

MARCH 2022

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# Contract Communications and Obligations

AVEVA CRM Quick Guides

AVEVA Contract Risk Management - GENERIC

**AVEVA**

AVEVA CONTRACT RISK MANAGEMENT

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# Quick Guide will cover

Contract Communications and Obligations

Creating and Sending Communications

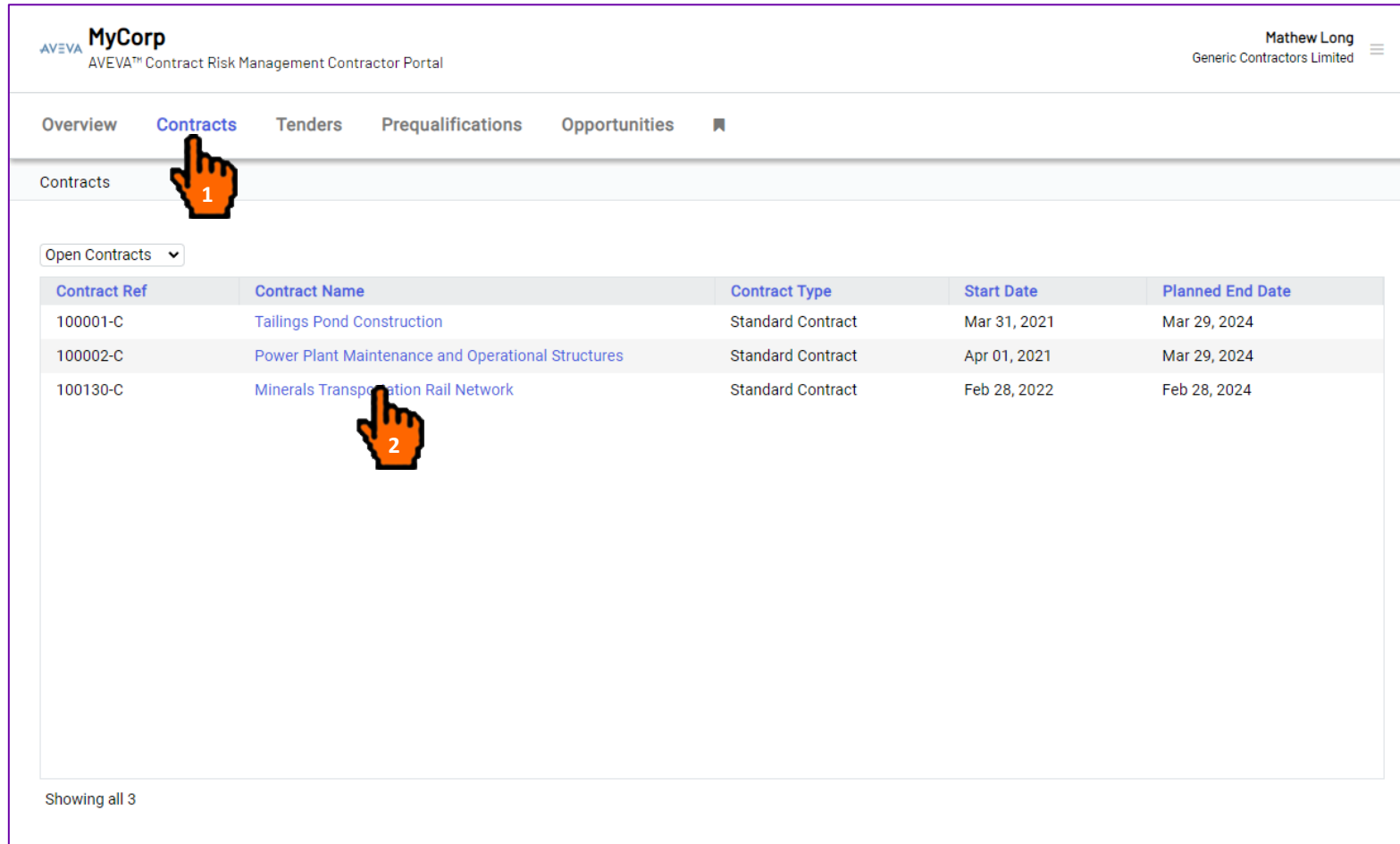
Replying to a Communication

Creating a Revision to a Communication

Agreeing to a Communication

Contract Obligations

# Creating and Sending Communications



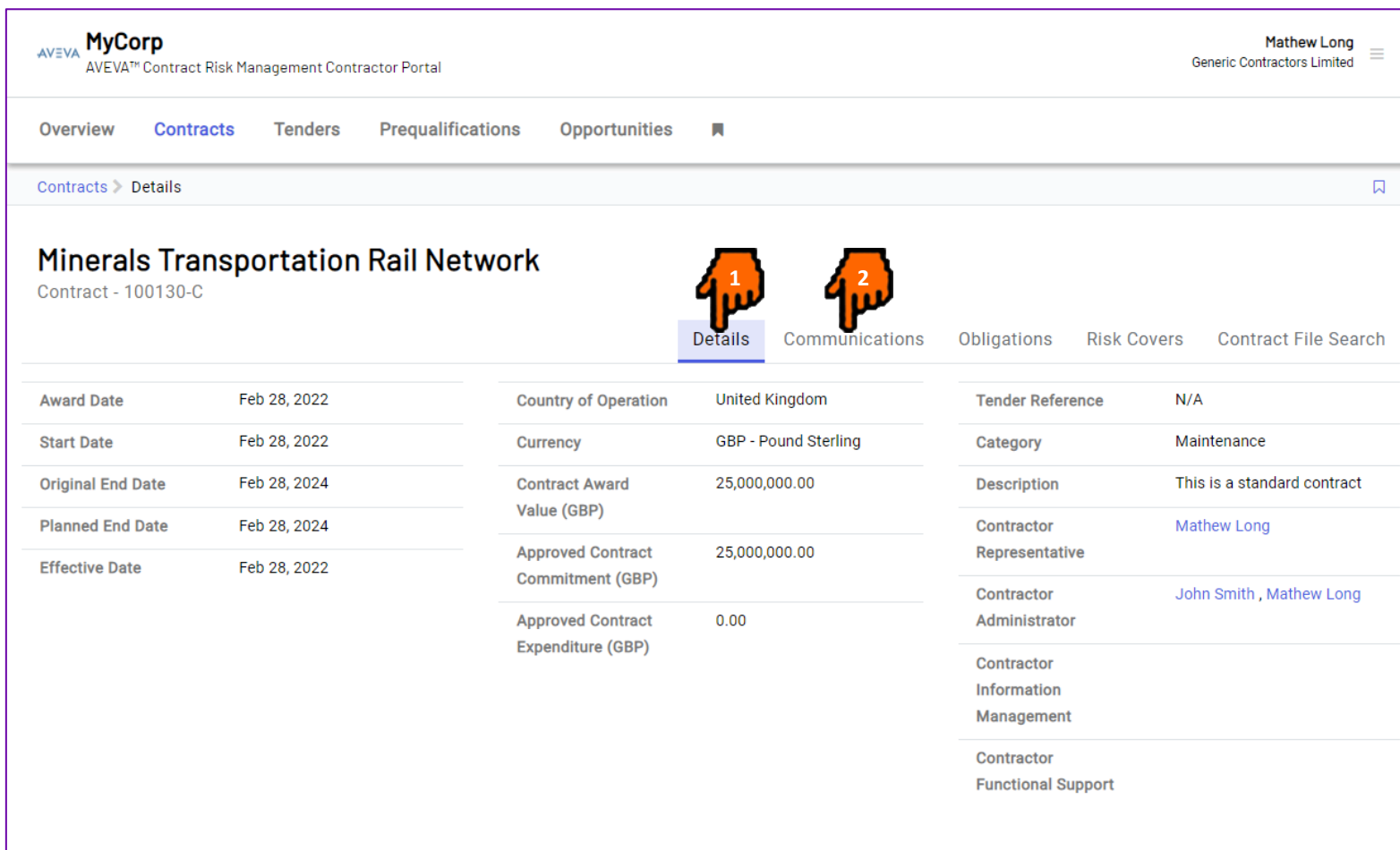
The screenshot displays the AVEVA MyCorp Contractor Portal interface. The top navigation bar includes the AVEVA MyCorp logo, the text "AVEVA™ Contract Risk Management Contractor Portal", and the user name "Mathew Long" with "Generic Contractors Limited" below it. The main navigation tabs are "Overview", "Contracts", "Tenders", "Prequalifications", and "Opportunities". The "Contracts" tab is selected and highlighted with a hand icon labeled "1". Below the navigation, there is a "Contracts" section with a dropdown menu set to "Open Contracts". A table lists three open contracts with columns for "Contract Ref", "Contract Name", "Contract Type", "Start Date", and "Planned End Date". The table data is as follows:

Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
100001-C	Tailings Pond Construction	Standard Contract	Mar 31, 2021	Mar 29, 2024
100002-C	Power Plant Maintenance and Operational Structures	Standard Contract	Apr 01, 2021	Mar 29, 2024
100130-C	Minerals Transportation Rail Network	Standard Contract	Feb 28, 2022	Feb 28, 2024

A hand icon labeled "2" points to the "Minerals Transportation Rail Network" contract. At the bottom left of the table area, it says "Showing all 3".

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

# Creating and Sending Communications



**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Details

## Minerals Transportation Rail Network

Contract - 100130-C

**1** Details **2** Communications Obligations Risk Covers Contract File Search

Award Date	Feb 28, 2022	Country of Operation	United Kingdom	Tender Reference	N/A
Start Date	Feb 28, 2022	Currency	GBP - Pound Sterling	Category	Maintenance
Original End Date	Feb 28, 2024	Contract Award Value (GBP)	25,000,000.00	Description	This is a standard contract
Planned End Date	Feb 28, 2024	Approved Contract Commitment (GBP)	25,000,000.00	Contractor Representative	Mathew Long
Effective Date	Feb 28, 2022	Approved Contract Expenditure (GBP)	0.00	Contractor Administrator	John Smith , Mathew Long
				Contractor Information Management	
				Contractor Functional Support	

1. The Contract Details page displays summary information relating to the Contract.
2. Select on the Communications tabbed page to display the Communications register.

# Creating and Sending Communications

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications

### Minerals Transportation Rail Network

Contract - 100130-C

Details **Communications** Obligations Risk Covers Contract Search

**1**

**2**

Ref	Rev	Title	State	Financial Impact	Schedule Impa	
MOM-OUT0002	0	End of Month Review - MoM	Awaiting Agreement from Recipient			
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		
AFP0002	0	Payment Request (Change ID_00158963)	Awaiting Agreement from Recipient	180,355.00		
AFP0001	0	Q2 Payment Request	Awaiting Agreement from Recipient	311,966.00		
CFC0003	0	Kick off Meeting Minutes	Approved			10 Mar 2022 00:00:27 (UTC)
MOM-IN0001	0	Kick off Meeting Minutes	Awaiting Agreement from Recipient			09 Mar 2022 23:29:00 (UTC)
CFC0002	0	Planned meeting - Progress updates	Approved			09 Mar 2022 18:23:17 (UTC)
CTC0001	0	Progress Meeting Schedule	Approved			09 Mar 2022 13:16:02 (UTC)
CFC0001	0	Change in Company Personnel	Approved			09 Mar 2022 13:11:29 (UTC)

Showing all 9

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

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

2. To create a new Communication, Select the 'Create a Communication' button and select the Communication template you want to use from the drop-down menu i.e Reports (By Contractor).

# Creating and Sending Communications

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > Create a Communication

## Create a Communication

Reports (By Contractor)

From **Mathew Long** (Contractor Representative)

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

Title Monthly Progress Report

Description  
Please find attached Monthly Progress Report as required by the terms and conditions of the contract.

Originated On 16/03/2022 13:37

Communication Preparation Guidelines Use for distribution of reports that are contractually significant. Submit all reports in accordance with agreed project calendar, ensure all data is accurate and all agreed information and details are included.

Next Steps After Issuing N/A

EDMS Document No. EDMS-RPT-1234 22-03-16

1. Enter a title and description for the communication.
2. Additional guidance may be displayed to support the creation of the Communication.
3. Enter values if the Communication has any custom fields the company requires completing, e.g. EDMS Document No. / Report Type.

# Creating and Sending Communications

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Title \* Monthly Progress Report

Description

Please find attached Monthly Progress Report as required by the terms and conditions of the contract.

Originated On 16/03/2022 13:37

Communication Preparation Guidelines Use for distribution of reports that are contractually significant. Submit all reports in accordance with agreed project calendar, ensure all data is accurate and all agreed information and details are included.

Next Steps After Issuing N/A

EDMS Document No. \* EDMS-RPT-1234-2022-03-16

Report Type Monthly

Add Attachment

File Location \* Choose File Monthly Progress Report.docx

Name \* Monthly Progress Report .docx

Confidential \*  Yes  No

Save As Draft Send Cancel

1. Scroll to the bottom of the page.
2. Select 'Report Type' from the drop-down menu.
3. To add an attachment to the Communication, Select the 'Add Attachment' button.
4. Select the 'Choose File' button and select the file you wish to attach.

Note: Options to add an attachment may differ depending on browser used.

5. If required, update the document name.
6. Select the 'Yes'/'No' radio button as appropriate to configure the file as 'Confidential / Non-confidential'.

Note: If the file is configured as 'Confidential' only those with confidentiality access can view the file.

7. Select 'Save As Draft' if you wish to save the communication in a draft state for completion at a later date, otherwise Select 'Send' to immediately publish the communication to the Company.

# Creating and Sending Communications

The screenshot displays the AVEVA MyCorp Contractor Portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Communications, Tenders, Prequalifications, and Opportunities. The breadcrumb trail shows Contracts > Communications > RPT-IN0001. A green notification banner at the top states "Communication has been created". Below this, the "Monthly Progress Report" communication details are shown, including the title, date issued (16 Mar 2022, 13:47:32 UTC+ 5:30), sender (Mathew Long), and recipient (AVEVA Professional Services). The description reads: "Please find attached Monthly Progress Report as required by the terms and conditions of the contract." An attachment "Monthly Progress Report.docx (12 KB)" is listed. On the right, the "Approved" status is shown, along with buttons for "Create Related Communication" and "Details".

1. The Communication has been created.
2. To navigate back to the Communications Register page, Select on the 'Communications' breadcrumb link.

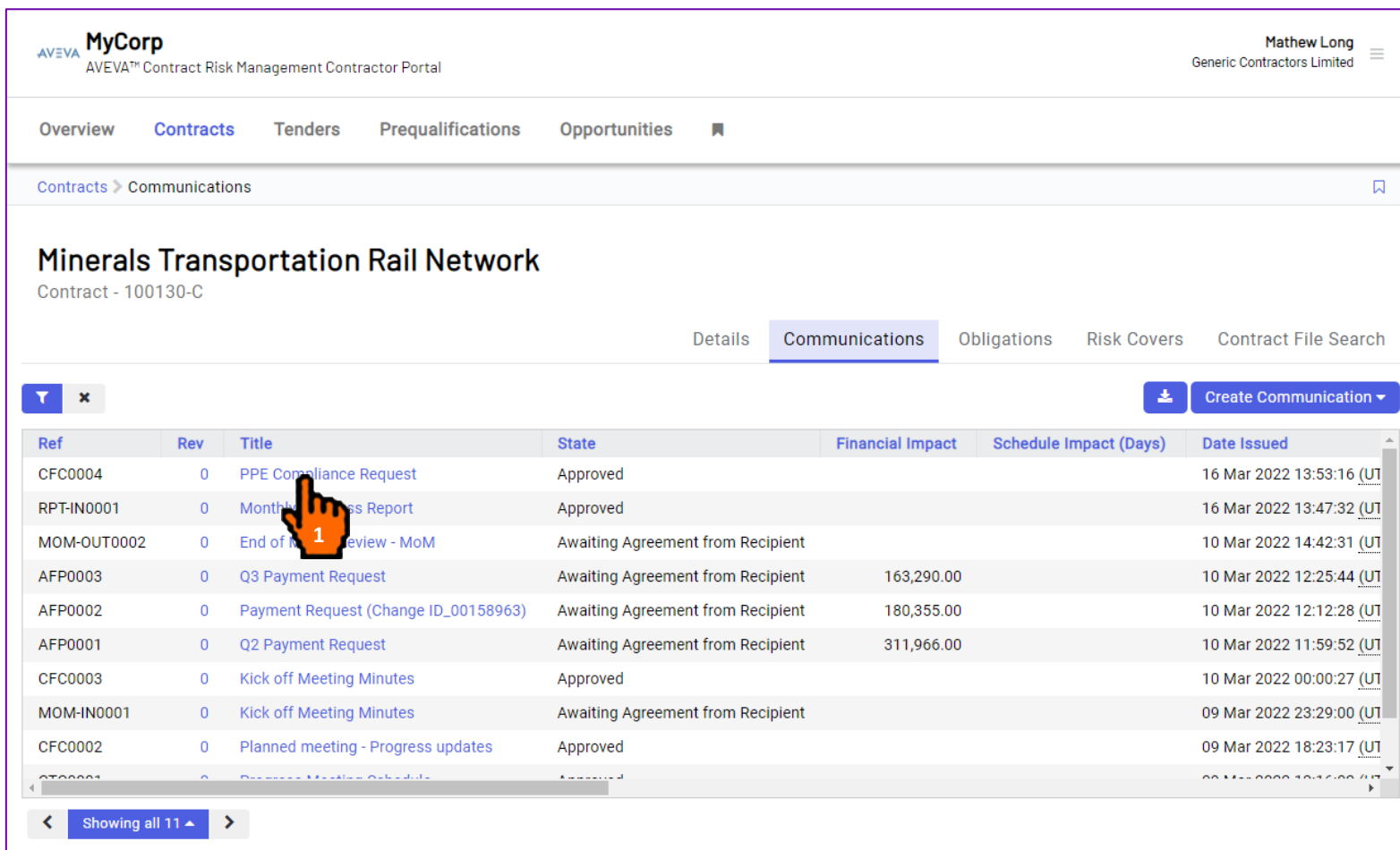
# Creating and Sending Communications

The screenshot displays the AVEVA MyCorp portal interface. At the top left, the logo for AVEVA MyCorp is visible, along with the text 'AVEVA™ Contract Risk Management Contractor Portal'. On the top right, the user's name 'Mathew Long' and the company 'Generic Contractors Limited' are shown. Below the header, there is a navigation menu with options: Overview, Contracts, Tenders, Prequalifications, and Opportunities. The 'Contracts' tab is selected, and the breadcrumb trail shows 'Contracts > Communications'. The main heading is 'Minerals Transportation Rail Network' with the contract ID 'Contract - 100130-C'. Below this, there are tabs for 'Details', 'Communications', 'Obligations', 'Risk Covers', and 'Contract File Search'. The 'Communications' tab is active. A table lists various communications with columns for Ref, Rev, Title, State, Financial Impact, Schedule Impact (Days), and Date Issued. A hand icon with the number 1 points to the 'Create Communication' button in the top right of the table area. The table shows 10 entries, with the first one being 'Monthly Progress Report'.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Awaiting Agreement from Recipient			10 Mar 2022 14:42:31 (UT)
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		10 Mar 2022 12:25:44 (UT)
AFP0002	0	Payment Request (Change ID_00158963)	Awaiting Agreement from Recipient	180,355.00		10 Mar 2022 12:12:28 (UT)
AFP0001	0	Q2 Payment Request	Awaiting Agreement from Recipient	311,966.00		10 Mar 2022 11:59:52 (UT)
CFC0003	0	Kick off Meeting Minutes	Approved			10 Mar 2022 00:00:27 (UT)
MOM-IN0001	0	Kick off Meeting Minutes	Awaiting Agreement from Recipient			09 Mar 2022 23:29:00 (UT)
CFC0002	0	Planned meeting - Progress updates	Approved			09 Mar 2022 18:23:17 (UT)
CTC0001	0	Progress Meeting Schedule	Approved			09 Mar 2022 13:16:02 (UT)
CFC0001	0	Change in Company Personnel	Approved			09 Mar 2022 13:11:28 (UT)

1. The Communications Register page will display the newly created Communication.

# Replying to a Communication



The screenshot displays the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is 'Contracts > Communications' for the 'Minerals Transportation Rail Network' contract (100130-C). The 'Communications' tab is active, showing a list of communication entries. A hand cursor with the number '1' points to the entry with Ref 'CFC0004' and Title 'PPE Compliance Request'.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
CFC0004	0	PPE Compliance Request	Approved			16 Mar 2022 13:53:16 (UT)
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Awaiting Agreement from Recipient			10 Mar 2022 14:42:31 (UT)
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		10 Mar 2022 12:25:44 (UT)
AFP0002	0	Payment Request (Change ID_00158963)	Awaiting Agreement from Recipient	180,355.00		10 Mar 2022 12:12:28 (UT)
AFP0001	0	Q2 Payment Request	Awaiting Agreement from Recipient	311,966.00		10 Mar 2022 11:59:52 (UT)
CFC0003	0	Kick off Meeting Minutes	Approved			10 Mar 2022 00:00:27 (UT)
MOM-IN0001	0	Kick off Meeting Minutes	Awaiting Agreement from Recipient			09 Mar 2022 23:29:00 (UT)
CFC0002	0	Planned meeting - Progress updates	Approved			09 Mar 2022 18:23:17 (UT)
CFC0001	0	Progress Meeting Schedule	Approved			09 Mar 2022 18:16:00 (UT)

1. From the Communications Register page, open a Communication which requires a reply (e.g., CFC0004 – PPE Compliance Request).

# Replying to a Communication

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > CFC0004

## PPE Compliance Request

Communication - CFC0004

**Communication Details**

Communication Title	PPE Compliance Request
Date Issued	16 Mar 2022, 13:53:16 (UTC+ 5:30)
From	AVEVA Professional Services (Company Representative)
To	Mathew Long (Contractor Representative)
Originated On	16 Mar 2022, 13:50:00 (UTC+ 5:30)
Description	Please provide sufficient documentation / certification showing the compliance to the HSSE legislation.

**Attachments**

- PPE Compliance Request Letter.docx (12 KB)

**Approved** **+ Create Related Communication**

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

**Communications F**  
This Communication h  
related Communication

**State Transitions**

Approved	16 Mar 2022 13:53:16 (UTC +
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**Custom Fields**

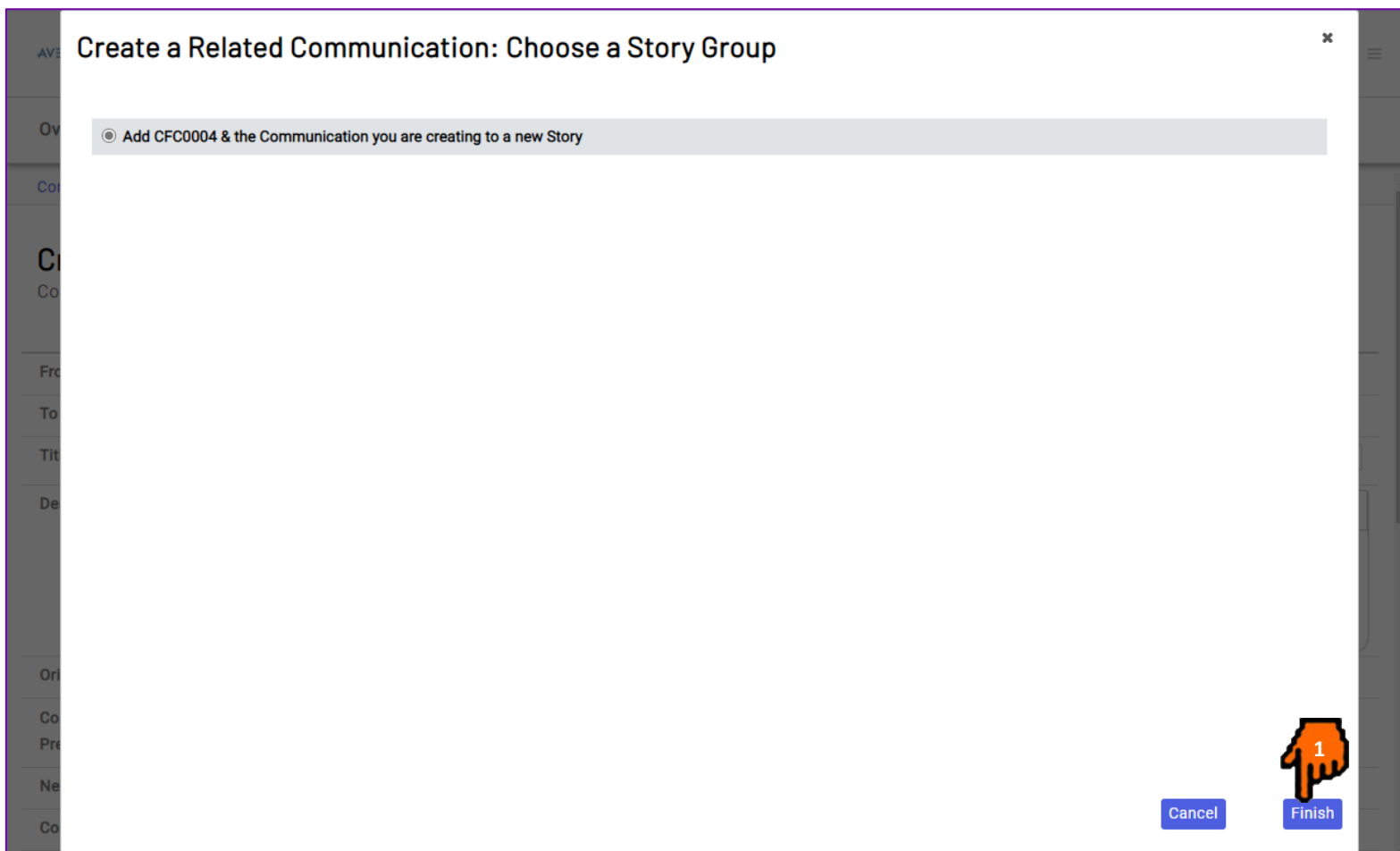
Correspondence Type	Letter
EDMS Document No.	EDMS-263145-CFC-20220316

**Communication Properties**

Revision	0
Created By	AVEVA Professional Services

1. Select the 'Create Related Communication' button
2. Select the appropriate Communication template from the drop-down menu. (i.e. Correspondence to COMPANY)

# Replying to a Communication



1. Select 'Finish'.

*Note: AVEVA Contract Risk Management facilitates the creation of stories by linking communications. When creating stories, users can create a new story as displayed in the screen on the left, however, users can add a communication to an existing story if a communication story already exists.*

# Replying to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > CFC0004 > Create a Communication

## Create a Communication

Correspondence to COMPANY

From **Mathew Long** (Contractor Representative)

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

Title PPE Compliance Request

Description  
Please refer attached reports showing compliance to the HSSE legislation / certifications.

Originated On 16/03/2022 13:56

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

Next Steps After Issuing N/A

Correspondence Type Letter

1. Enter a Title and Description.
2. Select the 'Correspondence Type' from the drop-down menu.
3. Scroll down to the bottom of the page.

# Replying to a Communication

AVEVA MyCorp  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview Contracts Tenders Prequalifications Opportunities

Next Steps After Issuing N/A

Correspondence Type Letter

EDMS Document No. EDMS-263153-CTC-220316

Add Linked Communications + Add Link

Process Chain

This communication does not belong to a process chain.

Communication Stories

Story Ref	Context
New	CFC0004 - PPE Compliance Request

Add Attachment + Add Attachment

File Location \* Choose File PPE Compliance Request.docx

Name \* PPE Compliance Request .docx

Confidential  Yes  No

Save As Draft Send Cancel

1. Enter the 'EDMS Document No' details.
2. To add an attachment to the Communication, Select the 'Add Attachment' button.

Note: Options to add an attachment may differ depending on browser used.

3. Select the 'Choose File' button and select the file you want to add.
4. If required, update the file name.
5. Select the 'Yes'/'No' radio button as appropriate to configure the file as 'Confidential / Non-confidential'.

Note: If the file is configured as 'Confidential' only those with confidentiality access can view the file.

6. Select 'Save As Draft' if you wish to save the communication in a draft state for completion at a later date, otherwise Select 'Send' to immediately publish the communication to the Company.

# Replying to a Communication

The screenshot shows the AVEVA MyCorp Contractor Portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, **Communications**, Tenders, Prequalifications, and Opportunities. The breadcrumb trail is Contracts > Communications > CTC0002. A green banner at the top of the communication details states "Communication has been created". The communication title is "PPE Compliance Request" (Communication - CTC0002). The status is "Approved" and there is a "Create Related Communication" button. The communication details are as follows:

Communication Details	
Communication Title	PPE Compliance Request
Date Issued	16 Mar 2022, 14:06:01 (UTC+ 5:30)
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 13:56:00 (UTC+ 5:30)
Description	Please refer attached reports showing compliance to the HSSE legislation / certifications.

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

Custom Fields	
Correspondence Type	Letter
EDMS Document No.	EDMS-263153-CTC-220316

Communication Properties	
Revision	0
Created By	Mathew Long

Attachments:

- PPE Compliance Request.docx (12 KB)

1. The communication has been successfully created.
2. To navigate back to the Communications Register page, Select on the 'Communications' breadcrumb link.

# Replying to a Communication

The screenshot shows the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current page is 'Contracts > Communications' for the 'Minerals Transportation Rail Network' contract (100130-C). The 'Communications' tab is active, showing a table of communication records. A hand icon with the number 1 points to the 'Create Communication' button in the top right of the table area.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
CTC0002	0	PPE Compliance Request	Approved			16 Mar 2022 14:06:01 (UT)
CFC0004	0	PPE Compliance Request	Approved			16 Mar 2022 13:53:16 (UT)
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Awaiting Agreement from Recipient			10 Mar 2022 14:42:31 (UT)
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		10 Mar 2022 12:25:44 (UT)
AFP0002	0	Payment Request (Change ID_00158963)	Awaiting Agreement from Recipient	180,355.00		10 Mar 2022 12:12:28 (UT)
AFP0001	0	Q2 Payment Request	Awaiting Agreement from Recipient	311,966.00		10 Mar 2022 11:59:52 (UT)
CFC0003	0	Kick off Meeting Minutes	Approved			10 Mar 2022 00:00:27 (UT)
MOM-IN0001	0	Kick off Meeting Minutes	Awaiting Agreement from Recipient			09 Mar 2022 23:29:00 (UT)
CFC0002	0	Shared meeting - Progress update	Approved			09 Mar 2022 18:00:17 (UT)

1. The Communications Register page will display the newly created Communication.

Note: *Contract Risk Management automatically creates a link between this communication and the communication received from the company when the 'Create Related Communication' option is used.*

# Creating a Revision to a Communication

The screenshot shows the AVEVA MyCorp portal interface. At the top, it displays the user's name 'Mathew Long' and the company 'Generic Contractors Limited'. The navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The current view is 'Contracts > Communications' for the 'Minerals Transportation Rail Network' contract (100130-C). The 'Communications' tab is active, showing a table of communication records. A hand cursor with the number '1' points to the first revision of a communication with the title 'RE: Design Change in Facility FC123'.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
VRC0002	0	Design change in facility FC121	Awaiting Agreement from Recipient	11,000.00	15	16 Mar 2022 20:59:49 (UT)
CTC0003	0	Bank Guarantee	Approved			16 Mar 2022 14:49:54 (UT)
VRC0001	0	RE: Design Change in Facility FC123	Not Agreed	0.00	15	16 Mar 2022 21:04:14 (UT)
VR0001	0	Design Change in Facility FC123	Awaiting Agreement from Recipient			16 Mar 2022 14:10:02 (UT)
CTC0002	0	PPE Compliance Request	Approved			16 Mar 2022 14:06:01 (UT)
CFC0004	0	PPE Compliance Request	Approved			16 Mar 2022 13:53:16 (UT)
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Agreed			10 Mar 2022 14:42:31 (UT)
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		10 Mar 2022 12:25:44 (UT)
AFP0002	0	Payment Request (Class ID: 00150000)	Awaiting Agreement from Recipient	100,000.00		10 Mar 2022 10:10:00 (UT)

1. From the Communications register page, select to open the Communication you want to revise.

*Note: Revisions can only be created for Communications in the 'Rejected' or 'Not Agreed' states.*

# Creating a Revision to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

demo-psdesign.crm.connect.aveva.com says  
Are you sure you want to create a new revision of this Communication?  
The new revision will be displayed once processing is complete.

Overview Contracts Tenders Prequalifications

Contracts > Communications > VRC0001

**RE: Design Change in Facility FC123**  
Communication - VRC0001

Not Agreed 16 Mar 2022  
Please re-submit the updated proposal.

Details Change Revisions  
Create Revision  
Edit Custom Field Answers

Not Agreed  
+ Create Related Communication

Communication Details

Communication Title	RE: Design Change in Facility FC123
Date Issued	16 Mar 2022, 21:04:14 (UTC+ 5:30)
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 14:10:00 (UTC+ 5:30)
Description	Please see attached.
Currency	USD

Communications Replied To

VR0001 - Design Change...	Awaiting Agreement From
---------------------------	-------------------------

Associated Obligations

VR0001 - Requires Ag...	In Progress
-------------------------	-------------

State Transitions

Awaiting Agreement from Re	16 Mar 2022 21:04:14 (UTC +
Not Agreed	16 Mar 2022 21:06:45 (UTC +

OK Cancel

https://demo-psdesign.crm.connect.aveva.com/procon/supplier\_site/contracts/Communication/Communication\_View.aspx?CommunicationId=43&EntityType=197&ReturnURL=%2Fprocon%2Fsupplier\_site%2Fcontracts%2FCommuni...

1. Select the 'Details' button.
2. Select 'Create Revision' from the list of available option.
3. Select 'Ok' to confirm.

# Creating a Revision to a Communication

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

Communication Revision has been created.

**RE: Design Change in Facility FC123**  
Communication - VRC0001 - Revision 1 of 1

Draft + Create Related Communication

Details Change Revisions

**Communication Details**

Communication Title	RE: Design Change in Facility FC123
Date Issued	Not Issued
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 14:10:00 (UTC+ 5:30)
Description	Please see attached.
Currency	USD
Financial Impact (USD)	0.00

**Custom Fields**

EDMS Document No.	9316-VP-COMP-CONT-001
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**Communication Properties**

Revision	1
Created By	Mathew Long
Created On	16 Mar 2022 21:10:31 (UTC + 5:30)
Required Response	Agreement and Reply
Last Updated By	
Last Updated On	

1. A new revision of the Communication has been created.
2. To edit the details of the Communication, Select on the 'Edit' icon in the 'Communication Details' section.

# Creating a Revision to a Communication

AVEVA MyCorp  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview Contracts Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

## RE: Design Change in Facility FC123

Communication - VRC0001 - Revision 1 of 1

Draft + Create Related Communication

Details Change Revisions

Communication Details

Communication Title \* RE: Design Change in Facility FC123

Date Issued Not Issued

From Mathew Long (Contractor Representative)

To AVEVA Professional Services (Company Representative)

Originated On 16/03/2022 14:10

Description

Please see attached.

Custom Fields

EDMS Document No. 9316-VP-COMP-CONT-001

Communication Properties

Revision 1

Created By Mathew Long

Created On 16 Mar 2022 21:10:31 (UTC + 5:30)

Required Response Agreement and Reply

Last Updated By

Last Updated On

1. Edit the Communication details as required including the title, description, Schedule Impact, Currency, originated on date.
2. Select 'change' tab to update any line item change.
3. Scroll down the page.

# Creating a Revision to a Communication

The screenshot displays the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The main navigation bar includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is for a communication revision, showing a description field with a rich text editor containing the text "Please see attached." Below this, there are fields for Currency (USD - US Dollar), Financial Impact (USD) at 28,650.00, and Schedule Impact (Days) at 15. A file attachment titled "Variation Proposal - Design Change in Facility FC123.docx (12 KB)" is listed at the bottom. Three orange hand icons with numbers 1 and 2 are overlaid on the interface: one points to the save button (a blue checkmark icon) next to the schedule impact field, another points to the (i) icon to the right of the attachment, and a third points to the attachment itself.

1. Select the 'Save' button.
2. Select the (i) icon to the right of the attached file.

# Creating a Revision to a Communication

**Attachment Details**

demo-psdesign.crm.connect.aveva.com says  
The attachment will be deleted.  
Click OK if you wish to continue.

OK Cancel

File Name	
File Extension	.docx
File Size	12 KB
Ref	100130-C/VRC0001/AVA0001/402
Created By	Mathew Long
Created On	16 Mar 2022 14:11:52 (UTC + 5:30)
Last Updated On	16 Mar 2022 14:11:52 (UTC + 5:30)
Last Updated By	Mathew Long
Confidential	No

1. Select the 'Delete' button.
2. Select 'Ok'

# Creating a Revision to a Communication

AVEVA MyCorp  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview Contracts Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

The file has been deleted.

RE: Design Change in Facility FC123  
Communication - VRC0001 - Revision 1 of 1

Draft + Create Related Communication

Details Change Revisions

Communication Details

Communication Title *	RE: Design Change in Facility FC123
Date Issued	Not Issued
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On *	16/03/2022 14:10

Description

Please see attached.

Custom Fields

EDMS Document No.	9316-VP-COMP-CONT-001
-------------------	-----------------------

Communication Properties

Revision	1
Created By	Mathew Long
Created On	16 Mar 2022 21:10:31 (UTC + 5:30)
Required Response	Agreement and Reply
Last Updated By	
Last Updated On	

1. The file has successfully been removed from the communication.
2. Scroll to the bottom of the page.

# Creating a Revision to a Communication

The screenshot displays the AVEVA MyCorp portal interface. At the top left, the logo 'AVEVA MyCorp' is visible, with the subtitle 'AVEVA™ Contract Risk Management Contractor Portal'. The user 'Mathew Long' is logged in, representing 'Generic Contractors Limited'. The navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The main content area is divided into two columns. The left column, titled 'Communication Details', contains a table with the following information: Communication Title: RE: Design Change in Facility FC123; Date Issued: Not Issued; From: Mathew Long (Contractor Representative); To: AVEVA Professional Services (Company Representative); Originated On: 16 Mar 2022, 14:10:00 (UTC+ 5:30); Description: Please see attached.; Currency: USD; Financial Impact (USD): 28,650.00; Schedule Impact (Days): 15. The right column, titled 'Communication Properties', contains a table with: Revision: 1; Created By: Mathew Long; Created On: 16 Mar 2022 21:10:31 (UTC + 5:30); Required Response: Agreement and Reply; Last Updated By: Mathew Long; Last Updated On: 16 Mar 2022, 21:29:47 (UTC+ 5:30). Below the communication details, there is an 'Attachments' section with a dropdown arrow and an 'Add Attachment' button. A message states 'This communication has no attachments'. Two orange hand icons with numbers '1' and '2' are overlaid on the image. Hand '1' points to the 'Schedule Impact (Days)' field, and hand '2' points to the 'Add Attachment' button.

Communication Details	
Communication Title	RE: Design Change in Facility FC123
Date Issued	Not Issued
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 14:10:00 (UTC+ 5:30)
Description	Please see attached.
Currency	USD
Financial Impact (USD)	28,650.00
Schedule Impact (Days)	15

Communication Properties	
Revision	1
Created By	Mathew Long
Created On	16 Mar 2022 21:10:31 (UTC + 5:30)
Required Response	Agreement and Reply
Last Updated By	Mathew Long
Last Updated On	16 Mar 2022, 21:29:47 (UTC+ 5:30)

Attachments

Add Attachment

This communication has no attachments

1. Select the 'Attachments' button.
2. Select the 'Add Attachment' button.

# Creating a Revision to a Communication

The screenshot shows the 'Add Attachment' dialog box in the AVEVA MyCorp Contractor Portal. The dialog box is titled 'Add Attachment' and has a close button in the top right corner. It contains a table with one row: 'Revised Proposal-Design Change in Facility FC123', '.docx', '12 KB'. There is a check box next to the file name and a lock icon in the 'Actions' column. At the bottom are buttons for 'Add 1 Files', 'Remove All', and 'Close'. Four orange hand icons with numbers 1-4 point to the 'Choose Files' button, the file name, the check box, and the 'Add 1 Files' button respectively.

1. Select the 'Choose File' button and select the file you want to add.

Note: Options to add an attachment may differ depending on browser used.

2. If required, update the file name.
3. Select the check button as appropriate to configure the file as 'Confidential / Non-confidential'.

Note: If the file is configured as 'Confidential' only those with confidentiality access can view the file.

4. Select the 'Add x Files' button.

# Creating a Revision to a Communication

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

## RE: Design Change in Facility FC123

Communication - VRC0001 - Revision 1 of 1

**Draft** + Create Related Communication

Send...  
Reject... Change Revisions

**1**

**2**

**Communication Details**

Communication Title	RE: Design Change in Facility FC123
Date Issued	Not Issued
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 14:10:00 (UTC+ 5:30)
Description	Please see attached.
Currency	USD
Financial Impact (USD)	28,650.00
Schedule Impact (Days)	15

**Custom Fields**

EDMS Document No.	9316-VP-COMP-CONT-001
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**Communication Properties**

Revision	1
Created By	Mathew Long
Created On	16 Mar 2022 21:10:31 (UTC + 5:30)
Required Response	Agreement and Reply
Last Updated By	Mathew Long
Last Updated On	16 Mar 2022, 21:29:47 (UTC+ 5:30)

1. Select the 'Draft' button
2. Select 'Send' from the available option on the drop-down menu to publish the communication to the company.

# Creating a Revision to a Communication

The screenshot displays the AVEVA MyCorp portal interface. At the top left, the logo 'AVEVA MyCorp' and the text 'AVEVA™ Contract Risk Management Contractor Portal' are visible. The user's name 'Mathew Long' and company 'Generic Contractors Limited' are shown at the top right. A navigation menu includes 'Contracts', 'Tenders', and 'Prequalification'. A modal dialog box is open, asking 'Are you sure you wish to change the state of this Communication?' with 'OK' and 'Cancel' buttons. The main content area shows a communication titled 'RE: Design Change in Facility FC123' with the state 'Awaiting Agreement from Recipient'. A table lists communication details: Contract Name (Minerals Transportation Rail Network), Contract Reference (100130-C), Communication Title (RE: Design Change in Facility FC123), Communication Reference (VRC0001), and Revision (1). Below the table is a 'Comments/Feedback' section with a rich text editor containing the text 'Revised proposal as requested by COMPANY.' and an 'Add Files' button. At the bottom, there is an 'Attachments' section with the message 'No Attachments Currently Exist.' and a button labeled 'Update State To 'Awaiting Agreement from Recipient''.

Contract Name	Minerals Transportation Rail Network
Contract Reference	100130-C
Communication Title	RE: Design Change in Facility FC123
Communication Reference	VRC0001
Revision	1

Comments/Feedback

Revised proposal as requested by COMPANY.

Attachments

No Attachments Currently Exist.

1. The 'Update Communication State' page is displayed.
2. Optionally add any relevant comments/feedback, if required.
3. Add any additional attachments, if applicable.
4. Select the 'Update State To 'Awaiting Agreement from Recipient' button.
5. Select 'Ok' to confirm the publication of the revised communication.

# Creating a Revision to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **C** 2 Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

The Communication State has been updated

## RE: Design Change in Facility FC123

Communication - VRC0001 - Revision 1 of 1

Awaiting Agreement from Company + Create Related Communication

Details Change Revisions

Communication Details	
Communication Title	RE: Design Change in Facility FC123
Date Issued	16 Mar 2022, 21:37:47 (UTC+ 5:30)
From	Mathew Long (Contractor Representative)
To	AVEVA Professional Services (Company Representative)
Originated On	16 Mar 2022, 14:10:00 (UTC+ 5:30)
Description	Please see attached.
Currency	USD
Financial Impact (USD)	28,650.00

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

State Transitions	
Awaiting Agreement from Re	16 Mar 2022 21:37:47 (UTC +

Custom Fields	
EDMS Document No.	9316-VP-COMP-CONT-001

Communication Properties	
Revision	1

1. The revised communication has been successfully created.
2. Select the 'Communications' breadcrumb link, to navigate back to the Communications Register.

# Creating a Revision to a Communication

The screenshot shows the AVEVA MyCorp portal interface. At the top, it displays 'AVEVA MyCorp' and 'AVEVA™ Contract Risk Management Contractor Portal'. The user is identified as 'Mathew Long' from 'Generic Contractors Limited'. The navigation menu includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The current view is 'Contracts > Communications' for the 'Minerals Transportation Rail Network' contract (100130-C). The 'Communications' tab is active, showing a list of communication records. A hand icon with the number '1' points to the 'Rev' column of the first row, which is '1'. The table columns are: Ref, Rev, Title, State, Financial Impact, Schedule Impact (Days), and Date Issued. The first row has Ref 'VRC0001', Rev '1', Title 'RE: Design Change in Facility FC123', State 'Awaiting Agreement from Recipient', Financial Impact '28,650.00', Schedule Impact '15', and Date Issued '16 Mar 2022 21:37:47 (UT)'. Other rows include 'Design change in facility FC121', 'Bank Guarantee', and 'PPE Compliance Request'.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
VRC0001	1	RE: Design Change in Facility FC123	Awaiting Agreement from Recipient	28,650.00	15	16 Mar 2022 21:37:47 (UT)
VRC0002	0	Design change in facility FC121	Awaiting Agreement from Recipient	11,000.00	15	16 Mar 2022 20:59:49 (UT)
CTC0003	0	Bank Guarantee	Approved			16 Mar 2022 14:49:54 (UT)
VRC0001	0	RE: Design Change in Facility FC123	Not Agreed	0.00	15	16 Mar 2022 21:04:14 (UT)
VR0001	0	Design Change in Facility FC123	Awaiting Agreement from Recipient			16 Mar 2022 14:10:02 (UT)
CTC0002	0	PPE Compliance Request	Approved			16 Mar 2022 14:06:01 (UT)
CFC0004	0	PPE Compliance Request	Approved			16 Mar 2022 13:53:16 (UT)
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Agreed			10 Mar 2022 14:42:31 (UT)
...	...	...	...	...	...	...

1. The revised Communication is displayed. Select on the 'Rev' number to see a complete revision history of the Communication.

# Creating a Revision to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Comm** 2 Tenders Prequalifications Opportunities

Contracts > Communications > VRC0001

## RE: Design Change in Facility FC123

Communication - VRC0001 - Revision 1 of 1

Awaiting Agreement from Company + Create Related Communication

Details Change **Revisions**

Revision	Title	State	CreatedBy	CreatedOn	DateIssued
(Latest) 1	RE: Design Change in Facility FC123	Awaiting Agreement from Recipient	Mathew Long	16 Mar 2022 21:10:31 (UTC + 5:30)	16 Mar 2022 21:37:47 (UTC + 5:30)
0	RE: Design Change in Facility FC123	Not Agreed	Mathew Long	16 Mar 2022 14:11:52 (UTC + 5:30)	16 Mar 2022 21:04:14 (UTC + 5:30)

Showing all 2

1. The revision history of the Communication is displayed.
2. Select the 'Communications' breadcrumb link, to navigate back to the Communications Register.

# Agreeing to a Communication

The screenshot shows the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is 'Contracts > Communications' for the 'Minerals Transportation Rail Network' contract (100130-C). The 'Communications' tab is active, showing a table of communication records. A hand icon with the number '1' points to the 'End of Month Review - MoM' entry.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued
CTC0002	0	PPE Compliance Request	Approved			16 Mar 2022 14:06:01 (UT)
CFC0004	0	PPE Compliance Request	Approved			16 Mar 2022 13:53:16 (UT)
RPT-IN0001	0	Monthly Progress Report	Approved			16 Mar 2022 13:47:32 (UT)
MOM-OUT0002	0	End of Month Review - MoM	Awaiting Agreement from Recipient			10 Mar 2022 14:42:31 (UT)
AFP0003	0	Q3 Payment Request	Awaiting Agreement from Recipient	163,290.00		10 Mar 2022 12:25:44 (UT)
AFP0002	0	Payment Request (Change ID_00158963)	Awaiting Agreement from Recipient	180,355.00		10 Mar 2022 12:12:28 (UT)
AFP0001	0	Q2 Payment Request	Awaiting Agreement from Recipient	311,966.00		10 Mar 2022 11:59:52 (UT)
CFC0003	0	Kick off Meeting Minutes	Approved			10 Mar 2022 00:00:27 (UT)
MOM-IN0001	0	Kick off Meeting Minutes	Awaiting Agreement from Recipient			09 Mar 2022 23:29:00 (UT)
CFC0002	0	Close description - Progress update	Approved			09 Mar 2022 10:00:17 (UT)

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

# Agreeing to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Communications > MOM-OUT0002

## End of Month Review - MoM

Communication - MOM-OUT0002

4 Day(s) to agree

Awaiting Agreement from Contractor

+ Create Related Communication

Agree...  
Not Agree...

Details Revisions

Communication Details

Communication Title	End of Month Review - MoM
Date Issued	10 Mar 2022, 14:42:31 (UTC+ 5:30)
From	AVEVA Professional Services (Company Representative)
To	John Smith (Contractor Representative)
Originated On	10 Mar 2022, 14:41:00 (UTC+ 5:30)
Description	Please see attached Minutes of Meeting.

Attachments

End of Month - MoM.docx (12 KB)

Communications Replied To

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

Associated Obligations

MOM-OUT0002 - Requ... In Progress

Custom Fields

EDMS Document No.	EDMS-69852-2143M
Meeting Type	Monthly

Communication Properties

Revision	0
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1. Once you have reviewed all of the information contained in the Communication, and want to make a decision, Select on the 'Awaiting Agreement from Contractor' button.
2. From the drop-down menu select 'Agree' or 'Not Agree' based on your final decision.

# Agreeing to a Communication

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

demo-psdesign.crm.connect.aveva.com says  
Are you sure you wish to change the state of this Communication?

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications

**End of Month Review - MoM**  
Update Communication State To Agreed

Awaiting Agreement from Recipient **Agreed**

Contract Name	Minerals Transportation Rail Network
Contract Reference	100130-C
Communication Title	End of Month Review - MoM
Communication Reference	MOM-OUT0002
Revision	0

Comments/Feedback

Minute of Meetings are correct and accurate

Attachments

No Attachments Currently Exist.

Update State To 'Agreed' Cancel

1. The 'Update Communication State' page is displayed.
2. Scroll down the page.
3. Optionally add any relevant comments/feedback, if required.
4. Add any additional attachments, if applicable.
5. Select the 'Update State To 'Agreed'' button.
6. Select 'Ok' to confirm the agreement of the communication.

# Agreeing to a Communication

The screenshot shows the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current path is Contracts > Communications > MOM-OUT0002. A green notification bar at the top of the communication details page states: "The Communication State has been updated". A hand icon with the number 1 points to this notification. Below the notification, the communication title is "End of Month Review - MoM" and the state is "Agreed". A hand icon with the number 1 also points to the "Agreed" button. The communication content is: "Agreed 16 Mar 2022. Minute of Meetings are correct and accurate." The communication details table is as follows:

Communication Details	
Communication Title	End of Month Review - MoM
Date Issued	10 Mar 2022, 14:42:31 (UTC+ 5:30)
From	AVEVA Professional Services (Company Representative)
To	Mathew Long (Contractor Representative)
Originated On	10 Mar 2022, 14:41:00 (UTC+ 5:30)
Description	Please see attached Minutes of Meeting.

Additional details shown include "Communications Replied To" (none), "Associated Obligations" (MOM-OUT0002 - Requ... Completed), and "State Transitions" (Agreed 16 Mar 2022 14:30:01 (UTC+)).

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

Note: *The same steps can be followed to 'Not Agree' a Communication. The resulting 'State' will be displayed as 'Not Agreed' in this situation.*

# Contract Obligations

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview Contracts Tenders Prequalifications Opportunities

Overview

**Welcome to [Company Name] Contractors Register Website**  
Contractors Register Website Provided by AVEVA Contract Risk Management

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

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

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

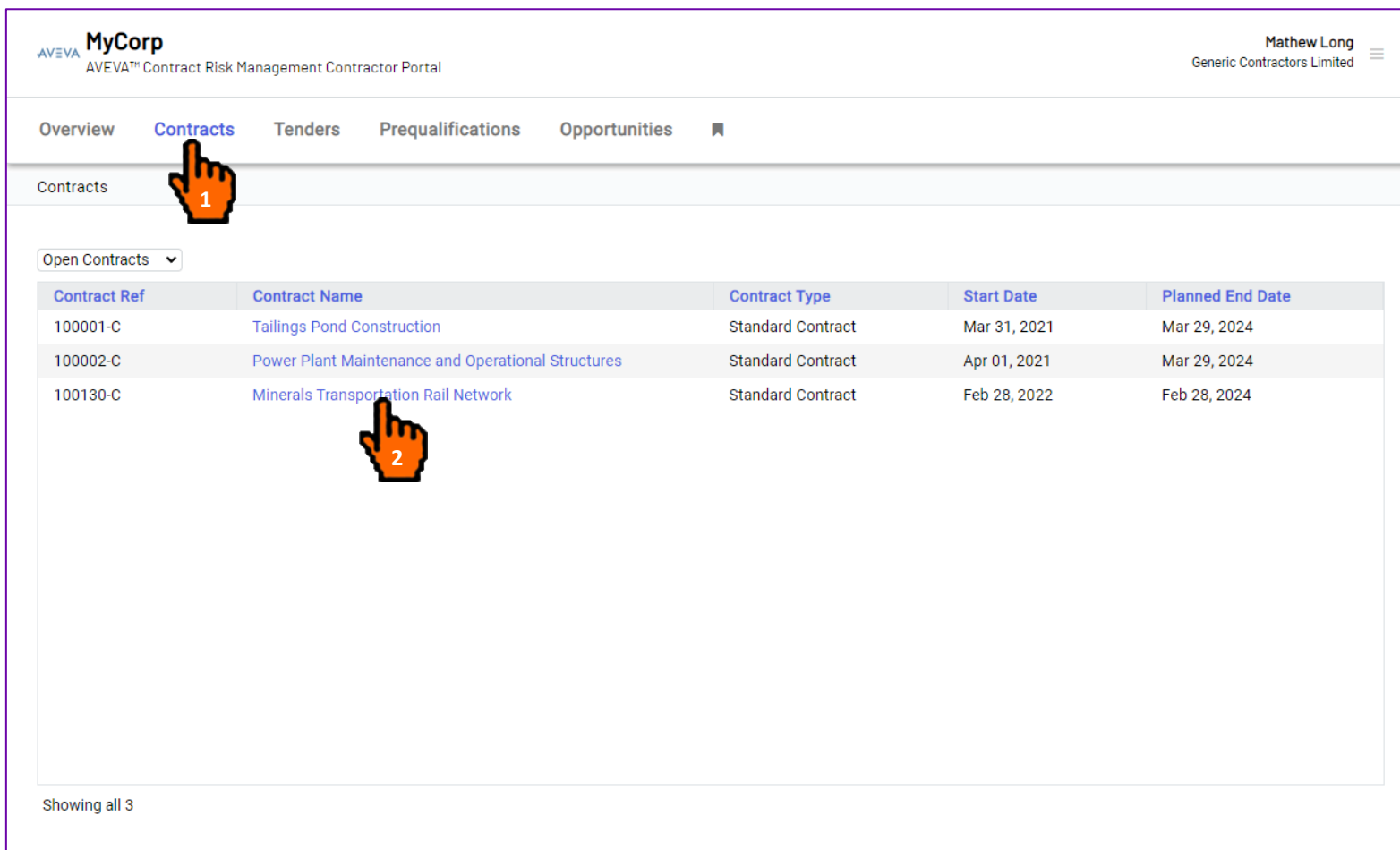
**Current Active Tenders (3)**  
100000-T: Drive Train Refurbishment (0) tasks, (0) alerts, (1) messages  
100024-T: Standard Tender - Training (0) tasks, (0) alerts, (1) messages  
100128-T: Drive Train Refurbishment (0) tasks, (0) alerts, (2) messages

**Obligations (64)**  
All Contracts

Title	Due Date
Issuance of Bank Guarantee	31 Mar 2022, 18:00:00 (UTC+ 5:30)
Monthly Performance Report	05 Apr 2022, 18:00:00 (UTC+ 5:30)
Monthly Performance Report	10 Apr 2022, 17:00:00 (UTC+ 5:30)
Project Cost Validation	14 Apr 2022, 09:00:00 (UTC+ 5:30)
Monthly Performance Report	05 May 2022, 18:00:00 (UTC+ 5:30)
Monthly Performance Report	10 May 2022, 17:00:00 (UTC+ 5:30)
Monthly Performance Report	05 Jun 2022, 18:00:00 (UTC+ 5:30)

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

# Contract Obligations



The screenshot displays the AVEVA MyCorp Contractor Portal interface. The top navigation bar includes the AVEVA MyCorp logo, the text "AVEVA™ Contract Risk Management Contractor Portal", the user name "Mathew Long", and the company name "Generic Contractors Limited". Below the navigation bar, there are tabs for "Overview", "Contracts", "Tenders", "Prequalifications", and "Opportunities". The "Contracts" tab is selected and highlighted with a hand cursor labeled "1".

Under the "Contracts" tab, there is a dropdown menu labeled "Open Contracts" with a downward arrow. Below this menu is a table with the following columns: "Contract Ref", "Contract Name", "Contract Type", "Start Date", and "Planned End Date".

Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
100001-C	Tailings Pond Construction	Standard Contract	Mar 31, 2021	Mar 29, 2024
100002-C	Power Plant Maintenance and Operational Structures	Standard Contract	Apr 01, 2021	Mar 29, 2024
100130-C	Minerals Transportation Rail Network	Standard Contract	Feb 28, 2022	Feb 28, 2024

A hand cursor labeled "2" is pointing to the "Minerals Transportation Rail Network" contract in the table. At the bottom left of the table area, it says "Showing all 3".

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

# Contract Obligations

**AVEVA MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Details

## Minerals Transportation Rail Network

Contract - 100130-C

**1** Details Communications **2** Obligations Risk Covers Contract File Search

Award Date	Feb 28, 2022	Country of Operation	United Kingdom	Tender Reference	N/A
Start Date	Feb 28, 2022	Currency	GBP - Pound Sterling	Category	Maintenance
Original End Date	Feb 28, 2024	Contract Award Value (GBP)	25,000,000.00	Description	This is a standard contract
Planned End Date	Feb 28, 2024	Approved Contract Commitment (GBP)	25,000,000.00	Contractor Representative	Mathew Long
Effective Date	Feb 28, 2022	Approved Contract Expenditure (GBP)	0.00	Contractor Administrator	John Smith , Mathew Long
				Contractor Information Management	
				Contractor Functional Support	

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

# Contract Obligations

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Obligations

## Minerals Transportation Rail Network

Contract - 100130-C

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

Filter 1-28 of 28

- All
- Not Started
- In Progress
- Completed
- Overdue

Title	Clause	Obligation Text	Owner
Issuance of Bank Guarantee		The contractor is required to issue the Bank Guarantee docu...	Contractor
VR0001 - Requires Agreement and Reply - Variation Request		CONTRACTOR must respond to VR within 10 days of public...	Contractor
MOM-OUT0002 - Requires Agreement - Minutes of Meeting ...		CONTRACTOR must respond to MOM-OUT within 10 days of...	Contractor
Project Cost Validation	10.5	Project Cost Validation There shall be a process for detailed...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor
Monthly Performance Report	16.8	By the 10th day of every month, the CONTRACTOR shall sub...	Contractor

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

# Contract Obligations

The screenshot displays the AVEVA MyCorp Contractor Portal interface. The top navigation bar includes 'Overview', 'Contracts', 'Tenders', 'Prequalifications', and 'Opportunities'. The current view is 'Contracts > Obligations' for the 'Minerals Transportation Rail Network' (Contract - 100130-C). The 'Obligations' tab is selected, showing a table of obligations. A detailed view of a specific obligation, 'Issuance of Bank Guarantee', is shown on the right. This view includes a 'Manage Obligation' dropdown menu, a '15 Day(s) Remaining' indicator, and a 'State' dropdown menu set to 'Not Started'. A pencil icon is visible next to the 'State' dropdown, indicating it can be edited. The 'Owner' is listed as 'Contractor' and the 'Responsible Party' is 'Contractor Representative'.

Title	Clause	Obligation Text
Issuance of Bank Guarantee		The contractor is required to
VR0001 - Requires Agreement and Reply - Variation Request		CONTRACTOR must respon
MOM-OUT0002 - Requires Agreement - Minutes of Meeting ...		CONTRACTOR must respon
Project Cost Validation	10.5	Project Cost Validation Ther
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo

State	Due Date
Not Started	31 Mar 2022, 18:00:00 (UTC+5:30)
Owner	Reminder Date
Contractor	NONE
Responsible Party	Clause
Contractor Representative	NONE
Completed On	Initiated By

1. The Obligation details will be displayed in a new window, on the right of the screen.
2. The number of days remaining/overdue, is displayed prominently for the user.
3. To begin the process of completing the Obligation, Select 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

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Obligations

## Minerals Transportation Rail Network

Contract - 100130-C

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

1-28 of 28

Title	Clause	Obligation Text
Issuance of Bank Guarantee		The contractor is required to
VR0001 - Requires Agreement and Reply - Variation Request		CONTRACTOR must respon
MOM-OUT0002 - Requires Agreement - Minutes of Meeting ...		CONTRACTOR must respon
Project Cost Validation	10.5	Project Cost Validation Ther
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every
Monthly Performance Report	16.8	By the 10th day of every
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo

**Contract Obligation**  
**Issuance of Bank Guarantee** 15 Day(s) Remaining

Manage Obligation

State: Not Started, Not Started, **In Progress**, Completed

Due Date: 31 Mar 2022, 18:00:00 (UTC+5:30)

Reminder Date: NONE

Clause: NONE

Contractor Representative

Completed On

Initiated By

1. Select on the drop-down arrow and select 'In Progress'.
2. Select on the 'Tick' icon to save the change in status.

# Contract Obligations

The screenshot displays the AVEVA MyCorp Contractor Portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is 'Contracts > Obligations' for the 'Minerals Transportation Rail Network' contract (100130-C). A green notification banner at the top states 'The Obligation has been updated.' A hand icon with the number '1' points to this notification. Below the notification, the 'Obligations' tab is selected, showing a table of obligations and a detailed view of the 'Issuance of Bank Guarantee' obligation.

Title	Clause	Obligation Text
Issuance of Bank Guarantee		The contractor is required to
VR0001 - Requires Agreement and Reply - Variation Request		CONTRACTOR must respon
MOM-OUT0002 - Requires Agreement - Minutes of Meeting ...		CONTRACTOR must respon
Project Cost Validation	10.5	Project Cost Validation Ther
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo
Monthly Performance Report	16.8	By the 10th day of every mo

**Contract Obligation: Issuance of Bank Guarantee**

15 Day(s) Remaining

Manage Obligation

State: In Progress

Due Date: 31 Mar 2022, 18:00:00

Owner: Contractor

Reminder Date: NONE

Responsible Party: Contractor Representative

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

**MyCorp**  
AVEVA™ Contract Risk Management Contractor Portal

Mathew Long  
Generic Contractors Limited

Overview **Contracts** Tenders Prequalifications Opportunities

Contracts > Obligations

## Minerals Transportation Rail Network

Contract - 100130-C

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

1-28 of 28

Title	Clause	Obligation Text
Issuance of Bank Guarantee		The contractor is required to
VR0001 - Requires Agreement and Reply - Variation Request		CONTRACTOR must respon
MOM-OUT0002 - Requires Agreement - Minutes of Meeting ...		CONTRACTOR must respon
Project Cost Validation	10.5	Project Cost Validation Ther
Monthly Performance Report	16.8	By the 10th day of every mo
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**Contract Obligation**

### Issuance of Bank Guarantee

15 Day(s) Remaining

State: In Progress

Owner: Contractor

Responsible Party: Contractor Representative

Completed On: [Date]

Initiated By: [Name]

Reminder Date: NONE

Clause: NONE

Manage Obligation

Associated Communications

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

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**Contract Obligation**  
**Issuance of Bank Guarantee**  
15 Day(s) Remaining

Associated Communications

State: In Progress  
Due Date: 31 Mar 2022, 18:00:00 (UTC+ 5:30)  
Owner: Contractor  
Responsible Party: Contractor Representative  
Completed On:   
Reminder Date: NONE  
Clause: NONE  
Initiated By:   
Associated Communications: Bank Guarantee CTC0003 Approved Not Applicable 16 Mar 2022, 14:49:54 (UTC+ 5:30)

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

# Contract Obligations

The screenshot displays the AVEVA MyCorp portal interface. At the top, the user is identified as Mathew Long, Generic Contractors Limited. The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is 'Contracts > Obligations'. A green notification banner at the top states 'The Obligation has been updated.' Below this, the contract title 'Minerals Transportation Rail Network' is shown with the ID 'Contract - 100130-C'. The 'Obligations' tab is active, showing a table of obligations. One obligation, 'Issuance of Bank Guarantee', is highlighted with a green 'Completed' status. A hand cursor with the number '1' is pointing to the pencil icon next to the 'Completed' status, indicating the action to be taken. To the right, an 'Associated Communications' panel shows a single communication: 'Bank Guarantee CTC0003 Approved Not Applicable' dated 16 Mar 2022, 14:49:54 (UTC+ 5:30).

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Contract Obligation	State	Due Date
Issuance of Bank Guarantee	Completed	31 Mar 2022, 18:00:00


Associated Communications	Date
Bank Guarantee CTC0003 Approved Not Applicable	16 Mar 2022, 14:49:54 (UTC+ 5:30)

1. Once the Obligation has been completed, Select on the pencil icon and select 'Completed' from the drop-down menu. As before, the update in state will be visible immediately.

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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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