

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://pttvm.pttplc.com/index.html#/app/signin. Specify the user type as vendor, then click the

button, LOGIN to log in.

b ptt			тн
	Login System Access Type LOGIN	Important Information Should you encounter a login issue or require further assistance, you can contact our support team as below Franitzjulalalak jæpttdigital com	
		Email Login Manual	

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

b ptt		¢	TH EN
	Login System Access Type Vendor LOGIN	 ► Comportant Information Should you encounter a login issue or require further assistance, you can contact our support team as below ► Email: zjulalak jepttdigital.com ► Tel: 095-5210936 Error Occurred : Please Contact System Administrator as below ► Email: PTTVendor@pttplc.com ► Tel: 02-537-1555 ★ Register Email Login Manual 	
Steps for Selecting 1	Iser Type		

Select your user type and click "Login."



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

	Cign in Cign in with your email address Cignail com Cignail com Forgot your password? Sign in	
Steps for Entering Email and Password		

click "Send verification code"

<u>×</u>		
	Verify MFA	
	Principal Address Principal Address Principal Address Principal Address Send verification code	
	Continue	
Steps for Send verification code		



Check your email for the OTP.

÷	H	0	Ū	I	Ľ	Þ	1		1 of 2	22,998	<	>
	PT	TPLC	C Te	st B2	2C 0	1 acc	count email verification code 🔉 🔤				¢	ß
•	Mic to m	rosoft e	on be	ehalf o	f PTTF	PLC Te	st B2C 01 <msonlineservicesteam@microsoftonline.com> Sat, Dec</msonlineservicesteam@microsoftonline.com>	7, 9:23 PM (11 hours ago)	☆	٢	¢	:
							Verify your email address					
							Thanks for verifying your@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.	tt				
		⊢ Rep	ly	م) (م	Forwa	ard	٢					
	3 del	eted me	ssag	es in th	nis conv	versati	n. View messages or delete forever.					
	Chec	k you	ır eı	nail f	for th	e OT	Р.					

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

	🍐 ptt	
	Verify MFA Autification code has been sent to your inbox. Please copy it to the input box below. Email Address premience Ourfication code 182933 Verify 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.



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 <u>Manual PTT Bid Submission</u>)









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://pttvm.pttplc.com/index.html#/app/signin. Enter your username and password, then click the

button, LOGIN to log in.

🍐 ptt	PTT Vendor Management System Manual	For Vendor
***45		TH DI

	Login System Access Type	Important Information Error Dosared Please Contact System Administrator as before Error Dosared PTVendorapitplocom 1 Mil 02-537-555	
Example of PTTVM sign-in	Screen		

When you press the button, ______ after entering your username and password, the system will

display the Web Portal PTTVM screen as seen in the picture.





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.





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)



Electronic Bank Guarantee				(ปลี่ยนภาษา : EN TH			
me⇒ หน่าหลัก ไ้าหลัก							
0 省 งานรอ	ดำเนินการ	(ເບີ່ ດຳເ) นินการแล้ว	⊘ co	mpleted	1	My Task's Total 0
งานรอดำเนินการ							CLEAR FILTER
เอกสารอ้างอิง Search	เลขที่ไปคำขอ Search	טרט All 👻	สถานะคำขอ All ▼	มูลค่าหลักประกับ Search	ธบาคาร All 👻	รับทัครบกำหบด Search ×	เลขทัพลักประกับ Search
			ไม่มีรายการที	ต้องตำเนินการ			
Previous 0 Next	10 / หม้า 💌						



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)"



displaying a number indicates pending surveys awaiting your feedback.



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.

🍐 ptt	PTT Vendor Management System Manual	For Vendor
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Search								
	Survey Date :	06/01/2024	to : 08/31/2024		Survey Status :	All		
	PR No. :	All			Title :	All		
	PO No. :	All		Pr	ocurement Department :	All		
Pending List (2) (Completed List 0005316(Please com atus : Waiting for resp	nplete the survey by Aug 17, 202 ponse	14)				Sur	IVEY
PR No.1110 Survey St	0021554(Please comp atus : Waiting for res	plete the survey by Aug 20, 202 ponse	14)				SUR	NEY

Show search details

Field	Description
Survey Date	Enter th period date
Survey Status	There are 3 assessment statuses:
	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
Q SEARCH	Press the search button, the system will display information according to
	the conditions specified on the screen.
× CLEAR	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

Survey Date: 06/01/2024 Image: Image	Search						
PR No: Al Title: Al PO No: Al Procurement Department: Al Q SEARCH X CLE Pending List (2) Completed List PR No.105000538(F Rese complete the survey by Aug 17, 2024) \$VURVEY	Survey Date :	06/01/2024	to :	08/31/2024	Survey Status :	All	
PO No:Al Procurement Department :Al Q. SEARCH X CLE Pending List (2) Completed List PR No.160000338(Please complete the survey by Aug 17, 2024) Survey Status : Waiting for response	PR No. :	AII			Title :	AII	
Q. SEARCH X CLE Pending List (2) Completed List PR No.1050005316(Please complete the survey by Aug 17, 2024) Survey Status: Waiting for response V SURVEY	PO No. :	All			Procurement Department :	All	,
PR No 1110021554 (Please complete the survey by Aug 20, 2024) Survey Status: Waiting for response	Pending List (2) Completed List	mplete the survey by Aug 17, 20 sponse	24)				SURVEY

SURVEY

When the vendor clicks the button,

to finish the evaluation, the system displays the

PTT's Procurement Surveys (Procurement Process)

opinions of Vendor on the procurement of PTT as a guideline for improving and
างาน ของระบบ SCADA (Cloud B Submit
Select 🔻
หาและบริหารพิสดุ (จฐ.สคม.)



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

	Suggestion
	A
	Submit
	Should you have any queries, please do not hesitate to contact
	Tel. (+66)2-537-1555
	Email : PTTVendor@pttplc.com
Exa	ample 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.

R.						RETURN TO (PORTA
PTT's Procurement Survey (Procurement Pro	ocess)					
Q Search						
Survey Date :	06/01/2023	to :	08/31/2024	Survey Status :	All	
PR No.:	All			Title :	All	
PO No.:	All			Procurement Department :	All	
						Q SEARCH X CLEAR
Pending List (2) Completed List (13)	up					
PR No. : 4110005448 Survey Status : Suvey time's	qt					
PR No. : 4110005468 Survey Status : Complete						DETAILS
PR No.: 4110005472						



You can click the button

to view a survey that has already been completed as shown in the

picture

							RN TO (PORTA
PTT's Pt	rocurement Survey (Procurement Process) 🔀 TH						
0	Basic Information						
	PRNo.: 1130005613						
	Job Name : Consultancy Service for Technical Due Diligence on Project Independence						
0	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		C	Lev	el Of Satisfact	ion	_
	Question		5 (Very good)	Lev 4 (Good)	el Of Satisfact 3 (OK)	ion 2 (Poor)	1 (Very po
Procur	Question		5 (Very good)	Lev 4 (Good)	el Of Satisfact 3 (OK)	ion 2 (Poor)	1 (Very po
Procus 1.1 Stre	Question www.rt.Process amlined procurement processes / procedures		5 (Very good)	Lev 4 (Good)	el Of Satisfact 3 (OK)	ion 2 (Poor)	1 (Very po
Procus 11 Stree 12 The	Question rement Process amlined procurement processes / procedures timing of each stage of the procurement process is clear and fast.		5 (Very good)	Lev 4 (Good)	el Of Satisfact 3 (OK) ©	ion 2 (Poor)	1 (Very pc

<u>Note:</u> The language shown by vendors can be changed in the top right corner of the screen ⊕ EN ⊕ TH





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

b ptt	PTT Vendor Management System Manual	For Vendor
	•	

Survey Date	06/01/2024	to :	08/31/2024		Survey Status :	All	
PO No.	AU				Title	All	
Procurement Department	All			•			
Pending List (3) Completed List (1) PO No.4120002082(Please of Survey Status - Waiting for re	omplete the survey by Aug 10, 20 sponse	:4)					SURVEY
Pending List (3) Completed List (1) PO No.4120002082 (Please c Survey Status. Waiting for re PO No.3150027080 (Please c Survey Status. Waiting for re	omplete the survey by Aug 10, 20 sponse omplete the survey by Aug 31, 20 sponse	(4) (4)					SURVEY

Show search details

Field	Description
Survey Date	Enter th period date
Survey Status	There are 3 survey statuses:
	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
Q SEARCH	Select a procurement department
× CLEAR	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.

PTT Vendor Management System Manual For Vendor
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Search				
Survey Dat	e: 06/01/2024 to: 08/31/202	24	Survey Status :All	
PO N	i.:All		Title :All	
Procurement Departmen	t:All			
				Q SEARCH X CLEAR
Pending List (3) Completed List (ð			
) complete the survey by Aug 10, 2024)			SURVEY
PO No.4120002082(Please Survey Status : Waiting for	response			
PO No.4120002082(Pleas Survey Status : Waiting for PO No.3150027080(Pleas Survey Status : Waiting for	response complete the survey by Aug 31, 2024) response			✓ SURVEY

When the vendor presses the button,

✓ SURVEY to finish the evaluation, the system displays the PTT's

Procurement Survey (Contract Management)

This Satisfaction Survey is aimed veloping the work more efficiently.	l at exploring the opinio	is of Vendor on the procurement of PTT a	s a guideline for improving and
)/Contract Number : 3150027080 ibiect : งานจ้างปริบปรงระบบท่อสำหรับหม	นเวียนน้ำมันผ่านหม [ื] อกรอง	รีบ 3 และ 4 (ไรงสบรับน้ำบันใหม่) ณ สถานีเดิมน้ำ	บันอากาศยานเชียงใหม่
-)			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	<u> </u>
ntroduction / Contact			
Procurement Unit	แผนกจัดหาพิสด	ัน.จค.พย.)	



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

Suggestion		
		é
	Submit	
	Should you have any queries, please do not hesitate to contact	
	Tel. (+66)2-537-1555	
	Email : PTTVendor@pttplc.com	
xample of procurement satisfaction q	uestionnaire 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.

PTT's Procurement Survey (Contract Managen	nent)						
Search							
Survey Date :	01/01/2023	to: 31/03/202	4 🗖	Survey Status :	All		
PO No. :	All			Title :	All		
Procurement Department :	All		•				
						Q SEARCH	CLEAR
Pending List Completed List (11)							
Survey Status : Suvey time's u	P						~
ر ھ ے							
PO No. : 4110005046 Survey Status : Complete						DETAILS	~
PO No. : 3110021003 Survey Status : Complete						DETAILS	×
PO No. : 3110020001						DETAILS	· ·



You can click the button, DetAils

to view a survey that has already been completed as shown in

U Basic Information PCNo. : 4100005046 Job Name : ເຮັ້ອ Monitor 49 ບິວ ຈຳນວນ 24 ຈອ ຫຮັວນປາກຣົດລອ 2 ຄັ້ນ ຈຳນວນ 12 ຊຸດ					
General Information of the questionnaire fillers Lountry where the merchant is registered Type of business that operates Mumber of contracts previously transacted with PPT (This work is not included) 4 Type Agency Type Position	Theiland Product and service More than 20 Company Limited Employee				
Question	5 (Very good)	4 (Good)	Level Of Satisfaction	2 (Poor)	1 (Very poor
Contract Procedure Process					
11 Speed of the contract procedure	0	۲	0	0	0
12 Details of the contract are complete and cover the scope of work	0	۲	0	0	0
			0	0	

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,

Opti	PF0014 : บริษัท พีทีที ดิจิตอล โชลูชั่น จำกัด	[→ Logout
1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Sq Vendor Information	
	Account Information	
Vendor Information Procurement Status/Certific	EVendor Permission Management 🤌	
	PTT's Green Procurement Evaluation	
	🗈 PTT's Procurement Survey (Procurement Process)	
PTT Bid Submission	PTT's Procurement Survey (Contract Management)	
	OProcurement Status/Certificate of Work	
	O Vendor Evaluation	
	General Power of Attorney	
PTT F&A Chatbot	Responding to an Invitation to Bid	
	PTT AVL Registration	
	ESG Assessment	
نده من		
Example of menu display PTT Green Procurement form		

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

s Green Procurement Evaluation		
 Search 		^
Evaluation Date : 01/05/2023 🖬 to : 31/07/2023 🖬	Evaluation Status : All	•
PO/Contract No. :	Title :	
Procurement Department :		
		Q SEARCH X CLEAR
PO/Contract No. 3120000070 (Please complete the evaluation by Jun 30, 2023) Evaluation Status: Waiting for evaluation		V EVALUATION
PO/Contract No: 3120000069 (Please complete the evaluation by Jun 30, 2023) Evaluation Status: Waiting for evaluation		Z EVALUATION
PO/Contract No. 310000896 (Plasse complete the evaluation by Jul 2, 2020) Evaluation Status: Waiting for evaluation		✓ EVALUATION
PO/Contract No. 400005038 (Please complete the evaluation by Jul 2, 2023) Evaluation Status : Waiting for evaluation		EVALUATION
<i>ح</i> گە		



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.
То	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:
	• 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
Q SEARCH	Press the search button, the system will display information according to
	the conditions specified on the screen.
× CLEAR	Press the clear button, the system will reset the above information.

	b ptt	PTT Vendor Management System Manual	For Vendor
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PTTs Green Procurement Evaluation	
Q Search	
Evaluation Date : 01/05/2023	Evaluation Status:
PO/Contract No.:All	Trite:All
Procurement Department:	
	Q, SEARCH X CLEAR
Pending List (19) Completed List (9)	
PO/Contract No. 1300000010 Please complete the evaluation by Jun 30, 2023) Evaluation Status : Waiting for evaluation	✓ EVALUATION
PO/Centract Ne : 300000009 (Please complete the evaluation by Jun 30, 2020) Evaluation Status : Waiting for evaluation	✓ EVALUATION
PO/Contract No: 3100/01886 (Please complete the evaluation by Jul 2, 2023) Evaluation Status: Waiting for evaluation	/ EVALUATION
PO/Contract No. + 410005028 (Please complete the evaluation by Jul 2, 2023) Evaluation Status: Waiting for evaluation	ENTRYLOW

Vendor can evaluate by clicks the button <a> EVALUATION. Then system will display the questionnaire. Here, vendor can fill up the questionnaire completely and attach any supporting documentation by button <a> here , as picture below.

	PF0014	: บริษัท พีทีที ดิจิดอล โซลูชั่น จำกัด 🛛 แจ้งเร
f.		
PTT's Green Procurement		
PO/Contract No. : 3120000070	Status : รอบันทึกและตอบแบบประเมิน	
PO Title : จัดจ้าง : ที่เป็นมิตรกับสิ่งแวดล้อม (Green) ทดสอบ 2	Grand Total Greenhouse Gases Reduc	ction : 0.00 tCO2e
(***Please proceed before first delivery date.)		
Click to proceed.		
🚫 🚀 งานจัดซื้อวัสคุอุปกรณ์สำนักงาน (Stat	tionary)	
Electricity saving		
Detail	Electricity amount reducing during	the contract cycle. (kWh)
ปริมาณไฟฟ้าที่คาคว่าจะลดลงใน 1 ปี(Kwh)		0
	Greenhouse g	ases Reduction 0.00 tCO ₂ e
 Electrical equipment switching (Watt reduced) 		
Total Greenhouse Gases Reduction		
	Greenhouse gases Reduction	0.00 tCO ₂ e
Quotation		
Quotation file *		
Ont	v odf xis xisx doc docx	Browse
File	size less than 10 MB	
ŭufin	ยกเลิก	
	B s	ave Answer the assessment
	-	
xample of procurement questionnaire screen		

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

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

C DETAILS A set No : 310009246 TRespondent : -
© DETAILS ^
act No. : 310009245 > Respondent : -
act No. 310009245 Respondent : -
n Respondent : -
~
v
~
~
~
~

Q DETAILS

Vendor can click the button,

to review a completely questionnaire.

		PF0014 : ບຣັຍັກ พีทีที คิจิคอล โซลูชั่น ຈຳກັค	จ [ั] ่งเรื่องร [ั] องเรียน
Sptt rocurement			
	PTT's Green Procurement		
	PO/Contract No. : 3120000070	Status : รอบันทึกและคอบแบบประเมิน	
	PO Title : จัดจาง : ที่เป็นมิดรกับสิ่งแวคล้อม (Green) ทดสอบ 2	Grand Total Greenhouse Gases Reduction : 0.00 $ {\rm tCO_2e}$	
	(***Please proceed before first delivery date.)		
	Click to proceed.		
	📀 🜮 งานจัดซื้อวิสดุอุปกรณ์สำนักงาน (Stationary)		
	Electricity saving		
	Detail	Electricity amount reducing during the contract cycle. (kWh)	
	ปธิมาณไฟฟ้าที่คาดว่าจะลดลงใน 1 ปี(Kwh)	٥	
		Greenhouse gases Reduction 0.00 tCO2e	
	O Electrical equipment switching (Watt reduced)		
	Total Greenhouse Gases Reduction		
		0.00 tCO ₂ e	
	เอกสารใบเสนอราคา (กรุณาแนบเอกสารใบเสนอราคา)		
) File Name: Review - ອົເມລແຈ້ນຜູ້ຄ້າ ເຮັດງກຳແບບສ່ອນຄາມ .xisx		
Example of a scr	reen 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.

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*	
*	
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✓✓	
*	
*	
*	
	e

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

PO/Contract Number ()	O Issued Year		
PO/Contract Number	2021		~
Department			
Please Select		Q Search	🗙 Clear
Search details screen			

Field	Description
PO/Contract Number	Specify a PO number, contract number, or Letter of Intent beginning with
	31, 41, and 51.
Issued Year	Spicify 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.

|--|

		PF0014 :	บริษัท พี่ที่ที่ ดิจิต	ตอล ไซลูชั่น จำกัด แจ้งเรื่องร้องเรียน 1365 1	H E
⁶⁴ 45					
	Vendor's name and address		*		
	Q History of Certificate of Work Requests		*		
	PO/Contract Number	• Issued Year			
	4110004619		~		
	Department Please Select	Q Search	× Clear		
	PO/Contract Number : 4110004619	View Certificate of Work Q Check Paym	ent 🔥		
	จัดซื้อพร [้] อมติดตั้งโครงข่ายและลูกข่าย Digital Trun จ.นครศรีธรรมราช และแนวท่อผลิตภัณฑ์ จ.ระยอง (ked Radio System ประจำ โรงแยกก้าชธรรมชา PR1110017183)	ติ งนอม		
	Signed PO/Contract Date : 22/09/2021	Legal Contract No. : ปดก.สนญ./1/64/65			
	Department : ส่วนจัดหาพัสคุ (จพ.จบญ.)	Status : Payment			
(Request Certificate History		*		d
PO/Contract information det	tails				

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

b ptt	PTT Vendor Management System Manual	For Vendor
--------------	-------------------------------------	------------

ivery Note/Invoice No.	Document Date	Status	
livery Note/Invoice No.		Please select status	
			Q Se
N			
Delivery Note/Invoice No. : 07100001			
Document Date : 27/01/2022	Statu	: Payment	
6	0		6
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 : ธ.ยูโอบิ, สากร		
	Bank Account No. : XXX-X-XX001-0		
	Transfer Date : 24/08/2022		
	Amount 17,636,584.00 Bant.		
	Contract / PO / Invoice No		
	Contract No. 4110004619;PO 3210015	115;07100001	
	Contract No. 4110004619;PO 3210015 Contract No. 4110004619;PO 3210015	115;07100002	
	Contract No. 4110004619;PO 3210015 Contract No. 4110004619;PO 3210015	115:07100003	
		10,01100004	
	"Should you have queries, please do not hesitate to o	antact us F&A Service Center Tel. 0-2537-3700	
Fine / Penalty / Others	-		
Vendor Evaluation			
Overall Score	A (Excellent),		
	Comment/Suggestion		
	-		
SSHE Score	A (Excellent),		
	Comment/Suggestion		

Field	Description
Document Date	Shows the date issued on delivery note/invoice document
Status	Shows the status of invoice verification in the procurement process:
	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. Payment Approval = 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
	The status icon shows the process in three colors representing different stages of
	completion:
	Green = Completed
	─ Yellow = In progress
	Grey = Incomplete
Vendor Evaluation	Shows the results of vendor evaluation for each installment. Additionally, it might
	show the assessor's comments/feedback for improvement.
	• 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
Peyment Method	Bank Transfer : s. tellaD, dnns Bank Account No. : XXX-X-XX001-0 Transfer Date : 24/08/2022 Amount 17,636,564.00 Baht. Contract No. 4110004619;PO 3210015115;07100001 • Contract No. 4110004619;PO 3210015115;07100002 • Contract No. 4110004619;PO 3210015115;07100003 • Contract No. 4110004619;PO 3210015115;07100004 *Should you have queries, piese on not heatings to contact us F&A Service Center TM. 0-2537-3700
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.





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

Document Date : 18/01/	2022	Status : Finance	Status : Finance					
Contract Menagement	Payment Details	Invoice verification	Payment Approval	Payment Completed				
02/02/2022								
	nt approval is in progress.			17:59:00				
Payment Approval deta	nils 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 : ธ.ไทยพาณิชย์, อาคารชินทาวเวอร์ ก.วิกาวดี Cheque No. : 12875093 Cheque Date : 22/07/2022 Amount 6,032,000.00 Baht. Contract / PO / Invoice No. • Contract / PO / Invoice No. • Contract No. 4110004940;PO 3210014753;INHQ22040002
Fine / Penalty / Others	-
Example of a screen shows of	heque payment method information



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

Document Date	: 18/01/2022	ce verification		
Contract Managem	ent Payment Details	Invoice verification	Payment Approval	Payment Completed
02/02/2022				
Ø	Invoice documents are verifying.			17:59:00
Invoice Verification	tion details screen			

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

Document Date :	18/01/2022	Status : Finance		
Contract Menageme	nt Payment Details	Invoice verification	Payment Approval	Payment Completed
02/02/2022				
Ø	Payment approval is in progress.			17:59:00
Payment Approv	ral details screen			

- 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 : Pay	Status : Payment				
Contract Menageme	ent Payment Details	Invoice verification	Payment Approval	Payment Completed			
02/02/2022							
Ø	The cheque has been issued an	d is ready for pickup.					
	mont dotailo poroon						

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: <u>Manual F&A Chatbot</u> for more information.



6 ptt	PTT F&A Chatbot				
	 สวัสดีครับ PTT F&A Godji จะมาปวยทุกท่านในการให้ป่อมูลเปื้องดันด้านการราย เงิบแรครับ รับนี้ให้ Godji ปรยเรื่องใหนดีครับ มริษัทคู่สัญญาของคุณคือ PTT ครับ มริษัทคู่สัญญาของคุณคือ PTT ครับ คุณาพิมพ์เพื่อยืนยัน Email จาก List สังผ่อไปนี้ p====================================				
PTT F&A Chatbot					



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.

	PF0014 : บริษัท พีทีที ดิจิตอล โชลูชั่น จำกัด	[→ Logout
1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 -	2 Vendor Information	
	Account Information	
Vendor Information Procurement Status/Certific	EVendor Permission Management 🦉	
	PTT's Green Procurement Evaluation	
	PTT's Procurement Survey (Procurement Process)	
PTT Bid Submission	PTT's Procurement Survey (Contract Management)	
	Procurement Status/Certificate of Work	
	O Vendor Evaluation	
	General Power of Attorney	
PTT F&A Chatbot	Responding to an Invitation to Bid	
	PTT AVL Registration	
	ESG Assessment	
Optiggs Usán Uari. shíňa (Luriseu) SSS nulúžinošásila ILuosogáns reşurilev 10900		
PTTVM Web Portal and PTTVM Menu		

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

Image: PTT Vendor Management System Manual F	or Vendor
--	-----------

Procurement							Ə R	ETURN TO (PORTAL)
	Vendor Evaluation							EN TH
	🍳 ค้นหารายการ							
	PO/Contract/Letter of Intent No. : ต้องการดู PO ที่ประเมินแบบ Consortium กรุณาระบุ เลข PO	Please fill in P	0/Contract/Lett					
	Year of PO/Contract/Letter of Intent signing PO year (from) :		¥		PO year (to):		*	
	Delivery date (from) :	I DD/MM/YYYY			Delivery date (to) :	DD/MM/YYYY		
	Procurement Department :		Ŧ	** The year of PO up to 3 years.	issuance and delivery date	can be selected for a maximu	m period of	
	Q SEAF	CH 5 CLEAR	🛓 PRINT					
	Scoring Guildeline							
		Excellent	Good	Fair	Poor			
		C	\mathbf{C}	8	6			
		A 3.50 - 4.00	B 2.50 - 3.49	C 1.50 - 2.49	D < 1.50			
Vendor Evaluation	n 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)

Procurement							Ð	RETURN TO (PORTAL	
€v	/endor Evaluation							EN TH	
٩	ค้นหารายการ								
â	PO/Contract/Letter of Intent No. : องการดู PO ที่ประเมินแบบ Consortium กรุณกระบุ เลข PO	31							
Ye	ar of PO/Contract/Letter of Intent signing PO year (from) :	2024	¥		PO year (to) :	2024	•		
	Delivery date (from)	DD/MM/YYYY			Delivery date (to) :	DD/MM/YYYY			
	Procurement Department :			** The year of PO up to 3 years.	issuance and delivery date	e can be selected for a maxim	mum period of		
	Q SEAR	CH 5 CLEAR	🛓 PRINT						
Sco	oring Guildeline	Excellent	Good	Fair	Poor				
		23	A	0					
		A	в	C	D (150				
		3.50 - 4.00	2.50 - 3.49	1.50 - 2.49	< 1.50				
V P Y C D P N N	Yendor Evaluation O/Contract/Letter of Intent No.: 31 ear of PO/Contract/Letter of Intent s (๑) 2024 ellevery date : กั้งหมด rocurement Department : กั้งหมด tote: The results of overall average ev ach PO may change depending on th	igning : PO year (fro aluation / the avera e data search condit	m) 2024 PO year ge evaluation for tions.	Perform	Fair)	SSHE Sco (Exceller	nt)		
E	PO/Contract/Letter of Inter จัดชื่อ Cable Gland เพื่อปารุงรักษา P ธรรมชาติหน่วยที่ 3	าt No. : 31 ositioner พื้นที่โรงแยเ	! าก๊าช	C (F	air)	A (Excellent)	~		
Example of a task eval	luation screen								



				Ð	RETURN TO
🖨 ผลการประเมินการปฏิบัติงานของผู้ค้า					EN
Scoring Guildeline					
Excellent	Good	Fair	Poor		
		-			
	U	Ð	0		
A 3.50 - 4.00	B 2.50 - 3.49	С 150 - 2.49	D < 1.50		
Vendor Evaluation Results Title : จัดชื่อ Cable Gland เพื่อบำรุงรักษา Positioner พื้นที่โรงแย	เกกีชธรรมชาติห	Perfor	rmance Score :	SSHE Score :	
ปวยที่ 3 (Delivery Installment no. : Delivery Installment no. 1)					
PO/Contract/Letter of Intent No. : 31					
Delivery note/Invoice number (MAT Doc No.): 50			(Fair)	(Excellent)	
MR No.: 67 Evaluation Date : 22/05/2024					
				🛓 PRINT	
Performance Figuration Details					
Торіс		Vendor's Score			
1 ด้านคุณภาพ (Quality)					
1.1 คุณภาพของสินค้า/บริการและ ความถูกต้องครบถ้วนในการส่ง		2	เป็นไปตามข้อกำหนด	โดยต้องทำการแก้ไขมากกว่า 1 ครั้ง หรือ ได้รับ	
nen	-4	2	หนังสือแจ้งเตือน และ	ไม่ส่งผลกระทบเสียหายต่อ ปตท.	
2 ด้านการส่งมอบ (Delivery)					
21ความตรงต่อเวลาในการส่งมอบ	4	1	ส่งมอบสินค้า/บริการ ของ ปตท.	ล่าช้ากว่าวันที่กำหนดในเงื่อนไขและข้อกำหนด	
3 การให้บริการ (Service)					
			ให้ความร่านมือตามส	นคาร ตอบสนองต่อลูกค้าตามสมคาร เป็นที่	
3.1 การตอบสมองในการประสานงาน	4	2	ยอมรับได้		
4 ด้านการดำเนินงาน (Performance)					
4.1 ความรอบคอมในการดำเนินงาน	4	2	ยังไม่ค่อยเห็นถึงควาเ มอพร่องน้ำง แต่แจ้ไ	มละเอียดรอบคอบในการทำงานที่เด่นชัด ขาดตก แต่วนไปได้ พละเลนรับได้	
42 ความรู้และความเชี่ยวชาญเกี่ยวกับสินค้า/บริการ	4	2	ดอบขอชกถามเดตาม เติมมาให้	เสมควร บางบระเดนอาจตองขอเบหาขอมูลเพม	
4.3 ความรับผิดชอบในการทำงาน	4	2	มีข้อบกพร่องในการท่	่ำงานบ้าง แต่มีเหตุผลที่ยอมรับได้	
5 ด้านอื่น ๆ ตามลักษณะเฉพาะของงาน					
5.1 การปฏิบัติตามมาตรฐานแรงงานไทย (มรท.8001)	N/A	N/A	ປກຼີບໍ່ດີຕາມ		
SSHE Evaluation Details					
		Vendor's			
Торіс	Full Score	Score		Evaluation Result	
1 ด้านผลการด่าเนินงานด้าน SSHE (Lagging)					
1.1 ผลการดำเนินงานด้านSSHE	4	4	ไม่มีอุบัติการณ์ที่มีผู้บ	าดเจ็บ/เจ็บป่วยเกิดขึ้น	
1.2 ผลการดำเนินงานด้านSSHE	4	4	ไม่มีอุบัติการณ์ที่ทำให้	เทรัพย์สินของปตท.เสียหายเกิดขึ้น	
1.3 ผลการดำเนินงานด้านSSHE	4	4	ไม่มีอุบัติการณ์ที่เกิดเ	ผลกระทบต่อสิ่งแวดล้อม	

🍐 ptt

The vendor can click the button results page to export the

"Performance Evaluation Details," as shown in the image.

	งอติษ.	n : Us u n		, ound the second se
เรื่อง : รายการส่งมอบ: เลงที่PO/สัญญา/หนังสือสนอง : อ้างอิงข้อตกลงเลงที่ : เลงที่ใบส่งของ/ใบแจ้งหนี้: MR No. : วันที่ประเมิน: ผู้ประเมิน:	จัดซ้อ Cabl งวดที่ 1 31 50 67 2024-05-2	e Gland IV	ขื่อบำรุงรักเ	ษา Positioner พื้นที่โรงแยกกีชธรรมชาติห น่วยที่ 3
ผลการประเมิน	ผลการประเมิน	มาพรวม)		ผลการประเมินด้าน SSHE (ดีมาก)
รายละเอียคผลการประเมินภาพรวม				
หัวข้อการประเมิน		คะแนนเด็บ	คะแบบที่ได้	ผลการประเมิน
1. ด้านคุณภาพ (Quality)				
 1.1 คุณภาพของสินค้า/บริการและ คะ ครบถ้วนในการส่งมอบ 	วามถูกค้อง	4	2	เป็นไปตามข้อกำหนด โดยต้องทำการแก้ไขมากกว่า 1 ครั้ง หรือ ได้รับหนังสือแจ้งเตือน และไม่ส่งผลกระทบเสียหายค่อ ปดก.
2. ด้านการส่งมอบ (Delivery)				
2.1 ความตรงต่อเวลาในการส่งมอบ		4	1	ส่งมอบสินค้า/บริการล่าซ่ากว่าวันที่กำหนดในเงื่อนไพและข้อ กำหนดของ ปตท.
3. การให้บริการ (Service)				
3.1 การตอบสนองในการประสานงาน		4	2	ให้ความร่วมมือตามสมควร ตอบสนองต่อลูกค้าตามสมควร เป็น ที่ยอมรับได้
4. ด้านการคำเนินงาน (Performance)				
4.1 ความรอบคอบในการคำเนินงาน		4	2	ยังไม่ค่อยเห็นถึงความละเอียดรอบคอบในการทำงานที่เด่นซัด ขาดดกบกพร่องบ้าง แต่แก้ไขผ่านไปได้ พอยอมรับได้
4.2 ความรู้และความเชี่ยวชาญเที่ยวกั	บสินค้า/บริก <mark>า</mark> ร	4	2	ตอบข้อซิกตามได้ตามสมควร บางประเด็นอาจต้องขอไปหาข้อมูล เพิ่มเติมมาให้
4.3 ความรับผิดชอบในการทำงาน		4	2	มีข้อมกพร่องในการทำงานบ้าง แต่มีเห <mark>ตุ</mark> ผลที่ยอมรับได้
5. ด้านอื่น ๆ ตามลักษณะเฉพาะของงาน				
\leftarrow		หากต้องการ	รสอบถามข้อมู	



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



	PF0014 : บริษัท พีทีที คิจิตอล โซลูชั่น จำ	กัด แจ้งเรื่องร้องเรียน 1365 TH EN
_		
Vendor's name and address	*	
Q History of Certificate of Work Requests	*	
Q Request Certificate History	*	
		2
		•
Example of the Contract Status / Request Certificate of Work menu screen		



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.

	PF0014 : u	ร์ษัท พี่ที่ที่ คิจิตอล โซลูชั่น จำกัด แจ้งเรื่องร้องเรียน 1365 TH EN
······································		
Vendor's name and address		*
Q History of Certificate of Work F	Requests	~
PO/Contract Number	● Issued Year	
4110004948		~
Department Place Select	Q Search	* Clear
Liégsa Salart		
PO/Contract Number : 411000	4948 Request Certificate of Work Q Check Paymen	A
งาบจัดชื้อ License SAP Exten	ded Enterprise Control Management	
Signed PO/Contract Date : 29/04/	/2022 Legal Contract No. : -	
Department : ส่วนจัดหาพัสด (จพ.ง	ຈບດງ.) Status : Payment	
		Ă
Example of a certificate of work button screen		

			PF0014 : บริษัท พี่ที่ที่ ดิจิดอล โซลูชั่น จำกัด	แจ้งเรื่องร้องเรียน 1
	Certificate of Work		× Close	
	PO/Contract Number : 4110	0004948	Request Certificate of Work	
	งานจัดซื้อ License SAP Extended Ent	erprise Control Management		
	Signed PO/Contract Date : 29/04/2022	Reg. No. : -		
	Department : ส่วนจัดหาพัสดุ (จพ.จบญ.)	Signed PO/Contract Date :	-	
	Vendors who request certificate of work must com	ply with the following criteria	editions stated in the work	
	contract, and acceptance committee has already	accepted the work.	Iditions stated in the work	
	 Handover of work in No.1 must not be delayed or contractual terms and conditions. 	r vendor must not be fined due to its i	ncompetence to follow	
	Vendor must submit its request to obtain certific accepted the work.	ate of work within 3 year after the acc	septance committee has	
	4. Certificate of work is issued by PTT Procurement	t Units and the issuance is traceable.		
	5. The Evaluation score is not lower than D. (SSHE	score is calculated in evaluation score	e. (if any))	
	Remark : This criteria is an initial screening proces	ss to issue certificate of work by PTT		
PTT Public Company Lim	lfera			
ample of a certif	ïcate of entry request screen			

When you press the button, BRequest Certificate of Work a pop-up screen will appear to confirm the request for

the button, a certificate of work.



		PF0014 : บริษัท พี่กี่ที่ ดิจิตอล โซลูชื่น จำกัด เพิ่งต้องรองชีมม 1345 111 (14
Certificate	of Work	* Close
	PO/Contract Number : 4110004948	Request Certificate of Work
	Confirmation of request	
	Please confirm the request for a work certificate.	
Signed PC	D/Contract Date : PO/Contract Number : 4110004948	
Departme	nt : ส่วนจัดหาพิสม Confirmation of request Confirmation of request	
Vendors v	who request ceruncate or work must comply with the following criteria	
1. Work mu	ust be hand overed correctly and completely in accordance with terms and con-	ditions stated in the work
2. Handove	or of work in No.1 must not be delayed or vendor must not be fined due to its i usal terms and conditions	ncompetence to follow
3. Vendor i accepte	must submit its request to obtain certificate of work within 3 year after the acc d the work.	eptance committee has
4. Certifica	ite of work is issued by PTT Procurement Units and the issuance is traceable.	<u> </u>
5. The Eva	luation score is not lower than D. (SSHE score is calculated in evaluation score	e. (if any))
Remark :	This criteria is an initial screening process to issue certificate of work by PTT	•
Example of a popup screen con	firming 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.

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<u>Remark:</u> 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.

Image: PTT Vendor Management System Manual	For Vendor
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			PF0014 : บริษัท พี่เ	าีที ดิจิดอล โซลูชั่น จำกัด แจ้งเรื่องร้องเรียน 1365 TH EN
" 45	Vendor's name and address			
	Q History of Certificate of Work Requests		-	.
	PO/Contract Number	Issued Year		
	4110004956			v
	Department			
	Please Select		Q Search X Clea	
	PO/Contract Number : 411000495		Q Check Payment	
	เช่าใช้คอมพิวเตอร์ Notebook ระยะเวลา 36 เดือน	จำนวน 526 เครื่อง		
	Signed PO/Contract Date : 29/04/2022	Legal Contract No. : -		
	Department : ส่วนจัดหาพัสดุ (จพ.จบญ.)	Status : Managing Contract		
	Q Request Certificate History			·
PTT Public Company Limited				🗲 เข้าส่หน้าหลัก บริษัท ปดก. จำกัด (มหาง
Example of a contract sta	tus display			

<i>"</i> # <u>j</u>	Vendor's name and address	F	2F0014 : บริษัท พีที่ที่ คิจิคอล	โซลูชั่น จำกัด เจ้งเรื่องร้องเรียบ 1365 TH EN B
	Q History of Certificate of Work Requests		^	
	PO/Contract Number H10004956 Department Please S Does not meet the criteria View the certificate of work criteria at https://pre B	Issued Year Issued Year control of the second	vment A	
	Signed PO/Contract Date : 29/04/2022	Legal Contract No. : -		
	Department : ส่วนงิดหาพัสดุ (งพ.งบญ.)	Status : Managing Contract		
Example of a popup scree	en showing why the Request Certificat	e of Work button is not dis	played	

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.

		PF0014 : บริษัท พีทีที คิจิตอล โซลูชั่น จำ	ท ัค แจ้งเรื่องร [ั] องเรียน 1365 TI
5			,
	Vendor's name and address	*	
	History of Certificate of Work Requests	*	
	Q Request Certificate History	*	

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, Certificate of Work contractors can examine the status of their certificate of work.

		P	F0014 : บรษท พทท ดงตอล โซลูชเ
" 45			
	Vendor's name and address		*
	History of Certificate of Work Requests		~
	PO/Contract Number	Issued Year	
	4110004944		~
	Please Select		Q Search × Clear
	PO/Contract Number : 4110004944	View Certificate of Work	Q Check Payment 🔺
	เช่าใช้ Computer Notebook ระยะเวลา 1 ปี จำนวน 161 เครื่อง	เ สำหรับโครงการณ์ Restart Thailand	
	Signed PO/Contract Date : 23/03/2022	Legal Contract No. : -	
	Department : ส่วนจัดหาเชิงพาณิชย์ (จณ.จบญ.)	Status : Payment	
Example of a history r	nenu screen for obtaining a certificate of w	vork	

|--|



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
```

8 -

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

	-
< ข้อมูลการดาวน์โหลดไฟล์ — 🗆 🗙	
URL https://ptt-pcrp-p01.pttplc.com/PTTVMReportUAT/Report/pdf_file/11019.	
ประเภท Documents 🗸 +	
บันทึกเป็น Downloads\Documents\11019.pdf 🦳 🔤	
ับันทึกดำแหน่งไฟล์สำหรับประเภท "Documents" 153.34 KB	
Downloads\Documents\	
ค่าอธิบาย	
ดาวนโหลดภายหลัง เริ่มดาวนโหลด ยกเล็ก	
Example of Popup Download Credential	

<u>Remark:</u> 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.

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

Once the button is pressed and the certificate of work is confirmed, the system will display a button Ocancel 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

Image: PTT Vendor Management System Manual For Vendor



When the button is O Cancel request, a pop-up screen will appear confirming the cancellation of pressed

the certificate of work.

			PF	0014 : บริษิท พีทีที ดิจิตอล โซลูชั่น จำกัด 🛛 แจ้งเรื่องร้องเรียน	1365 TH EN
5					E
Certificate of Wo	rk			× Close	
		2	3		
	Request	Pending Finished	Considering		
			_		
	Cancel request		×	O Canada annual	
	เข้าใช้ F Please confirm I	Request for Cancellation of Co	ertificate of	Cancerrequest	
	Work : 31100110	070	_		
Signed PO/Contra	act Date :	Cor	firm Cancel		
Department : abu	จัดหาพีสคุ (จพ.จบญ.)	Land I	PO/Contract Date : -		
Vendors who req	uest certificate of work m	nust comply with the following	criteria		
1. Work must be I	nand overed correctly and	completely in accordance wi	th terms and conditions	stated in the work	
contract, and a	cceptance committee has	s already accepted the work.		terres to fellow	
2. Handover of we contractual ter	ms and conditions.	elayed or vendor must not be	fined due to its incompe	tence to follow	<u> </u>
3. Vendor must su	ubmit its request to obtain	n certificate of work within 3 y	ear after the acceptance	e committee has	•
4. Certificate of w	ork is issued by PTT Proc	curement Units and the issuan	ce is traceable.		- ·
Example of a screen showing the bu	tton to cancel the	e issuance of a certi	ficate 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

PTT Digital Procurement







9.4.2 In case of Stage 2 Status: Pending

			PF0014 : บริษัท พีทีที ดิจิตอล โซลูชั่น จำ	ก ิด แจ้งเรื่องร้องเรียน 1365 TH EN
Certificate of Wo	rk		x Close	
	1 2	3		
	✓ Request Pending F	nished Considering		
	PO/Contract Number : 311001107	0	A Cancel request	
	เช่าใช้ Printer Dot Matrix ระยะเวลา 4 เดือน จำนวเ	- 1 57 เครื่อง	@ Cancerrequest	
Signed PO/Contra	act Date - 05/07/2022	Reg No : 20240000201		
Department : dou	จัดหาพิสต (จพ.จมณ.)	Signed PO/Contract Date : -		
Vendors who req	uest certificate of work must comply with	the following criteria	in a state of in the supply	
contract, and a	cceptance committee has already accepte	d the work.	ions stated in the work	
2. Handover of we	ork in No.1 must not be delayed or vendor	must not be fined due to its inco	empetence to follow	
3. Vendor must su	contractual terms and conditions. 3. Vendor must submit its request to obtain certificate of work within 3 year after the acceptance committee has			
accepted the w 4. Certificate of w	rork. rork is issued by PTT Procurement Units a	nd the issuance is traceable.		
5. The Evaluation	score is not lower than D. (SSHE score is	calculated in evaluation score. (i	f any))	
Remark : This cr	iteria is an initial screening process to issu	e certificate of work by PTT		
				
Example of a screen showing the but	ton to cancel the issuance o	of a certificate of work		

When you press the button *O* 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.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		PF0014 : บริษัท พีทีที ดิจิตอล โซอูชั่น จำกัด   เจ็มสังหลังหรือ 1385 111 [24
Certificate of Work		* Close
	t Request Pending Finished Considering	
PC int	Confirm cancelltion request × D/C please give a reason*	Ø Cancel request
Signed PO/Contract Dr	This request has been forwarded to the responsible authority. Please provide a reason fot canceling this request.	
Vendors who request 1. Work must be hand contract, and accep 2. Handover of work in contractual terms a 3. Vendor must submi	toe ov cancel to tar in Normast not be delayed of vehicle must not be must due to its in and conditions. It is request to obtain certificate of work within 3 year after the accept	tions stated in the work ompetence to follow tance committee has
accepted the work. 4. Certificate of work 5. The Evaluation score	is issued by PTT Procurement Units and the issuance is traceable. re is not lower than D. (SSHE score is calculated in evaluation score. It	if anyi))



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: <u>https://procurement.pttplc.com/en/home/index</u>, 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: <u>https://procurement.pttplc.com/en/home/index</u>, 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

Point       Annual Plan       Announcement       PTT Group Procurement       Procurement Report       Information         Image: Company name       Im	Fontsize <u>a</u> a a Display <u>a</u> a a							2 Report a comp	olaint 1365 Tine E
Inspecting the Certificate of Work   Fill in Information   1.Certificate of Work information   Certificate number*   For example, specify the certificate number.   Vendor name*   Vendor name   2.Your Information   Company name*   Company name   First name - Last name*   Phone number*   Phone number*	Home Information for Vendor / Inspecting the Certific	ate of Work Policy	Annual Plan	Announcement	PTT Group	p Procurement	Procurement Report	Information for Vendor	Contact Us
Email* Email* Email* CLEAR CONFIRM		Inspecting the Certificate of Work  Fill in Information 1.Certificate of Work Information Certificate number*  For example, specify the certificate number. 2000000000X Vendor name* Vendor name  Vendor name  Company name  First name - Last name  Phone number*  First name - Last name  Phone number  Email* Email Email Email examples appased to the errel address you specified. Please effort a with address before writying:  CELER CONFIRM	d small	Cormation • example, specify the statement to : This system is us used via PTTVM syste	a certificate nu generations and a construction ed to verify wo m only	mber,			

After pressing the button confirm, you will receive the passcode via email. You must enter the

passcode/password in a pop-up screen and press the button common before it expires.

🍐 ptt	PTT Vendor Management System Manual	For Vendor
	Please enter the passw         Note         • Password will be check your spar         • Please don't tur         • If the screen tur         password each         Image: Contract of the screen tur         Time	ord that the system sent via email. sent via email. If not found, please to off the screen. s off, you must enter a new ime. e out : 02:20 Clear Confirm
a popup so	reen	

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

Font size <u>a</u> a a	Display <u>a</u> a a		Report a comp	laint 1365 Tne <u>En</u>
	Ver	Policy Annual Plan Announcement PTT Group Procurement Procurement Report Info	mation for Vendor	Contact Us
Home / Inspecting	the Certificate of Work Results			
	Inspecting the Certificate o	f Work Results		
	Certificate number	: 20230004571		
	For vendor	: บริษัท ซีเน็ท เอเชีย จำกัด		
	PONo/Contract/Confirmation Letter	: 4110004802		
	Title name	: งานจ้างบำรุงรักษาระบบวิทยุ Single Side Band (HF/SSB) และระบบวิทยุช่วยการเดินอากาศ (Air Nav igation Radio Aids) บน		
		แท่น PRP ปี 2565		
	Date of issuance of work certificate	: 29 มีนาคม 2566		
	Responsible agency	: ส่วนจัดหาเชิงพาณิชย์ (จณ.จบญ.) Щ		
	Note: The information shown is prelim	inary information only. In case you need more information A letter of inquiry can be made to the responsible agency		
	as stated above.			
	Contact Us : https://procurement.pttp	lc.com/th/page/index/1025		
Inspect	ing the Certificate of Work Resul	lts		