Gammon

Supplier Invoice & Subcontractor Payment Enquiry System

User Manual – For Supplier / Subcontractor

Version: 4.1

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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: http://www.gammonconstruction.net/, the below screen (Fig. 1) will be displayed.
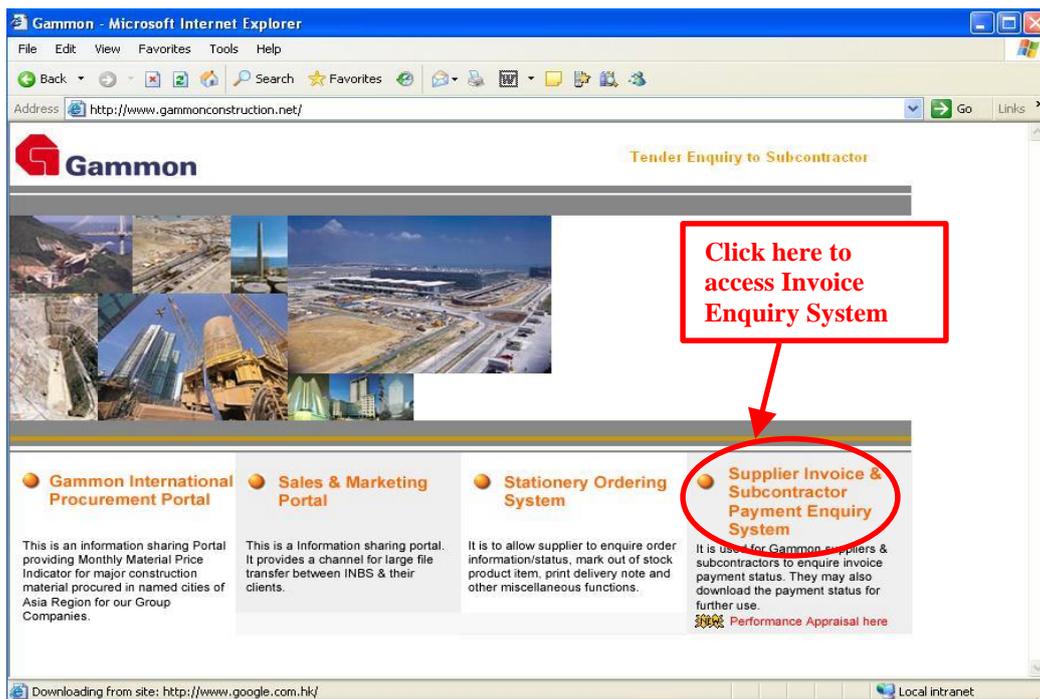

Fig 1. Access Invoice Enquiry System

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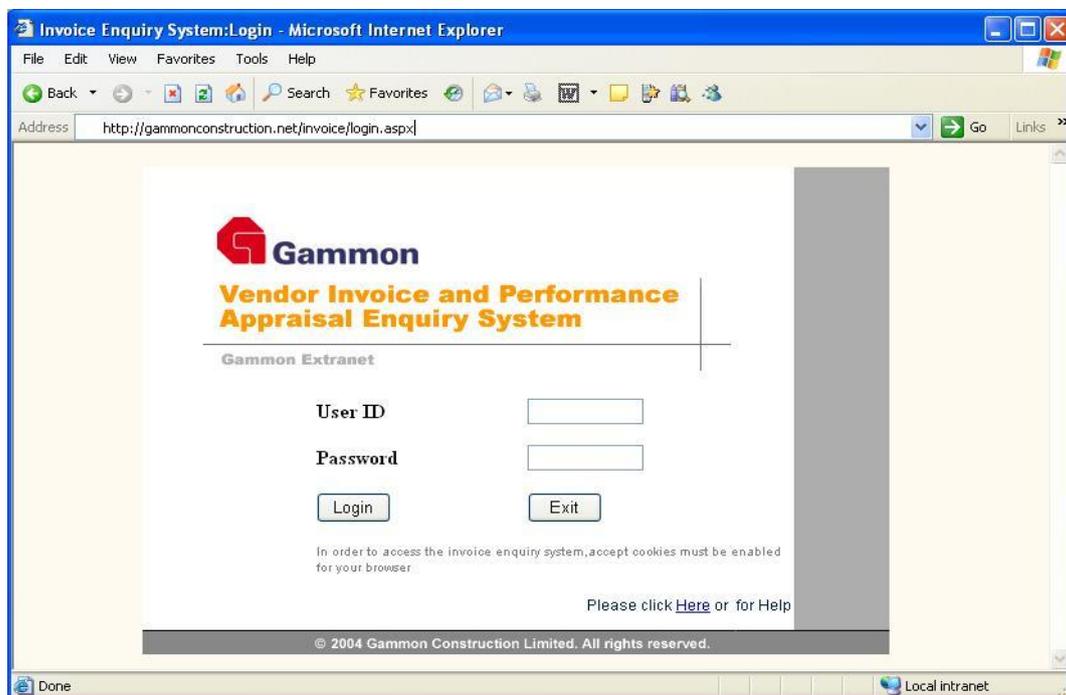

Fig. 2 Login screen

- 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.

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Section B. Supplier / Subcontractor

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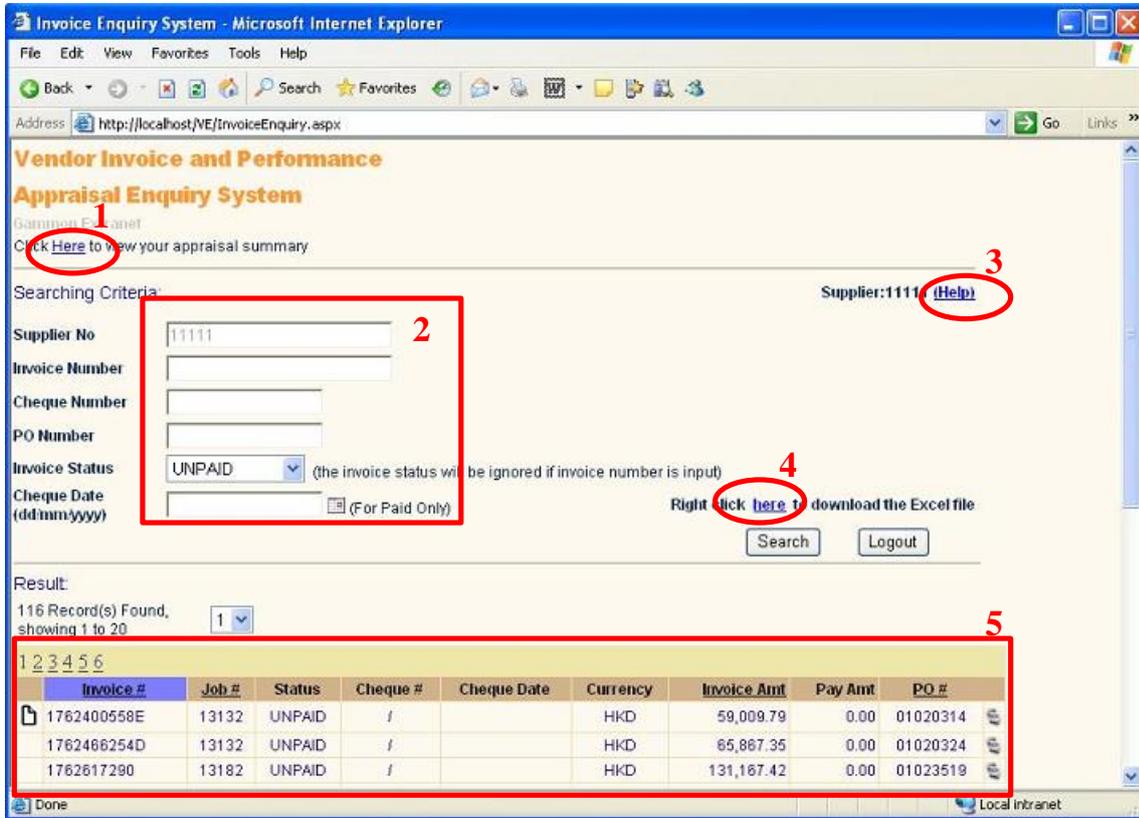

Fig. 3 – Supplier main page

Fig. 4 – Subcontract Payment Certificate Web Page

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 ⬜ 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⚙, and then tap or click Compatibility View settings.
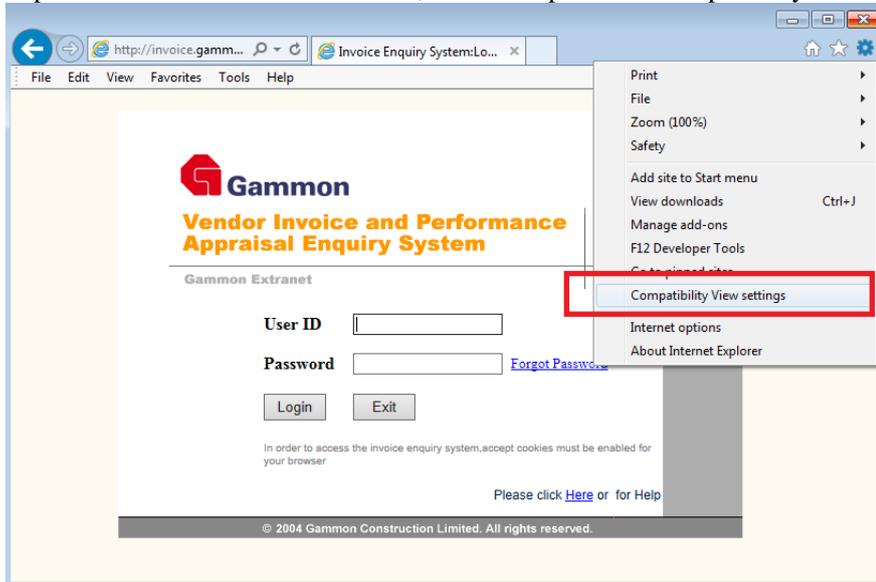
3. Under Add this website, enter "gammonconstruction.net" to the list, and then tap or click Add.