
CNL Contractor Invoice Submission Quick Guide



Quick Guide will cover

- Submitting an Invoice to CNL
- Revising a Not Agreed Invoice
- Invoice Paid
- Viewing Contract Approved Payment Total

Submitting an Invoice to CNL

Submitting an Invoice to CNL

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
4-576000-00462	Sample Contract	Standard Contract	16 Mar 2022	15 Dec 2023

Showing all 1

1. Click the “Contracts” tab to access your Contract(s).
2. Under Open Contracts, select the Contract you want to view. Once selected the Contract details will be displayed.

Submitting an Invoice to CNL

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

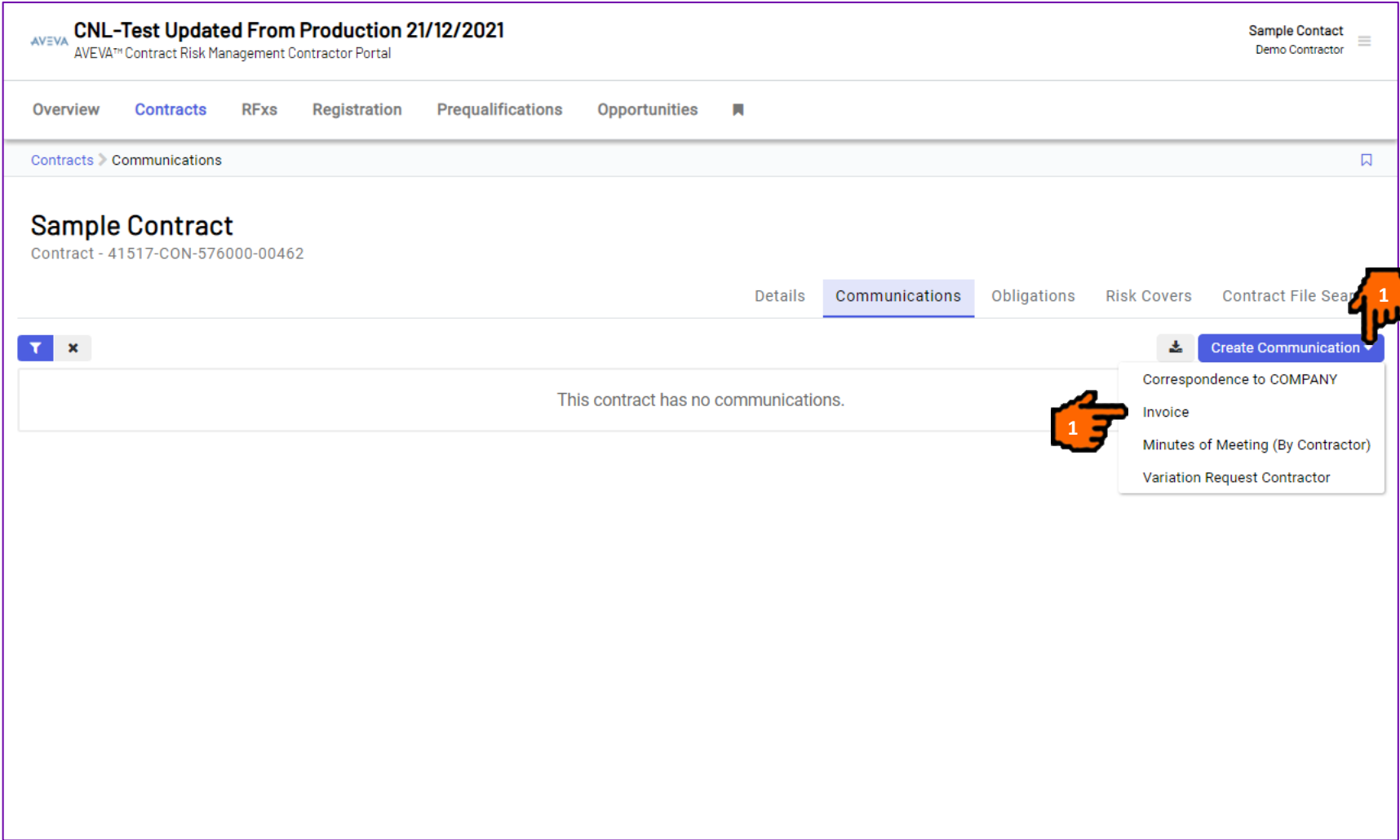
Contract - 41517-CON-576000-00462

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

Award Date	16 Mar 2022	Country of Operation	Canada	RFx Reference	N/A
Start Date	16 Mar 2022	Currency	CAD - Canadian Dollar	Category	None
Original End Date	15 Dec 2023	Contract Award Value (CAD)	10,000,000.00	CNL PO Number	562444
Planned End Date	15 Dec 2023	Approved Contract Commitment (CAD)	10,000,000.00	Payment Terms	NET 28 DAYS
Effective Date		Approved Contract Expenditure (CAD)	0.00	Description	
				Contractor Representative	Sample Contact
				Contractor Administrator	
				Contractor Information Management	
				Contractor Functional Support	

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

Submitting an Invoice to CNL



1. To submit your invoice payment request, click the “Create Communication” button and select “Invoice” from the drop-down menu.

Submitting an Invoice 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 > Create a Communication

Create a Communication

Invoice

From Sample Contact (Contractor Representative)

To Aveva Services (Company Representative)

Title Invoice Example

Description See attached Invoice

Originated On 16/03/2022 15:43

Communication Preparation Guidelines This communication records expenditure against a contract only and does not record the Financial Approval of an invoice execution.

Next Steps After Issuing

Currency Canadian Dollar

CNL Purchase Order No. 562444

Contractor Invoice

1. Enter the appropriate information as required.

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

2. You must enter the CNL Purchase Order No.

3. Scroll down if required to complete the remaining details.

Submitting an Invoice 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

Title * Invoice Example

Description
See attached Invoice

Originated On 16/03/2022 15:43

Communication Preparation Guidelines
This communication records expenditure against a contract only and does not record the Financial Approval of an invoice execution.

Next Steps After Issuing

Currency Canadian Dollar

CNL Purchase Order No. * 052444

Contractor Invoice No. * 90984777

Add Attachment

File Location * Choose File Invoice.pdf

Name * Invoice .pdf

Confidential * Yes No

+Add Attachment

Save as Draft Send Cancel

1. You must enter a Contractor Invoice No.
2. To add an attachment to the Invoice communication, click the “+ Add Attachment” button. If you need to add multiple attachments, you can click the button more than once.
3. 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.

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

Note: The Invoice (INV) communication must be saved as draft to allow you to add the value(s) for Payment against the Line Item(s) in the following steps.

Submitting an Invoice 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 > INV0001

Invoice Example

Communication - INV0001

Details **Expenditure** Revisions

All Available Line Items

Code	Expenditure Title	Expenditure Type	Consumed To Date				Claimed	Financial Impact
			Financial Amount	Quantity	%	Currency		
00	Change Order	Lump Sum	0.00			CAD		
01	Item 1	Unit Rate	0.00	0.00000	0.00	CAD	200,000.00000	200,000.00
02	Item 2	Unit Rate	0.00	0.00000	0.00	CAD		
03	Item 3	Unit Rate	0.00	0.00000	0.00	CAD		
04	Item 4	Lump Sum	0.00		0.00	CAD		

Showing all 5 Total Financial Impact (CAD): 200,000.00

1. Click the “Expenditure” tab.
2. Optionally, click the “Search” icon to filter the list of available Line Items.
3. To claim payment against Line Item(s) scroll to the right until you see the “Claimed” column.
4. Enter the value you wish to claim under the “Claimed” column for each Line Item.
5. If you have holdback in your contract or the construction act applies, click the “Add Expenditure” button.

Submitting an Invoice to CNL

The screenshot shows the AVEVA Contractor Portal interface. At the top, it says '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 main navigation includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The current view is 'Contracts > Communications > INV0001'. The page title is 'Invoice Example' with subtitle 'Communication - INV0001'. There are buttons for 'Draft' and 'Create Related Communication'. Below this is a tabbed interface with 'Details', 'Expenditure', and 'Revisions'. The 'Expenditure' tab is active, showing a table with columns for 'Code', 'Expenditure Title', 'Type', 'Title', 'Financial Value', and 'Currency'. A modal dialog titled 'Add Expenditure' is open, showing a form with the following fields: 'Type' (Please Select), 'Title' (General), 'Financial Value' (Advance Payment), and 'Currency' (Withholding Tax). A dropdown menu is open for the 'Type' field, showing options: 'General', 'Retention', 'Advance Payment', 'Withholding Tax', and 'Credit Note'. Two orange hand icons with the number '1' point to the 'Type' dropdown and the 'Retention' option. At the bottom of the dialog are buttons for 'Save and Continue', 'Save and Close', and 'Cancel'. The background table shows a row with '00' as the code, 'Change Order' as the title, 'CAD' as the currency, and '200,000.00000' as the financial value. The total financial impact is shown as '200,000.00'.

1. Click the Type drop-down and select “Retention”.

Submitting an Invoice 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 > INV0001

Invoice Example

Communication - INV0001

Draft + Create Related Communication

Details Expenditure Revisions

Add Expenditure

All Available Line Items

Code	Expenditure Title
00	Change Order
01	Item 1
02	Item 2
03	Item 3
04	Item 4

Add Expenditure

Type * Retention

Title * Holdback

Financial Value * -20,000.00

Currency CAD - Canadian Dollar

Save and Continue Save and Close Cancel

%	Claimed	Financial Impact
00	CAD	
00	CAD	200,000.00000
00	CAD	200,000.00
00	CAD	
00	CAD	

Showing all 5

Total Financial Impact (CAD): 200,000.00

1. Enter a title for the holdback.
2. Enter the holdback financial value as a negative value.
3. Click the “Save and Close” button to add the holdback.

Submitting an Invoice 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 > INV0001

The Expenditure has been successfully added to the Communication.

Invoice Example

Communication - INV0001

Draft + Create Related Communication

Details Expenditure Revisions

All Claimed Items

		Consumed To Date							
	Expenditure Title	Expenditure Type	Financial Amount	Quantity	%	□	Claimed	Financial Impact	
	Change Order	Lump Sum	0.00			CAD	200,000.00000	200,000.00	
	Item 1	Unit Rate	0.00	0.00000	0.00	CAD			
02	Item 2	Unit Rate	0.00	0.00000	0.00	CAD			
03	Item 3	Unit Rate	0.00	0.00000	0.00	CAD			
04	Item 4	Lump Sum	0.00		0.00	CAD			

Showing all 5

Total Financial Impact (CAD): 180,000.00

1. Optionally the holdback amount can be viewed by clicking the Line Item filter drop-down and selecting "All Claimed Items. Proceed to the next Slide/Page to send the Invoice to CNL.

Submitting an Invoice to CNL

The screenshot displays the AVEVA Contractor Portal interface. At the top, it shows the header 'CNL-Test Updated From Production 21/12/2021' and 'Sample Contact Demo Contractor'. The navigation menu includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The current page is 'Contracts > Communications > INV0001'. A green notification bar states 'The Expenditure has been successfully added to the Communication.' Below this, the 'Invoice Example' section is titled 'Communication - INV0001'. A dropdown menu is open under the 'Draft' button, showing options: 'Send', 'Reject', 'Expenditure', and 'Revisions'. A hand icon with the number '2' points to the 'Draft' button and the 'Send' option. Another hand icon with the number '1' points to the 'Add Expenditure' button. The table below shows the following data:

Consumed To Date							Claimed	Financial Impact
Code	Expenditure Title	Expenditure Type	Financial Amount	Quantity	%			
00	Change Order	Lump Sum	0.00			CAD	200,000.00000	
01	Item 1	Unit Rate	0.00	0.00000	0.00	CAD		200,000.00
02	Item 2	Unit Rate	0.00	0.00000	0.00	CAD		
03	Item 3	Unit Rate	0.00	0.00000	0.00	CAD		
04	Item 4	Lump Sum	0.00		0.00	CAD		

Showing all 5 Total Financial Impact (CAD): 180,000.00

1. Before sending the INV communication to CNL, confirm the value of the Line Item(s) entered matches the attached Invoice documentation.
2. To send the INV communication to CNL, click the “Draft” button and select “Send” from the drop-down menu.

Submitting an Invoice to CNL

The screenshot shows the AVEVA Contract Risk Management Contractor Portal. The main content area displays an 'Invoice Example' with the following details:

Contract Name	Sample Contract
Contract Reference	41517-CON-576000-00462
Communication Title	Invoice Example
Communication Reference	INV0001
Revision	0

Below the table is a 'Comments/Feedback' section with a rich text editor. At the bottom of the page, 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' button.

A pop-up dialog box is overlaid on the page, asking: 'Are you sure you want to change the state of this Communication?'. It has 'OK' and 'Cancel' buttons. A hand icon with the number '2' points to the 'OK' button.

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

Submitting an Invoice to CNL

The screenshot displays the AVEVA Contractor Portal interface. At the top, the header reads "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 current page is "Contracts > Communications > INV0001". A green notification bar states "The Communication State has been updated". Below this, the "Invoice Example" section shows "Communication - INV0001". A dropdown menu is set to "Awaiting Agreement from Company", and a button "Create Related Communication" is visible. A hand cursor with the number "1" points to the "Awaiting Agreement from Company" dropdown. The "Expenditure" tab is selected, showing a table of items. The table has columns for Code, Expenditure Title, Expenditure Type, Supplementary Code, Valid From, Valid To, Unit Rate, and Unit of Measure. Two items are listed: "01" with "Holdback" title and "Retention" type, and "01" with "Item 1" title and "Unit Rate" type. The "Unit Rate" for the second item is "1.00" and the "Unit of Measure" is "DOLLARS". A search bar shows "All Claimed Items" and a download icon is present. At the bottom, it says "Showing all 2" and "Total Financial Impact (CAD): 180,000.00".

Code	Expenditure Title	Expenditure Type	Supplementary Code	Valid From	Valid To	Unit Rate	Unit of Measure
01	Holdback	Retention					
01	Item 1	Unit Rate				1.00	DOLLARS

1. The communication shows as “Awaiting Agreement from Company”. CNL will be notified of your Payment request.

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 Invoice

Revising a Not Agreed Invoice

The screenshot displays the AVEVA Contractor Portal interface. At the top, it shows the user 'Sample Contact Demo Contractor' and the contract title 'CNL-Test Updated From Production 21/12/2021'. The navigation menu includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The current view is 'Contracts > Communications'. The main header identifies the 'Sample Contract' with ID '41517-CON-576000-00462'. Below this, there are tabs for 'Details', 'Communications', 'Obligations', 'Risk Covers', and 'Contract File Search'. A 'Create Communication' button is visible. A table lists the communication details:

Ref	Rev	Title	State	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)	Response Due By	Process Time Limit
INV0001	0	Invoice Example	Not Agreed	180,000.00		16 Mar 2022 16:21:40 (UTC)			

An orange hand cursor with the number '1' is pointing to the 'Invoice Example' link in the table. At the bottom left, it says 'Showing all 1'.

1. Click the link for the appropriate Invoice (INV) communication that is in a “Not Agreed” state.

Note: Revisions can only be created when the INV 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 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 > INV0001

Invoice Example

Communication - INV0001

Not Agreed | Create Related Communication

Details | Expenditure | Revisions

Not Agreed 18 Mar 2022
See attached reasons Invoice not agreed.

Invoice Feedback.pdf (90KB) | Add Countersigned Document

1

Communication Details	
Communication Title	Invoice Example
Date Issued	16 Mar 2022, 16:21:40 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	16 Mar 2022, 15:43:00 (UTC)
Description	See attached Invoice
Currency	CAD
Financial Impact (CAD)	180,000.00

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

State Transitions	
Awaiting Agreement from Recipi	16 Mar 2022 16:21:40 (UTC)
Not Agreed	18 Mar 2022 15:28:57 (UTC)

Custom Fields	
CNL Purchase Order No.	562444
Contractor Invoice No.	90984777

Attachments

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

Revising a Not Agreed Invoice

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

Overview **Contracts** RFxs Registration Pr

Contracts > Communications > INV0001

Invoice Example
Communication - INV0001

Not Agreed 18 Mar 2022
See attached reasons Invoice not agreed.
Invoice Feedback.pdf (90KB) [+ Add Countersigned Document](#)

Communication Details

Communication Title	Invoice Example
Date Issued	16 Mar 2022, 16:21:40 (UTC)
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	16 Mar 2022, 15:43:00 (UTC)
Description	See attached Invoice
Currency	CAD
Financial Impact (CAD)	180,000.00

Attachments ▾

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

State Transitions

Awaiting Agreement from Recipi	16 Mar 2022 16:21:40 (UTC)
Not Agreed	18 Mar 2022 15:28:57 (UTC)

Custom Fields ▾

CNL Purchase Order No.	562444
Contractor Invoice No.	90984777

Sample Contact Demo Contractor

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

Details Expenditure Revisions

Create Revision Edit Custom Field Answers

Create Related Communication

1. When you have read the feedback on why the INV communication was not agreed. If you wish to revise the INV 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 INV 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 > INV0001

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

Invoice Example

Communication - INV0001 - Revision 1 of 1

Draft + Create Related Communication

Details Expenditure Revisions

Communication Details

Communication Title	Invoice Example
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	16 Mar 2022, 15:43:00 (UTC)
Description	See attached Invoice
Currency	CAD
Financial Impact (CAD)	180,000.00

Attachments

Invoice.pdf (88 KB)

Custom Fields

CNL Purchase Order No.	562444
Contractor Invoice No.	90984777

Communication Properties

Revision	1
Created By	Sample Contact
Created On	18 Mar 2022 15:32:05 (UTC)
Required Response	Agreement Only
Last Updated By	
Last Updated On	

1. A separate revision of the Communication with the same reference number has been created.
2. If required, to edit the details of the INV 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 Details

Communication Title * Invoice Example

Date Issued Not issued

From Sample Contact (Contractor Representative)

To Aveva Services (Company Representative)

Originated On * 16/03/2022 15:43

Description

See attached revised Invoice

Currency CAD

Financial Impact (CAD) 180,000.00

Attachments

Invoice.pdf (88 KB)

Custom Fields

CNL Purchase Order No. 562444

Contractor Invoice No. 90984777

Communication Properties

Revision 1

Created By Sample Contact

Created On 18 Mar 2022 15:32:05 (UTC)

Required Response Agreement Only

Last Updated By

Last Updated On

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

Revising a Not Agreed Invoice

The screenshot displays the AVEVA Contractor Portal interface for a communication titled "Invoice Example". The page includes a navigation menu with "Contracts" selected, and a header with the user "Sample Contact Demo Contractor". The main content area is divided into several sections:

- Communication Details:** A table with fields for Communication Title, Date Issued, From, To, Originated On, Description, Currency, and Financial Impact (CAD).
- Attachments:** A list of attachments, with "Invoice.pdf (88 KB)" highlighted and a hand cursor pointing to the "View Attachment Details" icon.
- Custom Fields:** A table with fields for CNL Purchase Order No. and Contractor Invoice No.
- Communication Properties:** A table with fields for Revision, Created By, Created On, Required Response, Last Updated By, and Last Updated On.

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

Revising a Not Agreed Invoice

The screenshot displays the AVEVA software interface. A central 'Attachment Details' dialog box is open, showing the following information:

File Name	Invoice
File Extension	.pdf
File Size	90 KB
Ref	41517-CON-576000-00462/INV0001/CNL0151/5677
Created By	Sample Contact
Created On	16 Mar 2022 15:46:23 (UTC)
Last Updated On	16 Mar 2022 15:46:23 (UTC)
Last Updated By	Sample Contact
Confidential	Yes

On the left side of the dialog box, there are three icons: a download icon, a delete icon (marked with a red '1' and a hand cursor), and an edit icon. A red '2' and a hand cursor are pointing to the 'OK' button in the confirmation pop-up dialog box that is overlaid on top of the 'Attachment Details' dialog. The pop-up message reads: 'cni-test.crm.connect.aveva.com says The attachment will be deleted. Click OK if you want to continue.' with 'OK' and 'Cancel' buttons.

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

Invoice Example

Communication - INV0001 - Revision 1 of 1

Draft + Create Related Communication

Details Expenditure Revisions

Communication Details

Communication Title	Invoice Example
Date Issued	Not issued
From	Sample Contact (Contractor Representative)
To	Aveva Services (Company Representative)
Originated On	16 Mar 2022, 15:43:00 (UTC)
Description	See attached revised Invoice
Currency	CAD
Financial In (CAD)	180,000.00

Attachments

Add Attachment This communication has no attachments.

Custom Fields

CNL Purchase Order No.	562444
Contractor Invoice No.	90984777

Communication Properties

Revision	1
Created By	Sample Contact
Created On	18 Mar 2022 15:32:05 (UTC)
Required Response	Agreement Only
Last Updated By	Sample Contact
Last Updated On	18 Mar 2022, 15:33:59 (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 > INV0002

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

Invoice Extension
Communication

Communication

Communication

Date Issued

From

To

Originated On 22 Feb 2022, 08:31:00 (UTC)

Description See attached revised invoice

Currency CAD

Financial Impact (CAD) 200,000.00

Revision 1

Created By Sample Contact

Created On 22 Feb 2022 10:40:11 (UTC)

Required Response Agreement Only

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

Alternatively

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

Revising a Not Agreed Invoice

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 > INV0001".

An "Add Attachment" dialog box is open, showing a table of files to be added:

Name	Actions
Invoice (V0.02) .pdf 88 KB	<input checked="" type="checkbox"/>

A hand icon with the number "1" points to the checkbox in the "Actions" column. Below the dialog, a hand icon with the number "2" points to the "Add 1 Files" button. The background shows a table of communication details with columns for "Communication Title", "Date Issued", "From", "To", "Originated On", "Description", "Currency", "Financial Impact (CAD)", "Created On", "Required Response", "Last Updated By", and "Last Updated On".

1. Confirm the settings for any Invoice files you add.
 - Confidential
2. Click the "Add x Files" button to upload the files.

Revising a Not Agreed Invoice

The screenshot shows the AVEVA Contractor Portal interface. At the top, it displays 'CNL-Test Updated From Production 21/12/2021' and 'AVEVA™ Contract Risk Management Contractor Portal'. The navigation menu includes 'Overview', 'Contracts', 'RFxs', 'Registration', 'Prequalifications', and 'Opportunities'. The breadcrumb trail is 'Contracts > Communications > INV0001'. A green notification bar at the top left states 'The file has been deleted.' The main content area is titled 'Add Attachment' and shows a list of attachments with one entry: 'Invoice (V0.02).pdf' (88 KB) with a green checkmark. A blue 'Close' button is located at the bottom right of the dialog, with a hand cursor and the number '1' pointing to it. The background shows the 'Communication Details' for 'INV0001' with fields for 'Communication Title', 'Date Issued', 'From', 'To', 'Originated On', 'Description', 'Currency', and 'Financial Impact'. A table at the bottom right shows metadata for the communication, including 'Created By', 'Created On', 'Required Response', 'Last Updated By', and 'Last Updated On'.

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

Revising a Not Agreed Invoice

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 says "Sample Contact Demo Contractor". Below the header is a navigation menu with "Overview", "Contracts", "RFxs", "Registration", "Prequalifications", and "Opportunities". The breadcrumb trail shows "Contracts > Communications > INV0001".

The main content area is titled "Invoice Example" and is identified as "Communication - INV0001 - Revision 1 of 1". It features two buttons: "Draft" and "Create Related Communication". Below this are three tabs: "Details", "Expenditure", and "Revisions".

The "Details" tab is active and contains two sections:

- Communication Details:** A table with fields for Communication Title, Date Issued, From, To, Originated On, Description, Currency, and Financial Impact (CAD).
- Custom Fields:** A table with fields for CNL Purchase Order No. and Contractor Invoice No.
- Communication Properties:** A table with fields for Revision, Created By, Created On, Required Response, Last Updated By, and Last Updated On.

At the bottom left, the "Attachments" section shows a file named "Invoice (V0.02).pdf (88 KB)" with a download icon and an information icon. An orange hand icon with the number "1" points to this attachment. Another orange hand icon with the number "2" points to the "Expenditure" tab.

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

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 > INV0001

Invoice Example

Communication - INV0001 - Revision 1 of 1

Draft + Create Related Communication

Details **Expenditure** Revisions

All Available Line Items

All Available Line Items
All Claimed Items
Overcommitted Line Items
All Other Expenditure
Claim Errors

	Expenditure Title	Expenditure Type	Supplementary Code	Rate Version		Unit Rate	Unit of Measure
				Valid From	Valid To		
	Change Order	Lump Sum					
	Item 1	Unit Rate			1.00	DOLLARS	
02	Item 2	Unit Rate			1.00	DOLLARS	
03	Item 3	Unit Rate			1.00	DOLLARS	
04	Item 4	Lump Sum					

Showing all 5

Total Financial Impact (CAD): 180,000.00

1. Click the Line Item filter drop-down and select “All Claimed Items”.

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 > INV0001

Invoice Example

Communication - INV0001 - Revision 1 of 1

Draft + Create Related Communication

Details **Expenditure** Revisions

All Claimed Items [Search] [Add Expenditure]

Code	Expenditure Title	Expenditure Type	Consumed To Date				%	□	Claimed	Financial Impact
			Financial Amount	Quantity						
	Holdback	Retention					CAD	-20,000.00	-20,000.00	
01	Item 1	Unit Rate	0.00	0.00000	0.00		CAD	200000	200,000.00	

Showing all 2 Total Financial Impact (CAD): 180,000.00

1. To update the payment being claimed against Line Item(s) scroll to the right until you see the “Claimed” column.
2. If you need to remove the value previously being claimed against a Line Item, click the “Delete” icon.
3. If you want to update a Line Item value, click the value you want to update and enter the new value.
4. After entering the new value, click outside of the box whose value you updated to complete the update. Repeat for any further Line Items requiring update.

Repeat for all claimed Line Items as required, if necessary, update the holdback.

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 > INV0001

Invoice Example

Communication - INV0001 - Revision 1 of 1

All Claimed Items [Search] [Download] Add Expenditure

Code	Expenditure Title	Expenditure Type	Consumed To Date				%	Claimed	Financial Impact
			Financial Amount	Quantity					
	Holdback	Retention					-18,000.00	-18,000.00	
01	Item 1	Unit Rate	0.00	0.00000	0.00	CAD	180,000.00000	180,000.00	

Showing all 2 Total Financial Impact (CAD): 162,000.00

1. After updating, confirm the total financial impact of the INV communication is correct.
2. To send the revised INV 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 Contractor Portal interface. At the top, there's a navigation bar with 'Overview', 'Contracts', 'RFxs', and 'Registration'. Below it, a breadcrumb trail reads 'Contracts > Communications > INV0001 > Update Communication'. A pop-up dialog box is centered, titled 'cni-test.crm.connect.aveva.com says' with the question 'Are you sure you want to change the state of this Communication?'. It has 'OK' and 'Cancel' buttons. A hand icon with the number '2' points to the 'OK' button. Below the dialog, the main content area shows 'Invoice Example' with details: Contract Name (Sample Contract), Contract Reference (41517-CON-576000-00462), Communication Title (Invoice Example), Communication Reference (INV0001), and Revision (1). There's a rich text editor for 'Comments/Feedback' and an 'Attachments' section with the message 'No Attachments Currently Exist.'. At the bottom right, there are two buttons: 'Update State to Awaiting Agreement from Recipient' and 'Cancel'. 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 INV 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 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 says "Sample Contact Demo Contractor". Below the header is a navigation menu with "Overview", "Contracts", "RFxs", "Registration", "Prequalifications", and "Opportunities". The breadcrumb trail shows "Contracts > Communications > INV0001". A green notification bar states "The Communication State has been updated". The main content area is titled "Invoice Example" with the subtitle "Communication - INV0001 - Revision 1 of 1". There are two buttons: "Awaiting Agreement from Company" (with an envelope icon) and "Create Related Communication" (with a plus icon). Below these are tabs for "Details", "Expenditure", and "Revisions". A hand cursor with the number "1" is pointing to the "Awaiting Agreement" button. Below the tabs is a search bar for "All Claimed Items" and a download icon. A table with columns for Code, Expenditure Title, Expenditure Type, Supplementary Code, Valid From, Valid To, Unit Rate, and Unit of Measure is shown. The table contains two rows: one for "Holdback" with type "Retention" and another for "Item 1" with type "Unit Rate" and a unit rate of "1.00" in "DOLLARS". At the bottom left, it says "Showing all 2" and at the bottom right, "Total Financial Impact (CAD): 162,000.00".


- 1. The communication shows as “Awaiting Agreement from Company”. CNL will be notified of your Invoice payment request.

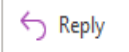
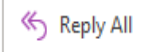


Invoice Paid

AVEVA


Invoice Paid Notification

CNL-Test Updated From Production 21/12/2021 AVEVA™ Contract Risk Management Contract Communication Update - IN...

 contractriskmanagementsupport@aveva.com
To

 Reply  Reply All  Forward 

Tue 22/02/2022 19:59


 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Contract: Sample Contract - 41517-CON-576000-00442
Communication From: Sample Contact

The Invoice entitled Invoice Example has been Agreed.

Please click the following link to view the communication: https://cnl-test.crm.connect.aveva.com/procon/supplier_site/noauth/EmailRedirect.aspx?EmailRedirect=17&REDIRECT_CommunicationId=3125

This is an automated notification, please do not reply.



1. When an invoice is confirmed as Paid by CNL. The Contractor Representative for the contract will receive an email like the one shown. Clicking the link will open the Agreed Invoice.

Viewing Contract Approved Payment Total

Viewing Contract Approved Payment Total

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 - 41517-CON-576000-00442

Details Communications Obligations Risk Covers Contract File Search

Award Date	15 Feb 2022	Country of Operation	Canada	RFx Reference	N/A
Start Date	15 Feb 2022	Currency	CAD - Canadian Dollar	Category	None
Original End Date	28 Feb 2023	Contract Award Value (CAD)	10,000,000.00	CNL PO Number	
Planned End Date	28 Feb 2023	Approved Contract Commitment (CAD)	10,110,000.00	Payment Terms	NET 30 DAYS
Effective Date		Approved Contract Expenditure (CAD)	4,330,000.00	Description	
				Contractor Representative	Sample Contact
				Contractor Administrator	
				Contractor Information Management	
				Contractor	

1. The value of approved Contract Expenditure is shown on the contract “Details” tab.

Viewing Contract Approved Payment Total

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	Status	Financial Impact	Schedule Impact (Days)	Date Issued	Response Due In (Days)
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 8

- 1. Invoices that show under the “Communications” tab as Agreed have been paid.

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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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