Digital Revolution @ UEM EDGENTA
A member of UEM Group

Vendor User Guide

Part IV: Work Confirmation and Invoice Submission in Service Portal

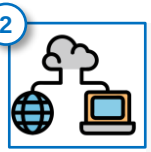
OWNERSHIP. RESPONSIBILITY. ACCOUNTABILITY

"Our Work and Business, Reimagined"

What is Changing for Vendors?

1.

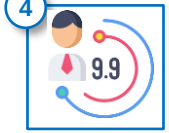
All vendors **profiles must** be registered and approved in the Oracle Supplier Portal

2. 

Vendors will need to use Oracle Supplier Portal to perform transactions / business with UEM Edgenta

3.

Vendors are required to use the Oracle Supplier Portal for all communications with UEM Edgenta

4. 

Vendors' performance/qualifications will be evaluated in the Oracle Supplier Portal. Vendors will be evaluated against standardised criteria, scoring and weightage

5.

Vendors must submit RFQs / tender responses / invoices in Oracle. Tender evaluation / scoring process and awarding will be done via Oracle

New Terminology in the Digital Process

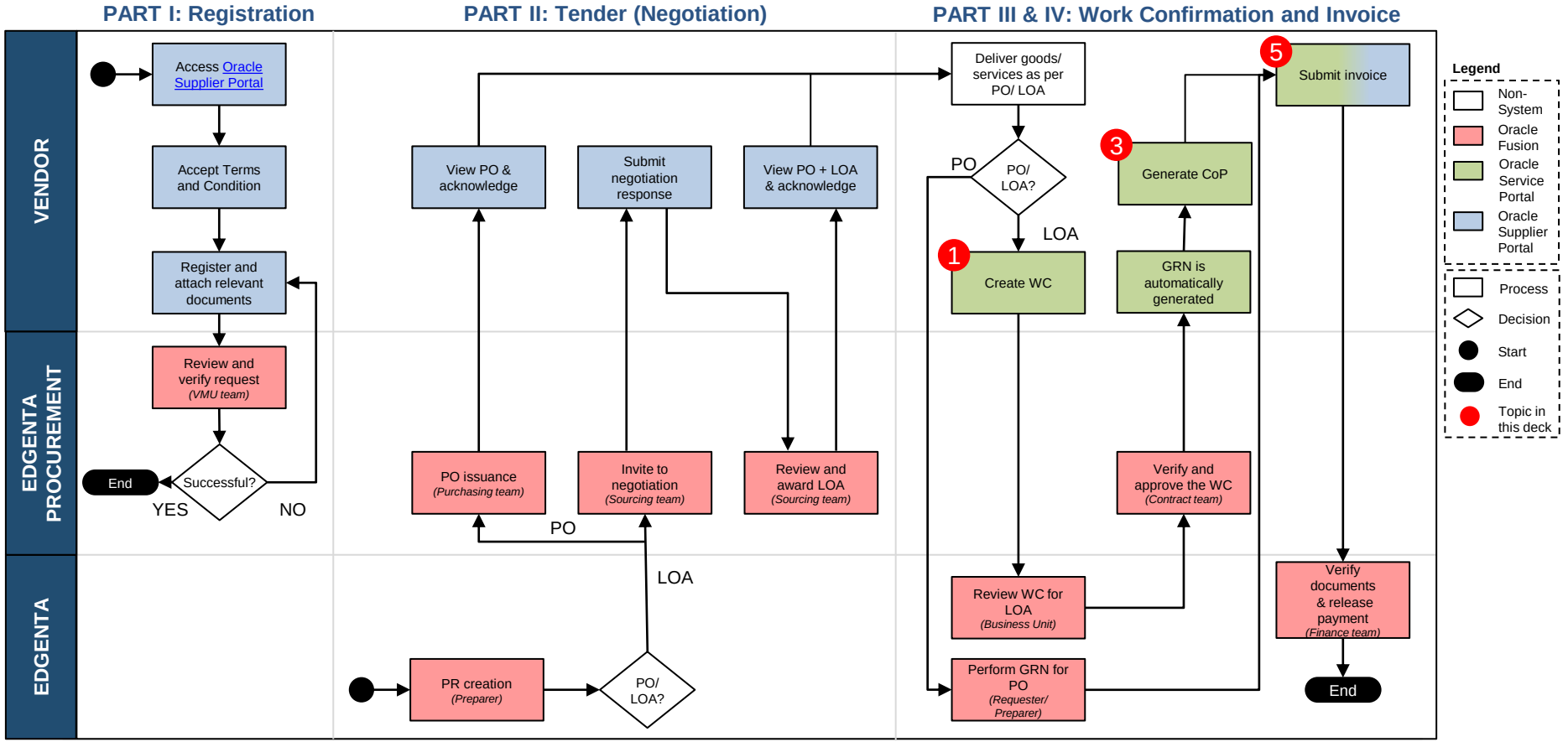
Transaction with Standard PO

Manual Process	Purchase Order (PO)	Delivery Order (DO)	Invoice
New Oracle	Purchase Order (PO)	New Goods Receipt Note (GRN)	Invoice

Transaction with PO and LOA

Manual Process	Tender Process	Letter of Award (LOA)	Certificate of Completion (CoC) / Job Sheet / Service Report	Manual Certificate of Payment (CoP)	Invoice
New Oracle	New Negotiation	Purchase Order (PO) / Letter of Award (LOA)	New Work Confirmation (WC)	System auto-generated GRN & Certificate of Payment (CoP)	Invoice

Overview of End-to-End Vendor Process



Supplier Portal and Service Portal at a Glance….

Oracle Function	Oracle Supplier Portal	Oracle Service Portal
Accessibility	All vendors (including those with existing contract(s) with Edgenta)	Limited to vendors with existing contract(s) with LOA with milestone-based or fixed fee payment under Edgenta
Purpose	A platform that enables suppliers to register, participate in negotiation, acknowledge PO & LOA, submit invoices and view payment status	A platform to process milestone-based and fixed fee payment with proof of service completion *Refer to system features below*
Feature	• Vendor registration • Vendor profile management • Vendor performance review • Participate in negotiation • Acknowledge PO and LOA • Submit and view invoice • View payment	• **Submit & view work confirmation** on milestone completion or BOQ basis • **Generate payment certification** upon approval of the work confirmation • **Generate invoice** with details from the payment certification • **Submit retention release request** based on the invoice amount

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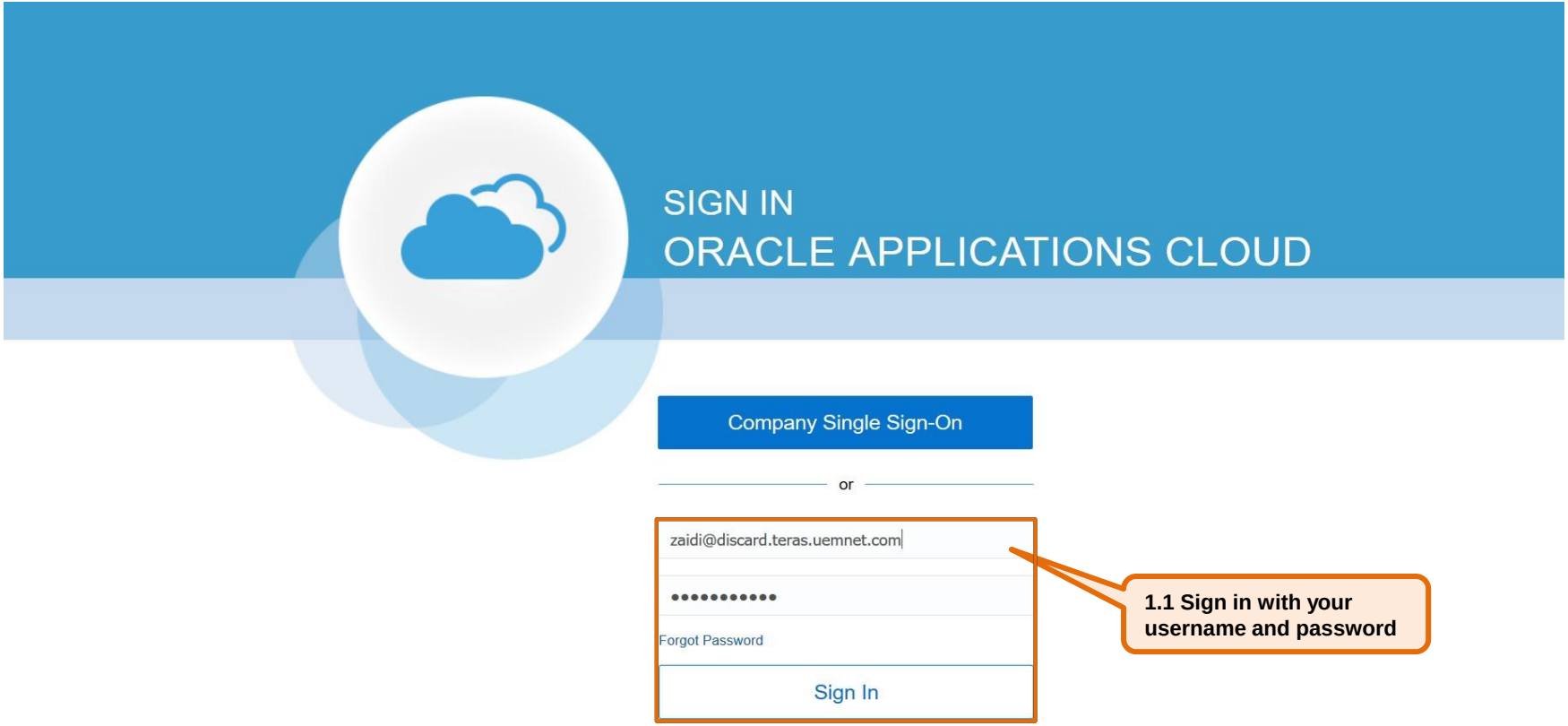
1. Submit Work Confirmation in Service Portal

Access: https://enpf.login.ap1.oraclecloud.com



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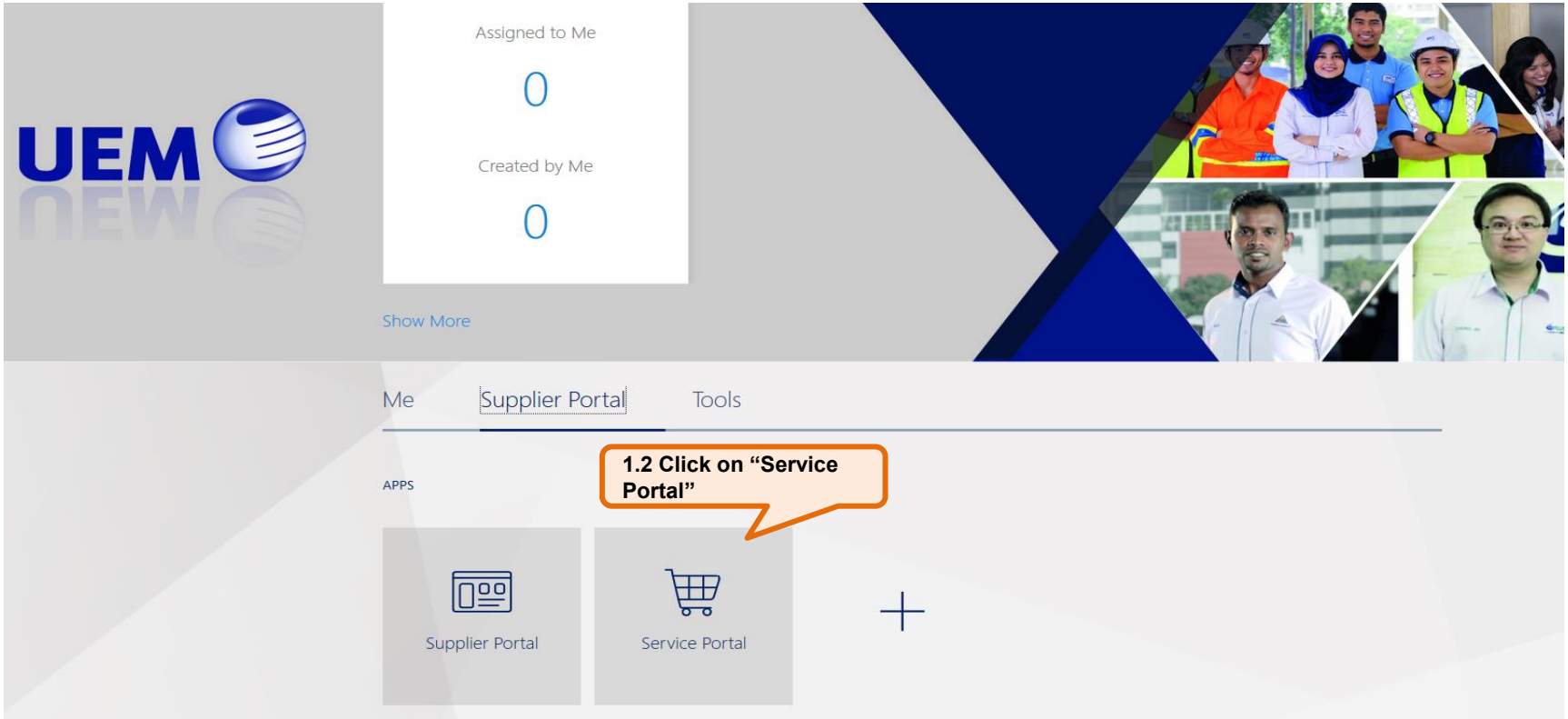

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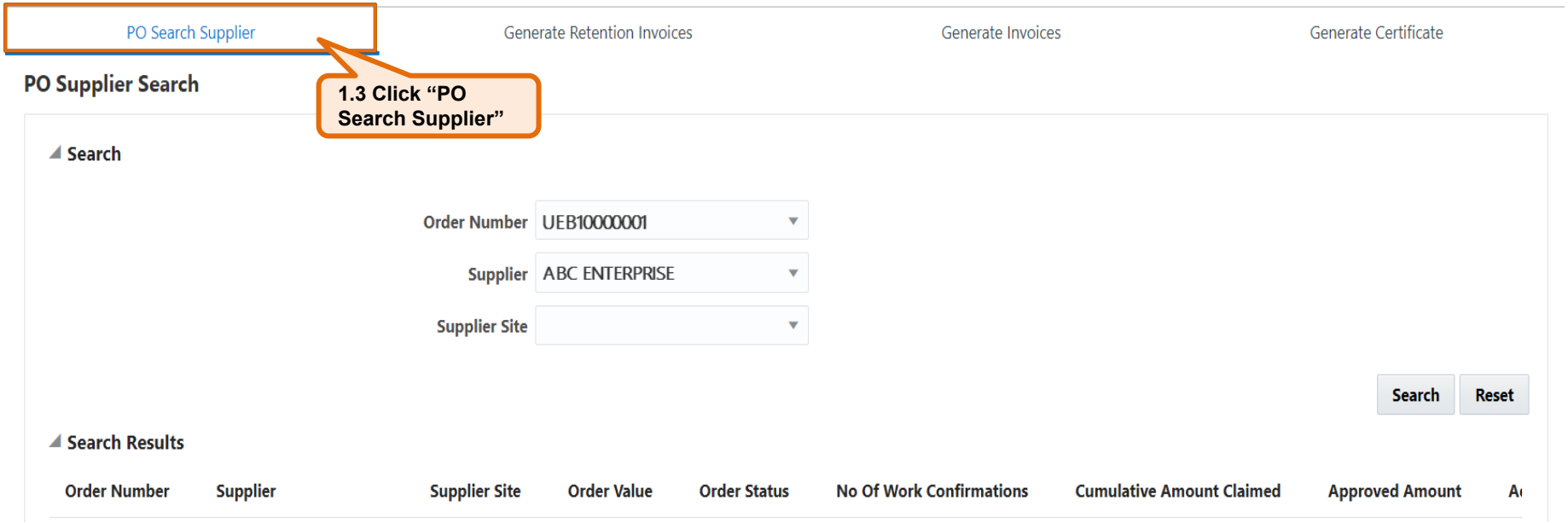

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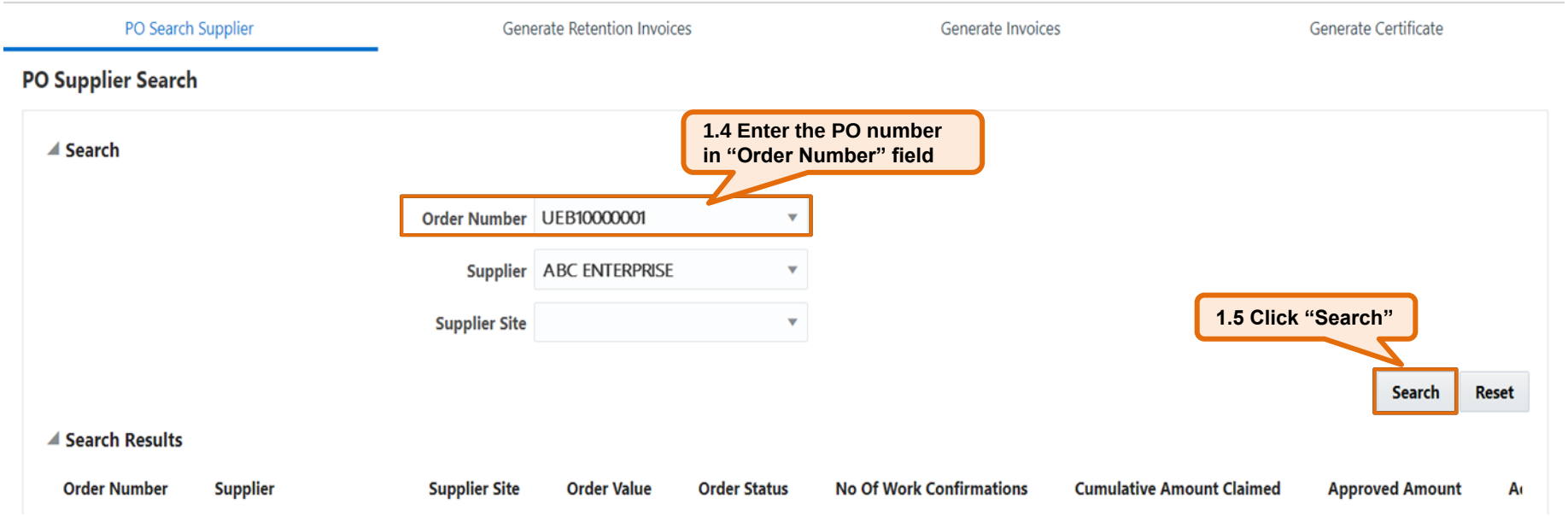

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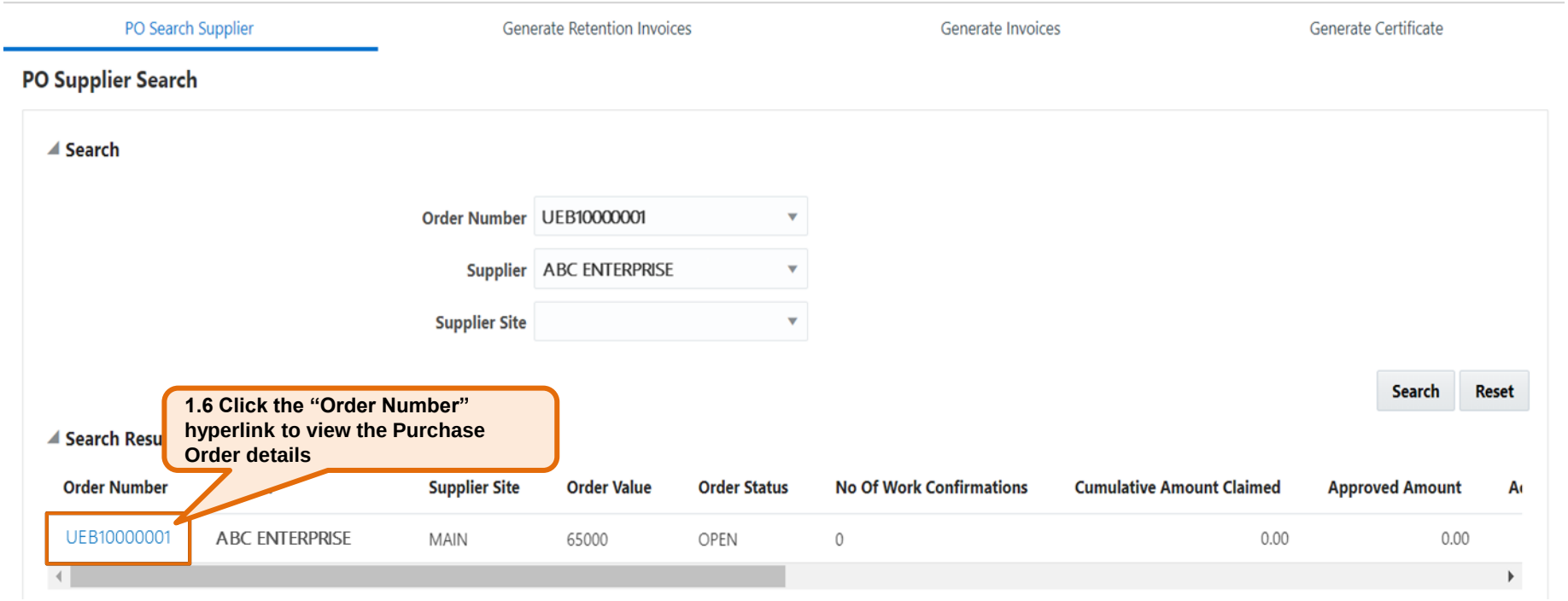

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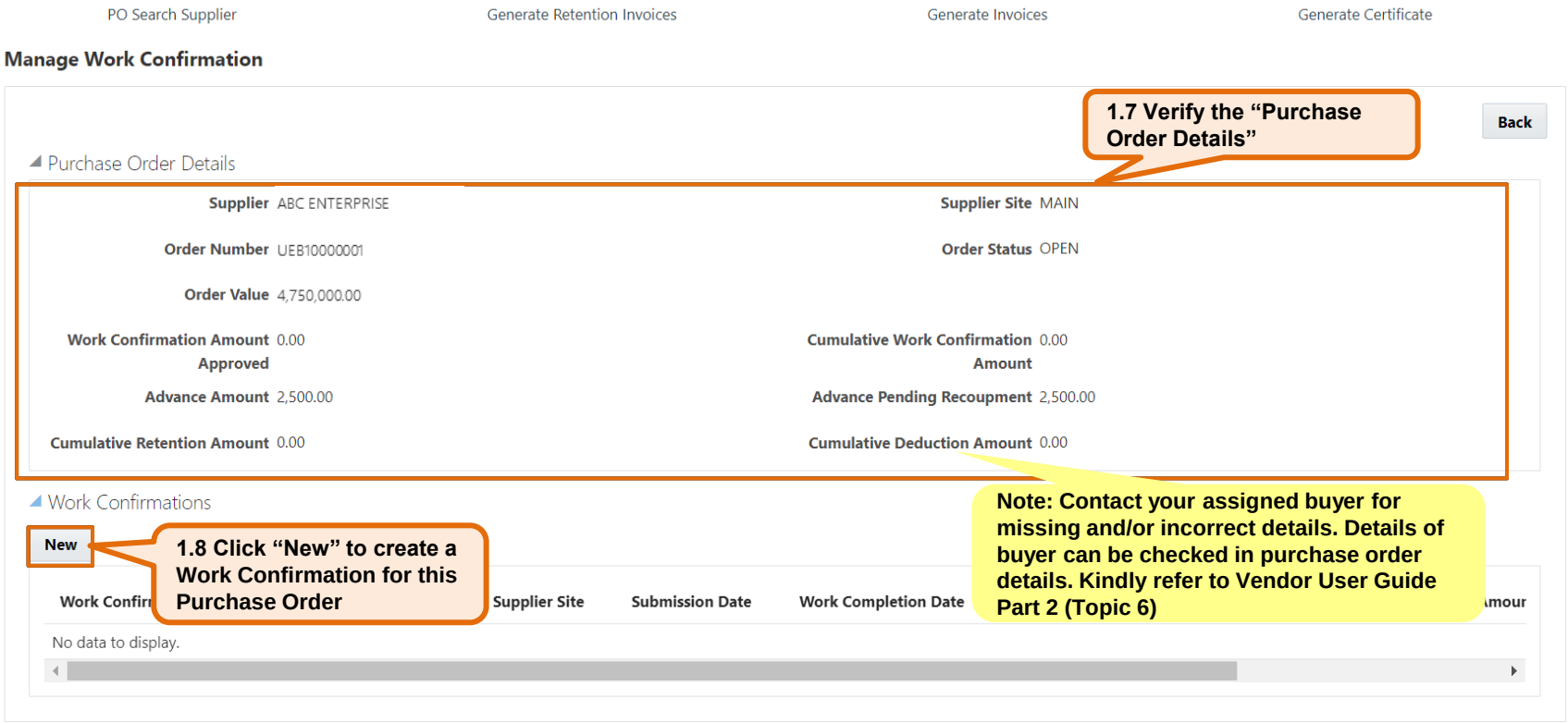

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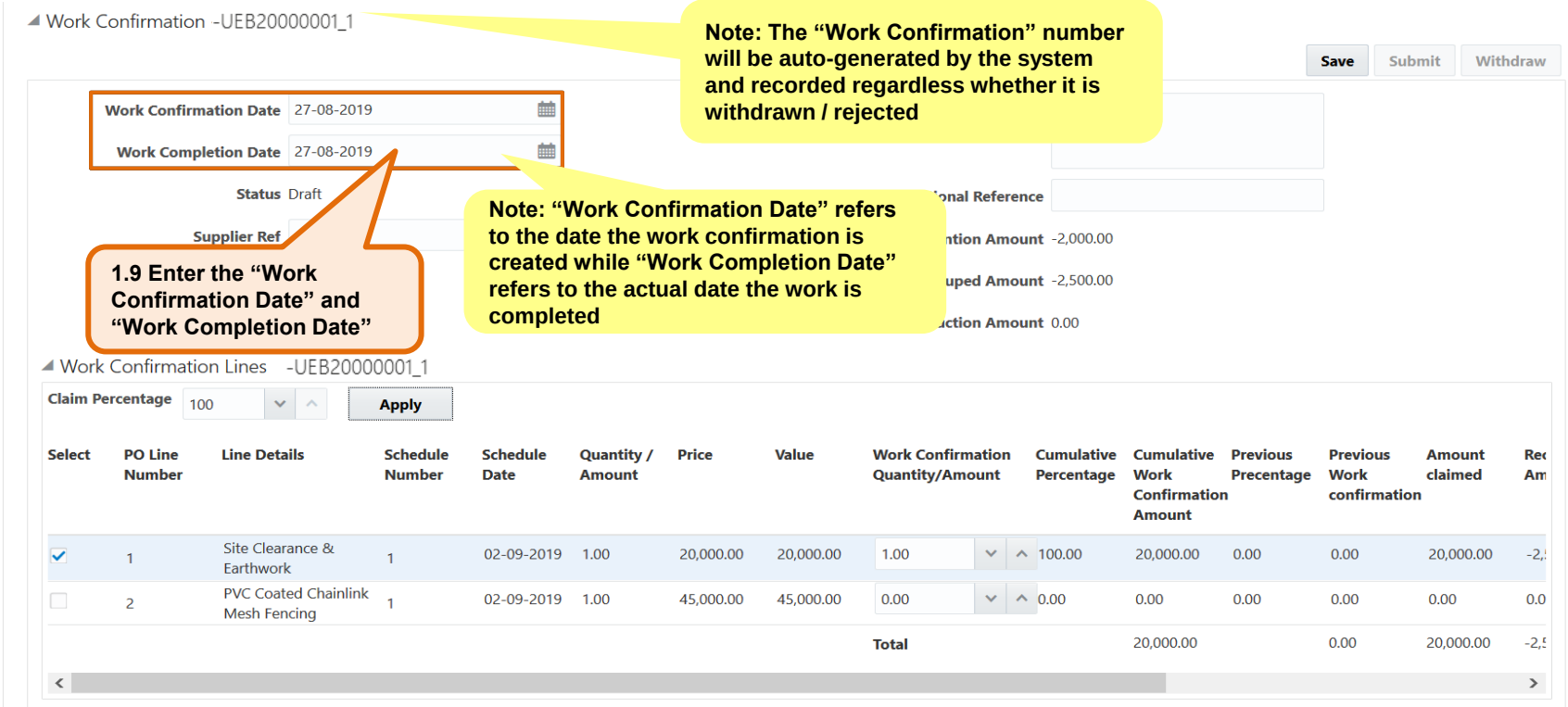

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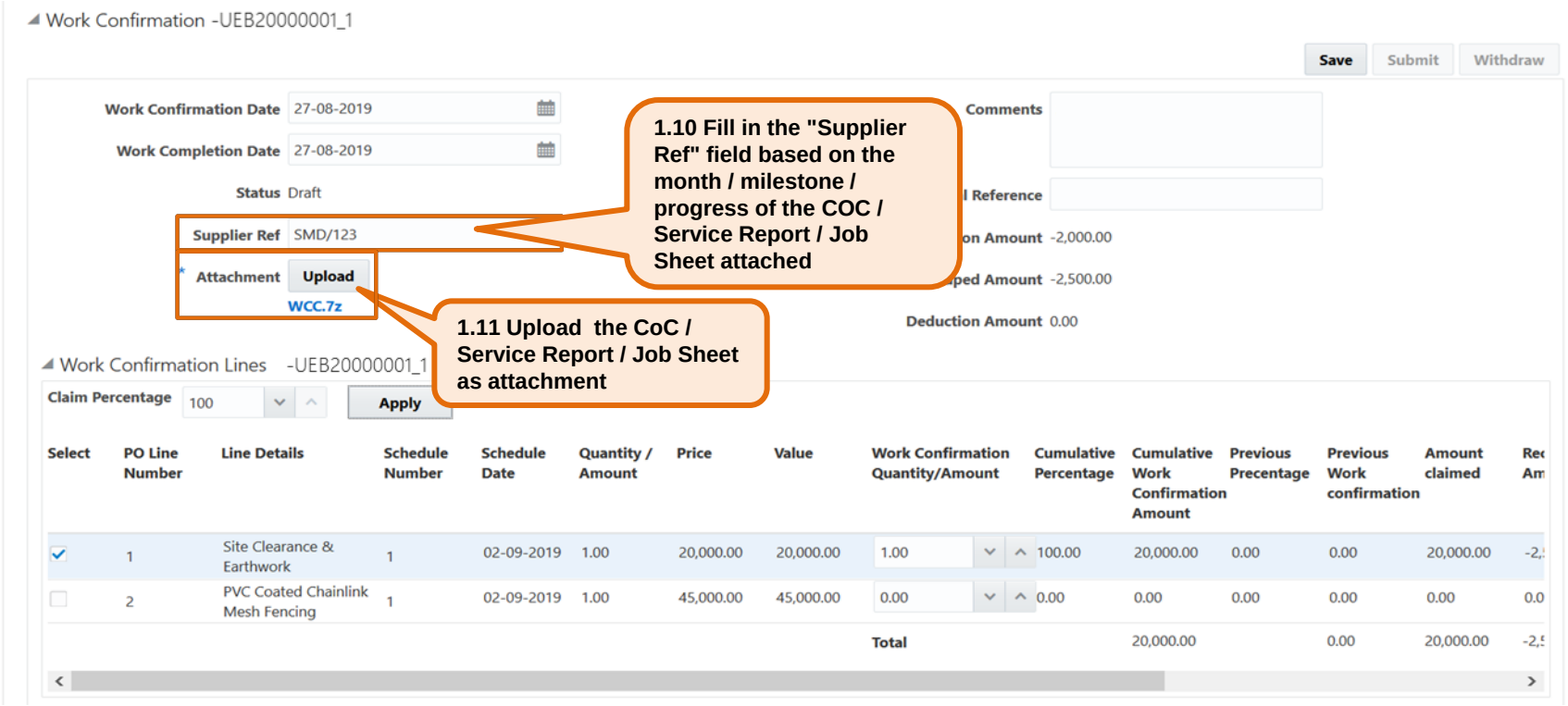

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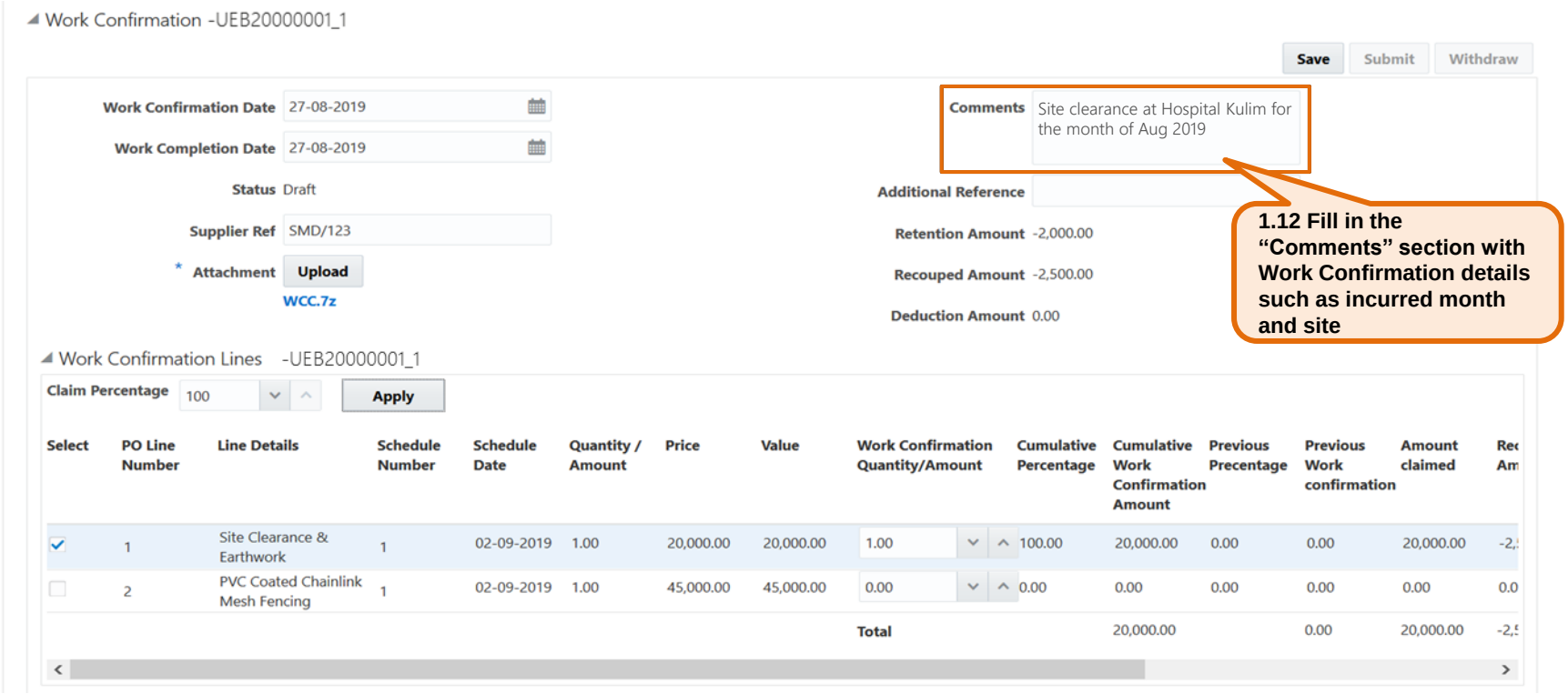

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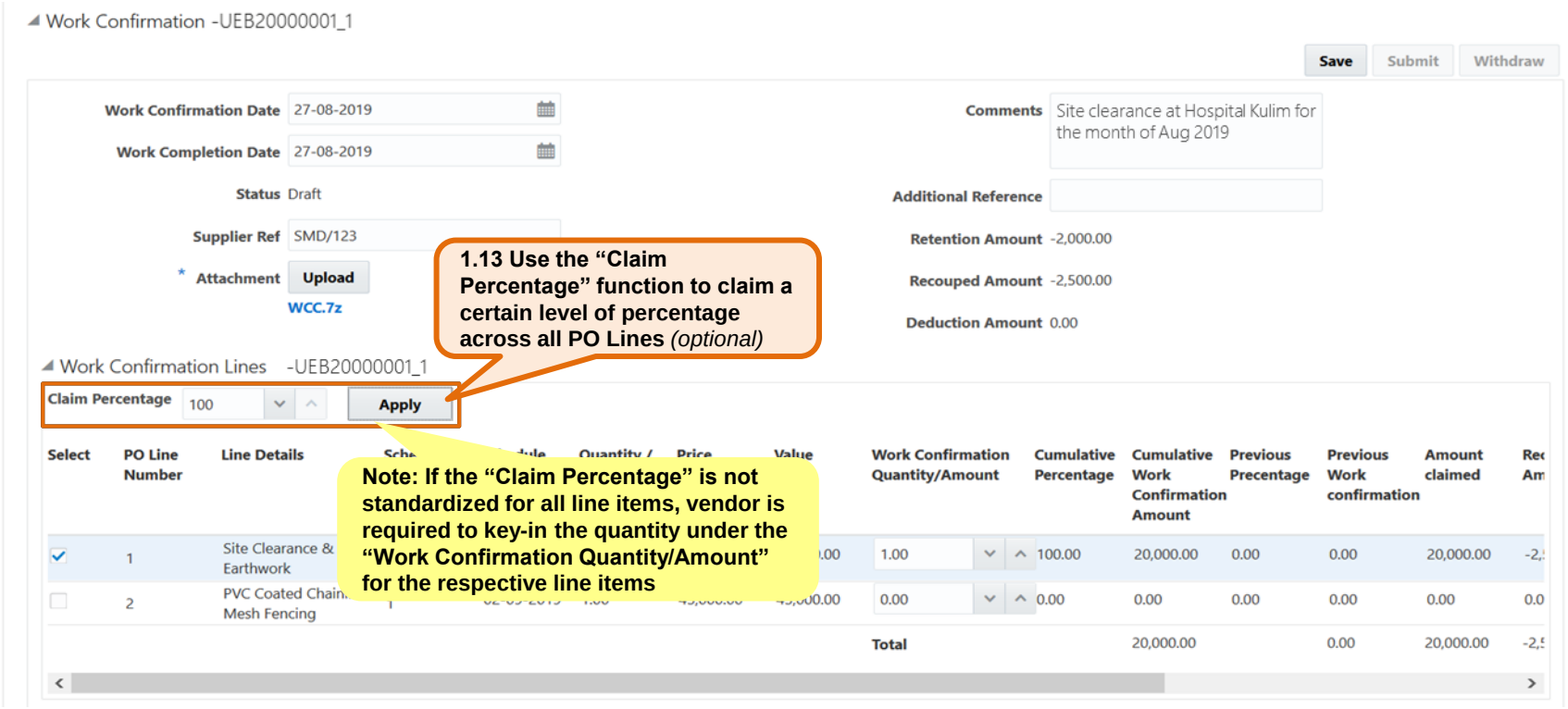

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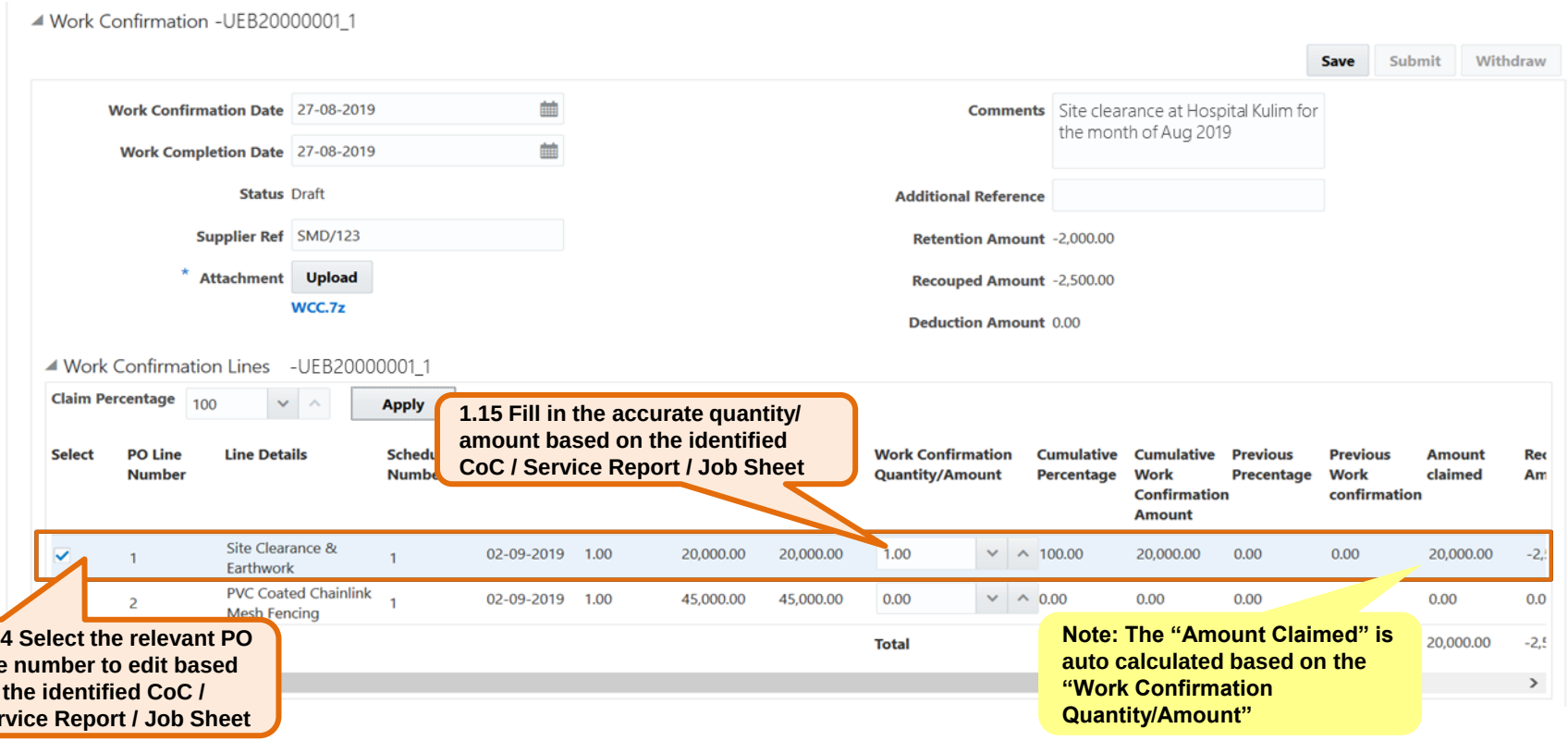


1. Submit Work Confirmation in Service Portal

Example of Inputs Based on Different Scenarios

Scenario 1: Total PO Amount is RM 200,000 for fixed monthly service over the span of 20 months (RM 10,000 per month)

		INPUT		OUTPUT
No	Scenario	"Claim Percentage" field	"Work Confirmation Quantity/Amount" field	"Amount Claimed" field
1	ABC Enterprise is creating Work Confirmation for the 3rd month of service. Service is fully delivered.	100%	3.0	RM 10,000
2	ABC Enterprise is creating Work Confirmation for the 4th month of service. Only RM 5,000 worth of service is delivered.	50%	4.0	RM 5,000
3	ABC Enterprise is creating Work Confirmation for the 5th month of service. Only RM 7,750 worth of service is delivered.	77.5%	5.0	RM 7,750

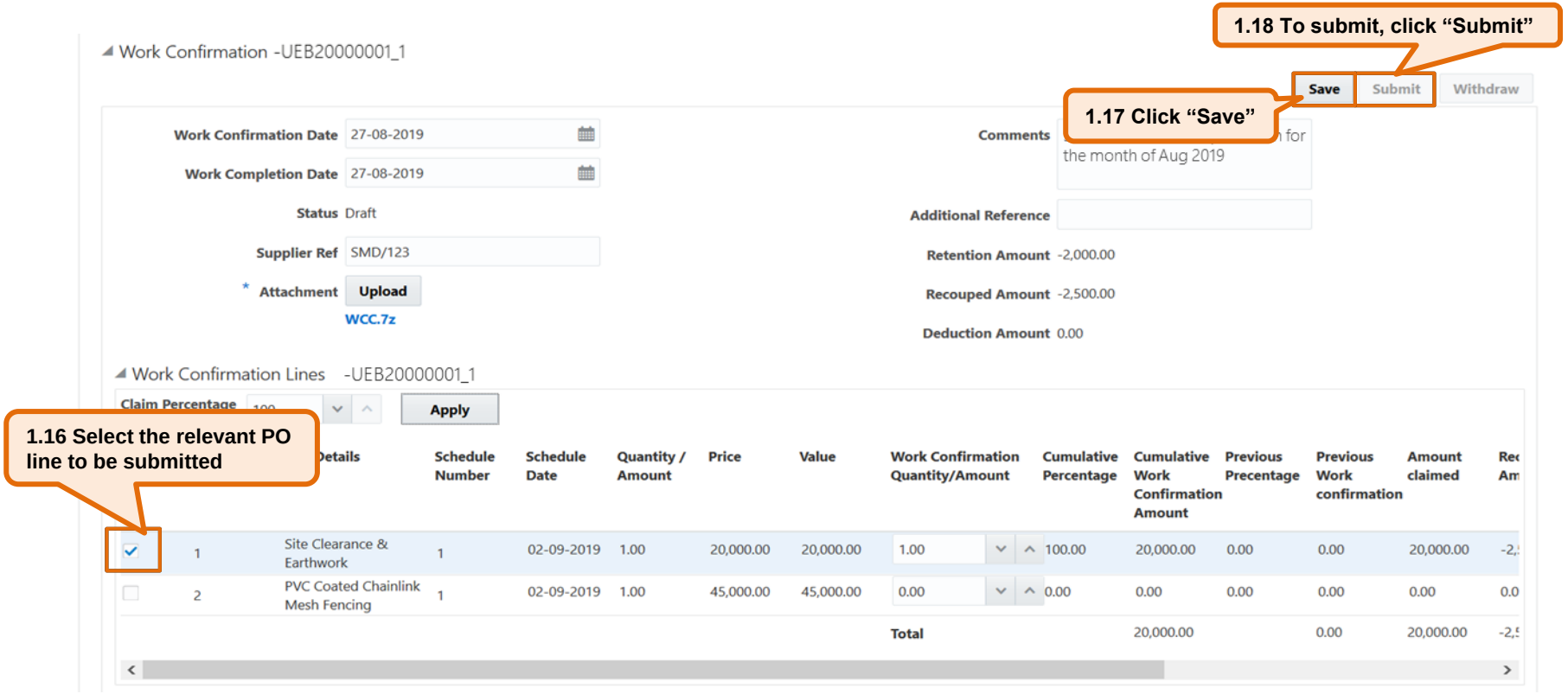
1. Submit Work Confirmation in Service Portal

Example of Inputs Based on Different Scenarios

Scenario 2: Total PO Amount is RM 400,000 over the span of 1 year. Invoice is claimed based on 4 milestones (15%, 20%, 30% and 35%)

		INPUT		OUTPUT
No	Scenario	"Claim Percentage" field	"Work Confirmation Quantity/Amount" field	"Amount Claimed" field
1	ABC Enterprise is creating Work Confirmation for the 1st phase of completion.	100%	0.15	RM 60,000
2	ABC Enterprise is creating Work Confirmation for the 2nd phase of completion.	100%	0.20	RM 80,000
3	ABC Enterprise is creating Work Confirmation for the 3rd phase of completion.	100%	0.30	RM 120,000

1. Submit Work Confirmation in Service Portal



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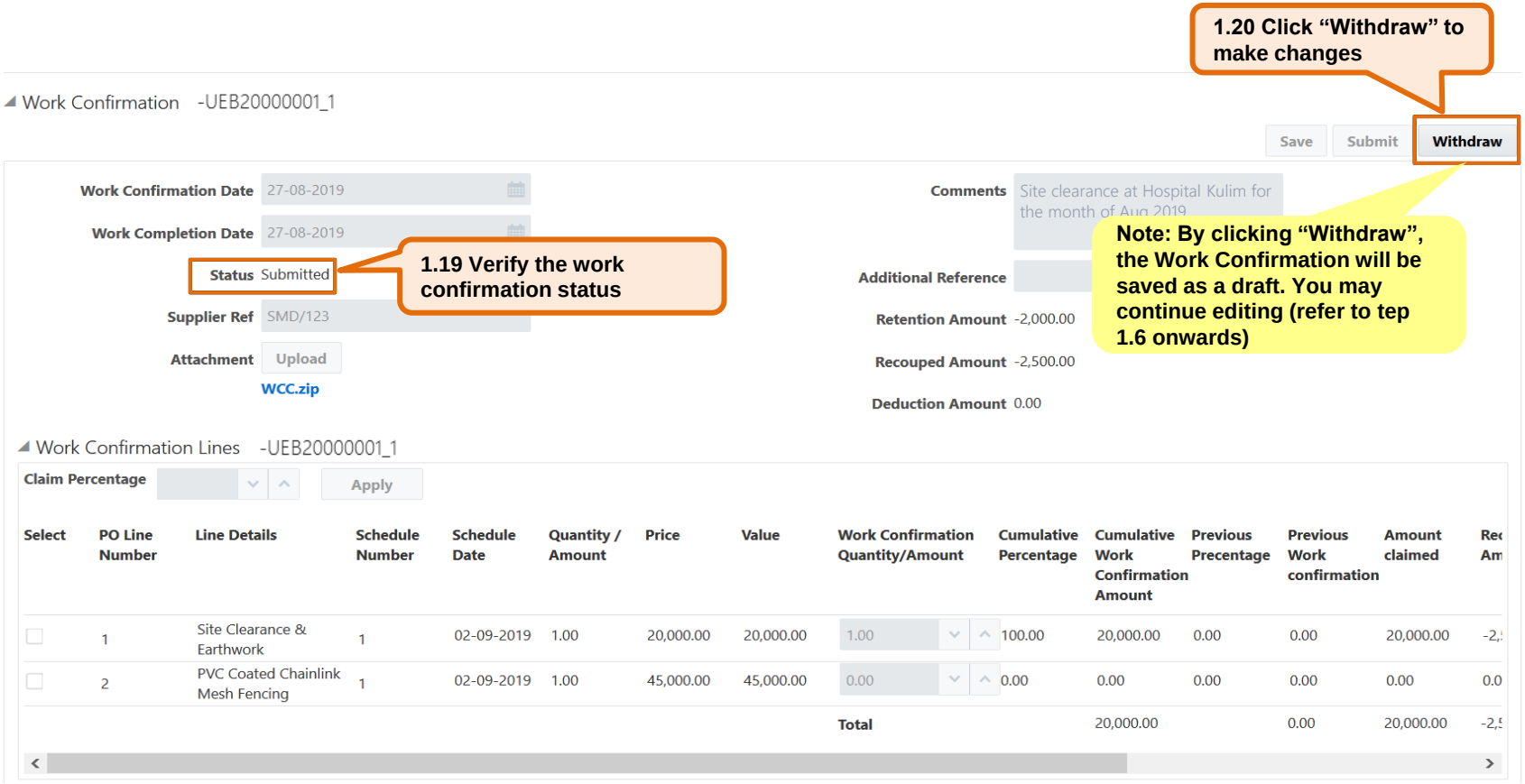

1. Submit Work Confirmation in Service Portal

KEY POINTERS

- Interim work confirmation can be submitted on milestone or BOQ basis (depending on the Purchase Order and billing milestone)
- Any retention shall be in accordance with the terms and conditions of the contract, in the event of inconsistency with the terms and conditions of the contract, adjustment will be done accordingly by the Business Unit (at Reviewer level)
- Timely work confirmation is important to monitor the work progress and facilitates prompt payment

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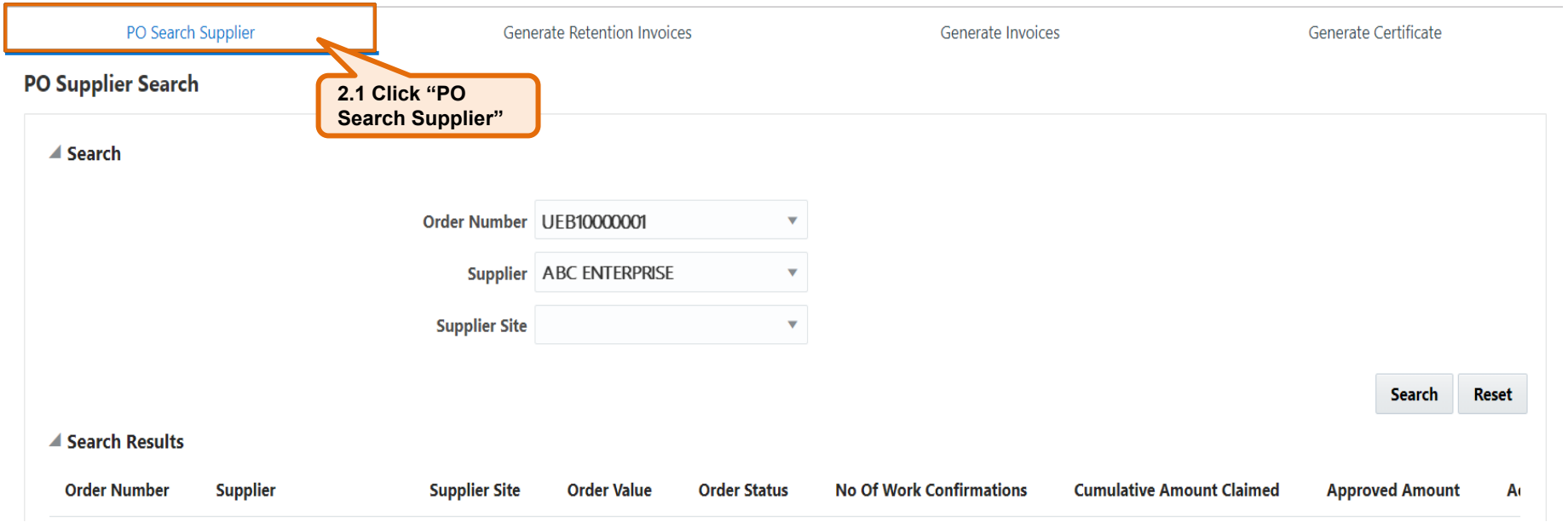
2. View Work Confirmation in Service Portal



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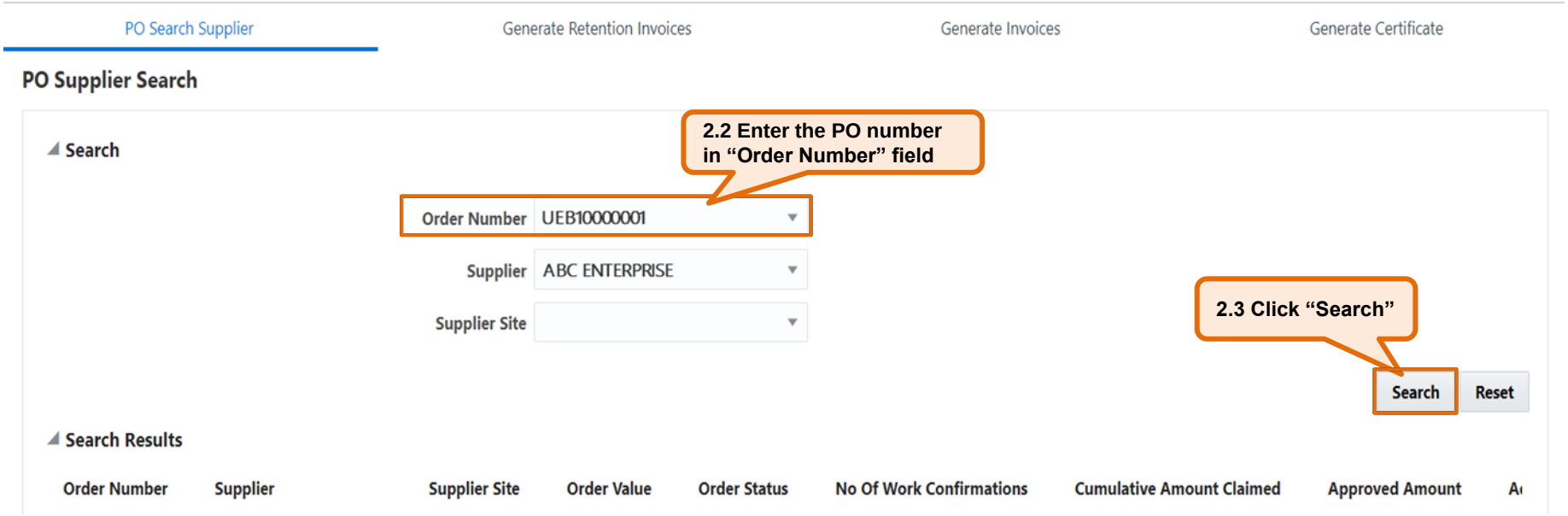

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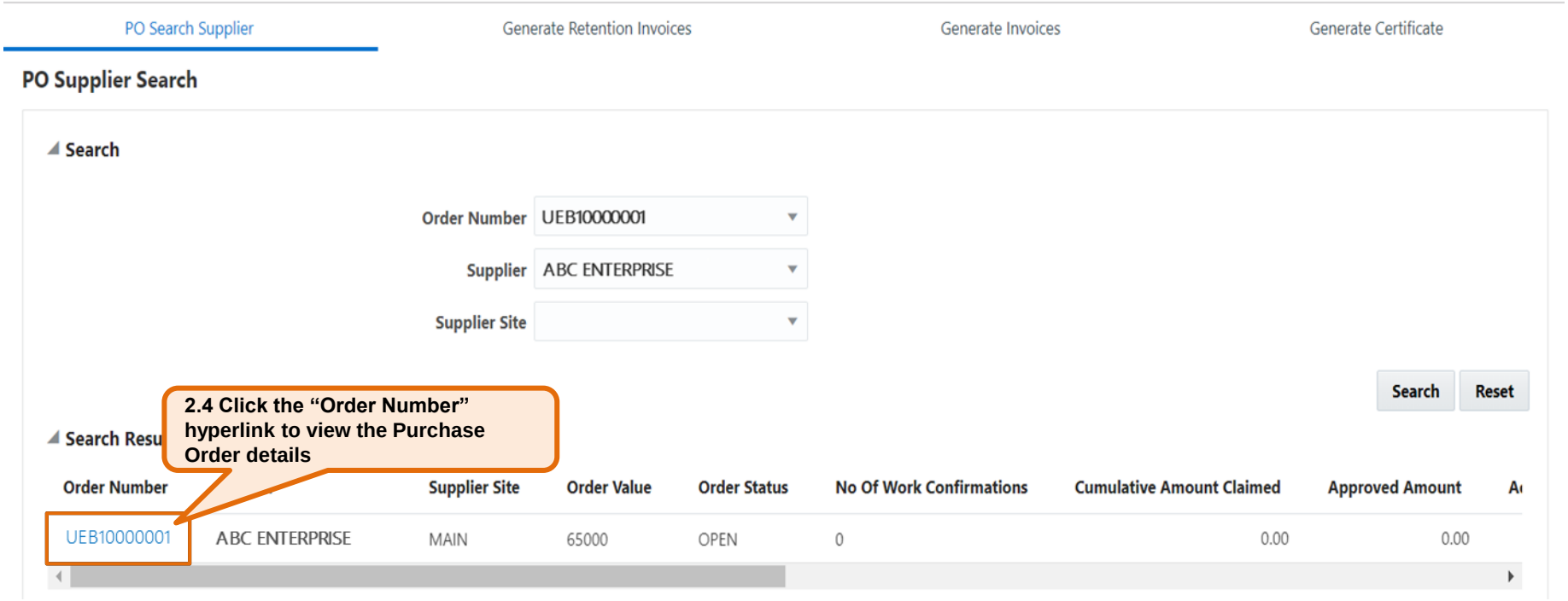

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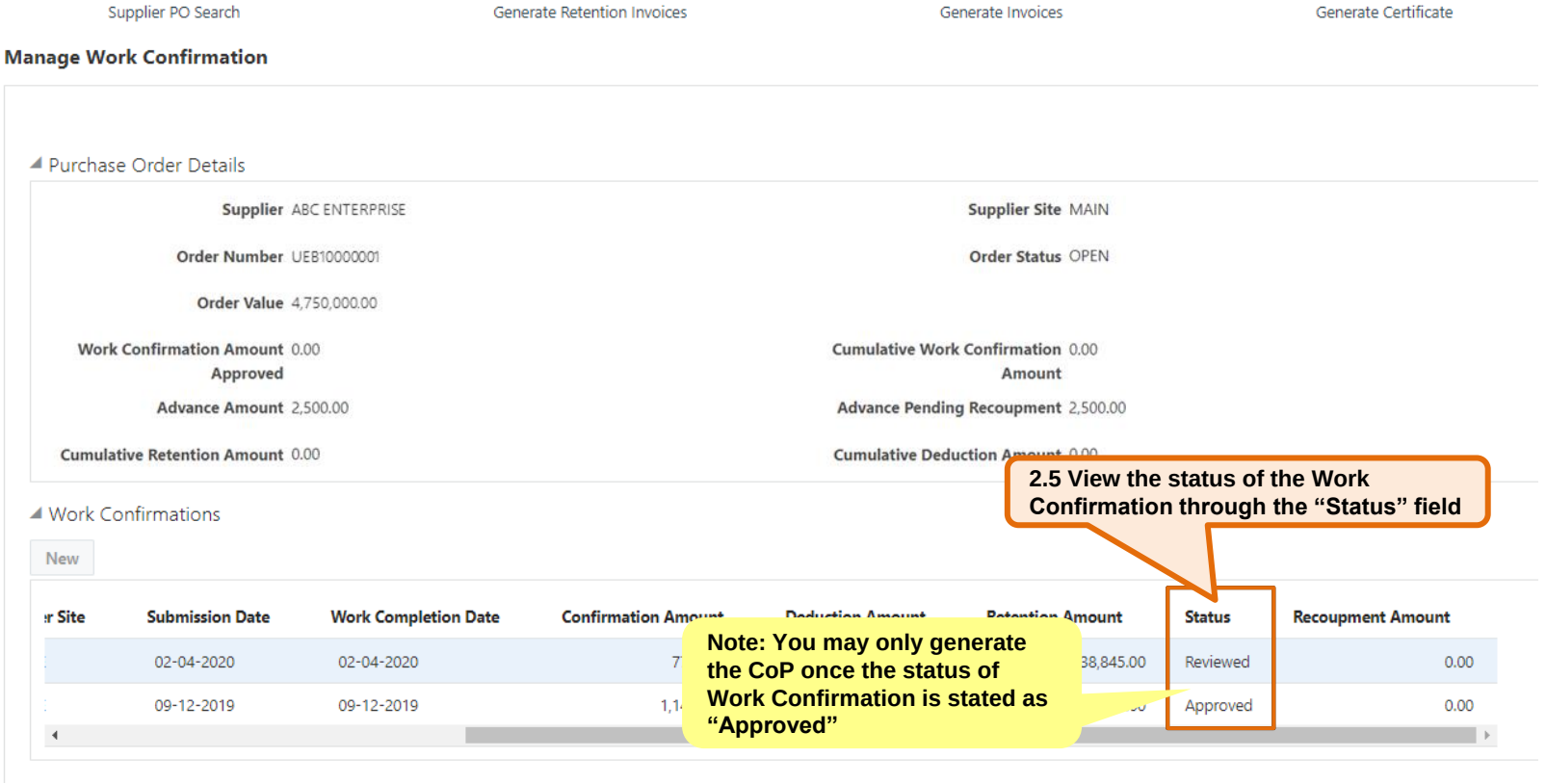

2. View Work Confirmation in Service Portal

List of Work Confirmation Statuses

No	Status	Action Taken by
1	Submitted	Vendor
2	Withdrawn	Vendor
3	Reviewed	Business Unit
4	Verified	Contract Admin Unit
5	Rejected	Business Unit / Contract Admin Unit
6	Approved	Contract Admin Unit

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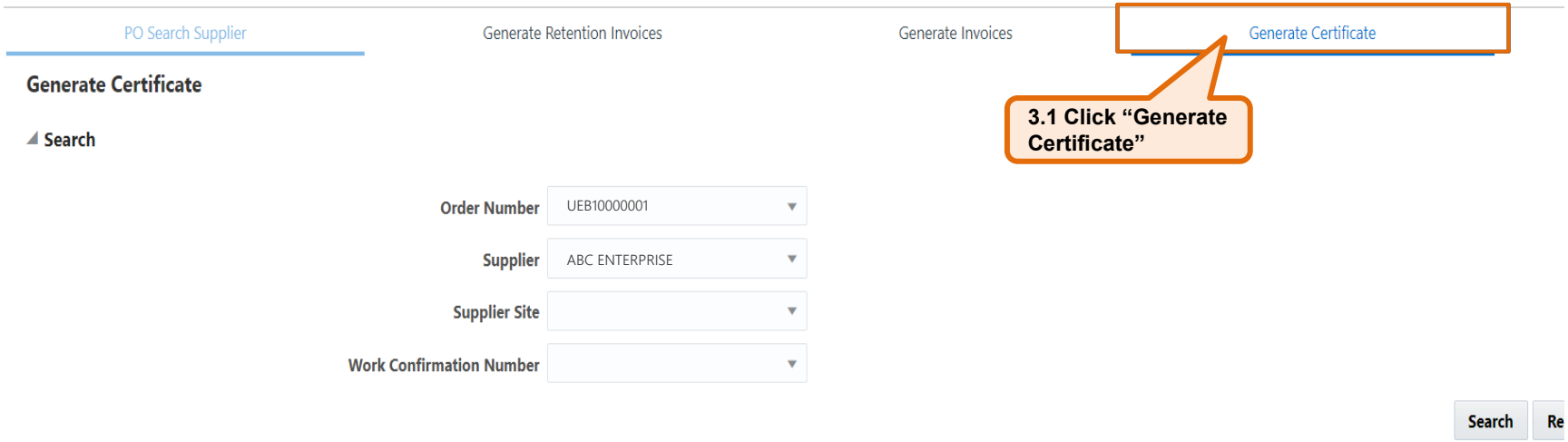
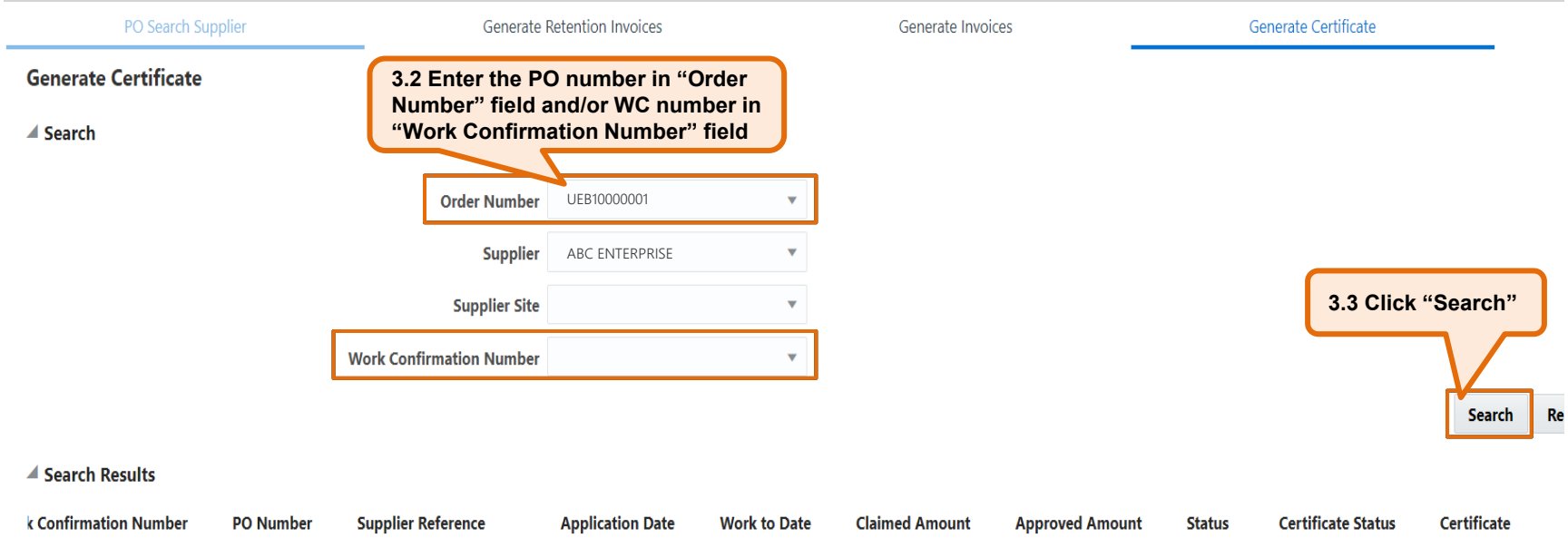
3. Generate Payment Certification in Service Portal



3.1 Click "Generate Certificate"

3. Generate Payment Certification in Service Portal



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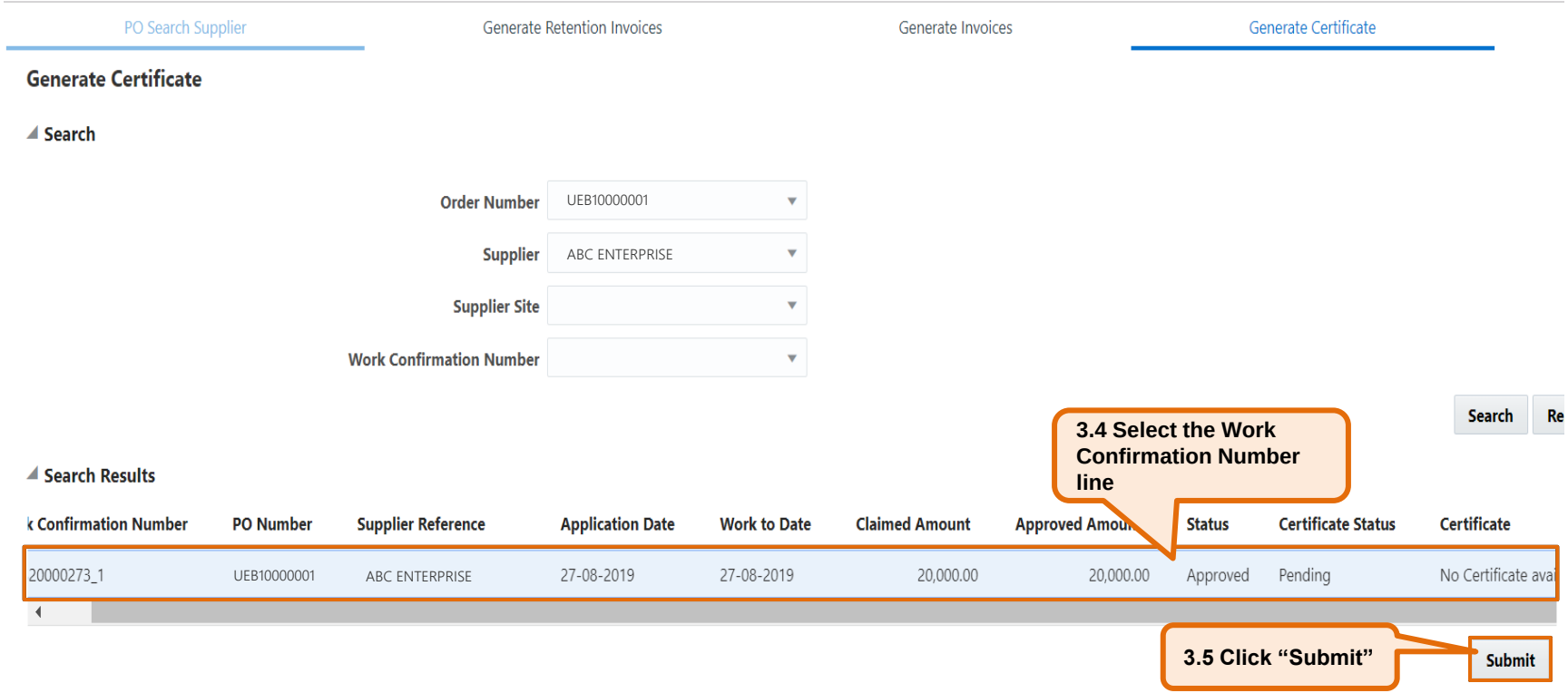

3. Generate Payment Certification in Service Portal

Note: CoP Status will be changed to “Generated” and you can now download the certificate

Search Results

irmation Number	PO Number	Supplier Reference	Application Date	Work to Date	Claimed Amount	Approved Amount	Status	Certificate Status	Certificate
273_1	UEB10000001	ABC ENTERPRISE	27-08-2019	27-08-2019	20,000.00	20,000.00	Approved	Generated	Download Certi

3.6 Click “Download Certificate” to download a copy

3. Generate Payment Certification in Service Portal

CERTIFICATE OF PAYMENT

Note: Sample of Certificate of Payment (CoP)

[redacted]

Line Number	Description	Order Line Amount	Progress Percentage			Claim Amt
			Previous	Current Progress	Cumulative	
1	Site Clearance & Earthwork	20,000.00	0.00	100.00	100.00	20,000.00
				Gross Total		20,000.00

Deductions	Amount	
Retention Amount	2,000.00	
Advance Recoupment	2,500.00	
LAD	100.00	
Total Deductions		4,600.00
Total Amount		15,400.00

3.7 Save or print the document for filing

3. Generate Payment Certification in Service Portal

KEY POINTERS

- Upon approval of the work confirmation in the system, the payment certification is system-generated and available for access
- Details from the payment certification will be used to create the invoice and copy of the certificate to be **attached together with the invoice.**

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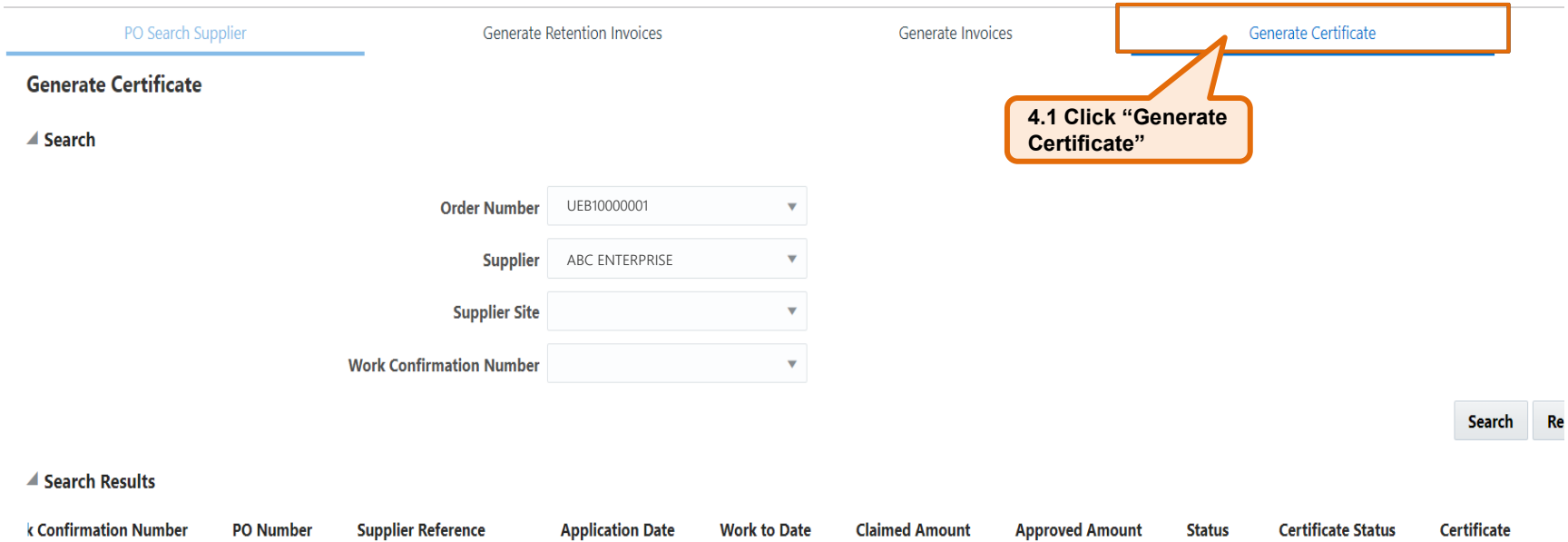

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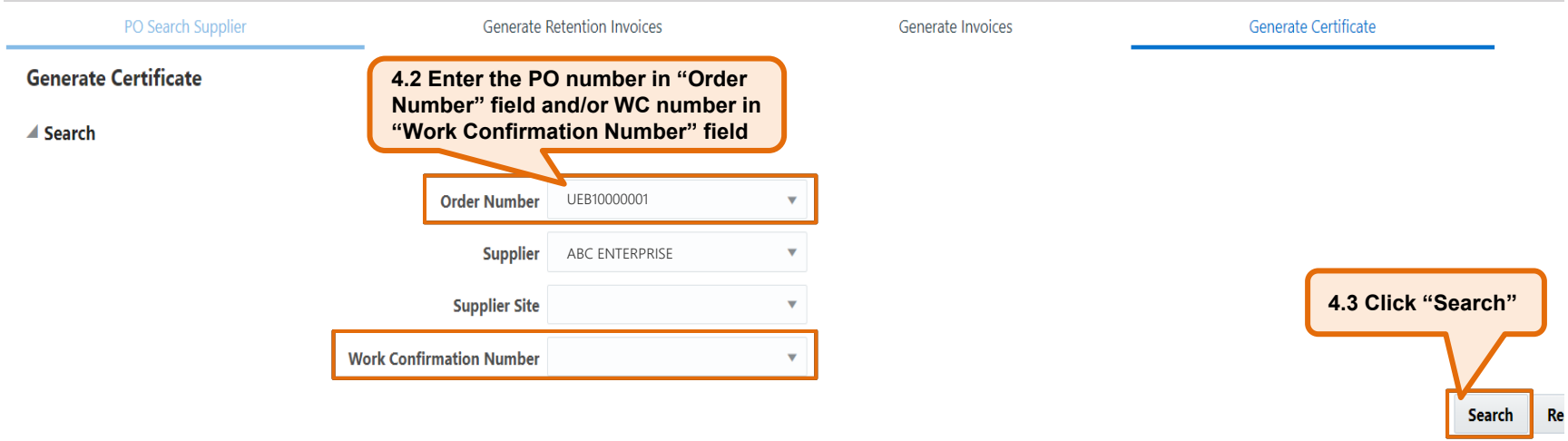

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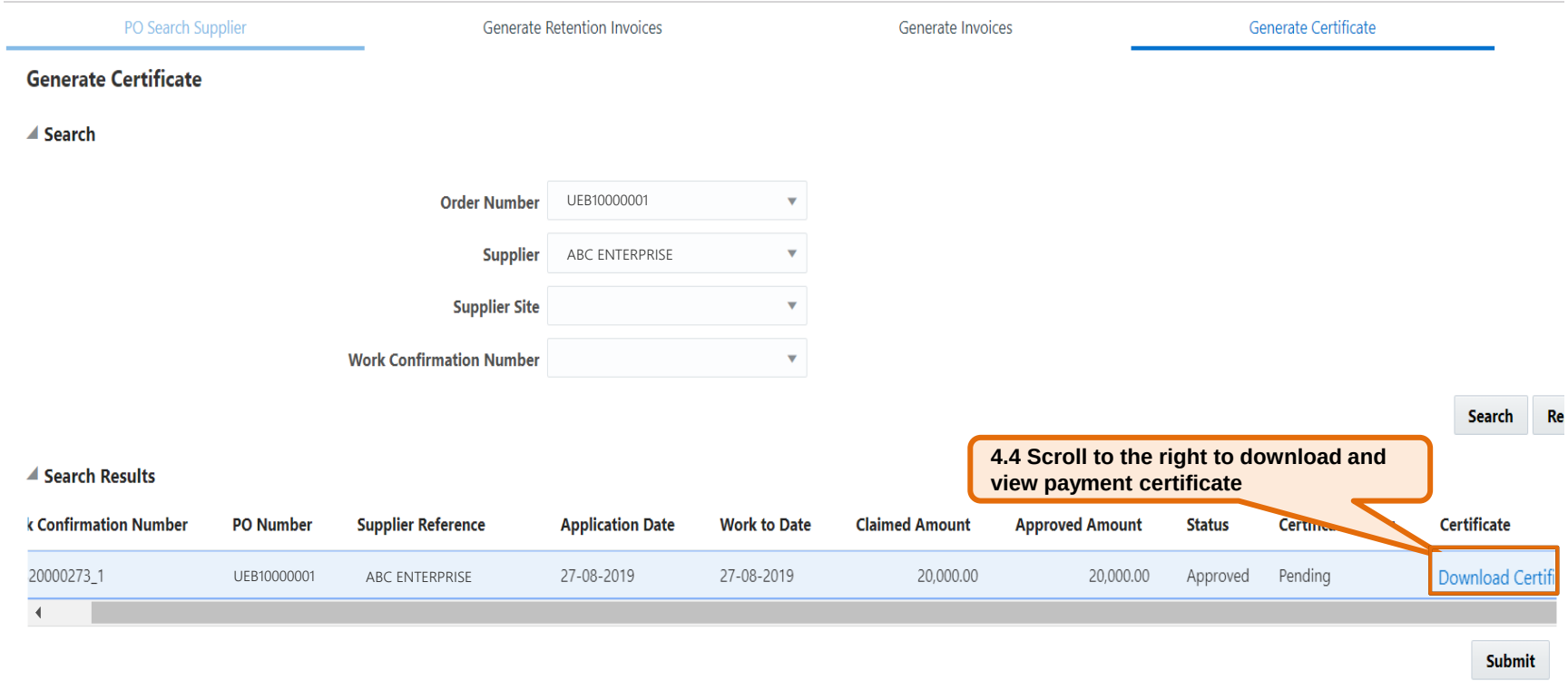

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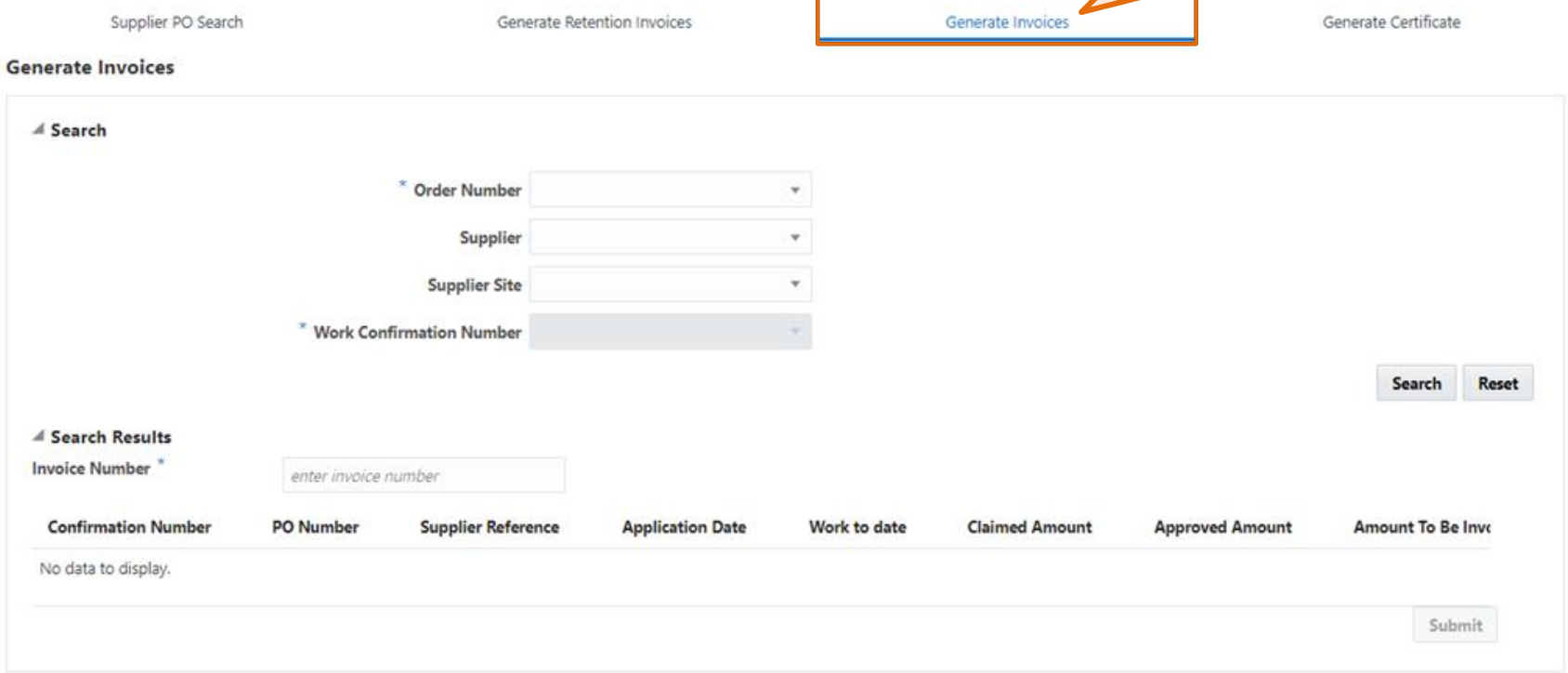
5.1 Click “Generate Invoices”



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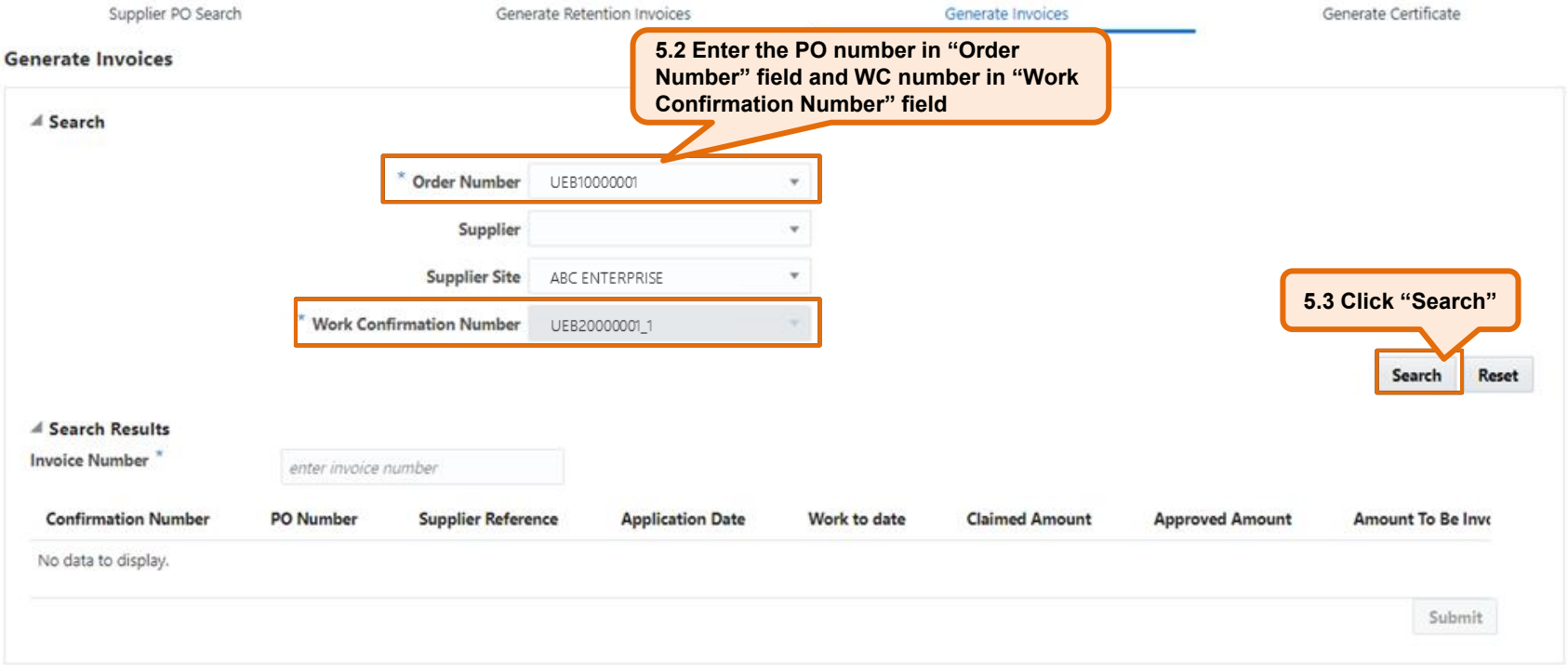

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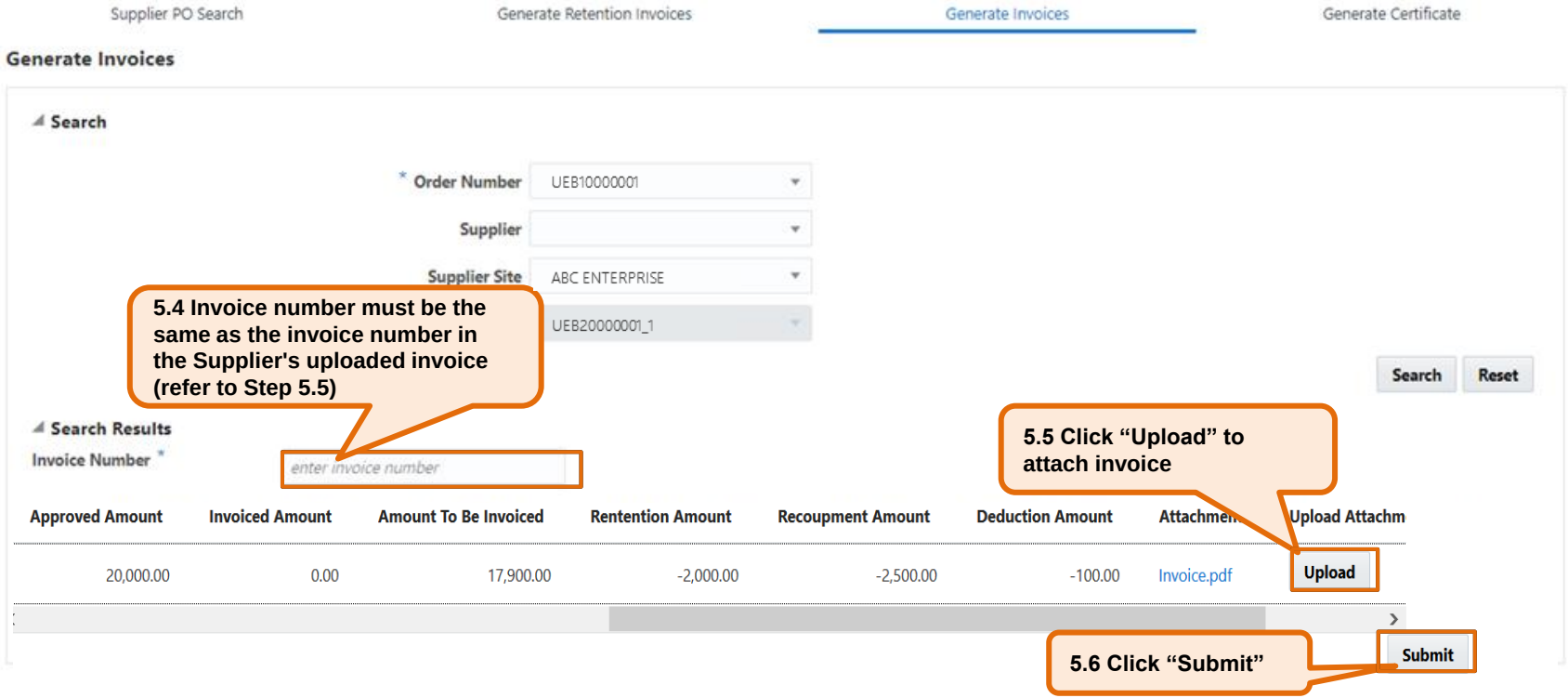

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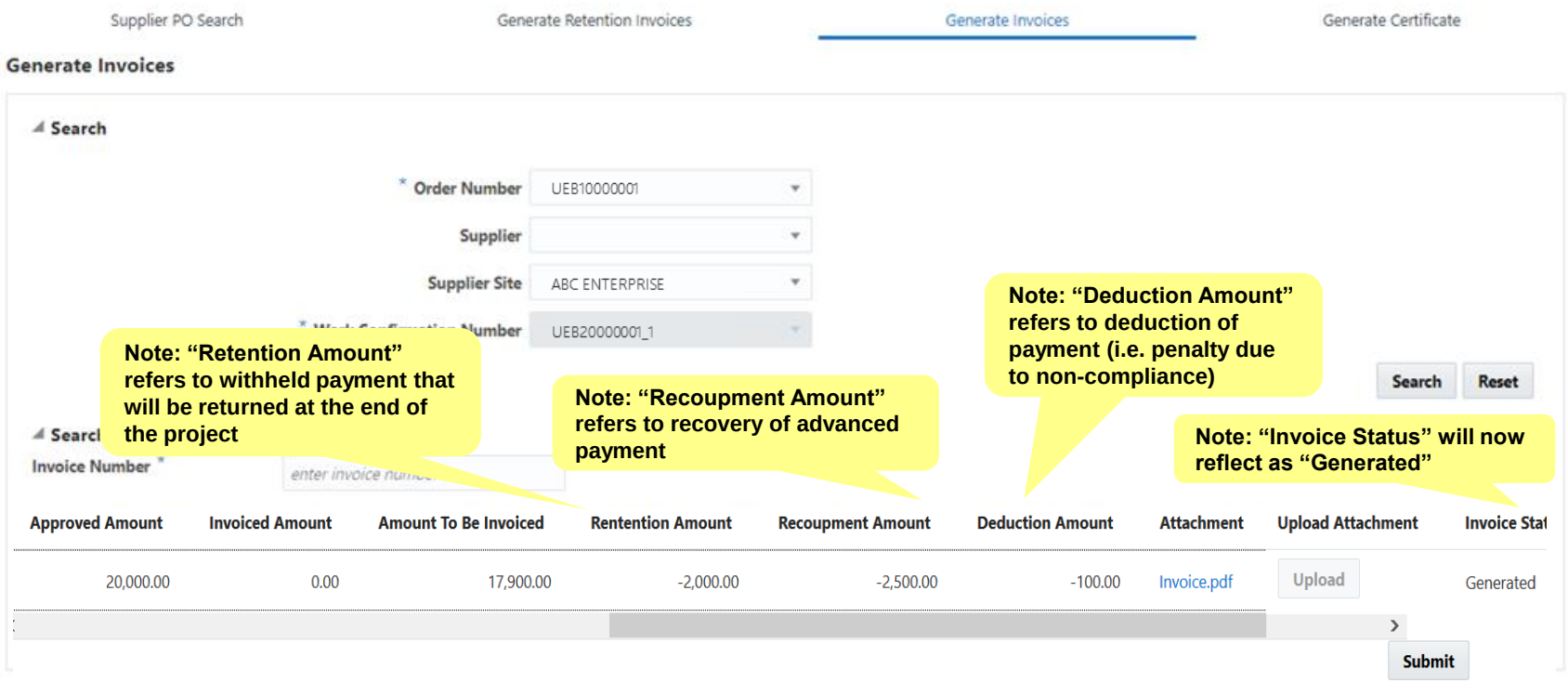

5. Submit Invoice in Service Portal

KEY POINTERS

- Invoice can only be created if payment certification has been posted to the corresponding Purchase Order
- A scanned copy of the invoice is mandatory to be attached in the system
- Submission of invoice is flowed directly from Vendor to Account Payable team (Invoices and payment are not managed by Contract Admin team). For any inquiries related to invoice and payment, kindly contact Account Payable team

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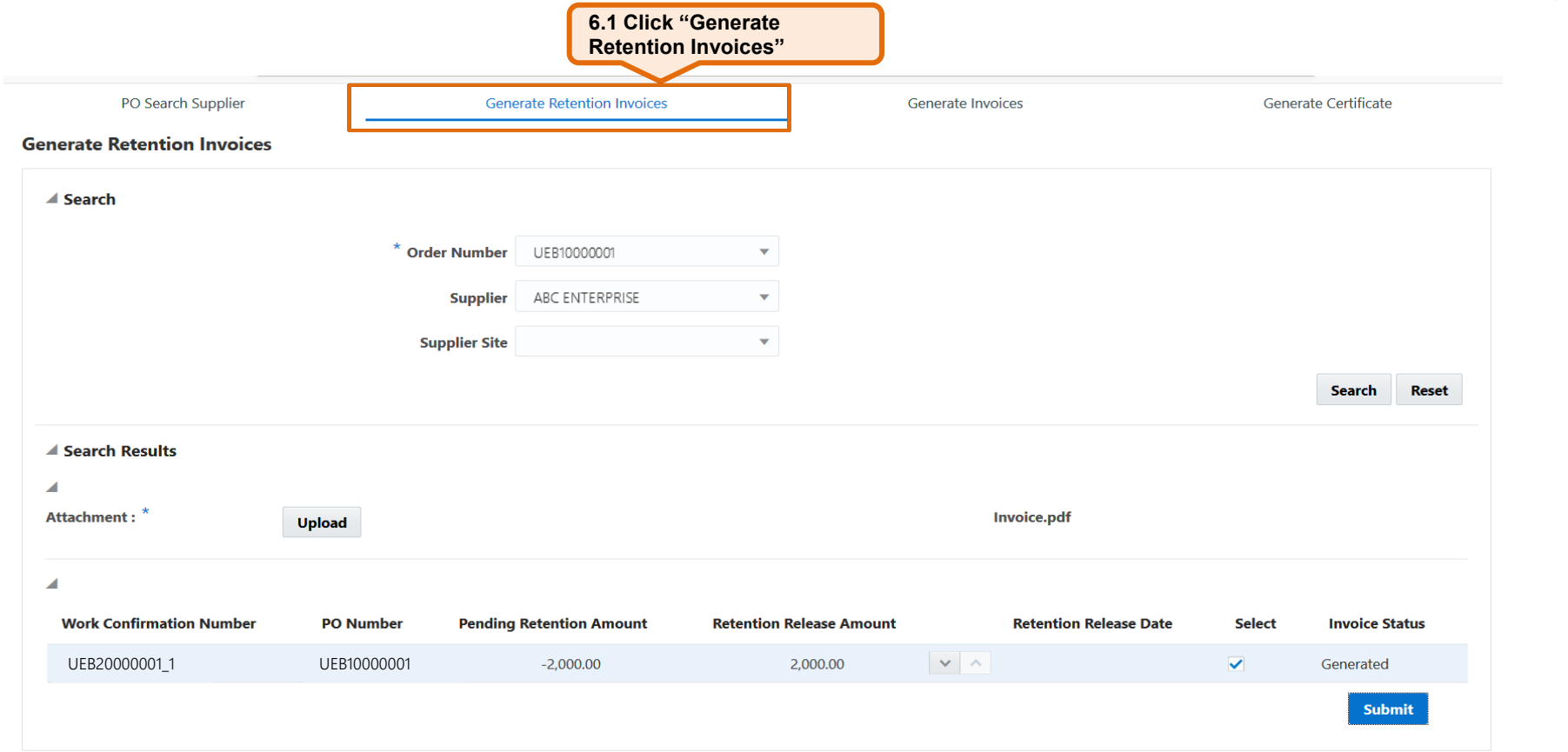

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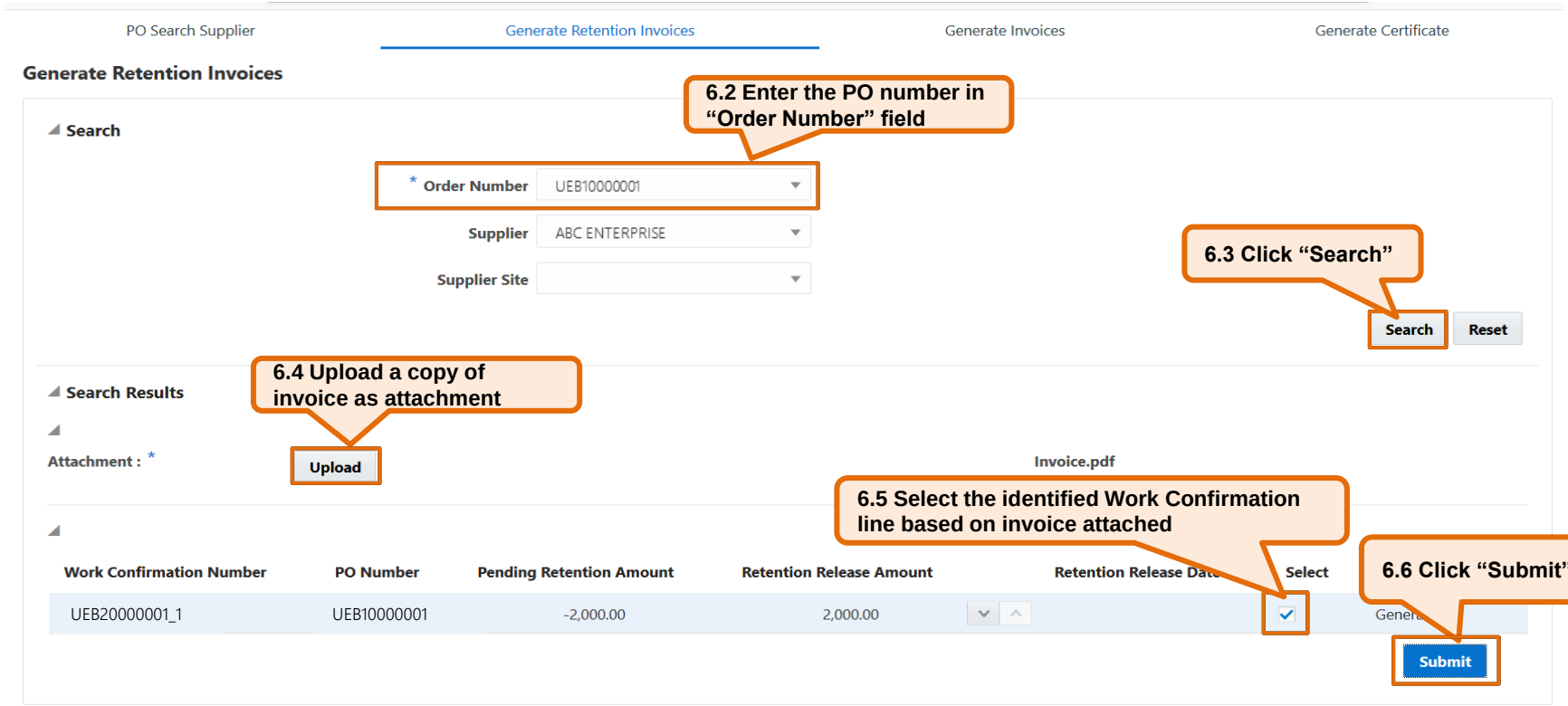

6. Submit Retention Release Request in Service Portal

KEY POINTERS

- The system picks up retention amounts based on the percentages specified at the Purchase Order line level
- The invoice details should be specified for the retention and a scanned invoice copy for a specific amount or total amount should be attached
- Submission of retention invoice is direct from Vendor to Business Unit and to Account Payable team upon approval by Business Unit

Edgenta Support

Please contact the following personnel if you have any questions

Issues	Department	Division / Team	Contact Point
1. Registration in Supplier Portal 2. Login / Password 3. Updating profile	Procurement	Strategic Vendor Management	• Shared E-mail: vmu_registration@edgenta.com
1. Negotiation (RFT / RFQ / RFI) 2. Award (Tender award)		Category Management / Sourcing Admin	• Shared E-mail: category.mgmt@edgenta.com • Shared E-mail: sourcing.admin@edgenta.com
1. Purchase Order 2. Invoice in Supplier Portal		Purchasing Admin	• Shared E-mail: purchasing.admin@edgenta.com
1. Contract 2. Invoice in Service Portal		Contract Admin	• Shared E-mail: contract.admin@edgenta.com
1. Payment	Finance	Account Payable	• Shared E-mail: ap.fssc@edgenta.com

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"Our Work and Business, Reimagined"

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