

# 8over8

## ProCon Quick Guides

Contract Communications and Obligations

**ProCon**



## This quick guide will cover

- Creating and Sending Communications
- Replying to a Communication
- Creating a Revision to a Communication
- Agreeing to a Communication
- Contract Obligations

# Creating and Sending Communications

8over8 ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Open Contracts (4)**

Ref	Name	Contract Type	Start Date	Planned End Date
100000-C	Pipeline Extension Zone G	Standard Contract	02 Dec 2015	31 Oct 2017
100004-C	Global Staffing Framework Agreement	Framework Agreement	12 Apr 2016	31 Mar 2018
100005-C	Catering Services	Call Off	12 Apr 2016	31 Dec 2017
100003-C	Pipeline Extension Zone D	Standard Contract	01 May 2016	15 Feb 2019

You currently have no closed contracts.

Contracts

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

# Creating and Sending Communications

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

1

2

Details Communications Obligations Risk Coverage Contract File Search

Award Date	07 Apr 2016	Country of Operation	United Kingdom	Tender Reference	N/A
Start Date	01 May 2016	Currency	GBP - Pound Sterling	Category	Fabrication and Construction
Original End Date	15 Feb 2019	Contract Award Value (GBP)	12,500,000.00	Description	Pipeline extension in Zone D, outside regional borders.
Planned End Date	15 Feb 2019	Approved Contract Commitment (GBP)	12,500,000.00	Contractor Representative	Joe Contractor
Effective Date		Approved Contract Expenditure (GBP)	0.00	Contractor Administrator	
				Contractor Information Management	
				Contractor Functional Support	

Contracts > Details

1. The Contract Details page displays summary information relating to the Contract.
2. Click on the Communications tab to navigate to the Communications page.

# Creating and Sending Communications

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

Details **Communications** Obligations Risk Coverage Documents Search

Filter Close Download

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous
CFC0001	<a href="#">🔗</a>	<a href="#">Feedback on Meeting Agenda</a>	Correspondence from COMPANY	0	Approved		None
MOM-OUT0002	<a href="#">🔗</a>	<a href="#">Kick Off Meeting Agenda</a>	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting

50 1 of 1 Displaying 1 to 2 of 2

Contracts > Communications

1. Any existing Communications will be displayed in tabular format. Clicking the Communication title will take you to that specific Communication.

2. To create a new Communication, click the "Create a Communication" button. Select the Communication template you want to use from the drop-down menu.

# Creating and Sending Communications

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Create a Communication

Variation Request Contractor

From: **Joe Contractor** (Contractor Representative)

To: **8over8 Services** (Company Representative)

Title:  **1**

Description:   
 Please see attached document detailing the proposed variation to the compressor.

Originated On: 13/05/2016 09:57

Communication Preparation Guidelines: **2**

- Complete Part 1B of the standard 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 Variation Request.

Currency:  **3**

Financial Impact:

Schedule Impact (Days):

EDMS Document No.:

**Add Attachment** +Add Attachment

Contracts > Communications > Create a Communication

1. Enter the appropriate information as required.
2. Additional guidance may be displayed to support the creation of the Communication.
3. If the Communication has enabled financial and schedule values, these will be displayed next to any additional custom fields that the Company requires completing, e.g. EDMS Document No.

# Creating and Sending Communications

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

**Overview** **Contracts** Tenders Prequalifications Opportunities

Title: **Variation to Compressor**

Description:   
Please see attached document detailing the proposed variation to the compressor.

Originated On: 13/05/2016 09:57

Communication Preparation Guidelines:   
Complete Part 1B of the standard 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 Variation Request.

Currency: GBP - Pound Sterling

Financial Impact: 87,506.00

Schedule Impact (Days): 15

EDMS Document No.: EDMS-030-595A

**Add Attachment**

File Location:

Name:

Is Confidential:  Yes  No

Contracts > Communications > Create a Communication

1. To add an attachment to the Communication, click the "Add Attachment" button and select the file you wish to attach.
2. If required, update the document name and select if the file "Is Confidential". If yes, this will limit the visibility of the document to only those with confidentiality access.
3. Click "Save As Draft" if you wish to save it in draft state for completion at a later date. To immediately send the Communication to the Company, click "Send". This will publish the Communication on the Company portal.

# Creating and Sending Communications

The screenshot displays the 8over8 ProCon Contractor Portal interface. At the top right, the user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts (selected), Tenders, Prequalifications, and Opportunities. A green notification banner at the top states 'Communication has been created'. Below this, the main heading is 'Variation to Compressor' (Communication - VRC0001). A hand icon with the number '1' points to the notification banner. To the right of the heading are buttons for 'Awaiting Agreement from Company', 'Create Related Communication', 'Details', 'Stori', and 'Revisions'. The 'Communication Details' section includes:

Communication Title	Variation to Compressor
Date Issued	13 May 2016 11:02:14 (UTC- 5:00)
From	Joe Contractor (Contractor Representative)
To	8over8 Services (Company Representative)
Originated On	13 May 2016 11:00:00 (UTC- 5:00)
Description	Please see attached document detailing the proposed variation to the compressor
Currency	GBP
Financial Impact (GBP)	87,506.00
Schedule Impact (Days)	15

The 'Attachments' section shows a file named 'Variation Request.docx (13KB)'. A hand icon with the number '2' points to this attachment. The 'Communication Properties' section includes:

Revision	0
Created By	Joe Contractor
Created On	13 May 2016 11:02:14 (UTC -5:00)
Required Response	Agreement Only
Last Updated By	
Last Updated On	

The breadcrumb at the bottom reads 'Contracts > Communications > VRC0001'.

1. The Communication has been created.
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.

# Creating and Sending Communications

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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




Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State
VRC0001	0	Variation to Compressor	Variation Request Contractor	0	Awaiting Agreement from Recipient		None
CFC0001		Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None
MOM-OUT0002		Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agree...

50 1 of 1 Displaying 1 to 3 of 3

Contracts > Communications

1. The Communications Register page will display the newly created Communication.
2. To see all linked Communications, associated to a specific Communication, click on the 'Stories' icon next to that Communication.

# Creating and Sending Communications

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Kick Off Meeting Agenda**  
Communication - MOM-OUT0002

Agreed + Create Related Communication

Details **Stories** Revisions

**Story 101**

**Kick Off Meeting Agenda**  
MOM-OUT0002 8over8 Services Joe Contractor 08 Apr 2016 15:21:56 (UTC -5:00) Agreed

**Feedback on Meeting Agenda**  
CFC0001 8over8 Services Joe Contractor 08 Apr 2016 15:39:27 (UTC -5:00) Approved

Contracts > Communications > MOM-OUT0002

1. The Stories page will display all Communications which have been linked to the Communication you selected.
2. To navigate back to the Contract Details page, click on the breadcrumb link at the bottom of the page.

# Replying to a Communication

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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




Create a Communication ▾

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State
SI0001	0	PPE request	Site Instruction	0	Approved		None
VRC0001	0	Variation to Compressor	Variation Request Contractor	0	Awaiting Agreement from Recipient		None
CFC0001		Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None
MOM-OUT0002		Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agree

50 1 of 1 Displaying 1 to 4 of 4

Contracts > Communications

1. From the Communications Register page, open a Communication which requires a reply.

# Replying to a Communication

The screenshot shows the 8over8 ProCon Contractor Portal interface. The user is logged in as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. The current view is for a communication titled 'PPE request' (Communication - SI0001).

The communication details are as follows:

Communication Details	
Communication Title	PPE request
Date Issued	13 May 2016 11:10:01 (UTC- 5:00)
From	8over8 Services (Company Representative)
To	Joe Contractor (Contractor Representative)
Originated On	13 May 2016 11:00:00 (UTC- 5:00)
Description	Please ensure that all site staff have the correct PPE available.

The 'Attachments' section shows 'No Attachments Currently Exist.'

The 'Create Related Communication' dropdown menu is open, showing the following options:

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

The 'Communications Replied To' section indicates that this communication has not been replied to.

The 'Custom Fields' section shows 'EDMS Document No.'

The 'Communication Properties' section shows the following details:

Revision	0
Created By	8over8 Services
Created On	13 May 2016 11:10:01 (UTC -5:00)
Required Response	None
Last Updated By	
Last Updated On	

The breadcrumb trail at the bottom reads: Contracts > Communications > SI0001.

1. Click the "Create Related Communication" button and select the appropriate Communication template from the drop-down menu.

# Replying to a Communication

**8over8** ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Create a Communication

Correspondence to COMPANY

From: **Joe Contractor** (Contractor Representative)

To: **Bover8 Services** (Company Representative)

Title: \* PPE Request

Description:

We have conducted a review and can now confirm that all staff have been issued the appropriate PPE. In addition we held a safety meeting to ensure all staff are aware of their HSE requirement.

Originated On: 13/05/2016 11:14

Communication Preparation Guidelines

Next Steps After Issuing

Correspondence Type: Please Select

EDMS Document No.

**Add Attachment**

There are currently no attachments for this Communication.

Save As Draft Send Cancel

Contracts > Communications > SI0001 > Create a Communication

1. Enter the appropriate information as required.
2. Enter values for any custom fields associated to this Communication.
3. To add an attachment to the response Communication, click the "Add Attachment" button and select the file you wish to attach.
4. Click "Save As Draft" if you wish to save it in draft state for completion at a later date. To immediately send the Communication to the Company, click "Send". This will publish the response Communication on the Company portal.

# Replying to a Communication

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Communication has been created**

**PPE Request**  
Communication - CTC0001

Approved **+ Create Related Communication**

Details **Stor** Revisions

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**Communication Details**

Communication Title	PPE Request
Date Issued	13 May 2016 11:19:08 (UTC- 5:00)
From	Joe Contractor (Contractor Representative)
To	8over8 Services (Company Representative)
Originated On	13 May 2016 11:14:00 (UTC- 5:00)
Description	We have conducted a review and can now confirm that all staff have been issued the appropriate PPE. In addition we held a safety meeting to ensure all staff are aware of their HSE requirement.

**Attachments**

No Attachments Currently Exist.

**Communications Replied To**

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

**Custom Fields**

Correspondence Type	
EDMS Document No.	

**Communication Properties**

Revision	0
Created By	Joe Contractor
Created On	13 May 2016 11:19:08 (UTC- 5:00)
Required Response	None
Last Updated By	
Last Updated On	

Contracts > Communications > CTC0001

1. The response Communication has been created.
2. To navigate back to the Communications Register page, click on the breadcrumb link at the bottom of the page.

# Replying to a Communication

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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



Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State
CTC0001		PPE Request	Correspondence to COMPANY	0	Approved		None
SI0001		PPE request	Site Instruction	0	Approved		None
VRC0001		Variation to Compressor	Variation Request Contractor	0	Awaiting Agreement from Recipient		None
CFC0001		Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None
MOM-OUT0002		Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agreeme

50 1 of 1 Displaying 1 to 5 of 5

Contracts > Communications

1. The Communications Register page will display the newly created Communication.
2. The response Communication is automatically linked to the previous Communication sent to you. Click on the 'Stories' icon to view all linked Communications.

# Creating a Communication Revision

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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

Filters: [x] [Download] Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State	Late
CTC0001		PPE Request	Correspondence to COMPANY	0	Approved		None	
SI0001		PPE request	Site Instruction	0	Approved		None	
VRC0001		Variation to Compressor	Variation Request Contractor	0	Rejected	13 May 2016 11:59:08 (UTC -5:00)	Awaiting Agreement from Recipient	
CFC0001		Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None	
MOM-OUT0002		Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agreement from Recipient	

50 1 of 1 Displaying 1 to 5 of 5

Contracts > Communications

1. From the Communications register page, select the Communication you want to revise.  
Note: Revisions can only be created for Communications in the "Rejected" or "Not Agreed" states.

# Creating a Communication Revision

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Variation to Compressor

Communication - VRC0001

Rejected + Create Related Communication

Details Stori → Revisions

1 Create Revision  
Edit Custom Field Answers

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**Communication Details**

Communication Title	Variation to Compressor
Date Issued	13 May 2016 11:02:14 (UTC- 5:00)
From	Joe Contractor (Contractor Representative)
To	8over8 Services (Company Representative)
Originated On	13 May 2016 11:00:00 (UTC- 5:00)
Description	Please see attached document detailing the proposed variation to the compressor
Currency	GBP
Financial Impact (GBP)	87,506.00
Schedule Impact (Days)	15

**Attachments**

Variation Request.docx (13KB)

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**Communications Replied To**

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

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**State Transitions**

Rejected	13 May 2016 11:59:08 (UTC -5:00)
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**Custom Fields**

EDMS Document No.	EDMS-030-595A
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**Communication Properties**

Revision	0
Created By	Joe Contractor
Created On	13 May 2016 11:02:14 (UTC -5:00)
Required Response	Agreement Only
Last Updated By	
Last Updated On	

Contracts > Communications > VRC0001

1. Click on the drop-down icon in the "Details" tab. Select "Create Revision" from the drop-down list.

# Creating a Communication Revision

**8over8** ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

Communication Revision has been created.

**Variation to Compressor**  
Communication - VRC0001 - Revision 1 of 1

Draft + Create Related Communication

Details Stor Revisions

**Communication Details**

Communication Title	Variation to Compressor
Date Issued	Not Issued
From	Joe Contractor (Contractor Representative)
To	8over8 Services (Company Representative)
Originated On	13 May 2016 11:00:00 (UTC- 5:00)
Description	Please see attached document detailing the proposed variation to the compressor
Currency	GBP
Financial Impact (GBP)	87,506.00
Schedule Impact (Days)	15

**Custom Fields**

EDMS Document No.	EDMS-030-595A
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**Communication Properties**

Revision	1
Created By	Joe Contractor
Created On	13 May 2016 12:03:44 (UTC -5:00)
Required Response	Agreement Only
Last Updated By	
Last Updated On	

**Attachments**

Variation Request.docx (13KB)

Contracts > VRC0001

1. A separate revision of the Communication has been created.

2. To edit the details of the Communication click on the 'Edit' icon in the "Communication Details" section.

# Creating a Communication Revision

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

### Communication Details

Communication Title \*

Date Issued

From

To

Originated On \*

Description

Currency

Financial Impact (GBP)

Schedule Impact (Days)



### Attachments

 Variation Request.docx (13KB) 

Contracts > Communications > VRC0001



### Custom Fields

EDMS Document No.

### Communication Properties

Revision

Created By

Created On

Required Response

Last Updated By

Last Updated On

1. Edit the Communication details as necessary.
2. To edit the custom fields associated to the Communication, click on the drop-down icon next to "Custom Fields" and select "Edit Custom Field Answers" from the drop-down menu.
3. When all the necessary changes have been made, click the "Save" icon.

# Creating a Communication Revision

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**The Communication has been updated**

**Variation to Compressor**  
Communication - VRC0001 - Revision 1 of 1

Draft **+ Create Related Communication**

Details **Stori** Revisions

**Communication Details**

Communication Title	Variation to Compressor
Date Issued	Not Issued
From	Joe Contractor (Contractor Representative)
To	8over8 Services (Company Representative)
Originated On	13 May 2016 11:00:00 (UTC - 5:00)
Description	Please see attached document detailing the proposed variation to the compressor
Currency	GBP
Financial Impact (GBP)	97,506.00
Schedule Impact (Days)	16

**Custom Fields**

EDMS Document No.	EDMS-030-595A
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**Communication Properties**

Revision	1
Created By	Joe Contractor
Created On	13 May 2016 12:03:44 (UTC -5:00)
Required Response	Agreement Only
Last Updated By	
Last Updated On	

**Attachments**

Variation Request.docx (13KB)

Contracts > Communications > VRC0001

1. The revision to the original Communication will be updated with the amendments.

# Creating a Communication Revision

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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

Filter Close Download Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous State	Late
VRC0001	0	Variation to Compressor	Variation Request Contractor	1	Draft		None	
CTC0001	0	PPE Request	Correspondence to COMPANY	0	Approved		None	
SI0001	0	PPE request	Site Instruction	0	Approved		None	
VRC0001	0	Variation to Compressor	Variation Request Contractor	0	Rejected	13 May 2016 11:59:08 (UTC -5:00)	Awaiting Agreement from Recipient	
CFC0001	0	Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None	
MOM-OUT0002	0	Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaiting Agreement from Recipient	

50 1 of 1 Displaying 1 to 6 of 6

Contracts > Communications

1. The revised Communication will be displayed in the Communication register. Click on the Rev number to see a complete revision history of the Communication.

# Agreeing to a Communication

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

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

Filters: [x] [download] Create a Communication

Ref	Stories	Title	Communication Template	Rev	State	Changed On	Previous
VO0001	<a href="#">🔗</a>	Variation Order - Change to Compressor	Variation Order	0	Awaiting Agreement from Recipient		None
VRC0001	<a href="#">🔗</a>	Variation to Compressor	Variation Request Contractor	1	Agreed	13 May 2016 14:46:55 (UTC -5:00)	Awaitin
CTC0001	<a href="#">🔗</a>	PPE Request	Correspondence to COMPANY	0	Approved		None
SI0001	<a href="#">🔗</a>	PPE request	Site Instruction	0	Approved		None
VRC0001	<a href="#">🔗</a>	Variation to Compressor	Variation Request Contractor	0	Rejected	13 May 2016 11:59:08 (UTC -5:00)	Awaitin
CFC0001	<a href="#">🔗</a>	Feedback on Meeting Agenda	Correspondence from COMPANY	0	Approved		None
MOM-OUT0002	<a href="#">🔗</a>	Kick Off Meeting Agenda	Minutes of Meeting (By Company)	0	Agreed	08 Apr 2016 15:22:09 (UTC -5:00)	Awaitin

50 | 1 of 1 | Displaying 1 to 7 of 7

Contracts > Communications

1. From the Communication register, click the title of the Communication you want to make an agreement on.

# Agreeing to a Communication

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

## Variation Order - Change to Compressor

Communication - VO0001

9 Day(s) to agree

Awaiting Agreement from Contractor + Create Related Communication

Agree... Details Stori Revisions

Not Agree...

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**Communication Details**

Communication Title	Variation Order - Change to Compressor
Date Issued	13 May 2016 14:48:17 (UTC- 5:00)
From	8over8 Services (Company Representative)
To	Joe Contractor (Contractor Representative)
Originated On	13 May 2016 14:47:00 (UTC- 5:00)
Description	See attached
Currency	GBP
Financial Impact (GBP)	97,506.00
Schedule Impact (Days)	15

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**Attachments**

Variation Order .docx (13KB)

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**Communications Replied To**

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

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**Associated Obligations**

VO0001 - Requires Agreement	In Progress
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**Custom Fields**

EDMS Document No.

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**Communication Properties**

Revision	0
Created By	8over8 Services
Created On	13 May 2016 14:48:17 (UTC -5:00)
Required Response	Agreement Only
Process Time Limit Type	Target
Response Due By	23 May 2016 14:48:18 (UTC -5:00)
Last Updated By	

Contracts > Communications > VO0001

1. Once you have reviewed all of the information contained in the Communication, and want to make a decision, click on the "Awaiting Agreement from Contractor" button.

2. From the drop-down menu select "Agree" or "Not Agree" based on your final decision.

# Agreeing to a Communication

**8over8** ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Variation Order - Change to Compressor**  
Update Communication State To Agreed

Awaiting Agreement from Recipient **Agreed**

Contract Name: Pipeline Extension Zone D  
 Contract Reference: 100003-C  
 Communication Title: Variation Order - Change to Compressor  
 Communication Reference: VO0001  
 Revision: 0

Comments/Feedback: We confirm that we agree to the proposed VO.

Attachments: No Attachments Currently Exist.

+ Add File(s)

Update State To 'Agreed' Cancel

Contracts > Communications > VO0001 > Update Communication State To Agreed

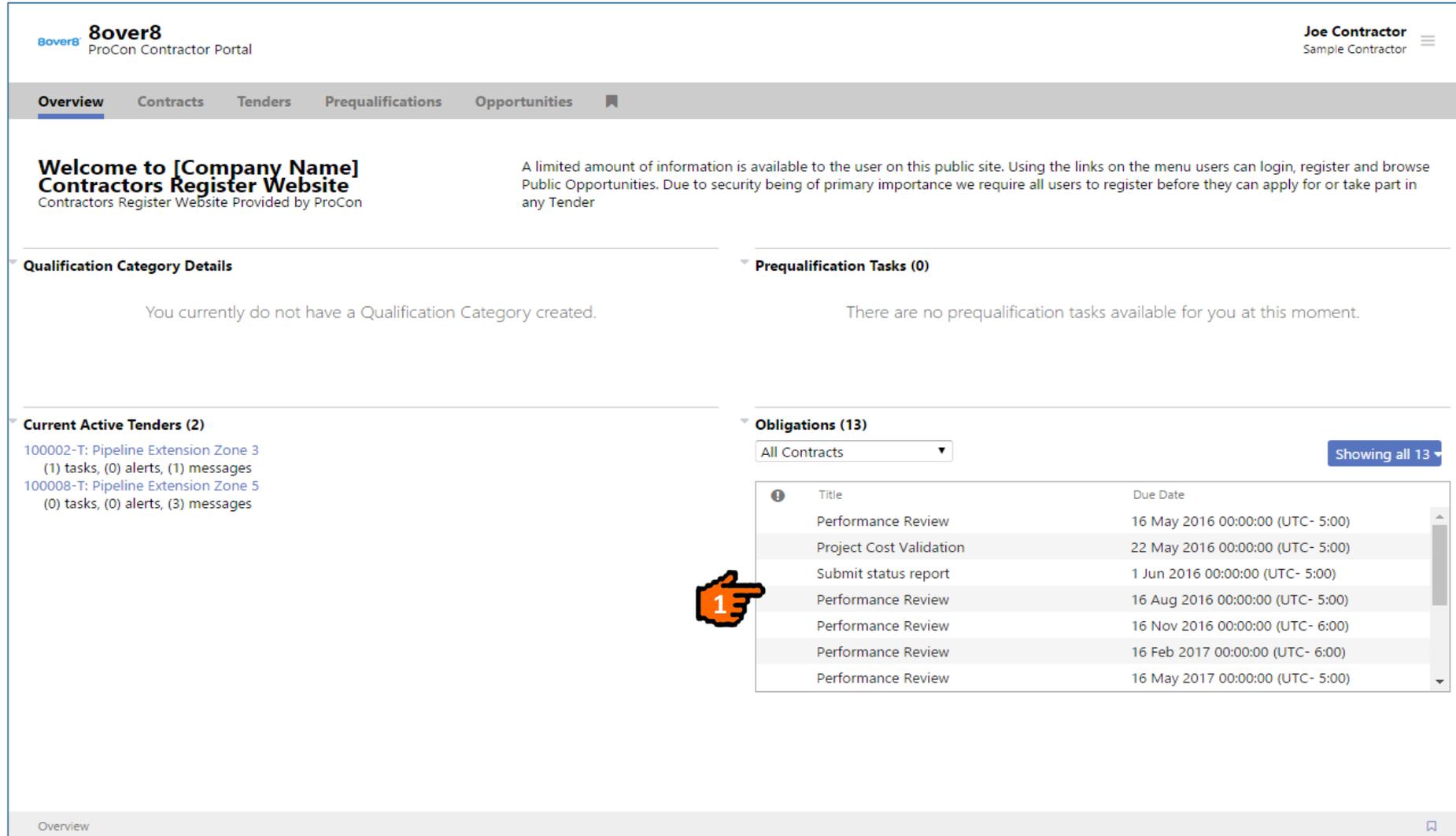
1. The "Update Communication State" page is displayed.
2. Add any relevant comments/feedback, if required.
3. Add any additional attachments, if applicable.
4. Click the "Update State To 'Agreed'" button.

# Agreeing to a Communication

The screenshot shows the 8over8 ProCon Contractor Portal interface. At the top, the user is identified as 'Joe Contractor' (Sample Contractor). The navigation menu includes Overview, Contracts, Tenders, Prequalifications, and Opportunities. A green notification bar at the top states 'The Communication State has been updated'. A hand cursor with the number '1' points to this notification. Below the notification, the page title is 'Variation Order - Change to Compressor' (Communication - VO0001). The state is 'Agreed', and there are buttons for 'Create Related Communication', 'Details', 'Stori', and 'Revisions'. The main content area shows the communication text: 'Agreed 13 May 2016' and 'We confirm that we agree to the proposed VO.' Below this, there are sections for 'Communication Details', 'Communications Replied To', 'Associated Obligations', 'State Transitions', and 'Custom Fields'. The 'Communication Details' section lists: Variation Order - Change to Compressor, Date Issued: 13 May 2016 14:48:17 (UTC- 5:00), From: 8over8 Services (Company Representative), To: Joe Contractor (Contractor Representative), Originated On: 13 May 2016 14:47:00 (UTC- 5:00), Description: See attached, Currency: GBP, Financial Impact (GBP): 97,506.00, and Schedule Impact (Days): 15. The 'Associated Obligations' table shows one obligation: VO0001 - Requires Agreement, which is Completed. The 'State Transitions' table shows one transition: Agreed, dated 13 May 2016 14:58:09 (UTC -5:00). The 'Custom Fields' section shows 'EDMS Document No.'.

1. The Communication state has been updated to "Agreed" as shown on the Communication details page. Note: The same steps can be followed to "Not Agree" a Communication. The resulting 'State' will be displayed as "Not Agreed" in this situation.

# Contract Obligations



**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

**Overview** Contracts Tenders Prequalifications Opportunities

**Welcome to [Company Name] Contractors Register Website**  
Contractors Register Website Provided by ProCon

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

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

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

**Current Active Tenders (2)**  
100002-T: Pipeline Extension Zone 3  
(1) tasks, (0) alerts, (1) messages  
100008-T: Pipeline Extension Zone 5  
(0) tasks, (0) alerts, (3) messages

**Obligations (13)**  
All Contracts Showing all 13

Title	Due Date
Performance Review	16 May 2016 00:00:00 (UTC- 5:00)
Project Cost Validation	22 May 2016 00:00:00 (UTC- 5:00)
Submit status report	1 Jun 2016 00:00:00 (UTC- 5:00)
Performance Review	16 Aug 2016 00:00:00 (UTC- 5:00)
Performance Review	16 Nov 2016 00:00:00 (UTC- 6:00)
Performance Review	16 Feb 2017 00:00:00 (UTC- 6:00)
Performance Review	16 May 2017 00:00:00 (UTC- 5:00)

Overview

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

# Contract Obligations

8over8 ProCon Contractor Portal

Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Open Contracts (4)**

Ref	Name	Contract Type	Start Date	Planned End Date
100000-C	Pipeline Extension Zone G	Standard Contract	02 Dec 2015	31 Oct 2017
100004-C	Global Staffing Framework Agreement	Framework Agreement	12 Apr 2016	31 Mar 2018
100005-C	Catering Services	Call Off	12 Apr 2016	31 Dec 2017
100003-C	Pipeline Extension Zone D	Standard Contract	01 May 2016	15 Feb 2019

You currently have no closed contracts.

Contracts

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

# Contract Obligations

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

**Pipeline Extension Zone D**  
Contract - 100003-C

**1** **2**

Details | Communicatio | Obligatio | Risk Cove | Contract File Search

Award Date	07 Apr 2016	Country of Operation	United Kingdom	Tender Reference	N/A
Start Date	01 May 2016	Currency	GBP - Pound Sterling	Category	Fabrication and Construction
Original End Date	15 Feb 2019	Contract Award Value (GBP)	12,500,000.00	Description	Pipeline extension in Zone D, outside regional borders.
Planned End Date	15 Feb 2019	Approved Contract Commitment (GBP)	12,500,000.00	Contractor Representative	Joe Contractor
Effective Date		Approved Contract Expenditure (GBP)	0.00	Contractor Administrator	
				Contractor Information Management	
				Contractor Functional Support	

Contracts > Details

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







# Contract Obligations

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

The Obligation has been updated.

**Pipeline Extension Zone D**  
Contract - 100003-C

Data Communication **Obligations** Risk Coverage Contract File Search

Owner	Responsible Party	State	Due Date
Contractor	Contractor Representative	Not Started	16 Nov 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Feb 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Nov 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Feb 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Nov 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Completed	23 May 2016 14:48:18 (UTC -05:00)
Contractor	Contractor Representative	In Progress	22 May 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Completed	18 Apr 2016 15:21:47 (UTC -05:00)

**Contract Obligation**  
**Project Cost Validation** 8 Day(s) Remaining

State: **In Progress** ✎

Owner: **Contractor**

Responsible Party: **Contractor Representative**

Completed On: *NONE*

Obligation Text: **Project Cost Validation**

Due Date: **22 May 2016 00:00:00 (UTC -05:00)**

Reminder Date: **17 May 2016 00:00:00 (UTC -05:00)**

Clause: **10.5**

Initiated By: *NONE*

Manage Obligation

Contracts > Obligations

1. The change in state is immediate and visible to all Contract Team Members. The user can now complete their task, outside of the system, and upon completion return to mark the Obligation as "Complete".

# Contract Obligations

8over8 ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

The Obligation has been updated.

### Pipeline Extension Zone D

Contract - 100003-C

Data Communication **Obligations** Risk Coverage Contract File Search

Owner	Responsible Party	State	Due Date
Contractor	Contractor Representative	Not Started	16 Nov 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Feb 2018 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Nov 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Feb 2017 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Nov 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 Aug 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Not Started	16 May 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Completed	23 May 2016 14:48:18 (UTC -05:00)
Contractor	Contractor Representative	In Progress	22 May 2016 00:00:00 (UTC -05:00)
Contractor	Contractor Representative	Completed	18 Apr 2016 15:21:47 (UTC -05:00)

**Contract Obligation**

#### Project Cost Validation

8 Day(s) Remaining

State: In Progress

Due Date: 22 May 2016 00:00:00 (UTC -05:00)

Owner: Contractor

Responsible Party: Contractor Representative

Reminder Date: 17 May 2016 00:00:00 (UTC -05:00)

Clause: 10.5

Completed On: NONE

Initiated By: NONE

Obligation Text: Project Cost Validation

Contracts > Obligations

1. To view all Communications related to the Obligation, click the "Manage Obligation" drop-down and select "Associated Communications".

# Contract Obligations

**8over8** ProCon Contractor Portal Joe Contractor  
Sample Contractor

Overview **Contracts** Tenders Prequalifications Opportunities

The Obligation has been updated.

**Pipeline Extension Zone D**  
Contract - 100003-C

Data Communicatio **Obligations** Risk Contract File Search

State	Due Date
Not Started	01 Jun 2016 00:00:00 (UTC)
Not Started	16 Nov 2018 00:00:00 (UTC)
Not Started	16 Aug 2018 00:00:00 (UTC)
Not Started	16 May 2018 00:00:00 (UTC)
Not Started	16 Feb 2018 00:00:00 (UTC)
Not Started	16 Nov 2017 00:00:00 (UTC)
Not Started	16 Aug 2017 00:00:00 (UTC)
Not Started	16 May 2017 00:00:00 (UTC)
Not Started	16 Feb 2017 00:00:00 (UTC)
Not Started	16 Nov 2016 00:00:00 (UTC)
Not Started	16 Aug 2016 00:00:00 (UTC)
Not Started	16 May 2016 00:00:00 (UTC)
Completed	23 May 2016 14:48:18 (UTC)
In Progress	22 May 2016 00:00:00 (UTC)

**Contract Obligation**  
**Project Cost Validation**  
8 Day(s) Remaining

Associated Communications

State	Due Date
In Progress	22 May 2016 00:00:00 (UTC - 05:00)

Owner: Contractor  
Reminder Date: 17 May 2016 00:00:00 (UTC - 05:00)

Responsible Party: Contractor Representative  
Clause: 10.5

Completed On: NONE  
Initiated By: NONE

Obligation Text: Project Cost Validation

**Associated Communications**  
1 of 1

Communication	Date
Kick Off Meeting Agenda MOM-OUT002	08 Apr 2016 15:21:56 (UTC - 05:00)

Agreed  
Not Applicable

Contracts > Obligations

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



# 8over8

## ProCon

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