Setup Database in iSMM

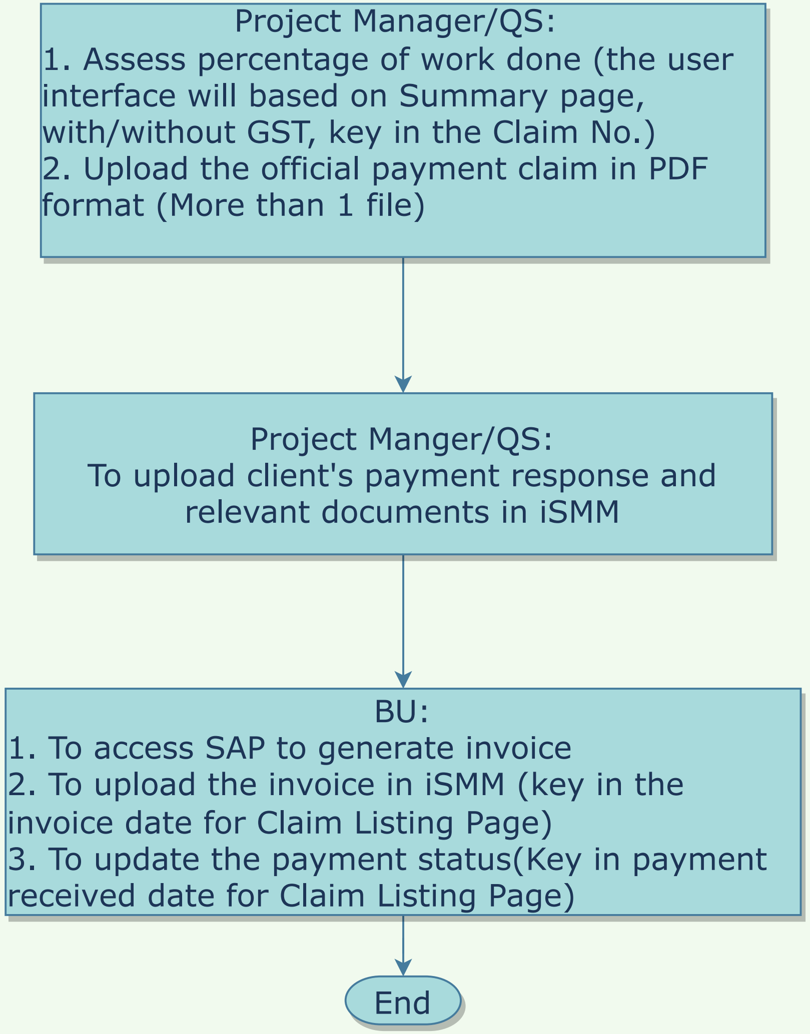
Step 1:
Setup project site in iSMM and key in the following info:
1) Project title/name
2) Client
3) Contract sum
4) Duration
5) Payment terms
6) EBS code
7) Project code
8) Approved vendor

Step 2:
Setup Accounts in iSMM (role-based):
1) GM
2) Project Manager
3) QS
4) BU
5) SP Admin

Step 3:
1) Import SOT(summary page) -Client & SP based on the "Client& SP SOT Importing Sample" in iSMM.
2) Tag trade/Description to each approved vendor to the project site.

Step 4:
For the project site that implemented iSMM after project started:
1) Upload previously certified amount, previous payment response, and claim from Client in iSMM.
2) Upload previously certified amount, previous payment advice, and payment certificate to SP in iSMM.

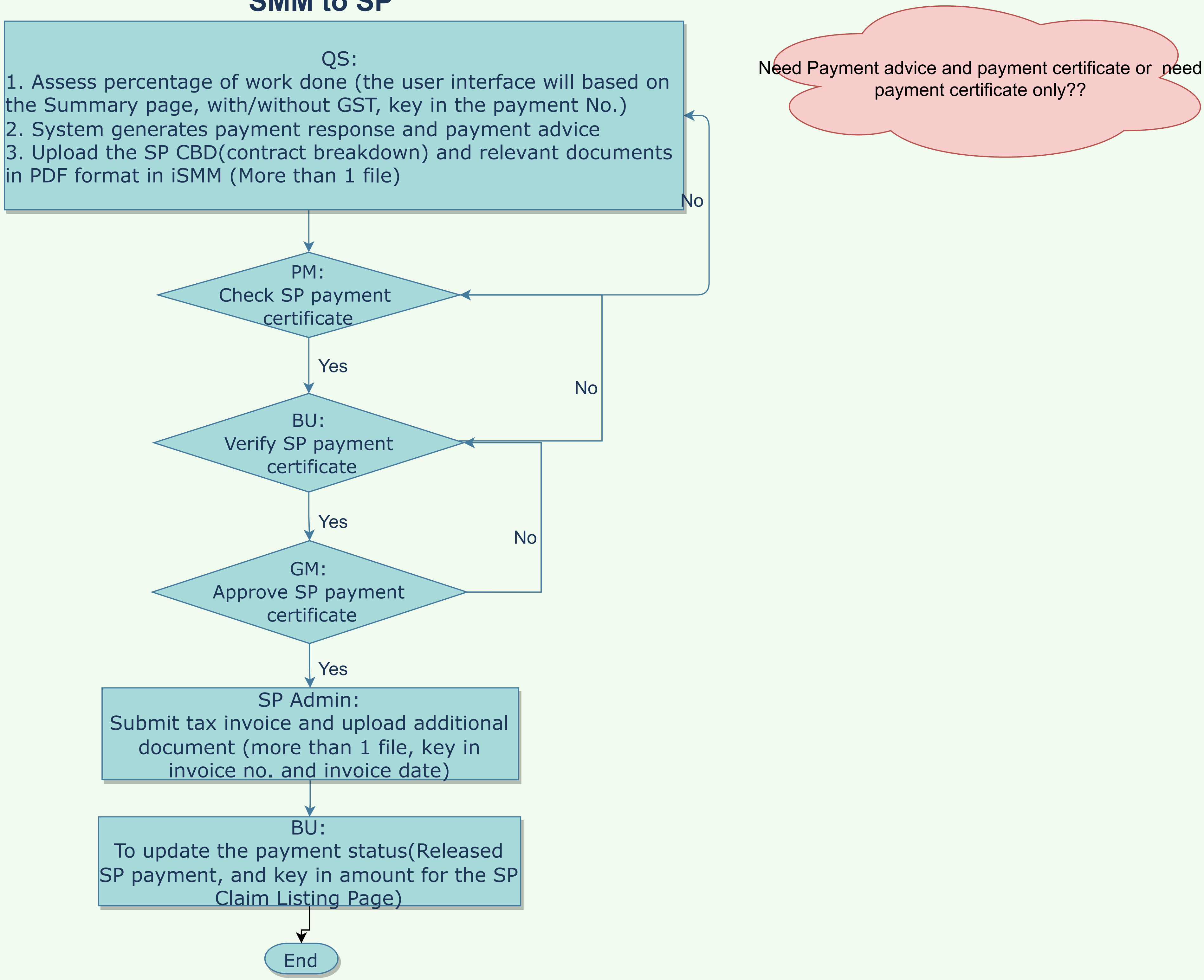
SMM to Client



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


QS:
1. Assess percentage of work done (the user interface will based on the Summary page, with/without GST, key in the payment No.)
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)
Need Payment advice and payment certificate or need payment certificate only??
No
PM:
Check SP payment certificate
Yes
No
BU:
Verify SP payment certificate
Yes
No
GM:
Approve SP payment certificate
Yes
SP Admin:
Submit tax invoice and upload additional document (more than 1 file, key in invoice no. and invoice date)
BU:
To update the payment status(Released SP payment, and key in amount for the SP Claim Listing Page)
End