

ACIMS

Supply Chain Portal Guide

Intended for our supply chain
delivering Projects

Introduction

All supply chain delivering work for Aston Group must hold a valid Aston Group Subcontractor Reference Number. This confirms the successful completion of the Pre-Qualification Questionnaire (PQQ) process and inclusion on the approved supply chain list.

The Supply Chain Portal provides the following key functions:

- Manage supply chain profile (upload, amend, verify)
- Access and manage assigned jobs and tasks
- Assign jobs to engineers and track completion
- Submit valuations and review job outcomes
- Receive, accept, or query purchase orders
- Review and sign project orders
- Submit applications for completed work (including percentage applications)
- Accelerate payment processing through system submission

This guide provides a simple, step-by-step walkthrough to help you access and use the portal effectively.

Accessing the Portal

Click this link below to access the Supply Chain Portal

<https://subcontractor.aston.systems>

1. User credentials will be created by Aston Group and sent to your registered email address.



Login

Password

 Remember me[Forgot your password?](#)

2. On first login:

- Click your **'Profile Image'** placeholder at the top right corner
- Select **'Profile'**
- Click **Change Password** and save your new password.

⚠ This is Stage Environment for test and learn purpose only. No data can be transferred to live system.

Profile Image ← Add your profile picture

Details

First Name	D****
Last Name	O****
Email	g****@****.****

Notifications

Disable all email notifications

Job Assign

Change Password

Current *	<input type="text"/>
New password *	<input type="text"/>
Confirm password *	<input type="text"/>

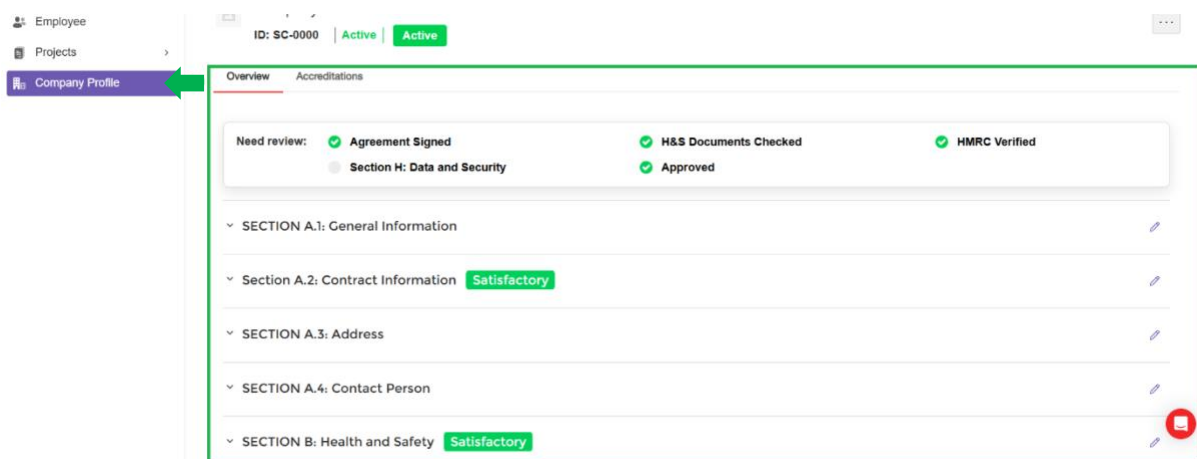
3. Within your profile, you may disable notifications if preferred. This will mute email alerts related to job activities.

Managing your Company Profile (PQQ)

The Company Profile section contains all prequalification information and documentation.

- Each section can be edited and updated as required
- Updates are automatically submitted to Aston Group for review
- Sections without a green tick indicate incomplete or unapproved items

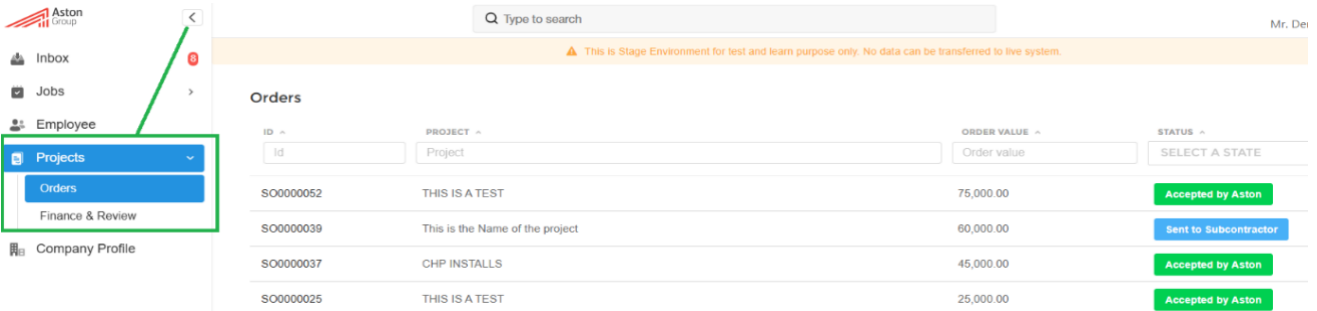
Important: Ensure all sections are completed to avoid delays in job allocation or payments.



Managing Projects and Project Orders

Navigate to the Projects section via the left-hand menu. You will find two key submenus:

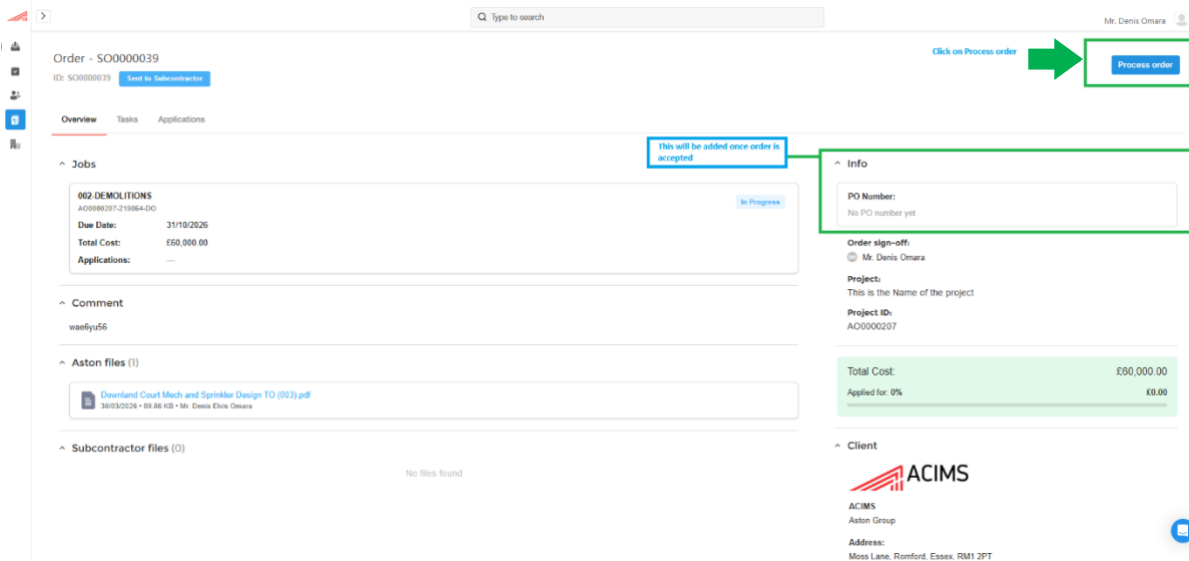
- **Orders** > View and manage assigned orders
- **Finance & Review** > Submit applications and manage invoicing



ID	PROJECT	ORDER VALUE	STATUS
SO0000052	THIS IS A TEST	75,000.00	Accepted by Aston
SO0000039	This is the Name of the project	60,000.00	Sent to Subcontractor
SO0000037	CHP INSTALLS	45,000.00	Accepted by Aston
SO0000025	THIS IS A TEST	25,000.00	Accepted by Aston

When an order is issued:

1. Log into the portal and open the order
2. **Download** the attached document
3. Sign the document
4. Re-upload the signed version



Order - SO0000039

Click on Process order → **Process order**

This will be added once order is accepted

Info

PO Number: No PO number yet

Order sign-off: Mr. Denis Omara

Project: This is the Name of the project

Project ID: AD0000207

Total Cost: £80,000.00

Applied for: 0% £0.00

Client: **ACIMS**
Aston Group
Address: Moss Lane, Romford, Essex, RM1 2PT

Processing Options

1. **Accept Order** > Agree to value and conditions
2. **Reject Order** > Decline the work
3. **Review Required** > Request amendments (e.g. value adjustments).

If 'Review Required' is selected:

- The Aston Group Contract Manager will be notified
- The order will be revised and resubmitted
- You will receive a notification to review again.

ORDERS > ORDER-SO000039

Order - SO000039 Accept Order Reject Review required

ID: SO000039 In Progress by Subcontractor

Overview **Tasks** Applications

Attention! Please attach a file to be able to accept the order

Jobs

002-DEMOLITIONS <small>AO000207-21804-000</small> Due Date: 31/10/2026 Total Cost: £60,000.00 Applications: —	In Progress
--	--------------------------

Comment

waefy56

Aston files (1)

[Download Court Mech and Sprinkler Design TO \(053\).pdf](#)
36/03/2025 - 89.86 KB • Mr. Denis Omara

Info

PO Number:
No PO number yet

Order sign-off:
Mr. Denis Omara

Project:
This is the Name of the project

Project ID:
AO0000207

Total Cost:	£60,000.00
Applied for: 0%	£0.00

Client

Aston Group will give you an **Order** with a breakdown of jobs and costs. This ensures you can upload the supporting documents directly to the **Jobs** when you complete them and keep all documents in one place.

Managing Tasks

1. On the same section, **Order**, there are 3 tabs, '**Overview**', '**Tasks**' and '**Applications**'.

Since projects are quoted at the lowest level, Tasks, we can assign you the relevant tasks, and these are found in the tasks section/tab.

2. You have simple interactions with tasks, click on the task name to open it, upload documents, change task status to **Complete** – that's it.

ORDERS > ORDER-SO000037

Order - SO000037 Accepted by Aston

ID: SO000037

Overview **Tasks** Applications

Task Prices (2)

BOILERS 1 Task ID: AO0000212-15273 Job: AO0000212 - CHP INSTALLS Property:	New
Labour 1 Task ID: AO0000212-15275 Job: AO0000212 - CHP INSTALLS Property:	New

Info

PO Number:
AO0212-001-DS

Order sign-off:
Mr. Denis Omara

Project:
CHP INSTALLS

Project ID:
AO0000212

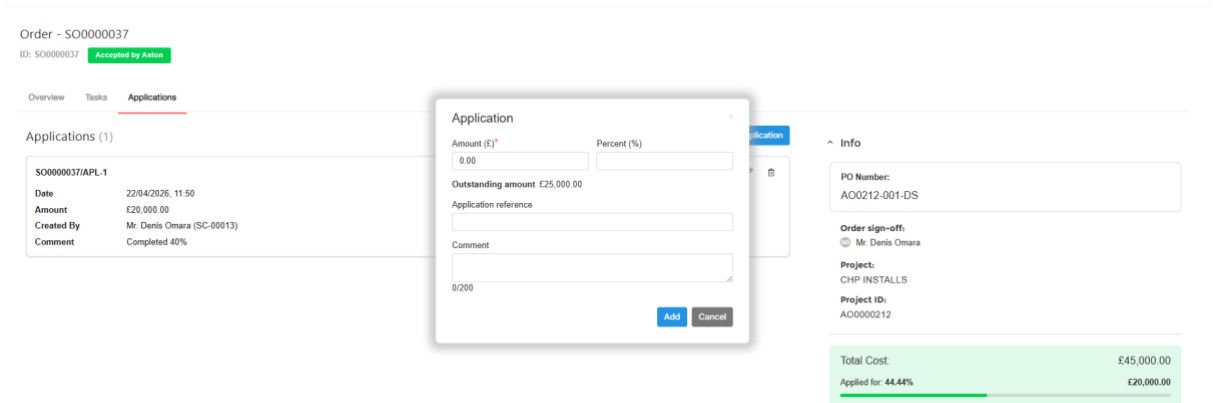
Total Cost:	£45,000.00
Applied for: 44.44%	£20,000.00

- When you upload any documents on a Task, it's readily available on all portals, including the client's portal.

Managing Applications

In the orders page, the 3rd tab is the '**Applications**'. This is where you click on the Jobs and then apply a percentage you want paid.

- Click **Applications**
- Click '**Add Application**' (you can do it by percentage of remaining or simply add actual value).



Order - SO0000037
ID: SO0000037 Accepted by Aston

Overview Tasks **Applications**

Applications (1)

SO0000037/APL-1	
Date	22/04/2026, 11:50
Amount	£20,000.00
Created By	Mr. Denis Omara (SC-00013)
Comment	Completed 40%

Application

Amount (£) Percent (%)

Outstanding amount £25,000.00

Application reference

Comment

Add Cancel

Info

PO Number: AO0212-001-DS

Order sign-off: Mr. Denis Omara

Project: CHP INSTALLS

Project ID: AO0000212

Total Cost: £45,000.00

Applied for: 44.44% £20,000.00

- Do this for all the Jobs you have been given on that order.
- Click '**Add**'. All your applications will appear on the '**Applications**' Tab with a status.
- Once all your **Jobs** have been applied, you will see the bar on the right-hand side showing the total on that order, the applied-for value and the remaining value.
- You will apply until no money is left on the Order.

Managing Valuations and Invoicing

The second Sub Menu under Projects is '**Finance & Review**'

This section is where you will find all your Applications. You will then select them all in the given order, place them in one pack, and submit it to the Aston Group.

Note: Submitting your application via the system means it will be processed more quickly, so you get paid more quickly too.

Process

1. Click on the Main Menu on the left. Click **Projects**, then Click **'Finance & Review'**.
2. You will then land on the **'Finance and Review'** page, first tab (Applications)
3. You will see each application listed by Order ID, which usually starts with

'SO0000XX'. You can only put applications of the same order in the same invoice pack.

4. Select the applications, and then tap, **'Generate Invoice'**.

Applications		Invoices		
ID	STATUS	AMOUNT	COMMENT	
<input type="checkbox"/> SO000009/CLAIM-1	Sent to Aston	66,000.00	33% of works completed	
<input type="checkbox"/> SO000014/CLAIM-1	New	84,000.00	we completed 30% of works	
<input type="checkbox"/> SO000019/CLAIM-1	New	75,000.00	10% OF WORK COMPLETED	
<input type="checkbox"/> SO000021/CLAIM-1	Sent to Aston	34,500.00	APRIL Valuation Q1	
<input type="checkbox"/> SO000023/CLAIM-1	New	67,500.00	completed 7 %	
<input type="checkbox"/> SO000023/CLAIM-2	New	50,000.00	ulosfjwh	
<input type="checkbox"/> SO000023/CLAIM-3	New	25,000.00	This claim includes works completed in flats 2-4	
<input checked="" type="checkbox"/> SO000037/APL-1	New	20,000.00	Completed 40%	
<input checked="" type="checkbox"/> SO000037/APL-2	New	11,250.00	forth valuation	
<input checked="" type="checkbox"/> SO000037/APL-3	New	4,500.00	This the 5th valuation	

3 Applications Selected Generate Invoice Cancel

5. By clicking on **'Generate Invoice'**, you are simply adding all the individual applications into one pack so you can generate your internal systems invoice and attach it to the pack, then press the **'Generate Invoice'** button to submit it to Aston Group for certification and payment.

CLAIMS > GENERATE INVOICE

Generate Invoice

General

Project: CHP INSTALLS

Issue date: 24/04/2026

Due date: 04/05/2026

Applications: * SO000037/APL-1 * SO000037/APL-2 * SO000037/APL-3

Subcontractor Invoice Number: DE00125

Description: MAR26 Valuation

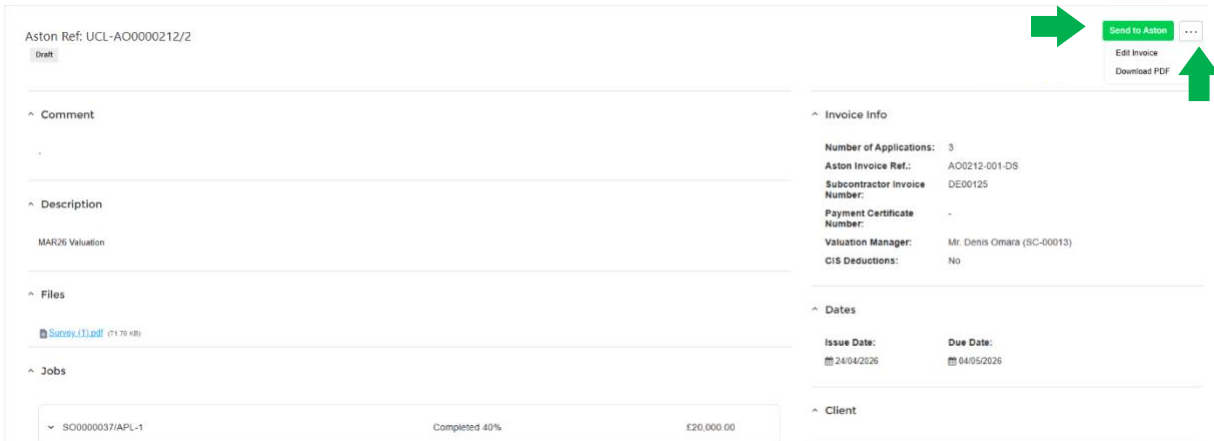
Files: Survey (1).pdf Clean field

Attach file

These are the individual Application in the pack

This is your Finance systems Invoice reference Number- Required

- Once the Generate Invoice Button is clicked, you can review it, click on the top right dot menu next to **'Send to Aston'** and download a pdf or csv of the Application pack before clicking **'Send to Aston'**.



- After clicking **'Send to Aston'**, the Invoice will be submitted to Aston Group, and the Contract Manager will pick it up, review it, and add a certificate to it if all is good.

- The Accounts Department will then be notified of all certified invoices. They will process the invoices and make payments to you.

- Once payment has been made, our accounts team will mark the Invoice as **'Paid'** and this will reflect on your side under the tab Invoices.

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INVOICE ID	JOB	DUE DATE	ISSUE DATE	STATUS	TOTAL JOB COST
Invoice ID	Job	Due Date	Issue Date	SELECT A STATE	
UCL-AO0000212/2	3 jobs included	04/05/2026	24/04/2026	Paid	£35,750.00
WFH-AO0000205/2	2 jobs included	02/05/2026	22/04/2026	Draft	£11,250.00
WFH-AO0000197/2	SO0000009/CLAIM-1	02/05/2026	22/04/2026	Paid	£66,900.00
WFH-AO0000196/2-TB	SO0000021/CLAIM-1	13/07/2025	03/07/2025	Accepted	£34,500.00

Your quick journey to getting paid quickly

Add Application > Add to Invoice Pack > Send to Aston > Get Paid