

	<b>CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC)</b>	
	<b>User Guide – View and Submit Contractual Deliverables</b>	Version 1.0 December 1, 2014

## OVERVIEW

This User Guide describes how to access the key iSupplier deliverable management functionality to view and/or update documentation, action items and meetings related to a specific Purchasing Document.

## HOW TO USE THIS USER GUIDE

**If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-Page Quick Reference (Cheat sheet) on page 3.** Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides highlighted and/or framed notes, tips and important messages to assist you in some tasks.

## PROCESS OVERVIEW

When a Purchasing Document is issued, the terms and conditions of the document may require that the Supplier deliver specific documentation to CRC. In addition, as part of the contract management activities, CRC may request new documentation to resolve issues, or coordinate meetings during the contract life.

Documentation, Actions Items and meetings are managed as Contractual Deliverables using the iSupplier Portal Deliverable functionality.

Each Deliverable has instructions, a Responsible Party (Supplier or CRC), an CRC Internal Contact, a Supplier Contact and a defined Due Date to complete the required action by.

If the Supplier is the Responsible Party for the Deliverable, notifications for the Deliverables will be sent to the Supplier Contact requesting that they take the specified action. The Supplier Contact must access the iSupplier Portal and complete the required action according to the instructions provided. Finally, CRC will determine if the requirement is satisfied and the specific Supplier Contact will receive a notification indicating the deliverable status has been changed to “Complete” or “Rejected”. If it is rejected, additional actions can be requested of the Supplier.

Suppliers can receive the following Contractual Deliverable types:



Type	Description	Example	Supplier Action
Documentation	Documents requested in the Terms and Conditions of the Purchasing Document.	<ul style="list-style-type: none"> <li>• Performance Guarantee Bond</li> <li>• Insurance Certificate (and Policy)</li> <li>• Materials Certification</li> <li>• ECCN – Supplier’s Item’s Export Control Classification Number</li> <li>• Permits and Licenses</li> <li>• Contractor Personnel Compliance</li> <li>• Certification and inspection of contractor items</li> <li>• Specifications, standards, procedures and guidelines</li> <li>• Health, environment and safety (records)</li> <li>• Operational records – i.e. drilling rigs and contractor’s plan, etc.</li> <li>• Records and reports</li> <li>• Subcontractor warranties</li> <li>• Evidence of tax compliance</li> </ul>	View the Deliverable in the iSupplier Portal and submit the documents according to the instructions.
Action Items	Specific actions to improve the performance related to a Purchasing Document.	<ul style="list-style-type: none"> <li>• Root Analysis</li> <li>• Training</li> <li>• Project</li> <li>• Data Request</li> <li>• Presentations</li> </ul>	View the Deliverable in the iSupplier Portal and submit support documents according to the action requested.
Meetings	Schedule and unscheduled meetings. <b>Note:</b> Meeting invitations and communications are managed through standard emails.	<ul style="list-style-type: none"> <li>• Quality Meetings</li> <li>• Review Meeting</li> <li>• On-boarding Meeting</li> <li>• Negotiation Meeting</li> </ul>	View the Deliverable in the iSupplier Portal to access the meeting agenda, minutes and support documentation.



## QUICK REFERENCE (CHEAT SHEET)

**1. Access the iSupplier Portal**

- In the “**Main Menu**” panel, click on the appropriate responsibility.
  - ▶ If it will be necessary to acknowledge and accept/reject the Purchasing Document related to the deliverables, click on the “**Supplier User – Transactions**” responsibility. Otherwise you can click on either the “**Supplier User – Full View**” or “**Supplier User – Finance View**” responsibilities.
- From the “**Home**” page, click on the “**Orders**” tab.

**2. View the Contractual Deliverables**

- Click on the “**Deliverables**” hyperlink.
- Populate any of the search criteria to find specific Deliverables or leave it blank to view all Deliverables, and then click on the “**Go**” button.
- Click on the title hyperlink under the “**Deliverable Name**” column to access the detailed information for the Contractual Deliverable.
  - ▶ The Contractual Deliverable title is composed of the deliverable type and a short description of the subject (e.g. ACTION-ITEM-Provide training on new tool, MEETING-Quarterly Performance Review, etc)
- Review the “**Description**” field, it shows instructions and relevant information about the Deliverable.
  - ▶ For documentation and Action Items, this field establishes how and what documentation/information the Supplier must submit.
- In the “**Attachment**” section, click on every file name hyperlink in the “**Title**” column to download the attached documents.

**3. Submit the Contractual Deliverable**

**IMPORTANT:** Follow the instructions provided in the “**Description**” and “**Notes**” fields. If required to submit the documentation/information through the iSupplier Portal continue with the steps described below. Otherwise, submit the information according to the instructions.

- Respond to the Contractual Deliverable by clicking on the “**Update**” button.
- Select the option “**Submitted**” from the “**Status**” dropdown menu.
- In the “**Notes**” field, provide a brief explanation the documentation/information being submitted.
- As needed, click on the “**Show**” hyperlink in the “**Status History**” section to access the specific previous notes.
- If files are shown in the “**Attachment**” section, view, save or print the existing attachments by clicking on the file name hyperlink in the “**Title**” column
- As needed or required in the instructions, attach document files, upload the documentation/information

by clicking on the “**Add Attachment**” button on the “**Attachments**” section.

**IMPORTANT:** Suppliers can only add attachments. Deletions or updates are not allowed. If a mistake is made, add the correct attachment and ask the CRC Internal Contact to delete the incorrect attachment. Use the “**Note**” field to request any deletions.

- ▶ In the “**Title**” field, enter the file or Deliverable name.
  - ▶ In the “**Description**” field, describe/summarize the content as clearly as possible.
  - ▶ As needed, attach a file by selecting the “**File**” radio button, then click on the “**Browse..**” button and search the file in your computer.
  - ▶ As needed, attach an URL by selecting the “**URL**” radio button, enter (or paste) the applicable URL address (it must not be an internal webpage of the Supplier. CRC must have access to it).
  - ▶ As needed, attach text by selecting the “**Text**” radio button, enter (or paste) the applicable Text.
  - ▶ Click on the “**Apply**” button to return to the Deliverable screen or click on “**Add Another**” button to continue attaching documentation by repeating the steps above.
- Click on the “**Apply**” button. The “**Manage Deliverables**” screen will appear showing the Deliverable status of “**Submitted**” indicating that documentation/information was submitted.



CONTENT / CHECKLIST

Steps	Page No	Required	Check
1. <a href="#">Receive Email Notifications</a>	5	Required	<input type="checkbox"/>
1.1. <a href="#">Notification Types</a>	5	Optional	
2. <a href="#">Access the iSupplier Portal</a>	6	Required	<input type="checkbox"/>
3. <a href="#">Search Deliverables</a>	7	Required	<input type="checkbox"/>
3.1. <a href="#">Option 1 – Access the Deliverables Assigned to a Specific iSupplier User</a>	7	Optional	
3.2. <a href="#">Option 2 – Access All Deliverables Related to a Specific Purchasing Document</a>	8	Optional	
3.3. <a href="#">View Deliverables List</a>	9	Required	<input type="checkbox"/>
3.4. <a href="#">View Deliverable’s Detailed Information</a>	10	Optional	
4. <a href="#">Submit Deliverables</a>	11	As required	<input type="checkbox"/>



**INSTRUCTIONS**

**1. RECEIVE EMAIL NOTIFICATIONS**

**1.1. NOTIFICATION TYPES**

When an CRC Buyer adds a Deliverable to a Purchasing Document, the Supplier Contact for the Deliverable may receive the following automatic notifications according to the Deliverable’s setup:

Notification Type	Description	Supplier Action	Notification Subject
Deliverable - Prior to Due Date	Upcoming Deliverable due date	View the Deliverable and perform the required action according to the instructions provided in the Deliverable.	From: [Redacted] To: CONTACT CONTACT Cc: [Redacted] Subject: <b>Action Required: Deliverable Insurance Certificates on Blanket Purchase Agreement 21000012106 will be due in 3 Months</b>
Deliverable - Overdue	Deliverable is overdue		From: [Redacted] To: CONTACT CONTACT Cc: [Redacted] Subject: <b>FYI: Deliverable Insurance Certificates on Blanket Purchase Agreement 21000005701 is overdue</b>
Deliverable - Status Change	Status has been updated	View the Deliverable status to see what has changed.	From: [Redacted] To: CONTACT CONTACT Cc: [Redacted] Subject: <b>FYI: Deliverable Material Certification Codes on Blanket Purchase Agreement 21000034603 has been submitted</b>

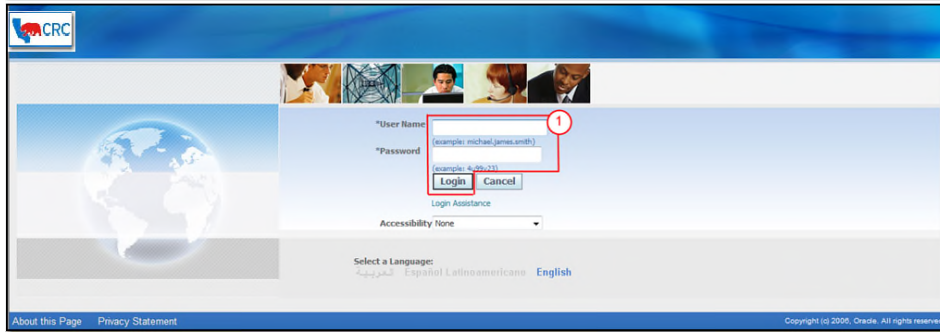
**IMPORTANT:** Notifications only provide basic deliverable status information, To see all of the information about the Deliverable status, access the specific Deliverable within the iSupplier Portal.

**IMPORTANT:** For automatic notifications the email sender will be “CRC – Notification” not a specific CRC Buyer. If you do not receive a notification in your mailbox, please check your mailbox spam, trash or delete folders, or see if it might have been filtered by your company spam filtering services. Make sure to set “CRC – Notification” as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification contains an error message, contact the CRC Buyer.

**Note:** For more information about Notifications, view the [User Guide - Overview Access and Passwords, Navigations and Notifications](#)

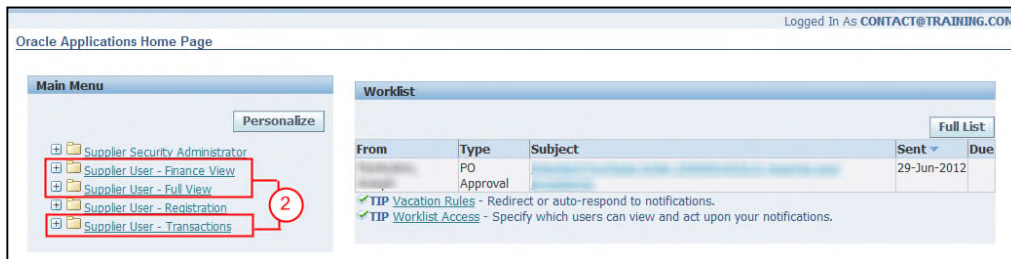
## 2. ACCESS THE ISUPPLIER PORTAL

Login to the iSupplier Portal at: [https://supplier.californiareources.com/OA\\_HTML/AppsLogin](https://supplier.californiareources.com/OA_HTML/AppsLogin)



- ( 1 ) Enter your Username and Password and click on the “Login” button.  
**Note:** The “Password” field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the “Login Assistance” hyperlink. Alternatively, view the [User Guide– Overview Access and Passwords, Navigation, Notification](#)

After logging in to the portal, the “Oracle Application Home Page” will be displayed if more than one responsibility is assigned to the user. If the user only has one responsibility the “Home” tab screen for that responsibility will automatically be displayed.



- ( 2 ) To access and view Deliverables, click on one of the following responsibilities.

Responsibility	Supplier Action
Supplier User – Transactions	<ul style="list-style-type: none"> <li>View and Submit user related Deliverables</li> <li>View and Submit Purchasing Document related Deliverables</li> </ul>
Supplier User – Full View	<ul style="list-style-type: none"> <li>View and Submit user related Deliverables</li> <li>Only View Purchasing Document related Deliverables</li> </ul>
Supplier User – Finance View	<ul style="list-style-type: none"> <li>View and Submit user related Deliverables</li> <li>Only View Purchasing Document related Deliverables</li> </ul>

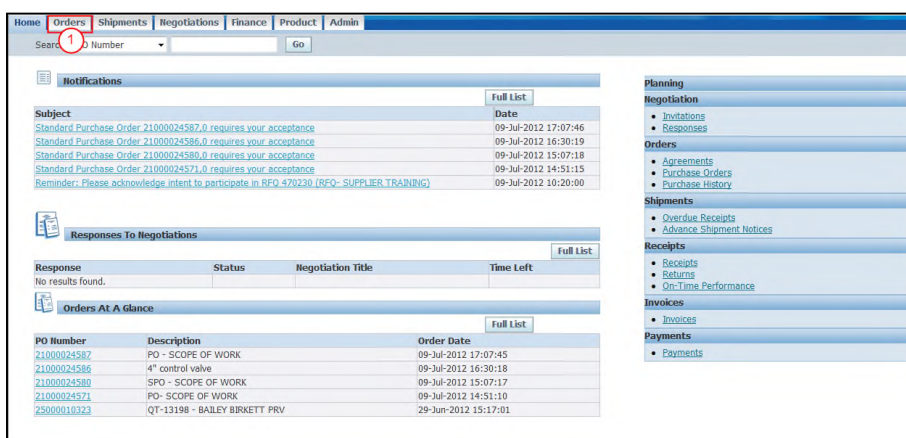
Once in the required responsibility, the “Home” tab screen will then be displayed.

**Note:** If none of these responsibilities have been assigned to you, contact the iSupplier Portal Security Administrator within your company to request them. Go to the [User Guide – Overview – Access and](#)

[Passwords, Navigation and Notifications](#) to learn how to view the list of your company contacts and iSupplier Users.

### 3. SEARCH DELIVERABLES

Under the **“Orders”** tab, access the Deliverable management functionality to view and/or update documentation, action items and meetings.



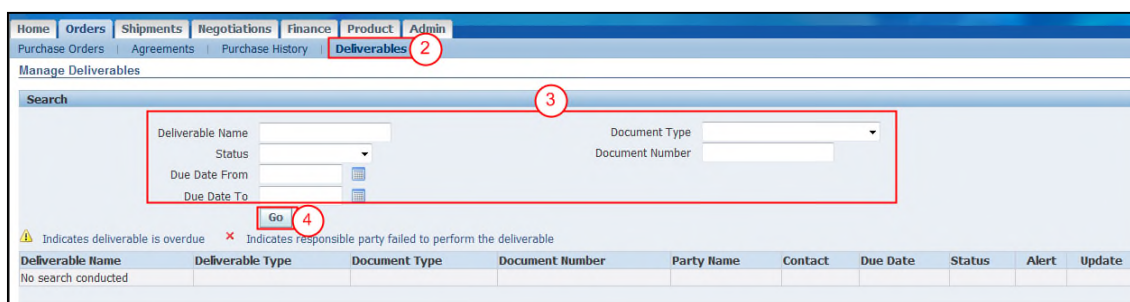
(1) In the iSupplier portal **“Home”** page, click on the **“Orders”** tab.

The following section explains the two options to access documentation, action items or meetings.

#### 3.1. OPTION 1 – ACCESS THE DELIVERABLES ASSIGNED TO A SPECIFIC ISUPPLIER USER

Access all the Deliverables assigned to you in to the iSupplier Portal through the **“Deliverables”** hyperlink.

**IMPORTANT:** This screen will not include Deliverables assigned to other iSupplier Users within your company.



(2) Click on the **“Deliverables”** hyperlink.

(3) Populate any of the search criteria to search for specific Deliverables or leave it blank to view all of the Deliverables.

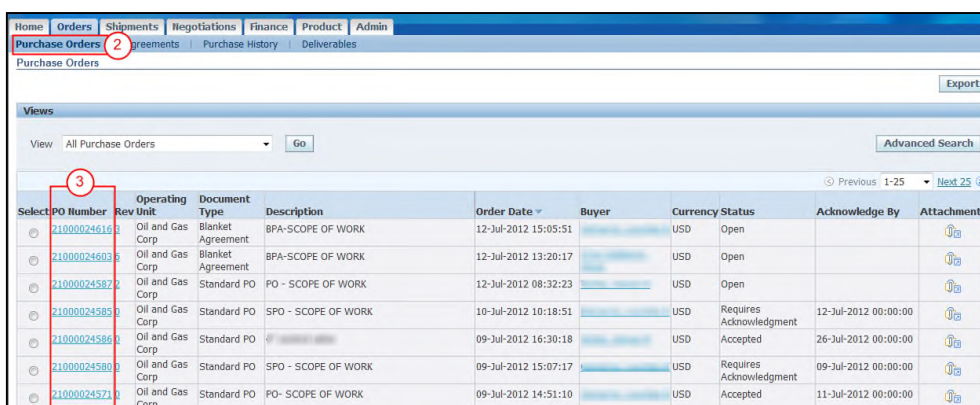


- (4) Click on the “Go” button, then the Deliverables list will be displayed. For further information about the Deliverables list, go to section [3.3. - View Deliverables List](#).

### 3.2. OPTION 2 – ACCESS ALL DELIVERABLES RELATED TO A SPECIFIC PURCHASING DOCUMENT

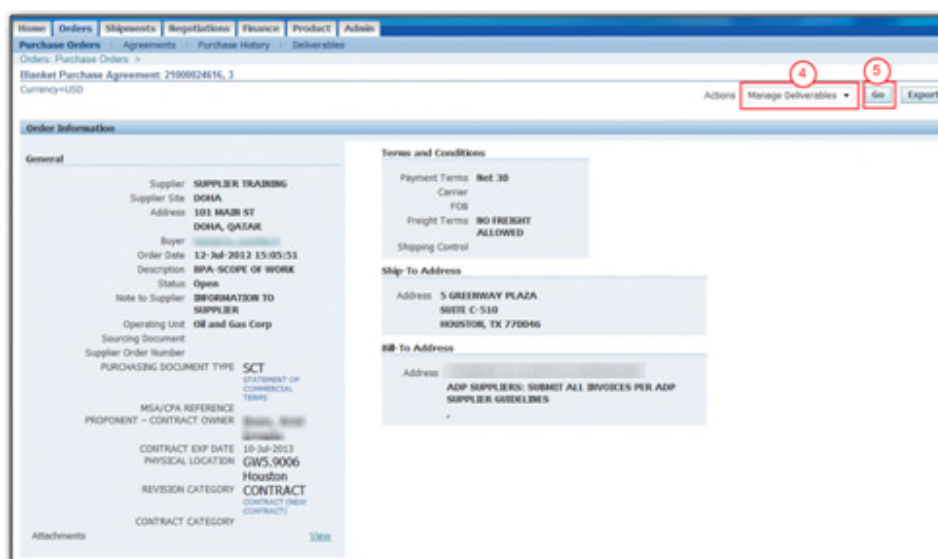
Identify a Purchasing Document in the “Purchase Orders” tab and access to all Deliverables related to that document, whether they were assigned to you or other iSupplier Users within your company.

**Note:** iSupplier Users with the “Supplier User – Transactions” responsibility can update their assigned Deliverables through the Purchasing Document. However, iSupplier users with “Supplier User- Finance” responsibility can only view Deliverables within any Purchasing Document.



Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">21000024616</a>	1	Oil and Gas Corp	Blanket Agreement	BPA-SCOPE OF WORK	12-Jul-2012 15:05:51		USD	Open		
<input type="radio"/>	<a href="#">21000024603</a>	1	Oil and Gas Corp	Blanket Agreement	BPA-SCOPE OF WORK	12-Jul-2012 13:20:17		USD	Open		
<input type="radio"/>	<a href="#">21000024587</a>	1	Oil and Gas Corp	Standard PO	PO - SCOPE OF WORK	12-Jul-2012 08:32:23		USD	Open		
<input type="radio"/>	<a href="#">21000024585</a>	1	Oil and Gas Corp	Standard PO	SFO - SCOPE OF WORK	10-Jul-2012 10:18:51		USD	Requires Acknowledgment	12-Jul-2012 00:00:00	
<input type="radio"/>	<a href="#">21000024586</a>	1	Oil and Gas Corp	Standard PO	SFO - SCOPE OF WORK	09-Jul-2012 16:30:18		USD	Accepted	26-Jul-2012 00:00:00	
<input type="radio"/>	<a href="#">21000024580</a>	1	Oil and Gas Corp	Standard PO	SFO - SCOPE OF WORK	09-Jul-2012 15:07:17		USD	Requires Acknowledgment	09-Jul-2012 00:00:00	
<input type="radio"/>	<a href="#">21000024571</a>	1	Oil and Gas Corp	Standard PO	PO - SCOPE OF WORK	09-Jul-2012 14:51:10		USD	Accepted	11-Jul-2012 00:00:00	

- (2) Click on the “Purchase Order” hyperlink.
- (3) In the “PO Number” column, access the specific Purchasing Document by clicking on the “PO Number” hyperlink. Then, the detailed information about the Purchasing Document will be displayed.



Blanket Purchase Agreement: 29000024616, 3  
Currency: USD

Order Information

General

Supplier: SUPPLIER TRAINING  
Supplier Site: DQHA  
Address: 101 MAIN ST  
DQHA, QATAR

Buyer: [Redacted]  
Order Date: 12-Jul-2012 15:05:51  
Description: BPA-SCOPE OF WORK  
Status: Open  
Note to Supplier: INFORMATION TO SUPPLIER  
Operating Unit: Oil and Gas Corp  
Sourcing Document: [Redacted]  
Supplier Order Number: [Redacted]  
PURCHASING DOCUMENT TYPE: SCT  
MISA/CFA REFERENCE: [Redacted]  
PROPOSER - CONTRACT OWNER: [Redacted]

Contract Information

CONTRACT EXP DATE: 18-Jul-2013  
PHYSICAL LOCATION: GWS 9006  
REVISION CATEGORY: CONTRACT  
CONTRACT CATEGORY: CONTRACT (NEW CONTRACT)

Terms and Conditions

Payment Terms: Net 30  
Carrier: FCS  
Freight Terms: NO FREIGHT ALLOWED  
Shipping Control: [Redacted]

Ship To Address

Address: 5 GREENWAY PLAZA  
SUITE C-510  
HOUSTON, TX 770046

Buy To Address

Address: ADP SUPPLIERS: SUBMIT ALL INVOICES PER ADP SUPPLIER GUIDELINES

Attachments



- (4) In the specific **“Purchasing Document”** screen, select the option **“Manage Deliverables”** from the **“Actions”** dropdown menu.
- (5) Click on the **“Go”** button. Then, the list of Deliverables associated with the Purchasing Documents will be displayed. For further information, go to section [3.3. - View Deliverable List](#).

### 3.3. VIEW DELIVERABLES LIST

The **“Deliverables”** list will be displayed whether it was accessed for a specific iSupplier User or through a Purchasing Document as described above. This list shows the following information.

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
<a href="#">Meeting - Contract Onboarding</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024603_6</a>	Oil and Gas Corp	[REDACTED]	08-Jul-2012	Open	[Warning Icon]	[Update Icon]
<a href="#">Performance Bond Guarantee</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024603_6</a>	SUPPLIER TRAINING	CONTACT CONTACT	09-Jul-2012	Open	[Warning Icon]	[Update Icon]
<a href="#">Issue- Root Analysis - WellA1</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024603_6</a>	SUPPLIER TRAINING	CONTACT CONTACT	12-Jul-2012	Open	[Warning Icon]	[Update Icon]
<a href="#">Issue- New Technology Training</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024603_6</a>	SUPPLIER TRAINING	CONTACT CONTACT	12-Jul-2012	Open	[Warning Icon]	[Update Icon]
<a href="#">Meeting - Quarterly Quality Meeting</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024616_3</a>	Oil and Gas Corp	[REDACTED]	13-Jul-2012	Open	[Warning Icon]	[Update Icon]
<a href="#">Insurance Certificate</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024616_3</a>	SUPPLIER TRAINING	CONTACT CONTACT	10-Jul-2012	Submitted		[Update Icon]
<a href="#">Material Certification Codes</a>	Contractual	Blanket Purchase Agreement	<a href="#">21000024603_6</a>	SUPPLIER TRAINING	CONTACT CONTACT	11-Jul-2012	Submitted		[Update Icon]

- (1) The **“Deliverable Name”** column shows the title of the Deliverable. As needed, click on the **“Deliverable Name”** hyperlink to access the detailed information about the Deliverable.  
**Note:** In case of Action Item and Meetings, the Deliverable title will also contain the Deliverable type as part of the following naming convention used by CRC.
  - ACTION ITEM - Issue short description (i.e. ACTION-ITEM-provide training on new tool)
  - MEETING - Subject (i.e. MEETING-Quarterly Performance Review)
- (2) The **“Document Number”** column shows the Purchasing Document number related to the Deliverable. This column will be displayed only if the user accessed to this list from the **“Deliverables”** hyperlink.
- (3) The **“Party Name”** column shows which party is responsible for taking the applicable action, whether it is CRC or the Supplier.
- (4) The **“Contact”** column shows the name of the person responsible for taking the applicable action.
- (5) The **“Due Date”** column shows when the action needs to be completed by.  
**Note:** The **“Prior to”** and **“Overdue”** automatic notifications are based on this date.
- (6) The **“Status”** column can show the following Deliverable statuses.

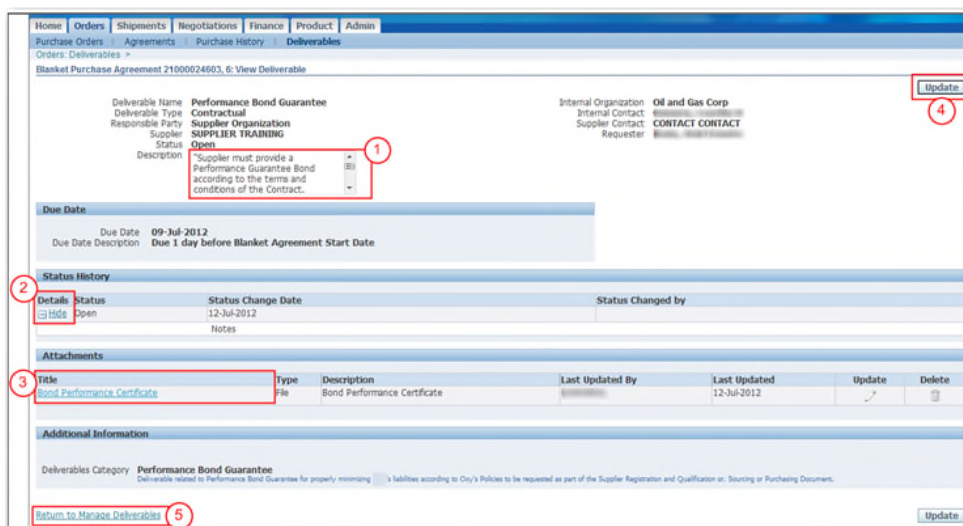
Status	Description
Open	Deliverable has not been submitted. It is expected that the Responsible Party will take the appropriate action before the Due Date.
Submitted	Deliverable related documentation/information has been submitted/updated by the Responsible Party. When the Responsible Party is the Supplier, CRC can also submit documentation on the Supplier’s behalf, if necessary.
Rejected	Deliverable related documentation/information was reviewed by CRC and it was determined to be inaccurate, incomplete or not satisfactory. It is expected that Supplier will re-submit the documentation addressing CRC’s comments and requirements.
Completed	Final Status - Deliverable related documentation/information was verified by CRC and it is satisfactory. No additional action is required from the Responsible Party.
Cancelled	Final Status – The Deliverable is no longer needed. No additional action is required from the

Status	Description
	Responsible Party.
Failed to Perform	Final Status – The Deliverable related documentation/information was reviewed by CRC and it was NOT satisfactory. It is NOT expected that the Responsible Party will take any additional action.

- (7) The **“Alert”** icon will be displayed if the Deliverable is overdue.
- (8) Submit the Deliverable by clicking on the **“Pencil”** icon in the **“Update”** column. If the Supplier is the Responsible Party to submit/update the Deliverable, the **“Pencil”** icon will be enabled. For further information about how to submit/update the Deliverable, go to section [4. - Submit Deliverables](#).

### 3.4. VIEW DELIVERABLE’S DETAILED INFORMATION

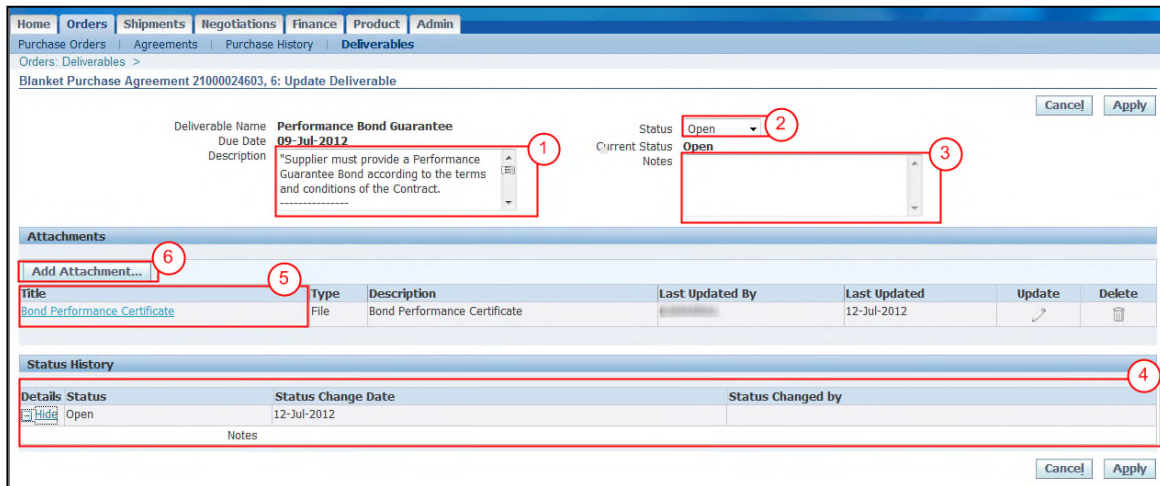
In the **“Deliverables”** list table (refer to the screenshot in Section 3.3 above), access detailed information about a specific Deliverable by clicking on the applicable **“Deliverable Name”** hyperlink.



- (1) The **“Description”** field shows instructions and relevant information about the Deliverable. For documentation and Action Items, this field shows how and what documentation/information the Supplier must submit.
- (2) By clicking on the **“Show”** hyperlink in the **“Status History”** section the Supplier can view all of the activity that has occurred for the Deliverable
- (3) Open and download the attachments by clicking on the **“Attachment Name”** hyperlink on the **“Title”** column.
- (4) The **“Update”** button allows the Responsible Party to respond to the Deliverable including submitting the required documentation/information. If the Supplier is responsible for delivering the documentation /information or resolving the action-item issue, this button will be enabled. Go to section [4. - Submit Deliverables](#) to learn how to submit documentation/information for a Deliverable.  
**Note:** The **“Update”** button is disabled for Meetings since the Suppliers can only view the information uploaded by CRC for meetings.
- (5) Once the Deliverable have been reviewed, if no update is required, click on the **“Return to Manage Deliverables”** hyperlink to return to the previous screen and continue working on other Deliverables.

#### 4. SUBMIT DELIVERABLES

Submit the documentation/information associated with the Deliverable by clicking on the **“Update”** button in the **“View Deliverable”** screen (See section above). This button will be enabled if the Supplier is responsible for delivering the contractual Deliverable or resolving the issue. Then, the **“Update Deliverables”** screen will appear.



The screenshot shows the 'View Deliverable' screen for a 'Performance Bond Guarantee' with a due date of '09-Jul-2012'. The description field contains the text: 'Supplier must provide a Performance Guarantees Bond according to the terms and conditions of the Contract.' The status is set to 'Open'. The attachments section shows one attachment: 'Bond Performance Certificate'. The status history table shows a change from 'Open' to 'Open' on '12-Jul-2012'.

(1) The **“Description”** field provides instructions and detailed information about how and what documentation/information the Supplier must submit. This information can require Supplier to take the following actions:

- Option 1 - Directly submit the documentation/information to CRC through the iSupplier Portal.
- Option 2 – Submit the documentation/information directly to a 3rd Party through email or mail.
  - 3rd Party will notify CRC (and, as needed, the Supplier) of the status of the documentation.
  - CRC will update the Deliverable status (with or without the documentation) within the iSupplier Portal. If the submitted documentation/information is **“Rejected”** by CRC, Supplier will need to re-submit the corrected documentation/information to the 3rd Party.

**Note:** Supplier should directly re-submit documentation to the 3rd Party as soon as they are informed that corrected or additional information is required. Supplier does not need to wait until CRC updates the Deliverable status in the iSupplier Portal before taking action.
- Option 3 - Submit the documentation/information to the CRC Internal Contract through email or mail. CRC will then:
  - Update the Deliverable status.
  - If the documentation is **“Rejected”** by CRC, Supplier will need to re-submit the documentation to CRC.

**Note:** Supplier should directly re-submit the documentation to CRC as soon as they are informed that corrected or additional documentation/information is required. Supplier does not need to wait until CRC updates the Deliverable status in the iSupplier Portal before taking action.

**IMPORTANT:** Follow the instructions provided in the **“Description”** and **“Notes”** fields. If required to submit the documentation/information through the iSupplier Portal continue with the steps described below. Otherwise, submit the information according to the instructions.

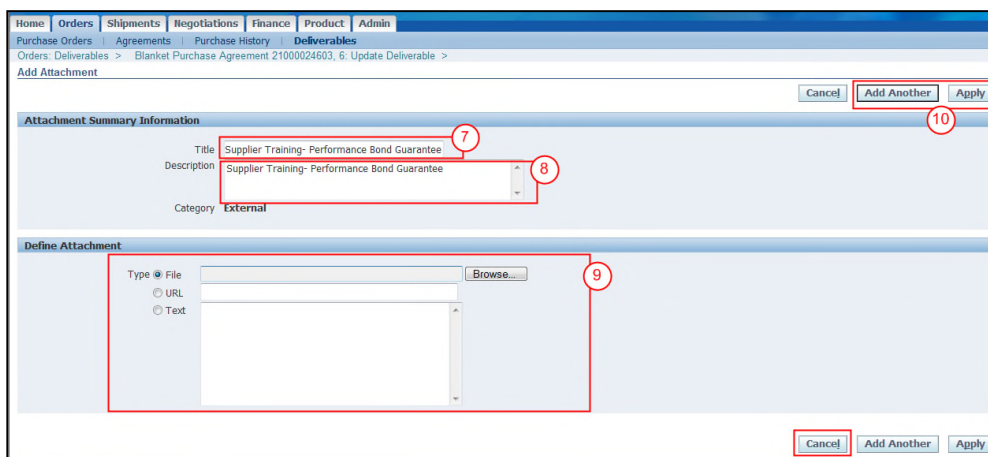
(2) In the **“Status”** dropdown menu, change the status from **“Open”** to **“Submitted”**.

- (3) In the **“Notes”** field, explain/summarize the documentation/information provided, new attached documentation, actions taken or to be taken, actions results, inquiries, clarifications, etc.  
**Note:** If there is information in this field, read it, generally it is information/clarification provided to the Supplier, and then you can overwrite it. These changes will show up in the status history.
- (4) As needed, click on the **“Show”** hyperlink in the **“Status History”** section to access the specific previous notes.
- (5) If files are shown in the **“Attachment”** section, view, save or print the existing attachments by clicking on the **“Attachment Name”** hyperlink in the **“Title”** column.
- (6) As needed or required in the instructions, attach document files, upload the documentation/information by clicking on the **“Add Attachment”** button on the **“Attachments”** section. The following screen will appear.

**IMPORTANT:** Suppliers can only add attachments. Deletions or updates are not allowed. If a mistake is made, add the correct attachment and ask the CRC Internal Contact to delete the incorrect attachment. Use the **“Note”** field to request any deletions.

**OPTIONAL - ATTACH FILES**

**IMPORTANT:** If Supplier is required to attach documents follow the steps below. Otherwise, skip these following steps and go directly to Step 11.



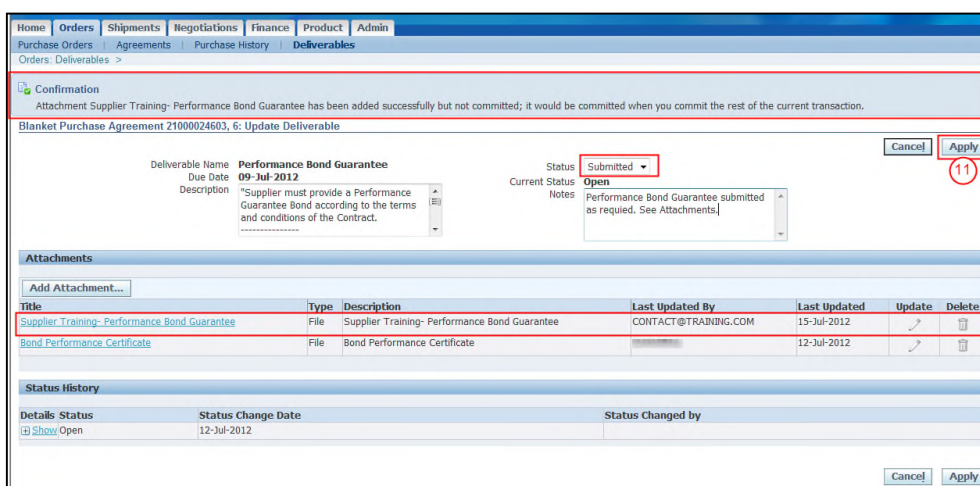
- (7) In the **“Title”** field, enter the file or Deliverable name.
- (8) In the **“Description”** field, describe/summarize the content as clearly as possible.
- (9) In the **“Define Attachment”** section select the appropriate attachment type.

Type	Description
File	Attach a file by selecting the <b>“File”</b> radio button, then click on the <b>“Browse..”</b> button and search the file in your computer.
URL	Attach an URL by selecting the <b>“URL”</b> radio button, enter (or paste) the applicable URL address (it must not be an internal webpage of the Supplier. CRC must have access to it).
Text	Attach text by selecting the <b>“Text”</b> radio button, enter (or paste) the applicable Text. This would be used to supply limited information without pictures or tables.

**Note:** As needed, click on the **“Add Another”** button to continue attaching documentation by repeating the steps above. Every time an attachment is added a confirmation message will be displayed.

( 10 ) Click on the **“Apply”** button to return to the Deliverable screen or click on **“Add Another”** button to continue attaching documentation by repeating the steps above.

**Note:** If you do not want to submit an attachment and you have not yet clicked on the **“Apply”** button, you can return to the previous screen by clicking on the **“Cancel”** button instead.



Confirmation  
Attachment Supplier Training- Performance Bond Guarantee has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Blanket Purchase Agreement 21000024603, 6: Update Deliverable

Deliverable Name: Performance Bond Guarantee  
Due Date: 09-Jul-2012  
Description: \*Supplier must provide a Performance Guarantee Bond according to the terms and conditions of the Contract.

Status: Submitted  
Current Status: Open  
Notes: Performance Bond Guarantee submitted as required. See Attachments.

Attachments

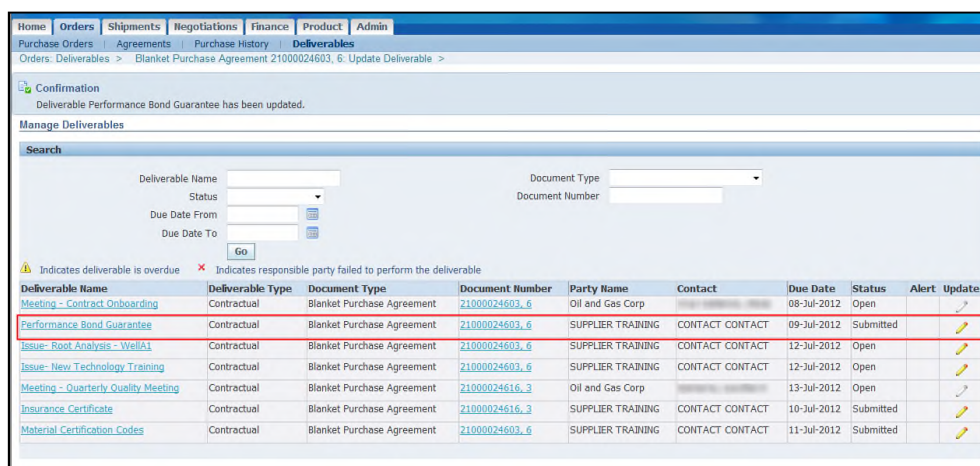
Title	Type	Description	Last Updated By	Last Updated	Update	Delete
Supplier Training- Performance Bond Guarantee	File	Supplier Training- Performance Bond Guarantee	CONTACT@TRAINING.COM	15-Jul-2012		
Bond Performance Certificate	File	Bond Performance Certificate		12-Jul-2012		

Status History

Details	Status	Status Change Date	Status Changed by
	Open	12-Jul-2012	

**Note:** Verify that the status is **“Submitted”**, that any Notes are correct and attachments are listed.

( 11 ) Click on the **“Apply”** button. The **“Manage Deliverables”** screen will appear showing the Deliverable status of **“Submitted”** indicating that documentation/information was submitted.



Confirmation  
Deliverable Performance Bond Guarantee has been updated.

Manage Deliverables

Search

Deliverable Name:   
Status:   
Due Date From:   
Due Date To:   
Document Type:   
Document Number:   
Go

Indicates deliverable is overdue Indicates responsible party failed to perform the deliverable

Deliverable Name	Deliverable Type	Document Type	Document Number	Party Name	Contact	Due Date	Status	Alert	Update
<a href="#">Meeting - Contract Onboarding</a>	Contractual	Blanket Purchase Agreement	21000024603_6	Oil and Gas Corp		08-Jul-2012	Open		
<a href="#">Performance Bond Guarantee</a>	Contractual	Blanket Purchase Agreement	21000024603_6	SUPPLIER TRAINING	CONTACT CONTACT	09-Jul-2012	Submitted		
<a href="#">Issue- Root Analysis - WellA1</a>	Contractual	Blanket Purchase Agreement	21000024603_6	SUPPLIER TRAINING	CONTACT CONTACT	12-Jul-2012	Open		
<a href="#">Issue- New Technology Training</a>	Contractual	Blanket Purchase Agreement	21000024603_6	SUPPLIER TRAINING	CONTACT CONTACT	12-Jul-2012	Open		
<a href="#">Meeting - Quarterly Quality Meeting</a>	Contractual	Blanket Purchase Agreement	21000024616_3	Oil and Gas Corp		13-Jul-2012	Open		
<a href="#">Insurance Certificate</a>	Contractual	Blanket Purchase Agreement	21000024616_3	SUPPLIER TRAINING	CONTACT CONTACT	10-Jul-2012	Submitted		
<a href="#">Material Certification Codes</a>	Contractual	Blanket Purchase Agreement	21000024603_6	SUPPLIER TRAINING	CONTACT CONTACT	11-Jul-2012	Submitted		

An automatic email notification will be sent to the CRC Internal Contacts to notify them of the status change. The CRC Personnel will review the information submitted and will change the status to **“Completed”** to indicate that the Deliverable was received and in accordance with what was requested or **“Rejected”** if the information was not correct or if more information is needed