

Managing Work Confirmation (Progress Payment Claim) in Oracle ERP (Enterprise Resource Planning) Supplier Portal.

Purpose	The purpose of this procedure is to demonstrate how to perform tasks relating to the management of Work Confirmation (Progress Payment Claim) in Oracle ERP Supplier Portal.					
Scope	Creating a Work Confirmation is the supplier's responsibility to confirm the percentage of job completion. Once submitted, it goes through an approval process based on the configured workflow.					
Overview	Work Confirmation verifies the amount of work completed to date as raised by South East Water in the Work Order/Complex Purchase Order.					
Business rules	 The following business rules apply: The Complex Purchase Order (Work Order) process primarily involves two actors: The Buyer within SEW 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	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.							
	 Navigation: ERP home page > Supplier Portal > Apps: Supplier Portal. Under Tasks > Work Confirmations, click Manage Work Confirmations. 							
2	Manage Work Confirmations This will launch a new tab listing of all the prior Work Confirmations. Click Create Work Confirmation							
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3	 All open Work Orders where Work Confirmation can be raised against will be listed. Select the Order to create the Work Confirmation. 							

DOCUMENT NUMBER BS3069



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	Purchase Order SEW100174			Contract Summary
	Sold-to Legal Entity South East Water Corporation	Supplier ABB AUSTRALIA PTY LTD	Supplier Site PRIMARY	Contract Amount to Date A\$42,000.00 Previously Approved A\$0.00
	Buyer Chakraborty, Ritwik	Ordered A\$42,000.00	Currency AUD	Total Completed This Period A\$32,400.00 Total Completed to Date
	Order Description Complex PO Demo	Comments	Received On	AS2,400.00 Projected Retainage This Period A\$6,480.00
	Period Start	Period End	Attachments (0)	A\$25,9200 Balance to Finish A\$9,600.00
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What happens next?

Once you manage Work Confirmation (Progress Payment Claims) in Oracle ERP, the following will occur:

- 1) The supplier submits a Work Confirmation to be approved by the buyer in South East Water.
- 2) Once the buyer approves the Work Confirmation, the supplier will receive a notification for it.



Revision status The following table provides a record of changes made to this document, by whom and when.

Date of change	Description of change	Author initials	Approver initials