
CNL Contractor Change Process Quick Guide



Quick Guide will cover

- Submitting a Variation Request to CNL
- Revising a Not Agreed Variation Request Contractor
- Completing a Contract Change Order (Signing)
- Viewing Countersigned Change Order

Submitting a Variation Request to CNL

Submitting a Variation Request to CNL

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contract
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts

Open Contracts

Contract Ref	Contract Name	Contract Type	Start Date	Planned End Date
4151741517-CON-576000-00436	Sample Contract	Standard Contract	07 Feb 2022	03 Feb 2023

Showing all 1

1. Click the “Contracts” tab to access open and closed Contracts.
2. Under Open Contracts, select the Contract you want to view. Once selected the Contract details will be displayed.

Submitting a Variation Request to CNL

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contract
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Details

Sample Contract

Contract - 4151741517-CON-576000-00436

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

Award Date	07 Feb 2022	Country of Operation	Canada	RFx Reference	N/A
Start Date	07 Feb 2022	Currency	CAD - Canadian Dollar	Category	30 - Building & Construction Supplies
Original End Date	03 Feb 2023	Contract Award Value (CAD)	10,000,000.00	CNL PO Number	
Planned End Date	03 Feb 2023	Approved Contract Commitment (CAD)	10,000,000.00	Payment Terms	NET 30 DAYS
Effective Date		Approved Contract Expenditure (CAD)	0.00	Description	
				Contractor Representative	Sample Contact
				Contractor Administrator	
				Contractor Information Management	

1. The Contract “Details” page displays summary information relating to the Contract.
2. Click on the “Communications” tab to display the Communications register.

Submitting a Variation Request to CNL

The screenshot shows the AVEVA Contractor Portal interface. At the top, it displays 'CNL-Test Updated From Production 21/12/2021' and 'Sample Contract Demo Contractor'. The main navigation bar includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The current page is 'Contracts > Communications'. The main content area is titled 'Sample Contract' with the ID 'Contract - 4151741517-CON-576000-00436'. Below this, there are tabs for 'Details', 'Communications', 'Obligations', 'Risk Covers', and 'Contract File Search'. The 'Communications' tab is active, and a 'Create Communication' button is visible. A dropdown menu is open from this button, showing options: 'Correspondence to COMPANY', 'Invoice', 'Minutes of Meeting (By Contractor)', and 'Variation Request Contractor'. Two orange hand icons with the number '1' are pointing to the 'Create Communication' button and the 'Variation Request Contractor' option in the dropdown menu. The main content area below the tabs contains the text 'This contract has no communications.'

1. To request a change to your contract, click the “Create Communication” button and select “Variation Request Contractor” from the drop-down menu.

Submitting a Variation Request to CNL

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Create a Communication

Variation Request Contractor

From **Sample Contact** (Contractor Representative)

To **Aveva Services** (Company Representative)

Title **1** * Variation Request Contractor Example

Description **3**

See Attached Variation Request.

Originated On 08/02/2022 13:18

Communication Preparation Guideline **2**

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

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

1. Enter the appropriate information as required.

Fields marked with a red asterisk (*) are mandatory to complete.

2. Additional guidance may be displayed to support the creation of the Variation Request Contractor (VRC) communication.

3. Scroll down to add attachment(s).

Submitting a Variation Request to CNL

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Originated On 08/02/2022 13:18

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

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

Currency
CAD - Canadian Dollar

Schedule Impact (Days)
15

Contractor Document No.
VRC001-2022-01

Add Attachment

File Location *	Choose File	Variation Request Contractor.pdf	
Name *	Variation Request Contractor	.pdf	
Confidential *	<input checked="" type="radio"/> Yes <input type="radio"/> No		

Save as Draft Send Cancel

1. To add an attachment to the VRC communication, click the “+ Add Attachment” button. If you need to add multiple attachments, you can click the button more than once.
2. Click the “Choose File” button and search for the file you wish to attach.

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

3. If required, update the document name.
4. Select the “Yes” radio button to configure the file if required as Confidential.
5. Click the “Save As Draft” button to create the VRC communication.

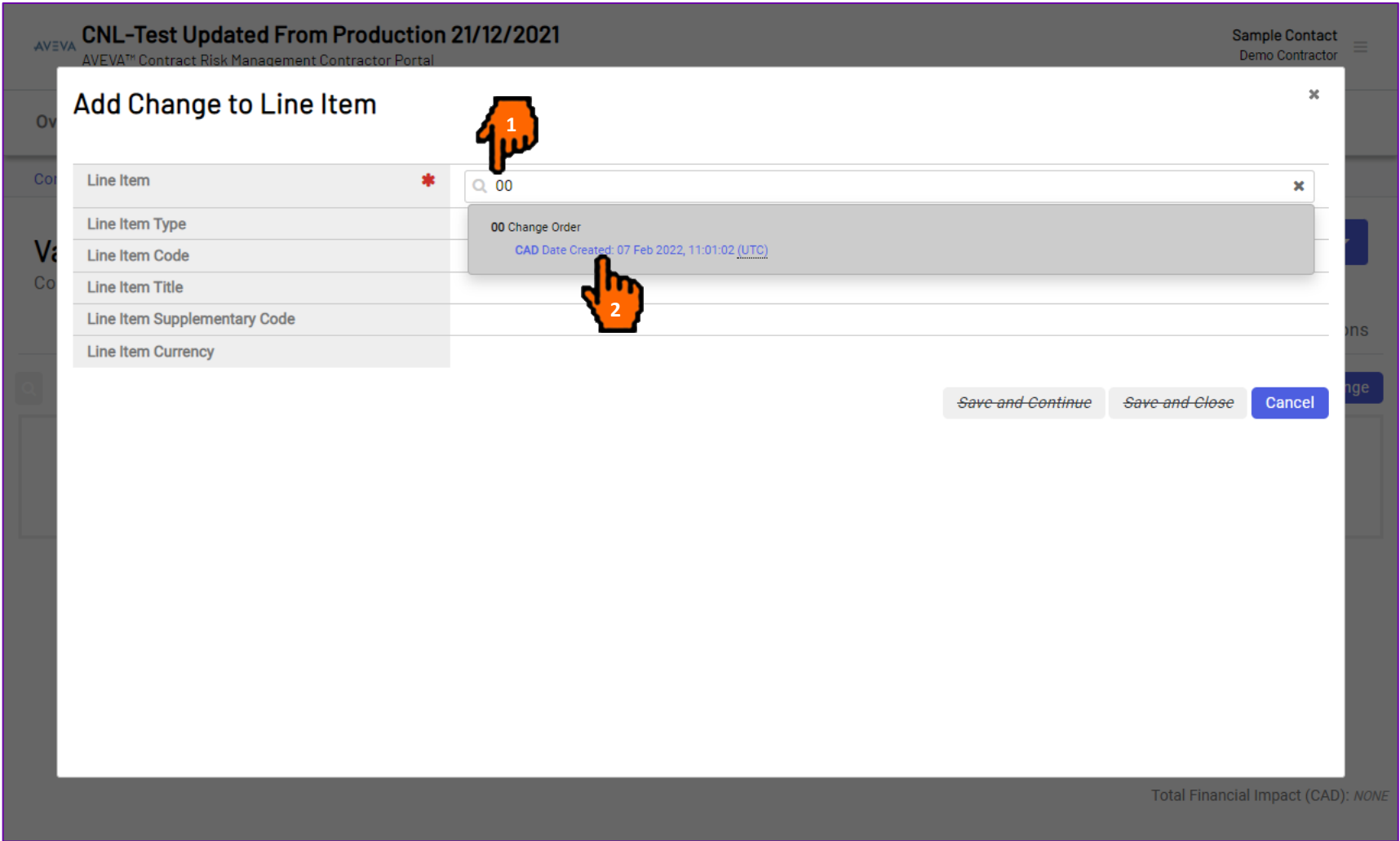
Note: You **must save** the communication as draft to allow you to add the value of the requested change.

Submitting a Variation Request to CNL

The screenshot shows the AVEVA Contractor Portal interface. At the top, it displays 'AVEVA CNL-Test Updated From Production 21/12/2021' and 'AVEVA™ Contract Risk Management Contractor Portal'. The user is logged in as 'Sample Contact Demo Contractor'. The navigation menu includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The breadcrumb trail is 'Contracts > Communications > VRC0001'. The main heading is 'Variation Request Contractor Example' with the sub-heading 'Communication - VRC0001'. There are two buttons at the top right: 'Draft' and 'Create Related Communication'. Below these are three tabs: 'Details', 'Change', and 'Revisions'. The 'Change' tab is active. In the top right corner of the main content area, there is a download icon and an 'Add Change' button. The main content area contains the text 'This communication has no changes.' At the bottom right, it says 'Total Financial Impact (CAD): NONE'.

- 1. Click the “Change” tab.
- 2. Click the “Add Change” button.

Submitting a Variation Request to CNL



1. In the Add Change to Line Item pop-up window, type 00 in the Line-Item field.
2. Select the Line Item.

Note: All Requested Changes must go against the “00 Change Order” Line Item. If your Change Request is accepted, CNL will move the Change to new Line Item(s) when they issue a Contract Change Order.

Submitting a Variation Request to CNL

CNL-Test Updated From Production 21/12/2021

AVEVA Contract Risk Management Contractor Portal

Sample Contact Demo Contractor

Add Change to Line Item

Line Item	* <input type="text" value="00 Change Order"/>
Line Item Type	Lump Sum
Line Item Code	00
Line Item Title	Change Order
Line Item Supplementary Code	NONE
Line Item Currency	CAD
Current Commitment	0.00
Proposed Commitment Change	* <input type="text" value="60000"/>
Revised Commitment	60,000.00

Total Financial Impact (CAD): NONE

1. Enter the total value of your proposed Contract change.
2. Click the “Save and Close” button.

Submitting a Variation Request to CNL

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0001

The change has been added to this communication.

Variation Request Contractor Example

Communication - VRC0001

Draft + Create Related Communication

Details **Change** Revisions

Add Change

Code	Title	Line Item Type	Supplementary Code	Consumed	Currency
00	Change Order	Lump Sum	CAD		

Showing all 1 Total Financial Impact (CAD): 60,000.00

- 1. The change is added to the VRC communication.

Submitting a Variation Request to CNL

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0001

The change has been added to this communication.

Variation Request Contractor Example

Communication - VRC0001

Draft + Create Related Communication

Send
Reject

Change Revisions

Add Change

Code	Title	Line Item Type	Supplementary Code	Consumed	Currency
00	Change Order	Lump Sum	CAD		

Showing all 1

Total Financial Impact (CAD): 60,000.00

1. To send the VRC communication to CNL, click the “Draft” button and select “Send” from the drop-down menu.

Submitting a Variation Request to CNL

CNL-Test Updated From Production
AVEVA™ Contract Risk Management Contractor Portal

Overview **Contracts** RFxs Registration

cnl-test.crm.connect.aveva.com says
Are you sure you want to change the state of this Communication?

OK Cancel

Sample Contract
Demo Contractor

Variation Request Contractor Example

Update Communication State to Awaiting Agreement from Recipient

Draft **Awaiting Agreement from Recipient**

Contract Name	Sample Contract
Contract Reference	4151741517-CON-576000-00436
Communication Title	Variation Request Contractor Example
Communication Reference	VRC0001
Revision	0

Comments/Feedback

Attachments [+ Add Files](#)

No Attachments Currently Exist.

[Update State to Awaiting Agreement from Recipient](#) [Cancel](#)

1. Click the “Update State to Awaiting Agreement from Recipient” button to send the VRC communication to CNL.
2. Click the “Ok” button in the pop-up dialog button to confirm sending.

Submitting a Variation Request to CNL

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0001

The Communication State has been updated

Variation Request Contractor Example

Communication - VRC0001

Awaiting Agreement from Company | Create Related Communication

1 | Details | Change | Revisions

Communication Details	
Communication Title	Variation Request Contractor Example
Date Issued	08 Feb 2022, 16:26:30 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	08 Feb 2022, 13:18:00 (UTC)
Description	See Attached Variation Request.
Currency	CAD
Financial Impact (CAD)	60,000.00

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

State Transitions	
Awaiting Agreement from Re	08 Feb 2022 16:26:30 (UTC)

Custom Fields	
Contractor	VRC001-2022-01
Document No.	

Communication Properties	
Revision	0

1. The communication shows as “Awaiting Agreement from Company”. CNL will be notified of your Request for Change.

Note: When CNL make their agreement decision, the person assigned to the Contractor Representative role for the contract will be notified.

Revising a Not Agreed Variation Request Contractor

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contract
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications

Sample Contract

Contract - 4151741517-CON-576000-00436

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

Filter x Create Communication

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)
VRC0002	0	Variation Request Contractor Example 2	Not Agreed	80,000.00	12	15 Feb 2022 15:34:02 (UTC)	
CCO0001	0	Contract Order Example	Agreed	60,000.00	15	11 Feb 2022 15:58:24 (UTC)	
VRC0001	0	Variation Contractor Example	Agreed	60,000.00	15	08 Feb 2022 16:26:30 (UTC)	

Showing all 3

1. Click the link for the appropriate Variation Request Contractor (VRC) communication that is in a “Not Agreed” state.

Note: Revisions can only be created when the VRC communication is in “Rejected” or “Not Agreed” states. To maintain consistent referencing please ensure you create revisions during agreement cycles rather than new communications.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0002

Variation Request Contractor Example 2

Communication - VRC0002

Not Agreed 15 Feb 2022

See attached reasons change request not agreed.

Reasons not Agreed.pdf (33KB) + Add Countersigned Document

Not Agreed | + Create Related Communication

Details | Change | Revisions

Communication Details	
Communication Title	Variation Request Contractor Example 2
Date Issued	15 Feb 2022, 15:34:02 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD

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

State Transitions	
Awaiting Agreement from Re	15 Feb 2022 15:34:02 (UTC)
Not Agreed	15 Feb 2022 15:46:48 (UTC)

Custom Fields	
Contractor	VRC-CON-030393
Document No.	

1. The reasons the variation request was not agreed can contain comments/feedback and attachments. Read the feedback and click on any attachments to download them.

Revising a Not Agreed Variation Request Contractor

cnl-test.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.

Not Agreed 15 Feb 2022
See attached reasons change request not agreed.
Reasons not Agreed.pdf (33KB) + Add Countersigned Document

Communication Details

Communication Title	Variation Request Contractor Example 2
Date Issued	15 Feb 2022, 15:34:02 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD

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

State Transitions

Awaiting Agreement from Re	15 Feb 2022 15:34:02 (UTC)
Not Agreed	15 Feb 2022 15:46:48 (UTC)

Custom Fields

Contractor	VRC-CON-030393
Document No.	

1. After you have read the feedback related to why the VCR communication was not agreed, you can choose to revise the VCR communication. To do this click the “Details” tab and select “Create Revision” from the drop-down menu.
2. Click the “Ok” button in the pop-up dialog box to confirm the creation of a revision of the original VRC communication.

Revising a Not Agreed Variation Request Contractor

The screenshot displays the AVEVA Contractor Portal interface. At the top, the page title is "CNL-Test Updated From Production 21/12/2021" and the user is identified as "Sample Contact Demo Contractor". The navigation menu includes "Overview", "Contracts", "RFxs", "Registration", "Prequalifications", and "Opportunities". The breadcrumb trail shows "Contracts > Communications > VRC0002". A green notification banner states: "Communication Revision has been created. You are now viewing the latest Revision." The main heading is "Variation Request Contractor Example 2" with a sub-heading "Communication - VRC0002 - Revision 1 of 1". There are buttons for "Draft" and "Create Related Communication". Below this are tabs for "Details", "Change", and "Revisions". The "Communication Details" section contains a table with the following data:

Communication Title	Variation Request Contractor Example 2
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD
Financial Impact (CAD)	80,000.00

To the right of the table is a "Custom Fields" section with the following data:

Contractor	VRC-CON-030393
Document No.	

Below the custom fields is a "Communication Properties" section with the following data:

Revision	1
Created By	Sample Contact
Created On	15 Feb 2022 15:57:18 (UTC)
Required Response	Agreement and Reply
Last Updated By	
Last Updated On	

Two hand icons with numbers 1 and 2 are overlaid on the screenshot. Hand 1 points to the "Variation Request Contractor Example 2" title. Hand 2 points to the edit icon (pencil) next to the "Communication Details" section header.

1. A separate revision of the Communication with the same communication reference number has been created.
2. If required, to edit the details of the VRC communication, click on the "Edit" icon in the "Communication Details" section.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Communication Title * Variation Request Contractor Example 2

Date Issued Not issued

From Sample Contact (Contractor Representative)

To Aveva Services (Company Representative)

Originated On * 15/02/2022 15:32

Description

Currency CAD

Financial Impact (CAD) 80,000.00

Schedule Impact (Days) 1

Contractor VRC-CON-030393

Document No.

Communication Properties

Revision 1

Created By Sample Contact

Created On 15 Feb 2022 15:57:18 (UTC)

Required Response Agreement and Reply

Last Updated By

Last Updated On

1. Edit the Communication details, as necessary.
2. When all necessary changes to the VRC communication details have been made click the “Save” icon.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Communication Details

Communication Title	Variation Request Contractor Example 2
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD
Financial Impact (CAD)	80,000.00
Schedule Impact (Days)	8


Custom Fields


Contractor	VRC-CON-030393
Document No.	

Communication Properties

Revision	1
Created By	Sample Contact
Created On	15 Feb 2022 15:57:18 (UTC)
Required Response	Agreement and Reply
Last Updated By	Sample Contact
Last Updated On	15 Feb 2022, 15:58:25 (UTC)

Attachments

- Variation Request Contractor 02.pdf (34 KB) 



1. To replace any attachment(s) from the original VRC communication, click the “View Attachment Details” icon.

Revising a Not Agreed Variation Request Contractor

The screenshot displays the 'Attachment Details' dialog box for a PDF file. The dialog box contains the following information:

File Name	
File Extension	.pdf
File Size	90 KB
Ref	41517-CON-576000-00442/INV0002/CNL0151/5470
Created By	Sample Contact
Created On	22 Feb 2022 08:32:24 (UTC)
Last Updated On	22 Feb 2022 08:32:24 (UTC)
Last Updated By	Sample Contact
Confidential	No

A confirmation message is displayed: "cnl-test.crm.connect.aveva.com says The attachment will be deleted. Click OK if you want to continue." Below the message are two buttons: "OK" and "Cancel".

Hand icon 1 points to the 'Delete' icon in the attachment list. Hand icon 2 points to the 'OK' button in the dialog box.

1. Click the "Delete" icon to remove an attachment.
2. Click the "Ok" button in the pop-up dialog box to confirm the attachment deletion.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFXs Registration Prequalifications Opportunities

Communication Details

Communication Title	Variation Request Contractor Example 2
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD
Financial Impact (CAD)	80,000.00
Schedule Impact (Days)	8

Attachments Add Attachment This communication has no attachments.

Custom Fields

Contractor Document No.	VRC-CON-030393
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Communication Properties

Revision	1
Created By	Sample Contact
Created On	15 Feb 2022 15:57:18 (UTC)
Required Response	Agreement and Reply
Last Updated By	Sample Contact
Last Updated On	15 Feb 2022, 15:58:25 (UTC)

1. If required, scroll to the bottom of the page.
2. To replace any attachment(s) previously deleted with an updated version, click the “Attachments” drop-down menu and select “Add Attachment”.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VBC0002

The file has been added.

Add Attachment

Choose Files

No files added. You can click Choose Files or drag files from your Desktop.
Valid file types include:
*.txt, *.doc, *.docx, *.docm, *.dot, *.dotx, *.dotm, *.xls, *.xlsx, *.rtf, *.msg, *.ppt, *.pptx, *.zip, *.png, *.jpeg, *.gif

Close

Variation Communication

Communication

Communication

Date Issued

From

To

Originated On 15 Feb 2022, 15:32:00 (UTC)

Description NONE

Currency CAD

Financial Impact (CAD) 80,000.00

Created by Sample Contact

Created On 15 Feb 2022 15:57:18 (UTC)

Required Response Agreement and Reply

Last Updated By Sample Contact

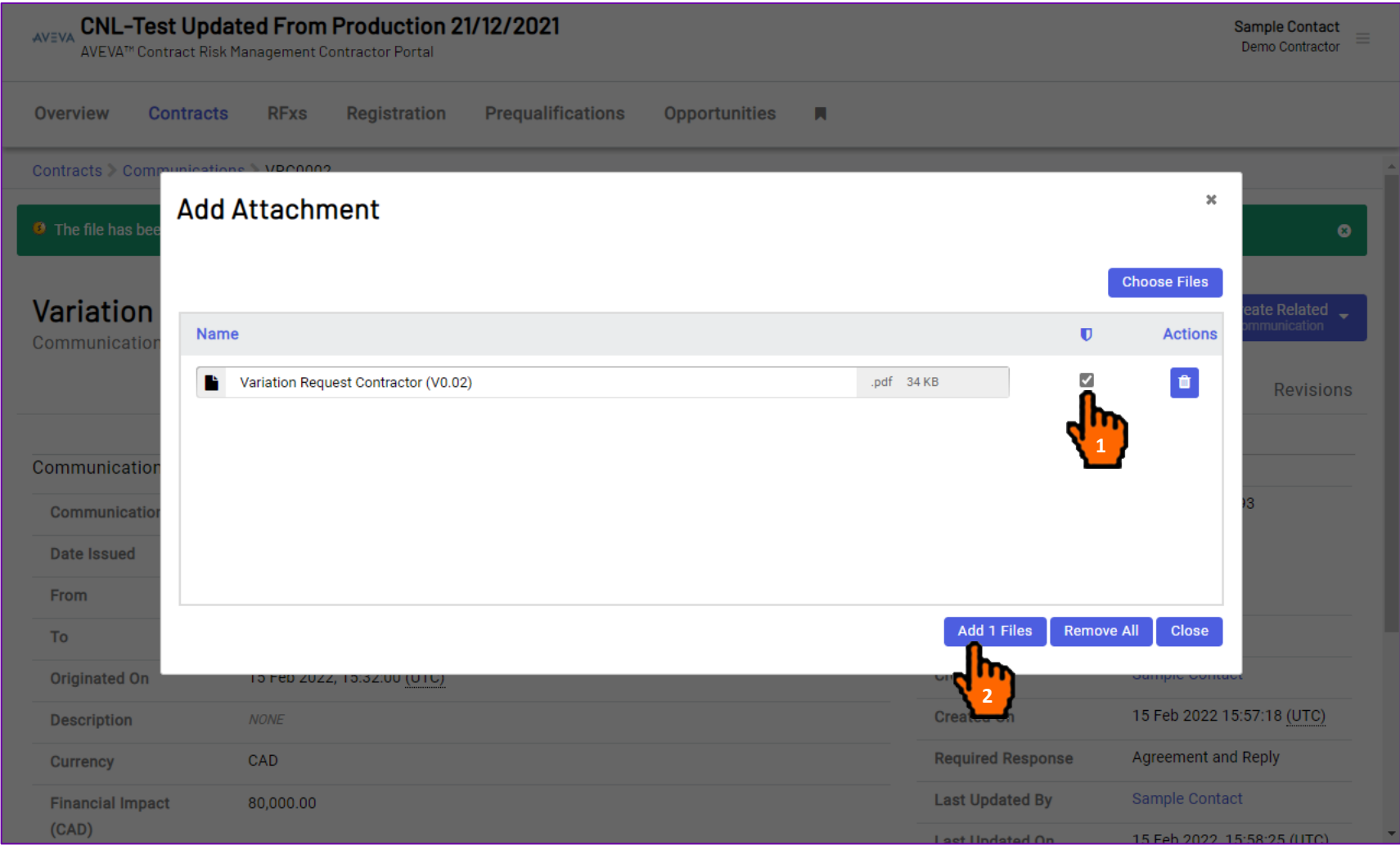
Last Updated On 15 Feb 2022, 15:58:25 (UTC)


1. Click the “Choose Files” button if you want to browse to a file(s) location and select the Change request file(s) to add.

Alternatively

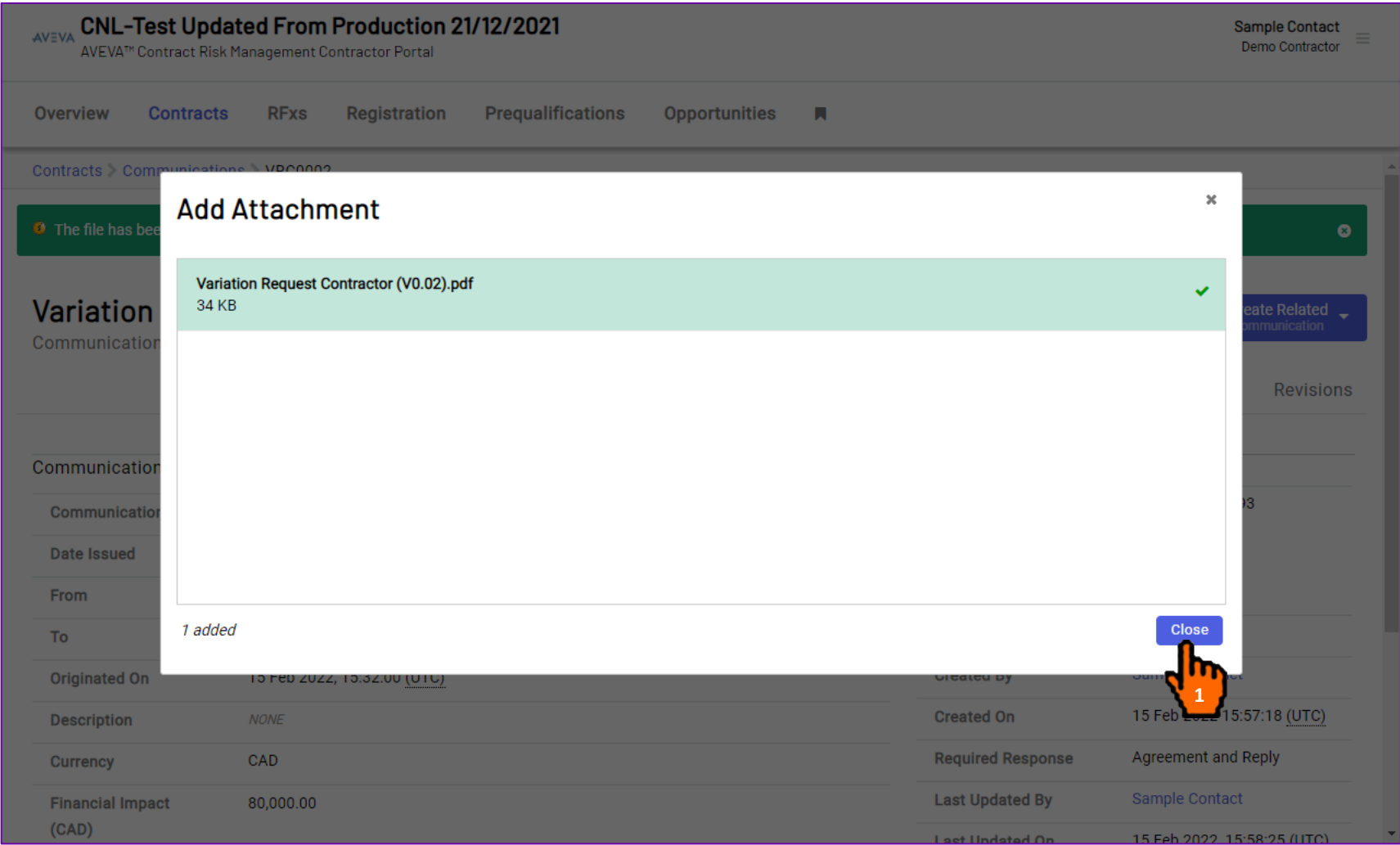
2. You can drag and drop Change Request file(s) to the pop-up window.

Revising a Not Agreed Variation Request Contractor



1. Confirm the settings for any Change request files you add.
 -  Confidential
2. Click the “Add x Files” button to upload the files.

Revising a Not Agreed Variation Request Contractor



1. After the upload is complete click the “Close” button to return to the VRC communication.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Details ▾ **Change** Revisions

Communication Details

Communication Title	Variation Request Contractor Example 2
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	15 Feb 2022, 15:32:00 (UTC)
Description	NONE
Currency	CAD
Financial Impact (CAD)	80,000.00
Schedule Impact (Days)	8

Attachments ▾

Variation Request Contractor (V0.02).pdf (34 KB)

Custom Fields ▾

Contractor	VRC-CON-030393
Document No.	

Communication Properties

Revision	1
Created By	Sample Contact
Created On	15 Feb 2022 15:57:18 (UTC)
Required Response	Agreement and Reply
Last Updated By	Sample Contact
Last Updated On	15 Feb 2022, 15:58:25 (UTC)

1. The uploaded file(s) show under the “Attachments” section.
2. Click the “Change” tab if you need to update the value of the requested change.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0002

Variation Request Contractor Example 2

Communication - VRC0002 - Revision 1 of 1

Draft + Create Related Communication

Details **Change** Revisions

Search Add Change

Code	Title	Line Item Type	Supplementary Code	Consumed	Currency
00	Change Order	Lump Sum	CAD		

Showing all 1

Total Financial Impact (CAD): 80,000.00

1. Click on the Change Line Item to change the value.

Revising a Not Agreed Variation Request Contractor

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

View Change to Line Item

Line Item Type	Lump Sum
Line Item Code	00
Line Item Title	Change Order
Line Item Supplementary Code	NONE
Line Item Currency	CAD
Current Commitment	0.00
Proposed Commitment Change	80,000.00
Revised Commitment	80,000.00

Showing all 1

Total Financial Impact (CAD): 80,000.00

1. In the pop-up window click the “Edit” icon.

Revising a Not Agreed Variation Request Contractor

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Edit Change to Line Item

Line Item Type	Lump Sum
Line Item Code	00
Line Item Title	Change Order
Line Item Supplementary Code	NONE
Line Item Currency	CAD
Current Commitment	0.00
Proposed Commitment Change *	<input type="text" value="60,000.00"/>
Revised Commitment	60,000.00

Showing all 1

Total Financial Impact (CAD): 80,000.00

1. Edit the Proposed Commitment Change field as required.
2. Click the “Save” button to confirm change.

Revising a Not Agreed Variation Request Contractor

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

View Change to Line Item

🔔 The change has been updated.

Line Item Type	Lump Sum
Line Item Code	00
Line Item Title	Change Order
Line Item Supplementary Code	NONE
Line Item Currency	CAD
Current Commitment	0.00
Proposed Commitment Change	60,000.00
Revised Commitment	60,000.00

Showing all 1

Total Financial Impact (CAD): 60,000.00

1. The change Line Item is updated.
2. To close the Change Line Item window, click the close icon.

Revising a Not Agreed Variation Request Contractor

CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0002

Variation Request Contractor Example 2

Communication - VRC0002 - Revision 1 of 1

Draft **+ Create Related Communication**

Send
Reject

Change Revisions

Add Change

Code	Title	Line Item Type	Supplementary Code	Consumed	Currency
00	Change Order	Lump Sum	CAD		

Showing all 1

Total Financial Impact (CAD): **60,000.00**

1. Confirm the total financial impact of the revised VRC communication is correct.
2. To send the revised VRC communication to CNL, click the “Draft” button and select “Send” from the drop-down menu

Revising a Not Agreed Variation Request Contractor

The screenshot displays the AVEVA Contractor Portal interface. At the top, there is a navigation bar with 'Overview', 'Contracts', 'RFxs', and 'Registration'. The main content area shows a 'Variation Request Contractor Example 2' page. A confirmation dialog box is open, asking 'Are you sure you want to change the state of this Communication?' with 'OK' and 'Cancel' buttons. A hand icon with the number '2' points to the 'OK' button. Below the dialog, the page details include: Contract Name: Sample Contract; Contract Reference: 4151741517-CON-576000-00436; Communication Title: Variation Request Contractor Example 2; Communication Reference: VRC0002; Revision: 1. There is a rich text editor for 'Comments/Feedback' and an 'Attachments' section with a '+ Add Files' button. At the bottom, there is a button labeled 'Update State to Awaiting Agreement from Recipient' and a 'Cancel' button. A hand icon with the number '1' points to the 'Update State to Awaiting Agreement from Recipient' button.

1. Click the “Update State to Awaiting Agreement from Recipient” button to send the VRC communication to CNL.
2. Click the “Ok” button in the pop-up dialog button to confirm sending.

Revising a Not Agreed Variation Request Contractor

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > VRC0002

The Communication State has been updated

Variation Request Contractor Example 2

Communication - VRC0002 - Revision 1 of 1

Awaiting Agreement from Company | + Create Related Communication

1 | Change | Revisions

Search | Add Change

Code	Title	Line Item Type	Supplementary Code	Consumed	Currency
00	Change Order	Lump Sum		CAD	

Showing all 1 | Total Financial Impact (CAD): 60,000.00

1. The communication shows as “Awaiting Agreement from Company”. CNL will be notified of your Request for Change.

Completing a Contract Change Order (Signing)

Completing a Contract Change Order (Signing)

The screenshot shows the AVEVA Contractor Portal interface. At the top, it displays 'CNL-Test Updated From Production 21/12/2021' and 'Sample Contract Demo Contractor'. The navigation menu includes Overview, Contracts, RFxs, Registration, Prequalifications, and Opportunities. The current view is 'Contracts > Communications'. Below this, the 'Sample Contract' details are shown, including the contract ID '4151741517-CON-576000-00436'. The 'Communications' tab is active, showing a table of communications. A hand cursor with the number '1' points to the first row of the table, which is a Contract Change Order (CCO) in the 'Awaiting Agreement from Recipient' state.

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Resp
CCO0001	0	Contract Change Order Example	Awaiting Agreement from Recipient	60,000.00	15	11 Feb 2022 15:58:24 (UTC)	
VRC0001	0	Variation Request Contractor Example	Agreed	60,000.00	15	08 Feb 2022 16:26:30 (UTC)	

1. Click the link for the appropriate Contract Change Order (CCO) communication that is in an “Awaiting Agreement from Recipient” state.

Completing a Contract Change Order (Signing)

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contract Change Order Example

Communication - CCO0001

Awaiting Agreement from Contractor | Create Related Communication

Details | Change | Revisions

Communication Details

Communication Title	Contract Change Order Example
Date Issued	11 Feb 2022, 15:58:24 (UTC)
From	Aveva Services (Company Representative)
To	Sample Contact (Contractor Representative)
Originated On	09 Feb 2022, 11:48:00 (UTC)
Description	See attached CCO
Currency	CAD
Financial Impact (CAD)	60,000.00
Schedule Impact (Days)	15

Communication Properties

Revision	0
Created By	Aveva Services
Created On	09 Feb 2022 12:07:19 (UTC)

Attachments

CCO.pdf (31 KB) [Download] [Info]

1. Click the Contract Change Order to download the file.

Or

2. Click the “Information” icon to access “Attachment Details” pop-up and download the file. The Next Slide/Page shows this option.

Completing a Contract Change Order (Signing)

Attachment Details

	Name	CCO
	Extension	.pdf
	File Size	32 KB
	Ref	4151741517-CON-576000-00436/CCO0001/avevaservices/5451
	Created By	Aveva Services
	Created On	11 Feb 2022 11:07:58 (UTC)
	Last Updated On	11 Feb 2022 11:07:58 (UTC)
	Last Updated By	Aveva Services
	Confidential	Yes

1. Click the “Download” icon to download the file.
2. Click the “Close” icon to close the pop-up window.

Completing a Contract Change Order (Signing)

Contract Change Order Example
Communication - CCO0001

10 Day(s) to agree

Awaiting Agreement from Contractor

Agree

Not Agree

Details

Change

Revisions

Communication Details

Communication Title	Contract Change Order Example
Date Issued	11 Feb 2022, 15:58:24 (UTC)
From	Aveva Services (Company Representative)
To	Sample Contact (Contractor Representative)
Originated On	09 Feb 2022, 11:48:00 (UTC)
Description	See attached CCO
Currency	CAD
Financial Impact (CAD)	60,000.00
Schedule Impact (Days)	15

Communications Replied To

VRC0001 - Variation Req...	Agreed
----------------------------	--------

Associated Obligations

CCO0001 - Requires A...	In Progress
-------------------------	-------------

State Transitions

Awaiting Agreement from Re	11 Feb 2022 15:58:24 (UTC)
----------------------------	----------------------------

Custom Fields

EDMS Document No.

Communication Properties

1. After you have downloaded and signed the Contract Change Order, click the “Awaiting Agreement from Contractor” button and select “Agreed” from the drop-down menu.

Completing a Contract Change Order (Signing)

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contract
Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Update Communication State to Agreed

Contract Name	Sample Contract
Contract Reference	4151741517-CON-576000-00436
Communication Title	Contract Change Order Example
Communication Reference	CC00001
Revision	0

Comments/Feedback

Attachments

File Location	* Choose File	CCO signed.pdf
Name	* CCO signed	.pdf
Confidential	* <input type="radio"/> Yes <input checked="" type="radio"/> No	

Update State to Agreed Cancel

1. To upload the signed Contract Change Order, click the “+ Add Files” button.
2. Click the “Choose File” button and search for the file you wish to attach.

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

3. If required, update the document name.
4. Select the “Yes” radio button to configure the file if required as Confidential.
5. Click the “Update State to Agreed” button.

Completing a Contract Change Order (Signing)

The screenshot displays the AVEVA Contractor Portal interface. At the top, the page title is "CNL-Test Updated From Production" and the URL is "cnl-test.crm.connect.aveva.com". A confirmation dialog box is open, asking "Are you sure you want to change the state of this Communication?". The dialog has "OK" and "Cancel" buttons. A hand cursor with the number "1" is pointing to the "OK" button. The main form shows details for a "Sample Contract" with a reference of "4151741517-CON-576000-00436". The communication title is "Contract Change Order Example" and the reference is "CC00001". There is a "Comments/Feedback" section with a rich text editor and an "Attachments" section with a file upload field containing "CCO signed.pdf". At the bottom right, there are "Update State to Agreed" and "Cancel" buttons.

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

Completing a Contract Change Order (Signing)

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contact Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications > CC00001

The Communication State has been updated

Contract Change Order Example

Communication - CC00001

Agreed | + Create Related Communication

Details | Change | Revisions

Agreed 15 Feb 2022

CCO signed.pdf (35KB) | + Add Countersigned Document

Communication Details		Communications Replied To	
Communication Title	Contract Change Order Example	VRC0001 - Variation Req...	Agreed
Date Issued	11 Feb 2022, 15:58:24 (UTC)		
From	Aveva Services (Company Representative)		
To	Sample Contact (Contractor Representative)		
Originated On	09 Feb 2022, 11:48:00 (UTC)		
Description	See attached CCO		

Associated Obligations		State Transitions	
CC00001 - Requires A...	Completed	Awaiting Agreement from Re	11 Feb 2022 15:58:24 (UTC)
		Agreed	15 Feb 2022 15:05:16 (UTC)

1. The communication shows as “Agreed”. CNL will be notified of the update and if required upload a countersigned Contract Change Order.

Viewing Countersigned Change Order



Viewing Countersigned Change Order

AVEVA CNL-Test Updated From Production 21/12/2021
AVEVA™ Contract Risk Management Contractor Portal

Sample Contract Demo Contractor

Overview **Contracts** RFxs Registration Prequalifications Opportunities

Contracts > Communications

Sample Contract

Contract - 4151741517-CON-576000-00436

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

Filter x Create Communication

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)	Re
CCO0001	0	Contract Change Order Example	Agreed	60,000.00	15	11 Feb 2022 15:58:24 (UTC)		25
VRC0001	0	Variation Request Contract Example	Agreed	60,000.00	15	08 Feb 2022 16:26:30 (UTC)		

Showing all 2

1. When CNL add a countersigned Contract Change Order to a CCO communication you can view/download the signed document by clicking on the “Agreed” CCO communication.

Viewing Countersigned Change Order

The screenshot displays the AVEVA Contractor Portal interface. At the top, the header includes the AVEVA logo, the text "CNL-Test Updated From Production 21/12/2021", and "AVEVA™ Contract Risk Management Contractor Portal". On the right, it shows "Sample Contact Demo Contractor". A navigation bar contains "Overview", "Contracts", "RFxs", "Registration", "Prequalifications", and "Opportunities". Below this, a breadcrumb trail reads "Contracts > Communications > CC00001".

The main content area is titled "Contract Change Order Example" with the subtitle "Communication - CC00001". It features a status bar with "Agreed" and a "+ Create Related Communication" button. Below the status bar are tabs for "Details", "Change", and "Revisions".

A document upload section shows "Agreed 15 Feb 2022" and two PDF attachments: "CCO signed.pdf (35KB)" and "CCO Countersigned.pdf (35KB)". An orange hand icon with the number "1" points to the "CCO Countersigned.pdf" attachment. A "+ Add Countersigned Document" button is also present.

The page is divided into two columns of details:

- Communication Details:**

Communication Title	Contract Change Order Example
Date Issued	11 Feb 2022, 15:58:24 (UTC)
From	Aveva Services (Company Representative)
To	Sample Contact (Contractor Representative)
Originated On	09 Feb 2022, 11:48:00 (UTC)
Description	See attached CCO
Currency	CAD
Financial Impact	60,000.00
- Communications Replied To:**

VRC0001 - Variation Req...	Agreed
----------------------------	--------
- Associated Obligations:**


CC00001 - Requires A...	Completed
-------------------------	-----------
- State Transitions:**


Awaiting Agreement from Re	11 Feb 2022 15:58:24 (UTC)
Agreed	15 Feb 2022 15:05:16 (UTC)
- Custom Fields:** (Dropdown menu)

1. The countersigned document can be download by clicking on the attachment.

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ABOUT AVEVA

AVEVA is a global leader in industrial software, driving digital transformation and sustainability. By connecting the power of information and artificial intelligence with human insight, AVEVA enables teams to use their data to unlock new value. We call this Performance Intelligence. AVEVA's comprehensive portfolio enables more than 20,000 industrial enterprises to engineer smarter, operate better and drive sustainable efficiency. AVEVA supports customers through a trusted ecosystem that includes 5,500 partners and 5,700 certified developers around the world. The company is headquartered in Cambridge, UK, with over 6,500 employees and 90 offices in over 40 countries.

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