MANUAL AVISOR

Order and settlement system BASF Antwerp

FOR THE END USER (BASF AND CONTRACTOR)

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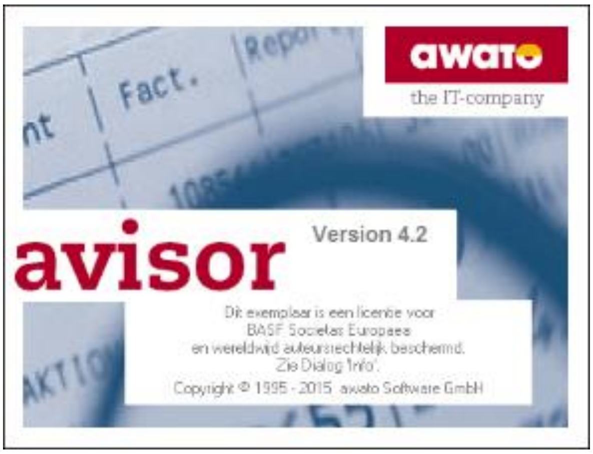

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ESP-TV

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Manual Avisor

Interpretation table of contents and scheme

The following is the table of contents of this guide. The diagram (p. 8) indicates which parts are most relevant to:

- Basf
- Contractors
- BASF & Contractors

The reason for this is that the different types of users have different functionalities available in the application.

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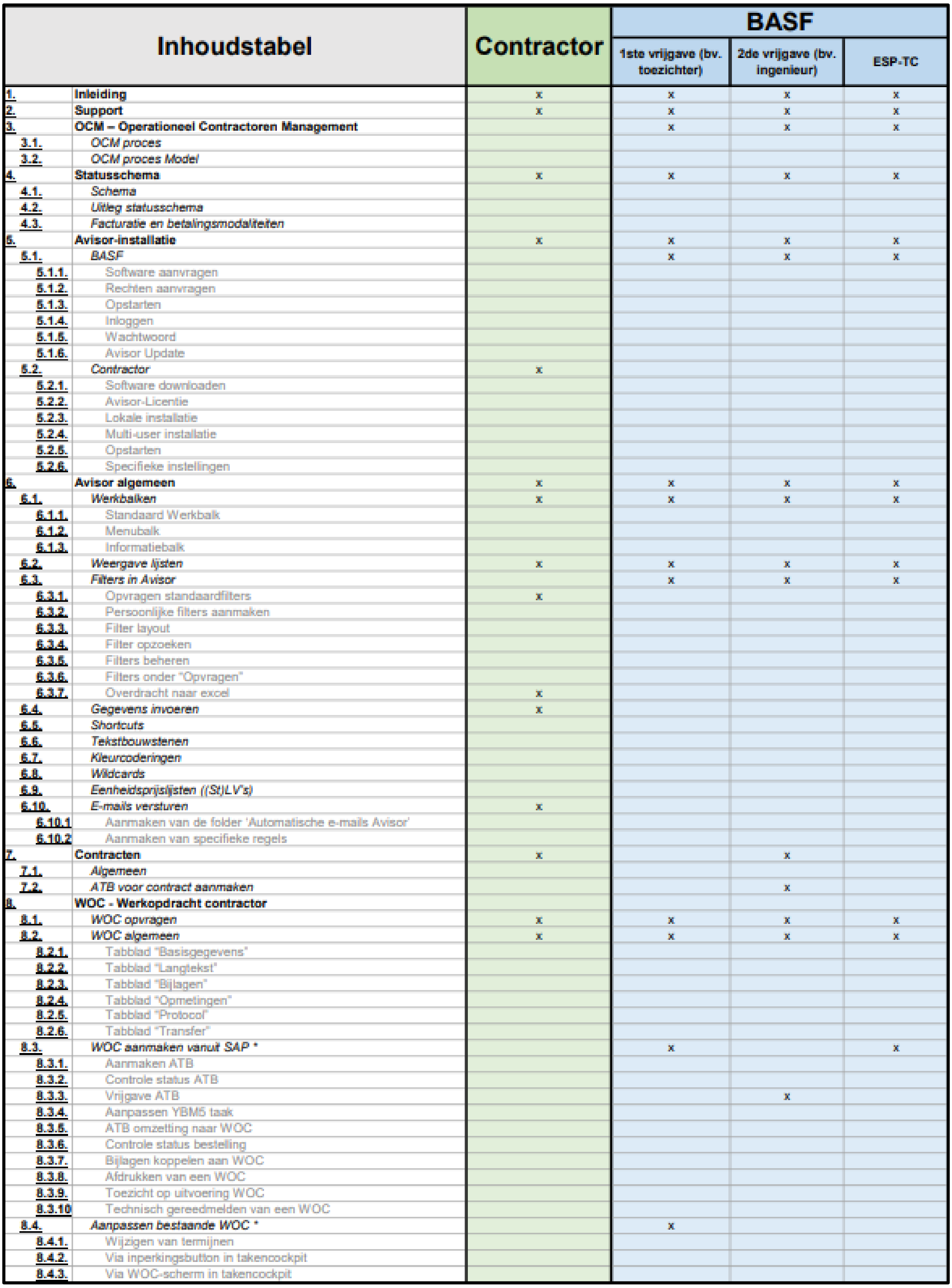

Inhoudstabel		Contractor	BASF		
			1ste vrijgave (bv. toezichter)	2de vrijgave (bv. ingenieur)	ESP-TC
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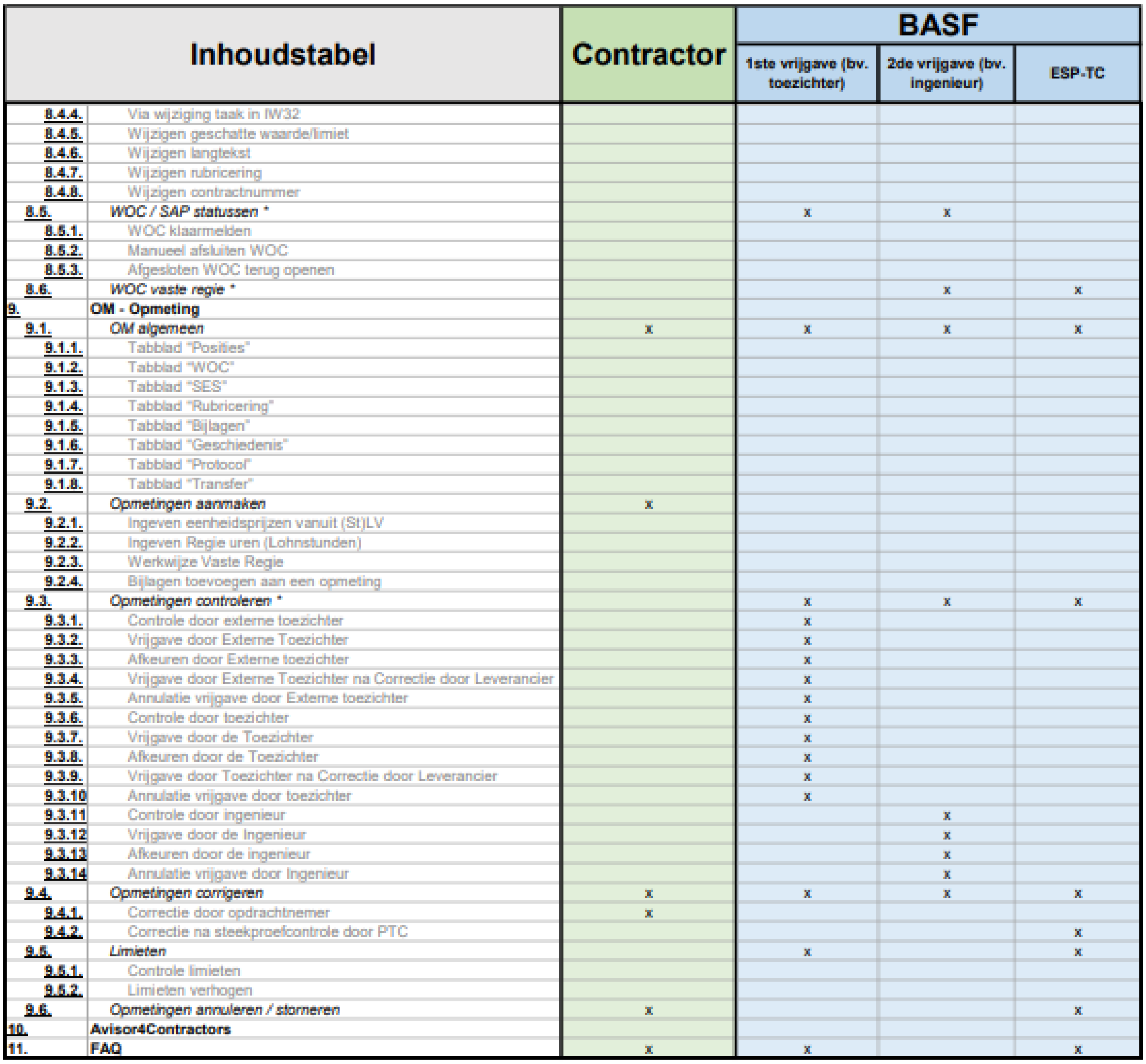

Inhoudstabel		Contractor	BASF		
			1ste vrijgave (bv. toezichter)	2de vrijgave (bv. ingenieur)	ESP-TC
8.4.4.	Via wijziging taak in IW32				
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1. Introduction

The settlement of technical services of contractors is done at BASF Antwerp via the software program Avisor. It is an electronic program that serves for a controlled settlement of deliveries and services, based on specifications.

The contractor and the BASF user both have a separate installation, which are connected by-e-mail.

The BASF supervisor creates a work assignment in SAP. This is automatically sent to the contractor by e-mail at 14:00 and at 21:00. The contractor receives the assignment (WOC – Work assignment Contractor) via Avisor, after which the execution of the works can start.

After execution, the contractor draws up a settlement (measurement - OM) in Avisor, based on the contractual agreements.

He exports the measurement to BASF, after which it must be checked and released by BASF at 1st and 2nd level. The digital sending of measurements accelerates the settlement process.

Twice a month there is a settlement, in which a percentage of the measurements that are fully released via the first 2 control steps, are taken into revision (sample check).

On the basis of this statement, a summary (invoicing proposal) is drawn up, which is sent to the contractor. He can then draw up an invoice on the basis of this proposal and send it to Berlin for payment.

The Avisor system makes it possible to automatically receive and manage BASF Work Orders (WOCs). Avisor also provides a centralized automatic update of Contracts and LVs (price lists) for price adjustments.

Avisor is a central repository for all communication about WOCs and OM's. Electronic documents can be linked as an attachment to measurements and work orders.

Avisor includes extensive filtering options for creating reports and overviews and exporting data to Excel.

Informative:

From 2022 there will also be an alternative, Avisor4Suppliers or access to Avisor via Citrix. This way of working offers some advantages (e.g. no mailing for communication between the two systems; no loss of database in case of PC crash, less dependency for updates of operating-system etc.) and will eventually become the standard.

The installation & onboarding are different than with a separate-offline installation at the contractor. This manual does not elaborate on this.

The operation of Avisor and the way of working with Avisor is very similar to what is described in this manual at Avisor via Citrix. Hence, the document is relevant for all users.

2. Support

Need help? Having questions?

Don't get stuck with questions. First check the FAQ at the back of this document.

With remaining questions you can always contact:

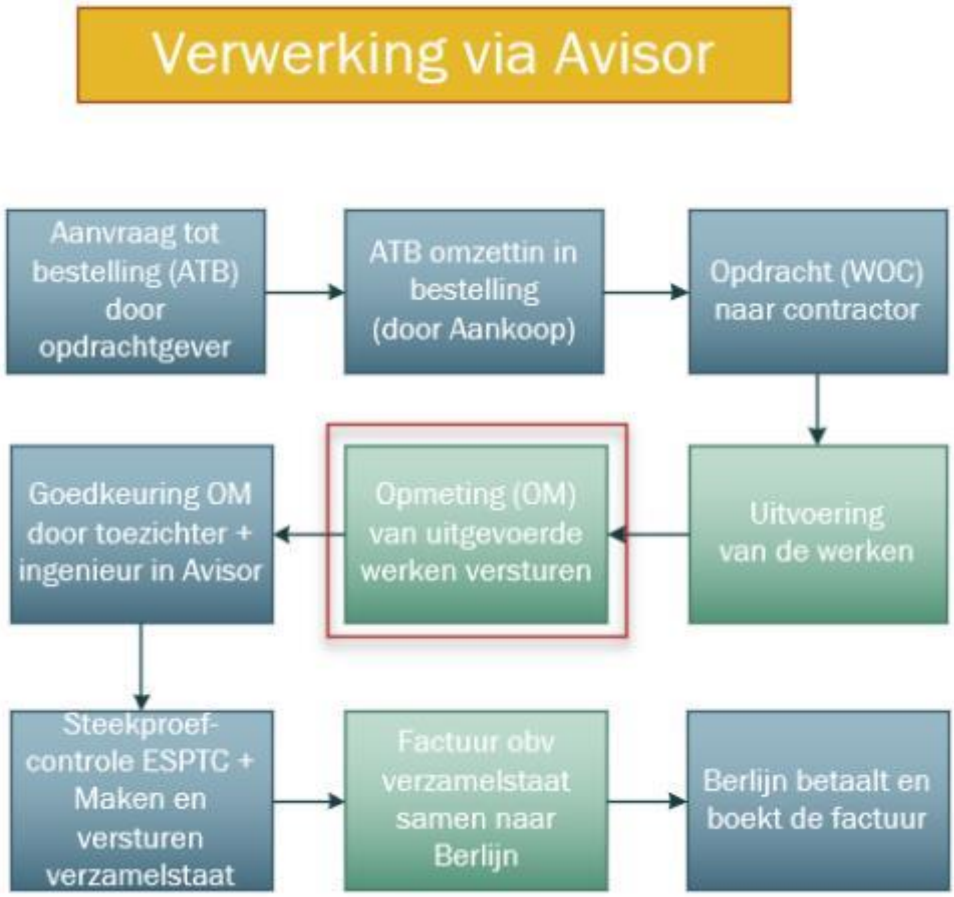
avisor.support.antwerpen@basf.com

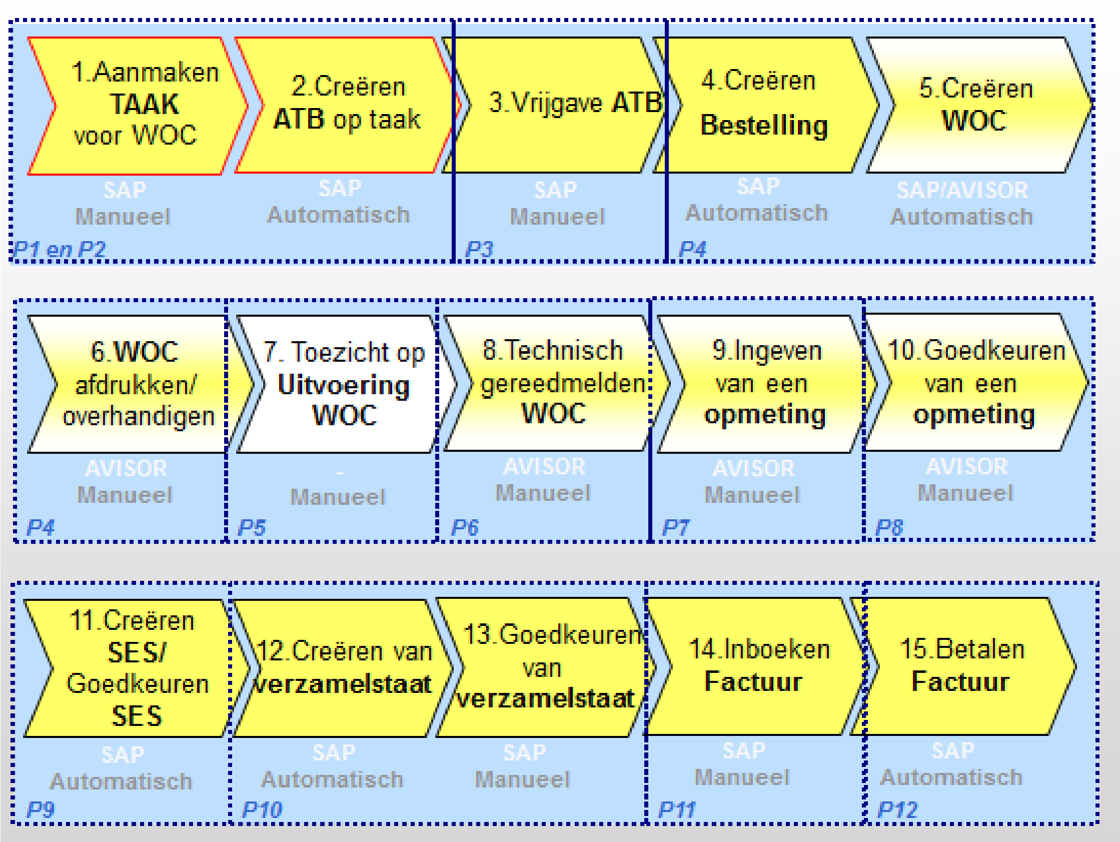
3. OCM – Operational Contractors Management

3.1. OCM process

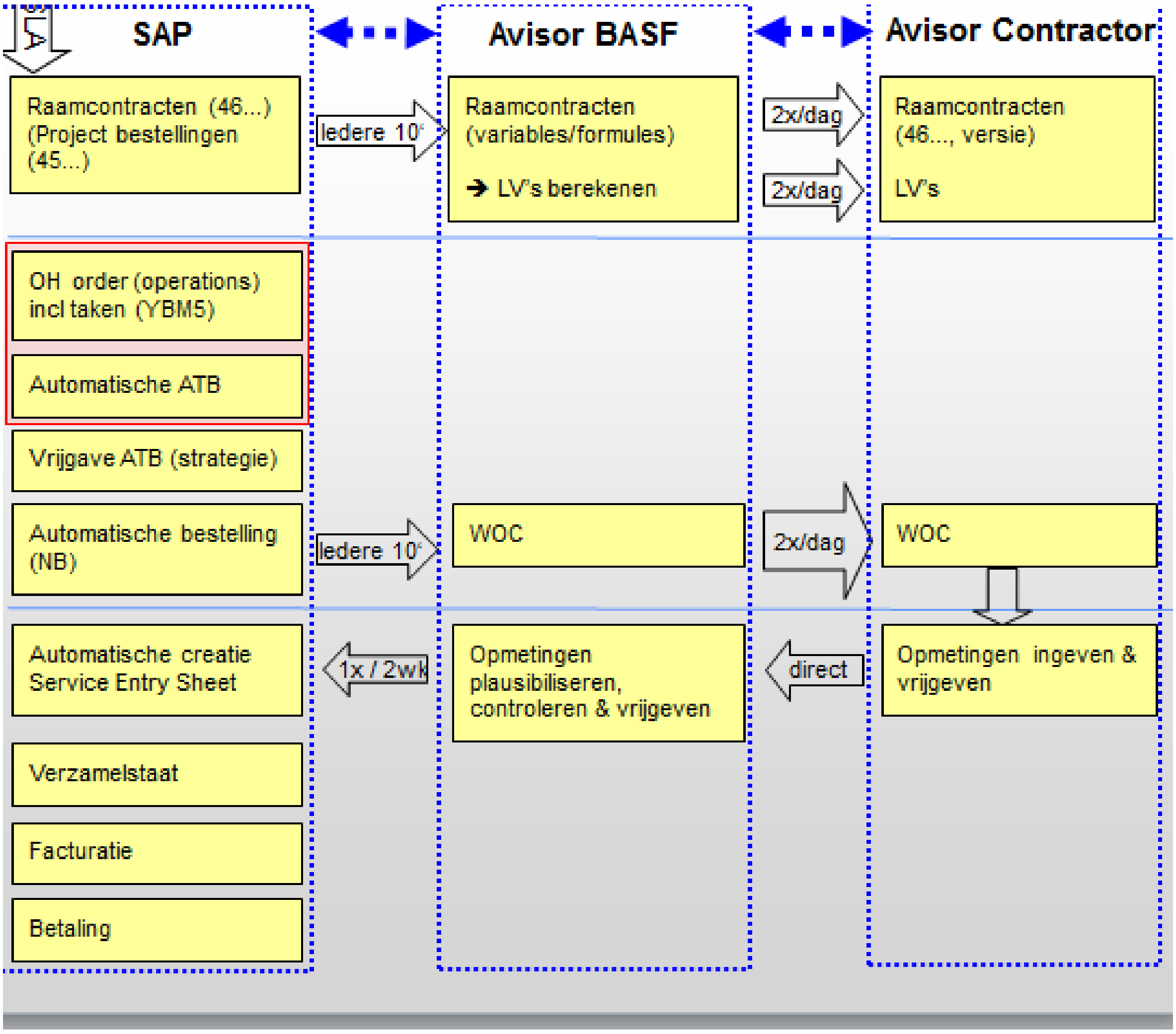
This is the schematic translation of the workflow for Operational Contractor management (OCM) to SAP/Avisor.

As a condition for processing via Avisor, a contract must be drawn up and released. The main difference of this process compared to processing via workcycles is that in workcycle processing one is triggered via an invoice from the contractor and that an approval is issued from it. In the case of processing via Avisor, the measurement is the trigger that is submitted for approval and the approval will ultimately lead to a summary statement (= invoicing proposal).


Verwerking via Avisor
Aanvraag tot bestelling (ATB) door opdrachtgever
ATB omzettin in bestelling (door Aankoop)
Opdracht (WOC) naar contractor
Uitvoering van de werken
Opmeting (OM) van uitgevoerde werken versturen
Goedkeuring OM door toezichter + ingenieur in Avisor
Steekproef-controle ESPTC + Maken en versturen verzamelstaat
Factuur obv verzamelstaat samen naar Berlijn
Berlijn betaalt en boekt de factuur


1.Aanmaken TAAK voor WOC
SAP
Manueel
2.Creëren ATB op taak
SAP
Automatisch
P1 en P2
3.Vrijgave ATB
SAP
Manueel
P3
4.Creëren Bestelling
SAP
Automatisch
P4
5.Creëren WOC
SAP/AVISOR
Automatisch
6.WOC afdrukken/ overhandigen
AVISOR
Manueel
P4
7. Toezicht op Uitvoering WOC
-
Manueel
P5
8.Technisch gereedmelden WOC
AVISOR
Manueel
P6
9.Ingeven van een opmeting
AVISOR
Manueel
P7
10.Goedkeuren van een opmeting
AVISOR
Manueel
P8
11.Creëren SES/ Goedkeuren SES
SAP
Automatisch
P9
12.Creëren van verzamelstaat
SAP
Automatisch
13.Goedkeuren van verzamelstaat
SAP
Manueel
P10
14.Inboeken Factuur
SAP
Manueel
P11
15.Betalen Factuur
SAP
Automatisch
P12

3.2. OCM Process Model


SAP
Avisor BASF
Avisor Contractor
Raamcontracten (46...) (Project bestellingen (45...)
Iedere 10'
Raamcontracten (variables/formules)
➔ LV's berekenen
2x/dag
2x/dag
Raamcontracten (46..., versie)
LV's
OH order (operations) incl taken (YBM5)
Automatische ATB
Vrijgave ATB (strategie)
Automatische bestelling (NB)
Iedere 10'
WOC
2x/dag
WOC
Automatische creatie Service Entry Sheet
1x / 2wk
Opmetingen plausibiliseren, controleren & vrijgeven
direct
Opmetingen ingeven & vrijgeven
Verzamelstaat
Facturatie
Betaling

This diagram shows the links between the systems (SAP, AVISOR-BASF and AVISOR contractor) and the interfacing that takes place between them.

The ATBs *(request for order)* are automatically created when the order is saved.

The generation of an automatic order in SAP (based on the ATB) is done via a program in SAP. The program that performs this task runs every 15'. The program that picks up the created orders and forwards them to AVISOR runs every 10'.

After a maximum of 25 minutes, the WOC is created in AVISOR. This is already visible to the BASF user.

After full release, the WOCs are sent 2 times a day from AVISOR-BASF to the contractors (at 14h00 & 21h00). This is to ensure that the contractors still have the necessary time to plan the next day and to make any preparations.

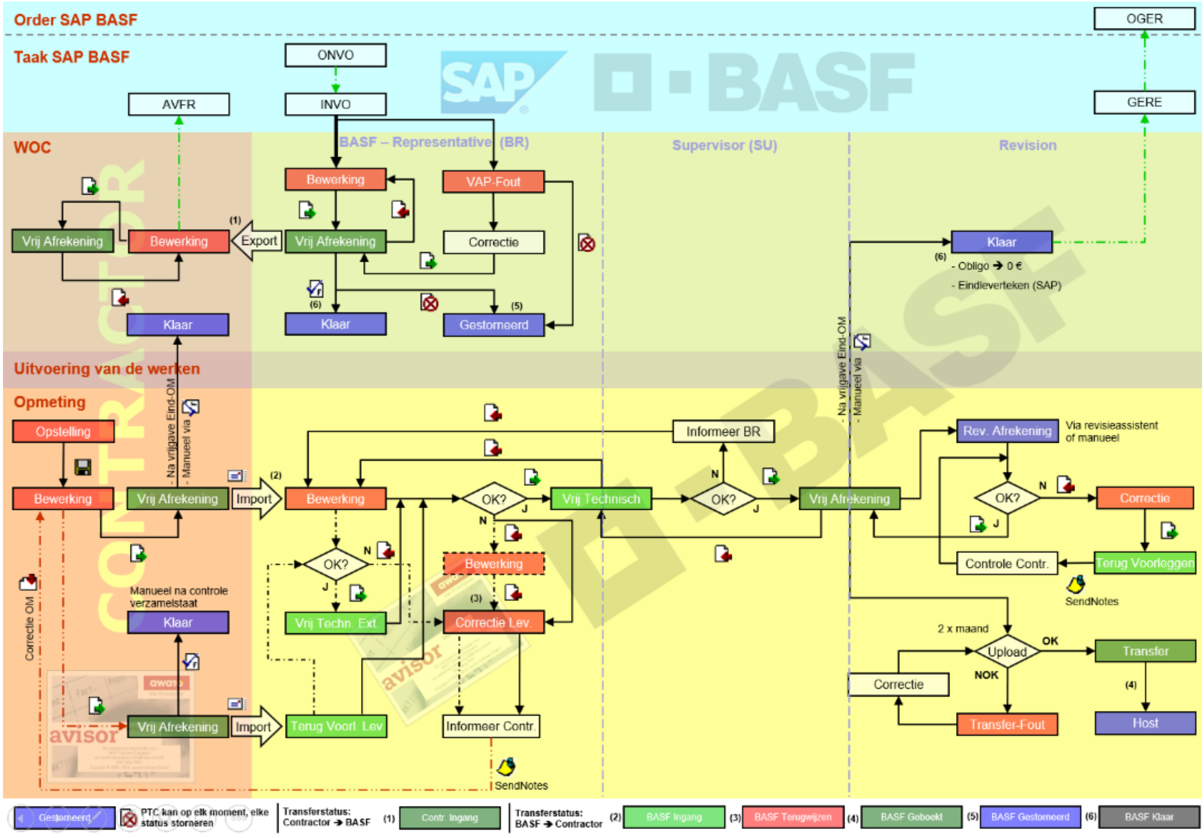
1 time per 2 weeks an "accounting day" is planned. The following working day, the summary is automatically generated and sent to the contractor by e-mail. This summary is the basis for invoicing (also in the case of self-billing).

4. Status schedule

4.1. Scheme

The diagram below shows across the different systems, how an order is communicated from BASF to the contractor and how a measurement is then processed via approvals.

Please note, the diagram below applies to a local installation. If you work via Avisor via Citrix, the import and export takes place in a slightly different way.



4.2. Explanation status scheme

The status scheme serves as a guideline when handling WOCs and measurements via AVISOR.

1. Task → ATB → Order (SAP system BASF)
    - A YBM5 job is created on a (released) order. (status ONVO – unprepared)
    - When saving the order, an ATB is automatically created. (status INVO – in preparation)
    - Every 15 minutes an order is created from the ATB. (The order number is the basis for the WOC number.)

2. Create WOC (Avisor BASF)

    - Every 10 minutes, the created order (SAP) is converted into a WOC (Avisor).
    - This WOC ends up in Avisor in the status 'Editing'.
    - This WOC is put in the status 'Free settlement' by the supervisor after release.
    - Export: Every day at 14:00 and 21:00 the WOCs of Avisor BASF are sent to the contractors. With Avisor via Citrix, this is exchanged "between the databases" and is no longer sent by e-mail.

3. WOC (Avisor Contractor)

    - The contractor imports the WOCs he has received from BASF on a daily basis. (envelope icon). With Avisor via Citrix, this will be done automatically, without mailing.
    - The WOC enters the status 'Processing' and must be released manually. (BASF: 'Input Control' status)

4. Execution of the work by the contractor

5. Create measurement (=OM / opmeting) (Avisor Contractor)

    - The contractor creates an OM in the status 'Setup'.
    - After saving, the OM enters the status 'For Approval'.
    - After release of the OM on the contractor side, it enters the status 'Free Settlement'
    - When it comes to a final measurement, the WOC is automatically reported 'Ready' in the contractor system. (manual 'Ready' reporting is also possible)
    - The OM must then be manually exported to Avisor BASF. With Avisor via Citrix, this communication runs automatically when the measurement gets the status "Free Settlement". (transport daily at 19h30).

6. Import of the measurement (Avisor BASF)

    - Every measurement exported by the contractor is immediately imported from Avisor BASF.

7. Release of the measurement by the Supervisor – 1st approver (Avisor BASF)

    - (Point 7 first explains the standard process without an external supervisor!)
    - The BASF supervisor (1st approver) requests all measurements with the status 'For Approval'.
    - When the OM has been checked (plausibility check), the supervisor releases it. The measurement then enters the status 'Quite Technical'.
    - When the supervisor rejects the OM (eg. Due to an error in the measurement by the contractor), the OM enters the status 'Supplier Correction'. (the supervisor fills in a mandatory comment field)

- The supervisor then informs the contractor (Send Notes).
- The contractor points the OM back into his system and adjusts it. After this, the contractor releases the OM and exports it.
- The OM is automatically imported from BASF and enters the status 'Submit back L'. (the old measurement is overwritten)
- Measurements with the status 'Submit back L' must also be checked by the supervisor. (identical procedure)

8. Release of the measurement by the External Supervisor (Avisor BASF)

    - If an external supervisor (not BASF personnel) has created the WOC in SAP, this external supervisor will be able to approve the OM with regard to this WOC. Then the OM will receive the status 'Vrij Technisch Ext.'. The BASF Supervisor (internal) must then check and approve the measurement before it is given the status 'Fairly Technical'.
    - The supervisor therefore checks all measurements with status: 'Processing', 'Vrij Technisch Ext.' & 'Submit back L.'

9. Release by Engineer – 2nd Approver (Avisor BASF)

    A. After approval by the BASF supervisor, the engineer (2nd approver) must approve the OM.

    B. If the engineer notices an error during the inspection, he will have to contact the supervisor and inform him of the problem. (Send Notes and/or by phone)

    C. The supervisor, in turn, will take the necessary actions.

10. Control by ESP/TV (Avisor BASF)

    - From all measurements in the status 'Free Settlement', a sample is regularly taken of measurements that are subjected to an additional 100% check. These measurements will be in the status 'Rev. Settlement'.
    - If no problems are detected during the inspection by ESP/TV, the measurement is released by ESP/TV and returns to the status 'Free Settlement'.
    - If errors are detected during the inspection by ESP/TV, ESP/TV will refer back the measurement. This puts the measurement in the status 'Correction'.
        - ➢ ESP/TV makes the corrections of the measurement and releases the measurement to the status 'Submit back'
        - ➢ ESP/TV informs the contractor, supervisor (Send Notes), in case of differences greater than 500 € the engineer is also informed. The contractor signs the correction and returns it to ESP/TV. Contractors who do not have representation on the site will receive the correction together with the summary.
        - ➢ ESP/TV then releases the measurement from 'Submit back' to 'Free Settlement'.

11. SES → Summary (Avisor BASF / SAP)

    - Measurements that have the status 'Free Settlement' are booked every two weeks (at 12:00). This means that for every order a Service Entry Sheet (SES) will be booked in SAP.
    - When the booking process has gone well, the measurements will be in the status 'Transfer'.
    - If something went wrong during the booking, the measurements will be entered in the status 'Transfer error'. ESP/TV now has three hours (until 15:00) to correct these failed bookings.
    - At 15h00 a second booking run runs and an attempt is made to book the failed bookings in SAP.
    - At 19:00, SAP automatically generates the summary per contract with an overview of all Service Entry Sheets per order. This summary is sent to the contractor.

4.3. Status in Avisor in different languages

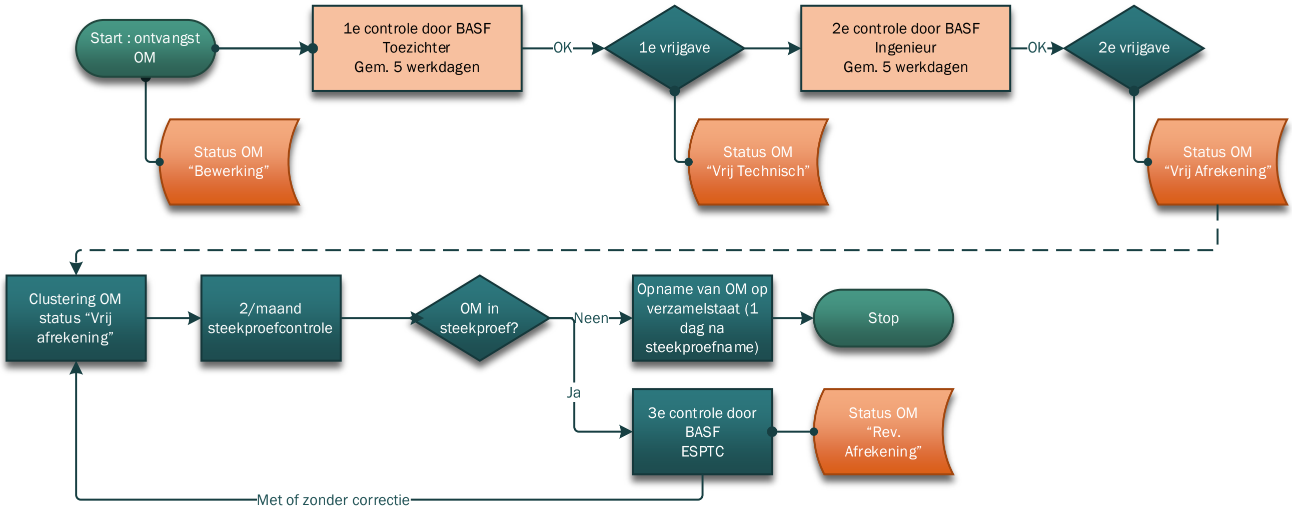
Important for good communication, is referring to the same principles / objects. The statusses of Measurements / WOC / Contracts have a specific term in the different languages. Below you find the overview.

Nederlands	Duits	Engels	Frans	Italiaans	LSTATUS_ID
Opstelling	Erstellung	Produce	Création	Creazione	0
Bewerking	Freigabeprüfung	For approval	Ratification	Elaborazione	10
Rev. Bewerking	Rev. Bearb.	Rev. proc.	Rév. Traitem	Rev. elab.	20
Rev. Vrij Bewerking	Fach-Revision	Rev. techn.	Rév. techn.	Rev. tecnic.	21
Rev. Techn.Ext.	Rev. Stufe 2	Rev. stage 2	Rév. Niveau2	Rev. fase 2	22
Rev. Afrekening	Rev. Abrech.	Rev. billing	Rév. décompte	Rev. cont.	29
VAP-Fout	VAP-Fehler	VAP error	Erreur VAP	Errore VAP	30
Vrij Bewerking	Frei Techn.	Techn.approv	Autor. Techn	Tecnic. Ok	31
Vrij Afrekening	Frei Abrech.	Bill.approv.	Autor. décom	Cont. Ok	40
Vrij Afrekening/Rab.	Frei Abr./Rabatt	Bill.approv./Disc.	Autor. Décom/Rem.	Cont. Ok/Sc.	45
Correctie	Korrektur	Correction	Correction	Correzione	60
Terug Voorleggen	Wiedervorl.	Follow-up	Resubmission	Reminder	69
Rev. Transfer	Rev. Transfer	Rev. Transfer	Rev. Transfer	Rev. Trans.	70
Transferfout	Transf.fehler	Transf.error	Erreur transf.	Errore trasf.	79
Transfer	Transfer	Transfer	Transfert	Trasferimento	80
Bev. Transfer	SichTrans	BackTrans	SécurTrans	TrasfSic	82
HOST	HOST	HOST	HÔTE	HOST	90

manual Transfer	manueller Transfer	manual Transfer	man. Tranfer	man. Tranfer	91
Afgesloten	End-Lief	Final deliv.	Livr. finale	Forn-fin	93
Transfer (Cobalt)	Transfer (Cobalt)	Transfer (Cobalt)	Transfer (Cobalt)	Transfer (Cobalt)	95
Gestorneerd	Storniert	Cancelled	Annulé	Cancellato	98
Klaar	Fertig	Compl.	Fin	Pronto	99
Klaar/Rabat	fert./Rab.	Comp./Disc.	Fini/Rem.	Pronto/Sc.	100
Correctie Lev.	Korrektur v. KT	Correction Ct	CorrectionCT	CorrezioneCT	160
Terug Voorl. Lev	Wiedervorl. v. KT	Follow-up Ct	Resubmis. CT	Reminder CT	169
In Transfer	In Transfer	In Transfer	En transfert	In Transfer	9999

4.4. Guidelines in terms of walk-through principle

Hint : not al measurements that were simultaneously presented by the contractor will be present on the same “Verzamelstaat” – it is possible that they are being split us; due to BASF-internal checks


Start : ontvangst OM
1e controle door BASF Toezichter Gem. 5 werkdagen
OK
1e vrijgave
2e controle door BASF Ingenieur Gem. 5 werkdagen
OK
2e vrijgave
Status OM “Bewerking”
Status OM “Vrij Technisch”
Status OM “Vrij Afrekening”
Clustering OM status “Vrij afrekening”
2/maand steekproefcontrole
OM in steekproef?
Neen
Opname van OM op verzamelstaat (1 dag na steekproefname)
Stop
Ja
3e controle door BASF ESPTC
Status OM “Rev. Afrekening”
Met of zonder correctie

Source: B:\GLOBAL\1071-BANT\ANTWERP\PT\PTC-C\PTC-C-Settlement\Manuals\4 Process Flow P2P Services

4.5. Invoicing and payment modalities

For all information regarding invoicing, see https://www.basf.com/global/en/who-we-are/organization/suppliers-and-partners/accounts-payable-europe/einvoicing.html and contractureal agreements in specifications.

The final amounts of the approved settlement documents are bundled twice a month by BASF in a summary (= proposal for invoice). The summary shall be delivered by BASF to the contractor. After the contractor has received the summary, the effective invoicing can run in different ways. The different options are discussed below. The choice of a particular option lies with BASF Antwerp in consultation with the contractor.

Option 1: Classic invoicing

- The payment of the invoice takes place x days after the invoice date (see contract), provided that the works have been carried out in accordance with the order and that the invoicing is correct and accompanied by all requested documents. Please note, these days only start to count after invoice based on summary and not on the day where the measurement is entered.

- E-invoicing: The invoice is sent electronically in PDF format to: ICE_1071@basf.com. Additional conditions must be met.

Option 2: Selfbilling

- The 2nd option of invoicing is the so-called method of self-billing. This means that BASF will issue invoices for the supply of goods and services by the contractor to BASF, in the name and on behalf of the client. The invoice is drawn up on the basis of the summary.

Follow-up of the invoice

- For the follow-up of the invoices, the contractor can register on Worldaccount via http://worldaccount.basf.com/wa/Startpage .
- Accounts payable in Berlin can be reached via e-mail: base.be-basant-ap@basf.com .

WOC ready (Avisor Contractor)

- In order to keep an overview, the contractor can manually report the booked measurement 'Ready' in his system on the basis of this summary.

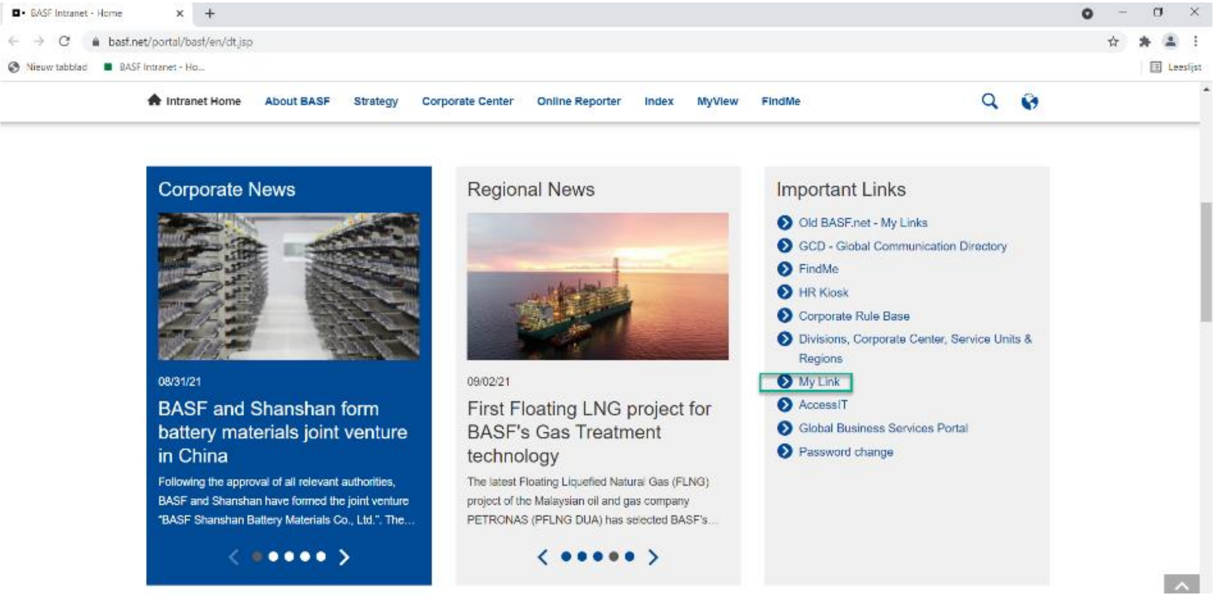
5. Avisor installation

5.1. Basf

5.1.1. Request software

In order to be able to approve measurements of contractors via Avisor, this software must be installed on the computer. Applying for Avisor is as follows:

Go to the intranet and click on 'My Link':



08/31/21

BASF and Shanshan form battery materials joint venture in China

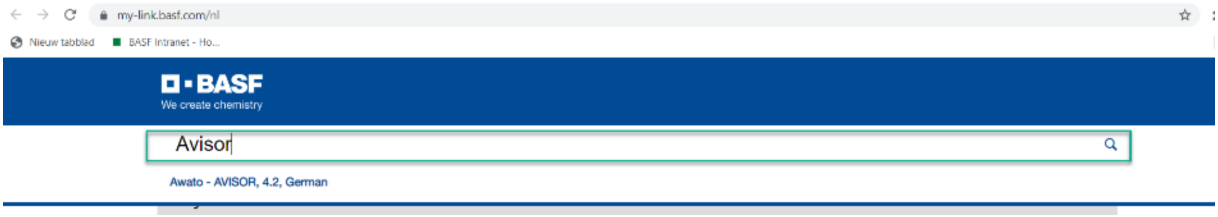
Following the approval of all relevant authorities, BASF and Shanshan have formed the joint venture "BASF Shanshan Battery Materials Co., Ltd.". The...

09/02/21

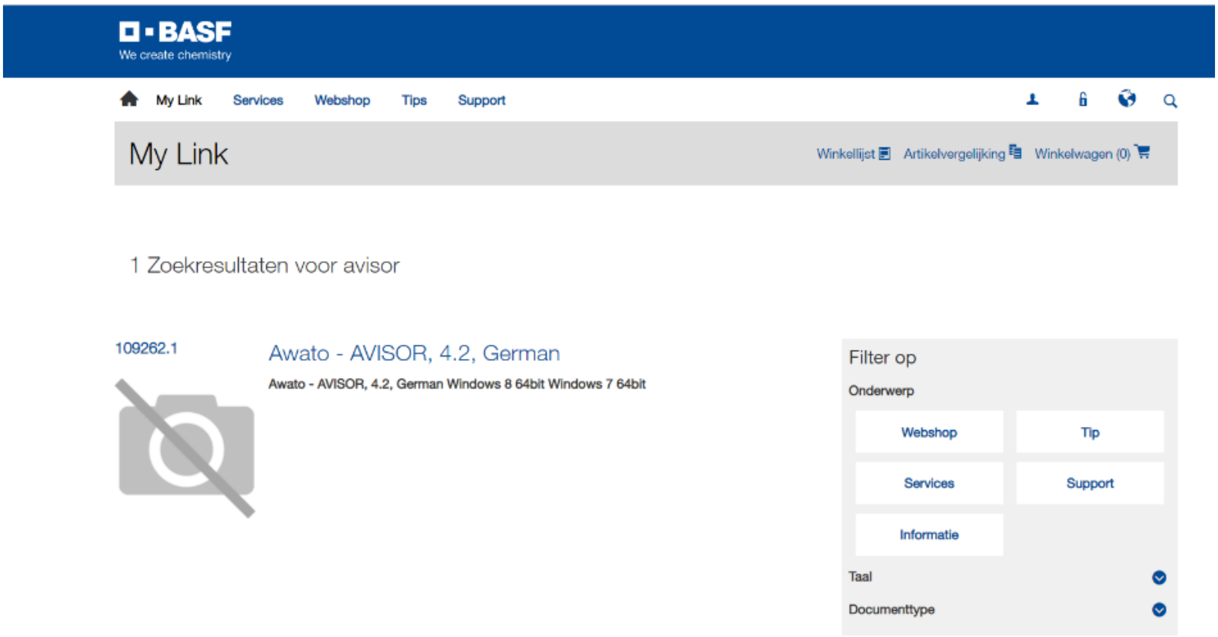
First Floating LNG project for BASF's Gas Treatment technology

The latest Floating Liquefied Natural Gas (FLNG) project of the Malaysian oil and gas company PETRONAS (PFLNG DUA) has selected BASF's...

Enter "Avisor" in the search field and press enter.



Then click on the software and then click on "add to cart". Finally, you follow the standard application process.



1 Zoekresultaten voor avisor

109262.1

Awato - AVISOR, 4.2, German

Awato - AVISOR, 4.2, German Windows 8 64bit Windows 7 64bit

5.1.2.Apply for rights

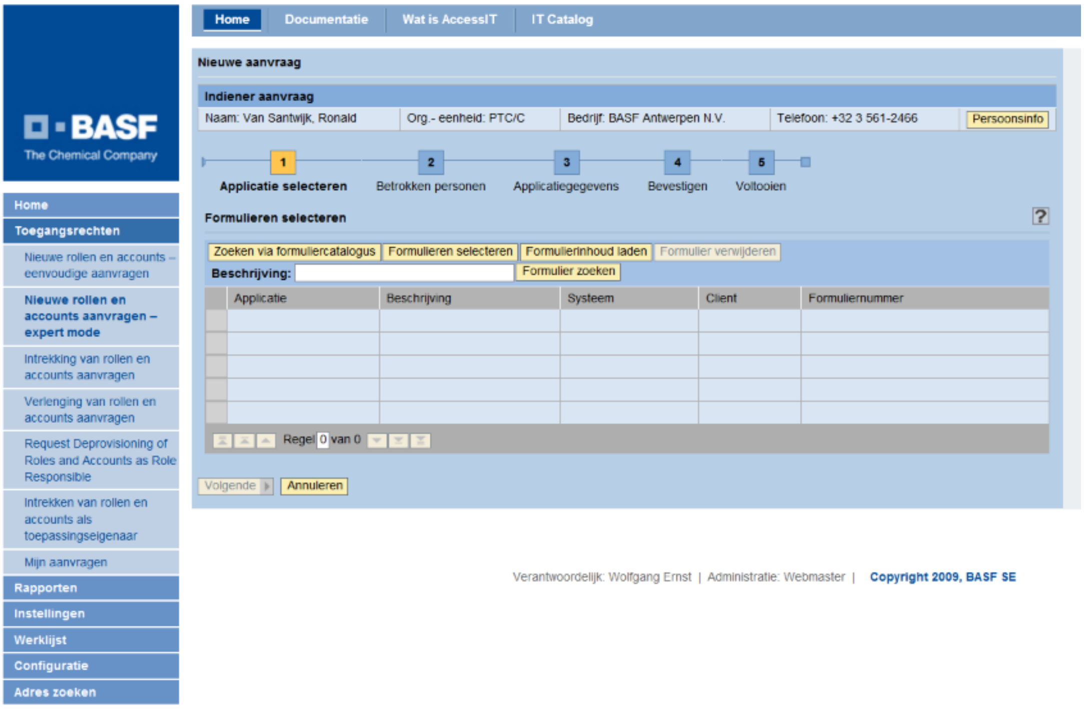
In addition to the program, the User rights must also be requested in order to log in.

Request via:

- mail to avisor.support.antwerpen@basf.com stating for which company or service you want the rights, and whether you are going to do the 1st or 2nd approval in Avisor.
- BASF intranet (Access-IT):

Go to the BASF intranet and click on 'Access IT' in the selection menu

Go to "Access rights" ➔ "Request new roles and accounts – expert mode"



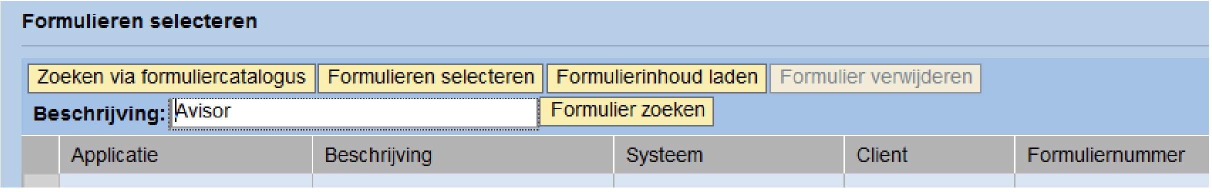
Naam: Van Santwijk, Ronald | Org.- eenheid: PTC/C | Bedrijf: BASF Antwerpen N.V. | Telefoon: +32 3 561-2466

Beschrijving:

Regel 0 van 0

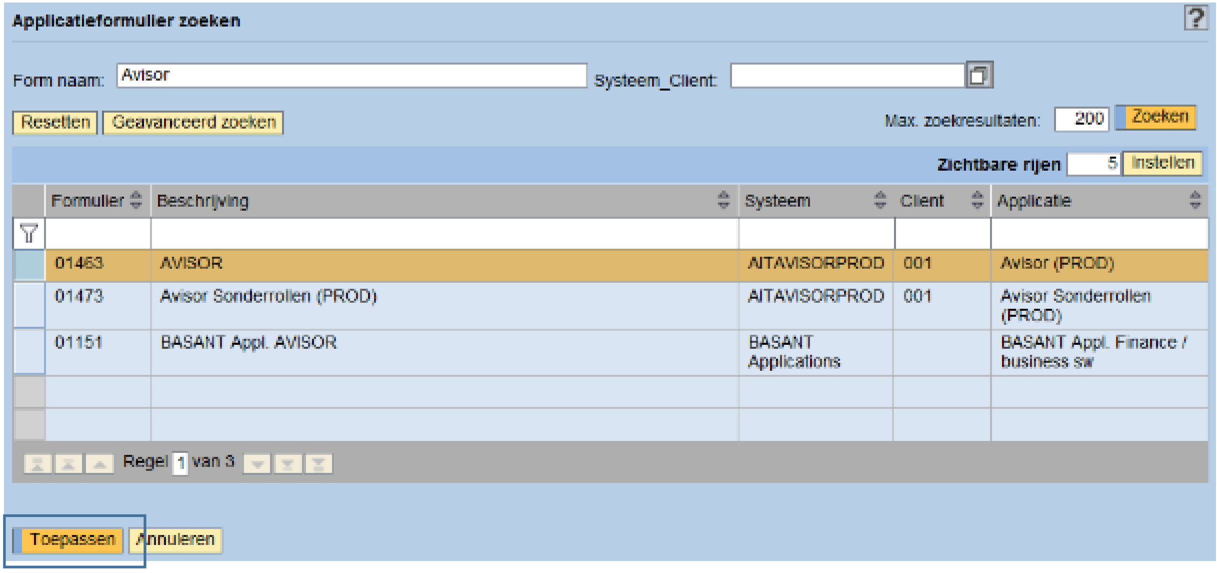
Verantwoordelijk: Wolfgang Ernst | Administratie: Webmaster | Copyright 2009, BASF SE

Enter "Avisor" for description and press "Search form":



Beschrijving: Avisor

Designate "Avisor" and "Apply".



Applicatieformulier zoeken

Form naam: Avisor

Systeem_Client:

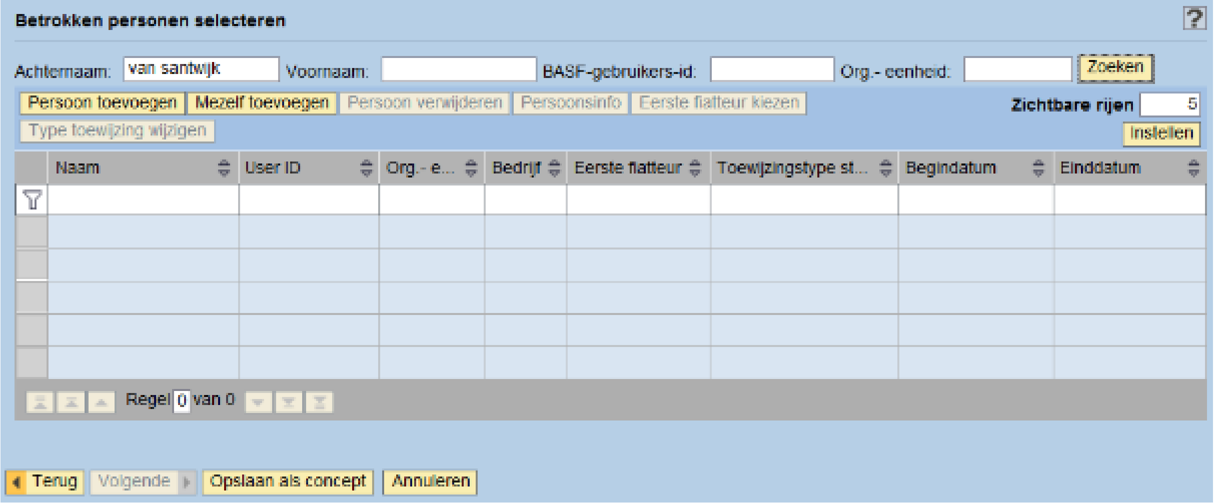
Max. zoekresultaten: 200

Zichtbare rijen 5

Formulier	Beschrijving	Systeem	Client	Applicatie
01463	AVISOR	AITAVISORPROD	001	Avisor (PROD)
01473	Avisor Sonderrollen (PROD)	AITAVISORPROD	001	Avisor Sonderrollen (PROD)
01151	BASANT Appl. AVISOR	BASANT Applications		BASANT Appl. Finance / business sw

Regel 1 van 3

Fill in the person for whom you wish to apply for the rights and press "Search".



Betrokken personen selecteren

Achternaam: van santwijk

Voornaam:

BASF-gebruikers-id:

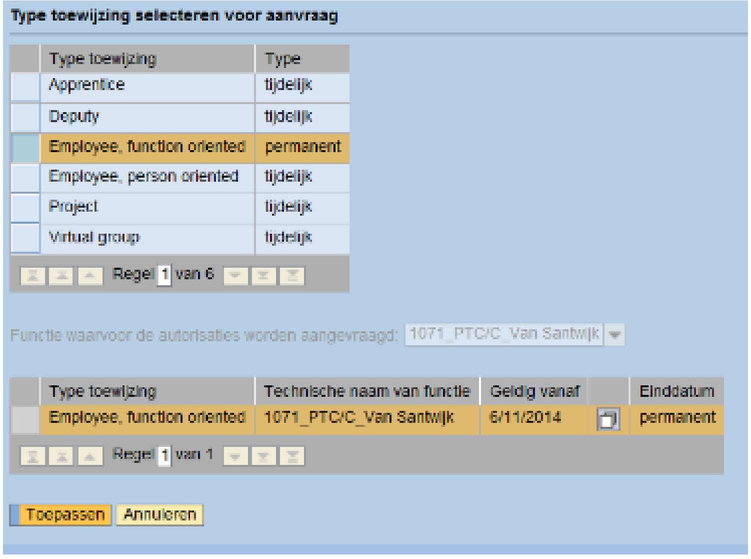
Org.- eenheid:

Zichtbare rijen 5

Naam	User ID	Org.- e...	Bedrijf	Eerste flatteur	Toewijzingstype st...	Begindatum	Einddatum

Regel 0 van 0

If the right person is found, indicate him and press "Apply".



Type toewijzing selecteren voor aanvraag

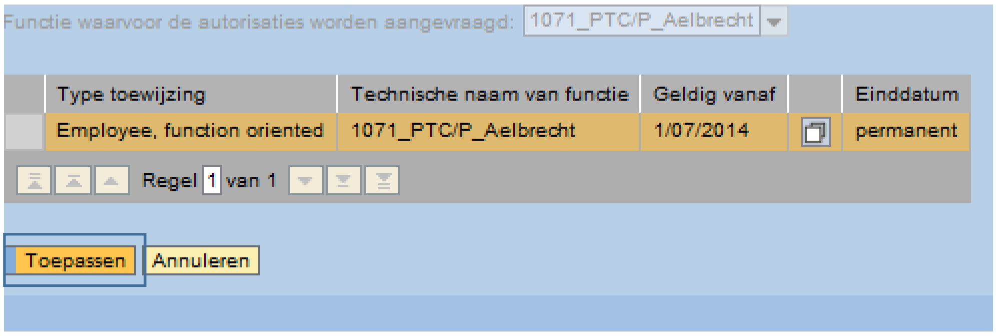
Type toewijzing	Type
Apprentice	tijdelijk
Deputy	tijdelijk
Employee, function oriented	permanent
Employee, person oriented	tijdelijk
Project	tijdelijk
Virtual group	tijdelijk

Regel 1 van 6

Functie waarvoor de autorisaties worden aangevraagd: 1071_PTC/C_Van Santwijk

Type toewijzing	Technische naam van functie	Geldig vanaf	Einddatum
Employee, function oriented	1071_PTC/C_Van Santwijk	6/11/2014	permanent

Regel 1 van 1

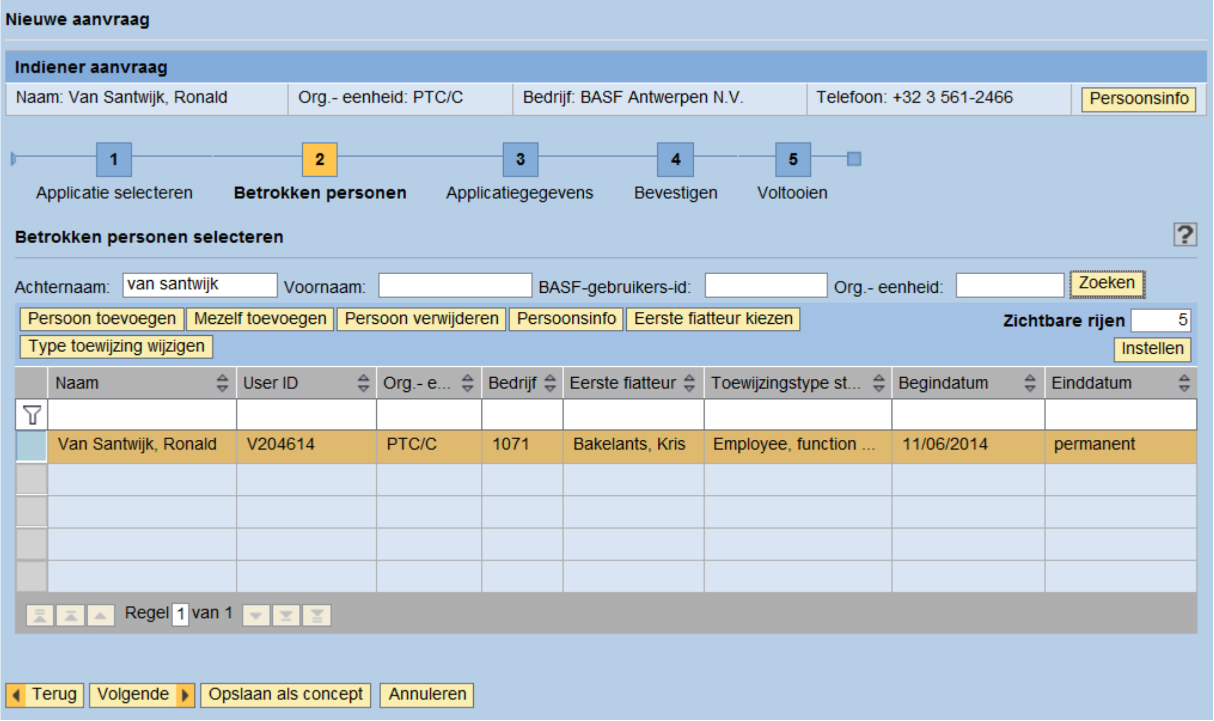


Functie waarvoor de autorisaties worden aangevraagd: 1071_PTC/P_Aelbrecht

Type toewijzing	Technische naam van functie	Geldig vanaf		Einddatum
Employee, function oriented	1071_PTC/P_Aelbrecht	1/07/2014		permanent

Regel 1 van 1

The name is included in the overview. Several more people can be added if desired. If all persons were entered, press "Next"



Nieuwe aanvraag

Indiener aanvraag

Naam: Van Santwijk, Ronald | Org.- eenheid: PTC/C | Bedrijf: BASF Antwerpen N.V. | Telefoon: +32 3 561-2466

Betrokken personen selecteren

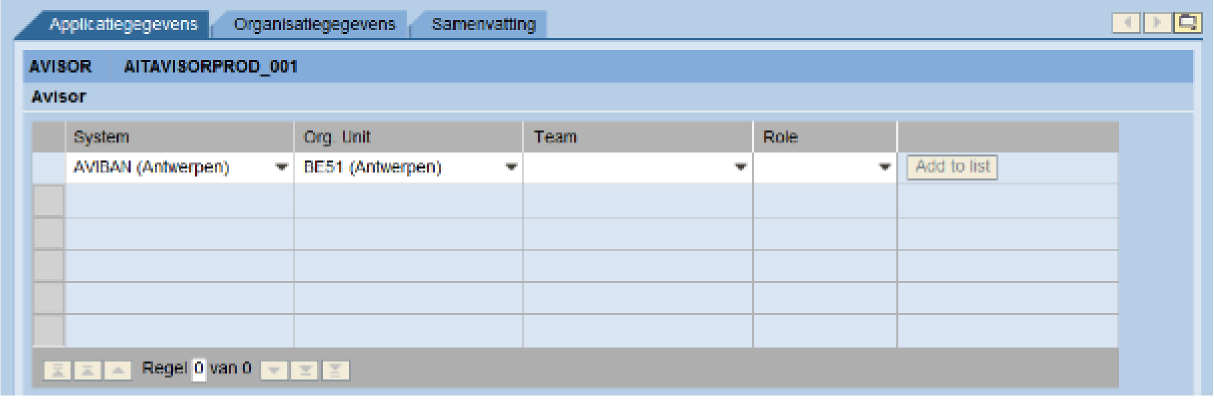
Achternaam: van santwijk
Voornaam:
BASF-gebruikers-id:
Org.- eenheid:

Zichtbare rijen 5

Naam	User ID	Org.- e...	Bedrijf	Eerste fiatteur	Toewijzingstype st...	Begindatum	Einddatum
Van Santwijk, Ronald	V204614	PTC/C	1071	Bakelants, Kris	Employee, function ...	11/06/2014	permanent

Regel 1 van 1

At "System" "AVIBAN (Antwerp)", and at "Org. Unit" select "BE51 (Antwerp)":



AVISOR AITAVISORPROD_001

Avisor

System	Org. Unit	Team	Role	
AVIBAN (Antwerpen)	BE51 (Antwerpen)			Add to list

Regel 0 van 0

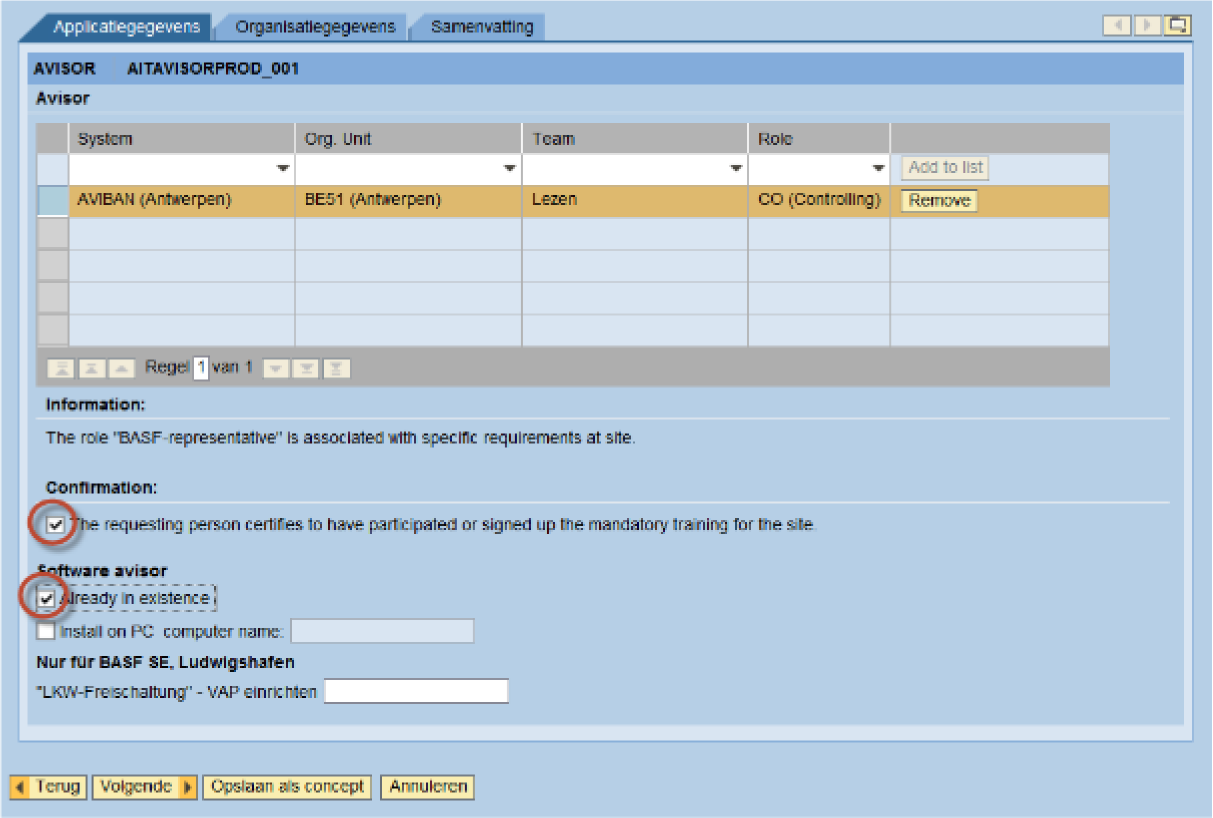
Under "Team" the correct company or service must be indicated. Under "Role" the correct authority must be indicated:

- BR (BASF Representative) ➔ 1st Approver
- SU (Supervisor) ➔ 2nd approver

- CO (Controlling)	➔ Reading rights
- PR (Procurement)	➔ Purchase

Then press "Add to list".

Then check the "Confirmation" and "Software Avisor" and press "Next":



AVISOR **AITAVISORPROD_001**

Avisor

System	Org. Unit	Team	Role	
AVIBAN (Antwerpen)	BE51 (Antwerpen)	Lezen	CO (Controlling)	Remove

Information:

The role "BASF-representative" is associated with specific requirements at site.

Confirmation:

☑ The requesting person certifies to have participated or signed up the mandatory training for the site.

Software avisor

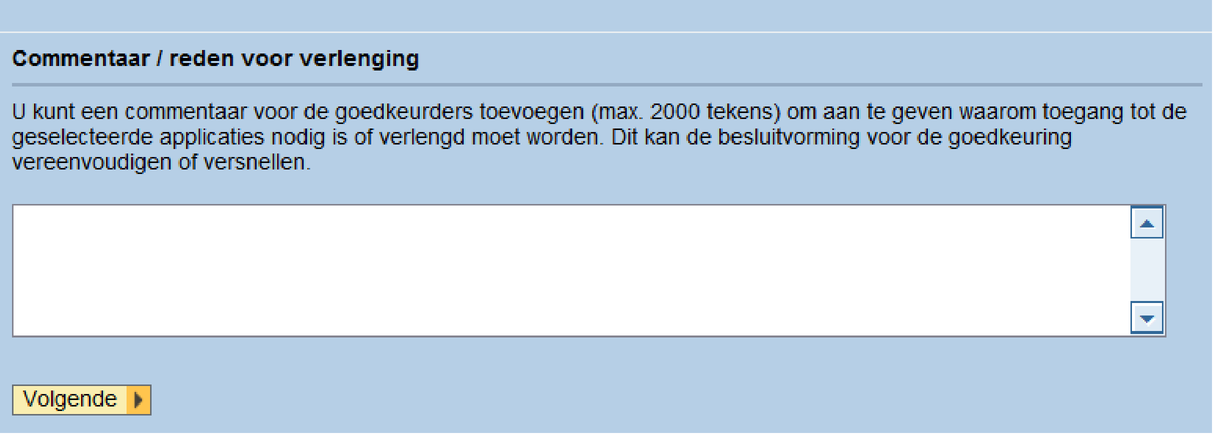
☑ Already in existence

☐ Install on PC computer name:

Nur für BASF SE, Ludwigshafen

"LKW-Freischaltung" - VAP einrichten

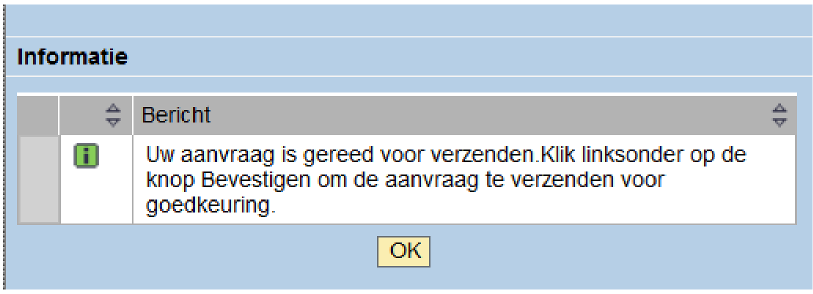
Optionally fill in comment / reason in pop-up and press "Next":



Commentaar / reden voor verlenging

U kunt een commentaar voor de goedkeurders toevoegen (max. 2000 tekens) om aan te geven waarom toegang tot de geselecteerde applicaties nodig is of verlengd moet worden. Dit kan de besluitvorming voor de goedkeuring vereenvoudigen of versnellen.

Pop-up:

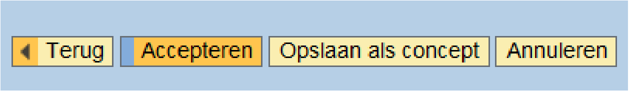


Informatie

Bericht

Uw aanvraag is gereed voor verzenden.Klik linksonder op de knop Bevestigen om de aanvraag te verzenden voor goedkeuring.

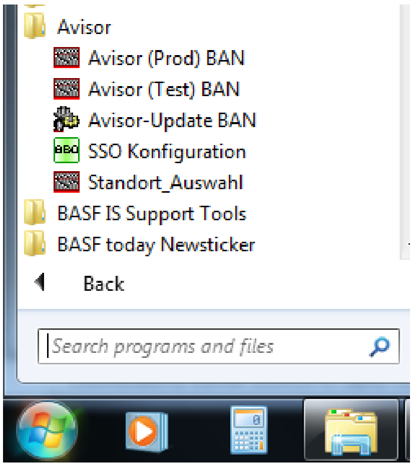
"Accept"



When the software is installed on the PC and the permissions are approved, you can log in to Avisor. Avisor will ask to change the initial password at the first login.

5.1.3.Boot

Avisor can be found on your PC under: Start/Programs/Avisor/Avisor(Prod)
Avisor(Prod) is linked to the SAP production system via an interface.

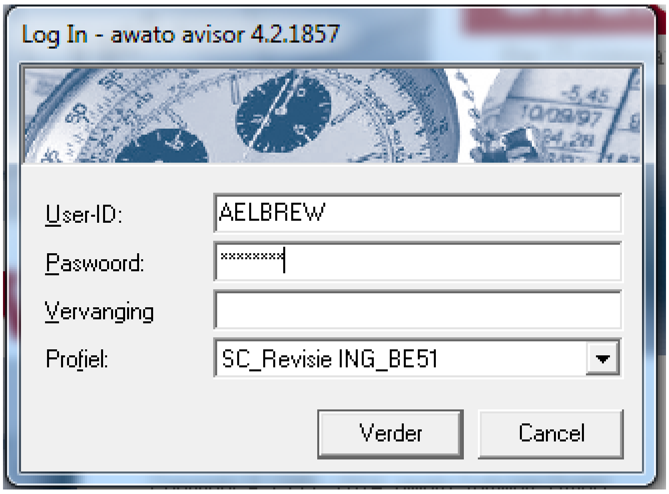


You can use Avisor (Test) to test the operation of Avisor, or to make a cost estimate. The test version is linked to the SAP test system.

5.1.4.Log in

After starting up Avisor, you will get the following login screen: (basf-internal only)

FYI – contractor can decide for himself whether he sets a password here, default setting is no password.


Log In - awato avisor 4.2.1857

User-ID: AELBREW

Paswoord: ********

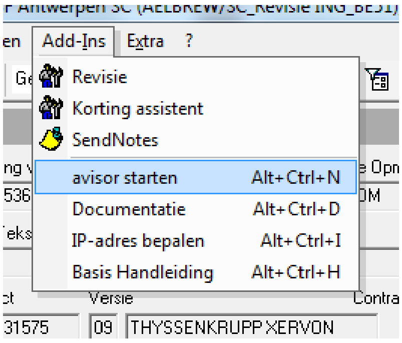
Vervanging

Profiel: SC_Revisie ING_BE51

Enter your username in user-id, e.g. AELBREW or VXXXXXX.
If you start Avisor for the first time, you use the initial password from a separate mail (at user level).
You have to change this afterwards (will be asked).
Your user profile will automatically appear in the profile field.
If you have multiple profiles, you can change this by opening the drop-down list.
The "Replacement" field is not used.

Open 2nd Avisor session:

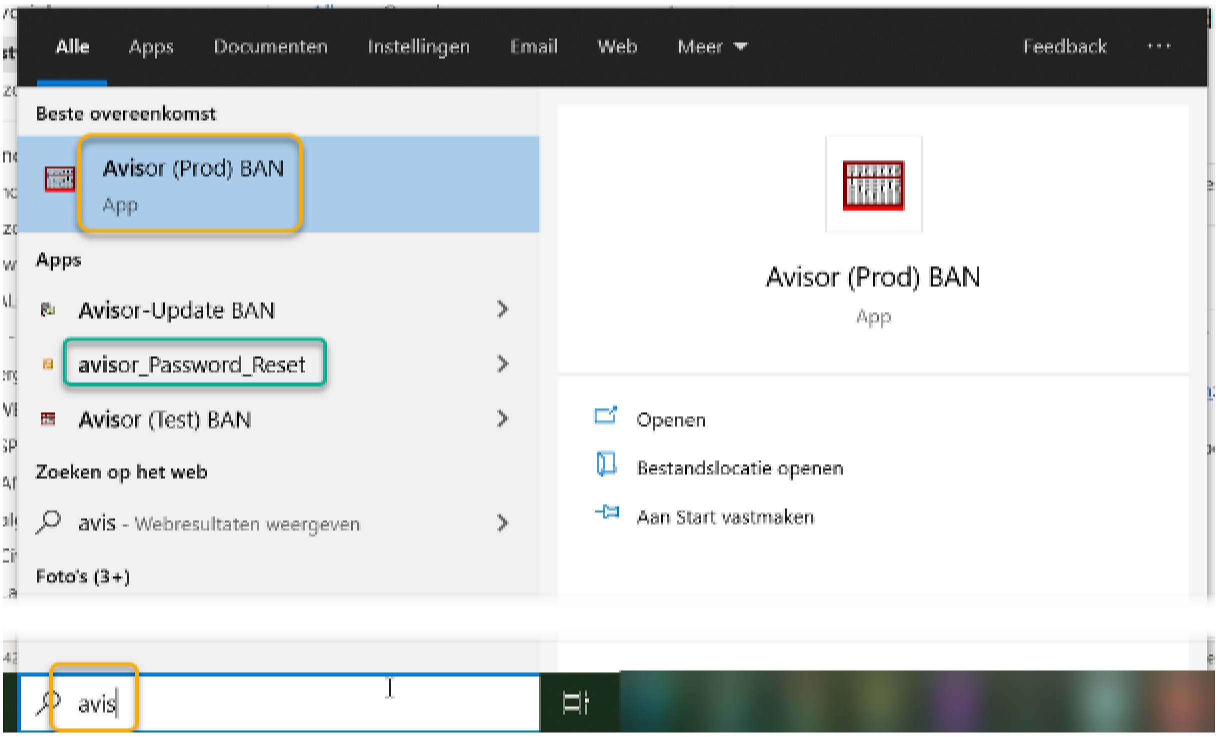
If you have multiple user profiles, you can start a 2nd Avisor session.
You can then choose a different profile here and then switch between the different windows.
You can also open a 2nd session via menu bar – add ins- start Avisor or via ALT-CTRL+N.



5.1.5.Password

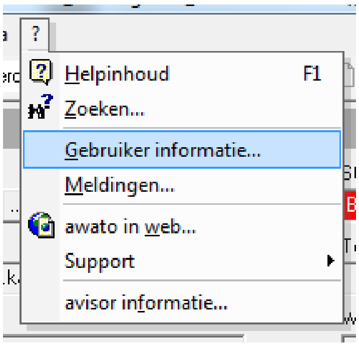
5.1.5.1. Password

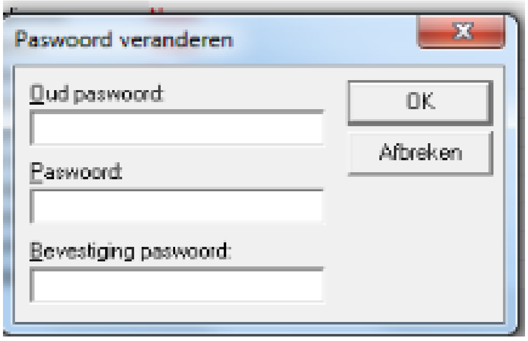
If you have forgotten your password, it must be reset. This can be reset by the user himself.



5.1.5.2. Change password

Via the menu bar ? User information, you can change your password.



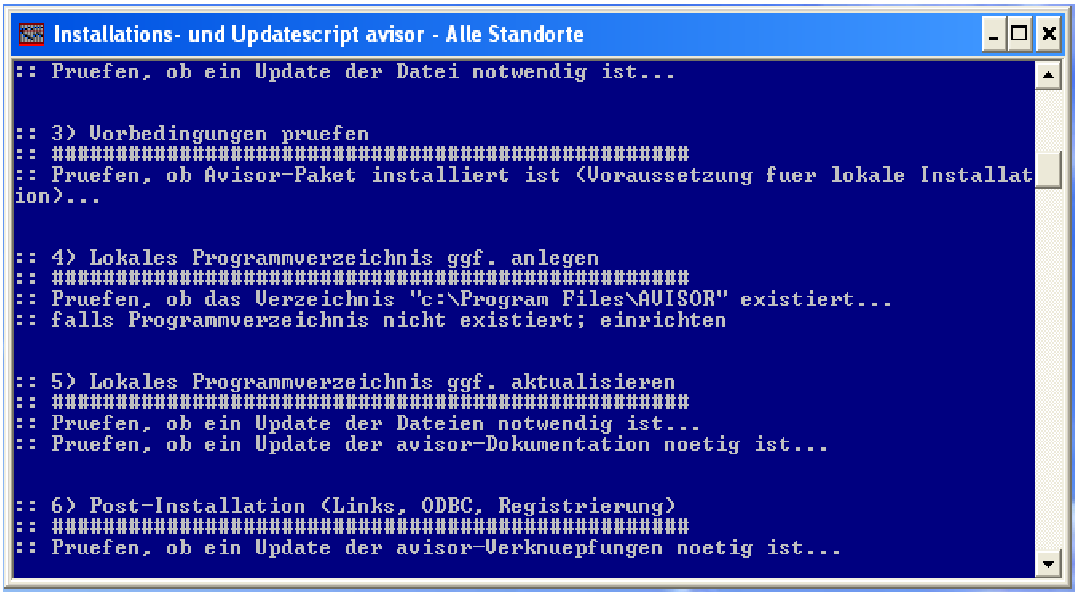


You enter the old password in the first box, and twice a new identical password. You confirm with "OK" and get the message that your password has been changed.

When changing the password, you must take into account that the new password must not be empty, must be different from the old password, and that you must enter the same new password twice.

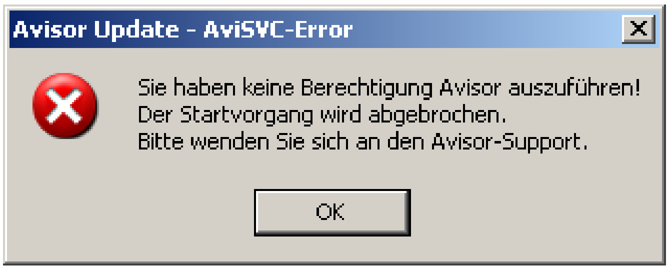
5.1.6. Avisor Update

When Avisor starts up, it automatically checks for updates:



```
:: Pruefen, ob ein Update der Datei notwendig ist...

:: 3) Vorbedingungen pruefen
:: ##################################################
:: Pruefen, ob Avisor-Paket installiert ist (Voraussetzung fuer lokale Installat
ion)...

:: 4) Lokales Programmverzeichnis ggf. anlegen
:: ##################################################
:: Pruefen, ob das Verzeichnis "c:\Program Files\AVISOR" existiert...
:: falls Programmverzeichnis nicht existiert; einrichten

:: 5) Lokales Programmverzeichnis ggf. aktualisieren
:: ##################################################
:: Pruefen, ob ein Update der Dateien notwendig ist...
:: Pruefen, ob ein Update der avisor-Dokumentation noetig ist...

:: 6) Post-Installation (Links, ODBC, Registrierung)
:: ##################################################
:: Pruefen, ob ein Update der avisor-Verknuepfungen noetig ist...
```

Updating may take up to a few minutes. Please wait until the update screen is gone and start Avisor from the Start menu.
You can also start this software update yourself via Start, All Programs, Avisor (lokal), Avisor-Update. You should only perform this update if you have received a notification for this, or if Avisor does not start correctly.
If the following error message comes, the PC does not yet have a license to work with Avisor.



Sie haben keine Berechtigung Avisor auszuführen!
Der Startvorgang wird abgebrochen.
Bitte wenden Sie sich an den Avisor-Support.

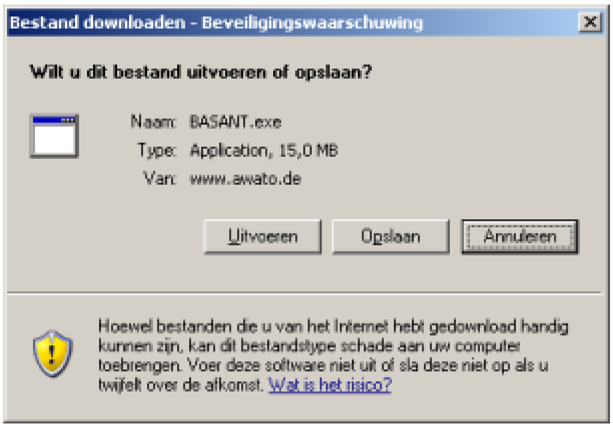
5.2. Contractor

The description below is not relevant to Avisor via Citrix; only for local Avisor installation.

5.2.1. Download software

On the site of Awato (software supplier of Avisor) the software package can be downloaded:

https://www.awato.de/download/files/av4install.msi.



Wilt u dit bestand uitvoeren of opslaan?

Naam: BASANT.exe
Type: Application, 15,0 MB
Van: www.awato.de

Hoewel bestanden die u van het Internet hebt gedownload handig kunnen zijn, kan dit bestandstype schade aan uw computer toebrengen. Voer deze software niet uit of sla deze niet op als u twijfelt over de afkomst. Wat is het risico?

Before you start installing, make sure that the details of the email account for data-exchange with Avisor BASF are available:

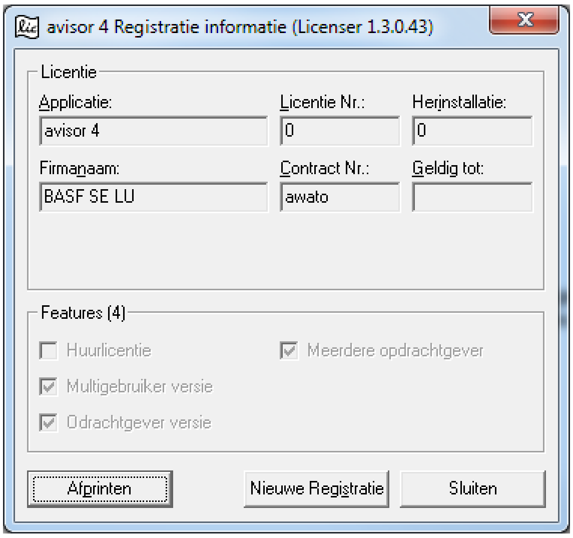
- account (user-id)
- password
- pop3 server
- smtp server

5.2.2.Avisor License

When the installation is complete, your account must be registered.

The activation is done by telephone (+49 2133 26 031 00, option 3) or by e-mail info@awato.de with the print screen as below. The official language for this is German or English.

Then choose from the main menu: ? → Registration Information...".



avisor 4 Registratie informatie (Licenser 1.3.0.43)

Licentie

Applicatie: avisor 4

Licentie Nr.: 0

Herinstallatie: 0

Firmanaam: BASF SE LU

Contract Nr.: awato

Geldig tot:

Features (4)

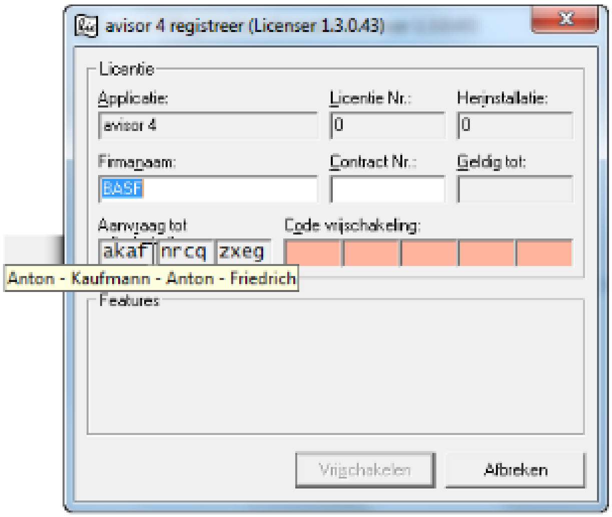
☐ Huurlicentie

☑ Meerdere opdrachtgever

☑ Multigebruiker versie

☑ Odrachtgever versie

Click New Registration.



avisor 4 registreer (Licenser 1.3.0.43)

Licentie

Applicatie: avisor 4

Licentie Nr.: 0

Herinstallatie: 0

Firmanaam: BASF

Contract Nr.:

Geldig tot:

Aanvraag tot: akaf nrcq zxeg

Code vrijschakeling:

Anton - Kaufmann - Anton - Friedrich

Features

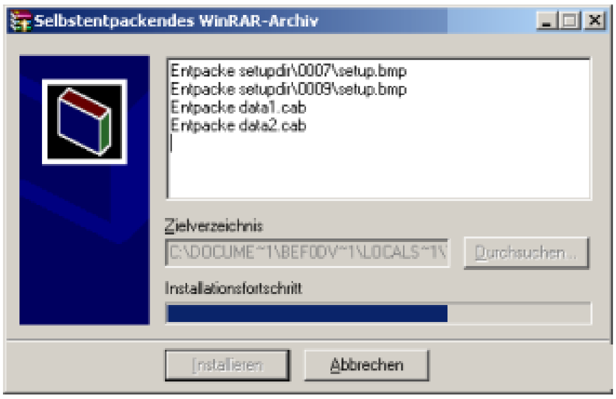
After mentioning the "Request for" code, Awato gives the "Code unlock" that must be filled in. TIP: When the mouse is on the "Request for code", the name of the code becomes visible separately. This facilitates communication with Awato.

Finally, click Unlock.

This procedure should be performed on any PC where Avisor is installed.

5.2.3.Local installation

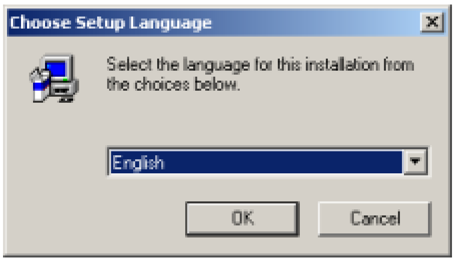
Open basant.exe:



Selbstentpackendes WinRAR-Archiv

Entpacke setupdir\0007\setup.bmp
Entpacke setupdir\0009\setup.bmp
Entpacke data1.cab
Entpacke data2.cab

Zielverzeichnis: C:\DOCUME~1\BEFODV~1\LOCALS~1\



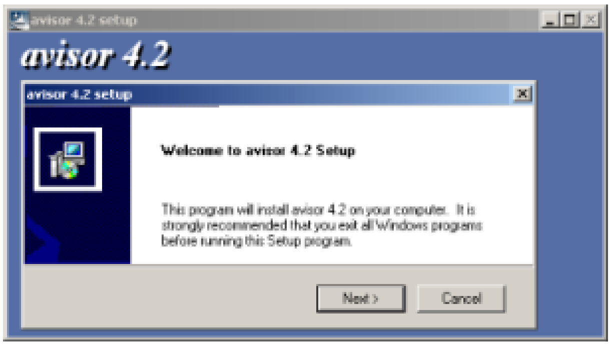
Choose Setup Language

Select the language for this installation from the choices below.

English

For the installation you only have the choice between German and English.

The software package itself can later be set in Dutch.



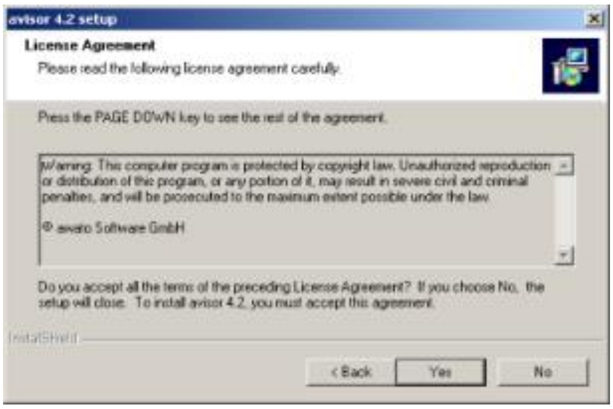
avisor 4.2 setup

avisor 4.2

Welcome to avisor 4.2 Setup

This program will install avisor 4.2 on your computer. It is strongly recommended that you exit all Windows programs before running this Setup program.

Accept the license agreement. Click Yes:



Please read the following license agreement carefully.

Press the PAGE DOWN key to see the rest of the agreement.

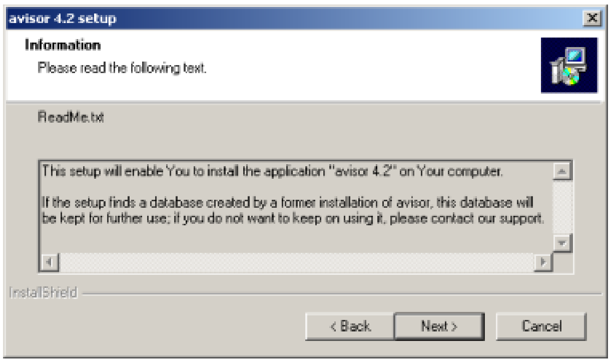
Warning: This computer program is protected by copyright law. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

© awato Software GmbH

Do you accept all the terms of the preceding License Agreement? If you choose No, the setup will close. To install avisor 4.2, you must accept this agreement.

If the Avisor install finds an Avisor database from a previous installation, it will continue to be used. In that case, Avisor will not create a new (empty) database.

If the old Avisor database is not allowed to be used, please contact the support of Awato Software GmbH.



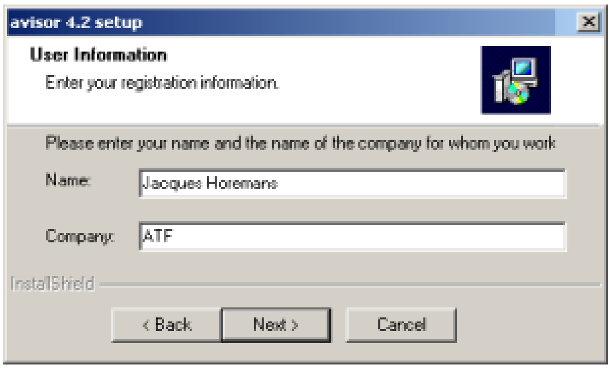
Please read the following text.

ReadMe.txt

This setup will enable You to install the application "avisor 4.2" on Your computer.

If the setup finds a database created by a former installation of avisor, this database will be kept for further use; if you do not want to keep on using it, please contact our support.

Enter name and company name:



Enter your registration information.

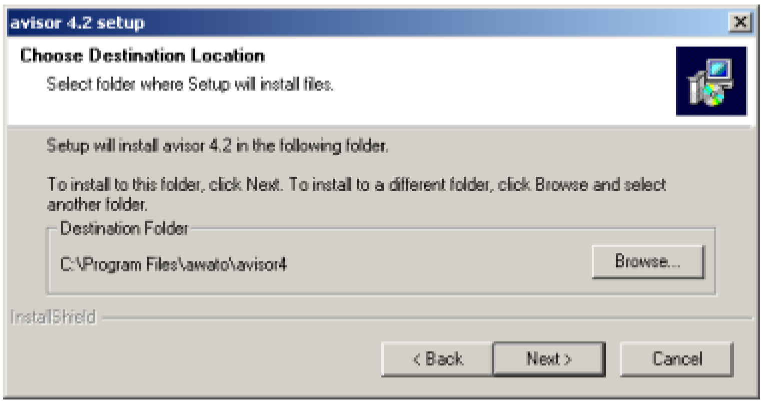
Please enter your name and the name of the company for whom you work

Name: Jacques Horemans

Company: ATF

With a local installation, it is best to keep the default path / folder.

Brochure for the software:



Choose Destination Location

Select folder where Setup will install files.

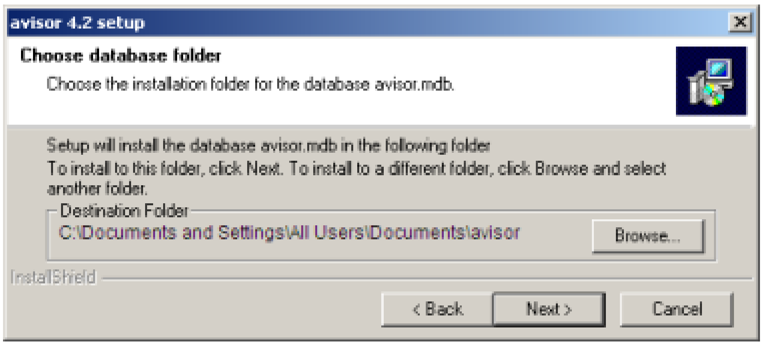
Setup will install avisor 4.2 in the following folder.

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder

C:\Program Files\awato\avisor4

Folder for the database (file name: Avisor.BASANT.mdb):



Choose database folder

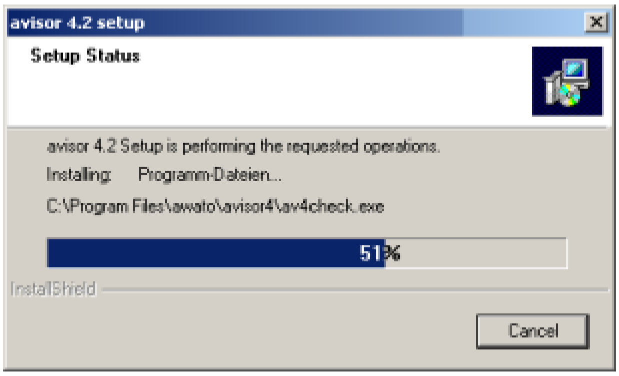
Choose the installation folder for the database avisor.mdb.

Setup will install the database avisor.mdb in the following folder

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder

C:\Documents and Settings\All Users\Documents\avisor

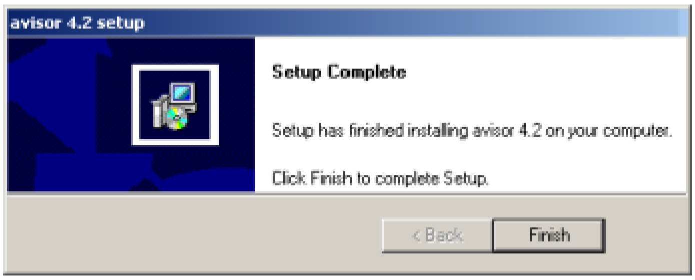


Setup Status

avisor 4.2 Setup is performing the requested operations.

Installing: Programm-Dateien...

C:\Program Files\awato\avisor4\av4check.exe



Setup Complete

Setup has finished installing avisor 4.2 on your computer.

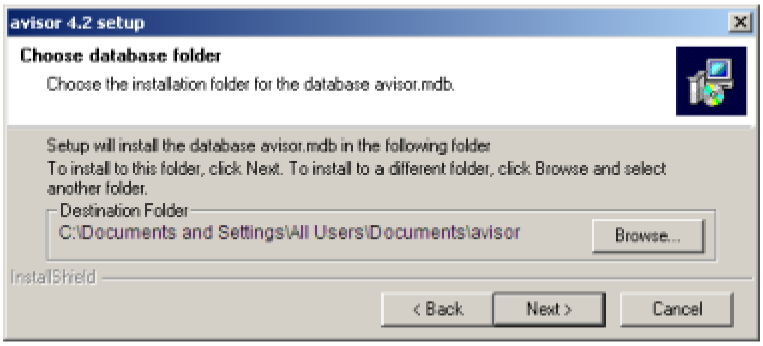
Click Finish to complete Setup.

5.2.4. Multi-user installation

With a multi-user installation, there must be access to a shared network location from every PC where Avisor Contractor is installed.

Installing the software is the same as for the local installation, only the database must be in a shared (network) location. Read and write permissions at this location are required.

Preferably enter the path to the location as a UNC path (\\server\share\):



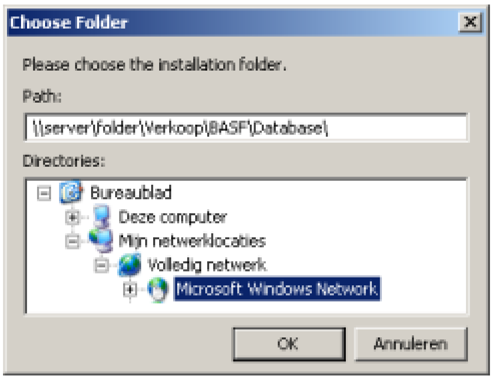
avisor 4.2 setup

Choose database folder

Choose the installation folder for the database avisor.mdb.

Setup will install the database avisor.mdb in the following folder
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder
C:\Documents and Settings\All Users\Documents\avisor



Choose Folder

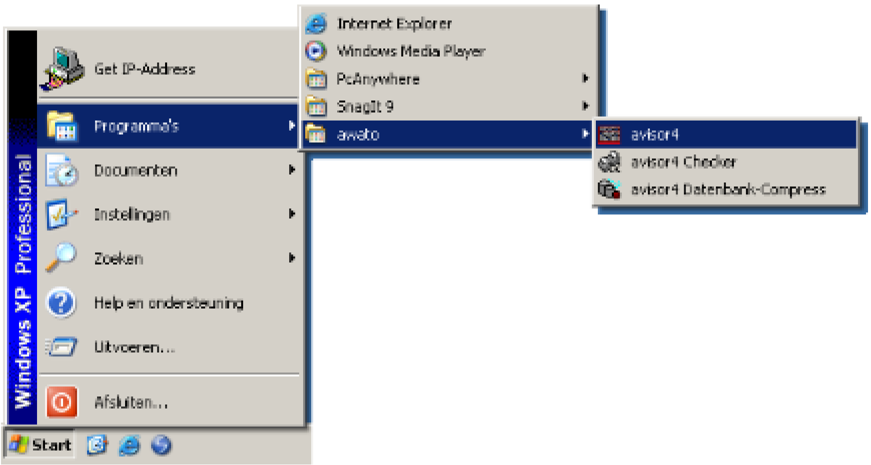
Please choose the installation folder.

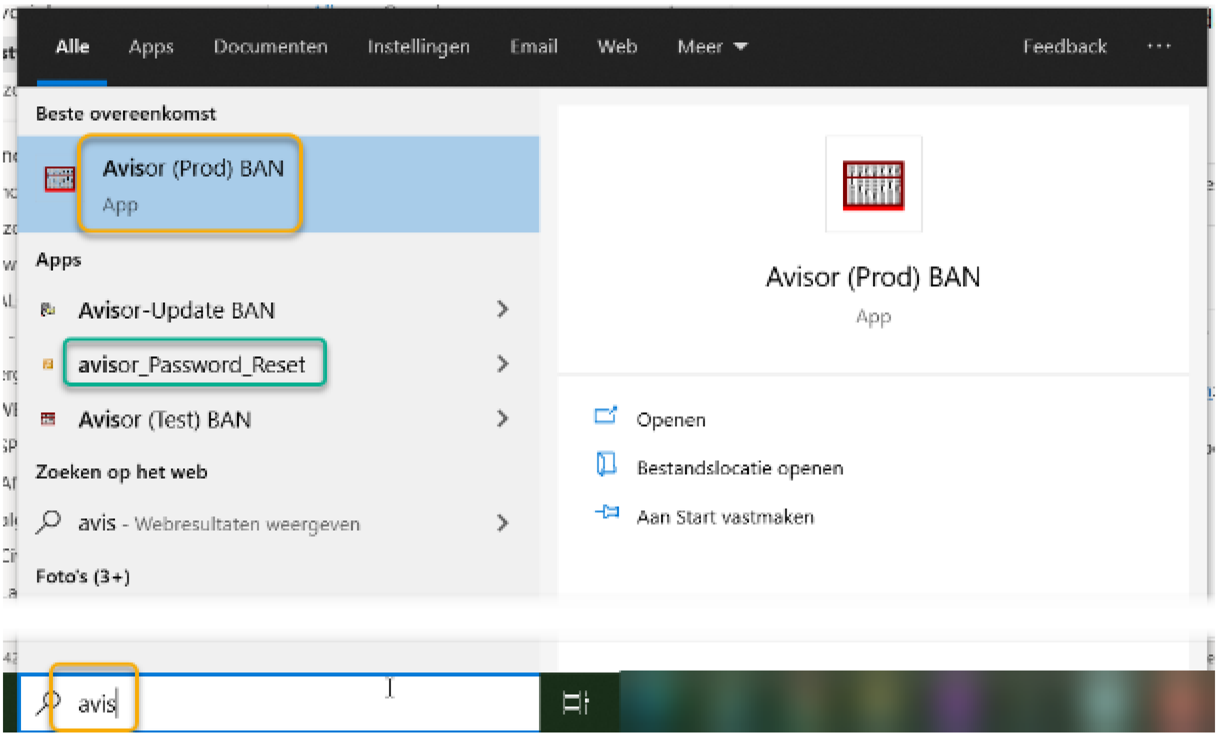
Path:
\\server\folder\Verkoop\BASF\Database\

For each additional PC, the same path must be entered.

5.2.5. Boot

You can start Avisor via Start, Programs, awato, Avisor4:





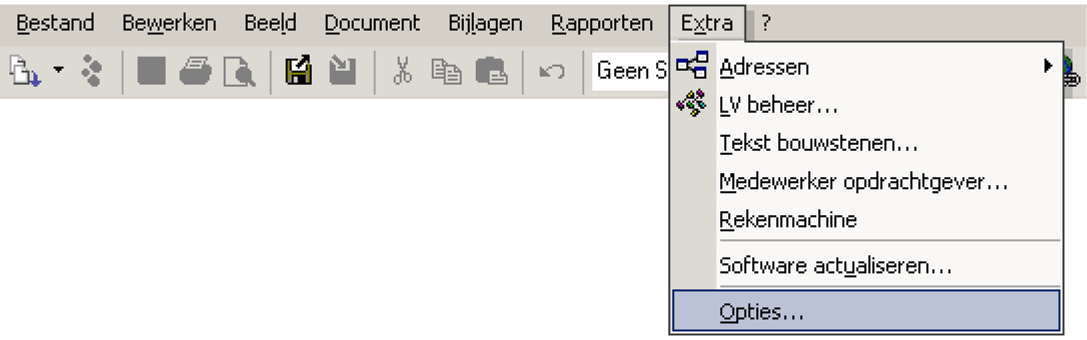
Dit exemplaar is een licentie voor
BASANT
en wereldwijd auteursrechtelijk beschermd.
Zie Dialog 'Info'.
Copyright © 1995 - 2008 awato Software GmbH

5.2.6.Specific settings

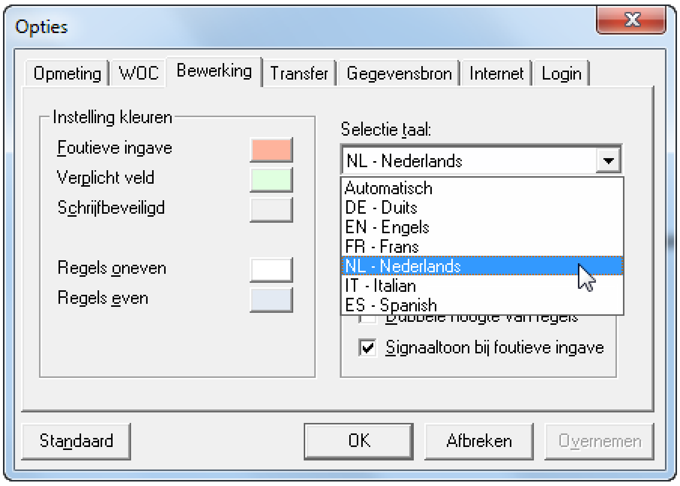
5.2.6.1. Language

Avisor has 6 languages: German, English, French, Italian, Spanish or Dutch.

To change language go to menu option "Tools" and choose "Options" at the bottom...



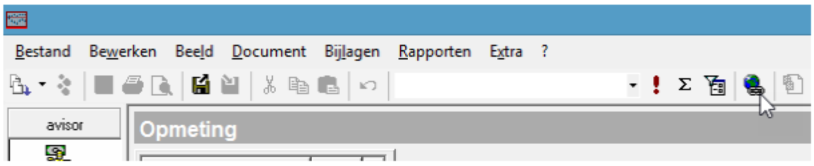
Under tab "Options" the language can be chosen:

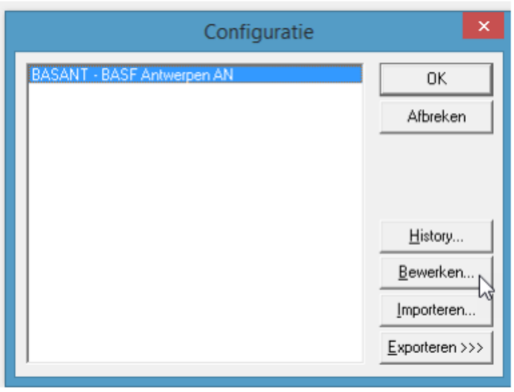


After clicking "OK", Avisor will automatically restart.

5.2.6.2. Adjusting configuration for entering Lohnstuden 7 consecutive days per measurement line (standard 1 day)

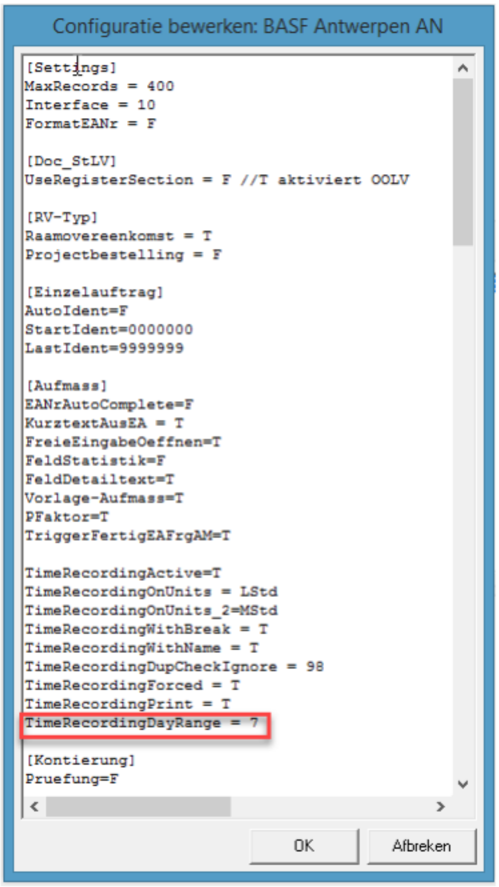
Standard installation is requested to allow entry to Avisor for 7 days. However, if this is not in order, this describes how the configuration can be adjusted for entering Lohnstunden from 1 to 7 days.





klik op de wereldbol om het configuratiescherm te openen.

Klik op knop bewerken

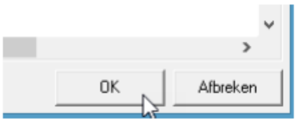


```
[Settings]
MaxRecords = 400
Interface = 10
FormatEANr = F

[Doc_StLV]
UseRegisterSection = F //T aktiviert OOLV

[RV-Typ]
Raamovereenkomst = T
Projectbestelling = F

[Einzelauftrag]
AutoIdent=F
StartIdent=0000000
LastIdent=9999999

[Aufmass]
EANrAutoComplete=F
KurztextAusEA = T
FreieEingabeOeffnen=T
FeldStatistik=F
FeldDetailtext=T
Vorlage-Aufmass=T
PFaktor=T
TriggerFertigEAFrgAM=T

TimeRecordingActive=T
TimeRecordingOnUnits = LStd
TimeRecordingOnUnits_2=MStd
TimeRecordingWithBreak = T
TimeRecordingWithName = T
TimeRecordingDupCheckIgnore = 98
TimeRecordingForced = T
TimeRecordingPrint = T
TimeRecordingDayRange = 7

[Kontierung]
Pruefung=F
```

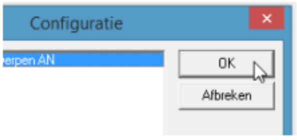
zorg dat de entry TimeRecordingDayRange = 7 in de config aanwezig is.

Indien dit niet het geval is, zelf bij typen. Let op typefouten !

Klik vervolgens op OK



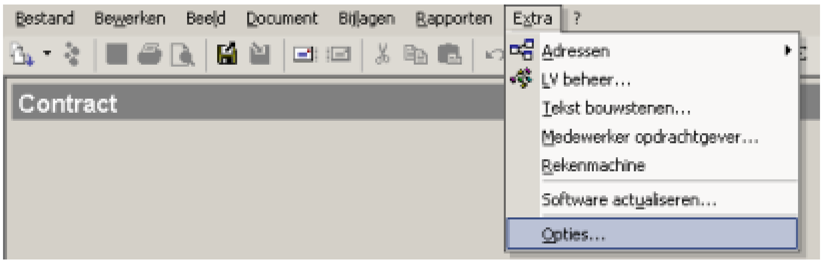
En nog 1 keer



5.2.6.3. Mail settings

Avisor needs a separate email account to receive (import) and send (export) data to BASF.

Via the menu option "Tools", "Options", on the tab "Internet", these data must be entered:



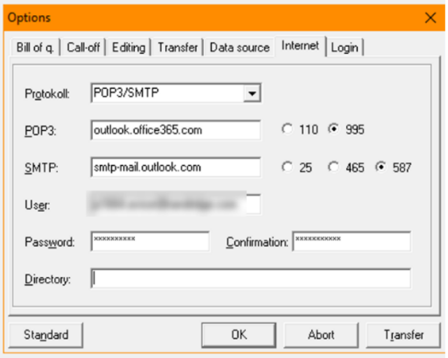
POP3 server

SMTP Server

Login for the email account

Twice the password

Folder of the mailbox



Protokoll: POP3/SMTP

POP3: outlook.office365.com ○ 110 ● 995

SMTP: smtp-mail.outlook.com ○ 25 ○ 465 ● 587

User: [redacted]

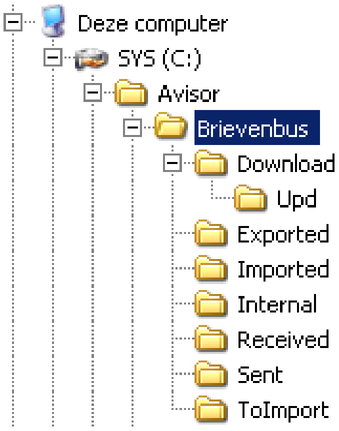
Password: ********** Confirmation: ***********

Directory:

Important: Do not use a personal mailbox to communicate with Avisor, but one that is exclusively intended for Avisor. The reason for this is that the automatic import of data only works with "unread e-mails", so if they are accidentally clicked on and marked as read, new contracts / WOCs will not be imported.

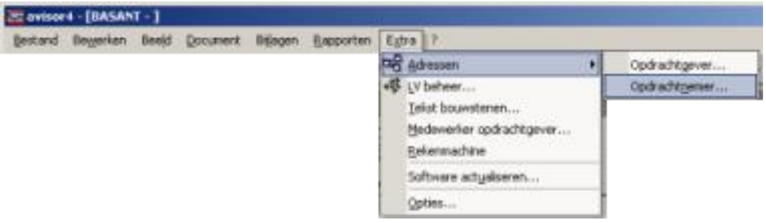
Avisor downloads the emails that arrive in this account (for processing) to the mailbox folder. A folder can be created on the hard disk of the local PC or on the network.

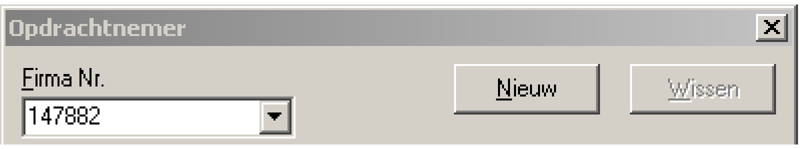
for example



Avisor creates the subfolders itself.

Via the menu bar "Tools", "Addresses", "Contractor", a number of things have to be filled in:



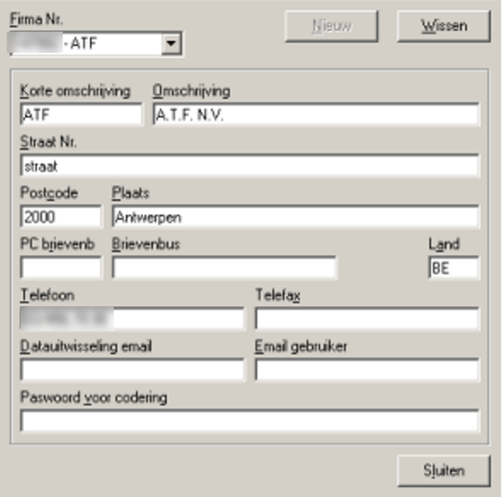


Firma Nr. 147882

The supplier number (SAP number) is provided by BASF.

Important: Do not forget to enter the email address of the user and the email address for the data exchange with Avisor in this screen.

These are necessary to be able to communicate with Avisor-BASF.



Firma Nr.: [redacted] - ATF

Korte omschrijving: ATF

Omschrijving: A.T.F. N.V.

Straat Nr.: straat

Postcode: 2000

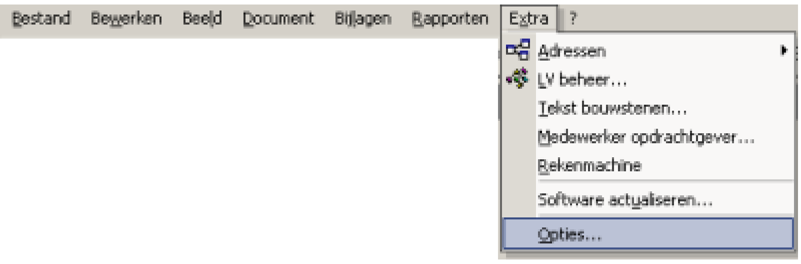
Plaats: Antwerpen

Land: BE

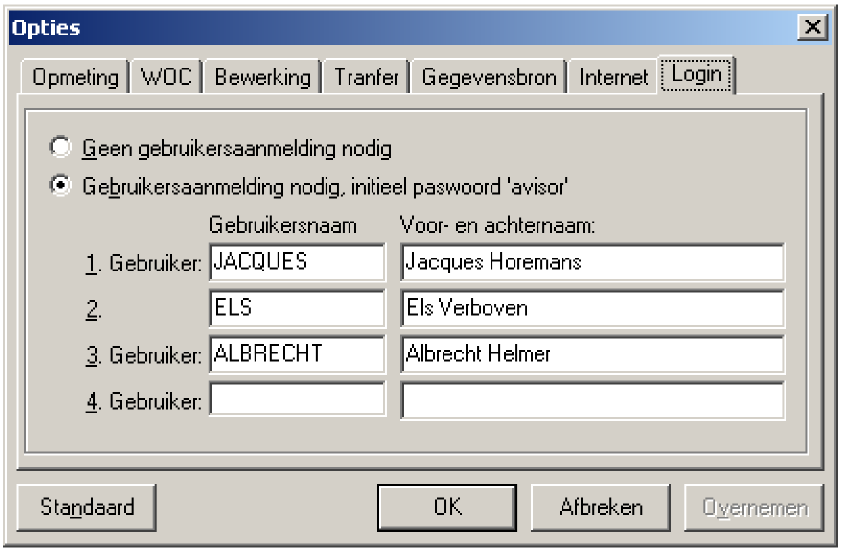
Telefoon: [redacted]

5.2.6.4. User Management

If several people are going to work with Avisor, it is recommended to activate the option "Users" login via "Tools", "Options", "Login":



Enter the usernames here (see example) and OK.



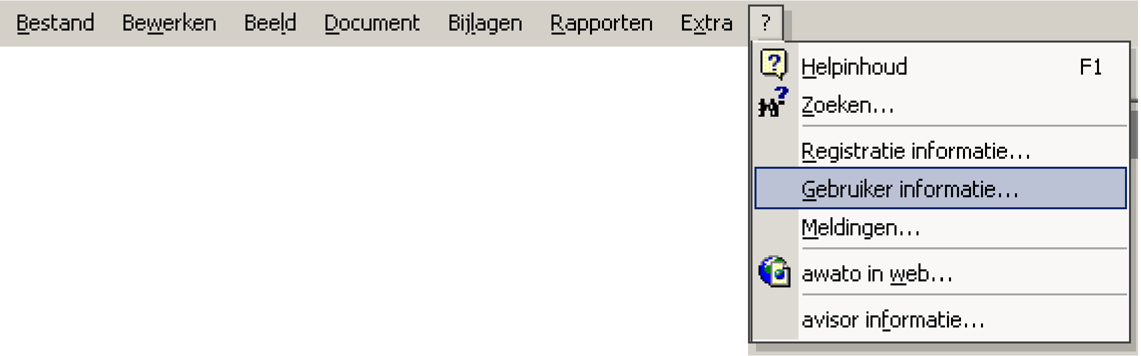
○ Geen gebruikersaanmelding nodig

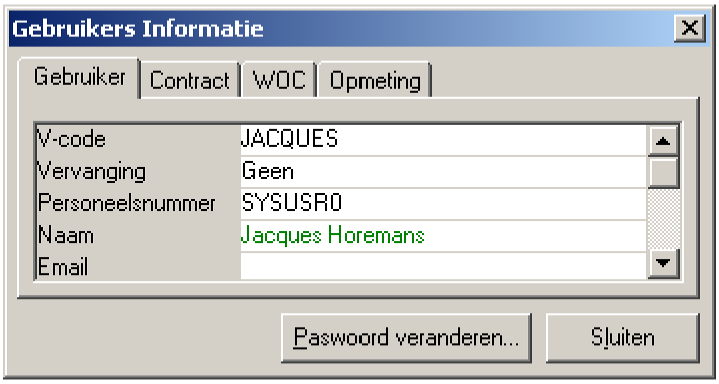
● Gebruikersaanmelding nodig, initieel paswoord 'avisor'

	Gebruikersnaam	Voor- en achternaam:
1. Gebruiker:	JACQUES	Jacques Horemans
2.	ELS	Els Verboven
3. Gebruiker:	ALBRECHT	Albrecht Helmer
4. Gebruiker:		

The 1st time a user logs in, he/she will have to enter the User-ID (of Avisor). This is the name entered on the Login tab. By default, the password is set to 'Avisor'.

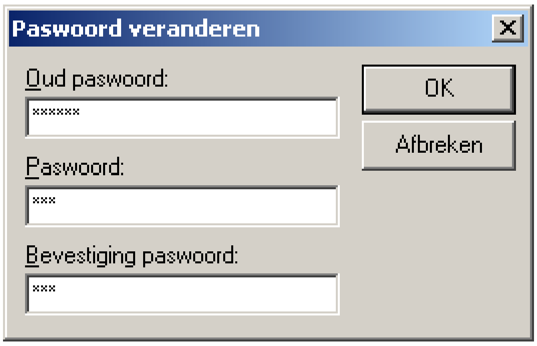
To change the default password: go via the menu option "?, "User information..."





V-code	JACQUES
Vervanging	Geen
Personeelsnummer	SYSUSR0
Naam	Jacques Horemans
Email	

Now click on Paswoord veranderen... . Then enter the old password, and twice the new password:



Oud paswoord: ******

Paswoord: ***

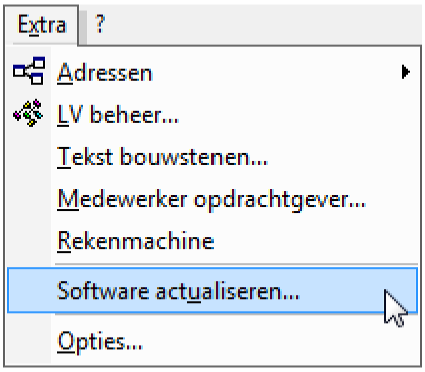
Bevestiging paswoord: ***

Click OK.

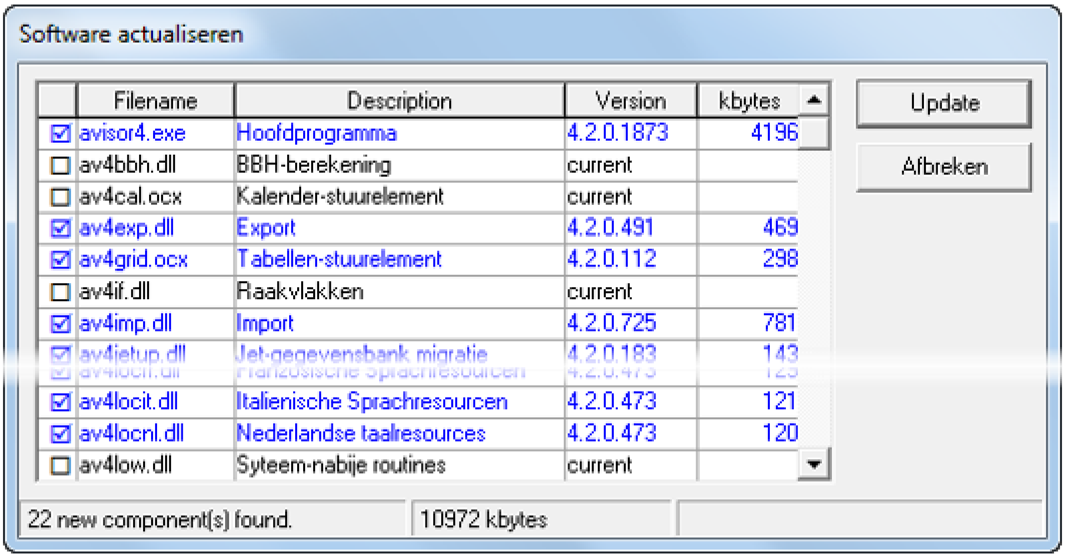
If the self-chosen password is forgotten, please contact us via avisor.support.antwerpen@basf.com .

5.2.6.5. Avisor Update

Under menu "Tools" ➔"Update software..." it can be checked whether the software is up-to-date:



If "Filenames" light up blue, an update is available.

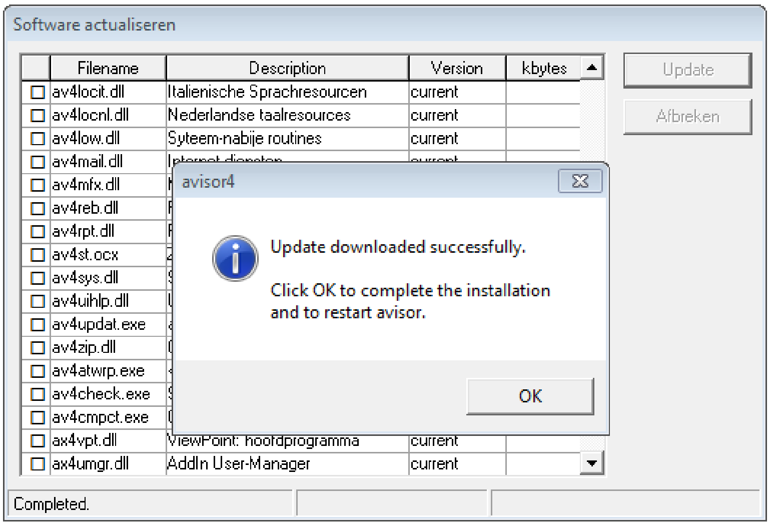


Software actualiseren

	Filename	Description	Version	kbytes
☑	avisor4.exe	Hoofdprogramma	4.2.0.1873	4196
☐	av4bbh.dll	BBH-berekening	current	
☐	av4cal.ocx	Kalender-stuurelement	current	
☑	av4exp.dll	Export	4.2.0.491	469
☑	av4grid.ocx	Tabellen-stuurelement	4.2.0.112	298
☐	av4if.dll	Raakvlakken	current	
☑	av4imp.dll	Import	4.2.0.725	781
☑	av4ietup.dll	Jet-gegevensbank migratie	4.2.0.183	143
☑	av4locit.dll	Italienische Sprachresourcen	4.2.0.473	121
☑	av4locnl.dll	Nederlandse taalresources	4.2.0.473	120
☐	av4low.dll	Syteem-nabije routines	current	

22 new component(s) found. | 10972 kbytes

By pressing "Update" the files will be downloaded.



Software actualiseren

	Filename	Description	Version	kbytes
☐	av4locit.dll	Italienische Sprachresourcen	current	
☐	av4locnl.dll	Nederlandse taalresources	current	
☐	av4low.dll	Syteem-nabije routines	current	
☐	av4mail.dll			
☐	av4mfx.dll			
☐	av4reb.dll			
☐	av4rpt.dll			
☐	av4st.ocx			
☐	av4sys.dll			
☐	av4uihlp.dll			
☐	av4updat.exe			
☐	av4zip.dll			
☐	av4atwrp.exe			
☐	av4check.exe			
☐	av4cmpct.exe			
☐	ax4vpt.dll	ViewPoint: hoofdprogramma	current	
☐	ax4umgr.dll	AddIn User-Manager	current	

avisor4

Update downloaded successfully.

Click OK to complete the installation
and to restart avisor.

Completed.

Click OK to restart Avisor.
During startup, the new components of Avisor are installed.

5.2.6.6. Possible software update issues

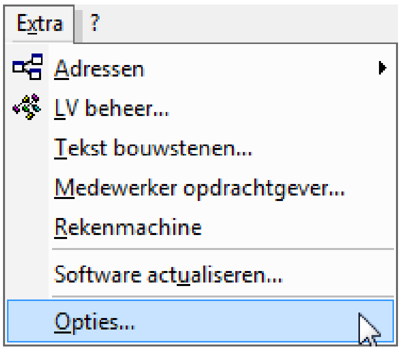
1. Letterbox leaflet

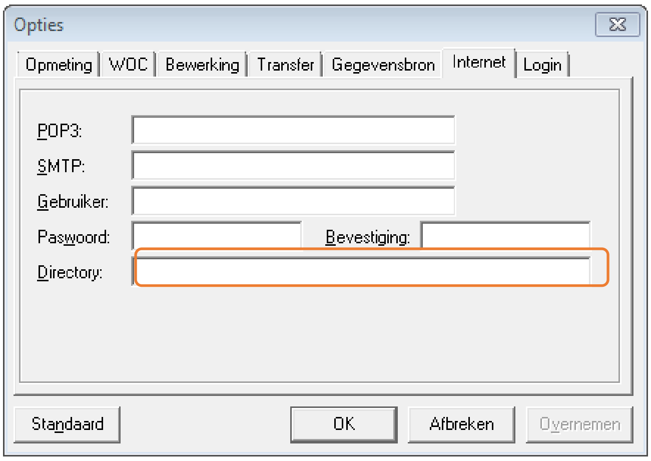
Since the software update uses the Avisor mailbox folder and the update procedure cannot handle UNC paths, it may sometimes be necessary to first change the mailbox folder to a folder on Your C:\ disk,
e.g.: C:\tmp\ or C:\Temp\ or C:\Avisor\

- Make sure you have read and write permissions on this folder.

- Also, make sure you write down the original mailbox folder. After the update, it must be restored.

The mailbox folder can be found in the menu "Tools", "Options...", tab "Internet", at the bottom State Mailbox or Directory:





Under certain circumstances, the other settings on the "Internet" tab may also have disappeared after an update. Please note this.

The password (to be entered 2 times) is not visible. Before starting the software update, make sure you write down the correct password in the Avisor user manual. If this password is not known to you, first contact your IT service to obtain it.

2. Option "Update software..." not visible

If the option "Update software..." is not visible, the possible cause is:

- License has expired and needs to be renewed by calling
  0049/2133.29.69.0 or by contacting Awato:

  □awato Software GmbH
  Salm-Reifferscheidt-Allee 37
  D - 41540 Dormagen

  □Phone: 0 21 33 / 29 69 - 0

  □Email: info@awato.de
  Internet: www.awato.de
- You need to log in as user ADMIN in Avisor.
  The password for the ADMIN user is set to Avisor by default.

- You must start Avisor as a member of the Windows Administrator group.

3. The "Update" button is not clickable

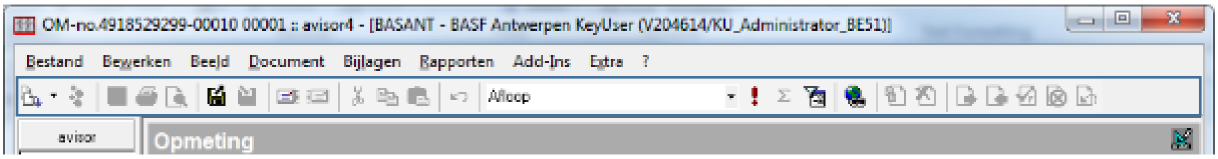
If the Update button is not clickable, you already have the latest version.

- The version can be checked via the "question mark" menu, "Avisor information..." Avisor4.exe

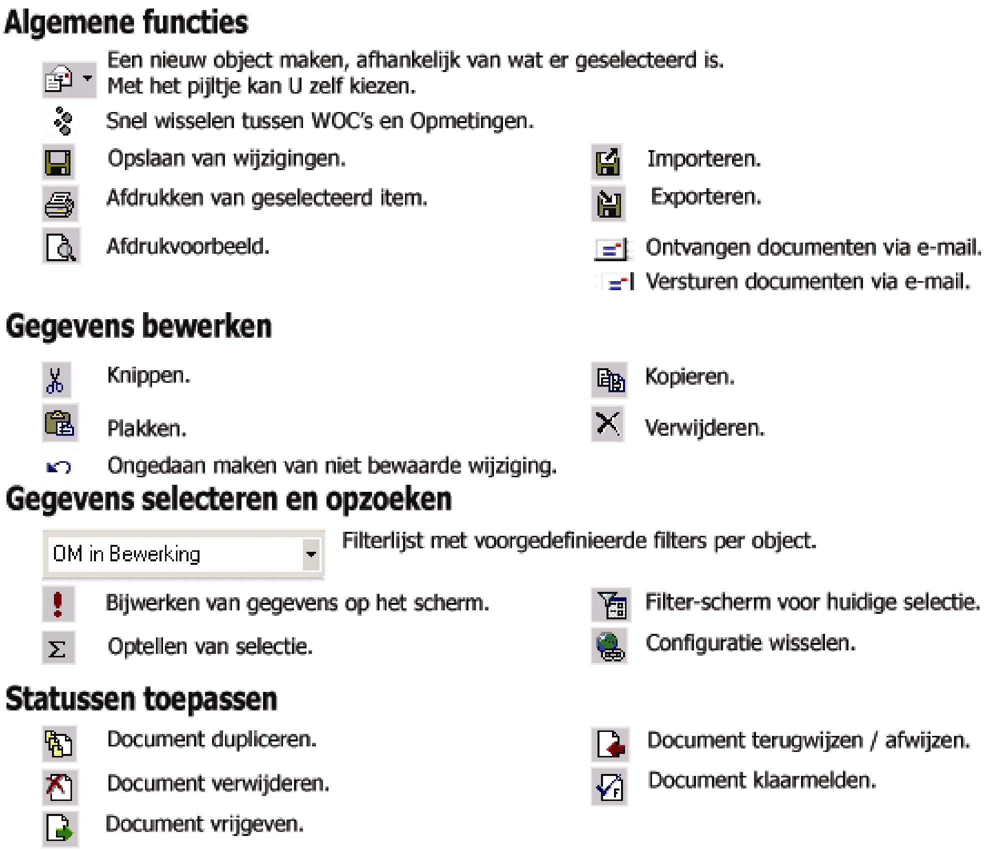
6. Avisor general

6.1. Toolbars

6.1.1. Standard Toolbar


OM-no.4918529299-00010 00001 :: avisor4 - [BASANT - BASF Antwerpen KeyUser (V204614/KU_Administrator_BE51)]
Bestand
Bewerken
Beeld
Document
Bijlagen
Rapporten
Add-Ins
Extra
?
Afloop
avisor
Opmeting

Below you will find a description of all the icons that are on the standard toolbar.



Algemene functies

Een nieuw object maken, afhankelijk van wat er geselecteerd is. Met het pijltje kan U zelf kiezen.

Snel wisselen tussen WOC's en Opmetingen.

Opslaan van wijzigingen.

Afdrukken van geselecteerd item.

Afdrukvoorbeeld.

Importeren.

Exporteren.

Ontvangen documenten via e-mail.

Versturen documenten via e-mail.

Gegevens bewerken

Knippen.

Plakken.

Ongedaan maken van niet bewaarde wijziging.

Kopieren.

Verwijderen.

Gegevens selecteren en opzoeken

OM in Bewerking — Filterlijst met voorgedefinieerde filters per object.

Bijwerken van gegevens op het scherm.

Optellen van selectie.

Filter-scherm voor huidige selectie.

Configuratie wisselen.

Statussen toepassen

Document dupliceren.

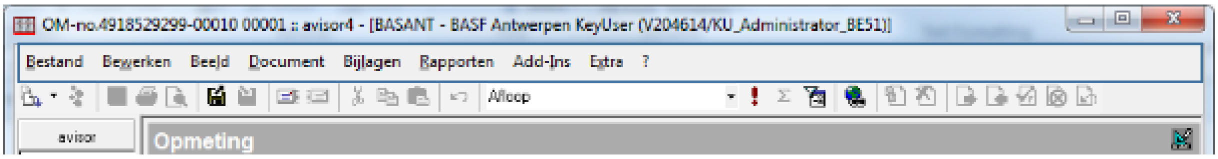
Document verwijderen.

Document vrijgeven.

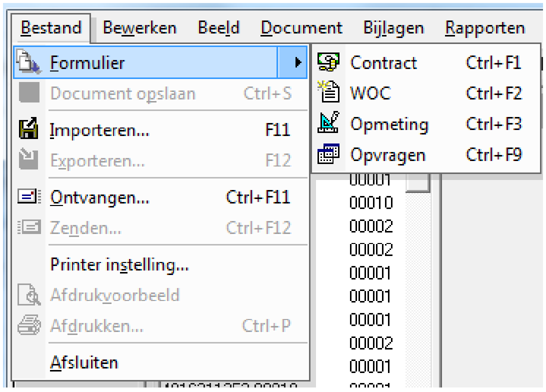
Document terugwijzen / afwijzen.

Document klaarmelden.

6.1.2. Menu bar


OM-no.4918529299-00010 00001 :: avisor4 - [BASANT - BASF Antwerpen KeyUser (V204614/KU_Administrator_BE51)]
Bestand
Bewerken
Beeld
Document
Bijlagen
Rapporten
Add-Ins
Extra
?
Afloop
avisor
Opmeting

6.1.2.1. File



Via the menu option File – Form you can switch to another object (Contract, WOC, Measurement or Request).

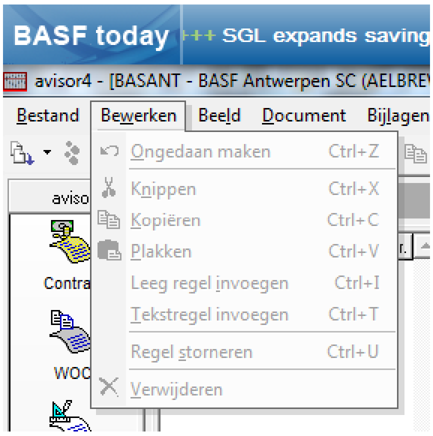
Via the menu option File – Save Document you can save a modified document.

The other menu options are standard items for setting up the printer and printing documents.

Every contract, WOC and measurement can be printed. Make sure that you do not leave any bills on the printer.

The Import and Export menu choices are not used.

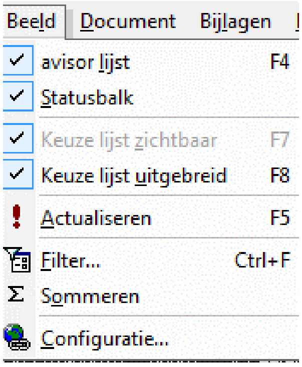
6.1.2.2. Edit



Via the edit menu option you can undo unsaved changes, cut, copy, paste and / or delete data.

You can also, depending on the context, insert a blank line or insert a line of text (when composing measurements) to divide the measurement into cohesive blocks.

6.1.2.3. Image



Via the view menu bar you can turn certain screen elements on or off.

You can go here

- put the Avisor list on or off – F4

- turn the status bar on or off

- put the drop-down list on or off – F8

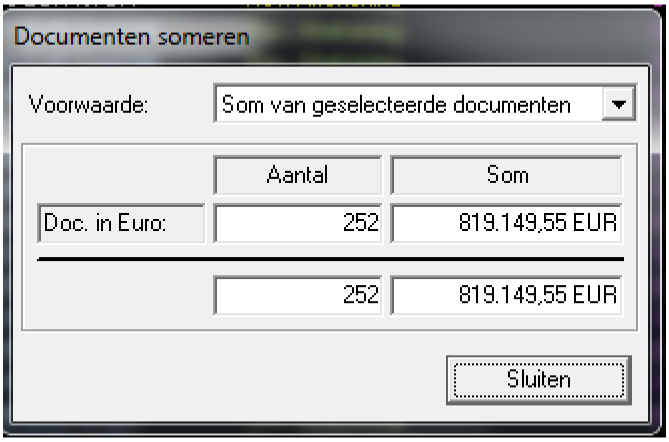
- turn the extended list box on or off – F8: you can only select the extended list box if the regular list box is allowed for this filter.

Update re-runs the chosen filter and refreshes the selection.

Filter – CTRL-F: this allows you to compose, save and share filters yourself with users or groups you have designated.

Summation ∑ allows you to calculate a total over certain filter selections.

It gives you an overview of the number of documents and the value they represent.



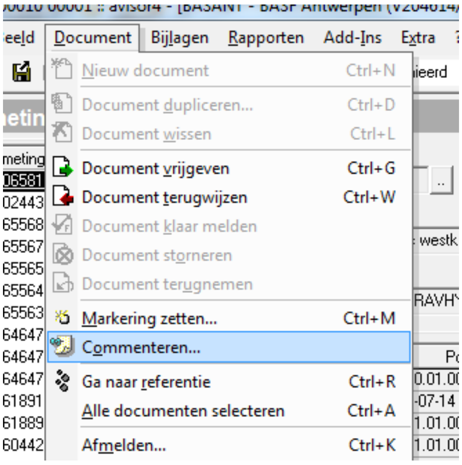
Voorwaarde: Som van geselecteerde documenten

	Aantal	Som
Doc. in Euro:	252	819.149,55 EUR
	252	819.149,55 EUR

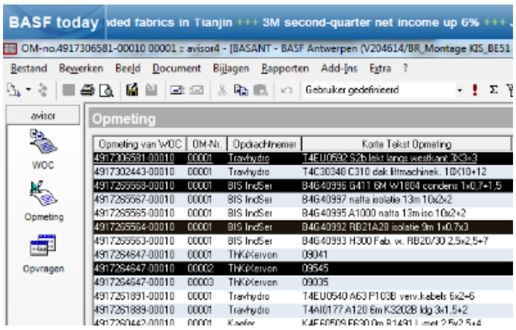
6.1.2.4. Document

Via the menu bar – Document – go to reference or with the speed dial button you can go from the WOC to the corresponding measurements and vice versa.

You can add comments via Document – Comment. The entered comment will be visible in the "Protocol" tab. You can NOT change any comments you have entered.

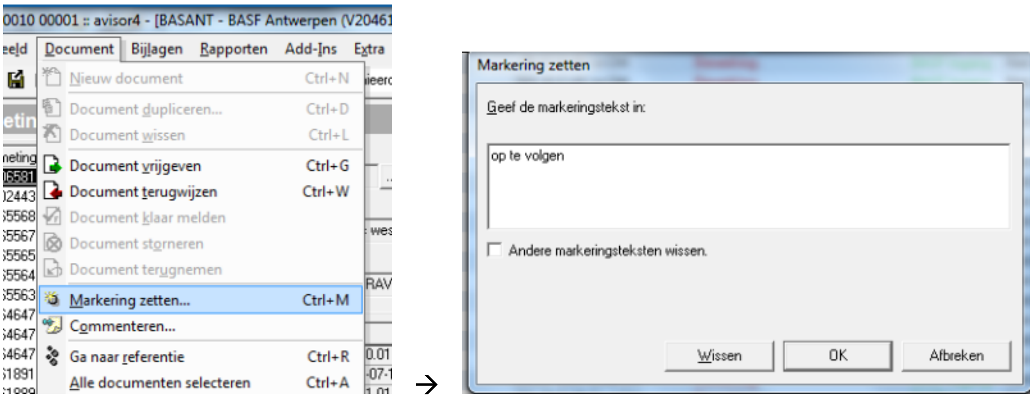

)0010 00001 :: avisor4 - [BASANT - BASF Antwerpen (V204614/
eeld Document Bijlagen Rapporten Add-Ins Extra
Nieuw document Ctrl+N
Document dupliceren... Ctrl+D
Document wissen Ctrl+L
Document vrijgeven Ctrl+G
Document terugwijzen Ctrl+W
Document klaar melden
Document storneren
Document terugnemen
Markering zetten... Ctrl+M
Commenteren...
Ga naar referentie Ctrl+R
Alle documenten selecteren Ctrl+A
Afmelden... Ctrl+K

Via the menu bar Document – Mark, you can give a name to 1 or more measurements and WOCs. You can then find this via the filter list WOCs marked or Measurements marked.


BASF today ıded fabrics in Tianjin +++ 3M second-quarter net income up 6% +++
OM-no.4917306581-00010 00001 :: avisor4 - [BASANT - BASF Antwerpen (V204614/BR_Montage KIS_BE51
Bestand Bewerken Beeld Document Bijlagen Rapporten Add-Ins Extra ?
Gebruiker gedefinieerd
avisor
WOC
Opmeting
Opvragen
Opmeting

Opmeting van WOC	OM-Nr.	Opdrachtnemer	Korte Tekst Opmeting
4917306581-00010	00001	Travhydro	T4EU0692 S2b lekt langs westkant 3X3+3
4917302443-00010	00001	Travhydro	T4C30348 C310 dak liftmachinek. 10X10+12
4917265568-00010	00001	BIS IndSer	B4G40996 G411 6M W1804 condens 1x0,7+1,5
4917265567-00010	00001	BIS IndSer	B4G40997 nafta isolatie 13m 10x2x2
4917265565-00010	00001	BIS IndSer	B4G40995 A1000 nafta 13m iso 10x2+2
4917265564-00010	00001	BIS IndSer	B4G40992 RB21A28 isolatie 9m 1x0.7x3
4917265563-00010	00001	BIS IndSer	B4G40993 H300 Fab. w. RB20/30 2,5x2,5+7
4917264647-00010	00001	ThKiXervon	09041
4917264647-00010	00002	ThKiXervon	09545
4917264647-00010	00003	ThKiXervon	09035
4917261891-00010	00001	Travhydro	T4EU0540 A63 P103B verv.kabels 6x2+6
4917261889-00010	00001	Travhydro	T4AI0177 A120 6m K3202B ldg 3x1,5+2
4917260442-00010	00001	Kaefer	K4E60509 F630 0m R1491 l.met 2,5x2,5+4

To put a marker, make a selection (possibly a multiple selection with the CTRL key pressed) and via the menu bar Document – Mark up, you can enter your marker.

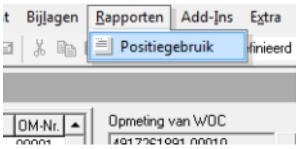

0010 00001 :: avisor4 - [BASANT - BASF Antwerpen (V20461
eeld Document Bijlagen Rapporten Add-Ins Extra
Nieuw document Ctrl+N
Document dupliceren... Ctrl+D
Document wissen Ctrl+L
Document vrijgeven Ctrl+G
Document terugwijzen Ctrl+W
Document klaar melden
Document storneren
Document terugnemen
Markering zetten... Ctrl+M
Commenteren...
Ga naar referentie Ctrl+R
Alle documenten selecteren Ctrl+A
→
Markering zetten
Wissen
OK
Afbreken

Geef de markeringstekst in: op te volgen

☐ Andere markeringsteksten wissen.

6.1.2.5. Reports

The "position usage" report can be accessed via the menu bar Reports – Position use for one measurement or for one WOC.



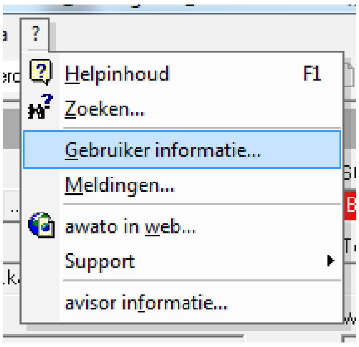
If you request the report for a WOC, it will show all positions that are used in all measurements for that WOC.

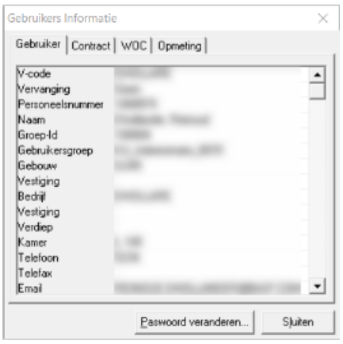
You get an overview of the positions used with subtotals per LV.

All valid measurements are included in the calculation of the totals.

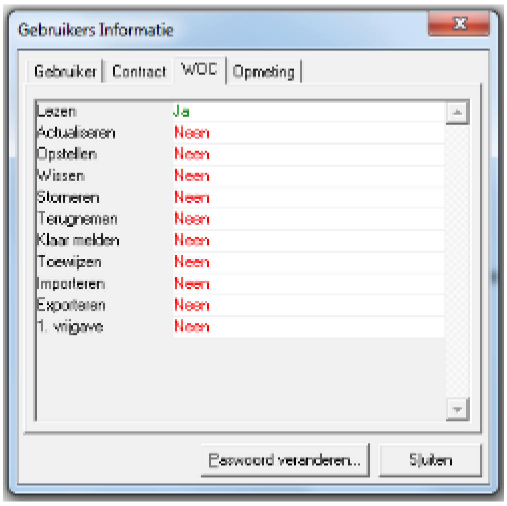
6.1.2.6. ?

Via menu bar ? – User information can be found in your user settings.





You can consult your rights via the tabs.



Lezen	Ja
Actualiseren	Neen
Opstellen	Neen
Wissen	Neen
Storneren	Neen
Terugnemen	Neen
Klaar melden	Neen
Toewijzen	Neen
Importeren	Neen
Exporteren	Neen
1. vrijgave	Neen

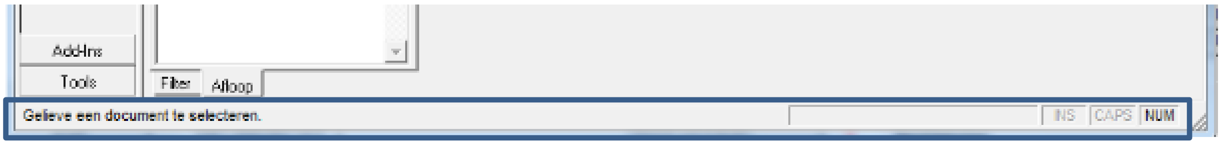
Note: If you can read WOCs, for example, this does not mean that you can read all WOCs.

You can only read those WOCs, to which you are entitled according to your user group. This depends on the contracts that your group is allowed to use.

If there are notifications about the Avisor software package, you will see them (for the first time) at startup. If you want to consult them again later, you can do so via the menu bar ? – Notifications.

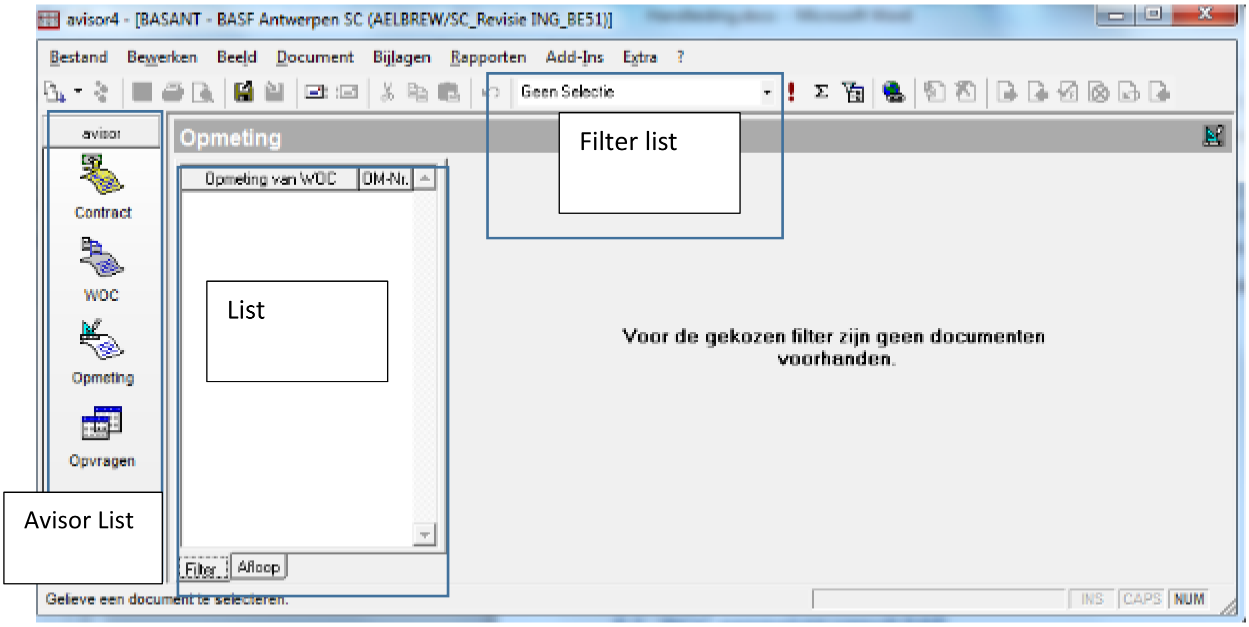
6.1.3. Information bar

In this bar you will find more information about the action / action you are currently performing.



Gelieve een document te selecteren.

6.2. View lists



Voor de gekozen filter zijn geen documenten voorhanden.

Gelieve een document te selecteren.

List box with 2 tabs at the bottom:

- in tab "filter" you can see all documents that meet the selected filter
- in tab "Ending" you will find all session documents (history)

With F7 you can hide or unhide the List Box

Avisor list with the objects: Contract / WOC / Measurements / Request

Via the Avisor list you can quickly switch between the different objects by clicking on the icon. The first time this may take a few seconds.

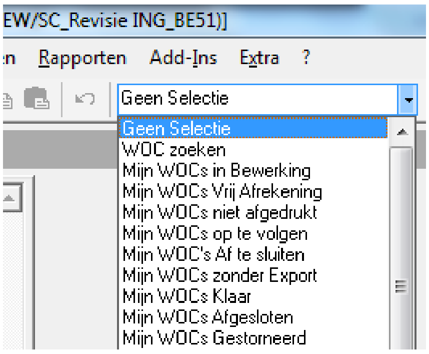
With F4 you can hide or unhide the Avisor list.

With Avisor via Citrix, the option to "request" will not be available.

6.3. Filters in Avisor

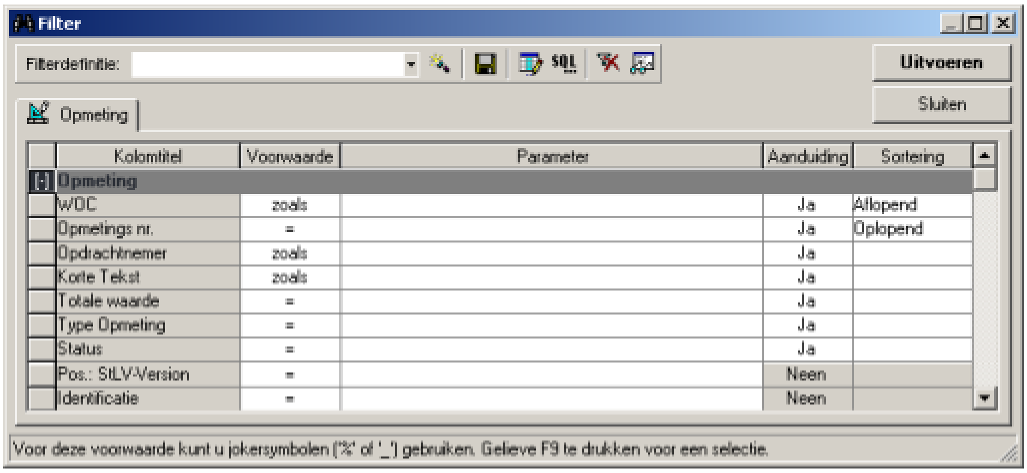
When starting Avisor, the filter "No selection" is always selected. This is an empty list. To look up WOCs or Measurements, first click on the icon for WOC or Measurement in the Avisor list and then select the desired filter via the filter list.

6.3.1. Request standard filters



6.3.2.Create personal filters

To create a personal filter, select in the Avisor list: Contract, WOC or Measurement. Then click on the filter button: . On the next screen you can define your filter yourself.



Kolomtitel	Voorwaarde	Parameter	Aanduiding	Sortering
Opmeting				
WOC	zoals		Ja	Aflopend
Opmetings nr.	=		Ja	Oplopend
Opdrachtnemer	zoals		Ja	
Korte Tekst	zoals		Ja	
Totale waarde	=		Ja	
Type Opmeting	=		Ja	
Status	=		Ja	
Pos.: StLV-Version	=		Neen	
Identificatie	=		Neen	

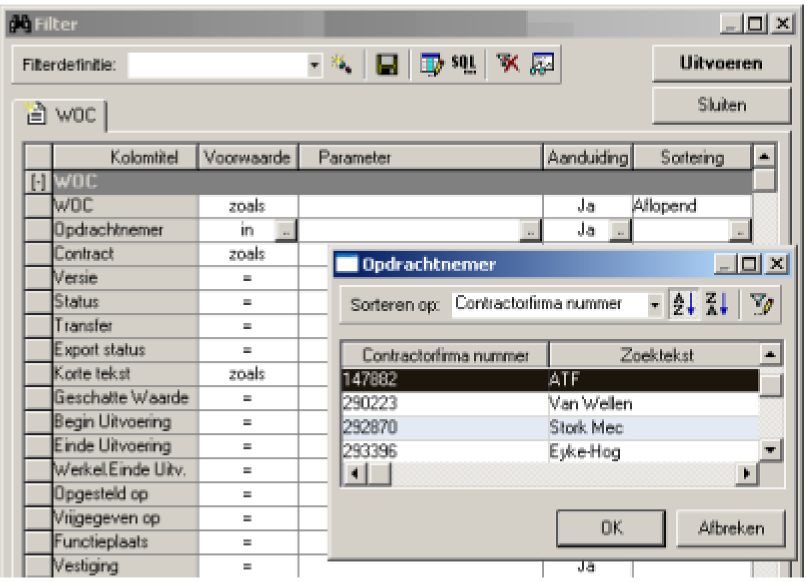
Voor deze voorwaarde kunt u jokersymbolen ('%' of '_') gebruiken. Gelieve F9 te drukken voor een selectie.

In the column "Condition", you can choose from:

=	is equal to
<>	is not equal to
>=	greater than or equal to
<=	less than or equal to
>	greater than
<	less than
like	for text you can use jokers "%" for a number of characters, "_" for 1 character Vb. building % afbr_ken returns "demolish building C710" AND "demolish building Mercury"
between	two values separated by semicolon. E.g.. 13/05/2014;17/05/2014
in	up to max. select items 10 from a list (hold down CTRL when selecting)

available	not empty values (any)
not available	empty values (not yet filled in)
not like	values that do not meet the such as criterion
not in	values that are not in a list

In the Parameter column, type in the criterion. If the button is visible on the right, .. you can click on it. Select your criteria from the list and click OK.

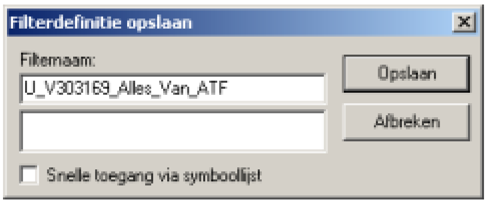


Sorteren op: Contractorfirma nummer

Kolomtitel	Voorwaarde	Parameter	Aanduiding	Sortering
[-] WOC				
WOC	zoals		Ja	Aflopend
Opdrachtnemer	in		Ja	
Contract	zoals			
Versie	=			
Status	=			
Transfer	=			
Export status	=			
Korte tekst	zoals			
Geschatte Waarde	=			
Begin Uitvoering	=			
Einde Uitvoering	=			
Werkel.Einde Uitv.	=			
Opgesteld op	=			
Vrijgegeven op	=			
Functieplaats	=			
Vestiging	=		Ja	

Contractorfirma nummer	Zoektekst
147882	ATF
290223	Van Wellen
292870	Stork Mec
293396	Eyke-Hog

You can save the filter by clicking on 💾 it.



Filternaam: U_V303169_Alles_Van_ATF

☐ Snelle toegang via symboollijst

You enter the filter name and press Opslaan .

If you want the filter to be accessible via the filter list, click "quick access via symbol list".

To view the result, press **Uitvoeren**.

The number of parameters depends on the selected condition:

Condition	Number of parameters
available	no
not available	
=	1
>=	
<=	
>	
<	
like	

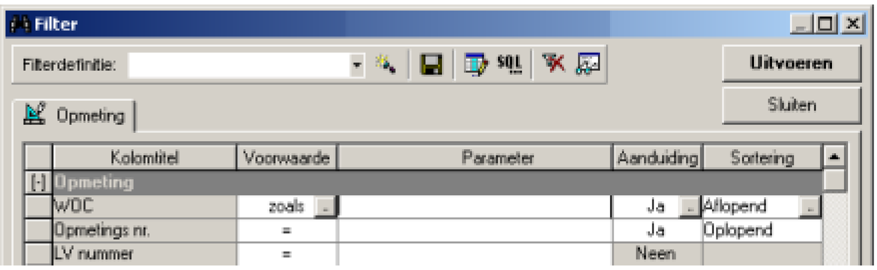
- not like	
- between	- 2
- in	- maximum 10
- not in	

To select more than 1 parameter from a list box, hold down the CTRL key when clicking the selection.

If you want to select a number of consecutive parameters, you can also select the first parameter, hold down the SHIFT key and click on the last parameter.

6.3.3.Filter layout

Via Indication you control which columns are visible in the result.

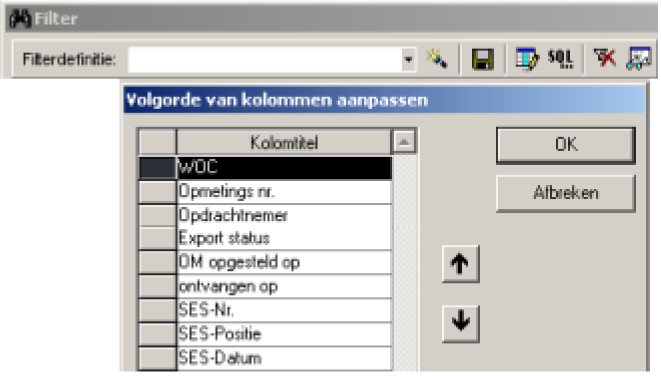


	Kolomtitel	Voorwaarde	Parameter	Aanduiding	Sortering
[-]	Opmeting				
	WOC	zoals		Ja	Aflopend
	Opmetings nr.	=		Ja	Oplopend
	LV nummer	=		Neen	

You can sort ascending or descending per column.

You can adjust the column order. Click .

With the arrows ↑ and ↓ you can put a column more forward or backward.



Kolomtitel
WOC
Opmetings nr.
Opdrachtnemer
Export status
OM opgesteld op
ontvangen op
SES-Nr.
SES-Positie
SES-Datum

Press OK. To save the layout changes, click .

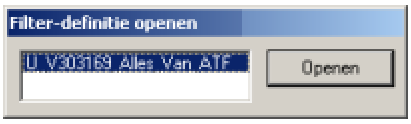
To delete a sort (either ascending or descending), click on the chosen sort in the "Sorting" column and press the Delete key.

6.3.4.Filter lookup

6.3.4.1. Quick access via symbol list

Open the filter list and choose "Further filter..." at the bottom.

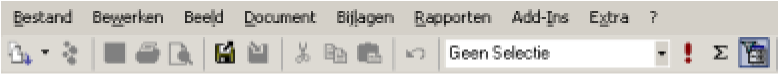
Select the filter



and click Openen .

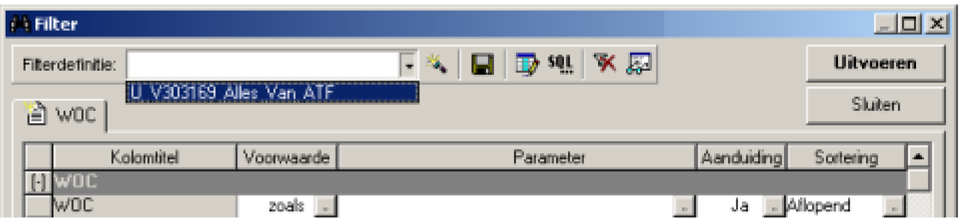
6.3.4.2. All filters.

To search all filters, click



.

And select the filter from the drop-down list/drop-down list.



Press Uitvoeren .

If you do not find a filter, check whether you are on the correct document (Contract, WOC or Measurement).

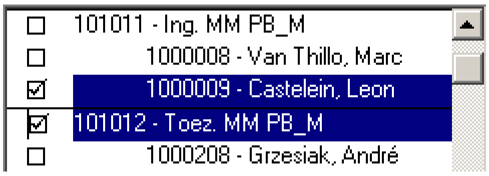
Double-click a line in the filter result to go to the details screen.

6.3.5.Manage filters

You can share a filter with a colleague or with an entire user group.

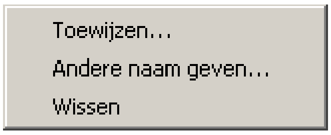
Click and select the "Assign" option.

Check the groups and/or users with whom you want to share the filter and click OK



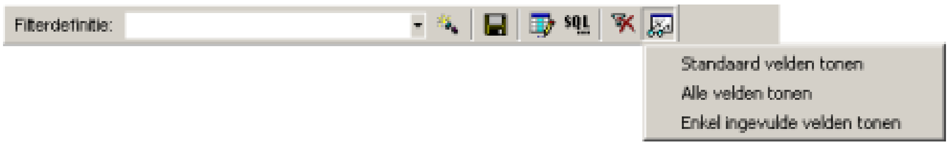
☐ 101011 - Ing. MM PB_M
☐ 1000008 - Van Thillo, Marc
☑ 1000009 - Castelein, Leon
☑ 101012 - Toez. MM PB_M
☐ 1000208 - Grzesiak, André

You can change a filter name via the option Rename.



You can clear a filter via the Option Clear.

Via the Proposal button you can control the number of fields that are visible on the filter screen.



You can choose from the following options:

- Show default fields
- Show all fields
- Show only completed fields

6.3.6.Filters under "Request"

FYI - For those with Avisor via Citrix, this option is not available. If "Avisor via Citrix" is unknown to you, this will not apply to you.

You can create filters under Query.

You can access this via the menu bar File – Form – Request or via the Avisor list or via CTRL+F9.

"Request" allows you to manage all your filters in 1 screen.

Via the tab you can choose between Contracts, WOCs and Measurements.

Once you have made this selection, you can edit all your saved filters via the filter list of the Request screen.

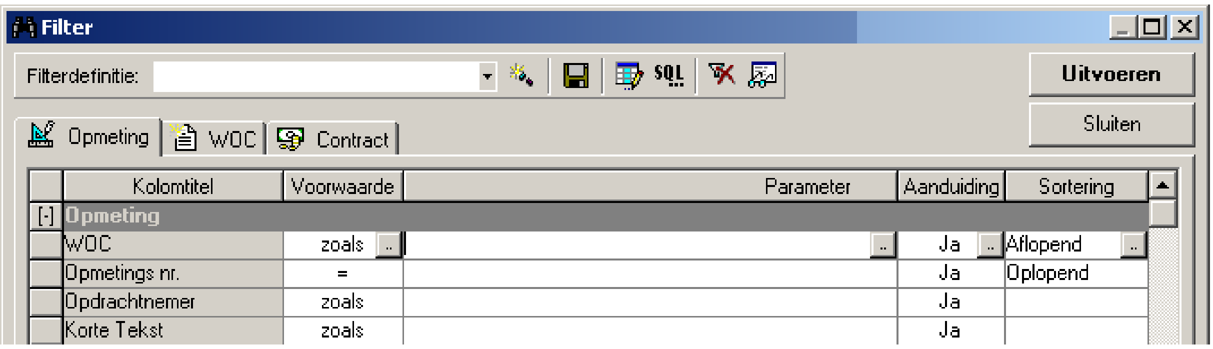
Filters created and saved under Query are not selectable by their respective document type. A filter that you create under Query, and that, for example, looks up certain contracts, is not visible in the filter list for contracts. These filters created under Query are only visible under Query.

The method of editing is identical as documented in the Filters chapter.

Click the Filter button .

On the next screen you can define your filter yourself.

Choose Measurement, WOC or Contract.

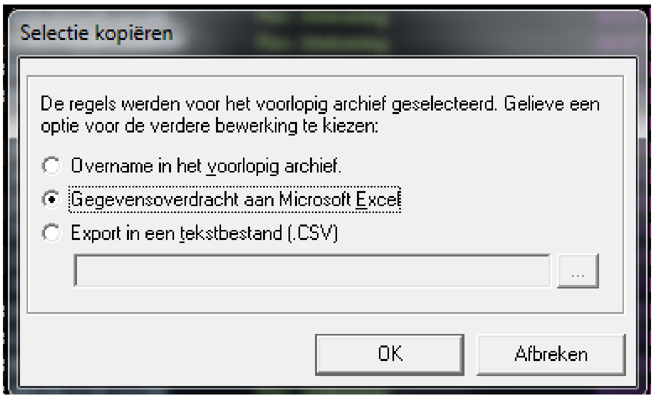


Kolomtitel	Voorwaarde	Parameter	Aanduiding	Sortering
[-] Opmeting				
WOC	zoals		Ja	Aflopend
Opmetings nr.	=		Ja	Oplopend
Opdrachtnemer	zoals		Ja	
Korte Tekst	zoals		Ja	

6.3.7.Transfer to excel

To export the result of a filter to Excel, do the following:

You run a filter and select all the lines. (CTRL-A or via the menu bar – Document – Select all documents). Then press CTRL-C (or via the menu bar – Edit – Copy). A pop up window will appear.



Selectie kopiëren

De regels werden voor het voorlopig archief geselecteerd. Gelieve een optie voor de verdere bewerking te kiezen:

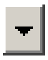
○ Overname in het voorlopig archief.
● Gegevensoverdracht aan Microsoft Excel
○ Export in een tekstbestand (.CSV)

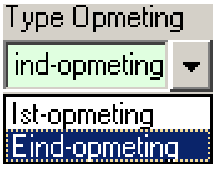
Here, select the option "Data transfer to Microsoft Excel" and press OK.

The data is automatically transferred to Excel.

"Takeover in the provisional archive": this option copies everything in your "working memory", so that it can then be pasted into a document (eg. MS Excel).

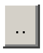
6.4. Enter data

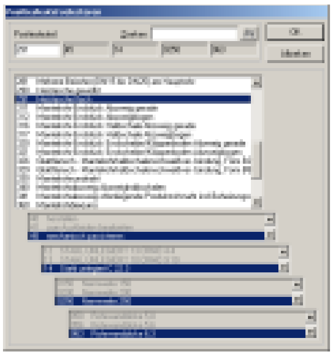




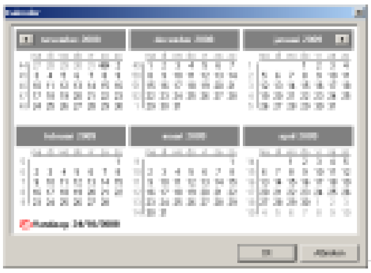
Type Opmeting
ind-opmeting
Ist-opmeting
Eind-opmeting

This button provides predefined list boxes. Clicking on it will open a drop-down menu.





This button opens a new window. Here you can make the right choice from an overview, possibly with sorting and filters.



6.5. Shortcuts

Commands for screens

- ➔ [F4] Enable- disable Avisor list
- ➔ [F7] Enable- disable Choice List
- ➔ [F8] Enable- disable extended Choice list
- ➔ [F5] Update screen
- ➔ [Ctrl] [F] Filter screen calls

Document commands

- ➔ [Ctrl] [N] Create new document
- ➔ [Ctrl] [D] Duplicate existing document
- ➔ [Ctrl] [L] Delete document
- ➔ [Ctrl] [G] Release document
- ➔ [Ctrl] [W] Reject document
- ➔ [Ctrl] [A] Select all document

Other commands

- ➔ [F1] Calls Online help function (German)
- ➔ [F9] Opens a selection form if provided.
- ➔ [Enter] or [Tab] Jump to the next field.
  - With [Enter] you go to the next tab at the end of a tab,
  - [Tab] keeps you on the selected tab.
- ➔ [Shift] [Tab] Jump to the previous field.

Program commands

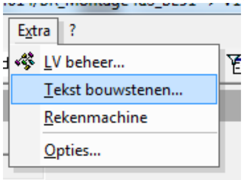
- ➔ [Ctrl] [F1] Switch to "Contract"
- ➔ [Ctrl] [F2] Switch to "WOC"
- ➔ [Ctrl] [F3] Switch to "Measurement"
- ➔ [Ctrl] [F9] Switch to "Query"
- ➔ [Ctrl] [S] Save document
- ➔ [Ctrl] [P] Print document

General editing commands

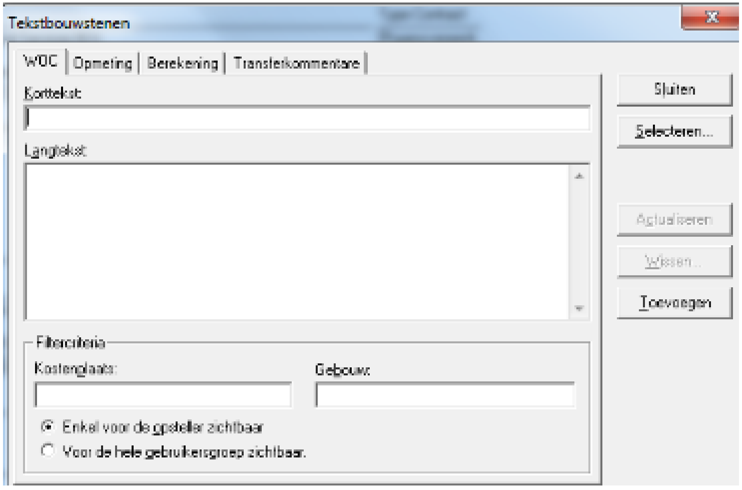
- ➔ [Ctrl] [Z] Undo last edit
- ➔ [Ctrl] [X] Cut
- ➔ [Ctrl] [C] Copying
- ➔ [Ctrl] [V] Paste
- ➔ [Delete] Delete selection

6.6. Text building blocks

Through text building blocks, you can store and reuse common pieces of text that you use.



To create a text building block, you must first select the document for which you want to create a text building block.

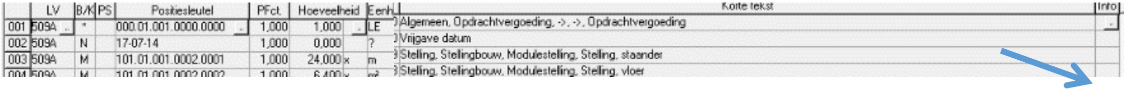


● Enkel voor de opsteller zichtbaar
○ Voor de hele gebruikersgroep zichtbaar

Then enter a name for your text building block under "Short text". Under "Long text" you enter the text. Click "Add" to save it.

You can share these with your user group by checking this option at the bottom of "Filter criteria". If you create a text building block that is visible to your entire user group, make sure that you always use the agreed standard naming.

The text building blocks that you define on the tab "Measurement" can be used to enter information.



	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh.	Korte tekst	Info
001	509A	*		000.01.001.0000.0000	1,000	1,000	LE	Algemeen, Opdrachtvergoeding, ->, ->, Opdrachtvergoeding	
002	509A	N		17-07-14	1,000	0,000	?	Vrijgave datum	
003	509A	M		101.01.001.0002.0001	1,000	24,000 x	m	Stelling, Stellingbouw, Modulestelling, Stelling, staander	
004	509A	M		101.01.001.0002.0002	1,000	6,400 x	m²	Stelling, Stellingbouw, Modulestelling, Stelling, vloer	

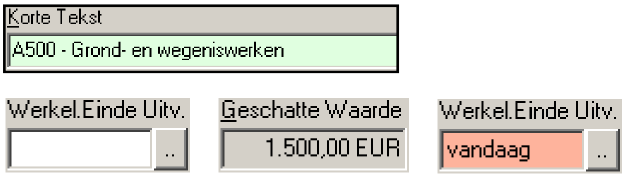
6.7. Colour coding

In Avisor, color coding is used.

An input field can be marked with the following background colors:

green = required entry

- ➔ **white = input is optional**
- ➔ **grey = no input possible**
- ➔ **orange = incorrect entry**



Korte Tekst: A500 - Grond- en wegeniswerken

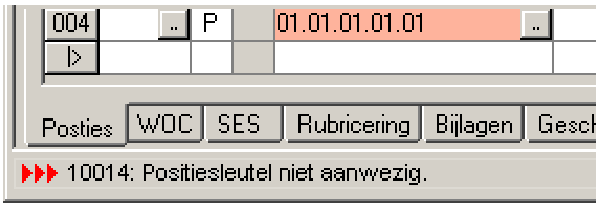
Werkel.Einde Uitv.:

Geschatte Waarde: 1.500,00 EUR

Werkel.Einde Uitv.: vandaag

A document can only be saved if all mandatory fields have been filled in and there are no incorrect entries.

TIP : To know the reason for an incorrect entry, click in the orange field. You will then see the reason for the error at the bottom of the Status bar.



▶▶▶ 10014: Positiesleutel niet aanwezig.

6.8. Wildcards

- The asterix character '*' is a wildcard, and allows all characters.
  For example, you are looking for a WOC, but you only know that the number series 297 appears in it.

  At filter WOC search : *297* → result : all WOCs in which 297 occurs, in any place.
- The question mark '?' is also a wildcard, and allows 1 random character.
  For example You are looking for a contract, but only know the following numbers: 4650024_77

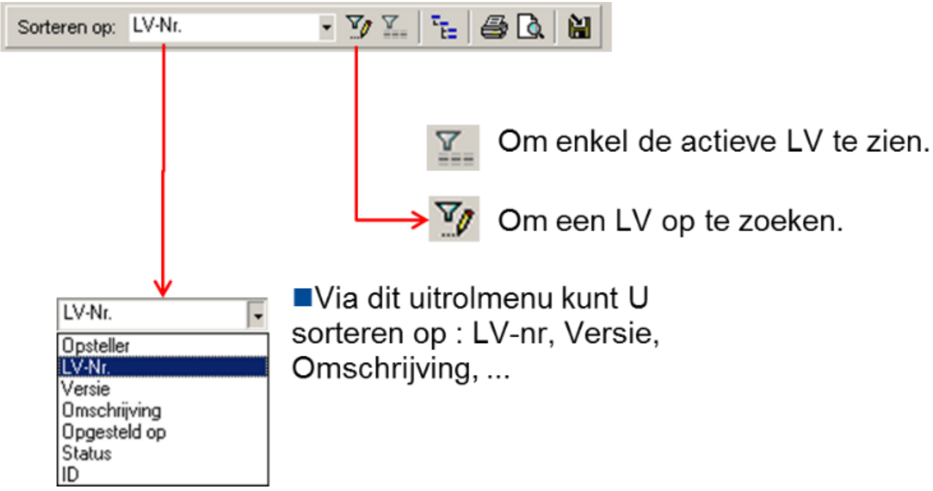
  You enter 4650024?77 in Contract Search and * in version.

  You will then find all Contracts where the question mark can be replaced by any character.

6.9. Unit price lists ((St)LV's)

(St) LVs are charged in Avisor and are simply called LV's here. The assigned DCs can be consulted by anyone except the external supervisors.

The LV's can be viewed via the menu bar Extra-LV management.

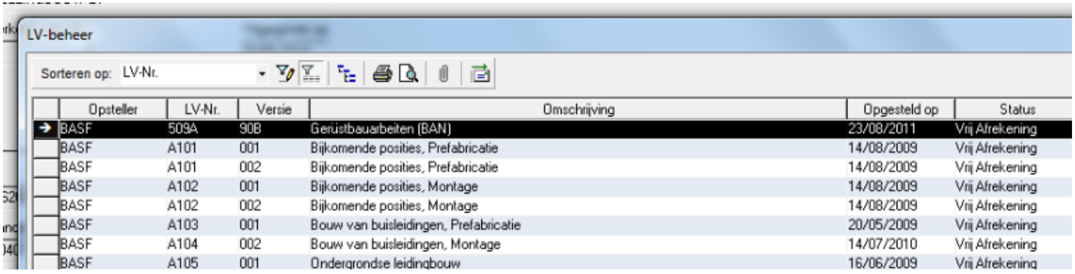


Om enkel de actieve LV te zien.

Om een LV op te zoeken.

■Via dit uitrolmenu kunt U sorteren op : LV-nr, Versie, Omschrijving, ...

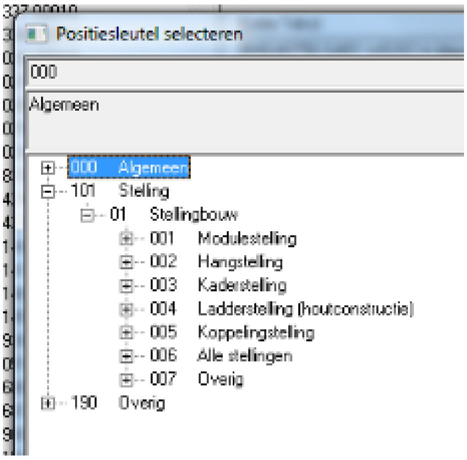
You select the LV you want to view from the list and click on .



Opsteller	LV-Nr.	Versie	Omschrijving	Opgesteld op	Status
BASF	509A	90B	Gerüstbauarbeiten (BAN)	23/08/2011	Vrij Afrekening
BASF	A101	001	Bijkomende posities, Prefabricatie	14/08/2009	Vrij Afrekening
BASF	A101	002	Bijkomende posities, Prefabricatie	14/08/2009	Vrij Afrekening
BASF	A102	001	Bijkomende posities, Montage	14/08/2009	Vrij Afrekening
BASF	A102	002	Bijkomende posities, Montage	14/08/2009	Vrij Afrekening
BASF	A103	001	Bouw van buisleidingen, Prefabricatie	20/05/2009	Vrij Afrekening
BASF	A104	002	Bouw van buisleidingen, Montage	14/07/2010	Vrij Afrekening
BASF	A105	001	Ondergrondse leidingbouw	16/06/2009	Vrij Afrekening

The details of the LV can be displayed in 3 ways:

The Classic Way The Normal Way List Shape



000

Algemeen

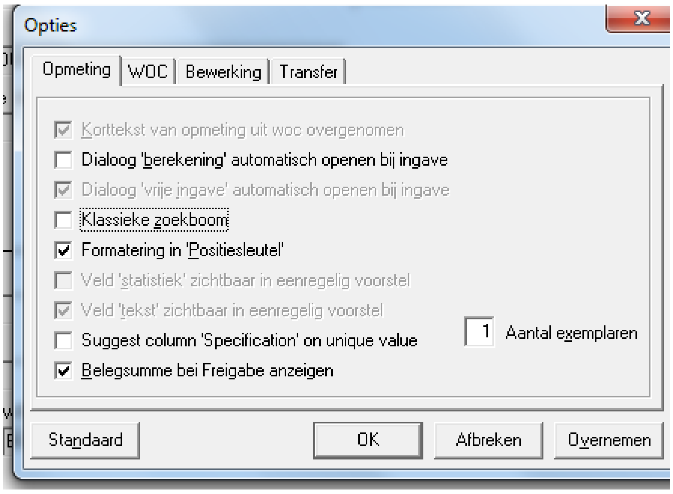
- 000 Algemeen
- 101 Stelling
  - 01 Stellingbouw
    - 001 Modulestelling
    - 002 Hangstelling
    - 003 Kaderstelling
    - 004 Ladderstelling (houtconstructie)
    - 005 Koppelingstelling
    - 006 Alle stellingen
    - 007 Overig
- 190 Overig

Prices cannot be consulted via this screen.

- The calculation is based on the unit price with three decimal places.

- The total price is shown in measurements with two decimal places.

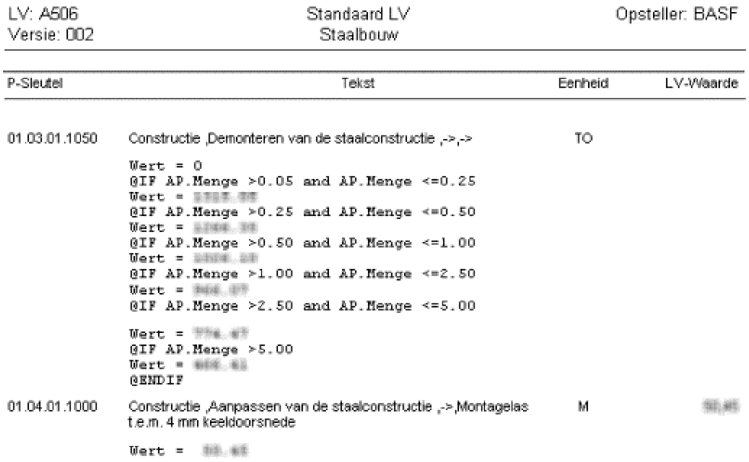
You can change the view via the menu bar Tools – Options via the check mark under "Classic search tree".



☑ Korttekst van opmeting uit woc overgenomen
☐ Dialoog 'berekening' automatisch openen bij ingave
☑ Dialoog 'vrije ingave' automatisch openen bij ingave
☐ Klassieke zoekboom
☑ Formatering in 'Positiesleutel'
☐ Veld 'statistiek' zichtbaar in eenregelig voorstel
☑ Veld 'tekst' zichtbaar in eenregelig voorstel
☐ Suggest column 'Specification' on unique value
☑ Belegsumme bei Freigabe anzeigen

1 Aantal exemplaren

When pressing "Print Preview" , you will get a complete overview of all positions, their description and the base price. (factor = 1)



LV: A506 Standaard LV Opsteller: BASF
Versie: 002 Staalbouw

P-Sleutel	Tekst	Eenheid	LV-Waarde
01.03.01.1050	Constructie ,Demonteren van de staalconstructie ,->,->	TO	
01.04.01.1000	Constructie ,Aanpassen van de staalconstructie ,->,Montagelas t.e.m. 4 mm keeldoorsnede	M	[redacted]

```
Wert = 0
@IF AP.Menge >0.05 and AP.Menge <=0.25
Wert = [redacted]
@IF AP.Menge >0.25 and AP.Menge <=0.50
Wert = [redacted]
@IF AP.Menge >0.50 and AP.Menge <=1.00
Wert = [redacted]
@IF AP.Menge >1.00 and AP.Menge <=2.50
Wert = [redacted]
@IF AP.Menge >2.50 and AP.Menge <=5.00

Wert = [redacted]
@IF AP.Menge >5.00
Wert = [redacted]
@ENDIF
```

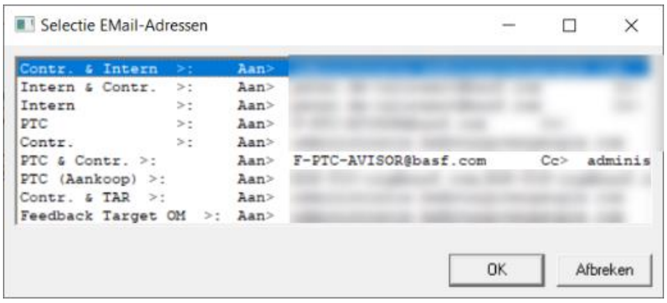
```
Wert = [redacted]
```

Only BASF colleagues at The Buyer can process this data.

6.10. Send emails

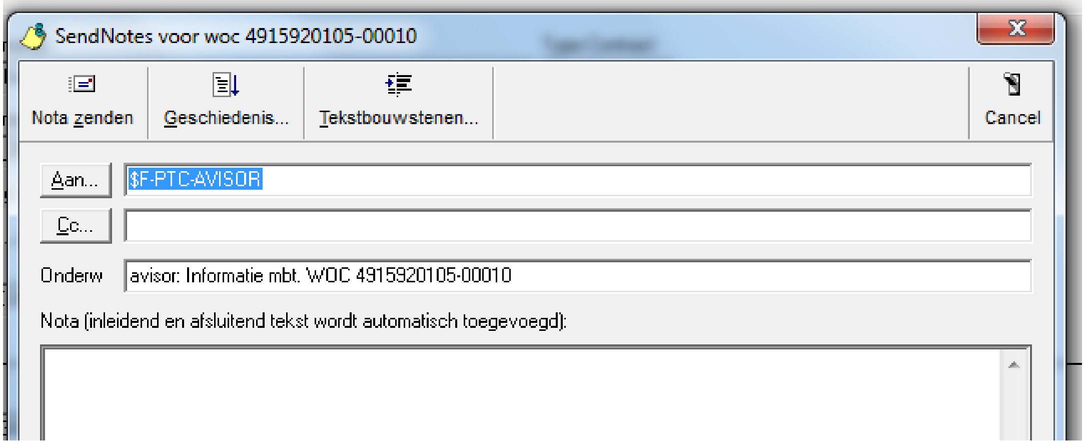
Via the toolbar Add-Ins – SendNotes you can send e-mails, linked to a WOC.

There are some recipients predefined: you can indicate them and then press "OK".



```
Contr. & Intern  >:     Aan> [redacted]
Intern & Contr.  >:     Aan> [redacted]
Intern           >:     Aan> [redacted]
PTC              >:     Aan> [redacted]
Contr.           >:     Aan> [redacted]
PTC & Contr. >:         Aan> F-PTC-AVISOR@basf.com     Cc>  adminis
PTC (Aankoop) >:        Aan> [redacted]
Contr. & TAR  >:        Aan> [redacted]
Feedback Target OM  >:  Aan> [redacted]
```

You can then add additional recipients and fill in comments in the place provided for this purpose.



SendNotes voor woc 4915920105-00010

Aan...: $F-PTC-AVISOR

Cc...:

Onderw: avisor: Informatie mbt. WOC 4915920105-00010

Nota (inleidend en afsluitend tekst wordt automatisch toegevoegd):

SendNotes automatically fills in the subject, greeting, and signature.

To send the email, click on Nota zenden.

You can close SendNotes via Cancel.

Via the button Geschiedenis... you can consult all emails sent for the selected document. You can then click on the email in a list and click OK.

Note 1: The add-in uses the e-mail client (e.g. Outlook) installed on your PC. If you have not started your mail-client, you may be asked for the mail-client-password to send an email.

Note 2: SendNotes determines the signature data via your Avisor user ID

6.10.1. Automatically classify emails from Avisor

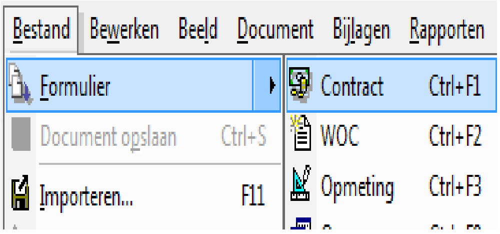
Tip : via your mail processing program (eg. Outlook, ...) you can create a specific folder and define a rule so that mails from Avisor automatically end up in that folder.

You could base yourself on sender Avisor-ban@basf.com.

7. Contracts

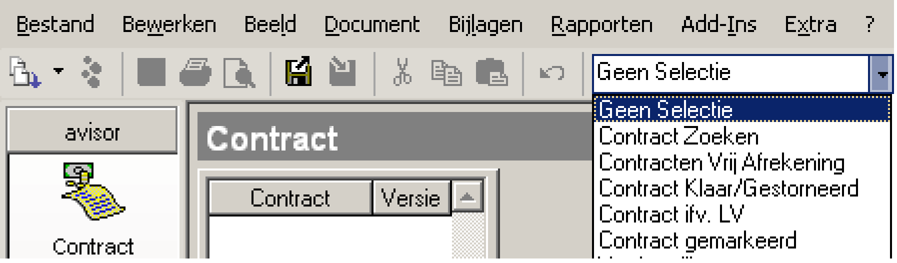
7.1. General

The contracts are taken over from SAP and can only be consulted in Avisor via the File <u>– Form – Contract toolbar</u> or via CTRL + F1 or via the Avisor list.



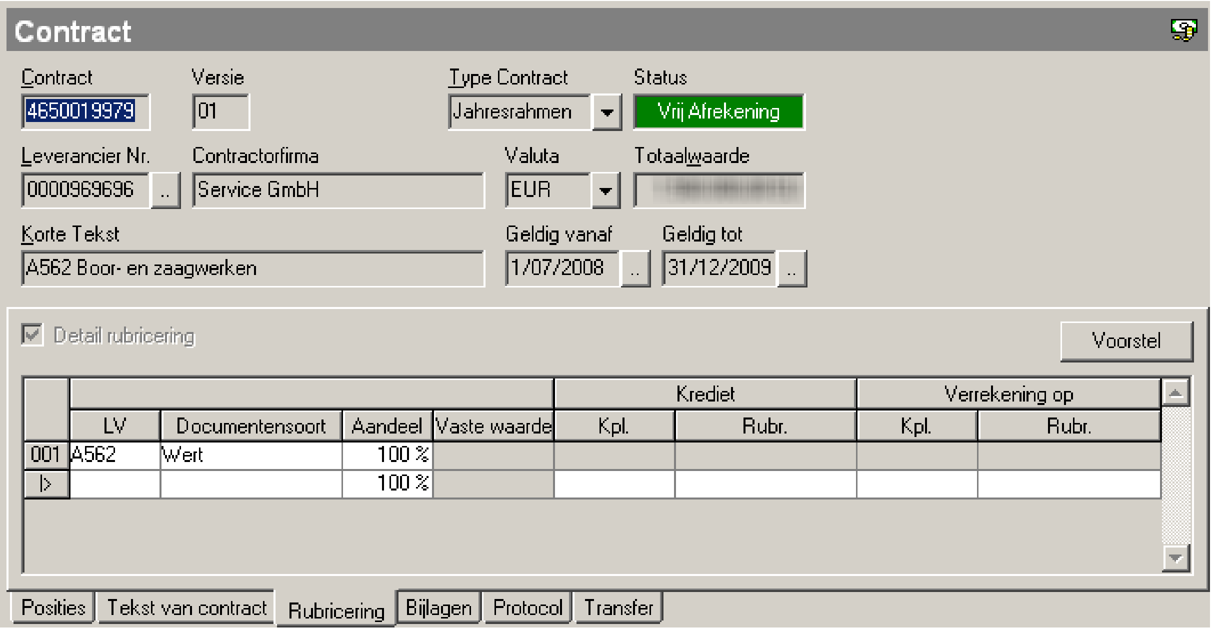
You can also look up a contract via the filter list:

- ➔ based on number and version,
- ➔ the active contracts (Free Settlement),
- ➔ the inactive contracts (Ready/Reversed),
- ➔ on the basis of an LV,
- ➔ based on a marker.



When a contract is selected, the contract data is displayed. In the tab, the positions of the contract are shown.

The Classification tab refers to the classification in SAP.



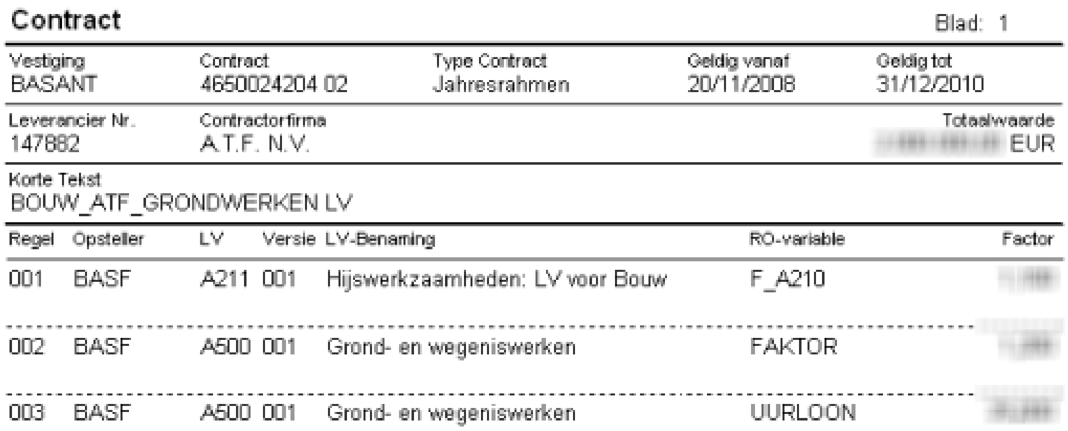
Contract: 4650019979
Versie: 01
Type Contract: Jahresrahmen
Status: Vrij Afrekening
Leverancier Nr.: 0000969696
Contractorfirma: Service GmbH
Valuta: EUR
Totaalwaarde: [redacted]
Korte Tekst: A562 Boor- en zaagwerken
Geldig vanaf: 1/07/2008
Geldig tot: 31/12/2009

☑ Detail rubricering

					Krediet		Verrekening op	
	LV	Documentensoort	Aandeel	Vaste waarde	Kpl.	Rubr.	Kpl.	Rubr.
001	A562	Wert	100 %					
▷			100 %					

In the Protocol tab, among other things, an overview is given of the changes that were made with regard to the contract as well as the total order value of the contract and any measurements already included.

Print preview of a contract:



Contract Blad: 1

Vestiging	Contract	Type Contract	Geldig vanaf	Geldig tot
BASANT	4650024204 02	Jahresrahmen	20/11/2008	31/12/2010

Leverancier Nr.	Contractorfirma	Totaalwaarde
147882	A.T.F. N.V.	[redacted] EUR

Korte Tekst
BOUW_ATF_GRONDWERKEN LV

Regel	Opsteller	LV	Versie	LV-Benaming	RO-variable	Factor
001	BASF	A211	001	Hijswerkzaamheden: LV voor Bouw	F_A210	[redacted]
002	BASF	A500	001	Grond- en wegeniswerken	FAKTOR	[redacted]
003	BASF	A500	001	Grond- en wegeniswerken	UURLOON	[redacted]

The bottom box shows you, after clicking on the Update button, the order value of the framework agreement and the totals for wages and material contained in all measurements carried out under the contract. The residual value is calculated by the Avisor system.

Status info contracts:

Status 31 = free operation (contract(version) is available in AVISOR but not yet released, so contract version is not yet used!)

Status 40 = free settlement (contract (version) is available & released in AVISOR and is therefore used when WOCs are created)

Status 99 = ready (contract(version) is not active in AVISOR and is no longer used for on-demand)

7.2. Create ATB for contract

If there is no permanent management contract available for this company, but the company already has another contract (e.g. LV contract) in Avisor.

- Fill in the application form to apply for ATB for a contract for “Lange regie”.
- Contact ESP/TV about the coordination regarding Avisor entry.
- Inform the contractor about the method for filling in the control card. (WOC per person or per group)
- If no contract is yet available for this company in Avisor: Contact ESP/TV -> in this case the entire route for entering a new contractor company in Avisor will have to be followed.

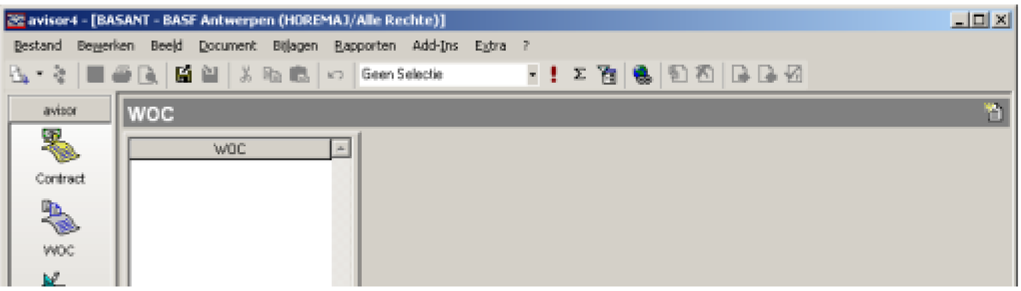
The specialist departments do not have to create the ATB themselves. They can request an ATB via the form. https://d2.documentum.basf.net/D2/?docbase=Basant&locateId=090119448020ae19 (link only works BASF internally)

8. WOC - Contractor assignment

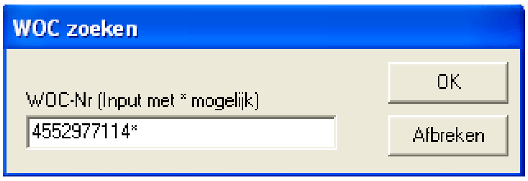
8.1. Request WOC

The created WOC can be requested in the WOC screen.

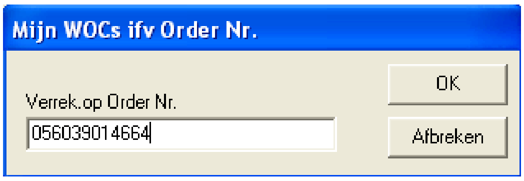
- either via the filter **(My) WOC's Free Settlement**
- or search via the WOC filter
- or via the filter **(My) WOCs ifv Order Nr.**



Among other things, when using the WOC **search filter** and **(My) WOCs ifv Order**, an extra pop-up appears in which extra parameters must be given (with or without wildcards):


WOC zoeken

WOC-Nr (Input met * mogelijk): 4552977114*


Mijn WOCs ifv Order Nr.

Verrek.op Order Nr.: 056039014664

Keep in mind that it may take some time (max. 30 min.) before a WOC is created in AVISOR (see topic "OCM process model"). After saving the task in SAP, an ATB is immediately created. Every 15 minutes (at times xxu15 – xxu30, xxu45 and xxu00) the system picks up the released ATBs and creates orders for them. Every 10 minutes the created orders are created as WOC in AVISOR. It is therefore possible that when requesting the WOC, the WOC is not yet available in AVISOR and is not yet shown.

Via the button ! (refresh) the requested filter can be executed again.

When a WOC ends up in AVISOR-BASF, it is given the status 'Processing'. This still needs to be released and then enters the status 'Free settlement'.

These WOCs can be requested via the standard filters 'My WOCs Vrij Afrekening' or 'WOCs Vrij afrekening'. It is also possible to look up a WOC via the standard filter 'WOC search'.

More information about the use of filters can be found in the chapter "Filters in Avisor".

My WOCs ...:D person who created the YBM5 task in SAP is sent from SAP with the WOC to AVISOR. This means that the WOC is assigned to this person and he/she can use the filters 'My WOC...' request these WOCs.

For all standard filters starting with 'My...' an additional filtering is therefore carried out on the Avisor PIN. Through these filters, the logged-in user only sees the WOCs that have been assigned to him.

With the other standard filters (without 'My...') no additional filtering is performed on Avisor PIN, but only a filtering is done on user group (GID group). The WOCs that are intended for the user group of which you are a part will then be shown.

8.2. WOC general

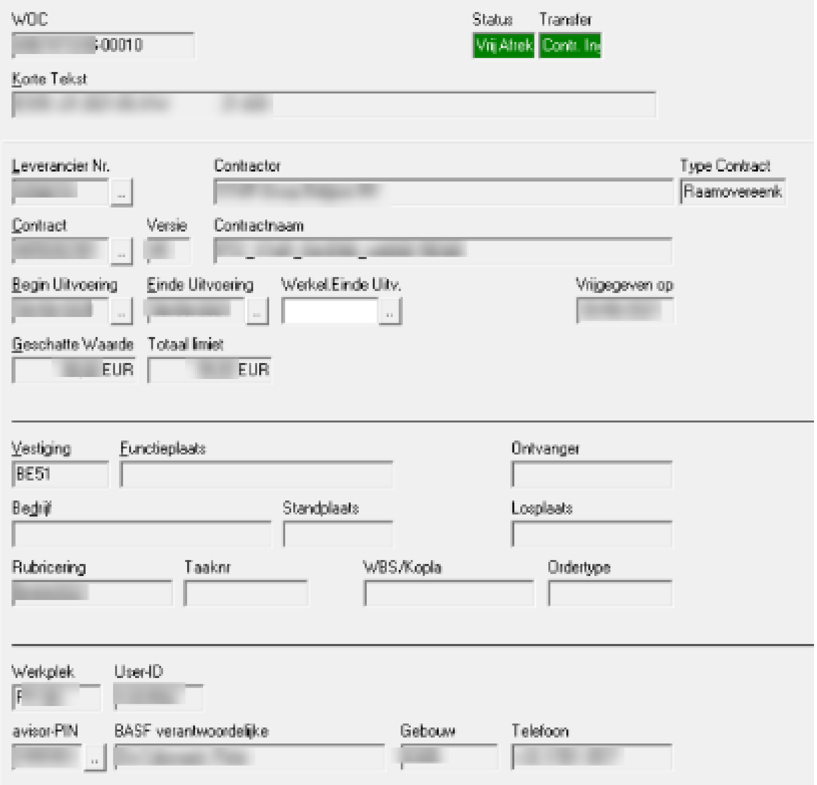
A WOC is an assignment for the contractor to be allowed to carry out a work (WerkOpdrachtContractor).

The WOCs are taken over from SAP and can be requested in the Avisor system via

the menu bar File – Form – WOC or via the Avisor list or via CTRL+F2.

8.2.1. Tab "Basic data"

In the tab Basisgegevens you will find all WOC data from SAP. The WOC number corresponds to the order number from SAP + "-00010"



WOC: [redacted]-00010
Status: Vrij Afrek
Transfer: Contr. In
Korte Tekst: [redacted]
Leverancier Nr.: [redacted]
Contractor: [redacted]
Type Contract: Raamovereenk
Contract: [redacted]
Versie: [redacted]
Contractnaam: [redacted]
Begin Uitvoering: [redacted]
Einde Uitvoering: [redacted]
Werkel.Einde Uitv.:
Vrijgegeven op: [redacted]
Geschatte Waarde: [redacted] EUR
Totaal limiet: [redacted] EUR
Vestiging: BE51
Functieplaats:
Ontvanger:
Bedrijf:
Standplaats:
Losplaats:
Rubricering: [redacted]
Taaknr:
WBS/Kopla:
Ordertype:
Werkplek: F[redacted]
User-ID: [redacted]
avisor-PIN: [redacted]
BASF verantwoordelijke: [redacted]
Gebouw: [redacted]
Telefoon: [redacted]

In the Basic Data tab, the fields "Estimated value" and "Total limit" are visible. These are not visible to the contractors.

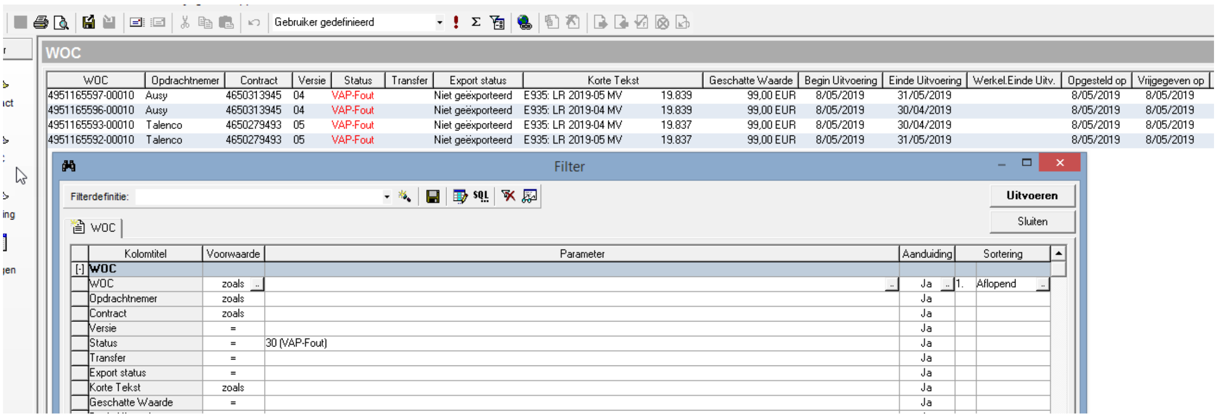
The fields "Establishment", "Job Place", "Company" and "Location" are automatically filled in.

The fields "Receiver" and "Unloading place" are also shown here.

At the bottom, the data of the SAP user who created the ATB is shown. Every SAP user (who submits WOCs) must have an Avisor pin, otherwise the WOCs will enter the status "VAP-Error". ESP/TV will follow this up and will contact you to correct this.

Only certain persons (in the context of centralized order intake) can change the Avisor PIN. Please contact avisor.support.antwerpen@basf.com .

Fill in the screen filter : status : 30 (VAP error)

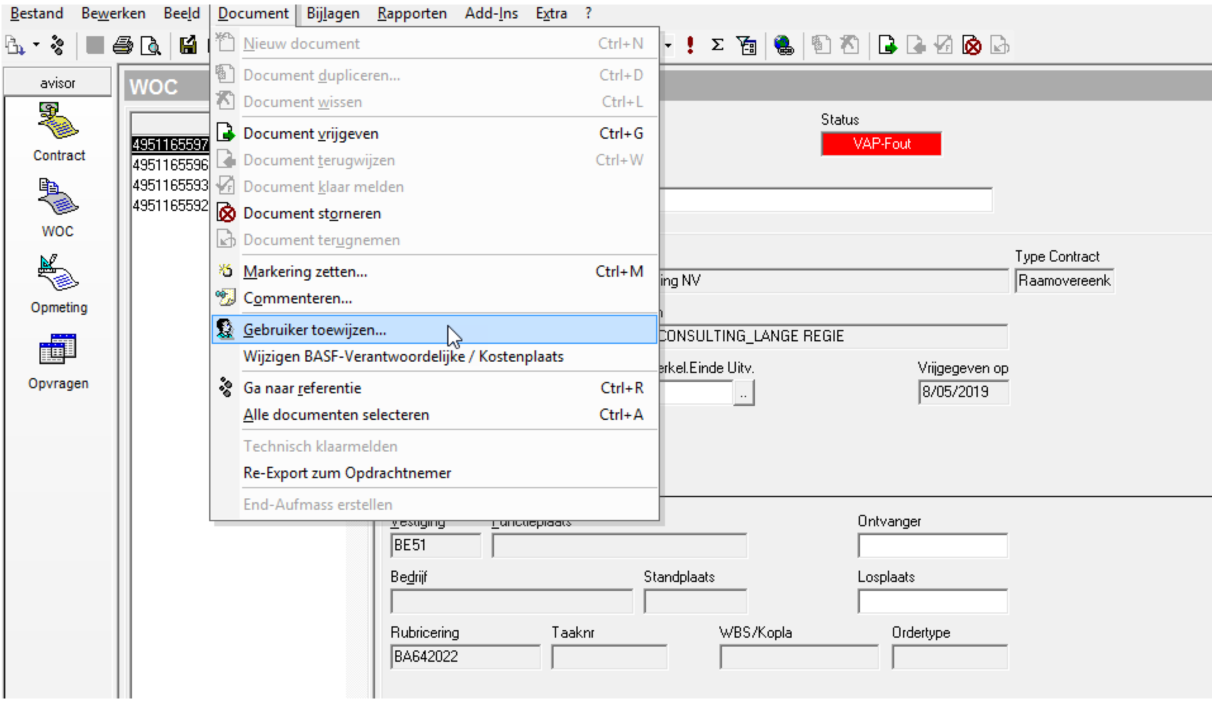


WOC	Opdrachtnemer	Contract	Versie	Status	Transfer	Export status	Korte Tekst	Geschatte Waarde	Begin Uitvoering	Einde Uitvoering	Werkel.Einde Uitv.	Opgesteld op	Vrijgegeven op
4951165597-00010	Ausy	4650313945	04	VAP-Fout		Niet geëxporteerd	E935: LR 2019-05 MV 19.839	99,00 EUR	8/05/2019	31/05/2019		8/05/2019	8/05/2019
4951165596-00010	Ausy	4650313945	04	VAP-Fout		Niet geëxporteerd	E935: LR 2019-04 MV 19.839	99,00 EUR	8/05/2019	30/04/2019		8/05/2019	8/05/2019
4951165593-00010	Talenco	4650279493	05	VAP-Fout		Niet geëxporteerd	E935: LR 2019-04 MV 19.837	99,00 EUR	8/05/2019	30/04/2019		8/05/2019	8/05/2019
4951165592-00010	Talenco	4650279493	05	VAP-Fout		Niet geëxporteerd	E935: LR 2019-05 MV 19.837	99,00 EUR	8/05/2019	31/05/2019		8/05/2019	8/05/2019

Kolomtitel	Voorwaarde	Parameter	Aanduiding	Sortering
[-] **WOC**				
WOC	zoals		Ja	1. Aflopend
Opdrachtnemer	zoals		Ja	
Contract	zoals		Ja	
Versie	=		Ja	
Status	=	30 (VAP-Fout)	Ja	
Transfer	=		Ja	
Export status	=		Ja	
Korte Tekst	zoals		Ja	
Geschatte Waarde	=		Ja	

To assess whether this person may call on the contract:

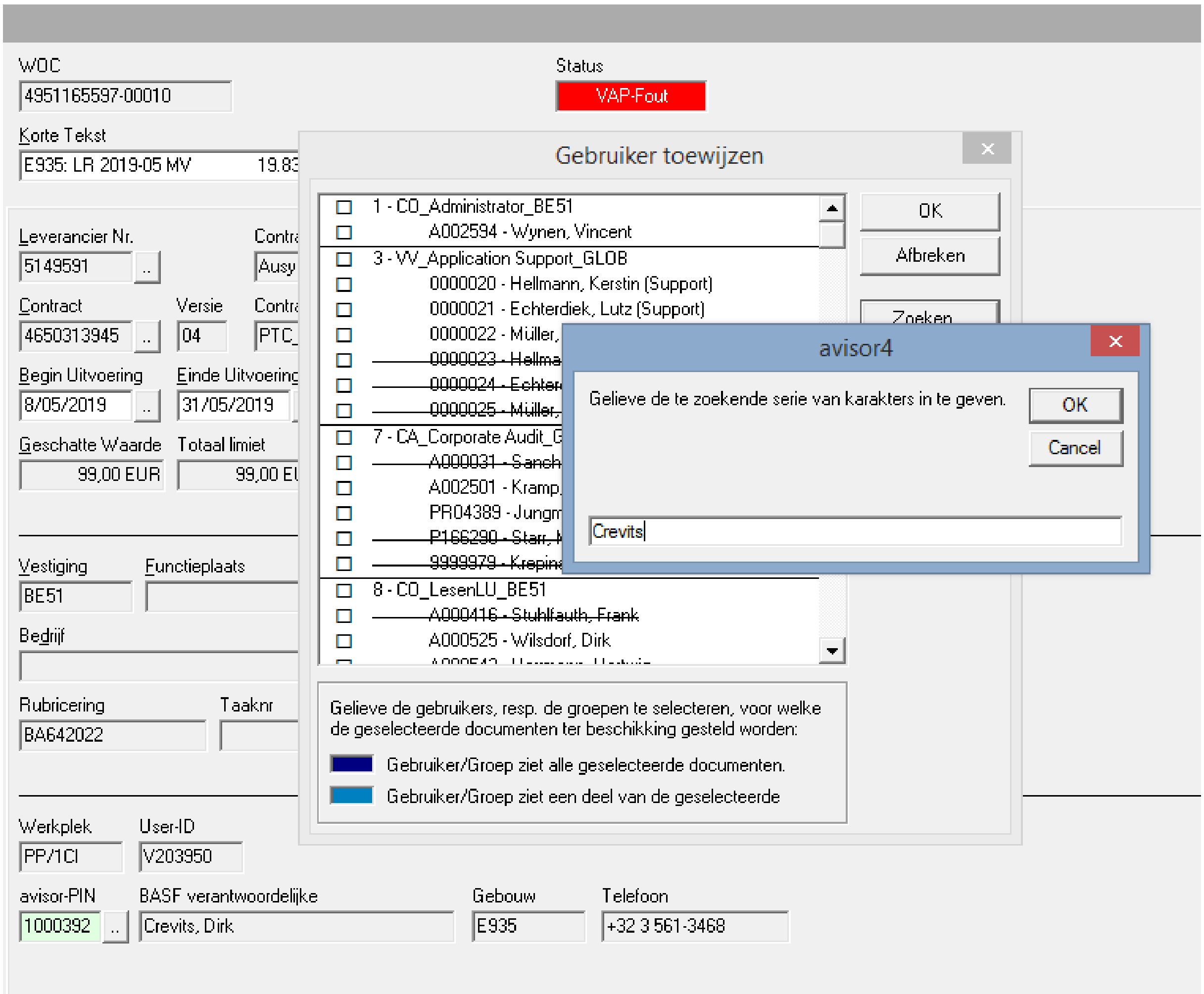
- If not, reverse WOC and inform BASF manager via send-notes.
- If so, assign GID manually:



4951165597
4951165596
4951165593
4951165592

Status: VAP-Fout
Type Contract: Raamovereenk
ing NV
CONSULTING_LANGE REGIE
erkel.Einde Uitv.
Vrijgegeven op: 8/05/2019
Vestiging: BE51
Functieplaats:
Ontvanger:
Bedrijf:
Standplaats:
Losplaats:
Rubricering: BA642022
Taaknr:
WBS/Kopla:
Ordertype:

Using the GID to find out the BASF manager:



WOC: 4951165597-00010

Status: VAP-Fout

Korte Tekst: E935: LR 2019-05 MV 19.83

Leverancier Nr.: 5149591

Contra: Ausy

Contract: 4650313945

Versie: 04

Contra: PTC_

Begin Uitvoering: 8/05/2019

Einde Uitvoering: 31/05/2019

Geschatte Waarde: 99,00 EUR

Totaal limiet: 99,00 EU

Vestiging: BE51

Functieplaats:

Bedrijf:

Rubricering: BA642022

Taaknr:

Werkplek: PP/1CI

User-ID: V203950

avisor-PIN: 1000392

BASF verantwoordelijke: Crevits, Dirk

Gebouw: E935

Telefoon: +32 3 561-3468

Gebruiker toewijzen

☐ 1 - CO_Administrator_BE51
☐ A002594 - Wynen, Vincent
☐ 3 - VV_Application Support_GLOB
☐ 0000020 - Hellmann, Kerstin (Support)
☐ 0000021 - Echterdiek, Lutz (Support)
☐ 0000022 - Müller,
☐ ~~0000023 - Hellma~~
☐ ~~0000024 - Echter~~
☐ ~~0000025 - Müller,~~
☐ 7 - CA_Corporate Audit_G
☐ ~~A000031 - Sanch~~
☐ A002501 - Kramp,
☐ PR04389 - Jungm
☐ ~~P166290 - Starr, I~~
☐ ~~9999979 - Krepinc~~
☐ 8 - CO_LesenLU_BE51
☐ ~~A000416 - Stuhlfauth, Frank~~
☐ A000525 - Wilsdorf, Dirk

Gelieve de gebruikers, resp. de groepen te selecteren, voor welke de geselecteerde documenten ter beschikking gesteld worden:

■ Gebruiker/Groep ziet alle geselecteerde documenten.

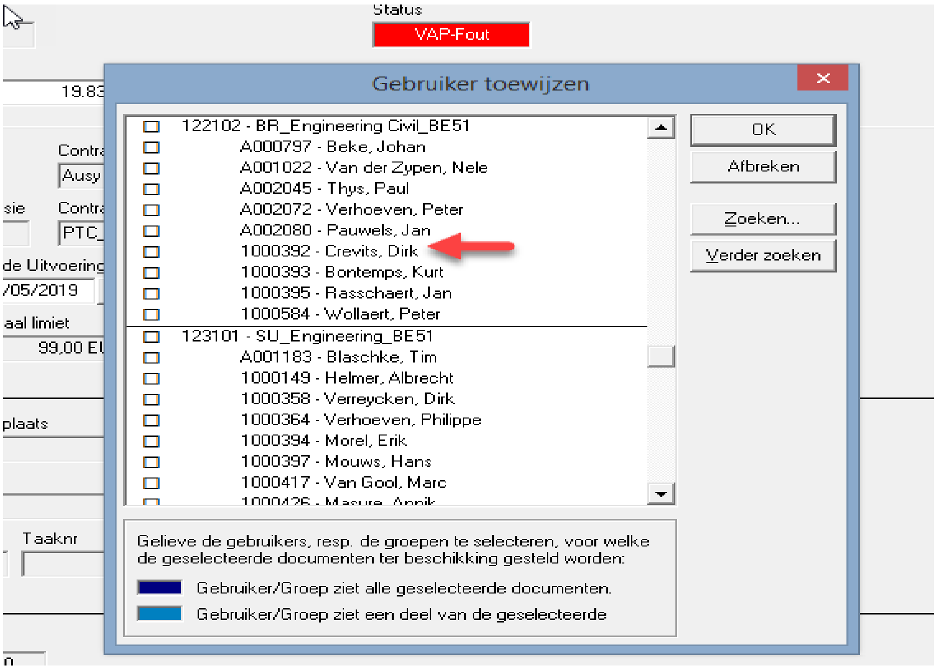
🟦 Gebruiker/Groep ziet een deel van de geselecteerde

avisor4

Gelieve de te zoekende serie van karakters in te geven.

Crevits

Result:



Status: VAP-Fout

Gebruiker toewijzen

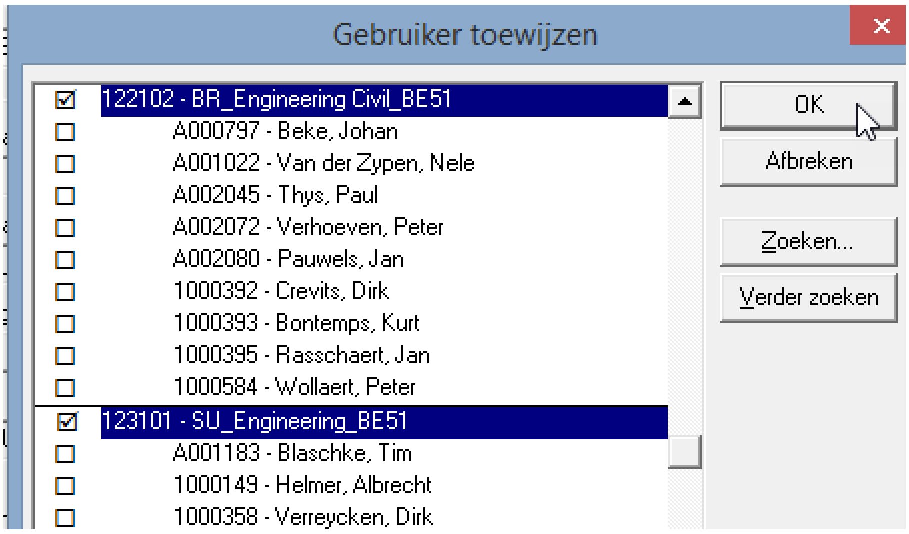
☐ 122102 - BR_Engineering Civil_BE51
☐ A000797 - Beke, Johan
☐ A001022 - Van der Zypen, Nele
☐ A002045 - Thys, Paul
☐ A002072 - Verhoeven, Peter
☐ A002080 - Pauwels, Jan
☐ 1000392 - Crevits, Dirk
☐ 1000393 - Bontemps, Kurt
☐ 1000395 - Rasschaert, Jan
☐ 1000584 - Wollaert, Peter
☐ 123101 - SU_Engineering_BE51
☐ A001183 - Blaschke, Tim
☐ 1000149 - Helmer, Albrecht
☐ 1000358 - Verreycken, Dirk
☐ 1000364 - Verhoeven, Philippe
☐ 1000394 - Morel, Erik
☐ 1000397 - Mouws, Hans
☐ 1000417 - Van Gool, Marc

Gelieve de gebruikers, resp. de groepen te selecteren, voor welke de geselecteerde documenten ter beschikking gesteld worden:

■ Gebruiker/Groep ziet alle geselecteerde documenten.

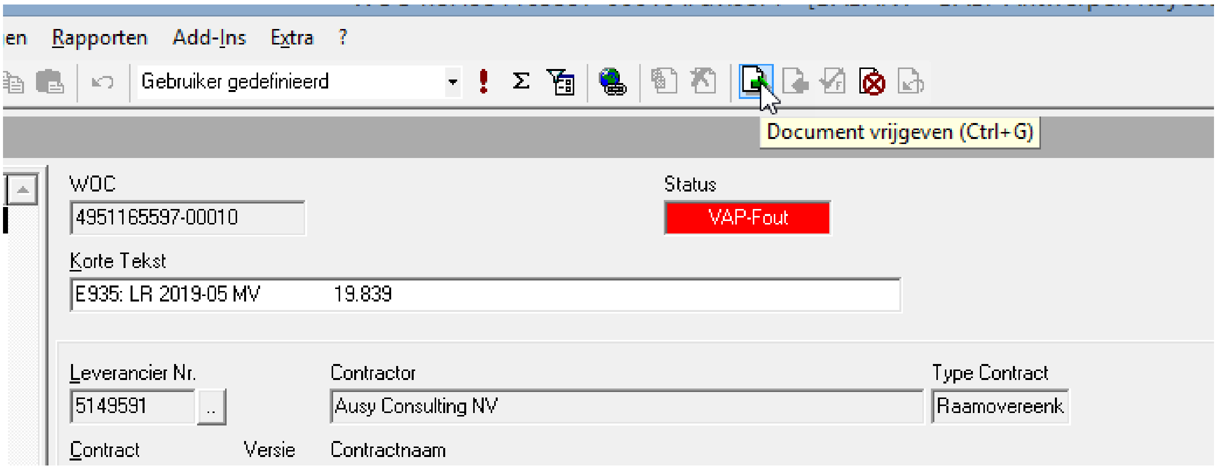
🟦 Gebruiker/Groep ziet een deel van de geselecteerde

Tick the corresponding GIDs + OK:



☑ 122102 - BR_Engineering Civil_BE51
☐ A000797 - Beke, Johan
☐ A001022 - Van der Zypen, Nele
☐ A002045 - Thys, Paul
☐ A002072 - Verhoeven, Peter
☐ A002080 - Pauwels, Jan
☐ 1000392 - Crevits, Dirk
☐ 1000393 - Bontemps, Kurt
☐ 1000395 - Rasschaert, Jan
☐ 1000584 - Wollaert, Peter
☑ 123101 - SU_Engineering_BE51
☐ A001183 - Blaschke, Tim
☐ 1000149 - Helmer, Albrecht
☐ 1000358 - Verreycken, Dirk

Releasing the WOC:



WOC: 4951165597-00010

Status: VAP-Fout

Korte Tekst: E935: LR 2019-05 MV 19.839

Leverancier Nr.: 5149591

Contractor: Ausy Consulting NV

Type Contract: Raamovereenk

Contract

Versie

Contractnaam

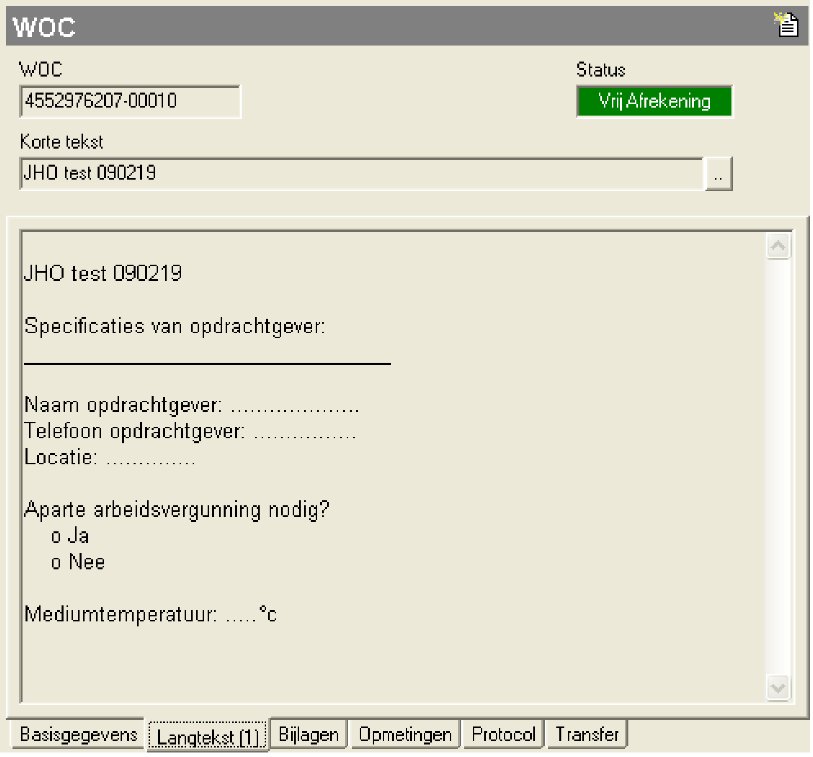
If multiple calls are made by the same users on contract, and therefore vap error occurs several times, have the relevant GIDs included in the contract by purchase.

After the WOC has been released to "Free Settlement", the field is "Werkel. End Uitv." available (next to field end of execution). This is intended to report a WOC technically ready by the supervisor. He must enter the date field "Werkel. End Uitv." after the contractor has completed the task.

NB: Once the WOC has been sent to the contractor, it can no longer be taken back and adjusted.

8.2.2.Tab "Langtext"

The tab Langtekst contains the long text that was entered in SAP by means of a reference code.



WOC: 4552976207-00010

Status: Vrij Afrekening

Korte tekst: JHO test 090219

JHO test 090219

Specificaties van opdrachtgever:

Naam opdrachtgever: ....

Telefoon opdrachtgever: ....

Locatie: ....

Aparte arbeidsvergunning nodig?

- o Ja
- o Nee

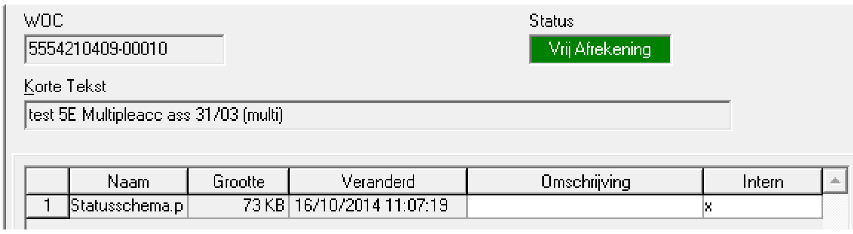
Mediumtemperatuur: .....°c

Changing the long text

This text can only be changed if the WOC has not yet been released. The change must be made in SAP after which it will be sent to Avisor and the WOC will be overwritten.

8.2.3.Tab "Attachments"

If the WOC from SAP enters Avisor in the status "Edit", there is still the possibility to add an attachment (PDF, tif). By default, this attachment is not sent to the contractor and is stated on internal:



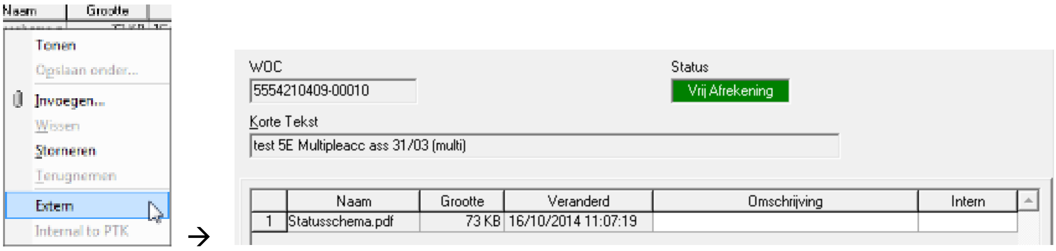
WOC: 5554210409-00010

Status: Vrij Afrekening

Korte Tekst: test 5E Multipleacc ass 31/03 (multi)

	Naam	Grootte	Veranderd	Omschrijving	Intern
1	Statusschema.p	73 KB	16/10/2014 11:07:19		x

In the Attachment menu (or right mouse button) the attachment can be marked as external. The attachment is then sent to the contractor.



WOC: 5554210409-00010

Status: Vrij Afrekening

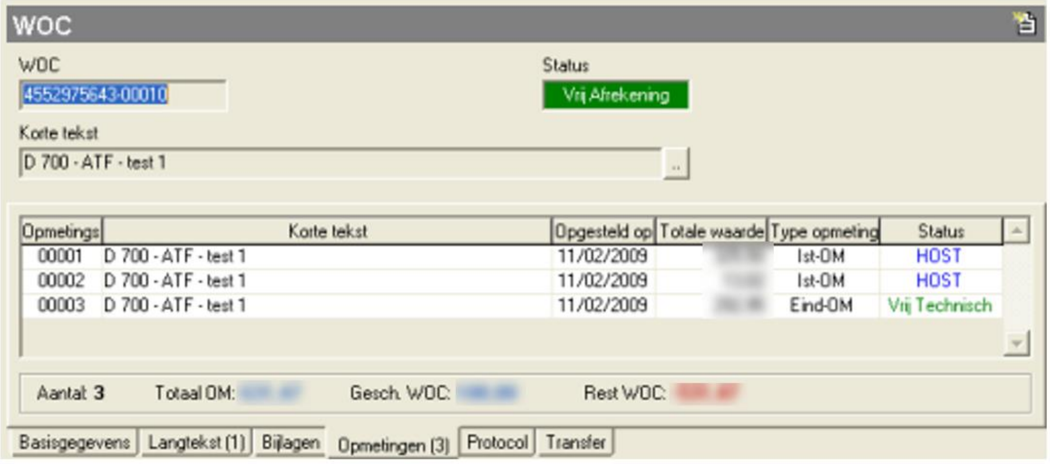
Korte Tekst: test 5E Multipleacc ass 31/03 (multi)

	Naam	Grootte	Veranderd	Omschrijving	Intern
1	Statusschema.pdf	73 KB	16/10/2014 11:07:19		

An attachement can not be deleted in Avisor; only “storneren” (cancelling) is possible. In that case, it is still in the overview, but “striped”.

8.2.4. Tab "Measurements"

In the tab "Measurements" you will get an overview of all Measurements on that WOC.



WOC

WOC: 4552975643-00010

Status: Vrij Afrekening

Korte tekst: D 700 - ATF - test 1

Opmetings	Korte tekst	Opgesteld op	Totale waarde	Type opmeting	Status
00001	D 700 - ATF - test 1	11/02/2009	[redacted]	Ist-OM	HOST
00002	D 700 - ATF - test 1	11/02/2009	[redacted]	Ist-OM	HOST
00003	D 700 - ATF - test 1	11/02/2009	[redacted]	Eind-OM	Vrij Technisch

Aantal: **3** Totaal OM: [redacted] Gesch. WOC: [redacted] Rest WOC: [redacted]

8.2.5. Tab "Protocol"

In the tab "Protocol" you can consult all changes to a WOC.

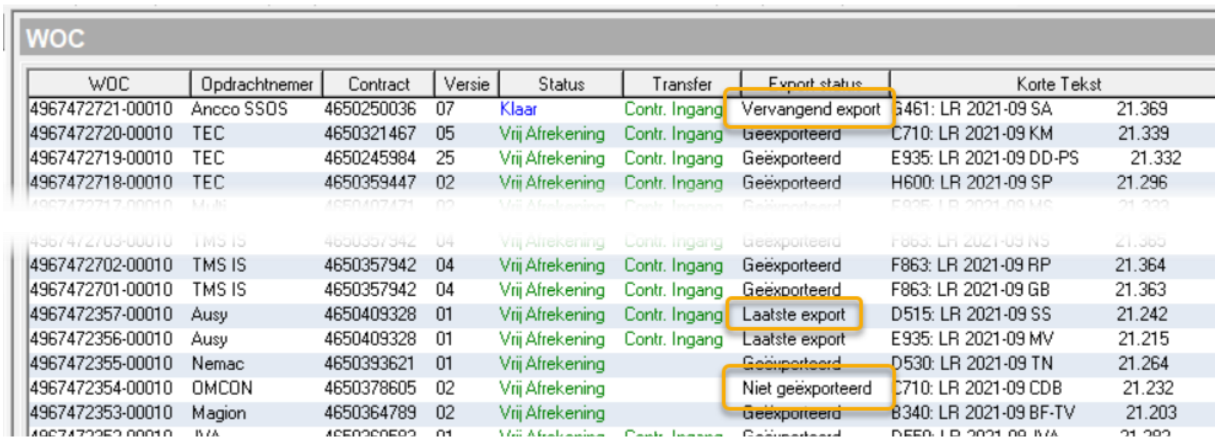
You can also enter protocol comments yourself via the menu option Comment document → .

After entering protocol comments, there is no possibility to change this.

8.2.6. Tab "Transfer"

If a WOC was sent to the contractor, you will find information about this in the "Transfer" tab.

Exported : shipped WOC
Last export : most recent → ones will go to "exported" afterwards
Replacement export : indicates a manually triggered export
Not exported : 2xday an automatic export takes place



WOC

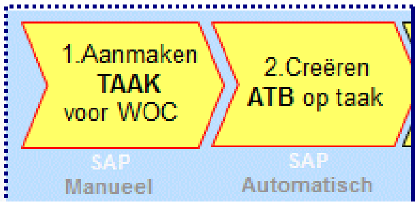
WOC	Opdrachtnemer	Contract	Versie	Status	Transfer	Export status	Korte Tekst	
4967472721-00010	Ancco SSOS	4650250036	07	Klaar	Contr. Ingang	Vervangend export	461: LR 2021-09 SA	21.369
4967472720-00010	TEC	4650321467	05	Vrij Afrekening	Contr. Ingang	Geëxporteerd	C710: LR 2021-09 KM	21.339
4967472719-00010	TEC	4650245984	25	Vrij Afrekening	Contr. Ingang	Geëxporteerd	E935: LR 2021-09 DD-PS	21.332
4967472718-00010	TEC	4650359447	02	Vrij Afrekening	Contr. Ingang	Geëxporteerd	H600: LR 2021-09 SP	21.296
4967472703-00010	TMS IS	4650357942	04	Vrij Afrekening	Contr. Ingang	Geëxporteerd	F863: LR 2021-09 NS	21.365
4967472702-00010	TMS IS	4650357942	04	Vrij Afrekening	Contr. Ingang	Geëxporteerd	F863: LR 2021-09 RP	21.364
4967472701-00010	TMS IS	4650357942	04	Vrij Afrekening	Contr. Ingang	Geëxporteerd	F863: LR 2021-09 GB	21.363
4967472357-00010	Ausy	4650409328	01	Vrij Afrekening	Contr. Ingang	Laatste export	D515: LR 2021-09 SS	21.242
4967472356-00010	Ausy	4650409328	01	Vrij Afrekening	Contr. Ingang	Laatste export	E935: LR 2021-09 MV	21.215
4967472355-00010	Nemac	4650393621	01	Vrij Afrekening		Geëxporteerd	D530: LR 2021-09 TN	21.264
4967472354-00010	OMCON	4650378605	02	Vrij Afrekening		Niet geëxporteerd	C710: LR 2021-09 CDB	21.232
4967472353-00010	Magion	4650364789	02	Vrij Afrekening		Geëxporteerd	B340: LR 2021-09 BF-TV	21.203

8.3. Create WOC from SAP

When a customer (Operations) constructs a task in a customer order, the responsible workplace is indicated. The various service providers collect the tasks via the task cockpit by means of their own workplace(s). Services determines who will execute these commands. When the job needs to be performed by a contractor, Services will EITHER modify the customer's existing task (YBM1 becomes YBM5) OR create a new task (YBM5). This SAP task is then converted into an Avisor WOC.

The most up-to-date manual for this can be found via :
https://www.antwerpen.basf.com/portal/load/fid1958358/Creatie%20van%20een%20Avisor-WOC.pdf

8.3.1.Create ATB



It is important that a good scope definition (what should or should not be done by the contractor) is passed on to the contractor by the client. The scope definition is included in the long text of the task.

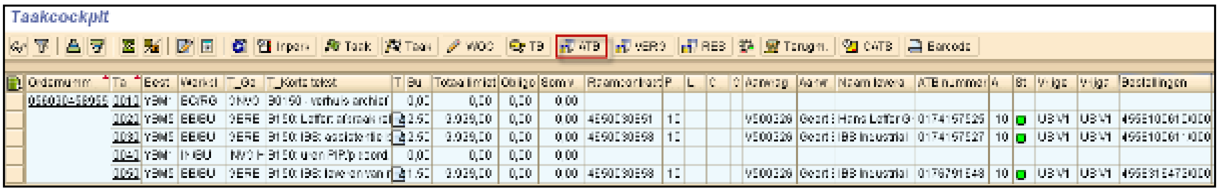
A cost estimate must also precede this = work preparation. This cost estimate is entered as an expected value, as well as the total limit.

If the task has been submitted, the ATB (Order Request) is automatically created.

Attention: If the order has already been created, only a limited number of fields can still be changed.

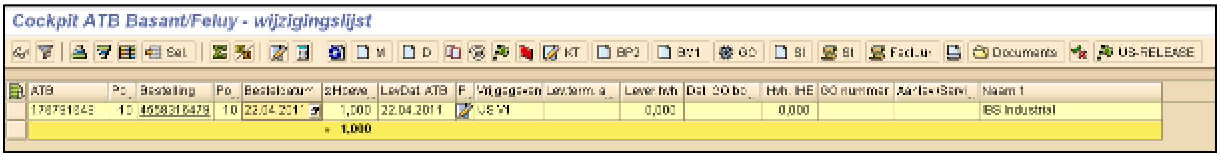
8.3.2.Atb status check

1. In the task cockpit, select the task and press ATB



In the task cockpit you will immediately see the release status of the ATB.

2. In the ATB cockpit, the ATB for the selected order is now displayed.



If you have not yet done the US release in the WOC screen, you can US-RELEASE do this release here with the button.

If an order has already been made for this ATB, you will see the order number on the position line.

- When only tasks with control code = YBM5 are selected in the task cockpit, only the ATBs linked to these tasks are shown in the ATB cockpit.

- As soon as one task is selected with a control code ≠ YBM5, all ATBs classified on the selected order are displayed.

Double-click on the ATB number to view the ATB.

3. Check status ATB

In order to follow up the ATBs that were created from a YBM5 task, a field is provided in the task cockpit that clearly indicates the status of an ATB, i.e. status ATB.

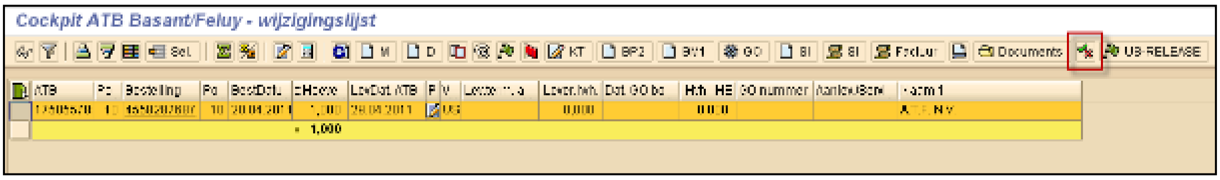
This field provides the following information:

🟩 The ATB has been created and has been fully released: the ATB can be converted or has already been converted into an order (= WOC in AVISOR). The order number is visible in the task cockpit as soon as the order is created.

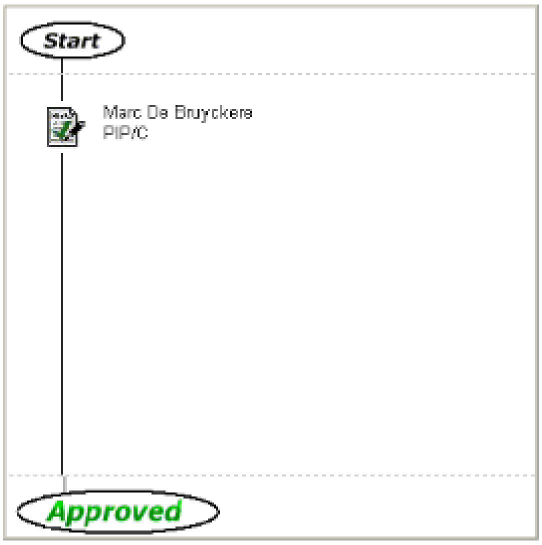
🔴 The ATB has been created but has not yet been fully released: By selecting the line and pressing it ATB , it can be seen in the ATB cockpit which release still needs to be done.

⚠ The ATB has not yet been created, e.g. because the order has not yet been released

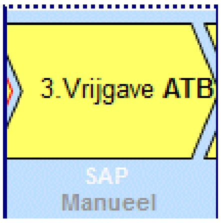
To see the status of the release process, the 'Display Approval Status' button can be used. This function can be used from the ATB (ME53n) as well as from the ATB cockpit.



The information below will then be displayed.



8.3.3.Release ATB



Depending on the value entered, the ATB must be released. This must be done by the hierarchical responsible (V1 → V5 depending on the value of the ATB).

The user in question will receive an email for this and can release the ATB.

After release, an order will be automatically created.

The release of Avisor ATBs is broadly the same as the release of other ATBs i.e.:

a) **US release** (executed immediately or not when creating the YBM5 job)

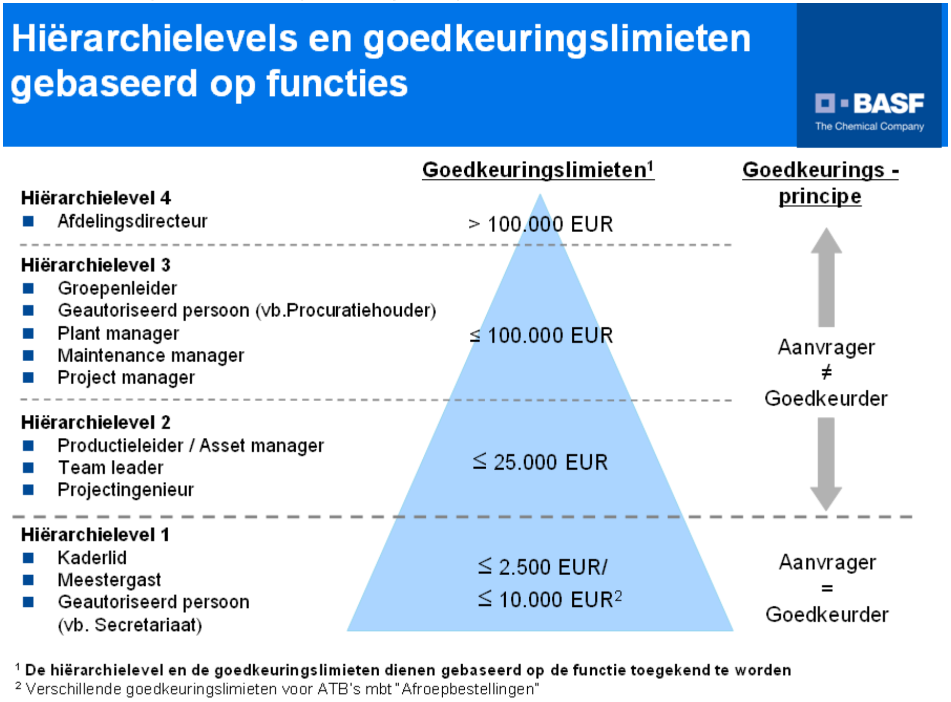
b) **Release by budget manager** (V1, V2, V3 or V4) whereby the amount of the ATB automatically determines the level by which the ATB must be released.

The hierarchy level or the approval limit respectively is determined by the function of the approver. The additional application is granted once by the direct supervisor of the approver via the tool "application for powers".

The budget manager is automatically chosen based on the partner role (applicant). This no longer requires manual steps.

Since in the OCM process orders are created by a call-off on a contract (so-called call-off orders), a different limit was set for this process for the 1st budgetary release, namely € 10,000 instead of € 2,500.

The following shows the general principle.



Hiërarchielevels en goedkeuringslimieten gebaseerd op functies

Goedkeuringslimieten[1]

Goedkeurings - principe

Hiërarchielevel 4
- Afdelingsdirecteur

> 100.000 EUR

Hiërarchielevel 3
- Groepenleider
- Geautoriseerd persoon (vb.Procuratiehouder)
- Plant manager
- Maintenance manager
- Project manager

≤ 100.000 EUR

Hiërarchielevel 2
- Productieleider / Asset manager
- Team leader
- Projectingenieur

≤ 25.000 EUR

Aanvrager
≠
Goedkeurder

Hiërarchielevel 1
- Kaderlid
- Meestergast
- Geautoriseerd persoon (vb. Secretariaat)

≤ 2.500 EUR/
≤ 10.000 EUR[2]

Aanvrager
=
Goedkeurder

[1] **De hiërarchielevel en de goedkeuringslimieten dienen gebaseerd op de functie toegekend te worden**
[2] Verschillende goedkeuringslimieten voor ATB's mbt "Afroepbestellingen"

For ATBs with an amount ≤ €10,000, a V1 release is in principle required after the US release.

If the applicant has carried out the US release himself and if the applicant has the V1 authority, the V1 release will automatically take place in the background.

If the applicant does not have the V1 authority, the ATBs with an amount ≤ €10,000 will require an explicit V1 release. It is therefore important that the necessary attention is paid to this when determining the powers (also when new employees are hired).

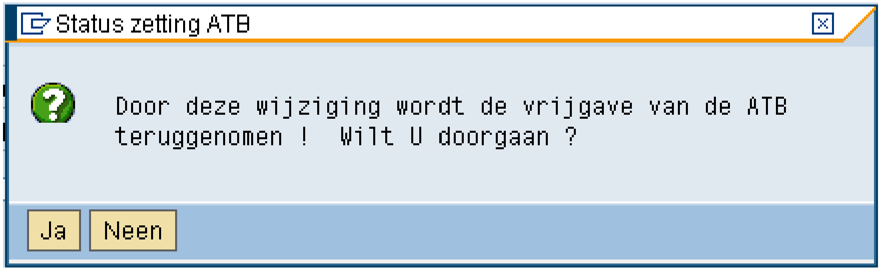
If for ATBs ≤ €10,000 the US release is carried out by someone other than the applicant himself, the applicant will receive an e-mail and must carry out the V1 release there.

These mails will make a link with SAP and there the release can be done.

8.3.4.Customize YBM5 task

When an existing YBM5 job is modified (using the WOC screen from the task cockpit), the system will display a warning when saving when the performed change will affect the release status of the ATB.

In concrete terms, this means that the pop-up below will be shown:



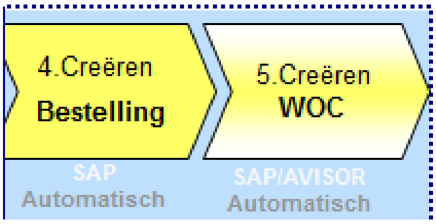
Door deze wijziging wordt de vrijgave van de ATB teruggenomen ! Wilt U doorgaan ?

When you answer this question with 'Yes', the change will be made in the ATB and the already implemented release(s) will be taken back. The release process will then start again.

Via the 'No' button you can still ensure that the ATB remains unchanged.

Note: The use of the WOC screen (from the task cockpit) is strongly recommended. (instead of using transaction the IW32)

8.3.5.ATB conversion to WOC

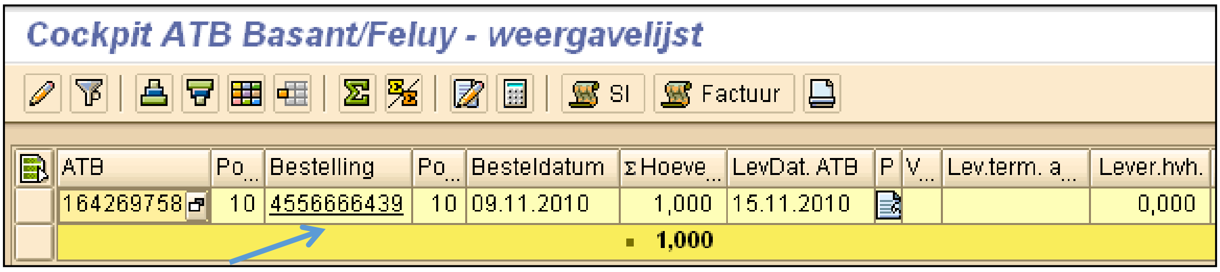


The creation of the order in SAP is done automatically as soon as the ATB has been released. The order is automatically forwarded to AVISOR as WOC.

In AVISOR, the WOC is created with the number of the relevant order in SAP. If desired, the WOC can be printed in Avisor and handed over to the contractor.

8.3.6.Order status check

1.Check if an order has been created on the ATB.



Cockpit ATB Basant/Feluy - weergavelijst

ATB	Po...	Bestelling	Po...	Besteldatum	ΣHoeve...	LevDat. ATB	P	V...	Lev.term. a...	Lever.hvh.
164269758	10	4556666439	10	09.11.2010	1,000	15.11.2010				0,000
				▪	1,000					

The WOC, which is created in AVISOR, will have as **reference number** the number of the order number-position number.

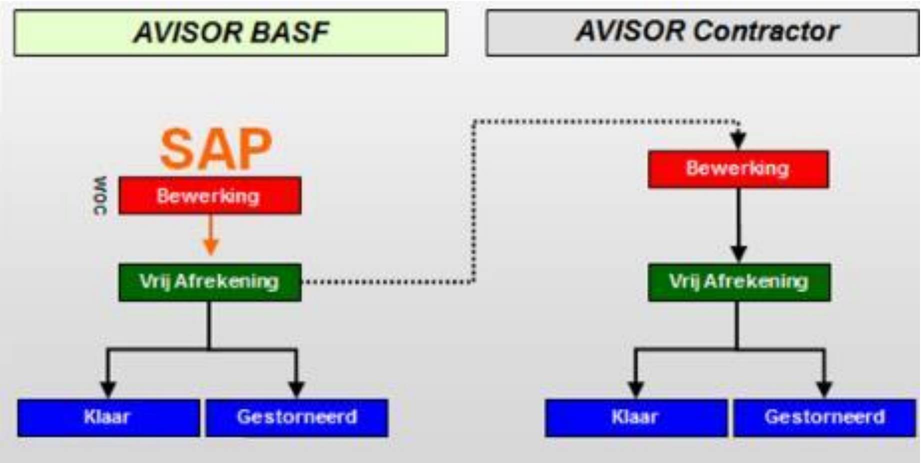
AVISOR WOC → order number + position number
e.g. 4552969726-00010

After the order has been created (automatically) in SAP, a WOC will also be automatically created in AVISOR. This WOC then has the status:

Operation

The WOC is given the number of the order (order number / position number) eg. 4552969726-00010.

<u>WOC statuses in Avisor</u>



Situation	***Status WOC***
AVISOR BASF	
WOC ends up in AVISOR from SAP	Bewerking
WOC must be released	Vrij Afrekening
WOC incorrectly created / no longer needed, cancel with ⊗	Storneren

AVISOR Contractor

Contractor receives WOC

Bewerking

Release WOC with

Vrij Afrekening

Cancel with

Storneren

AVISOR BASF	***AVISOR Contractor***

Release of the final measurement of a WOC

Klaar

Manually ready notification with

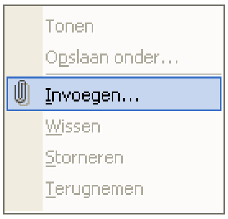
Klaar

8.3.7.Link attachments to WOC

Twice a day, the new WOCs with status 'Free Settlement' are sent to the contractors. This is done automatically and therefore without the intervention of the supervisor. If you wish to send documents to the contractor together with the WOC (PDF and tif only), you can do this by linking the attachment to the WOC and marking it as external. However, this must be done before the WOC is sent to the contractor.

Select the WOC (status ‘For Approval’)

Go to Insert Attachments menu →

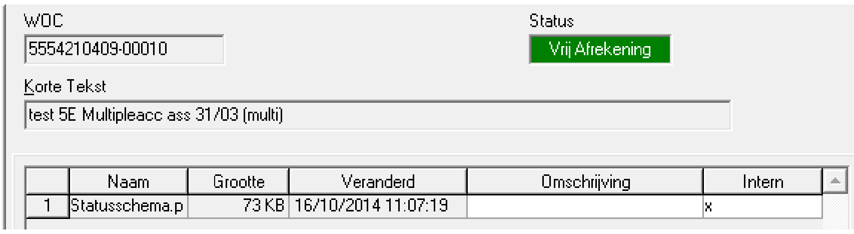


Select the attachment.

Press Open (or double-click the attachment)(steps **4 to 6** can be repeated to mount multiple attachments

Attention: size of attachments limited to 10 Mb

By default, this attachment is not sent to the contractor and is stated on internal:



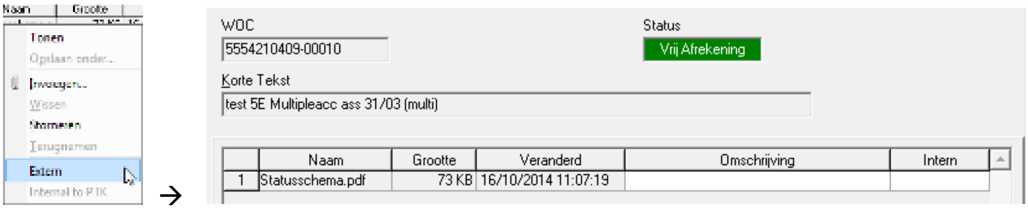
WOC
5554210409-00010

Status
Vrij Afrekening

Korte Tekst
test 5E Multipleacc ass 31/03 (multi)

	Naam	Grootte	Veranderd	Omschrijving	Intern
1	Statusschema.p	73 KB	16/10/2014 11:07:19		x

In the Attachment menu (or right mouse button) the attachment can be marked as external. The attachment is then sent to the contractor.



WOC
5554210409-00010

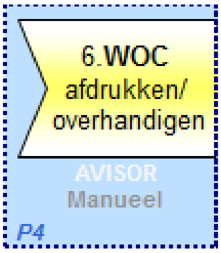
Status
Vrij Afrekening

Korte Tekst
test 5E Multipleacc ass 31/03 (multi)

	Naam	Grootte	Veranderd	Omschrijving	Intern
1	Statusschema.pdf	73 KB	16/10/2014 11:07:19		

Release WOC via

8.3.8.Printing a WOC

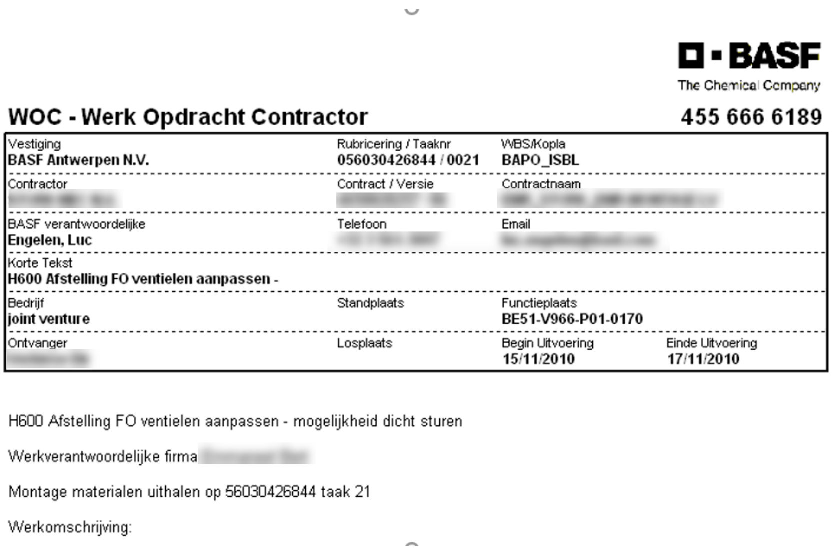


The WOC can be printed if additional plans and documents need to be handed over to the contractor so that he can carry out a thorough work preparation.

1.Select the desired WOC(s). It is possible to print multiple WOCs at the same time (use CTRL simultaneously with left-click to select multiple WOCs).

2. Press to show a print preview of the WOC(s) on the screen or to print it directly to a printer.

Example of a WOC print:



BASF
The Chemical Company

WOC - Werk Opdracht Contractor **455 666 6189**

Vestiging **BASF Antwerpen N.V.**	Rubricering / Taaknr **056030426844 / 0021**	WBS/Kopla **BAPO_ISBL**	
Contractor [redacted]	Contract / Versie [redacted]	Contractnaam [redacted]	
BASF verantwoordelijke **Engelen, Luc**	Telefoon [redacted]	Email [redacted]	
Korte Tekst **H600 Afstelling FO ventielen aanpassen -**			
Bedrijf **joint venture**	Standplaats	Functieplaats **BE51-V966-P01-0170**	
Ontvanger [redacted]	Losplaats	Begin Uitvoering **15/11/2010**	Einde Uitvoering **17/11/2010**

H600 Afstelling FO ventielen aanpassen - mogelijkheid dicht sturen

Werkverantwoordelijke firma [redacted]

Montage materialen uithalen op 56030426844 taak 21

Werkomschrijving:

Note:
The WOCs can be requested via the standard filter 'My WOC's Free Settlement'. There is a special filter with which WOCs are shown that have not yet been printed, namely the filter '(My) WOC not printed'. Of course, there are other filters available with which WOCs can be requested.

8.3.9.Supervision of the implementation of the WOC

7. Toezicht op Uitvoering WOC
-
Manueel
P5

The contractors with their own AVISOR system will receive (import) the WOC into their system. The released WOCs (Free Settlement) are sent 2x /day (14h00 & 21h00) to the contractors.

The contractors without their own AVISOR system will not receive the WOC electronically but will receive the order via the BASF supervisor (e.g. via printout).

The contractor can now carry out the assignment. The BASF supervisor monitors the work. If the works are difficult to measure afterwards, they are checked during the execution (e.g. measuring an excavation that is replenished the next day, demolition, etc...). This requires clear agreements between BASF's client and the contractor.

Where time limits are fixed:

1.Further supplement permits with proper validity periods or create new permit in the permit cockpit

2.Check availability of required material

3.Check availability of required documentation

4.Make further important agreements with the customer

When executing the assignment: follow up the contractor.

8.3.10. Technically ready reporting of a WOC

8.Technisch gereedmelden WOC
AVISOR
Manueel
P6

The technical readiness of a WOC is NOT the same as the preparation of a WOC

1. Technically ready reporting WOC = reporting in AVISOR when the work has been carried out.
➔ filling in the date "Werkel. End of Execution" for the WOC in Avisor.

The technical readiness of the WOC by the Supervisor must be done as soon as possible, i.e. within 5 working days after the technical termination of the assignment by the contractor.

Entering the date 'actual end of execution' can be done in both the status 'For Approval' and in the status 'Bill.approved' and put the status GERE in the task in SAP.

On the basis of this date, the contractor's term fidelity and settlement discipline (reporting time of “performance in houre-rate” (regie)) can be monitored per WOC.

2. Ready to report WOC

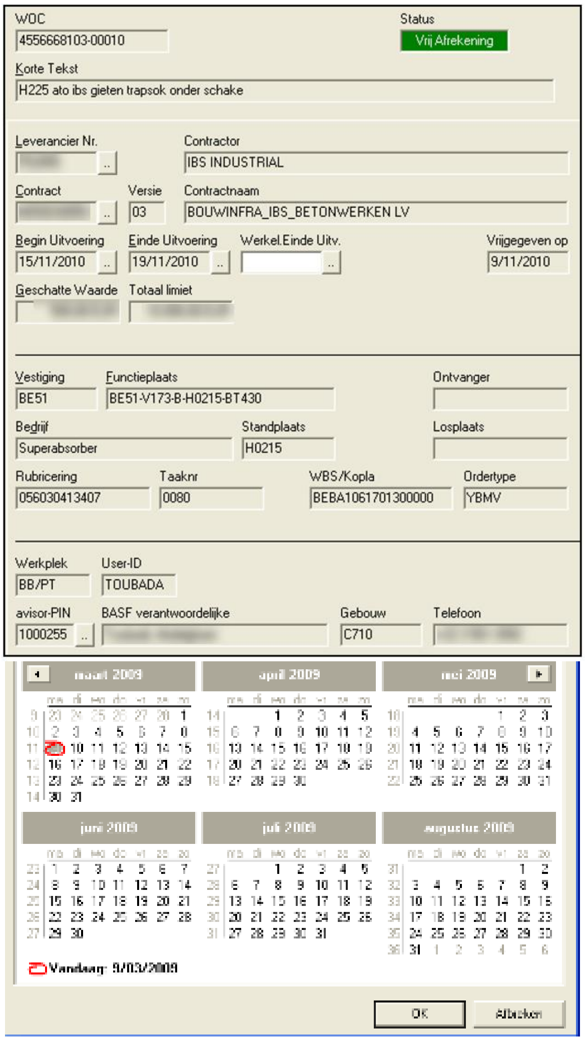
➔ If the contractor's final measurement has been approved by the supervisor (1st approver) and the engineer (2nd approver), the WOC automatically receives the status 'Ready'.

The contractor must enter his final measurement in AVISOR within 2 to 3 weeks after the technical readiness notification by the supervisor.

1. Make sure that the desired WOC is shown on the screen.

2.Make the tab Basisgegevens of the WOC active.

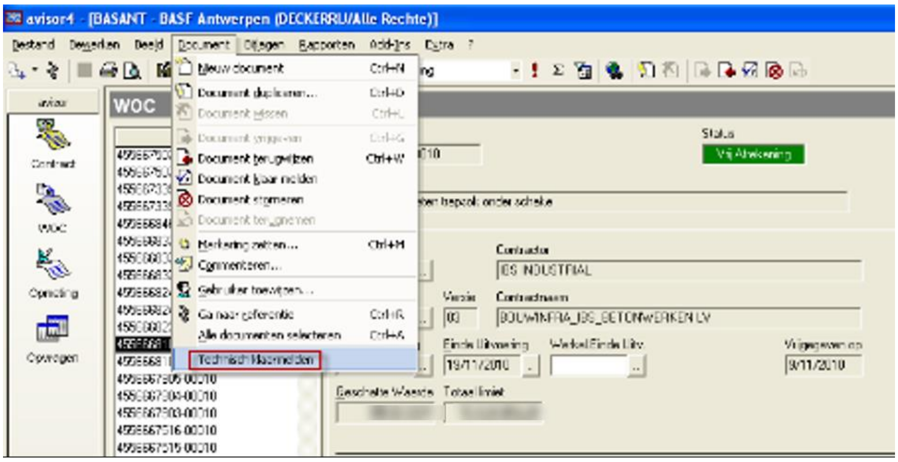
3.Enter the date in the field 'Werkel. End Uitv.' (format DD/MM/YYYY) or press .. to select a date in the calendar.



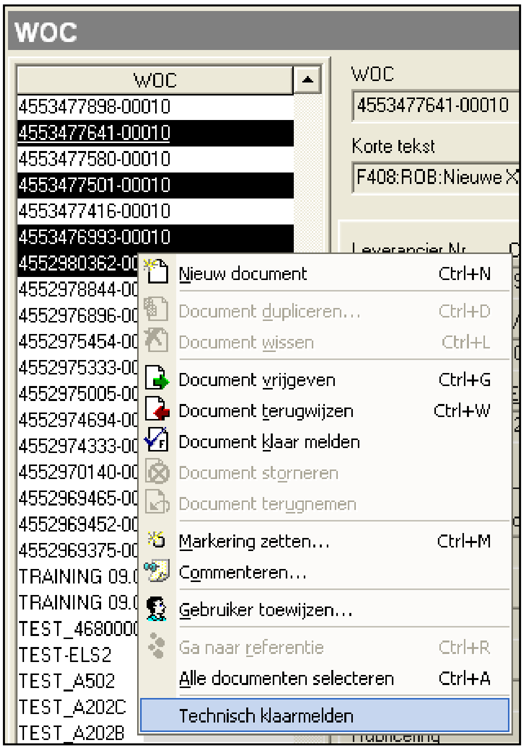
WOC: 4556668103-00010
Status: Vrij Afrekening
Korte Tekst: H225 ato ibs gieten trapsok onder schake
Leverancier Nr.: [redacted]
Contractor: IBS INDUSTRIAL
Contract: [redacted]
Versie: 03
Contractnaam: BOUWINFRA_IBS_BETONWERKEN LV
Begin Uitvoering: 15/11/2010
Einde Uitvoering: 19/11/2010
Werkel.Einde Uitv.:
Vrijgegeven op: 9/11/2010
Geschatte Waarde: [redacted]
Totaal limiet: [redacted]
Vestiging: BE51
Functieplaats: BE51-V173-B-H0215-BT430
Ontvanger:
Bedrijf: Superabsorber
Standplaats: H0215
Losplaats:
Rubricering: 056030413407
Taaknr: 0080
WBS/Kopla: BEBA1061701300000
Ordertype: YBMV
Werkplek: BB/PT
User-ID: TOUBADA
avisor-PIN: 1000255
BASF verantwoordelijke: [redacted]
Gebouw: C710
Telefoon: [redacted]

The filling of the date 'Actual End of Out', can be performed for 1 or more selected WOCs via the menu option 'document' → 'Technically ready notification' (or right click on selected WOC).

If 1 WOC

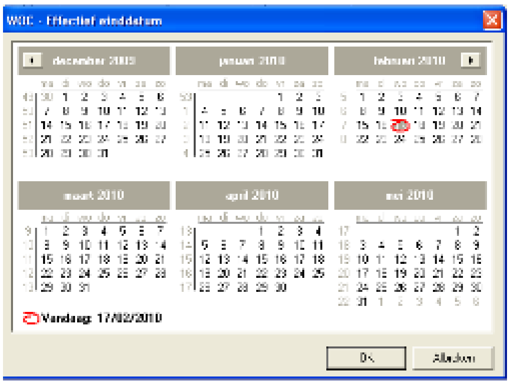


Multiple WOCs



WOC: 4553477641-00010

Korte tekst: F408:ROB:Nieuwe X



Vandaag: 17/02/2010

8.4. Adapting existing WOC

Only a few changes that are made in SAP, after the WOC has been created in AVISOR, provide an automatic update of the WOC in AVISOR, namely:

A. Changing the time limits

B. Change estimated value and/or total limit

In order to implement the following changes, other procedures must be followed:

C. Change long text

D. Change of classification

E. Change contract

F. Manual closing of the WOC

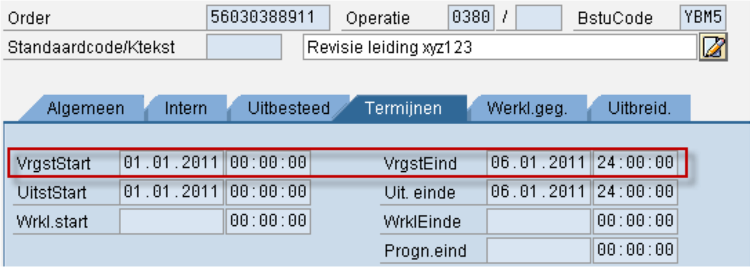
G. Link attachments to WOC

H. Reopen closed WOC

When a WOC has already been sent to the contractor, it is *no longer* possible to make adjustments!

8.4.1.Changing deadlines

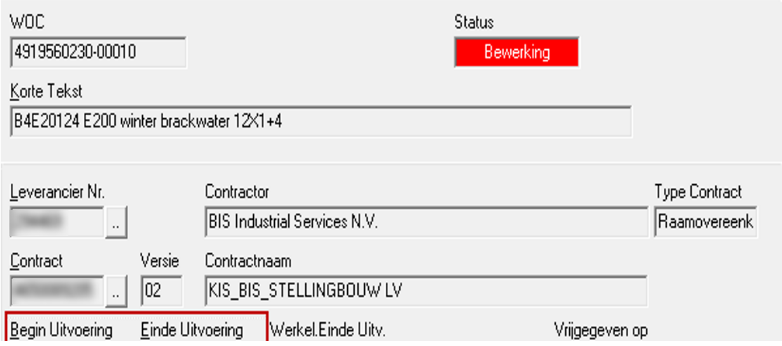
Sap restricts the task (earliest start and earliest end date have been adjusted) in the following ways:



Order 56030388911 Operatie 0380 / BstuCode YBM5
Standaardcode/Ktekst Revisie leiding xyz123

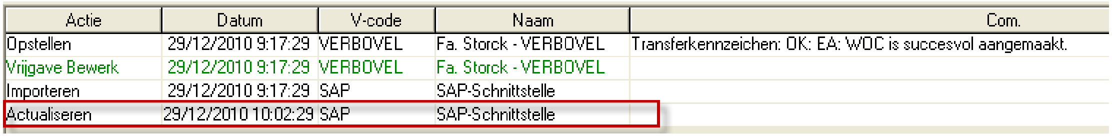
VrgstStart 01.01.2011 00:00:00 VrgstEind 06.01.2011 24:00:00
UitstStart 01.01.2011 00:00:00 Uit. einde 06.01.2011 24:00:00
Wrkl.start 00:00:00 WrklEinde 00:00:00
Progn.eind 00:00:00

This change is automatically forwarded to AVISOR and is later also visible in AVISOR under "start execution" and "end of execution":



WOC 4919560230-00010
Status Bewerking
Korte Tekst B4E20124 E200 winter brackwater 12X1+4
Leverancier Nr. [redacted]
Contractor BIS Industrial Services N.V.
Type Contract Raamovereenk
Contract [redacted]
Versie 02
Contractnaam KIS_BIS_STELLINGBOUW LV

In the protocol of the WOC it is visible that the WOC has been adjusted ("Updating").



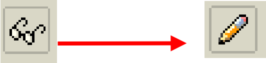
Actie	Datum	V-code	Naam	Com.
Opstellen	29/12/2010 9:17:29	VERBOVEL	Fa. Storck - VERBOVEL	Transferkennzeichen: OK: EA: WOC is succesvol aangemaakt.
Vrijgave Bewerk	29/12/2010 9:17:29	VERBOVEL	Fa. Storck - VERBOVEL	
Importeren	29/12/2010 9:17:29	SAP	SAP-Schnittstelle	
Actualiseren	29/12/2010 10:02:29	SAP	SAP-Schnittstelle	

If the WOC has already been printed, it is recommended to reprint the modified version.

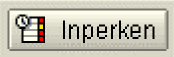
To forward the changes to the contractor, see the remainder of this chapter.

8.4.2.Via restriction button in task cockpit

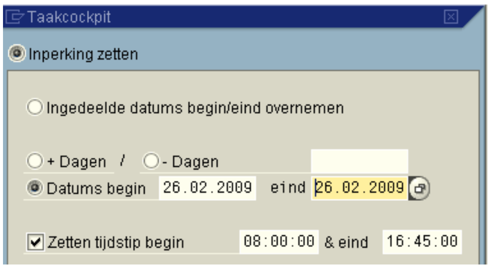
In SAP, go to the task cockpit (Z6V0PM_OPERATION_CPT) in change mode.



In the task cockpit, select the WOC task whose date needs to be changed and press



Enter the desired dates (with time start and end)



Taakcockpit
● Inperking zetten
○ Ingedeelde datums begin/eind overnemen
○ + Dagen / ○ - Dagen
● Datums begin 26.02.2009 eind 26.02.2009
☑ Zetten tijdstip begin 08:00:00 & eind 16:45:00

Press ✓

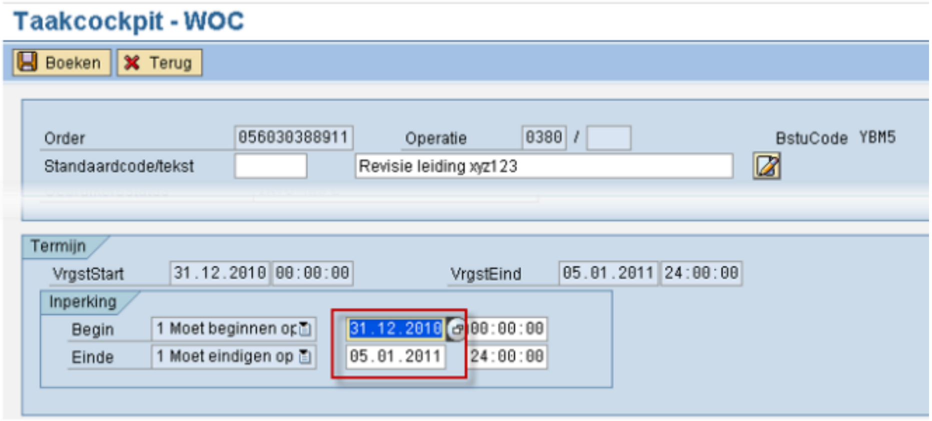
8.4.3. Via WOC screen in task cockpit

In SAP, go to the task cockpit (Z6V0PM_OPERATION_CPT) in change mode.

In the task cockpit, select the WOC task whose date needs to be changed and press WOC

Select ● Wijzigen taak in YBM5 and press ✓ Verder

Enter the desired dates and press Boeken



Order 056030388911 Operatie 0380 / BstuCode YBM5
Standaardcode/tekst Revisie leiding xyz123

Termijn
VrgstStart 31.12.2010 00:00:00 VrgstEind 05.01.2011 24:00:00

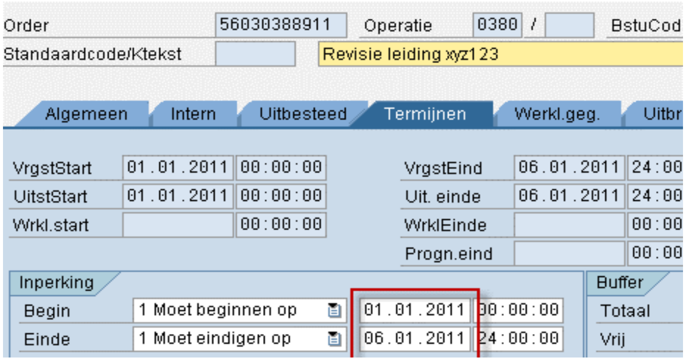
Inperking
Begin 1 Moet beginnen op 31.12.2010 00:00:00
Einde 1 Moet eindigen op 05.01.2011 24:00:00

8.4.4. Via change task in IW32

In SAP, go to transaction IW32 for the order

Go to the Deadlines tab for the task that needs to be adjusted

Then change the curtailment



Order 56030388911 Operatie 0380 / BstuCod
Standaardcode/Ktekst Revisie leiding xyz123

VrgstStart 01.01.2011 00:00:00 VrgstEind 06.01.2011 24:00
UitstStart 01.01.2011 00:00:00 Uit. einde 06.01.2011 24:00
Wrkl.start 00:00:00 WrklEinde 00:00
Progn.eind 00:00

Inperking
Begin 1 Moet beginnen op 01.01.2011 00:00:00
Einde 1 Moet eindigen op 06.01.2011 24:00:00

Buffer
Totaal
Vrij

Press

8.4.5. Change estimated value/limit

It can be established at different times that the expected value (estimated cost) or the limit must be increased:

A) Before a measurement has been registered, it is found that the estimate is incorrect and therefore the order values and the limit must be adjusted.

B) When performing the plausibility check (by supervisor or engineer), it is determined that the total limit is exceeded.

C) When carrying out the plausibility check (by supervisor or engineer), it is established that the total limit is almost exceeded and that further measurements will follow so that one can be sure that the total limit is not sufficiently high.

D) It is established (by checking for measurements with status 'Transfer error') that measurements remain in the status 'Transfer error' because of a limit exceedance.

Changing the estimated value and/or limit must be done in SAP, via the task in the order. The estimated value and limit cannot be adjusted in AVISOR.

To adjust the limit see topic "Increasing limits".

8.4.6.Change long text

If it is determined that the entered long text is incorrect or incomplete, you must adjust this long text in SAP. This is possible as long as the WOC has not yet been forwarded to the contractor. Once forwarded, the changes that were made afterwards will no longer end up with the contractor.

8.4.7.Change of classification

If, after the WOC has already been created in AVISOR, it is determined that the YBM5 task was created under the wrong order, one will have to perform one of the actions below to ensure that the costs still end up on the correct order. This is because when the WOC is created, the classification is recorded and can no longer be adjusted.

Options:

Option 1: Close WOC and create a new task on the correct order (= new WOC).

In AVISOR, the WOC must be given the status 'Ready' and the order in SAP must be closed. In order to obtain this, the ***supervisor or Engineer will*** have to close the WOC manually (see topic "Woc ready reporting").

The ***supervisor*** will have to create a new task in SAP on the correct order. For this new task, a new WOC is created in AVISOR under which the measurements must be registered.

Option 2: Register measurements and rebook costs

This means that the contractor does not have to be notified and he can register the measurements under this WOC. However, this means that the BASF supervisor will have to monitor this WOC extra. After the Service Entry Sheets have been booked (every 2 weeks), the supervisor will have to ensure that the costs are deducted from the order and transferred to the correct order and this as long as costs are still registered under this order (rebooking: via controlling).

Because this method involves risks (costs that one forgets to book), it is recommended to apply option 1.

Option 3: Mix of option 1 & 2

A mix of options 1 & 2 is also possible: namely, to continue the already registered measurement and to rebook afterwards + to close the WOC (so that no new measurements can be registered). If there will be further measurements, a new WOC must be created so that the other measurements can be registered on the correct WOC.

8.4.8.Change contract number

If, after the WOC has already been created in AVISOR, it is determined that the wrong contract was chosen, the WOC must be concluded in AVISOR and a new WOC must be created on the correct contract (see topic "Woc ready reporting").

If the user also has **the authority** to invoke this (admittedly wrong) contract, the WOC will have the status 'Free Settlement'. The ***supervisor or engineer can close the WOC manually*** (see topic "Notifying WOC ready"). If the WOC has already been sent to the contractor, it is advisable to inform the contractor of the error (via SendNotes).

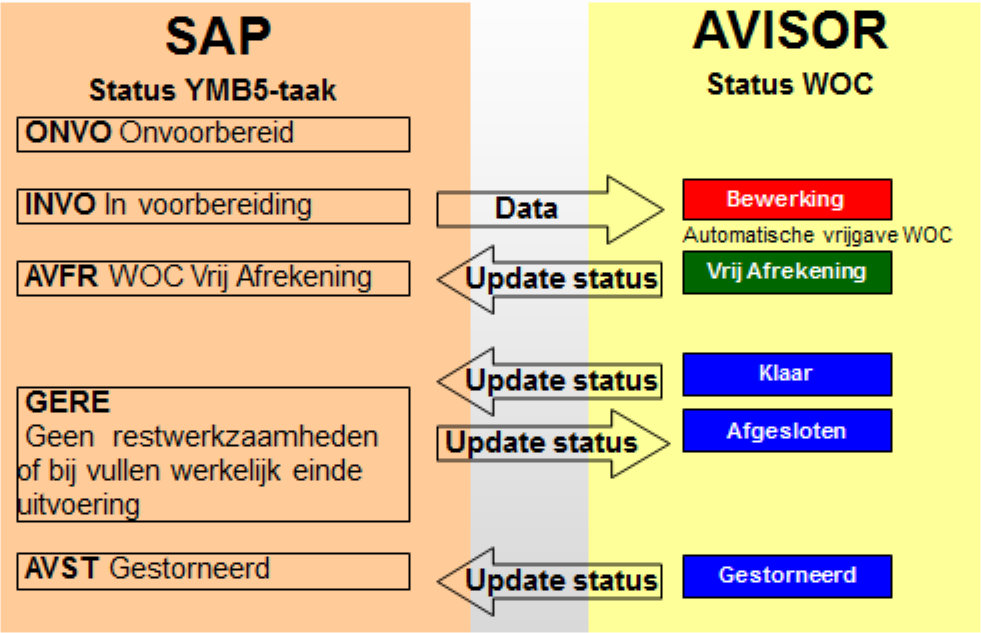
If the user **has no authority** to call on the contract, the WOC will be given the status 'VAP error' and the supervisor will not find his WOC in his filters. The supervisor will have to notify ESP/TV. ESP/TV can then manually close the WOC (see topic "Report WOC ready") or assign it to another user.

The ***supervisor*** will have to create a new task in SAP on the correct order and on the right contract. For this new task, a new WOC is created in AVISOR under which the measurements must be registered.

8.5. WOC / SAP statuses

The respective **user statuses** of the SAP tasks are automatically set: based on the status of the WOC (in AVISOR BASF):

See also :
https://www.antwerpen.basf.com/portal/load/fid1958359/Creatie%20van%20taken%20in%20een%20order.pdf

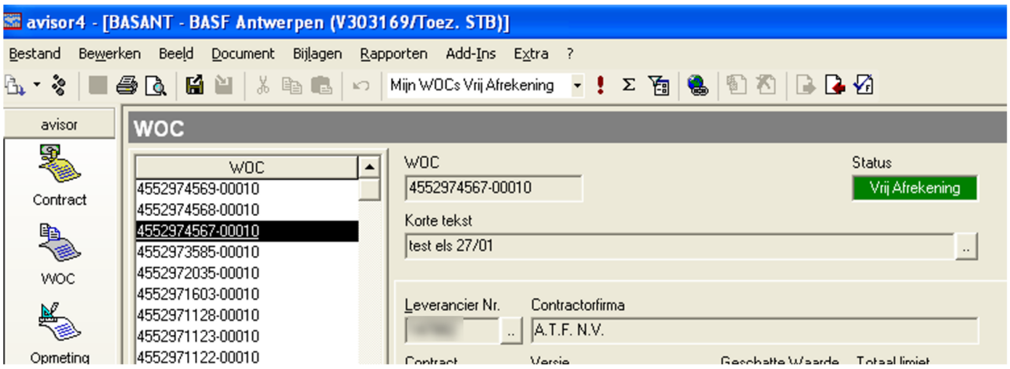


8.5.1.WOC ready

Via 'Document → ready reporting' you can report a WOC ready. This means that measurements can no longer be made at the WOC. However, the measurements already received can still be processed & settled.

(FYI - Once a contract has been concluded, the received OM can also be settled, but the limit can no longer be increased.)

Or select the WOC via the list and report it ready with

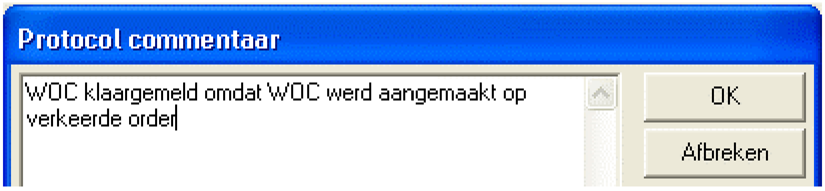

avisor4 - [BASANT - BASF Antwerpen (V303169/Toez. STB)]
Bestand Bewerken Beeld Document Bijlagen Rapporten Add-Ins Extra ?
Mijn WOCs Vrij Afrekening
avisor
Contract
WOC
Opmeting

WOC

WOC
4552974569-00010
4552974568-00010
4552974567-00010
4552973585-00010
4552972035-00010
4552971603-00010
4552971128-00010
4552971123-00010
4552971122-00010

WOC: 4552974567-00010
Status: Vrij Afrekening
Korte tekst: test els 27/01
Leverancier Nr.: [redacted]
Contractorfirma: A.T.F. N.V.
Contract Versie Geschatte Waarde Totaal limiet

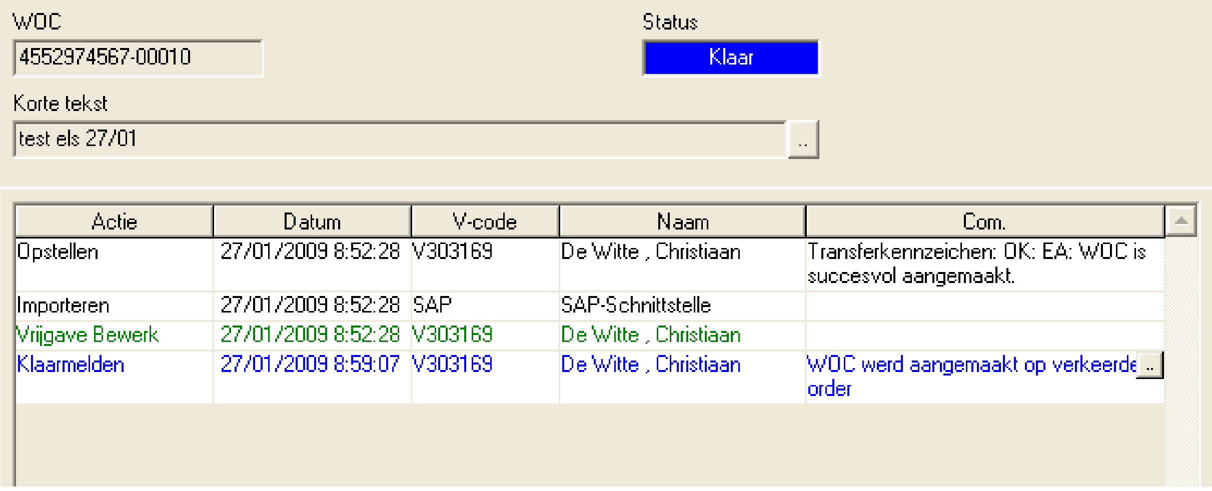
Enter the reason for the ready notification in protocol comments and press OK.



WOC klaargemeld omdat WOC werd aangemaakt op verkeerde order

The status of the WOC changes from **Free Settlement** to **Ready**

The entered comment is now shown in the protocol at the Ready notification line


WOC: 4552974567-00010
Status: Klaar
Korte tekst: test els 27/01

Actie	Datum	V-code	Naam	Com.
Opstellen	27/01/2009 8:52:28	V303169	De Witte , Christiaan	Transferkennzeichen: OK: EA: WOC is succesvol aangemaakt.
Importeren	27/01/2009 8:52:28	SAP	SAP-Schnittstelle	
Vrijgave Bewerk	27/01/2009 8:52:28	V303169	De Witte , Christiaan	
Klaarmelden	27/01/2009 8:59:07	V303169	De Witte , Christiaan	WOC werd aangemaakt op verkeerde order

Also inform the contractor (Sent Notes) that the WOC has been reported ready so that he can also indicate this in his system.

8.5.2.Manual closing of the WOC

Ultimately, every WOC in AVISOR should end up in the status 'Ready'. In this way, the relevant order in SAP is also closed correctly (i.e. final delivery mark is set after booking the received OM; so that it is no longer possible to book new (not yet received) OM and so that the obligo is set to 0). The status of the SAP job is also set to status GERE (ready) (if this has not already been done).

FYI - What if IST-OM is under revision and Eind-OM is not? → WOC is reported ready tgv End-OM-processing; then the final delivery sign can be removed in order to be able to process the IST-OM (contact avisor.support.antwerpen@basf.com)

When the normal process is followed, the final measurement will ensure that the WOC ends up in the 'Ready' status and both the WOC, the order and the task will be closed correctly.

However, there are situations in which the WOC is not closed and where additional intervention is required, among other things.

a) The contractor has registered all measurement(s) for a WOC but has not indicated that it concerns a final measurement. As a result, the WOC will never be automatically closed.

b) A WOC was created on the wrong order. Measurements will therefore never be registered under this WOC, so no final measurement and consequently the WOC will not be closed.

c) A WOC was created on the wrong contract. WOC may not be used unless one chooses to rebook afterwards.

d) A WOC was created but afterwards it appears that the task should not be carried out (cancellation WOC).

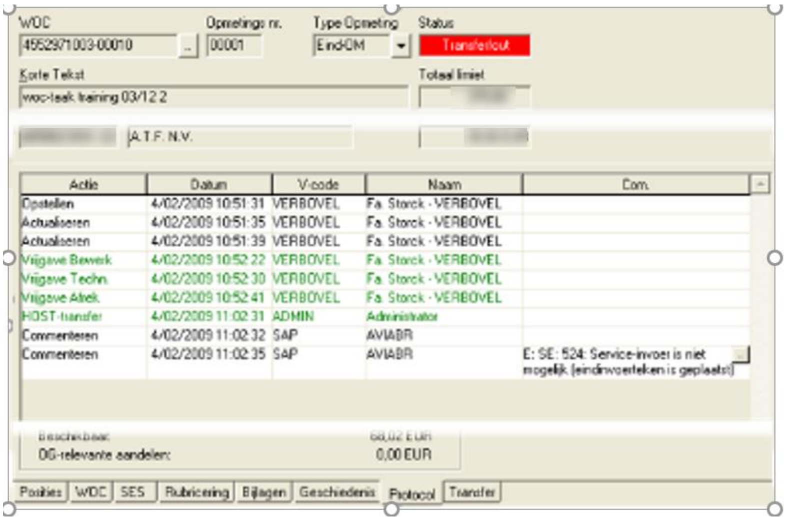
In these cases, the WOC must be reported manually (by the Supervisor or Engineer) - see WOC ready reporting.

8.5.3.Reopen closed WOC

When a WOC is reported ready, the order is also closed in SAP. After that, it is no longer possible to book costs on this order. This means that measurements (OM) can no longer be converted into Service Entry Sheets.

When the system wishes to book an OM on an order that has already been closed, the following error message is given in the protocol:

Service input is not possible (end entry character is inserted)



WOC: 4552971003-00010
Opmetings nr.: 00001
Type Opmeting: Eind-OM
Status: Transferfout
Korte Tekst: woc-task training 03/12 2
Totaal limiet: [redacted]
[redacted] A.T.F. N.V. [redacted]

Actie	Datum	V-code	Naam	Com.
Opstellen	4/02/2009 10:51:31	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	4/02/2009 10:51:35	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	4/02/2009 10:51:39	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	4/02/2009 10:52:22	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Techn.	4/02/2009 10:52:30	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Afrek.	4/02/2009 10:52:41	VERBOVEL	Fa. Storck - VERBOVEL	
HOST-transfer	4/02/2009 11:02:31	ADMIN	Administrator	
Commenteren	4/02/2009 11:02:32	SAP	AVIABR	
Commenteren	4/02/2009 11:02:35	SAP	AVIABR	E: SE: 524: Service-invoer is niet mogelijk (eindinvoerteken is geplaatst)

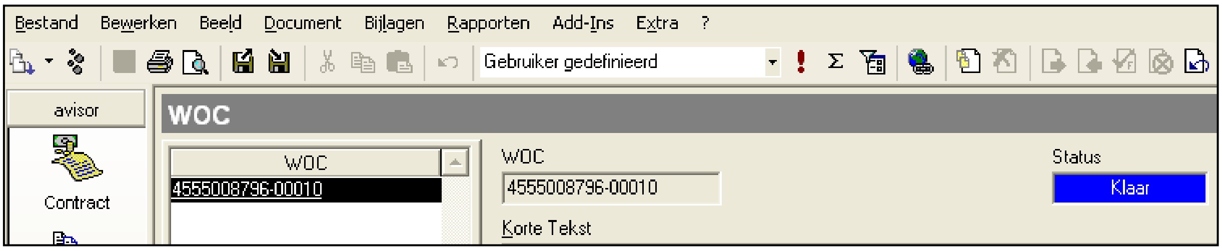
Beschikbaar: 68,02 EUR
OG-relevante aandelen: 0,00 EUR

Attention: it may not be the intention to reopen tasks that have already been completed (by endOM or manually ready) in order to carry out additional work and to book costs below. If it concerns a scope extension, a new WOC will have to be created.

It is possible to put a ready reported WOC (= status 'Ready'), back in status 'Free Settlement' as follows: (can be done by any BR profile)

1.Select the WOC

2.Press


Bestand Bewerken Beeld Document Bijlagen Rapporten Add-Ins Extra ?
Gebruiker gedefinieerd
avisor
Contract
WOC

WOC: 4555008796-00010

Status: Klaar

Korte Tekst

The status of the WOC changes from **Ready** to **Free Settlement**

Important: Please note that the order in SAP is not commercially closed before putting a WOC back on free settlement. Avisor may receive measurements from the contractor, but this does not mean that they can always be paid.

Making commercially closed orders available again is only possible through the Finance Department, but is almost never possible.

The WOC responsible can change the status from 'ready' to 'free settlement'. In addition, the Avisor Support team can also make this adjustment. It is important that they also inform the WOC responsible about this via SendNotes in Avisor.

8.6. WOC Lange Regie

The settlement of 'Lange Regie' of contractors is done on the basis of WOCs that are created monthly by ESP/TVC.

If a Lange-Regie contract is already available for this company:

- Check whether the profile of the long-term director employee is available in the linked DCs of the contract. If this is not the case → , please contact avisor.support.antwerpen@basf.com
- If the profile is available in the LV → check the rate for this person (contact purchase if necessary). If a new profile needs to be created, MSO will also have to maintain a new type of performance (individual ‘Verantwoordelijke Werkplaats’ in SAP).
- The BASF manager fills in the application form for applying for a Lange-Regie-WOC. https://d2.documentum.basf.net/D2/?docbase=Basant&locateId=090119448020ae01
- These monthly WOCs are requested 1 x per year from ESP/TVC. In case of changes in the profile or other matters related to the application, please contact avisor.support.antwerpen@basf.com
- The BASF manager informs the contractor about the method of completing the control card. (WOC per person or per group)

For each TimeSheet, the contractor makes a measurement for the settlement of his performance in houre-rate.

The advantages of the current way of working:

- ***All WOCs are created correctly & on time by ESP/TVC***

The creation of WOCs for long-term control (ATB at cost centre) deviates from the standard method for WOC production.

- ***Settlement at correct prices***

Every month the contractor receives a WOC that is linked to the most recent contract version.

- ***2 measurements per WOC = easy follow-up***

The contractor draws up a measurement of the type 'Ist measurement' for the first part of the month. For the second part of the month, the contractor draws up a measurement of the type 'Final measurement'. By releasing the 'Final measurement', the status of that WOC is automatically set to 'Ready'.

- ***Simple overview of the “lange regie”-woc's by means of short text***

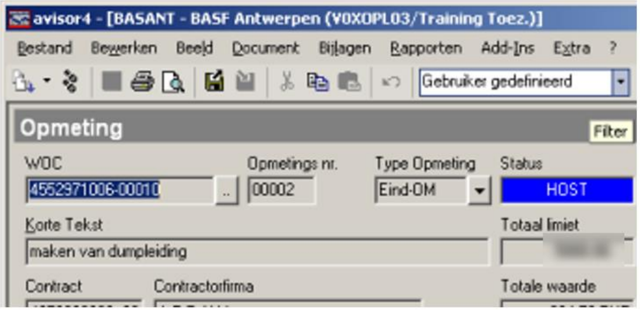
Syntax WOC: ***<block field>:LR Year – Month + Initials employee(s) + internal follow-up number ESP/TV***

- No unnecessary obligo is generated

9. OM - Measurement

9.1. OM general

Header data of a measurement:



avisor4 - [BASANT - BASF Antwerpen (Y0X0PL03/Training Toez.)]

Bestand Bewerken Beeld Document Bijlagen Rapporten Add-Ins Extra ?
Gebruiker gedefinieerd
Filter

Opmeting

WOC: 4552971006-00010

Opmetings nr.: 00002

Type Opmeting: Eind-OM

Status: HOST

Korte Tekst: maken van dumpleiding

Totaal limiet: [redacted]

Contract

Contractorfirma

Totale waarde

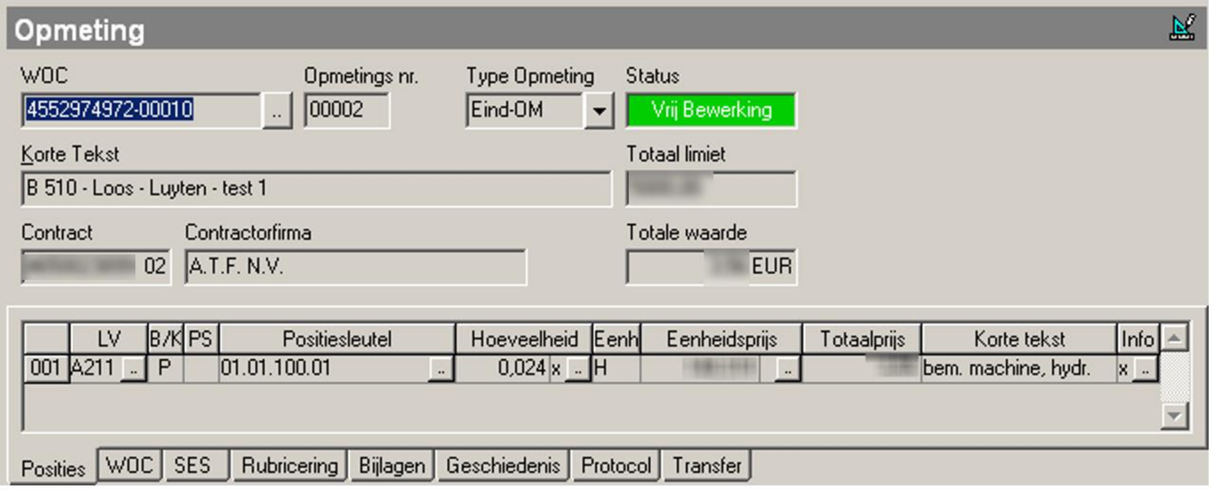
- WOC number
- unique and ascending measurement number
- type of measurement (Ist-OM or Eind-OM)
- status (see chapter 'status scheme')
- short text (= initial short text WOC), possibly adapted by the contractor
- total limit of the WOC
- for which company and under which contract number
- the total value of the measurement

9.1.1. Tab "Positions"

In the tab "Positions" you will find all the position lines that make up the measurement.

A position line is constructed by an LV, a position key and a quantity.

A formula or info field may have been filled in.



Opmeting

WOC: 4552974972-00010

Opmetings nr.: 00002

Type Opmeting: Eind-OM

Status: Vrij Bewerking

Korte Tekst: B 510 - Loos - Luyten - test 1

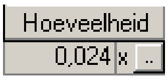
Totaal limiet: [redacted]

Contract: [redacted] 02

Contractorfirma: A.T.F. N.V.

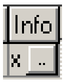
Totale waarde: [redacted] EUR

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	Korte tekst	Info
001	A211	P		01.01.100.00	0,024 x	H	[redacted]	[redacted]	bem. machine, hydr.	x



Hoeveelheid: 0,024 x

By clicking on this button, the formula with which the quantity was calculated opens. This is only possible if there is an x next to the quantity .

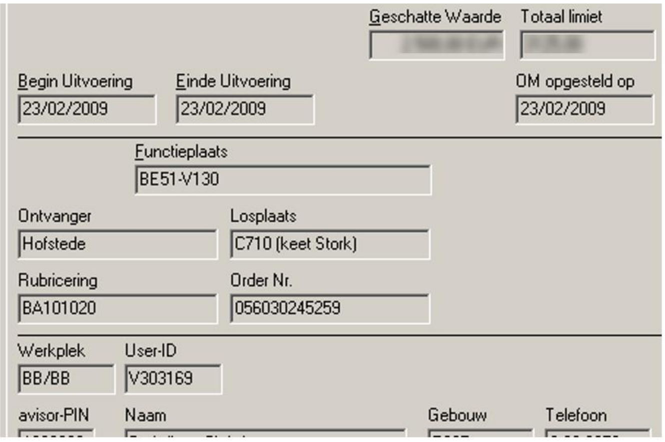

Info
x ..

Ditto for the Info field. If there is an **x here**, you can view the information that the contractor wants to give with this line by clicking on the button .

9.1.2.Tab "WOC"

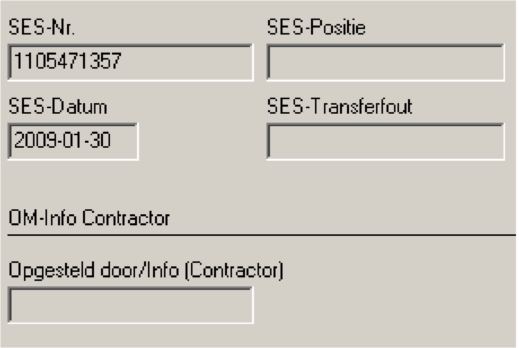
In the tab "WOC" the most important WOC data are taken over: among other things, the estimated value of the WOC, the total limit, the dates of start and end of execution, the date on which the measurement was drawn up, the position of function, the recipient and unloading location, the classification and the SAP order number and some details of the person who created the ATB in SAP.

This data is purely informative and cannot be changed.

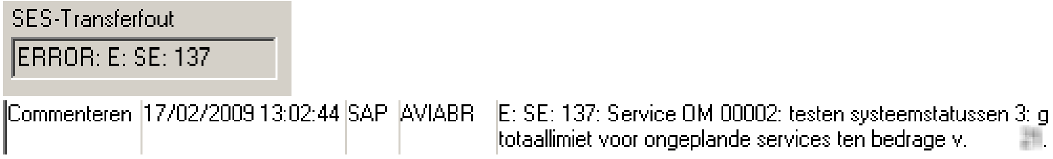

Geschatte Waarde [redacted]
Totaal limiet [redacted]
Begin Uitvoering 23/02/2009
Einde Uitvoering 23/02/2009
OM opgesteld op 23/02/2009
Functieplaats BE51-V130
Ontvanger Hofstede
Losplaats C710 (keet Stork)
Rubricering BA101020
Order Nr. 056030245259
Werkplek BB/BB
User-ID V303169

9.1.3.Tab "SES"

Via the tab "SES" you will find an SES number if the measurement has already been settled in SAP, and this together with an SES date.


SES-Nr. 1105471357
SES-Positie
SES-Datum 2009-01-30
SES-Transferfout

If something went wrong during the transfer of the measurement to SAP, you will see an error message in SES transfer error. In the protocol of the measurement you will find a more extensive error message. Vb.


SES-Transferfout ERROR: E: SE: 137

```
Commenteren 17/02/2009 13:02:44 SAP AVIABR  E: SE: 137: Service OM 00002: testen systeemstatussen 3: g
                                            totaallimiet voor ongeplande services ten bedrage v. [redacted].
```

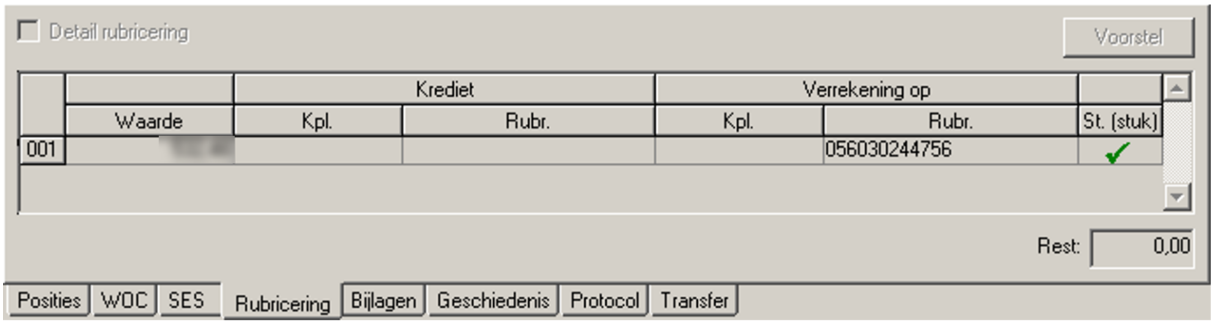
ATTENTION

If you want to do a search on SES date, keep in mind the format in which it was stored: YYYY-MM-DD

E.g.. 1 April 2014 = 2014-04-01

9.1.4. Tab "Classification"

On the tab "Classification" you will find the order number. This data is purely informative and cannot be changed.



		Krediet		Verrekening op		
	Waarde	Kpl.	Rubr.	Kpl.	Rubr.	St. (stuk)
001	[redacted]				056030244756	✓

Rest: 0,00

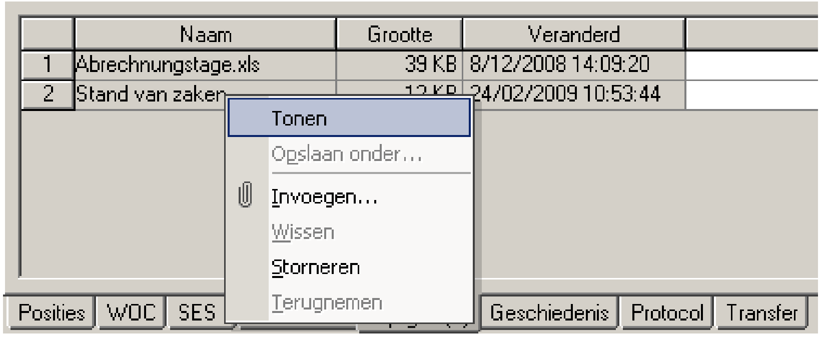
9.1.5. Tab "Attachments"

Only the contractors can attach documents to a measurement by selecting the option "Insert..." in the menu "Attachments" to select.

You can open the attachments by right-clicking on them and choosing the "Show" option, or by double-clicking on the line.

An attachment can no longer be removed from Avisor. It can only be reversed (Cancel). You can reverse attachments by right-clicking on the attachment and choosing the Cancel option.

A reversed attachment can be taken back. (Undo Cancel) You can do this by right-clicking on the attachment and choosing the "Take Back" option.



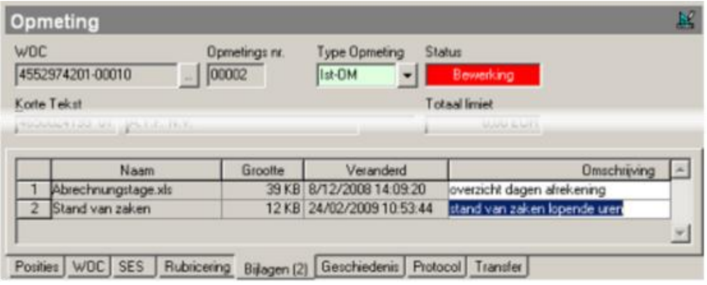
	Naam	Grootte	Veranderd
1	Abrechnungstage.xls	39 KB	8/12/2008 14:09:20
2	Stand van zaken	12 KB	24/02/2009 10:53:44

ATTENTION

If you open an attachment and make changes to it, they will **NOT** be saved when you close it, even if you keep the file.

You can provide a description for each attachment.

At the bottom of the tab you can see the number of attachments that are present in the Measurement.



WOC: 4552974201-00010

Opmetings nr.: 00002

Type Opmeting: Ist-OM

Status: Bewerking

Korte Tekst: [redacted]

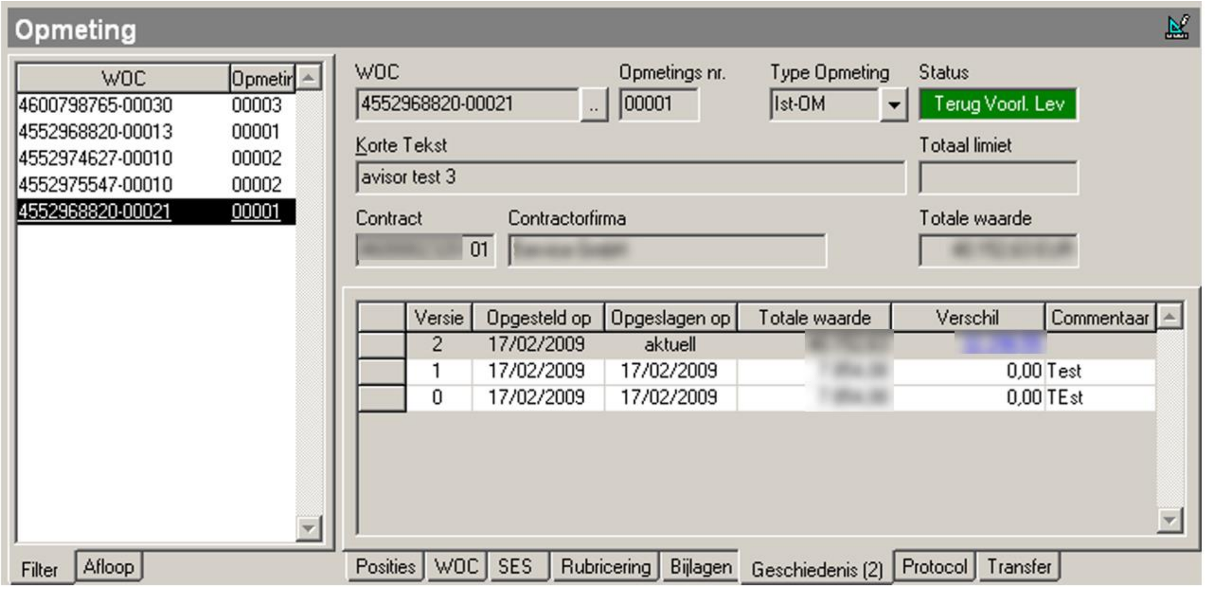
Totaal limiet: [redacted]

	Naam	Grootte	Veranderd	Omschrijving
1	Abrechnungstage.xls	39 KB	8/12/2008 14:09:20	overzicht dagen afrekening
2	Stand van zaken	12 KB	24/02/2009 10:53:44	stand van zaken lopende uren

9.1.6. Tab "History"

If there was an error in a measurement and a correction comes in Avisor, we can see the differences between all versions of the measurement in the "History" tab.

You can review an "old" measurement by selecting the line and pressing print preview .



WOC	Opmetir
4600798765-00030	00003
4552968820-00013	00001
4552974627-00010	00002
4552975547-00010	00002
4552968820-00021	00001

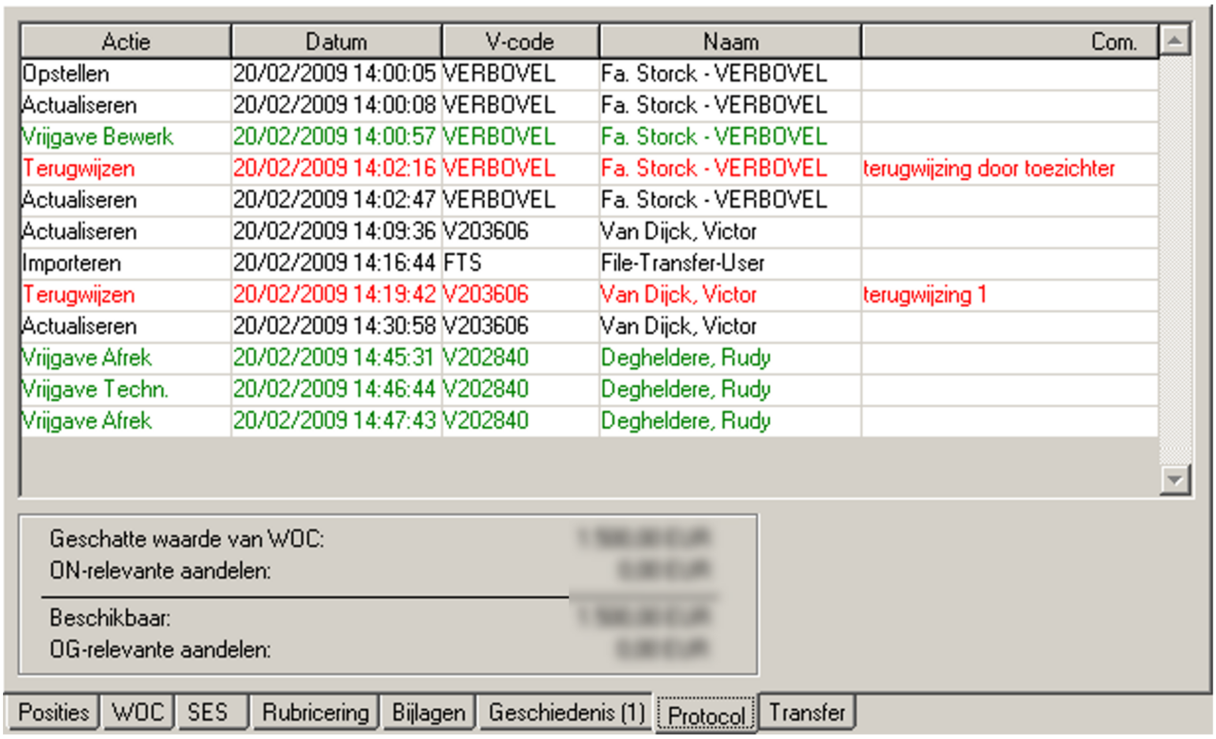
WOC: 4552968820-00021
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Terug Voorl. Lev
Korte Tekst: avisor test 3
Totaal limiet:
Contract: [redacted] 01
Contractorfirma: [redacted]
Totale waarde: [redacted]

Versie	Opgesteld op	Opgeslagen op	Totale waarde	Verschil	Commentaar
2	17/02/2009	aktuell	[redacted]	[redacted]	
1	17/02/2009	17/02/2009	[redacted]	0,00	Test
0	17/02/2009	17/02/2009	[redacted]	0,00	TEst

9.1.7. Tab "Protocol"

In "Protocol" you can consult all changes to a measurement.

You can also enter protocol comments yourself via the menu option "Document" → "comment".



Actie	Datum	V-code	Naam	Com.
Opstellen	20/02/2009 14:00:05	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	20/02/2009 14:00:08	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	20/02/2009 14:00:57	VERBOVEL	Fa. Storck - VERBOVEL	
Terugwijzen	20/02/2009 14:02:16	VERBOVEL	Fa. Storck - VERBOVEL	terugwijzing door toezichter
Actualiseren	20/02/2009 14:02:47	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	20/02/2009 14:09:36	V203606	Van Dijck, Victor	
Importeren	20/02/2009 14:16:44	FTS	File-Transfer-User	
Terugwijzen	20/02/2009 14:19:42	V203606	Van Dijck, Victor	terugwijzing 1
Actualiseren	20/02/2009 14:30:58	V203606	Van Dijck, Victor	
Vrijgave Afrek	20/02/2009 14:45:31	V202840	Degheldere, Rudy	
Vrijgave Techn.	20/02/2009 14:46:44	V202840	Degheldere, Rudy	
Vrijgave Afrek	20/02/2009 14:47:43	V202840	Degheldere, Rudy	

Geschatte waarde van WOC: [redacted]
ON-relevante aandelen: [redacted]
Beschikbaar: [redacted]
OG-relevante aandelen: [redacted]

You can see what action was taken, when, who performed the action (V-code and Avisor username) and any comments.

When returning a measurement, it is mandatory to enter the reason for referral back; which is written in the comment field.

ATTENTION

After entering protocol comments, there is no possibility to change this.

If a measurement was sent by the contractor, you will find information about this in the "Transfer" tab.

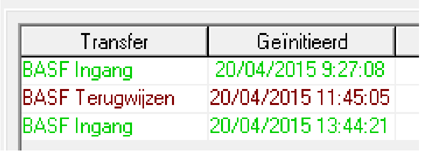
9.1.8. Tab "Transfer"

In this tab, the statuses are displayed as the contractor sees them in his Avisor. Vb.

"BASF Input" says that the measurement sent to Avisor-BASF by the contractor has been well received.

"BASF Point back" says the contractor that the measurement was rejected by BASF and that he must correct it.

"BASF booked" says the contractor that the measurement has come on the summary.



Transfer	Geïnitieerd
BASF Ingang	20/04/2015 9:27:08
BASF Terugwijzen	20/04/2015 11:45:05
BASF Ingang	20/04/2015 13:44:21

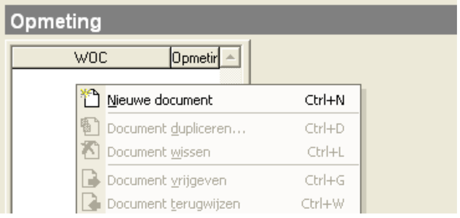
Process-step	Status BASF-Avisor	Status Contractor-Avisor	When for the Contractor-Avisor-process?	What in Citrix-Avisor?	When for the Citrix-Avisor-process?
When a BOQ is being exported by contractor & imported into BASF Avisor	For Approval	BASF Input = BASF Inbox	Only at specific timings during the day	BASF Input = BASF Inbox	Directly upon import? Only at specific timings during the day?
Through-out the internal BASF-check-phases	(different statuses)	BASF Input (they don't see transparency into our process = OK and fine for me)	Not relevant	BASF Input = BASF Inbox	Not relevant
When BOQ is begin checked and receives "Transfer"	Transfer	BASF Booked = BASF Billed	Exported only once! (send != received!) when a new WOC is created at BASF to contractor OR latest 2 or 3 days later (automatic run)	BASF Booked = BASF Billed	Each night at 01:00
When BOQ has status "HOST"	Host	BASF Booked = BASF Billed		BASF Booked = BASF Billed	

9.2. Create measurements

1. Make sure that the measurements screen is shown.

2. Create a new measurement document:

right-click and choose 'New Document' or CTRL+N

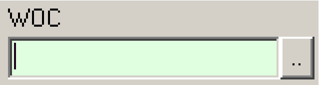

Opmeting
WOC
Opmetir
Nieuwe document Ctrl+N
Document dupliceren... Ctrl+D
Document wissen Ctrl+L
Document vrijgeven Ctrl+G
Document terugwijzen Ctrl+W

TIP : If you are on the correct WOC in the WOC screen, you can create a new measurement as follows.

Click on the feet or CTRL-R.

Avisor remembers the WOC number and will take over the WOC number when creating a new document (measurement).

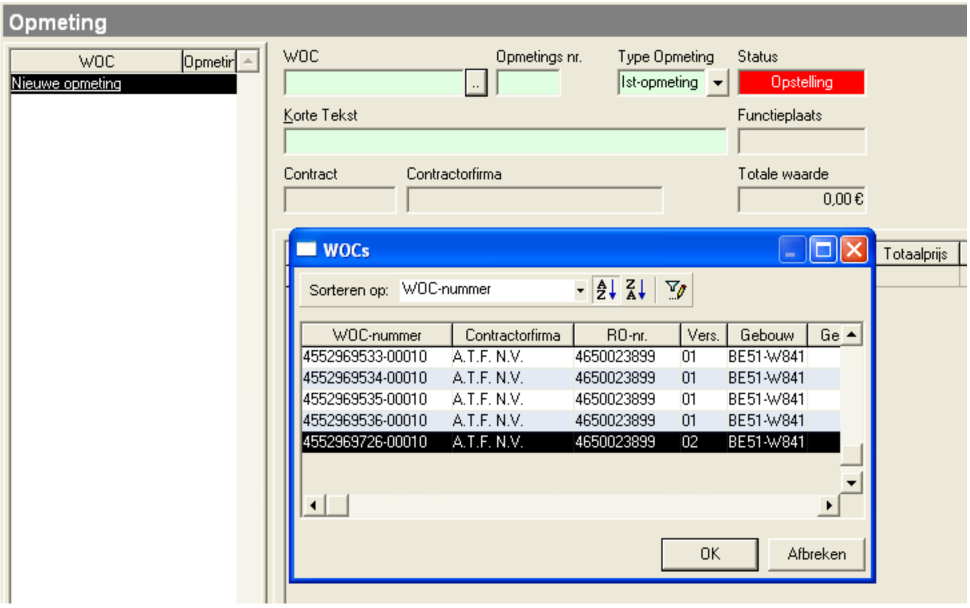
3. Enter the WOC number



or use the button .. to request an overview of the WOCs.

The person who enters a measurement will see here the list **of all released WOCs** (status = free settlement). WOCs in status Ready, Closed, Edit or Reversed cannot be selected.

4. Select the correct WOC and press OK



Type Opmeting: Ist-opmeting

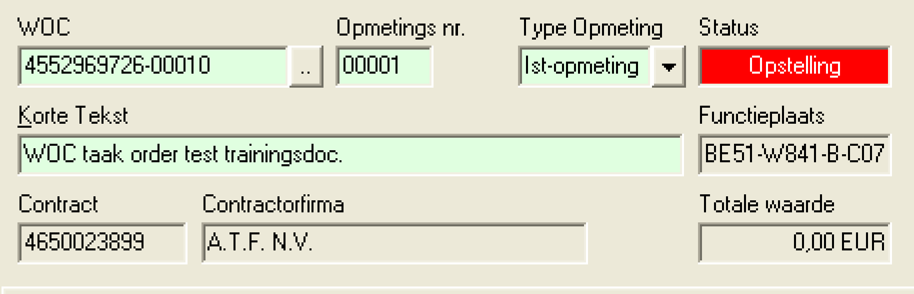
Status: Opstelling

Totale waarde: 0,00 €

Sorteren op: WOC-nummer

WOC-nummer	Contractorfirma	RO-nr.	Vers.	Gebouw	Ge
4552969533-00010	A.T.F. N.V.	4650023899	01	BE51-W841	
4552969534-00010	A.T.F. N.V.	4650023899	01	BE51-W841	
4552969535-00010	A.T.F. N.V.	4650023899	01	BE51-W841	
4552969536-00010	A.T.F. N.V.	4650023899	01	BE51-W841	
4552969726-00010	A.T.F. N.V.	4650023899	02	BE51-W841	

5. The WOC data will be included in the new measurement (including WOC number, contract, ...)



WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Opstelling
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: 4650023899
Contractorfirma: A.T.F. N.V.
Totale waarde: 0,00 EUR

If measurements already exist for the WOC, a new measurement number will be assigned. The measurement is given the status 'Setup'. The short text is taken from the WOC. It is possible to adjust the short text of the measurement. This short text will be used on the summary.

E.g. For long-term assignments for which various settlements will be drawn up (weekly, monthly), more clarity can be created via the short text. E.g. WOC monthly rent

- OM00001: Rent 04/2021
- OM00002: Rent 05/2021

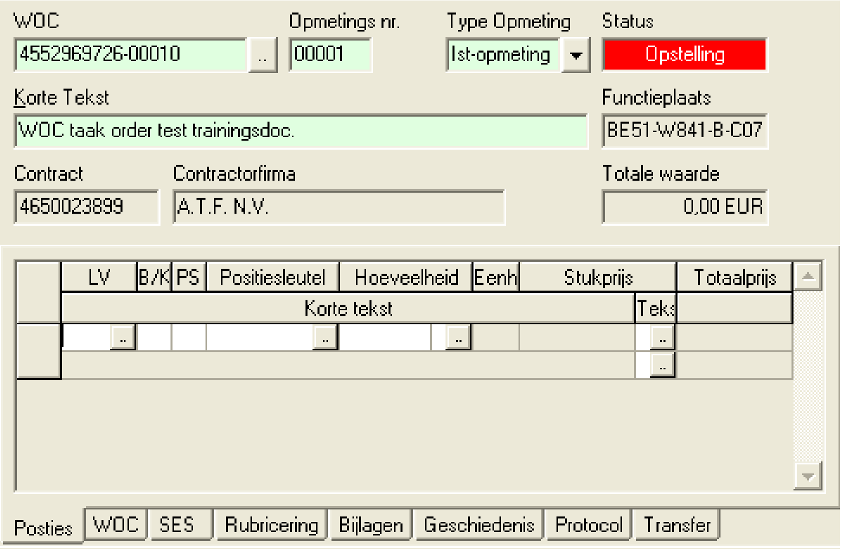
Both texts (short text WOC & short text OM) are mentioned on the summary.

6. Choose the type of measurement

If it concerns the last measurement for the WOC, this must also be indicated as Final measurement.

After the **final measurement has** been drawn up, released and booked as an SES, you can no longer create a new measurement on this WOC.

7. Make sure the tab Posties is active



WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Opstelling
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: 4650023899
Contractorfirma: A.T.F. N.V.
Totale waarde: 0,00 EUR

After setting up one or more Measurement(s), you must press the "Export" and "Send" buttons (CTRL+F12).

! SETTLEMENT FILE

For each measurement, a respective settlement file can be drawn up by the contractor and handed over to the BASF supervisor.

The content and structure of this file is discipline-specific and is explained in detail by the various specialist services / settlement control ESP / TV.

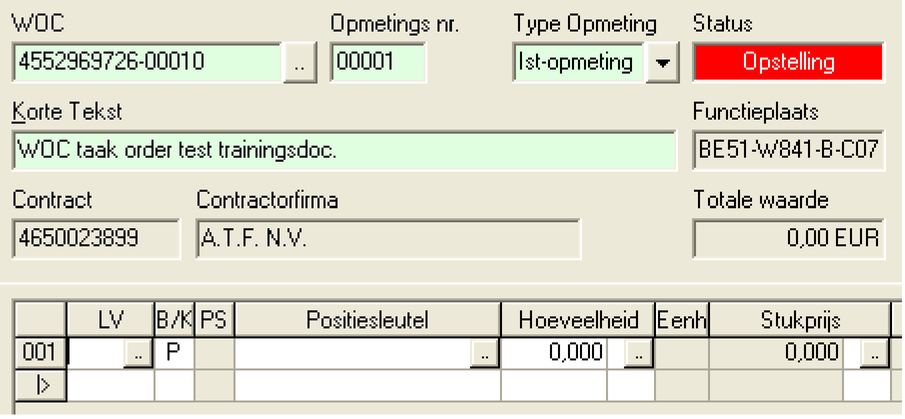
No measurement will be released by the BASF supervisor without the presence of a complete and correct settlement file.

! TIMING

The measurements must be forwarded to BASF as soon as possible within the timeframe set out in the framework contract.

9.2.1.Entering unit prices from (St)LV

1. If LV is known, specify LV in ➔ proceed to step 5 or press .. to find the correct LV.



WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Opstelling
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: 4650023899
Contractorfirma: A.T.F. N.V.
Totale waarde: 0,00 EUR

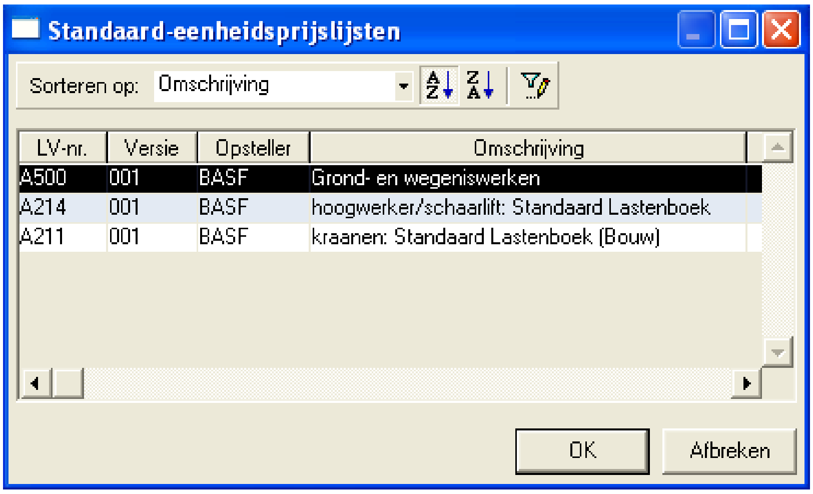
	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Stukprijs
001		P			0,000		0,000

Because a contract was chosen when creating the task in SAP, it has already been determined for the created WOC which LV's can / may be used when entering the settlement. For each contract / version it is determined which LV's and prices can be charged.

The LVs shown are the LCs that apply to the contract. It is therefore not possible to settle something that does not include the contract (or Specifications).

The status of the measurement changes from 'Setup' to 'For Approval' as soon as the measurement is saved.

2. Choose the correct LV from the list and press OK

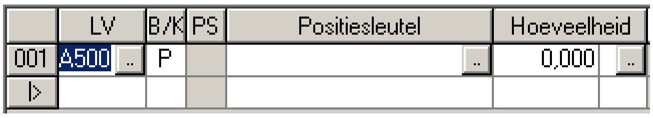


Standaard-eenheidsprijslijsten

Sorteren op: Omschrijving

LV-nr.	Versie	Opsteller	Omschrijving
A500	001	BASF	Grond- en wegeniswerken
A214	001	BASF	hoogwerker/schaarlift: Standaard Lastenboek
A211	001	BASF	kraanen: Standaard Lastenboek (Bouw)

3. The selected LV is taken over.



	LV	B/K	PS	Positiesleutel	Hoeveelheid
001	A500 ..	P		..	0,000 ..
I>					

4. Enter the position key (xx.xx.xx.xx.xx) ➔ proceed to step 8. or click .. to select a position key.

By entering/selecting position keys, it is determined what is settled and at what unit price. It is only necessary to select the correct specifications, thereby determining the correct position key and then the quantity.

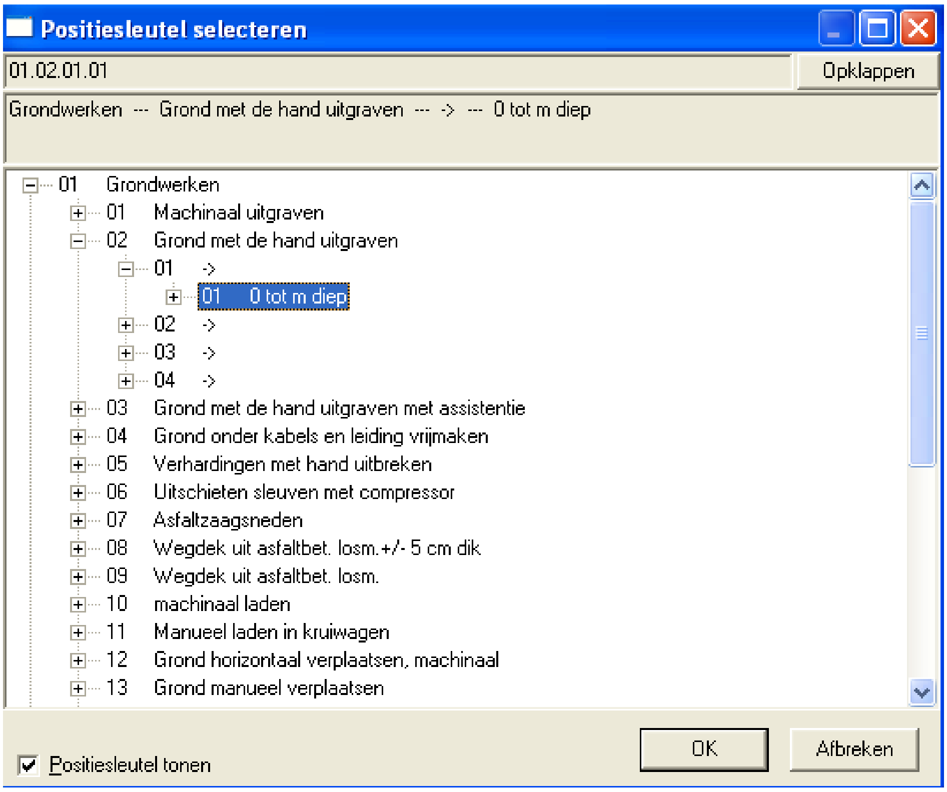
The B/K field is filled in automatically.

You can select a position key in different ways.

4A: by entering number per number in the input fields(via TAB you can jump to the next position)When entering a value, a next list is shown with the possible values for the entered value.

4B: It is also possible to use the classic search tree for this. You can set this via the menu "Tools" → "Options" → tab "Measurements: Classic search tree".

Example classic search tree:



01.02.01.01

Grondwerken --- Grond met de hand uitgraven --- -> --- 0 tot m diep

- 01 Grondwerken
  - 01 Machinaal uitgraven
  - 02 Grond met de hand uitgraven
    - 01 ->
      - 01 0 tot m diep
    - 02 ->
    - 03 ->
    - 04 ->
  - 03 Grond met de hand uitgraven met assistentie
  - 04 Grond onder kabels en leiding vrijmaken
  - 05 Verhardingen met hand uitbreken
  - 06 Uitschieten sleuven met compressor
  - 07 Asfaltzaagsneden
  - 08 Wegdek uit asfaltbet. losm.+/- 5 cm dik
  - 09 Wegdek uit asfaltbet. losm.
  - 10 machinaal laden
  - 11 Manueel laden in kruiwagen
  - 12 Grond horizontaal verplaatsen, machinaal
  - 13 Grond manueel verplaatsen

☑ Positiesleutel tonen

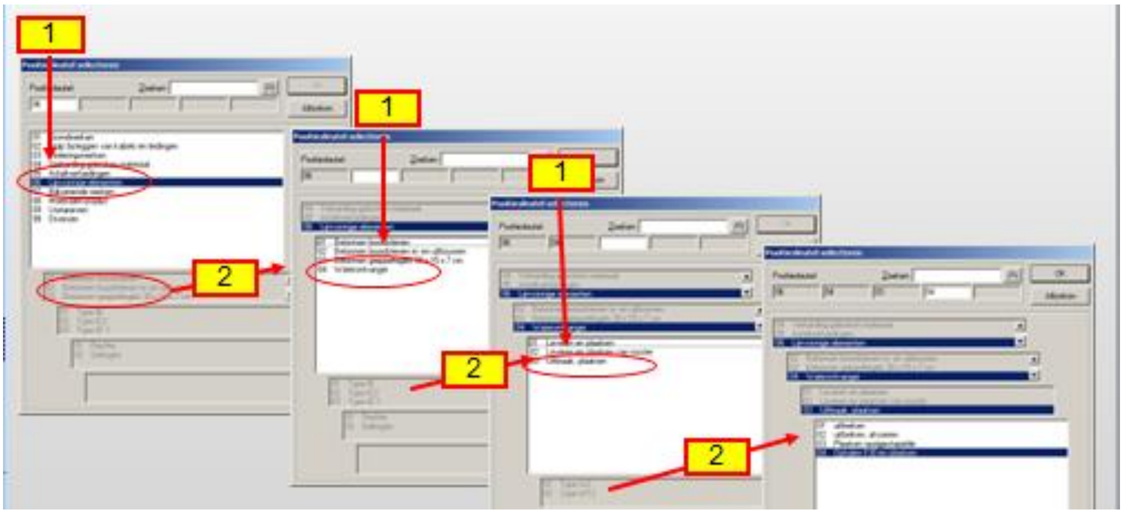
4C: by clicking a position key with the mouse.

Each time a number is clicked on, the selected number is placed at the top of the position key.

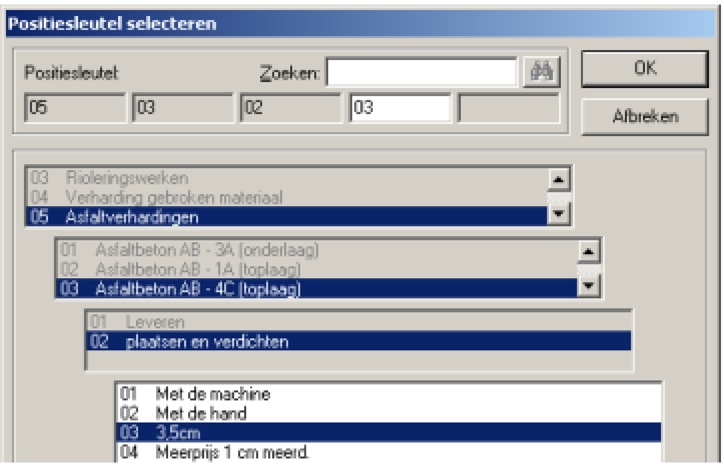
<u>Procedure:</u>

1. You click with the mouse in the 1st (white background) drop-down list an item from the list.

2. You go down with the mouse, to the 2nd level (grayed out). If you move the mouse over this, this box is activated (white background), and you can choose the 2nd position here.



5. Repeat this until all positions of the position number have been entered and the position number is shown in full at the top.



Positiesleutel selecteren

Positiesleutel Zoeken:

05 | 03 | 02 | 03

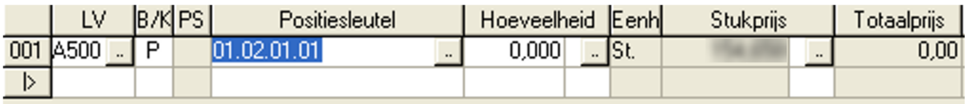
03 Rioleringswerken
04 Verharding gebroken materiaal
05 Asfaltverhardingen

01 Asfaltbeton AB - 3A (onderlaag)
02 Asfaltbeton AB - 1A (toplaag)
03 Asfaltbeton AB - 4C (toplaag)

01 Leveren
02 plaatsen en verdichten

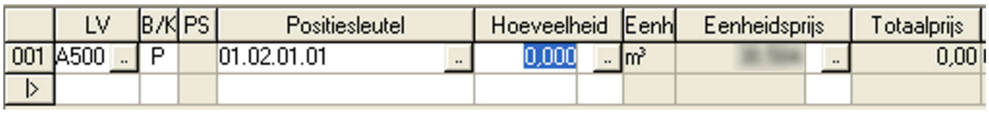
01 Met de machine
02 Met de hand
03 3,5cm
04 Meerprijs 1 cm meerd.

6. With a complete and correct number, the button is OK activated and the accumulated position number can be accepted via this button. The full number is transferred to the Position Key field.



	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Stukprijs	Totaalprijs
001	A500 ..	P		01.02.01.01 ..	0,000 ..	St.	[redacted] ..	0,00
▷								

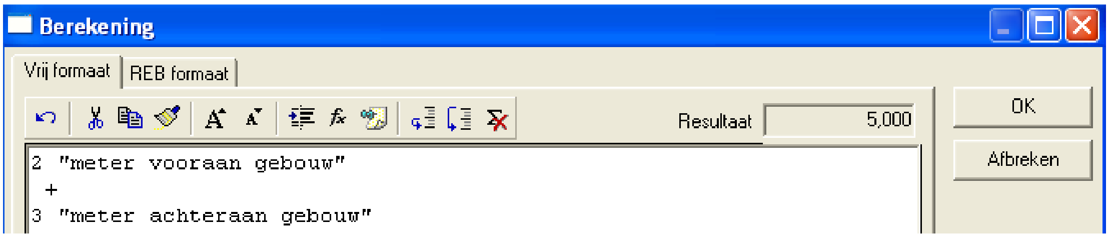
7. The unit and unit price are filled in automatically and cannot be changed, as they were taken from the selected LV.



	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs
001	A500 ..	P		01.02.01.01 ..	0,000 ..	m²	[redacted] ..	0,00
▷								

8. Enter the quantity (max. 3 digits after the comma) and press enter to calculate the total price <u>or</u> press .. to include the calculation of the quantity (formula) in the measurement.

9. In the formula window, enter the formula to be applied + any text for clarification (between " ").



```
2 "meter vooraan gebouw"
 +
3 "meter achteraan gebouw"
```

When using the formula window:

the standard calculation order applies i.e.

1. raising power
2. multiplication and division
3. square root
4. addition and subtraction

Of course, the use of parentheses is recommended, because this can both affect the order and increase the readability.

The following formula is correct, but still causes confusion:

2 * 4 + 1 * 5 (=13)

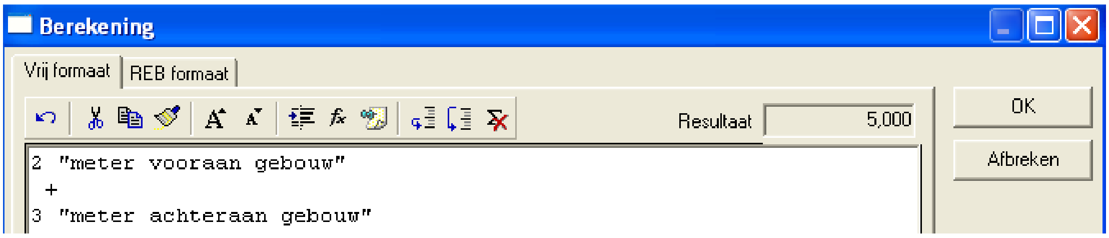
The legibility increases when round hooks are used:

(2*4) + (1*5) (=13)

By using " (double quote) one can add comments in the formula window. The text between " " is then ignored by the program.

10. The result of the entered formula is shown.

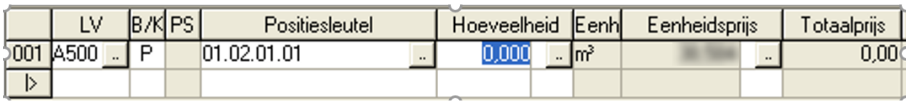
Press OK.



```
2 "meter vooraan gebouw"
 +
3 "meter achteraan gebouw"
```

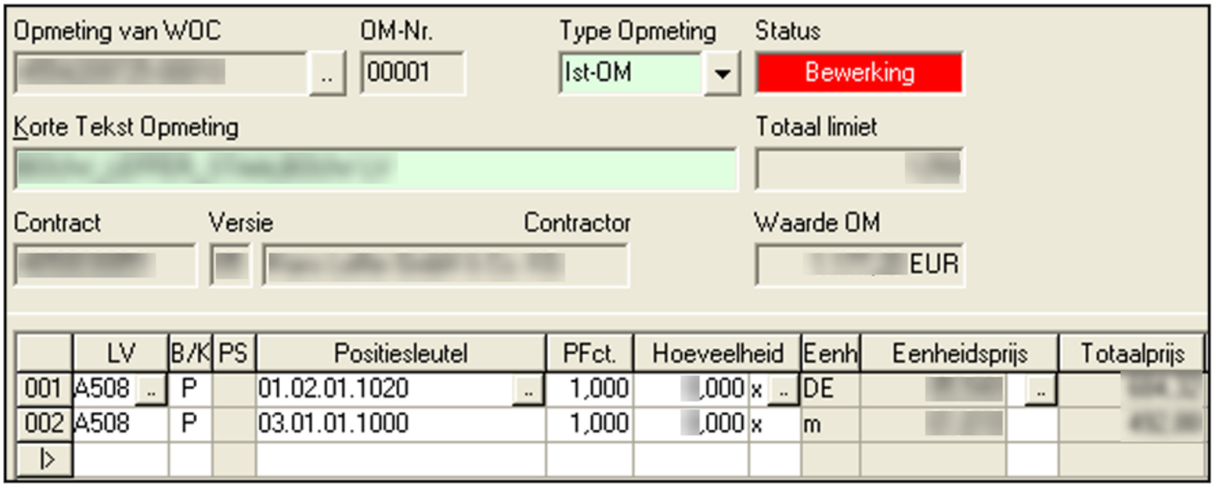
11. The result is shown in quantity and the total price of the position is calculated.

When a formula is used in the calculation of the quantity, an x is shown next to the quantity.



	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs
001	A500 ..	P		01.02.01.01 ..	0,000 ..	m³	[redacted] ..	0,00
▷								

12. The total value of all measurement lines is also calculated automatically (= value of the measurement).

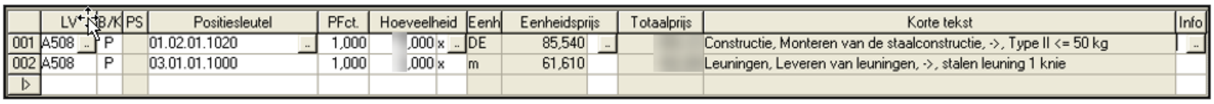


Opmeting van WOC: [redacted]
OM-Nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Korte Tekst Opmeting: [redacted]
Totaal limiet: [redacted]
Contract: [redacted]
Versie: [redacted]
Contractor: [redacted]
Waarde OM: [redacted] EUR

	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid		Eenh	Eenheidsprijs		Totaalprijs
001	A508		P	01.02.01.1020	1,000	[redacted],000	x	DE	[redacted]		[redacted]
002	A508		P	03.01.01.1000	1,000	[redacted],000	x	m	[redacted]		[redacted]
▷											

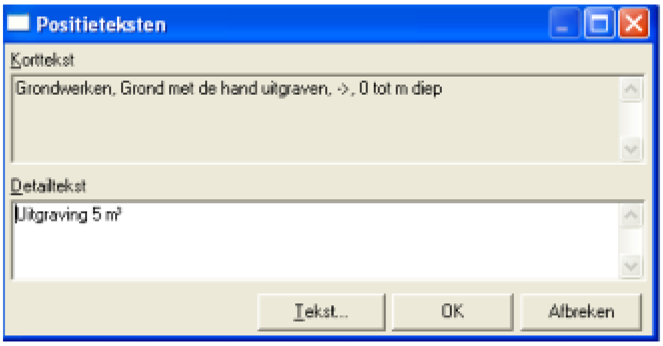
13. The description of the position key shall be reproduced as the short text of the measurement. There is the possibility to add additional comments to this measurement line.

Press .. info.



	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid		Eenh	Eenheidsprijs		Totaalprijs	Korte tekst	Info
001	A508	P		01.02.01.1020	1,000	[redacted],000	x	DE	85,540		[redacted]	Constructie, Monteren van de staalconstructie, ->, Type II <= 50 kg	
002	A508	P		03.01.01.1000	1,000	[redacted],000	x	m	61,610		[redacted]	Leuningen, Leveren van leuningen, ->, stalen leuning 1 knie	
▷													

14.Fill in comment in the Position Text screen and press OK



Positieteksten

Korttekst: Grondwerken, Grond met de hand uitgraven, ->, 0 tot m diep

Detailtekst: Uitgraving 5 m³

When additional text (comment) has been created for a measurement line, this is indicated by an x.

The additional comment, which can be added to each measurement line, is also shown when printing the measurement.

Use the info field to provide more information regarding the position.

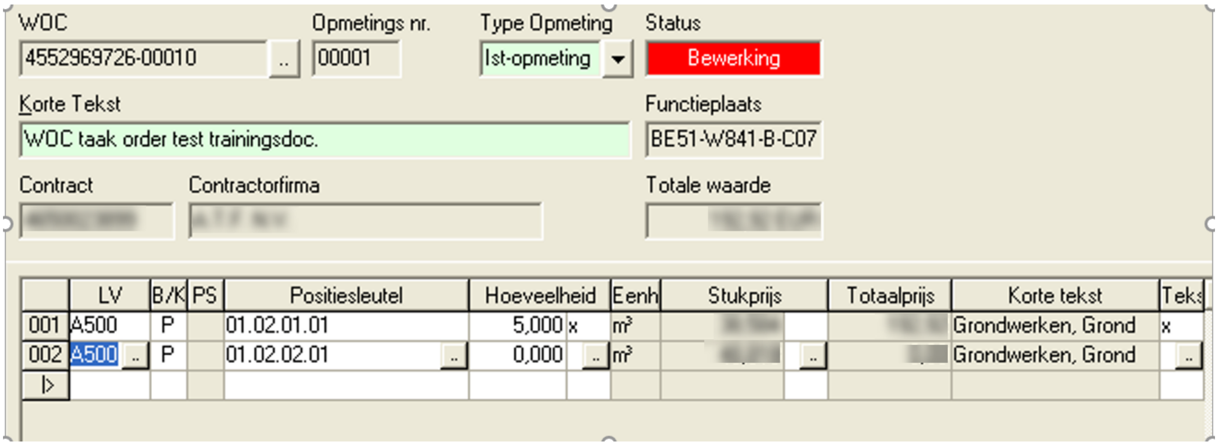
Attention: scales are applied automatically but only per measurement line. Staffing refers to a pricing per piece/unit that depends on the quantity.

I.e. when splitting into different measurement lines, a different scale can be applied than is the case with one joint measurement line.

15. Add further lines to a measurement

Tip:

Place the cursor in the LV field of a new empty line:- Press Enter to take over the selected LV from the previous line.- Press + to take over both the selected LV and the position key from the previous line.- A measurement line can be copied completely by selecting them, then right-click copy. Now position the cursor in the right place and right-click for Paste there. The entire line (including formulas and text) was copied.

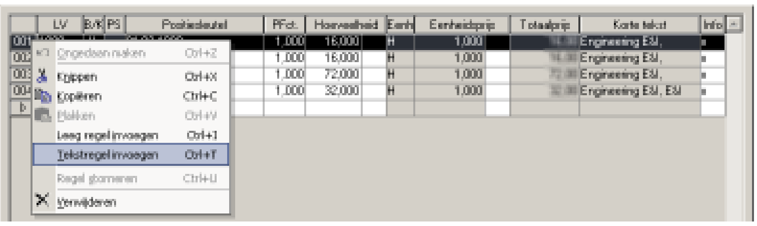


WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Bewerking
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Stukprijs	Totaalprijs	Korte tekst	Teks
001	A500	P		01.02.01.01	5,000 x	m³	[redacted]	[redacted]	Grondwerken, Grond	x
002	A500	P		01.02.02.01	0,000	m³	[redacted]	[redacted]	Grondwerken, Grond	

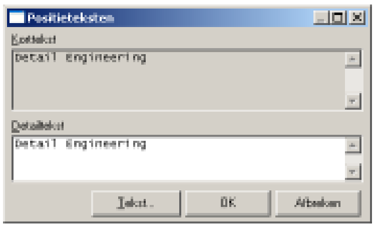
Working with subtotals:

Select the measurement line where you want the subtotal to begin.



	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	Korte tekst	Info
001					1,000	18,000	H	1,000	[redacted]	Engineering E&I,	▪
002					1,000	16,000	H	1,000	[redacted]	Engineering E&I,	▪
003					1,000	72,000	H	1,000	[redacted]	Engineering E&I,	▪
004					1,000	32,000	H	1,000	[redacted]	Engineering E&I, E&I	▪

Right-click the block that contains the line number and choose Insert Text Line or press ctrl-T

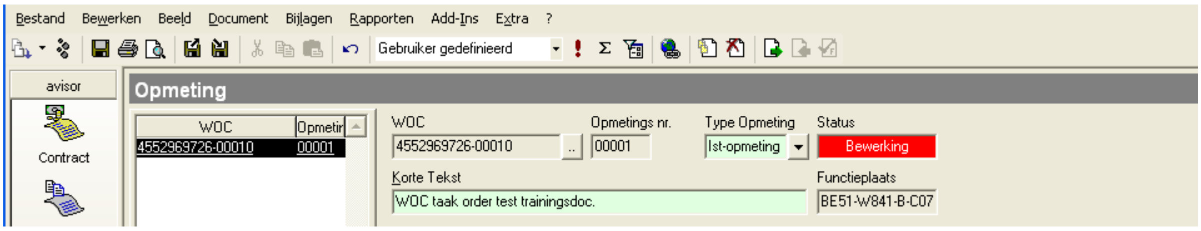


Korttekst: Detail Engineering
Detailtekst: Detail Engineering

Enter the subtotal name in the Position Texts pop-up, and press OK.

16. When all measurement lines have been entered: press to save the measurement.

17. The measurement now has status Operation

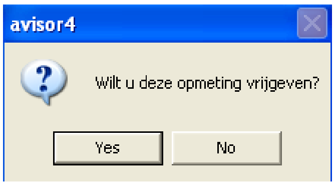


Bestand Bewerken Beeld Document Bijlagen Rapporten Add-Ins Extra ?
Gebruiker gedefinieerd
avisor
Contract
Opmeting

WOC	Opmeting
4552969726-00010	00001

WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Bewerking
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07

18. Press to release the measurement.

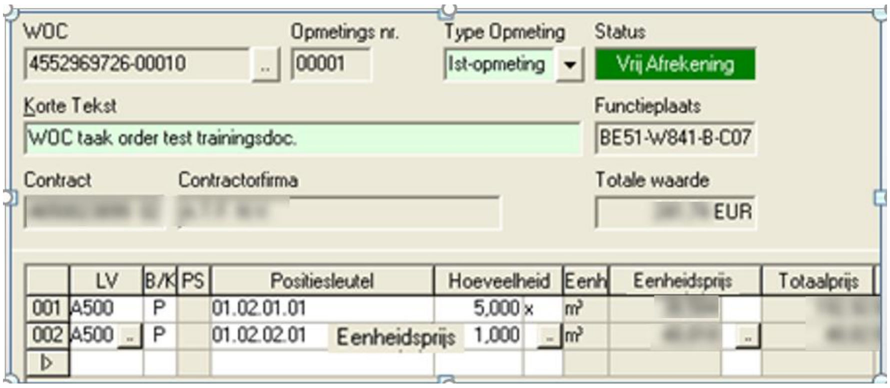


avisor4

Wilt u deze opmeting vrijgeven?

19. Press Yes

20. The measurement has now been released and can no longer be adjusted.



WOC: 4552969726-00010

Opmetings nr.: 00001

Type Opmeting: Ist-opmeting

Status: Vrij Afrekening

Korte Tekst: WOC taak order test trainingsdoc.

Functieplaats: BE51-W841-B-C07

Contract: [redacted]

Contractorfirma: [redacted]

Totale waarde: [redacted] EUR

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs
001	A500	P		01.02.01.01	5,000 x	m²	[redacted]	[redacted]
002	A500	P		01.02.02.01	1,000	m²	[redacted]	[redacted]

By clicking on a measurement in the drop-down list on the right, you get a context menu. Here you can duplicate a measurement if you eg. always have to make the same kind of measurement. You must then select the correct target WOC when duplicating.

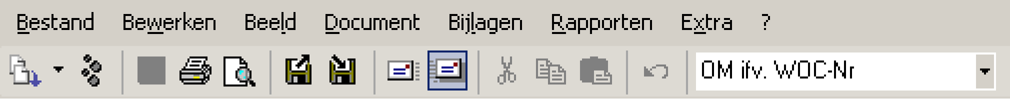
21. The status of the measurement changes from "Free Settlement" to "Supplier Correction"
If after release of a measurement it is determined that there is still an error in the measurement, then the measurement must be returned via the button .
The BASF supervisor will also have to take back the measurement in Avisor BASF.

When a contractor releases a measurement in his Avisor system, it is not yet available in Avisor BASF.

22. The measurement has been released and must be forwarded to BASF.

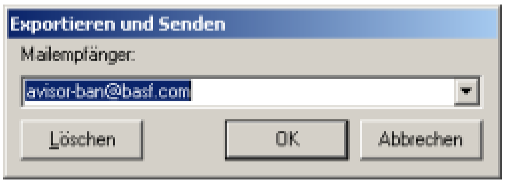
The measurement can no longer be adjusted.

Forwarding to BASF is done by pressing the Export and Send button or by using the key combination CTRL+F12.



23. Now you can press OK.

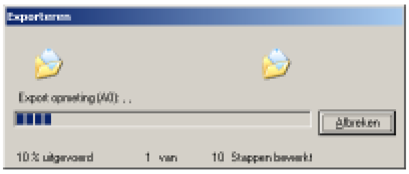
Do not change the email address, otherwise the Measurement will not be processed by Avisor BASF.



Exportieren und Senden

Mailempfänger: avisor-ban@basf.com

24. Avisor now shows a progress indicator.


Exporteren
Export opmeting (A0): . .
Afbreken
10 % uitgevoerd 1 van 10 Stappen bewerkt

25. Since a confirmation email is returned per Export, the following procedure is recommended:

1. Run the filter 'OM without export' once a day.
2. Select all OM in the list (with key combination CTRL-A)
3. Press the Export & Send button.

26. After exporting and sending, Avisor displays a protocol. This shows whether the export went smoothly. You can print or close this protocol.

Only one confirmation email will be returned containing an overview of all the measurements just sent.

After the OM has been received by the BASF-Avisor system, an attempt is made to import this OM into basf's Avisor system.

If this is correct, an email will be returned with 'OK' in the subject. This means that the OM was received by BASF.

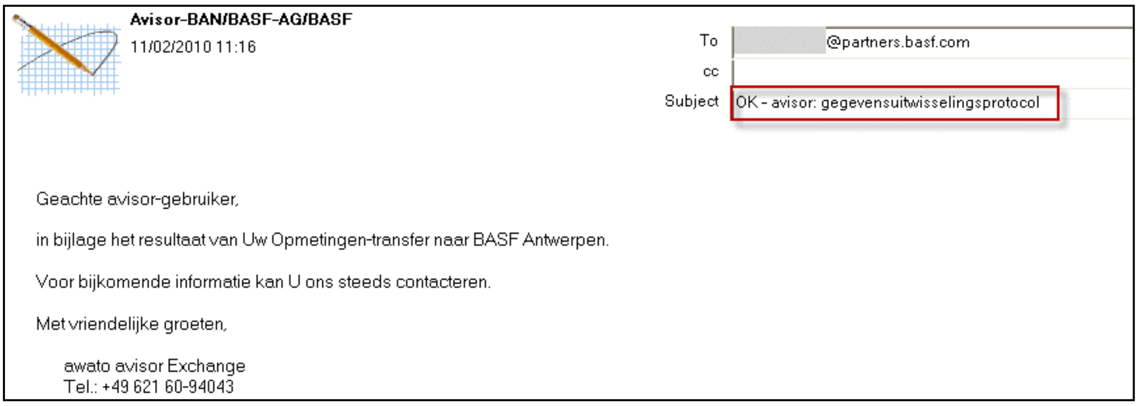
"OK" in 'subject' of the mail

If the contractor exports a measurement, he will receive a confirmation email with additional information about the transfer of the measurement.

When the 'subject' of the mail says "OK", you immediately see that the transfer of the measurement has been done correctly.

At the bottom of the mail is additional information about the transfer.

Remark: both the contractor and the BASF supervisor receive this e-mail



Avisor-BAN/BASF-AG/BASF
11/02/2010 11:16

To [redacted]@partners.basf.com
cc
Subject OK - avisor: gegevensuitwisselingsprotocol

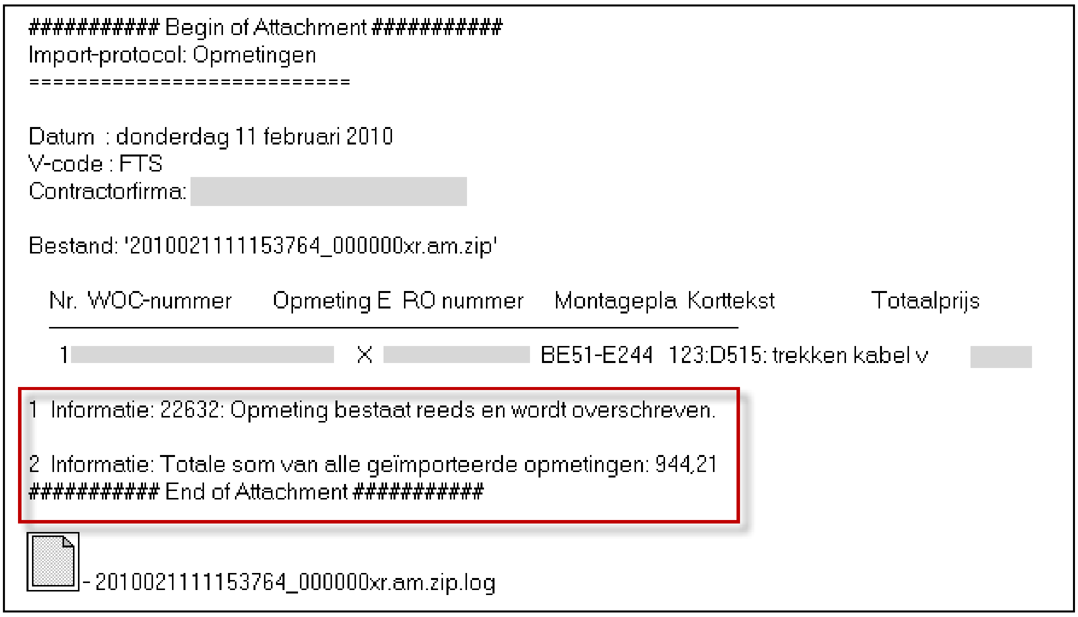
Geachte avisor-gebruiker,

in bijlage het resultaat van Uw Opmetingen-transfer naar BASF Antwerpen.

Voor bijkomende informatie kan U ons steeds contacteren.

Met vriendelijke groeten,

awato avisor Exchange
Tel.: +49 621 60-94043



```
########### Begin of Attachment ###########
Import-protocol: Opmetingen
==========================

Datum  : donderdag 11 februari 2010
V-code : FTS
Contractorfirma: [redacted]

Bestand: '2010021111153764_000000xr.am.zip'

  Nr. WOC-nummer     Opmeting E  RO nummer    Montagepla  Korttekst         Totaalprijs
  ___________________________________________________________________________
   1 [redacted]        X  [redacted]   BE51-E244  123:D515: trekken kabel v   [redacted]

1  Informatie: 22632: Opmeting bestaat reeds en wordt overschreven.

2  Informatie: Totale som van alle geïmporteerde opmetingen: 944,21
########### End of Attachment ###########

- 2010021111153764_000000xr.am.zip.log
```

"nOK" in 'subject' of the mail

When the 'subject' of the mail says "nOK", this means that the transfer of the measurement was not successful.

At the bottom of the mail are the error messages listed and / or additional information about the transfer.

The BASF supervisor must be contacted before these measurements can be resent.

Most common problems:

If in the BASF-Avisor system the WOC is in status Ready, no new OM can be imported.

If the OM is already present in the BASF-Avisor system but not in the status Correction Lev. or Correction, this OM cannot be overwritten.

In the previous example is the message that the old measurement cannot be exceeded. A possible cause is that the BASF supervisor did not resign the OM.

Remark: both the contractor and the BASF supervisor receive this e-mail

9.2.2.Enter Regie-hours (performance in houre-rate) (Lohnstunden)

For all positions with the unit "LStd" (Lohnstundenerfassung), a time registration by name must be entered in Avisor.

This entry is done in a separate input screen where all data is checked for accuracy. This data will then be automatically transferred to the measurement.

For the software to function properly, the latest version of Avisor must be installed.

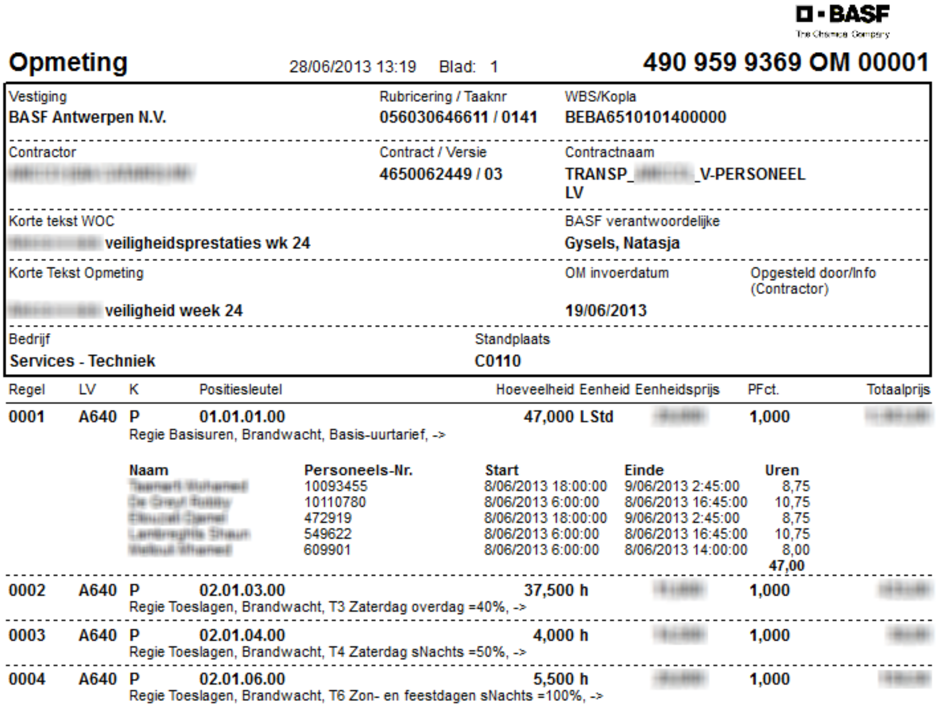
For each position (read job profile), the following information must be entered:

- Employee's personnel number
- Name of the employee
- Date
- Start time
- End
- Number of hours without break

A double entry is not possible. An employee cannot be reported at the same time on another job profile, Measurement and/or WOC.

Below is a "Best-Practice" example of how to set up a measurement:
Order:

1. Basic hours per position, per day (date of start of work), per person
2. Supplements (Total of the above persons)



Opmeting 28/06/2013 13:19 Blad: 1 **490 959 9369 OM 00001**

Vestiging **BASF Antwerpen N.V.**	Rubricering / Taaknr **056030646611 / 0141**	WBS/Kopla **BEBA6510101400000**
Contractor [redacted]	Contract / Versie **4650062449 / 03**	Contractnaam **TRANSP_[redacted]_V-PERSONEEL LV**
Korte tekst WOC [redacted] **veiligheidsprestaties wk 24**		BASF verantwoordelijke **Gysels, Natasja**
Korte Tekst Opmeting [redacted] **veiligheid week 24**	OM invoerdatum **19/06/2013**	Opgesteld door/Info (Contractor)
Bedrijf **Services - Techniek**	Standplaats **C0110**	

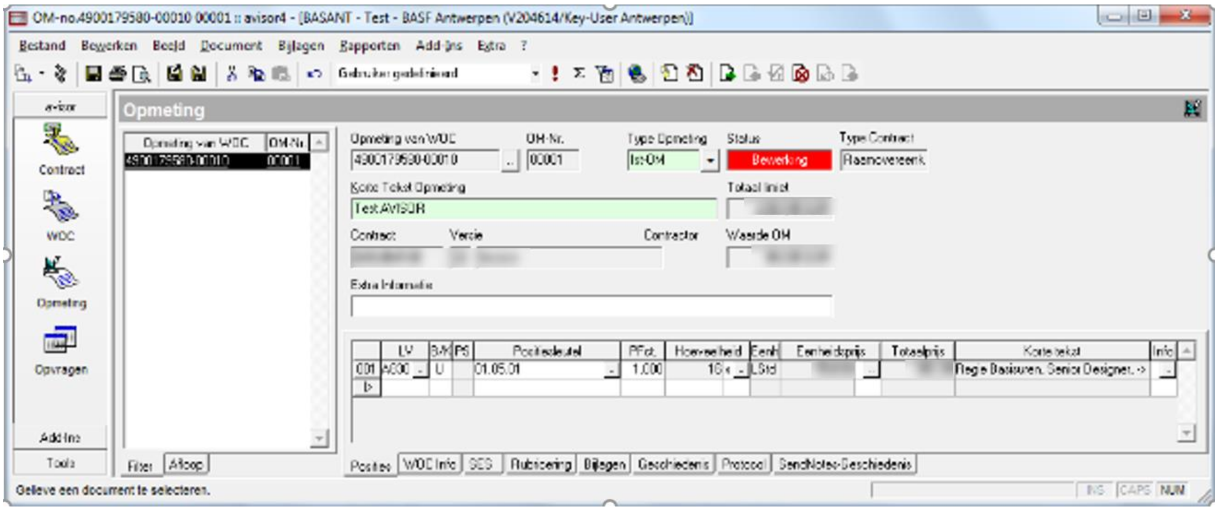
Regel	LV	K	Positiesleutel	Hoeveelheid	Eenheid	Eenheidsprijs	PFct.	Totaalprijs
0001	**A640**	**P**	**01.01.01.00** Regie Basisuren, Brandwacht, Basis-uurtarief, ->	**47,000**	**LStd**	[redacted]	**1,000**	[redacted]

Naam	Personeels-Nr.	Start	Einde	Uren
[redacted]	10093455	8/06/2013 18:00:00	9/06/2013 2:45:00	8,75
[redacted]	10110780	8/06/2013 6:00:00	8/06/2013 16:45:00	10,75
[redacted]	472919	8/06/2013 18:00:00	9/06/2013 2:45:00	8,75
[redacted]	549622	8/06/2013 6:00:00	8/06/2013 16:45:00	10,75
[redacted]	609901	8/06/2013 6:00:00	8/06/2013 14:00:00	8,00
				47,00

Regel	LV	K	Positiesleutel	Hoeveelheid	Eenheid	Eenheidsprijs	PFct.	Totaalprijs
0002	**A640**	**P**	**02.01.03.00** Regie Toeslagen, Brandwacht, T3 Zaterdag overdag =40%, ->	**37,500**	**h**	[redacted]	**1,000**	[redacted]
0003	**A640**	**P**	**02.01.04.00** Regie Toeslagen, Brandwacht, T4 Zaterdag sNachts =50%, ->	**4,000**	**h**	[redacted]	**1,000**	[redacted]
0004	**A640**	**P**	**02.01.06.00** Regie Toeslagen, Brandwacht, T6 Zon- en feestdagen sNachts =100%, ->	**5,500**	**h**	[redacted]	**1,000**	[redacted]

9.2.2.1. Input screen for control hours (unit Lstd)

When a position key is entered with the unit "LStd", the input screen opens automatically after [TAB] or [Enter], either manually with [F9], or after selecting [..].

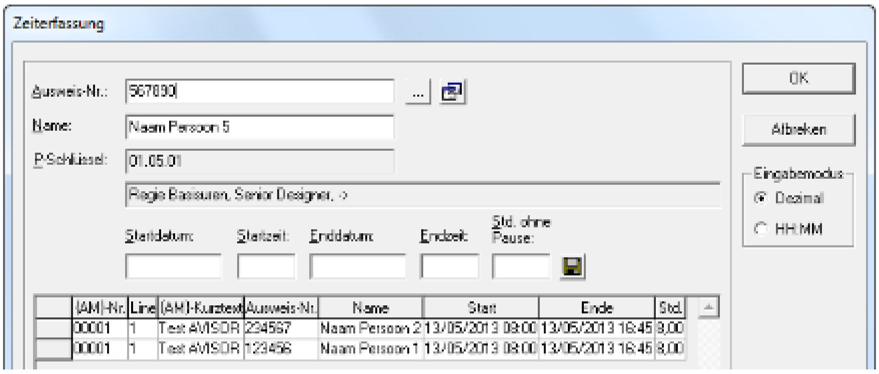


OM-no.4900179580-00010 00001 :: avisor4 - [BASANT - Test - BASF Antwerpen (V204614/Key-User Antwerpen)]

Opmeting van WOC: 4900179580-00010
OM-Nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Type Contract: Raamovereenk.
Korte Tekst Opmeting: Test AVISOR
Totaal Ist: [redacted]
Contract: [redacted]
Versie: [redacted]
Contractor:
Waarde OM: [redacted]
Extra Informatie:

	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	Korte tekst	Info
001	A000	U		01.05.01	1,000	16	LStd	[redacted]	[redacted]	Regie Basisuren, Senior Designer, ->	

Gelieve een document te selecteren.



Ausweis-Nr.: 567890
Name: Naam Persoon 5
P-Schlüssel: 01.05.01
Regie Basisuren, Senior Designer, ->

Eingabemodus
● Dezimal
○ HH:MM

	(AM)-Nr.	Line	(AM)-Kurztext	Ausweis-Nr.	Name	Start	Ende	Std.
	00001	1	Test AVISOR	234567	Naam Persoon 2	13/05/2013 08:00	13/05/2013 16:45	8,00
	00001	1	Test AVISOR	123456	Naam Persoon 1	13/05/2013 08:00	13/05/2013 16:45	8,00

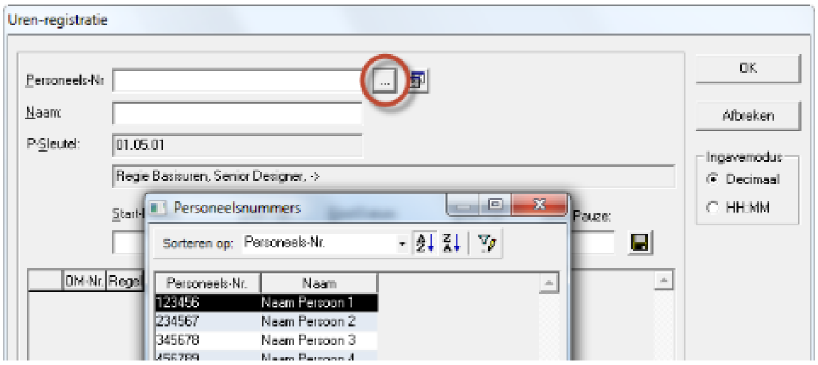
The input screen is divided into 2 parts. The upper part is intended to make a new entry, the lower part gives an overview of the data already entered on the relevant WOC (both the measurement where one is entering at that moment and any others).

When leaving the input screen with [OK], the total number of hours without pause per measurement is rounded to 2 decimal places and taken over as a quantity in the measurement.

9.2.2.2. Data entry

The fields *Personnel-No, Date* (default on current date), *Start-Time, End-Time and Hours without Break* must always be filled in.

The names with the personnel numbers can be selected from a list:



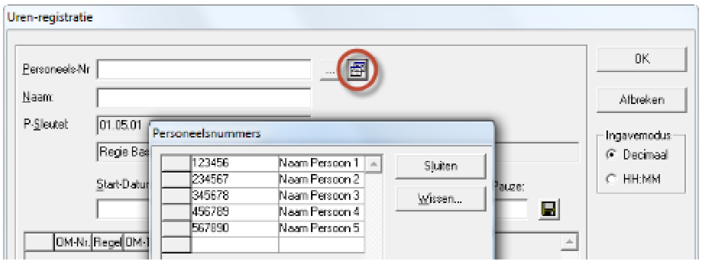
P-Sleutel: 01.05.01
Regie Basisuren, Senior Designer, ->

Ingavemodus
● Decimaal
○ HH:MM

Sorteren op: Personeels-Nr.

Personeels-Nr.	Naam
123456	Naam Persoon 1
234567	Naam Persoon 2
345678	Naam Persoon 3
456789	Naam Persoon 4

Supplementing / managing / maintaining this list can be done with the button below:

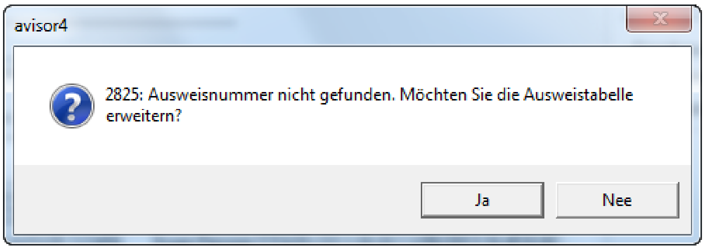


P-Sleutel: 01.05.01

Ingavemodus
● Decimaal
○ HH:MM

	123456	Naam Persoon 1
	234567	Naam Persoon 2
	345678	Naam Persoon 3
	456789	Naam Persoon 4
	567890	Naam Persoon 5

The Personnel-No input field *is a self-learning* list. If an unknown value is entered directly in the field, the following message will appear.



2825: Ausweisnummer nicht gefunden. Möchten Sie die Ausweistabelle erweitern?

By confirming with [Yes] one enters the screen for the management of names and personnel no.

To facilitate the entries for the *Date, Start-Time, End-Time* and *Hours without Pause fields,* these can be automatically supplemented with proposal values:

Field	**Input**	**Value**
Date	1	The value is supplemented with the current Month and Year
Date	1.1	The value is supplemented with the current Year
Time	8	The value is supplemented by the minutes :00
Hours	1	The value is rounded to quarters with 2 decimal places

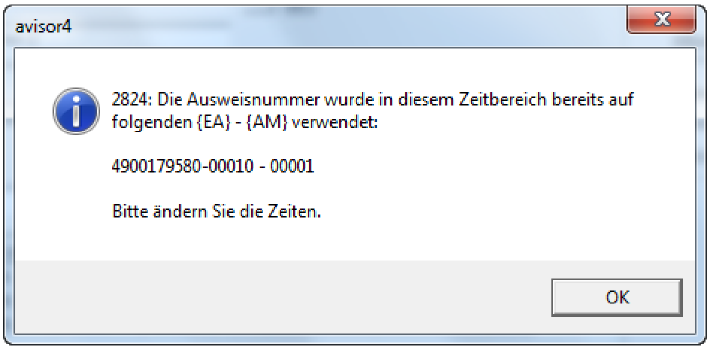
Entering the times must be done with rounding in quarters:

- *Start-Time:* Round up (07:52 becomes 08:00)
- *End-Time:* Rounding down (16:52 becomes 16:45)

Multiple entries (times and/or employees) can be made per position key.

By pressing the floppy disk symbol, the check on duplicate entries will be done and saved at OK.

In addition to the mandatory fields and the check between *Start/End Time* and consistency on the number of *Hours without a Break,* Avisor checks whether the personnel number has not been reported back on another measurement in the specified time frame. If this would be the case, one will receive the notification on which WOC – Measurement this is the case, vd:



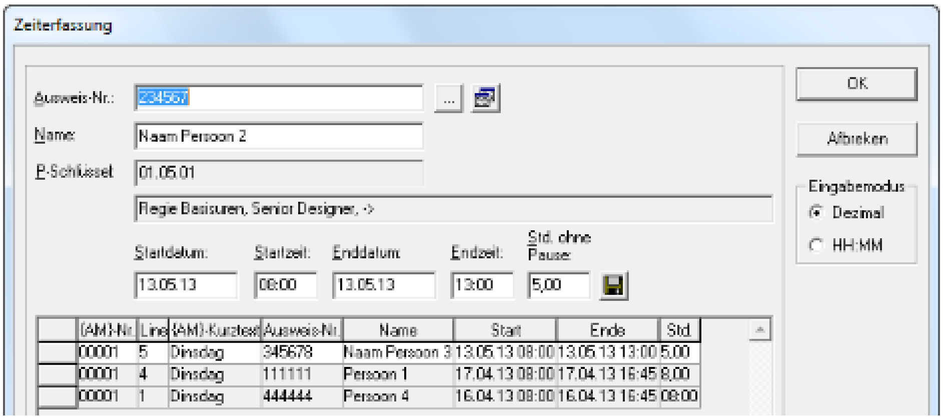
2824: Die Ausweisnummer wurde in diesem Zeitbereich bereits auf folgenden {EA} - {AM} verwendet:

4900179580-00010 - 00001

Bitte ändern Sie die Zeiten.

9.2.2.3. Edit entered Data

The lower part of the input screen shows all entered data of the relevant WOC. The lines with the white background are those of the current position key. The ones with the dark background are from other position keys within the same measurement or other measurements within the same WOC. The order is descending to *Date* and *Start-Time.*



Ausweis-Nr.: 234567

Name: Naam Persoon 2

P-Schlüssel: 01.05.01

Regie Basisuren, Senior Designer, ->

Startdatum: 13.05.13

Startzeit: 08:00

Enddatum: 13.05.13

Endzeit: 13:00

Std. ohne Pause: 5,00

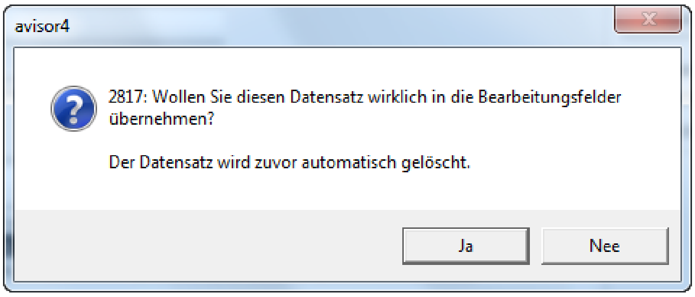
(AM)-Nr.	Line	(AM)-Kurztext	Ausweis-Nr.	Name	Start	Ende	Std
00001	5	Dinsdag	345678	Naam Persoon 3	13.05.13 08:00	13.05.13 13:00	5.00
00001	4	Dinsdag	111111	Persoon 1	17.04.13 08:00	17.04.13 16:45	8.00
00001	1	Dinsdag	444444	Persoon 4	16.04.13 08:00	16.04.13 16:45	08:00

Only the white lines can be adjusted immediately. If you want to adjust the dark line, you have to go to the relevant measurement.

You can adjust by selecting a white line with the right mouse button:

- Select all
- Edit
- Wipe

After selecting [Select All], one will get the following message:



2817: Wollen Sie diesen Datensatz wirklich in die Bearbeitungsfelder übernehmen?

Der Datensatz wird zuvor automatisch gelöscht.

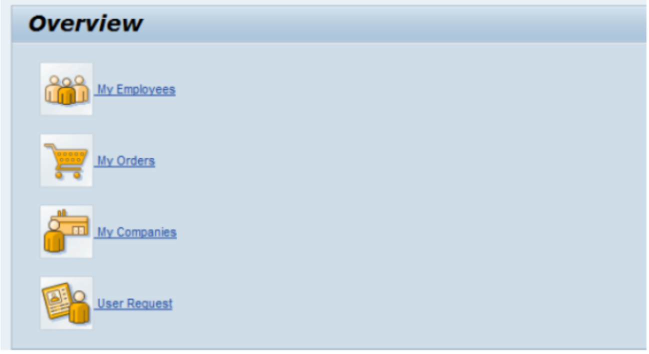
Confirmation with [Yes] erases the white line in the lower part and takes over the data in the upper part of the input screen. The data can now be adjusted.

9.2.2.4. Personnel number (Pass@ge)

The personnel number to be used is the CPN number from Pass@ge. This number can be obtained in the following way:

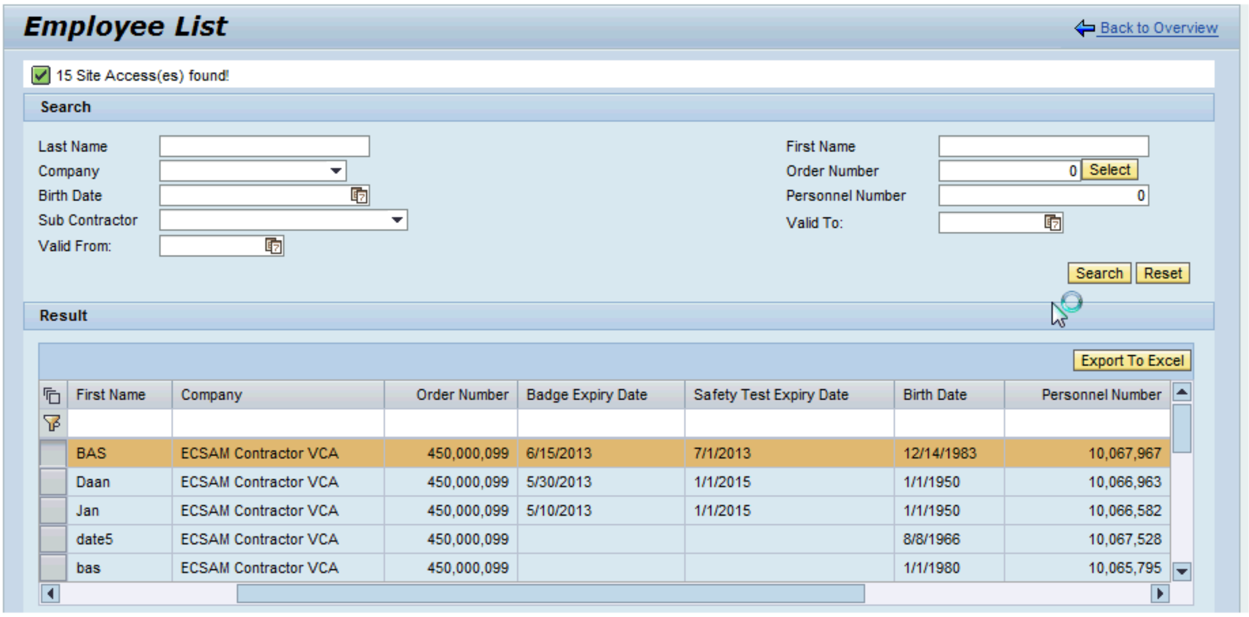
https://passage-europe.basf.com/irj/portal/passage?guest_user=Guest_PASSAGE

In Pass@ge, go to [My Employees]



By printing [Search] one gets a list of all employees. Here you will find the personnel number.

Please note: any periods and commas (depending on the computer language setting) may **not** be copied



☑ 15 Site Access(es) found!

Last Name:
Company:
Birth Date:
Sub Contractor:
Valid From:
First Name:
Order Number: 0
Personnel Number: 0
Valid To:

First Name	Company	Order Number	Badge Expiry Date	Safety Test Expiry Date	Birth Date	Personnel Number
BAS	ECSAM Contractor VCA	450,000,099	6/15/2013	7/1/2013	12/14/1983	10,067,967
Daan	ECSAM Contractor VCA	450,000,099	5/30/2013	1/1/2015	1/1/1950	10,066,963
Jan	ECSAM Contractor VCA	450,000,099	5/10/2013	1/1/2015	1/1/1950	10,066,582
date5	ECSAM Contractor VCA	450,000,099			8/8/1966	10,067,528
bas	ECSAM Contractor VCA	450,000,099			1/1/1980	10,065,795

9.2.2.5. Lohnstunden conflicts

There are 4 possible scenarios if the pop-up appears with the message that there are duplicate entries:

1. The LStd entry in the aforementioned measurement in the pop-up is correct and has been paid.
2. The LStd entry in the aforementioned measurement in the pop-up is correct and has not been paid.
3. The LStd entry in the aforementioned measurement in the pop-up is incorrect and has not been paid.
4. The LStd entry in the aforementioned measurement in the pop-up is incorrect and has been paid.

Conduct:

1. The measurement that was attempted to be released, rejected and corrected by the contractor.
2. The measurement that was attempted to be released, rejected and corrected by the contractor.
3. Reject the measurement mentioned in the pop-up and have it corrected by the contractor. Only when this correction has been made, there is no longer any conflict and the other measurement can be released.
4. If this situation occurs, no correction can be made to the incorrect measurement. The measurement that was attempted to be released must then be rejected and sent back to the contractor. He adjusts the date to what it should have been in the other measurement already paid. The contractor must clearly comment on this adjustment in the measurement and offer it again for approval. The measurement can now be released.

9.2.3.Workmethod Lange Regie (performance in houre-rate)

For the first part of the month, make a measurement of the type 'Ist-OM'.

For the second part of the month, make a measurement of the type 'End-OM'.

-> By making a Final Measurement, the WOC automatically gets the status 'ready'.

The advantage of monthly WOCs is that there is a simpler follow-up of the services, whether or not settled.

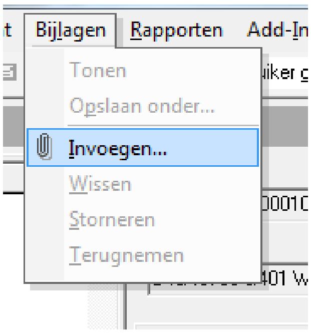
9.2.4.Add attachments to a measurement

Attachments are limited in size to 2 MB per piece. Only certain file types are allowed: TIFF and PDF.

Per WOC or measurement you may have a maximum of 5 Mb attachments.

In order to attach an attachment to the contractor in a WOC that has already been sent to the contractor and to deliver it to the contractor, you must point the WOC back to the status "operation". Then you add the attachment and release the WOC back to the status "free settlement". The WOC will be sent again to the contractor.

Inserting attachments can be done via the menu bar "Attachments" – "Insert".



9.3. Checking measurements

Each measurement is subject to the following checks before it is paid:

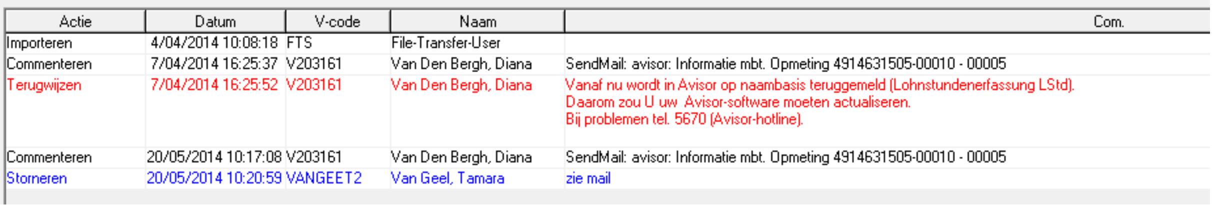
- External supervisor (optional)
- BASF Supervisor (mandatory) BR profile
- BASF Engineer (mandatory) SU profile
- ESP/TV (via sample-taking principle)

If a measurement is passed by all checks, it will then be placed on a summary statement. This summary is the basis for the invoice.

Via the menu bar "Document" – "Release document" you can release a measurement. Via the menu bar Document – Document back you can point back a measurement. Here you are obliged to specify the reason for the referral back.

Adding comments in the protocol can be done via menu bar Document – Comment.

Entered comments will be visible in the "Protocol" tab and can NOT be changed.



Actie	Datum	V-code	Naam	Com.
Importeren	4/04/2014 10:08:18	FTS	File-Transfer-User	
Commenteren	7/04/2014 16:25:37	V203161	Van Den Bergh, Diana	SendMail: avisor: Informatie mbt. Opmeting 4914631505-00010 - 00005
Terugwijzen	7/04/2014 16:25:52	V203161	Van Den Bergh, Diana	Vanaf nu wordt in Avisor op naambasis teruggemeld (Lohnstundenerfassung LStd). Daarom zou U uw Avisor-software moeten actualiseren. Bij problemen tel. 5670 (Avisor-hotline).
Commenteren	20/05/2014 10:17:08	V203161	Van Den Bergh, Diana	SendMail: avisor: Informatie mbt. Opmeting 4914631505-00010 - 00005
Storneren	20/05/2014 10:20:59	VANGEET2	Van Geel, Tamara	zie mail

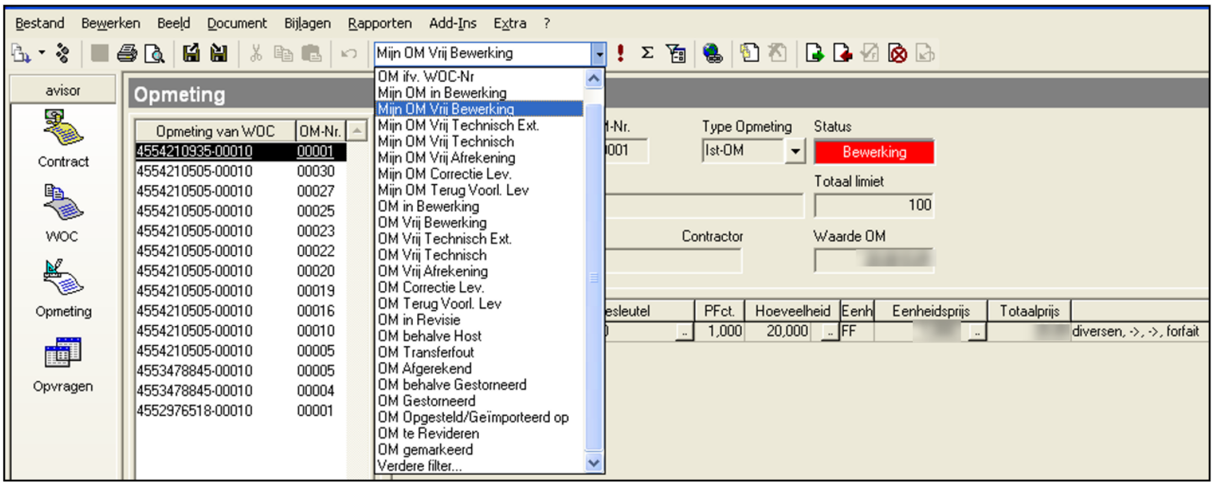
9.3.1. Control by external supervisor

Control by the external supervisor only applies to the disciplines where the control by external supervisors is provided for, e.g. EMR, KIS, Piping, Transport.

1. Make sure the measurement screen is active.

2. Select the filter '(My) OM Free Operation' → measurements to be checked by you

3. The measurements with status 'Free Processing' are shown of the WOCs that were created by the logged-in Supervisor in SAP.



Opmeting van WOC	OM-Nr.
4554210935-00010	00001
4554210505-00010	00030
4554210505-00010	00027
4554210505-00010	00025
4554210505-00010	00023
4554210505-00010	00022
4554210505-00010	00020
4554210505-00010	00019
4554210505-00010	00016
4554210505-00010	00010
4554210505-00010	00005
4553478845-00010	00005
4553478845-00010	00004
4552976518-00010	00001

Type Opmeting: Ist-OM
Status: Bewerking
Totaal limiet: 100
Contractor:
Waarde OM: [redacted]

esleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	
	1,000	20,000	FF	[redacted]	[redacted]	diversen, ->, ->, forfait

The person (external/internal supervisor) who has been assigned the YBM5 task in SAP (field applicant) is sent from SAP with the WOC to AVISOR. This means that the WOC is assigned to this person and he/she can use the filters 'My WOC...' request these WOCs. He can request the measurements of these WOCs via 'My OM ...'.

My OM ...

For all default filters starting with 'My...' an additional filtering is performed on the Avisor PIN. Through these filters, the logged-in user only sees the OM of the WOCs that have been assigned to him.

With the other standard filters (without 'My...') no additional filtering is performed on Avisor-PIN, but only a filtering is done on user group. The OM concerning WOCs that are intended for the user group of which you yourself are a part, will then be shown.

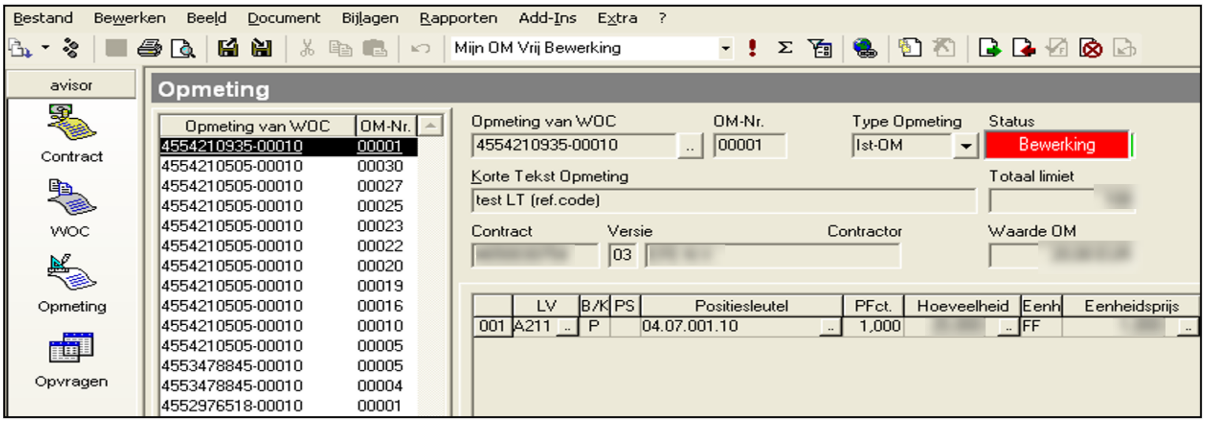
4. Select the measurement

5. Take the settlement file (OM) of the WOC that one wishes to check and carry out the plausibility check (see plausibility check). If OK => 9.4.2 Release by External SupervisorIfference If Not OK => 9.4.3 Disapproval by External Supervisor

9.3.2. Release by External Supervisor

1. Select the measurement(s)

2. Press to release the selected measurement(s)



Mijn OM Vrij Bewerking

Opmeting

Opmeting van WOC	OM-Nr.
4554210935-00010	00001
4554210505-00010	00030
4554210505-00010	00027
4554210505-00010	00025
4554210505-00010	00023
4554210505-00010	00022
4554210505-00010	00020
4554210505-00010	00019
4554210505-00010	00016
4554210505-00010	00010
4554210505-00010	00005
4553478845-00010	00005
4553478845-00010	00004
4552976518-00010	00001

Opmeting van WOC: 4554210935-00010
OM-Nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Korte Tekst Opmeting: test LT (ref.code)
Totaal limiet: [redacted]
Contract: [redacted]
Versie: 03
Contractor: [redacted]
Waarde OM: [redacted]

	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs
001	A211	P		04.07.001.10	1,000	[redacted]	FF	[redacted]

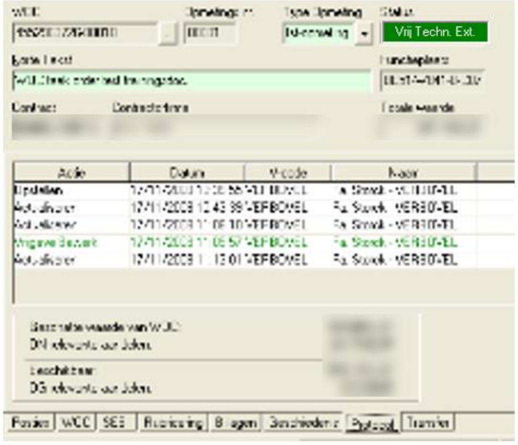
The status of the measurement(s) changes from Bewerking to Vrij Techn. Ext.

The contractor must ensure that the settlement file reaches the relevant supervisor, or has been fully scanned as an annex in Avisor. For each discipline, the content of the settlement file was determined as well as what the plausibility check includes. This information can be found in the ESP/TVC database. (richtlijn plausibiliteitscontrole – only BASF-internal info)

https://d2.documentum.basf.net/D2/?docbase=Basant&locateId=090119448020ae06

Upon release:

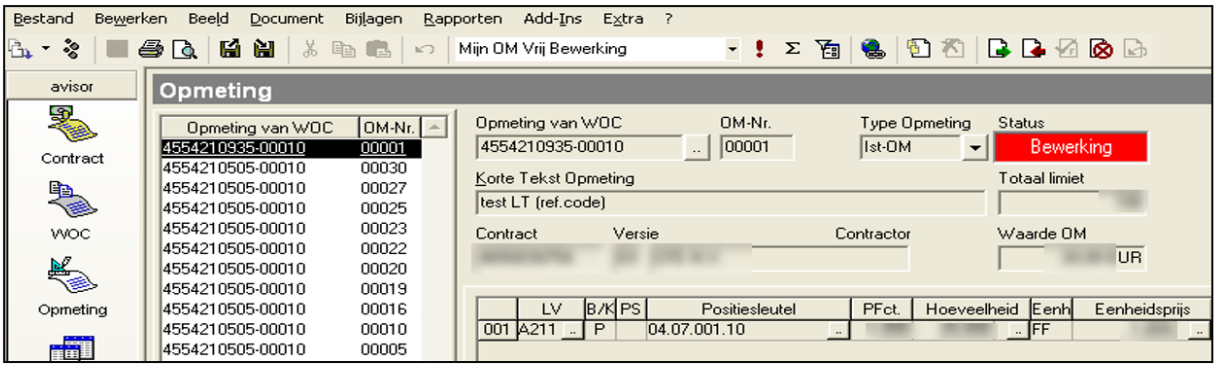
The "Protocol" tab of the measurement indicates when and by whom a measurement was released.



9.3.3.Disapproval by External Supervisor

1. Select the measurement(s) in status "Operation"

2. Press to reject the selected measurement(s).



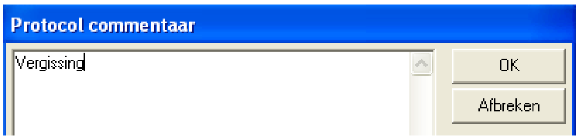
Mijn OM Vrij Bewerking

Opmeting van WOC	OM-Nr.
4554210935-00010	00001
4554210505-00010	00030
4554210505-00010	00027
4554210505-00010	00025
4554210505-00010	00023
4554210505-00010	00022
4554210505-00010	00020
4554210505-00010	00019
4554210505-00010	00016
4554210505-00010	00010
4554210505-00010	00005

Opmeting van WOC: 4554210935-00010
OM-Nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Korte Tekst Opmeting: test LT (ref.code)
Totaal limiet: [redacted]
Contract: [redacted]
Versie: [redacted]
Contractor:
Waarde OM: [redacted] UR

	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs
001	A211	P		04.07.001.10	[redacted]	[redacted]	FF	[redacted]

3.Fill in a mandatory comment (reason of disapproval) and press OK

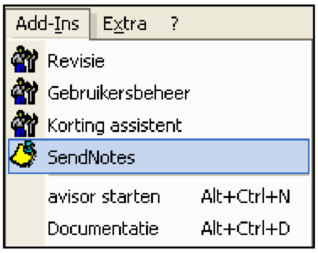


Vergissing

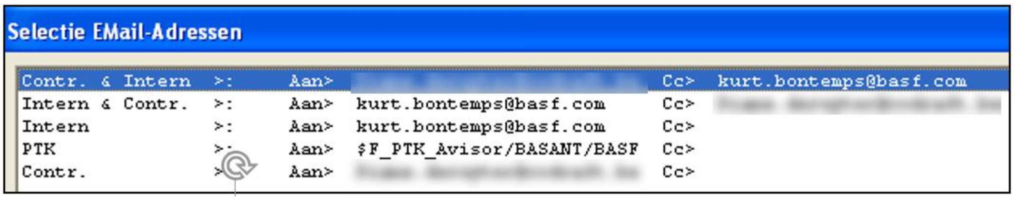
The status of the measurement(s) changes from Bewerking to Correctie Lev.

TIP : When a measurement in the AVISOR BASF system is returned to status Correction Lev. this means that the OM is only re-assigned in the BASF system. The supervisor must inform the contractor of the change back as well as the reason for the referral back.

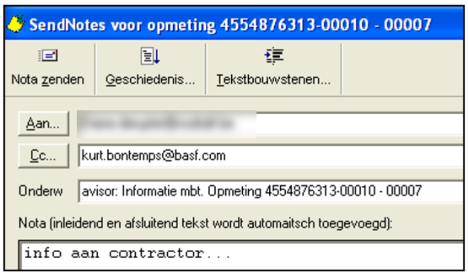
4.Send an email (SendNotes) to the contractor so that he is informed.



5.Choose the contractor's email address and fill in the message. (when sending the mail, a salutation and signature are automatically added).



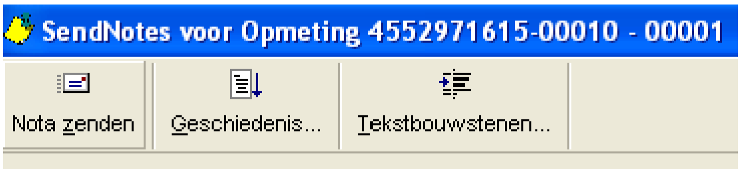
Contr. & Intern >: Aan> [redacted] Cc> kurt.bontemps@basf.com
Intern & Contr. >: Aan> kurt.bontemps@basf.com Cc> [redacted]
Intern >: Aan> kurt.bontemps@basf.com Cc>
PTK >: Aan> $F_PTK_Avisor/BASANT/BASF Cc>
Contr. >: Aan> [redacted] Cc>



Aan: [redacted]
Cc: kurt.bontemps@basf.com
Onderw: avisor: Informatie mbt. Opmeting 4554876313-00010 - 00007
Nota (inleidend en afsluitend tekst wordt automaitsch toegevoegd):
info aan contractor...

6.Press Nota zenden

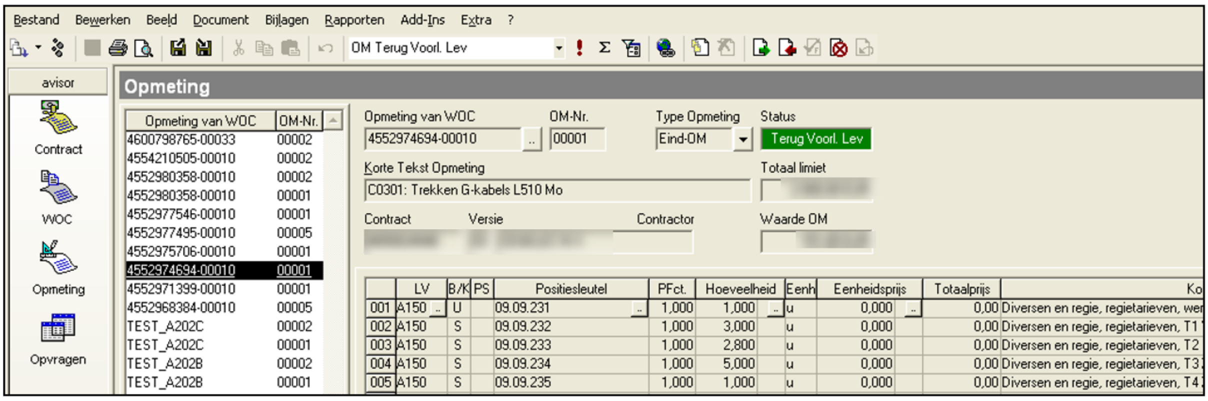
The Protocol tab of the measurement indicates that an e-mail has been sent. The e-mail can be requested in SendNotes of AVISOR (button History).


SendNotes voor Opmeting 4552971615-00010 - 00001

9.3.4.Release by External Supervisor after Correction by Supplier

1. Select the measurement(s) in status "Back Voorl. Lev"

2.Press to release the selected measurement(s)



Opmeting van WOC	OM-Nr.
4600798765-00033	00002
4554210505-00010	00002
4552980358-00010	00002
4552980358-00010	00001
4552977546-00010	00001
4552977495-00010	00005
4552975706-00010	00001
4552974694-00010	00001
4552971399-00010	00001
4552968384-00010	00005
TEST_A202C	00002
TEST_A202C	00001
TEST_A202B	00002
TEST_A202B	00001

Opmeting van WOC: 4552974694-00010
OM-Nr.: 00001
Type Opmeting: Eind-OM
Status: Terug Voorl. Lev
Korte Tekst Opmeting: C0301: Trekken G-kabels L510 Mo
Totaal limiet: [redacted]
Contract: [redacted]
Versie: [redacted]
Contractor:
Waarde OM: [redacted]

	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	Ko
001	A150	U		09.09.231	1,000	1,000	u	0,000	0,00	Diversen en regie, regietarieven, wer
002	A150	S		09.09.232	1,000	3,000	u	0,000	0,00	Diversen en regie, regietarieven, T1
003	A150	S		09.09.233	1,000	2,800	u	0,000	0,00	Diversen en regie, regietarieven, T2
004	A150	S		09.09.234	1,000	5,000	u	0,000	0,00	Diversen en regie, regietarieven, T3
005	A150	S		09.09.235	1,000	1,000	u	0,000	0,00	Diversen en regie, regietarieven, T4

The status of the measurement(s) changes from Terug Voorl. Lev to Vrij Techn. Ext.

This step is only performed when the supplier has corrected and retransmitted its measurement (which was initially rejected by the external supervisor). The external supervisor will therefore also have to follow up the OM with the status 'Submit back to Lev.'. This also means that the contractor must ensure that any corrected settlement file reaches the relevant supervisor. The external supervisor will then carry out his check.

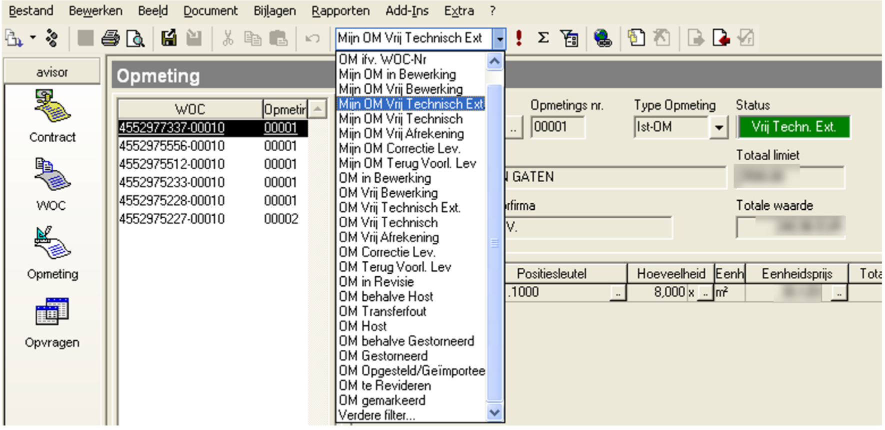
If a check shows that the measurement is correct, the OM can be released. If the measurement is still not correct, the external supervisor may reject it again (9.5.2.2 Reject measurements by external supervisor). The status then changes from 'Submit Lev.' back to 'Correction Lev.'.

9.3.5.Cancellation release by External Supervisor

1. Make sure the measurement screen is active.

2. Select the filter 'My OM Vrij Technisch Ext' so that the measurements are shown that can still be returned.

3. The measurements in status 'Vrij Technisch' are shown of the WOCs that were created by the logged-in Supervisor in SAP.

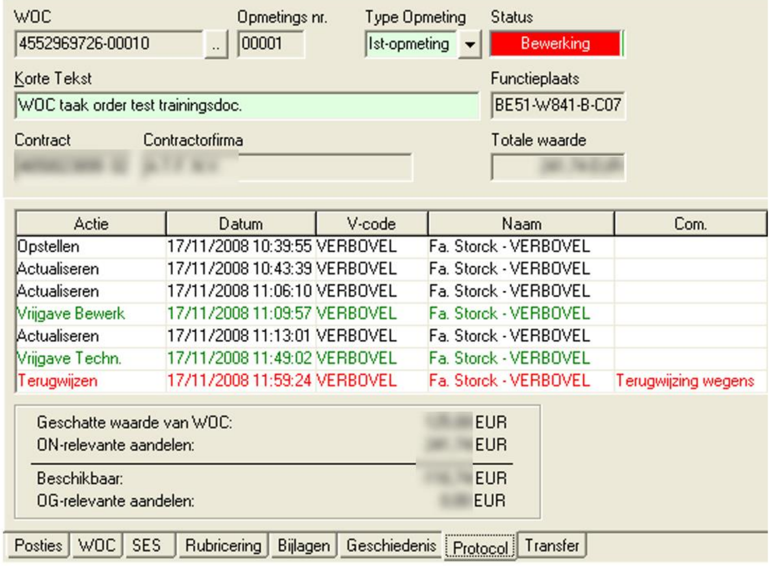


WOC	Opmetir
4552977337-00010	00001
4552975556-00010	00001
4552975512-00010	00001
4552975233-00010	00001
4552975228-00010	00001
4552975227-00010	00002

Opmetings nr. 00001
Type Opmeting Ist-OM
Status Vrij Techn. Ext.
Totaal limiet [redacted]
Totale waarde [redacted]

Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
.1000	8,000 x	m²	[redacted]

A release can still be cancelled. This is possible as long as the next release (to the next state) has not yet been performed. An external supervisor can only undo his release (i.e. return status 'Free Technical Ext' to 'Edit').

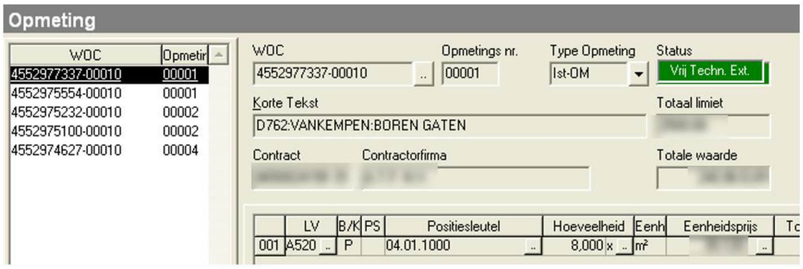


WOC 4552969726-00010
Opmetings nr. 00001
Type Opmeting Ist-opmeting
Status Bewerking
Korte Tekst WOC taak order test trainingsdoc.
Functieplaats BE51-W841-B-C07
Contract [redacted]
Contractorfirma [redacted]
Totale waarde [redacted]

Actie	Datum	V-code	Naam	Com.
Opstellen	17/11/2008 10:39:55	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 10:43:39	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:06:10	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	17/11/2008 11:09:57	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:13:01	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Techn.	17/11/2008 11:49:02	VERBOVEL	Fa. Storck - VERBOVEL	
Terugwijzen	17/11/2008 11:59:24	VERBOVEL	Fa. Storck - VERBOVEL	Terugwijzing wegens

Geschatte waarde van WOC: [redacted] EUR
ON-relevante aandelen: [redacted] EUR
Beschikbaar: [redacted] EUR
OG-relevante aandelen: [redacted] EUR

4. Select the measurement(s) for which you want to take back the approval

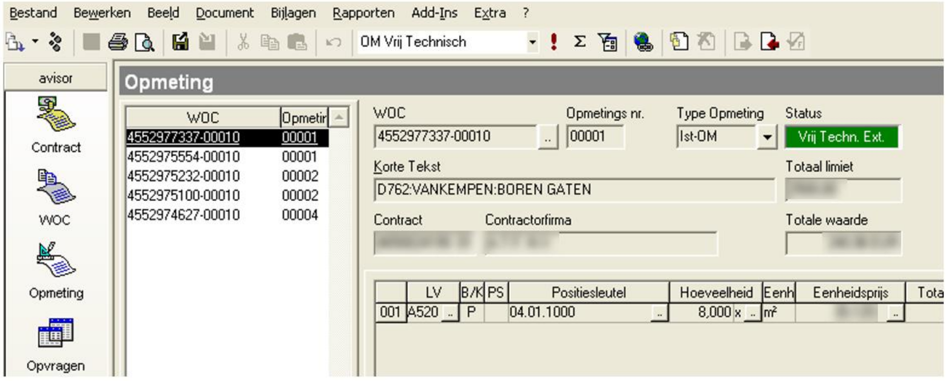


WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC 4552977337-00010
Opmetings nr. 00001
Type Opmeting Ist-OM
Status Vrij Techn. Ext.
Korte Tekst D762:VANKEMPEN:BOREN GATEN
Totaal limiet [redacted]
Contract [redacted]
Contractorfirma [redacted]
Totale waarde [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
001	A520	P		04.01.1000	8,000 x	m²	[redacted]

5.Press to cancel the release of the selected measurement(s).



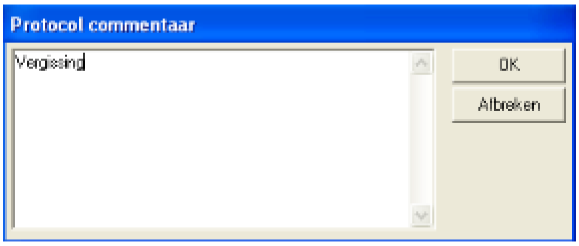
OM Vrij Technisch

WOC	Opmeting
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Techn. Ext.
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Tota
001	A520		P	04.01.1000	8,000	m²	[redacted]	

6.Fill in a mandatory comment (reason for cancellation) and press OK

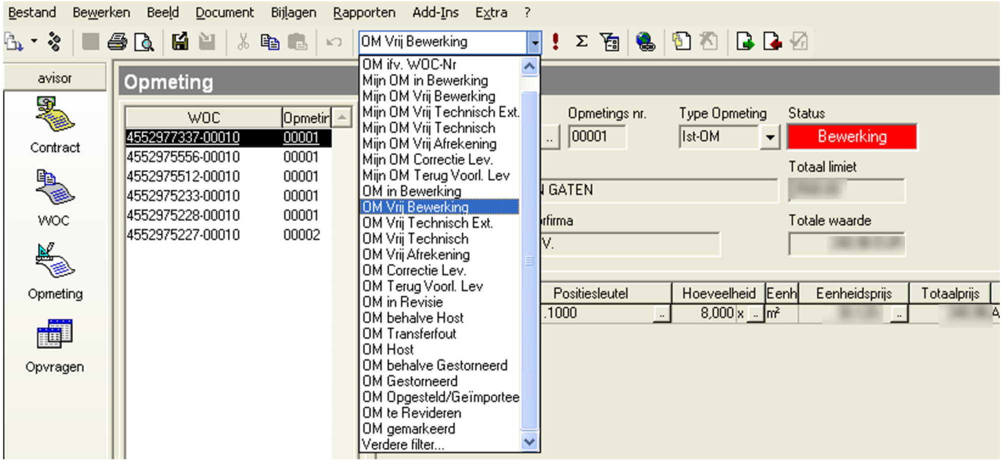


Vergissing

The status of the measurement(s) changes from Vrij Techn. Ext. to Bewerking

9.3.6.Supervisory control

1. Make sure the measurement screen is active.
2. Select the filter '(My) OM Operation' (or (My) OM Vrij Technisch Ext.) so that the measurements to be released are shown.
3. The measurements with status 'Free Processing' are shown of the WOCs that were created by the logged-in Supervisor in SAP.



OM Vrij Bewerking

WOC	Opmeting
4552977337-00010	00001
4552975556-00010	00001
4552975512-00010	00001
4552975233-00010	00001
4552975228-00010	00001
4552975227-00010	00002

Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Totaal limiet: [redacted]
Totale waarde: [redacted]

4. Select the measurement

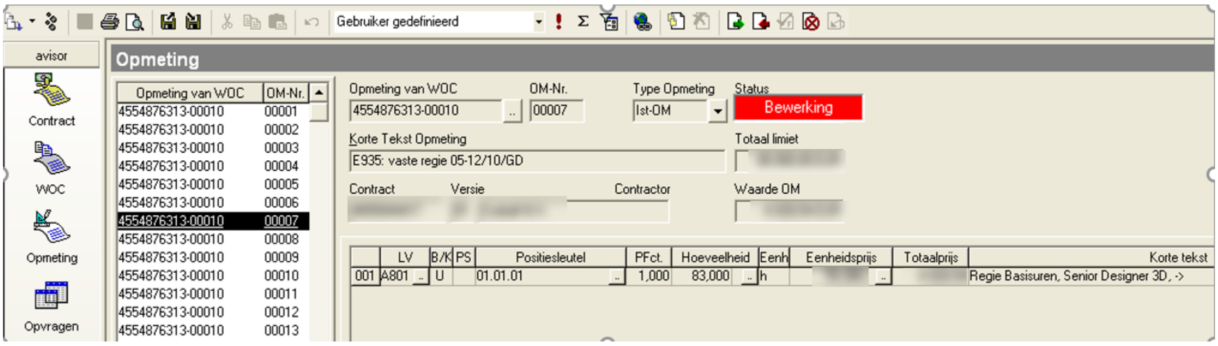
If external supervisors are used, the supervisor will not have to check and release the measurements in status 'Free Processing' (then carried out by the external supervisor), but the measurements with status 'Vrij Technisch Ext.'

5. Take the settlement file (OM) of the WOC that one wishes to check and perform the plausibility check (see (see http://d2-links.basf.net:8080/notes-servlet/euappl03/C1256FA1002CB5D0/0/77C785E7ABD6A2B9C1258004004BE729)If OK => 9.3.7 Release by the SupervisorIndien Not OK => 9.3.8 Rejection by the Supervisor

9.3.7.Release by the Supervisor

1. Select the measurement(s)

2.Press to release the selected measurement(s).



Opmeting van WOC	OM-Nr.
4554876313-00010	00001
4554876313-00010	00002
4554876313-00010	00003
4554876313-00010	00004
4554876313-00010	00005
4554876313-00010	00006
4554876313-00010	00007
4554876313-00010	00008
4554876313-00010	00009
4554876313-00010	00010
4554876313-00010	00011
4554876313-00010	00012
4554876313-00010	00013

Opmeting van WOC: 4554876313-00010
OM-Nr.: 00007
Type Opmeting: Ist-OM
Status: Bewerking
Korte Tekst Opmeting: E935: vaste regie 05-12/10/GD
Totaal limiet: [redacted]
Contract: [redacted]
Versie: [redacted]
Contractor:
Waarde OM: [redacted]

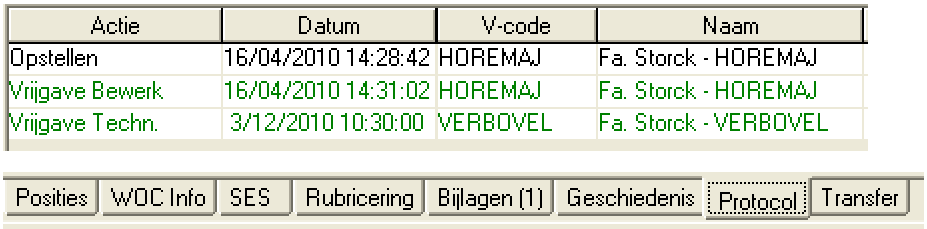
	LV	B/K	PS	Positiesleutel	PFct.	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs	Korte tekst
001	A801	U		01.01.01	1,000	83,000	h	[redacted]	[redacted]	Regie Basisuren, Senior Designer 3D, ->

The status of the measurement(s) changes from Bewerking to Vrij Technisch

The contractor must ensure that the settlement file reaches the relevant supervisor, or has been fully scanned as an annex in Avisor. For each discipline, the content of the settlement file was determined as well as what the plausibility check includes. This information can be found in the ESPTC database. This can be consulted via link http://d2-links.basf.net:8080/notes-servlet/euappl03/C1256FA1002CB5D0/0/370777BDC54C7512C1257E90005F3A78

Upon release:

The Protocol tab of the measurement indicates when and by whom a measurement was released.

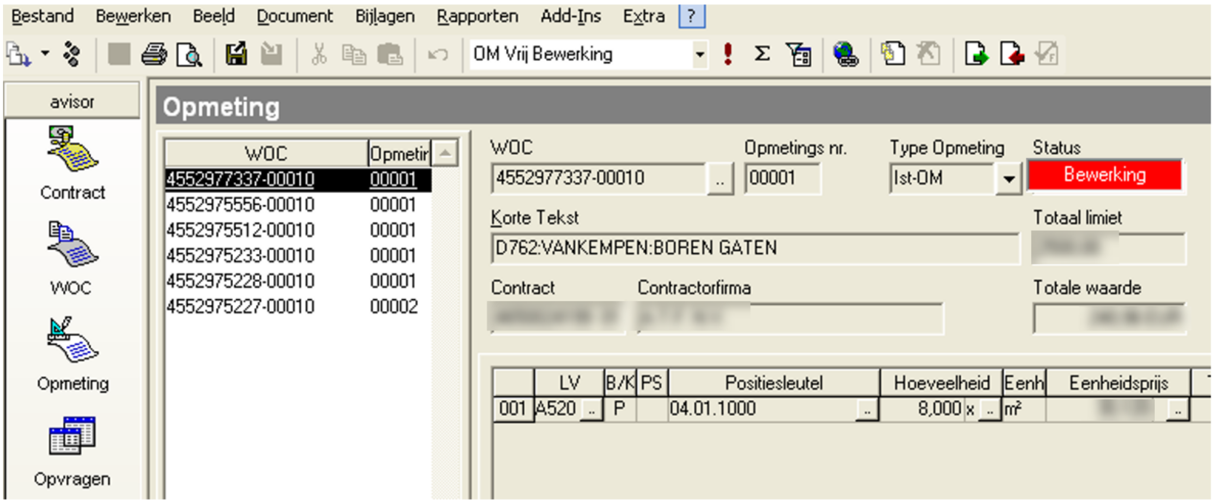


Actie	Datum	V-code	Naam
Opstellen	16/04/2010 14:28:42	HOREMAJ	Fa. Storck - HOREMAJ
Vrijgave Bewerk	16/04/2010 14:31:02	HOREMAJ	Fa. Storck - HOREMAJ
Vrijgave Techn.	3/12/2010 10:30:00	VERBOVEL	Fa. Storck - VERBOVEL

9.3.8.Disapproval by the Supervisor

1. Select the measurement(s)

2.Press to reject the selected measurement(s).



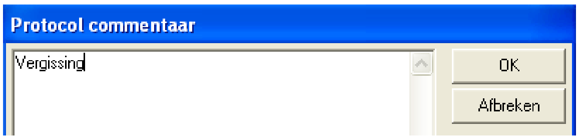
Opmeting

WOC	Opmeting
4552977337-00010	00001
4552975556-00010	00001
4552975512-00010	00001
4552975233-00010	00001
4552975228-00010	00001
4552975227-00010	00002

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Bewerking
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
001	A520		P	04.01.1000	8,000 x	m²	[redacted]

3.Enter a mandatory comment (reason for disapproval) and press OK



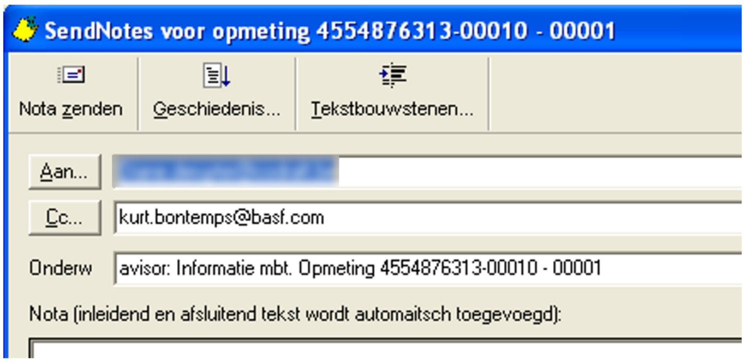
Vergissing

The status of the measurement(s) changes from Bewerking to Correctie Lev.

When a measurement in the AVISOR BASF system is returned to status Correction Lev. this means that the OM is only re-assigned in the BASF system. The supervisor must inform the contractor of the change back as well as the reason for the referral back.

4.Send an email (SendNotes) to the contractor so that he is informed.

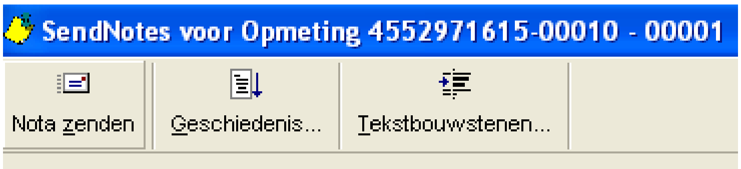
5.In the selection screen, select who you want to send the mail to. E.g. When you choose the first option, the mail is sent to the supplier and the BASF supervisor is cc.



Aan: [redacted]
Cc: kurt.bontemps@basf.com
Onderw: avisor: Informatie mbt. Opmeting 4554876313-00010 - 00001
Nota (inleidend en afsluitend tekst wordt automaitsch toegevoegd):

6.Press

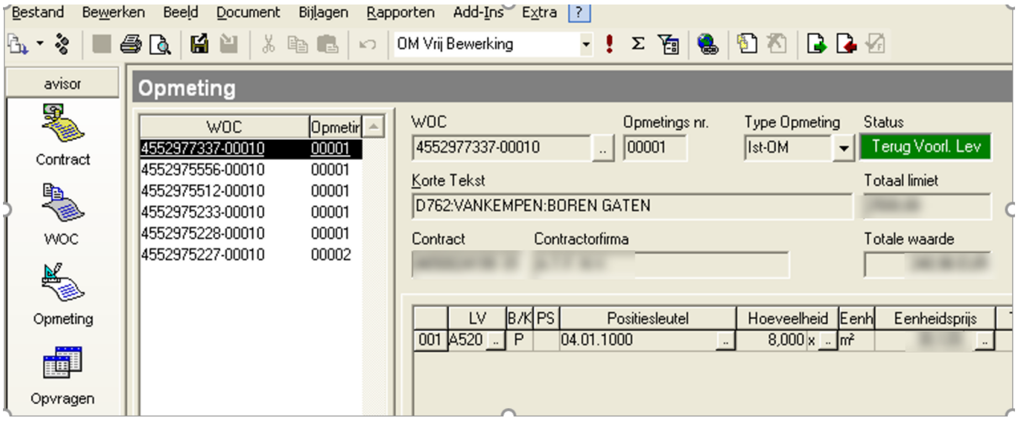
In the Protocol tab of the measurement it is indicated that an e-mail has been sent. The mail can be requested in SendNotes of AVISOR (button History).



9.3.9.Release by Supervisor after Correction by Supplier

1. Select the measurement(s) in status "Back Voorl. Lev"

2.Press to release the selected measurement(s)



WOC	Opmeting
4552977337-00010	00001
4552975556-00010	00001
4552975512-00010	00001
4552975233-00010	00001
4552975228-00010	00001
4552975227-00010	00002

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Terug Voorl. Lev
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
001	A520	P		04.01.1000	8,000 x	m²	[redacted]

The status of the measurement(s) changes from Terug Voorl. Lev to Vrij Technisch

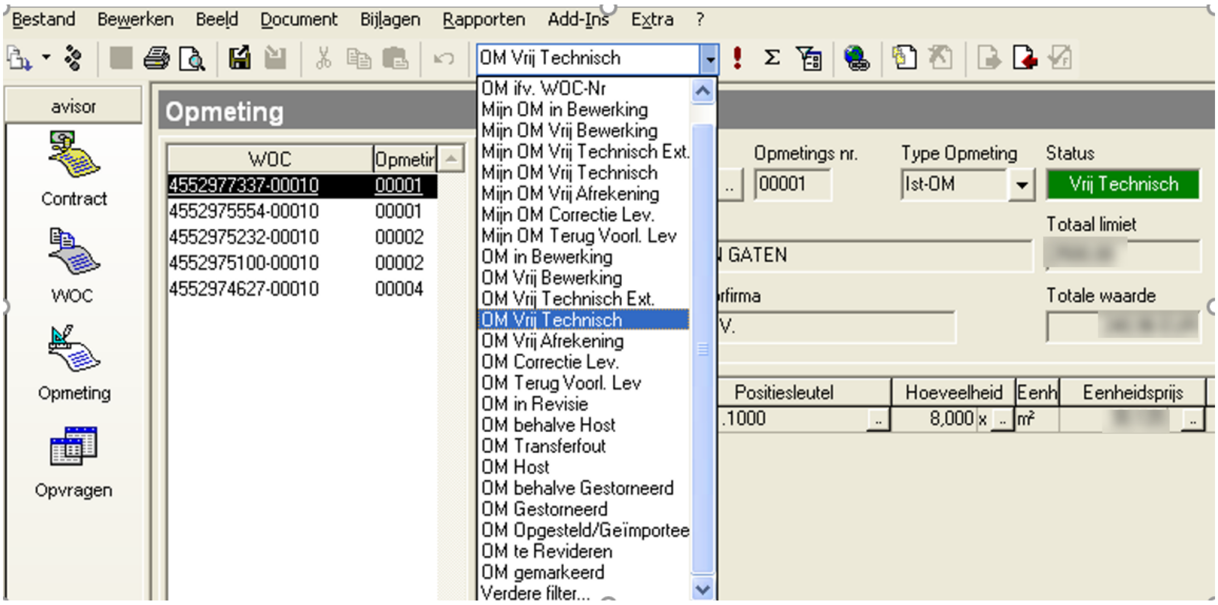
This step is only carried out when the supplier has corrected and resubmitted his measurement (which was initially rejected by the supervisor). The supervisor will therefore also have to follow up the OM with the status 'Submit back to Lev.'. This also means that the contractor must ensure that any corrected settlement file reaches the relevant supervisor. The supervisor will then carry out his check. If a check shows that the measurement is correct, the OM can be released. If the measurement is still not correct, the supervisor can reject the measurement again (9.3.8 Reject by the Supervisor). The status then changes from 'Submit Lev.' back to 'Correction Lev.'.

9.3.10. Cancellation release by supervisor

1. Make sure the measurement screen is active.

2. Select the filter 'My OM Vrij Technisch' so that the measurements are shown that can still be returned.

3. The measurements in status 'Vrij Technisch' are shown from the WOCs that were created by the logged-in Supervisor in SAP.



WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

Opmetings nr. 00001

Type Opmeting Ist-OM

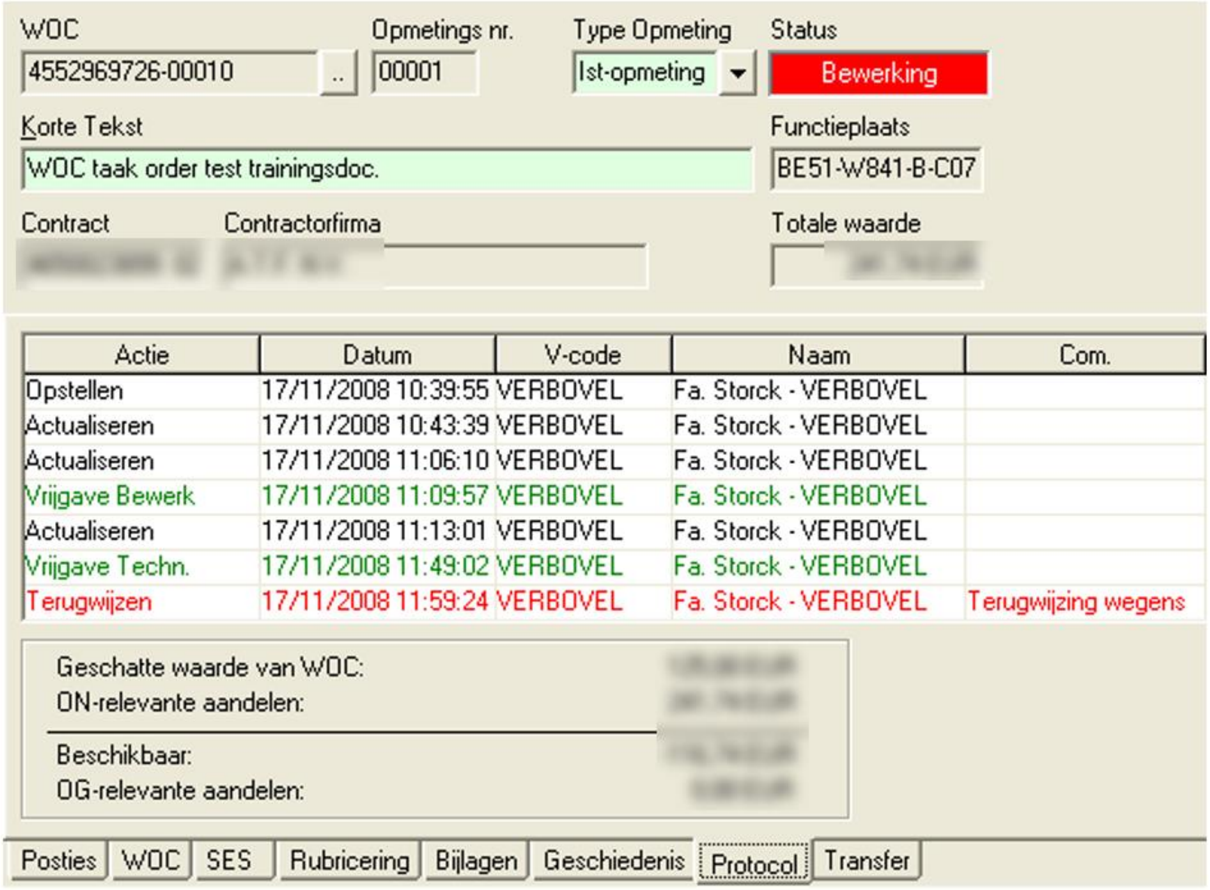
Status Vrij Technisch

GATEN

V.

.1000 8,000 x m²

If in the meantime the Engineer has released the measurement to the next status (status 'Free Settlement'), a supervisor can no longer refer the measurement back.



WOC 4552969726-00010

Opmetings nr. 00001

Type Opmeting Ist-opmeting

Status Bewerking

Korte Tekst WOC taak order test trainingsdoc.

Functieplaats BE51-W841-B-C07

Contract [redacted]

Contractorfirma [redacted]

Totale waarde [redacted]

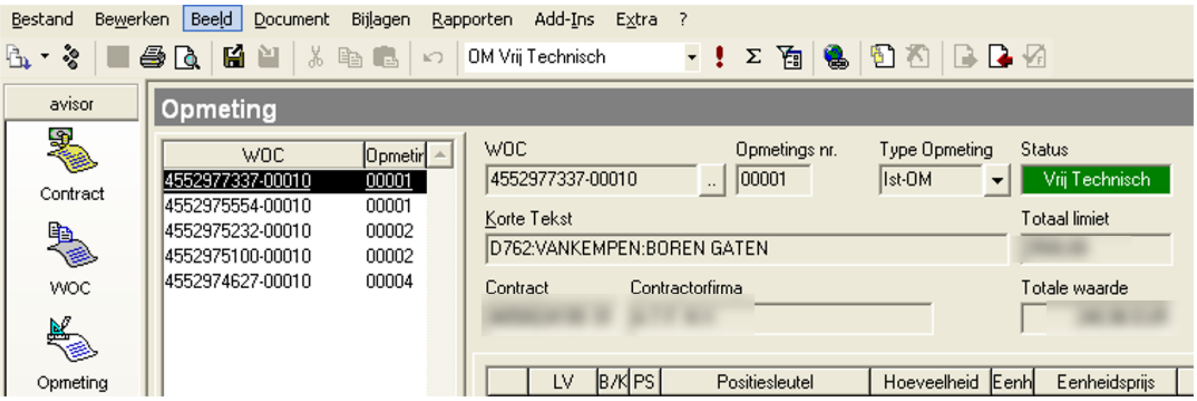
Actie	Datum	V-code	Naam	Com.
Opstellen	17/11/2008 10:39:55	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 10:43:39	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:06:10	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	17/11/2008 11:09:57	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:13:01	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Techn.	17/11/2008 11:49:02	VERBOVEL	Fa. Storck - VERBOVEL	
Terugwijzen	17/11/2008 11:59:24	VERBOVEL	Fa. Storck - VERBOVEL	Terugwijzing wegens

Geschatte waarde van WOC: [redacted]
ON-relevante aandelen: [redacted]

Beschikbaar: [redacted]
OG-relevante aandelen: [redacted]

4. Select the measurement(s)

5.Press to cancel the release of the selected measurement(s)

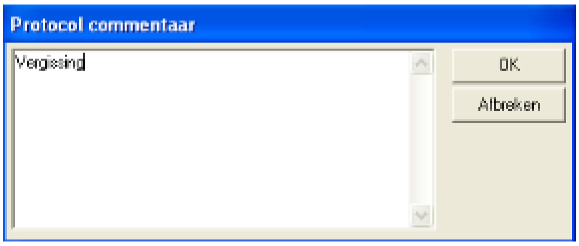


WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Technisch
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet
Contract
Contractorfirma
Totale waarde

LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs

6.Fill in a mandatory comment (reason for cancellation) and press OK

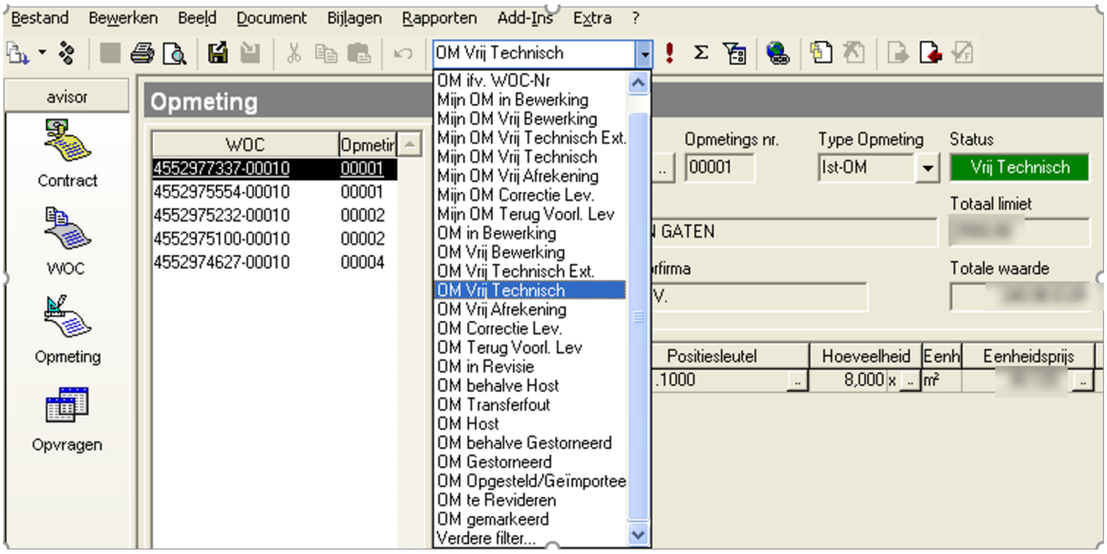


Vergissing

The status of the measurement(s) changes from Vrij Technisch to Bewerking

9.3.11. Control by engineer

1. Make sure the measurement screen is active.
2. Select the filter '(My) OM Vrij Technisch' so that the measurements that need to be released are shown.
3. The measurements with status 'Vrij Technisch' are shown.



WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Technisch
Totaal limiet
Totale waarde

Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
.1000	8,000	m²	

4. Select the measurement

For each user code, it was determined via which profiles the user can log in to AVISOR. When logging in, the available profiles are shown and a profile must be selected.

Difference between Profile Supervisor and Engineer:

Example diagram for clarification:

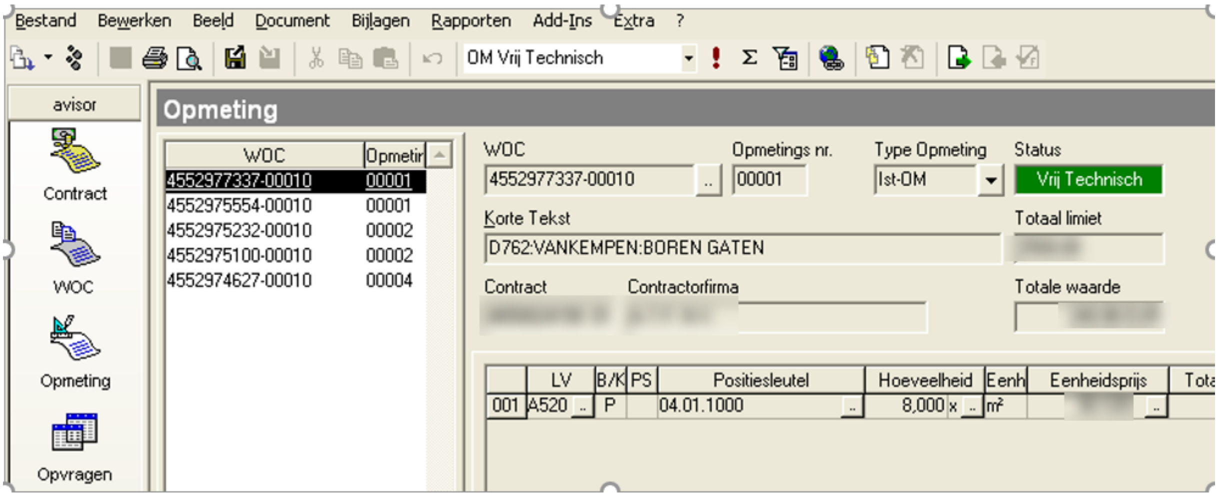
Profiel	Filter	Resultaat
Toezichter Bouw	**Mijn OM Vrij Bewerking**	**Opmetingen in status Vrij Bewerking voor WOC's die toegewezen zijn aan de aangelogde gebruiker**
Toezichter Bouw	**OM Vrij Bewerking**	**Alle opmetingen in status Vrij Bewerking van alle toezichters binnen de groep Toezichter Bouw**
Ingenieur Bouw	**Mijn OM Vrij Bewerking**	**Nihil**
Ingenieur Bouw	**OM Vrij Bewerking**	**Alle opmetingen in status Vrij Bewerking van alle toezichters binnen de groep Toezichter Bouw**

5. Take the settlement file of the WOC that one wishes to check and perform the plausibility check (see http://d2-links.basf.net:8080/notes-servlet/euappl03/C1256FA1002CB5D0/0/77C785E7ABD6A2B9C1258004004BE729) If OK => 9.3.12 Release by the EngineerIf not OK => 9.3.13 Rejection by the Engineer

9.3.12. Release by the Engineer

1. Select the measurement(s)

2.Press to release the selected measurement(s).



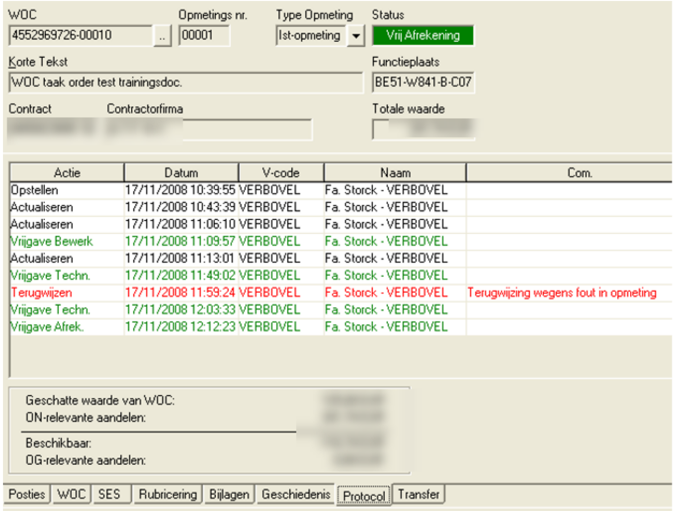
WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Technisch
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Tota
001	A520	P	04.01.1000	8,000 x	m²	[redacted]	

The status of the measurement(s) changes from Vrij Technisch to Vrij Afrekening

The Protocol tab of the measurement indicates when and by whom a measurement was released.

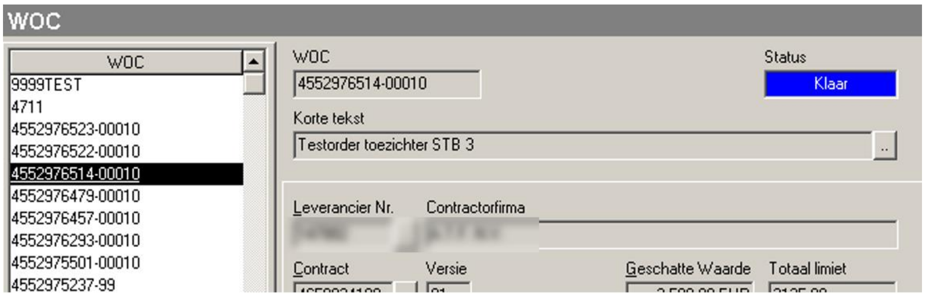


WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Vrij Afrekening
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

Actie	Datum	V-code	Naam	Com.
Opstellen	17/11/2008 10:39:55	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 10:43:39	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:06:10	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	17/11/2008 11:09:57	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:13:01	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Techn.	17/11/2008 11:49:02	VERBOVEL	Fa. Storck - VERBOVEL	
Terugwijzen	17/11/2008 11:59:24	VERBOVEL	Fa. Storck - VERBOVEL	Terugwijzing wegens fout in opmeting
Vrijgave Techn.	17/11/2008 12:03:33	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Afrek.	17/11/2008 12:12:23	VERBOVEL	Fa. Storck - VERBOVEL	

Geschatte waarde van WOC: [redacted]
ON-relevante aandelen: [redacted]
Beschikbaar: [redacted]
OG-relevante aandelen: [redacted]

When the final measurement has been released, the WOC will automatically receive the status 'Ready'.



WOC

WOC
9999TEST
4711
4552976523-00010
4552976522-00010
4552976514-00010
4552976479-00010
4552976457-00010
4552976293-00010
4552975501-00010
4552975237-99

WOC: 4552976514-00010

Status: Klaar

Korte tekst: Testorder toezichter STB 3

Leverancier Nr.: [redacted]

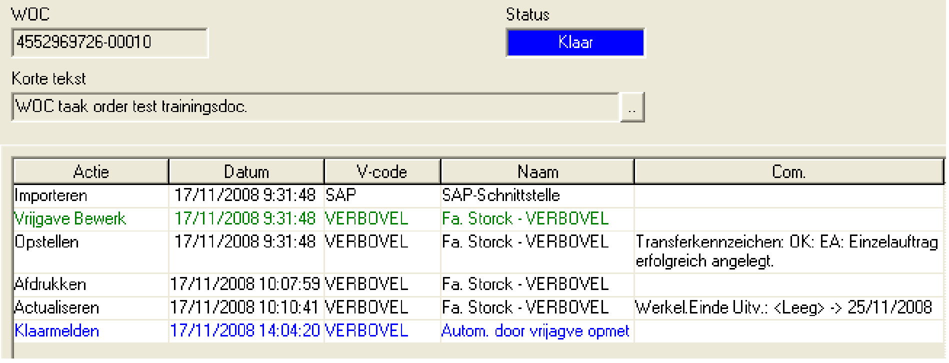
Contractorfirma: [redacted]

As a result, the status of the task in SAP is set to status GERE.

As soon as all measurements of a WOC have been booked, the final delivery mark is automatically placed in the SAP order. The order is therefore closed and the obligo is reduced to 0€.

When the WOC was not automatically set to the status 'ready' if the contractor eg. has not forwarded a final measurement, one must manually set the status 'ready' at WOC level to bring the obligo to 0 €.

In the Protocol tab of the WOC you can then find when the WOC was automatically reported.



WOC: 4552969726-00010

Status: Klaar

Korte tekst: WOC taak order test trainingsdoc.

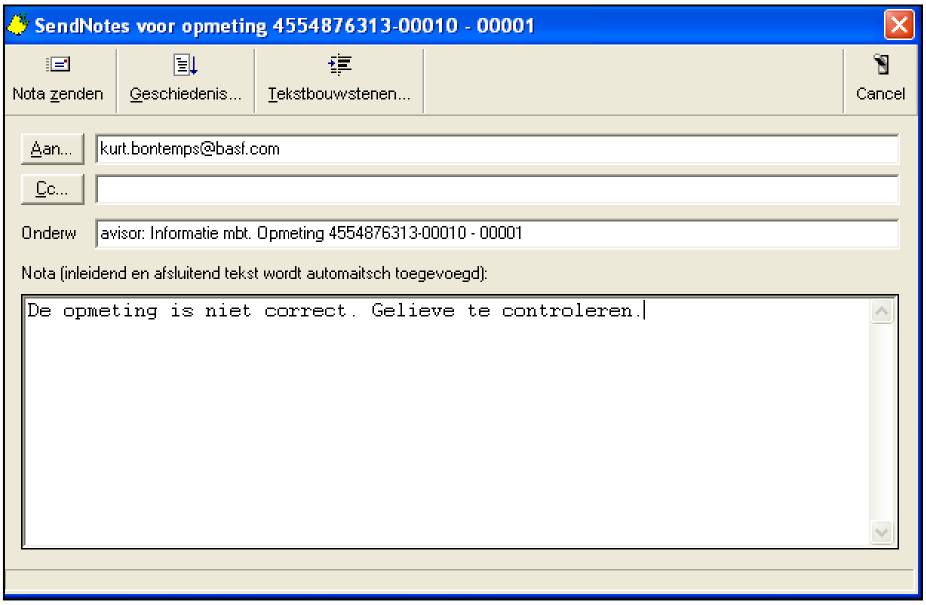
Actie	Datum	V-code	Naam	Com.
Importeren	17/11/2008 9:31:48	SAP	SAP-Schnittstelle	
Vrijgave Bewerk	17/11/2008 9:31:48	VERBOVEL	Fa. Storck - VERBOVEL	
Opstellen	17/11/2008 9:31:48	VERBOVEL	Fa. Storck - VERBOVEL	Transferkennzeichen: OK: EA: Einzelauftrag erfolgreich angelegt.
Afdrukken	17/11/2008 10:07:59	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 10:10:41	VERBOVEL	Fa. Storck - VERBOVEL	Werkel.Einde Uitv.: <Leeg> -> 25/11/2008
Klaarmelden	17/11/2008 14:04:20	VERBOVEL	Autom. door vrijagve opmet	

9.3.13. Rejection by the engineer

It is not the intention that the Engineer contacts the contractor, this is the task of the supervisor. To notify the supervisor, do the following:

1.Send an email (SendNotes) to the Supervisor so that he is aware of the referral back or contact us.

2. Choose the supervisor's email address and fill in the message.



Aan... kurt.bontemps@basf.com

Cc...

Onderw avisor: Informatie mbt. Opmeting 4554876313-00010 - 00001

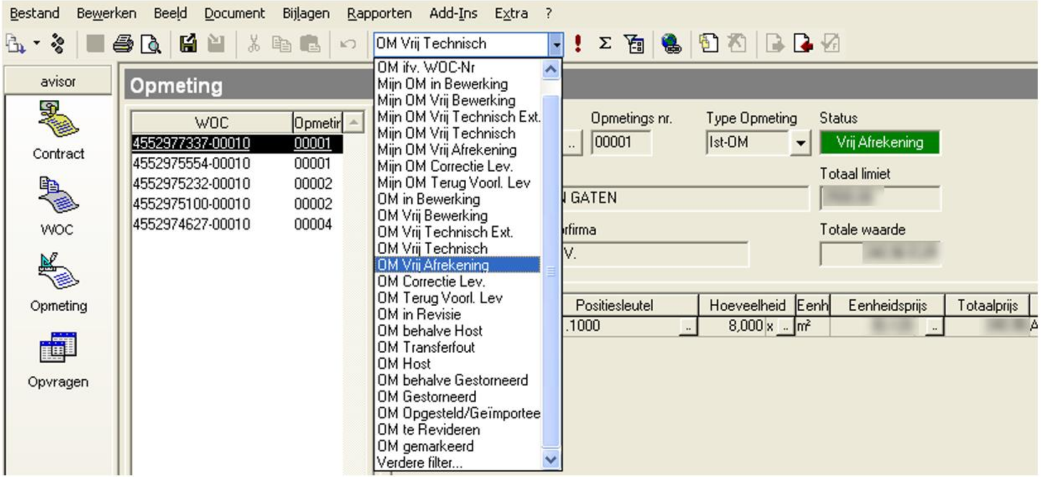
Nota (inleidend en afsluitend tekst wordt automaitsch toegevoegd):

```
De opmeting is niet correct. Gelieve te controleren.
```

3. Press Nota zenden

9.3.14. Cancellation release by Engineer

1. Make sure the measurement screen is active.
2. Select the filter '(My) OM Free Settlement' so that the measurements are shown that can still be returned.
3. The measurements in status 'Free Settlement' are shown.



WOC	Opmetir
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

Opmetings nr. 00001

Type Opmeting Ist-OM

Status Vrij Afrekening

Totaal limiet [redacted]

GATEN

rfirma

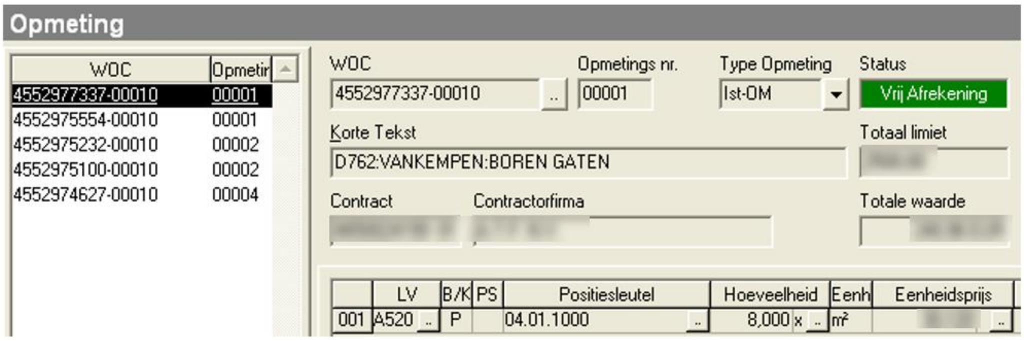
V.

Totale waarde [redacted]

Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs	Totaalprijs
.1000	8,000 x	m²	[redacted]	[redacted]

The approved measurements (status 'Free Settlement') are forwarded from Avisor to SAP every 2 weeks (if not subject to additional sample control by ESPTC). These are therefore measurements that have been approved by the engineers. If a measurement has already been forwarded to SAP, the engineer can no longer refer the measurement back.

4. Select the measurement(s)

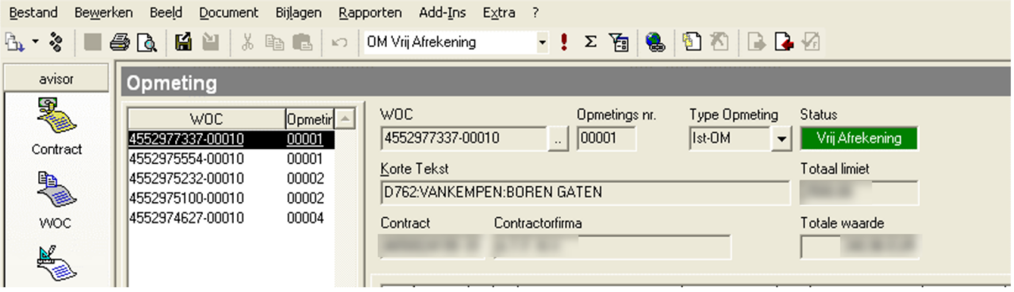


WOC	Opmeting
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Afrekening
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

	LV	B/K	PS	Positiesleutel	Hoeveelheid	Eenh	Eenheidsprijs
001	A520		P	04.01.1000	8,000 x	m²	[redacted]

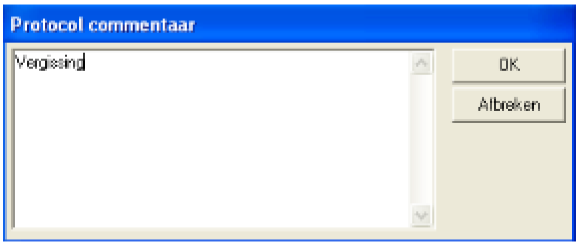
5. Press to cancel the release of the selected measurement(s)



WOC	Opmeting
4552977337-00010	00001
4552975554-00010	00001
4552975232-00010	00002
4552975100-00010	00002
4552974627-00010	00004

WOC: 4552977337-00010
Opmetings nr.: 00001
Type Opmeting: Ist-OM
Status: Vrij Afrekening
Korte Tekst: D762:VANKEMPEN:BOREN GATEN
Totaal limiet: [redacted]
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

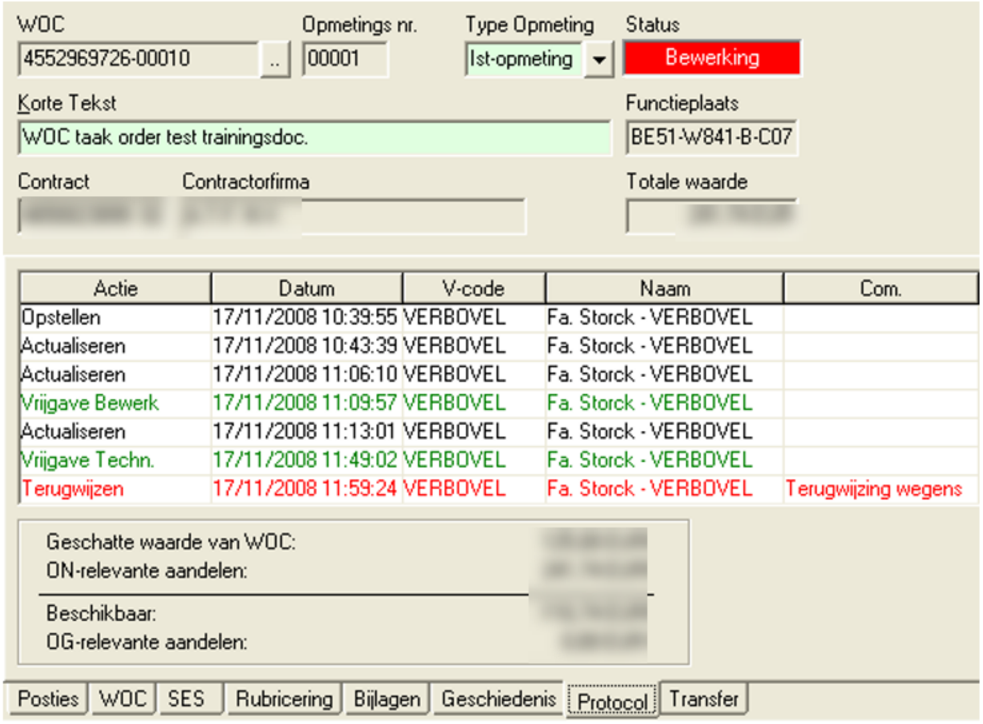
6. Fill in a mandatory comment (reason for cancellation) and press OK



Vergissing

The status of the measurement(s) changes from Vrij Afrekening to Vrij Technisch

In the Protocol tab of the measurement it is indicated when and by whom a measurement was returned with the comments that were entered.



WOC: 4552969726-00010
Opmetings nr.: 00001
Type Opmeting: Ist-opmeting
Status: Bewerking
Korte Tekst: WOC taak order test trainingsdoc.
Functieplaats: BE51-W841-B-C07
Contract: [redacted]
Contractorfirma: [redacted]
Totale waarde: [redacted]

Actie	Datum	V-code	Naam	Com.
Opstellen	17/11/2008 10:39:55	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 10:43:39	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:06:10	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Bewerk	17/11/2008 11:09:57	VERBOVEL	Fa. Storck - VERBOVEL	
Actualiseren	17/11/2008 11:13:01	VERBOVEL	Fa. Storck - VERBOVEL	
Vrijgave Techn.	17/11/2008 11:49:02	VERBOVEL	Fa. Storck - VERBOVEL	
Terugwijzen	17/11/2008 11:59:24	VERBOVEL	Fa. Storck - VERBOVEL	Terugwijzing wegens

Geschatte waarde van WOC: [redacted]
ON-relevante aandelen: [redacted]
Beschikbaar: [redacted]
OG-relevante aandelen: [redacted]

9.4. Correcting measurements

The measurements are forwarded to AVISOR BASF and are subject to a check (together with the settlement file) by:

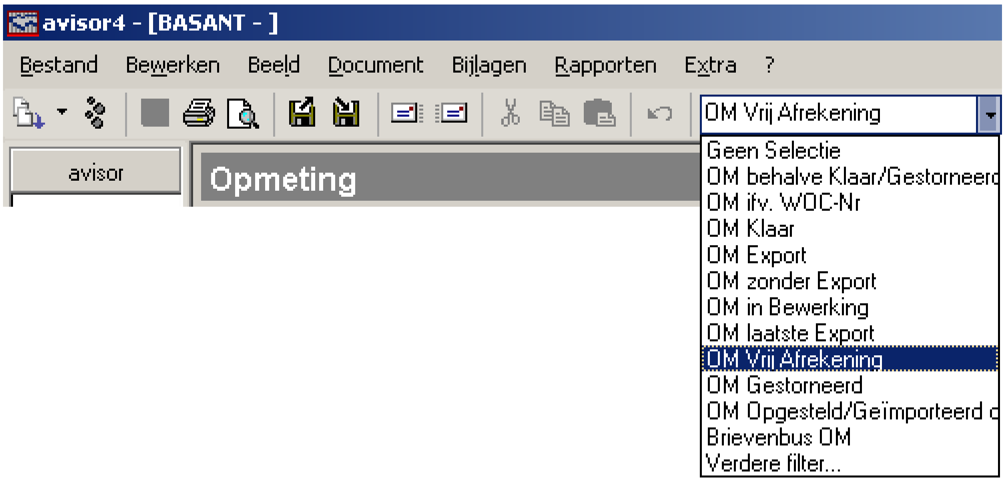
- external supervisor (= optional)
- supervisor BASF / basic planner (1st approver)
- engineer BASF (2nd approver)
- Technical contract management ESP/TV BASF (based on a sample check).

They approve the measurement by releasing the measurement or reject it by referral back / mail to the contractor

9.4.1. Correction by the contractor

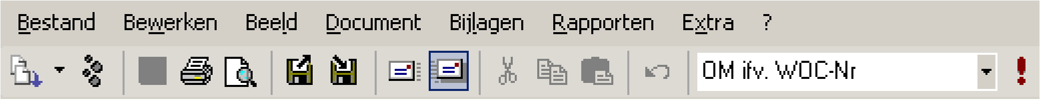
If the contractor receives the message that the measurement is not correct, he must correct it. The following steps must be carried out before he can adjust anything to the measurement:

1. Go to the metering screen
2. Find the measurement via filter 'OM Vrij afrekening' or 'OM ifv WOC'

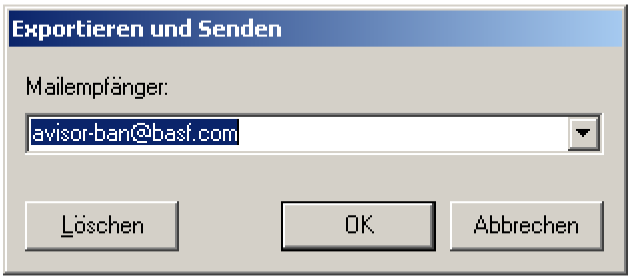


3. Select the measurement
4. Press to point back the measurement
5. The status of the measurement changes from 🟩 Vrij Afrekening to 🟥 Bewerking
6. The measurement can now be corrected

   If fully modified, the measurement must be released again
7. Press to release the measurement
8. The status of the measurement changes from 🟥 Bewerking to 🟩 Vrij Afrekening
9. The measurement must now be forwarded to BASF. (filter OM without export) To do this, click next button.

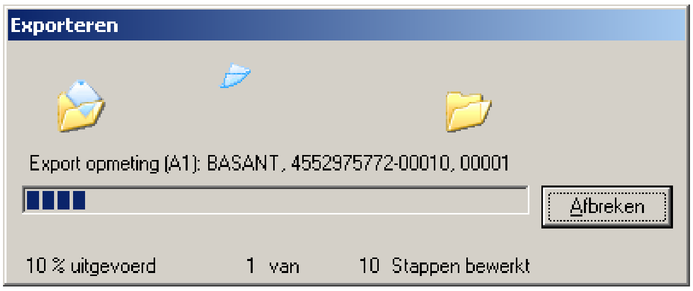


10. Next window will appear. Press OK.



Mailempfänger: avisor-ban@basf.com

11. The selected measurement will be sent.

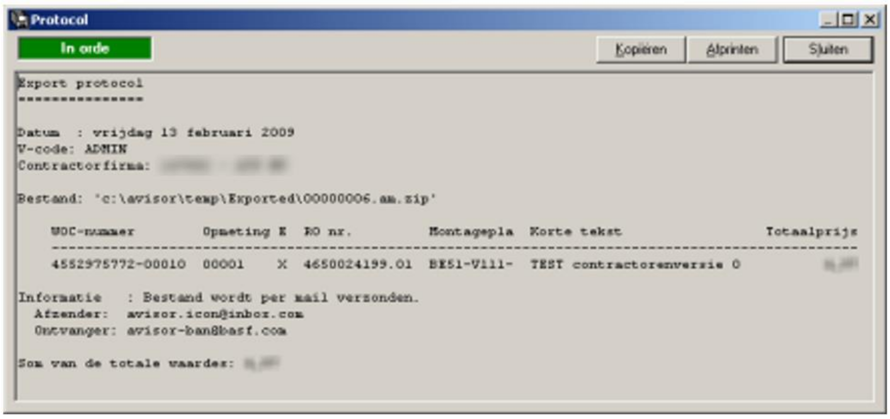


Export opmeting (A1): BASANT, 4552975772-00010, 00001

10 % uitgevoerd 1 van 10 Stappen bewerkt

Do not change the proposed email address (Avisor-ban@basf.com), otherwise the measurements will not reach BASF! This is no longer relevant for Avisor via Citrix.

After sending you will receive a confirmation :



```
Export protocol
---------------

Datum  : vrijdag 13 februari 2009
V-code: ADMIN
Contractorfirma: [redacted]

Bestand: 'c:\avisor\temp\Exported\00000006.am.zip'

    WOC-nummer         Opmeting K  RO nr.          Montagepla  Korte tekst                     Totaalprijs
    ----------------------------------------------------------------------------------------------------
    4552975772-00010   00001    X  4650024199.01   BE51-V111-  TEST contractorenversie 0       [redacted]

Informatie    : Bestand wordt per mail verzonden.
  Afzender:  avisor.icon@inbox.com
  Ontvanger: avisor-ban@basf.com

Som van de totale waarde: [redacted]
```

9.4.2.Correction after sample control by ESP/TV

Each batch must carry out a check. If the statement is considered correct, it must be released in AVISOR BASF.

If a check (revision) shows that the measurement contains errors, ESP/TV (BASF) will return the measurement, giving it the status 'Correction'. ESP/TV corrects the measurement and sets it to the status 'Submit back', notifies the contractor who, after approval, signs the correction. ESP/TV releases the measurement and it is given the status 'Free Settlement' and is included on the next collection statement.

For each referral back, the reason for the referral must be indicated in the system, so that this reason can be determined afterwards.

9.5. Limits

9.5.1.Control limits

If the total value of the WOC exceeds the specified limit, the booking cannot take place. Upon release of a measurement, a check will take place. If the limit is not sufficient, there will be a pop-up that will alert you to this. You can release the measurement, but the limit of the ATB in SAP must be increased because no booking can be made in SAP, this leads to a Transfer error.

The exception is long-term woc´s, these limits are centrally increased by ESP/TV.

9.5.2.Increase limits

When creating a new ATB, the internal partners are filled (based on the task) and the release strategy is attracted. A release of the ATB (US and budgetary release) is necessary so that the ATB is converted into an order.

When changing an ATB, the release is restored and a new release of the ATB is required (US and budgetary release).

Time when limit/estimated value update may be required:

A) If the plausibility check (supervisor) shows that the limit is exceeded

B) ESP/TV will carry out an additional check on the settlement date for WOCs for which the limit is exceeded (Transfer errors) and will take the necessary actions by contacting the relevant BASF supervisor.

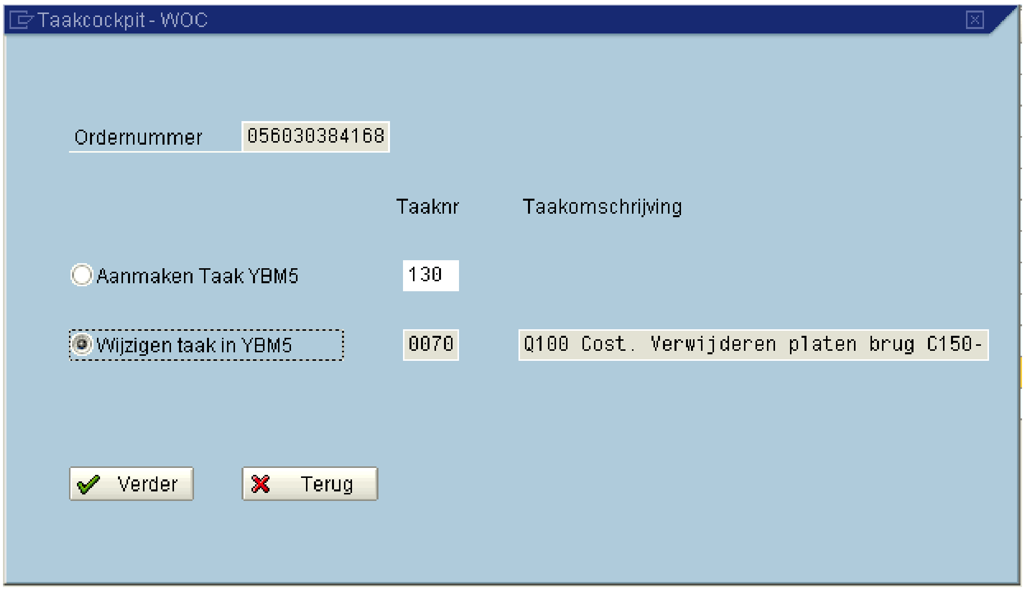
A. Adjusting expected value and limit in plausibility control (supervisor)

Each measurement must be checked and released by the supervisor and by the engineer (= plausibility check). Among other things, comparing the total value of the settlements against the limit is part of this plausibility check.

If a supervisor, while carrying out the check, determines that the limit has been exceeded, the limit will have to be adjusted. If the Final Om is not yet available and therefore settlements will follow, a new estimate will have to be carried out.

The supervisor will have to adjust the expected value and the limit in the ATB (from order):

1. Request the order in the SAP task cockpit (Z6V0PM_OPERATION_CPT)
2. Switch to change mode via ✎
3. Select the right task
4. Press ✎ WOC
5. Select ● Wijzigen taak in YBM5 and press ✓ Verder


Taakcockpit - WOC

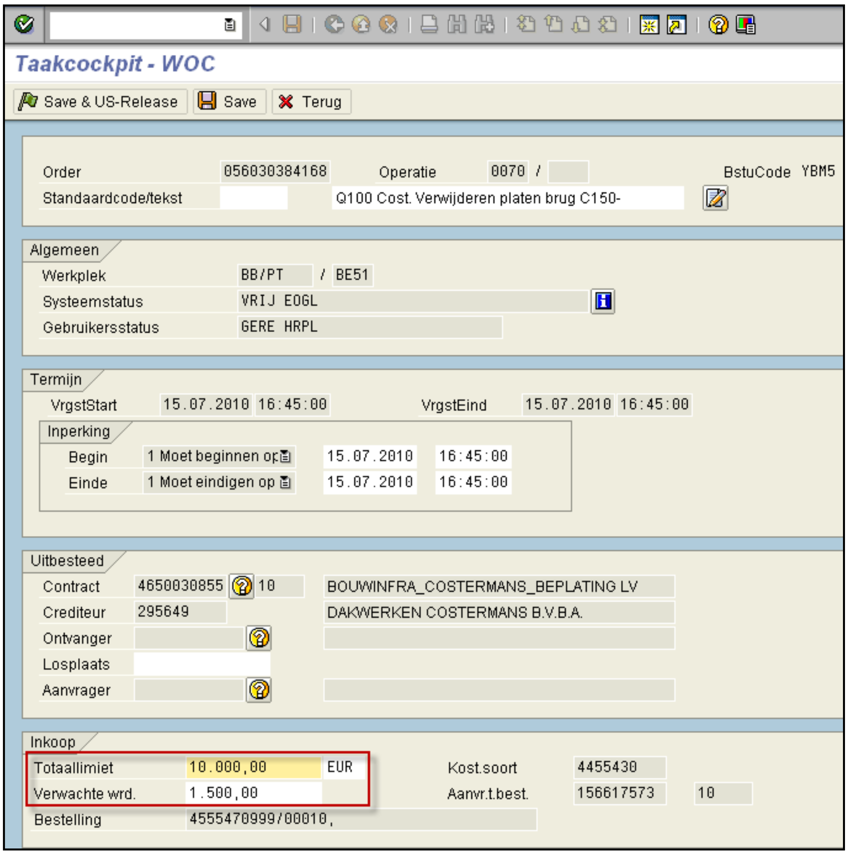
Ordernummer 056030384168

Taaknr Taakomschrijving

○ Aanmaken Taak YBM5 130

● Wijzigen taak in YBM5 0070 Q100 Cost. Verwijderen platen brug C150-

6. Change the total limit and/or expected value



Taakcockpit - WOC

Order 056030384168 Operatie 0070 / BstuCode YBM5

Standaardcode/tekst Q100 Cost. Verwijderen platen brug C150-

Algemeen

Werkplek BB/PT / BE51

Systeemstatus VRIJ EOGL

Gebruikersstatus GERE HRPL

Termijn

VrgstStart 15.07.2010 16:45:00 VrgstEind 15.07.2010 16:45:00

Inperking

Begin 1 Moet beginnen op 15.07.2010 16:45:00

Einde 1 Moet eindigen op 15.07.2010 16:45:00

Uitbesteed

Contract 4650030855 10 BOUWINFRA_COSTERMANS_BEPLATING LV

Crediteur 295649 DAKWERKEN COSTERMANS B.V.B.A.

Ontvanger

Losplaats

Aanvrager

Inkoop

Totaallimiet 10.000,00 EUR Kost.soort 4455430

Verwachte wrd. 1.500,00 Aanvr.t.best. 156617573 10

Bestelling 4555470999/00010,

7. Save the change **Save & US-Release** (this will make US release instantly)

If no additional budgetary release is required, the ATB is fully cleared and visible in the task cockpit by the status 🟩 in the STATUS ATB field. If an additional budgetary release is required, the status is shown in the task cockpit 🔴 until the responsible person(s) has released the ATB.

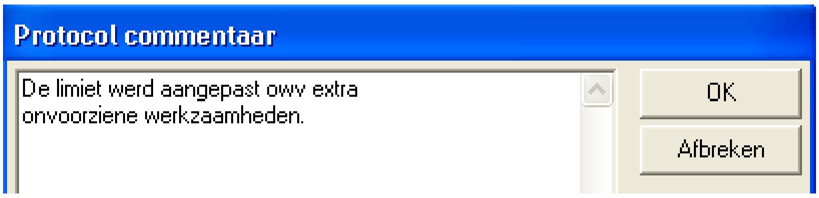
If additional budgetary release is required, the person responsible will automatically be notified by email and can release the ATB.

In AVISOR, the supervisor will **add protocol comments** to the relevant WOC. In this way, when consulting the WOC, it is always clear that the limit/estimated value in the ATB has been adjusted. In the protocol comment, the supervisor will explain the reason for the adjustment.

Call up the WOC in AVISOR

Go to the 'Document' menu and choose 'Comment' OFselect the WOC, press right mouse button and choose Comment

Fill in the protocol comment.

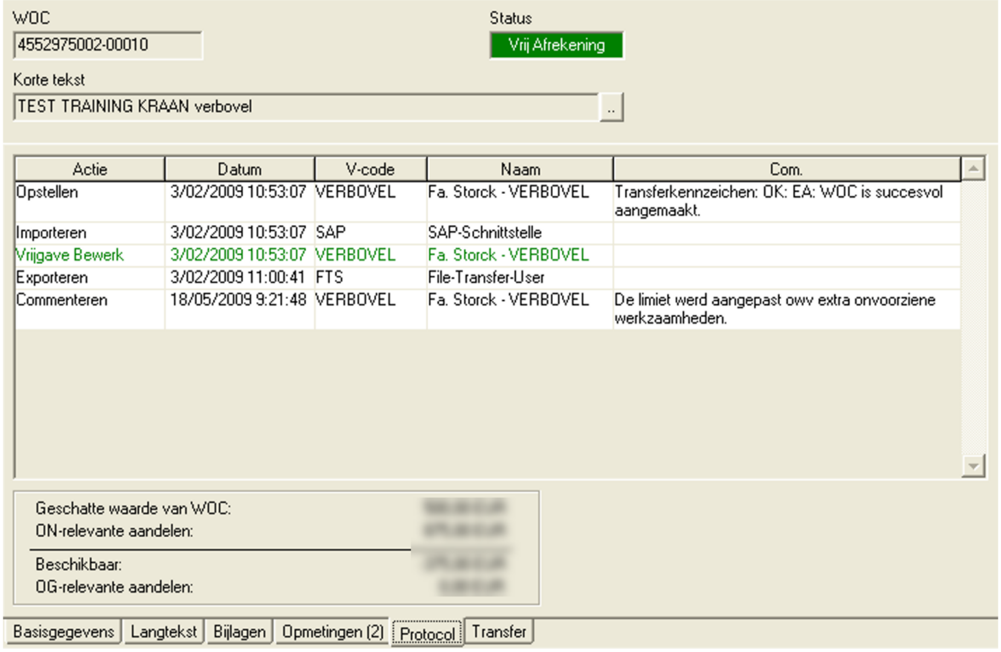


Protocol commentaar

De limiet werd aangepast owv extra onvoorziene werkzaamheden.

Press OK

In the tab "Protocol" the entered comment can be viewed:



WOC: 4552975002-00010

Status: Vrij Afrekening

Korte tekst: TEST TRAINING KRAAN verbovel

Actie	Datum	V-code	Naam	Com.
Opstellen	3/02/2009 10:53:07	VERBOVEL	Fa. Storck - VERBOVEL	Transferkennzeichen: OK: EA: WOC is succesvol aangemaakt.
Importeren	3/02/2009 10:53:07	SAP	SAP-Schnittstelle	
Vrijgave Bewerk	3/02/2009 10:53:07	VERBOVEL	Fa. Storck - VERBOVEL	
Exporteren	3/02/2009 11:00:41	FTS	File-Transfer-User	
Commenteren	18/05/2009 9:21:48	VERBOVEL	Fa. Storck - VERBOVEL	De limiet werd aangepast owv extra onvoorziene werkzaamheden.

Geschatte waarde van WOC:
ON-relevante aandelen:
Beschikbaar:
OG-relevante aandelen:

9.6. Cancelling / reversing measurements

If a measurement needs to be reversed because, for example, it has been entered twice, or can no longer be settled, you can do this by sending an e-mail to avisor.support.antwerpen@basf.com and asking for the measurement to be reversed, with a reason.

10. Avisor via Citrix

Avisor4Suppliers

Avisor via Citrix

user instructions

10.1. Introduction

Citrix is a digital platform in the form of a website where you can log in externally and where programs, such as eg. Avisor, can be made available. This Citrix is a well-known and widely used IT application.

Some advantages of Avisor via Citrix or Avisor4Suppliers are:

•No more local Avisor installation required:

The software is made available to the contractor via BASF Citrix environment. The contractor only needs to log in to Citrix and can then log in to their personalized Avisor.

•No more data traffic via e-mail:

The two separate databases can communicate directly with each other. No more mail traffic needed for sending contracts/WOCs/measurements/...

•No difference in 'look and feel':

Avisor via Citrix looks the same as Avisor via a local installation. Its use also remains virtually unchanged.

•Contracts & WOCs are imported automatically:

This action takes place automatically twice a day. So no more manual action is required to import it.

•No more data loss in case of computer crash/personnel change/...:

Database is built up on the BASF server and is therefore not lost in the event of a local crash of computer / laptop, personnel change,... No need to migrate / maintain this database via the contractor's IT service.

•Avisor statuses are always up-to-date:

Avisor statuses that the contractor sees will always be up-to-date in Citrix as there is no longer any risk of data loss due to poor mail traffic.

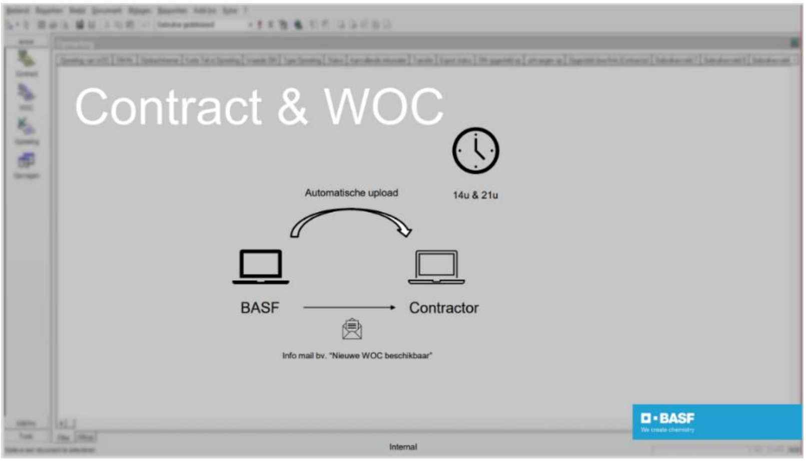
•Software updates happen automatically:

No more manual action required.

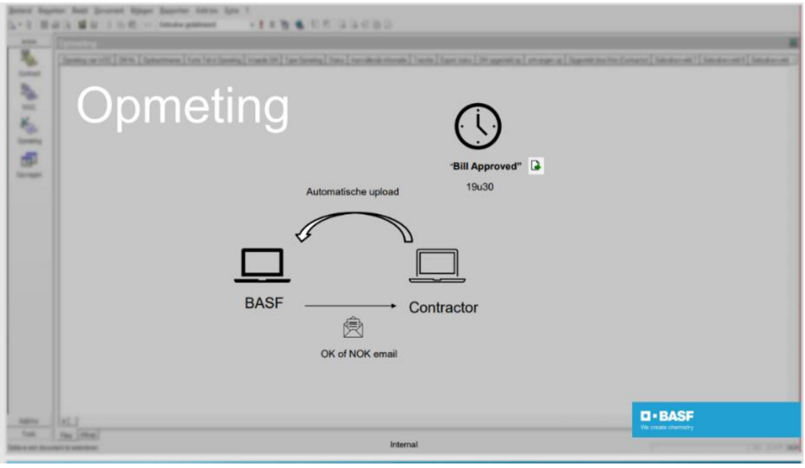
10.2. Citrix vs Local Installation Avisor: Differences

When working with a local Avisor installation, the exchange of data files is done via email. One must then use the envelope icons for importing and exporting data files that contain the contracts / WOCs / measurements.

When working via Citrix, contracts and WOCs are automatically imported into the contractor's Avisor. Basf's database then communicates directly with the Contractor's database. The transfer of data files takes place in Citrix twice a day, at 2 pm and at 9 pm. The contracts/WOCs enter the status 'for approval/bewerking'. The contractor will be informed about this by e-mail, e.g. 'New WOC available'.



Conversely, measurements that have been released by the contractor and thus have the status 'bill approved/ vrij afrekening' are automatically exported to BASF's Avisor at 7.30 pm. Afterwards, the contractor receives an OK or NOK e-mail.



The contractor only works with statuses in Citrix and no longer uses the envelope icons for importing and exporting contracts / WOCs / measurements. Note: When a measurement is taken in state 'for approval/bewerking' and it is released again without adjustment, there will be no trigger for exporting. It is therefore important that something is always changed (e.g. v2 in short text of measurement).

If you switch from a local Avisor installation to Avisor via Citrix, any history from the local installation can be downloaded via the floppy disk icon 'export'. It can then be read into Avisor via Citrix via the floppy disk icon 'import'.

Please note that there is no connection between the two (Citrix vs local installation). It is therefore recommended that after a short transition period you only work via Citrix to avoid descrepantie.

Finally, the contractor only has access to their own C disk from Citrix for uploading or downloading (data) files (via 'My computer').

11. Faq

11.1. BASF & Contractor

Themes that can be addressed for both BASF and contractors.

11.1.1. A new colleague would like to use Avisor. What do I need to do for this?

Basf

Download Avisor software via MyLink and request the necessary Avisor role via Access IT. For more details, please contact avisor.support.antwerpen@basf.com.

Contractor

Avisor is configured per user ID. The old login can therefore continue to be used, if it has not yet expired and Avisor remains on the same laptop / PC.

For each additional user (laptop/PC) an additional license must be requested and activated from Awato.

License can also be transferred to a new laptop/PC.

11.1.2. What should I do if Avisor indicates that there are overlaps in the time registration?

Basf

On the BASF side, the pop-up describes where the overlap is:

- Which measurement is involved
- Which rule is involved

First approver must then reject the measurement (red arrow). He informs the contractor by e-mail about where the overlap is located.

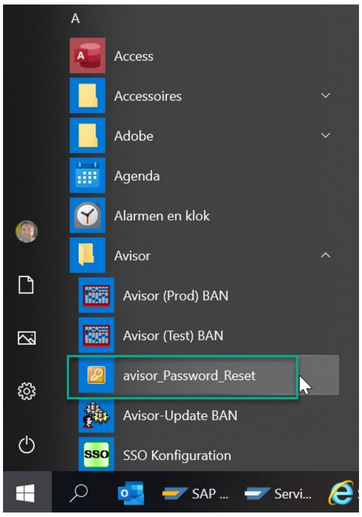
Contractor

The contractor must then adjust the measurement (status 'operation'), and after correction export it back to Avisor BASF.

11.1.3. I forgot my Avisor password. What now?

Basf

You can reset your Avisor password yourself via the Windows icon at the bottom left of your screen. Here's how:



You will then receive an email with a reset password.

Contractor

Please contact avisor.support.antwerpen@basf.com .

11.2. Contractor

Themes that are only relevant for contractors.

11.2.1. I get a notification that I'm working with a demo version while I'm licensed.

Please contact Awato: 0049/2133 26 031 00 option 3 or mail to info@awato.de

11.2.2. I would like to transfer Avisor to a new laptop/PC

You will have to go through a number of steps:

1. Avisor needs to be reinstalled on the new laptop
2. Start Avisor on the old PC and open menu Tools – Options – Data source – button 'MDB folder' to open a Windows Explorer with the path of the existing database

   This window should remain open and then exit Avisor.

   - If the path in the window is a local path on the old PC, then you need to copy 'avisor.mdb' + 'avisor.att' (if it is in between). Transfer this to the new laptop. On the new laptop: Tools – Options – Data source – button 'MDB folder', close Avisor and copy the database in the open Explorer window. If Avisor is then restarted, it will use the copied database.
   - If the path is on a network drive: On the new laptop: Tools – Options – Data source – 'MDB folder' button, go to the path mentioned above and select avisor.mdb. Avisor will reboot and use the database on the network disk instead of the local database.
3. Call Awato company 0049/2133 26 031 00 (option3) to get the activation code. Clearly mention that Avisor was converted from old to new laptop
4. Avisor settings will have to be filled in again. Please contact your own IT for this.

If you have any questions or uncertainties, please contact avisor.support.antwerpen@basf.com.

11.2.3. I can't create a measurement on a WOC

Please check the status of the WOC. This should always be 'free settlement' for the creation of measurements.

For example, is it still in 'Editing'? Then you first have to release it by means of the green arrow.

For example, is it set to 'Ready'? Then you have to release it back by means of the red arrow.

Make sure that you are in the right screen. Measurements can only be made in the measurement screen.

11.2.4. When I try to add an attachment to an email, I get the message that this is not possible.

Please contact avisor.support.antwerpen@basf.com

11.2.5. Measurements remain in "OM without export".

Please contact avisor.support.antwerpen@basf.com

11.2.6. My company has changed its name/VAT code/bank account number. How does this affect my Avisor license?

When the name, bank account or VAT number of your company changes, this has no direct effect on your Avisor license.

Please inform avisor.support.antwerpen@basf.com of the changes.

When Avisor needs to be transferred to a new laptop/PC, you should contact info@awato.de . A new license code will then have to be created.

11.3. Error messages in Avisor

11.3.1. Measurement already exists and is being overwritten

If the OM is already present in the BASF-Avisor system, but not in the Lev correction status. or Edit, this OM cannot be overwritten.

You will then receive an email with "nOK" in 'subject'. This means that the transfer of the measurement was not successful. At the bottom of the mail is additional information about the transfer.

Remark: both the contractor and the BASF supervisor receive this e-mail

FYI:

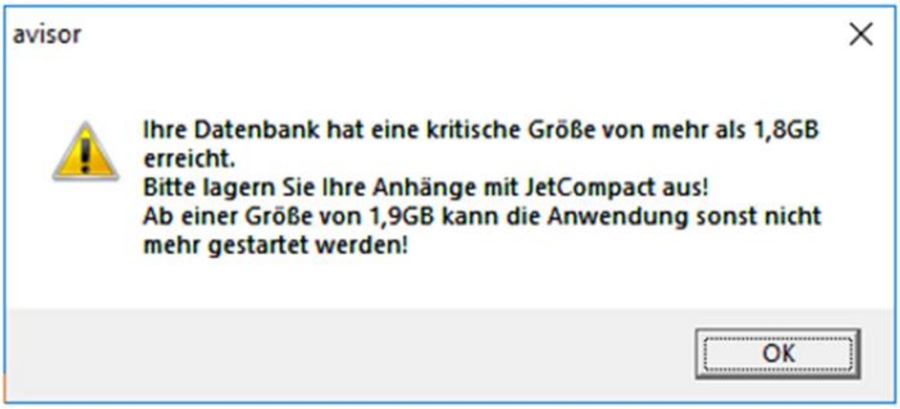
- Upon receipt of your OM by BASF, this will be reported back electronically. This transfer status is called 'BASF Input'.
- When booking your OM, this will also be reported back electronically. This transfer status is called 'BASF Booked'

11.3.2. Error message when importing the control card via CSV file

Points:

- You can only be read in for 1 week per measurement line.
- If the date is outside the range of 7 days, a new measurement line must be created
- Look for signs such as '.' and ','

11.3.3. Ihre Datenbank hat eine critical Grösse von mehr als 1,8GB erreicht. Bitte...



Ihre Datenbank hat eine kritische Größe von mehr als 1,8GB erreicht.
Bitte lagern Sie Ihre Anhänge mit JetCompact aus!
Ab einer Größe von 1,9GB kann die Anwendung sonst nicht mehr gestartet werden!

Please contact avisor.support.antwerpen@basf.com

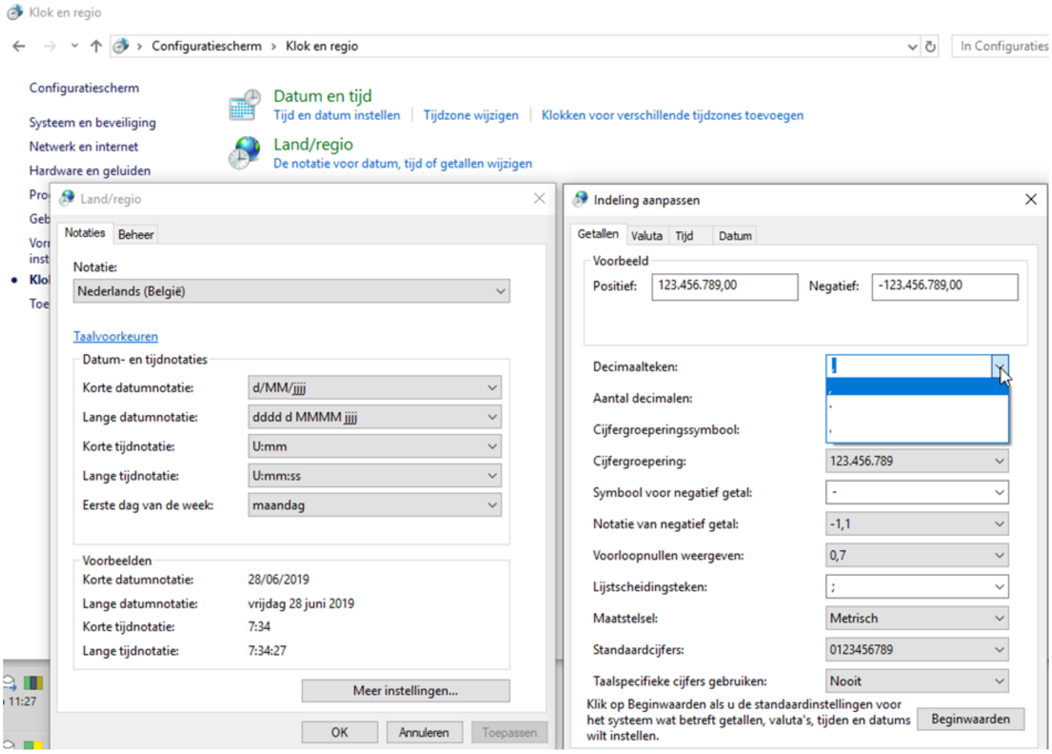
11.3.4. 1181: Cannot register successfully.

Please contact Awato: 0049/2133 26 031 00 option 3 or mail to info@awato.de

11.3.5. 2832: The number of hours are more than the hours between the two times that you entered.

This error message can occur, for example, when a CSV document is loaded.

When you get this error message, it means that the numeric values are set incorrectly in the system. For example, when the language was set in English. You can adjust this in the control panel below, Clock & Region



Notatie: Nederlands (België)

Datum- en tijdnotaties
Korte datumnotatie: d/MM/jjjj
Lange datumnotatie: dddd d MMMM jjjj
Korte tijdnotatie: U:mm
Lange tijdnotatie: U:mm:ss
Eerste dag van de week: maandag

Voorbeelden
Korte datumnotatie: 28/06/2019
Lange datumnotatie: vrijdag 28 juni 2019
Korte tijdnotatie: 7:34
Lange tijdnotatie: 7:34:27

Voorbeeld
Positief: 123.456.789,00
Negatief: -123.456.789,00

Decimaalteken: ,
Aantal decimalen:
Cijfergroeperingssymbool:
Cijfergroepering: 123.456.789
Symbool voor negatief getal: -
Notatie van negatief getal: -1,1
Voorloopnullen weergeven: 0,7
Lijstscheidingsteken: ;
Maatstelsel: Metrisch
Standaardcijfers: 0123456789
Taalspecifieke cijfers gebruiken: Nooit

Klik op Beginwaarden als u de standaardinstellingen voor het systeem wat betreft getallen, valuta's, tijden en datums wilt instellen.

11.3.6. 4106: Should all measurements in the directory be cleared before exporting?

This message can occur when you want to export measurements manually. You first download the measurements as a zip file to a local folder.

If there were still data files in the local folder from a previous time, Avisor will ask you whether or not they can be deleted.

If the measurements have already been forwarded, you can click on 'Yes' in the pop-up window. The old zip files will then be overwritten.

If the measurements have not yet been forwarded, you must first click on 'No' and forward the measurements. Then you can click on 'Yes'.

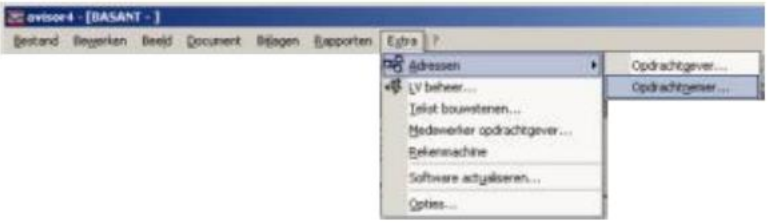
11.3.7. 4324: Error receiving emails: Connection reset by peer

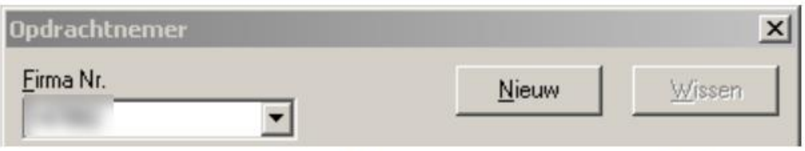
Please contact someone from your own IT for this.

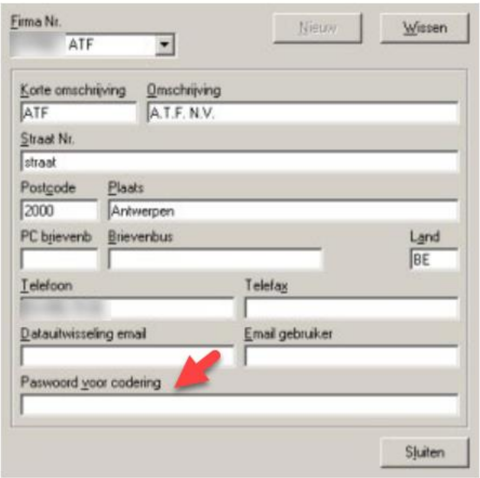
Probably mail settings have changed or something has changed on the mail server.

11.3.8. 22076: Under 'Extra – addresses – contractor'

Please do not enter anything in 'password for encoding'.







Firma Nr. [redacted] ATF

Korte omschrijving: ATF

Omschrijving: A.T.F. N.V.

Straat Nr.: straat

Postcode: 2000

Plaats: Antwerpen

PC brievenb:

Brievenbus:

Land: BE

Telefoon: [redacted]

Telefax:

Datauitwisseling email:

Email gebruiker:

11.3.9. 22544: Contract is unknown

This means that the contract has not yet been read into your Avisor, so it is not possible to place a WOC behind it. If necessary, you can contact the Avisor helpdesk for the re-export of the contract.

11.3.10. 22654: Assignment has wrong status

This status can e.g. are 'ready', 'reversed', ...

If WOC status is 'ready', please contact woc-responsible person with the request to open this WOC again. Afterwards, measurement can be exported again. As long as this status is 'ready', no measurements can be received on it.

! Status WOC on the contractor side can be different from status WOC on the BASF side!

Please contact the BASF manager to check this.