
CNL Contractor Revision Quick Guide





Quick Guide will cover

- Revising a Not Agreed Communication

Revising a Not Agreed Communication

Revising a Not Agreed Communication

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 - 41517-CON-576000-00442

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)
MOM-IN0001	0	Example Minutes of Meeting	Not Agreed			22 Feb 2022 21:49:47 (UTC)	
INV0002	1	Invoice Example	Agreed	180,000.00		22 Feb 2022 14:56:16 (UTC)	
INV0002	0	Invoice Example	Not Agreed	200,000.00		22 Feb 2022 08:50:12 (UTC)	
CCO0002	0	Contract Line Item Adjustment Example	Agreed	0.00		16 Feb 2022 18:42:31 (UTC)	
INV0001	0	Invoice 0001	Agreed	4,150,000.00		16 Feb 2022 17:51:53 (UTC)	
CTC0001	0	Draft	Draft				
VRC0002	0	Variation Request Contractor Example 2	Agreed	50,000.00	12	15 Feb 2022 19:34:23 (UTC)	
CCO0001	0	Contract Change Order Example	Agreed	110,000.00	15	16 Feb 2022 17:50:27 (UTC)	
VRC0001	0	Variation Request Contractor Example	Agreed	60,000.00	15	15 Feb 2022 18:58:02 (UTC)	

Showing all 9

1. Click the link for the appropriate Communication that is in a “Not Agreed” state. In this example a MOM-IN communication is shown.

Note: Revisions can only be created when the communications are 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 Communication

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 > MOM-IN0001

Example Minutes of Meeting

Communication - MOM-IN0001

Not Agreed | + Create Related Communication

Details | Revisions

Not Agreed 22 Feb 2022
See attached reasons minutes not agreed

Minutes of Meeting (Commented).pdf (84KB) | + Add Countersigned Document

Communication Details	
Communication Title	Example Minutes of Meeting
Date Issued	22 Feb 2022, 21:49:47 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Minutes

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

State Transitions	
Not Agreed	22 Feb 2022 21:51:41 (UTC)

Custom Fields	
EDMS Document No.	
Meeting Type	Monthly

Attachments

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

Revising a Not Agreed Communication

Example Minutes of Meeting
Communication - MOM-IN0001

Not Agreed 22 Feb 2022
See attached reasons minutes not agreed

Minutes of Meeting (Commented).pdf (84KB) + Add Countersigned Document

Communication Details

Communication Title	Example Minutes of Meeting
Date Issued	22 Feb 2022, 21:49:47 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Minutes

Attachments

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

State Transitions

Not Agreed	22 Feb 2022 21:51:41 (UTC)
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Custom Fields

EDMS Document No.	
Meeting Type	Monthly

Pop-up dialog box: Are you sure you want to create a new revision of this Communication? The new revision will be displayed once processing is complete. [OK] [Cancel]

1. After you have read the feedback relating to why the communication was not agreed. If you wish to revise the communication, 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 creation of a revision of the original communication.

Revising a Not Agreed Invoice

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 > MOM-IN0001

Communication Revision has been created. You are now viewing the latest Revision.

Example Minutes of Meeting

Communication - MOM-IN0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details

Communication Title	Example Minutes of Meeting
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Minutes

Attachments

Example Minutes of Meeting.pdf (82 KB)

Custom Fields

EDMS Document No.	
Meeting Type	Monthly

Communication Properties

Revision	1
Created By	Sample Contact
Created On	22 Feb 2022 22:02:04 (UTC)
Required Response	Agreement Only
Last Updated By	

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

Revising a Not Agreed Invoice

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 - MOM-IN0001 - Revision 1 of 1

Details Revisions

Communication Details

Communication Title * Example Minutes of Meeting

Date Issued Not issued

From Sample Contact (Contractor Representative)

To Aveva Services (Company Representative)

Originated On * 22/02/2022 21:48

Description

See Attached Revised Minutes

Custom Fields

EDMS Document No.

Meeting Type Monthly

Communication Properties

Revision 1

Created By Sample Contact

Created On 22 Feb 2022 22:02:04 (UTC)

Required Response Agreement Only

Last Updated By

Last Updated On

Attachments

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

Revising a Not Agreed Invoice

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

Example Minutes of Meeting

Communication - MOM-IN0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details	
Communication Title	Example Minutes of Meeting
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Revised Minutes

Custom Fields	
EDMS Document No.	
Meeting Type	Monthly

Communication Properties	
Revision	1
Created By	Sample Contact
Created On	22 Feb 2022 22:02:04 (UTC)
Required Response	Agreement Only
Last Updated By	Sample Contact
Last Updated On	22 Feb 2022, 22:03:46 (UTC)

Attachments

Example Minutes of Meeting.pdf (82 KB) ⓘ

1

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

Revising a Not Agreed Invoice

The screenshot displays the 'Attachment Details' dialog box in the AVEVA software. The dialog box contains the following information:

File Name	
File Extension	.pdf
File Size	84 KB
Ref	41517-CON-576000-00442/MOM-IN0001/CNL0151/5474
Created By	Sample Contact
Created On	22 Feb 2022 21:49:47 (UTC)
Last Updated On	22 Feb 2022 21:49:47 (UTC)
Last Updated By	Sample Contact
Confidential	No

A confirmation message is displayed in the center of the dialog box: "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".

Two numbered callouts are present: "1" points to the 'Delete' icon (a blue square with a white 'x') on the left side of the dialog box, and "2" points to the 'OK' button in the confirmation message.

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 Invoice

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

Example Minutes of Meeting

Communication - MOM-IN0001 - Revision 1 of 1

Draft + Create Related Communication

Details Revisions

Communication Details	
Communication Title	Example Minutes of Meeting
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Revised Minutes

Attachments

Add Attachment This communication has no attachments.

Communication Properties	
Revision	1
Created By	Sample Contact
Created On	22 Feb 2022 22:02:04 (UTC)
Required Response	Agreement Only
Last Updated By	Sample Contact
Last Updated On	22 Feb 2022, 22:03:46 (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 Invoice

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 > MCM-IN0001

The file has been added.

Add Attachment

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

Choose Files

Close

Example Communication

Communication

Communication

Date Issued

From

To

Originated On 22 Feb 2022, 21:48:00 (UTC)

Description See Attached Revised Minutes

Attachments

This communication has no attachments.

Created By Sample Contact

Created On 22 Feb 2022 22:02:04 (UTC)

Required Response Agreement Only

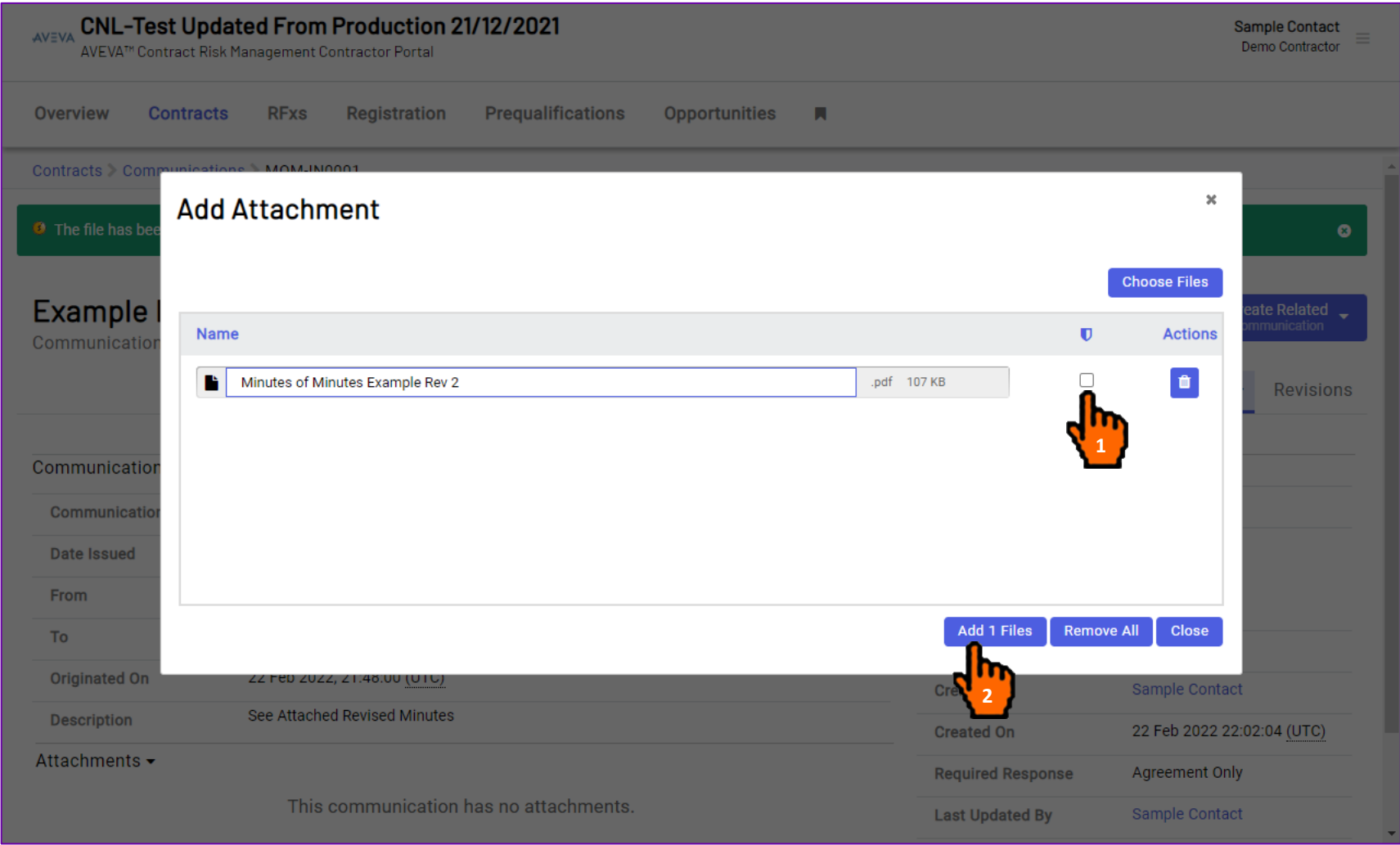
Last Updated By Sample Contact

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

Alternatively

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

Revising a Not Agreed Invoice



1. Confirm the settings of any new file(s) added.
 - Confidential
2. Click the “Add x Files” button to upload the files.

Revising a Not Agreed Invoice

Add Attachment

Minutes of Minutes Example Rev 2.pdf
107 KB

1 added

Close

1

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 > MOM-IN0001

The file has been added.

Example 1
Communication

Communication

Communication

Date Issued

From

To

Originated On 22 Feb 2022, 21:48:00 (UTC)

Description See Attached Revised Minutes

Attachments

This communication has no attachments.

Created By	Sample Contact
Created On	22 Feb 2022 22:02:04 (UTC)
Required Response	Agreement Only
Last Updated By	Sample Contact

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

Contracts > Communications > MOM-IN0001

Example Minutes of Meeting

Communication - MOM-IN0001 - Revision 1 of 1

Draft + Create Related Communication

Send
Reject Details Revisions

Communication Details

Communication Title	Example Minutes of Meeting
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Revised Minutes

Attachments

Minutes of Minutes Example Rev 2.pdf (107 KB)

Custom Fields

EDMS Document No.	
Meeting Type	Monthly

Communication Properties

Revision	1
Created By	Sample Contact
Created On	22 Feb 2022 22:02:04 (UTC)
Required Response	Agreement Only
Last Updated By	Sample Contact
Last Updated On	22 Feb 2022, 22:03:46 (UTC)

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

Revising a Not Agreed Invoice

The screenshot shows the AVEVA CRM interface. At the top, there's a navigation bar with 'Overview', 'Contracts', 'RFxs', and 'Registration'. The main content area displays a communication record for 'Example Minutes of Meeting' with details like Contract Name, Reference, Title, and Revision. A pop-up dialog 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. At the bottom of the main content area, there's 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...' button.

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

Revising a Not Agreed Invoice

The screenshot displays the AVEVA Contract Risk Management 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'. Below the header is a navigation menu with 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The breadcrumb trail indicates 'Contracts > Communications > MOM-IN0001'. A green notification bar states 'The Communication State has been updated'. The main content area features a communication titled 'Example Minutes of Meeting' (Communication - MOM-IN0001 - Revision 1 of 1). Two buttons are visible: 'Awaiting Agreement from Company' (highlighted with a hand icon and the number 1) and 'Create Related Communication'. Below the communication title are tabs for 'Details' and 'Revisions'. The 'Details' tab is active, showing a table of communication details and a list of state transitions.

Communication Details	
Communication Title	Example Minutes of Meeting
Date Issued	22 Feb 2022, 22:10:31 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	22 Feb 2022, 21:48:00 (UTC)
Description	See Attached Revised Minutes


State Transitions	
Awaiting Agreement from Re	22 Feb 2022 22:10:31 (UTC)


Attachments: Minutes of Minutes Example Rev 2.pdf (107 KB)

1. The communication shows as “Awaiting Agreement from Company”. CNL will be notified of the communication submission.

This presentation may include predictions, estimates, intentions, beliefs and other statements that are or may be construed as being forward-looking. While these forward-looking statements represent our current judgment on what the future holds, they are subject to risks and uncertainties that could result in actual outcomes differing materially from those projected in these statements. No statement contained herein constitutes a commitment by AVEVA to perform any particular action or to deliver any particular product or product features. Readers are cautioned not to place undue reliance on these forward-looking statements, which reflect our opinions only as of the date of this presentation.

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ABOUT AVEVA

AVEVA is a global leader in 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.

Learn more at www.aveva.com