



PTT Public Company Limited

PTT Vendor Management System

User Manual

For PTT Vendor Part 2

Version 1.3 / Mar 2024

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## PTT Vendor Management System

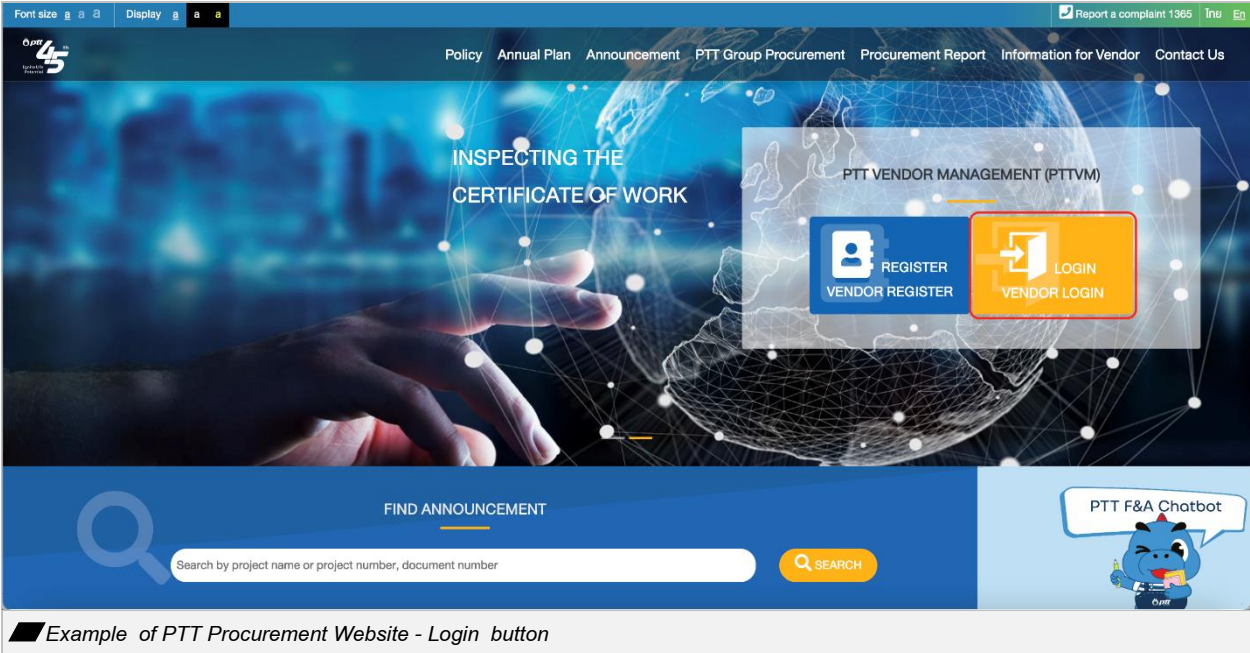
PTT Vendor Management (PTTVM) is a system developed by PTT Public Company Limited (PTT) to assist and support vendors. It enhances communication channels and provides access to information regarding PTT's procurement processes for vendors who have or haven't previously transacted with PTT. This system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


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

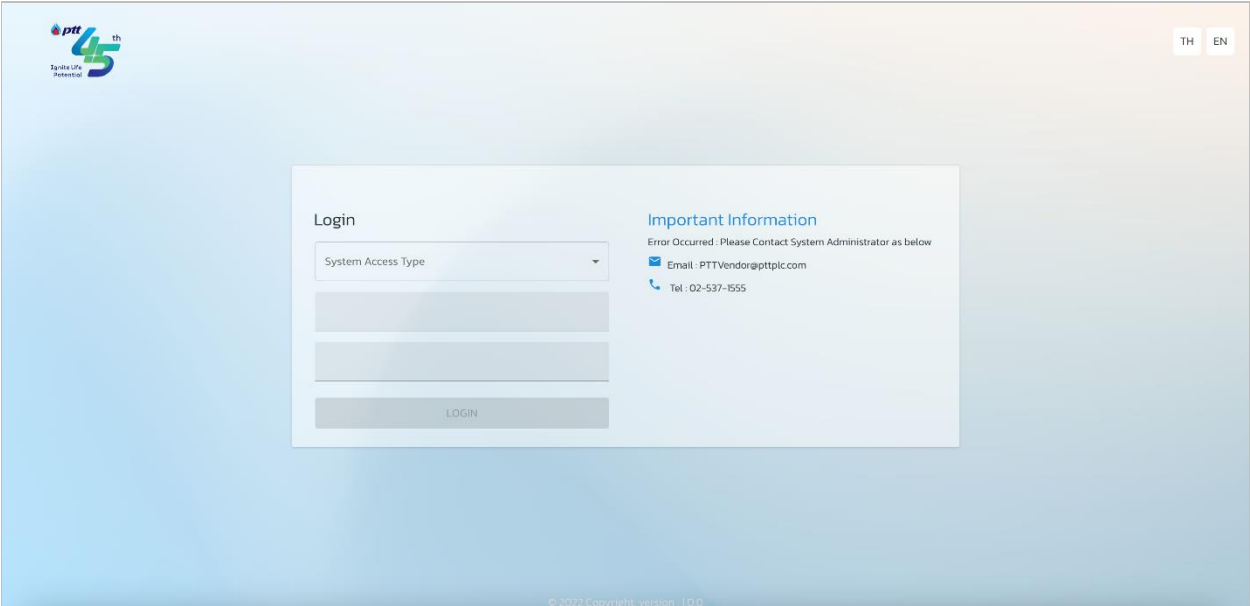
### 1. PTT Bid Submission

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

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

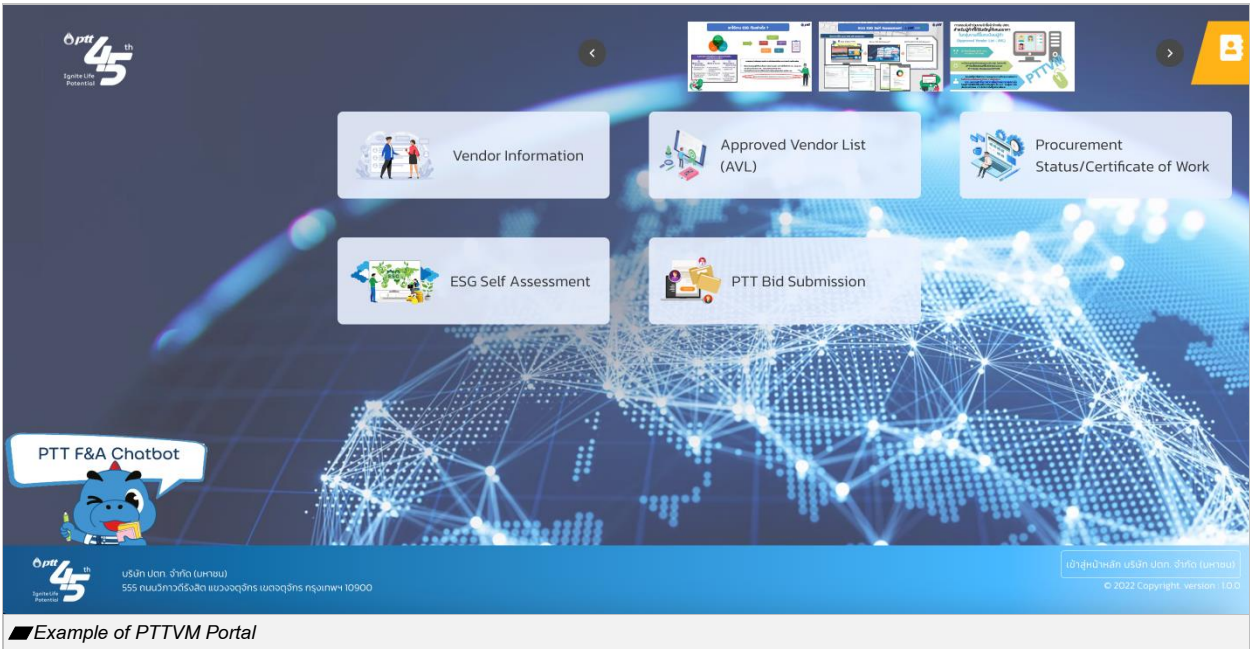


- If you're accessing using PTT Vendor Management (PTTVM), enter the information at <https://ptvm.pttplc.com/index.html#/app/signin>. Enter your username and password, then click the button,  to log in.



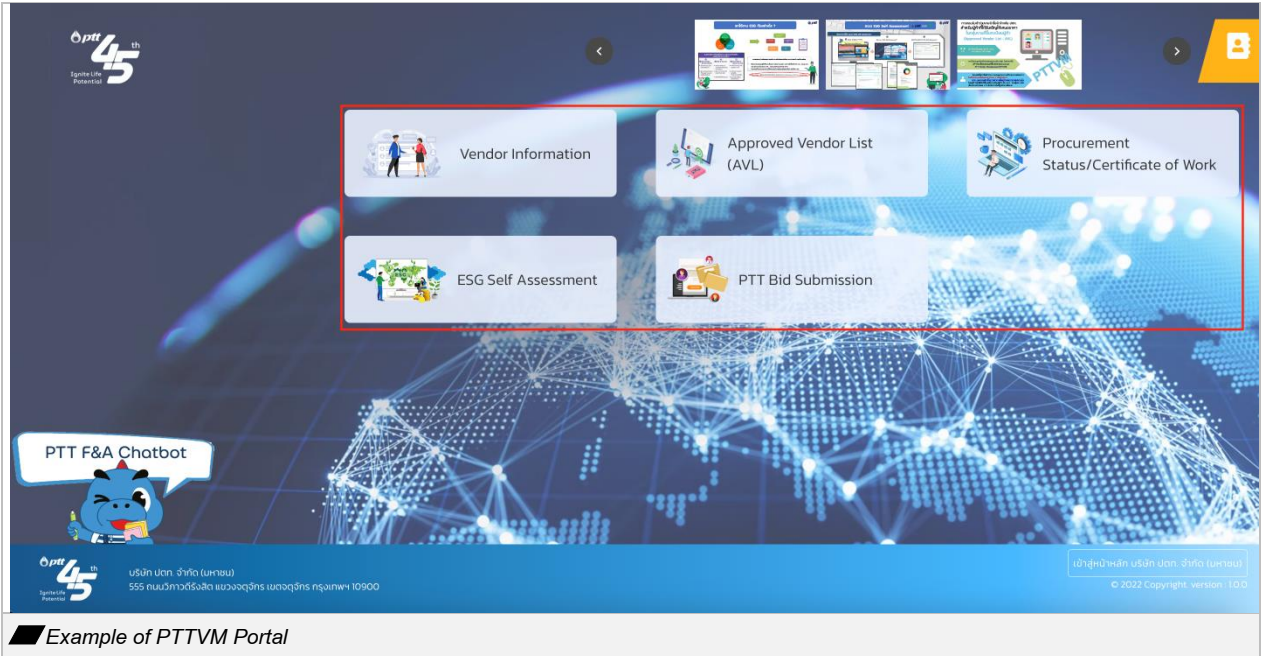
Example of PTTVM sign-in screen

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

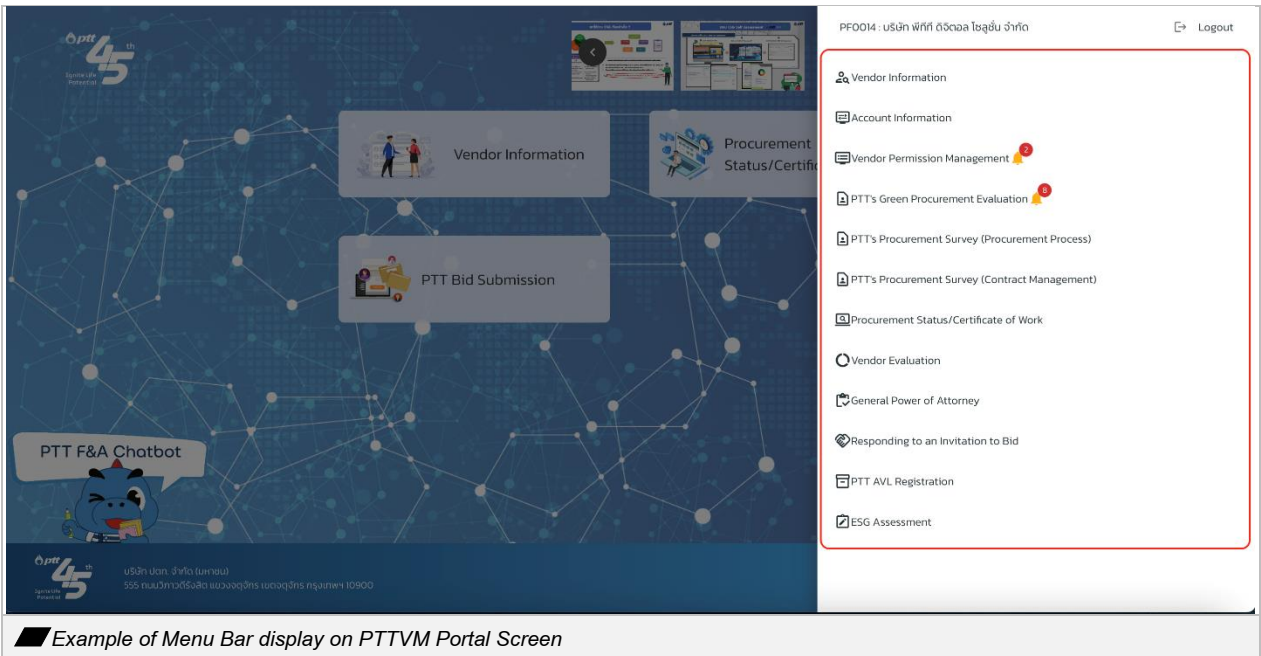


Example of PTTVM Portal

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



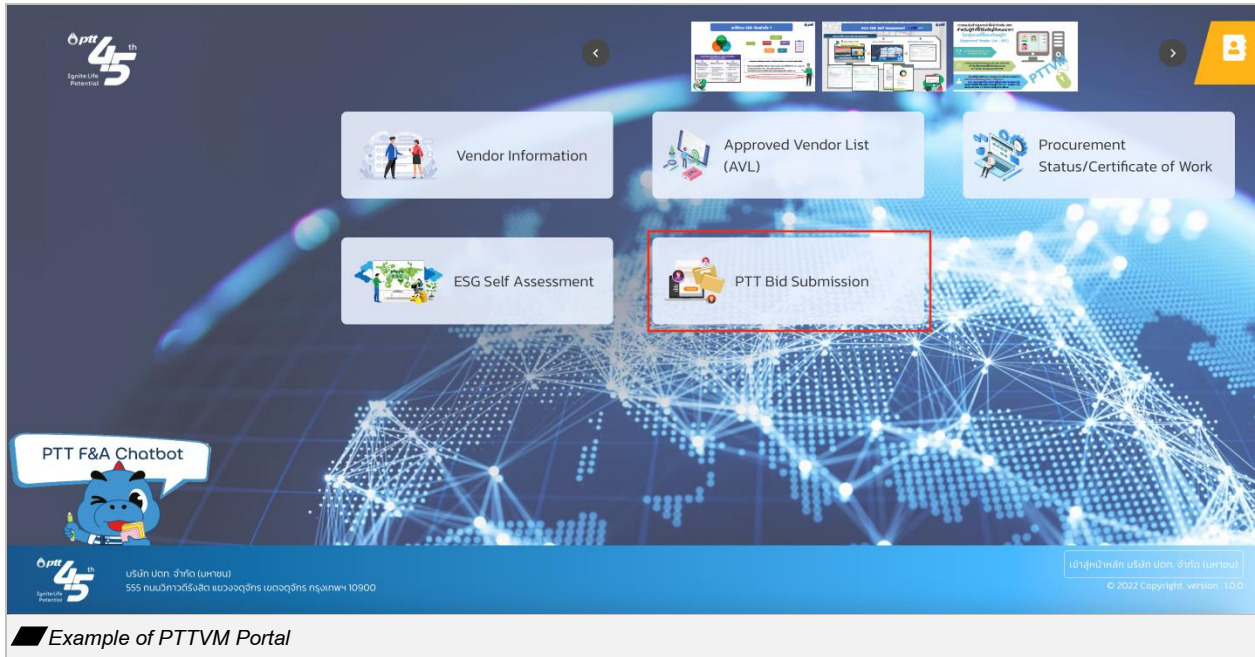
Example of PTTVM Portal



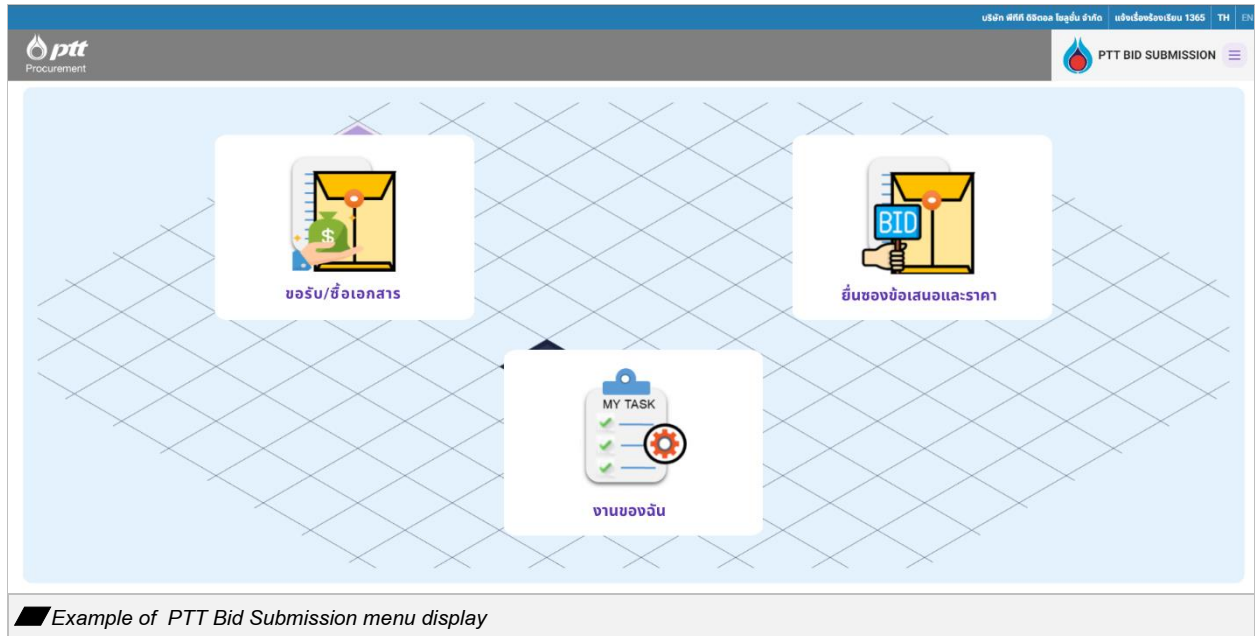
Example of Menu Bar display on PTTVM Portal Screen

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






Example of PTTVM Portal

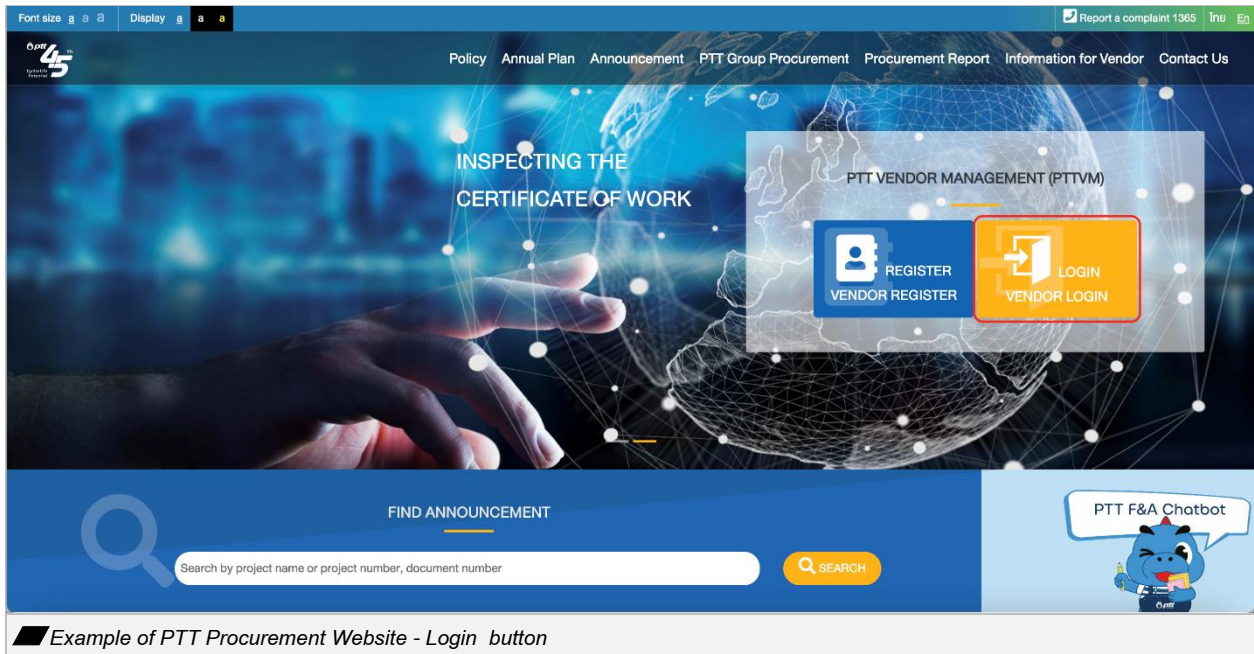



Example of PTT Bid Submission menu display

## 2. PTT Electronic Bank Guarantee (e-BG)

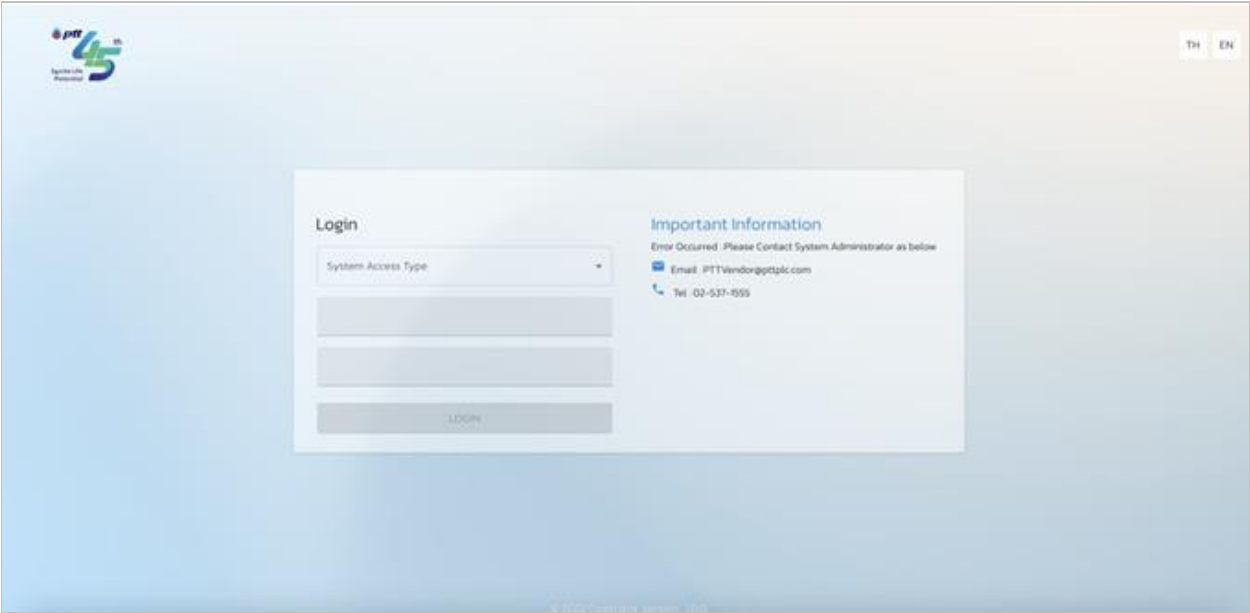
The vendor who will access the screen must be 3 authorized to use the contract collateral system in order to take any necessary action about the contract collateral or Electronic Bank Guarantee. Vendors can access the PTTVM system's contract margin information by logging in. the next 2 channels:

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



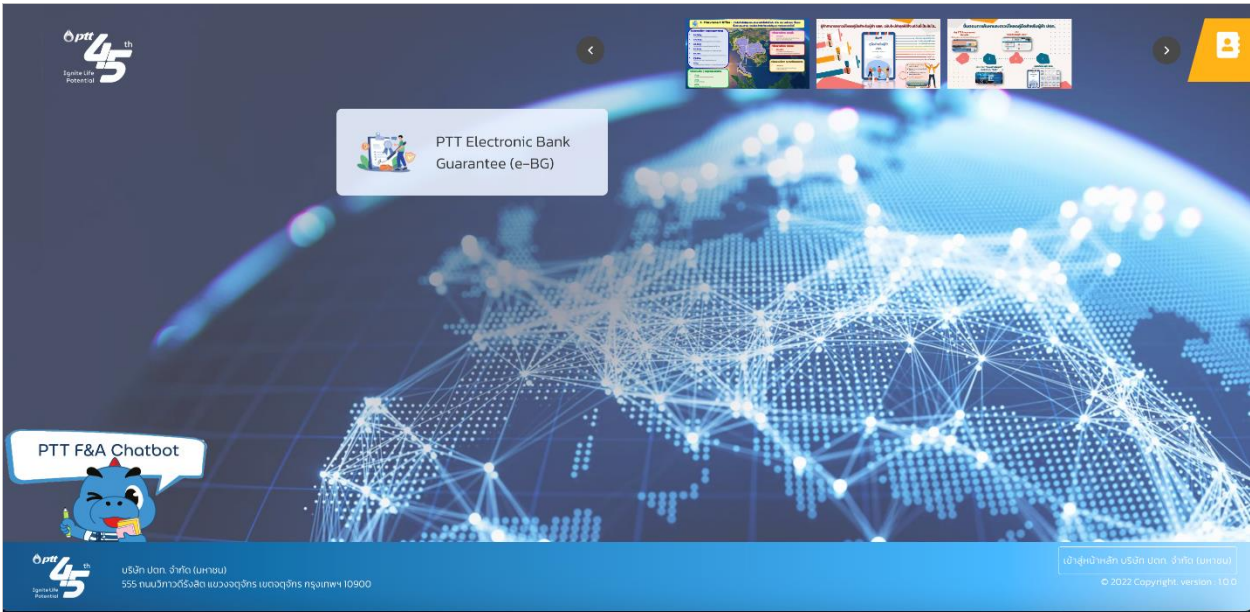
- If you're accessing using PTT Vendor Management (PTTVM), enter the information at <https://ptvm.pttplc.com/index.html#/app/signin>. Enter your username and password, then click the button,  to log in.





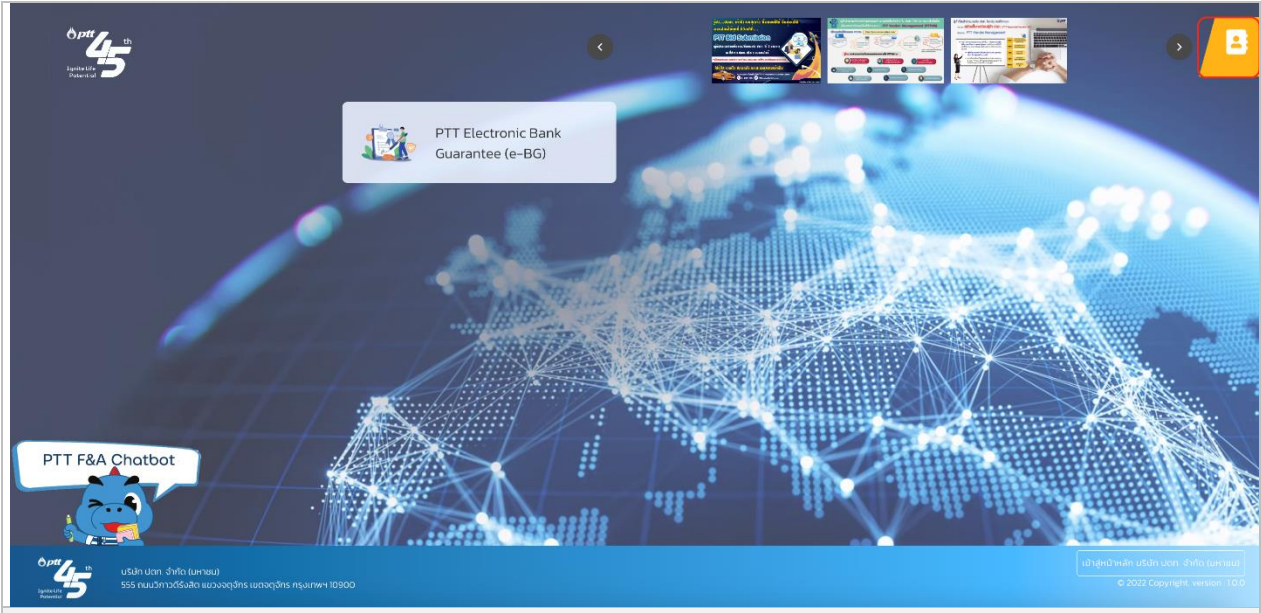
Example of PTTVM sign-in screen

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

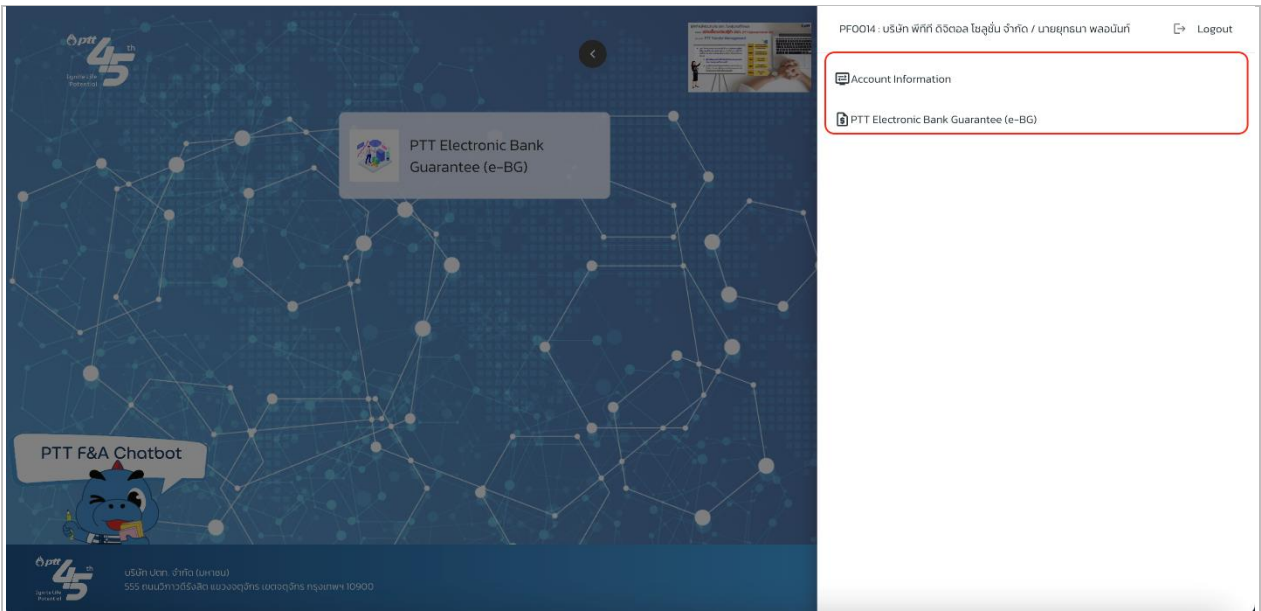


Example of PTTVM Portal

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



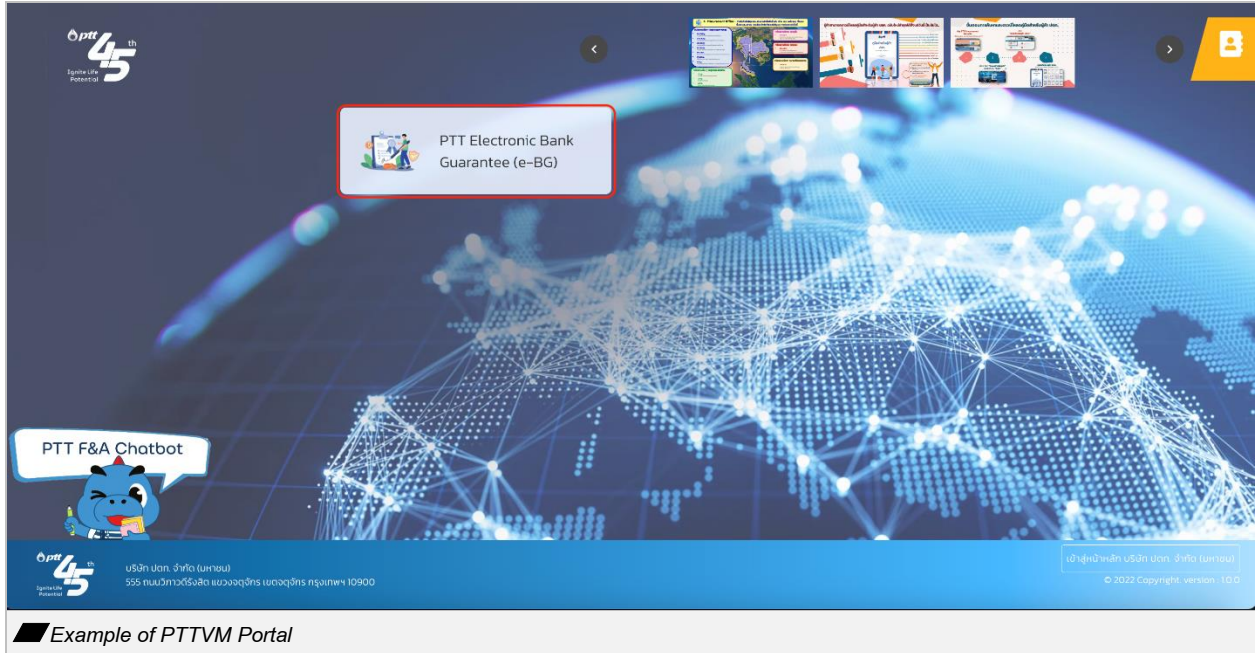
**Example of PTTVM Portal**



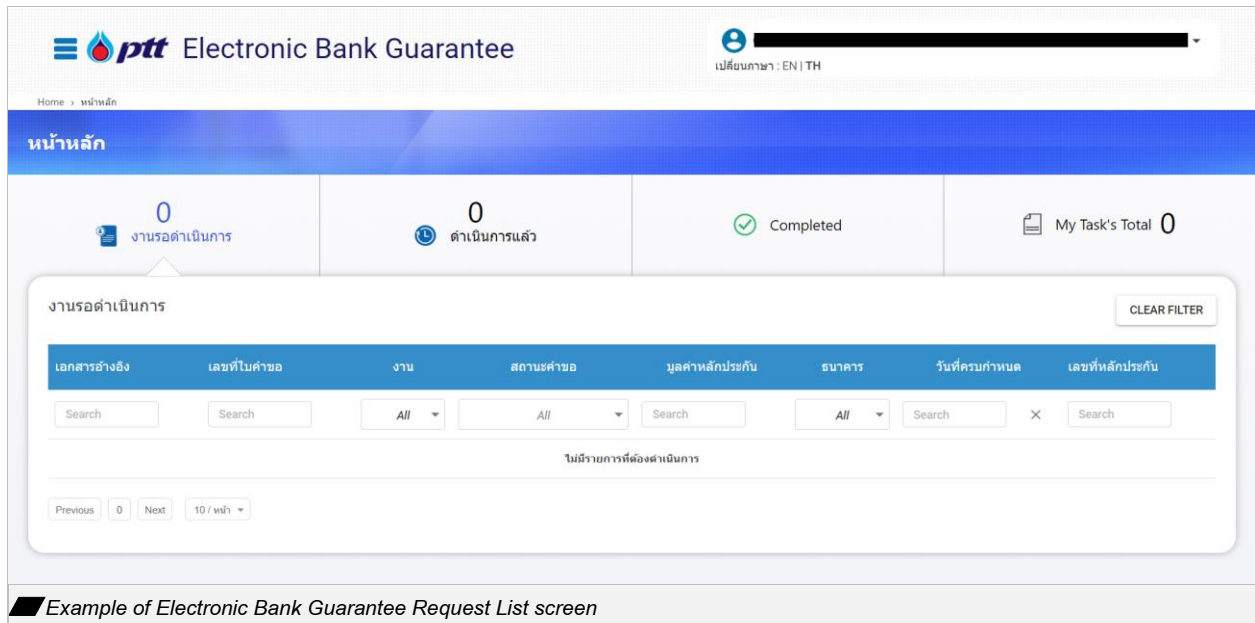
**Example of Menu Bar display on PTTVM Portal**

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

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




Example of PTTVM Portal

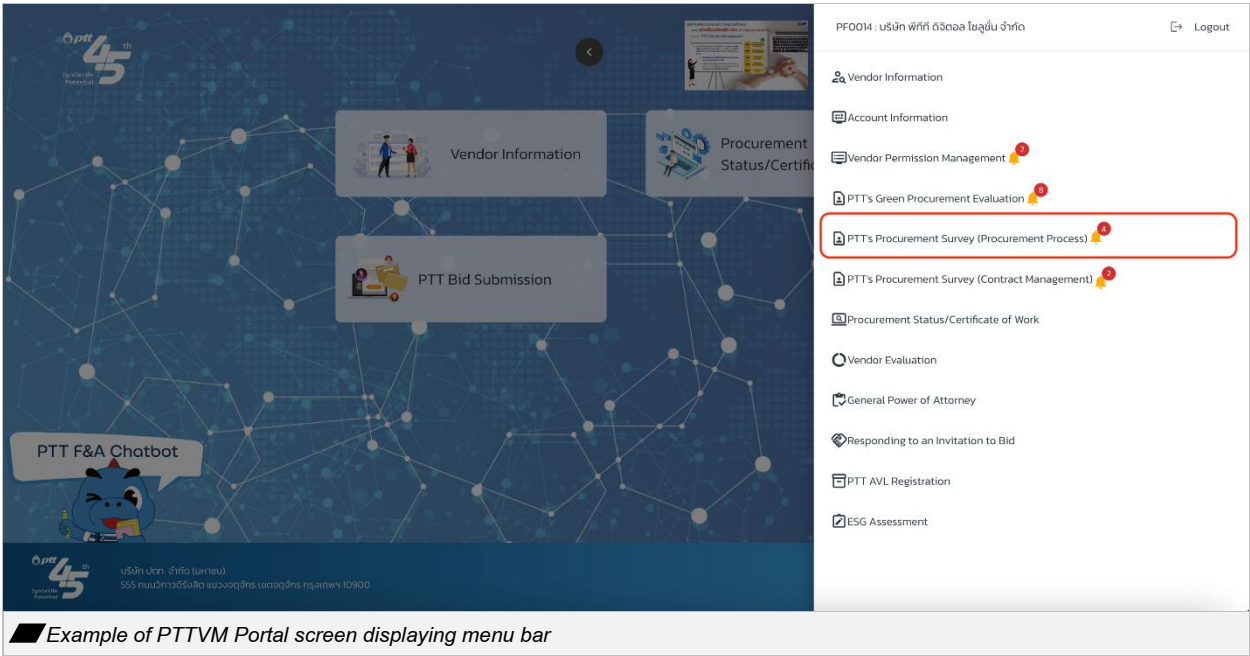


Example of Electronic Bank Guarantee Request List screen

### 3. PTT's Procurement Survey (Procurement Process)

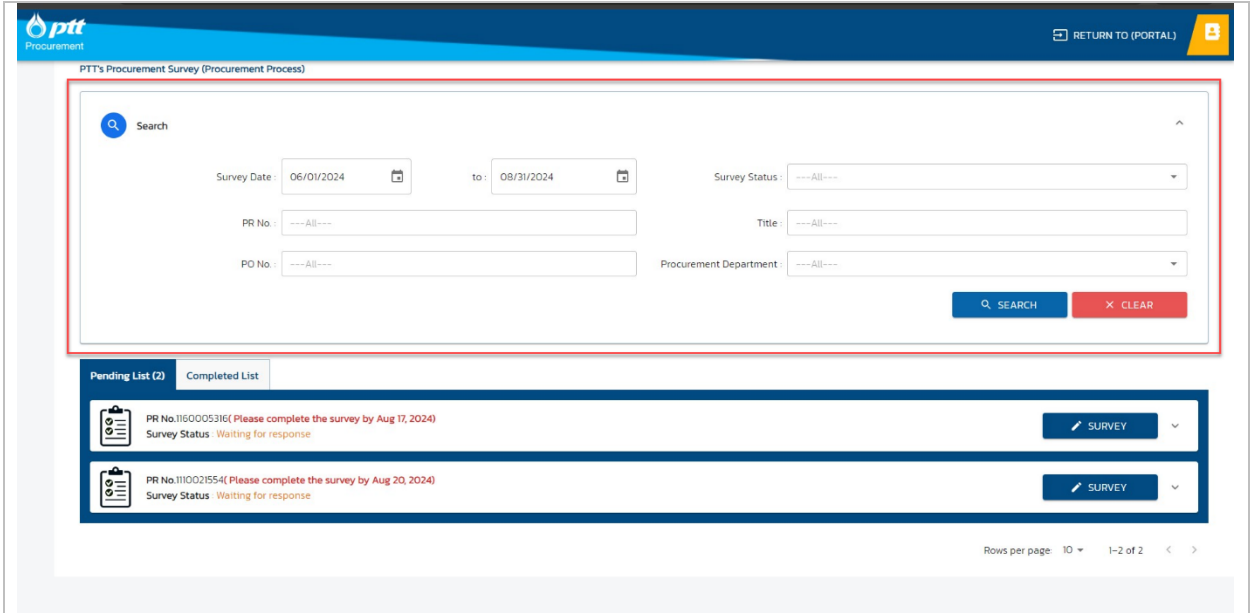
Vendors shall feedback PTT's procurement process satisfaction by clicking on the menu "PTT's Procurement Survey (Procurement Process)"

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





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





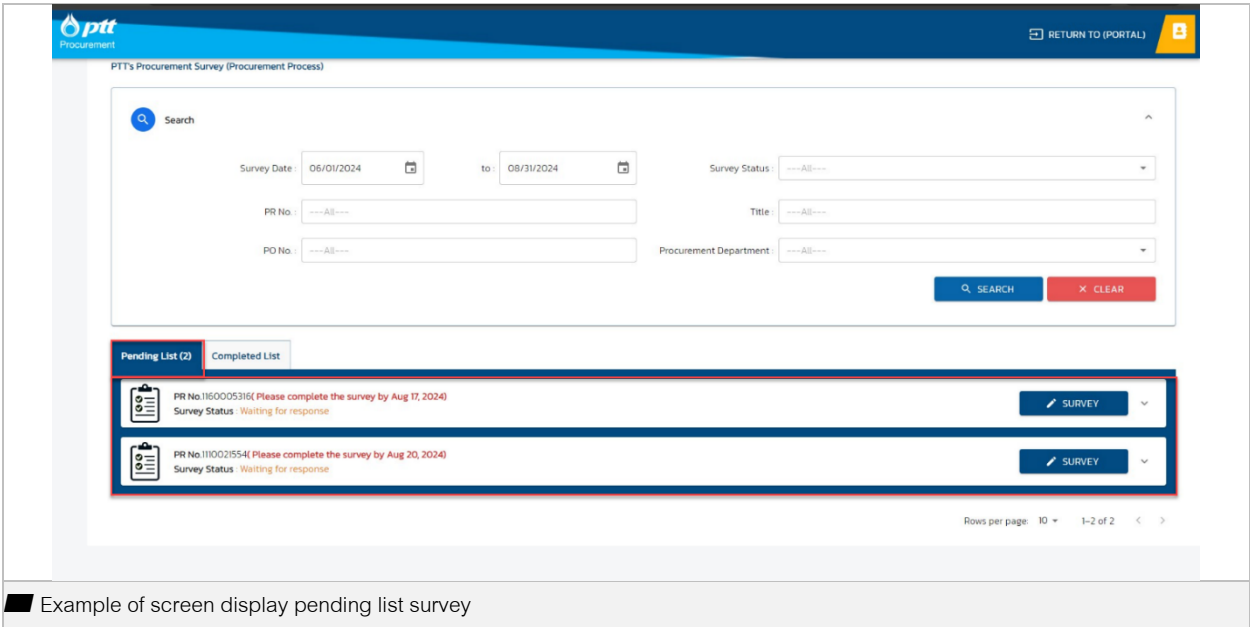
**Example of a search screen for PTT's Procurement Surveys (Procurement Process)**

Show search details

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

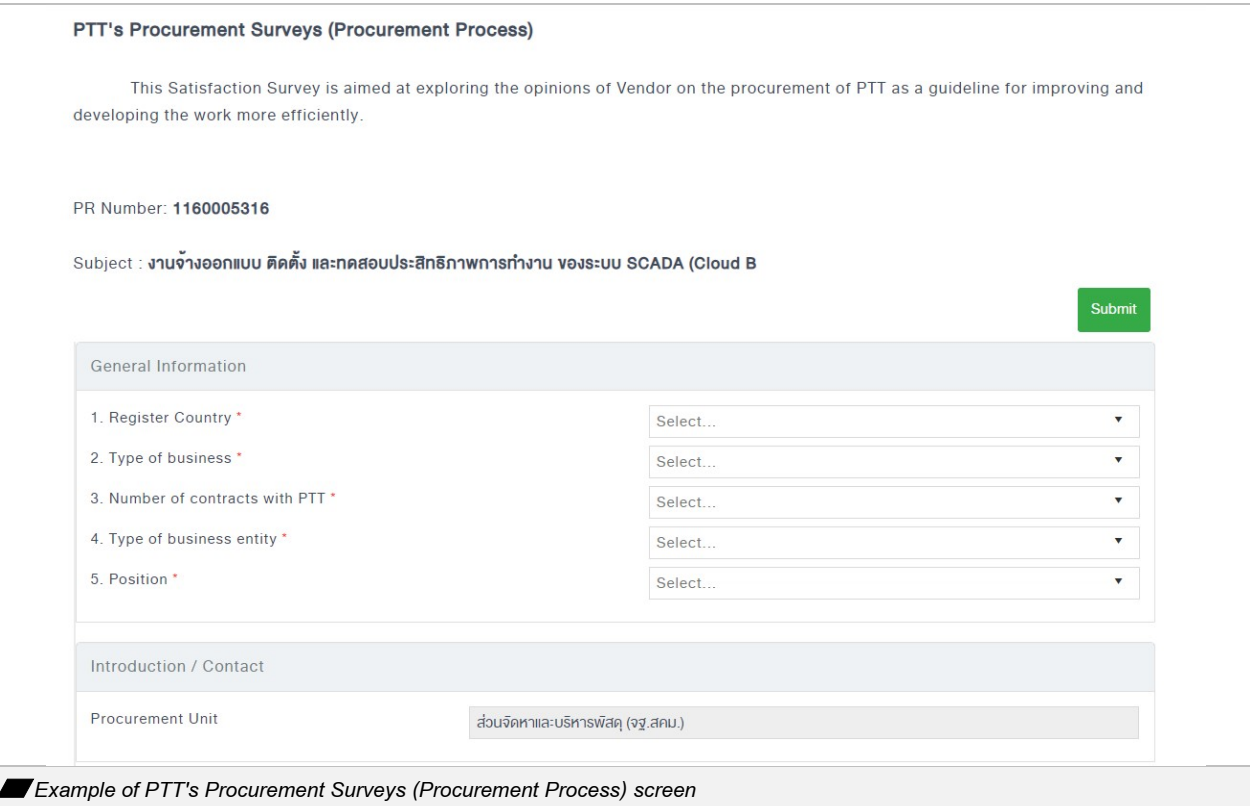
Vendor shall complete the survey showing on the pending list. After the vendor completes the survey, the system will display them on the completed list





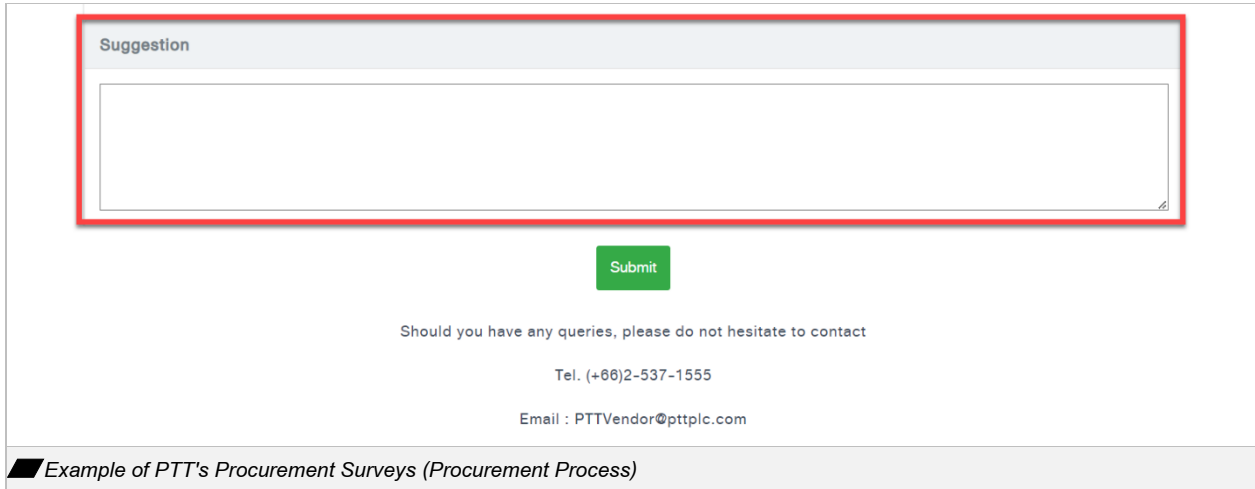
Example of screen display pending list survey

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



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

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



**Suggestion**

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

Tel. (+66)2-537-1555

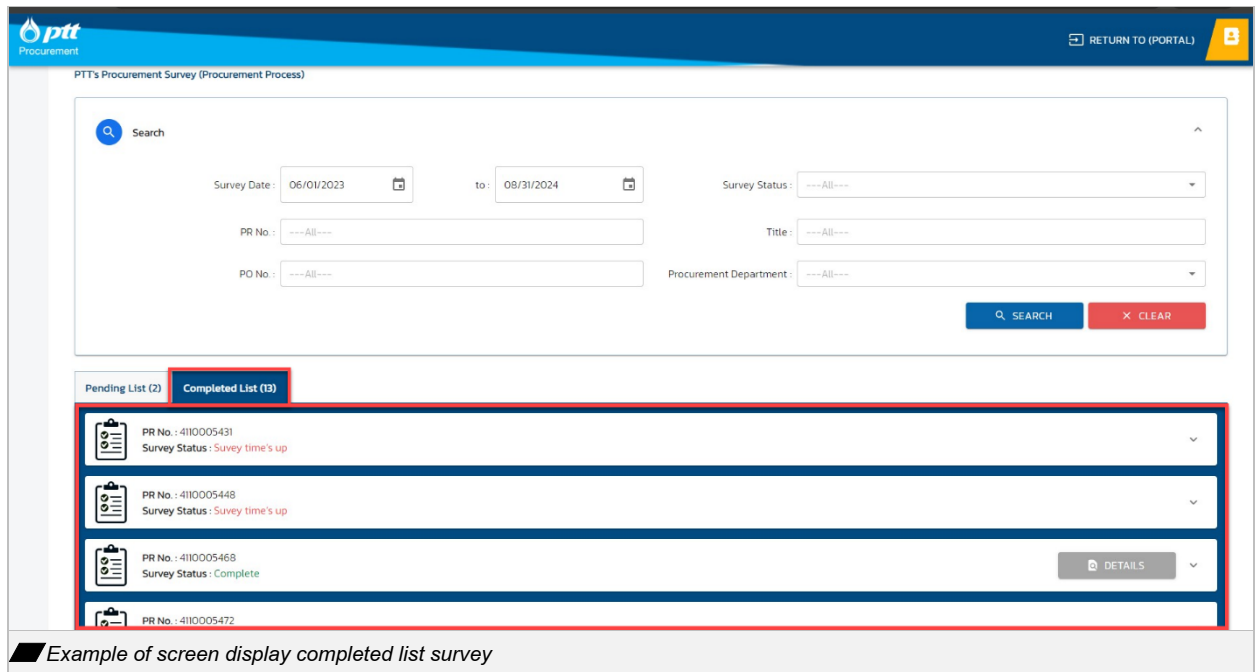
Email : PTTVendor@pttplc.com

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

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



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



PTT Procurement

RETURN TO (PORTAL)

PTT's Procurement Survey (Procurement Process)

Search

Survey Date: 06/01/2023 to: 08/31/2024

Survey Status: ---All---

PR No.: ---All---

Title: ---All---

PO No.: ---All---

Procurement Department: ---All---

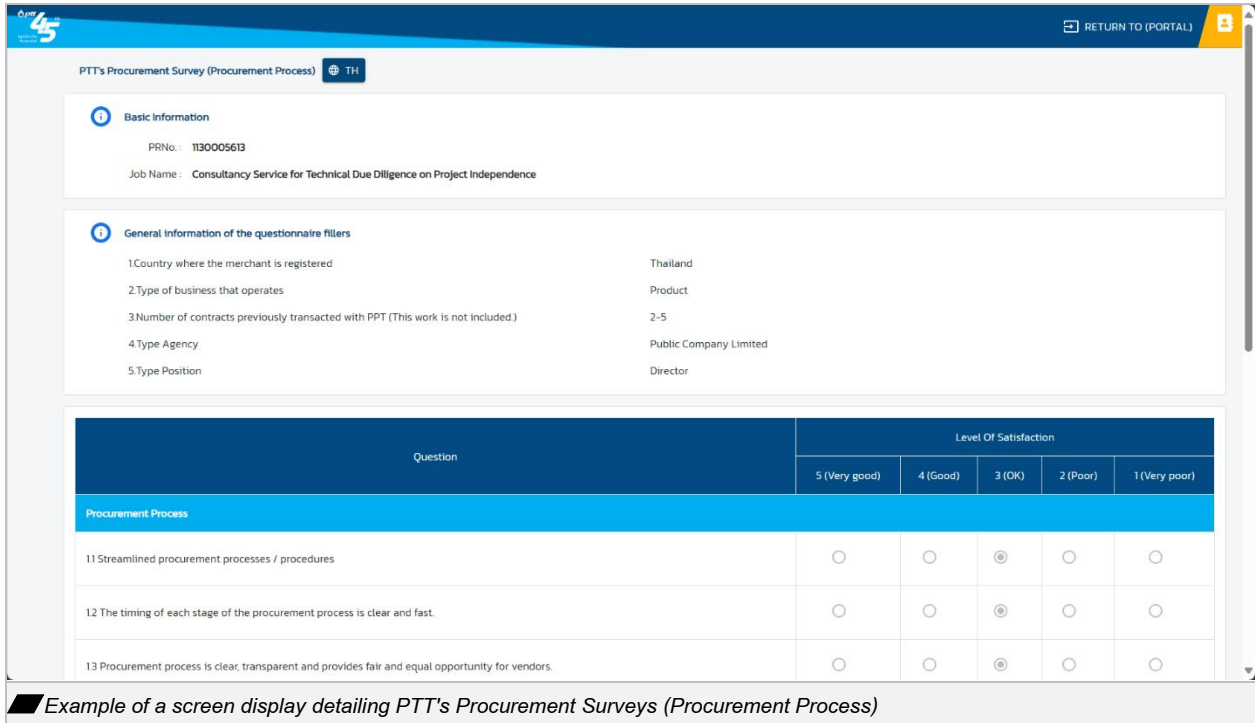
SEARCH CLEAR

Pending List (2) **Completed List (13)**

	PR No.: 4110005431 Survey Status: Survey time's up	<input type="button" value="DETAILS"/>
	PR No.: 4110005448 Survey Status: Survey time's up	<input type="button" value="DETAILS"/>
	PR No.: 4110005468 Survey Status: Complete	<input type="button" value="DETAILS"/>
	PR No.: 4110005472	

**Example of screen display completed list survey**

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



**PTT's Procurement Survey (Procurement Process)** TH

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

**General information of the questionnaire fillers**

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

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

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

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

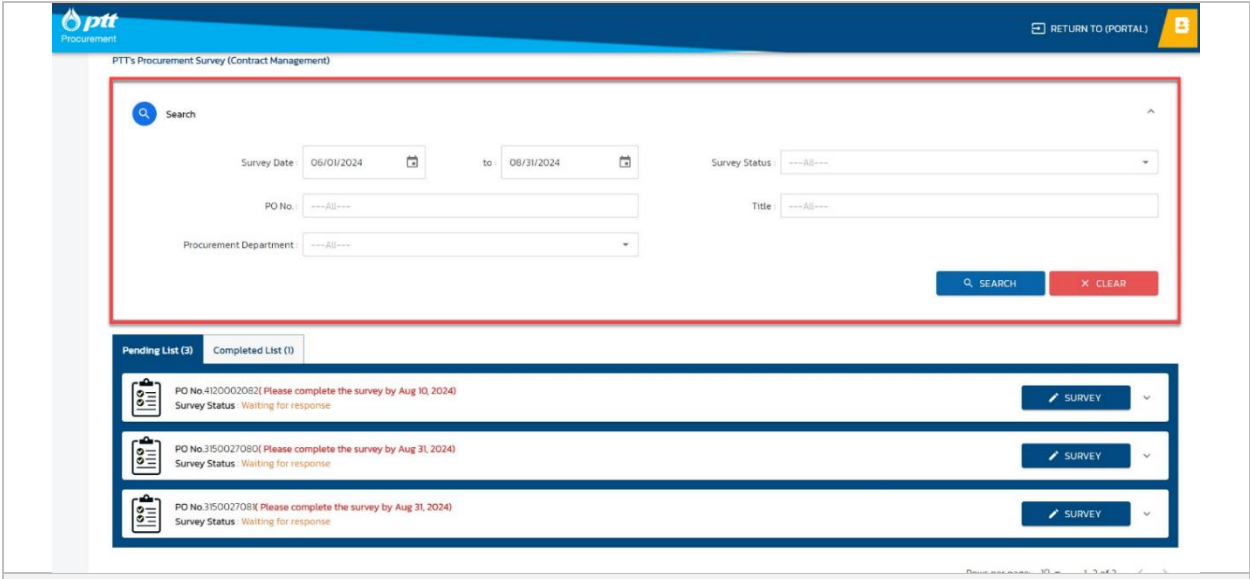
#### 4. PTT's Procurement Survey (Contract Management)

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

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

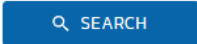



Vendors can fill in certain information to search for pending and completed PTT's Procurement Survey (Contract Management). The system will display your survey by default, with the date set to the past 3 month



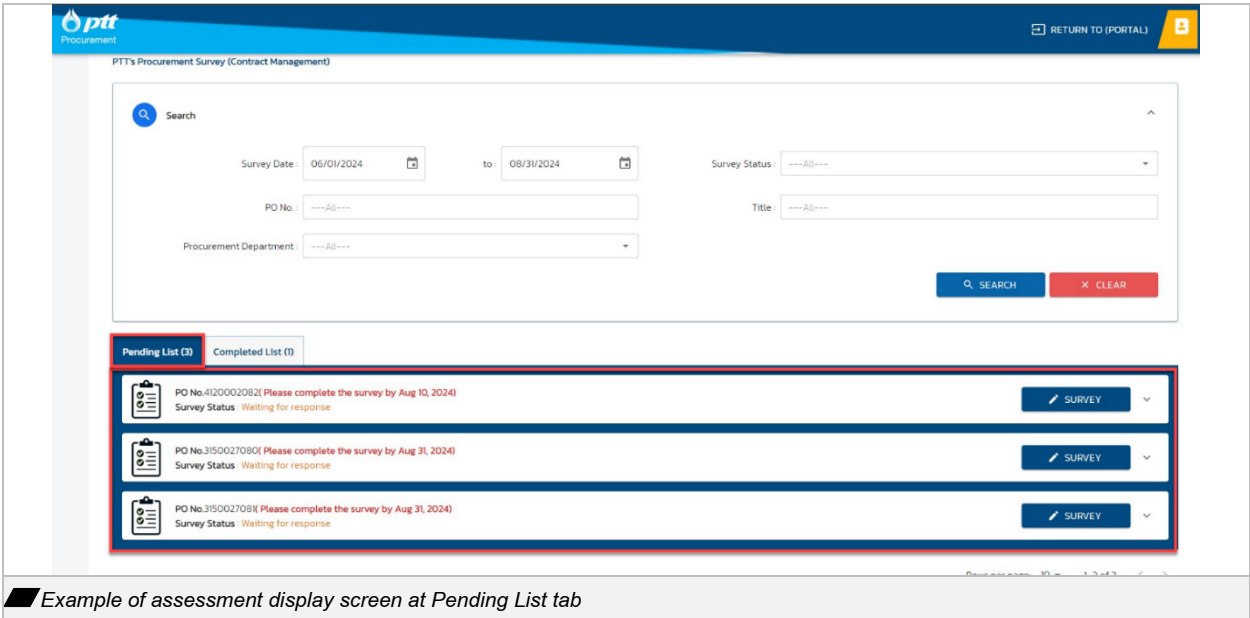
**Example of a search screen for PTT's Procurement Surveys (Contract Management)**

Show search details

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

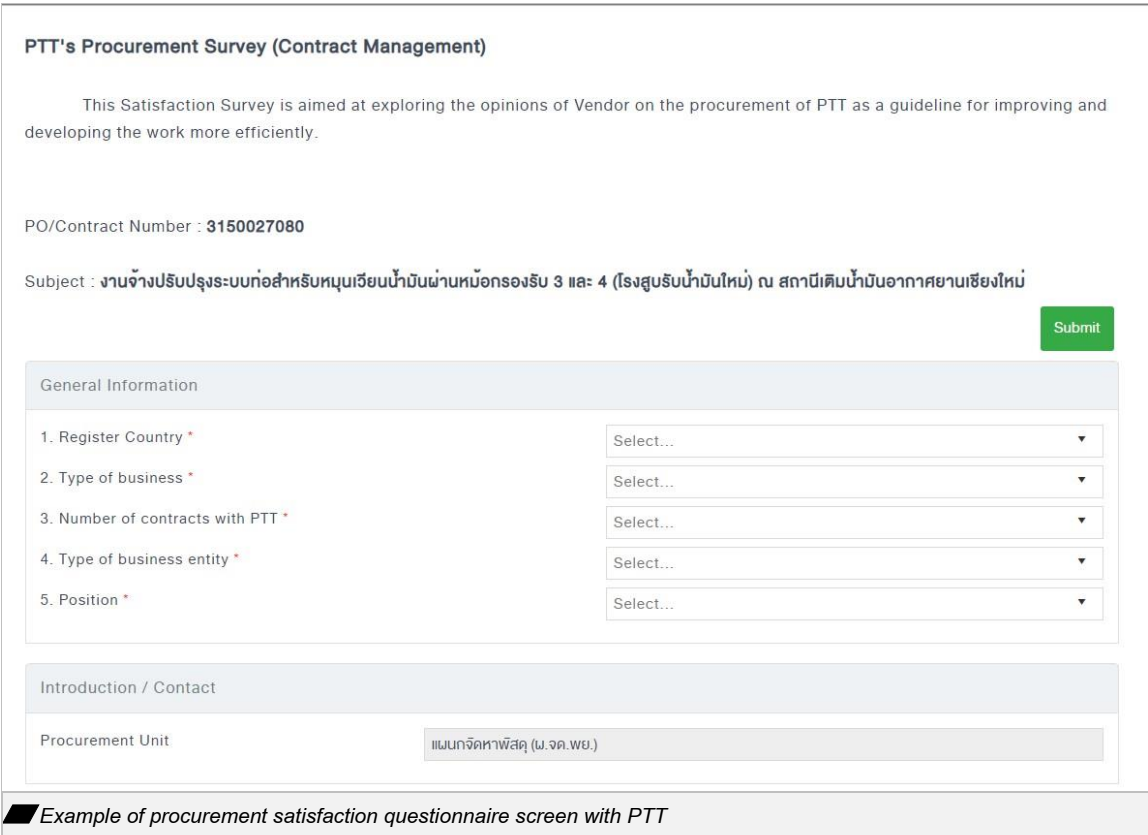
Vendor shall complete the survey showing on the pending list. After the vendor completes the survey, the system will display them on the completed list.





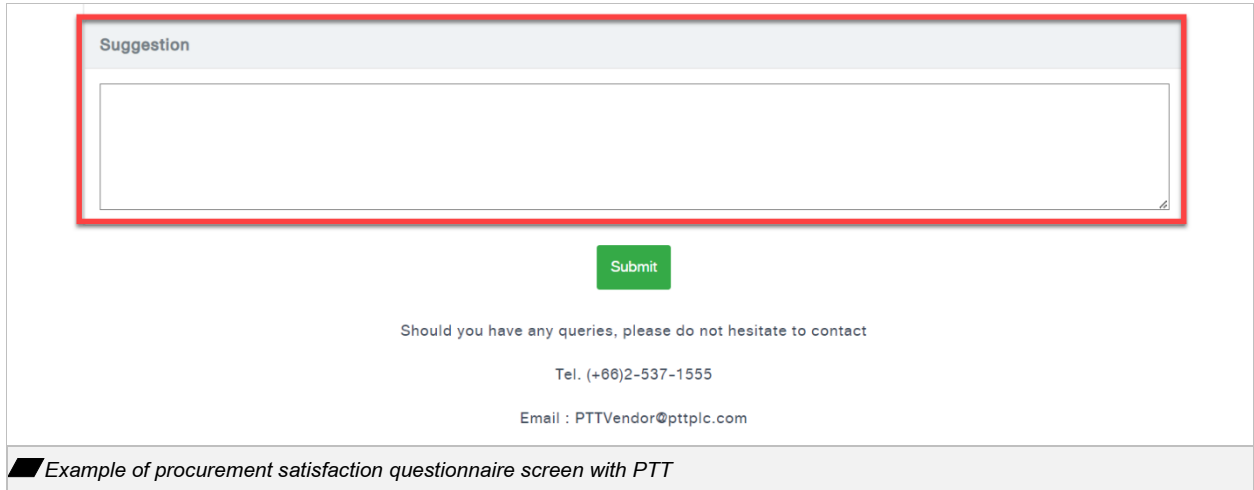
Example of assessment display screen at Pending List tab

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



Example of procurement satisfaction questionnaire screen with PTT

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

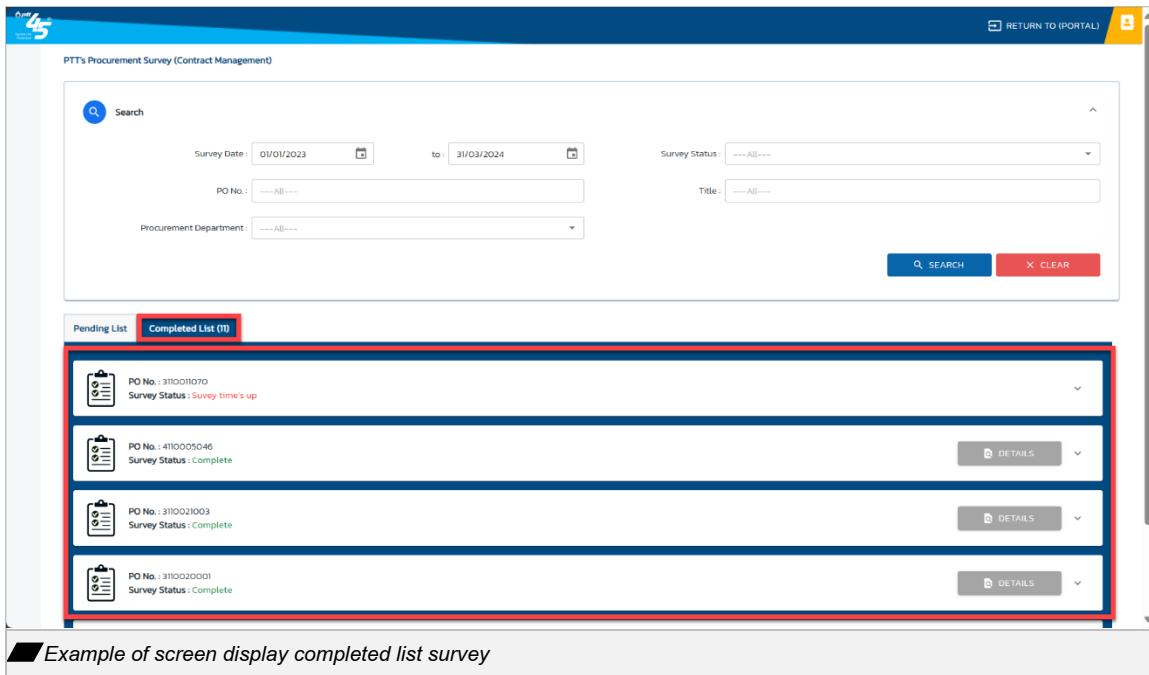


Example of procurement satisfaction questionnaire screen with PTT

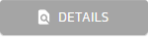
**Note:** The language shown by vendors can be changed in the top right corner of the screen.

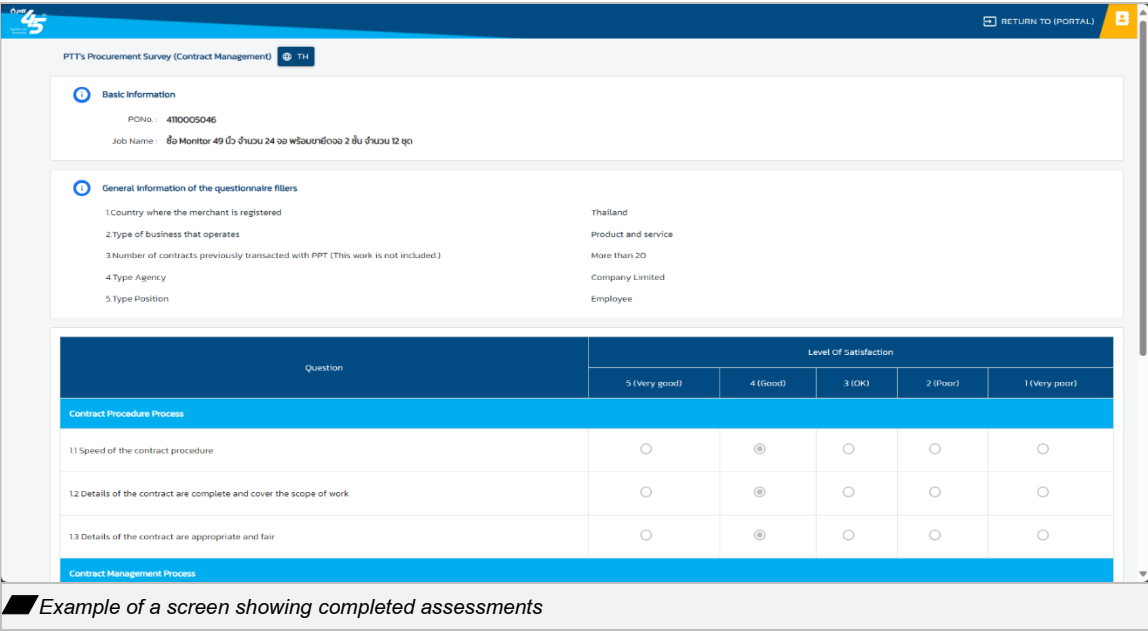


The completed assessment form will appear on the Completed Items page with the statuses "Complete" and "Survey time's up," as shown in the picture.



Example of screen display completed list survey

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

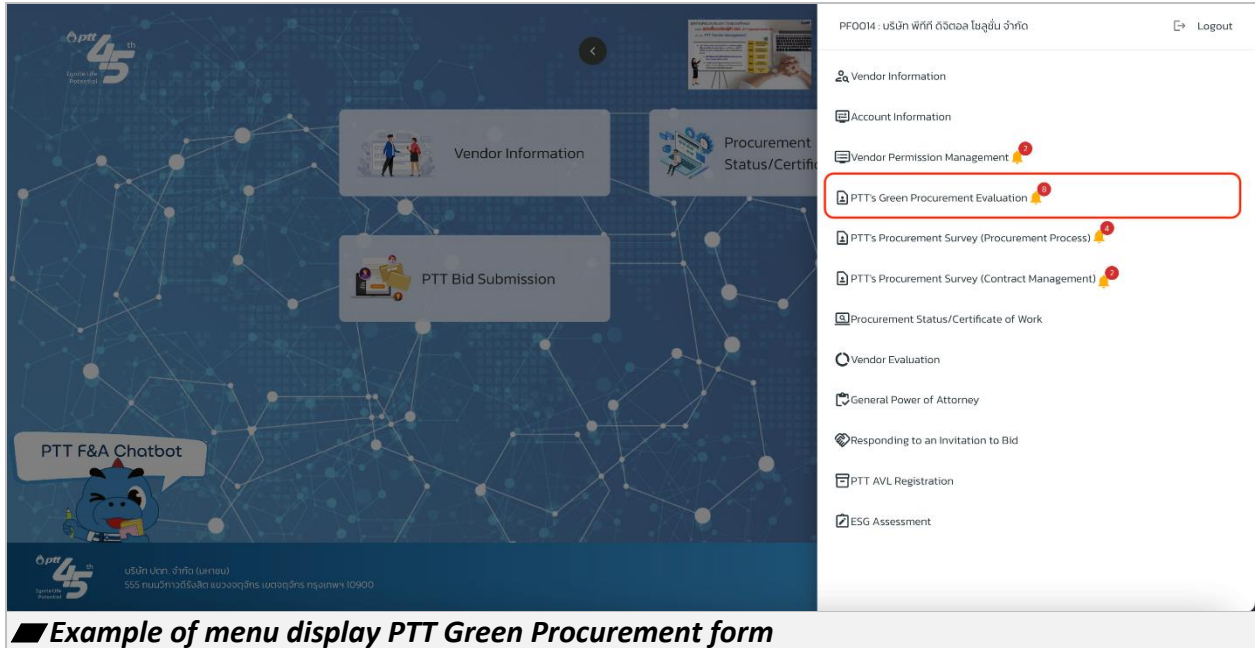


**Note:** The language shown by vendors can be changed in the top right corner of the screen.

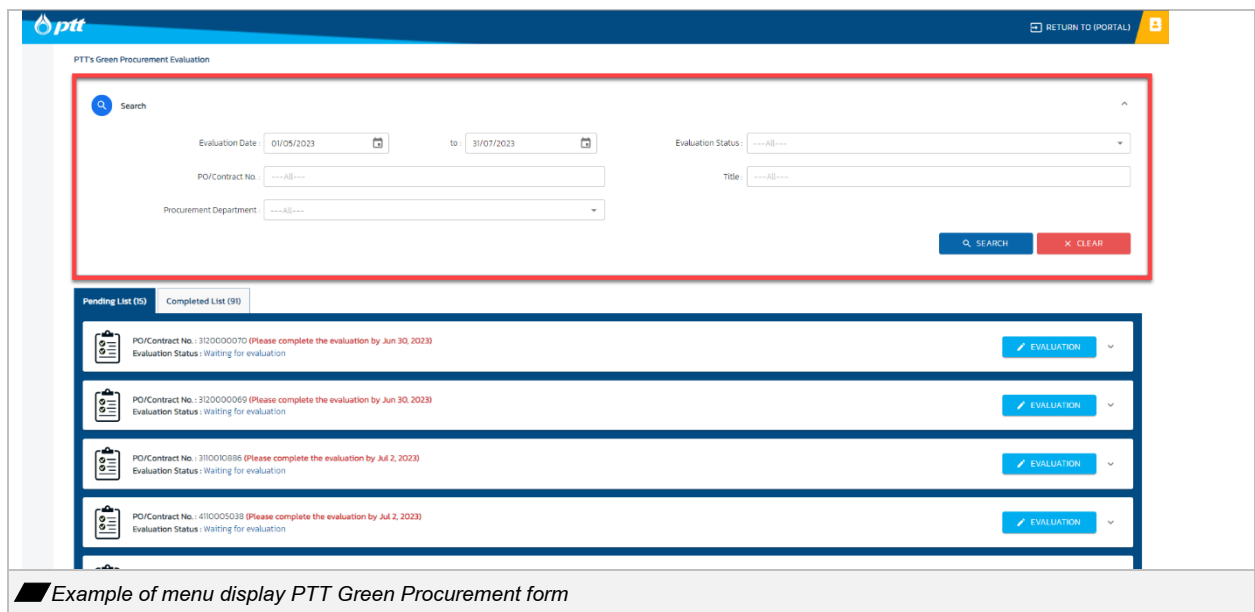


## 5. PTT's Green Procurement Evaluation

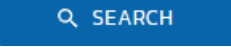

PTT Green Procurement form will display an icon notice, the number of assessments waiting to be reviewed by Vendor, as shown in the picture,



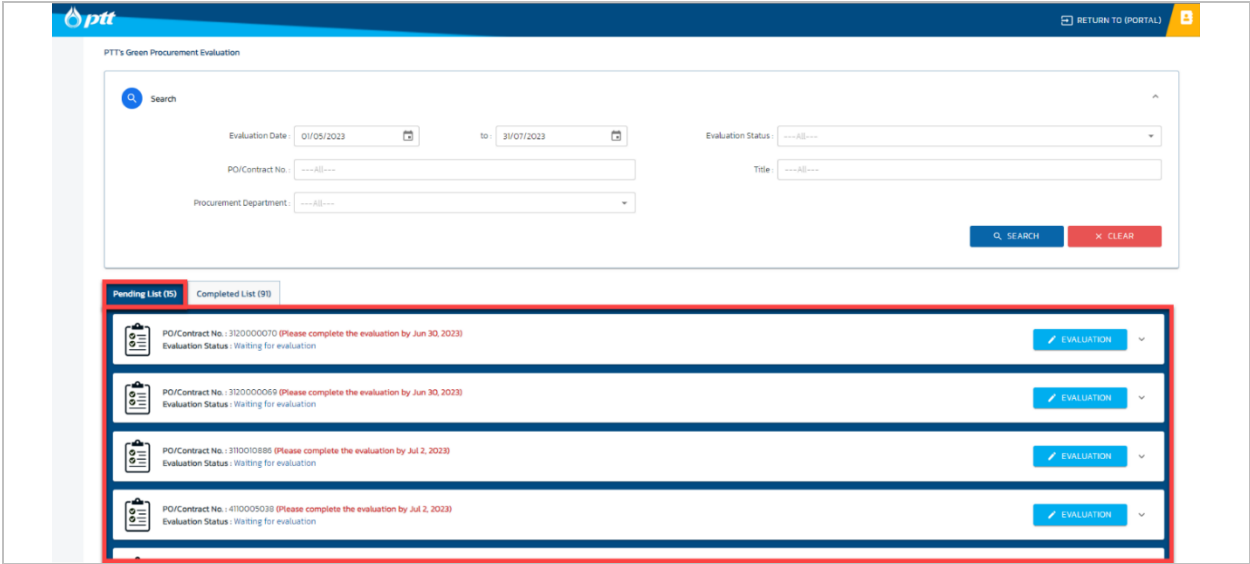
The display is shown pending list that waiting to be reviewed and evaluated by Vendor



Show search details


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





Example of assessment display screen at Pending List tab

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


PF0014 : บริษัท พิกที คิงดอม ไซลิ่ง จำกัด
แจ้งเรื่องร้องเรียน 1365 TH EN

### PTT's Green Procurement

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

(\*\*Please proceed before first delivery date.)

➔ Click to proceed.

✔ ⚡ งานจัดซื้อวัสดุอุปกรณ์สำนักงาน (Stationary)

Electricity saving

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

Greenhouse gases Reduction 0.00 tCO<sub>2</sub>e

Electrical equipment switching (Watt reduced)

➔ Total Greenhouse Gases Reduction

Greenhouse gases Reduction	0.00 tCO <sub>2</sub> e
----------------------------	-------------------------

📄 Quotation

Quotation file \*

Browse

Only .pdf, .xls, .xlsx, .doc, .docx  
File size less than 10 MB

บันทึก
ยกเลิก

Save
Answer the assessment

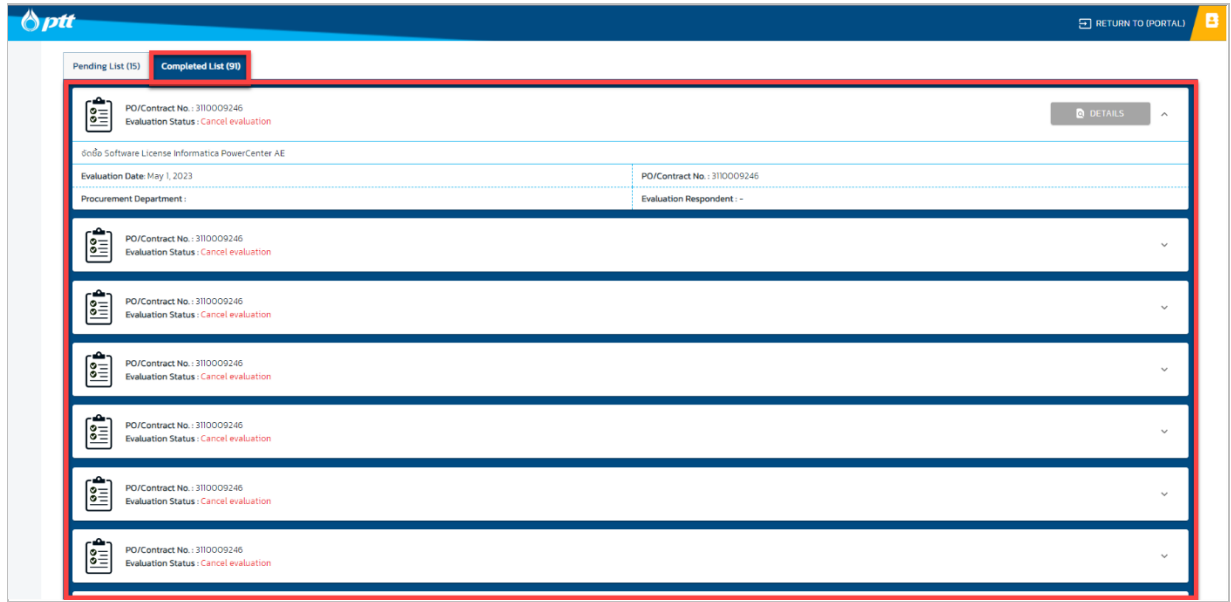
TH

EN

**Example of procurement questionnaire screen**

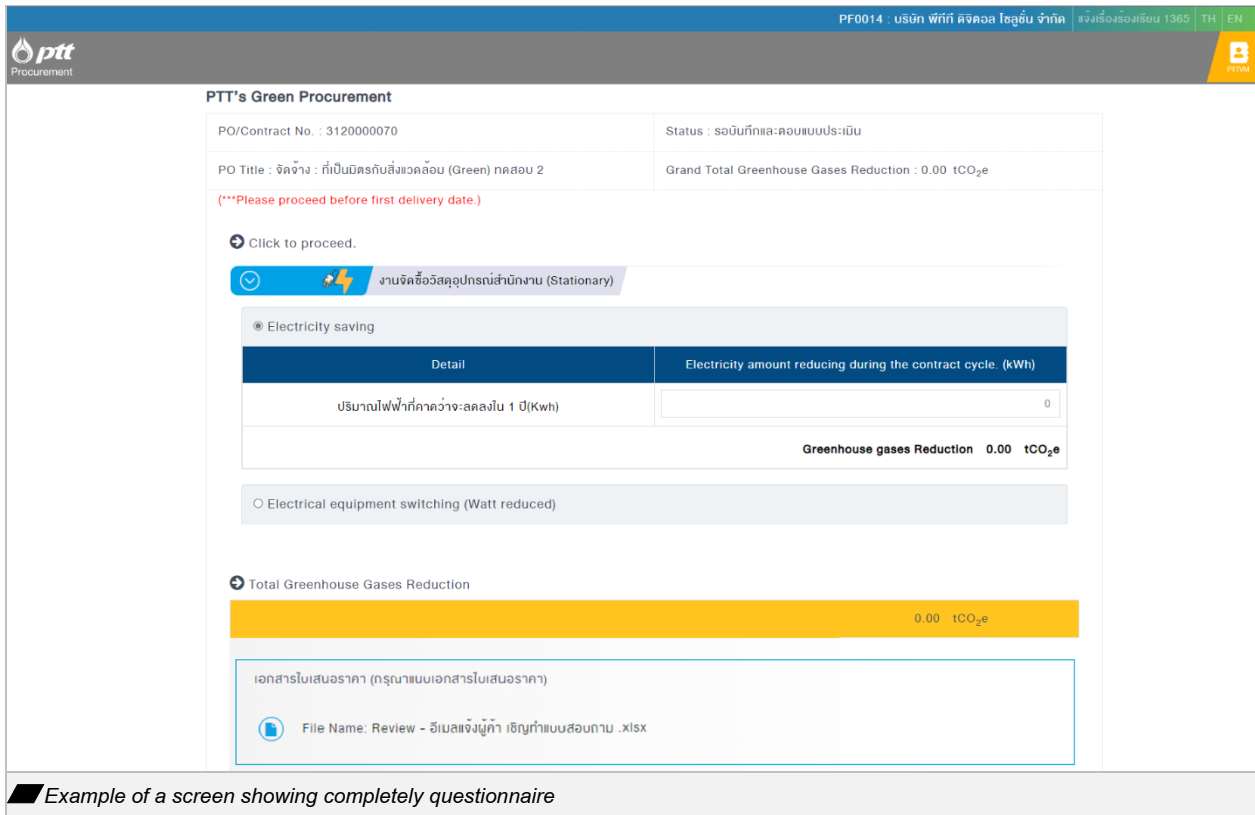
**Note:** The language shown can change in the top right corner of the screen TH EN

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




Example of assessment display screen Completed Items tab

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



Example of a screen showing completely questionnaire

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

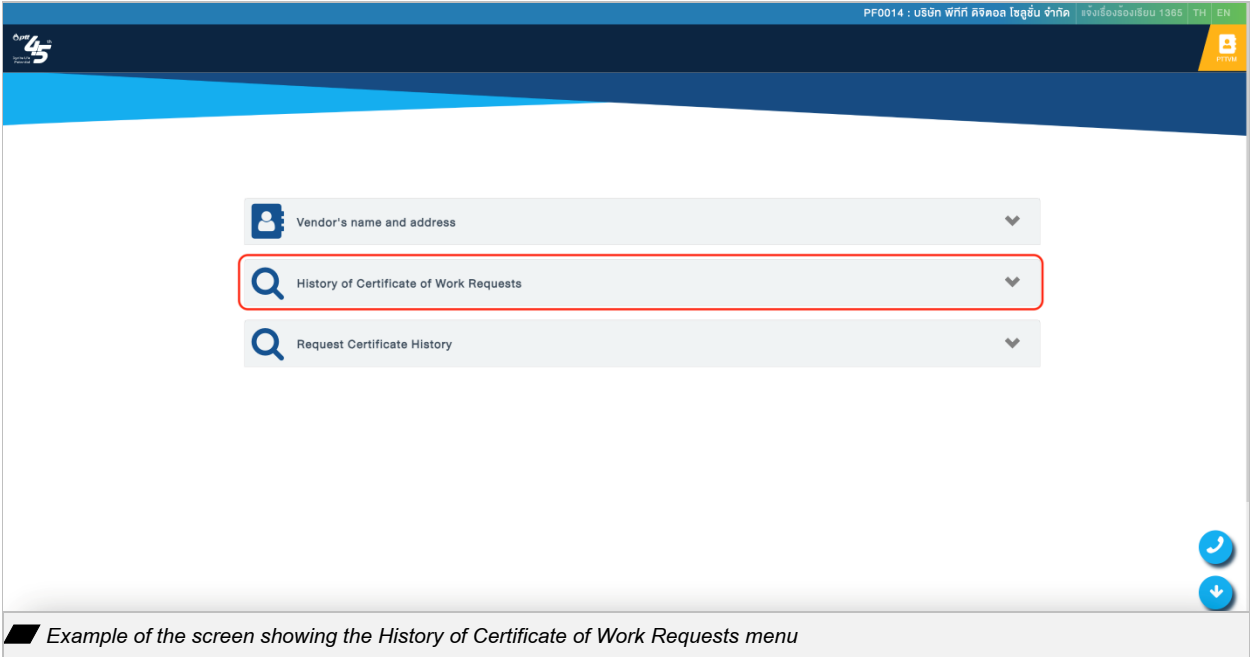
### 6. Procurement Status



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

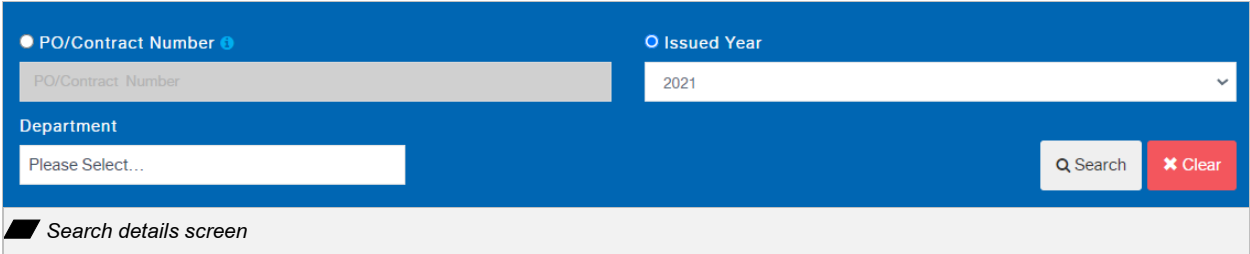
Please click on the 'Procurement Status/Certificate of Work' box to access the system when the main menu boxes of the PTTVM web portal appear on the screen.



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



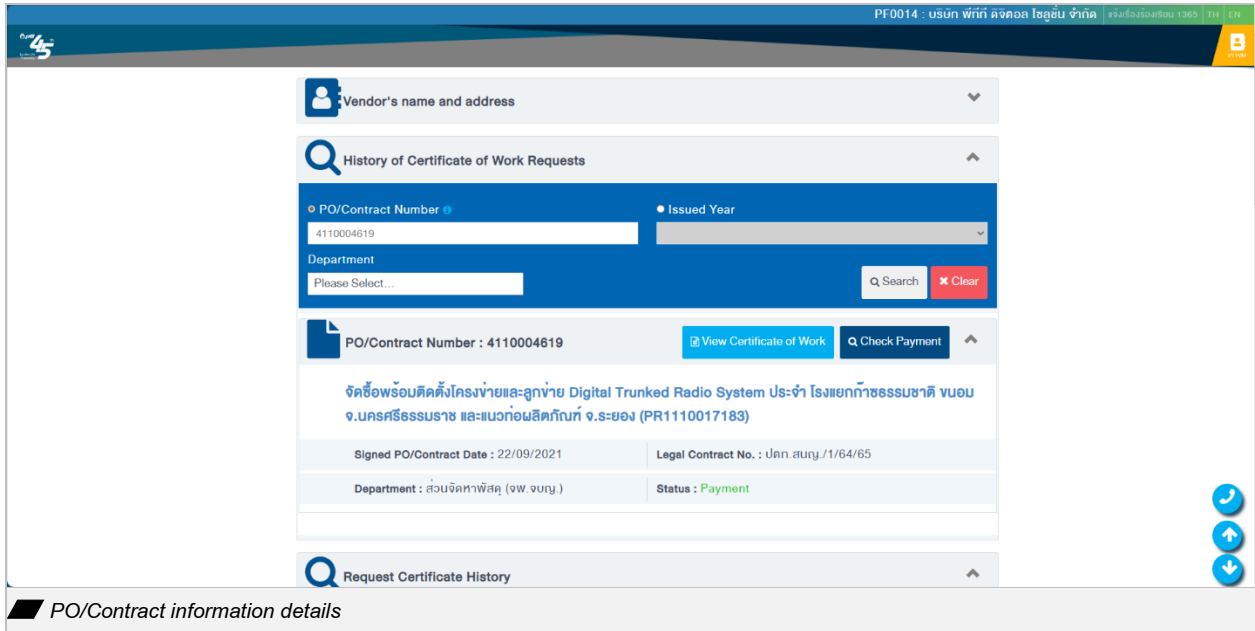
To view the contract details, click the dropdown  on the History of Certificate of Work Requests tab and fill out the required field and press the button .




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

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





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

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

PO/Contract Number Details : 4110004619  
 Project Name : จัดซื้อพร้อมติดตั้งโทรจัมป์และอุปกรณ์ Digital Trunked Radio System ใช้งาน โทรคมนาคมระบบภาคพื้นดิน ๑.ระบบ๑ (PR1110017183)

Delivery Note/Invoice No.	Document Date	Status
<input type="text" value="Delivery Note/Invoice No."/>	<input type="text" value="Document Date"/>	--- Please select status ---
<input type="button" value="Search"/>		

Delivery Note/Invoice No. : 07100001

Document Date : 27/01/2022      Status : Payment

**Payment Details**

Good Receipt Date	05/08/2022
Payment Date	24/08/2022
Payment Method	Bank Transfer : ๘,๖๒๐,๘๓๘ Bank Account No. : XXX-X-XX001-0 Transfer Date : 24/08/2022 Amount 17,636,584.00 Baht. Contract / PO / Invoice No. : • 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, please do not hesitate to contact us F&A Service Center Tel: 0-2337-3700
Fine / Penalty / Others	-

**Vendor Evaluation**

Overall Score	A (Excellent), <a href="#">Comment/Suggestion</a> -
SSHE Score	A (Excellent), <a href="#">Comment/Suggestion</a> -

**Example : PO/Contract Details screen**

Field	Description
Document Date	Shows the date issued on delivery note/invoice document
Status	Shows the status of invoice verification in the procurement process: <ol style="list-style-type: none"> <li>1. <u>Contract Management</u> = This status indicates that the vendor has signed the PO/Contract and is currently in the working process.</li> <li>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.</li> <li>3. <u>Invoice Verification</u> = This status indicates that the invoice is currently in the process of verification.</li> <li>4. <u>Payment Approval</u> = This status indicates that the financial staff is presently in the process of approving the invoice payment.</li> <li>5. <u>Payment Completed</u> = This status indicates that PTTPLC has already made the payment.</li> </ol>

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

### Payment Methods

1) Payment method: Transfer

➡ General Information

**Payment Details**

Good Receipt Date	05/08/2022
Payment Date	24/08/2022
Payment Method	Bank Transfer : ๘.๘1๐0, ๘1๐๘ Bank Account No. : XXX-X-XX001-0 Transfer Date : 24/08/2022 Amount 17,636,584.00 Baht. Contract / PO / Invoice No. : <ul style="list-style-type: none"> <li>• Contract No. 4110004619;PO 3210015115;07100001</li> <li>• Contract No. 4110004619;PO 3210015115;07100002</li> <li>• Contract No. 4110004619;PO 3210015115;07100003</li> <li>• Contract No. 4110004619;PO 3210015115;07100004</li> </ul>
Fine / Penalty / Others	-

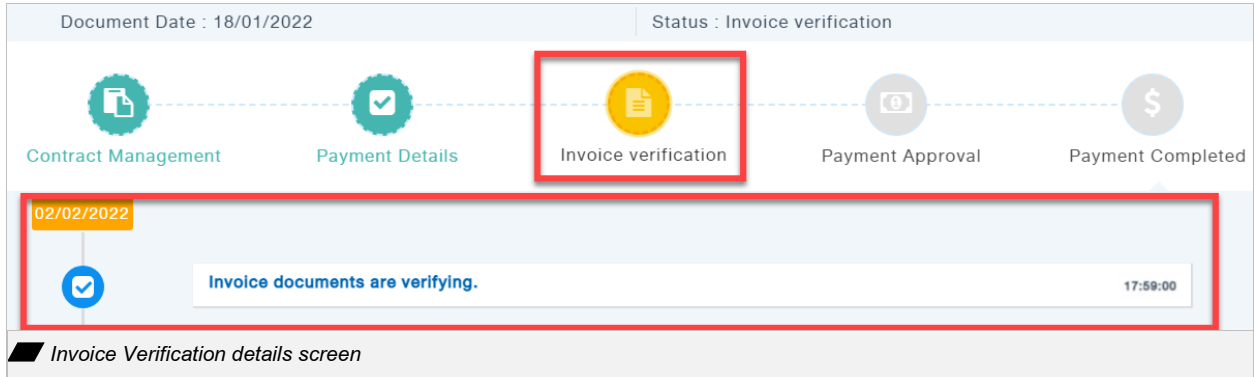
\*Should you have queries, please do not hesitate to contact us F&A Service Center Tel: 0-2537-3700

**■ A screen example shows transfer payment method information**

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

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

- Waiting for additional documents from the procurement department/the vendor.



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

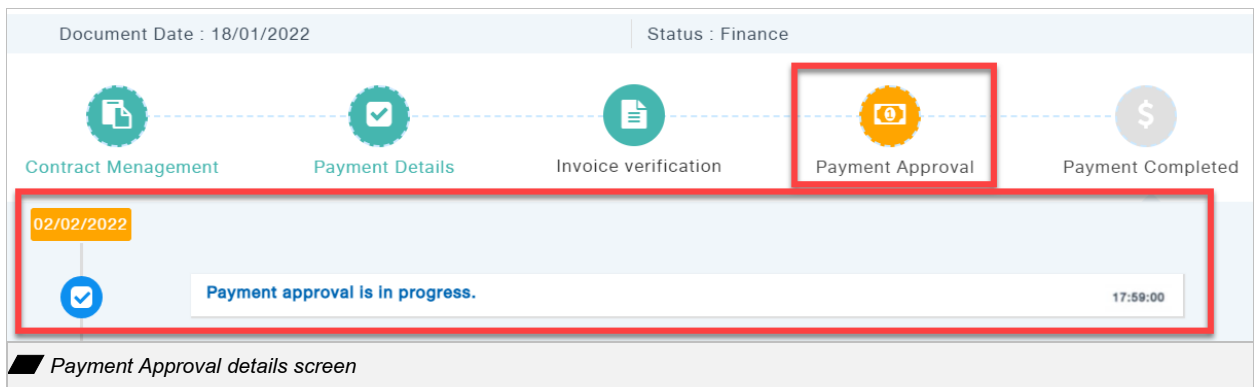
Contract Management | Payment Details | **Invoice verification** | Payment Approval | Payment Completed

02/02/2022

Invoice documents are verifying. 17:59:00

**Invoice Verification details screen**

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



Document Date : 18/01/2022 | Status : Finance

Contract Management | Payment Details | Invoice verification | **Payment Approval** | Payment Completed

02/02/2022

Payment approval is in progress. 17:59:00

**Payment Approval details screen**

2) Payment Method : Cheque

↻ General Information

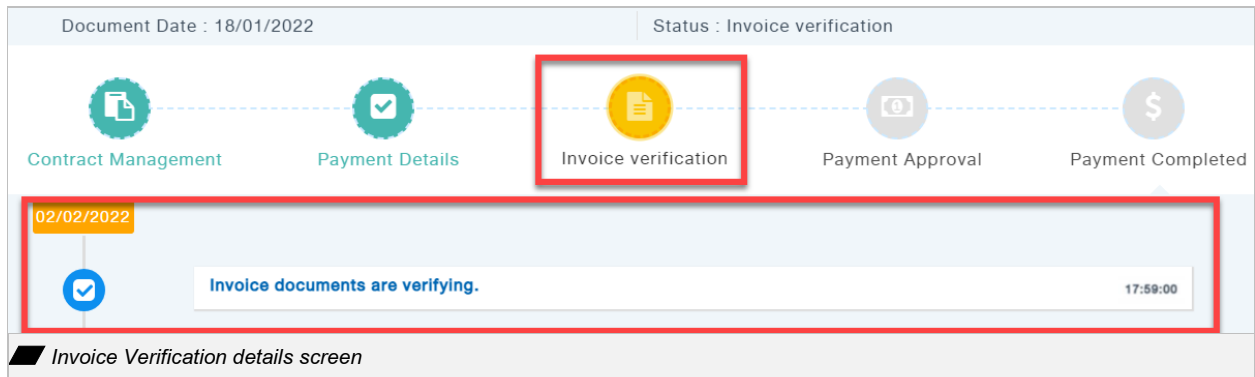
Payment Details	
Good Receipt Date	22/06/2022
Payment Date	22/07/2022
Payment Method	Accepting cheque at the bank : ส.ไทยพาณิชย์, อาคารชั้นดาวเวอร์ ท.ฉกาวดี Cheque No. : 12875093 Cheque Date : 22/07/2022 Amount 6,032,000.00 Baht. Contract / PO / Invoice No. • Contract No. 4110004940;PO 3210014753;INHQ22040002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

**Example of a screen shows cheque payment method information**

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

- Status : Invoice Verification

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

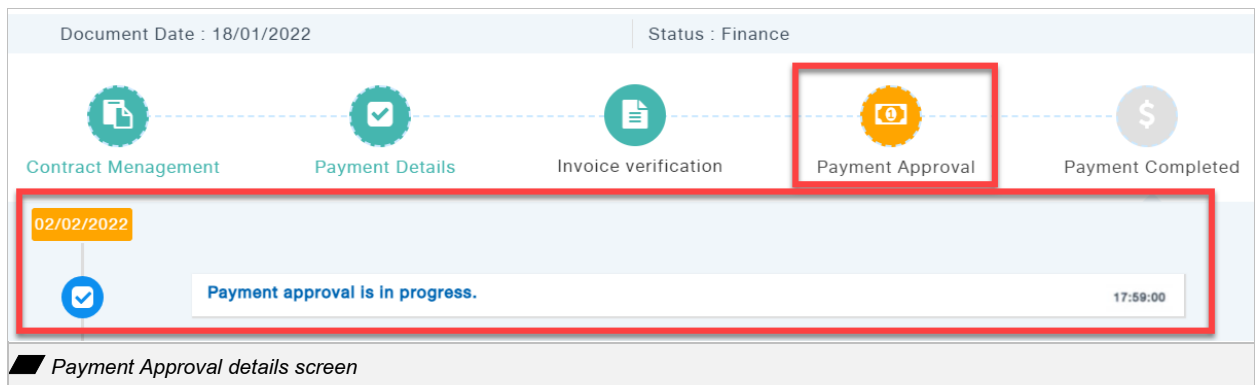


The screenshot shows a workflow progress bar with five stages: Contract Management, Payment Details, Invoice verification, Payment Approval, and Payment Completed. The 'Invoice verification' stage is highlighted with a red box. Below the progress bar, a message box contains the text 'Invoice documents are verifying.' with a timestamp of 17:59:00. The document date is 18/01/2022 and the status is 'Invoice verification'.

**Invoice Verification details screen**

- Status : Payment Approval

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



The screenshot shows a workflow progress bar with five stages: Contract Management, Payment Details, Invoice verification, Payment Approval, and Payment Completed. The 'Payment Approval' stage is highlighted with a red box. Below the progress bar, a message box contains the text 'Payment approval is in progress.' with a timestamp of 17:59:00. The document date is 18/01/2022 and the status is 'Finance'.

**Payment Approval 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 : Payment

Contract Management      Payment Details      Invoice verification      Payment Approval      **Payment Completed**

02/02/2022

The cheque has been issued and is ready for pickup.

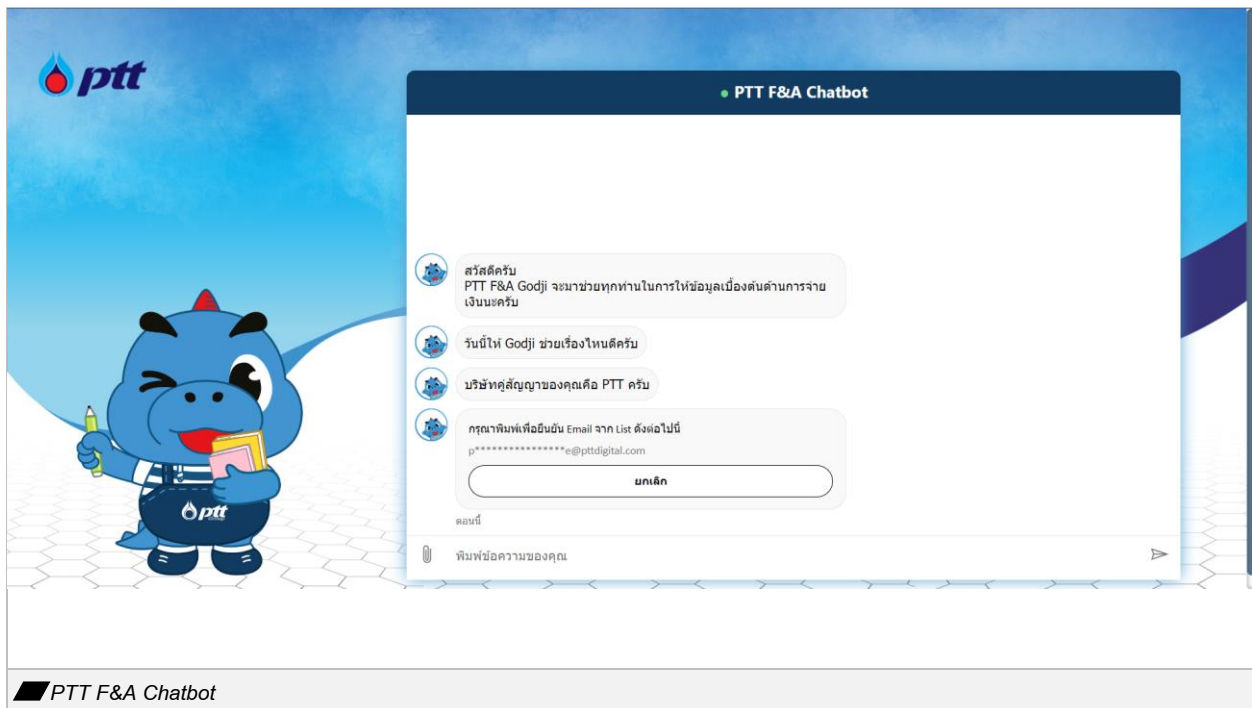
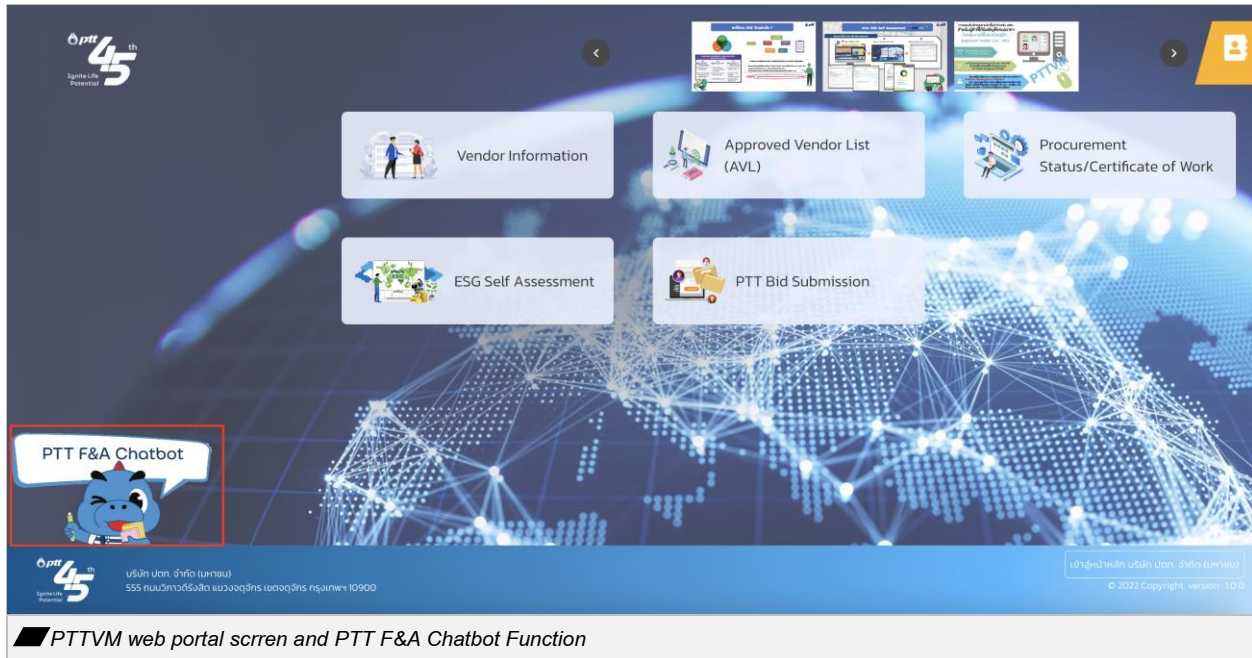
**Completed Payment details screen**



## 7. PTT F&A Chatbot

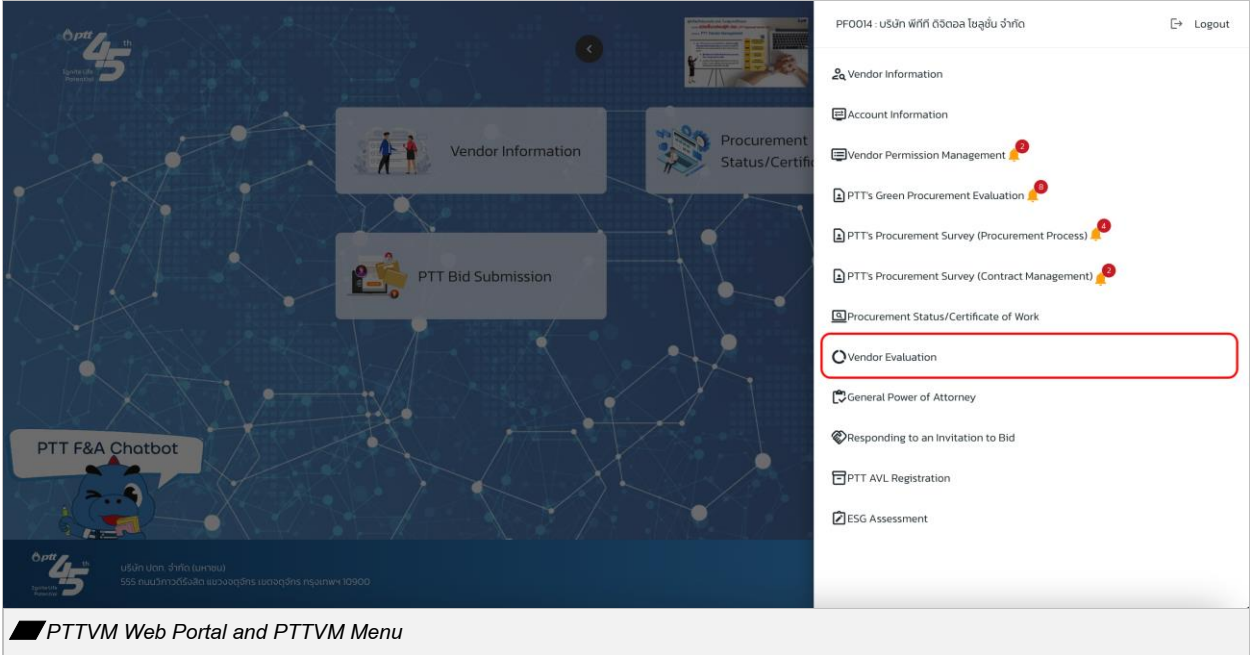
Vendors can use PTT F&A Chatbot to check about the process of invoice verification and payment details, specifying information according to the conditions set by the F&A Chatbot.

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



### 8. Vendor Evaluation

Vendors can use the PTTVM system to review their performance and feedback. Go into PTTVM and choose the 'Vendor Evaluation' menu to get started.



In this menu, it displays vendors' general information and a search area. Vendors must fill out the required fields to search for their evaluation results.

### Vendor Evaluation

Vendor's name and address
✎

PO/Contract Number ?

Issued Year

Results of Vendor Evaluation (Average)	Overall Score : <span style="background-color: #ffc107; padding: 2px 5px; font-weight: bold;">B(Good)</span>	SSHE Score : <span style="background-color: #ffc107; padding: 2px 5px; font-weight: bold;">A(Excellent)</span>
--	---	---

<div style="background-color: #0056b3; color: white; padding: 2px;">📄</div> PO / Contract / Letter of Intent No. : 4110004619	<span style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">A(Excellent)</span>	<span style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">A(Excellent)</span> <span style="float: right; font-size: 0.8em;">▼</span>
<div style="background-color: #0056b3; color: white; padding: 2px;">📄</div> PO / Contract / Letter of Intent No. : 4110004652	<span style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">A(Excellent)</span>	<span style="background-color: #003366; color: white; padding: 2px 5px; font-weight: bold;">-</span> <span style="float: right; font-size: 0.8em;">▼</span>

Vendor Evaluation Results

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

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

PO/Contract Number  Issued Year

Department

**Results of Vendor Evaluation (Average)**

Overall Score :  SSHE Score :

PO / Contract / Letter of Intent No. : 4110004619

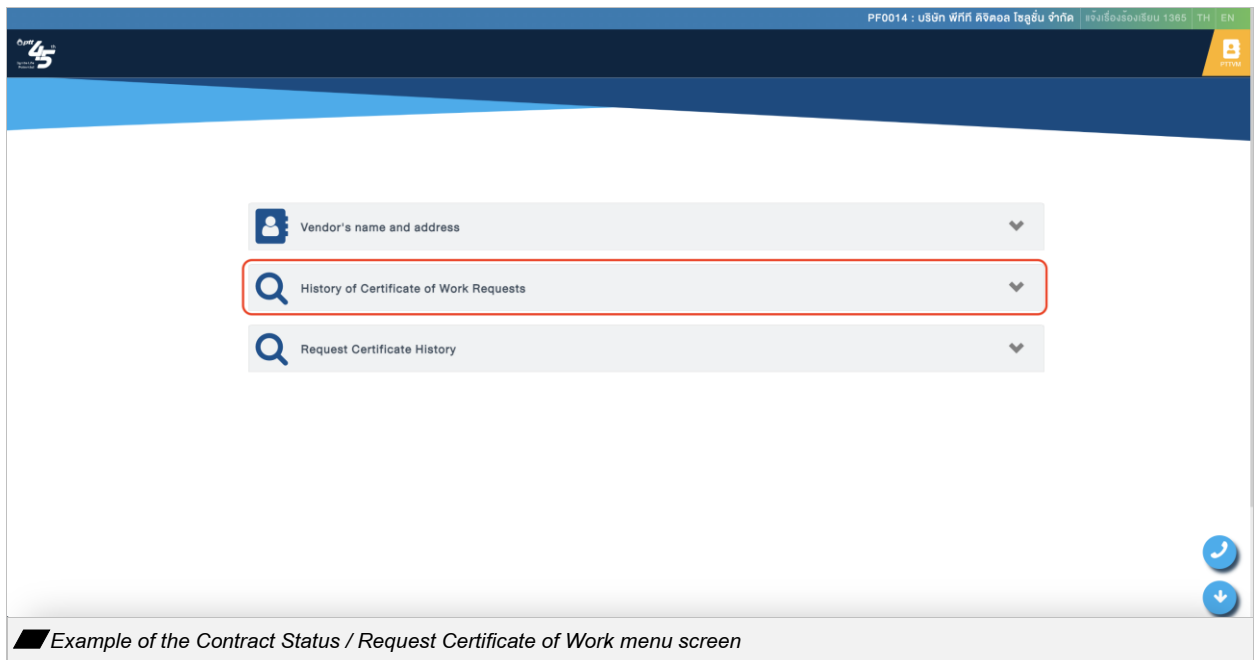
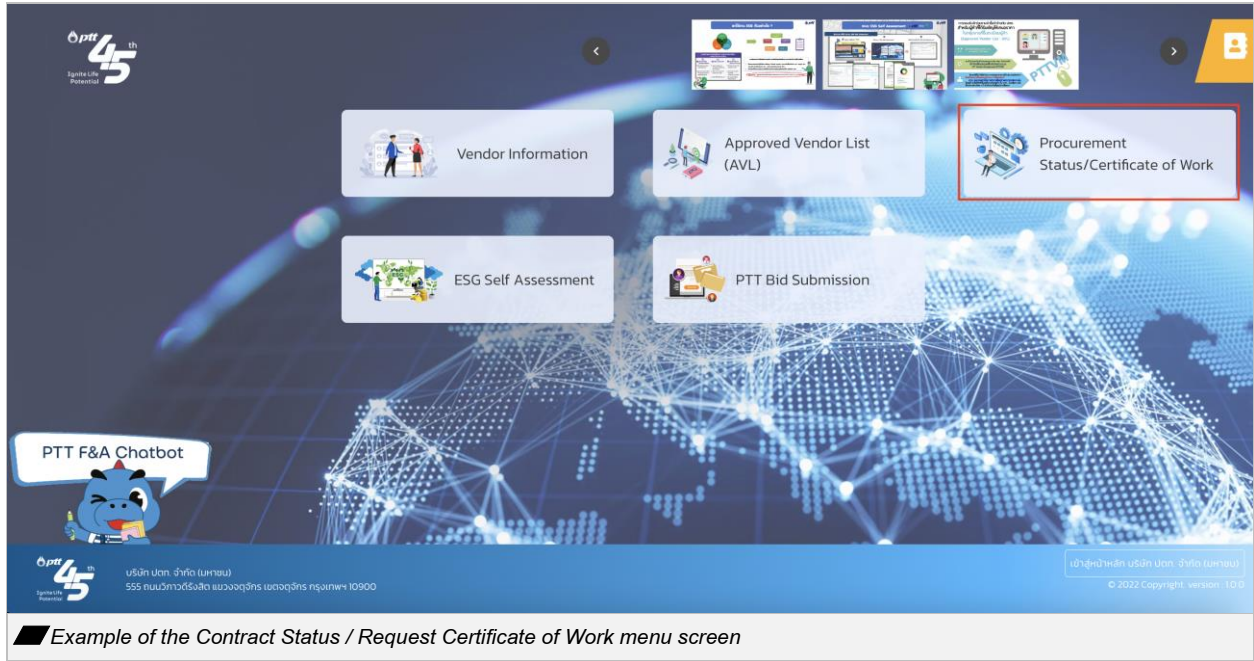
- จัดซื้อพร้อมติดตั้งโครงข่ายและลูกข่าย Digital Trunked Radio System ประจำ โรงแยกก๊าซธรรมชาติ ขนอม จ.นครศรีธรรมราช และแนวท่อผลิตก๊าซที่ จ.ระยอง (PR1110017183)

	Overall Score	SSHE Score
Delivery Note / Invoice No. : 5000452340	A(Excellent)	A(Excellent)
Delivery Note / Invoice No. : 5000452763	A(Excellent)	A(Excellent)
Delivery Note / Invoice No. : 5000452764	A(Excellent)	A(Excellent)
Delivery Note / Invoice No. : 5000452765	A(Excellent)	A(Excellent)

Example of a task evaluation screen

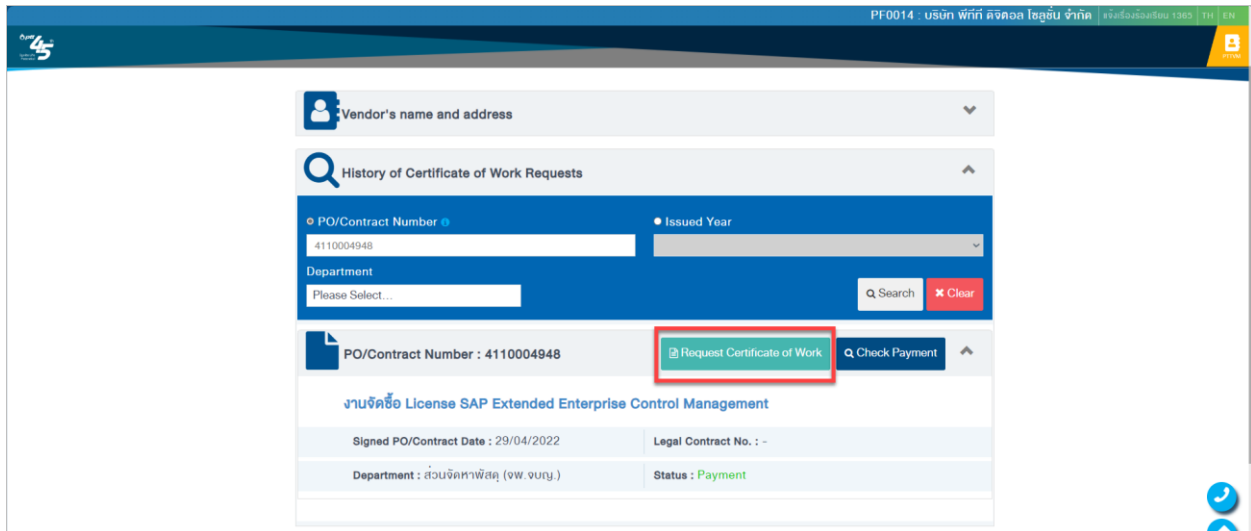
## 9. Certificate of Work

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

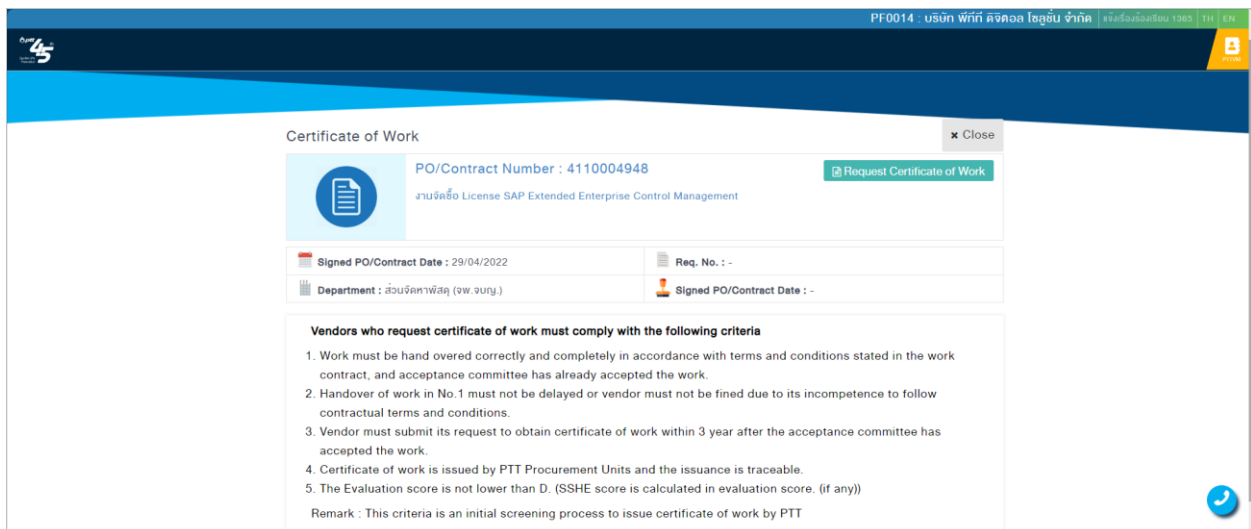


### 9.1 Request for Certificate of Work


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

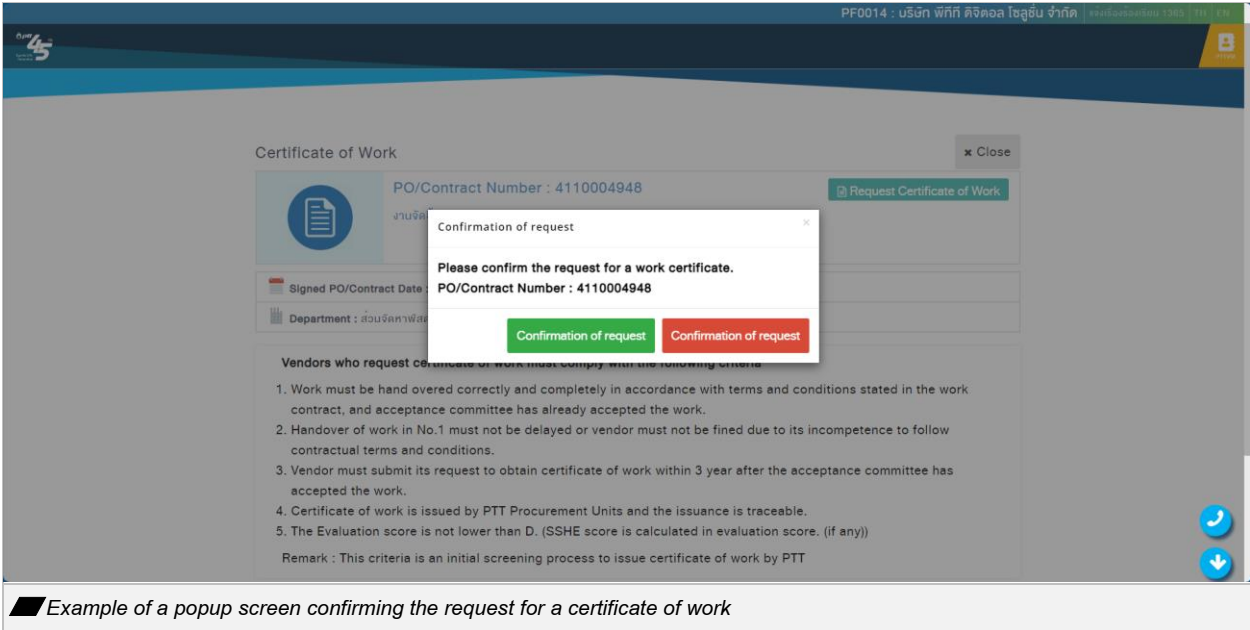


**Example of a certificate of work button screen**



**Example of a certificate of entry request screen**

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



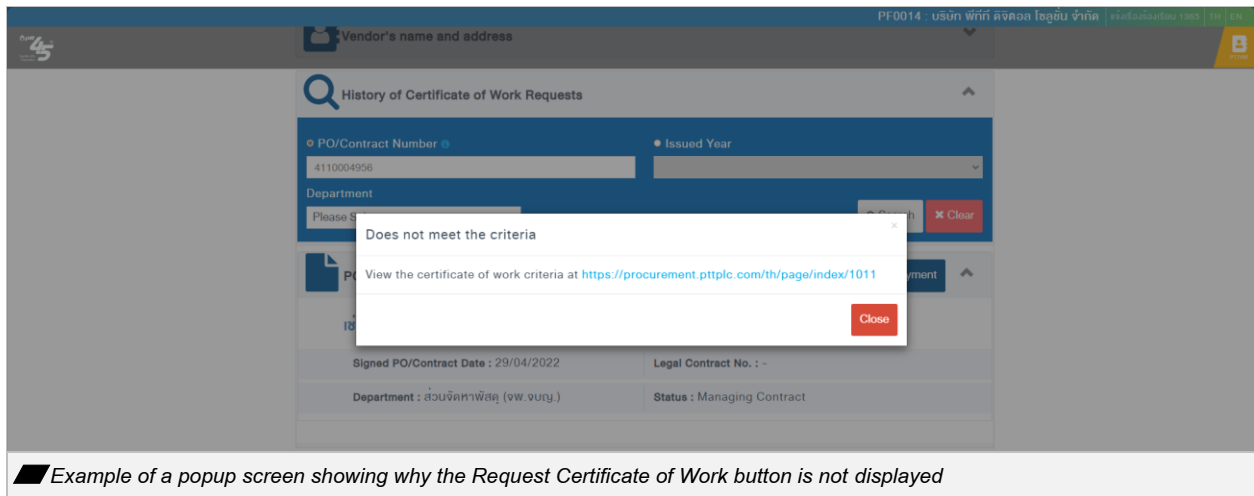
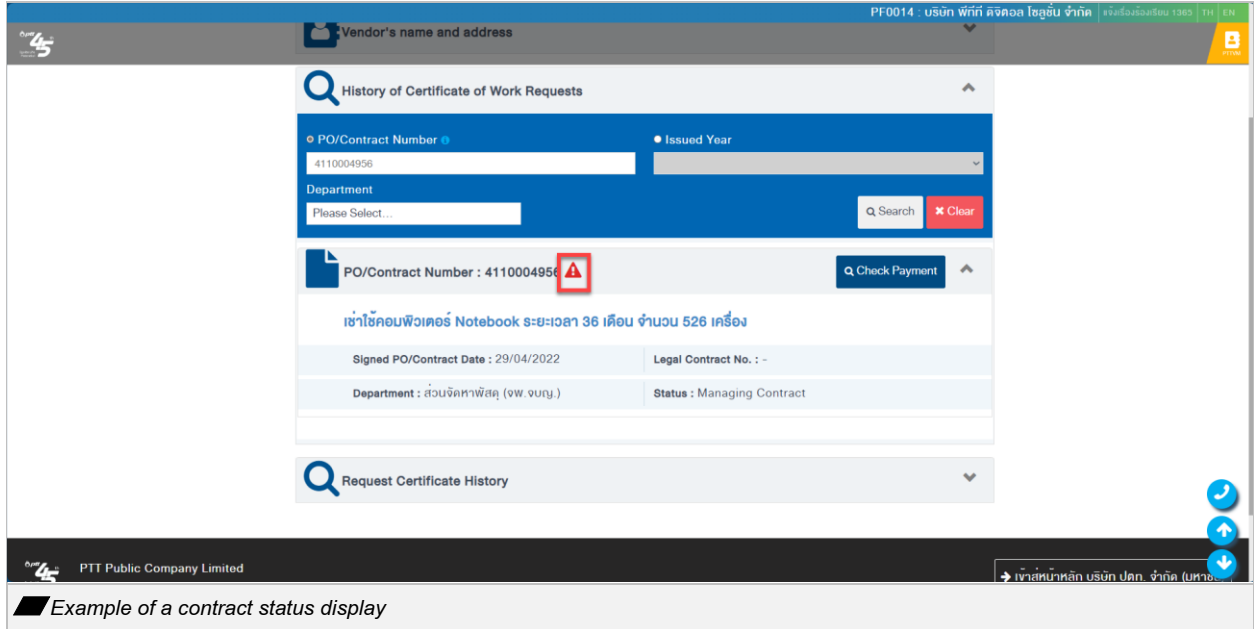
Once the vendor confirms the application for the certificate of work. The system will send an e-mail to inform the vendor of the request for a certificate of work to verify and consider issuing a certificate of work to the vendor. An example is as shown in the picture.





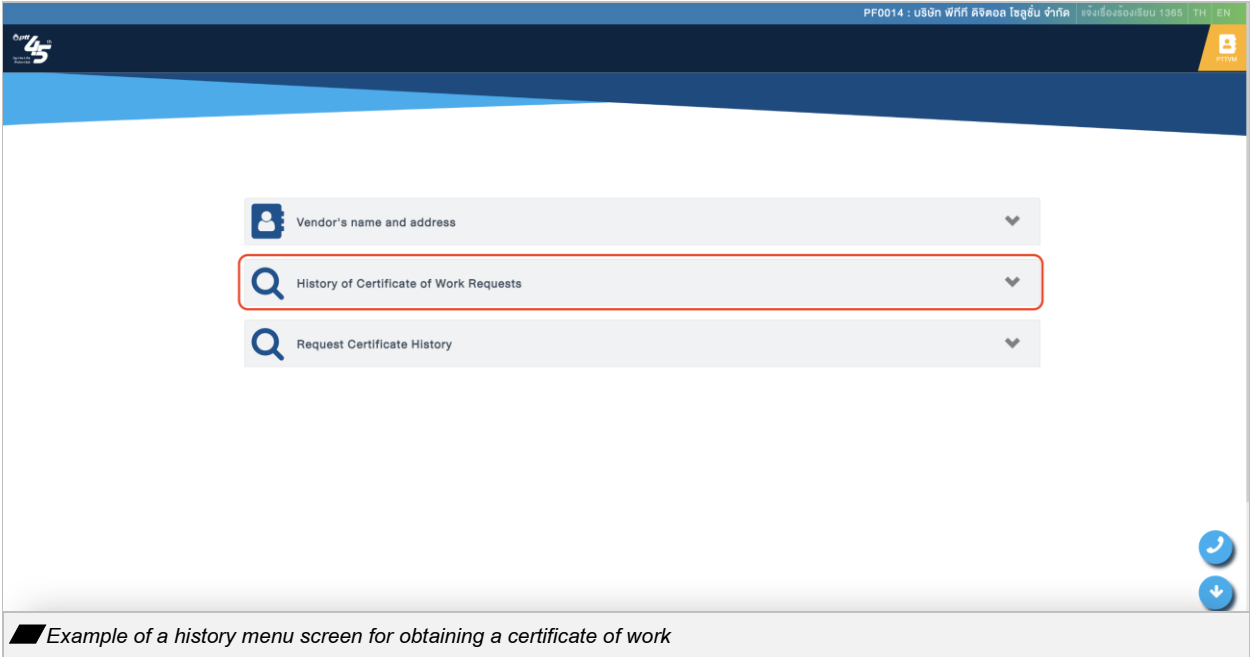
**Remark:** If the status of the contract has already been paid. However, the system only displays a checkmark instead of the button to seek a certificate of work, and when this button is hit, a popup notice stating that the applicant does not satisfy the requirements for asking for a certificate of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





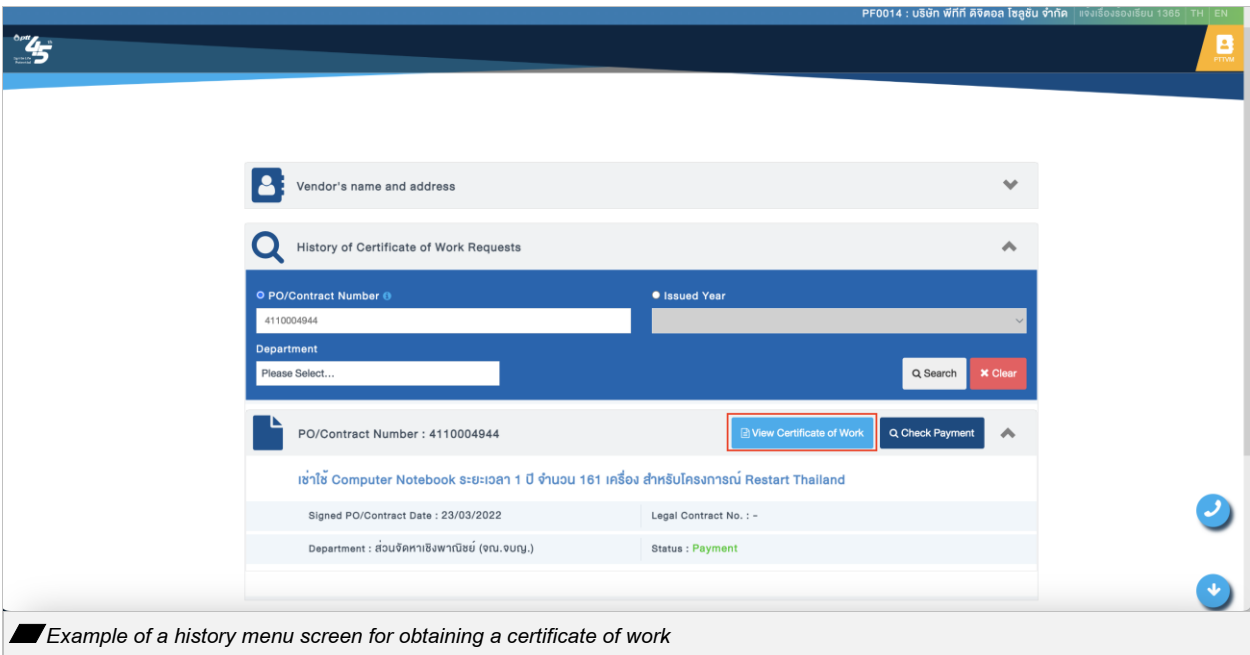
## 9.2 Tracking the status of the certificate of work request

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

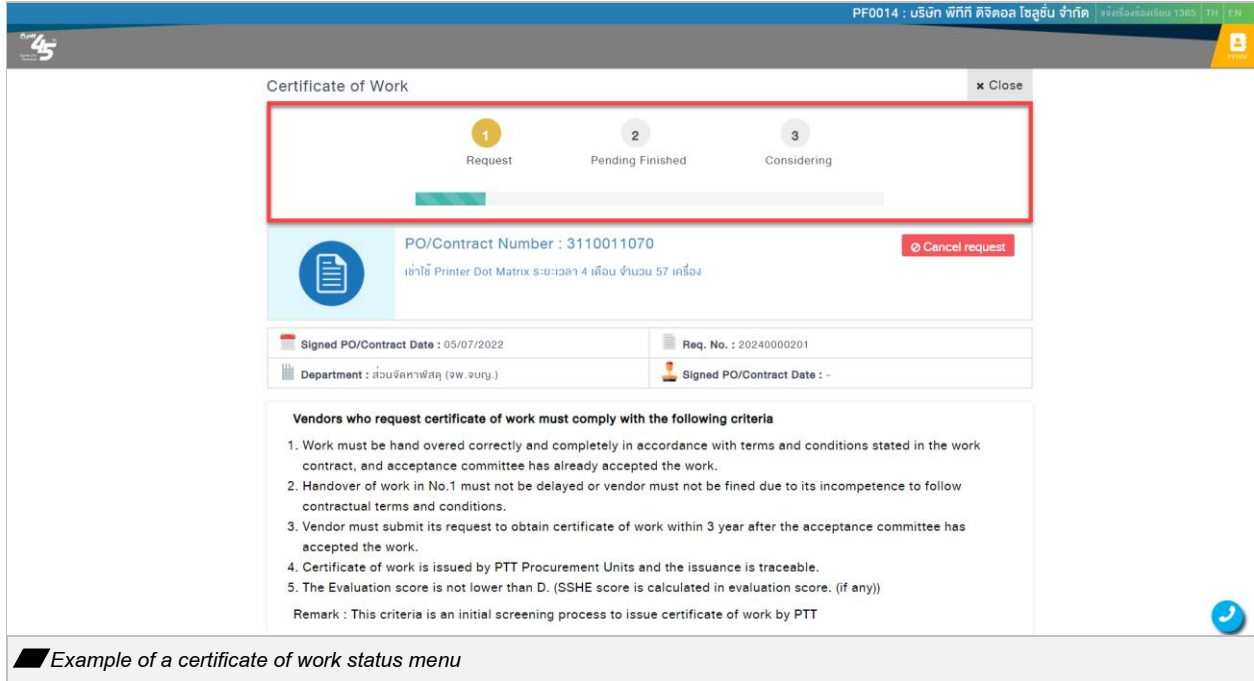


Example of a history menu screen for obtaining a certificate of work

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



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



**Example of a certificate of work status menu**

Following are the steps:

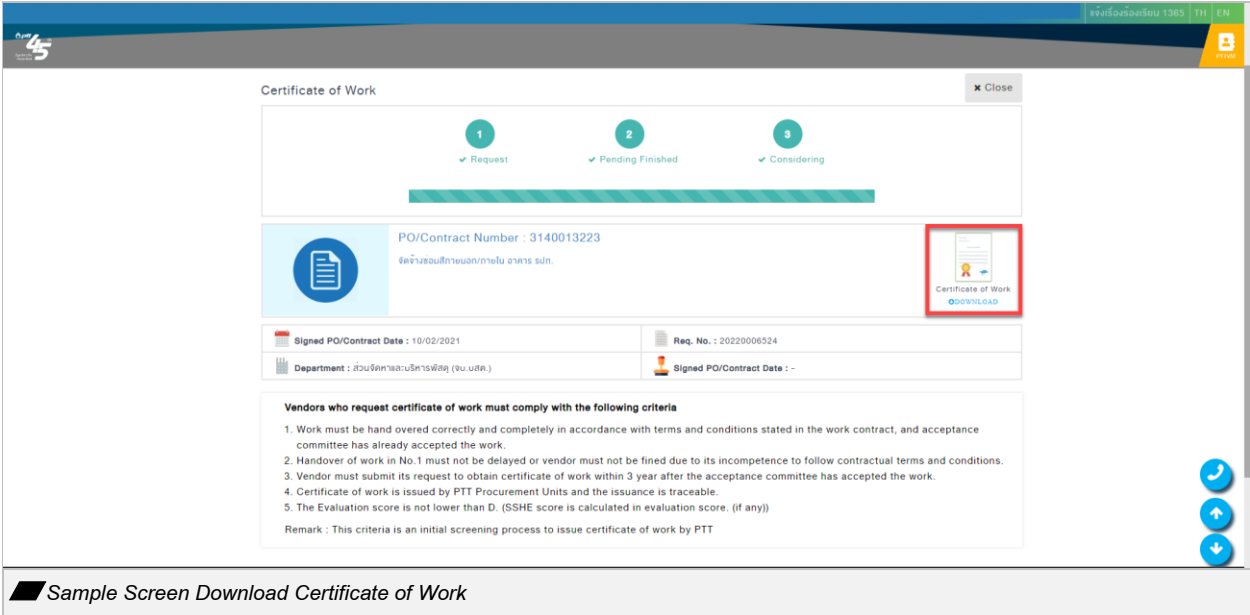
Step 1 Status: Submit application denotes that the vendor has successfully used the system to submit an application for a certificate of work.


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

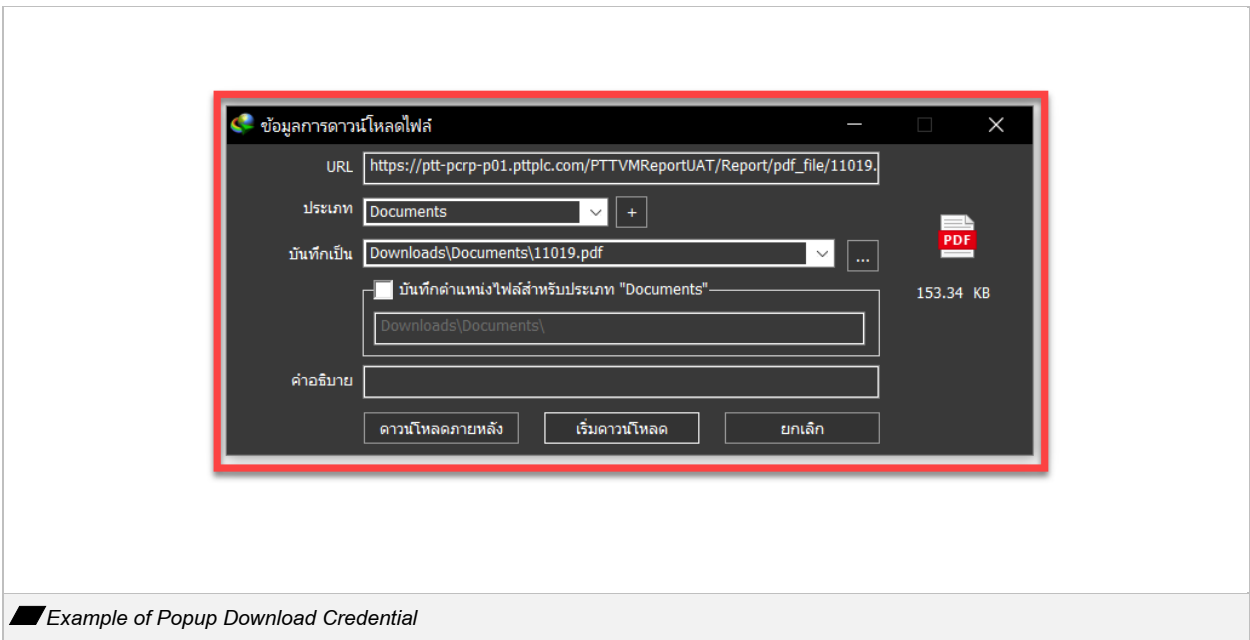
Step 3 Status: When PTT considers granting a certificate of work, it has reached step 3. Download the system's certificate of work file or Think about not issuing a certificate of work, and let the vendor know reasons.

### 9.3 Download Certificate of Work

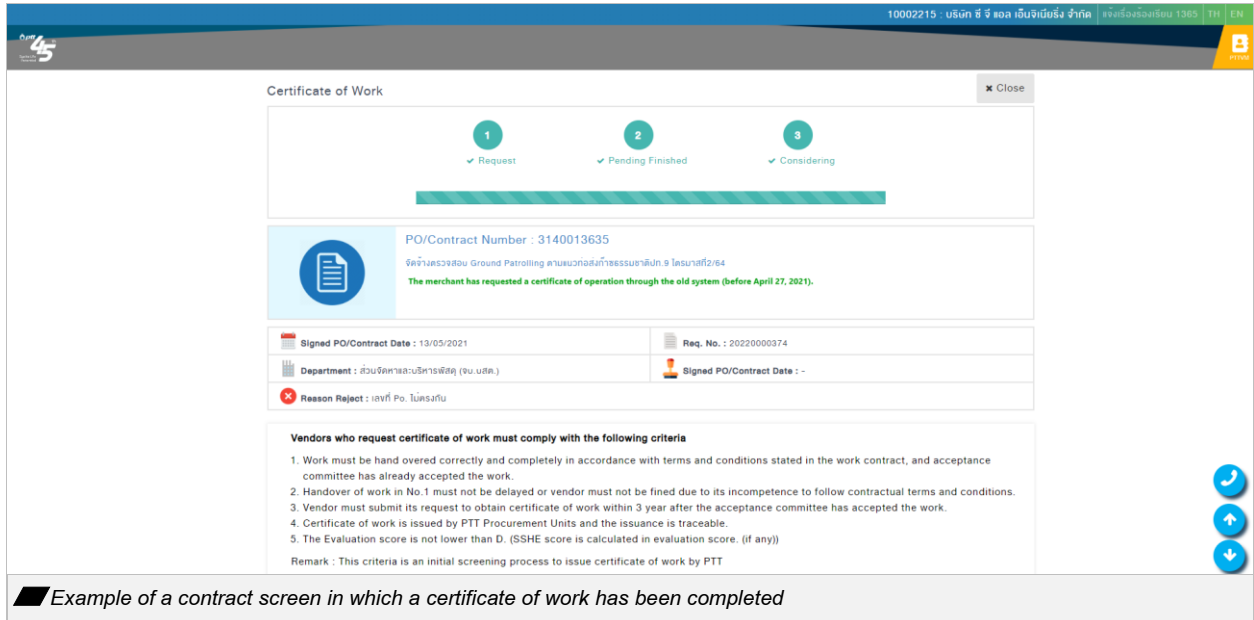
The vendor can download the book file after receiving an email confirming the acceptance of the issue of the certificate of work. The work can be assured to be exactly as it is in the picture.



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



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

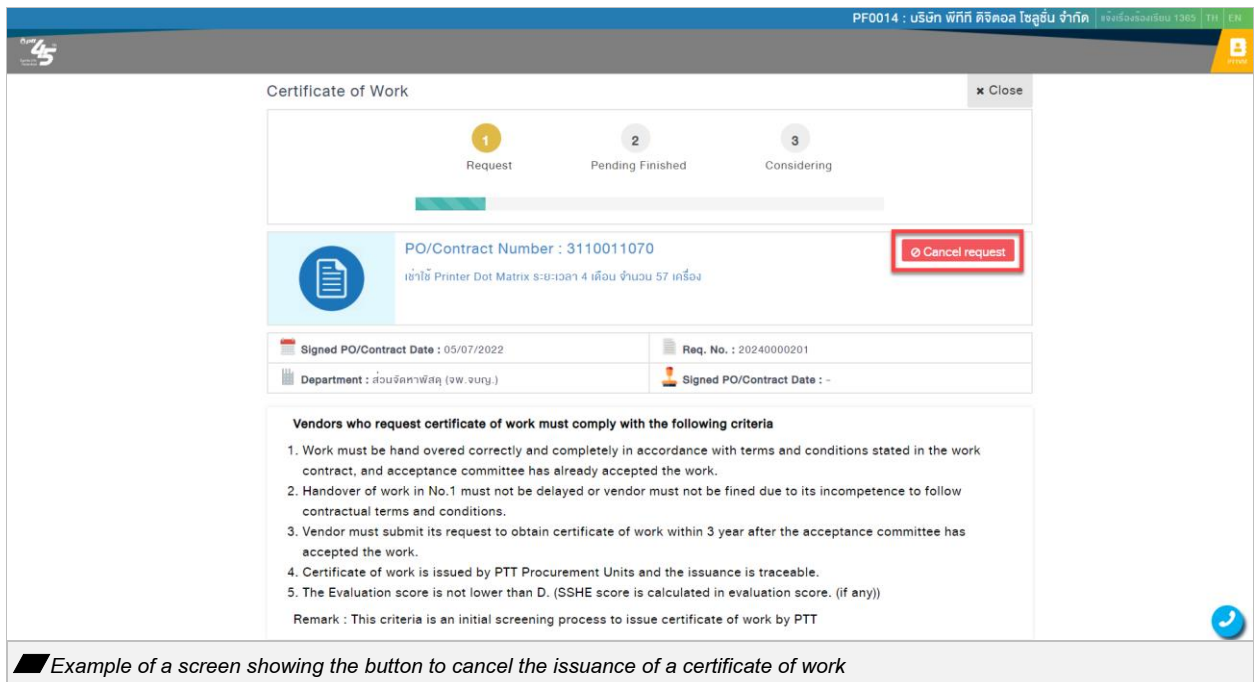


Example of a contract screen in which a certificate of work has been completed

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

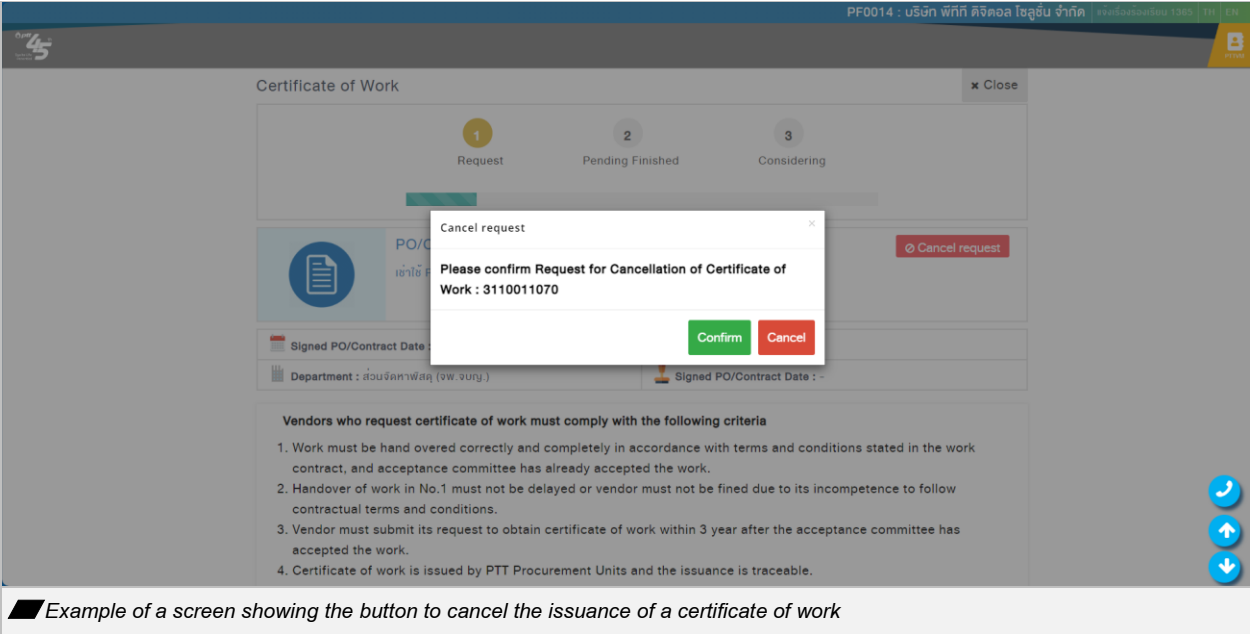
Once the button is pressed and the certificate of work [View Certificate of Work](#) is confirmed, the system will display a button [Cancel request](#) so that the vendor can cancel the request for the issuance of the certificate of work.

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

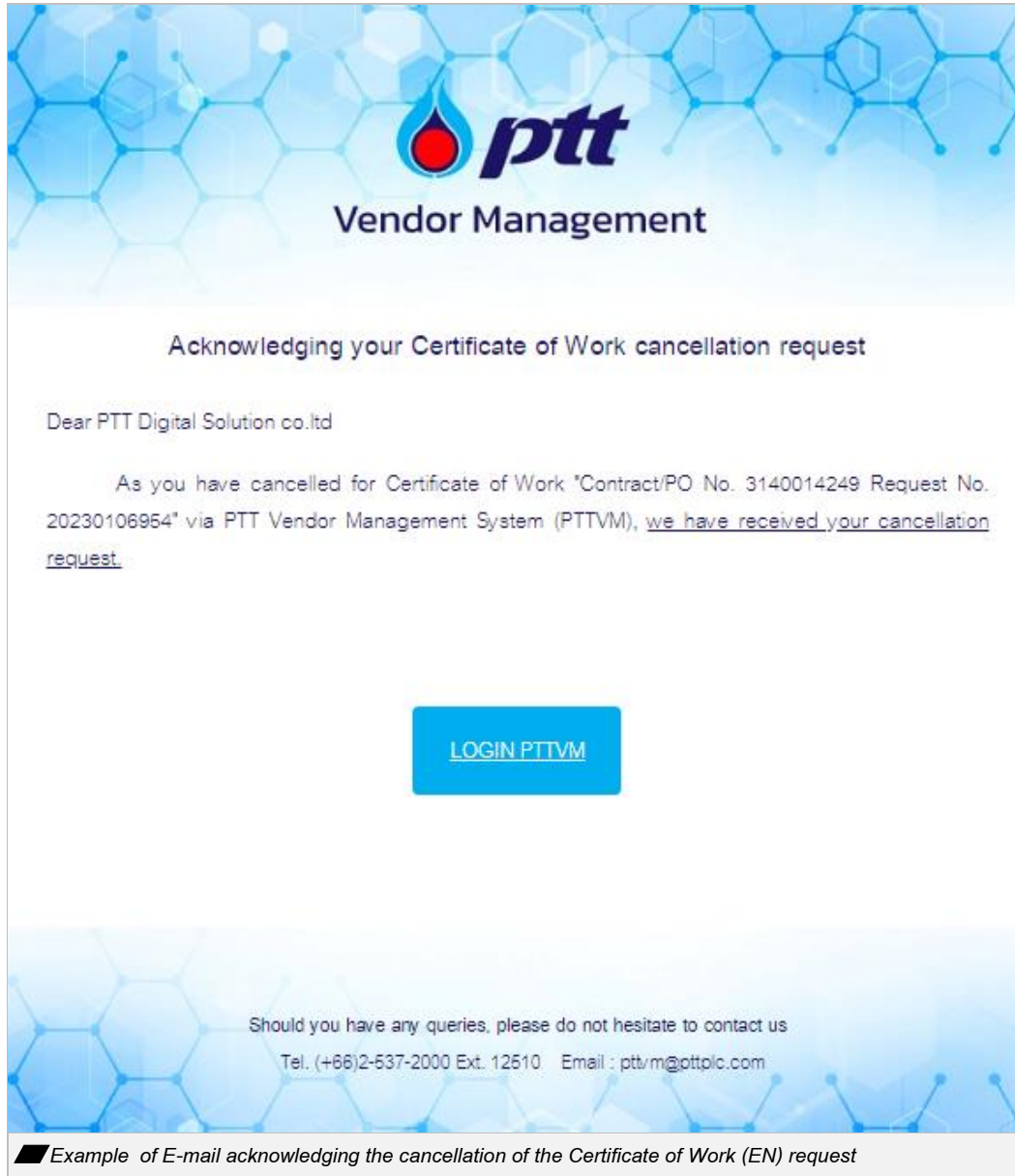


Example of a screen showing the button to cancel the issuance of a certificate of work

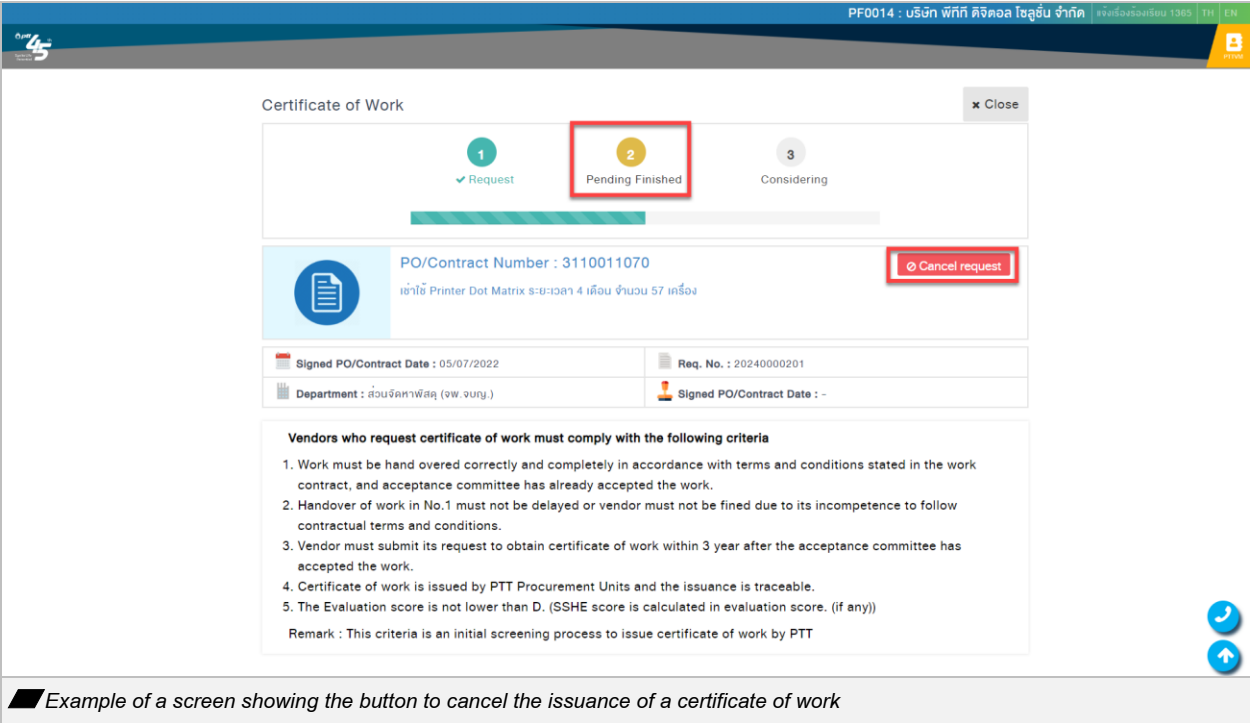
When the button is **Cancel request** , a pop-up screen will appear confirming the cancellation of pressed the certificate of work.



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

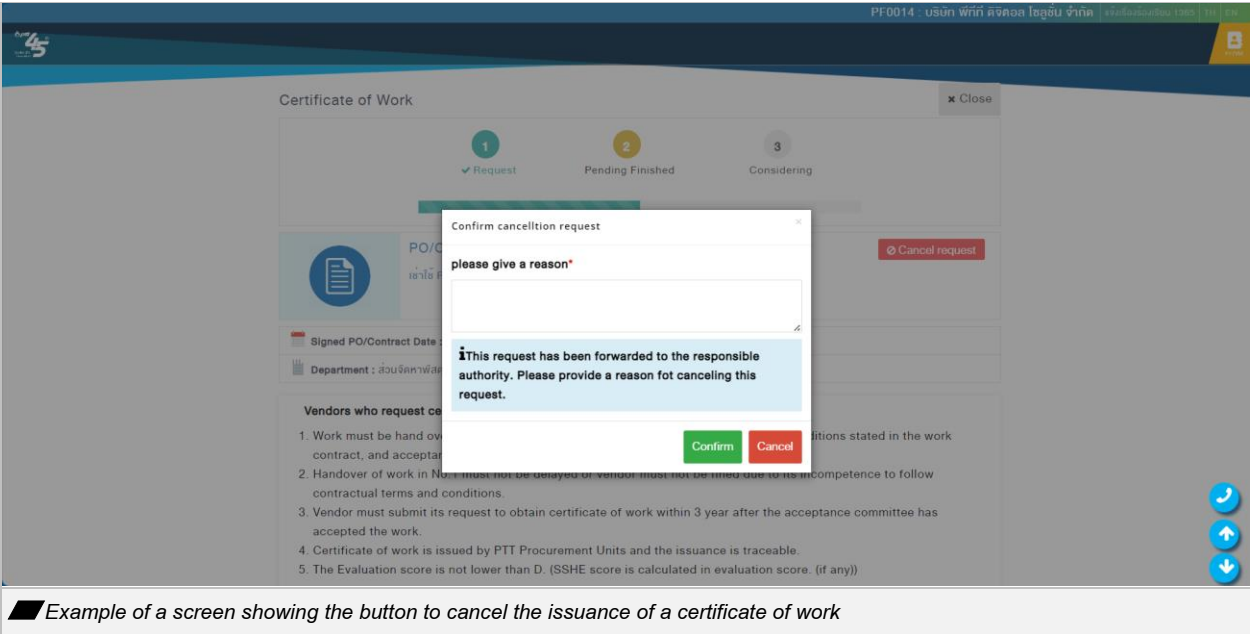


#### 9.4.2 In case of Stage 2 Status: Pending



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

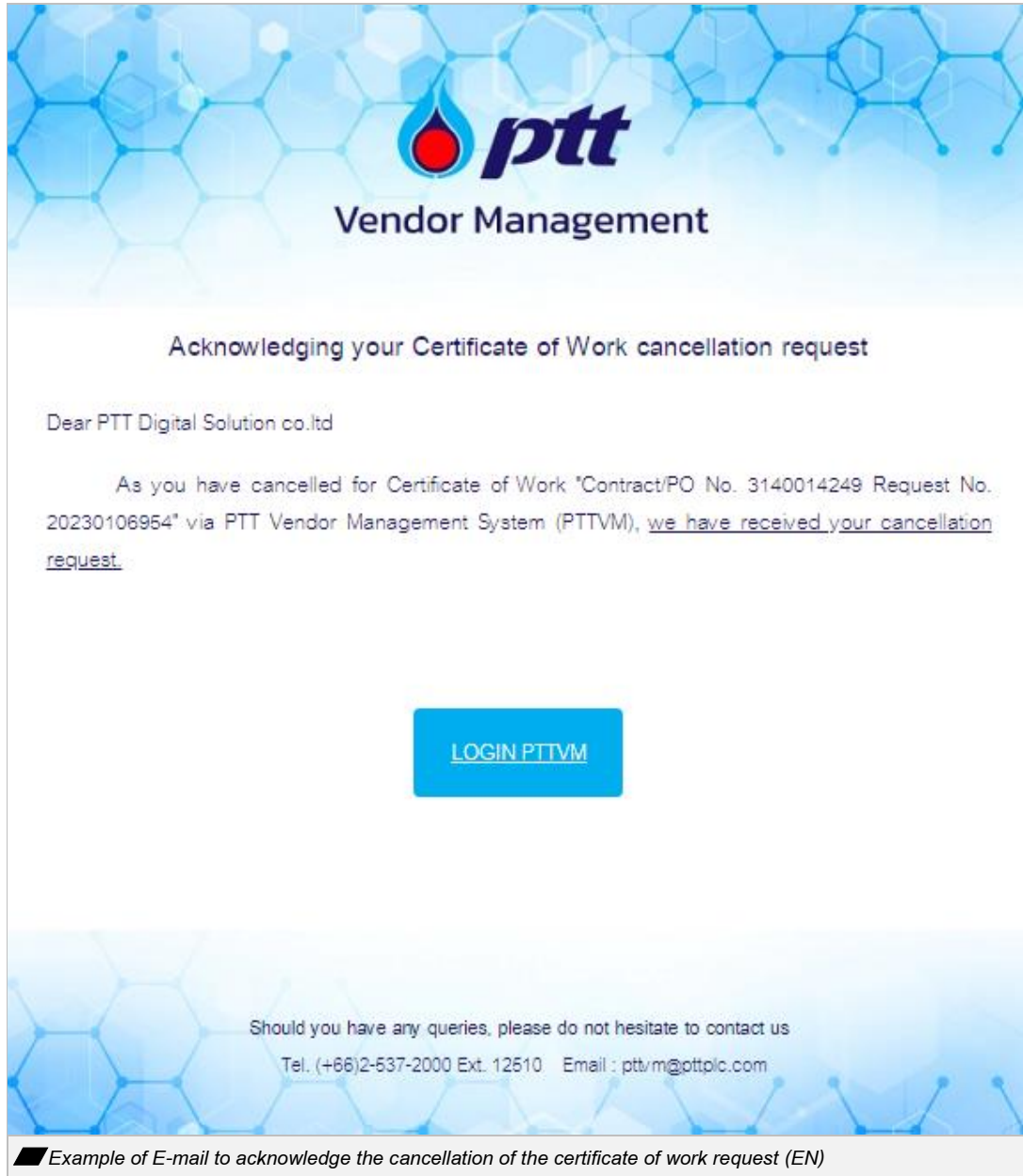
When you press the button **Cancel request**, a pop-up screen will appear stating the reason for canceling the request and confirming the cancellation of the certificate of work request.



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

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





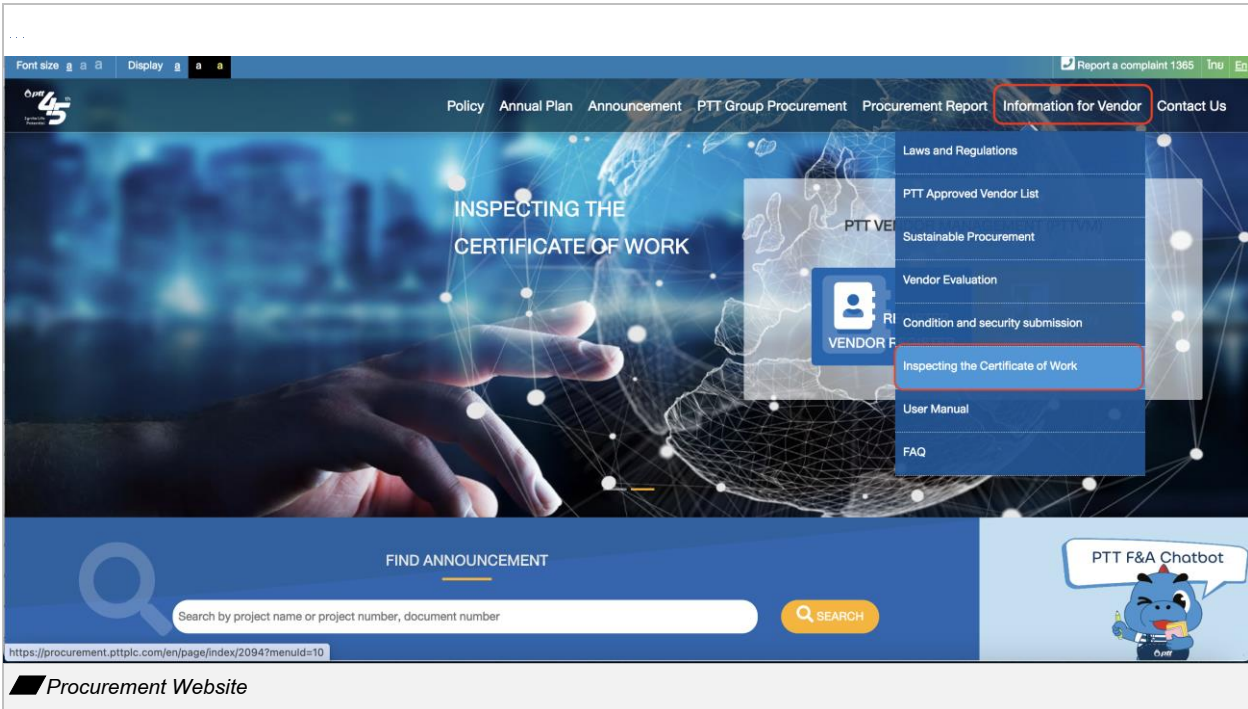
10. Inspecting the Certificate of Work.

10.1 Channel for inspecting the Certificate of Work

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

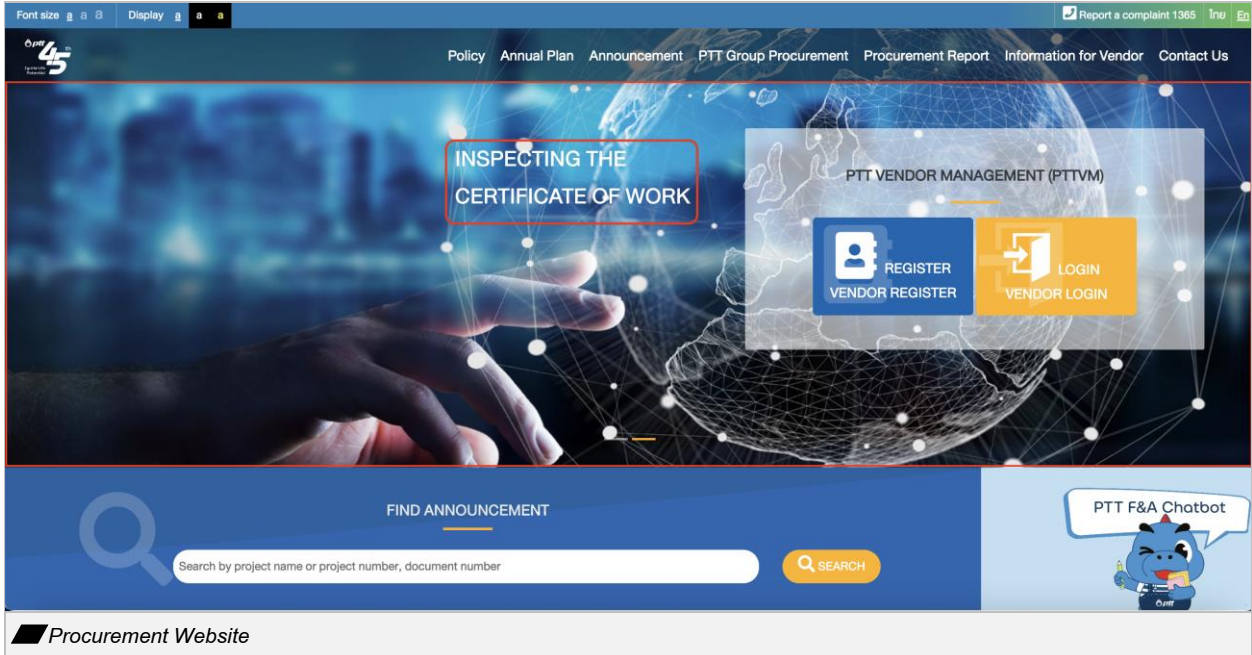
- 1) Menu 'Inspecting the Certificate of Work'

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



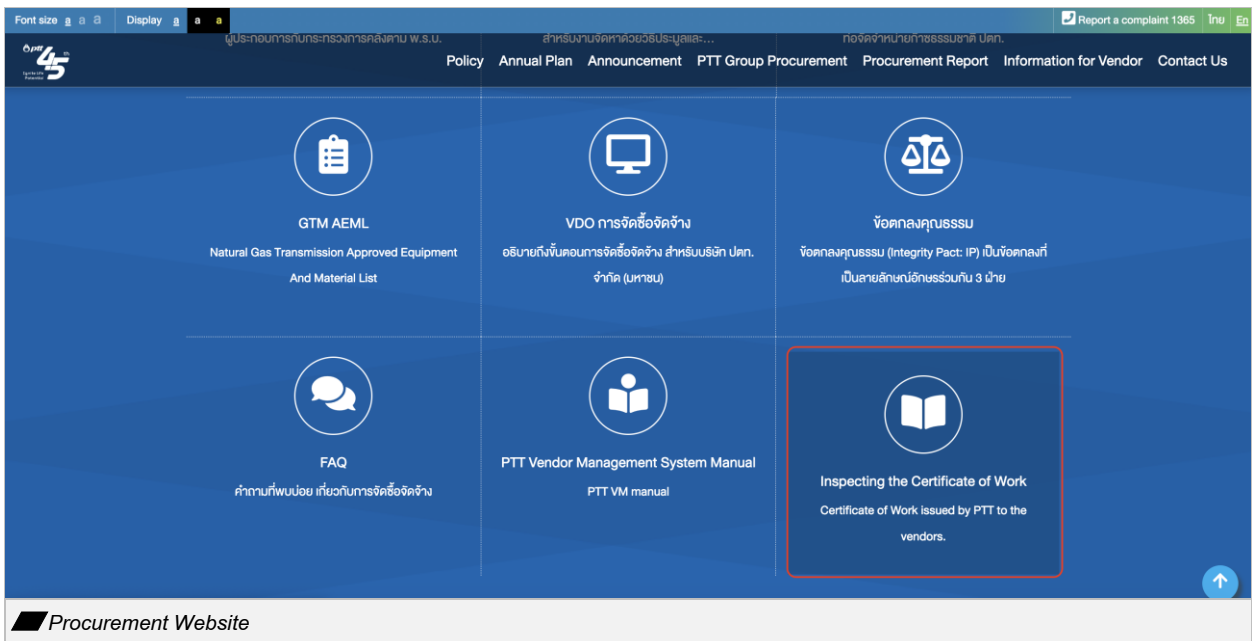
- 2) Banner 'Inspecting the Certificate of Work'

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



3) Icon 'Inspecting the Certificate of Work'

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

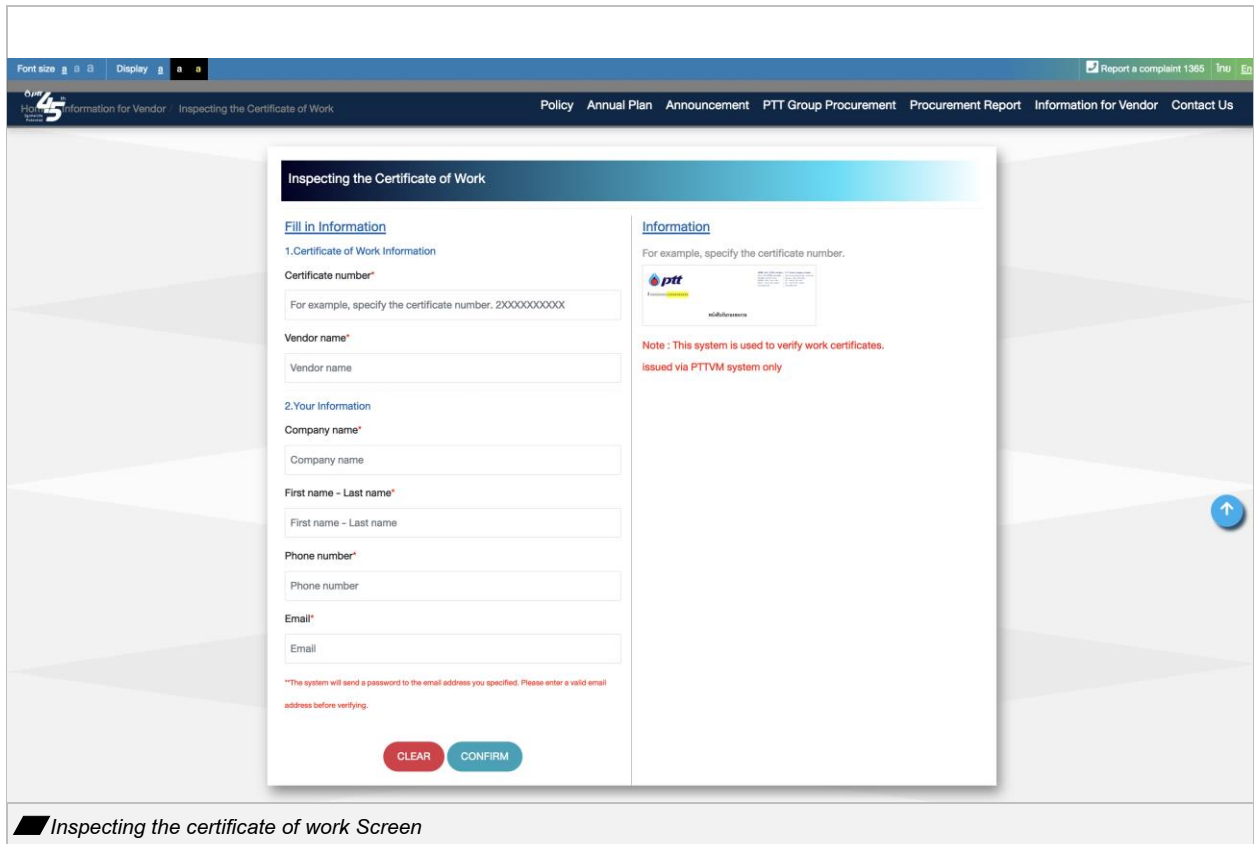


### 10.2 Inspecting the Certificate of Work Process



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

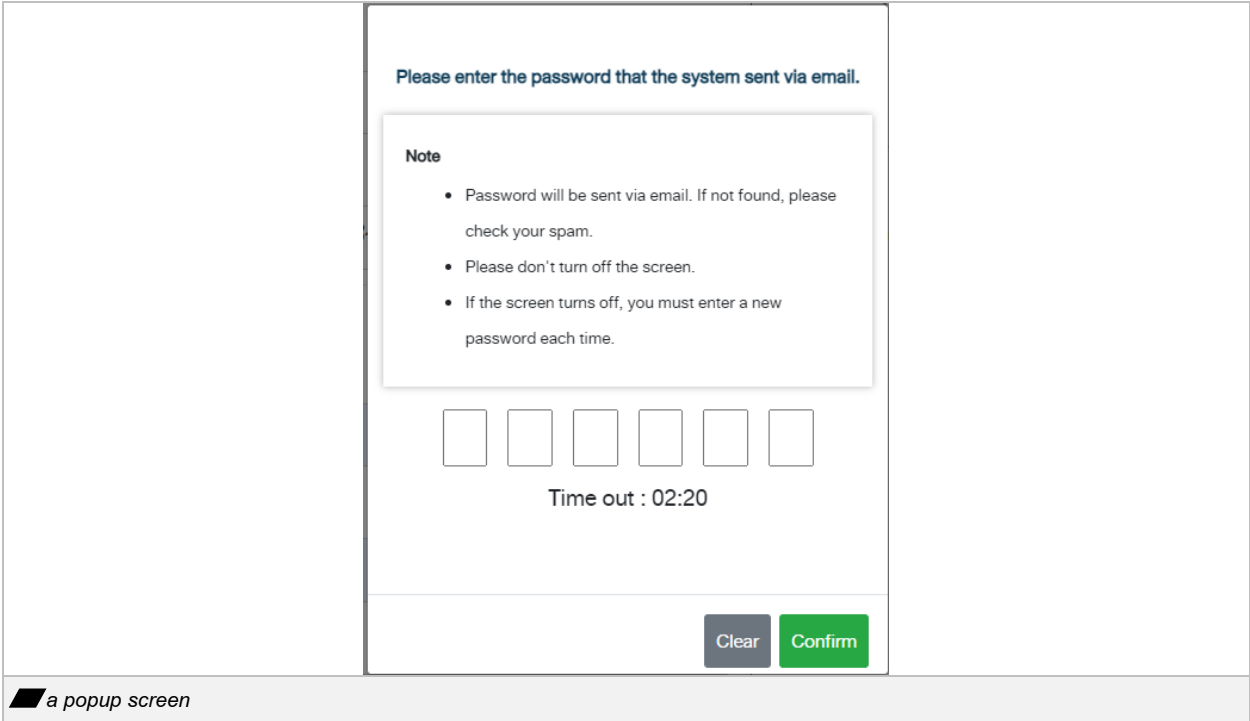
- 1) Certificate of Work Information
  - Certificate Document No.

- Vendor Name
- 2) Your Information
- Company Name
  - First and Last Name
  - Phone No.
  - Email



**Inspecting the certificate of work Screen**

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



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

