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Introduction

The purpose of this Supplier Invoice & Subcontractor Payment Enquiry System (VE) is to allow supplier and subcontractor to enquire invoice, payment and includes other misc. functions.

The functions include:

- Supplier Invoice Searching Search and view invoice information.
- Text File Export Export invoice information to csv file.
- Download the appraisal summary.
- Display and Print Subcontract Payment Certificate

* Please note that Only Internet Explorer is supported

Section A. System Login

Go to: <u>http://www.gammonconstruction.net/</u>, the below screen (Fig. 1) will be displayed.



Fig 1. Access Invoice Enquiry System

You can access the Invoice Enquiry System by clicking on the link "**Supplier Invoice & Subcontractor Payment Enquiry System**" in Fig. 1.

File Edit View Favorites Tools Help Back Back Search Favorites Back Search Favorites Favori	bice Enquiry System	:Login - Microsoft Internet Explorer	
	Edit View Favorites	Tools Help	<u></u>
Address http://gammonconstruction.net/invoice/login.aspx/	k 🔹 🔘 🕆 💽 😰	🐔 🔎 Search 👷 Favorites 🧑 🎯 🗸 🝇 👿 👻 🖵 📴 🎎 🦓	
Gammon Vendor Invoice and Performance Appraisal Enquiry System Gammon Extranet User ID Password	http://gammoncon	truction.net/invoice/login.aspx	Go Links
Gammon Centro Invoice and Performance Appraisal Enquiry System Gammon Extranet User ID Password			-
Gammon Extranet User ID Password			
Gammon Vendor Invoice and Performance Appraisal Enquiry System Gammon Extranet User ID Password			
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Appraisal Enquiry System Gammon Extranet User ID Password		Vendor Invoice and Performance	
Gammon Extranet User ID Password		Appraisal Enquiry System	
User ID Password Password		Gammon Extranet	
Password			
Password			
		Password	
Login Exit		Login	
In order to access the invoice enquiry system, accept cookies must be enabled for your browser		In order to access the invoice enquiry system, accept cookies must be enabled for your browser	
Please click <u>Here</u> or for Help		Please click <u>Here</u> or for Help	
© 2004 Gammon Construction Limited. All rights reserved.		© 2004 Gammon Construction Limited. All rights reserved.	

Fig. 2 Login screen

- Enter User ID and Password***, and click "Login" button to login to the system.
- To exit without login the system, click on "Exit" button.

*** Please use the Login ID and Password provided by Gammon Finance Department.

Supplier Invoice & Subcontractor Payment Enquiry System - User Manual

Section B. Supplier / Subcontractor

After successfully logged in the system as a supplier / subcontractor, the following screen (Fig. 3) will be shown.

	system - Mit	crosoft inte	rnet Explore	P							×
File Edit View Fa	worites Tool	s Help									
🔇 Back 🔹 🔘 🐇 🛽	3 2 🚳	Search 1	🕂 Favorites 🔞	9 🗿 🖓 😡	• 🕞 📴 🛍	3					
Address 🛃 http://local	host/VE/Invoio	eEnquiry.aspx	1						~	🗲 Go Lini	s "
Vendor Invoic	e and P	erforma	nce								^
Appraisal Eng	uiry Sys	tem									
Gammon Extranet											
Click <u>Here</u> to view your	r appraisal su	ummary							3		
Searching Criteria				_			Supplier:	:1111 (Help)	Š.		
Complex No.			2								
Supplier No	11111										
Invoice Number											
Cheque Number											
Cheque Number PO Number											
Cheque Number PO Number Invoice Status	UNPAID	V (the	invoice status	wil be ignored if ir	woice number is	s input) 4					
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Cheque Number PO Number Invoice Status Cheque Date (dd/mm/3yyy) Result: 116 Record(s) Found showing 1 to 20	UNPAID	(the	invoice status] (For Paid Onl	wil beignoredifir W	ivoice number is	s input) Right tick here t Searc	download h Lo	the Excel file	5		
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Cheque Number PO Number Invoice Status Cheque Date (dd/mm/yyyy) Result 116 Record(s) Found showing 1 to 20 1 2 3 4 5 6 Invoice # 1762466254D 1762466254D	UNPAID 1 v 13132 13132 13182	Status UNPAID UNPAID	invoice status (For Paid Onl Cheque # f f	wil be ignored if ir)) Cheque Date	Voice number is F Currency HKD HKD HKD	s input) 4 Right tick here t Searce Invoice Amt 59,009.79 65,867.35 131 167 42	download h La Pay Amt 0.00 0.00	the Excel file igout PO # 01020314 01020324 01023519	5 0 0 0		

Fig. 3 – Supplier main page

		Print
11/09/2008 04:11:23 Gammon Construction Limi Subcontractor Payment Certi	ted ficate	
JOB 1762 ABC Building at Quarry Bay		
SUBCONTRACT 6172 DEF Automatic		
SUBCONTRACTOR: 11111 The GHF Engineering Corporation La	td. PAYMENT NO:	1
	AS AT DATE:	25/12/2007
	PAYMENT TYPE:	INTERIM
	CURRENCY:	HKD
SUBCONTRACT VALUE: 2.058.001.86	Domestic Subco	ntractor
	MOVENENT	TOTAL
VALUE OF MEASURED WORKS/GOODS	792,631.69	792,631.69
VALUE OF DAY WORK SHEET	.00	.00
VALUE OF VARIATION	.00	.00
OTHERS	.00	.00
	792,631.69	792,631.69
LESS RETENTION	79,263.17	79,263.17
	713,368.52	713,368.52
VALUE OF MATERIALS ON SITE	.00	.00
LESS RETENTION	.00	.00
	713,368.52	713,368.52
VALUE OF ADJUSTMENTS	.00	.00
	713,368.52	713,368.52
LESS CONTRA CHARGES	.00	.00
	713,368.52	713,368.52
LESS PERVIOUS CERTIFICATIONS	_	.00
	AROUNT DUE	713,368.52

Fig. 4 – Subcontract Payment Certificate Web Page

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Fig. 5 – Message Window for unavailable Subcontract Payment Certificate

1. Appraisal Download

Supplier can download the appraisal summary by clicking this.

2. Information Searching

This function can help to find out the supplier invoice information such as job number, payment status and invoice amount. User can search by invoice number, cheque number, invoice status or bank in date.

Steps of searching invoice information:

- 1) Input the searching criteria.
- 2) Click "Search" button and the result will be shown on the result grid.

Note:

- The searching criteria leaving blank will be ignored in the searching.
- Invoice status will be ignored if invoice number is inputted.
- Cheque Date is for paid invoice only.
- When use input Cheque Date, the total amount will be calculated automatically.

3. Help File

User can download the help file here.

4. csv File Export

To export the searching result to a text file separated by comma, right click "here" and select "save target as". All fields in the searching result will be exported to the file and separated by comma.

5. Result Grid

Searching Result will be shown here.

- Columns with underlined column name can be sorted.
- Column in different colour is to sorting column.
- Job Description will be shown when Mouse-over on the Job Number.

- If the logo \square is shown, it indicates that an pdf file of the invoice can be downloaded by clicking it.

- For each logo is shown, if the Subcontract Payment Certificate is available, a Subcontract Payment Certificate web page (Fig. 4) of that invoice can be displayed by clicking it. Otherwise, a message window for unavailable Subcontract Payment Certificate (Fig. 5) will be displayed.

Section C. Troubleshooting

Fix Not Working in Internet Explorer 11 Problems with Compatibility View

This system only supports Microsoft Internet Explorer 10 or earlier version. If your browser is not Microsoft Internet Explorer 10 or earlier version, this system might be not working caused by a compatibility problem between your browser (e.g. Internet Explorer 11) and this system. Sometimes this can be fixed by adding this system to your Compatibility View List.

- 1. Open the desktop, and then tap or click the Internet Explorer icon on the taskbar.
- 2. Tap or click the Tools button Tools⁽²⁾, and then tap or click Compatibility View settings.



3. <u>Under Add this website, enter "gammonconstruction.net</u>" to the list, and then tap or click Add.

compatibility view settings	
Change Compatibility View Settings	
Add this website:	
gammonconstruction.net	Add
Websites you've added to Compatibility View:	
	Remove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the Internet Explorer p	privacy statement
	Close