



PTT Public Company Limited

PTT Vendor Management System

User Manual

For PTT Vendor Part 2

Version 1.3 / Dec 2024

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PTT Vendor Management System

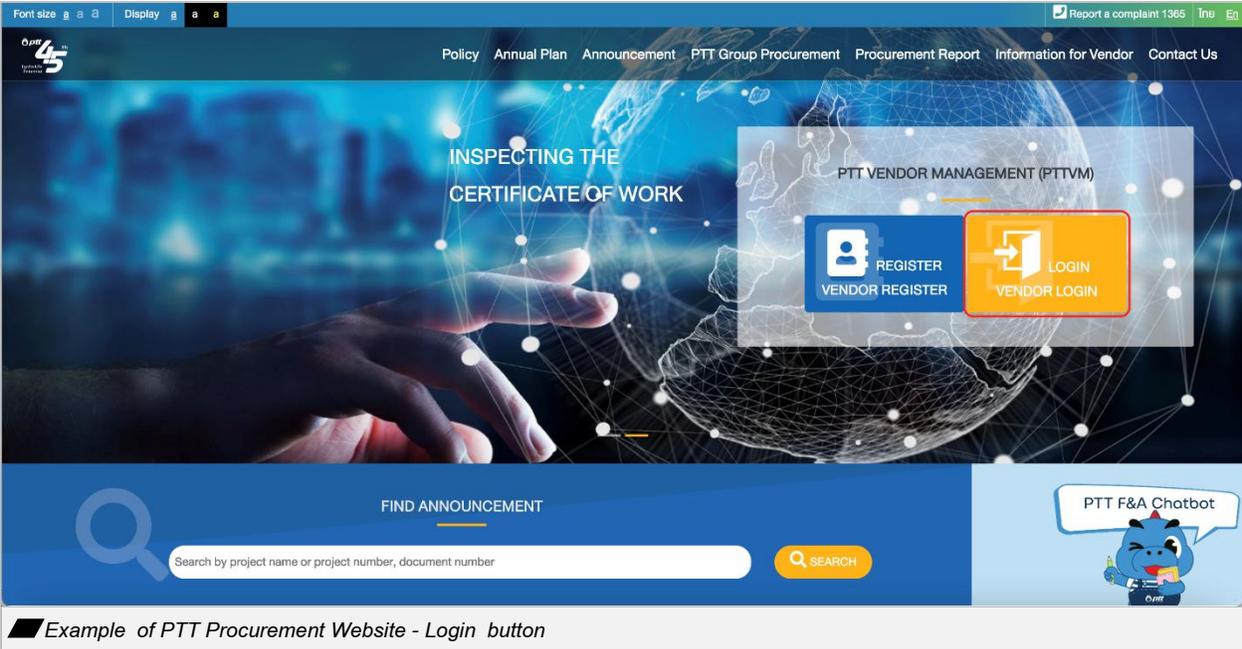
PTT Vendor Management (PTTVM) is a system developed by PTT Public Company Limited (PTT) to assist and support vendors. It enhances communication channels and provides access to information regarding PTT's procurement processes for vendors who have or haven't previously transacted with PTT. This system allows companies that have conducted business with PTT to update their products, services, or company information. Additionally, it enables vendors to receive notifications for attending procurement events, track the status of contracts with PTT, proceed with contract formalities, and review performance assessment results.

If you're a vendor from a subsidiary of the PTT Group, you can create an anonymous power of attorney document to submit bidder qualification documents online through the PTTVM system. For general vendors, registration is open to access the system, provide information on products and services, and promote their companies."

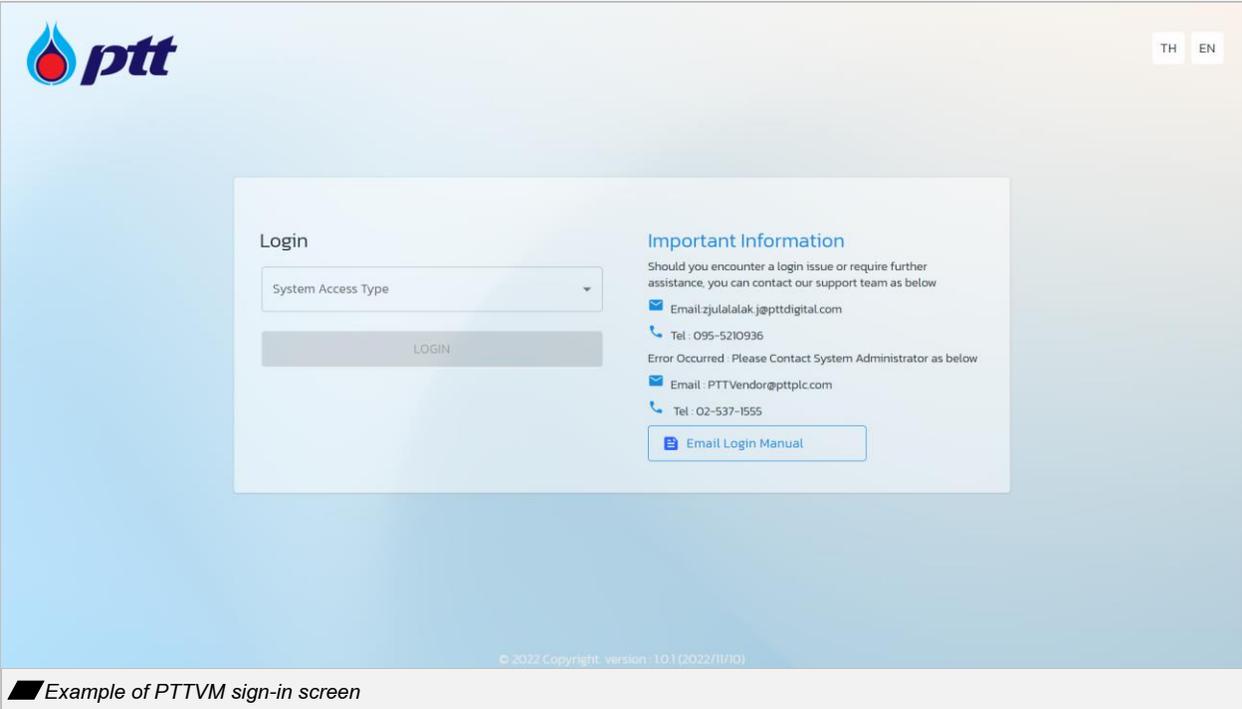
1. PTT Bid Submission

Vendors can act on online trading/filing envelopes using this interface. Vendors can log into the PTTVM system and view their online trading information or submit envelopes online. the next 2 channels:

1. If using the PTT Procurement Website, enter the URL and hit the button,  to get to the login page.



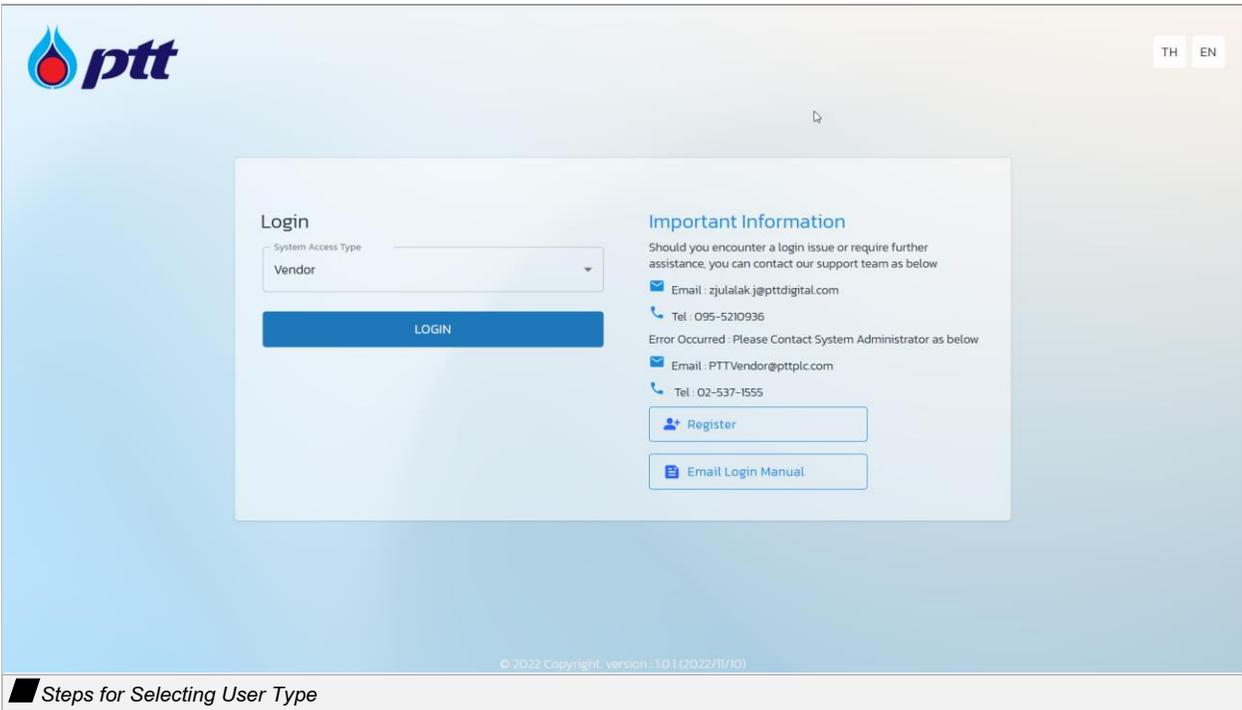
- If you're accessing using PTT Vendor Management (PTTVM), enter the information at <https://ptvm.pttplc.com/index.html#/app/signin>. Specify the user type as vendor, then click the button,  to log in.



Example of PTTVM sign-in screen

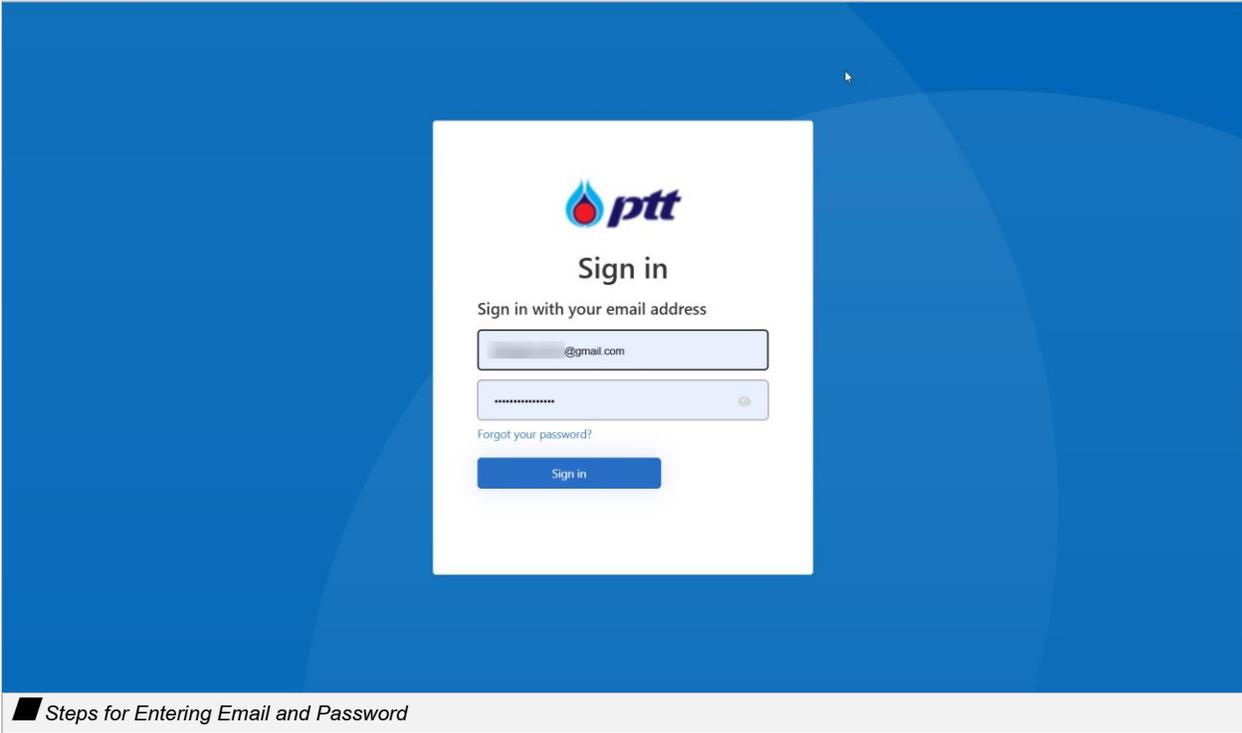
For Vendors the login process to the PTT Vendor Management System can be done as follows:

Select your user type and click "Login."

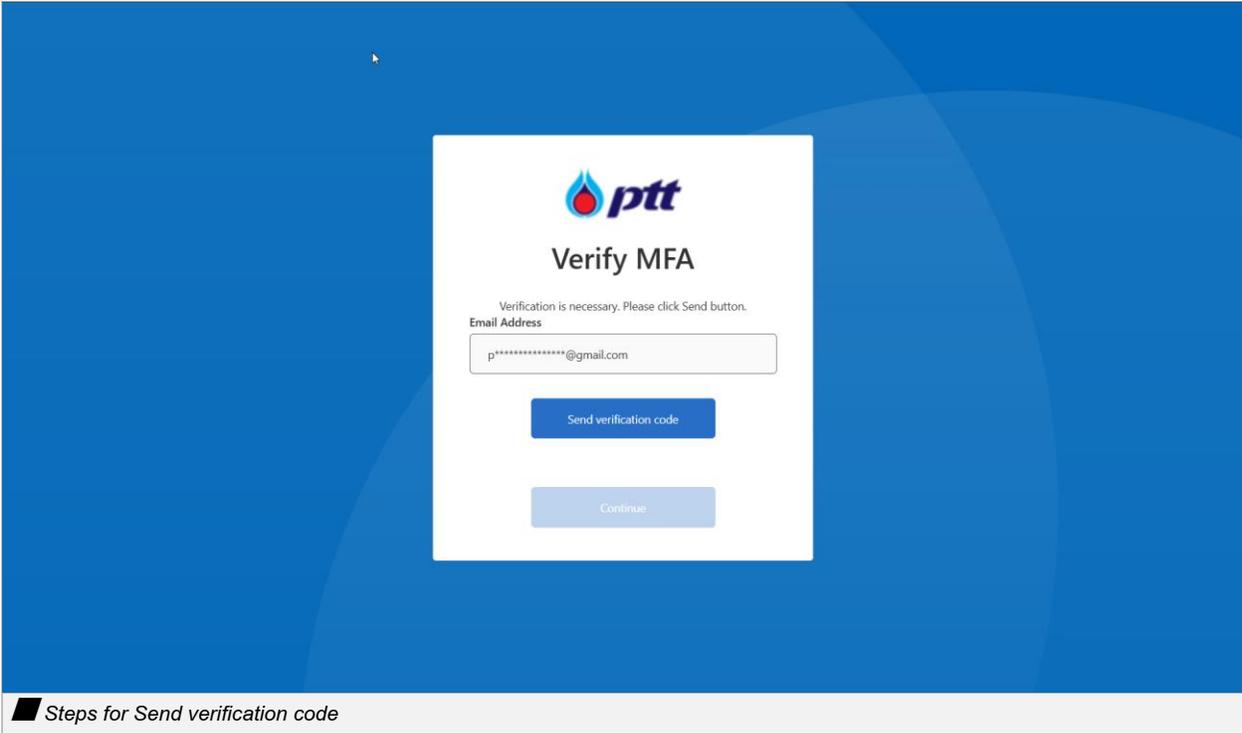


Steps for Selecting User Type

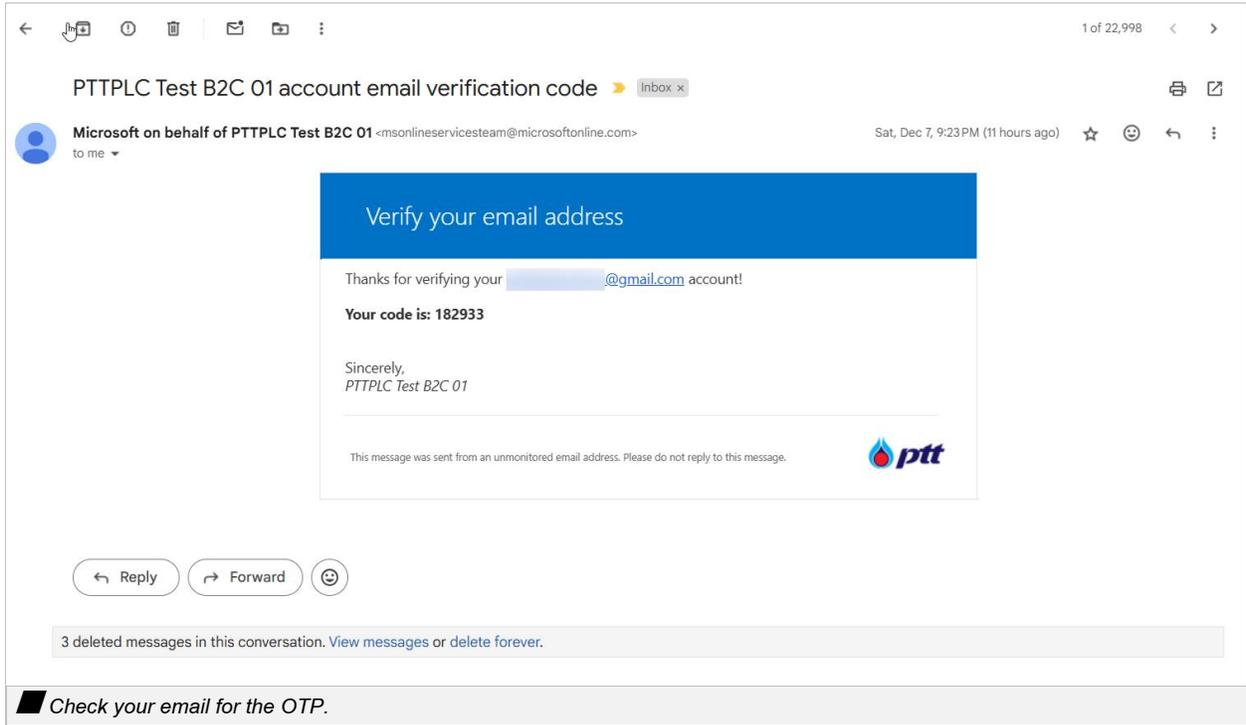
Enter your email and password, then click "Sign in."



click "Send verification code"



Check your email for the OTP.



PTTPLC Test B2C 01 account email verification code

Microsoft on behalf of PTTPLC Test B2C 01 <msonlineservicesteam@microsoftonline.com> to me

Sat, Dec 7, 9:23 PM (11 hours ago)

Verify your email address

Thanks for verifying your [redacted]@gmail.com account!

Your code is: 182933

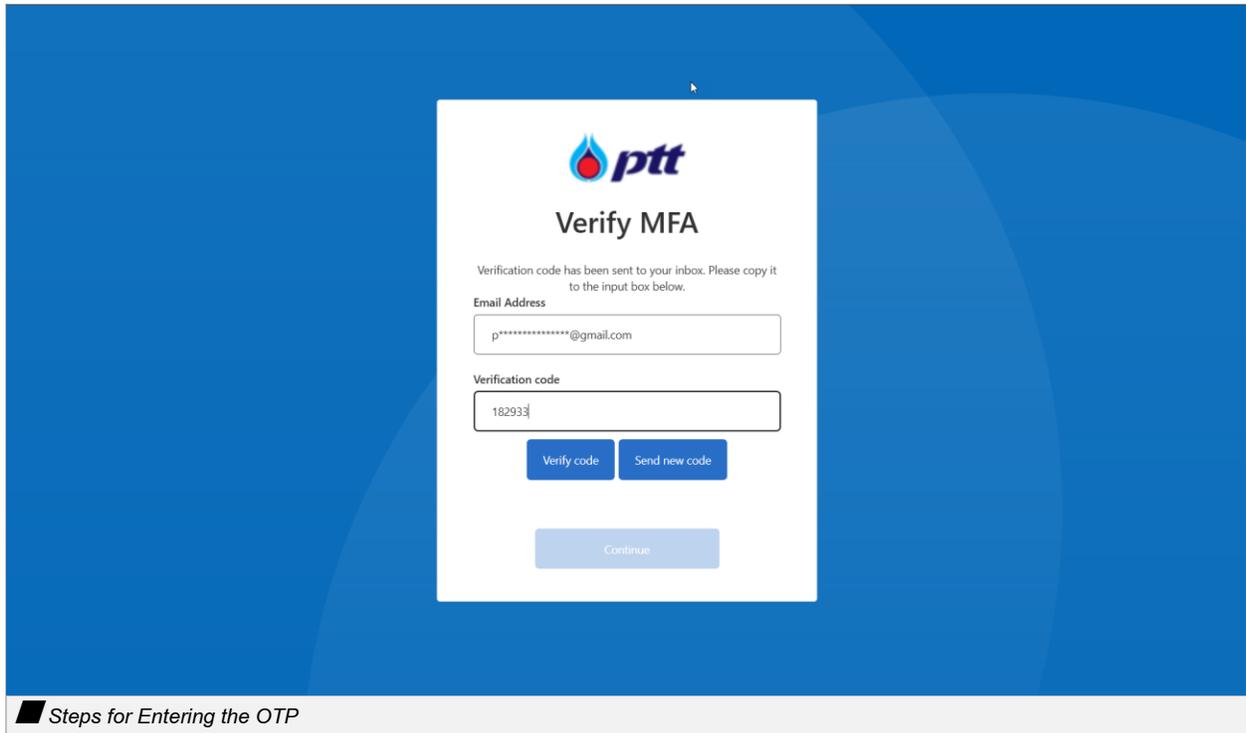
Sincerely,
PTTPLC Test B2C 01

This message was sent from an unmonitored email address. Please do not reply to this message.

3 deleted messages in this conversation. [View messages](#) or [delete forever](#).

Check your email for the OTP.

Enter the OTP and click "Verify Code." (If you haven't received the OTP, click "Send New Code" to request a new one.)



Verify MFA

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address
p*****@gmail.com

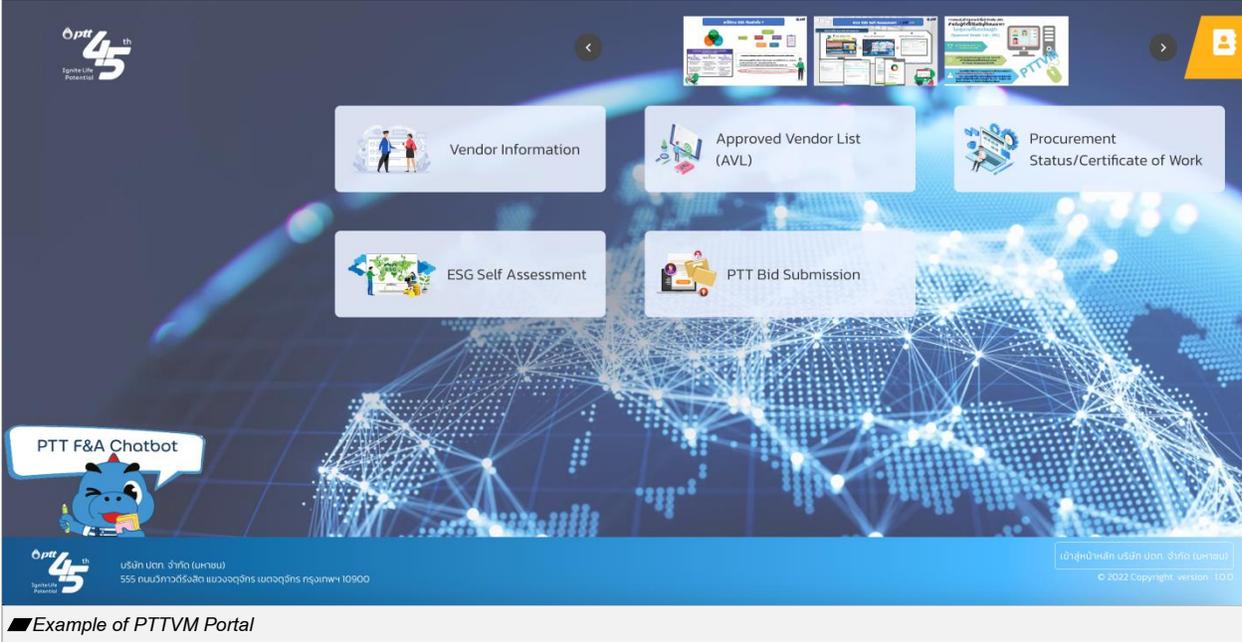
Verification code
182933

Verify code Send new code

Continue

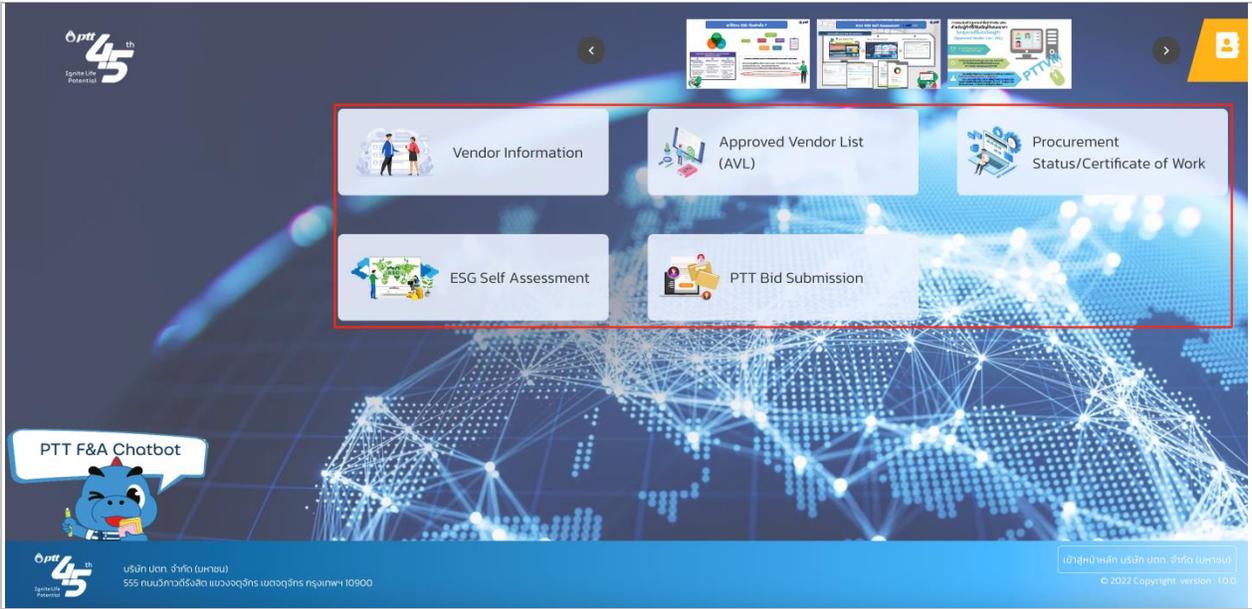
Steps for Entering the OTP

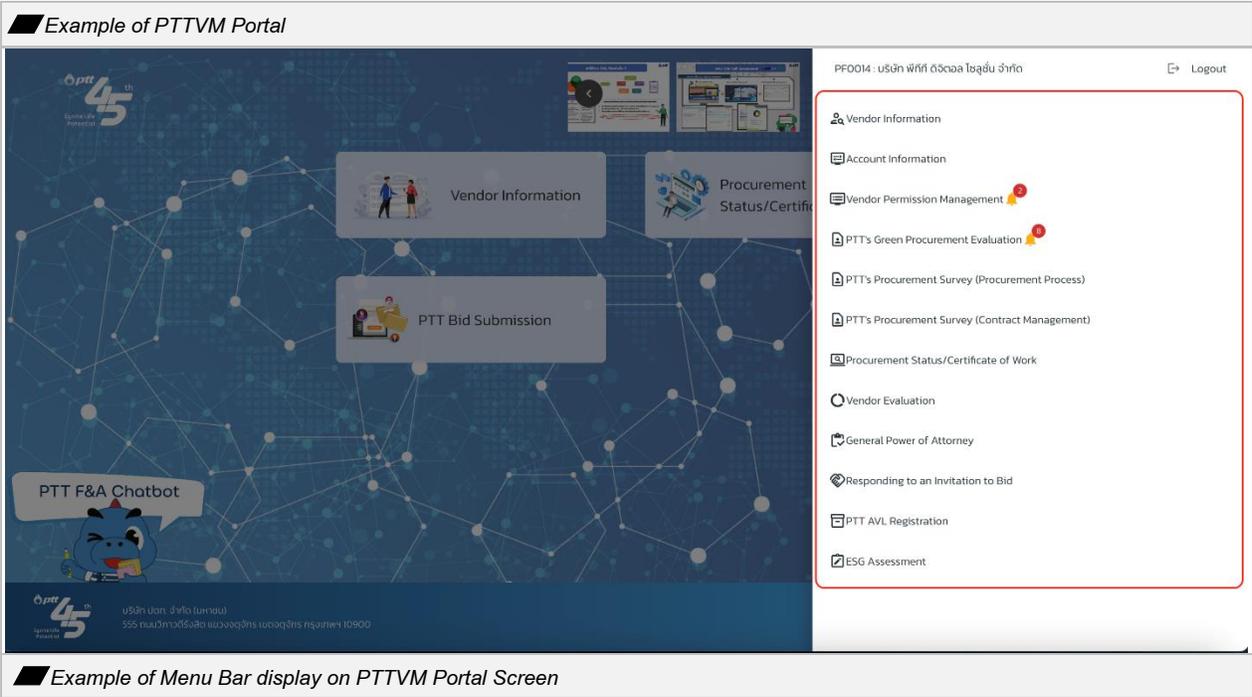
Once you have successfully logged in, you will be directed to Web Portal PTTVM screen as seen in the picture.



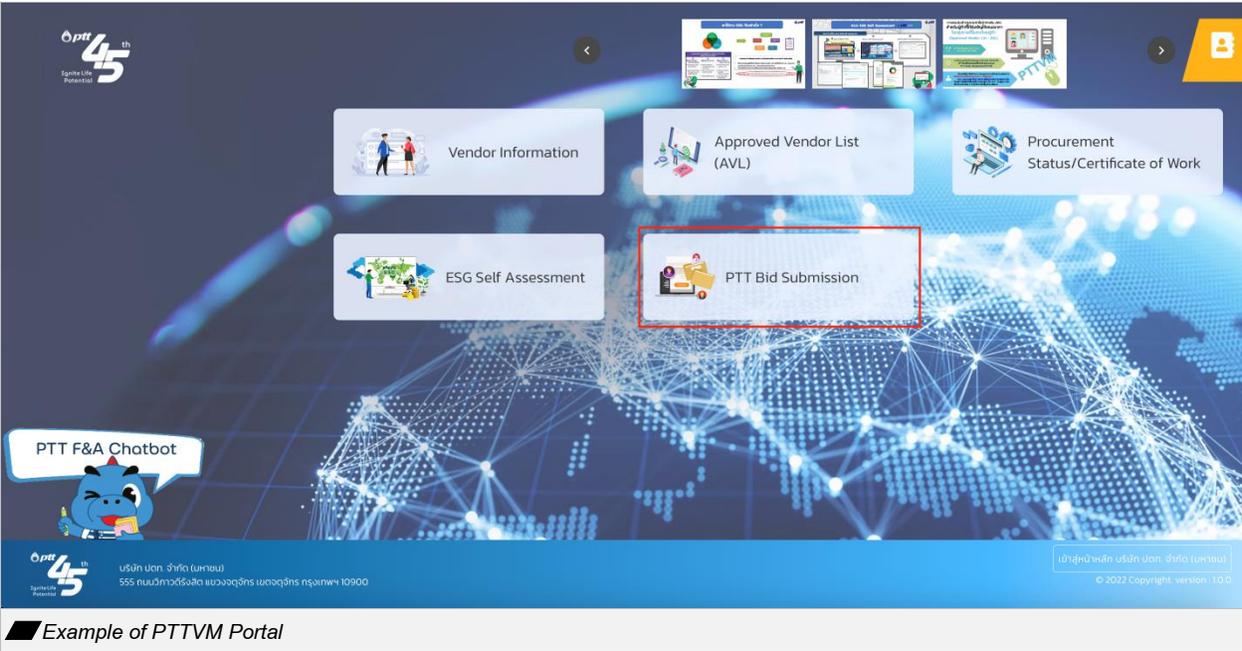
Example of PTTVM Portal

Vendors can access a variety of features by selecting them from the menu box on the Main Menu screen or the menu bar on the right, as seen in the picture.





The PTT Bid Submission system page will be displayed when you select "PTT Bid Submission" from the menu, as seen in the picture. (Users can learn more about how to use it from [Manual PTT Bid Submission](#))



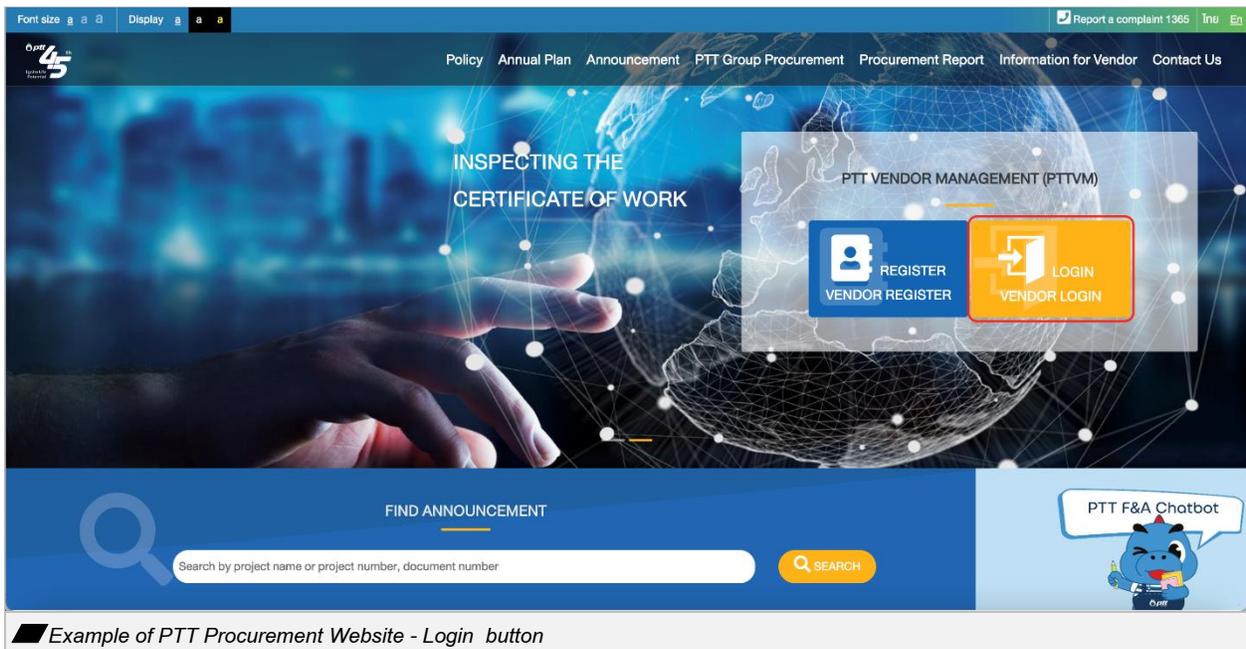


Example of PTT Bid Submission menu display

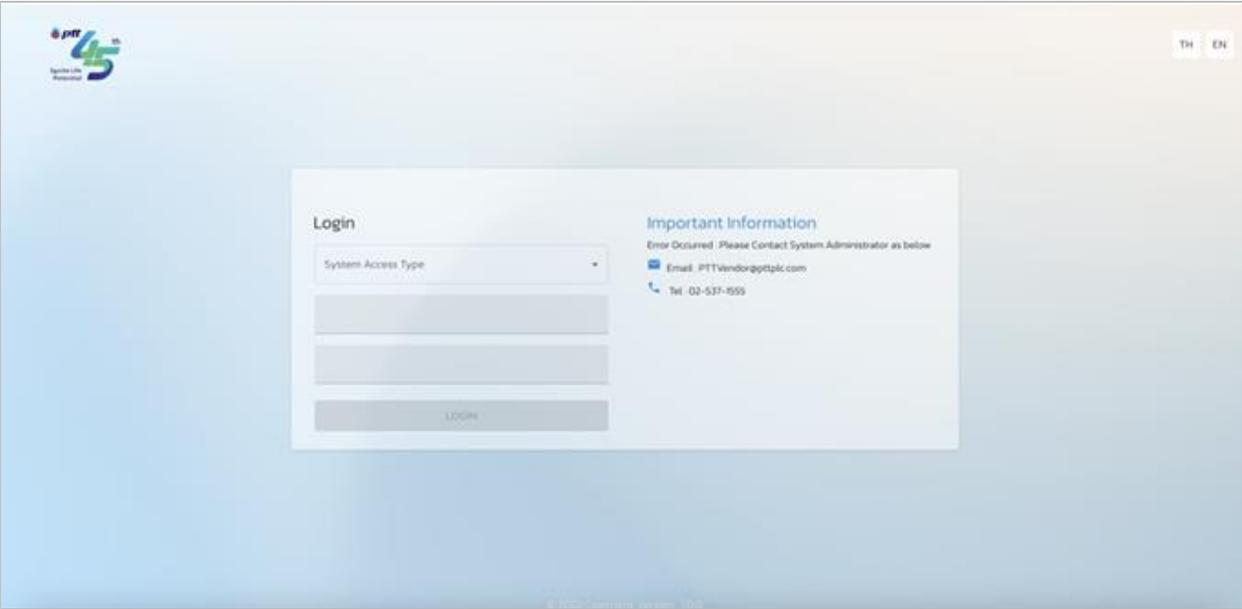
2. PTT Electronic Bank Guarantee (e-BG)

The vendor who will access the screen must be 3 authorized to use the contract collateral system in order to take any necessary action about the contract collateral or Electronic Bank Guarantee. Vendors can access the PTTVM system's contract margin information by logging in. the next 2 channels:

- When using the PTT Procurement Website, enter the URL and click the button, . Log in as seen in the image to access the Login page.

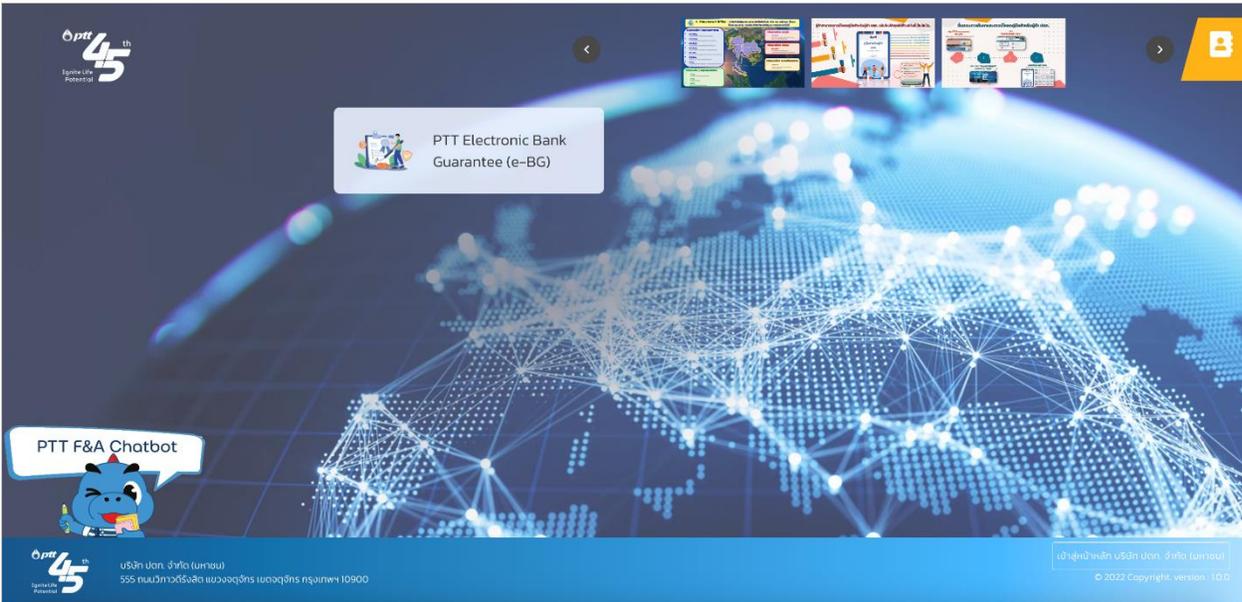


- If you're accessing using PTT Vendor Management (PTTVM), enter the information at <https://ptvm.pttplc.com/index.html#/app/signin>. Enter your username and password, then click the button,  to log in.



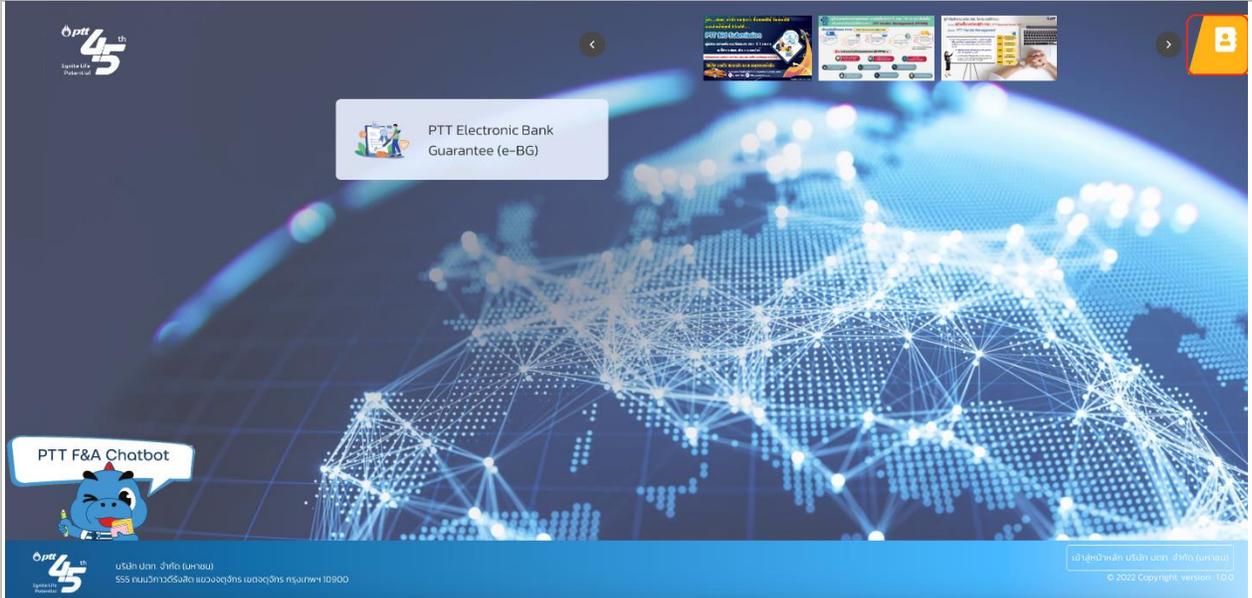
Example of PTTVM sign-in screen

When you press the button, LOGIN after entering your username and password, the system will display the Web Portal PTTVM screen as seen in the picture.

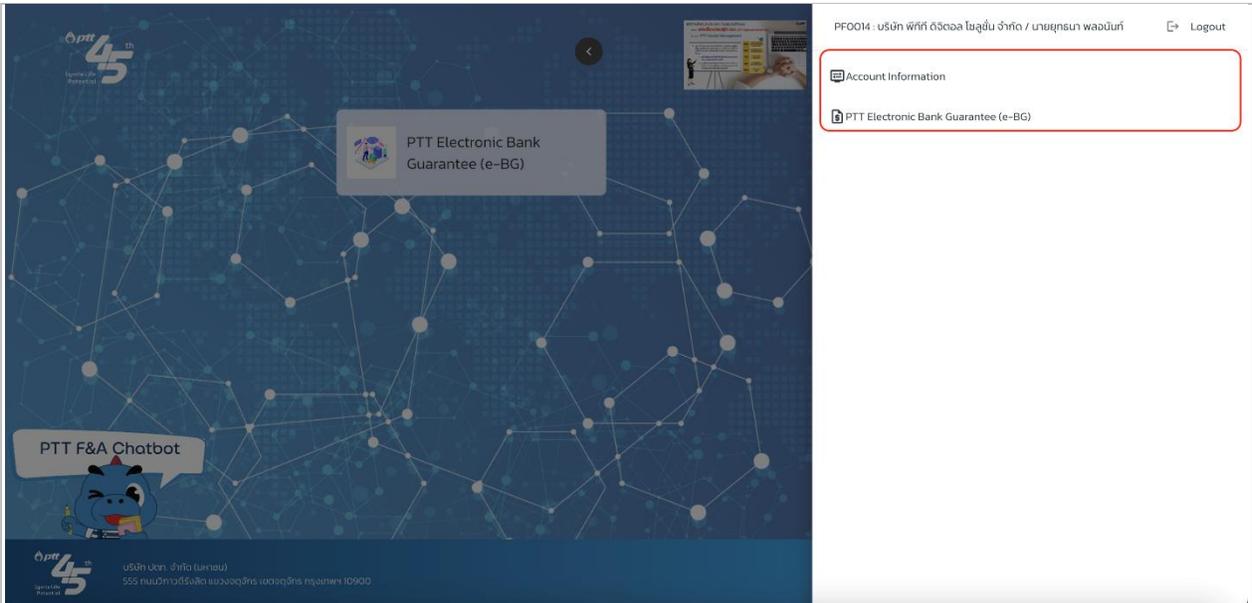


Example of PTTVM Portal

Vendors can access a variety of features by selecting them from the menu box on the Main Menu screen or the menu bar to the right, as seen in the picture.



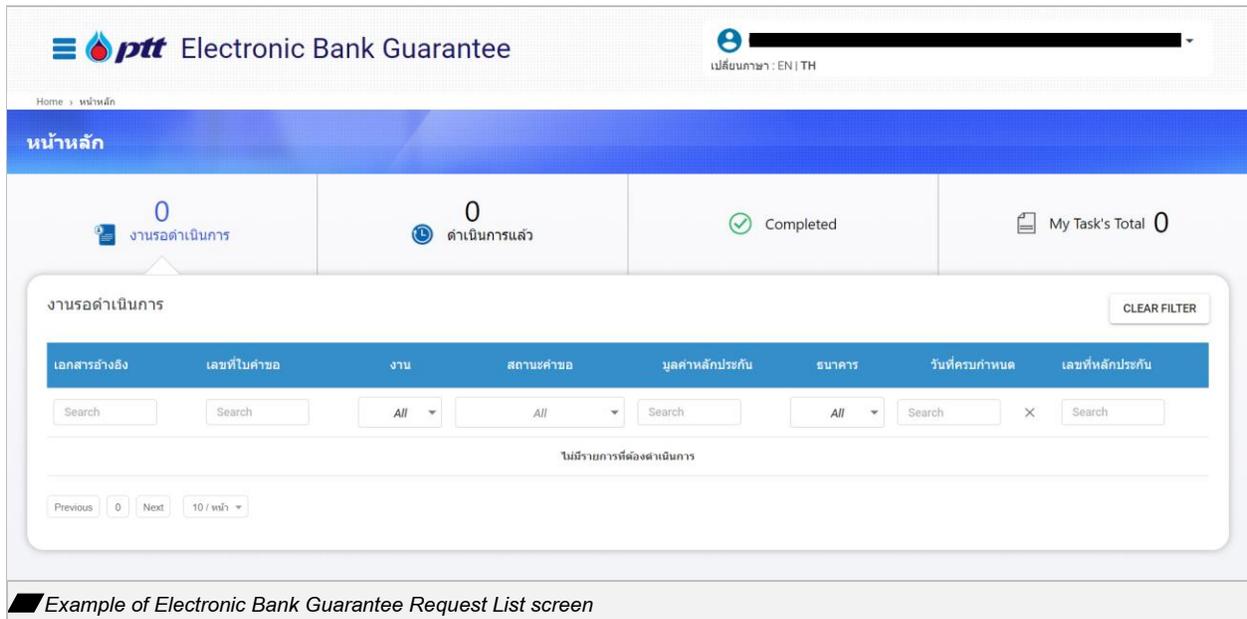
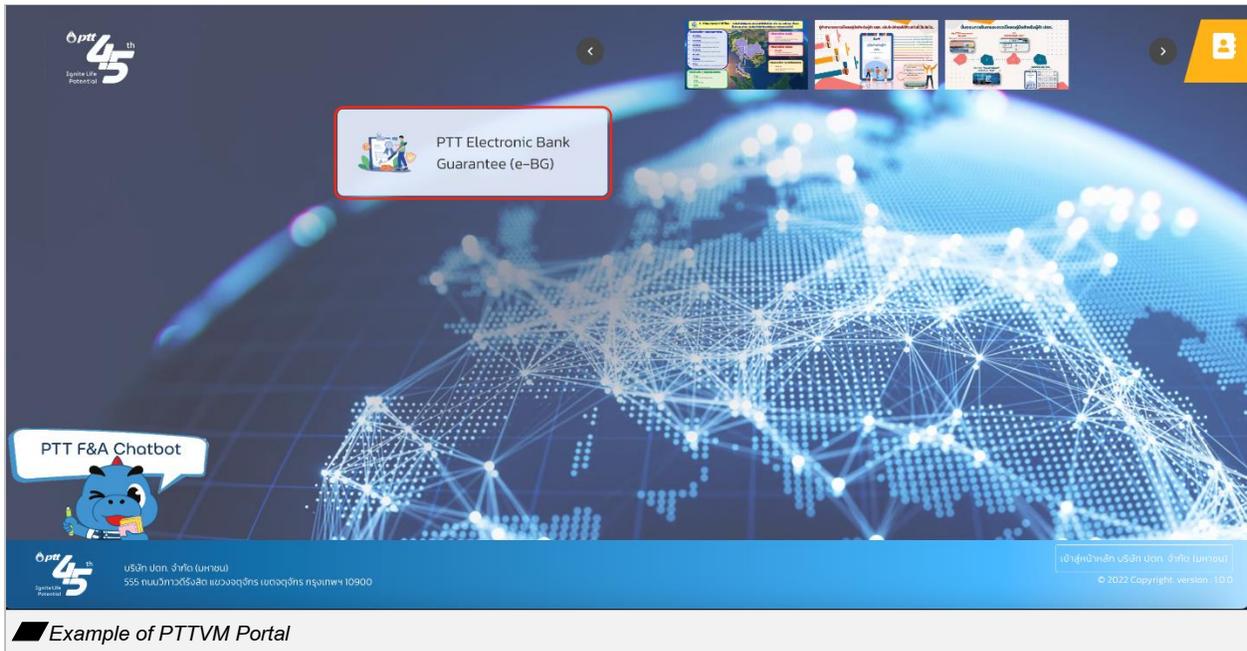
Example of PTTVM Portal



Example of Menu Bar display on PTTVM Portal

When you choose the "PTT Electronic Bank Guarantee (e-BG)" menu item, the page for the Contract Margin System that is seen in the image will open.

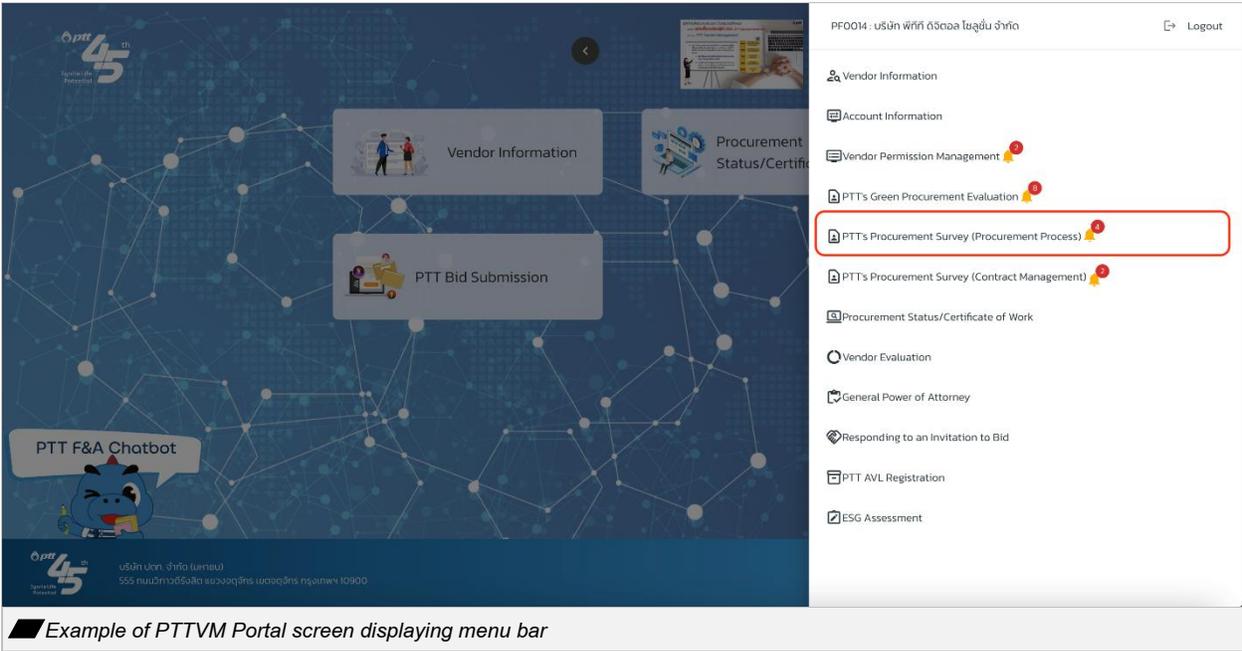
(Users can learn more about how to use it from [Manual e-BG](#))



3. PTT's Procurement Survey (Procurement Process)

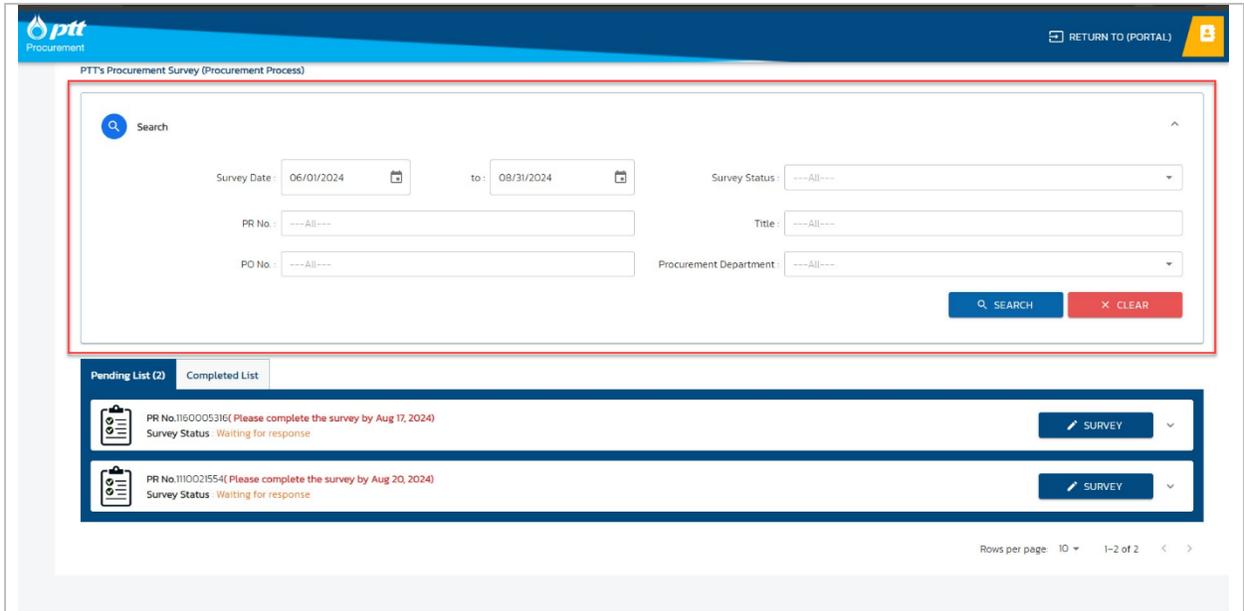
Vendors shall feedback PTT's procurement process satisfaction by clicking on the menu "PTT's Procurement Survey (Procurement Process)"

The icon  displaying a number indicates pending surveys awaiting your feedback.



Example of PTTVM Portal screen displaying menu bar

Vendors can fill in certain information to search for pending and completed PTT's Procurement Surveys (Procurement Process). The system will display your survey by default, with the date set to the past 3 months.

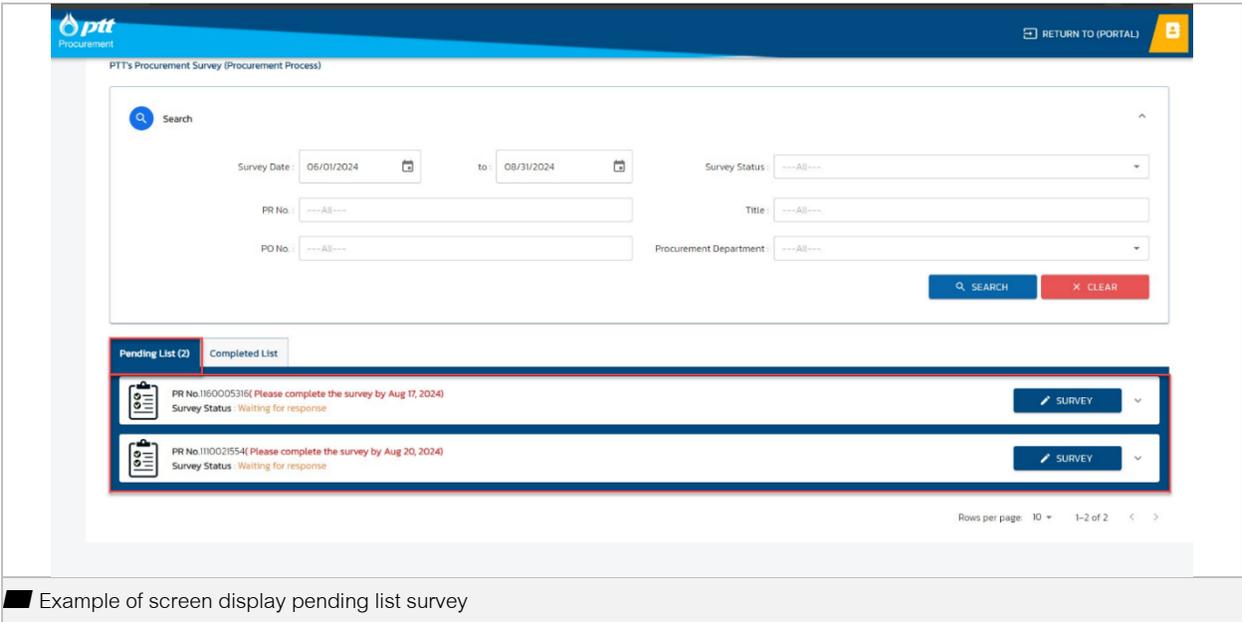


Example of a search screen for PTT's Procurement Surveys (Procurement Process)

Show search details

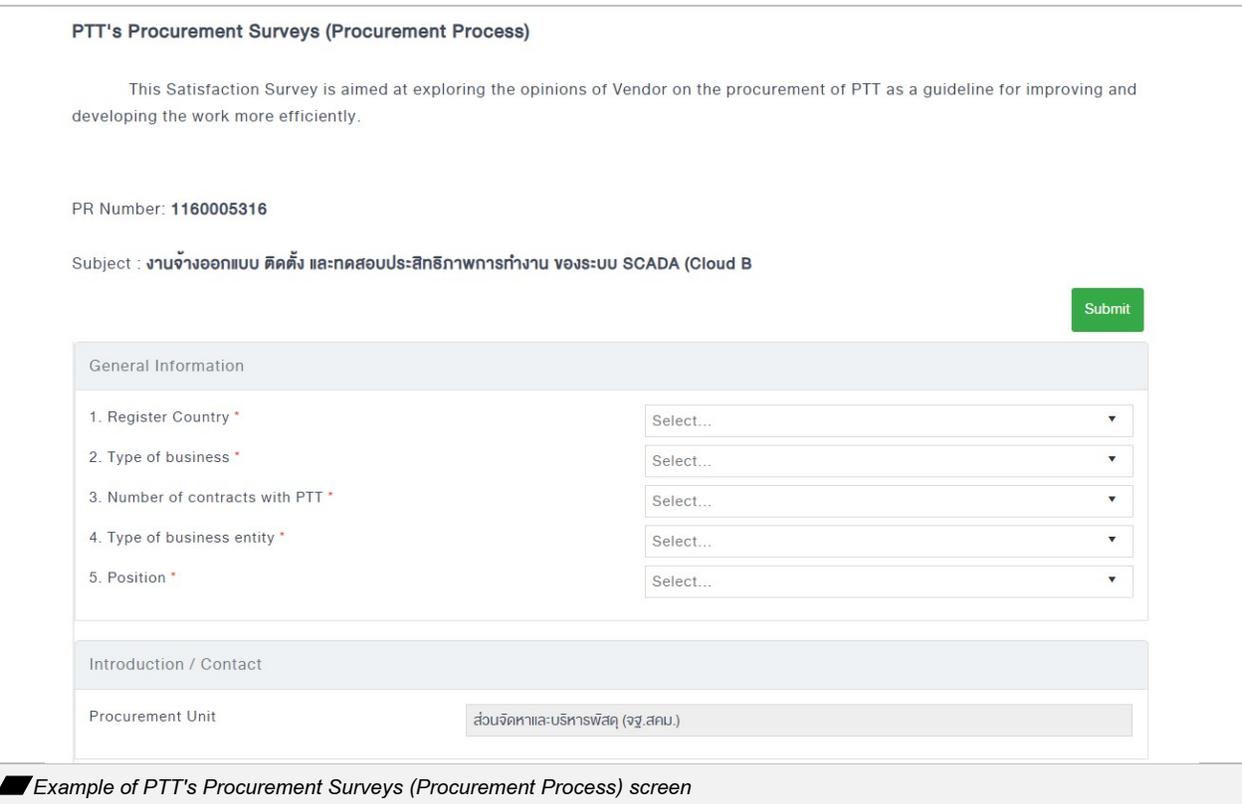
| Field | Description |
|---|--|
| Survey Date | Enter th period date |
| Survey Status | There are 3 assessment statuses: <ol style="list-style-type: none"> 1. Waiting for response 2. Complete 3. Survey time's up |
| PR No. | Enter PR number |
| Title | Enter Job title |
| PO No. | Enter PO number |
| Procurement Department | Select a procurement department |
|  | Press the search button, the system will display information according to the conditions specified on the screen. |
|  | Press the Clear Options button, the system will clear the conditions indicated on the screen. |

Vendor shall complete the survey showing on the pending list. After the vendor completes the survey, the system will display them on the completed list



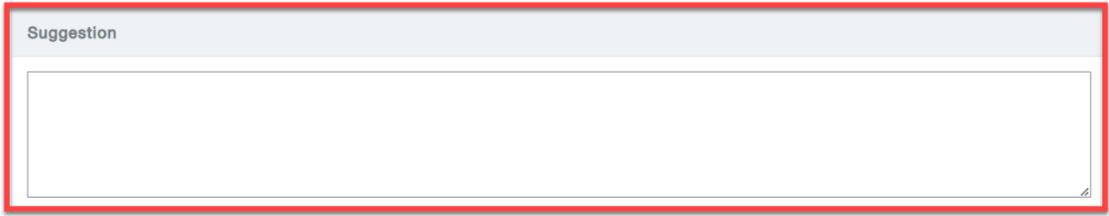
Example of screen display pending list survey

When the vendor clicks the button,  to finish the evaluation, the system displays the PTT's Procurement Surveys (Procurement Process)



Example of PTT's Procurement Surveys (Procurement Process) screen

If you have any more recommendations As seen in the picture, more feedback fields can be supplied.



Suggestion

Submit

Should you have any queries, please do not hesitate to contact

Tel. (+66)2-537-1555

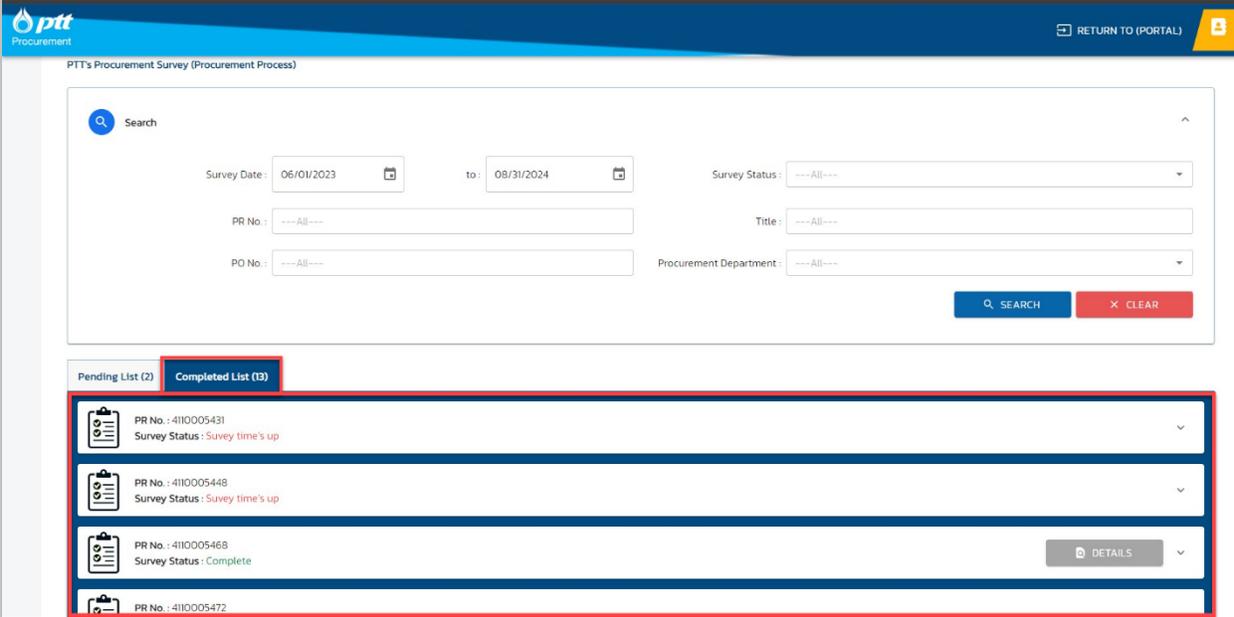
Email : PTTVendor@pttplc.com

Example of PTT's Procurement Surveys (Procurement Process)

Note: The language shown by vendors can be changed in the top right corner of the screen



The completed assessment form will appear on the Completed Items page with the statuses "Complete" and "Survey time's up," as shown in the picture.



PTT's Procurement Survey (Procurement Process)

Search

Survey Date: 06/01/2023 to: 08/31/2024 Survey Status: ---All---

PR No.: ---All--- Title: ---All---

PO No.: ---All--- Procurement Department: ---All---

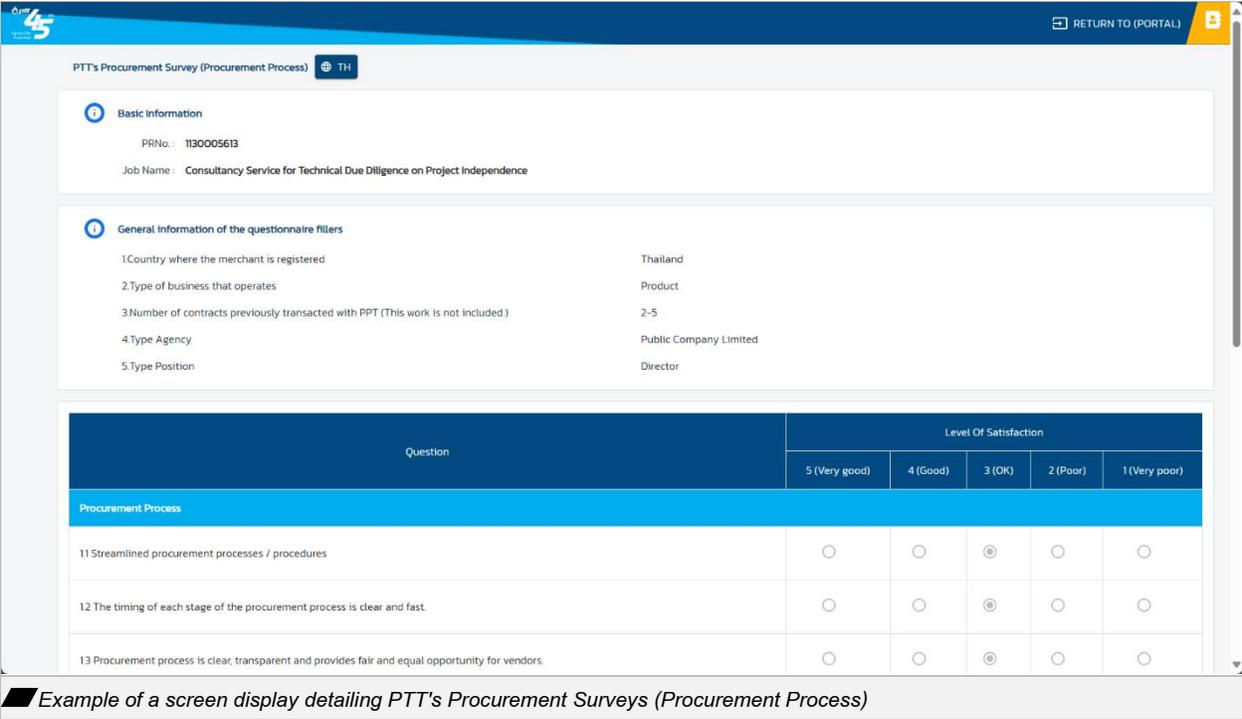
SEARCH CLEAR

Pending List (2) **Completed List (3)**

| | | |
|---------------------|----------------------------------|---------|
| PR No. : 4110005431 | Survey Status : Survey time's up | |
| PR No. : 4110005448 | Survey Status : Survey time's up | |
| PR No. : 4110005468 | Survey Status : Complete | DETAILS |
| PR No. : 4110005472 | | |

Example of screen display completed list survey

You can click the button  to view a survey that has already been completed as shown in the picture



PTT's Procurement Survey (Procurement Process) TH

Basic Information
 PRNo.: 1130005613
 Job Name: Consultancy Service for Technical Due Diligence on Project Independence

General information of the questionnaire fillers

| | |
|--|------------------------|
| 1. Country where the merchant is registered | Thailand |
| 2. Type of business that operates | Product |
| 3. Number of contracts previously transacted with PPT (This work is not included.) | 2-5 |
| 4. Type Agency | Public Company Limited |
| 5. Type Position | Director |

| Question | Level Of Satisfaction | | | | |
|---|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|
| | 5 (Very good) | 4 (Good) | 3 (OK) | 2 (Poor) | 1 (Very poor) |
| Procurement Process | | | | | |
| 11 Streamlined procurement processes / procedures | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12 The timing of each stage of the procurement process is clear and fast. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13 Procurement process is clear, transparent and provides fair and equal opportunity for vendors. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

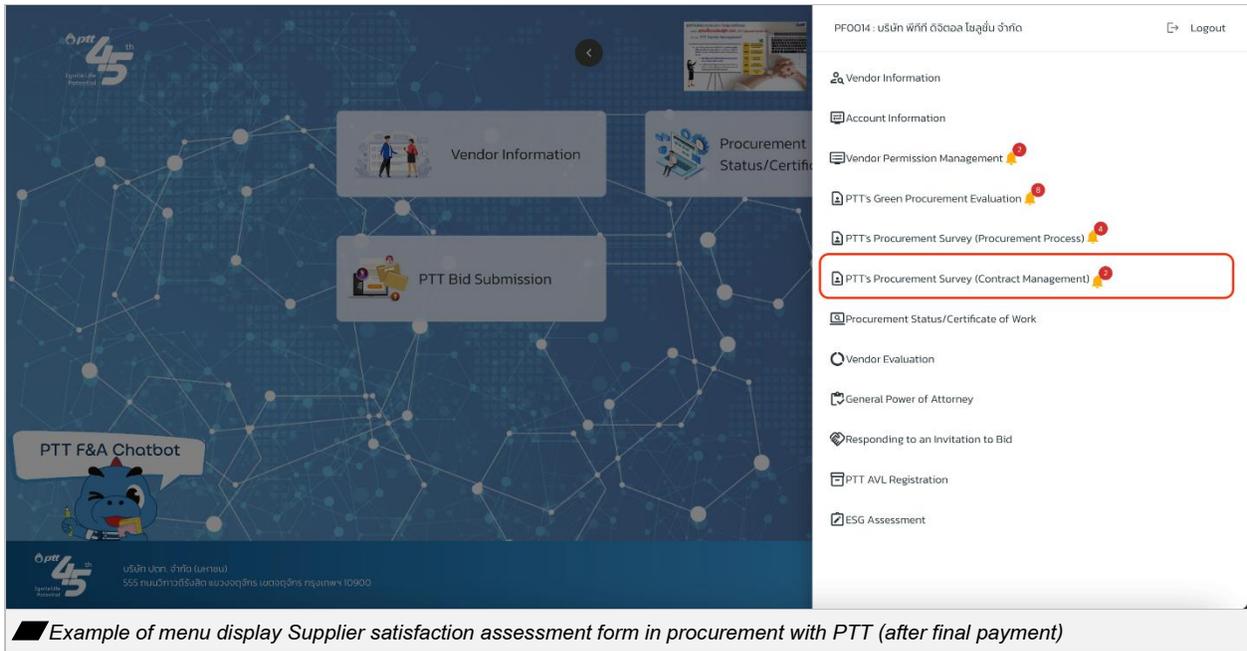
Example of a screen display detailing PTT's Procurement Surveys (Procurement Process)

Note: The language shown by vendors can be changed in the top right corner of the screen  

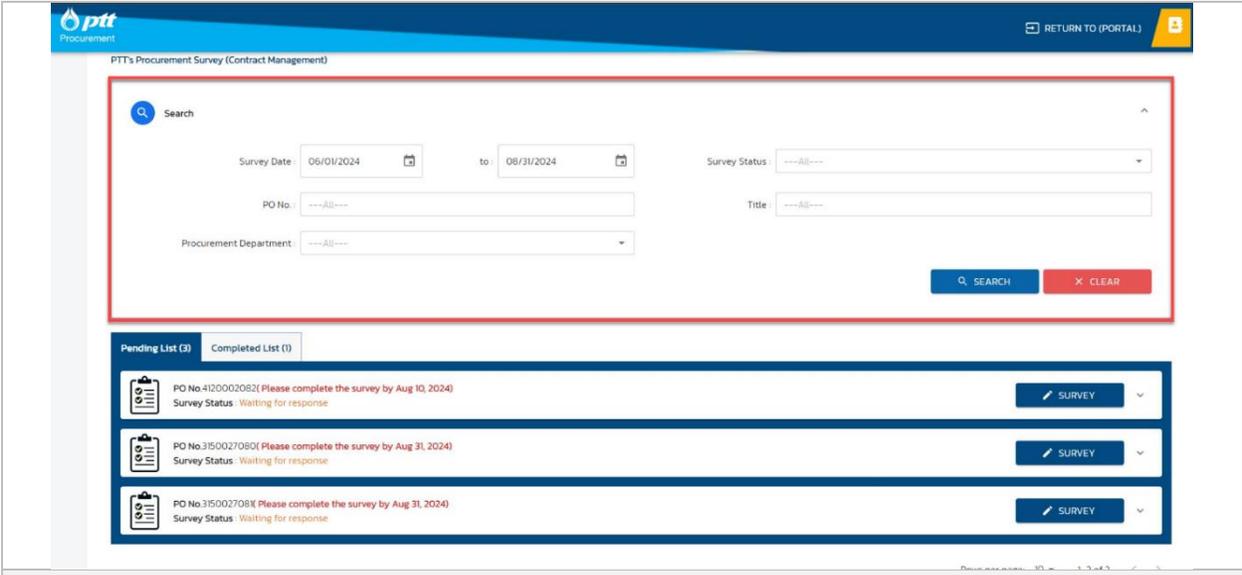
4. PTT's Procurement Survey (Contract Management)

Vendors shall feedback PTT's procurement process satisfaction by clicking on the menu "PTT's Procurement Survey (Contract Management)"

The icon  displaying a number indicates pending surveys awaiting your feedback.



Vendors can fill in certain information to search for pending and completed PTT's Procurement Survey (Contract Management). The system will display your survey by default, with the date set to the past 3 month

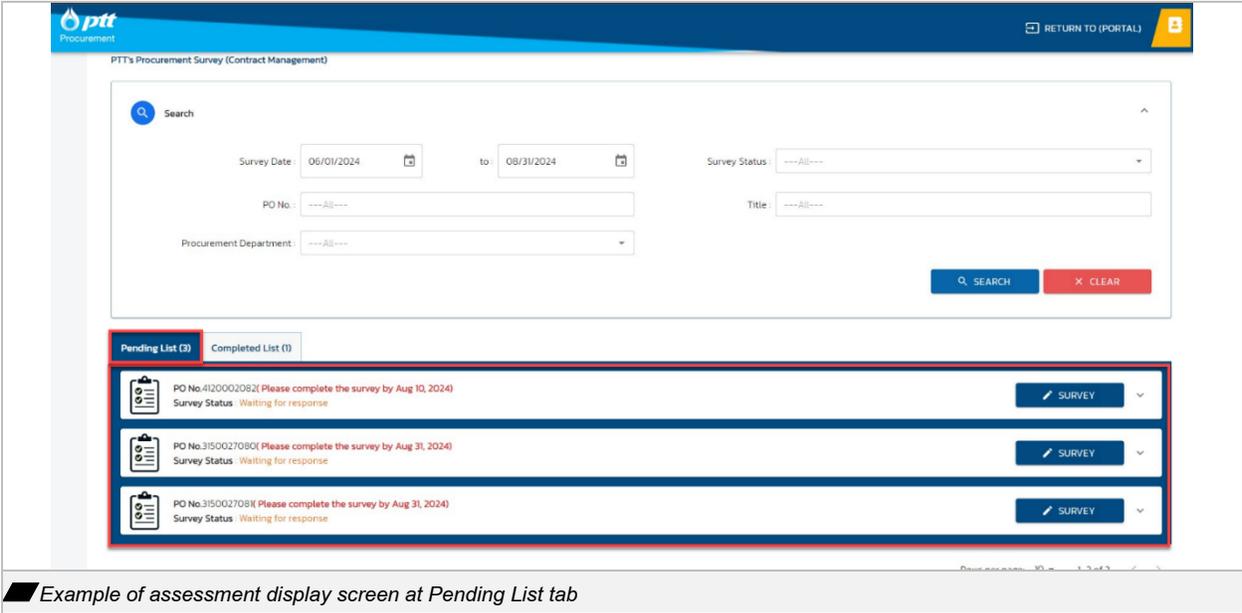


Example of a search screen for PTT's Procurement Surveys (Contract Management)

Show search details

| Field | Description |
|---|---|
| Survey Date | Enter th period date |
| Survey Status | There are 3 survey statuses: <ol style="list-style-type: none"> 1. waiting for response 2. Complete 3. Survey time's up |
| PO No. | Enter PR number |
| Title | Enter Project Name |
| Procurement Department | Enter PO number |
|  | Select a procurement department |
|  | Press the search button, the system will display information according to the conditions specified on the screen. |

Vendor shall complete the survey showing on the pending list. After the vendor completes the survey, the system will display them on the completed list.



Example of assessment display screen at Pending List tab

When the vendor presses the button,  to finish the evaluation, the system displays the PTT's Procurement Survey (Contract Management)

PTT's Procurement Survey (Contract Management)

This Satisfaction Survey is aimed at exploring the opinions of Vendor on the procurement of PTT as a guideline for improving and developing the work more efficiently.

PO/Contract Number : **3150027080**

Subject : งานจ้างปรับปรุงระบบท่อสำหรับหมุนเวียนน้ำมันผ่านหม้อกรองรับ 3 และ 4 (โรงสูบน้ำมันใหม่) ณ สถานีเติมน้ำมันอากาศยานเชียงใหม่

[Submit](#)

General Information

| | |
|-----------------------------------|-----------|
| 1. Register Country * | Select... |
| 2. Type of business * | Select... |
| 3. Number of contracts with PTT * | Select... |
| 4. Type of business entity * | Select... |
| 5. Position * | Select... |

Introduction / Contact

| | |
|------------------|---------------------------|
| Procurement Unit | แผนกจัดหาวัสดุ (พ.จค.พย.) |
|------------------|---------------------------|

Example of procurement satisfaction questionnaire screen with PTT

If you have any more recommendations As seen in the picture, more feedback fields can be provided.

Suggestion

Submit

Should you have any queries, please do not hesitate to contact

Tel. (+66)2-537-1555

Email : PTTVendor@pttplc.com

Example of procurement satisfaction questionnaire screen with PTT

Note: The language shown by vendors can be changed in the top right corner of the screen.



The completed assessment form will appear on the Completed Items page with the statuses "Complete" and "Survey time's up," as shown in the picture.

RETURN TO (PORTAL)

PTT's Procurement Survey (Contract Management)

Search

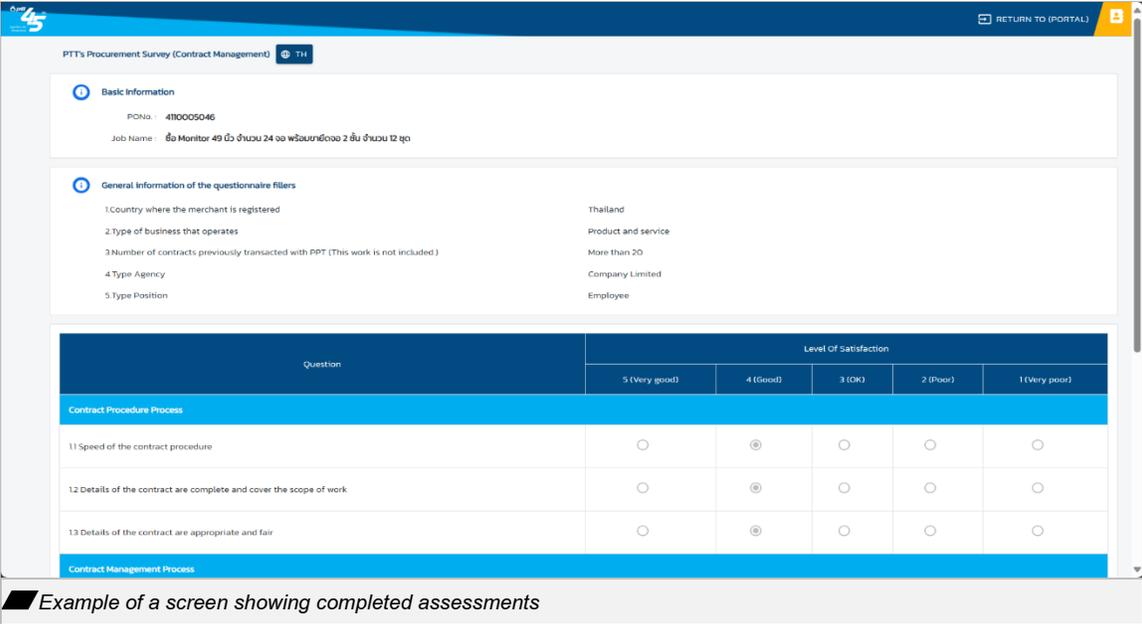
Survey Date: to Survey Status:
SEARCH
X CLEAR

Pending List
Completed List (10)

| | |
|---|---|
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p>PO No. : 311001070</p> <p>Survey Status : survey time's up</p> </div> </div> | DETAILS |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p>PO No. : 411005046</p> <p>Survey Status : complete</p> </div> </div> | DETAILS |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p>PO No. : 311002003</p> <p>Survey Status : complete</p> </div> </div> | DETAILS |
| <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p>PO No. : 311002001</p> <p>Survey Status : complete</p> </div> </div> | DETAILS |

Example of screen display completed list survey

You can click the button,  to view a survey that has already been completed as shown in the completed, as shown in the picture.



PTT's Procurement Survey (Contract Management) TH

Basic Information
 PONo : 410005046
 Job Name : ฝึกอบรม 49 วัน จำนวน 24 คน ฝึกอบรม 2 วัน จำนวน 12 คน

General information of the questionnaire filers

| | |
|--|---------------------|
| 1.Country where the merchant is registered | Thailand |
| 2.Type of business that operates | Product and service |
| 3.Number of contracts previously transacted with PPT (This work is not included) | More than 20 |
| 4.Type Agency | Company Limited |
| 5.Type Position | Employee |

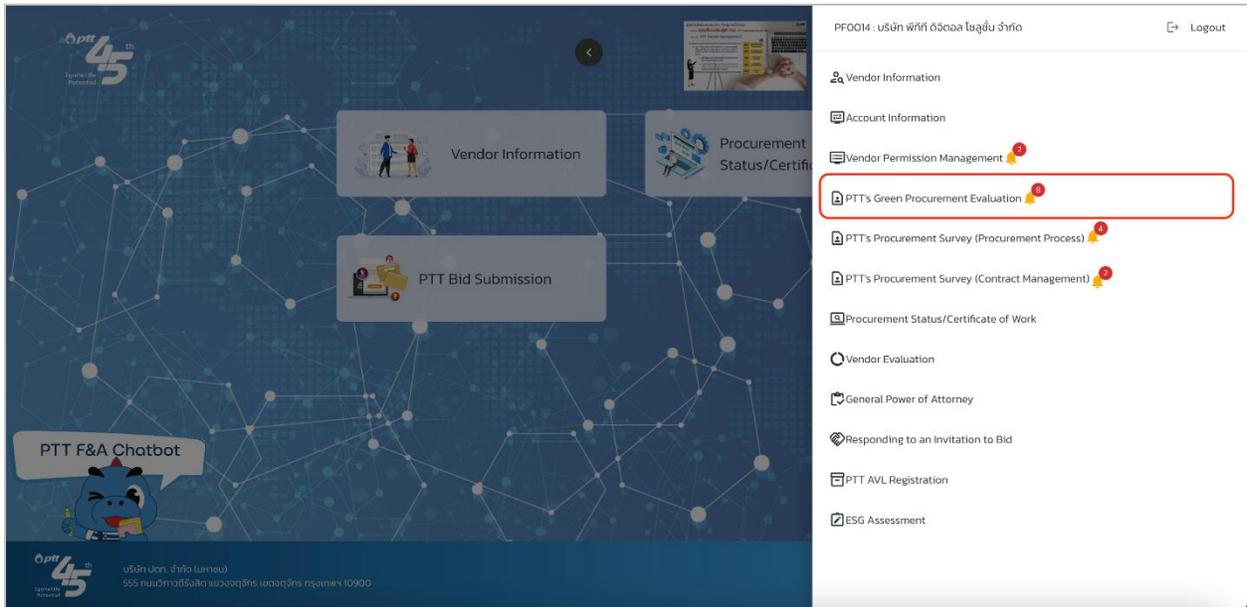
| Question | Level Of Satisfaction | | | | |
|---|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| | 5 (Very good) | 4 (Good) | 3 (OK) | 2 (Poor) | 1 (Very poor) |
| Contract Procedure Process | | | | | |
| 11 Speed of the contract procedure | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12 Details of the contract are complete and cover the scope of work | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13 Details of the contract are appropriate and fair | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Contract Management Process | | | | | |

Example of a screen showing completed assessments

Note: The language shown by vendors can be changed in the top right corner of the screen.  

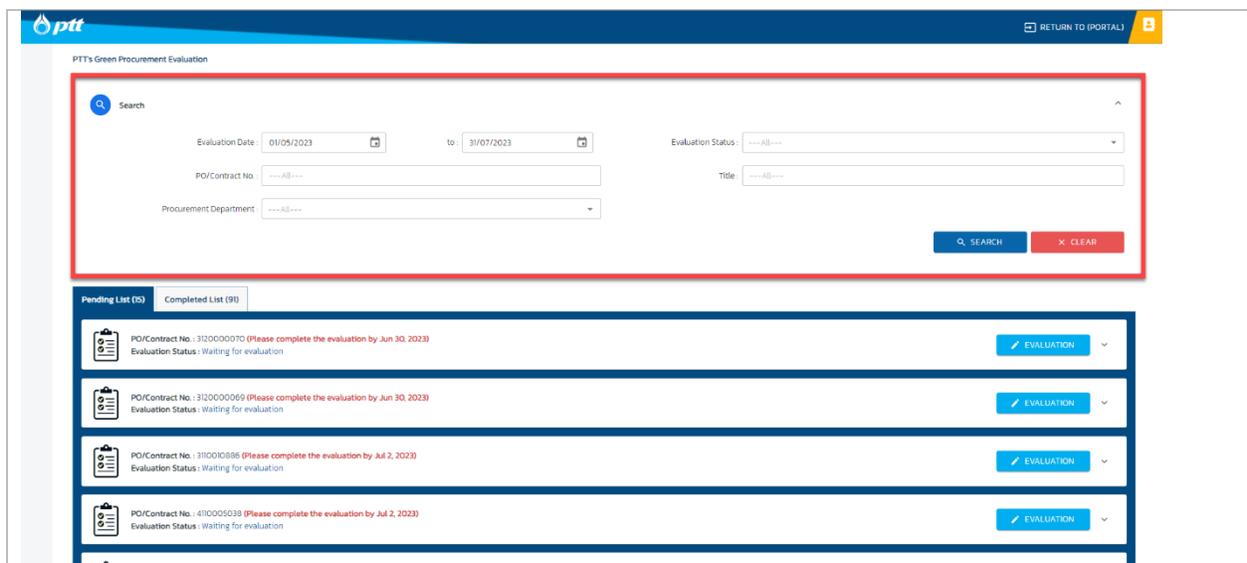
5. PTT's Green Procurement Evaluation

PTT Green Procurement form will display an icon notice, the number of assessments waiting to be reviewed by Vendor, as shown in the picture,



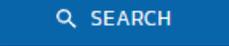
Example of menu display PTT Green Procurement form

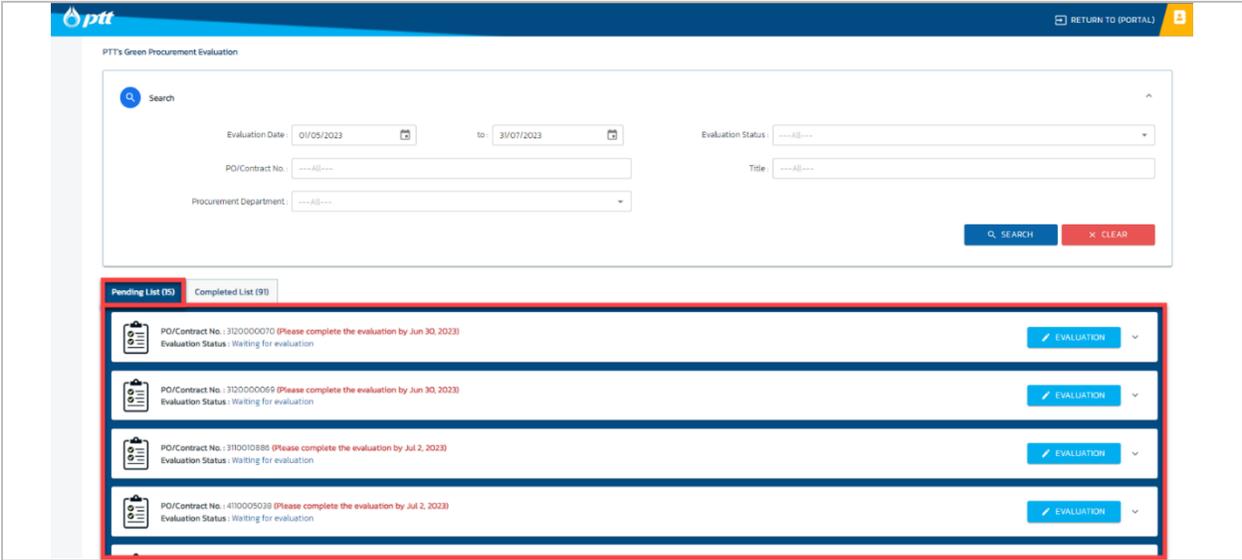
The display is shown pending list that waiting to be reviewed and evaluated by Vendor



Example of menu display PTT Green Procurement form

Show search details

| Field | Description |
|---|---|
| Evaluation Date | Specify the start date for submitting the assessment. The system will default the assessment submission date for 3 months, including the current month. |
| To | Specify the end date to submit the assessment. The system will default the date of submission of the assessment form for 3 months, including the current month. |
| Evaluation Status | There are 4 assessment statuses: <ul style="list-style-type: none"> ● Wait for the vendor to answer the assessment. ● The vendor has answered the assessment. ● End of assessment time ● vendors do not have E-mail |
| PO/Contract No. | Enter PO number |
| Title | Enter Job title |
| Procurement Department | Select Procurement Department |
|  | Press the search button, the system will display information according to the conditions specified on the screen. |
|  | Press the clear button, the system will reset the above information. |



Example of assessment display screen at Pending List tab

Vendor can evaluate by clicks the button [EVALUATION](#). Then system will display the questionnaire. Here, vendor can fill up the questionnaire completely and attach any supporting documentation by button [Answer the assessment](#), as picture below.


PF0014 : บริษัท พิกที คิงคอง ไซลิ่ง จำกัด
แจ้งเรื่องร้องเรียน 1365 TH EN

PTT's Green Procurement

| | |
|--|--|
| PO/Contract No. : 312000070 | Status : รอบันทึกผล:สอบแบบประเมิน |
| PO Title : จ้างงาน : ที่เป็นมิตรกับสิ่งแวดล้อม (Green) ทดสอบ 2 | Grand Total Greenhouse Gases Reduction : 0.00 tCO ₂ e |

(**Please proceed before first delivery date.)

➔ Click to proceed.

✔ ⚡ งานจัดซื้อวัสดุอุปกรณ์สำนักงาน (Stationary)

Electricity saving

| Detail | Electricity amount reducing during the contract cycle. (kWh) |
|--|--|
| ปริมาณไฟฟ้าที่คาดว่าจะลดลงใน 1 ปี(kwh) | 0 |

Greenhouse gases Reduction 0.00 tCO₂e

Electrical equipment switching (Watt reduced)

➔ Total Greenhouse Gases Reduction

| | |
|----------------------------|-------------------------|
| Greenhouse gases Reduction | 0.00 tCO ₂ e |
|----------------------------|-------------------------|

📄 Quotation

Quotation file * Browse
Only .pdf, .xls, .xlsx, .doc, .docx
File size less than 10 MB

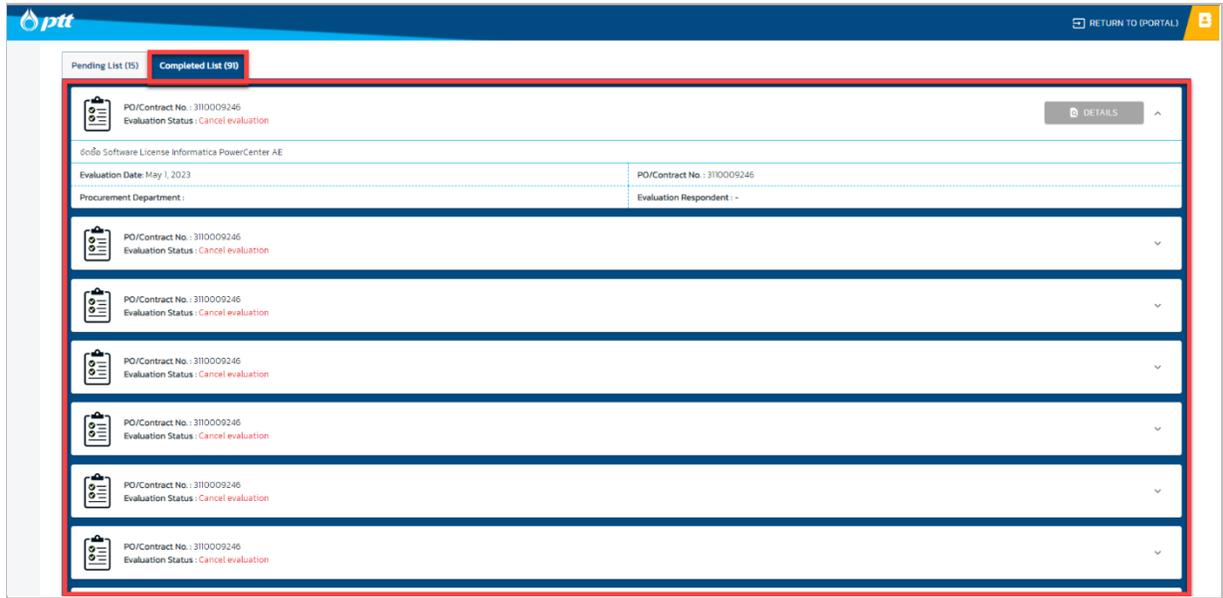
บันทึก
ยกเลิก

Save
Answer the assessment

■ Example of procurement questionnaire screen

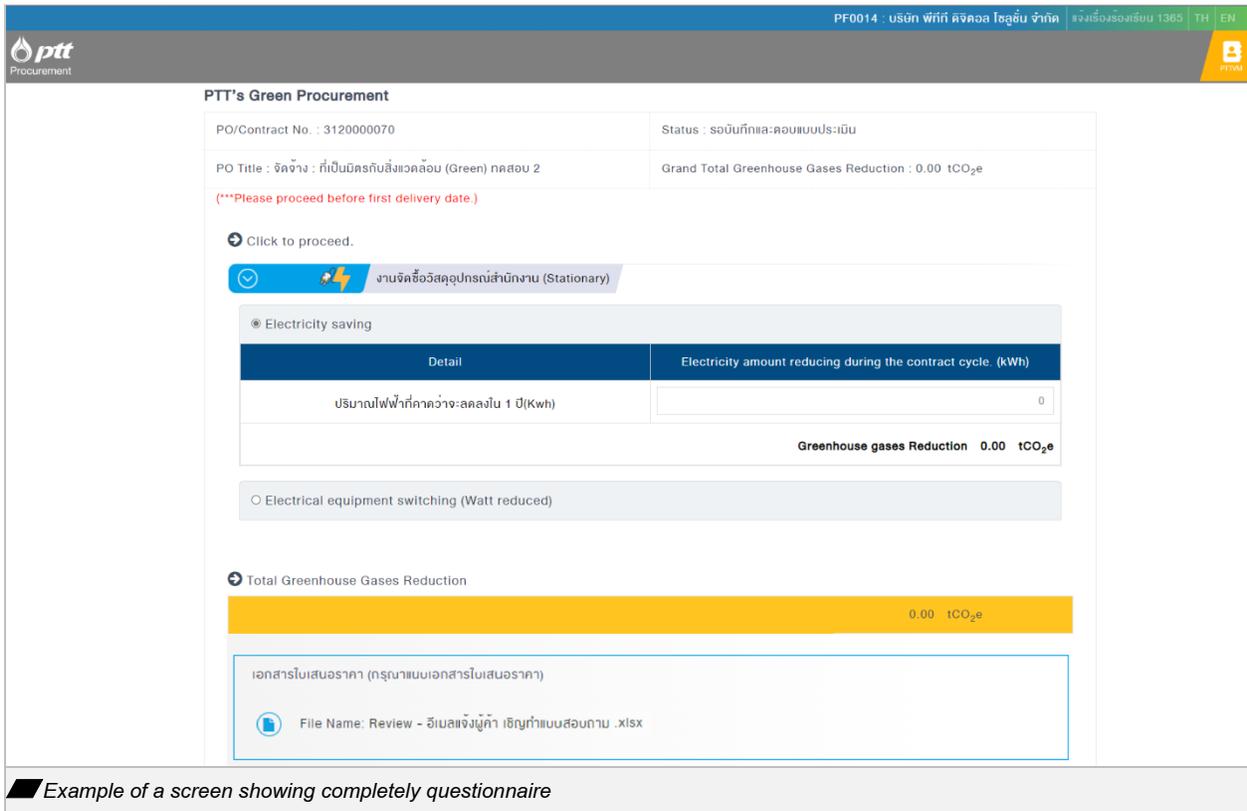
Note: The language shown can change in the top right corner of the screen TH EN

The completed questionnaire will appear on the Completed Items page as shown in the picture.



Example of assessment display screen Completed Items tab

Vendor can click the button,  to review a completely questionnaire.



Example of a screen showing completely questionnaire

Note: The language shown can change in the top right corner of the screen 

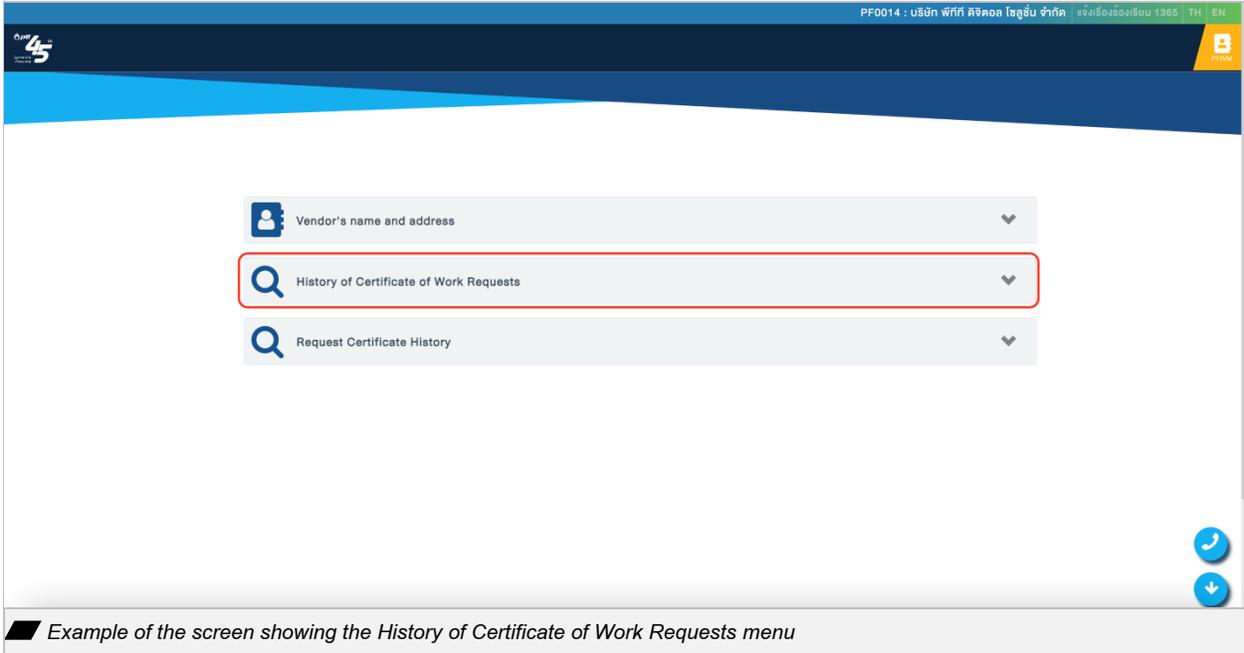
6. Procurement Status

Vendors may review the procurement status within the PTTVM system to validate the contract management process once they have completed their deliverables and submitted an invoice to PTTPLC.

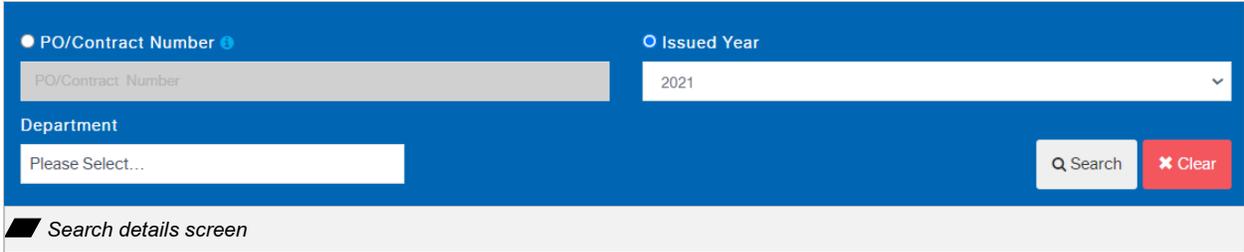
Please click on the 'Procurement Status/Certificate of Work' box to access the system when the main menu boxes of the PTTVM web portal appear on the screen.



The page will display three tab options in this menu. To view further information, select the "History of Certificate of Work Requests" tab.

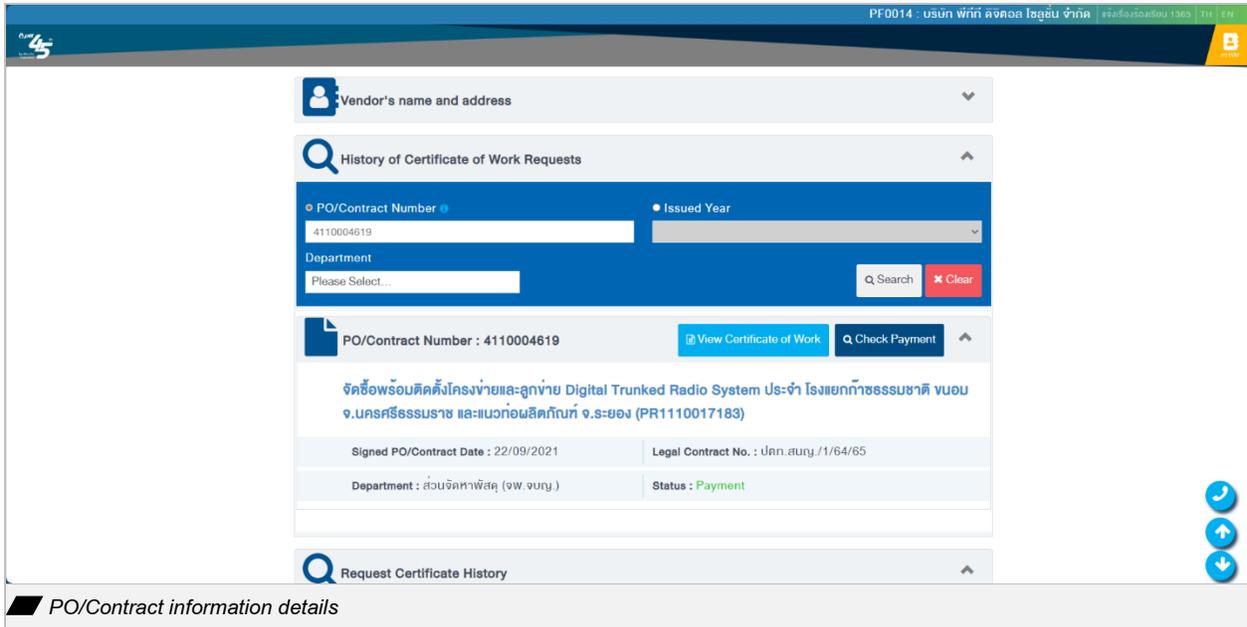


To view the contract details, click the dropdown  on the History of Certificate of Work Requests tab and fill out the required field and press the button .



| Field | Description |
|--------------------|--|
| PO/Contract Number | Specify a PO number, contract number, or Letter of Intent beginning with 31, 41, and 51. |
| Issued Year | Specify the year of PO, Contract, or Letter of Intent was signed. |
| Department | Specify the procurement department, which can include one or more departments |

The tab will expand to display a summary of PO/Contract information. Vendors can access additional details and view the current status by clicking the button  associated with each PO/Contract.



When the popup window appears on the screen, click the dropdown  to access further details regarding each delivery note and invoice. The information will then present the five steps of the procurement process as follows:

- Contract Management
- Goods Receipt
- Invoice Verification
- Payment Approval
- Payment Details

PO/Contract Number Details : 4110004619
 Project Name : จัดซื้อพร้อมติดตั้งโทรจัมป์และอุปกรณ์ Digital Trunked Radio System ใช้งาน ไร้สายแบบทึบระบบดิจิทัล ระบบ ๑.๒กรหัสระบบราชการ และหน่วยสื่อสารที่ ๑.ระยอง (PR1110017183)

Delivery Note/Invoice No. Document Date Status -- Please select status --

Delivery Note/Invoice No. : 07100001

Document Date : 27/01/2022 Status : Payment


Contract Management


Payment Details


Invoice verification


Payment Approval


Payment Completed

Payment Details

| | |
|-------------------------|--|
| Good Receipt Date | 05/08/2022 |
| Payment Date | 24/08/2022 |
| Payment Method | Bank Transfer : ๘.๖๒๐, ๘๓๓ Bank Account No. : XXX-X-XX001-0 Transfer Date : 24/08/2022 Amount 17,636,584.00 Baht. Contract / PO / Invoice No. : <ul style="list-style-type: none"> • Contract No. 4110004619;PO 3210015115;07100001 • Contract No. 4110004619;PO 3210015115;07100002 • Contract No. 4110004619;PO 3210015115;07100003 • Contract No. 4110004619;PO 3210015115;07100004 |
| Fine / Penalty / Others | - |

Vendor Evaluation

| | |
|---------------|---|
| Overall Score | A (Excellent), Comment/Suggestion - |
| SSHE Score | A (Excellent), Comment/Suggestion - |

Example : PO/Contract Details screen

| Field | Description |
|---------------|--|
| Document Date | Shows the date issued on delivery note/invoice document |
| Status | <p>Shows the status of invoice verification in the procurement process:</p> <ol style="list-style-type: none"> 1. <u>Contract Management</u> = This status indicates that the vendor has signed the PO/Contract and is currently in the working process. 2. <u>Goods Receipt</u> = This status signifies that the vendor has fulfilled their deliverables and submitted an invoice to PTTPLC. The committee is conducting an inspection. 3. <u>Invoice Verification</u> = This status indicates that the invoice is currently in the process of verification. 4. <u>Payment Approval</u> = This status indicates that the financial staff is presently in the process of approving the invoice payment. 5. <u>Payment Completed</u> = This status indicates that PTTPLC has already made the payment. |

| Field | Description |
|-------------------|--|
| | <p>The status icon shows the process in three colors representing different stages of completion:</p> <ul style="list-style-type: none">  Green = Completed  Yellow = In progress  Grey = Incomplete |
| Vendor Evaluation | <p>Shows the results of vendor evaluation for each installment. Additionally, it might show the assessor's comments/feedback for improvement.</p> <ul style="list-style-type: none"> ● Overall Score: A (Excellent), B (Good), C (Fair), D (Poor) ● SSHE Score: A (Excellent), B (Good), C (Fair), D (Poor) |

Payment Methods

1) Payment method: Transfer

General Information

Payment Details

| | |
|-------------------------|--|
| Good Receipt Date | 05/08/2022 |
| Payment Date | 24/08/2022 |
| Payment Method | <p>Bank Transfer : ๘.๖๖๐,๘๓๘</p> <p>Bank Account No. : XXX-X-XX001-0</p> <p>Transfer Date : 24/08/2022</p> <p>Amount 17,636,584.00 Baht.</p> <p>Contract / PO / Invoice No. :</p> <ul style="list-style-type: none"> • Contract No. 4110004619;PO 3210015115;07100001 • Contract No. 4110004619;PO 3210015115;07100002 • Contract No. 4110004619;PO 3210015115;07100003 • Contract No. 4110004619;PO 3210015115;07100004 <p style="font-size: small; color: red;">*Should you have queries, please do not hesitate to contact us PSA Service Center Tel. 0-2537-3700</p> |
| Fine / Penalty / Others | - |

■ A screen example shows transfer payment method information

Vendors can access more information depending on the payment methods by clicking on the status icons: 'Invoice Verification' and 'Payment Approval'.

- **Status : Invoice Verification**
 - Invoice documents are verifying.
 - Incorrect or incomplete invoice documents have been returned to the procurement department/the vendor for correction.
 - Waiting for additional documents from the procurement department/the vendor.

Document Date : 18/01/2022 Status : Invoice verification

Invoice Verification details screen

- Status : Payment Approval
 - Payment approval is in progress.
 - Payment is approved.

Document Date : 18/01/2022 Status : Finance

Payment Approval details screen

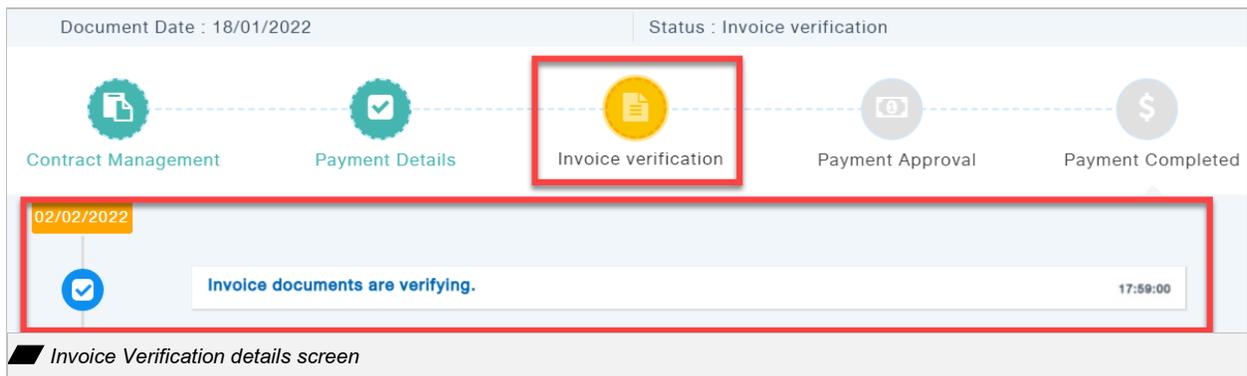
- 2) Payment Method : Cheque
 - ➡ General Information

| Payment Details | |
|-------------------------|---|
| Good Receipt Date | 22/06/2022 |
| Payment Date | 22/07/2022 |
| Payment Method | Accepting cheque at the bank : ส.ไทยพาณิชย์, อาคารชั้นทาวเวอร์ น.ฉัตรวาที Cheque No. : 12875093 Cheque Date : 22/07/2022 Amount 6,032,000.00 Baht. Contract / PO / Invoice No. • Contract No. 4110004940;PO 3210014753;INHQ22040002 <small>*Should you have queries, please do not hesitate to contact us F&A Service Center Tel. 0-2537-3700</small> |
| Fine / Penalty / Others | - |

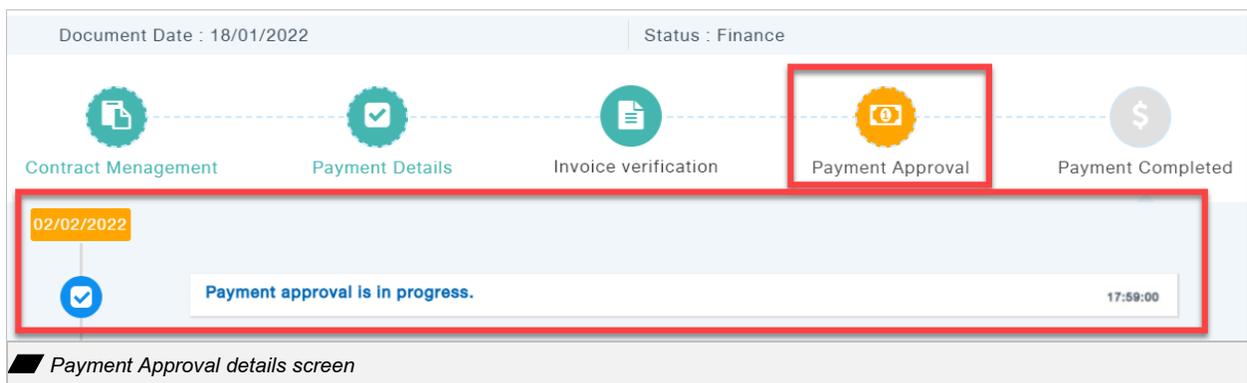
Example of a screen shows cheque payment method information

Vendors can access more information depending on the payment methods by clicking on the status icons: 'Invoice Verification', 'Payment Approval' and 'Payment Completed'.

- Status : Invoice Verification
 - Invoice documents are verifying.
 - Incorrect or incomplete invoice documents have been returned to the procurement department/the vendor for correction.
 - Waiting for additional documents from the procurement department/the vendor.



- Status : Payment Approval
 - Payment approval is in progress.
 - Payment is approved.
 - Payment has been successfully completed



- Status : Payment Completed
 - The cheque has been issued and is ready for pickup.

- The cheque has been deposited into the bank account and is awaiting clearance.
- The cheque has been fully cleared and payment has been made.

Document Date : 18/01/2022 Status : Payment



02/02/2022

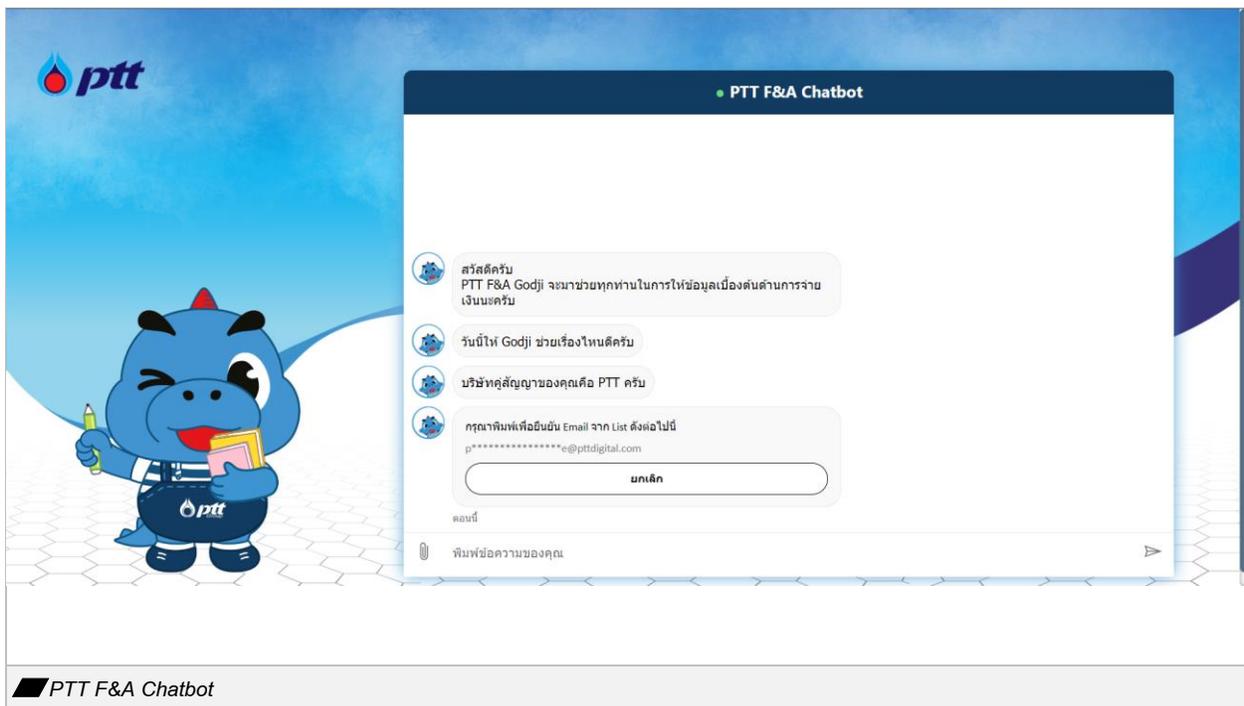
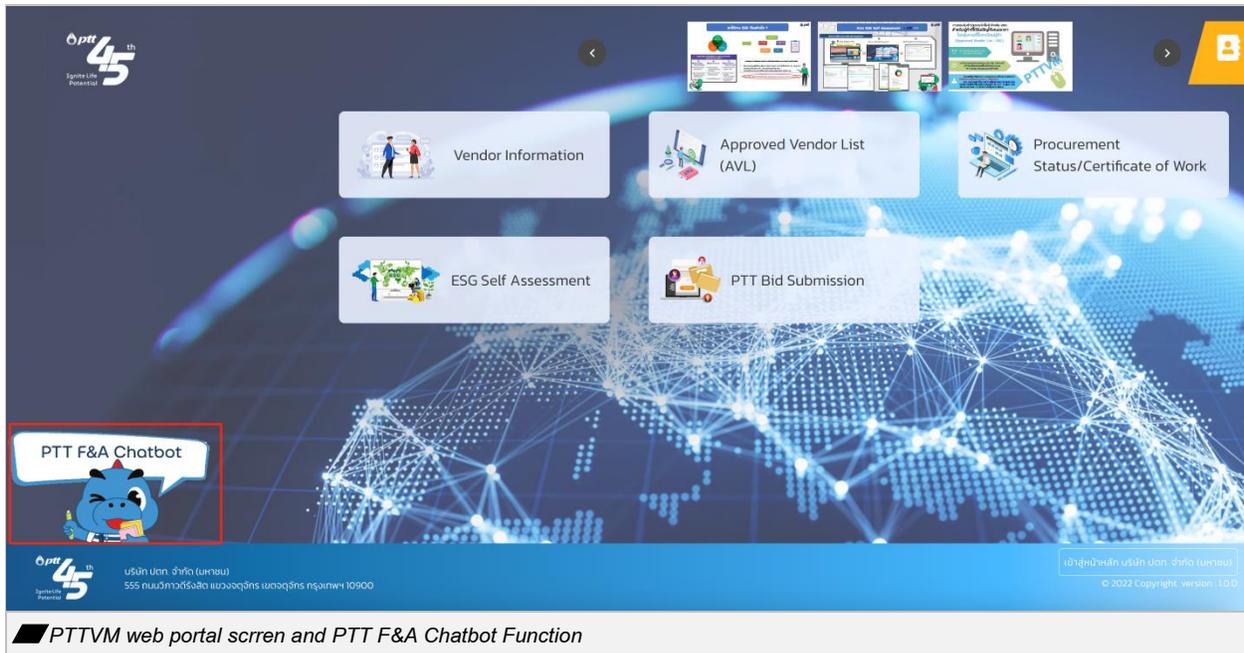
 The cheque has been issued and is ready for pickup.

Completed Payment details screen

7. PTT F&A Chatbot

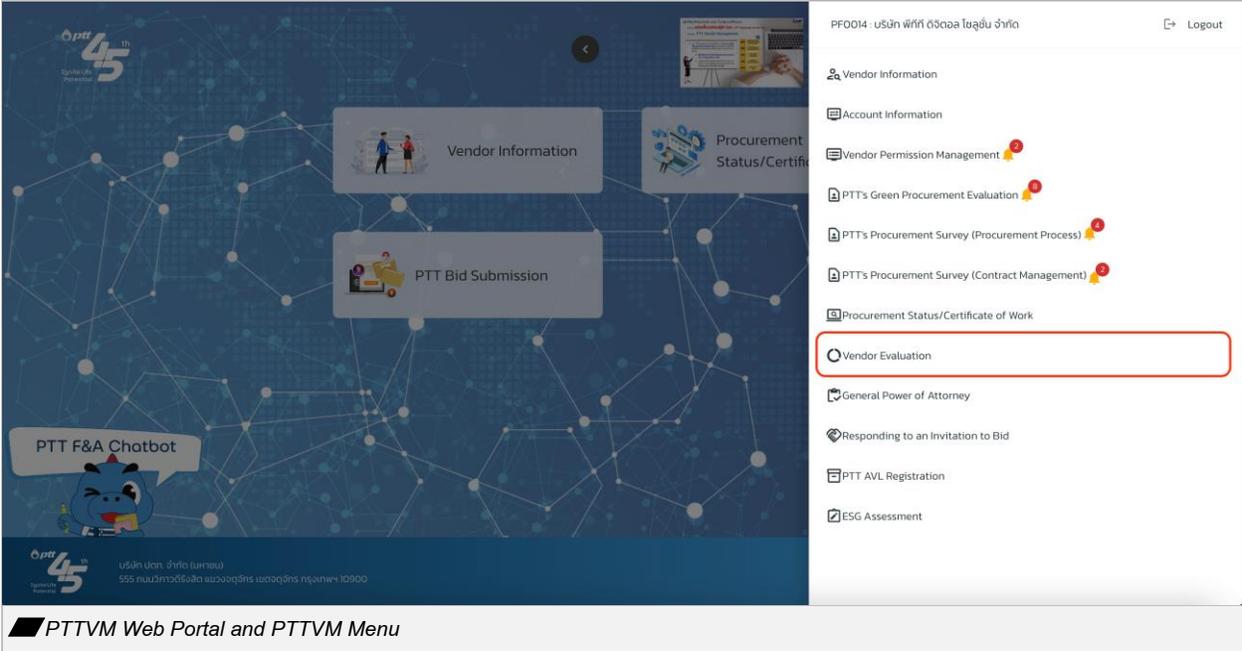
Vendors can use PTT F&A Chatbot to check about the process of invoice verification and payment details, specifying information according to the conditions set by the F&A Chatbot.

The PTT F&A Chatbot Function appears in the lower left corner of the screen on the PTTVM web portal; click on it to access the function. See the manual at this link: [Manual F&A Chatbot](#) for more information.

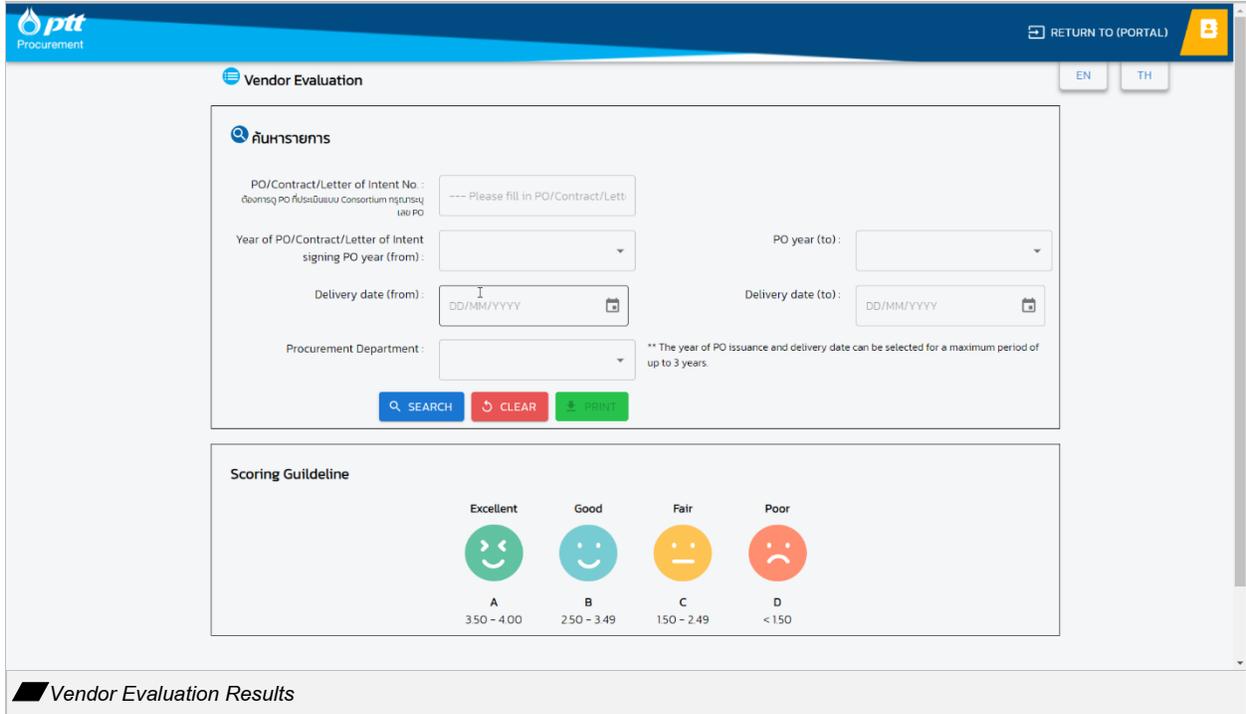


8. Vendor Evaluation

Vendors can use the PTTVM system to review their performance and feedback. To get started, go PTTVM and select the 'Vendor Evaluation' menu.



this menu displays general information and a search area. Vendors must complete the required fields to search for their evaluation results.



The screen will display the overall evaluation for all project procurement and each individual procurement project. Vendors can click the button  to view more detailed evaluations for each individual procurement project.

- Overall Score: A (Excellent), B (Good), C (Fair), D (Poor)
- SSHE Score: A (Excellent), B (Good), C (Fair), D (Poor)



[RETURN TO \(PORTAL\)](#)

EN TH

Vendor Evaluation

ค้นหารายการ

PO/Contract/Letter of Intent No. :

Year of PO/Contract/Letter of intent signing PO year (from) :

PO year (to) :

Delivery date (from) :

Delivery date (to) :

Procurement Department :

** The year of PO issuance and delivery date can be selected for a maximum period of up to 3 years.

SEARCH
CLEAR
PRINT

Scoring Guideline

| | | | |
|--|---|---|---|
| <p>Excellent</p>  <p>A</p> <p>3.50 - 4.00</p> | <p>Good</p>  <p>B</p> <p>2.50 - 3.49</p> | <p>Fair</p>  <p>C</p> <p>1.50 - 2.49</p> | <p>Poor</p>  <p>D</p> <p>< 1.50</p> |
|--|---|---|---|

Vendor Evaluation

PO/Contract/Letter of Intent No. : 31

Year of PO/Contract/Letter of intent signing : PO year (from) 2024 PO year (to) 2024

Delivery date :

Procurement Department :

Note: The results of overall average evaluation / the average evaluation for each PO may change depending on the data search conditions.

Performance Score :



(Fair)

SSHE Score :



(Excellent)

| | | |
|---|------------|-----------------|
| <div style="display: flex; align-items: center;">  <div> <p>PO/Contract/Letter of Intent No. : 31</p> <p style="font-size: x-small;">จัดซื้อ Cable Gland เพื่อป่วงรักษา Positioner พื้นที่โรงแยกฟ้าฯ ธรรมชาตินิวเมติก 3</p> </div> </div> | C (Fair) | A (Excellent) |
|---|------------|-----------------|

Example of a task evaluation screen



[RETURN TO \(PORTAL\)](#)

▶ **ผลการประเมินการปฏิบัติงานของผู้ค้า**

EN

TH

Scoring Guideline

| | | | |
|--|---|---|--|
| <p>Excellent</p>  <p>A</p> <p>350 - 400</p> | <p>Good</p>  <p>B</p> <p>250 - 349</p> | <p>Fair</p>  <p>C</p> <p>150 - 249</p> | <p>Poor</p>  <p>D</p> <p>< 150</p> |
|--|---|---|--|

Vendor Evaluation Results

Title : จัดซื้อ Cable Gland เพื่อบำรุงรักษา Positioner พื้นที่โรงแยกก๊าซธรรมชาติ หน่วยที่ 3
 (Delivery Installment no. : Delivery Installment no. 1)
 PO/Contract/Letter of Intent No. : 31
 Refer to Outline Agreement No. : 31
 Delivery note/Invoice number (MAT Doc No.) : 50
 MR No. : 67
 Evaluation Date : 22/05/2024

Performance Score :



(Fair)

SSHE Score :



(Excellent)

PRINT

Performance Evaluation Details

| Topic | Full Score | Vendor's Score | Evaluation Result |
|--|------------|----------------|--|
| 1 ด้านคุณภาพ (Quality) | | | |
| 1.1 คุณภาพของสินค้า/บริการและ: ความถูกต้องครบถ้วนในการส่งมอบ | 4 | 2 | เป็นไปตามข้อกำหนด โดยตรงทำการแก้ไขมากกว่า 1 ครั้ง หรือ ได้รับหนังสือแจ้งเตือน และไม่ส่งผลกระทบต่อ ปตท. |
| 2 ด้านการส่งมอบ (Delivery) | | | |
| 2.1 ความตรงต่อเวลาในการส่งมอบ | 4 | 1 | ส่งมอบสินค้า/บริการล่าช้ากว่าวันที่กำหนดในเงื่อนไขและข้อกำหนดของ ปตท. |
| 3 การให้บริการ (Service) | | | |
| 3.1 การตอบสนองต่อการประสานงาน | 4 | 2 | ให้ความร่วมมือตามสมควร ตอบสนองต่อลูกค้าตามสมควร เป็นที่ยอมรับได้ |
| 4 ด้านการดำเนินงาน (Performance) | | | |
| 4.1 ความรอบคอบในการดำเนินงาน | 4 | 2 | ยังไม่ค่อยเห็นถึงความละเอียดรอบคอบในการทำงานที่เดิมคิด ขาดบทพร้อมบ้าง แต่แก้ไขผ่านไปได้ พอยอมรับได้ |
| 4.2 ความรู้และความเชี่ยวชาญเกี่ยวกับสินค้า/บริการ | 4 | 2 | ตอบข้อซักถามได้ตามสมควร บางประเด็นอาจต้องขอไปหาข้อมูลเพิ่มเติมมาให้ |
| 4.3 ความรับผิดชอบในการทำงาน | 4 | 2 | มีข้อบกพร่องในการทำงานบ้าง แต่มีเหตุผลที่ยอมรับได้ |
| 5 ด้านอื่น ๆ ตามลักษณะเฉพาะของงาน | | | |
| 5.1 การปฏิบัติตามมาตรฐานแรงงานไทย (มรท 8001) | N/A | N/A | ปฏิบัติตาม |

SSHE Evaluation Details

| Topic | Full Score | Vendor's Score | Evaluation Result |
|--|------------|----------------|--|
| 1 ด้านผลการดำเนินงานด้าน SSHE (Lagging) | | | |
| 1.1 ผลการดำเนินงานด้าน SSHE | 4 | 4 | ไม่มีอุบัติเหตุที่มีผู้บาดเจ็บ/เจ็บป่วยเกิดขึ้น |
| 1.2 ผลการดำเนินงานด้าน SSHE | 4 | 4 | ไม่มีอุบัติเหตุที่ทำให้ทรัพย์สินของปตท.เสียหายเกิดขึ้น |
| 1.3 ผลการดำเนินงานด้าน SSHE | 4 | 4 | ไม่มีอุบัติเหตุที่เกิดผลกระทบต่อสิ่งแวดล้อม |
| 1.4 ผลการดำเนินงานด้าน SSHE | 4 | 4 | ไม่มีอุบัติเหตุที่เกิดผลกระทบต่อชื่อเสียงปตท. |

▶ **Example of a task evaluation screen**

The vendor can click the button  on the vendor performance evaluation results page to export the "Performance Evaluation Details," as shown in the image.

รายละเอียดผลการประเมินการปฏิบัติงาน

รหัสผู้ค้า : [REDACTED]

ชื่อผู้ค้า : บริษัท [REDACTED] จำกัด

เรื่อง : จัดซื้อ Cable Gland เพื่อนำรุงรักษา Positioner พื้นที่โรงแยกก๊าซธรรมชาติ หน่วยที่ 3

รายการส่งมอบ: งวดที่ 1

เลขที่PO/สัญญา/หนังสือส่งมอบ : 31 [REDACTED]

อ้างอิงข้อตกลงเลขที่ : 31 [REDACTED]

เลขที่ใบส่งของ/ใบแจ้งหนี้: 50 [REDACTED]

MR No. : 67 [REDACTED]

วันที่ประเมิน: 2024-05-22

ผู้ประเมิน: [REDACTED]

ผลการประเมินภาพรวม ผลการประเมินด้าน SSHE

ผลการประเมิน (พอใช้) (ดีมาก)

รายละเอียดผลการประเมินภาพรวม

| หัวข้อการประเมิน | คะแนนเต็ม | คะแนนที่ได้ | ผลการประเมิน |
|--|-----------|-------------|---|
| 1. ด้านคุณภาพ (Quality) | | | |
| 1.1 คุณภาพของสินค้าและบริการและ ความถูกต้อง ครบถ้วนในการส่งมอบ | 4 | 2 | เป็นไปตามข้อกำหนด โดยต้องทำการแก้ไขมากกว่า 1 ครั้ง หรือ ได้รับหนังสือแจ้งเตือน และไม่ส่งผลกระทบต่อ ปตท. |
| 2. ด้านการส่งมอบ (Delivery) | | | |
| 2.1 ความตรงต่อเวลาในการส่งมอบ | 4 | 1 | ส่งมอบสินค้า/บริการล่าช้ากว่าวันที่กำหนดในเงื่อนไขและข้อกำหนดของ ปตท. |
| 3. การให้บริการ (Service) | | | |
| 3.1 การตอบสนองในการประสานงาน | 4 | 2 | ให้ความร่วมมือตามสมควร ตอบสนองต่อลูกค้าตามสมควร เป็นที่ยอมรับได้ |
| 4. ด้านการดำเนินงาน (Performance) | | | |
| 4.1 ความรอบคอบในการดำเนินงาน | 4 | 2 | ยังไม่ค่อยเห็นถึงความละเอียดรอบคอบในการทำงานที่ระดับขีด มาตรฐานที่กำหนดบ้าง แต่แก้ไขผ่านไปได้ พอยอมรับได้ |
| 4.2 ความรู้และความเชี่ยวชาญเกี่ยวกับสินค้าบริการ | 4 | 2 | ตอบข้อซักถามได้ตามสมควร บางประเด็นอาจต้องขอไปหาข้อมูล เพิ่มเติมมาให้ |
| 4.3 ความรับผิดชอบในการทำงาน | 4 | 2 | มีข้อบกพร่องในการทำงานบ้าง แต่มีเหตุผลที่ยอมรับได้ |
| 5. ด้านอื่น ๆ ตามลักษณะเฉพาะของงาน | | | |

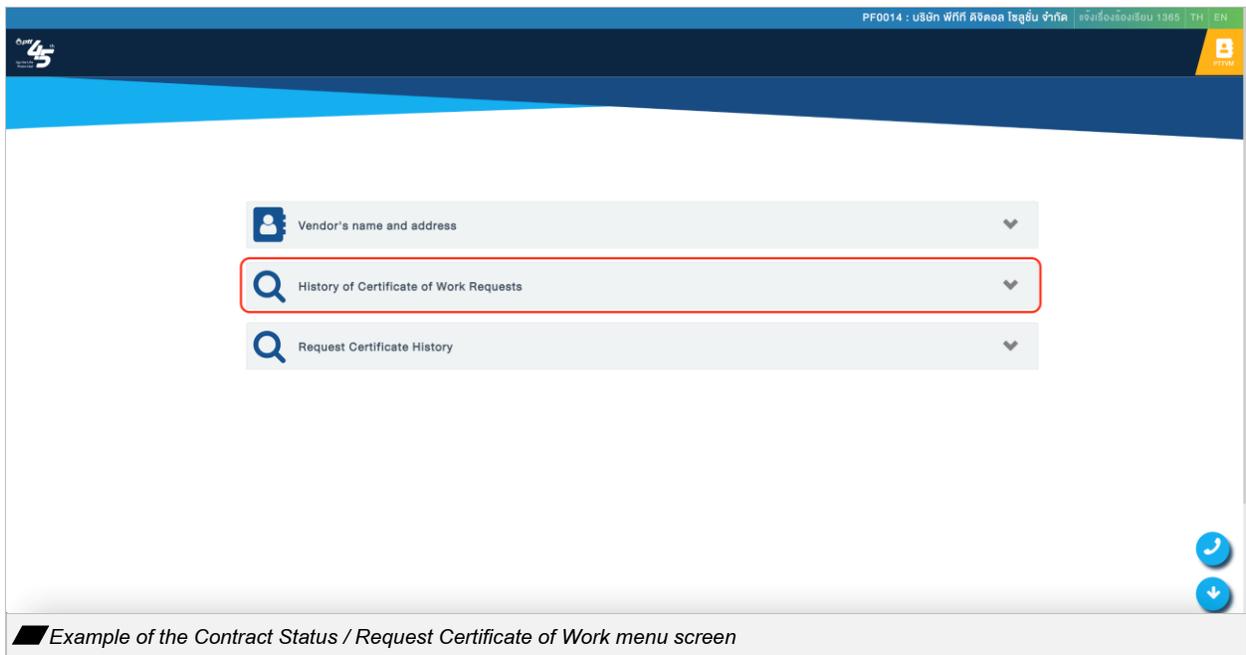
หากต้องการสอบถามข้อมูล
กรุณาติดต่อ 02-537-2510, 02-537-1601
pttvm@pttplc.com

Page 1 of 3

■ Example of a PDF the vendor performance report screen.

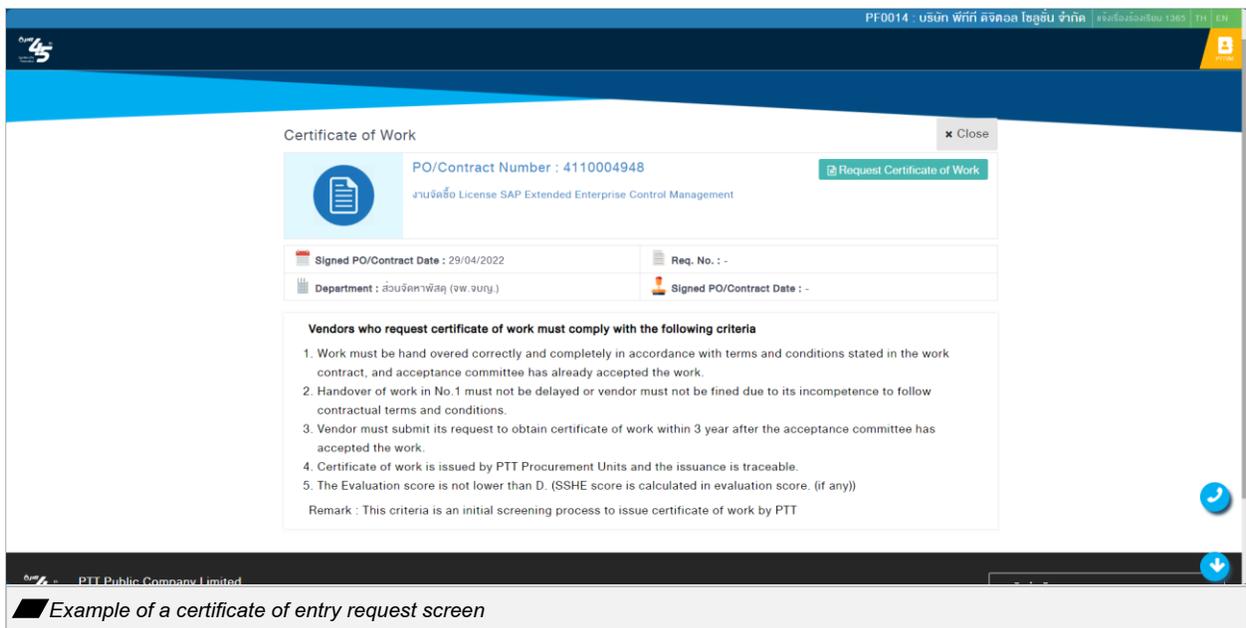
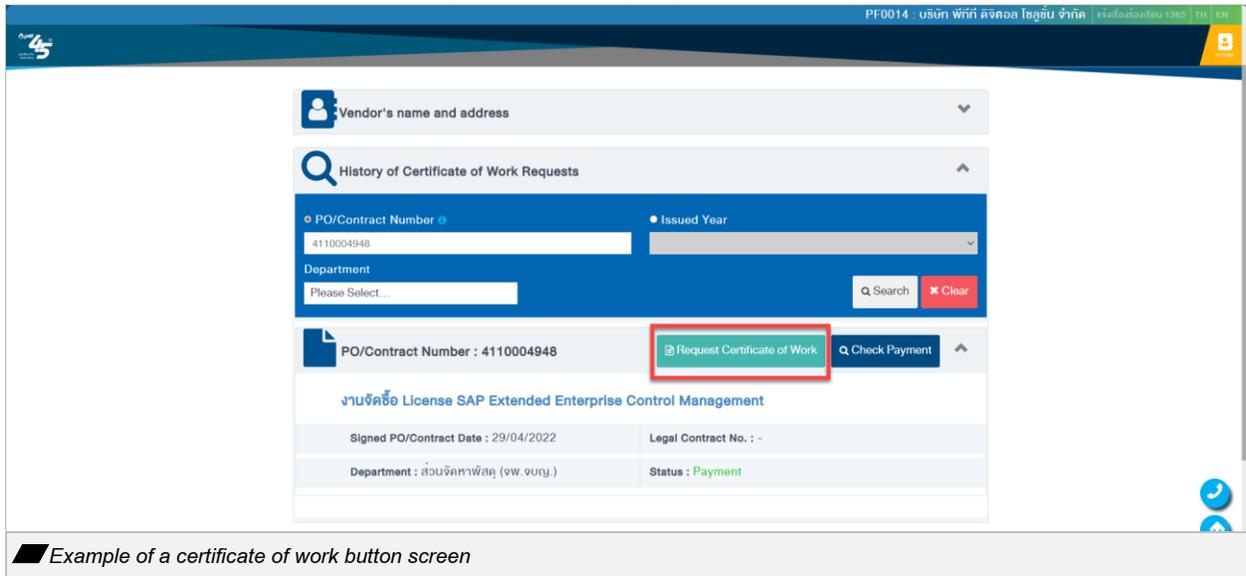
9. Certificate of Work

It is a page for vendors to use to request a certificate of work. You can request a certificate of work from the menu. Procurement Status/Certificate of Work

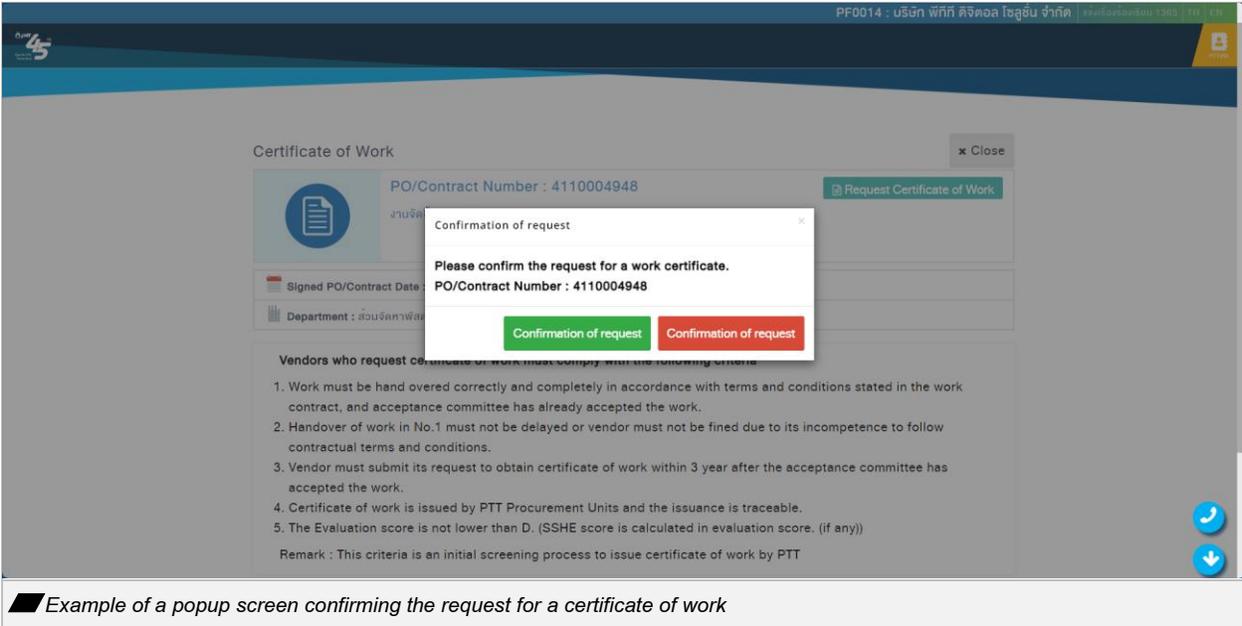


9.1 Request for Certificate of Work

Check the contract status/request certificate of work screen when you first access it. A list of all the contracts with the suppliers will be shown by the system. The list of contracts must already have been paid in order to seek a certificate of work and a button will appear. 



When you press the button,  a pop-up screen will appear to confirm the request for the button, a certificate of work.

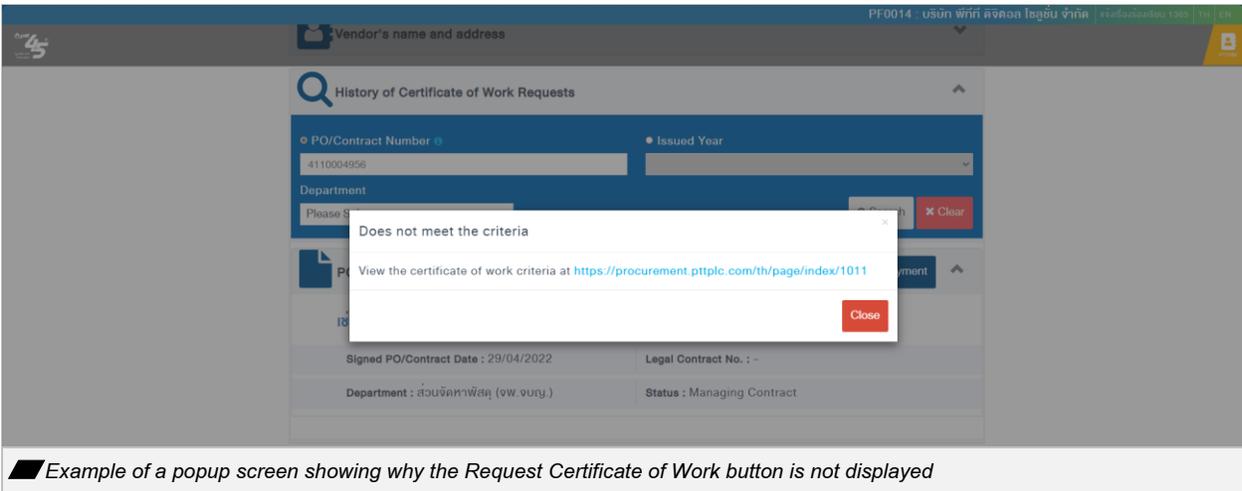
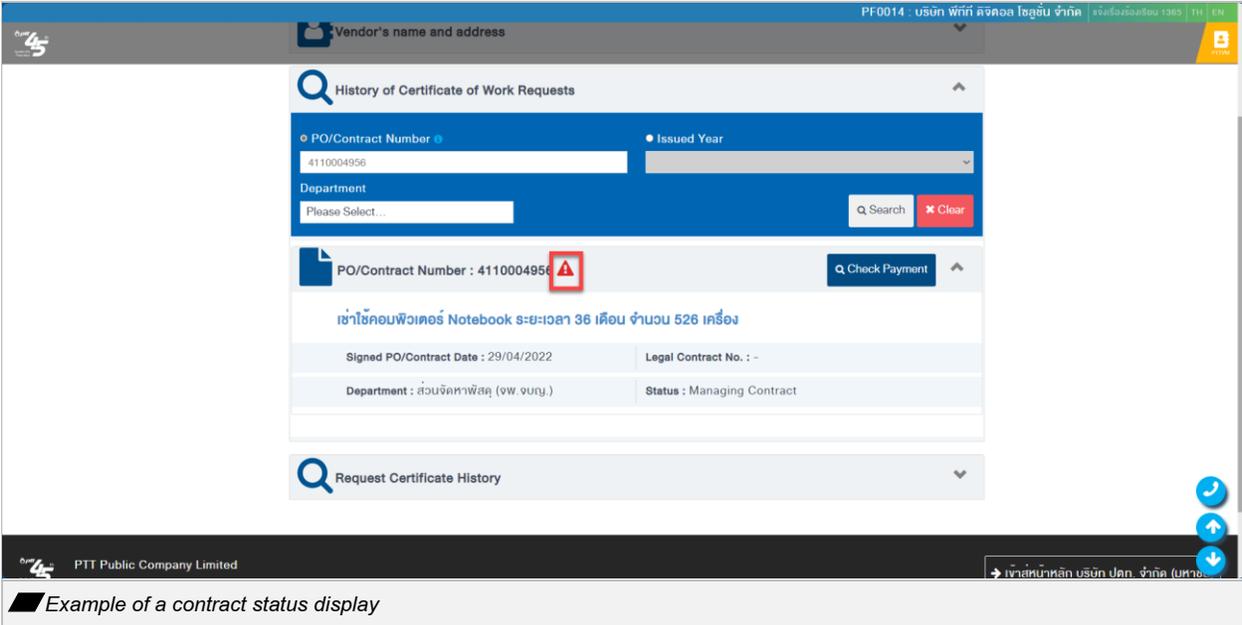


Example of a popup screen confirming the request for a certificate of work

Once the vendor confirms the application for the certificate of work. The system will send an e-mail to inform the vendor of the request for a certificate of work to verify and consider issuing a certificate of work to the vendor. An example is as shown in the picture.

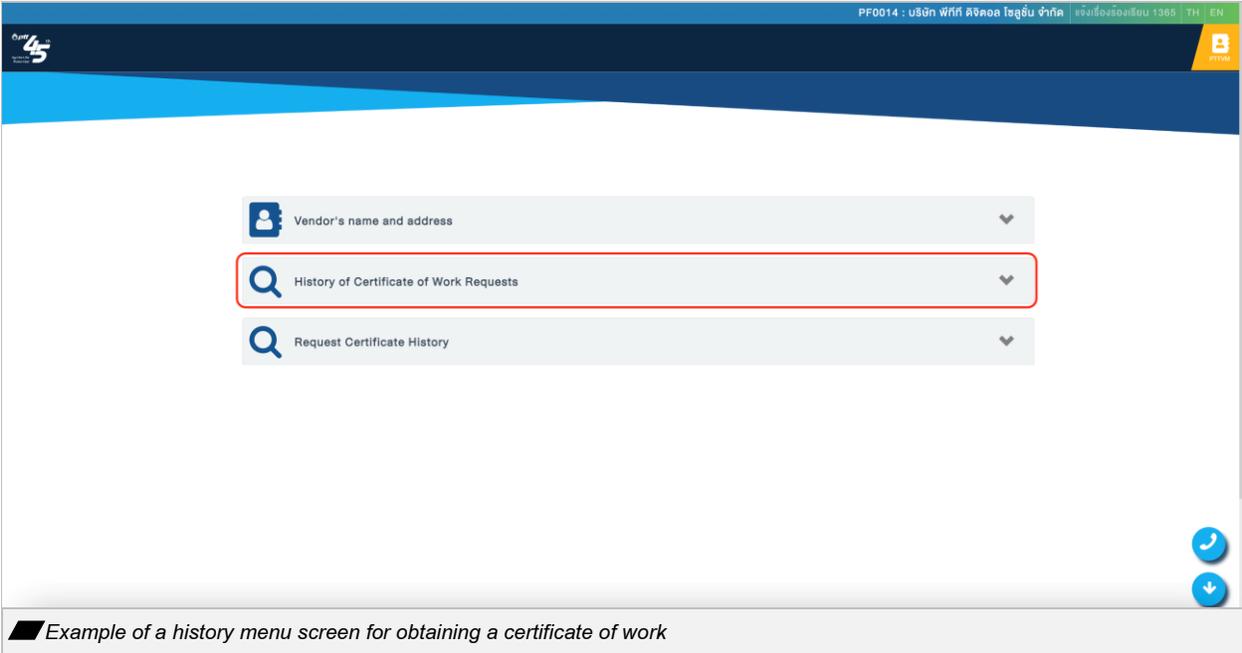


Remark: If the status of the contract has already been paid. However, the system only displays a checkmark instead of the button to seek a certificate of work, and when this button is hit, a popup notice stating that the applicant does not satisfy the requirements for asking for a certificate of work will appear.



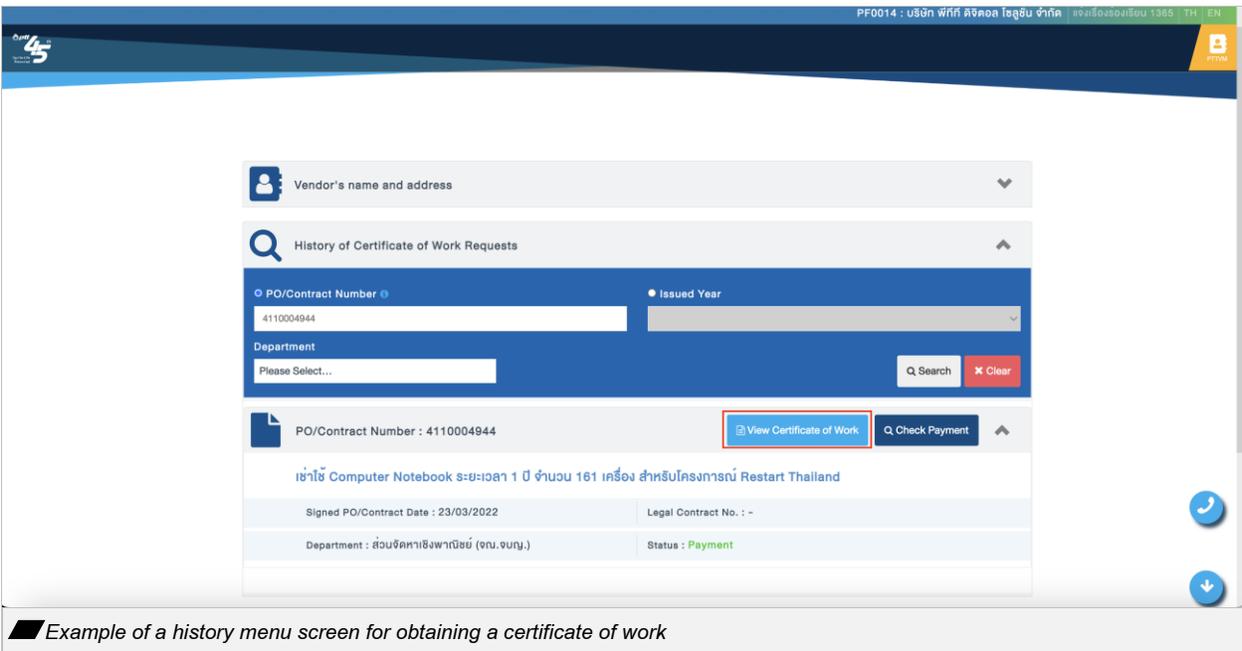
9.2 Tracking the status of the certificate of work request

After submitting a certificate of work request, the vendor can track the status of the request list as shown in the picture.

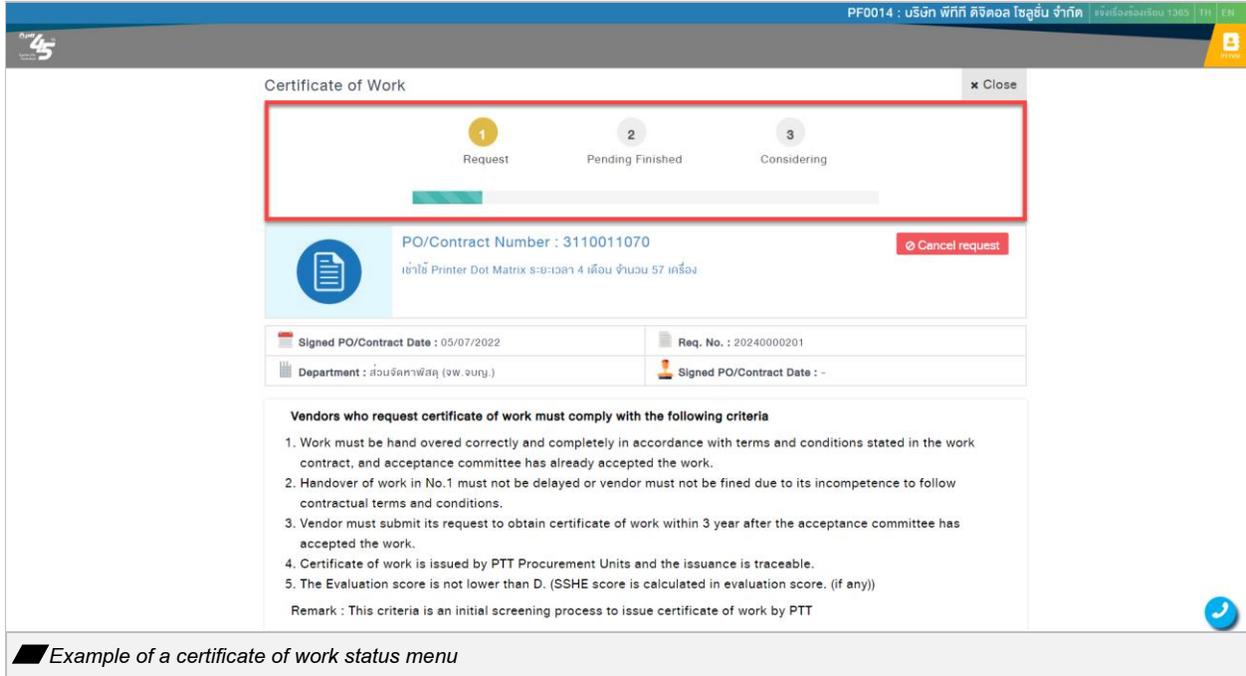


Example of a history menu screen for obtaining a certificate of work

This page that opens when you access the Certificate of Work History All of the vendor's contracts for which a certificate of work has been sought will be listed by the system. By tapping the button, [View Certificate of Work](#) contractors can examine the status of their certificate of work.



Example of a history menu screen for obtaining a certificate of work



Example of a certificate of work status menu

Following are the steps:

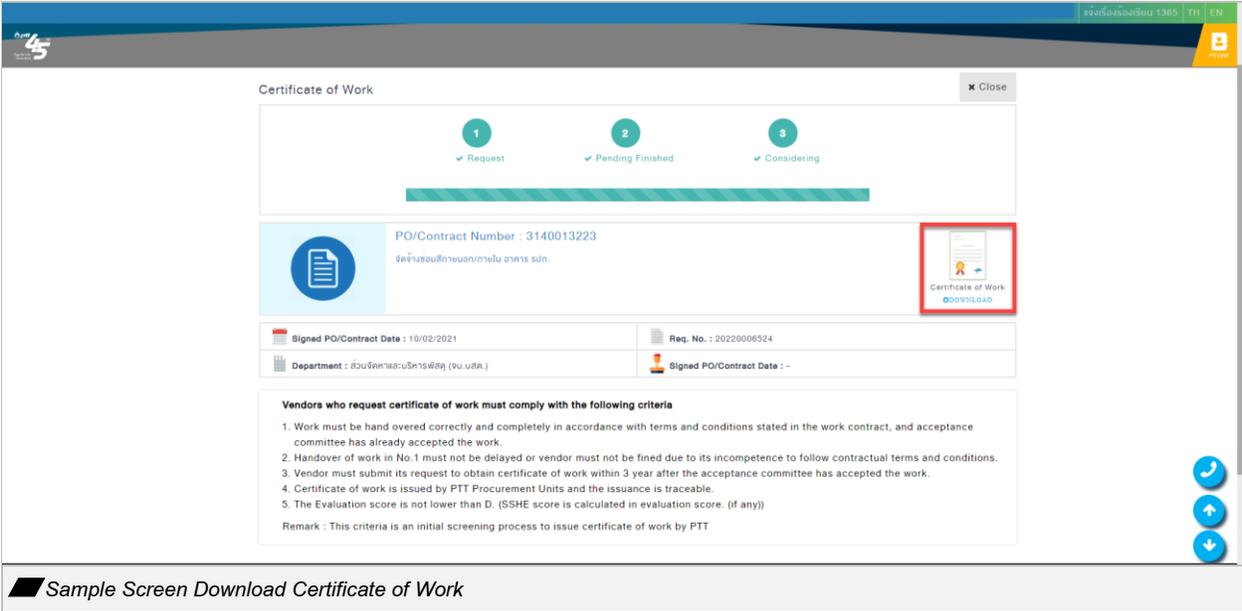
Step 1 Status: Submit application denotes that the vendor has successfully used the system to submit an application for a certificate of work.

Step 2 Status: Under consideration denotes that PTT is examining the data and taking the creation of books into consideration.

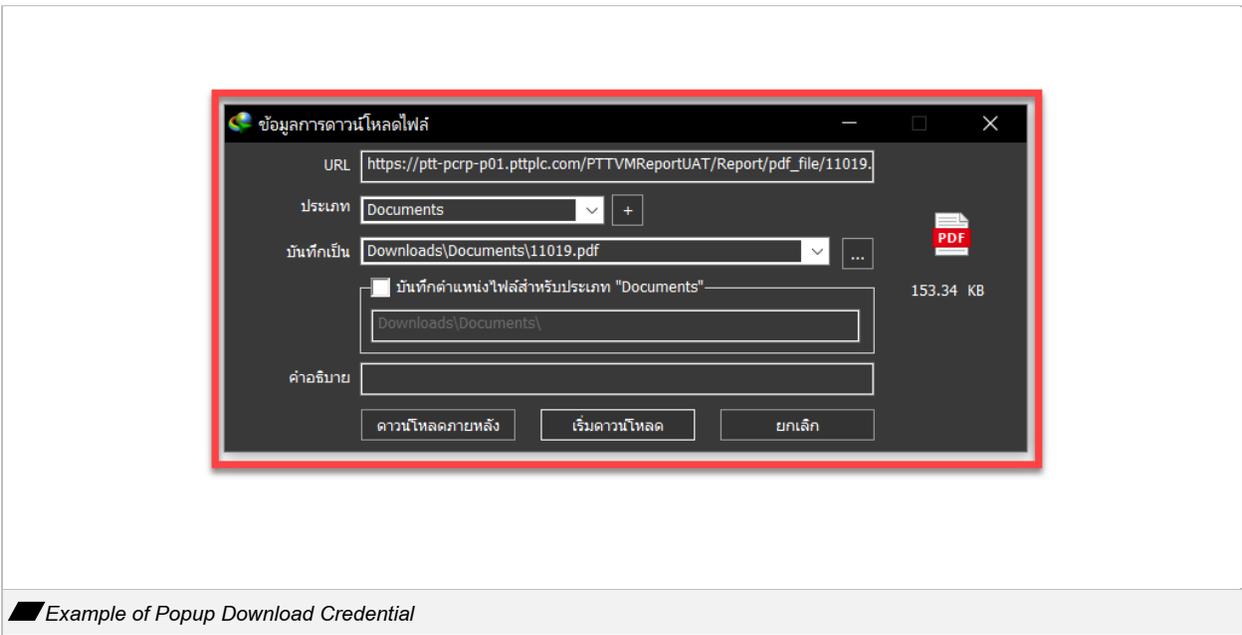
Step 3 Status: When PTT considers granting a certificate of work, it has reached step 3. Download the system's certificate of work file or Think about not issuing a certificate of work, and let the vendor know reasons.

9.3 Download Certificate of Work

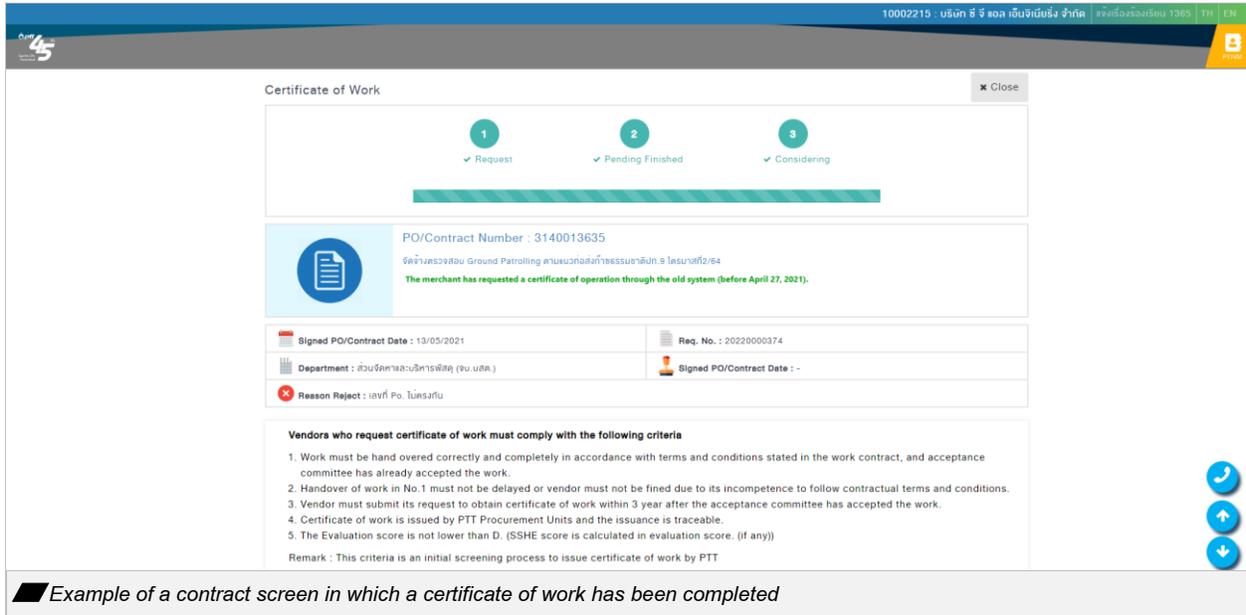
The vendor can download the book file after receiving an email confirming the acceptance of the issue of the certificate of work. The work can be assured to be exactly as it is in the picture.



When you  button, a pop-up screen will appear to allow you to download the certificate of work.



Remark: The system will instead display the message "The vendor has requested a certificate of work through the old system (before April 27, 2021)" if the vendor attempts to request a certificate of work through the PTTVM system but PTT has already prepared a paper certificate of work and delivered the original to the vendor. as described in the picture.

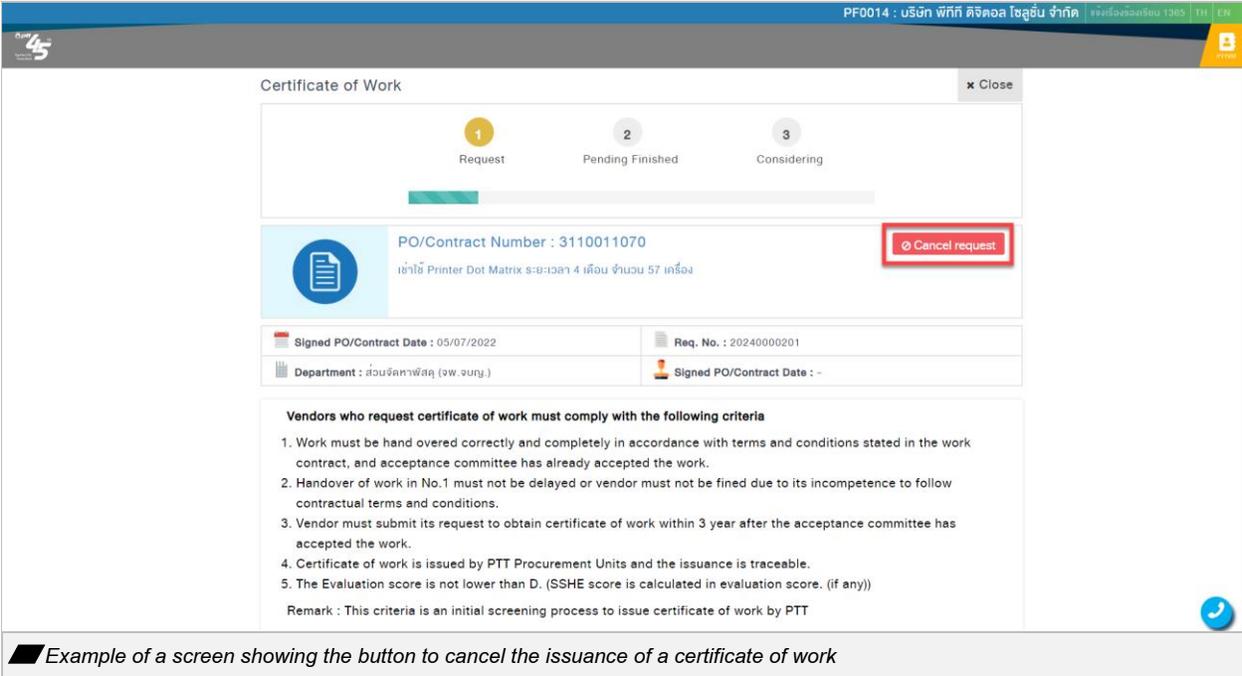


Example of a contract screen in which a certificate of work has been completed

9.4 Cancellation of the application for issuance of a certificate of work

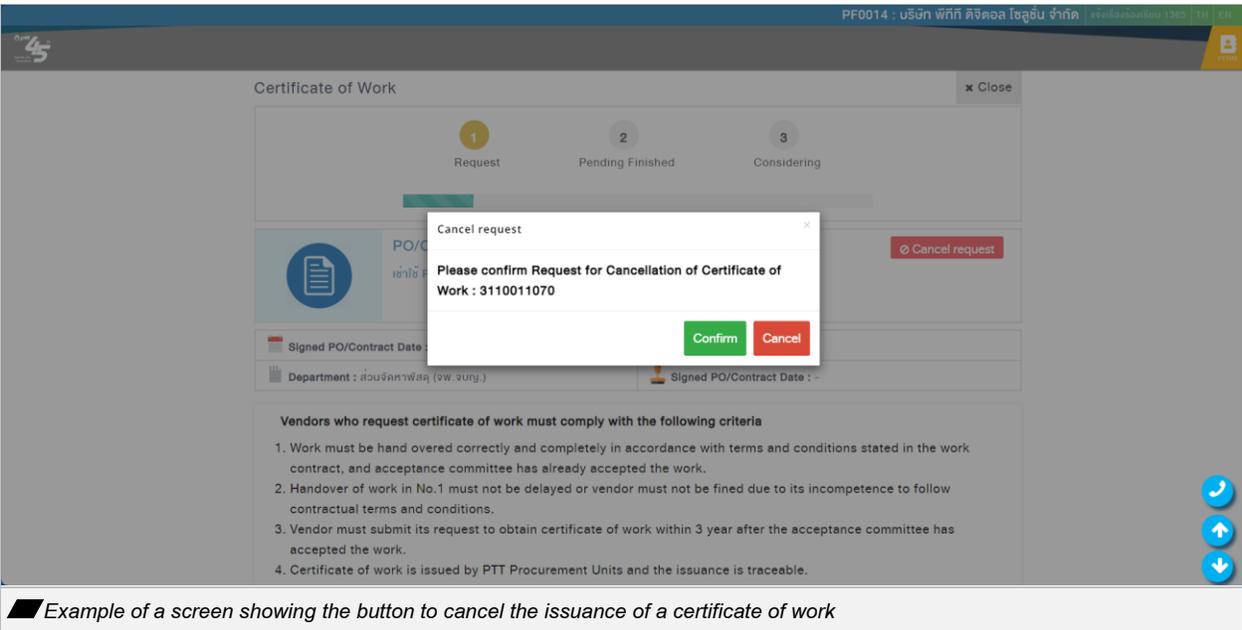
Once the button is pressed and the certificate of work [View Certificate of Work](#) is confirmed, the system will display a button [Cancel request](#) so that the vendor can cancel the request for the issuance of the certificate of work.

9.4.1 In case of being in step 1 Status: Submit application



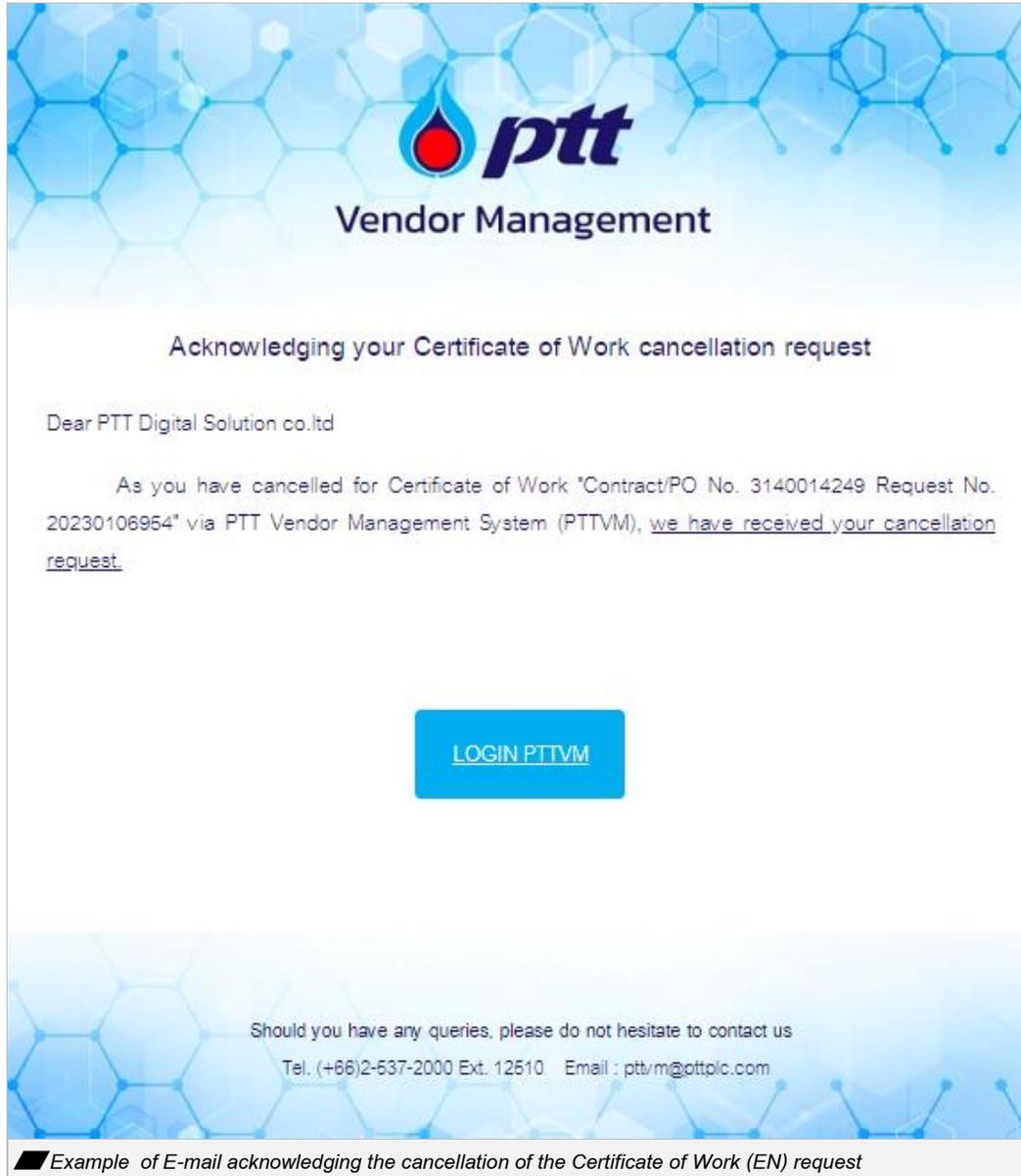
Example of a screen showing the button to cancel the issuance of a certificate of work

When the button is **Cancel request**, a pop-up screen will appear confirming the cancellation of pressed the certificate of work.

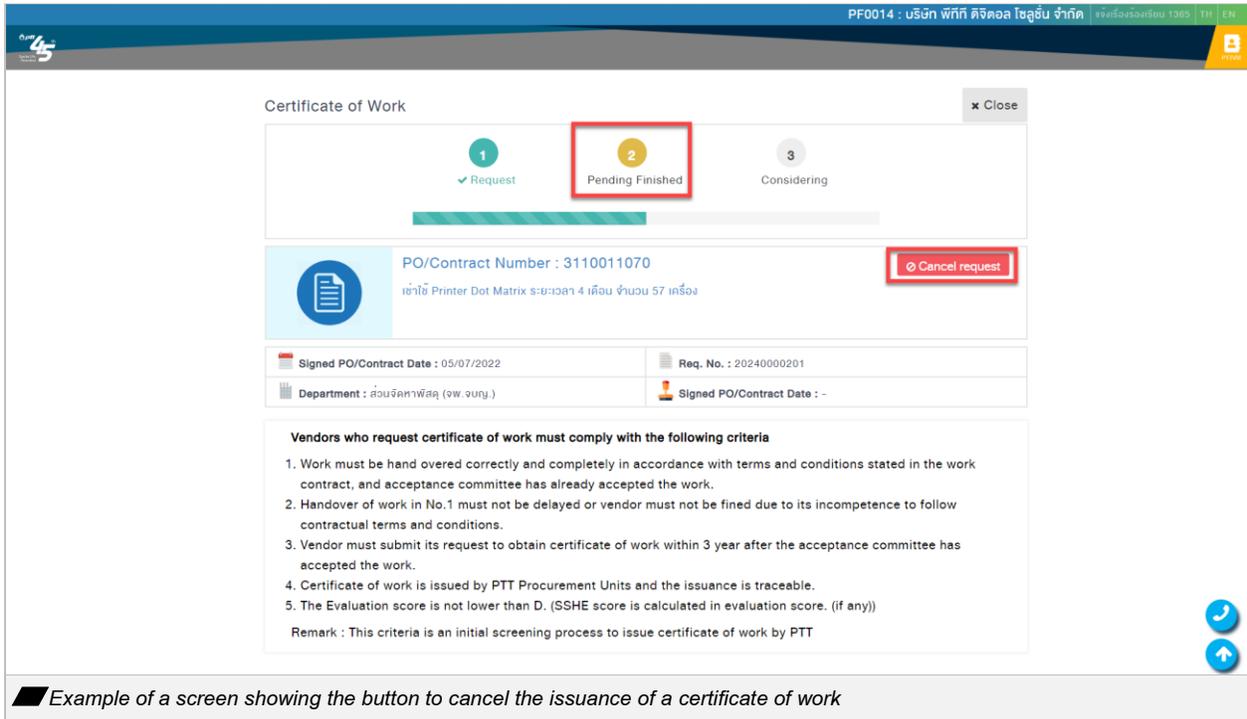


Example of a screen showing the button to cancel the issuance of a certificate of work

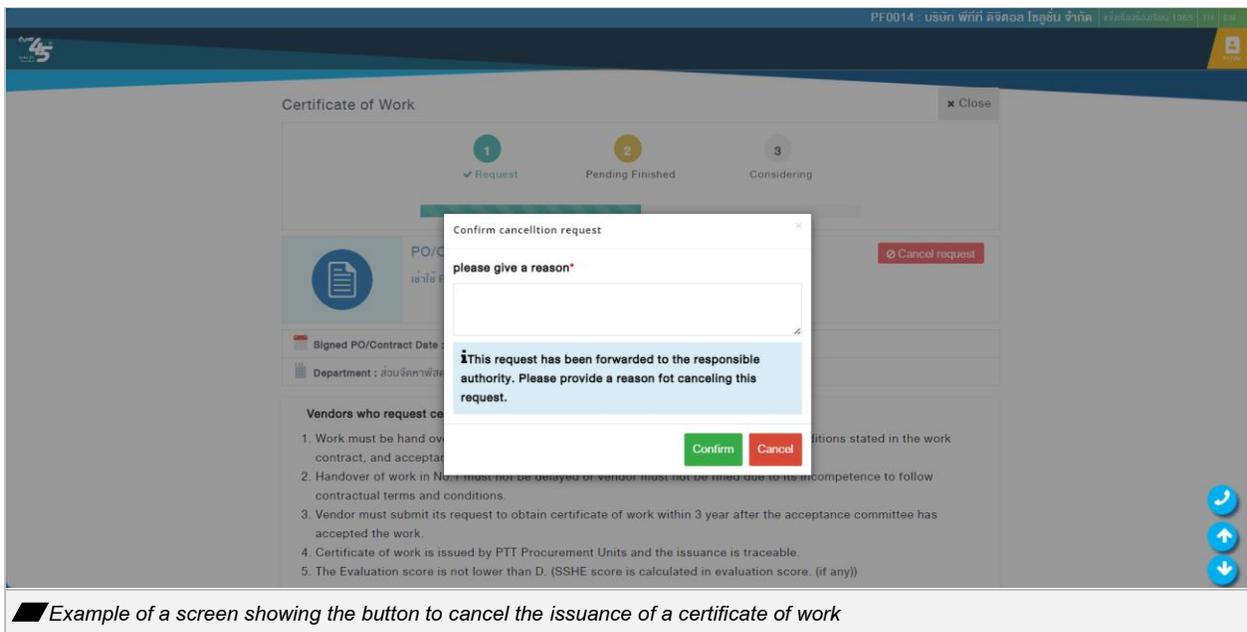
Upon confirming, the system will automatically cancel the issuance of the certificate of work and send an email acknowledging the cancellation request to the vendor



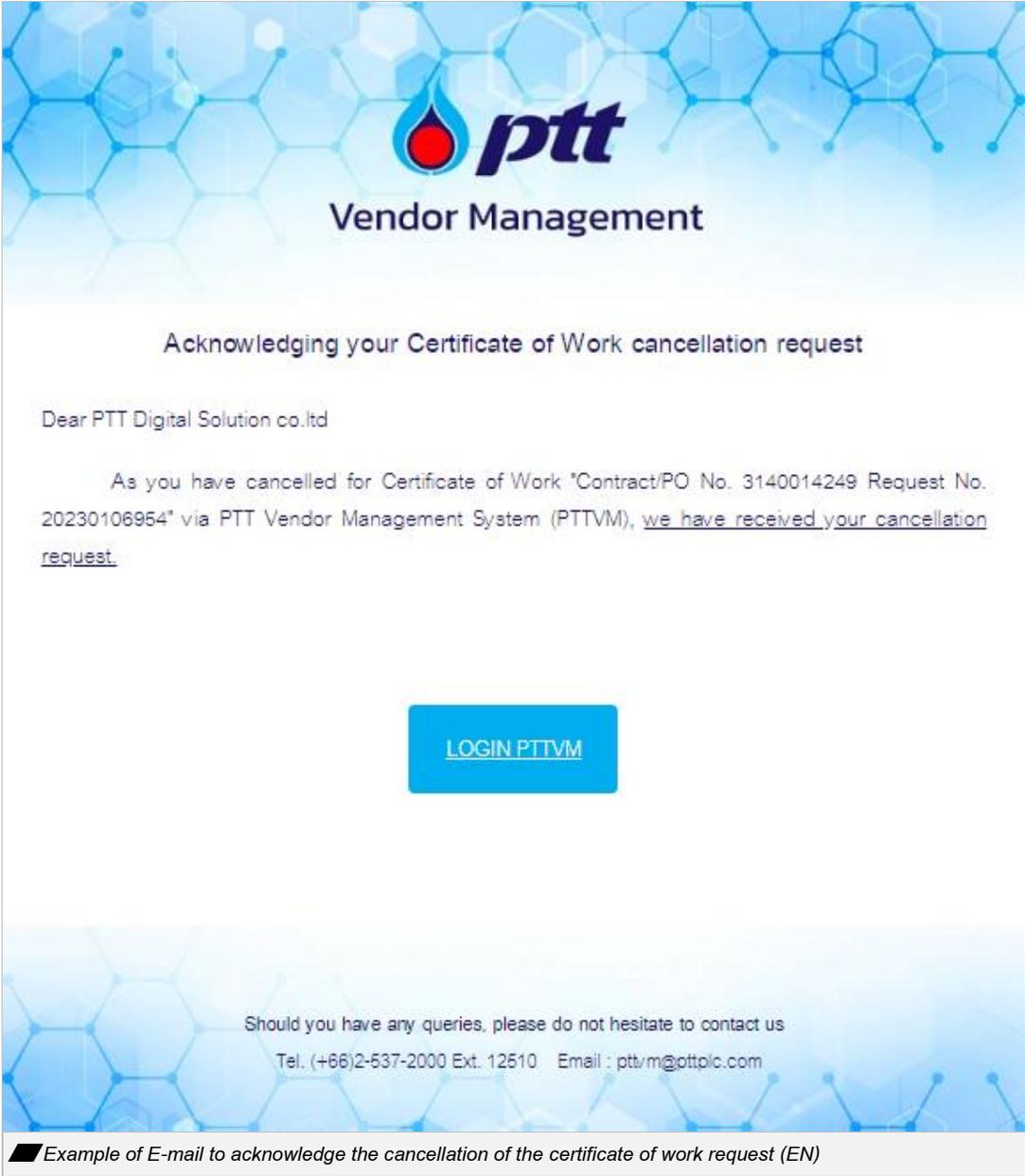
9.4.2 In case of Stage 2 Status: Pending



When you press the button **Cancel request**, a pop-up screen will appear stating the reason for canceling the request and confirming the cancellation of the certificate of work request.



The system will automatically require confirmation before canceling the certificate of work's issue and notifying the vendor via email.



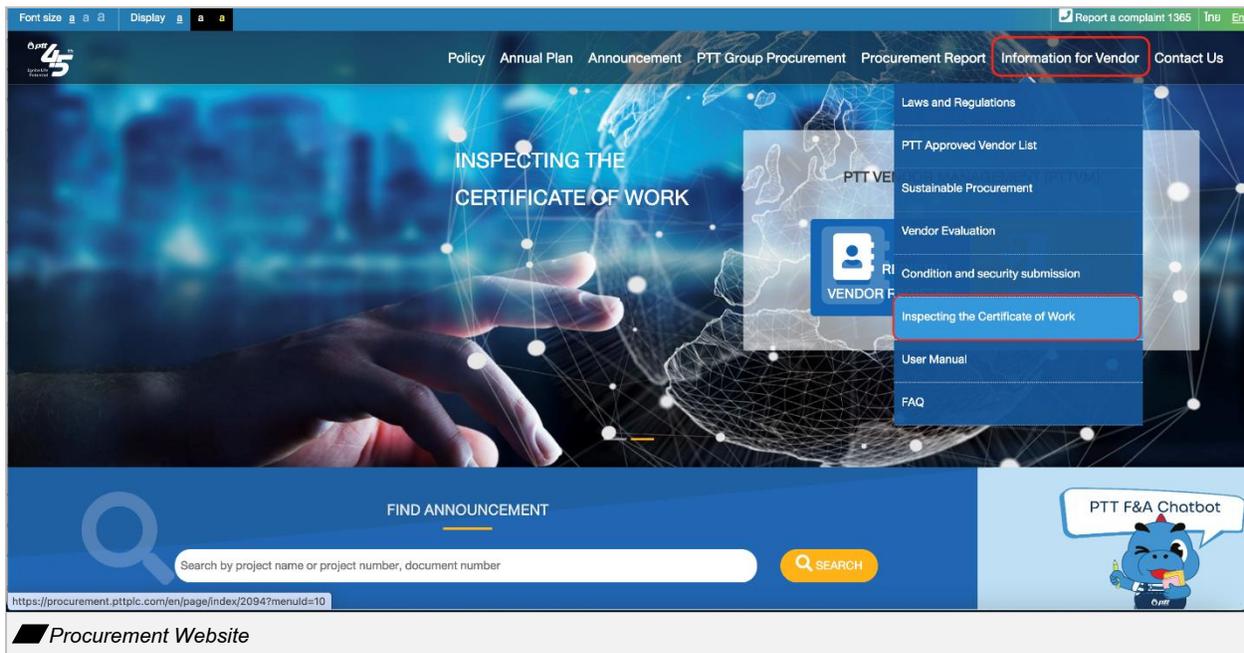
10. Inspecting the Certificate of Work.

10.1 Channel for inspecting the Certificate of Work

Vendors or other parties may utilize this function to inspect the electronic Certificate of Work issued by PTTVM system to ensure its authenticity. There are three ways as follows:

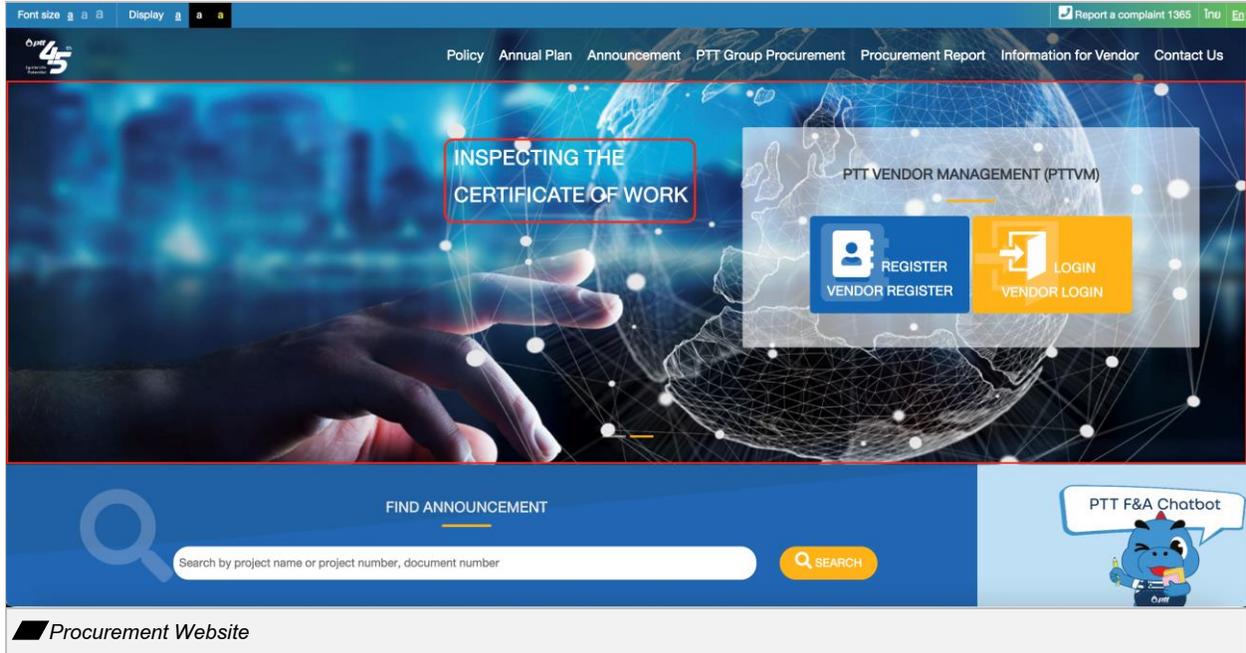
1) Menu 'Inspecting the Certificate of Work'

Launch to the procurement website URL: <https://procurement.pttplc.com/en/home/index> , click on the tab 'Information for Vendor' and select the menu 'Inspecting the Certificate of Work'



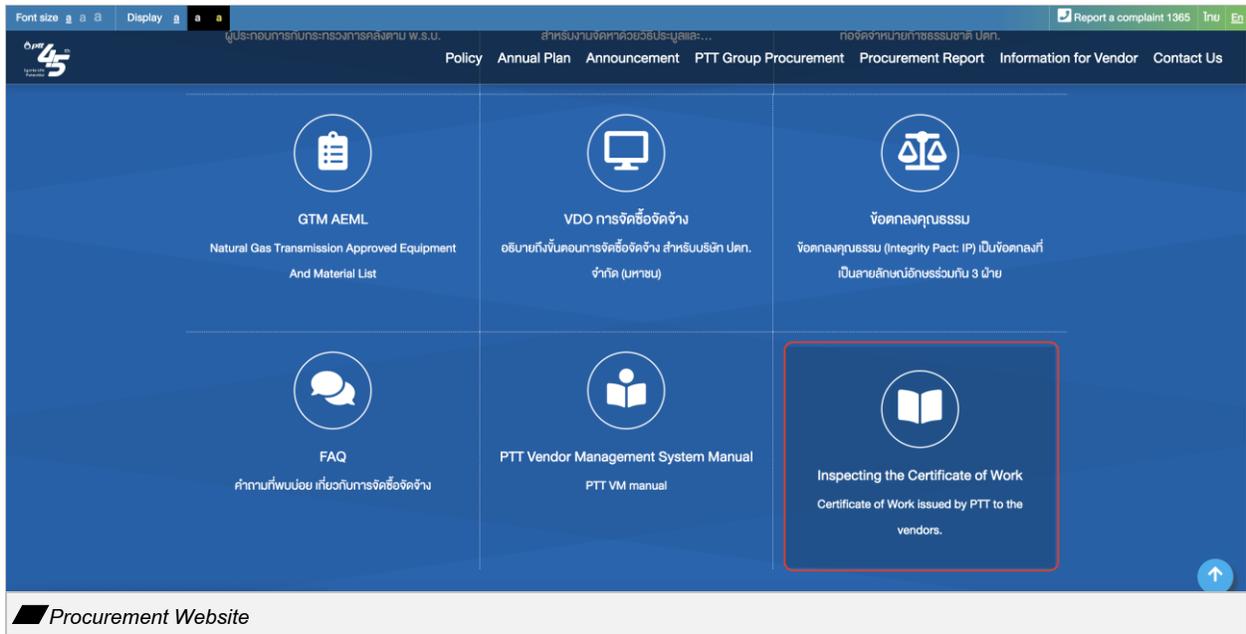
2) Banner 'Inspecting the Certificate of Work'

Launch to the procurement website URL: <https://procurement.pttplc.com/en/home/index> , and click on the phrase 'Inspecting the Certificate of Work' in the banner.



3) Icon 'Inspecting the Certificate of Work'

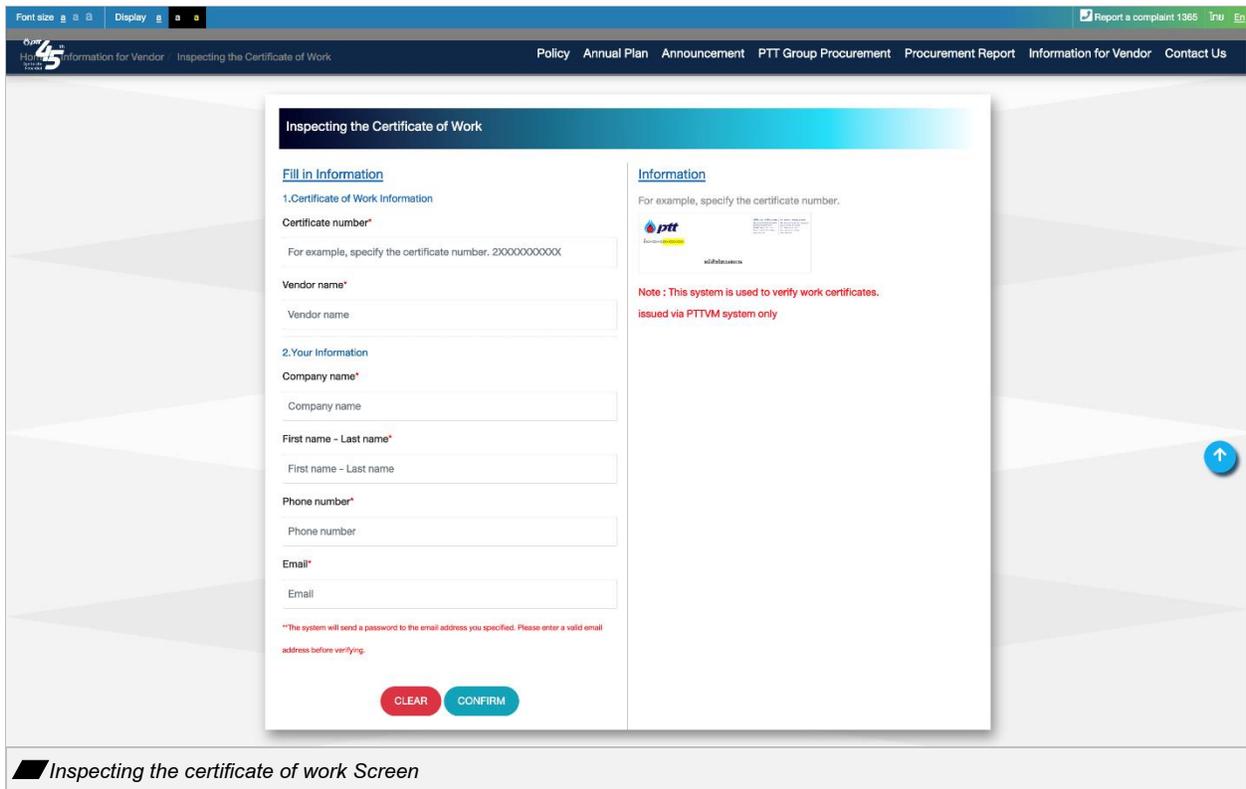
Launch to the procurement website URL: <https://procurement.pttplc.com/en/home/index> , scroll down to the bottom of the page and click on the icon 'Inspecting the Certificate of Work'.



10.2 Inspecting the Certificate of Work Process

To inspect the certificate of work, you must fill in the required information as follows:

- 1) Certificate of Work Information
 - Certificate Document No.
 - Vendor Name
- 2) Your Information
 - Company Name
 - First and Last Name
 - Phone No.
 - Email



Inspecting the Certificate of Work

Fill in Information

1. Certificate of Work Information

Certificate number*

For example, specify the certificate number: 200000000000

Vendor name*

Vendor name

2. Your Information

Company name*

Company name

First name - Last name*

First name - Last name

Phone number*

Phone number

Email*

Email

*The system will send a password to the email address you specified. Please enter a valid email address before verifying.

CLEAR CONFIRM

Information

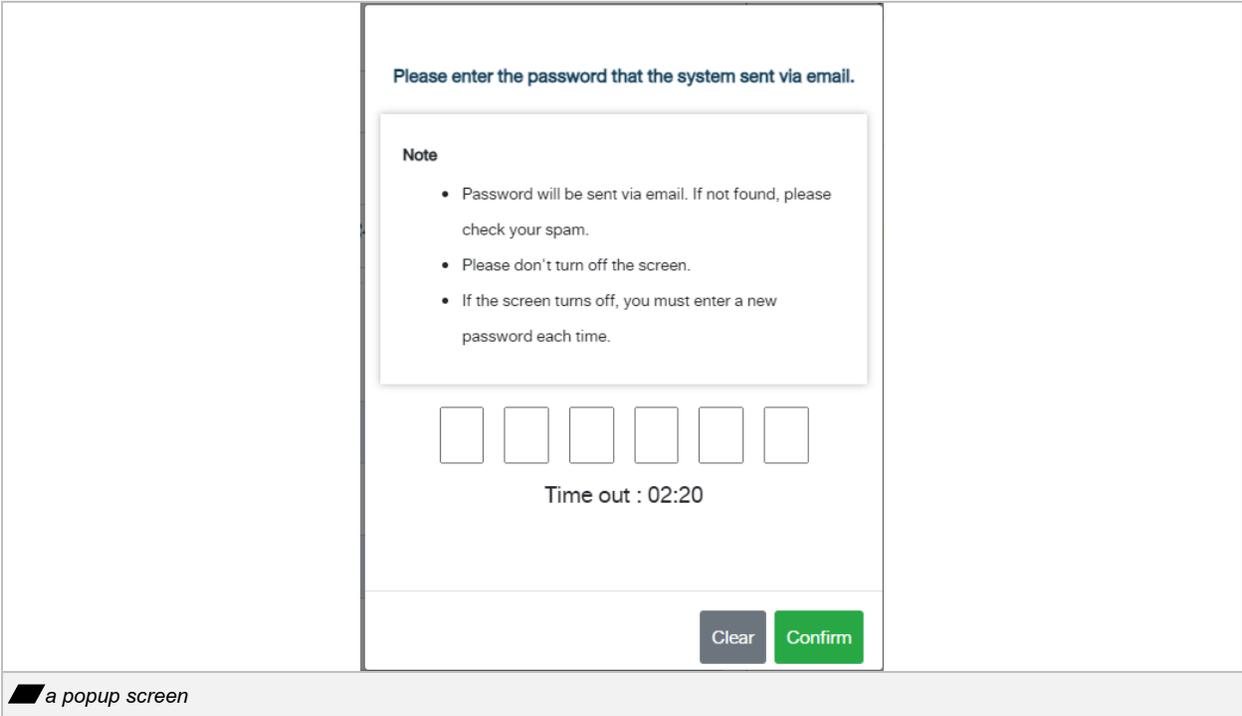
For example, specify the certificate number.

Note : This system is used to verify work certificates. issued via PTTVM system only

Inspecting the certificate of work Screen

After pressing the button , you will receive the passcode via email. You must enter the passcode/password in a pop-up screen and press the button  before it expires.



The details of the Certificate of Work will be displayed on the screen, allowing you to verify or compare this information with the details in your Certificate of Work document

