

Setup Database in iSMM

Step 1:

Setup project site in iSMM and key in the following info:

- 1) Project title/name
- 2) Client
- 3) Contract sum
- 4) Duration
- 5) Payment terms
- 6) EBS code
- 7) Project code
- 8) Approved vendor

Step 3:

- 1) Import SOT(summary page) -Client & SP based on the "Client& SP SOT Importing Sample" in iSMM.
- 2) Tagging trade/Description to each approved vendor to the project site.

Step 2:

Setup Accounts in iSMM (role-based):

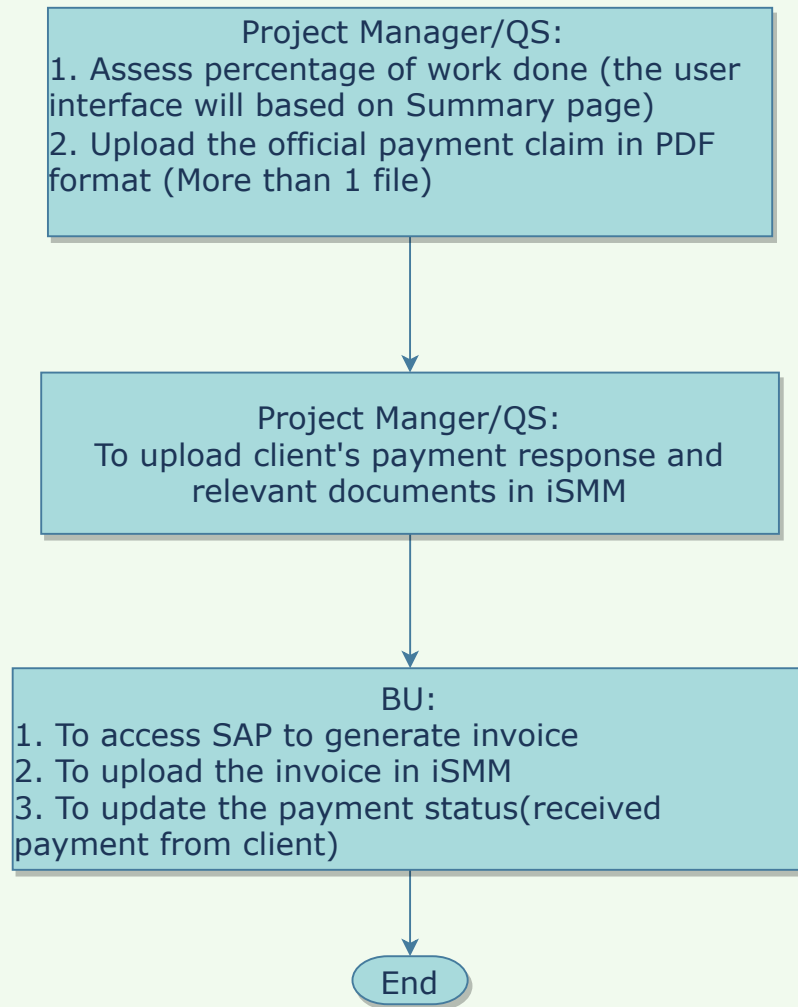
- 1) GM
- 2) Project Manager
- 3) QS
- 4) BU
- 5) SP Admin

Step 4:

For the project site which implemented iSMM after project started:

- 1) Uploading previously certified amount, previous payment response and claim from Client in iSMM.
- 2) Uploading previously certified amount, previous payment advice, payment certificate to SP in iSMM.

SMM to Client



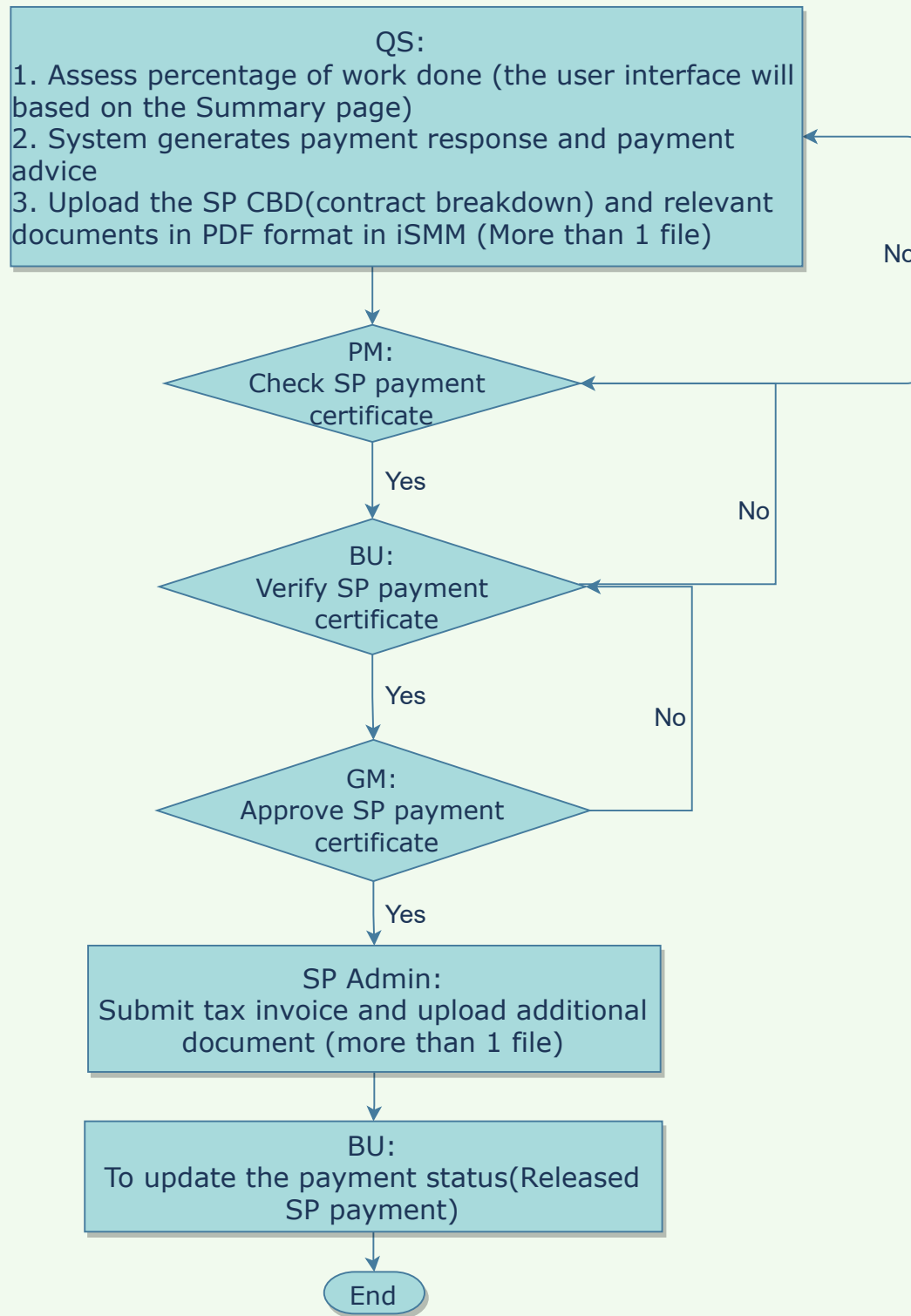
System alert 01:

If nobody uploads invoice in iSMM more than "payment response uploaded in iSMM date +14 days", system auto-notify BU; If nobody uploads invoice in iSMM more than "payment response uploaded in iSMM date +30 days", system auto-notify project manager.

System alert 02:

If nobody updates the payment status in iSMM more than "invoice uploaded in iSMM date +14 days", system auto-notify BU; If nobody updates the payment status in iSMM more than "invoice uploaded in iSMM date +30 days", system auto-notify project manager.

SMM to SP



Need Payment advice and payment certificate or need payment certificate only??

