

# Managing Work Confirmation for Liveable Water Solutions (LWS) in Oracle ERP (Enterprise Resource Planning) Supplier Portal.

## Overview

The purpose of this procedure is to demonstrate how to perform tasks relating to the management of Work Confirmation in Oracle ERP Supplier Portal.


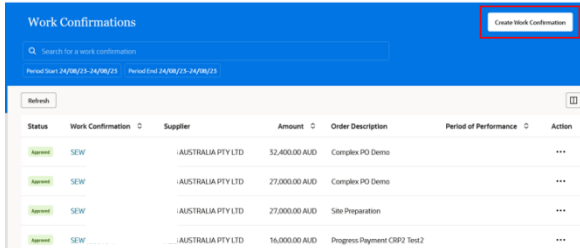
## Business rules

The following business rules apply:

- The Complex Purchase Order (Work Order) process primarily involves two actors:
  - The Buyer who can convert a Requisition raised by the requester to create a Work Order (Complex PO).
  - The Supplier, who will use the Supplier Portal to create a 'Work Confirmation' to let the buyers know the progress of the Work Order.

## Procedure

To manage Work Confirmation, complete the following steps.

Step	Action
1	<p>Log in to the Supplier Portal using your User ID and Password. Note: Keep User IDs and passwords confidential to prevent unauthorised access to your respective supplier account.</p> <p><b>Navigation: ERP home page &gt; Supplier Portal &gt; Supplier Portal.</b></p> <ul style="list-style-type: none"> <li>• Under <b>Work Confirmations</b>, click <b>Manage Work Confirmations</b>.</li> </ul> 
2	<ul style="list-style-type: none"> <li>• This will launch a new tab listing of all the prior Work Confirmations.</li> <li>• Click <b>Create Work Confirmation</b>.</li> </ul> 
3	<ul style="list-style-type: none"> <li>• All open Work Orders where Work Confirmation can be raised against will be listed.</li> <li>• Select the Order to create the Work Confirmation.</li> <li>• Click <b>+Add Schedules</b></li> </ul>

↑ Create Work Confirmation

Cancel

Save

Actions

Submit

Purchase Order  
SEW1

Sold-to Legal Entity  
South East Water Corporation

Supplier  
AUSTRALIA PTY LTD

Supplier Site  
PRIMARY

Buyer

Ordered  
A\$42,000.00

Currency  
AUD

Order Description  
Complex PO Demo

Comments

Received On

Period Start

Period End

Attachments (0)

Contract Summary

Contract Amount to Date  
A\$42,000.00

Previously Approved  
A\$32,400.00

Total Completed This Period

Total Completed to Date  
A\$32,400.00

Projected Retainage This Period

Current Payment Due

Balance to Finish  
A\$9,600.00

Work Confirmation Details

+ Add Schedules

4

Select the applicable lines, click **Add to Work Confirmation** button.

1	Lump Sum	Site Preparation	Open	A\$12,000.00	A\$0.00
1	Lump Sum	Installation Services	Open	A\$30,000.00	A\$0.00

Close

Add to Work Confirmation

5

This will add the lines to the **Schedule**.

Work Confirmation Details

+ Add Schedules

Line	Schedule	Type	Description	Scheduled Value	Previously Approved
2	1	Lump Sum	Installation Services	A\$30,000.00	A\$0.00
1	1	Lump Sum	Site Preparation	A\$12,000.00	A\$0.00

6

Add the % or amount of work completed.

The system will automatically calculate the amount and the **Contract Summary** gets updated.

Click **Submit**

Purchase Order  
SEW100174

Sold-to Legal Entity  
South East Water Corporation

Supplier  
AUSTRALIA PTY LTD

Supplier Site  
PRIMARY

Buyer

Ordered  
A\$42,000.00

Currency  
AUD

Order Description  
Complex PO Demo

Comments

Received On

Period Start

Period End

Attachments (0)

Contract Summary

Contract Amount to Date  
A\$42,000.00

Previously Approved  
A\$0.00

Total Completed This Period  
A\$32,400.00

Total Completed to Date  
A\$32,400.00

Projected Retainage This Period  
A\$6,480.00

Current Payment Due  
A\$25,920.00

Balance to Finish  
A\$9,600.00

Work Confirmation Details

+ Add Schedules

Line	Schedule	Type	Description	Scheduled Value	Previously Approved	Price	Quantity	Units Completed T...	Amount Completed T...	Progress (%)	Balance to Finish	P	R	Action
2	1	Lump Sum	Installation Services	A\$30,000.00	A\$0.00				A\$30,000.00	100	A\$0.00	A		...
1	1	Lump Sum	Site Preparation	A\$12,000.00	A\$0.00				A\$2,400.00	20	A\$9,600.00	A		...

7

The Work Confirmation will have a **Pending Approval** Status.

↑ Work Confirmation: SEW100174-1

Pending Approval

8

- A **Notification** will be sent to the **Buyer of the Work Order** to review and approve the **Supplier Work Confirmation** which has been submitted.
- Once the **Buyer approves** the **notification**, the **Supplier** will receive a notification.

Work Confirmation SEW100174-1 from ABB AUSTRALIA PTY LTD (32,400.00 AUD) Approved

Work Confirmation Request Approved  
\$32,400.00  
AUSTRALIA PTY LTD

Payment request received on 10/05/23

Buyer: Rihuck Chakraborty  
Requestor: Rihuck Chakraborty  
Description: Complex PO Demo  
Purchase Order: SEW100174  
Work Confirmation: SEW100174-1

Contract Summary

Contract Amount to Date  
Total Completed This Period  
Total Completed to Date  
Previously Approved  
Projected Retainage This Period @20%  
Current Payment Due  
Balance to Finish, including Retainage

\$42,000.00  
\$32,400.00  
\$32,400.00  
\$0.00  
\$6,480.00  
\$25,920.00  
\$9,600.00

Work Completed This Period

Description	Scheduled Value	Current Period	Previously Approved	Total Completed	Progress (%)	Balance to Finish	Projected Retainage to Date
Site Preparation	\$12,000.00	\$2,400.00	\$0.00	\$2,400.00	20.00%	\$9,600.00	\$480.00
Installation Services	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	100.00%	\$0.00	\$0.00

What happens next?

Once you manage Work Confirmation in Oracle ERP, the following will occur:

1) The supplier submits a Work Confirmation to be approved by the buyer.

2) Once the buyer approves the Work Confirmation, the supplier will receive a notification for it.