

#### Locating project assets

Your guide to finding the various assets and documents for your project.

#### Contents



How to find a project



How to find an invitation to tender



How to find a contract or CCN



How to find a payment request





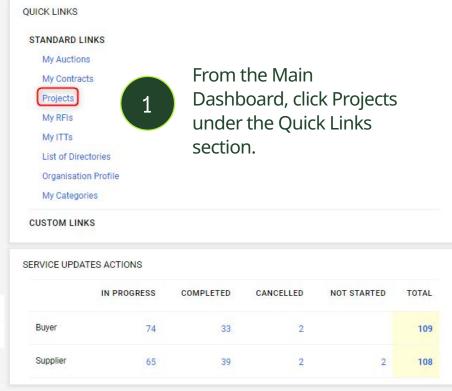
## How to find a project

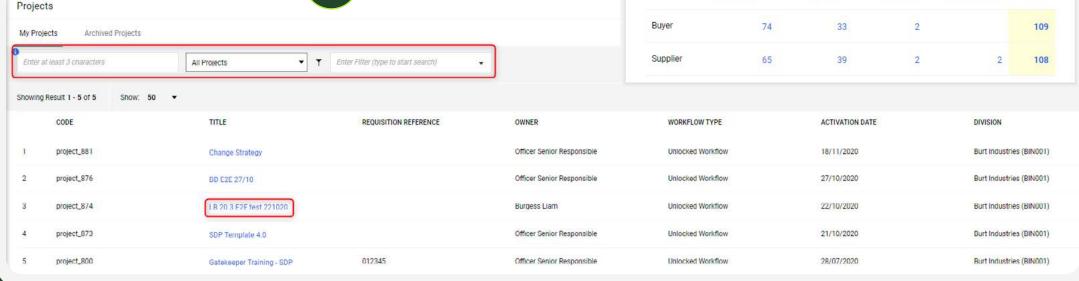




#### How to find a project

On this page, you will have a list of all Projects your company is associated with. To view any of the projects, click the Title . You also have the option to search by Project name or number as highlighted below. Within the Project, you will see any objects (ITT/Contract/ CCNs) that are relevant to that project.













## How to find an invitation to tender



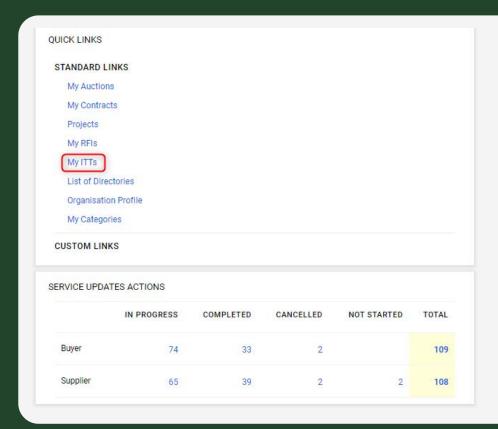


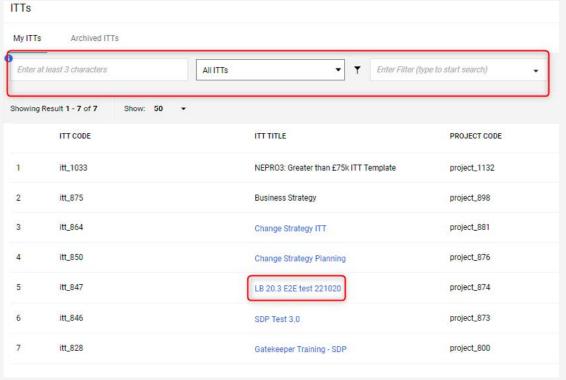
#### How to find an invitation to tender

- 1 From ur
  - From the Main Dashboard, click My ITTs under the Quick Links section.

2

On this page, you will have a list of all ITTs your company is associated with. To view any of the ITTs, click the Title. You also have the option to search by ITT name or number as highlighted above.











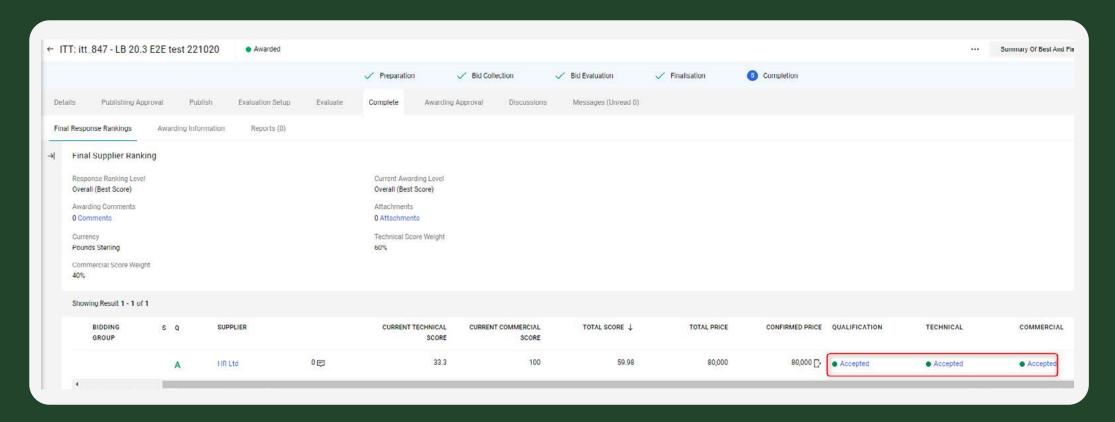




#### How to find an invitation to tender



Once you click into the ITT, you can click Accepted under Qualification, Technical or Commercial to review the responses of each envelope.











# How to find a contract or a change control notice (CCN)

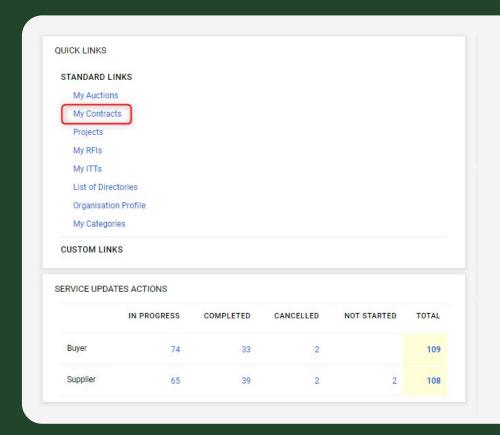


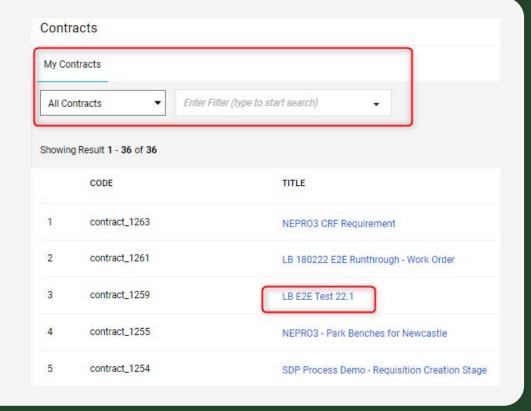


### How to find a contract or a change control notice (CCN)

- $\bigcirc$ 1
- From the Main Dashboard, click My Contracts under the Quick Links section.
- 2

On this page, you will have a list of all Contracts your company is associated with. To view any of the Contracts, click the Title. You also have the option to search by Contract name or number as highlighted above.













## How to find a payment request



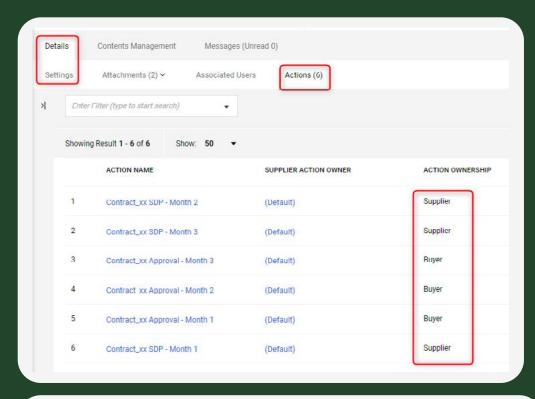


#### How to find a payment request

There are two ways to view your Payment Request Actions.

You can either: Go in through Work Order Contract, click Plans in the headers and you will have a list of plans relevant to that Contract.

Or, click in Service Updates Actions from the Main Dashboard. Under the In Progress section. The Supplier lines can be found under Supplier which will include any submissions. The Buyer actions can be found under Buyer which will include any approvals.



	IN PROGRESS	COMPLETED	CANCELLED	NOT STARTED	TOTAL
Buyer	74	33	2		109
Supplier	65	39	2	2	108







