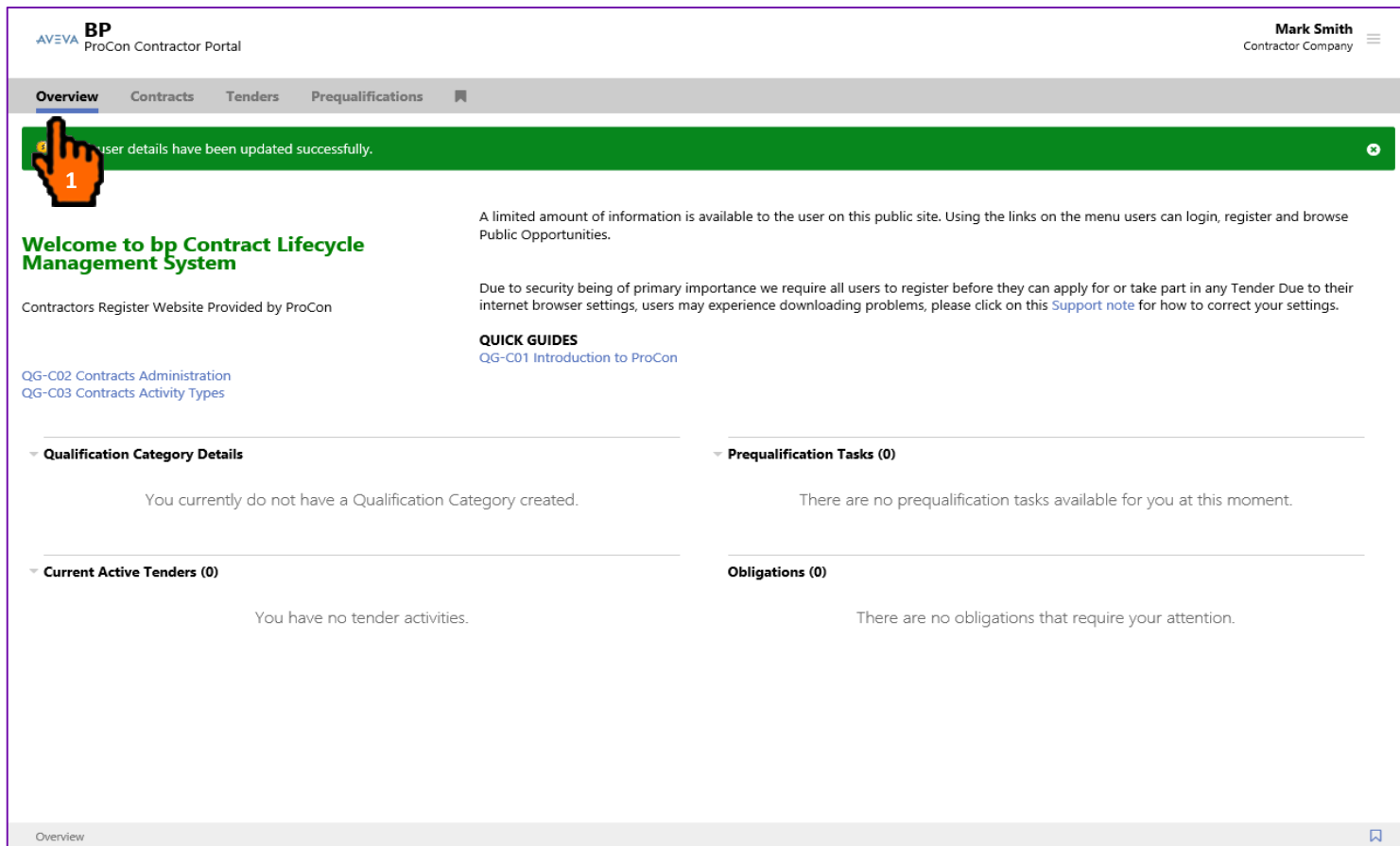
Settings

Allow ActiveX Document Control Support	No
Preferred Page Size	50
Time Zone set on my PC	(UTC+00:00) Dublin, Edinburgh, Lisbon, London
Preferred Language	English
Preferred Format	English (United Kingdom)

Save Cancel

1. If the time zone you are in is not the same as the one recorded against your user details, you will be prompted to update your time zone settings to match those of your computer.
2. From the “Time Zone Set on my PC” drop-down list select the correct time zone.
3. Set your “Preferred Format” so that dates and Financial values appear as expected.
4. Click the “Save” button.

Access ProCon from Registration Email



The screenshot displays the bp ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. The user's name, Mark Smith, and company name, Contractor Company, are shown in the top right. A navigation menu includes Overview, Contracts, Tenders, and Prequalifications. A green notification banner at the top states "User details have been updated successfully." A hand cursor with the number 1 points to this message. Below the banner, a welcome message reads "Welcome to bp Contract Lifecycle Management System" and "Contractors Register Website Provided by ProCon". A "QUICK GUIDES" section lists "QG-C01 Introduction to ProCon". The main content area is divided into four sections: "Qualification Category Details" (no categories created), "Prequalification Tasks (0)" (no tasks available), "Current Active Tenders (0)" (no tender activities), and "Obligations (0)" (no obligations requiring attention).

1. You have successfully gained access to the bp ProCon Contractor Portal.



Navigation Within ProCon

Navigation within ProCon

Overview Page

The screenshot shows the 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 displayed next to a user menu icon. A navigation bar contains 'Overview' and 'Contracts' tabs. The main content area includes a welcome message, a disclaimer, and quick guides. A table titled 'Obligations (2)' is shown, with a dropdown menu set to 'All Contracts' and 'Showing all 2'. The table lists two obligations with their titles and due dates. Three orange hand icons with numbers 1, 2, and 3 point to the 'Contracts' tab, the 'Obligations' table, and the user menu icon, respectively.

1 Welcome to 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.

Obligations (2)

All Contracts Showing all 2

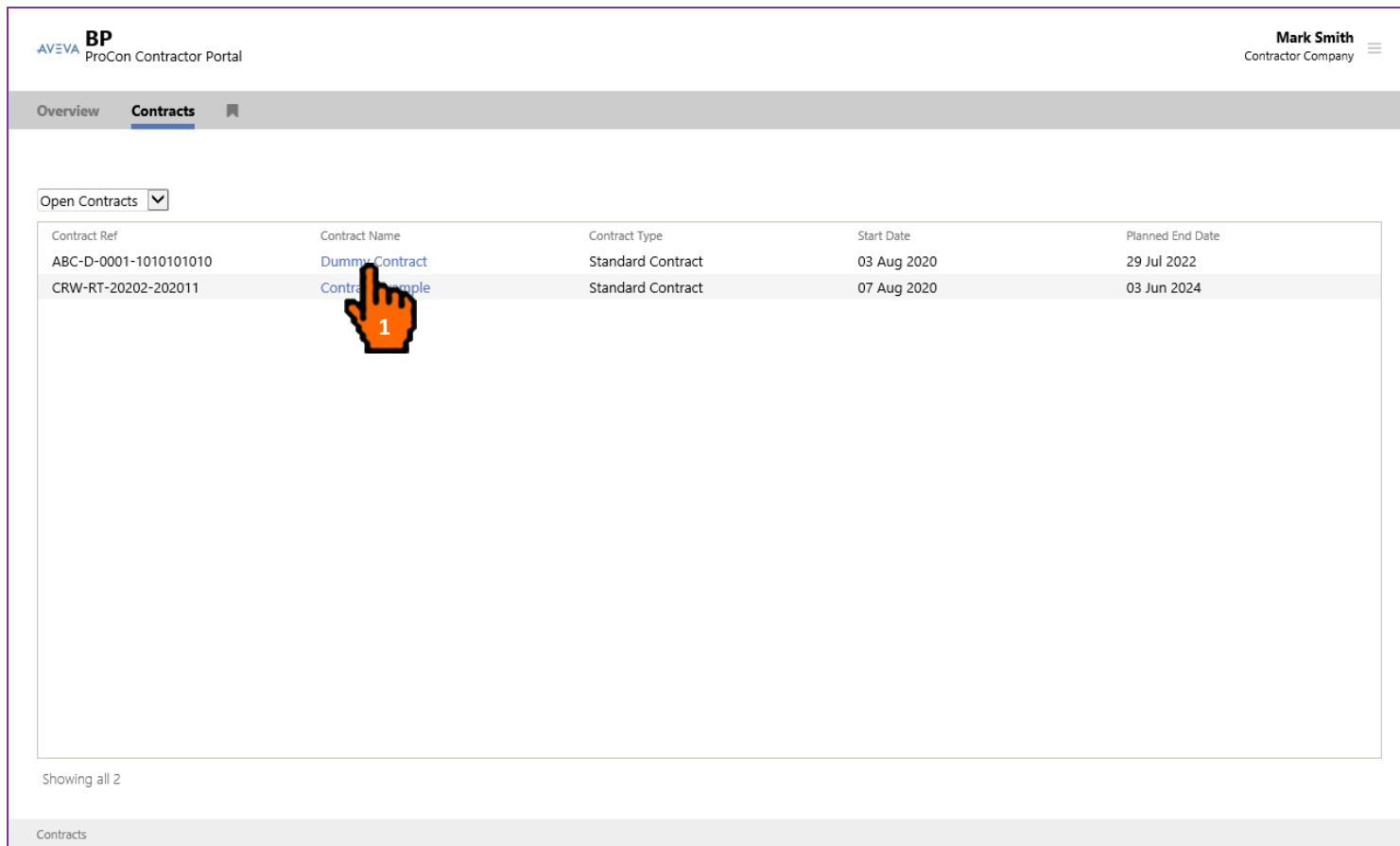
Title	Due Date
Work Breakdown Structure	31 Jul 2020 00:00:00 (UTC+ 1:00)
Submission and Updating of networks a...	22 Aug 2020 00:00:00 (UTC+ 1:00)

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

1. Access Contracts by clicking the “Contracts” tab. (See Slides 16 to 22)
2. Access any Contractual Obligations assigned to you. (See Slide 23)
3. Access user menu by clicking the “Click to Display User Menu” icon. (See Slides 24 to 33)

Navigation within ProCon

Contract Details



The screenshot displays the AVEVA BP ProCon Contractor Portal interface. The top navigation bar includes the AVEVA BP logo, the text 'ProCon Contractor Portal', and the user name 'Mark Smith' with the role 'Contractor Company'. Below the navigation bar, there are tabs for 'Overview' and 'Contracts'. A dropdown menu labeled 'Open Contracts' is visible. The main content area contains a table with the following data:

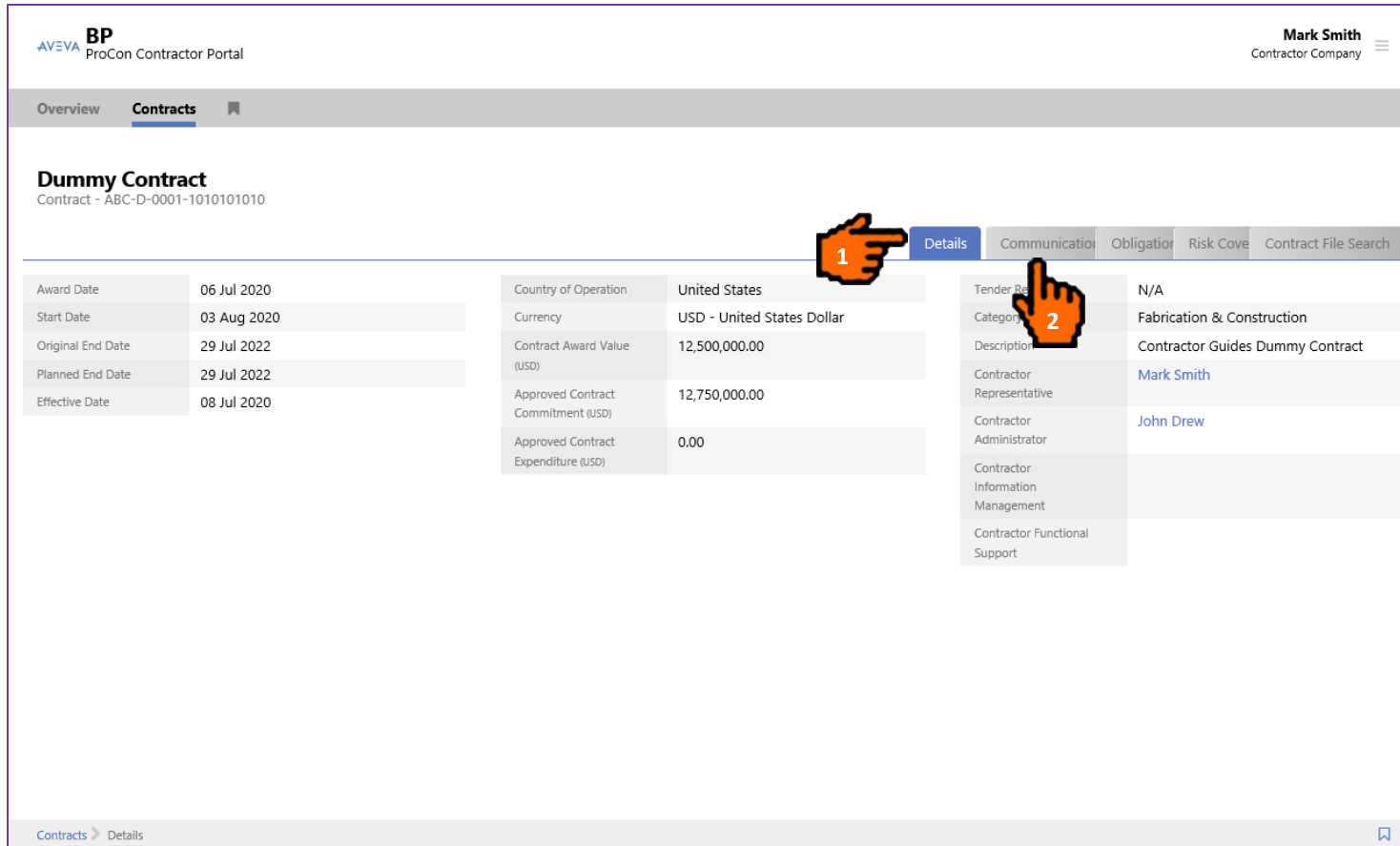
Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
ABC-D-0001-1010101010	Dummy Contract	Standard Contract	03 Aug 2020	29 Jul 2022
CRW-RT-20202-202011	Contract Sample	Standard Contract	07 Aug 2020	03 Jun 2024

A hand cursor with the number 1 is pointing to the 'Contract Name' column of the second row, 'Contract Sample'. Below the table, it says 'Showing all 2' and 'Contracts'.

1. Click the “Contract Name” to display the Contracts details screen.

Navigation within ProCon

Contract Details



The screenshot displays the ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. The user's name, Mark Smith, and company name, Contractor Company, are shown at the top right. The main navigation bar includes 'Overview' and 'Contracts'. The 'Contracts' section is active, showing a 'Dummy Contract' with ID ABC-D-0001-1010101010. Below the contract title, there are two tables of data and a set of tabs. The tabs include 'Details', 'Communications', 'Obligation', 'Risk Cove', and 'Contract File Search'. The 'Details' tab is selected, and the 'Communications' tab is highlighted with a hand icon labeled '2'. A hand icon labeled '1' points to the 'Details' tab. The data tables are as follows:

Award Date	06 Jul 2020	Country of Operation	United States
Start Date	03 Aug 2020	Currency	USD - United States Dollar
Original End Date	29 Jul 2022	Contract Award Value (USD)	12,500,000.00
Planned End Date	29 Jul 2022	Approved Contract Commitment (USD)	12,750,000.00
Effective Date	08 Jul 2020	Approved Contract Expenditure (USD)	0.00

Tender Ref	N/A
Category	Fabrication & Construction
Description	Contractor Guides Dummy Contract
Contractor Representative	Mark Smith
Contractor Administrator	John Drew
Contractor Information Management	
Contractor Functional Support	

1. The “Details” tab is shown.
2. Click the “Communications” tab to view the communication register or create communications.

Navigation within ProCon

Contract Details – Communications Tab

Dummy Contract
Contract - ABC-D-0001-1010101010

Details **Communications** Obligations Risks Contract File Search

Create Communication

Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
0	Application for Payment Example	Awaiting Agreement from Recipient	400,000.00		10 Aug 2020 11:37:40
0	Variation Order 1	Agreed	250,000.00	25	10 Aug 2020 11:37:40
VOR0001	Variation Order Example 1	Agreed	250,000.00	25	10 Aug 2020 00:22:35
VOR0001	Variation Order Example 1	Not Agreed	300,000.00	30	09 Aug 2020 23:46:42
CFC0002	Work Breakdown Structure	Approved			07 Aug 2020 16:50:54
CTC0001	Request for Work Breakdown Structure	Approved			07 Aug 2020 16:42:28
CFC0001	Delivery of Performance Bond	Approved			07 Aug 2020 15:13:25

Showing all 7

Contracts > Communications

1. To create a communication click the “Create a Communication” button and select a template from the drop-down menu.
2. Click the “Filter Options” icon to filter the communications shown based on “State”, “Communication Template” or Revisions.

Navigation within ProCon

Contract Details – Obligations Tab

The screenshot shows the ProCon Contractor Portal interface. At the top, there is a navigation bar with 'Overview' and 'Contracts' tabs. The 'Contracts' tab is active. Below the navigation bar, there is a search bar and a filter menu. The filter menu is open, showing options: 'All', 'Not Started', 'In Progress', 'Completed', and 'Overdue'. The 'Obligations' tab is selected, displaying a table of obligations. The table has columns for Title, Clause, Obligation Text, and Owner. The table contains three rows of data. Three orange hand icons with numbers 1, 2, and 3 point to the 'Obligations' tab, the filter menu, and the search bar respectively.

Title	Clause	Obligation Text	Owner
VO0001 - Requires Agreement - Variation Order		CONTRACTOR must respond to VO within 14 days of publication	Contractor
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. Click the “Obligations” tab to view all obligations.
2. Filter Obligations based on State.
3. Use Filter option to return obligations based on name.

Navigation within ProCon

Contract Details – Risk Covers Tab

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview **Contracts**

Dummy Contract
Contract - ABC-D-0001-1010101010

Detail Communication Obligation **Risk Covers** Contract File Search

Type	Description	Category	Agency/Bank	Reference	Expiry Date	Value	Currency	File
Insurance	Employee Liability Insurance	Insurance	AIG	AIG-REF-2029	25 Jun 2021	2,000,000.00	USD	

Showing all 1

Contracts > Risk Covers

1. Click the “Risk Covers” tab to view all contract risk covers.
2. Details of risk covers are displayed.
3. Click the “Download” icon to download a risk cover.

Navigation within ProCon

Contract Details – Contract File Search Tab

The screenshot displays the 'Contract File Search' interface within the ProCon Contractor Portal. The top navigation bar shows 'Overview' and 'Contracts' tabs. The main content area is titled 'Dummy Contract' with the ID 'ABC-D-0001-1010101010'. Below this, there are tabs for 'Detail', 'Communication', 'Obligation', 'Risk Coverage', and 'Contract File Search'. The 'Contract File Search' tab is active, and a hand icon with the number '1' points to it. Below the tabs is a 'Search Filter' section with various input fields and dropdowns. A hand icon with the number '2' points to the 'Library' button. Below the search filter is a 'Files' section with a table of documents. A hand icon with the number '3' points to the 'Search' button. A hand icon with the number '4' points to a document name link in the table.

Reserved	Confidential	Reference Number	Name	Size (K)	Actions
No	No	ABC-D-0001-1010101010/VOR0001/brian.mcafee/311084	Reasons not Agreed.pdf	32	[Icons]
No	No	ABC-D-0001-1010101010/VOR0001/BP1050/311086	Variation Request Contractor.pdf	34	[Icons]
No	No	ABC-D-0001-1010101010/VOR0001/BP1050/311083	Variation Request Contractor.pdf	34	[Icons]
No	No	ABC-D-0001-1010101010/VO0001/brian.mcafee/311087	Variation Order.pdf	30	[Icons]
No	No	ABC-D-0001-1010101010/VO0001/BP1050/311088	Variation Request Contractor-Signed.pdf	30	[Icons]
No	No	ABC-D-0001-1010101010/CTC0001/brian.mcafee/311081	Work Breakdown Structure Request.docx	11	[Icons]
No	No	ABC-D-0001-1010101010/CFC0002/BP1050/311082	WBS - ABC-D-0001-1010101010.pdf	28	[Icons]

1. Click the “Contract File Search” tab to access of contract and communication documents.
2. To access files in the Contract library click the “Library” button.
3. If required use filter options, then click the “Search” button to view results.
4. Click on document name links to open the document.

Navigation within ProCon

Contract Details – Breadcrumbs

The screenshot displays the AVEVA BP ProCon Contractor Portal interface. At the top left, the logo 'AVEVA BP ProCon Contractor Portal' is visible. At the top right, the user 'Mark Smith Contractor Company' is logged in. The main navigation bar includes 'Overview' and 'Contracts'. The current page is titled 'Dummy Contract' with the ID 'Contract - ABC-D-0001-1010101010'. Below the title, there are tabs for 'Details', 'Communication', 'Obligation', 'Risk Coverage', and 'Contract File Search'. A 'Search Filter' section is present, allowing users to search by 'Contract and all Communication Templates', 'Date File Added From', and 'File Added By'. The search criteria are set to 'File Name' and 'Contains'. Below the search filter is a table of files. A hand icon with the number '2' points to the 'Contract File Search' link in the breadcrumb trail at the bottom of the page.

Reserved	Confidential	Reference Number	Name	Size (K)	Actions
No	No	ABC-D-0001-1010101010/VOR0001/brian.mcafee/311084	Reasons not Agreed.pdf	32	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/VOR0001/BP1050/311086	Variation Request Contractor.pdf	34	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/VOR0001/BP1050/311083	Variation Request Contractor.pdf	34	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/VO0001/brian.mcafee/311087	Variation Order.pdf	30	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/VO0001/BP1050/311088	Variation Order -Signed.pdf	30	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/CTC0001/brian.mcafee/311081	Work Breakdown Structure Request.docx	11	📧 📄 ⌚
No	No	ABC-D-0001-1010101010/CF0002/BP1050/311082	WBS - ABC-D-0001-1010101010.pdf	28	📧 📄 ⌚

1. Click the Breadcrumb link at the bottom of the page to return to previously viewed pages.

Navigation within ProCon

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 bar includes Overview, Contracts, and a menu icon. The current page is titled "Dummy Contract" with ID "Contract - ABC-D-0001-1010101010". The "Obligations" tab is selected in the sub-navigation bar. A table lists obligations, with one row highlighted: "Submission and Updating of networks and schedules" under clause "6.18", with a text of "Within forty five (45) days of the EF". A detailed view of this obligation is shown on the right, including a "Manage Obligation" dropdown, a "11 Day(s) Remaining" indicator, and fields for State (Not Started), Due Date (22 Aug 2020 00:00:00 (UTC+ 1:00)), Owner (Contractor), Reminder Date (19 Aug 2020 00:00:00 (UTC+ 1:00)), Responsible Party (Contractor Representative), Clause (6.18), Completed On (NONE), and Initiated By (NONE). The obligation text is "Within forty five (45) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT, the CONTRACTOR".

Title	Clause	Obligation Text
Submission and Updating of networks and schedules	6.18	Within forty five (45) days of the EF

Contract Obligation
Submission and Updating of networks and schedules 11 Day(s) Remaining

Manage Obligation

State: Not Started
Due Date: 22 Aug 2020 00:00:00 (UTC+ 1:00)

Owner: Contractor
Reminder Date: 19 Aug 2020 00:00:00 (UTC+ 1:00)

Responsible Party: Contractor Representative
Clause: 6.18

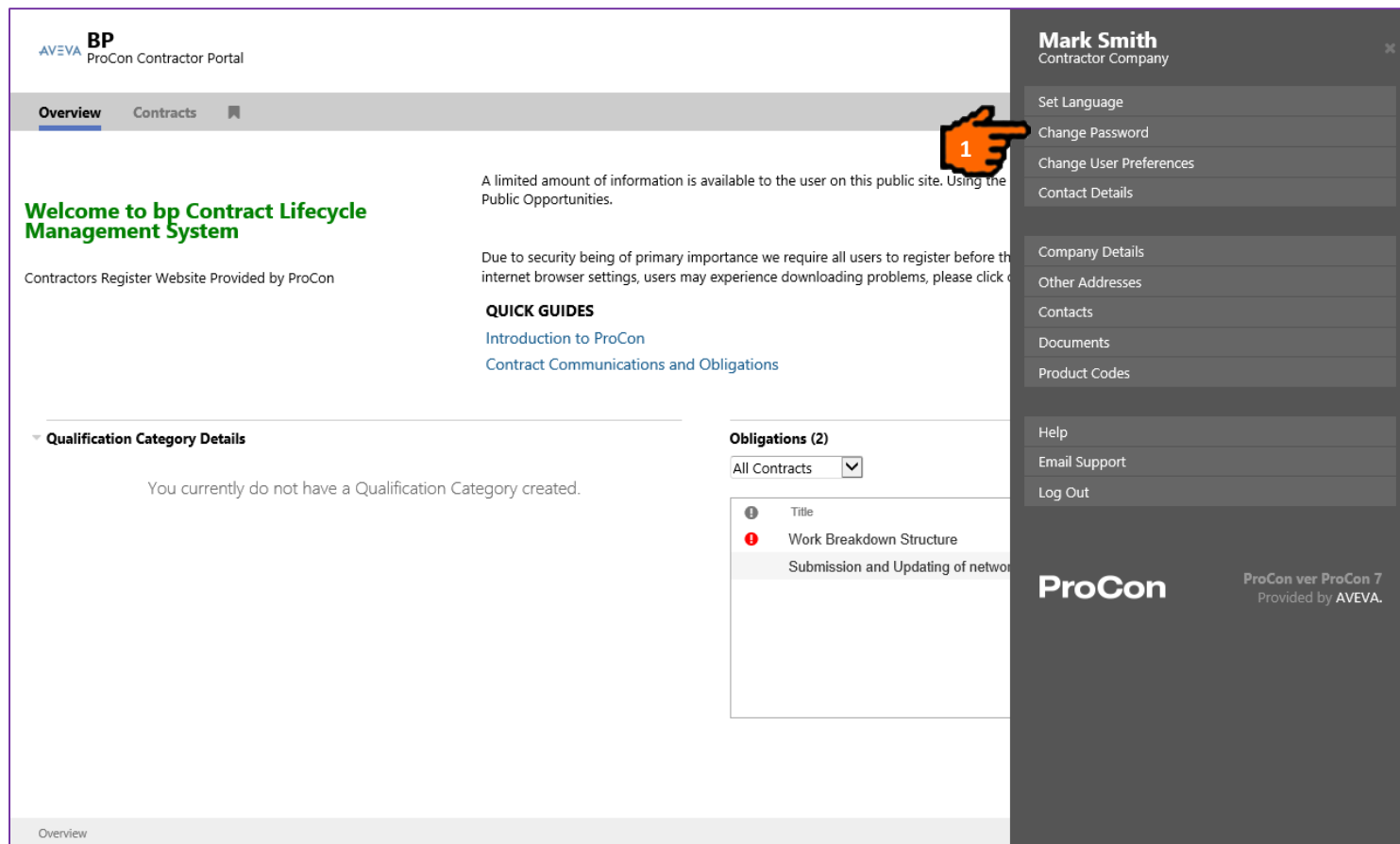
Completed On: NONE
Initiated By: NONE

Obligation Text: Within forty five (45) days of the EFFECTIVE DATE OF COMMENCEMENT DATE OF THE CONTRACT, the CONTRACTOR

1. The Obligations page is displayed.
2. The details of the obligation are shown.

Navigation within ProCon

Change Password



The screenshot shows the ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. Below the logo, there are navigation tabs for 'Overview' and 'Contracts'. The main content area displays a welcome message: 'Welcome to bp Contract Lifecycle Management System' and a note about public information availability. There are also quick guides for 'Introduction to ProCon' and 'Contract Communications and Obligations'. On the right side, a user profile dropdown menu is open for 'Mark Smith, Contractor Company'. The menu items include 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Company Details', 'Other Addresses', 'Contacts', 'Documents', 'Product Codes', 'Help', 'Email Support', and 'Log Out'. A hand icon with the number '1' is pointing to the 'Change Password' option in the menu.

1. To change your password, click “Change Password”.

Navigation within ProCon

Change Password

AVEVA BP ProCon Contractor Portal

Mark Smith Contractor Company

Overview Contracts

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

Change Password

Username: Mark.Smith

Current Password *

New Password * Strong

Confirm New Password *

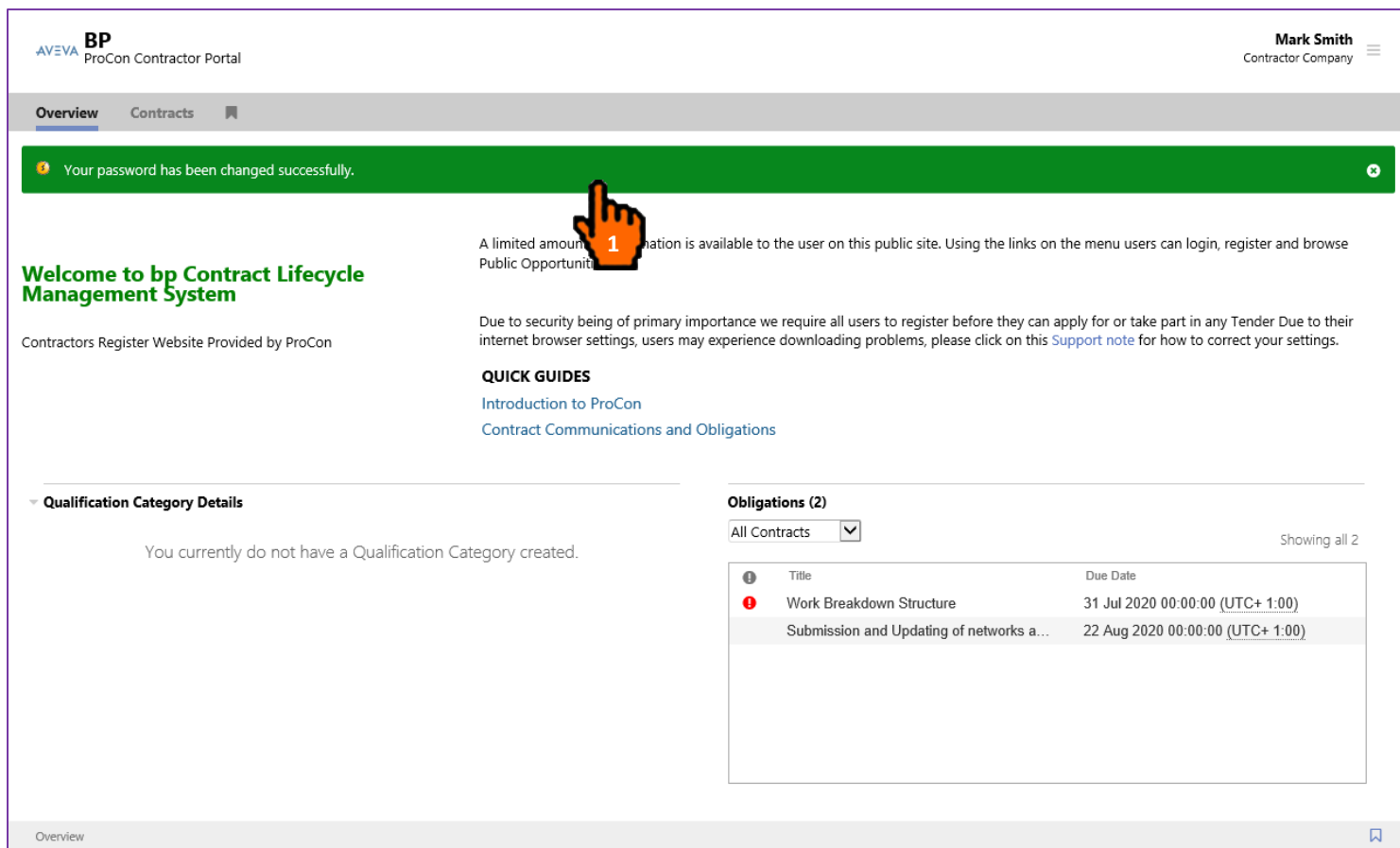
Submit Cancel

Note: Fields marked with an Asterisk are mandatory fields.

1. Enter your Current Password.
2. Enter your New Password.
3. Re-enter your new Password.
4. Click on the “Submit” button to confirm your changes.

Navigation within ProCon

Change Password

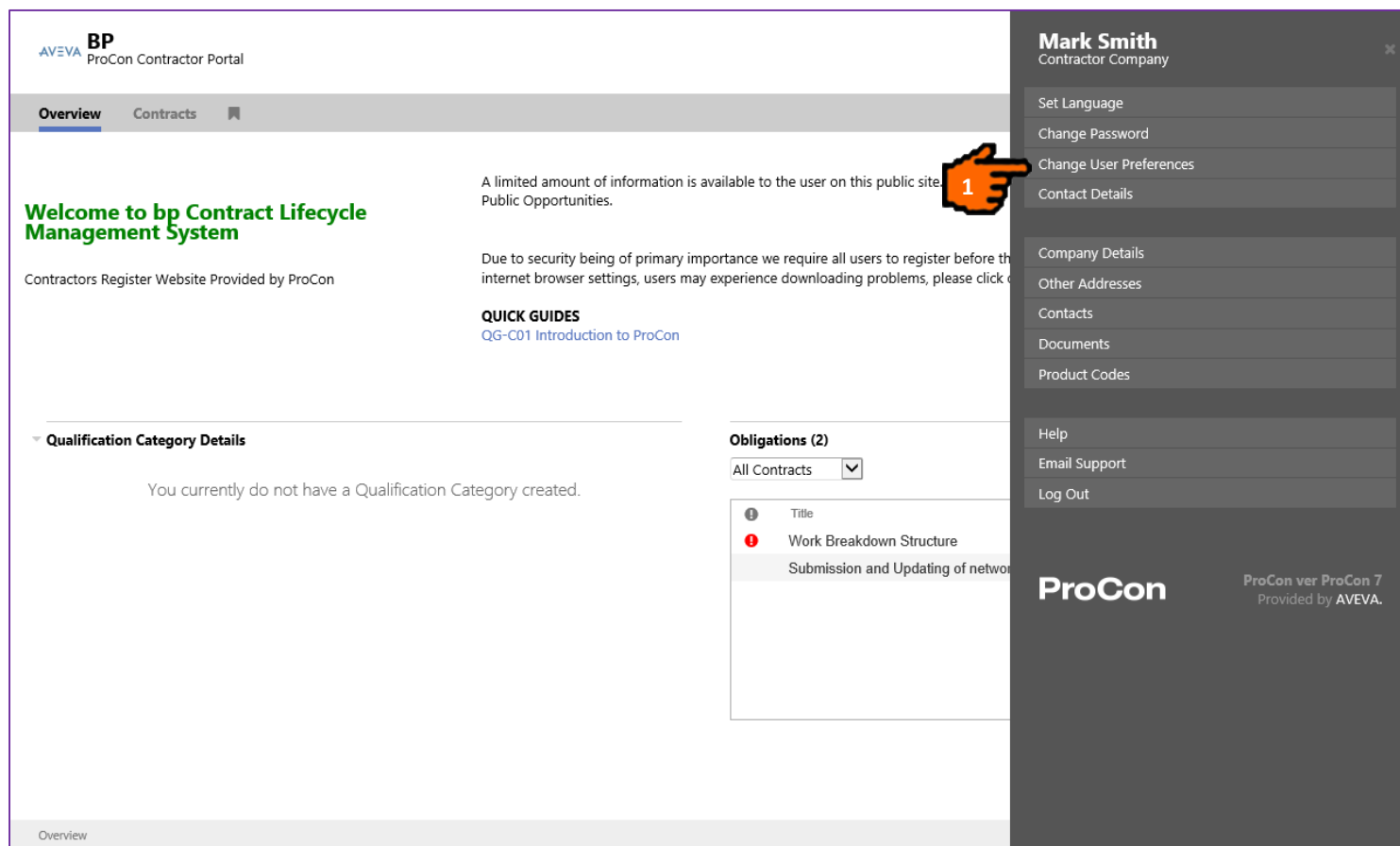


The screenshot shows the BP ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. At the top right, the user's name 'Mark Smith' and 'Contractor Company' are displayed. Below the header, there are navigation tabs for 'Overview' and 'Contracts'. A prominent green notification banner at the top states: 'Your password has been changed successfully.' A hand cursor with the number '1' is pointing to this notification. Below the notification, the main content area includes a 'Welcome to bp Contract Lifecycle Management System' section, a 'Contractors Register Website Provided by ProCon' note, and a 'QUICK GUIDES' section with links for 'Introduction to ProCon' and 'Contract Communications and Obligations'. On the left, there is a 'Qualification Category Details' section with the message 'You currently do not have a Qualification Category created.' On the right, there is an 'Obligations (2)' section with a dropdown menu set to 'All Contracts' and 'Showing all 2'. Below this is a table with two columns: 'Title' and 'Due Date'. The table contains two entries: 'Work Breakdown Structure' with a due date of '31 Jul 2020 00:00:00 (UTC+ 1:00)' and 'Submission and Updating of networks a...' with a due date of '22 Aug 2020 00:00:00 (UTC+ 1:00)'. The bottom of the page shows a footer with 'Overview' and a bookmark icon.

1. Password confirmed as changed successfully.

Navigation within ProCon

Change Password



The screenshot shows the ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. Below the logo, there are navigation tabs for 'Overview' and 'Contracts'. The main content area displays a welcome message: 'Welcome to bp Contract Lifecycle Management System'. Below this, there is a section for 'Qualification Category Details' and a table for 'Obligations (2)'. On the right side, a user profile dropdown menu is open for 'Mark Smith, Contractor Company'. The menu items are: Set Language, Change Password, Change User Preferences, Contact Details, Company Details, Other Addresses, Contacts, Documents, Product Codes, Help, Email Support, and Log Out. An orange hand icon with the number '1' is pointing to the 'Change User Preferences' option.

1. To change your user preferences click “Change User Preferences”.

Navigation within ProCon

Change Password

The screenshot displays the 'User Preferences' section of the AVEVA BP ProCon Contractor Portal. The user is identified as Mark Smith, Contractor Company. The page has a navigation bar with 'Overview' and 'Contracts' tabs. The 'User Preferences' section is expanded to show 'Settings'. The settings include:

- Allow ActiveX Document Control Support: No
- Preferred Page Size: 50
- Time Zone set on my PC: (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- Preferred Language: English
- Preferred Format: English (United Kingdom)

At the bottom right, there are 'Save' and 'Cancel' buttons. A hand icon with the number 1 points to the Time Zone dropdown menu, and a hand icon with the number 2 points to the Save button.

1. Change user preferences as required.
2. Click the “Save” button to update preferences.

Navigation within ProCon

Change Password

The screenshot shows the ProCon Contractor Portal interface. On the right side, a user menu is open for Mark Smith, Contractor Company. The menu items are: Set Language, Change Password, Change User Preferences, Contact Details, Company Details, Other Addresses, Contacts, Documents, Product Codes, Help, Email Support, and Log Out. An orange hand icon with the number '1' is pointing to the 'Help' option. The main content area on the left includes a welcome message, quick guides, and a section for Qualification Category Details.

1. To access ProCon help click “Help”.

Navigation within ProCon

Help

The screenshot shows the AVEVA ProCon Contractor Portal Help page. At the top, there is a search bar with a magnifying glass icon and a filter icon. Below the search bar is a navigation menu with links for Videos, What's New, Getting Started, Your Company, Tenders, Contracts, and Getting Support. The main content area is titled "The Overview Page" and contains a list of links under "Getting Started" and "The Overview Page". The page also includes a search bar and a filter icon. Three orange hand icons with the number "1" are pointing to the search bar, the "Getting Started" link, and the search bar again. An orange hand icon with the number "2" is pointing to the search bar.

AVEVA ProCon Contractor Portal Help

Search

Videos What's New Getting Started Your Company Tenders Contracts Getting Support

Getting Started > The Overview Page

Getting Started

- Registering Your Company
- Logging In
- Editing User Preferences
- Contact Details

The Overview Page

- Viewing Current Qualification Status
- Viewing Prequalification Tasks
- Viewing Current Active Tenders
- Viewing Obligations

The Overview Page

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

From this page you can:

- View your current qualification status and access any outstanding qualification status questionnaires by clicking the link in the **Current Qualification Details** section.
- Access any outstanding prequalification tasks by clicking the link in the **Prequalification Tasks** section.
- Access any outstanding tender tasks and messages by clicking the link in the **Current Active Tenders** section.
- View your contract obligations in the **Obligations** section.

[Viewing Current Qualification Status](#) +

[Viewing Prequalification Tasks](#) +

[Viewing Current Active Tenders](#) +

[Viewing Obligations](#) +

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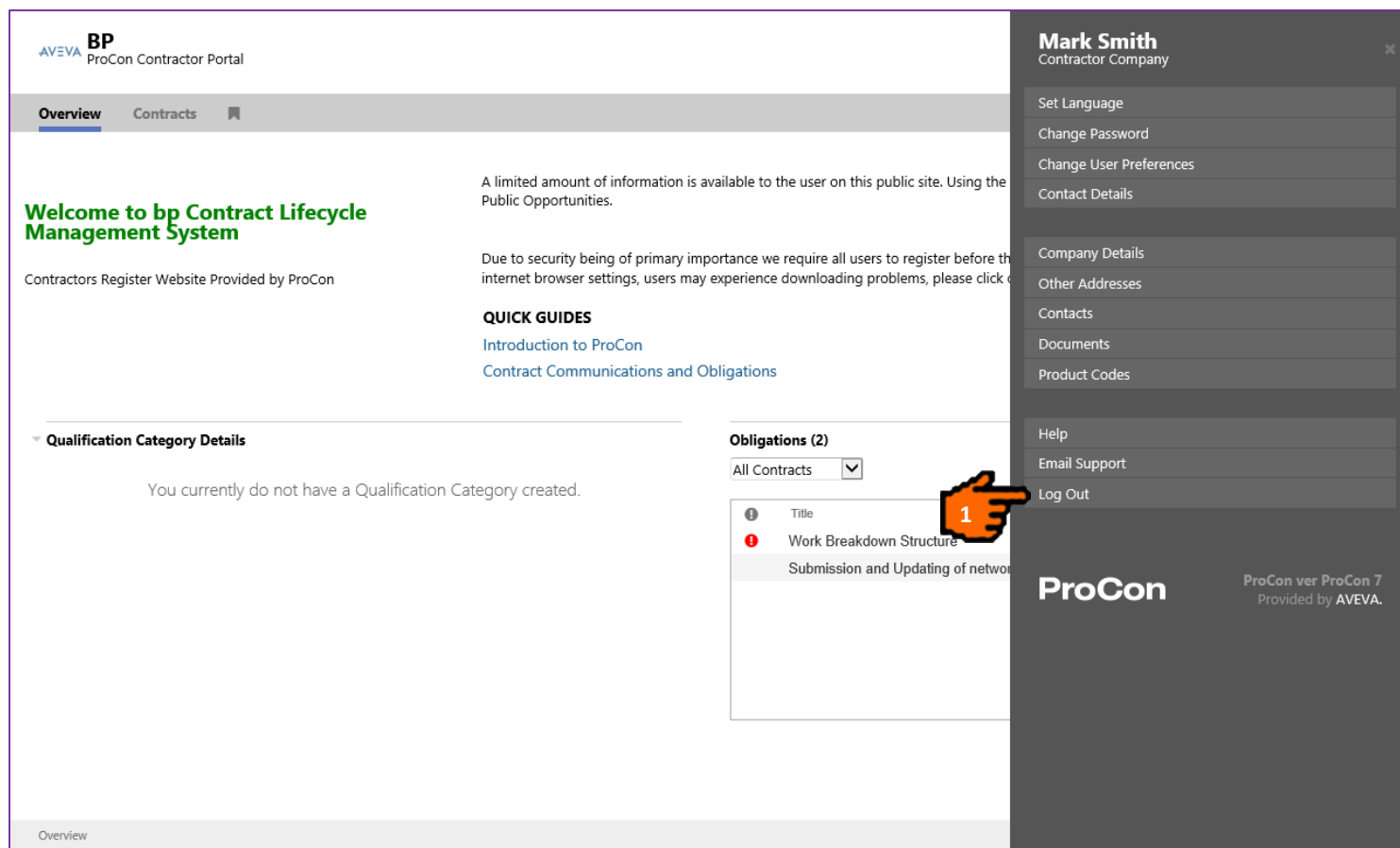
www.aveva.com [@AVEVAGroup](https://twitter.com/AVEVAGroup) [AVEVA](https://www.linkedin.com/company/AVEVA)

1. Enter your search criteria for the topic you are looking for assistance with.
2. Click "Search".
3. Navigate through the tabbed pages to find help on various topics.

Note: The Help will automatically bring up the help for the page you are viewing.

Navigation within ProCon

Log Out

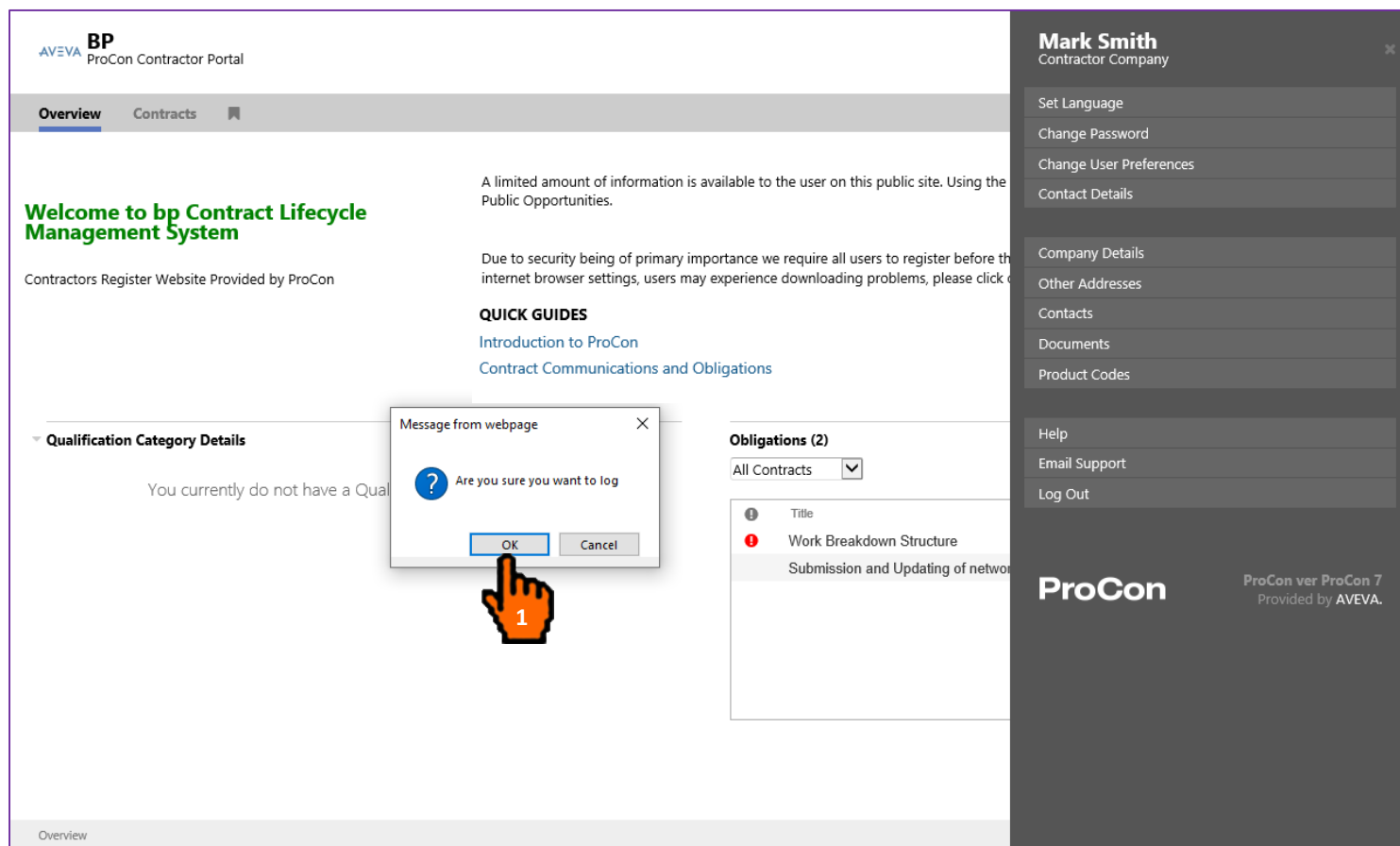


The screenshot displays the ProCon Contractor Portal interface. The top navigation bar includes the AVEVA BP logo and the text "ProCon Contractor Portal". Below the navigation bar, there are tabs for "Overview" and "Contracts". The main content area features a welcome message: "Welcome to bp Contract Lifecycle Management System" and a section for "Qualification Category Details" with the text "You currently do not have a Qualification Category created." To the right, there is a section for "Obligations (2)" with a dropdown menu set to "All Contracts". A table with columns for "Title" and "Work Breakdown Structure" is partially visible. On the right side of the interface, a user profile menu is open for "Mark Smith, Contractor Company". The menu items include: Set Language, Change Password, Change User Preferences, Contact Details, Company Details, Other Addresses, Contacts, Documents, Product Codes, Help, Email Support, and Log Out. A red hand icon with the number "1" is pointing to the "Log Out" option in the menu.

1. To Log out of ProCon help click “Log Out”.

Navigation within ProCon

Log Out

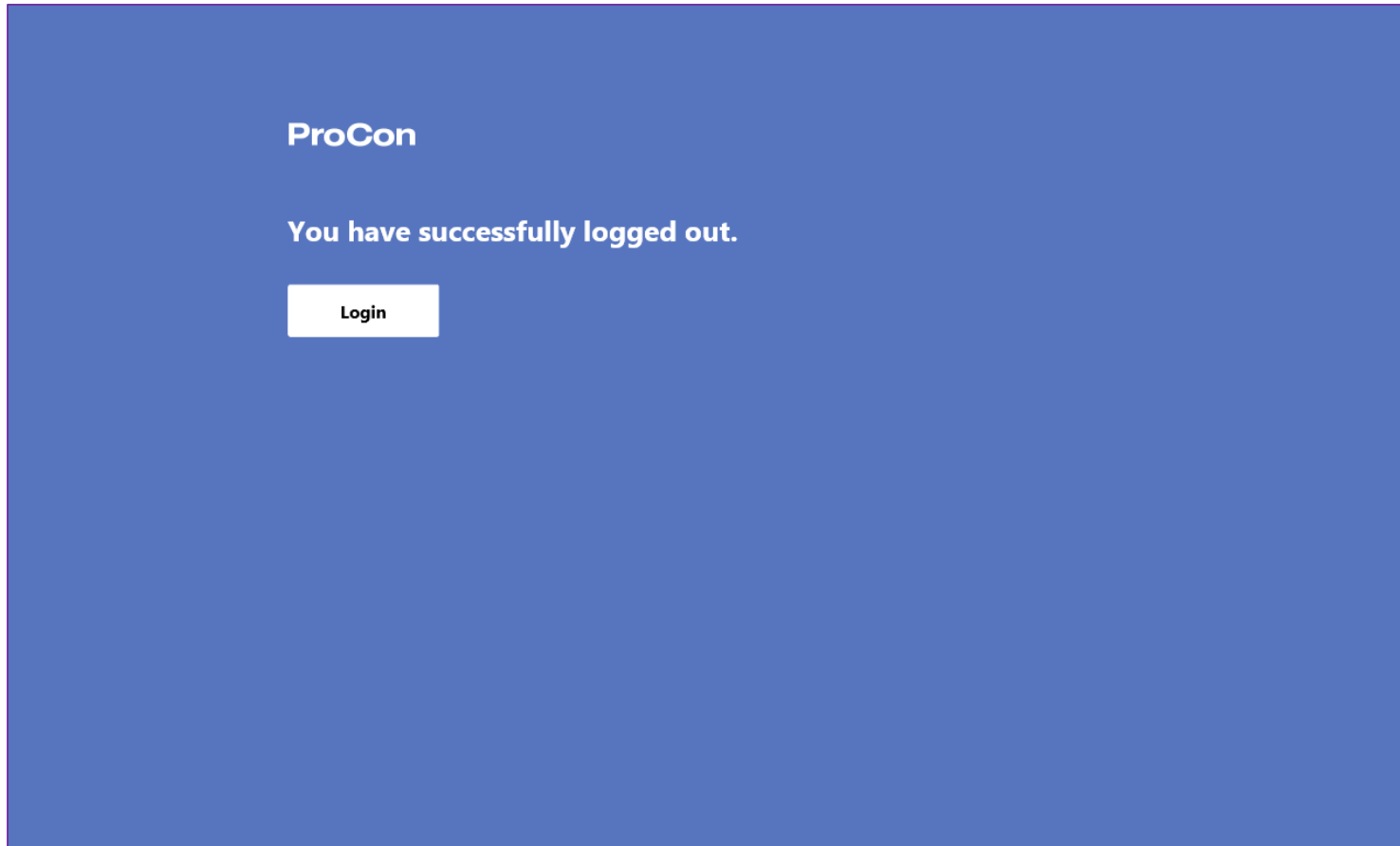


The screenshot displays the ProCon Contractor Portal interface. At the top left, the logo for AVEVA BP ProCon Contractor Portal is visible. The main navigation bar includes 'Overview' and 'Contracts'. The page content features a 'Welcome to bp Contract Lifecycle Management System' message, a 'QUICK GUIDES' section with links for 'Introduction to ProCon' and 'Contract Communications and Obligations', and a 'Qualification Category Details' section. A user profile menu is open on the right side, listing options such as 'Set Language', 'Change Password', 'Change User Preferences', 'Contact Details', 'Company Details', 'Other Addresses', 'Contacts', 'Documents', 'Product Codes', 'Help', 'Email Support', and 'Log Out'. A 'Message from webpage' dialog box is centered on the screen, asking 'Are you sure you want to log' with '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 log-out.

Navigation within ProCon

Log Out



1. ProCon shows that you have successfully logged out.

Reset Your Password

AVEVA

Reset Your Password

bp E&P Contract Lifecycle Management System

Welcome Register

Welcome to bp Contract Lifecycle Management System

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](#)

Contract Management Gateway is an online information system which provides our strategic contractors with access to their contracts with AVEVA.

[Register Your Company](#)

Already Registered?

Username

Password

[Login](#)

[Forgot Password?](#)

1. Click the “Forgot Password?” link.

Reset Your Password

bp E&P Contract Lifecycle Management System

Welcome Register

Forgot Your Password?

To receive an email with a link to reset your password, please enter your username and registered email address.

Username * 1

Email * 2

Submit Cancel

3

Privacy | Security | Version: ProCon 7

ProCon

1. Enter your Username.
2. Enter your Email Address.
3. Click the “Submit” button to send a Password Request email to your inbox.

Reset Your Password

bp E&P Contract Lifecycle Management System

Welcome Register

Welcome to bp Contract Lifecycle Management System

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.

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QUICK GUIDES

[Introduction to ProCon](#)

[Contract Communications and Obligations](#)

Contract Management Gateway is an online information system which provides our strategic contractors with access to their contracts with AVEVA.

Register Your Company

Your password reminder request is being processed.

Already Registered?

Username

Password

Login

[Forgot Password?](#)

1. ProCon provides a confirmation the Password reminder request was successful.

Reset Your Password



From: proconsupport@aveva.com <proconsupport@aveva.com>
Sent: 06 August 2020 12:45
To: Mark Smith <Mark.Smith@contractor.com>
Subject: BP ProCon Password Reset Request

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

Click the link below to reset your password:

<https://bp.avevaprocon.com/ProConContractorIdSrv/Supplier/ResetPassword?IdentityUserId=4340&ResetCode=AQAAANCMnd8BFdERjHoAwE%2fCl%2bsBAAAawAGNJDgfy06f%2f4hbZs2toAAAAACAAAAAADZgAAwAAAABAAAAB3W4Up3s8%2fClmzgYBDeqItAAAAASAAACgAAAAEAAAEjsPWInPsOtTybfjAnb6SBIAAAAAbZr%2fUrm6orlGwsK5lBccT77g74seBgJru0v9Jo1fi4YXY7QMh7ClapPYkkLfsL9sNF0zOpSvZ...pYD4%2bqDKFqhOt53PWFAAAAAXl6nJdr%2fixDHiOCgbLx6pOWijx&Context=L1Byb0NvbknVbnRyYWN0b3JJZFNYdi9hY2NvdW...5pbj9SZXR1cm5Vcmw9JTJmUHJvQ29uQ29udHJhY3RvcklkU3J2JTJmaXNzdWUIMmZ3c2Z>

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

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

Reset Your Password

bp E&P Contract Lifecycle Management System

Welcome Register

Reset Password

Please enter and Confirm your password.

Password * 1 n: Strong

Confirm Password * 2

Submit Cancel

3

Privacy | Security | Version: ProCon 7

ProCon

Password Validation Rules: Require at least 8 characters, only alphanumeric characters or _, at least one uppercase and one lowercase character and at least one digit.

1. Enter your Password.
2. Confirm your Password.
3. Click the “Submit” button to update your password (please take note of password for future use).

Reset Your Password

bp E&P Contract Lifecycle Management System

Welcome Register

Welcome to bp Contract Lifecycle Management System

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](#)

Contract Management Gateway is an online information system which provides our strategic contractors with access to their contracts with AVEVA.

Register Your Company

Your password has been updated successfully.

Already Registered?

Username
mark.smith

Password
.....


Login


[Forgot Password?](#)

1. Enter your Username.
2. Enter your new Password.
3. Click the “Login” button to log into the ProCon Contractor Portal.

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.

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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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