

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 2:

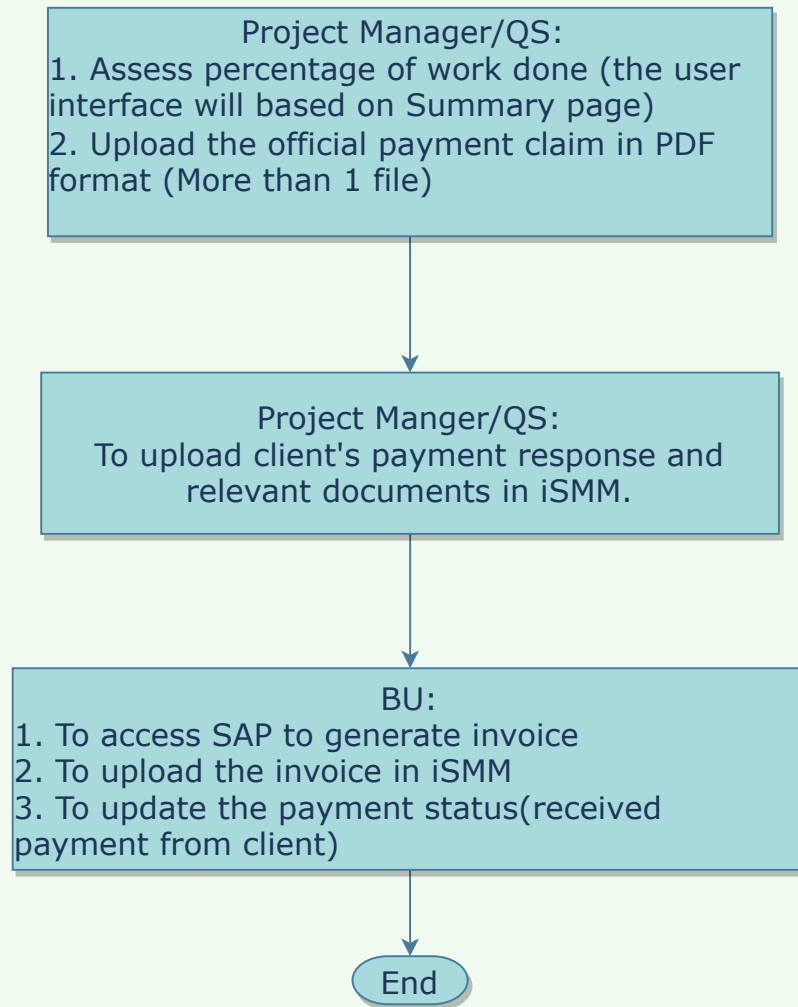
- 1) Import SOT(summary page) -Client & SP based on the "Client&SP SOT Importing Sample" in iSMM.
- 2) Tagging trade/Description to each approved vendor to the project site

Step 3:

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:

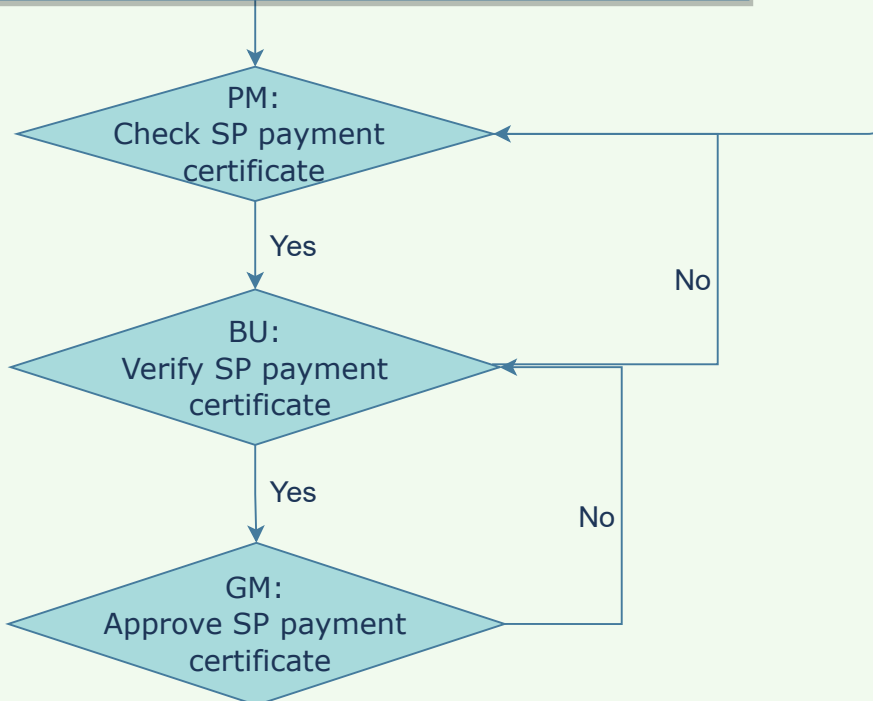
If nobody uploads invoice in iSMM more than "payment response uploaded in iSMM date +14 days", system auto-notify BU; If nobody uploads invoice in iSMM more than "payment response uploaded in iSMM date +30 days", system auto-notify project manager.

System alert 02:

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

SMM to SP

QS:
1. Assess percentage of work done (the user interface will be based on the Summary page)
2. system generates payment response and payment advice
3. Upload the SP CBD(contract breakdown) and relevant documents in PDF format in iSMM (More than 1 file)



SP Admin:
Submit tax invoice and upload additional document (more than 1 file)

BU:
To update the payment status(Released SP payment)

End

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

