



PTT Public Company Limited

PTT Vendor Management System

User Manual

For PTT Vendor

Version 2.0 / Dec 2022

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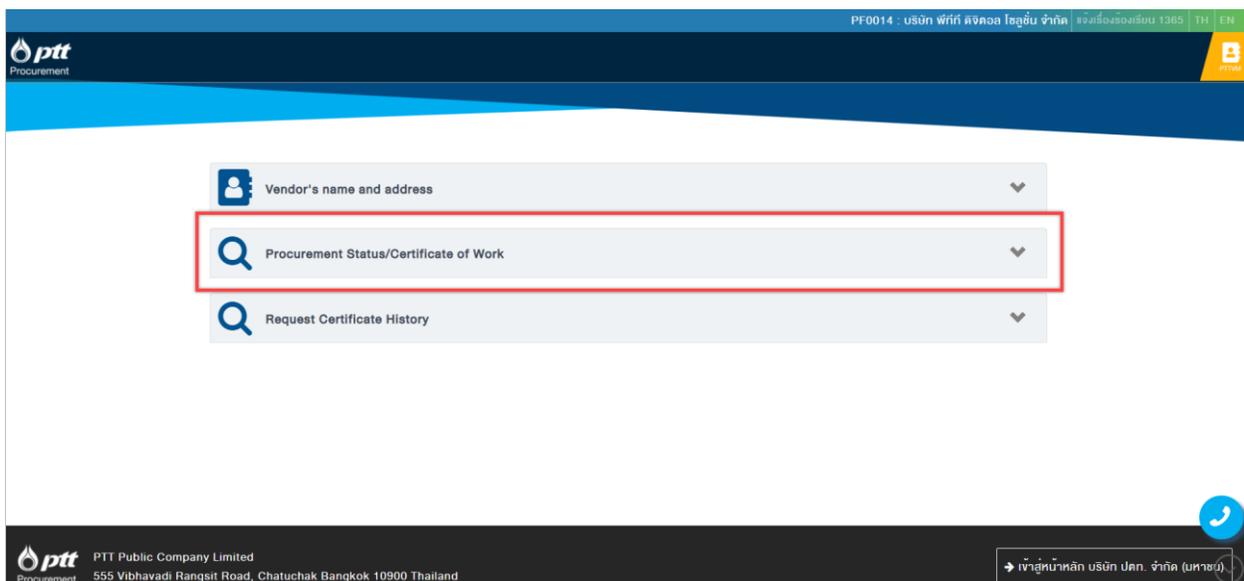
1. How to Check Procurement Contract Status

This is a web page enabling Vendor to check the status of their procurement contracts; Vendor can login via the PTT Procurement website at <https://procurement.pttplc.com> . After successfully logging in, Vendor can access the "Procurement Status/Certificate of Work" menu option, as depicted in the image.



■ Example of the screen showing the Contract Status Check/Request Certificate menu

After Vendor clicks the "Procurement Status/Certificate of Work" menu, the system displays three menu options as illustrated, from which Vendor can select the second menu "Procurement Status/Certificate of Work."



■ Example of the screen showing the Procurement Status/Certificate of Work menu

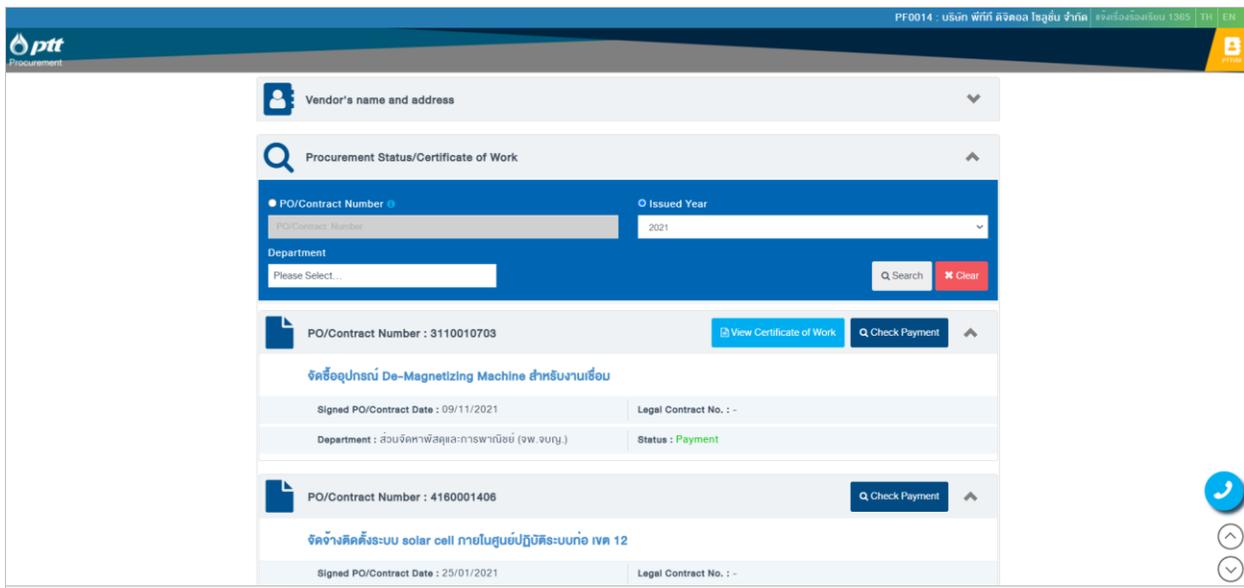
Vendor can access the search details screen automatically by clicking the dropdown button  in the Procurement Status/Certificate of Work menu. As indicated in the image, Vendor can search for contract number.



■ Search details screen

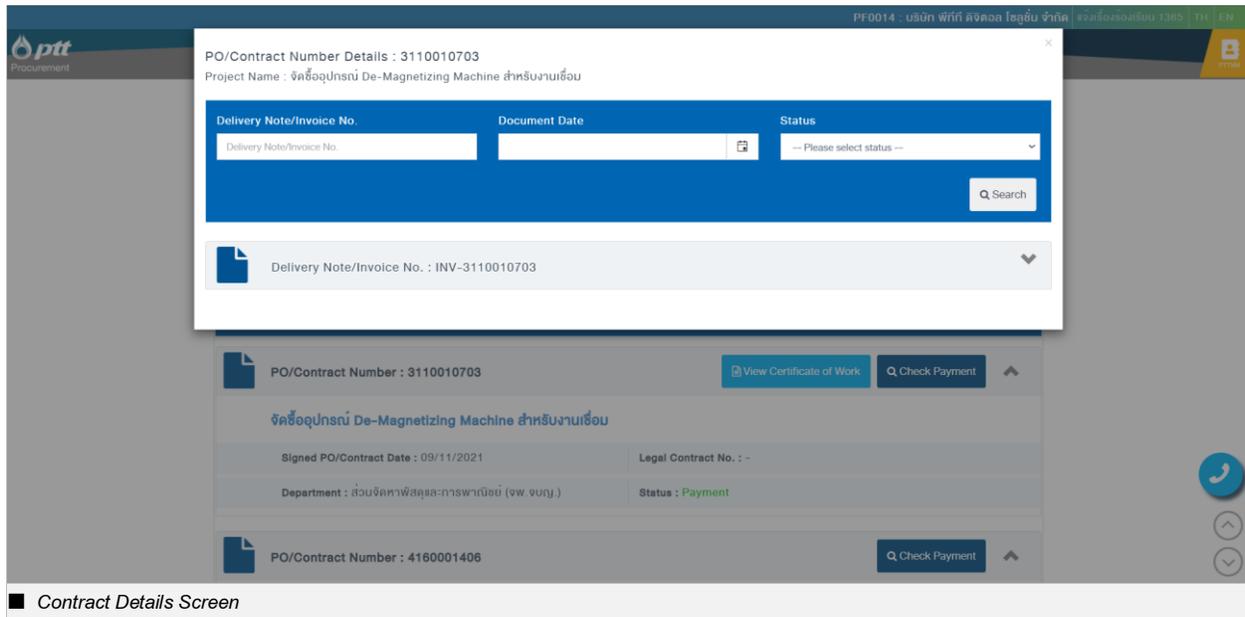
Field Name	Details
PO/Contract Number	Indicate a PO number, contract number, or Letter of Procurement Acceptance beginning with 31, 41, and 51.
Issued Year	Indicate the year that a PO, Contract, or Letter of Procurement Acceptance was signed.
Department	Indicate the procurement department, which might be more than one.

After Vendor has completed the search data and clicked the  button, the search results will be displayed as shown in the image.

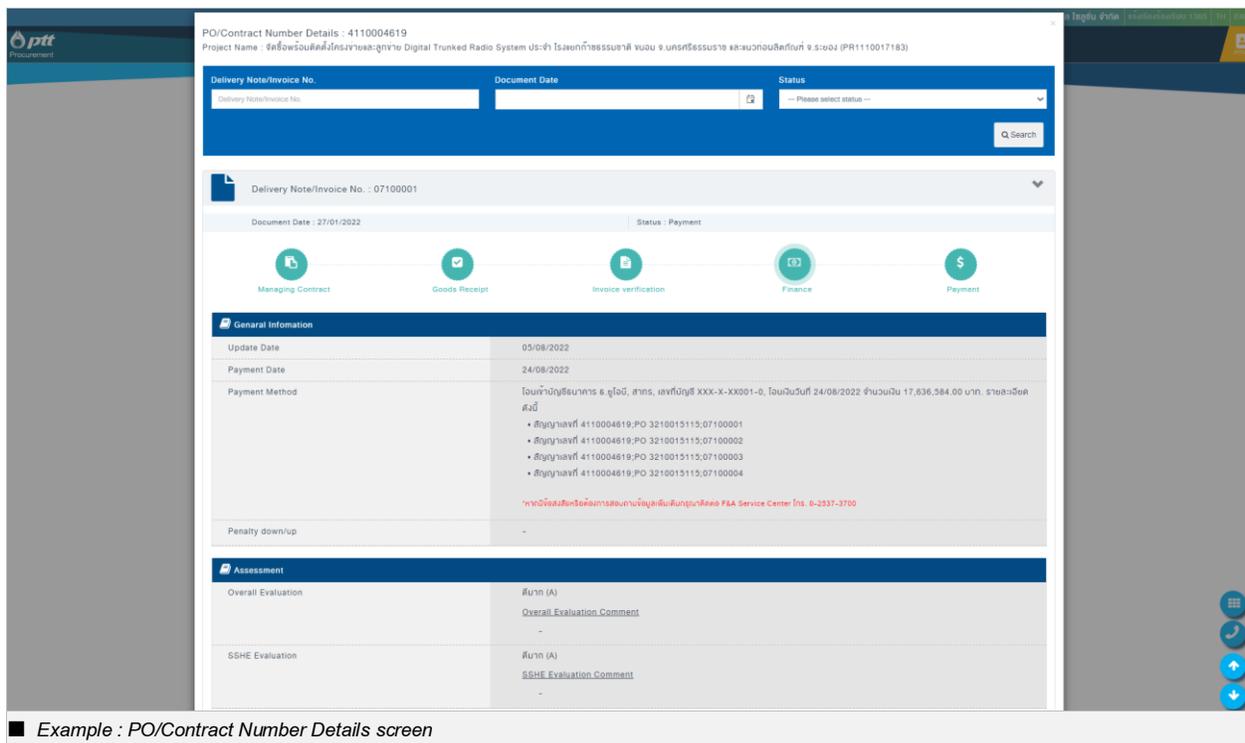


■ Contract list screen

Vendor can review contract details by clicking the  button, as illustrated in the image.

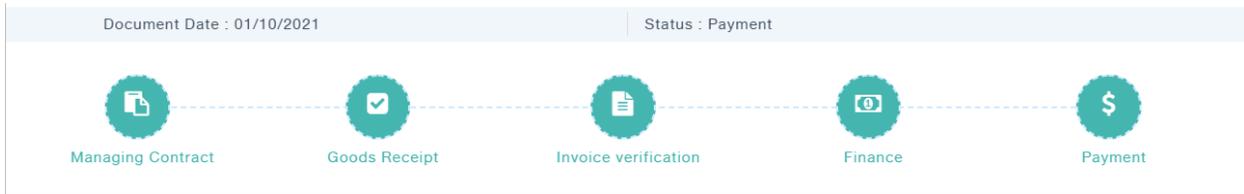


In the contract details screen, the system will display the "Delivery Note/Invoice No." and any invoices associated with the contract. If Vendor wants to view the details of each delivery note/invoice number, he or she may select the menu option , as illustrated.



On the Invoice status of procurement screen, the following information will be displayed.

- An invoice has 5 statuses as shown in the image



■ Example : Invoice status of procurement screen

Field Name	Details
Document Issue Date	Indicate the date an invoice was issued.
Status	<p>Indicates the status of the Delivery Note/Invoice No. When the status is complete, the status icon is green; when the status is in process, it is orange.</p> <p>There are five different statuses concerned with Delivery Note/Invoice No.</p> <ol style="list-style-type: none"> 1. <u>Managing Contracts</u> = This status indicates that Purchase Orders, Contracts, and Letters of Procurement Acceptance have been issued but not yet invoiced. 2. <u>Goods Receipt</u> = This status indicates that the Purchase Order has been invoiced and that the invoice or invoice receipt is now being reviewed. 3. <u>Invoice Verification</u> = This status indicates that the Purchase Order has been invoiced and that the accountant has reviewed the invoice or invoice receipt. 4. <u>Finance</u> = This status indicates that the Purchase Order has been invoiced and that finance has reviewed the invoice or invoice receipt. 5. <u>Payment</u> = PTT has already made the payment.

Remark: Statures of Invoice No./Delivery Slip No.

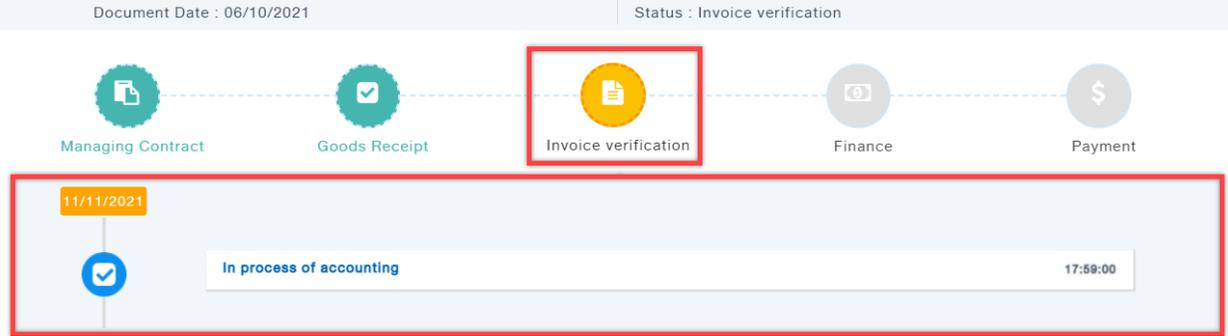
- --> Completed
- --> In process.
- --> Not yet implemented.

If the "Invoice Verification", "Finance", and "Payment" icons are green, Vendor may click the button to view additional details which can be divided into different payment methods as shown below.

➤ Transfer Payment Method

- Invoice Verification

Document Date : 06/10/2021 Status : Invoice verification



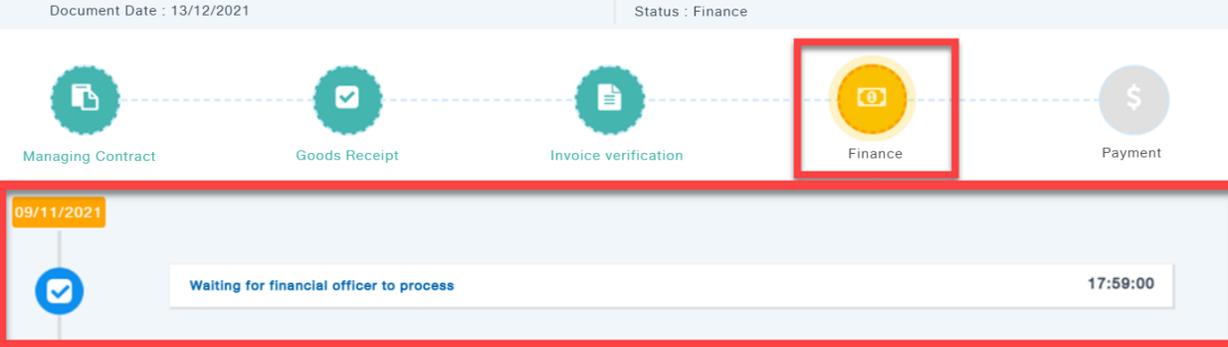
■ Example : Invoice status : Invoice Verification of procurement screen

Status	Definition
In Process of Accounting	The accountant is reviewing the invoice or invoice receipt.
The Sourcing Agency/User receives the invoice document back.	The accountant returned the invoice or invoice receipt to Procurement staff with a request for more document.
Waiting for more documentation from the buyer.	The Sourcing Agency/User requests that the supplementary document be reviewed by an accountant.

➤ Check Payment Method

- Finance

Document Date : 13/12/2021 Status : Finance



■ Example : Invoice status : Finance of procurement screen

Status	Definition
Waiting for financial officer to process	The invoice for payment is being reviewed

Status	Definition
The financial document has been approved	The document payment has been authorized
PTT has already made a payment	The payment has been made

➤ Check Payment Method

● Payment

Document Date : 01/10/2021
Status : Payment


Managing Contract


Goods Receipt


Invoice verification


Finance


Payment

09/10/2021



Status : Waiting for receiving cheque

■ Example : Invoice status : Payment of procurement screen

Status	Definition
Waiting for the cheque to receive	PTT has issued the cheque, but Vendor has not yet received it.
Cheque awaiting payment	Vendor receives the cheque but has not cashed it.
Cheque having been cashed	Vendor cashed the cheque and received the money

● General Information

 General Information	
Update Date	05/08/2022
Payment Date	24/08/2022
Payment Method	Bank transfer UOB, Sathorn, Account number XXX-X-XX001-0, Cheque Date 24/08/2022 Amount 17,636,584.00 Baht. details as follows <ul style="list-style-type: none"> Contract 4110004619;PO 3210015115;07100001 Contract 4110004619;PO 3210015115;07100002 Contract 4110004619;PO 3210015115;07100003 Contract 4110004619;PO 3210015115;07100004 <p style="color: red; font-size: x-small; margin-top: 5px;">*Should you have any queries, please do not hesitate to contact us F&A Service Center Ins. 0-2537-3700</p>
Penalty down/up	-

■ A screen example shows general information of a case of how to pay as a transfer.

General Information	
Update Date	15/09/2021
Payment Date	27/09/2021
Payment Method	Accepting cheque at the bank SCB, Ratchayothin, Cheque No.12153399, Cheque Date 27/09/2021 Amount 309,192.00 Baht. details as follows • Contract 4130003763;PO 3230035073;ENP0001/0269 *Should you have any queries, please do not hesitate to contact us F&A Service Center Tel. 0-2537-3700
Penalty down/up	-

■ Example of a screen showing general information of how to pay in cheques

Field Name	Details
Update Date	It indicates the date that the material/service has been approved by the Goods Inspection Committees.
Payment date	It indicates the payment date.
Payment Method	Indicate the payment methods (Transfer or Cheque) 1. Transfer Payment Method. <ul style="list-style-type: none"> - It provides information on the Vendor's account, as well as the bank and payment amount. 2. Cheque Payment Method <ul style="list-style-type: none"> - It includes information on the Vendor's account, the branch, the cheque number, and the date the cheque was issued.
Other fine payment	Additional fine payments, as well as late delivery, are shown.

● Vendor Evaluation Results

Assessment	
Overall Evaluation	ดีมาก (A) Overall Evaluation Comment -
SSHE Evaluation	ดี (B) SSHE Evaluation Comment -

■ For example, the screen shows the evaluation results

Field Name	Details
Overall Evaluation	Show the vendor's evaluation for the assigned project. If there is feedback, it will display in the section "Overall Evaluation."

Field Name	Details
SSHE Evaluation	Show the vendor's SSHE evaluation for the assigned project. If there is feedback, it will display in the section "Overall Evaluation."

The Delivery Note/Invoice No. can also be searched in the search box by the vendor.

Delivery Note/Invoice No.	Document Date	Status
<input style="width: 90%; border: none;" type="text" value="Delivery Note/Invoice No."/>	<input style="width: 90%; border: none;" type="text" value=""/>	<input style="width: 90%; border: none;" type="text" value="-- Please select status --"/>
<input style="border: none; background-color: white; color: #0070C0; padding: 5px 10px;" type="button" value="Search"/>		

■ *Example: Search Box Delivery Note/Invoice No.*

Field Name	Details
Delivery Note/Invoice No.	Indicate the number of the delivery note/invoice, the hand-over document and invoice.
Document date	Indicate the date of the delivery note/invoice, the hand-over document and invoice.
Status	Indicate the status of the delivery note/invoice, the hand-over document and invoice.

2 Registration as PTT Approved Vendor List (AVL)

Vendors applying for PTT AVL using the PTT Vendor Management System (PTTVM) must follow the following procedures.

- Vendor must register with PTTVM and create an account in order to access PTTVM (Please see section 2 of this manual for more information about PTTVM registration)
- Vendor must read and accept the PTT Supplier Sustainable Code of Conduct's terms and conditions (PTT SSCoC)
- Vendor must provide an online ESG Self-Assessment with a minimum score of 2.5.

2.1 How to Become a PTT AVL

Login to the PTTVM system by going to PTT Procurement Website with URL

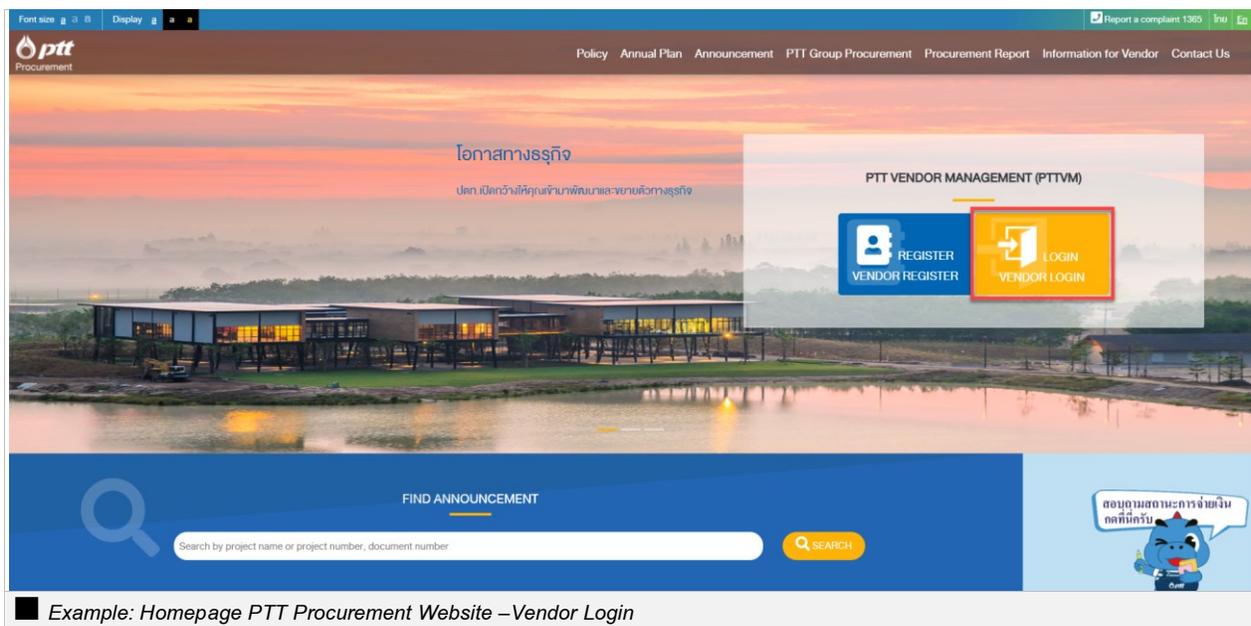
<https://procurement.pttplc.com> or directly to PTT Vendor Management Website with URL

<https://pttvm.pttplc.com/index.html#/app/signin> as shown in the two images below

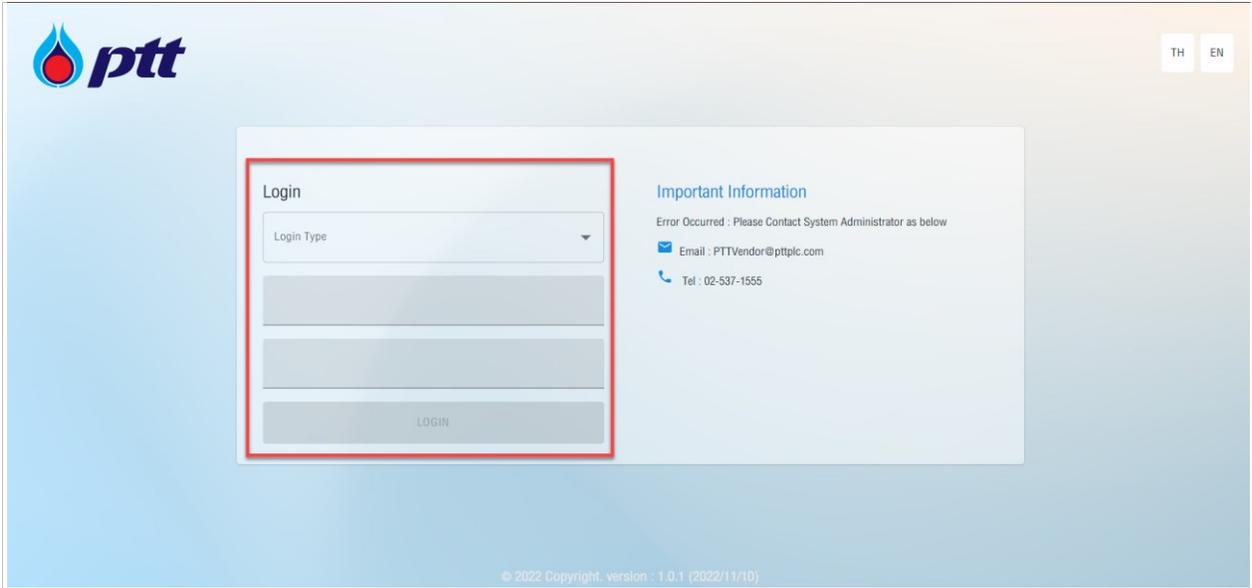
2.1.1 After successfully logging in, Vendor may access the PTTVM system through two methods by selecting the “PTT AVL Registration” menu option.

- Through the first method, Vendor may access PTT Procurement Website through the URL

<https://procurement.pttplc.com> and then click  button as shown in the image below

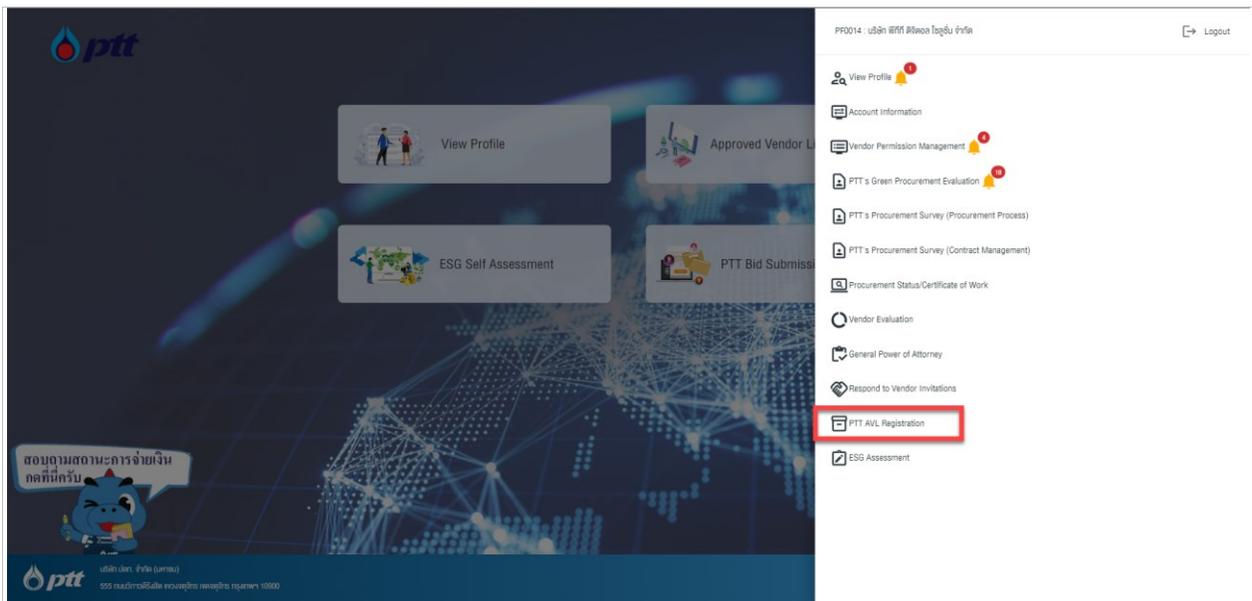


- The second method is via PTT Vendor Management (PTTVM), which may be accessed through the URL <https://pttvm.pttplc.com/index.html#/app/signin> . Please enter your Username and Password and then click the **Login** button



Example: Login PTT Vendor Management (PTTVM)

Select PTT AVL Registration menu option as shown on the right of the screen.

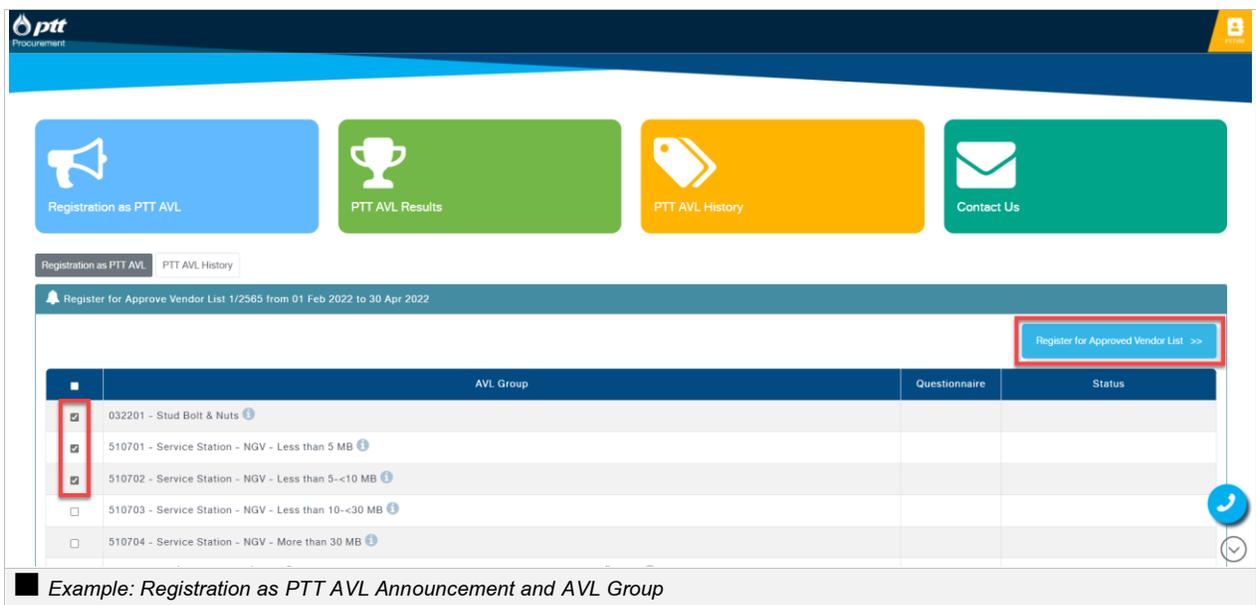


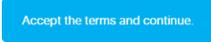
Example: PTT AVL Registration Menu

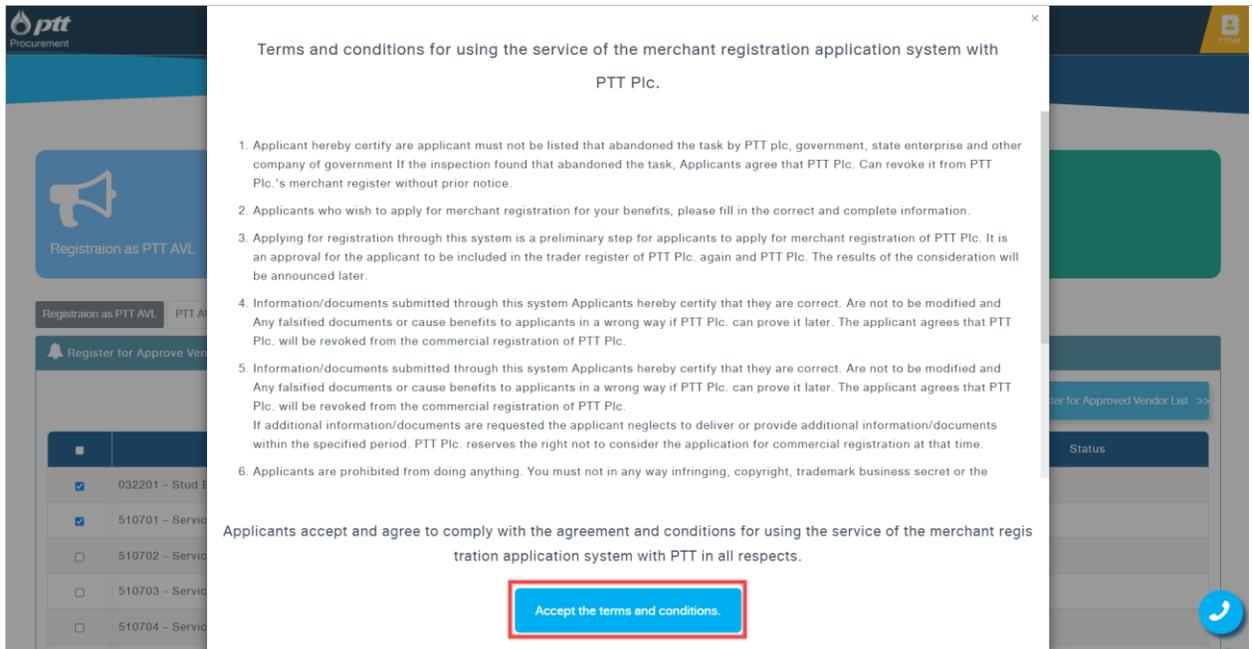
Remarks:

- Vendor may close the PTTVM menu by clicking  button.
- Or click  to show PTTVM menu.

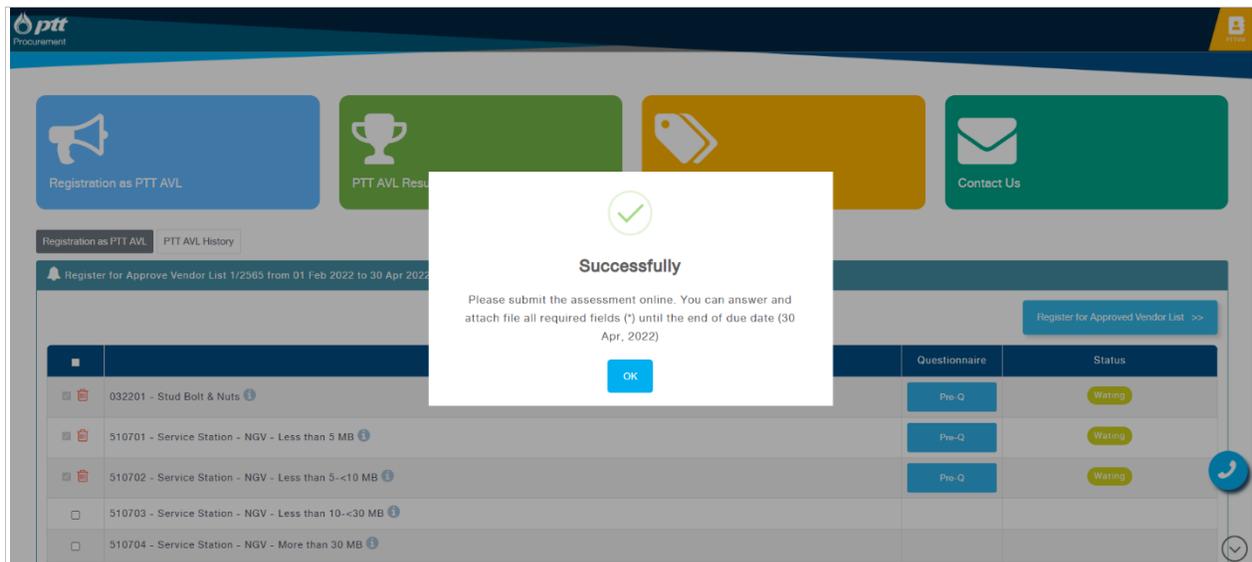
2.1.2 After Vendor selects the PTT AVL Registration menu, the system displays the "Registration as PTT AVL information" screen. Vendor then selects to the AVL group for which Vendor wants to register and clicks the  button as illustrated below.



After Vendor clicks the  button, a popup window with the SSCoC terms and conditions will appear. Vendor must read and accept the SSCoC terms and conditions by clicking the  button as illustrated below.



Example: Popup showing the terms and condition PTT Suppliers Sustainable Code of Conduct (SSCoC)



Example: Popup showing the registration for the AVL Group was successful.

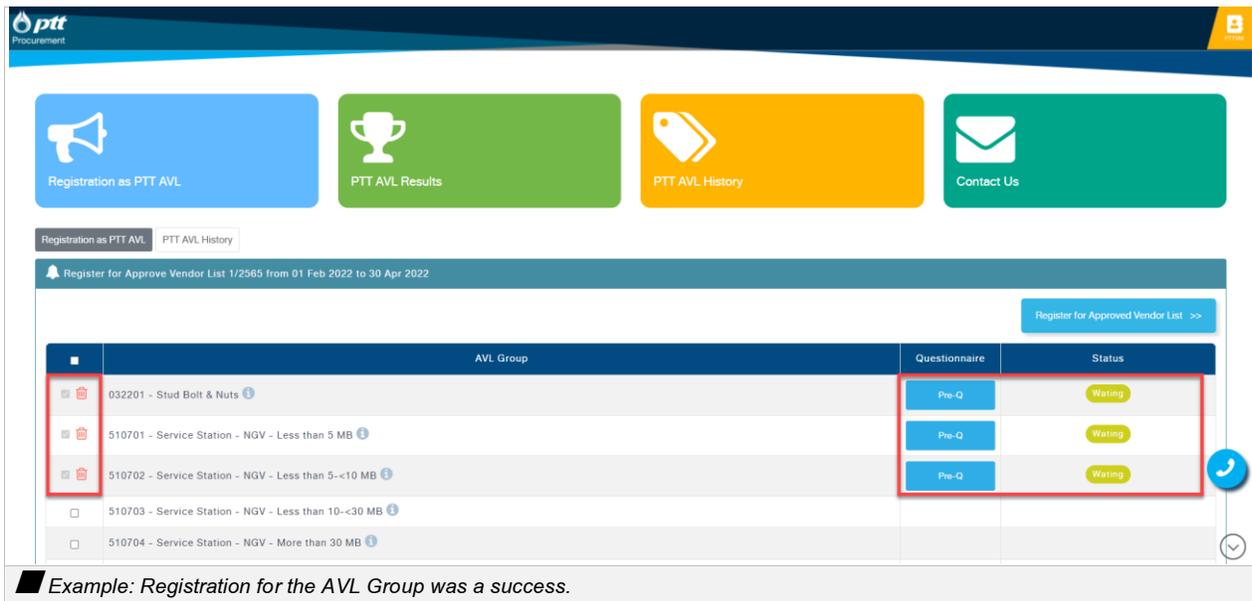
Remarks:

- In case Vendor accepts SSCoC's Terms and Conditions in an earlier version or has never accepted them, the popup window will show them.
(For further information about PTT SSCoC, see Section 12.2 of this manual.)

- In case Vendor has no ESG scores, the screen will show ESG Self-Assessment, in which Vendor must complete an ESG Self-Assessment Online with a minimum score of 2.5.

(For further information on the ESG Self-Assessment, see Section 12.3 of this manual.)

2.1.3 After Vendor has selected an AVL group and submitted an application for PTT AVL Registration, the system will display the "Pre-Q" button with a "Waiting status" for Vendor to review, as illustrated in the image below.



The screenshot shows the PTT Procurement system interface. At the top, there are four main navigation buttons: "Registration as PTT AVL" (blue), "PTT AVL Results" (green), "PTT AVL History" (orange), and "Contact Us" (teal). Below these is a sub-header for "Registration as PTT AVL" and "PTT AVL History". A notification banner reads "Register for Approve Vendor List 1/2565 from 01 Feb 2022 to 30 Apr 2022". A button "Register for Approved Vendor List >>" is visible in the top right of the table area.

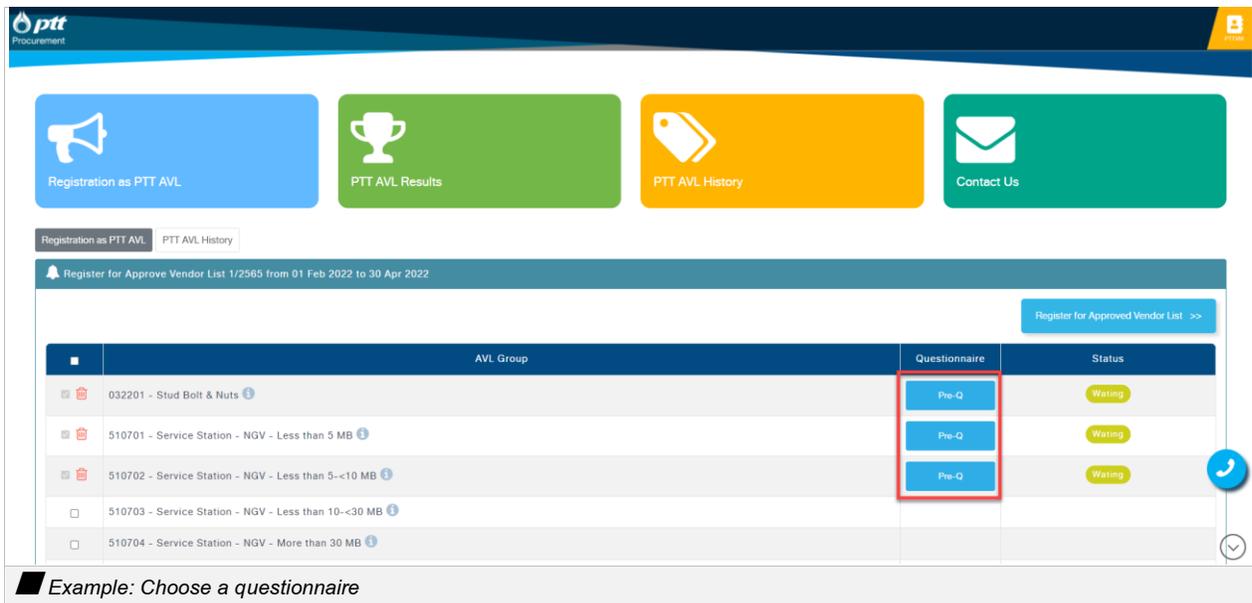
	AVL Group	Questionnaire	Status
<input checked="" type="checkbox"/>	032201 - Stud Bolt & Nuts ⓘ	Pre-Q	Waiting
<input checked="" type="checkbox"/>	510701 - Service Station - NGV - Less than 5 MB ⓘ	Pre-Q	Waiting
<input checked="" type="checkbox"/>	510702 - Service Station - NGV - Less than 5-<10 MB ⓘ	Pre-Q	Waiting
<input type="checkbox"/>	510703 - Service Station - NGV - Less than 10-<30 MB ⓘ		
<input type="checkbox"/>	510704 - Service Station - NGV - More than 30 MB ⓘ		

Example: Registration for the AVL Group was a success.

There are 6 statuses for PTT AVL Registration as follows;

Seq.	Status	Definition
1	Waiting	Vendor has submitted an application for PTT AVL registration and is awaiting the AVL's questionnaire.
2	Waiting for evaluation (Save Draft)	Vendor completed and saved responses to the AVL questionnaire.
3	Cancelling PTT AVL Registration	Vendor cancelled PTT AVL Registration prior to submitting the AVL assessment.
4	Revision and Editing	PTT has reviewed Vendor's registration and has requested that Vendor attach additional files.
5	Review and Consideration	PTT has reviewed Vendor's registration.
6	Evaluation Result (PASS/NOT PASS)	PTT has verified your registration and declared whether Vendor's assessment result "PASS" or "NOT PASS."

2.1.4 Vendor may respond to the questionnaire on this screen by clicking the  button as illustrated.



The screenshot shows the PTT Procurement system interface. At the top, there are four main navigation buttons: 'Registration as PTT AVL' (blue), 'PTT AVL Results' (green), 'PTT AVL History' (orange), and 'Contact Us' (teal). Below these, there are tabs for 'Registration as PTT AVL' and 'PTT AVL History'. A notification banner reads 'Register for Approve Vendor List 1/2565 from 01 Feb 2022 to 30 Apr 2022'. The main content area is a table with columns for 'AVL Group', 'Questionnaire', and 'Status'. The table lists several AVL groups, with the 'Questionnaire' column containing 'Pre-Q' buttons. The 'Status' column shows 'Waiting' for each entry. A red box highlights the 'Pre-Q' button for the first entry, '032201 - Stud Bolt & Nuts'. A blue chat icon is visible in the bottom right corner.

Example: Choose a questionnaire

The system will then display the assessment questionnaire as shown in the image.

The screenshot shows a web-based assessment form titled "ESG Assessment" for "Vendors Assessment Form PQ-510701". The form is for a "Service Station - NGV - Less than 5 MB". It includes a purpose/explanation section and a list of six questions (1.1 to 1.6) related to VAT registration, company registration, and financial statements. Each question has radio button options for "Yes" (มี) and "No" (ไม่มี). The form also includes a page indicator (Page 1 of 6) and navigation buttons (EXIT, DRAFT, NEXT).

ESG Assessment

Vendors Assessment Form PQ-510701
PQ-510701 Service Station - NGV - Less than 5 MB

Purpose/Explanation
ผู้ค้าที่จะมีสิทธิ์ได้รับการพิจารณาขึ้นทะเบียนผู้ค้าของ ปตท. จะต้องผ่านเกณฑ์การประเมิน ดังนี้
1. ยื่นเอกสารประกอบการพิจารณาคุณสมบัติถูกต้องครบถ้วน และตรวจสอบได้เท่านั้น
2. ผ่านการประเมินด้านการดำเนินงาน
3. ผ่านการประเมินด้านแนวทางการปฏิบัติงานอย่างยั่งยืนของผู้ค้า
4. ผ่าน minimum requirement ของแต่ละกลุ่มงาน
5. มีคุณสมบัติตรงตามที่กลุ่มงานกำหนด
6. อื่นๆ ตามดุลยพินิจของคณะกรรมการคัดเลือกผู้ค้า ปตท.

Total number of questionnaires 27 Questions, 6 Pages
Page 1

Section 1

1.1 หนังสือจดทะเบียนภาษีมูลค่าเพิ่ม (Certificate of VAT Registration) *Minimum Requirement

มี
 ไม่มี

1.2 หนังสือรับรองการจดทะเบียนของกรมพัฒนาธุรกิจการค้า กระทรวงพาณิชย์ *Minimum Requirement

มี
 ไม่มี

1.3 มีวัตถุประสงค์ในการประกอบกิจการเกี่ยวกับงานก่อสร้างหรืองานโยธา *Minimum Requirement

มี
 ไม่มี

1.4 งบการเงินฉบับที่แสดงต่อกระทรวงพาณิชย์ ย้อนหลัง 1 ปี *Minimum Requirement

มี
 ไม่มี

1.5 ในช่วง 3 ปีที่ผ่านมา เคยมีผลงานใน การก่อสร้างหรือปรับปรุงอาคารหรืองานโยธานในสถานบริการน้ำมัน/ NGV/คลังน้ำมัน/คลังปิโตรเลียม ให้แก่หน่วยงานราชการ/เอกชน มูลค่า 2 ล้านบาทขึ้นไปต่อสัญญา (ไม่รวมถึง ผลงานสัญญาแบบ Contingency Contract) *Minimum Requirement

มี
 ไม่มี

หมายเหตุเพิ่มเติม (ถ้ามี)

1.6 เงินทุนจดทะเบียนที่ชำระแล้ว 1 ล้านบาท ขึ้นไป *Minimum Requirement

มี
 ไม่มี

Page 1 Total 6 Pages

EXIT DRAFT NEXT

Example: Pre-Q questionnaire (TH version)

Vendor may click the button **DRAFT** to save the draft Pre-Q questionnaire as shown in the image.

ESG Assessment

Vendors Assessment Form PQ-510701
PQ-510701 Service Station - NGV - Less than 5 MB

Purpose/Explanation
ผู้ค้าที่จะมีสิทธิได้รับการพิจารณาขึ้นทะเบียนผู้ค้าของ ปตท. จะต้องนำแบบการประเมินประเมิน ดังนี้

- ยื่นเอกสารประกอบการพิจารณาคุณสมบัติผู้ค้าที่ถูกต้อง ครบถ้วน และตรวจสอบได้เท่านั้น
- ผ่านการประเมินด้านการดำเนินงาน
- ผ่านการประเมินด้านแนวทางการปฏิบัติงานที่ยั่งยืนของผู้ค้า
- ผ่าน minimum requirement ของแต่ละกลุ่มงาน
- มีคุณสมบัติตรงตามที่กลุ่มงานกำหนด
- อื่นๆ ตามคู่มือปฏิบัติงานคณะกรรมการคัดเลือกผู้ค้า ปตท.

Total number of questionnaires 27 Questions, 6 Pages Page 1

Section 1

1.1 หนังสือจดทะเบียนภาษีมูลค่าเพิ่ม (Certificate of VAT Registration) *Minimum Requirement

มี

เอกสารสำหรับตัวเลือก

1. สำเนาหนังสือจดทะเบียนภาษีมูลค่าเพิ่ม (น.พ.20) ผู้มีอำนาจลงนามผูกพันบริษัท หรือห้างหุ้นส่วนจะ: ต้องลงลายมือชื่อรับรองสำเนาถูกต้อง และ: กับตรา (ถ้ามี) ของบริษัท หรือห้างหุ้นส่วนด้วย

Attachment (Force attachment) **Upload**

- Can upload more than one file.
- Only .jpg,.jpeg,.png,.pdf files can be uploaded.
- The file size does not exceed 10MB.

No.	File	Status
1	nw_20.pdf	Considor

ไม่มี

1.2 หนังสือขอการจดทะเบียนของกรมพัฒนาธุรกิจการค้า กระทรวงพาณิชย์ *Minimum Requirement

มี

ไม่มี

1.3 มีวัตถุประสงค์ในการประกอบกิจการเกี่ยวกับงานก่อสร้างหรืองานโยธา *Minimum Requirement

มี

ไม่มี

1.4 งบการเงินตามที่แสดงต่อกระทรวงพาณิชย์ ย้อนหลัง 1 ปี *Minimum Requirement

มี

ไม่มี

1.5 ในช่วง 3 ปีที่ผ่านมา เคยมีผลงานใน การก่อสร้างหรือปรับปรุงอาคารหรืองานโยธาในสถานบริการน้ำมัน/ NGV/คลังน้ำมัน/คลังปิโตรเลียม ใต้ที่หน่วยงานราชการ/เอกชน มูลค่า 2 ล้านบาทขึ้นไปต่อสัญญา (ไม่รวมถึง ผลงานสัญญาแบบ Contingency Contract) *Minimum Requirement

มี

ไม่มี

Additional notes (if any)

1.6 ใญ่บุคคลที่เชื่อมโยงที่ชำระแล้ว 1 ล้านบาท ขึ้นไป *Minimum Requirement

มี

ไม่มี

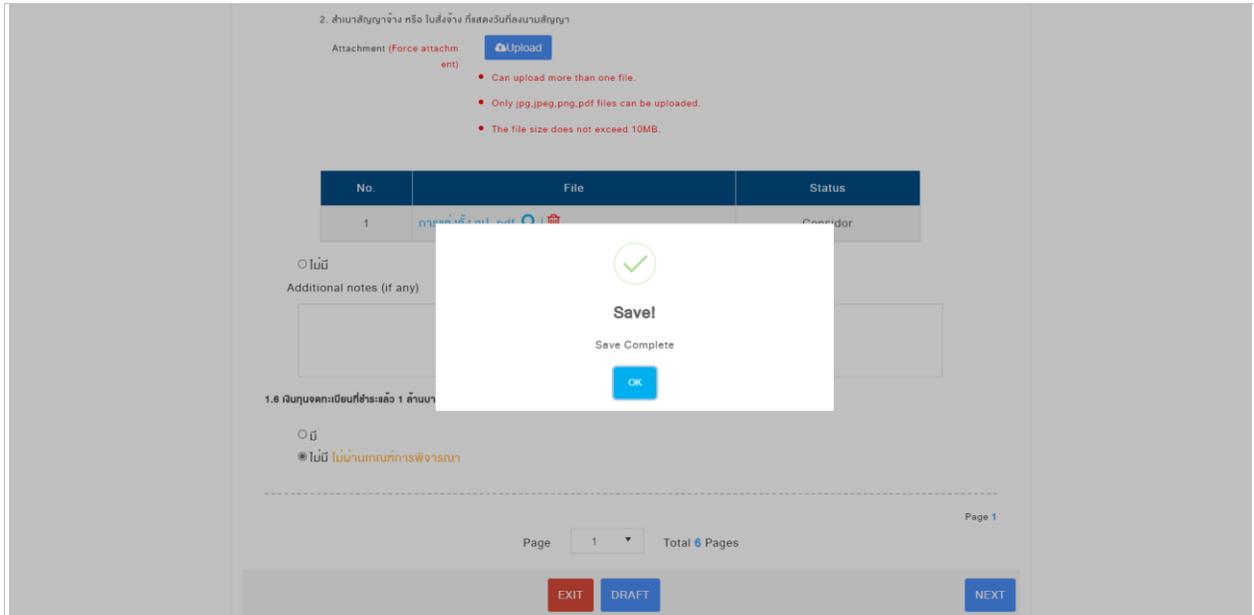
Page 1

Page Total 6 Pages

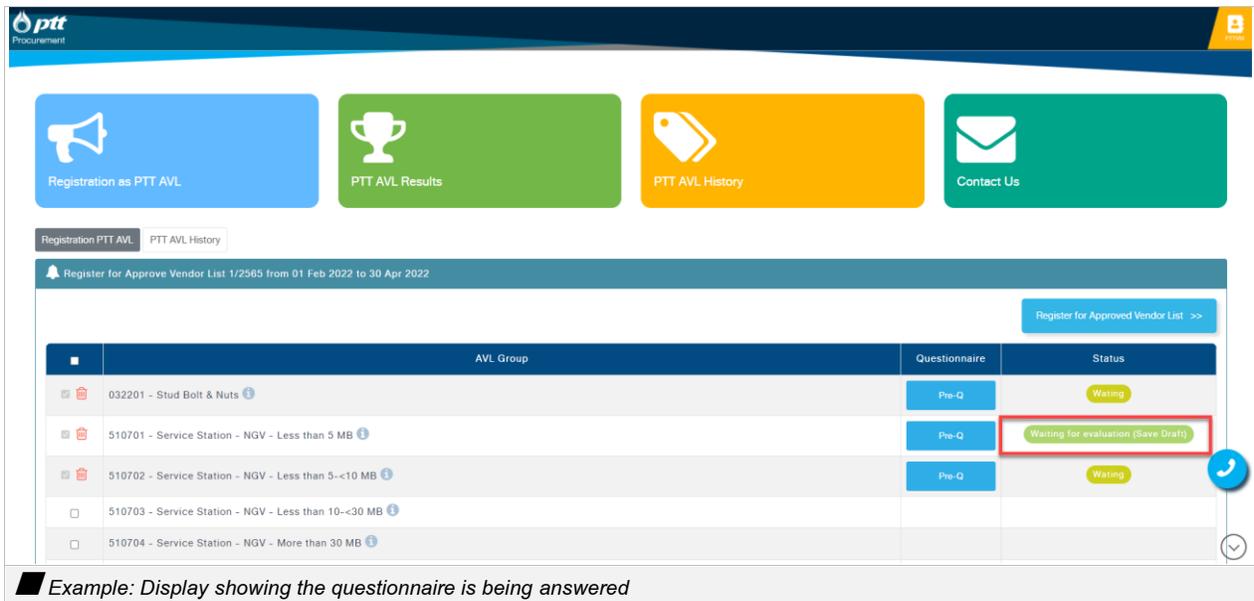
EXIT **DRAFT** **NEXT**

Example: How to save pre-Q questionnaire (TH version)

When Vendor clicks the **DRAFT** button, a popup message notifies that the responses and attached file have been saved.



Example: Popup showing success in saving draft



Example: Display showing the questionnaire is being answered

Once Vendor has completed all mandatory fields in the questionnaire, please click the  button as shown in the image and wait for PTT to evaluate your questionnaire.

ESG Assessment

Vendors Assessment Form PQ-510701
 PQ-510701 Service Station - NGV - Less than 5 MB

Purpose/Explanation
 ผู้ค้าที่จะมีสิทธิ์ได้รับการพิจารณาขึ้นทะเบียนผู้ค้าของ ปตท. จะต้องผ่านเกณฑ์การประเมิน ดังนี้

1. ยื่นเอกสารประกอบการพิจารณาคุณสมบัติถูกต้องครบถ้วน และตรวจสอบได้เท่านั้น
2. ผ่านการประเมินด้านการดำเนินงาน
3. ผ่านการประเมินด้านแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า
4. ผ่าน minimum requirement ของแต่ละกลุ่มงาน
5. มีคุณสมบัติตรงตามที่กลุ่มงานกำหนด
6. อื่นๆ ตามดุลยพินิจของคณะกรรมการคัดเลือกผู้ค้า ปตท.

Total number of questionnaires 27 Questions, 6 Pages Page 6

Section 6

6.1 บริษัทของท่านมีการดำเนินการจัดการ สิ่งแวดล้อมตลอดวงจรชีวิตของผลิตภัณฑ์/บริการ ใช่หรือไม่ *Minimum Requirement

ใช่
 ไม่ใช่
 ไม่เกี่ยวข้อง

6.2 บริษัทของท่านมีการดำเนินการจัดการ ของเสียและของเสียอันตราย ใช่หรือไม่ *Minimum Requirement

ใช่
 ไม่ใช่
 ไม่เกี่ยวข้อง

6.3 บริษัทของท่านมีการดำเนินการจัดการ น้ำทิ้งก่อนปล่อยออกสู่ภายนอกใช่หรือไม่ *Minimum Requirement

ใช่
 ไม่ใช่
 ไม่เกี่ยวข้อง

6.4 บริษัทของท่านมีการดำเนินการจัดการก๊าซเรือนกระจกก่อนปล่อยออกสู่ภายนอกใช่หรือไม่ *Minimum Requirement

ใช่
 ไม่ใช่
 ไม่เกี่ยวข้อง

6.5 บริษัทของท่านมีมาตรการป้องกันสารเคมีรั่วไหลสู่ดิน หรือแหล่งน้ำข้างเคียงใช่หรือไม่ *Minimum Requirement

ใช่
 ไม่ใช่
 ไม่เกี่ยวข้อง

Page 6

Page

6 ▼

Total 6 Pages

PREVIOUS

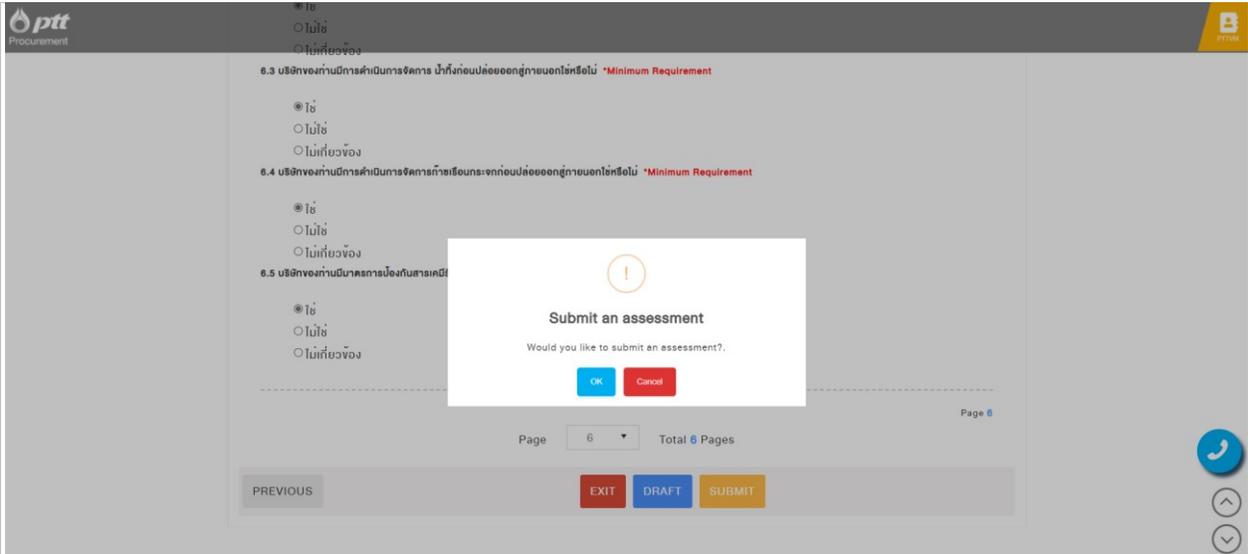
EXIT

DRAFT

SUBMIT

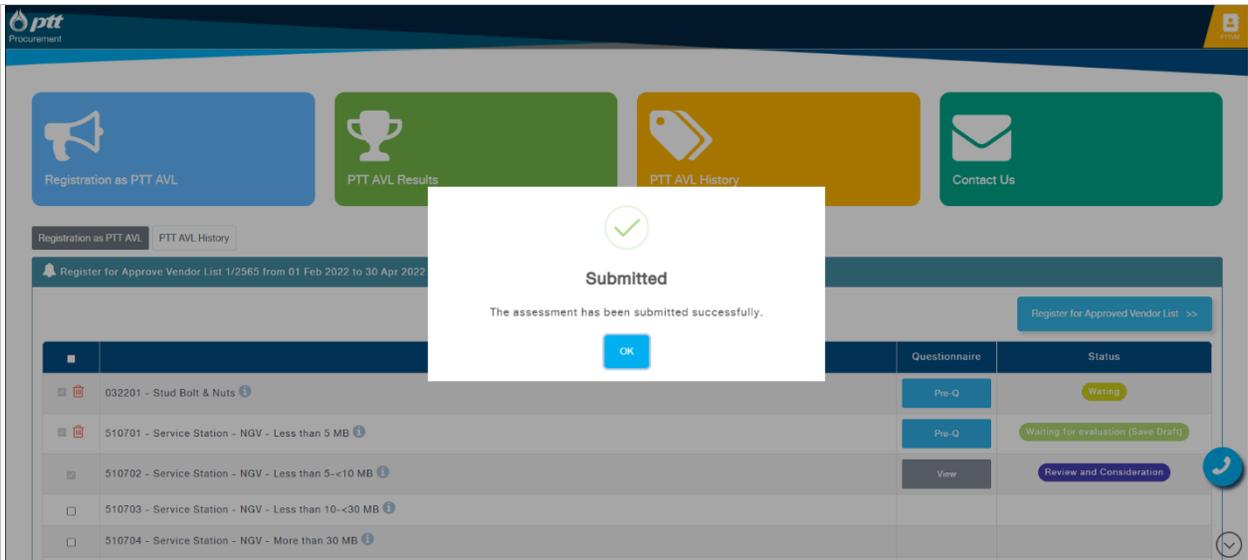
 Example: Pre-Q questionnaire – the last page (TH version)

The system will then show a popup window requesting confirmation that Vendor wants to submit the AVL questionnaire. Kindly confirm by clicking the **SUBMIT** button as shown in the image.



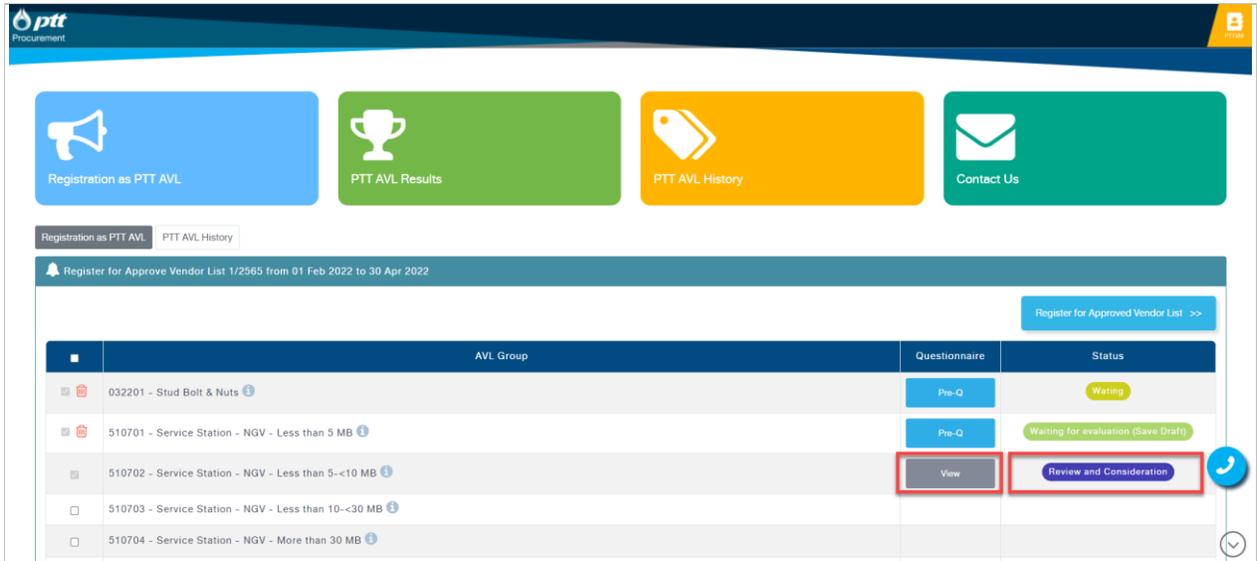
Example: Popup showing Confirmation (TH version)

Remark: Please click the “CANCEL” button if you are not ready to submit the AVL’s questionnaire.



Example: Popup showing the questionnaire being submitted successfully

When Vendor has completed submitted the AVL questionnaire, the system will display the  button and the status will be "Review and Consideration" in the AVL's screen, as shown in the image.



The screenshot shows the PTT Procurement system interface. At the top, there are four main action buttons: "Registration as PTT AVL" (blue), "PTT AVL Results" (green), "PTT AVL History" (orange), and "Contact Us" (teal). Below these is a navigation bar with "Registration as PTT AVL" and "PTT AVL History" tabs. A notification banner reads "Register for Approve Vendor List 1/2585 from 01 Feb 2022 to 30 Apr 2022" with a "Register for Approved Vendor List >>" button. The main content is a table with columns: "AVL Group", "Questionnaire", and "Status".

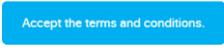
AVL Group	Questionnaire	Status
<input checked="" type="checkbox"/> 032201 - Stud Bolt & Nuts ⓘ	Pre-Q	Waiting
<input checked="" type="checkbox"/> 510701 - Service Station - NGV - Less than 5 MB ⓘ	Pre-Q	Waiting for evaluation (Save Draft)
<input checked="" type="checkbox"/> 510702 - Service Station - NGV - Less than 5-<10 MB ⓘ	View	Review and Consideration
<input type="checkbox"/> 510703 - Service Station - NGV - Less than 10-<30 MB ⓘ		
<input type="checkbox"/> 510704 - Service Station - NGV - More than 30 MB ⓘ		

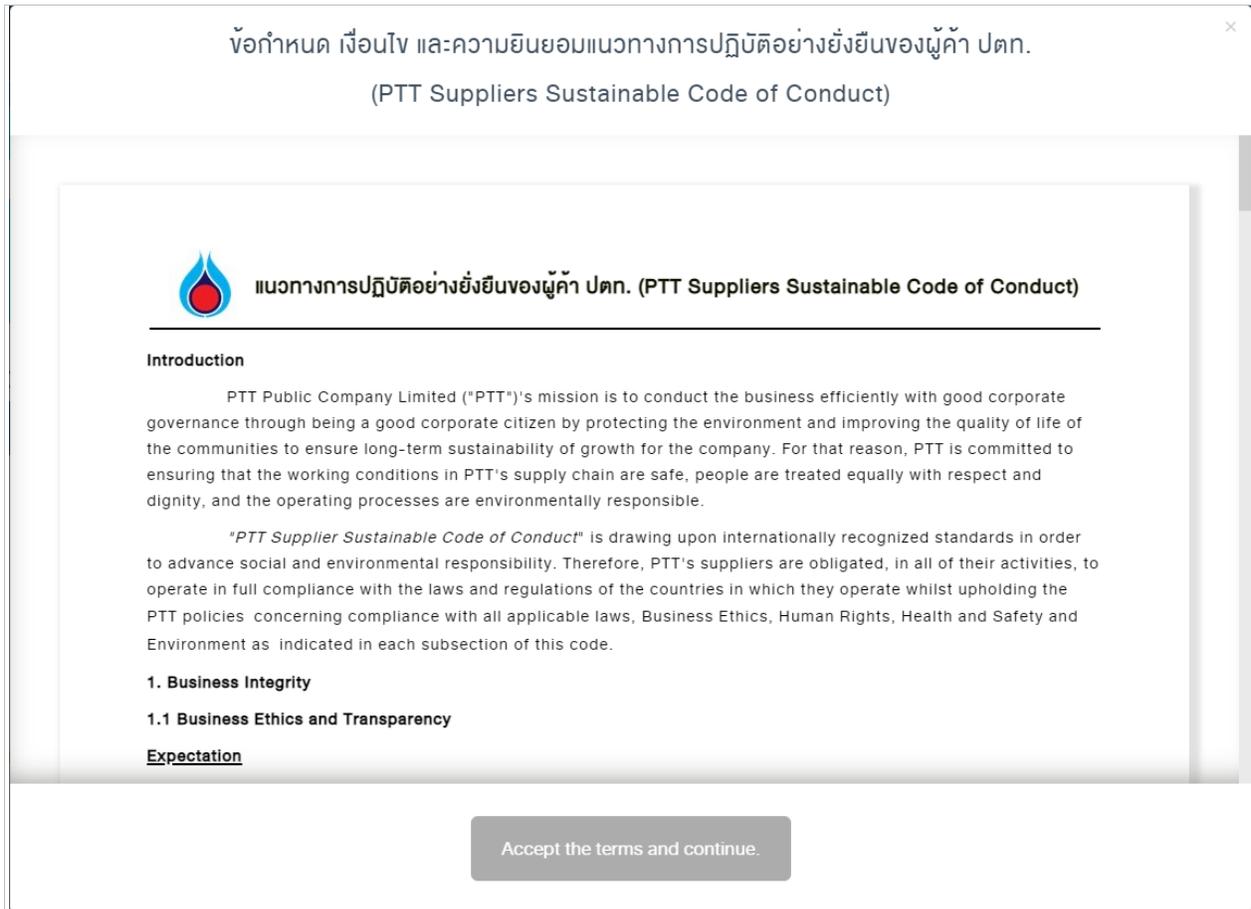
The "View" button and "Review and Consideration" status for the 510702 entry are highlighted with red boxes. A blue chat bubble icon is visible on the right side of the table.

Example: Screen Showing "Review and Consideration" Status

2.2 How to Accept PTT Supplier Sustainable Code of Conduct (SSCoC)

Vendor must read and accept the SSCoC's Terms and Conditions prior to taking any action on PTTVM. The screen will display a popup window with information on the SSCoC. Vendor may continue by clicking the

 button or shut the window by clicking the "X" as shown in the image.



Example: Popup showing the Term and Conditions with SSCoC details

Remark:

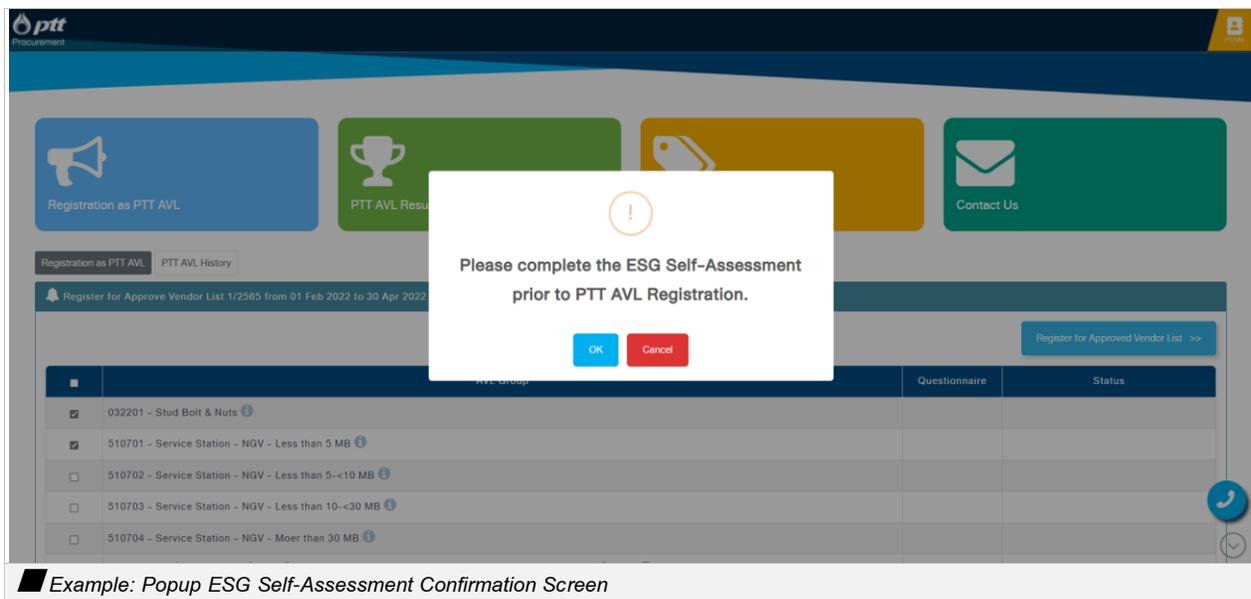
- Vendor that has already accepted the SSCoC's current Terms and Conditions is not obliged to do so again.
- Vendor that refuses to accept the current SSCoC Terms and Conditions will be denied registration with PTT AVL.

2.3 How to submit ESG Self - Assessment

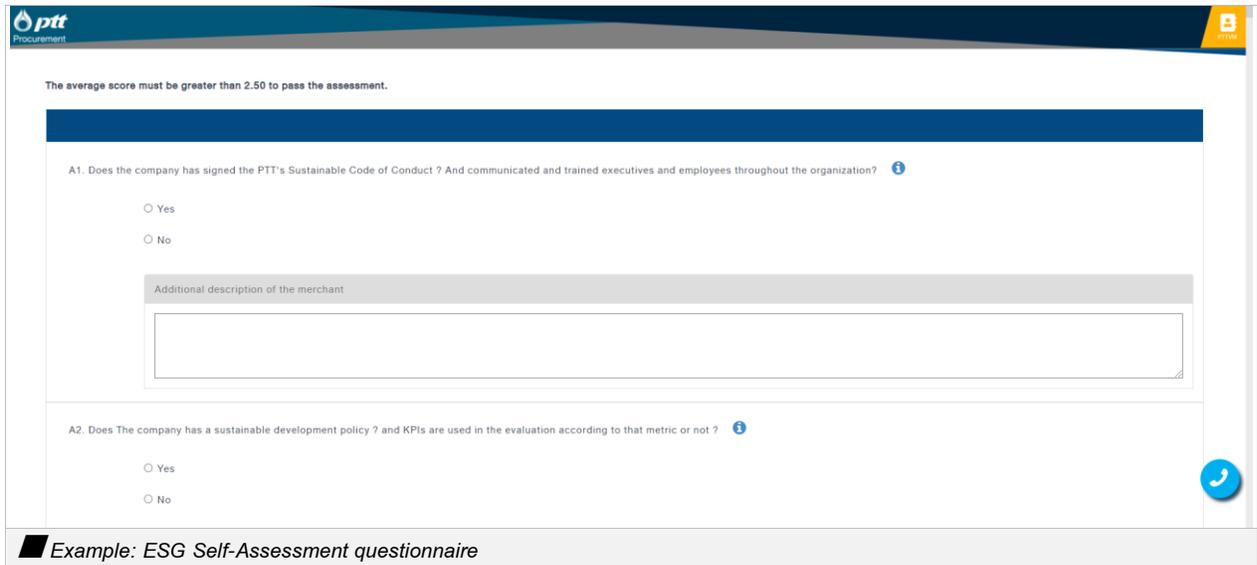
The ESG questionnaire is divided into four sections: business integrity, corporate social responsibility, safety, and environmental management. Vendor interested in applying for PTT AVL must complete an ESG Self-Assessment with a minimum score of 2.5.

2.3.1 Case 1: For Vendor with a score of less than 2.5 on the ESG Self-Assessment or with no score at all on the ESG Self-Assessment

When Vendor clicks the "Register for Approved Vendor List" button, a popup message appears requesting that Vendor complete the ESG Self-Assessment prior to PTT AVL Registration as shown in the image.



To proceed, click the  button. The system will then display the ESG Self-Assessment screen as shown in the image.



The average score must be greater than 2.50 to pass the assessment.

A1. Does the company has signed the PTT's Sustainable Code of Conduct ? And communicated and trained executives and employees throughout the organization? ⓘ

Yes

No

Additional description of the merchant

A2. Does the company has a sustainable development policy ? and KPIs are used in the evaluation according to that metric or not ? ⓘ

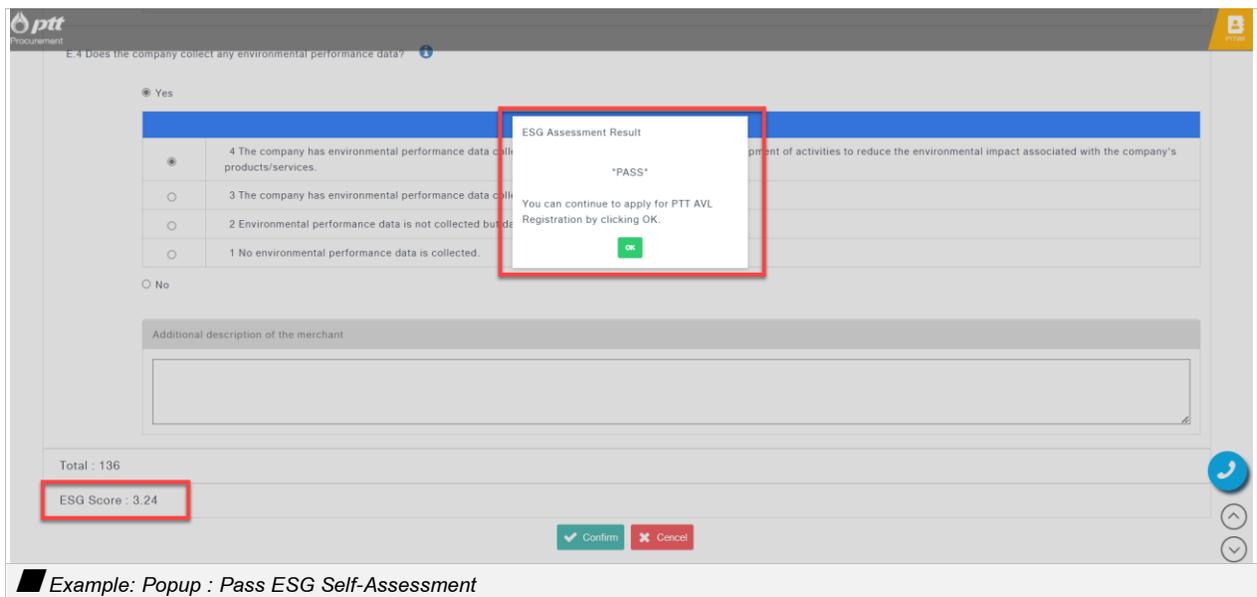
Yes

No

Example: ESG Self-Assessment questionnaire

After the vendor has completed the ESG Self-Assessment questionnaire, click the  button. The system will display a popup window of the ESG Self-Assessment evaluation in which there are two possible outcomes.

- If Vendor "PASS" the Criteria and has a score more than 2.5, the system will display a popup window notifying Vendor that "Vendor may apply for "PTT AVL Registration" After that, click the  button to apply for PTT AVL Registration.



E.4 Does the company collect any environmental performance data? ⓘ

Yes

4 The company has environmental performance data collection and reporting of activities to reduce the environmental impact associated with the company's products/services.

3 The company has environmental performance data collection and reporting of activities to reduce the environmental impact associated with the company's products/services.

2 Environmental performance data is not collected but the company has a plan to collect it.

1 No environmental performance data is collected.

No

Additional description of the merchant

Total : 136

ESG Score : 3.24

ESG Assessment Result

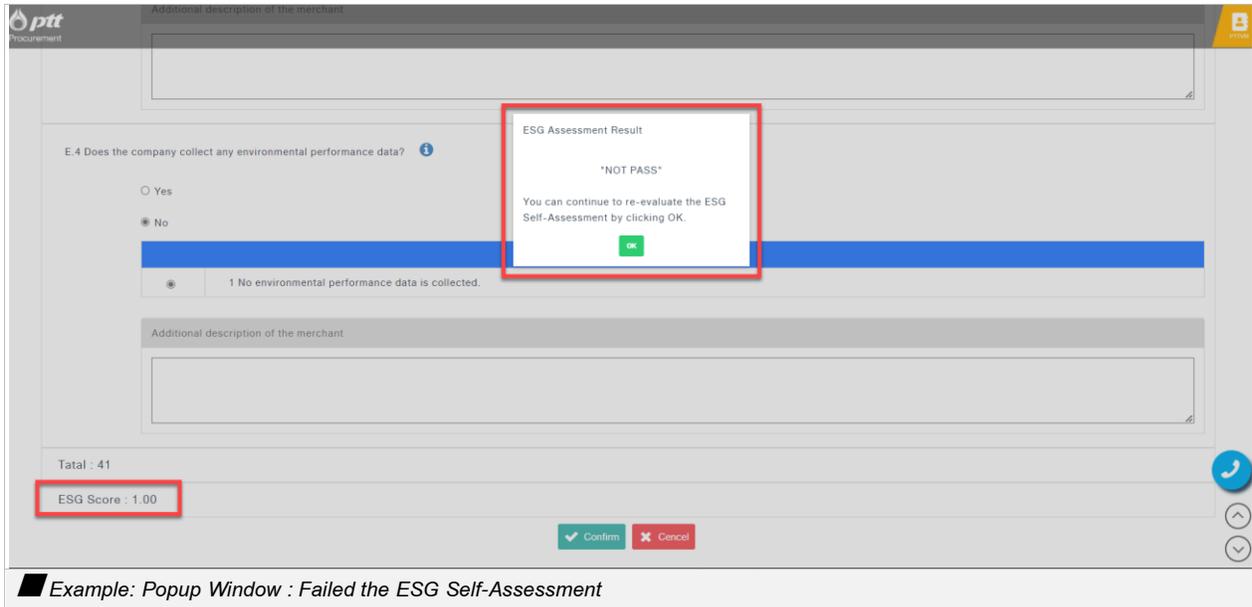
PASS

You can continue to apply for PTT AVL Registration by clicking OK.

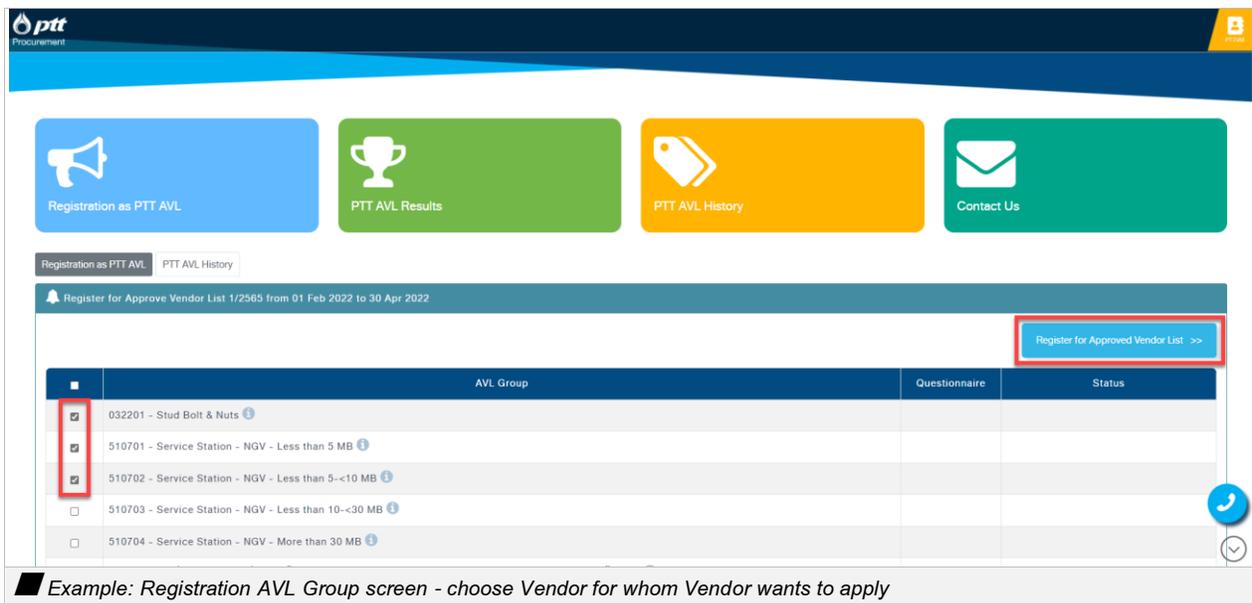
Confirm **Cancel**

Example: Popup : Pass ESG Self-Assessment

➤ If Vendor do "NOT PASS" the criteria, the system will display a popup window notifying Vendor that the ESG Self-Assessment did not pass, followed by a button  to re-evaluate the ESG Self-Assessment questionnaire.

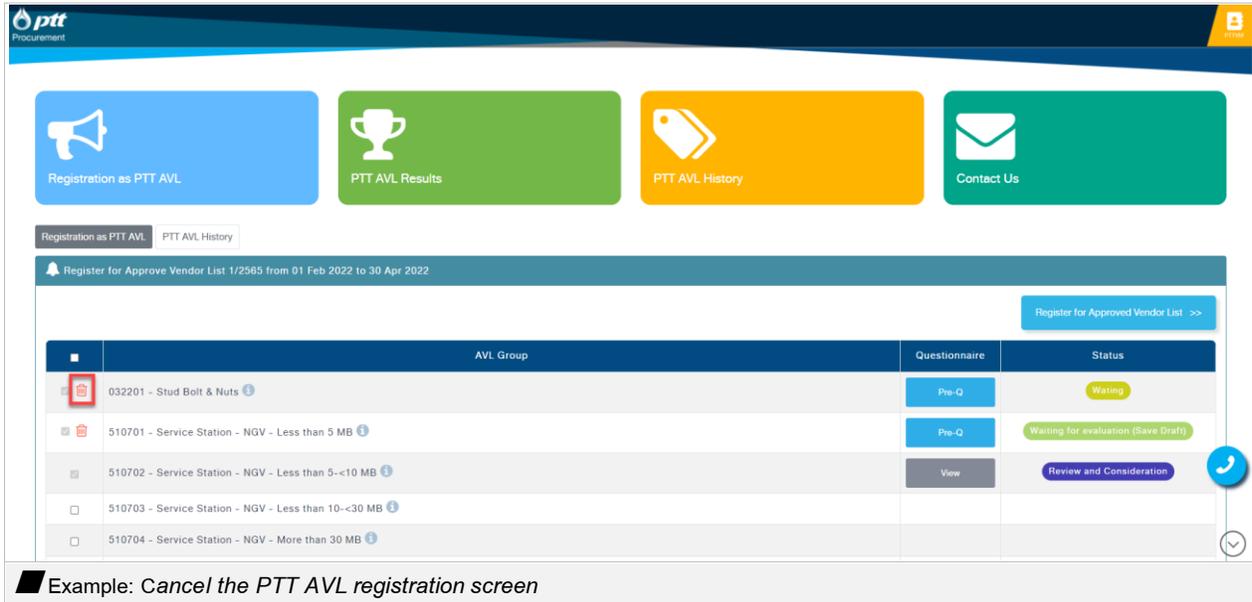


2.3.2 Case 2: for vendors with an ESG score of more than 2.5, vendor can apply for PTT AVL Registration Vendor having an ESG score more than 2.5 may apply for PTT AVL Registration by selecting the appropriate AVL group and clicking the  button as shown in the image.

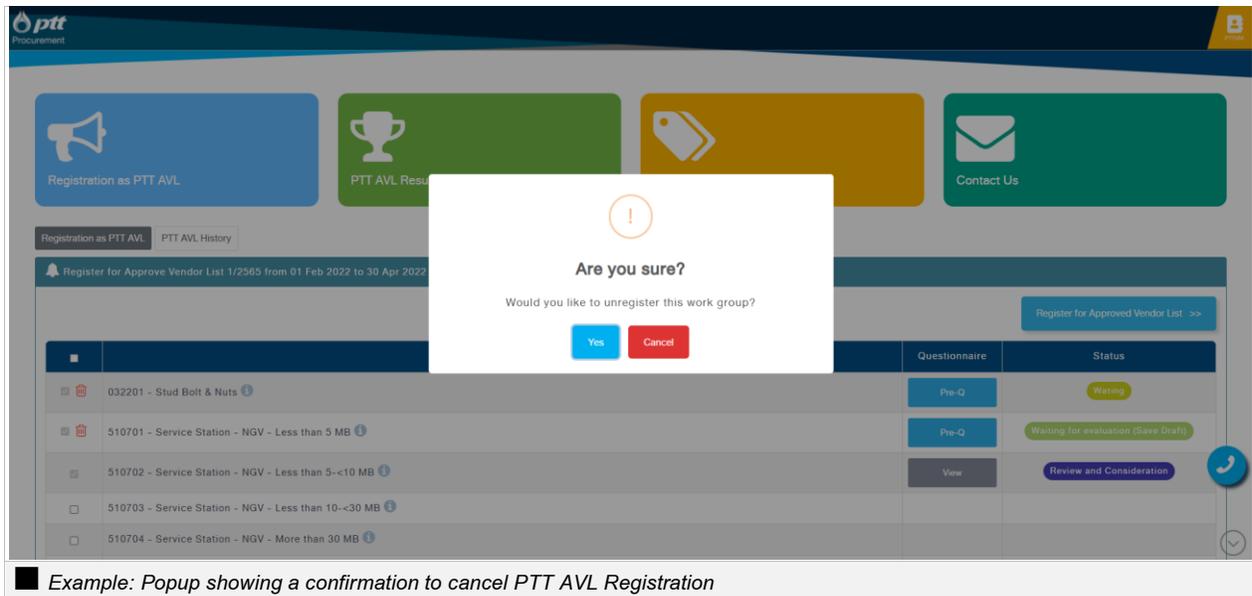


2.4 How to Cancel a PTT AVL Registration

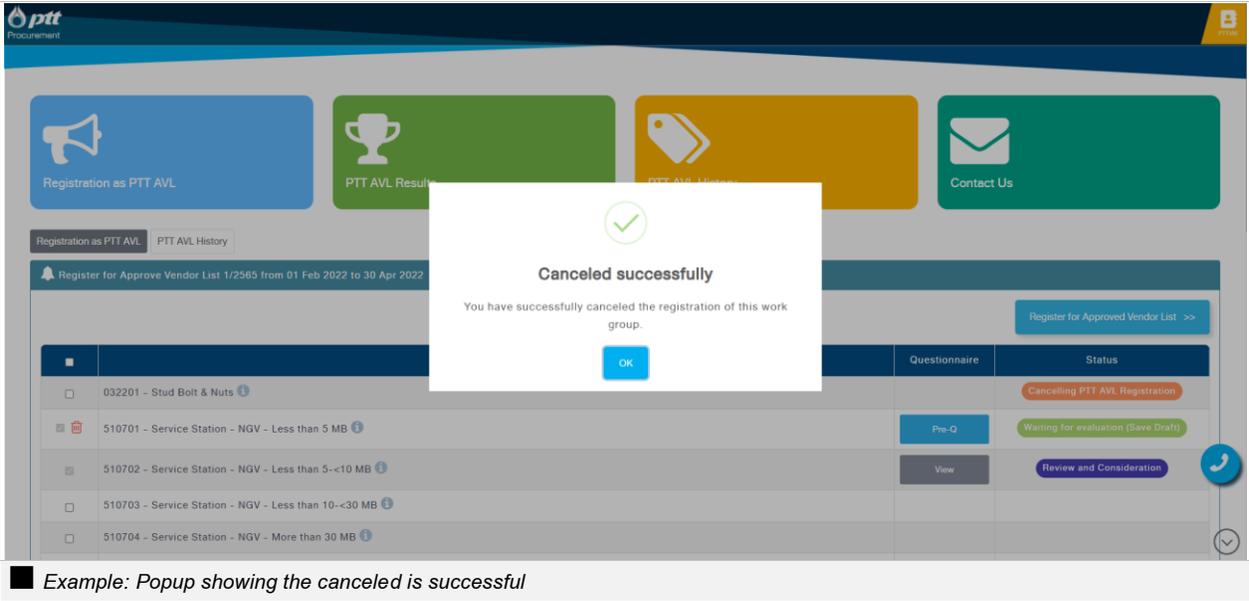
Vendor that has registered for PTT AVL Registration but has not yet submitted their request to PTT may cancel their application by pressing the "TRASH"  button, as shown in the image.



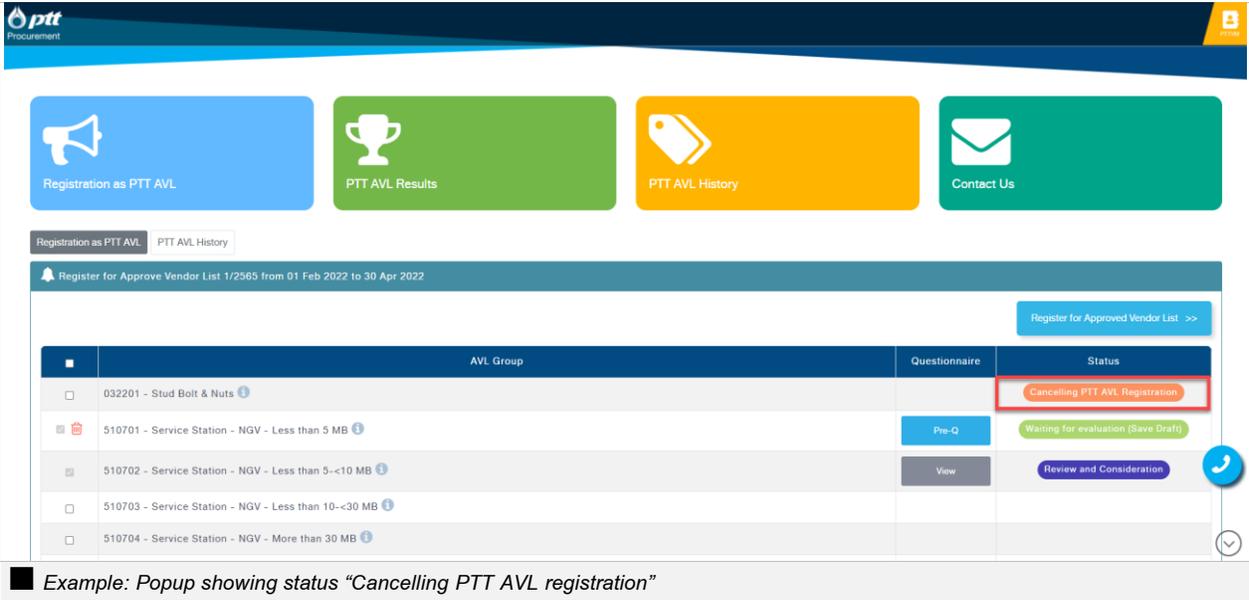
The system will then display a popup window requesting confirmation of the cancellation of Vendor's PTT AVL Registration, as shown in the image.



To confirm Vendor's cancellation, click the "YES" button; the system will then display a popup message indicating that the canceled was successful, as shown in the image.



The status will then be changed to "Cancelling PTT AVL Registration," as shown in the image.

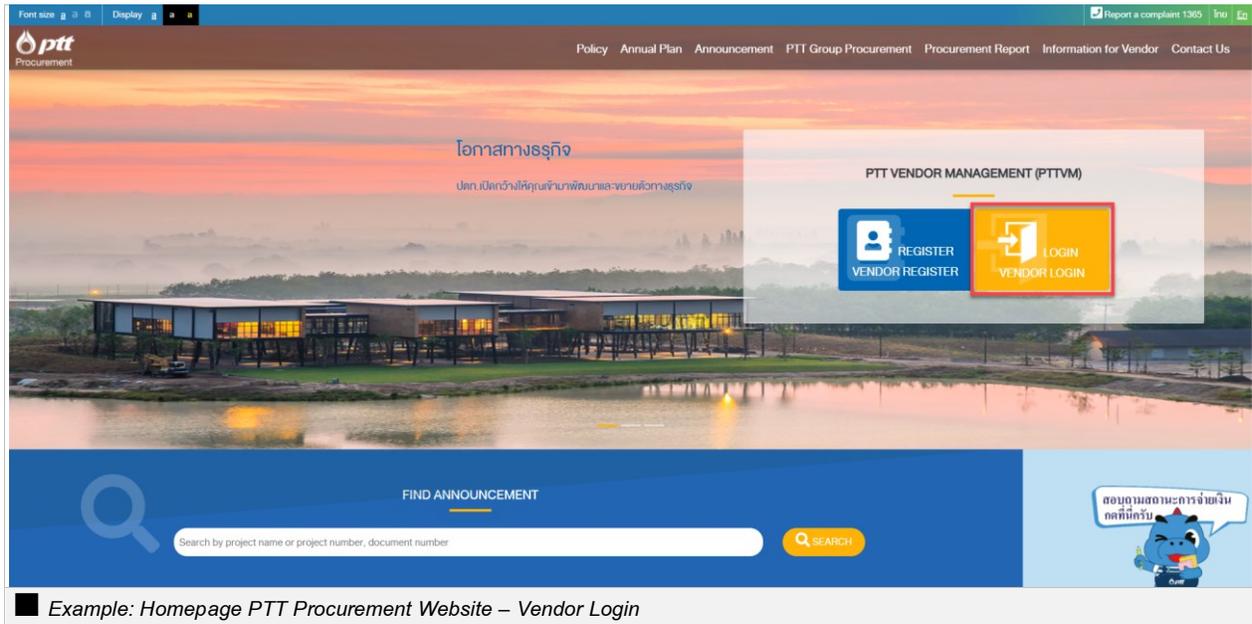


2.5 How to check Vendor's PTT AVL Registration, PTT AVL Result and ESG Score

2.5.1 Check Vendor's PTT AVL Registration

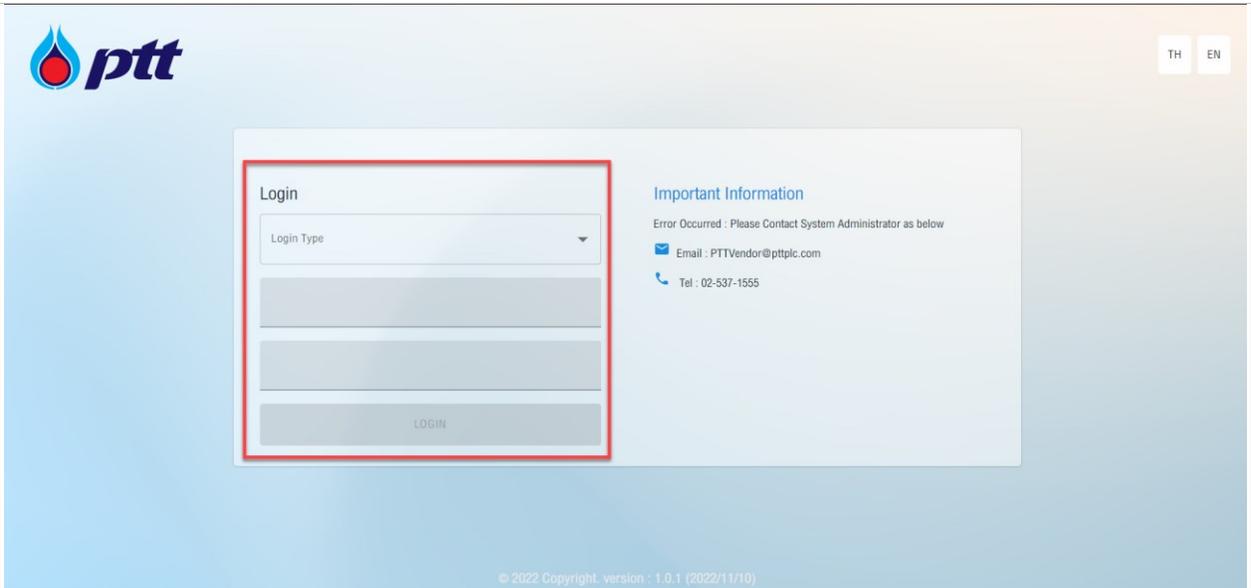
(1) First of all, Vendor may log in through the PTT Procurement website at

<https://procurement.pttplc.com> and clicking the  button as shown in the image.



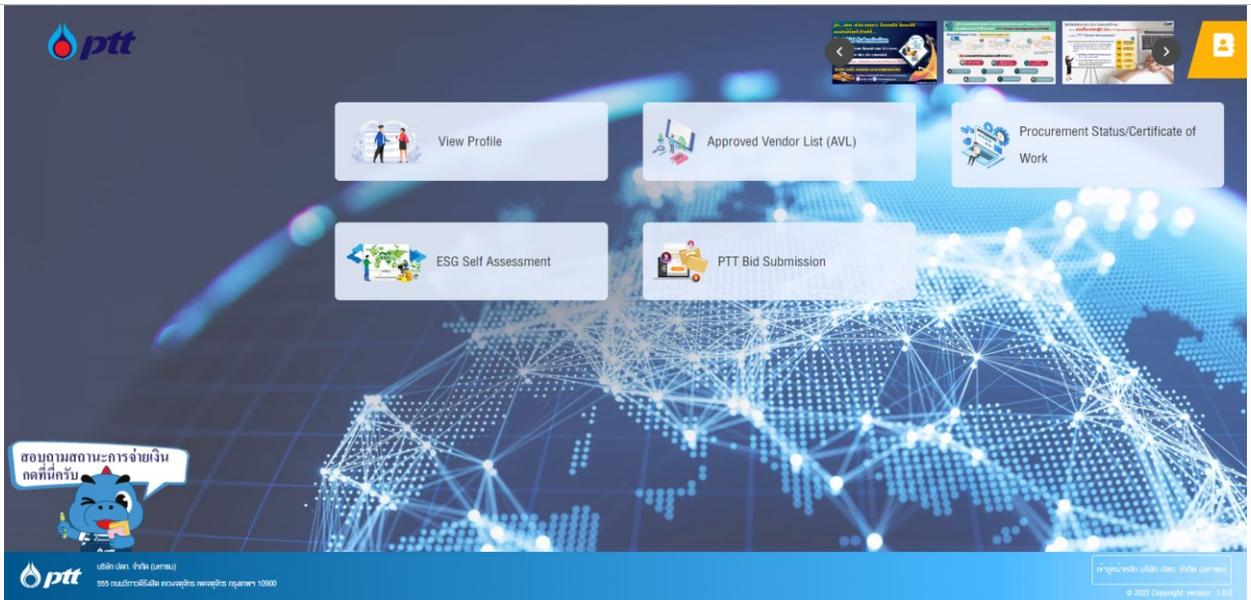
(2) Vendor may log in through PTT Vendor Management (PTTVM) at URL:

<https://pttvm.pttplc.com/index.html#/app/signin> , where Vendor must enter the Username and Password and then click the  button.



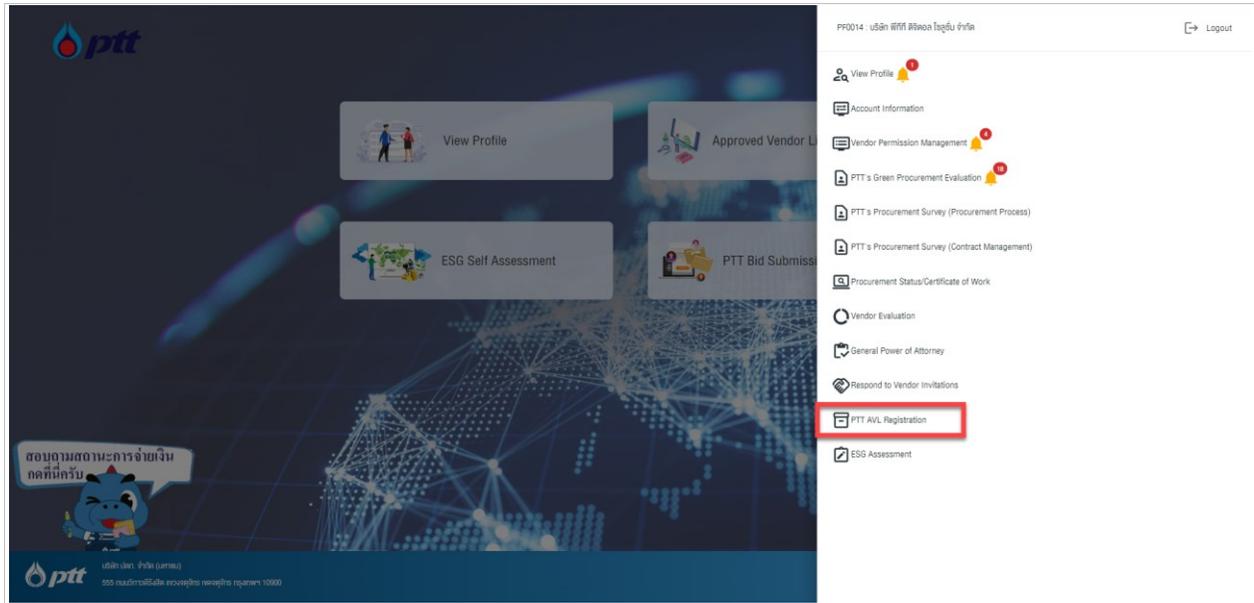
■ Example: Login PTT Vendor Management (PTTVM)

(3) Once Vendor has successfully logged in, the system will display the menu according to Vendor's permission.



■ Example: Main Menu (By Permission)

(4) Choose PTT AVL Registration menu as shown on the right of the screen.

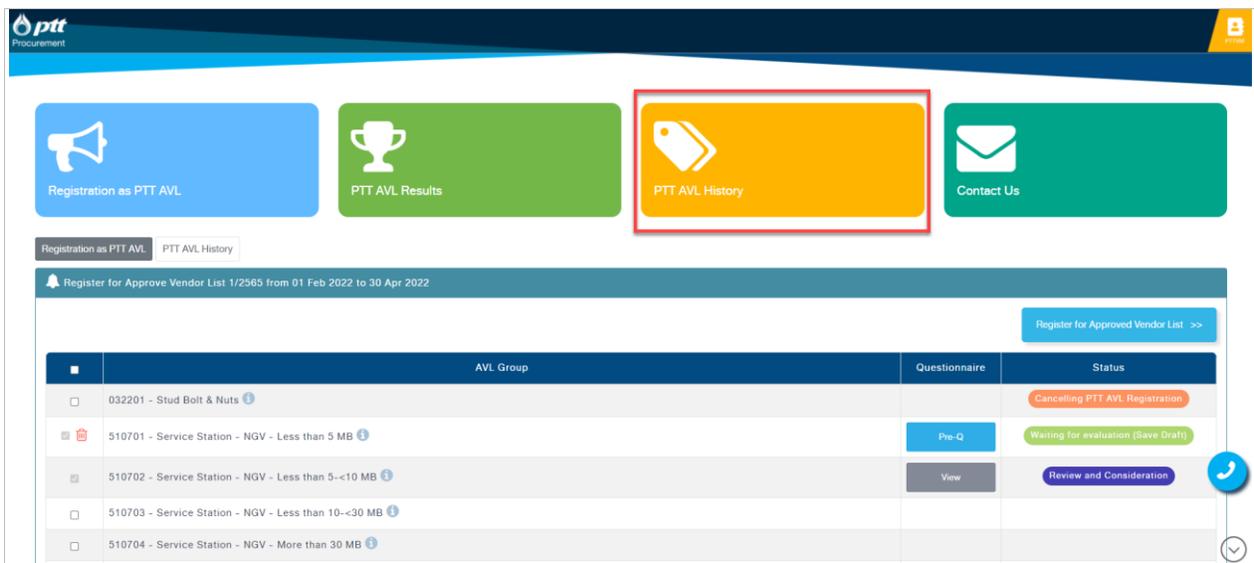


Example: PTT AVL Registration menu

(5) After Vendor clicks the PTT AVL Registration menu option, the system displays the "Registration menu" screen. Vendor then clicks the

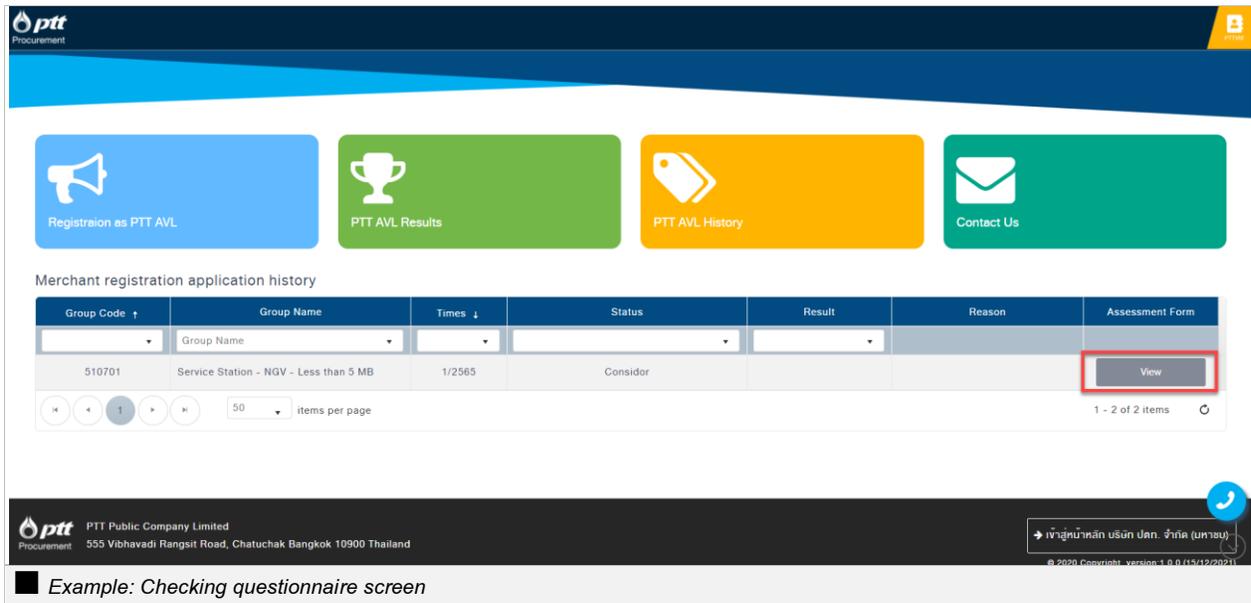


button as shown in the image.



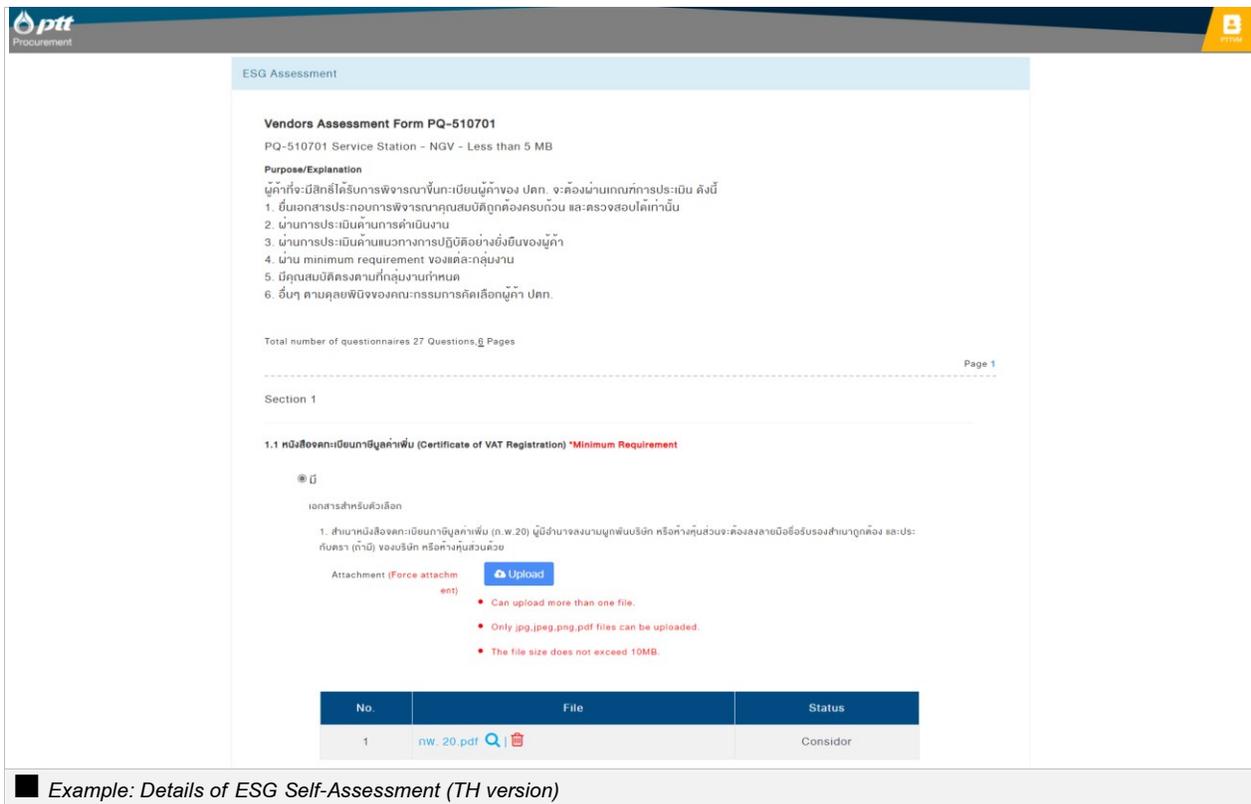
Example: PTT AVL History screen

(6) Vendor may click the  button to see the details of an assessment form Vendor previously submitted to PTT, as shown in the image.



Example: Checking questionnaire screen

(7) After Vendor clicks the  button, the system displays the details of AVL's Assessment, including your responses and an attached file, as shown in the image.



Example: Details of ESG Self-Assessment (TH version)

1.5.2 Check your PTT AVL Evaluation Result

Vendor may check the result through two methods.

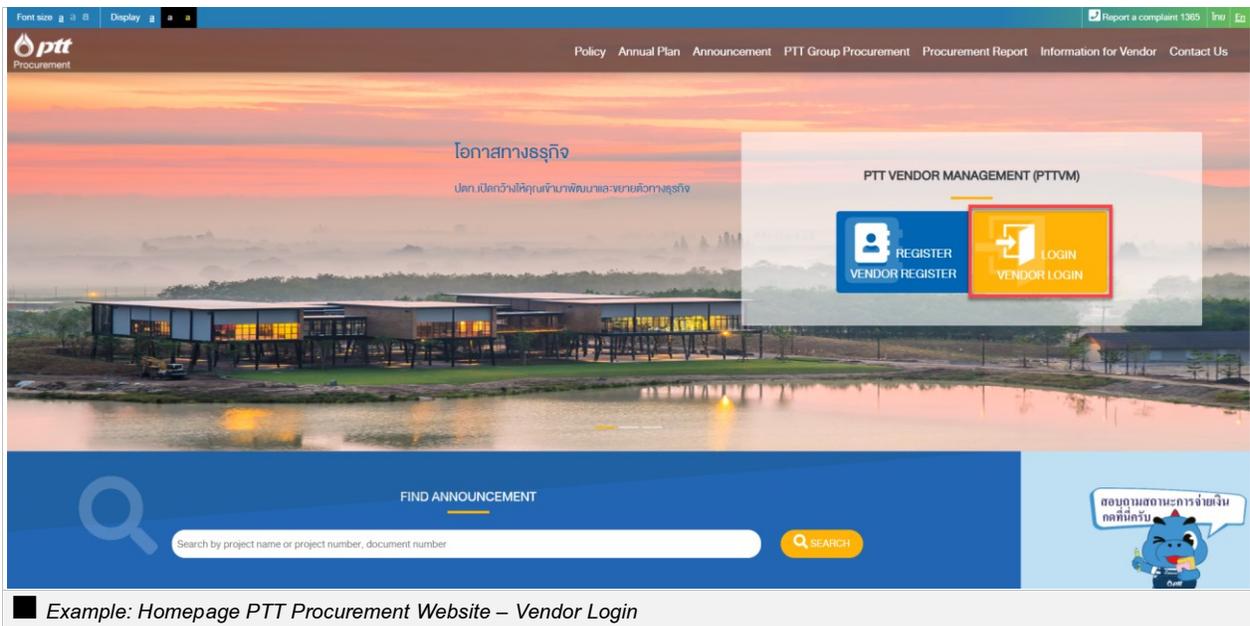
The first method: check the result of Vendor's PTT AVL assessment in the PTTVM system.

Vendor that submits an application for PTT AVL Registration will get an email confirming their status. Vendor may access details and results by visiting <https://procurement.pttplc.com> and logging into the PTTVM system using the steps below.

- (1) Vendor may access PTT Procurement Website through the URL

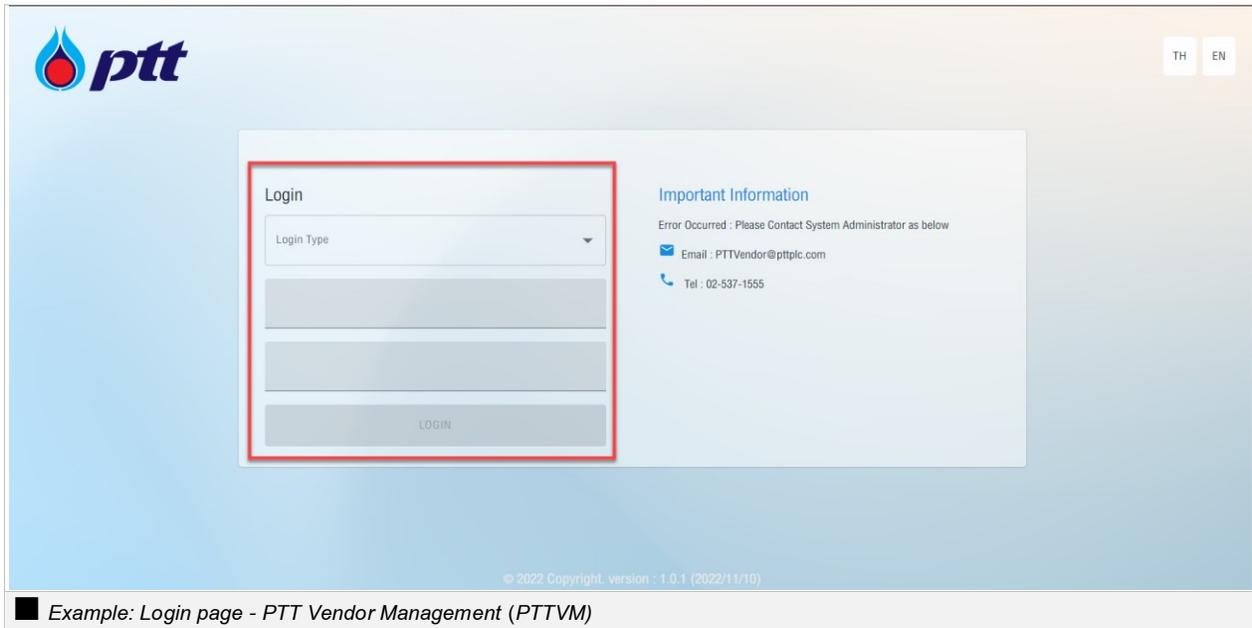


<https://procurement.pttplc.com> and then click the button as shown below.

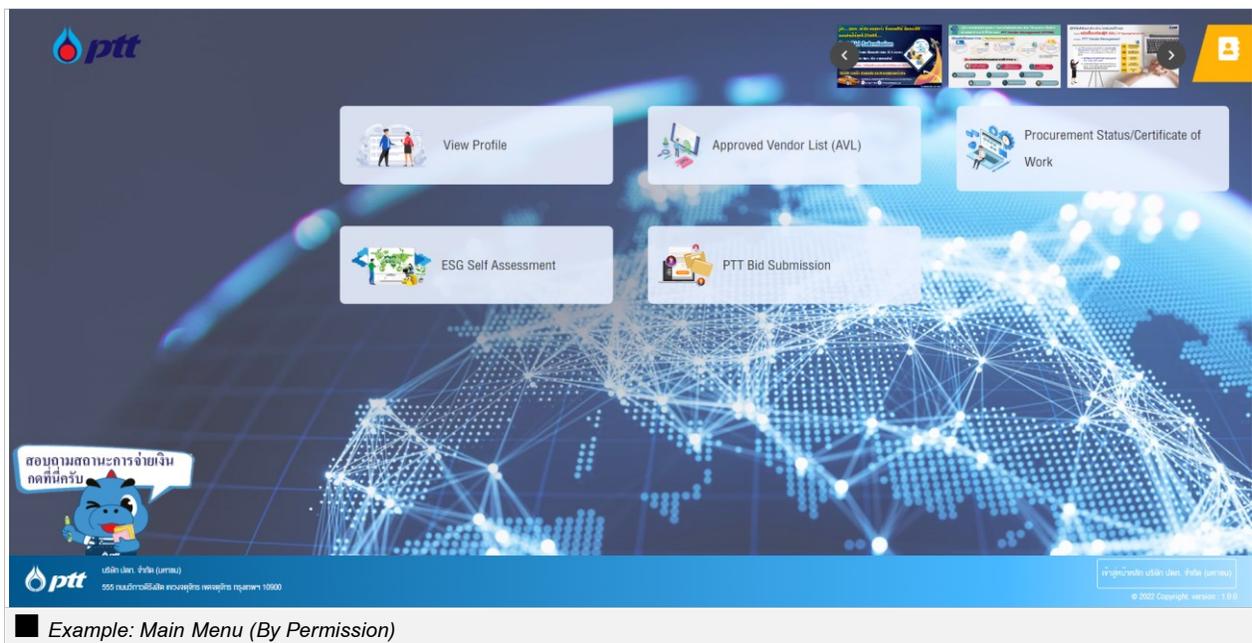


Example: Homepage PTT Procurement Website – Vendor Login

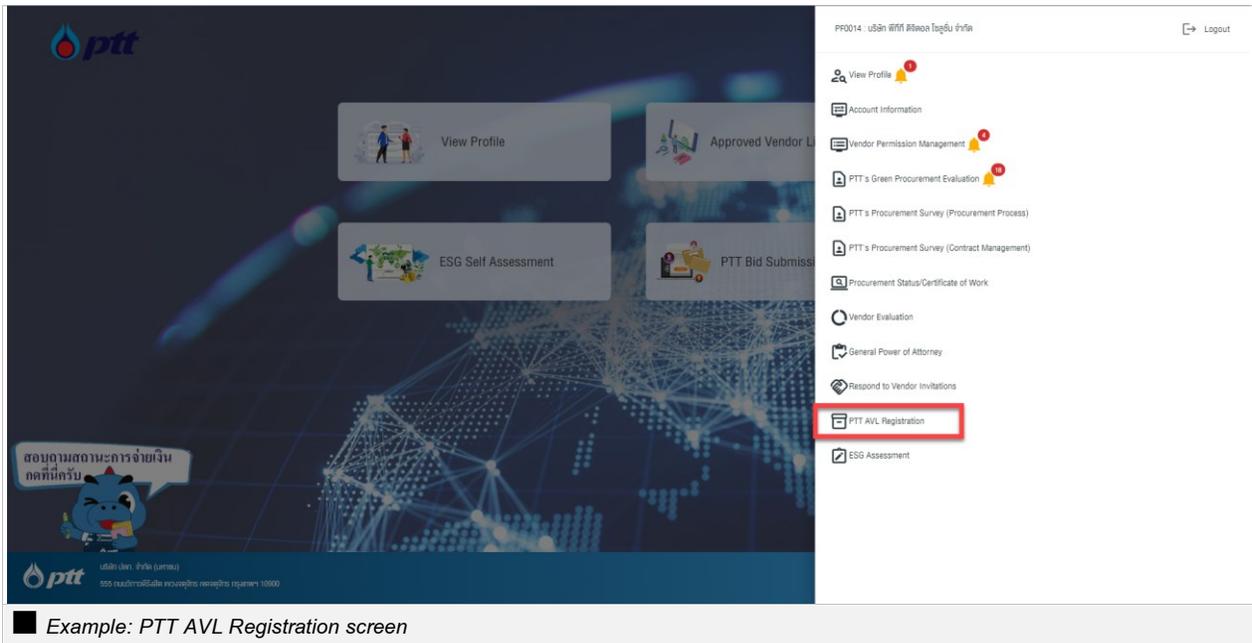
(2) Enter the Username and Password, then click the  button



(3) Once Vendor has successfully logged in, the system will display the menu according to Vendor's permission.

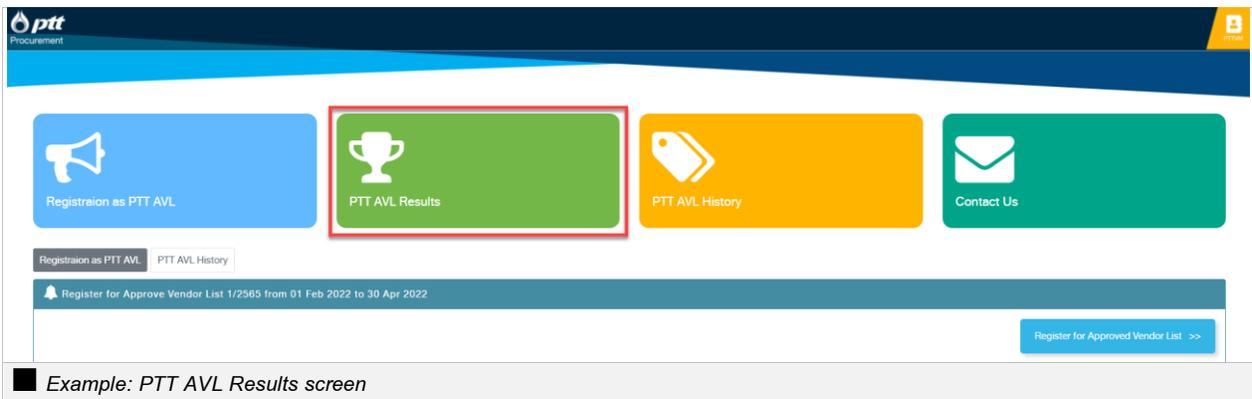


(4) Select the PTT AVL Registration menu option, as shown on the right of the screen.

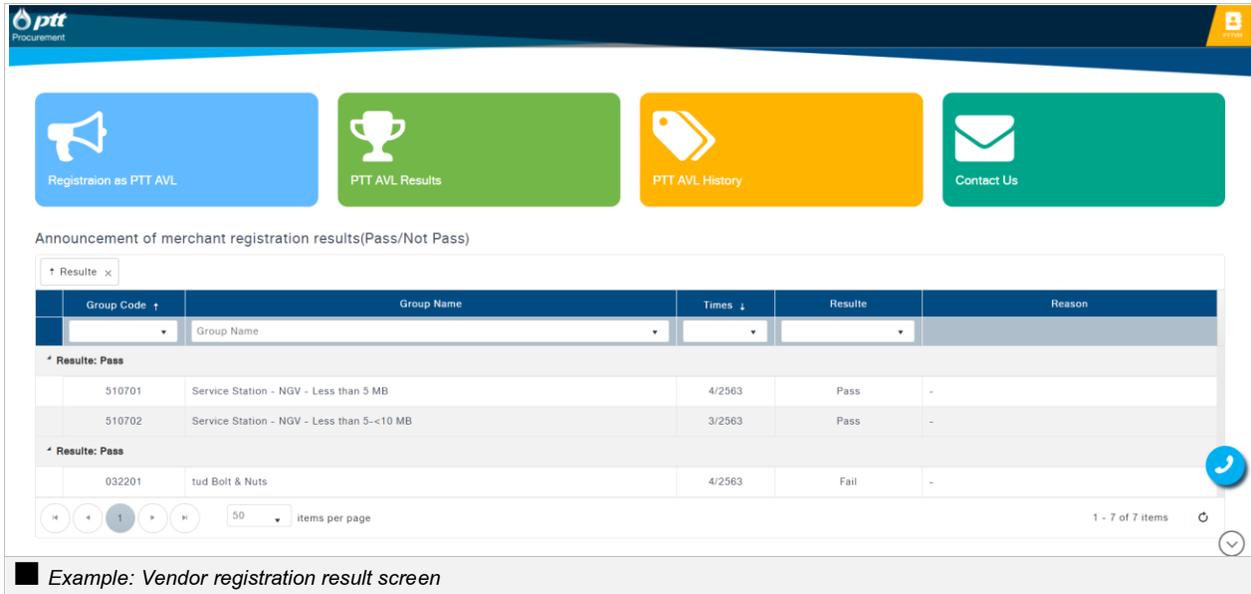


(5) After Vendor has clicked PTT AVL Registration menu, system will display “PTT AVL Results”

screen, then Vendor clicks  button as shown in the image.



(6) The system will then display Vendor's assessment result as "PASS" or "NOT PASS," as shown in the image.



Example: Vendor registration result screen

The second method: Check the PTT AVL Result on the Procurement Website

- News and Information

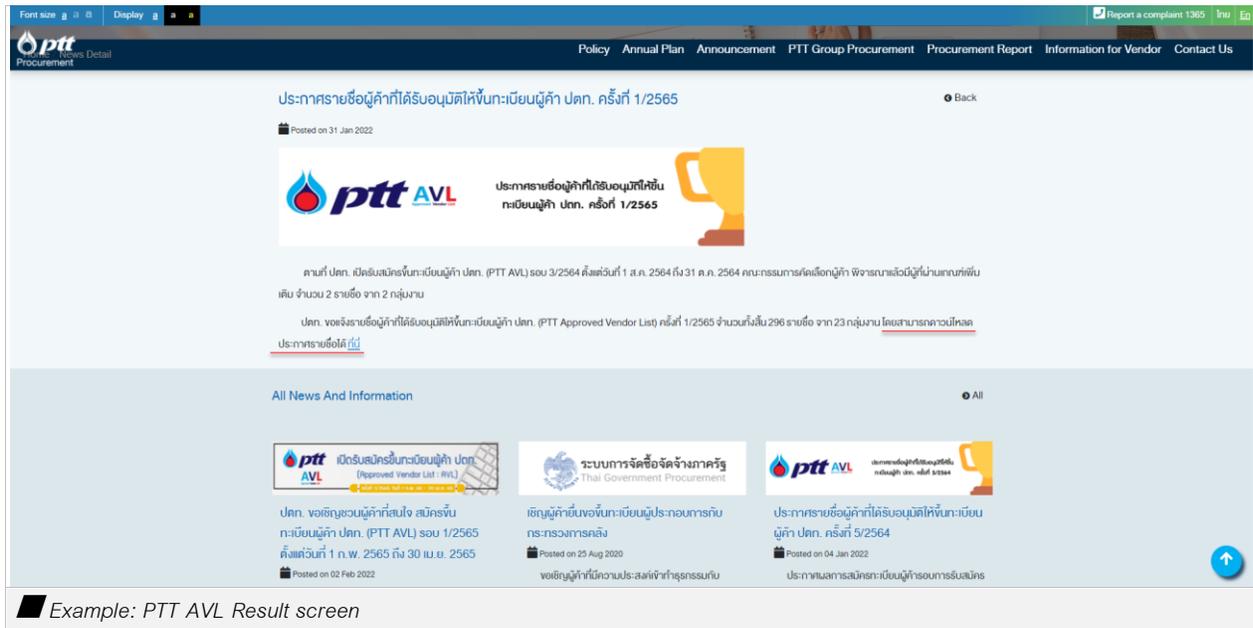
Vendor may check the status of the PTT AVL Registration by visiting the PTT Procurement website at <https://procurement.pttplc.com> and following the on-screen instructions.

(1) The PTT AVL Announcement is accessible through the "News and Information" menu option. Please click to see further details, as shown in the image.



Example: News and Information screen

(2) The PTT AVL Result file may be downloaded from this announcement as shown in the image.



Example: PTT AVL Result screen



ประกาศ บริษัท ปตท. จำกัด (มหาชน)

ทะเบียนเลขที่ 0107544000108

เรื่อง รายชื่อผู้ค้าที่ได้รับอนุมัติให้ขึ้นทะเบียนผู้ค้า ปตท. (PTT Approved Vendor List)

ครั้งที่ 4/2564

บริษัท ปตท. จำกัด (มหาชน) (ปตท.) ขอแจ้งรายชื่อผู้ค้าที่ได้รับอนุมัติให้ขึ้นทะเบียนผู้ค้า ปตท. (PTT Approved Vendor List) ครั้งที่ 4/2564 จำนวนทั้งสิ้น 287 รายชื่อ จาก 23 กลุ่มงาน โดยมีรายละเอียด ดังนี้

ลำดับ	หมายเลข กลุ่มงาน	กลุ่มงาน	จำนวน ผู้ค้า	รายชื่อผู้ค้าที่ได้รับ อนุมัติ
1	032201	Stud Bolt & Nuts (เหล็กเกลียวสตัดและน็อต)	7	เอกสารแนบหน้า 1
2	510701	งานก่อสร้างและปรับปรุงสภาพลักษณะสถานีบริการ NGV น้อยกว่า 5 MB	36	เอกสารแนบหน้า 1
3	510702	งานก่อสร้างและปรับปรุงสภาพลักษณะสถานีบริการ NGV 5-<10 MB	31	เอกสารแนบหน้า 3
4	510703	งานก่อสร้างและปรับปรุงสภาพลักษณะสถานีบริการ NGV 10-<30 MB	27	เอกสารแนบหน้า 4
5	510704	งานก่อสร้างและปรับปรุงสภาพลักษณะสถานีบริการ NGV ตั้งแต่ 30 MB ขึ้นไป	22	เอกสารแนบหน้า 6
6	510710	งานซ่อมแซมปรับปรุงสิ่งปลูกสร้าง (งานโยธา) สถานีบริการ NGV แบบ Contingency Contract 5-<10 ล้านบาท	18	เอกสารแนบหน้า 7
7	510711	งานซ่อมแซมปรับปรุงสิ่งปลูกสร้าง (งานโยธา) สถานีบริการ NGV แบบ Contingency Contract ตั้งแต่ 10 ล้านบาทขึ้นไป	17	เอกสารแนบหน้า 8
8	580104	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 1-<50 ล้านบาท	25	เอกสารแนบหน้า 9
9	580105	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 50-<250 ล้านบาท	14	เอกสารแนบหน้า 10
10	580106	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 250-<500 ล้านบาท	10	เอกสารแนบหน้า 11
11	580107	งานก่อสร้างวางระบบจำหน่ายก๊าซธรรมชาติ มูลค่า 500 ล้านบาท ขึ้นไป	7	เอกสารแนบหน้า 11
12	580203	การจัดจ้างขนย้าย PIG และผู้ช่วยปฏิบัติงานรับส่ง ILI ท่อนบกและท่อทะเล ในประเทศไทย	5	เอกสารแนบหน้า 11
13	580302	จัดจ้างตรวจสอบ CIPS ,DCVG สำหรับท่อส่งก๊าซประธาน ท่อย่อยอุตสาหกรรม และท่อয়য়โรงไฟฟ้า	2	เอกสารแนบหน้า 12
14	700101	งานถอดประกอบทำความสะอาดและทดสอบแรงดันอุปกรณ์ heat exchanger ประเภท shell & cube >= 40 Tons (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 13
15	700102	งานถอดใส่ Blind เพื่อตัดแยกกระบวนการผลิต (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	7	เอกสารแนบหน้า 13
16	700103	งาน Load/unload Catalyst Gas dryer Unit and Mercury removal Unit (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	3	เอกสารแนบหน้า 14
17	700104	งาน Overhaul and Test Safety Valve (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	6	เอกสารแนบหน้า 14
18	700105	งาน Overhaul Control Valve < 16 นิ้ว (Body and Actuator) (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	9	เอกสารแนบหน้า 15
19	700106	งาน Overhaul On-Off Valve Size 1 – 20 นิ้ว (Body and Actuator) (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	7	เอกสารแนบหน้า 15
20	700108	งานถอดประกอบและติดตั้งเครื่องยนต์ Gas Turbine (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	4	เอกสารแนบหน้า 16
21	700109	งาน Manual Valve Maintenance (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 16
22	700110	งาน Minor และ Major Overhaul Centrifugal Gas Compressor (งานบำรุงรักษาโรงแยกก๊าซธรรมชาติ)	2	เอกสารแนบหน้า 17
23	700201	งานโครงการก่อสร้างและหรือปรับปรุงภายในพื้นที่โรงแยกก๊าซธรรมชาติ	24	เอกสารแนบหน้า 16

ประกาศ ณ วันที่ 29 ตุลาคม 2564

ศรัศูร์ บุญเพชร

(นางสาวศรัศูร์ บุญเพชร)

ผู้ช่วยกรรมการผู้จัดการใหญ่พัฒนาศักยภาพองค์กร

ประธานคณะกรรมการคัดเลือกผู้ค้า

เอกสารฉบับนี้ได้รับการพิจารณาและเห็นชอบแล้วโดยวิธีการทางอิเล็กทรอนิกส์ จึงไม่มีลายมือชื่อในรูปแบบธรรมดาทั่วไปปรากฏ

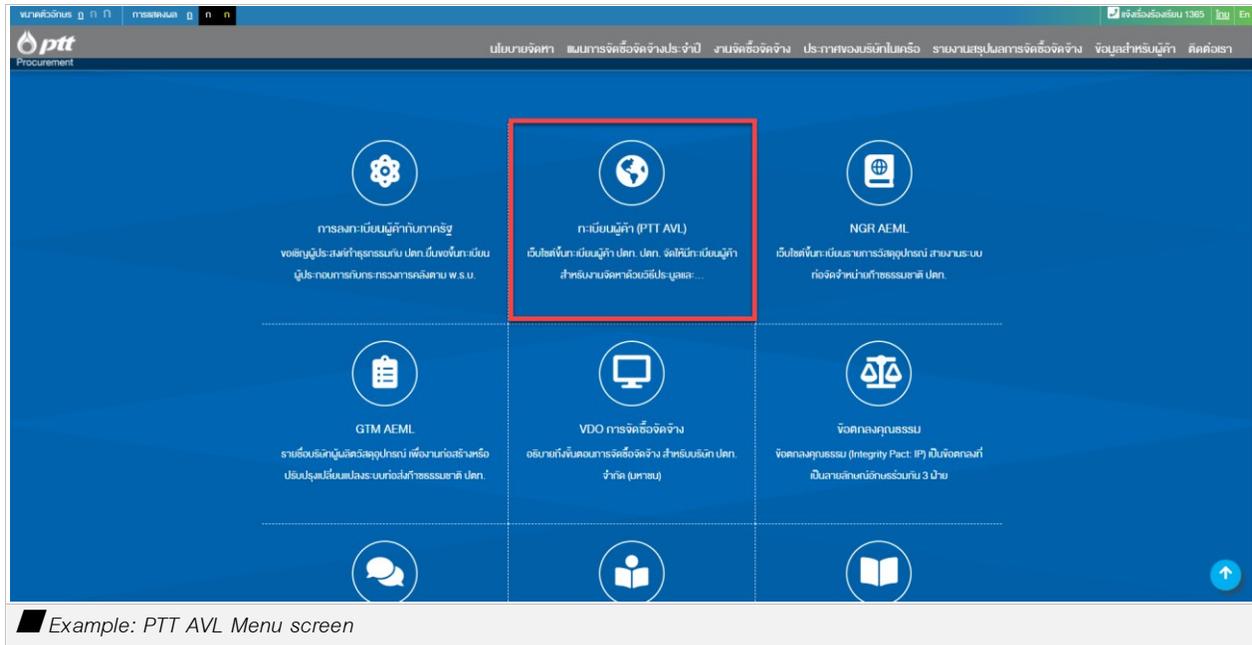
Example: File - PTT approve vendor list (AVL) (TH version)

- PTT AVL Portal

Vendor may get information about the PTT AVL announcement and further information through the PTT Procurement website at <https://procurement.pttplc.com> by following the steps below.

(1) The PTT AVL Result Announcement is accessible through the "PTT AVL" menu option.

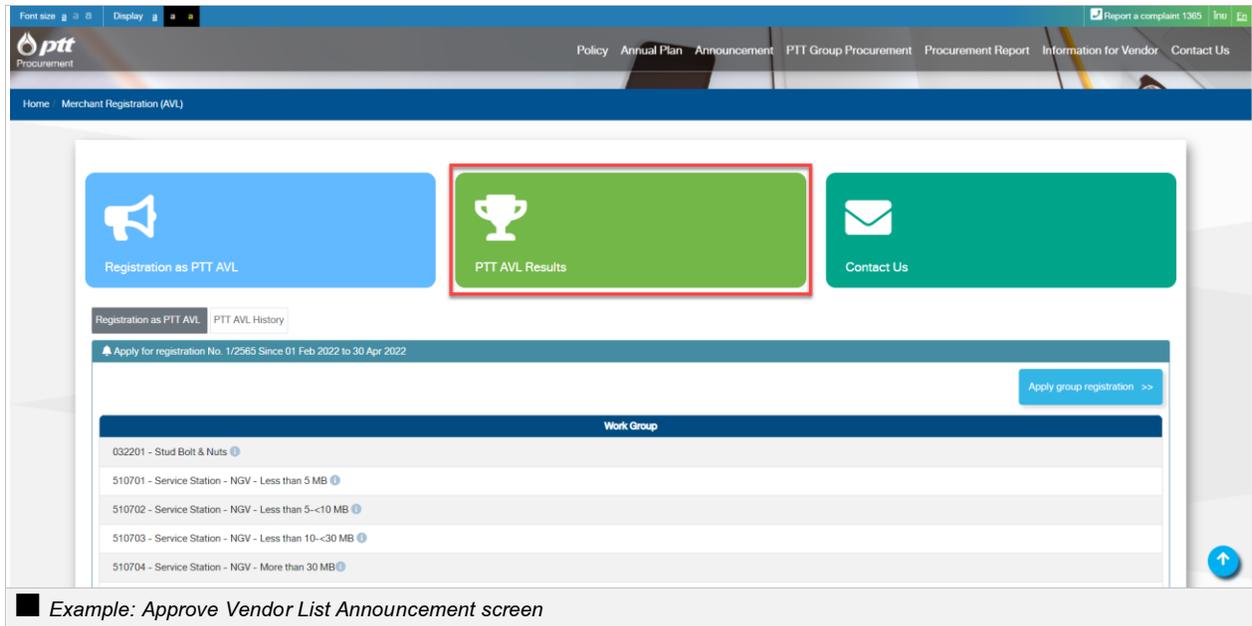
Please click to see further details.



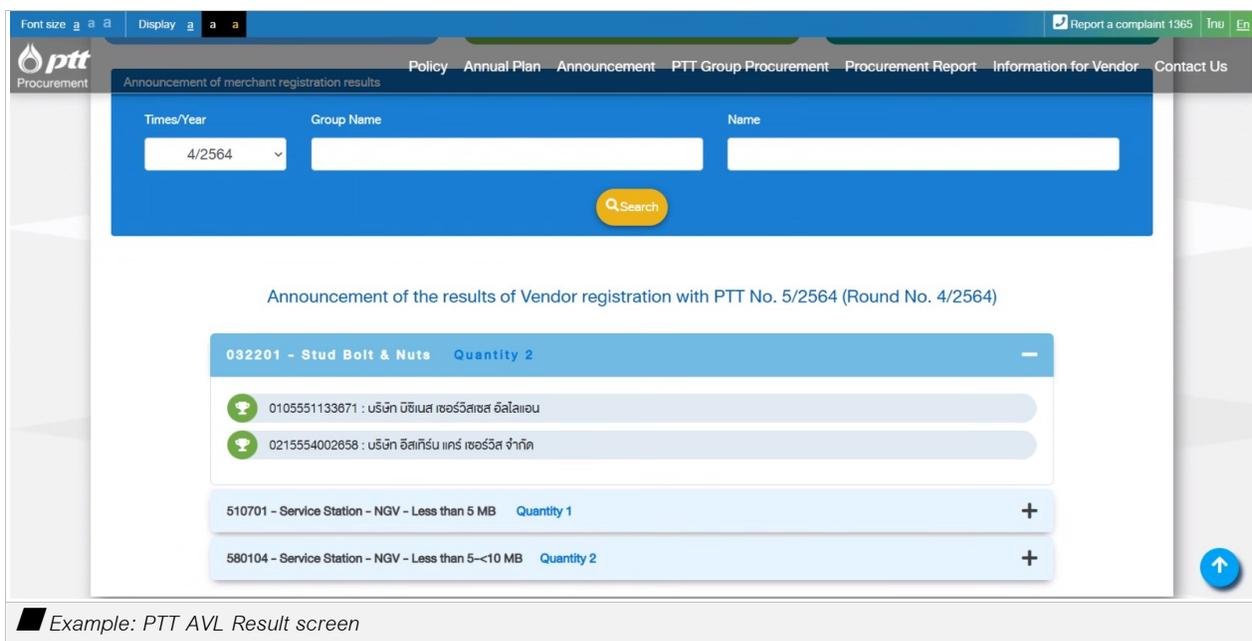
(2) After Vendor clicks the PTT AVL Registration menu option, the system displays the "Approve Vendor List Announcement" screen. The Vendor then clicks the



button as shown.



(3) The system will then display the PTT AVL result and its information, followed by the PTT AVL as shown in the image.

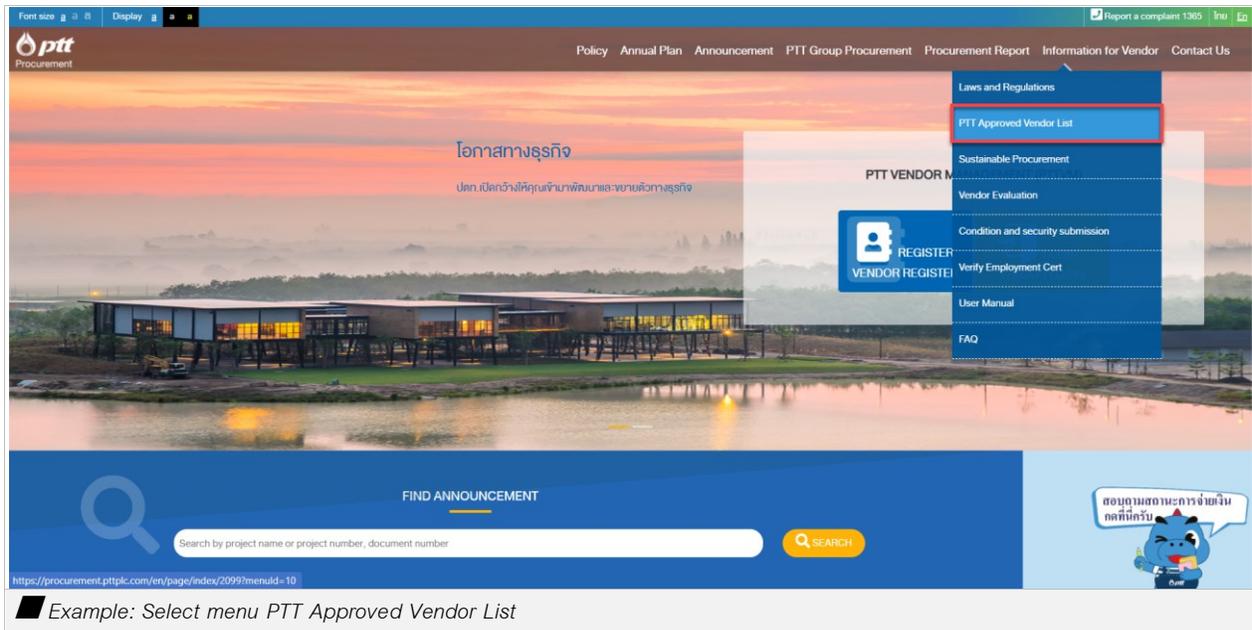


Remark: Vendor may download the PTT AVL Result file by clicking on the announcement above.

2.6 Learn more information about PTT AVL

Vendor may get more vendor registration information by visiting the PTT Procurement website at <https://procurement.pttplc.com> and following the on-screen instructions.

- (1) On the procurement website at <https://procurement.pttplc.com> , click the "Information for Vendor" and "PTT Approved Vendor List" menu options to get further information on PTT AVL, as shown on the right.



- (2) After Vendor selects the "PTT Approved Vendor List" menu option, the system will display detailed PTT AVL information as shown in the image.

PTT Approved Vendor List

Purpose of Merchant (AVL)

PTT Approved Vendor List (PTT Approved Vendor List: PTT AVL) It is intended for the benefit of procurement by auction method, with the aim of ensuring that under the process of determining the group and the procedures or methods of selecting traders to register with PTT, effective traders are obtained. Able to deliver goods/service to meet the need of the organization and promote partnership with PTT sustainably.



PTT Merchant Type

Merchant Type are divided into 2 group

- Vendor List = General merchant dealing with PTT Sign a lease contract with PTT. Whether by auction method, price agreement method, preferential method, or trader who has obtained Receive approval as specified by PTT
- PTT Approved Vendor List: PPT AVL = Qualified dealers in PTT AVL Group specify and will be awarded auction qualification in the published group.

PTT Registration Structure

Registration structure is divided into 3 level and replaced by 6 digits.

- Level 1 Main Group (XX)
 - Code 01 – 50 = Main Group Product
 - Code 51 – 99 = Main Group Service
- Level 2 Group (XX)
- Level 3 Sub Group (XX)



Registration qualification for PTT merchant

PTT registered merchant the following rules must be followed

1. Applicant must not be listed that abandoned the task by PTT plc, government, state enterprise and other company of government.
2. Registrar at PTT No right to apply for PTT Merchant AVL Group. In the past five years, except for the abandoned PTT government, state enterprise and other company of government. PTT merchant registration is not accepted until there is evidence of cancellation.
3. Suppliers must understand and accept sustainable practices of PTT. (PTT Supplier Sustainable Code of Conduct: SSCoC)

Criteria for cancellation of PTT merchant registration

In the case of selected merchant and PTT registration approve, but has the following qualification

1. Merchant who do not submit bids to PTT, when PTT procures supplies under a work group without reasonable approval for 3 consecutive time.
2. Merchant have received a grade D post-employment assessment (should be improved) under an AVL Group of that merchant approved.
3. PTT reserve the right to exclude from AVL Group and does not to allow distributors to register with PTT in this group for a period of at least 3 years.



Example: PTT Approve Vendor List

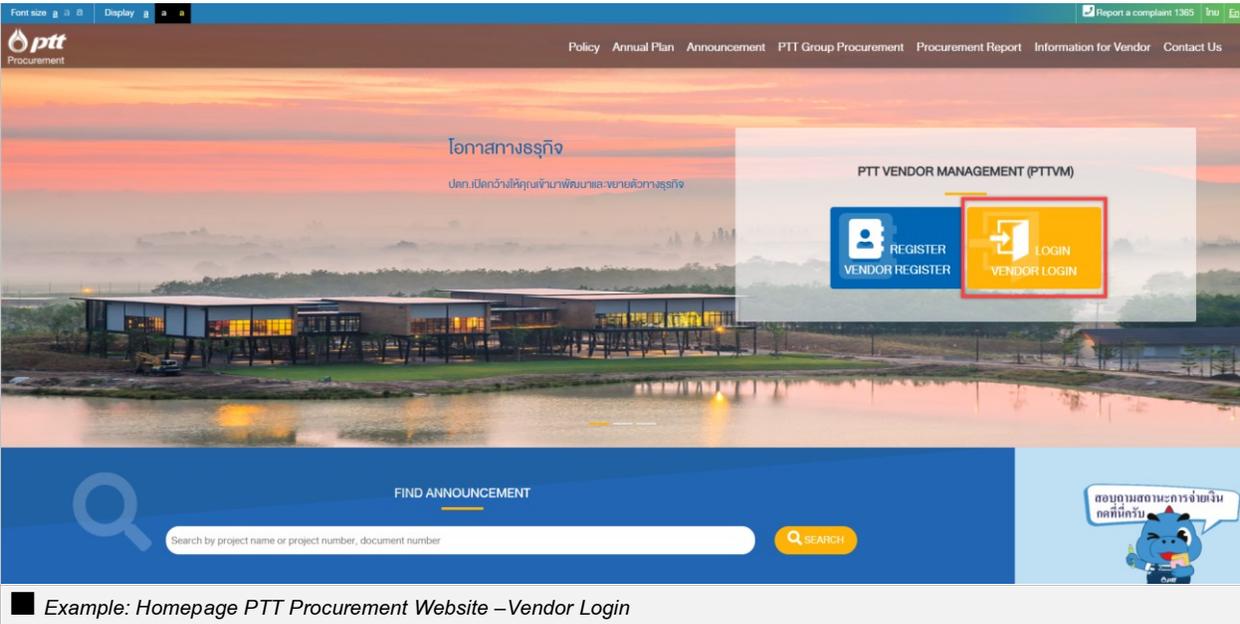
3. How to check Blacklist information for PTT Vendors

Vendor, with a previous record of abandoning any work undertaken as declared by PTT and The Comptroller General’s Department, may check the blacklist information in the PTT Vendor Management (PTTVM) system. There are two methods for logging into the PTT Vendor Management (PTTVM) system:

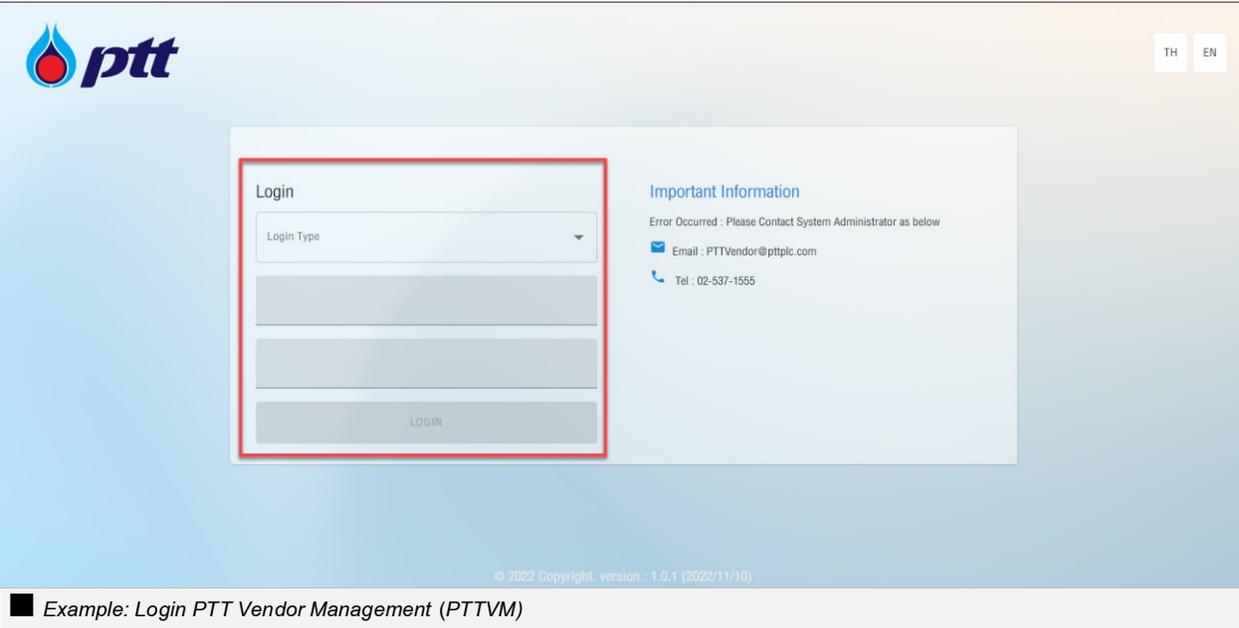
- The first method is via PTT Procurement’s website at <https://procurement.pttplc.com> . Vendor may log in using the URL <https://procurement.pttplc.com> and then clicking the



button as seen in the image below.

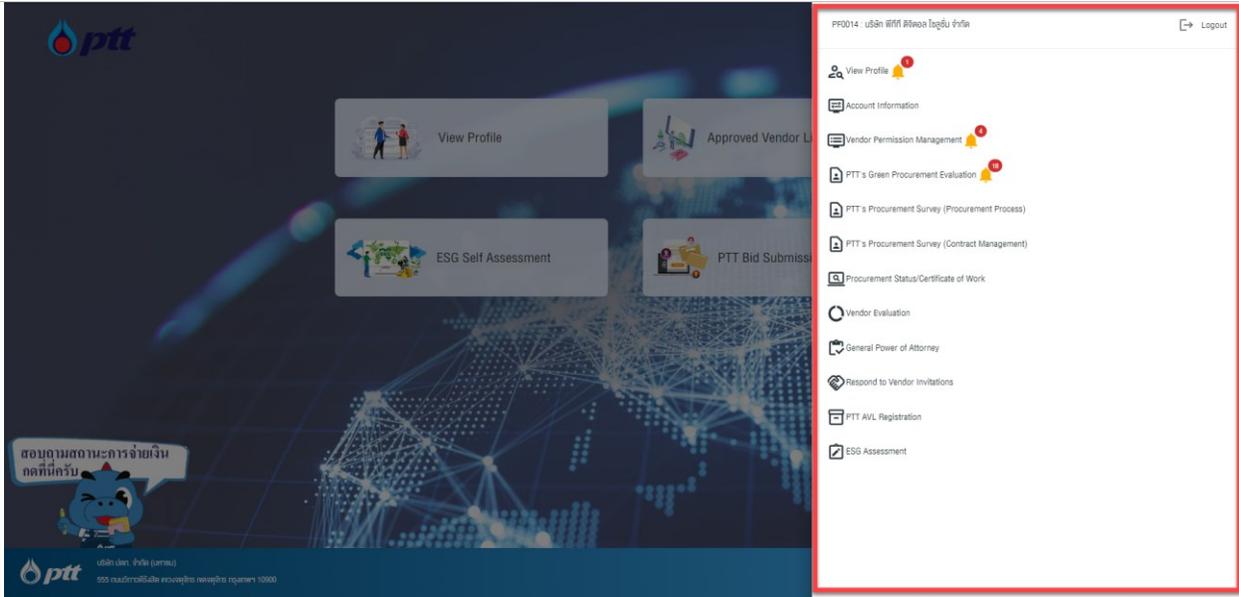


- The second method is via PTT Vendor Management (PTTVM), which may be accessed through the URL <https://pttvm.pttplc.com/index.html#/app/signin> . Please enter the Username and Password and then click the  button.



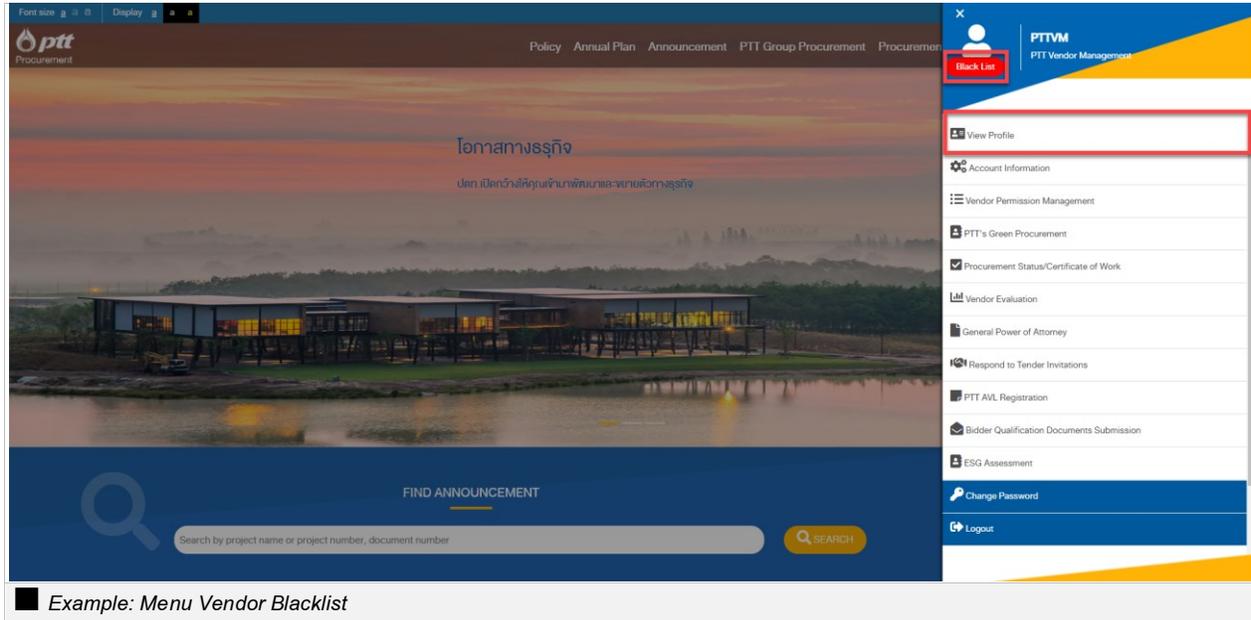
Example: Login PTT Vendor Management (PTTVM)

After the Vendor has successfully logged in, the system will display the menu based on Vendor's permission, as shown on the right of the screen.



Example: Display the menu based on Vendor's permission

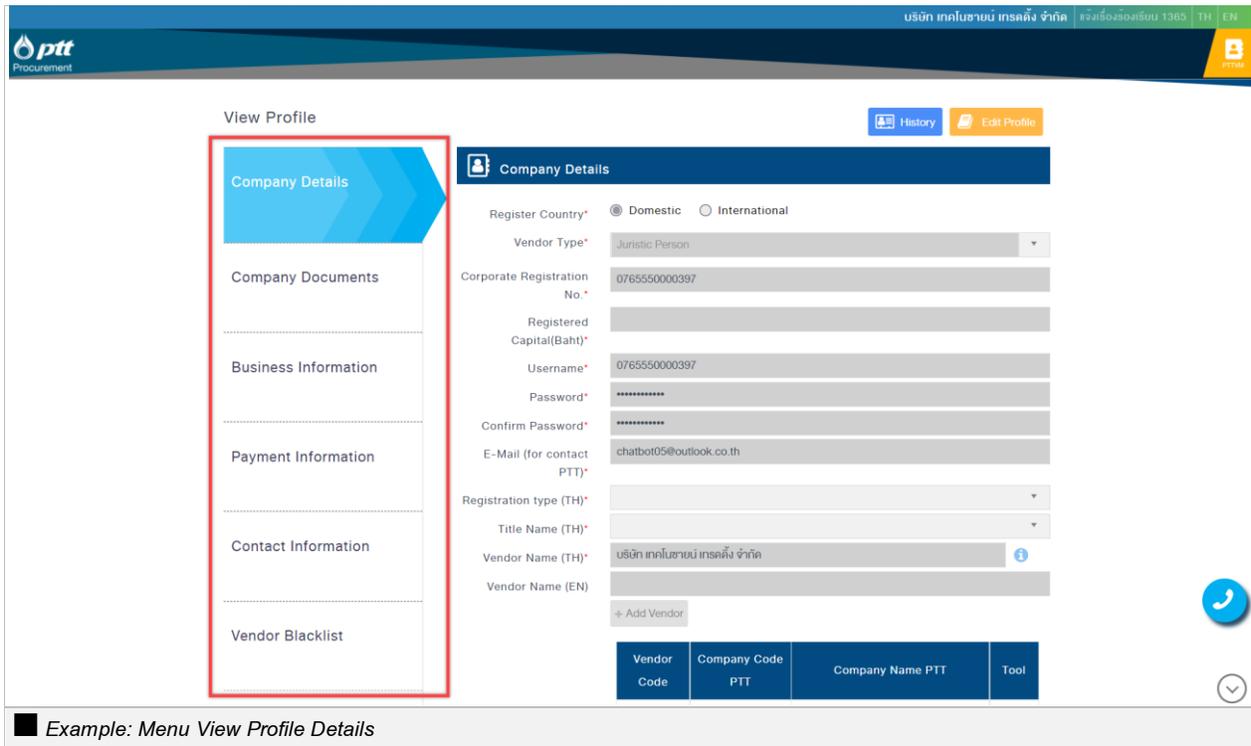
If the status of Vendor is Blacklist, select the View Profile menu or the "Blacklist" icon. or display a status of Vendor Blacklist, as shown in the image



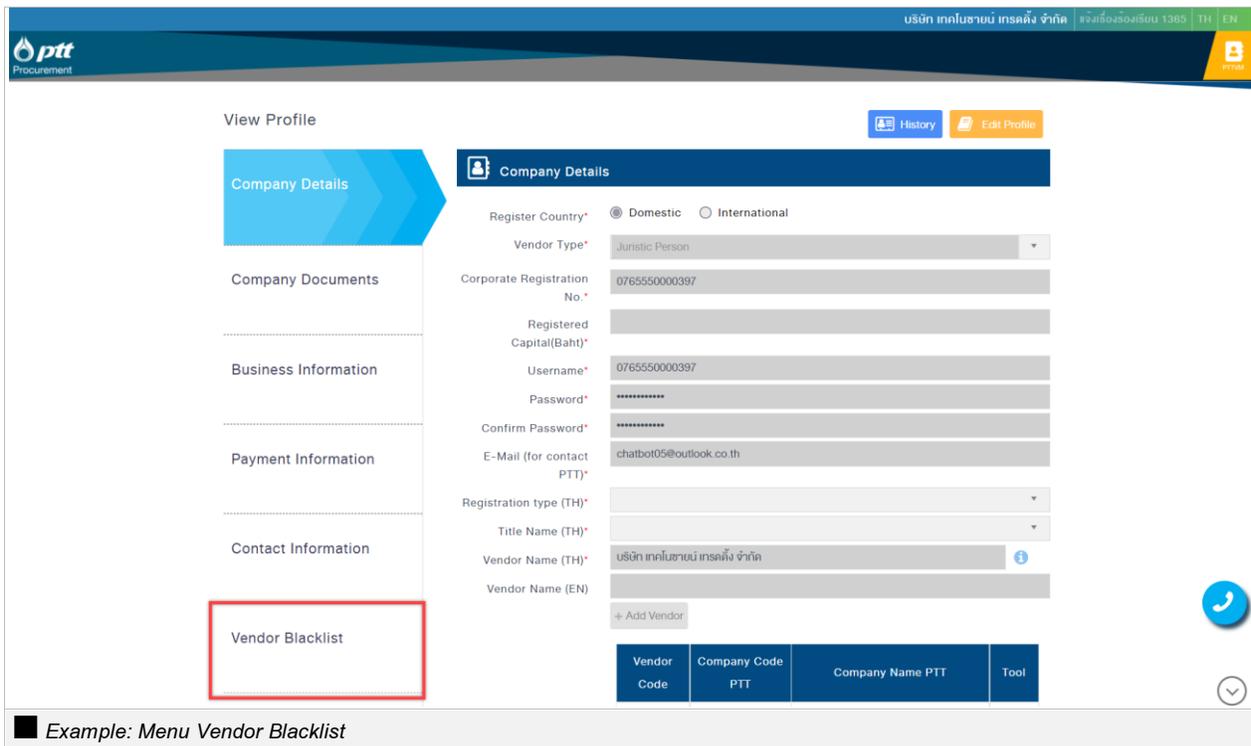
Remark:

- Vendor can click  button to close PTT Vendor Management (PTTVM) menu
- Or click  to show PTT Vendor Management (PTTVM) menu options.

After vendor click on the “View Profile” or the “Blacklist” icon, the system will display “View Profile” menu screen as shown in the image.

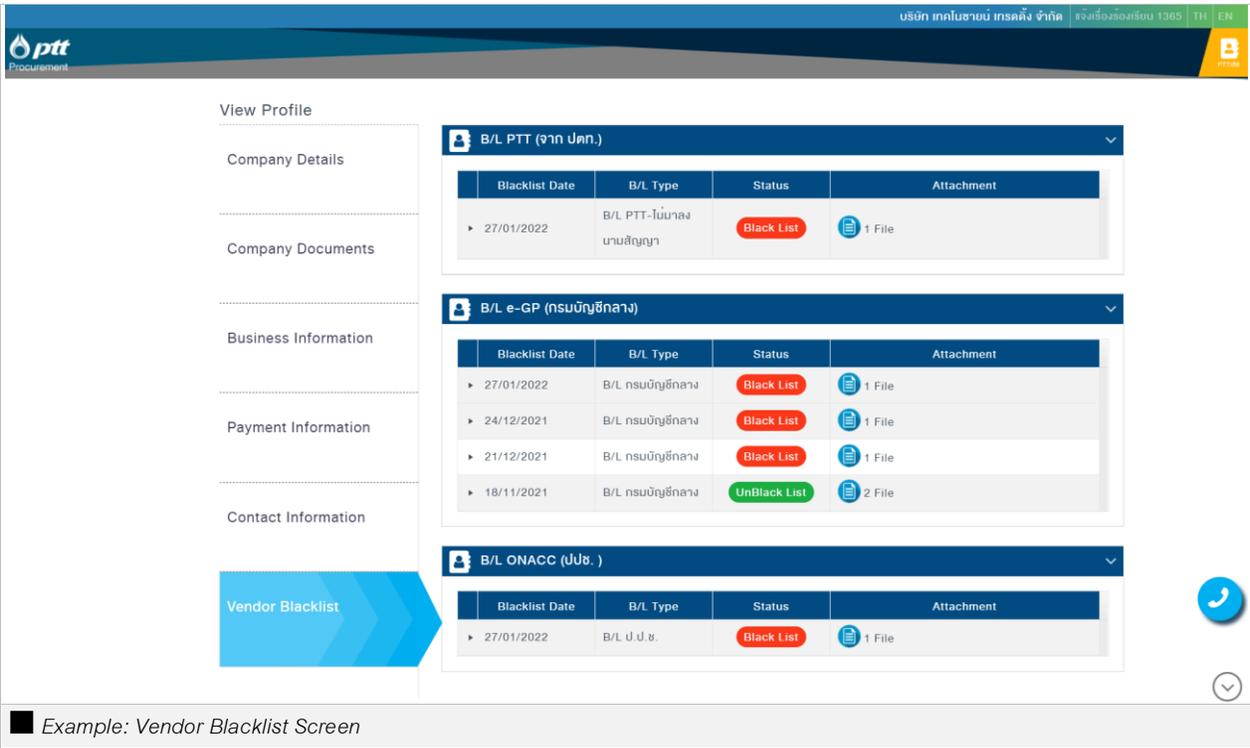


Vendor may select “Vendor Blacklist” menu option, as shown in the image



When Vendor selects the "Vendor Blacklist" menu option, the system displays the status of the blacklisted Vendor with the three following parties.

1. B/L PTT
 - Record of abandoned work undertaken as declared by PTT
2. B/L e-GP
 - Record of abandoned any work undertaken as declared by The Comptroller General's Department
3. B/L ONACC
 - Record of abandoned work undertaken as declared by Office of the National Anti-Corruption Commission

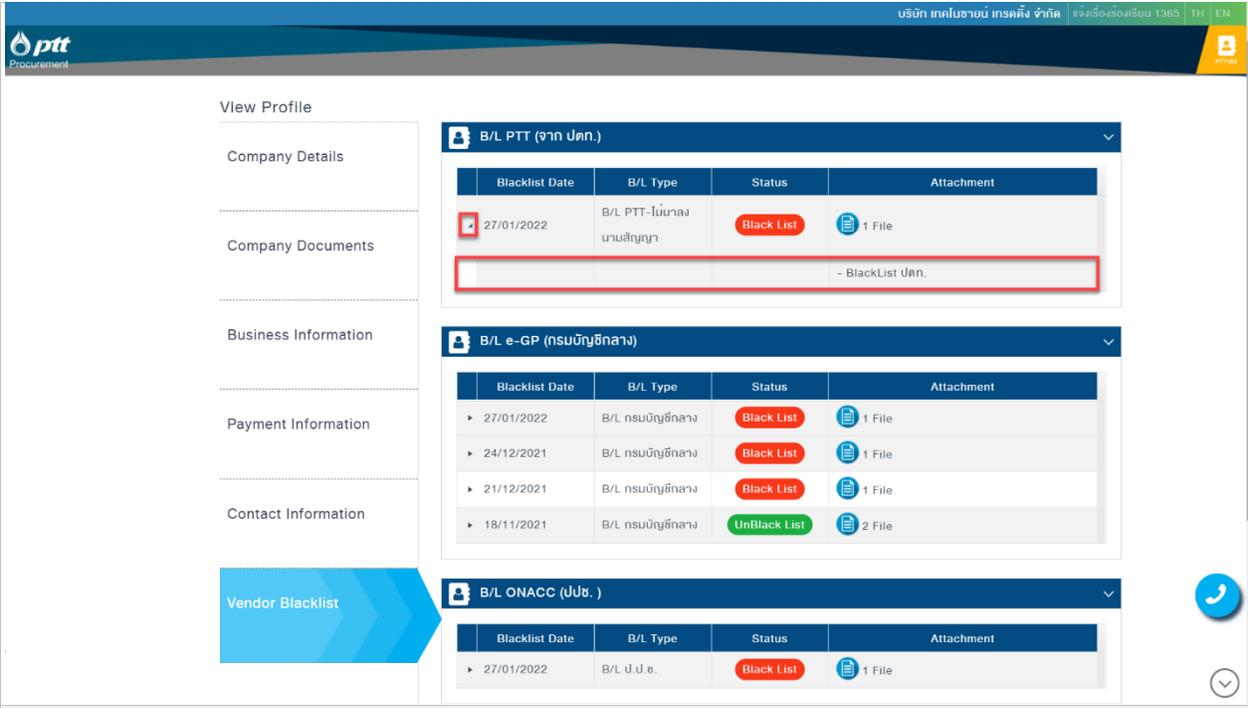


Remark: If Vendor has previously had a history of Vendor Blacklist, the system will show a list record of abandoned work; however, if Vendor has never had a history of Vendor Blacklist, the system will not display the "Vendor Blacklist" menu option or menu bar.

Display of information on the "Vendor Blacklist" screen

Seq.	Field name	Description
1	Blacklist Date	Display the date of Vendor Blacklist.
2	B/L Type	Display the type of Vendor Blacklist.
3	Status	<p>There are 2 different statuses for Vendor Blacklist, as shown below.</p> <p>1. Blacklist = Vendor who has previously had a history of Vendor Blacklist.</p> <p>2. Un Blacklist = Vendor had a history of Vendor Blacklist and the Vendor Blacklist has been voided.</p>
4	Attachment	Display the number of attachments.

By pressing the button, as shown in the image, Vendor may access further information/download the Vendor Blacklist file.



Example: Display Information/Download File for Vendor Blacklist

4. ESG Self-Assessment

The following criteria apply to:

- 1) The Vendor who wishes to assess their own sustainability potential must register and be approved to access the PTT Vendor Management (PTTVM) system.
- 2) The Vendor who wishes to apply for the PTT Approved Vendor List (PTT AVL) must complete an ESG Self-Assessment with a score of 2.50 or higher. The steps are as follows:

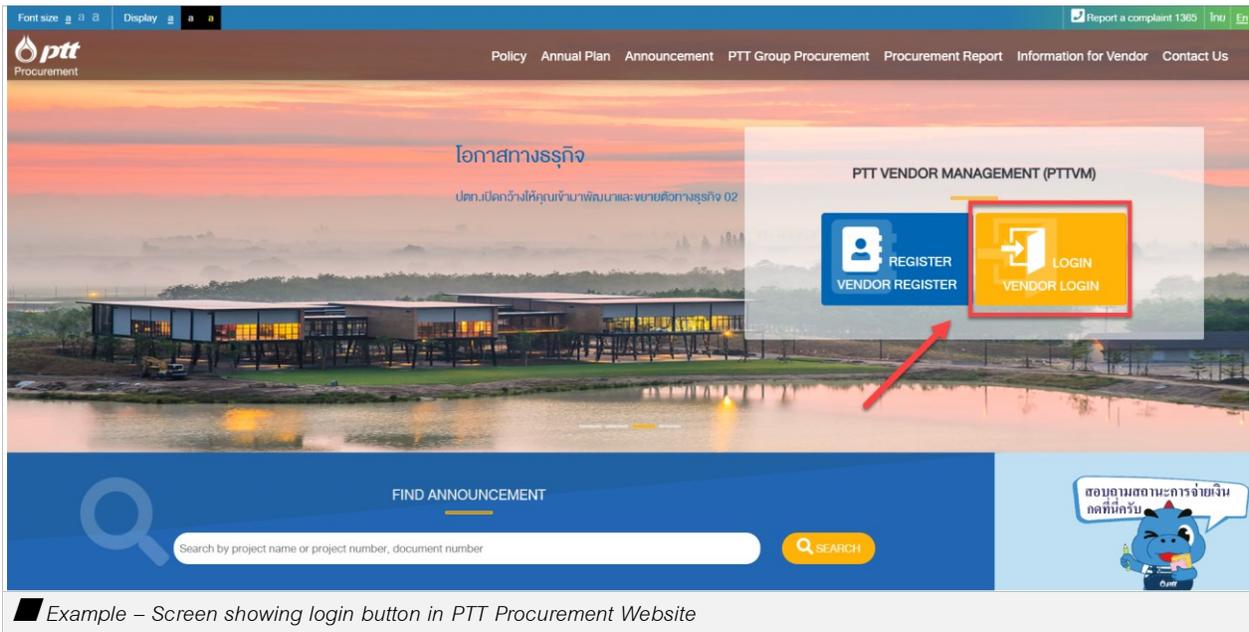
4.1 How to log in the ESG Self-Assessment System

In order to access the Login page in PTT Procurement Website, Vendors can do it through

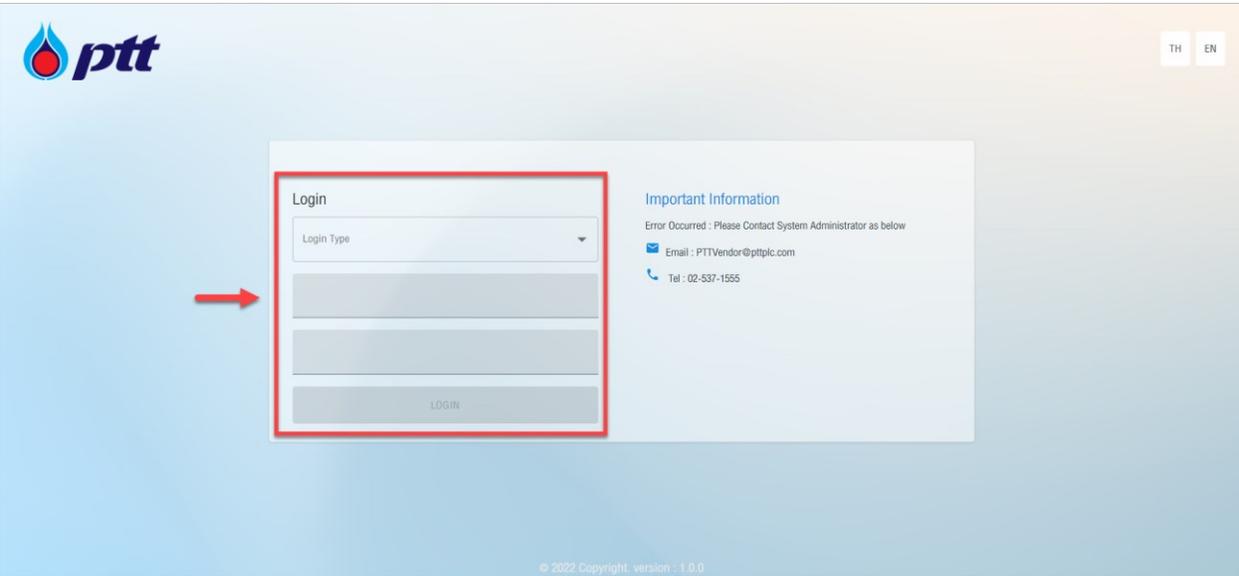
URL <https://procurement.pttplc.com> . Then, the Vendor click



to access the Login page.

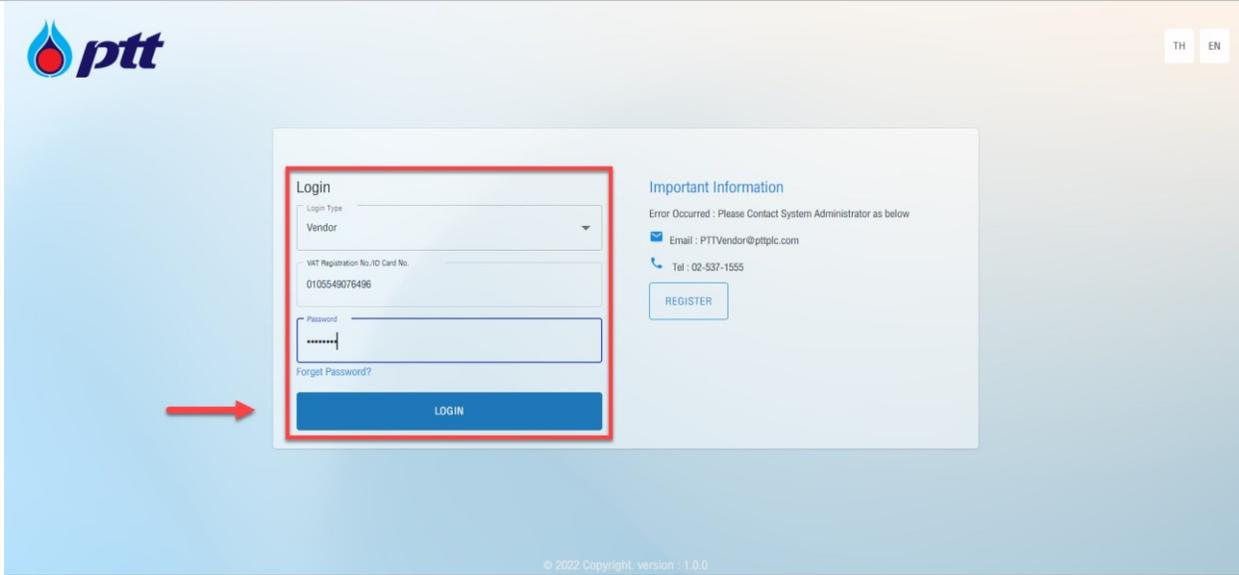


Example – Screen showing login button in PTT Procurement Website



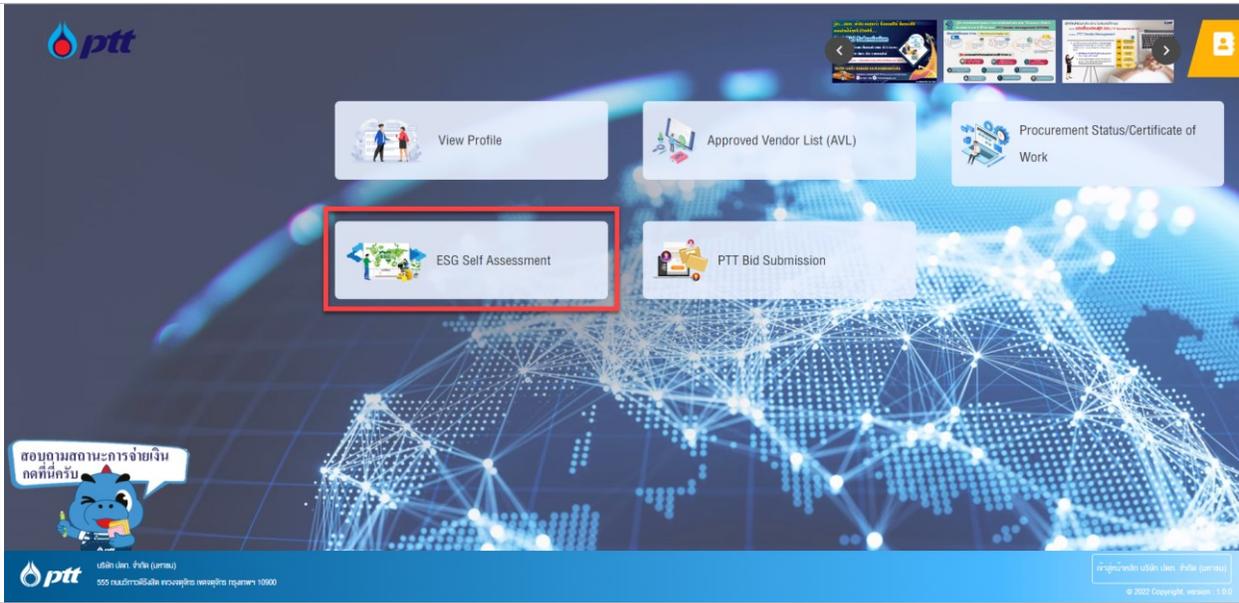
■ Example showing Login Page

When the Vendor clicks on the login button, the system displays a screen where the Vendors can select the login type "Vendor" where the Vendor enters the username and password as shown in the picture.



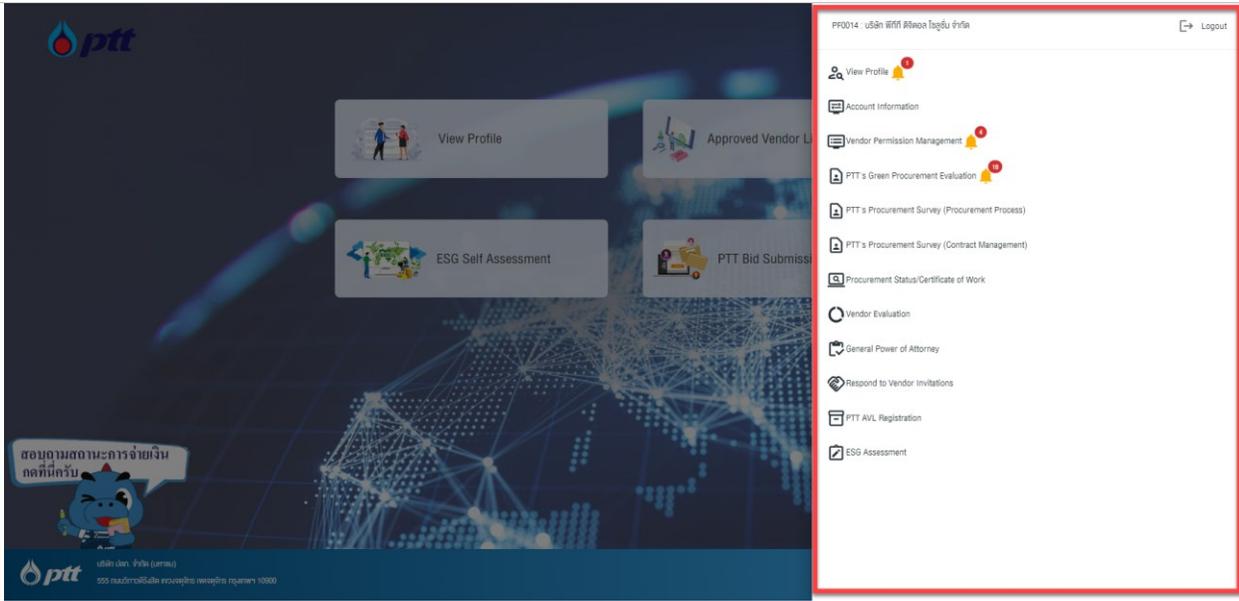
■ Example showing how to fill out username and password

After the Vendor fill in the username and password and press Login, the system displays information as shown below.



Example showing the Portal

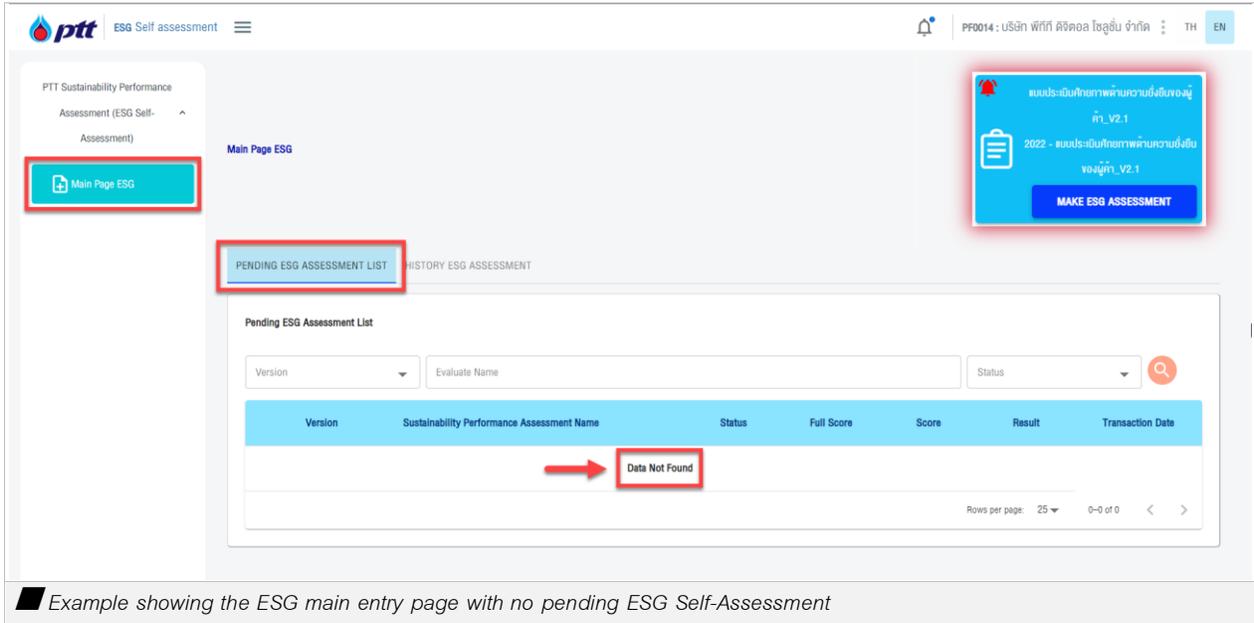
The Vendor can select the desired page shown on the screen or press  to access the list menu as shown in the picture.



Example showing the list menu

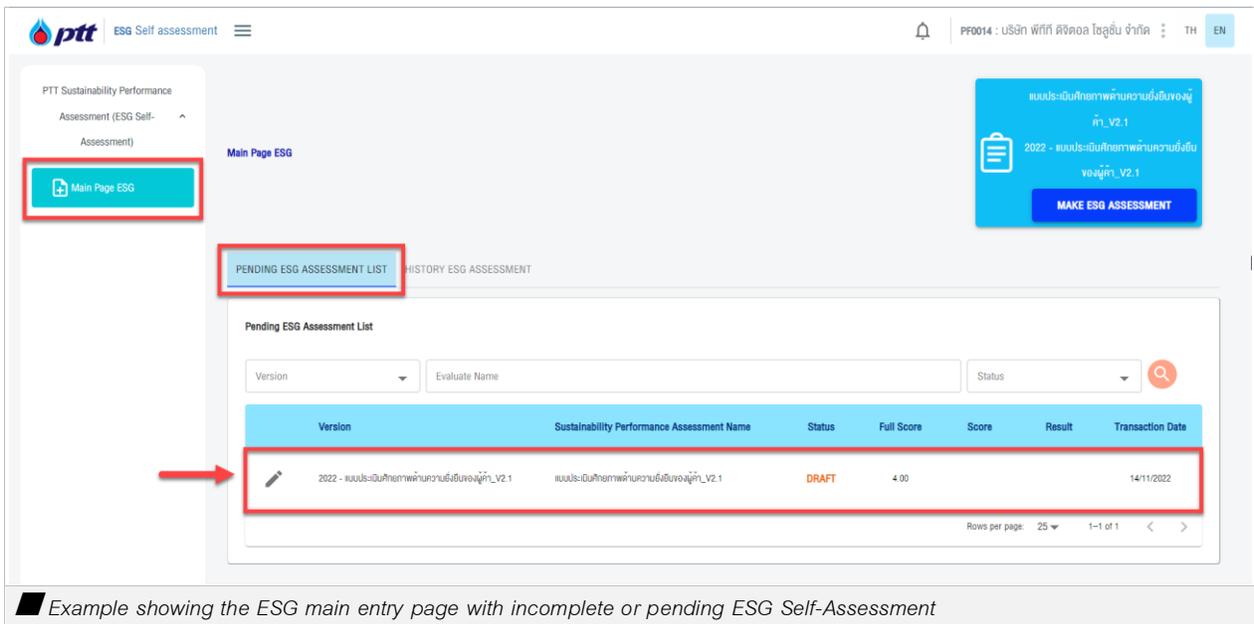
4.2 How to Check a Pending ESG Self-Assessment

When the Vendor clicks on the menu, the ESG main entry page is displayed. Once the Vendor has logged in and found no pending ESG Self-Assessments, the system will display the message 'Data Not found', as shown in the picture.



Example showing the ESG main entry page with no pending ESG Self-Assessment

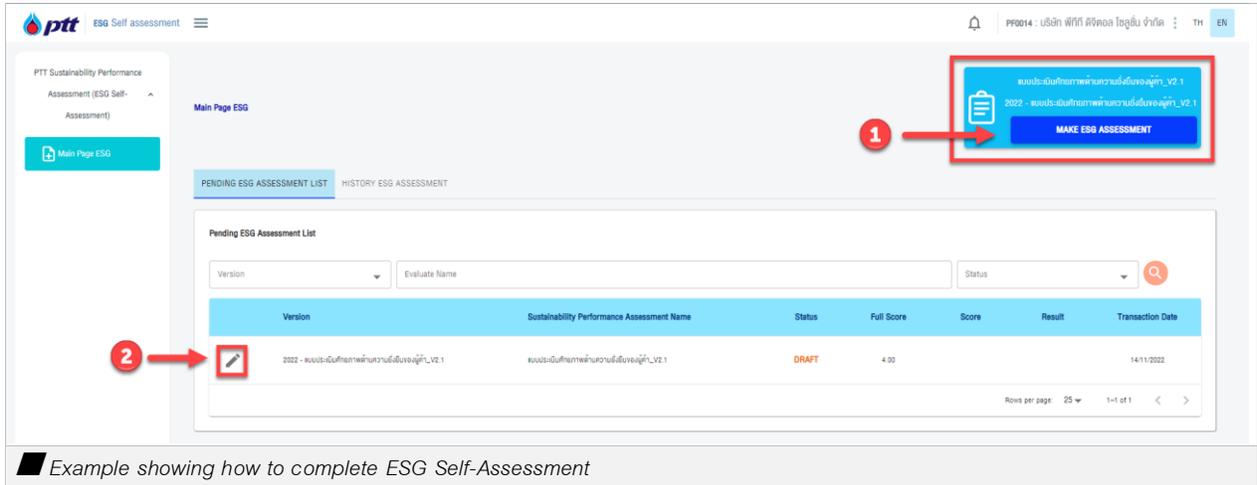
or if there is a pending item that the Vendor has not yet completed. The system displays the list of incomplete or pending items on the screen as shown below.



Example showing the ESG main entry page with incomplete or pending ESG Self-Assessment

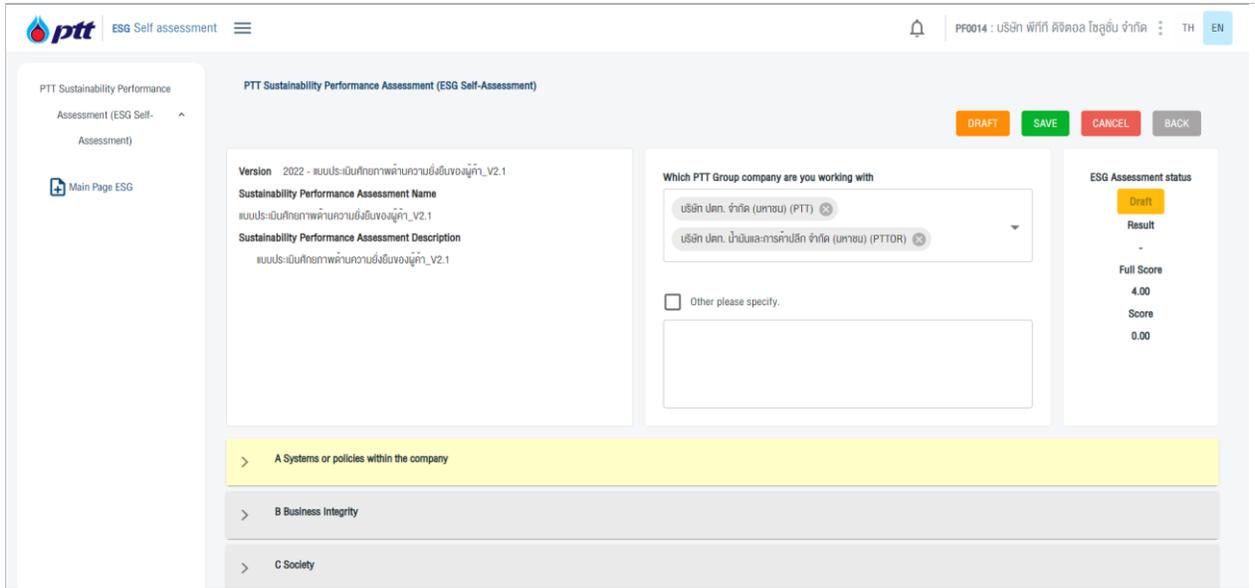
4.3 How to Conduct an ESG Self-Assessment

If the Vendor wishes to conduct an ESG Self-Assessment, they can click the ESG Assessment Pending List screen. There are two ways to complete the ESG Self-Assessment:



1. If the Vendor wishes to start the ESG Self-Assessment from the beginning, they can click 
2. If the Vendor wishes to complete the ESG Self-Assessment that has not yet been completed or the ESG Self-Assessment with the status of "draft", they can click 

When Vendors access the ESG Self-Assessment screen, the system displays an overview of the Vendor Assessment form. It contains general information, question category information and additional attachments (if any). Vendors can fill in the general information and indicate the companies they would like to work with by selecting information from the list. Vendors can select more than 1 company or, if they want to work with other affiliated companies, they can enter the name of the company in the "Other" (specified name) as shown in the picture.

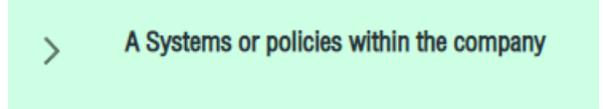
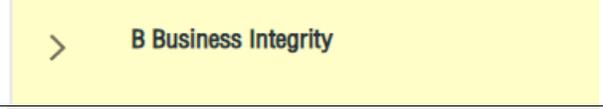
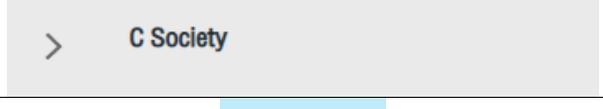
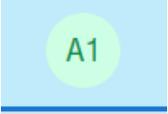


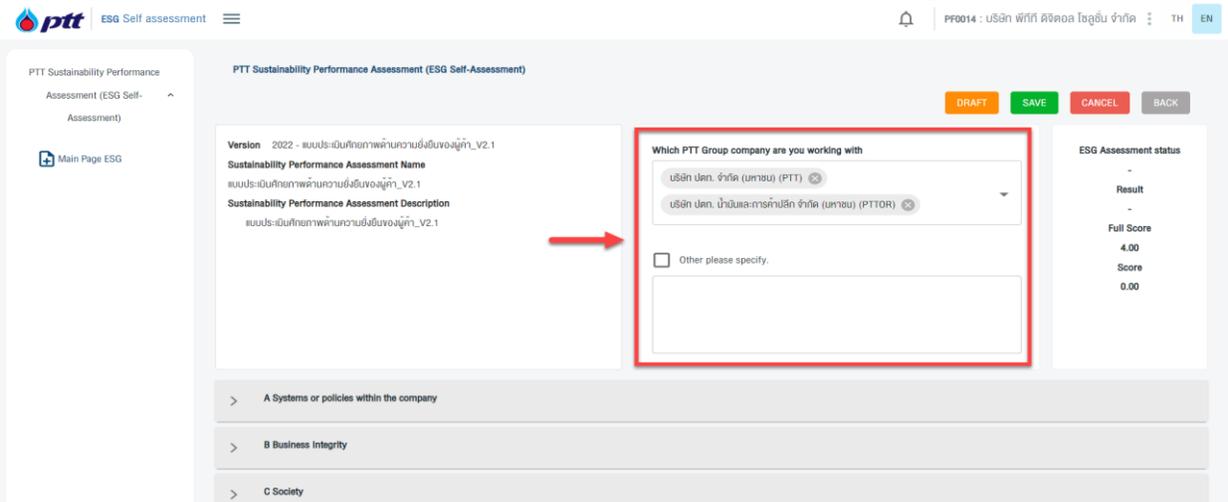
Example showing how to complete ESG Self-Assessment

The explanation of buttons and their colors

Buttons and Colors	Explanation
	It means the Save Draft button, which allows the Vendor to save the data for review before submitting it to PTT. Once pressed, the Vendor can also come back and edit the information in the Assessment form.
	It means that the Vendor needs to click the Confirm button to save the result. This confirms the results of the Assessment form to PTT. Once the Vendor presses the button, they will no longer be able to edit the original Assessment form.
	It means to cancel the Assessment form. Any changes previously made to the form will not be successful.
	It means to return to the main ESG Self-Assessment screen.
	It means more information. The vendor can click this button to read more information on the screen.

	<p>It means the Vendor can upload files to the system. Press this button to upload the specified document file onto the system and save the Assessment. When the Vendor presses this button, the system retrieves the data file in the system.</p>
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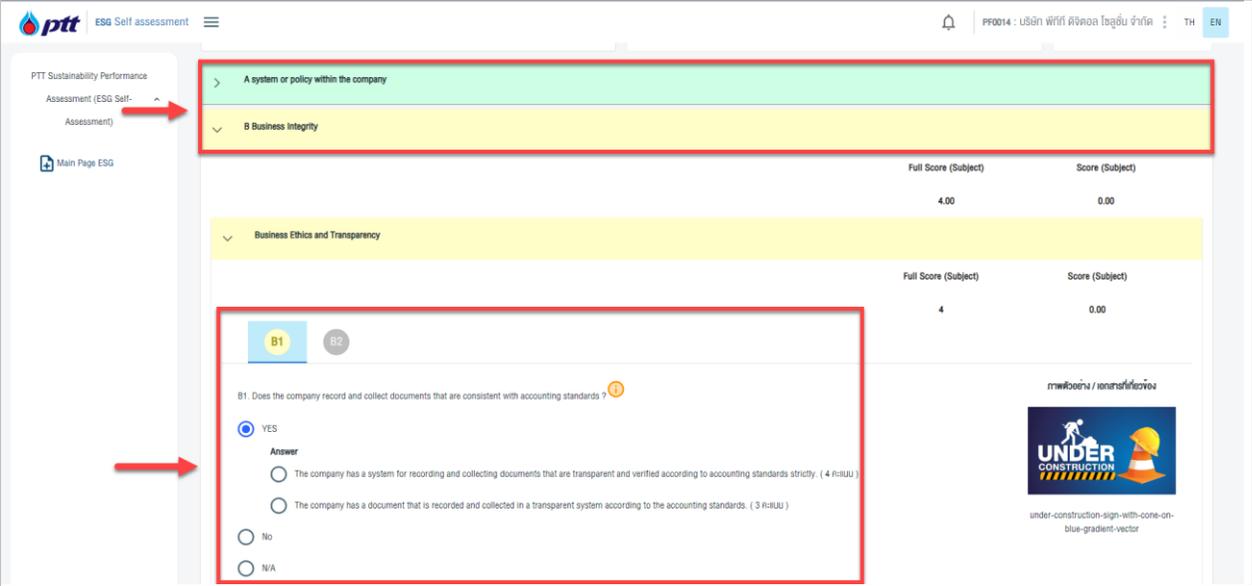
Color Legends and their Meanings	
	Green indicates that the Vendor has completed the Assessment in that category.
	Yellow indicates the Vendor has NOT completed the Assessment in this category.
	Grey indicates the Vendor has NOT started the Assessment in this category.
	Green button means that the Vendor has answered the question in the Assessment.
	Yellow button means that the Vendor has NOT answered the question in the Assessment.
	Grey button means that the Vendor has NOT started this part in the Assessment.



The screenshot shows the 'PTT Sustainability Performance Assessment (ESG Self-Assessment)' form. A red box highlights the dropdown menu for 'Which PTT Group company are you working with', which contains two selected options: 'บริษัท ปตท. จำกัด (มหาชน) (PTT)' and 'บริษัท ปตท. จำกัด (มหาชน) (PTTOR)'. A red arrow points to this dropdown menu. The interface also shows a sidebar with 'Main Page ESG' and a right-hand panel with 'ESG Assessment status' showing 'Result -', 'Full Score 4.00', and 'Score 0.00'. Buttons for 'DRAFT', 'SAVE', 'CANCEL', and 'BACK' are visible at the top right of the form area.

Example showing how to complete ESG Self-Assessment

The Vendor can read the questions in each category and answer them as shown in the picture.

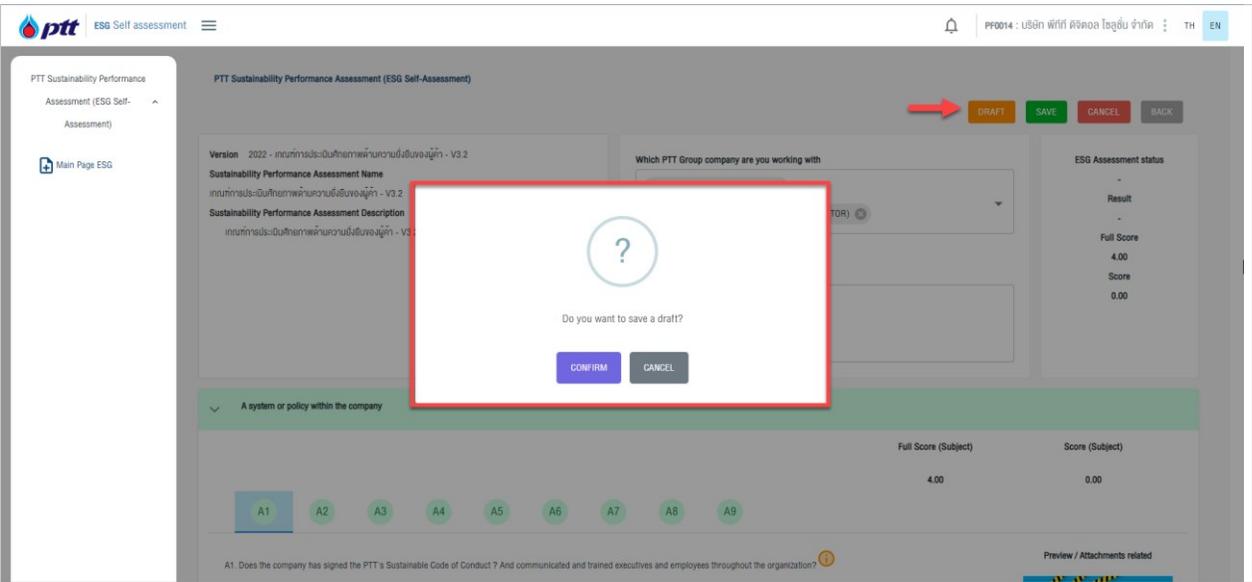


Example showing how to complete ESG Self-Assessment

4.4 How to Save an ESG Self-Assessment Draft

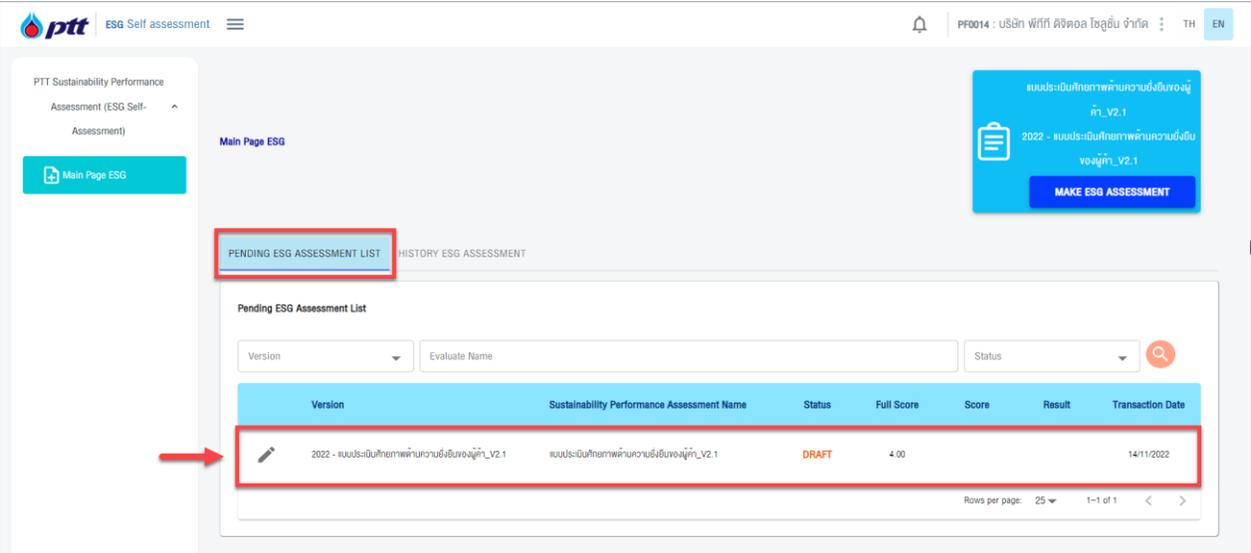


The Vendor can click **DRAFT** to save draft before submitting it to PTT and the system will display the pop-up notification as shown in the picture.



Example showing ESG Self-Assessment with the pop-up notification after clicking Save Draft Button

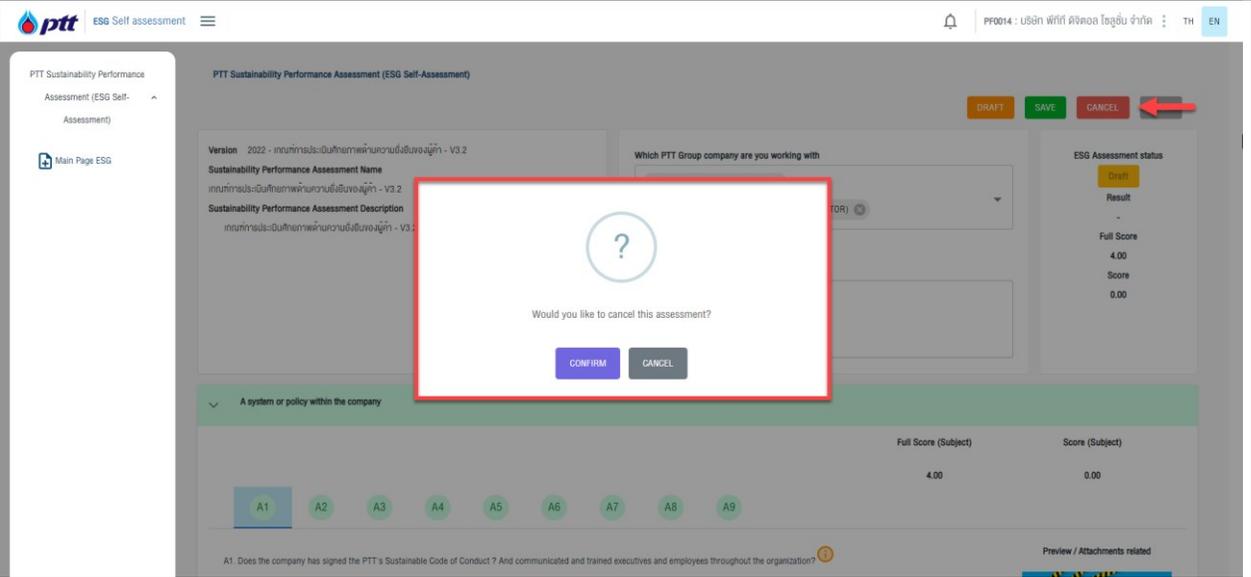
Once the Vendor clicks on the Save Draft button, the system will show “Draft” status in the “Pending ESG Self-Assessment” Tab as shown in the picture.



Example showing ESG Self-Assessment with the pop-up notification after clicking Save Draft button

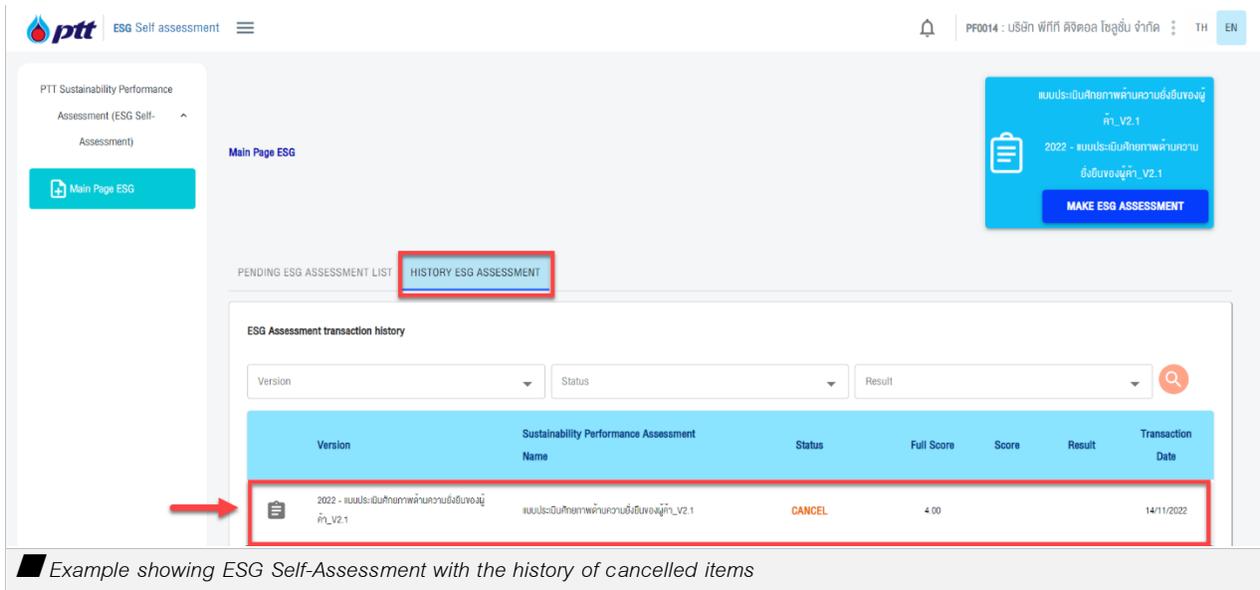
4.5 How to Cancel an ESG Self-Assessment

The Vendor can click **CANCEL** if they do not want to complete the Assessment. Once clicked, the system will show a pop-up notification for the Vendor to confirm. After confirmation, the system will keep the Assessment form which is not subject to any further modifications. If the Vendor wishes to complete the Assessment, they are required to start over from the beginning as shown in the picture.



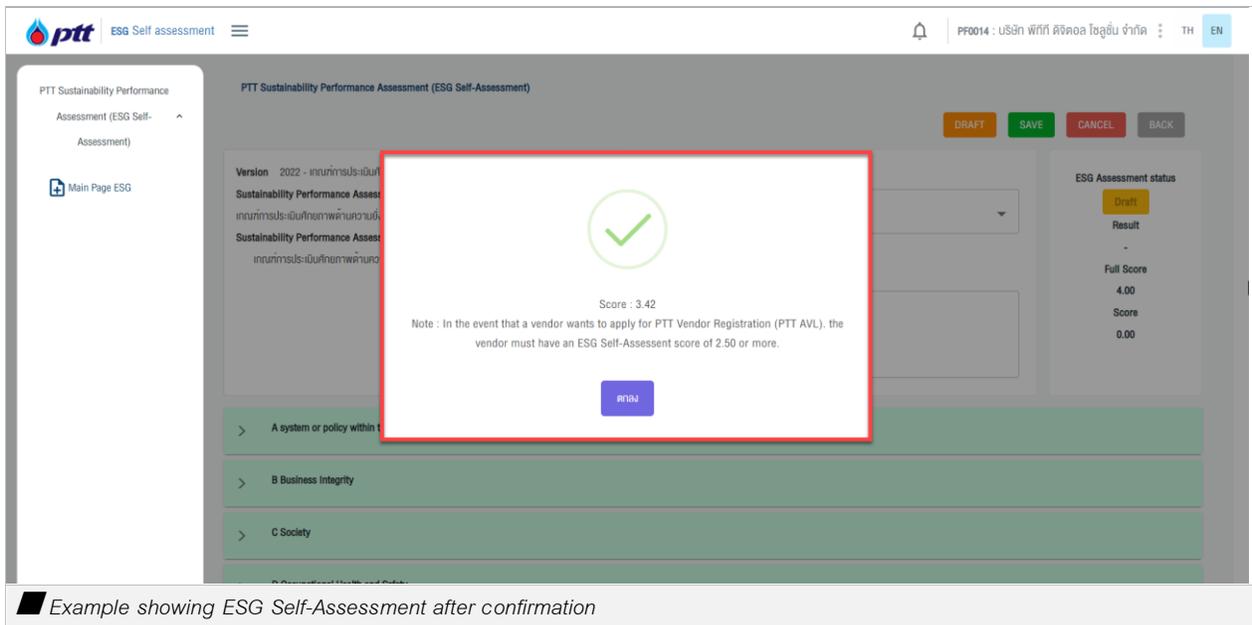
Example showing ESG Self-Assessment with the pop-up notification after clicking Cancel button

Once the Vendor clicks on the Cancel button, the system will show “Cancelled” status in the “Pending ESG Self-Assessment” tab as shown in the picture.



4.6 How to Submit an ESG Self-Assessment to PTT

When the Vendor has completed all the required steps and reviewed the Assessment and wishes to submit the Assessment to PTT, the Vendor can click **SAVE**. The system will reveal the score and status as shown in the picture.



5. How to Check the ESG Self-Assessment

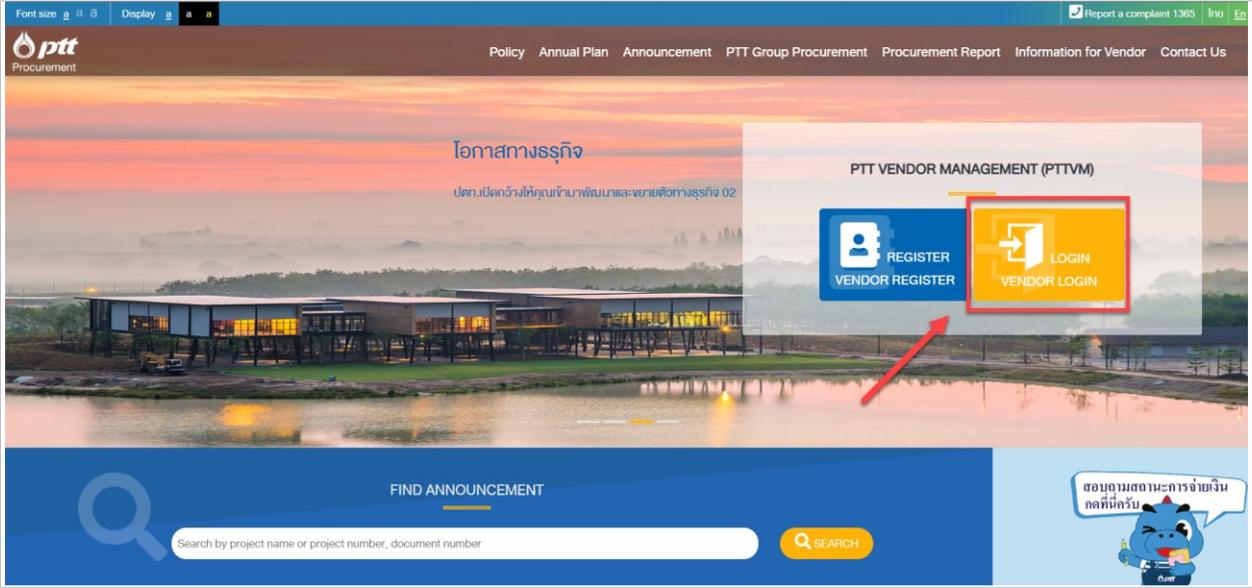
The Vendor can check the score from the ESG Self-Assessment in the system and export the report to a pdf file from the system. The steps are as follows:

5.1 How to Log in to Check the ESG Self-Assessment

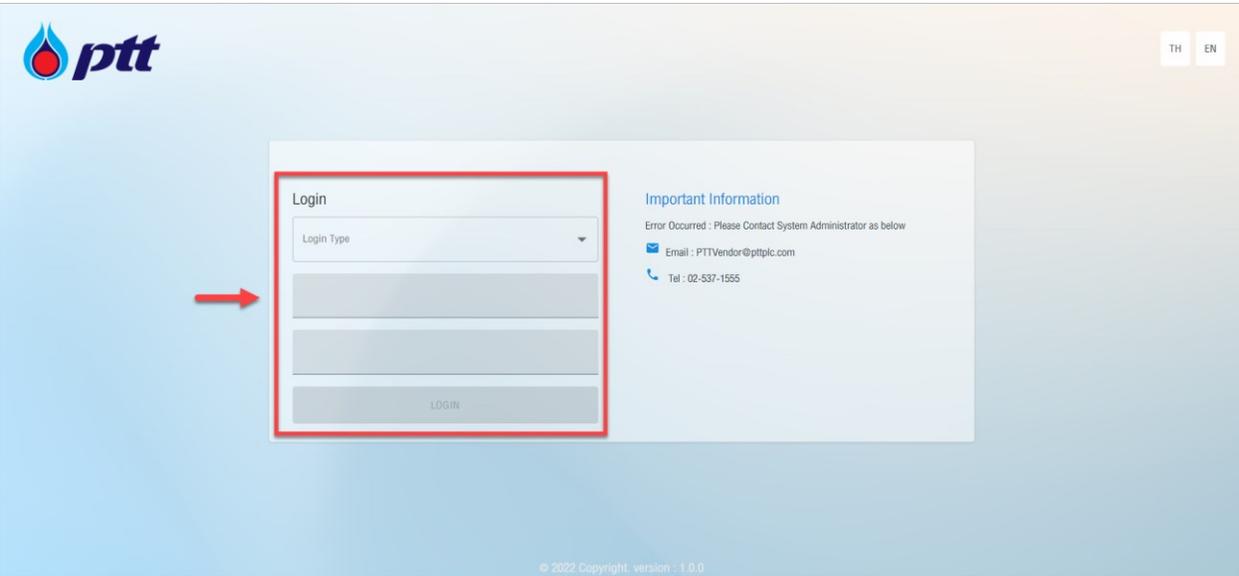
The Vendor can log in the system through PTT Procurement Website URL <https://procurement.pttplc.com> After



then, click to access the main login page.

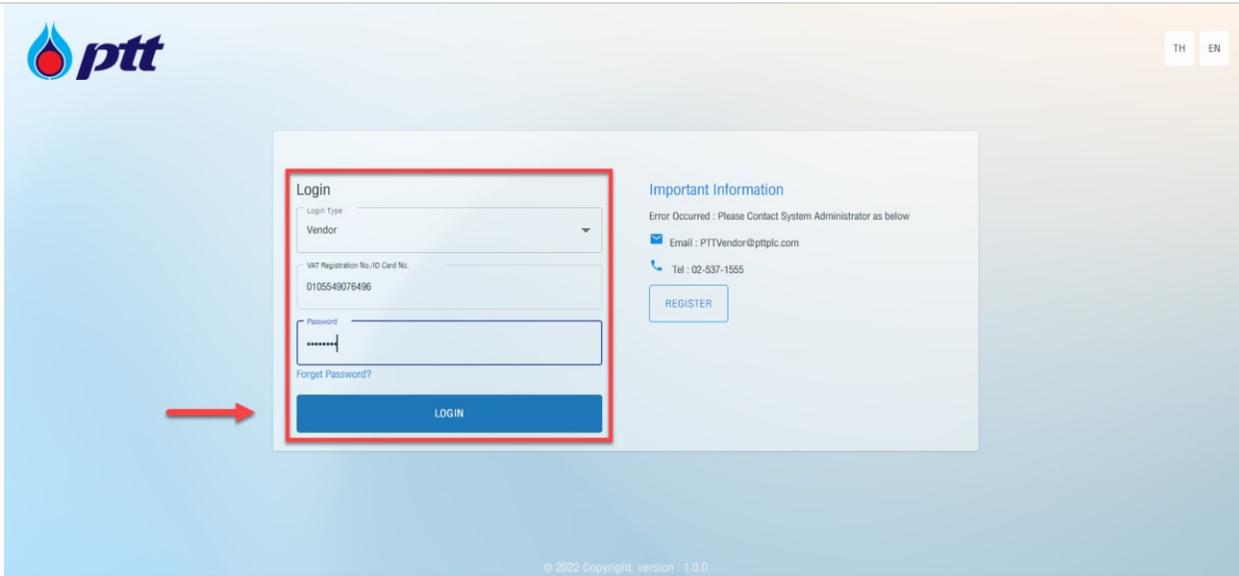


Example of the screen showing login page in the PTT Procurement Website



■ Example showing Login page

When the Vendor clicks on the login button, the system displays a screen where the Vendors can select the login type "Vendor" where the Vendor enters the username and password as shown in the picture.

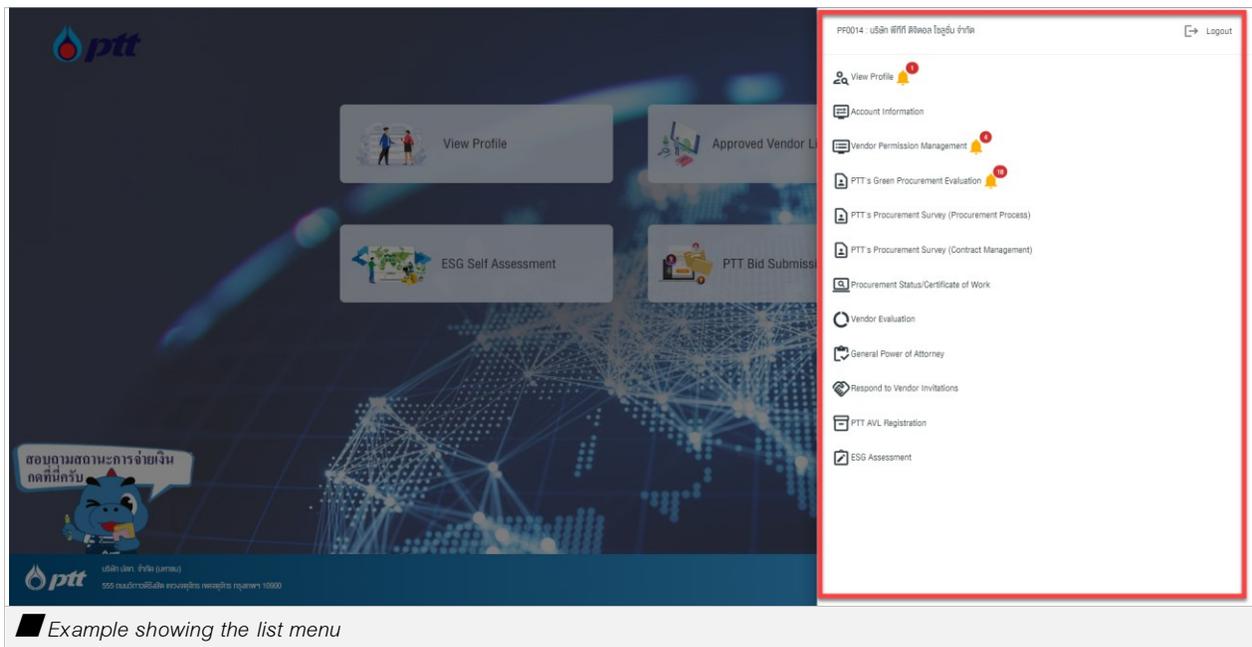


■ Example showing how to fill out username and password

After the Vendor fills out the username and password, the system will display as shown in the picture.

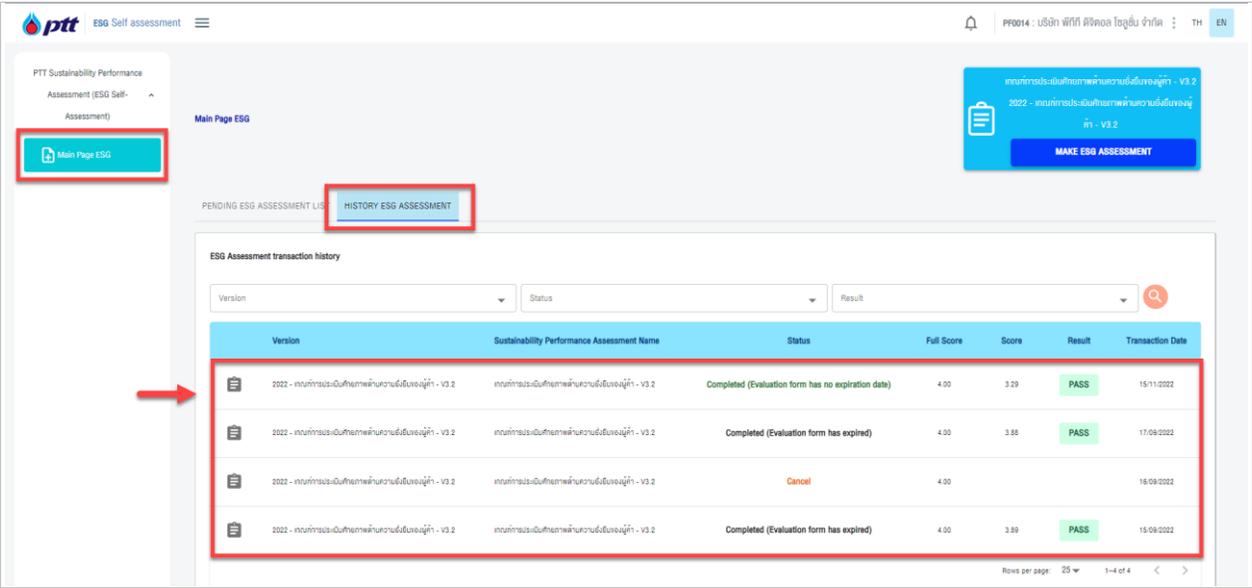


The Vendor can select the desired page shown on the screen or press  to access the list menu as shown in the picture.



5.2 How to Check the Saved ESG Self-Assessments

After logging in, the Vendor will be shown a main entry page of ESG Self-Assessment where the Vendor can click the Assessment History tab. After that, the system will automatically display the list of ESG Self-Assessments done by the Vendor as shown in the picture.



Example showing the main entry page after clicking Assessment History Tab

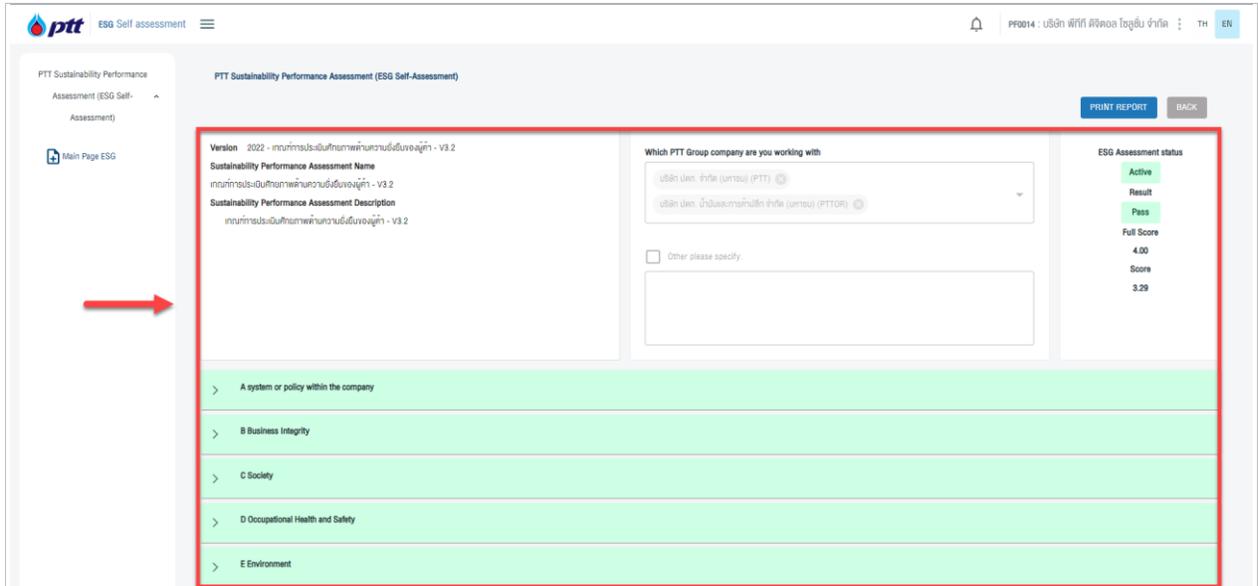
Explanation of each button

Buttons and Field	Explanation
Version	It means the version of eligible ESG Self-Assessments, announced by PTT. The Vendor can search for the information here.
Status	<p>It means the status of the Vendor's ESG Self-Assessment that is submitted to PTT. There are three statuses:</p> <ol style="list-style-type: none"> 1. Successfully Submitted (for Valid Assessments) – it means that the Vendor has successfully submitted the Assessments to PTT within 3 years of the date of the ESG Self-Assessment 2. Successfully Submitted (for Expired Assessments – it means that that the Vendor has successfully

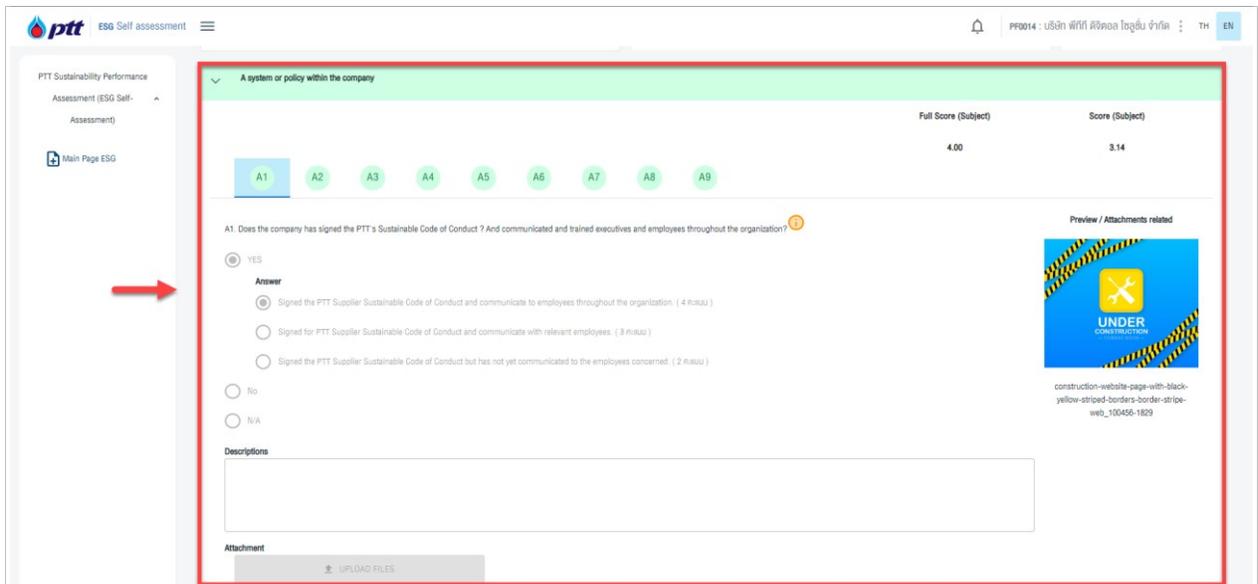
	submitted the Assessments to PTT but the Assessments have already been expired (More than 3 years of the date of the ESG Self-Assessments) 3. Cancelled – it means the Vendor has cancelled the ESG Self-Assessment.
Result	It means the score obtained from the ESG Self-Assessment that the Vendor submitted to PTT. 1. Pass – The score obtained from the ESG Self-Assessment is 2.5 or above. 2. Failed - The score obtained from the ESG Self-Assessment is less than 2.5.
	Search – To search for the information as requested from the Vendor.
	Request for the result button – to request for the Assessment result and score which will be displayed automatically on the screen after Click.
Sustainability Performance Assessment Name	The version of the ESG Self-Assessment, announced by PTT will be automatically shown.
Full Score	The full score of the ESG Self-Assessment will be automatically shown.
Score	The obtained score from the ESG Self-Assessment done by the Vendor will be automatically shown.
Transaction Date	The submission date of the ESG Self-Assessment will be automatically shown.

5.3 How to Check the Details of the ESG Self-Assessment

The Vendor can check the details of the ESG Self-Assessment by clicking  which will show the Assessment History tab. From here, the Vendor can check the information in each category as shown in the picture.



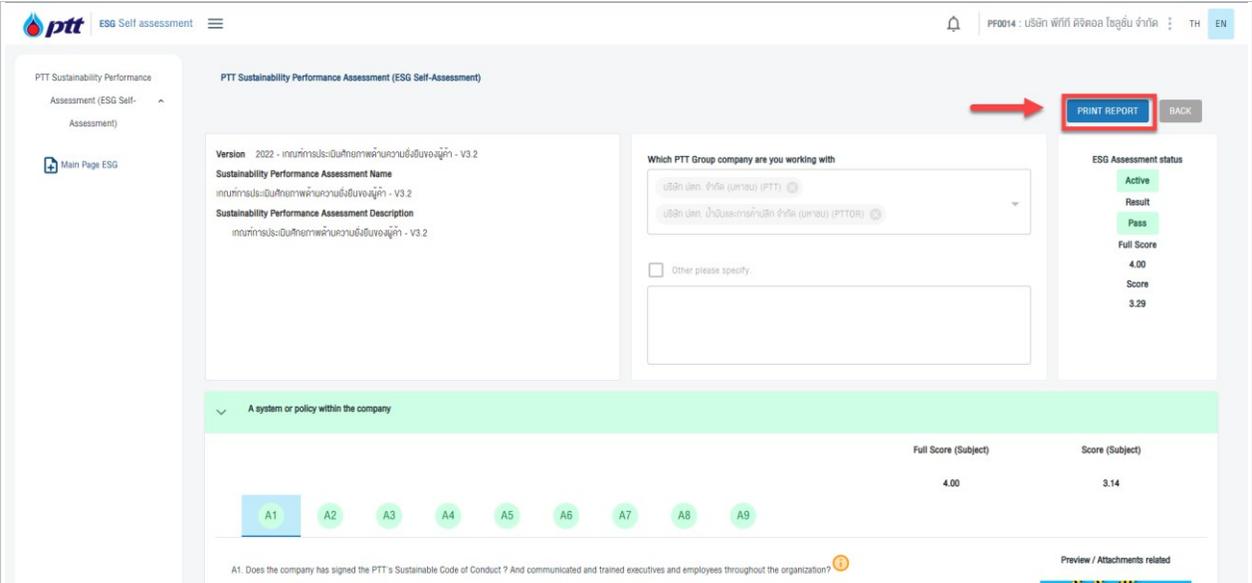
Example showing the details of ESG Self-Assessment (After clicking Assessment History tab and Request for Details Button)



Example showing the details of ESG Self-Assessment (After clicking Assessment History tab, Request for details button, and Category).

5.4 How to Export and Print the ESG Self-Assessment Report

The Vendor is able to print the ESG Self-Assessment report from the system by clicking  Then, the system will show the details of the ESG Self-Assessment. If the Vendor wishes to print the ESG Self-Assessment report, click . After that, the system will draw the requested report from the system and send it to the Vendor's computer where the Vendor can download the PDF file in three different formats as shown in the picture.



Example showing how to print the ESG Self-Assessment (After clicking Assessment History tab)

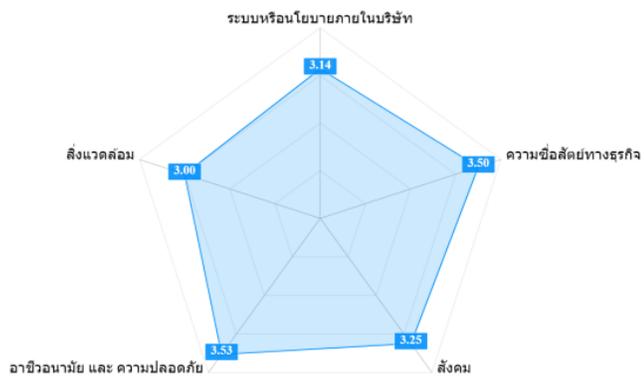


**รายงานผลการทำแบบประเมินศักยภาพด้านความยั่งยืน
(Sustainability Performance Assessment) ของผู้ค้า ปตท.**

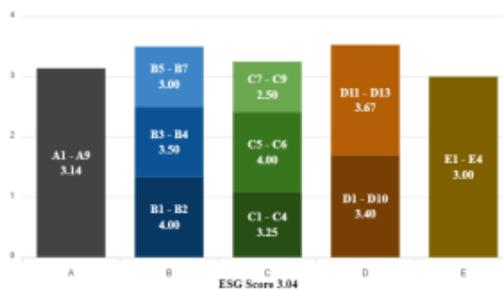
เลขประจำตัวผู้เสียภาษี : 0105549076496
ชื่อผู้ค้า : บริษัท พีทีที ดิจิตอล โซลูชั่น จำกัด
ที่ตั้ง : 555/1 ศูนย์อำนวยการบริหารเมืองพัทยา แขวง/ตำบล จตุจักร เขต/อำเภอ จตุจักร
 จังหวัด กรุงเทพมหานคร 10900
โทรศัพท์ : 0-2140-3567 **อีเมล :** vmtest12345678@gmail.com
วันที่ทำแบบประเมิน : 15/11/2565
วัตถุประสงค์การทำแบบประเมิน : ประเมินการดำเนินงานด้านความยั่งยืนของผู้ค้าบริษัทในกลุ่มบริษัท ปตท. (PTT)
เกณฑ์การทำแบบประเมินและเอกสารอ้างอิงที่ใช้ : เกณฑ์การประเมินศักยภาพด้านความยั่งยืนของผู้ค้า - V3.2
ผลการทำแบบประเมิน : ผ่าน (3.29 คะแนน)
รูปแบบการบันทึกผล : Self-Assessment
ตรวจประเมินโดย : -

หัวข้อ/หมวดคำถาม	น้ำหนัก Weight %	คะแนน SCORE	คะแนน SCORE x Weight %
A ระบบหรือนโยบายภายในบริษัท	20.00	3.14	0.63
B ความซื่อสัตย์ทางธุรกิจ	20.00	3.50	0.70
C สังคม	20.00	3.25	0.65
D อาชีวอนามัย และ ความปลอดภัย	20.00	3.53	0.71
E สิ่งแวดล้อม	20.00	3.00	0.60

Example of ESG Self-Assessment Report (Format 1)



Example of ESG Self-Assessment Report (Format 2)



หมวด A : ระบบหรือนโยบายภายในบริษัท

● A1 - A9

หมวด B : ความซื่อสัตย์ทางธุรกิจ

● จริยธรรมและความโปร่งใสในการดำเนินธุรกิจ (B1 - B2)

● มาตรฐานด้านคุณภาพ (B3 - B4)

● การประเมินความเสี่ยง (Risk Management) และการเตรียมความพร้อม (B5 - B7)

หมวด C : สังคม

● สิทธิมนุษยชน (C1 - C4)

● แรงงานสัมพันธ์ (C5 - C6)

● ความรับผิดชอบต่อสังคม (C7 - C9)

หมวด D : อาชีวอนามัย และ ความปลอดภัย

● อาชีวอนามัย และความปลอดภัย (D1 - D10)

● ความปลอดภัยและการเตรียมพร้อมต่อเหตุฉุกเฉิน (D11 - D13)

หมวด E : สิ่งแวดล้อม

● E1 - E4

Example of ESG Self-Assessment Report (Format 3)

A. ระบบหรือนโยบายภายในบริษัท

A1 บริษัทได้ลงนามในแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. พร้อมสื่อสาร ฝึกอบรมให้ผู้บริหารและพนักงานทั่วทั้งองค์กรรับทราบหรือไม่

คำตอบ	คะแนนที่ได้	คำอธิบายเพิ่มเติมของผู้ค้า	ระบุเอกสารที่เกี่ยวข้อง	หลักเกณฑ์การให้คะแนน
มี	4 คะแนน			<ul style="list-style-type: none">- ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. และมีการสื่อสารให้พนักงานทั่วทั้งองค์กรรับทราบ- ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. และมีการสื่อสารให้พนักงานที่เกี่ยวข้องทราบ- ลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท. แต่ยังไม่มีการสื่อสารให้พนักงานที่เกี่ยวข้องทราบ- ไม่มีการลงนามแนวทางการปฏิบัติอย่างยั่งยืนของผู้ค้า ปตท.

A2 บริษัทมีนโยบายเกี่ยวกับการพัฒนาอย่างยั่งยืน และตัวชี้วัดที่ใช้ในการประเมินผลตามตัวชี้วัดนั้นๆ หรือไม่

คำตอบ	คะแนนที่ได้	คำอธิบายเพิ่มเติมของผู้ค้า	ระบุเอกสารที่เกี่ยวข้อง	หลักเกณฑ์การให้คะแนน
มี	4 คะแนน			<ul style="list-style-type: none">- มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร และมีการสื่อสารให้พนักงานทราบทั่วทั้งองค์กร พร้อมกำหนดตัวชี้วัดที่เกี่ยวข้อง- มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร และมีการสื่อสารให้พนักงานทราบทั่วทั้งองค์กร- ไม่มีที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร มีเพียงข้อกำหนด/แนวทางสำหรับคู่ค้าด้านคุณภาพและเนื้อหาของงาน- ไม่มีนโยบายที่มีเนื้อหาสอดคล้องกับการพัฒนาอย่างยั่งยืนเป็นเอกสาร

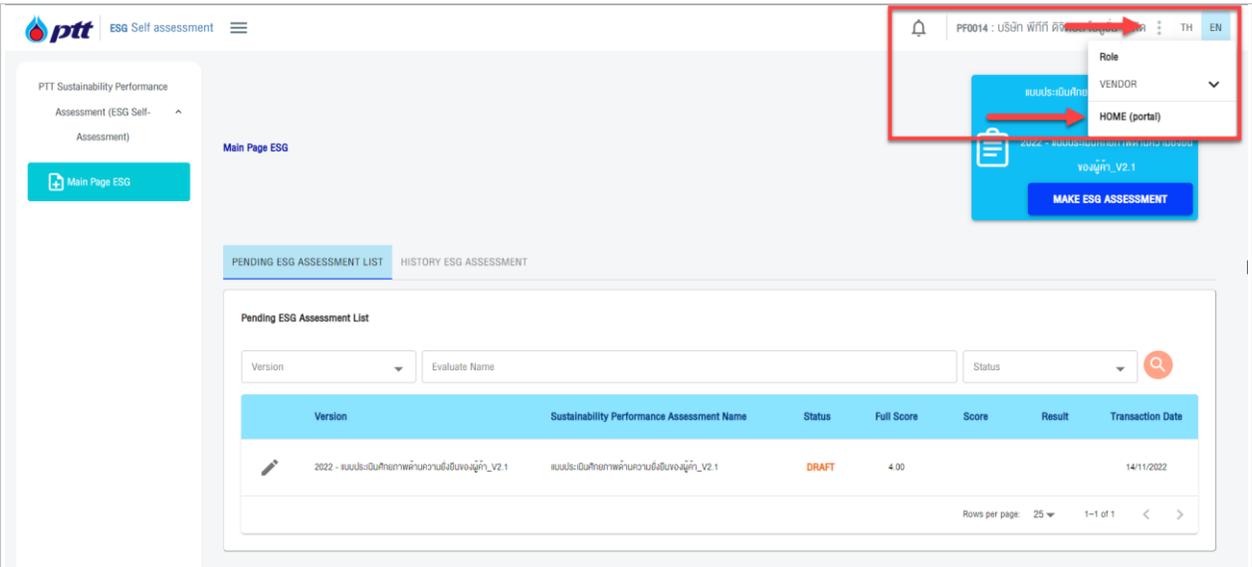
Example of ESG Self-Assessment Summary

6. How to Return to the Main Portal and Log out of the System

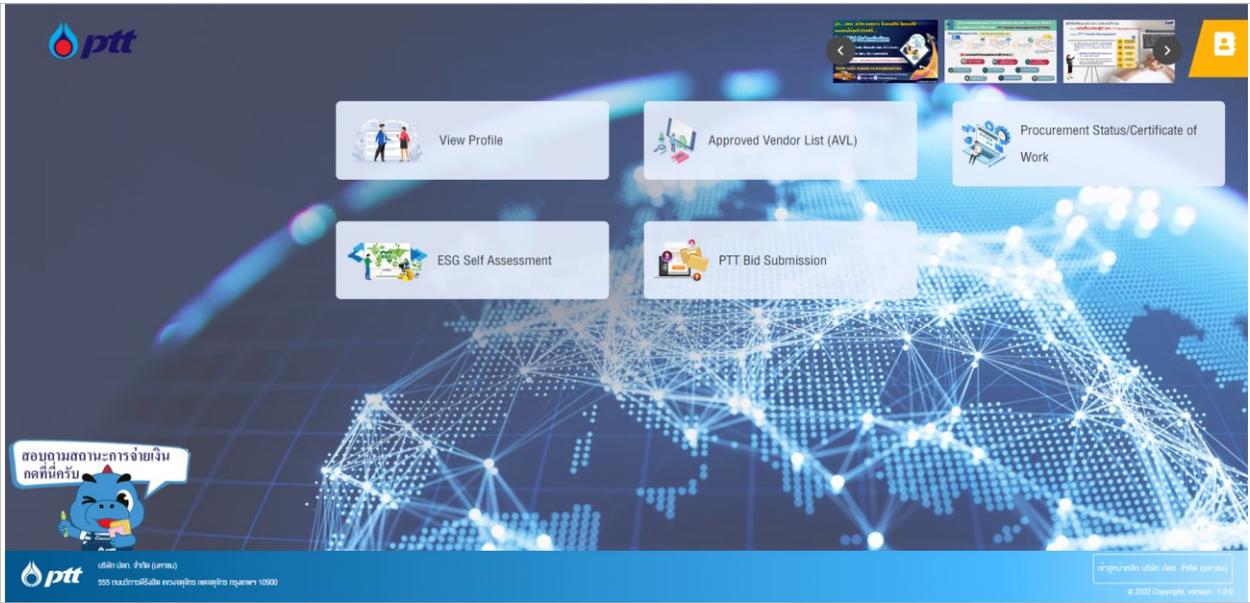
When the Vendor logs in the system, it will direct the Vendor to the Portal where all the buttons are displayed. In order to leave the function page back into the Portal or log out of the system, the steps are as follows:

6.1 How to Return to the Portal after Logging in the ESG Self-Assessment

When the Vendor logs into the ESG Self-Assessment system and wishes to return to the Portal, the Vendor can click . The system will display a pop-up notification where the Vendor can click and be directed to the Portal as shown in the picture.



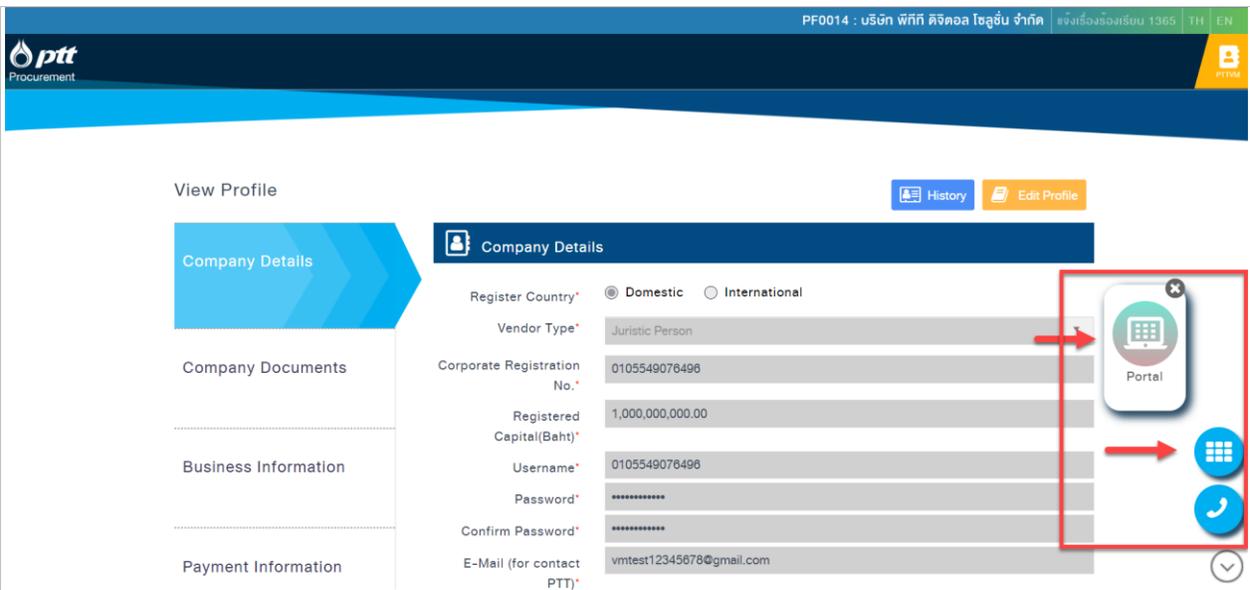
Example showing how to return to the Portal



Example showing the Portal

6.2 How to Return to the Portal from PTTVM

When the Vendor logs into the PTTVM system and wishes to return to the Portal, the Vendor can click  from which a pop-up notification  is shown. Click Portal Icon to return to the Portal or click X to remain in the page as shown in the picture.



Example showing how to return to the Portal from PTTVM function page



Example showing the Portal

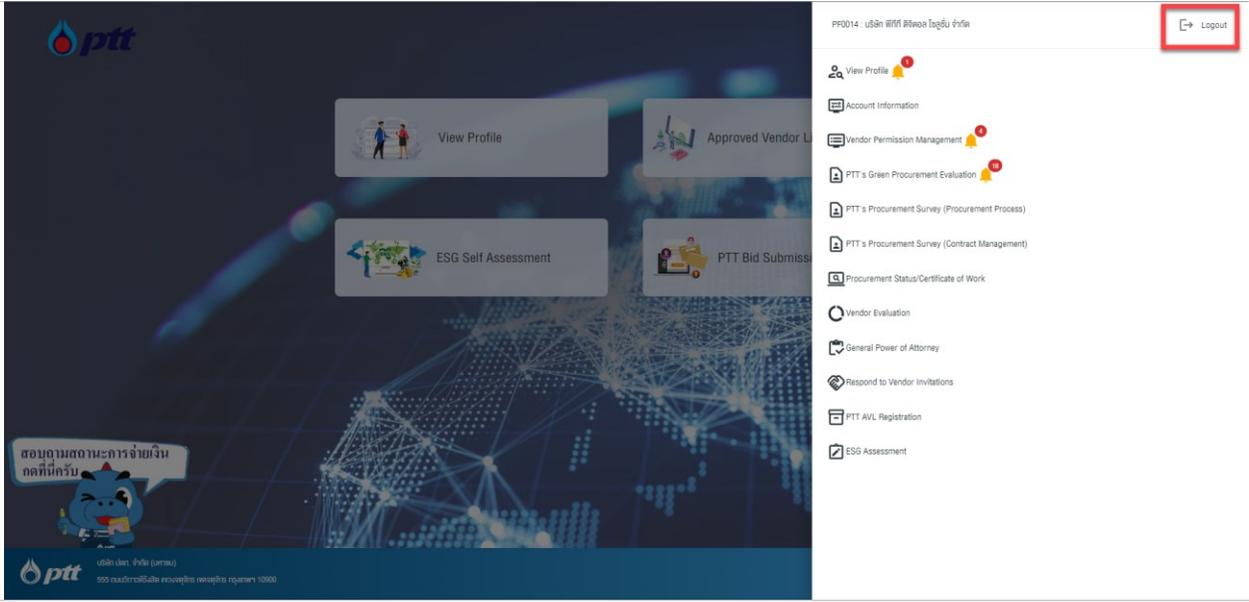
6.3 How to Log out of the System

When the Vendor does not wish to stay on the function page or wishes to log out of the system, click



that appears on the top right corner in Portal and a pop-up notification will be shown. Click

Logout and the system will direct the Vendor to the login page again as shown in the picture.



Example showing how to log out