AVEVA CONTRACT RISK MANAGEMENT V8.1

CONTRACTOR TRAINING GUIDE

BHP

AVEVA

Contents

1 Introduction

AVEVA Contract Risk Management is BHP Minerals Australia's chosen Post-Award Contract Management system. It is used to communicate commercial and contractual information between Company and Contractor.

2 Logging In

2.1 Forgot Password

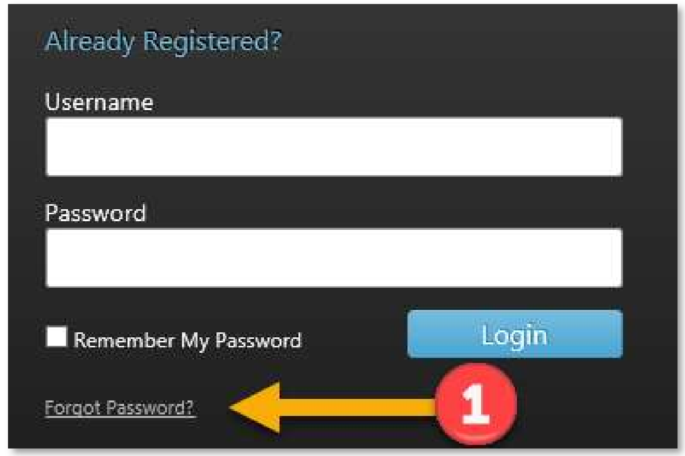
❶ When you receive your Username from your Company Representative, you need to use the Forgot Password link on the login page.

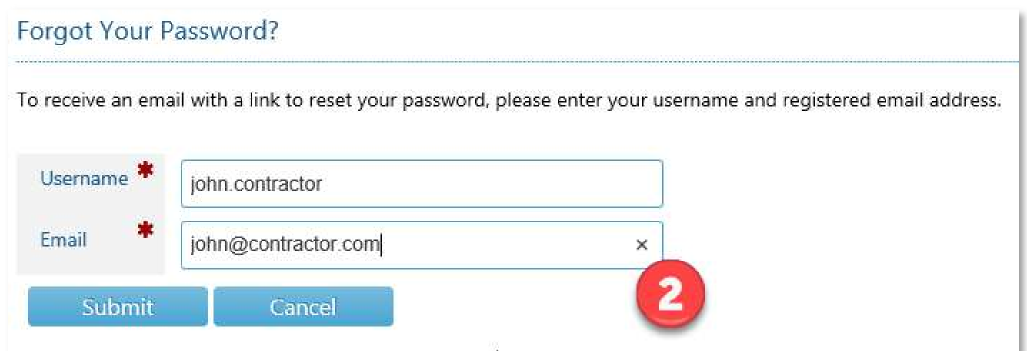
❷ Enter your Username and your Email address, click Submit.

An email will be sent to you with a password reset link.

Click this link and follow the prompts to reset your password.

Upon successful first login, you will be prompted to accept the terms and conditions.





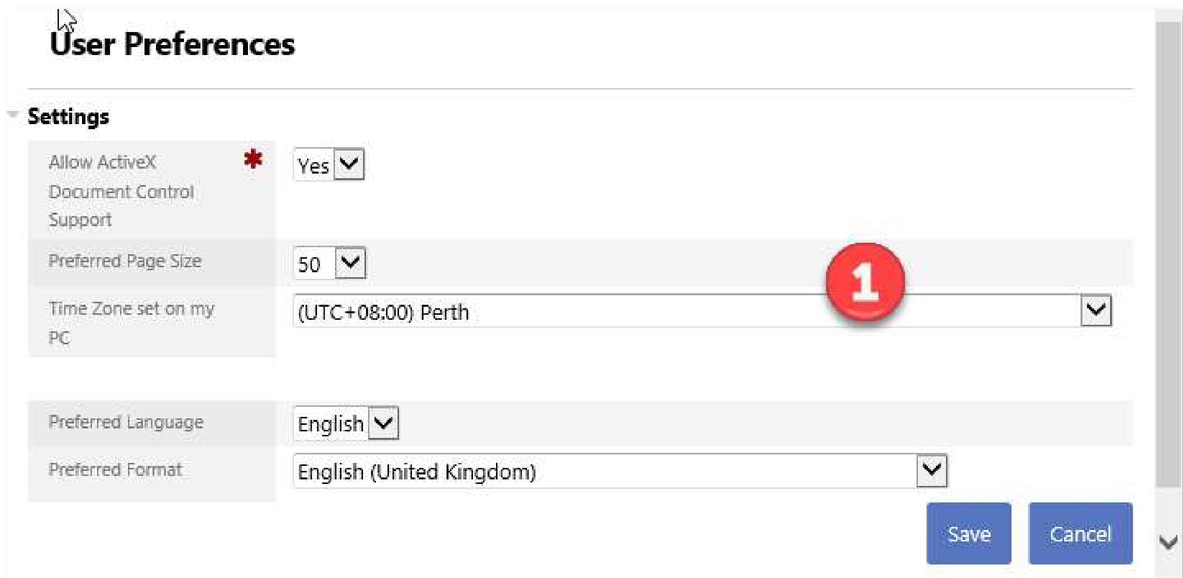
2.2 Setting User Preferences

❶ If this is your first time logging in, you will be prompted to set your current Time Zone.

This much match your computer's time zone.

Select the appropriate Time Zone from the dropdown list and click Save.

If your computer Time Zone changes, you will be prompted to repeat these steps at your next login.



3 Navigation Overview

3.1 Overview Tab

❶ Your Menu. From here you can change user preferences such as Contact Details, Time Zone and Password as well as viewing your company details.

❷ Training Materials are available here.

❸ Any obligations which require your attention are listed here. You can filter using the dropdown.

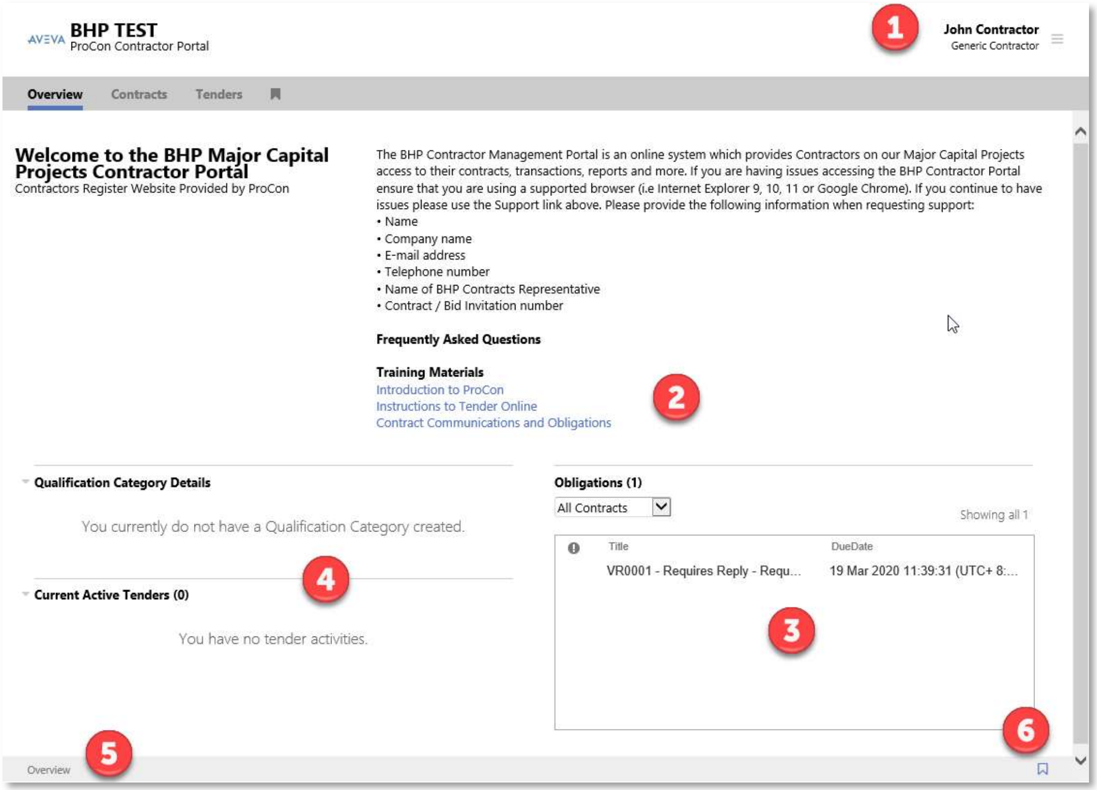
❹ Qualification and Tenders are not applicable.

❺ This area is known as “Breadcrumbs”. As you move through the system, the breadcrumbs will be generated so you can quickly move back to other areas. It is advisable to use Breadcrumbs instead of your browser Back buttons.

❻ This icon will set the current page you’re on as your Home Page.

❼ Menu Ribbon. The last icon will return you to your Home Page.

Please note, Tenders are not covered in this guide.

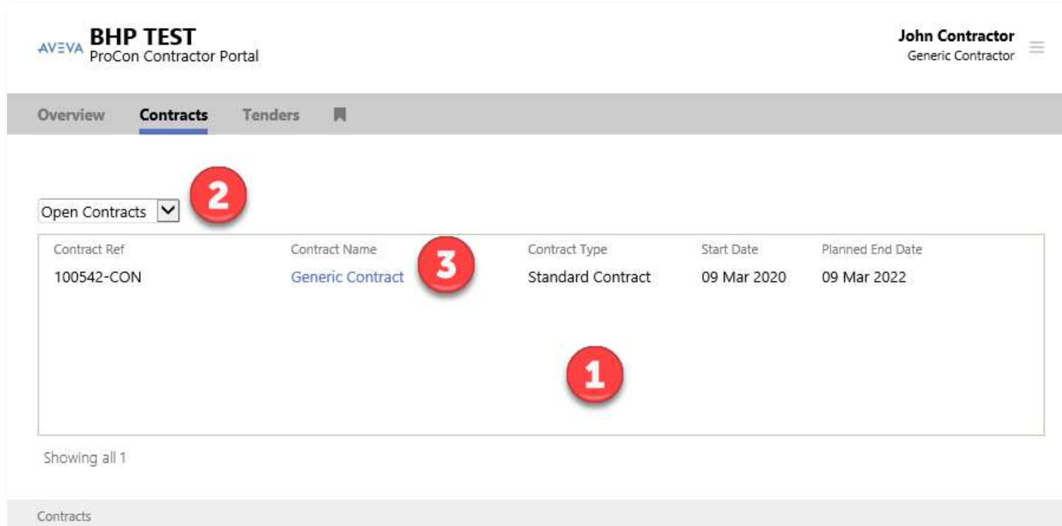


3.2 The Contracts Tab

❶ The Contracts tab displays all the contracts you have access to.

❷ You can filter the list for Open or Closed contracts.

❸ Clicking the Contract Name link will take you to the contract itself.



4 Contracts

4.1 Contracts Tab

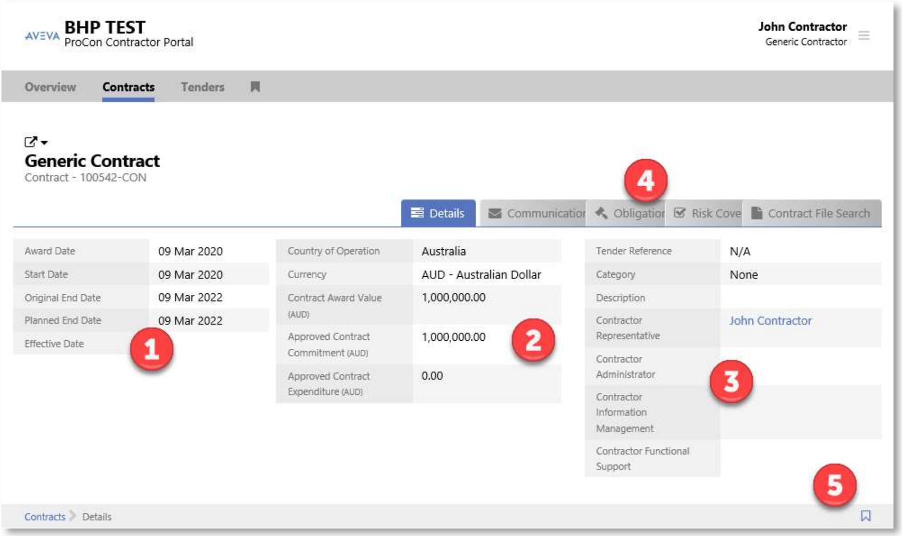
❶ Contract Dates are shown here.

❷ Location and Financials (if applicable) are shown here.

❸ Contract contact/working team details are shown here. You can click on a contact name to view contact information.

❹ Navigation Tabs

❺ Clicking this will set as your Home Page.



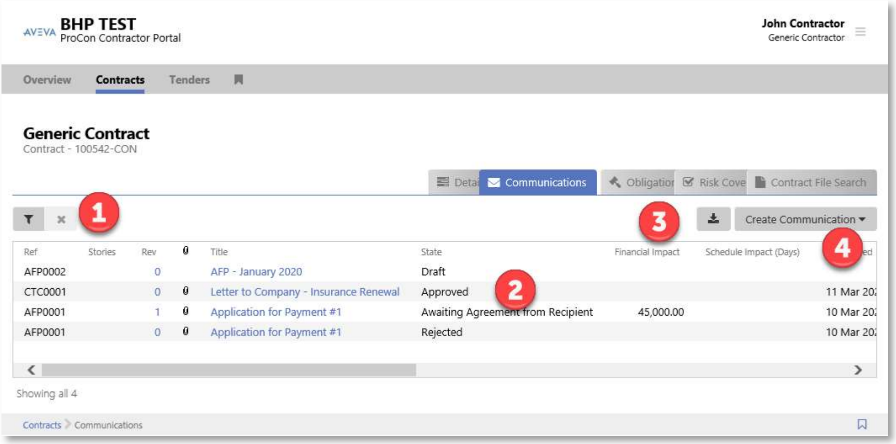
4.2 Communication Tab

❶ Filtering is available here. Choose by State or Communication Template.

❷ The Communication Register shows all the communications sent between Company and Contractor, and any Draft items you are working on.

❸ You can download the register by clicking this button.

❹ Create a new communication using this dropdown menu.



4.3 Obligations Tab

❶ Filtering is available here.

❷ Search for Obligations here.

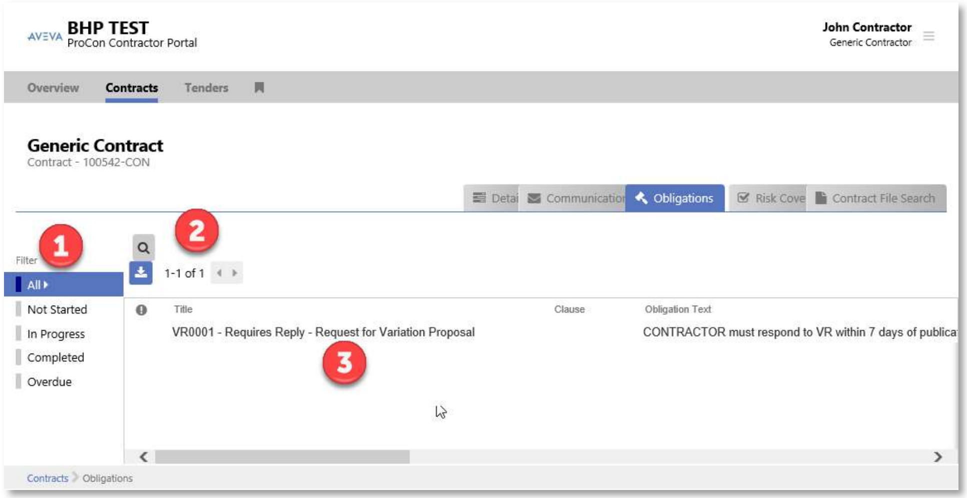
❸ Obligations are listed here. Clicking the obligation will split the screen and show additional information:

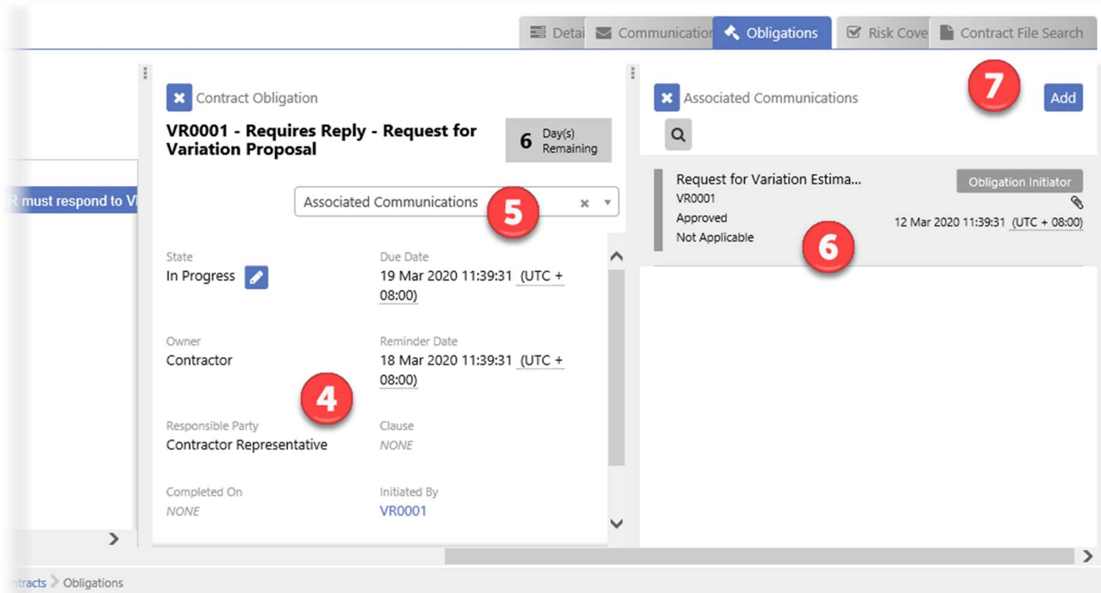
❹ Due Dates and other information is available here.

❺ Dropdown list shows Manage Obligation or Associated Communications. Selecting Associated Communications will split the screen further, revealing more information.

❻ This lists any associated communications. Clicking an item will take you to the communication.

❼ You can add associated communications to an obligation here. This is typically reserved for Company to manage.

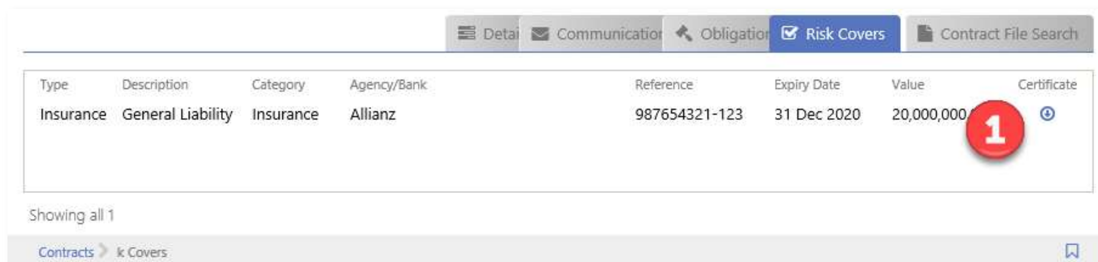




4.4 Risk Covers

This area shows all insurances, bank guarantees, or other risk covers you have in place. It is important to note that Risk Covers are handled on the Company side, and any renewals should be sent to Company using the Correspondence to Company communication.

❶ Download a copy of your risk cover by clicking this icon.



4.5 Contract File Search

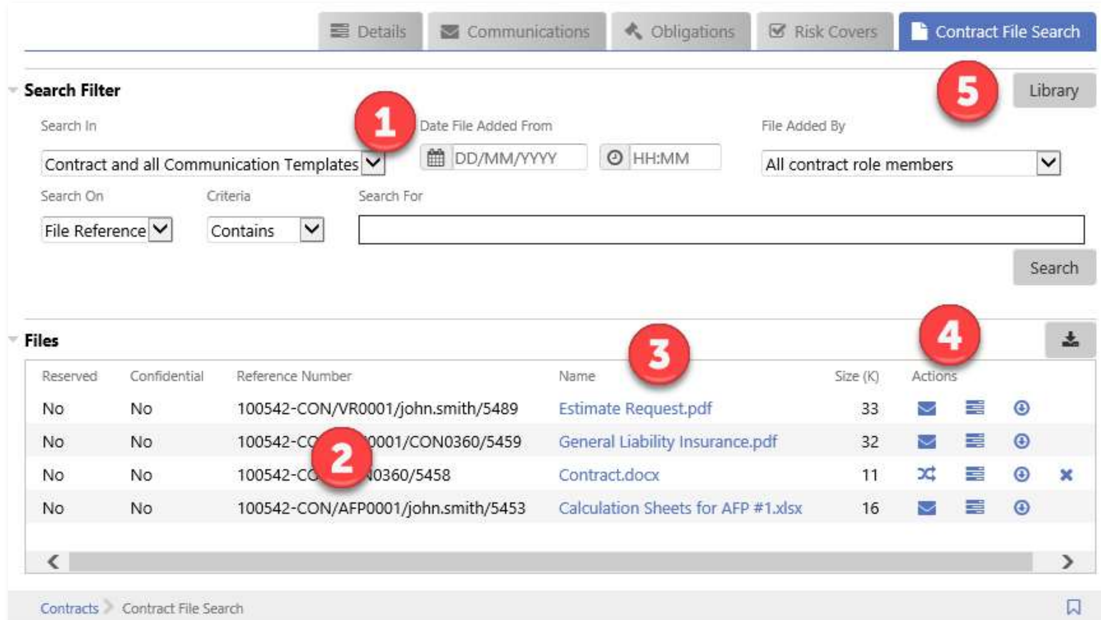
❶ Use the filters to find documents located in different areas.

❷ Results are shown in this area

❸ You can click the Name link to download the file.

❹ The Actions column will perform other functions such as view the associated communication, view properties, download, rename, or delete.

❺ You can also visit the Contract Library.



5 Communications

5.1 General Notes

You will receive email notifications of any newly received communications from Company.

There are two ways to send communications to Company, either as a New Communication, or as a Related Communication.

If, for example, Company has requested a reply to a Letter, then you would respond with a Related Communication. If the letter is for a new topic entirely, you would create a new communication.

5.2 Communication States

Communications are configured by Company side. The available states for a communication are defined as follows:

Any communication can be saved as Draft during creation.

Communications which require agreement, such as an Estimate, when issued will be in an "Awaiting Agreement from Recipient" state. The recipient then has the option to Agree or Not Agree. The Authoring party can Reject.

For items which do not require agreement, the state transitions from Draft to Approved. You can think of the word Approved as either Sent or Received, as it was Approved to Issue to the other party.

Any communication can exist in a Rejected state. The term Rejected is not a formal decision. Rejecting a communication is typically done for two reasons, firstly to rectify a mistake such as forgetting to add an attachment or correct a typo, and secondly in order to enable a revision to be created.

5.3 Creating a New Communication

❶ Click on the Create Communication dropdown from the Communications tab.

❷ Select the appropriate communication template.

In the event a communication you require is missing, please reach out to your company representative to get this configured.

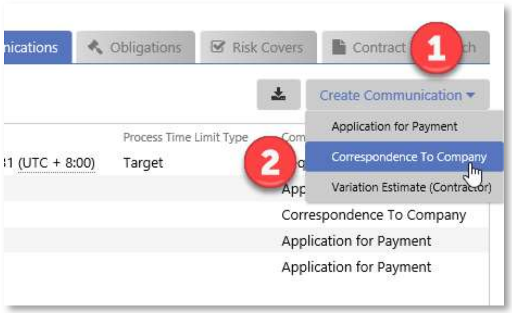
❸ Complete the form, noting any items with an asterisk are mandatory.

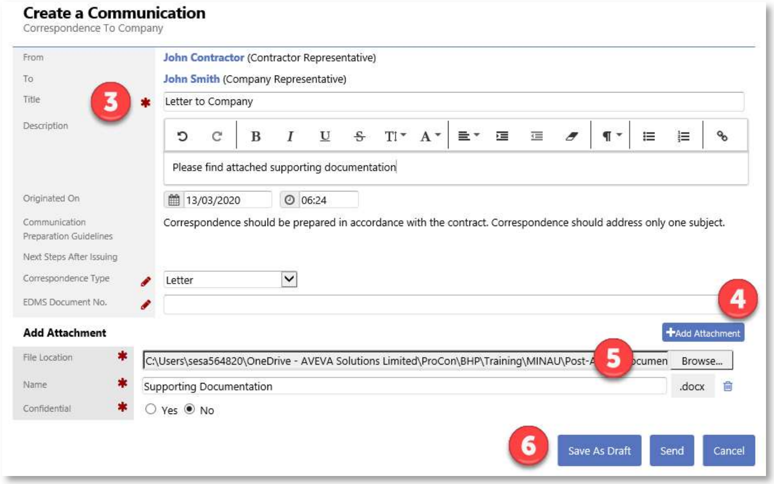
❹ Add an attachment by clicking the Add Attachment Button.

❺ Browse to your file. Repeat as required.

❻ Click Save As Draft when ready.

Note: Saving as Draft is a best practice and mandatory when creating expenditure claims, e.g. Application for Payment, and change related communications, e.g. Variation Estimate (Contractor).





5.4 Draft Communication Overview

This is your Draft communication.

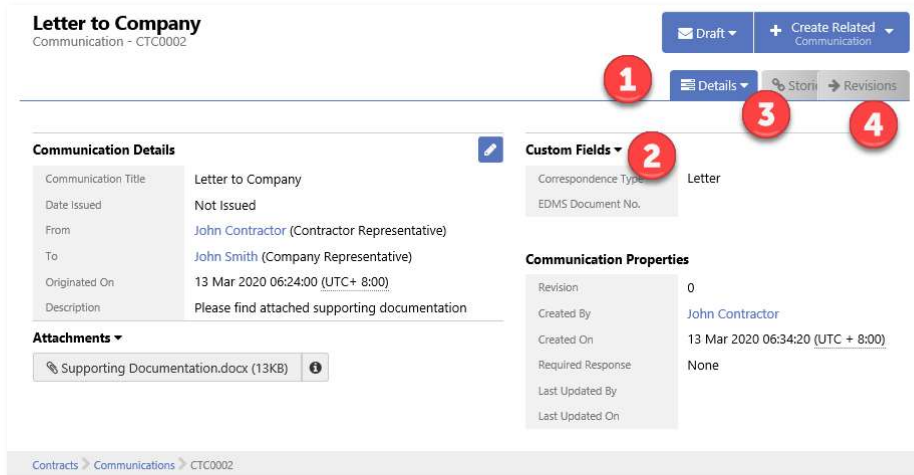
❶ It contains three or four tabs, depending on the communication configuration.

❷ Clicking the Custom Fields dropdown will allow you to edit custom field answers. This option is also available by clicking the Details tab again.

If the communication is Expenditure driven, the expenditure tab will be shown. This is where you would enter any expenditure you are claiming.

❸ The Stories tab shows the related communications. You can click the titles of any related items to visit the communication.

❹ The Revisions tab displays any revision history.



5.5 Creating Expenditure (No Line Items)

IMPORTANT: Expenditure can only be added to a Draft communication.

❶ From your Draft communication, click the Expenditure tab

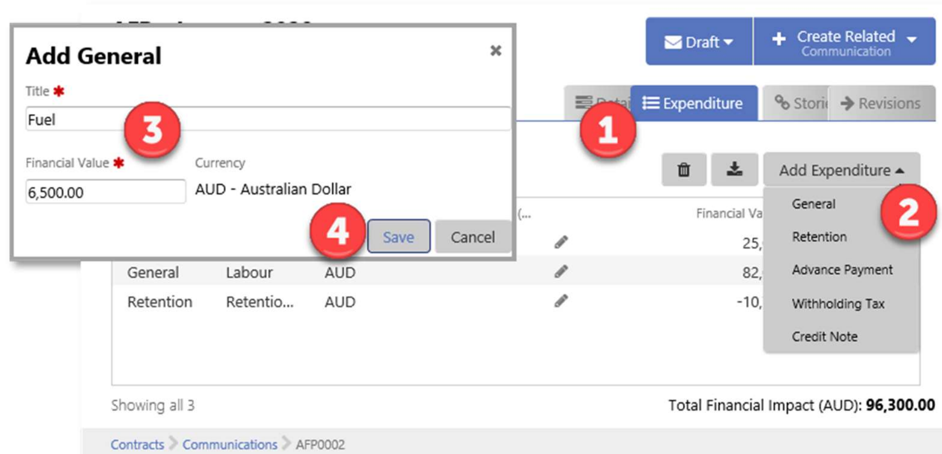
❷ Choose an expenditure category.

❸ Enter a Title for the expenditure line, and the value claimed.

❹ Click Save to add the line.

The total financial impact is calculated.

Once you're ready, send it to Company.



5.6 Creating Expenditure (With Line Items)

IMPORTANT: Expenditure can only be added to a Draft communication.

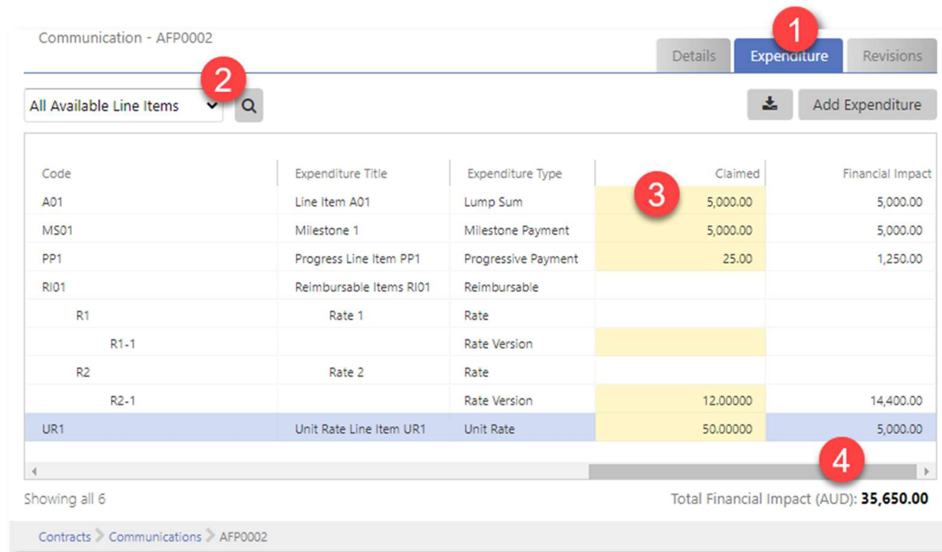
❶ From your Draft communication, click the Expenditure tab

❷ Show all available line items

❸ Enter the amount or quantity being claimed (Milestones are checkboxes).

❹ The Financial Impact value is calculated automatically.

Once you’re ready, send it to Company.



5.7 Creating Related Communications

The process for responding to a communication with a related communication is very easy.

❶ Go to the communication which requires the reply and click "Create Related Communication". Note: You may need to Agree/Not Agree, depending on the type of communication you are responding to.

❷ Select the appropriate communication template.

❸ When prompted, choose an appropriate story group.

❹ Click Finish

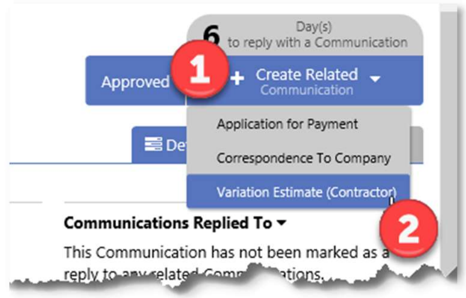
Complete the form and attach documents as you would normally. When ready, Save as Draft, upload any additional files or include expenditure, and send to Company.

In some cases, the system may be configured to capture formal replies. Upon issuing to Company you will be prompted to mark the communication as a formal reply.

A dialog box will open, and you need to:

❺ Select which item your related communication is in response to.

❻ Click OK when done. This will also mark the obligation as completed.



5.8 Creating Variation Request (With Line Items)

If Line Items are enabled on the contract, you will need to record the impact for each affected line item. This is a relatively simple process.

Create a related communication from the Variation Request from Company. You may need to select a story group.

❶ Make sure you save your communication as Draft.

❷ Click on the Change tab

❸ Click the Add Change button

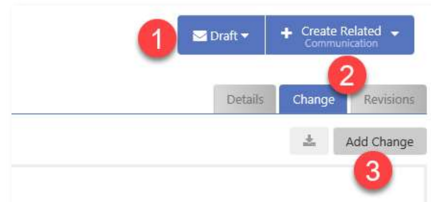
❹ Start typing part of the line item code or description. A list of matches will appear.

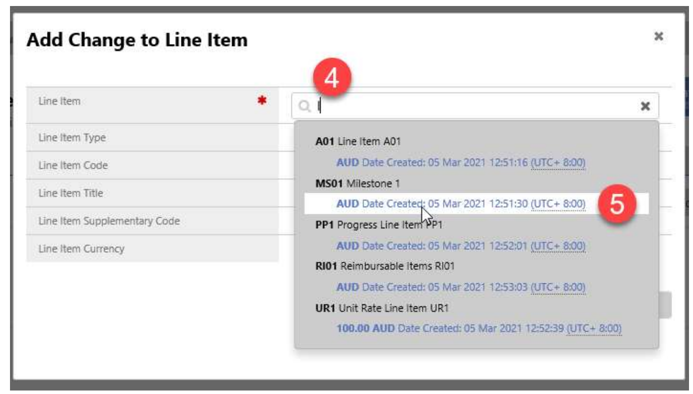
❺ Click the blue text beneath the line item.

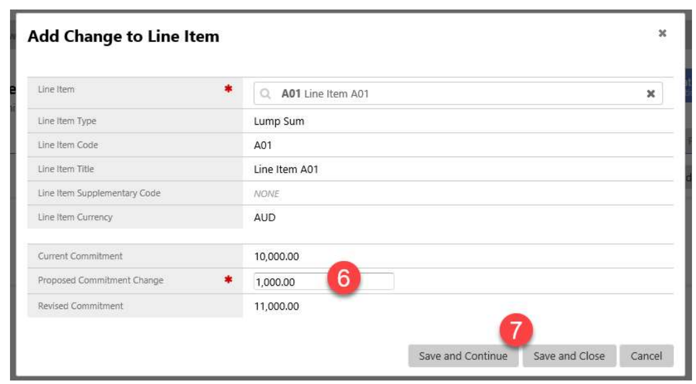
❻ Enter the financial impact. The revised commitment will be calculated below.

❼ When ready, click Save and Close, or to add more lines click Save and Continue.

The total value is calculated and can now be sent to the Company for review.





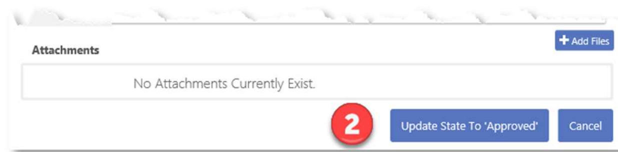


5.9 Sending Communications

❶ Once you are satisfied that all required documents have been attached and the fields are completed correctly, click on the Draft dropdown menu and choose Send.

❷ Click on Update State to Approved. Confirm with OK.

This will issue the Communication to Company.



5.10 Creating Revisions

If Company responds to a communication with Not Agreed you may need to create a revision. You can also create revisions for communications you have placed in a Rejected state. As mentioned previously, rejected states are typically used to make a correction and enable a new revision to be created.

Revisions can only be made from Rejected and Not Agreed states.

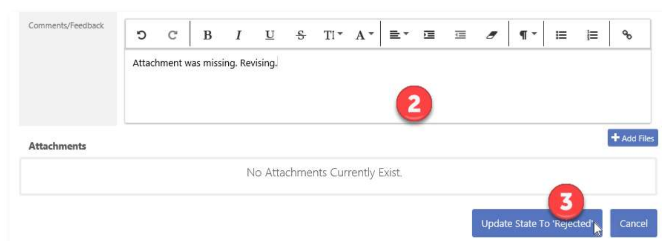
To create a new revision, visit the Communication requiring revision:

❶ If the item is neither Rejected or Not Agreed, then click the Status dropdown, click Reject.

❷ Enter a reason for the rejection in the comments.

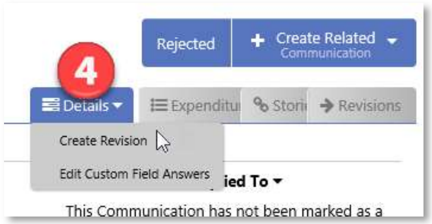
❸ Click Update State to Rejected and confirm the dialog box.

❹ When the page reloads, click the Details tab dropdown icon, and choose Create Revision. Confirm the dialog box.



❺ Your new revision will be in Draft state. Edit the information using the pencil icon.

When ready, proceed to send to Company.



5.11 Countersignatures

For Variation Directions, unless otherwise agreed, Contractor must sign the document first, sending it back to Company for execution and final signature.

When you receive a Variation Direction, the following steps should be taken:

❶ Download the document and apply Contractor signature.

❷ Click Awaiting Agreement from Contractor and select Agree.

THE NEXT STEPS ARE EXTREMELY IMPORTANT!

❸ Enter a comment for Company to see. An example is shown in the picture.

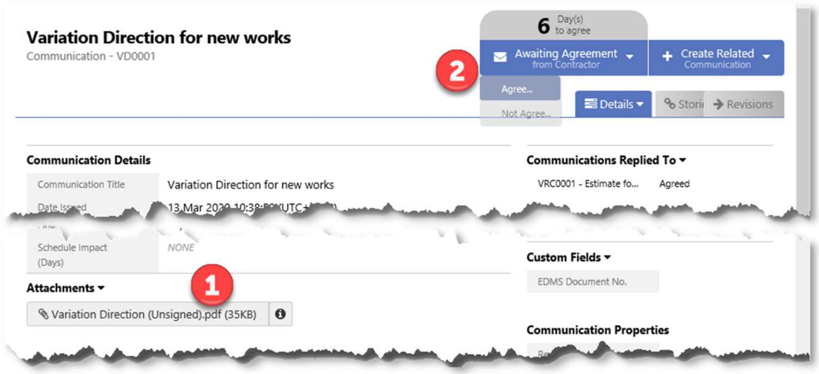
❹ Click Add Attachment, browse to your Contractor Signed Variation Direction file.

❺ When done, click Update State to Agreed.

The attachment will now be available for Company to add their countersigned executed Variation Direction.

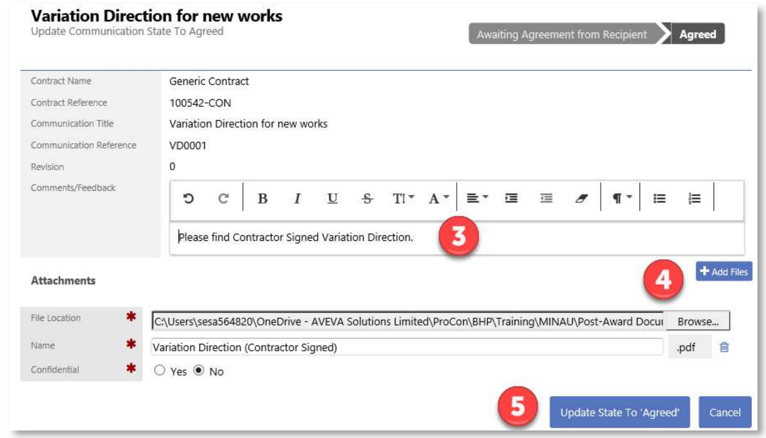
The Variation Direction communication will now contain:

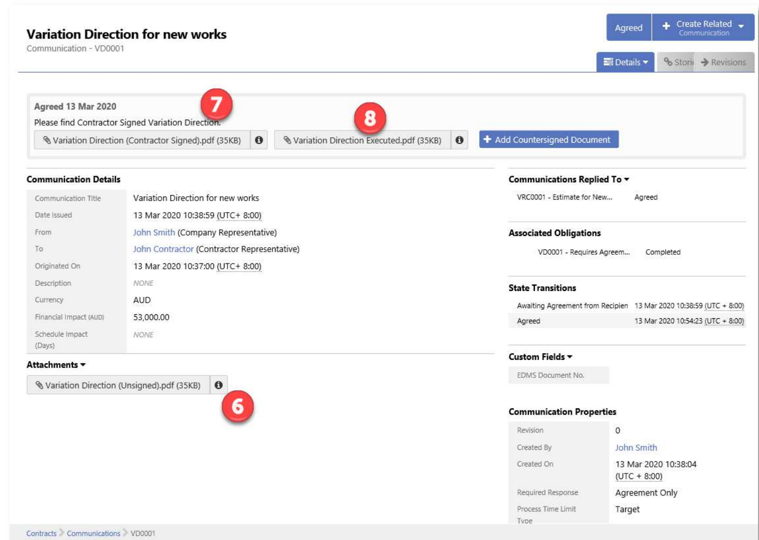
❻ Original Unsigned document.



❼ Contractor Signed document.

❽ Company Executed (fully signed) document.





6 Working with Files

6.1 Adding Files by Browsing

From the Details tab of Draft communications, you can add additional attachments by:

❶ Clicking the Attachments dropdown menu.

❷ Select Add Attachment.

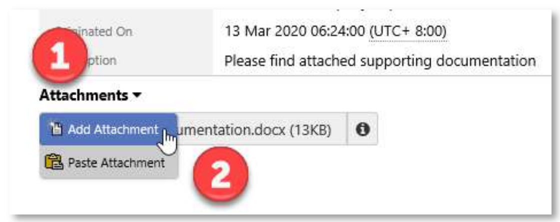
❸ Browse to the file you wish to add.

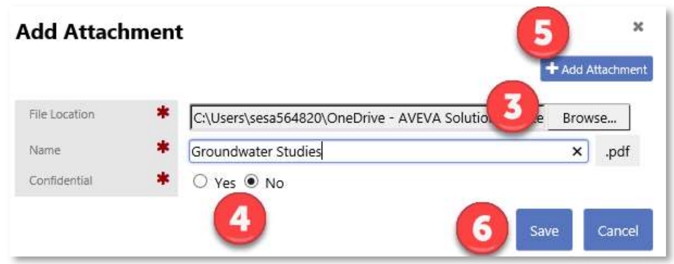
❹ Choose whether the file is considered Confidential.

❺ Add additional attachments by clicking this button.

❻ When ready click Save.

Your files will be uploaded.

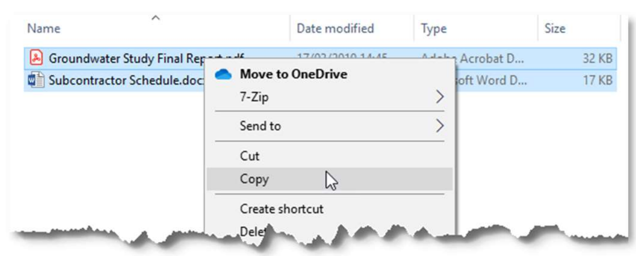




6.2 Adding Files by Pasting

If you have copied a file to your clipboard from Windows Explorer, the Paste Attachment option will allow you to quickly upload the file.

When uploading new files, you'll be prompted to mark as Confidential and, if you're uploading a single file, will allow you to rename the file as they are uploaded.



6.3 Changing File Properties

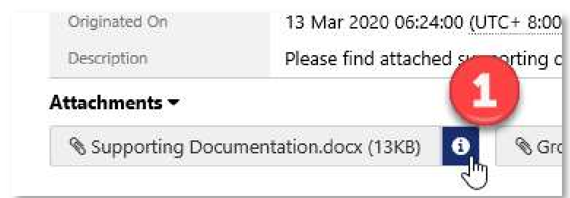
❶ Click the Information icon. The following options are available:

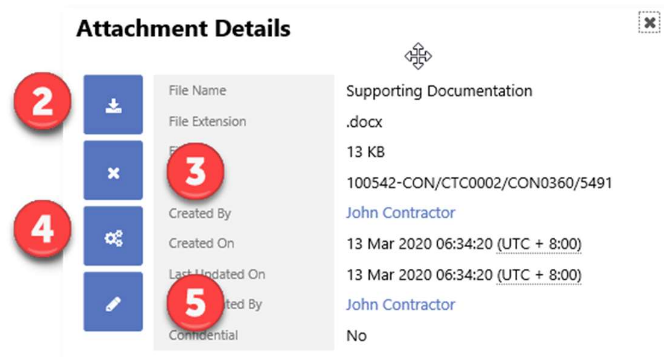
❷ Download the attachment here.

❸ Delete the attachment.

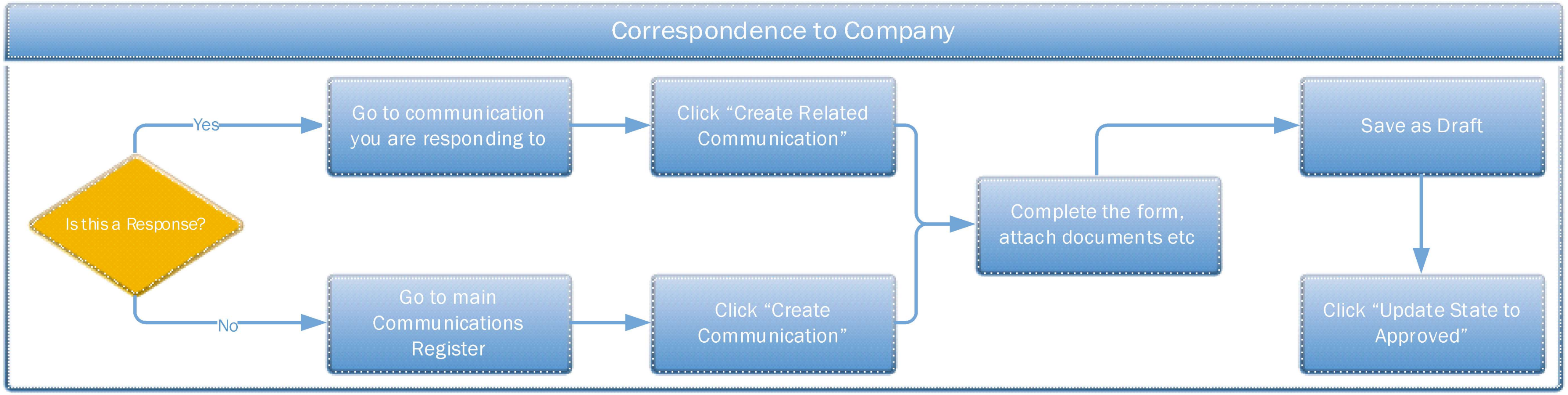
❹ Edit Properties (Rename, and Mark as Confidential).

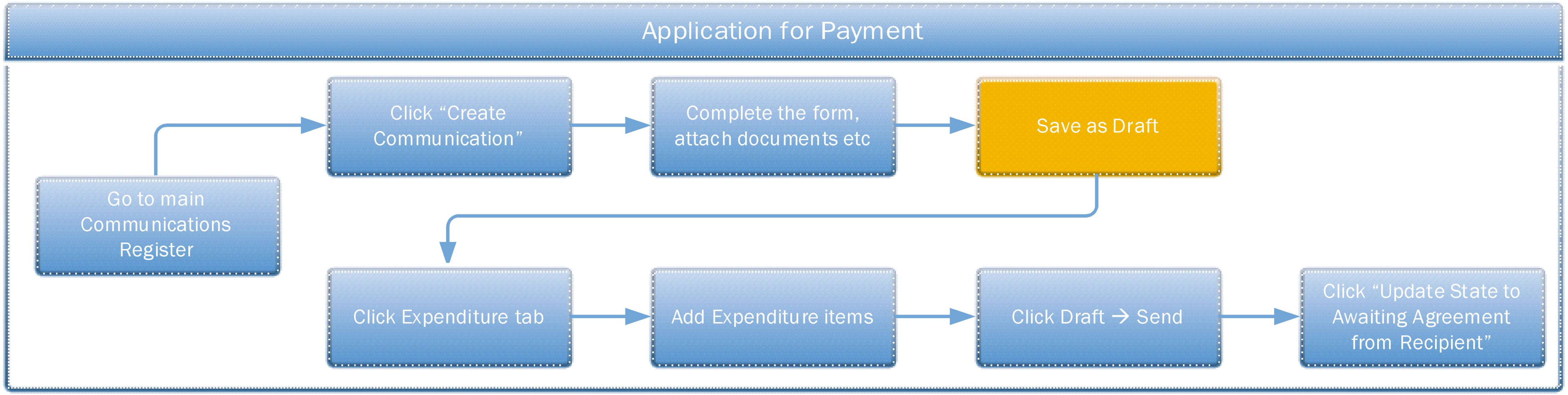
❺ Edit File (Upload a new version / Replace / Edit Online).

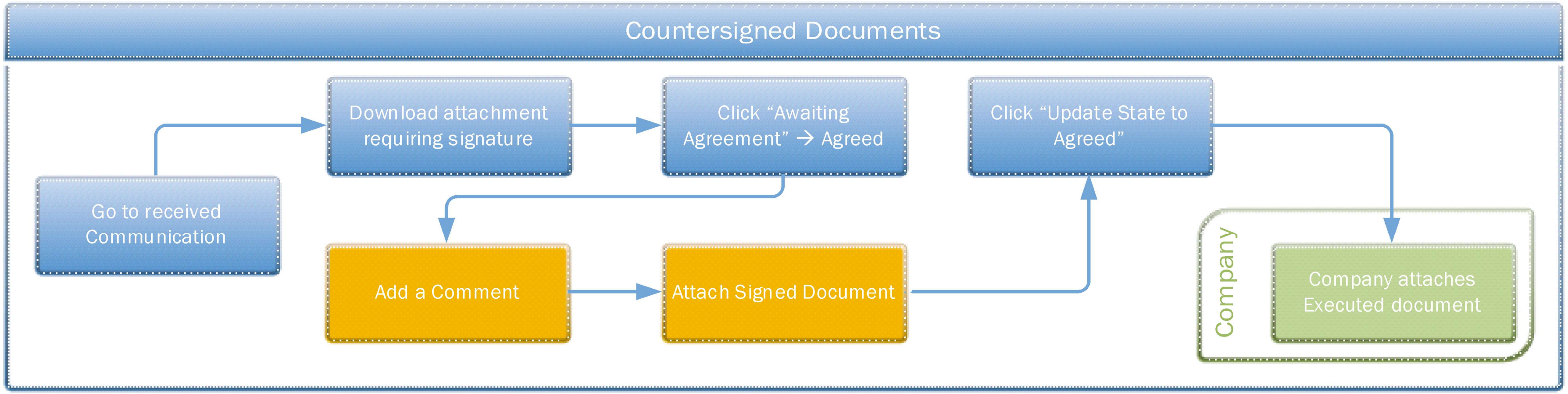


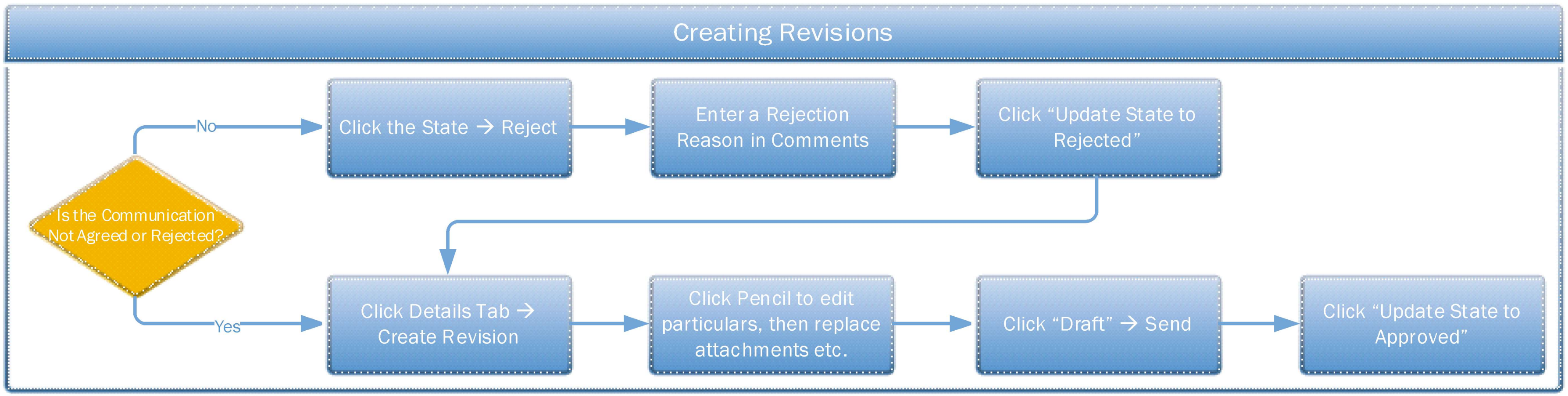


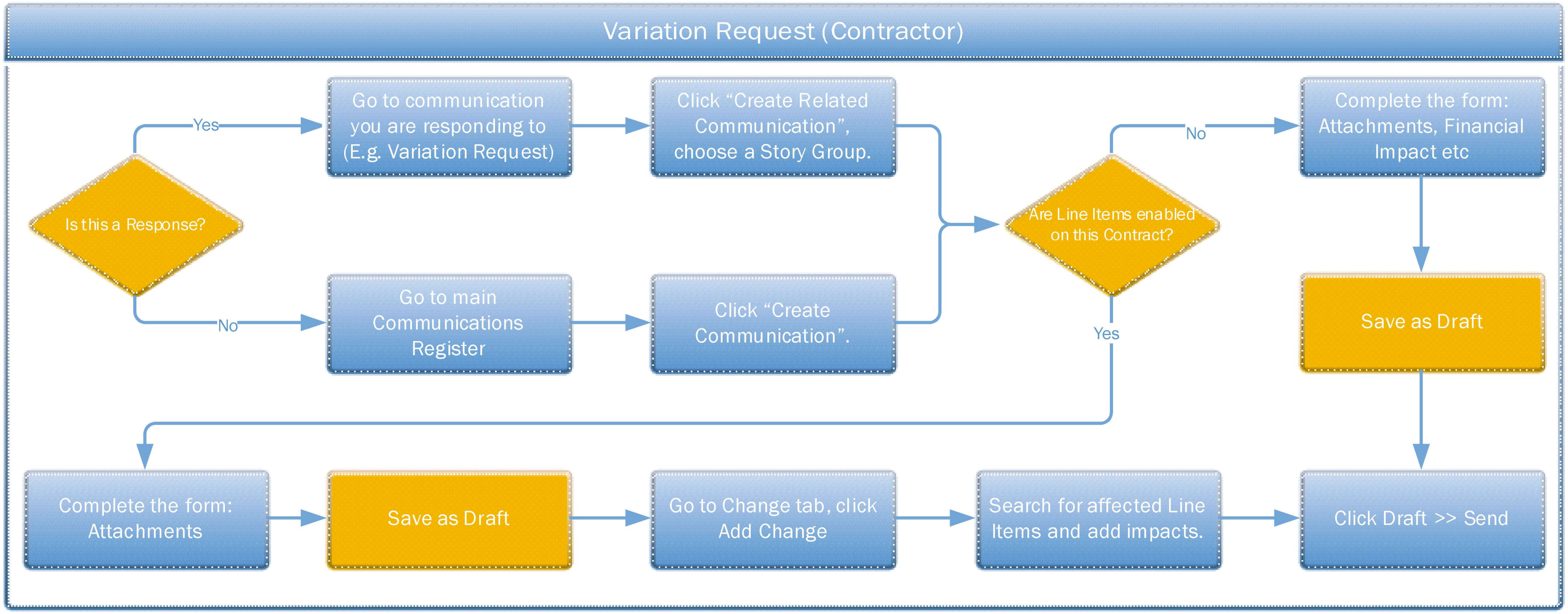
7 Process Diagrams






Countersigned Documents
Go to received Communication
Download attachment requiring signature
Click "Awaiting Agreement" → Agreed
Add a Comment
Attach Signed Document
Click "Update State to Agreed"
Company
Company attaches Executed document


Creating Revisions
Is the Communication Not Agreed or Rejected?
No
Click the State → Reject
Enter a Rejection Reason in Comments
Click "Update State to Rejected"
Yes
Click Details Tab → Create Revision
Click Pencil to edit particulars, then replace attachments etc.
Click "Draft" → Send
Click "Update State to Approved"


Variation Request (Contractor)
Is this a Response?
Yes
No
Go to communication you are responding to (E.g. Variation Request)
Click "Create Related Communication", choose a Story Group.
Go to main Communications Register
Click "Create Communication".
Are Line Items enabled on this Contract?
No
Yes
Complete the form: Attachments, Financial Impact etc
Save as Draft
Complete the form: Attachments
Save as Draft
Go to Change tab, click Add Change
Search for affected Line Items and add impacts.
Click Draft >> Send