

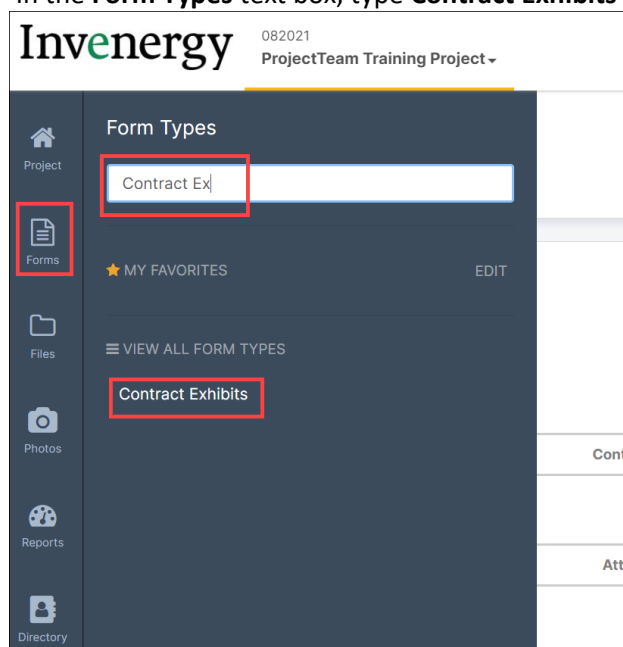
Contract Exhibits

Contracts exhibits/ attachments are supplementary documents and information to the contracts that will get reviewed and executed with the support of ProjectTeam. The Contract Exhibit tool will allow Invenenergy to administer, monitor, review, submit and resubmit when applicable. This traceability tool will allow recording of the history of the documents negotiate for the execution of the contract, and provide a platform for the exchange between contractors, suppliers, consultants, and Invenenergy to successfully be monitored and centralized in the Project Management Software, applicable for all type of Agreements.

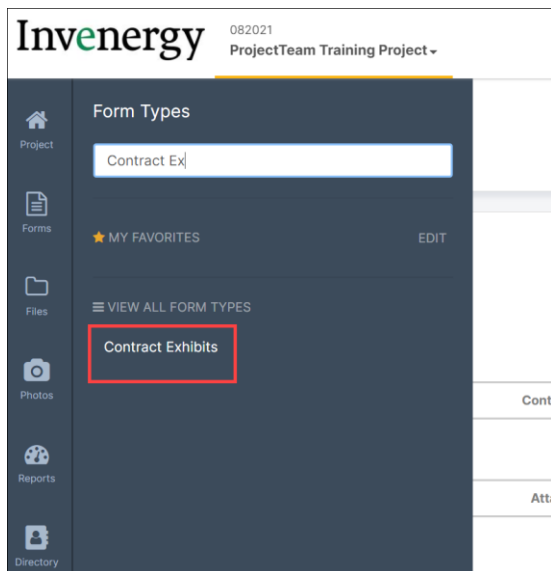
The contract Exhibit tool will support the negotiation of the complementary information related to all agreements, including but not limited to BOS/ BOP Agreements, Supplier Agreements, Consultant Agreements, Engineering agreements, etc.

Create Contract Exhibits

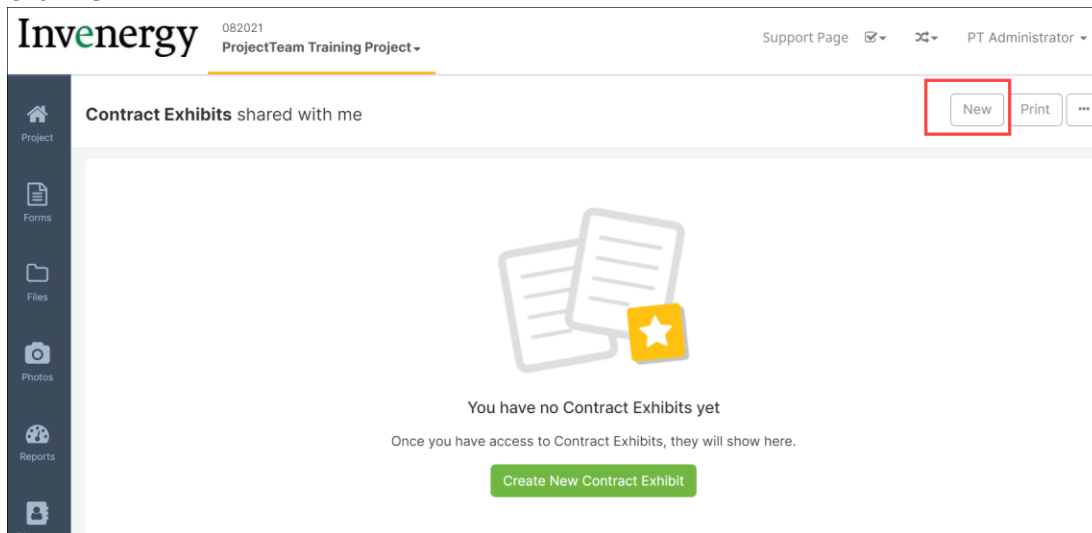
1. Navigate to the project in ProjectTeam
2. In the left navigation bar, click on **Forms**
3. In the **Form Types** text box, type **Contract Exhibits**



4. Select **Contracts Exhibits**



5. Click **New**



6. Enter **Contract Type / Contractor**, a description of the Contract Type and the Contractor

7. In the Contract Reference table click **Add Existing** - Select the associated **Contract**

The screenshot shows the Invenenergy ProjectTeam Training Project interface. The top bar includes the Invenenergy logo, the project name '082021 ProjectTeam Training Project', and user information 'Support Page', 'PT Administrator'. The main area is titled 'New Contract Exhibit'. There are buttons for 'Cancel' and 'Save & Start Workflow'. Below the title, there is a 'DETAILS' section with a text input field for 'Contract Type / Contractor' containing 'Electric Power/American Electrical, Inc.'. Below this is a 'CONTRACT REFERENCE' section with a table. The table has columns: Contract Description, Contract #, Contract Executed Date, Type, To Business, and Executed Date. There is an 'Add Existing' button next to the table. Below the table is an 'Exhibits / Attachments' section with a text input field for 'Attachment / Exhibit Title' and buttons for 'Add Existing' and 'Create New'. At the bottom is an 'Exhibits Hyperlink' section with a text input field.

8. Click the **check-box** next to the name of the contract, then click **Add**

Add CONTRACT REFERENCE:

<input type="checkbox"/>	Module Supply	LR4 440-465w	2/1/22	Contract	LONGi BiFacial
<input type="checkbox"/>	SUBSTATION CONTRACTOR	002		Subcontract	Blattner Company
<input checked="" type="checkbox"/>	Inverter Supply	MFS111203	8/10/21	Subcontract	TMEIC Ninja
<input type="checkbox"/>	ENGINEERING, PROCUREMENT AND CONSTRUCTION AGREEMENT	001	11/23/20	Contract	ARIZONA PUBLIC SERVICE COMPANY
<input type="checkbox"/>	BOP	TEST 01	8/24/21	Contract	Invenergy LLC

Cancel Add

9. In the **Exhibits / Attachments** table, click **Create New**

Invenergy 08/2021 ProjectTeam Training Project - All Search project forms... Support Page PT Administrator

Edit Contract Exhibit Cancel Save

DETAILS

Contract Type / Contractor
Substation / ABC Construction

CONTRACT REFERENCE:

<input type="checkbox"/>	Contract Description	Contract #	Contract Executed Date	Type	To Business	Executed Date
<input type="checkbox"/>	SUBSTATION CONTRACTOR	002		Subcontract	Blattner Company	

Exhibits / Attachments Create New

Attachment / Exhibit Title	Scope / Contractor	Responsible	Current Document Date	Invenergy Actions:	Contractor Actions:	Document Final Version Complete	Final Contract Document Date	Contractor Remarks/Issues:	Inven Rem:
Exhibit A-Build Transfer SOW						<input type="checkbox"/>			

Exhibits Hyperlink

10. Enter the information as outlined below:

Create New ✕

Item #

Attachment / Exhibit Title * Required

Exhibits/ Attachments HYPERLINK:

Scope / Contractor

Responsible

Current Document Date

Invenergy Actions:

Contractor Actions:

Document Final Version Complete
☐

Final Contract Document Date

Contractor Remarks/Issues:

Invenergy Remarks/Issues

Cancel
Save & New
Save

- a. Enter **Item #**, consecutive numbering system assigned to each item
- b. Enter **Attachment/Exhibit Title**
- c. Enter **Exhibits/Attachments HYPERLINK**, for concurrent review of the documents by Invenergy assignees. This link field will only be visible for Invenergy stakeholders

- d. Enter **Scope / Contractor**
- e. Enter **Responsible** party for providing the Attachment or Exhibit
- f. Enter **Current Document Date**
- g. Enter **Invenergy Actions** select from the dropdown list, the actions will be editable as it progresses the status of each exhibit or attachment
- h. Enter **Contractor Actions** select from the dropdown list, the actions will be editable as it progresses the status of each exhibit or attachment
11. Check **Document Final Version Complete** box, once the Final Version of the document negotiated with the contractor is available
12. Enter **Final Contract Document Date**, for versioning purposes and proper utilization of the correct document associated with the contract
13. Click **Save & New** to add additional Exhibits. When complete, click **Save**

Add Exhibits/Attachment Documents

Once all the Exhibits are listed in the table, we can start adding the specific documents per Exhibit or Attachment.

1. Click the Attachment / Exhibit **Title** within the Contract Exhibits form. The system will open a new window allowing you to add attachments and modify the Details of the Document such as Current Document Date, Invenergy / Contractor Actions to take

Invenergy 082021 ProjectTeam Training Project - All Search project forms... Support Page PT Administrator

Contract Exhibits

Contract Exhibit: Substation / ABC Construction
Created By PT Administrator (Invenergy LLC) on 5/10/22 at 2:48 PM

Quick Navigation: Details Workflows Attachments Action Items Activity Contract Links Reference Links

SHARED WITH (1) [View All](#) Share

DETAILS Edit

Contract Type / Contractor
Substation / ABC Construction

CONTRACT REFERENCE:

Contract Description	Contract #	Contract Executed Date	Type	To Business	Executed Date
SUBSTATION CONTRACTOR	002		Subcontract	Blattner Company	

Exhibits / Attachments

Attachment / Exhibit Title	Scope / Contractor	Responsible	Current Document Date	Invenergy Actions:	Contractor Actions:	Document Final Version Complete	Final Contract Document Date	C Rem
Exhibit A- Build Transfer SOW						<input type="checkbox"/>		
Exhibit B			5/11/22			<input type="checkbox"/>		

Exhibits Hyperlink

ACTION ITEMS New

☐ Show complete/obsolete items

ACTIVITY

Comments Activity

Add @ to force a notification to users

☐ Make Private Post

No comments added to this document yet.
Be the first to comment.

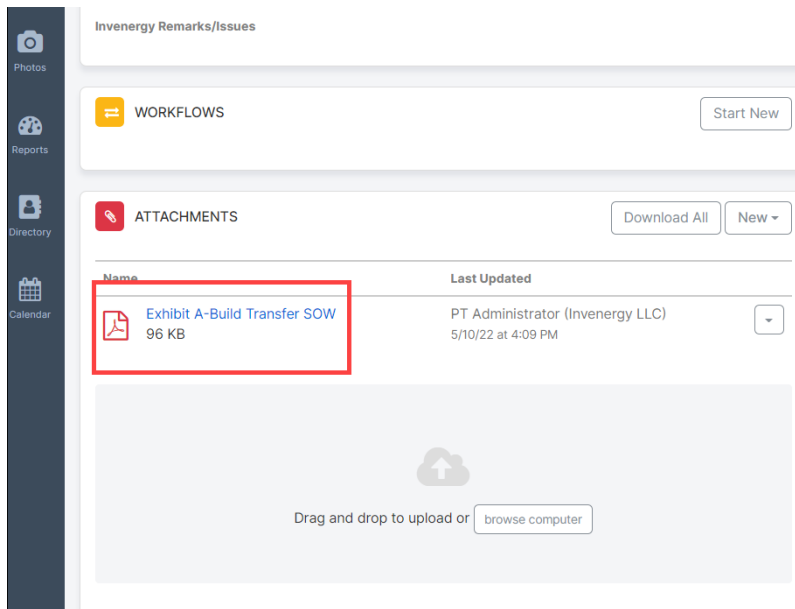
CONTRACT LINKS

REFERENCE LINKS New

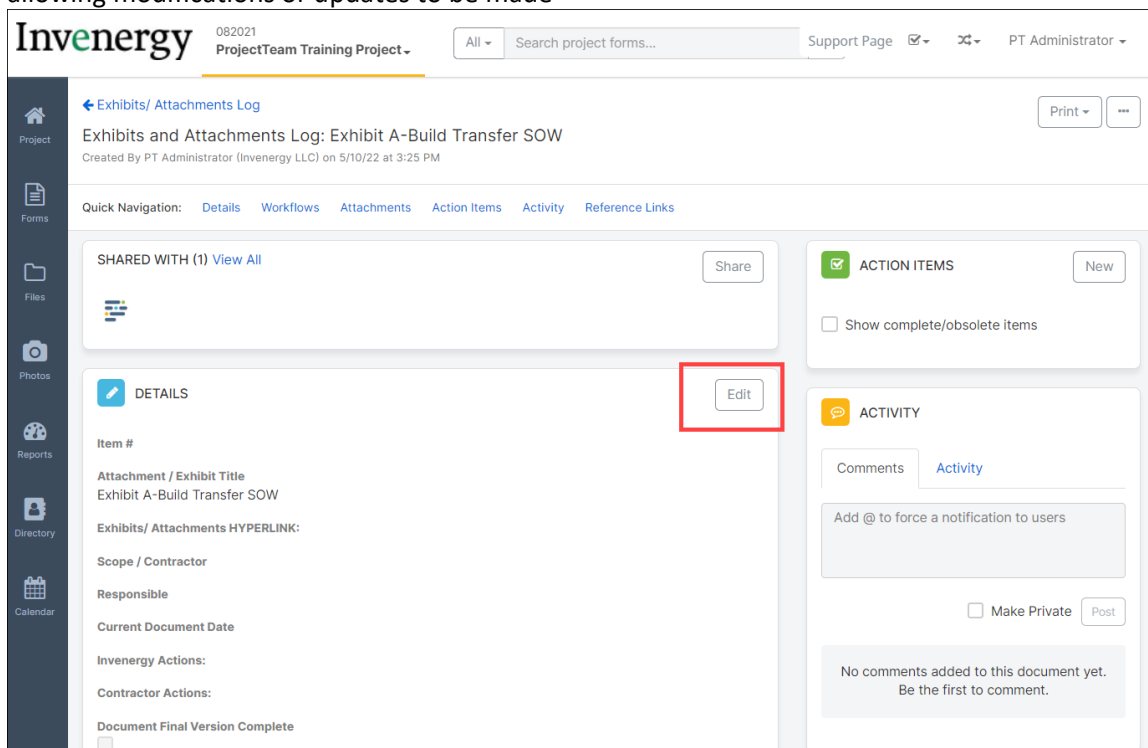
2. Scroll to the bottom of the record and find the **Attachments** panel. Click the **Browse Computer** button or **drag and drop** your file(s) into the panel

The screenshot displays the Invenenergy ProjectTeam Training Project interface. The main content area is titled "Exhibits and Attachments Log: Exhibit A-Build Transfer SOW" and was created by PT Administrator (Invenenergy LLC) on 5/10/22 at 3:25 PM. The interface includes a sidebar with navigation icons for Project, Forms, Files, Photos, Reports, Directory, and Calendar. The main area has a "Quick Navigation" bar with links to Details, Workflows, Attachments, Action Items, Activity, and Reference Links. The "Attachments" panel is highlighted with a red box and a red arrow pointing to it. Inside the Attachments panel, there is a "Drag and drop to upload or" area and a "Browse computer" button. Other panels visible include "SHARED WITH (1)", "ACTION ITEMS", "ACTIVITY", and "REFERENCE LINKS".

3. Once the Document is successfully attached, it will display the information of the attachment in the attachment section



4. To modify or update the details of the Document – Click **Edit**. The system will open a window allowing modifications or updates to be made



5. During the negotiation phase, the terms of the contracts included Exhibits, Appendix, attachments, etc. The expected fields to be modified are:
- Responsible:** Establish the party responsible for providing the document
 - Current Document Date:** Allow traceability of the date of the current version of the document under review
 - Invenery Actions / Contractor Actions:** Track the status of the documents and the actions to be taken per party

- d. ***Document Final Version Complete:*** This checkbox will be available only for the Project Managers once the Final Version of the Document has been uploaded, reviewed and both parties agree, this option will allow us to track the Documents completed
- e. ***Final Contract Document Date:*** Will allow the user to enter the Final Version of the document date

Workflow

