



(Advance payment Upload Process on the PMIS System)


This document intends to provide step by step guide for executing the Work Completion Certificates for different stages of payment and GRN Creation using the Deep link

CONTRACTOR INITIATION

- Creator is going to create the Work Completion Certificate – Advance Payment by providing the required information by filling the forms and attaching the required documents.
- Creator shall log in to the unifier using the credentials shared to him.

Cloud Sign In

idcs-59562012a9fa4574b7c10d5bfd766a4b.identity.oraclecloud.com/ui/v1/signin

 NHC

National Housing Company (NHC)

PMIS Login

Identity domain ⓘ
OracleIdentityCloudService


User Name
khaled.diaa@gaeaglobal.com

Password
.....

[Forgot Password?](#)

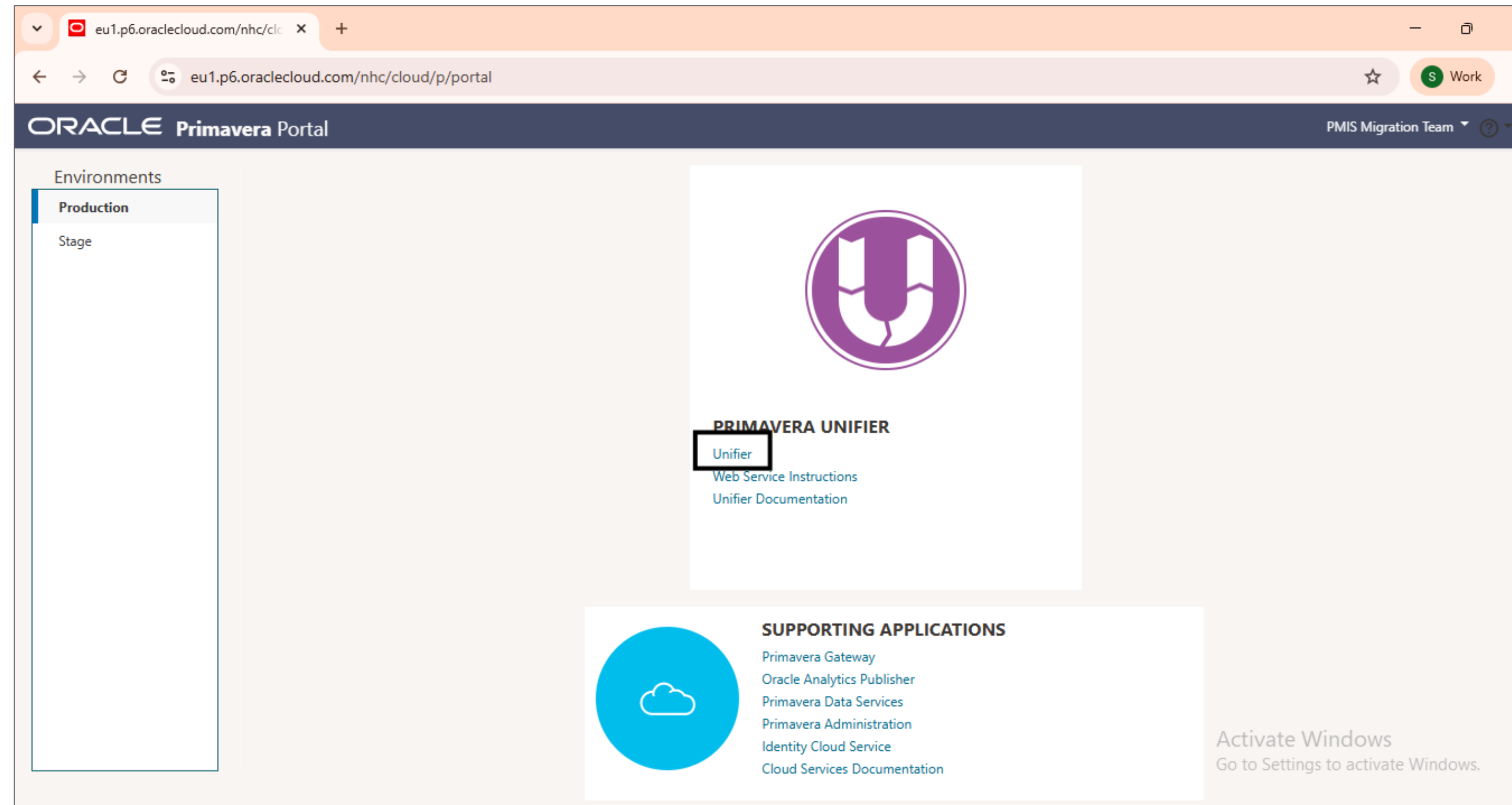
Sign In

Or sign in with

 NHC Employee Login

Activate Windows
Go to Settings to activate Windows.

- Select Production for further processing
- Click on either the Unifier, which is highlighted, or click on the “U” to get into the Unifier.



- Click on “+” sign to navigate to the respective project.

Primavera Unifier (Development) PMIS Migration Team

Home Tasks 66,912 Active Notifications 8 Total Mail 1 Total

My Active Tasks

417

66,864

Legend: Late (Red), Not Started (Yellow), In Progress (Green)

Task Distribution

Task Category	Count
Construction Project Te...	64K
Ruwaa	2K
Integration_Testing_5-5...	1K
Company Workspace	0K
تنفيذ أعمال البنية التحتية ...	0K
Internal Process Testin...	0K
WCC Testing Project 21...	0K
Sub-Developer Project ...	0K

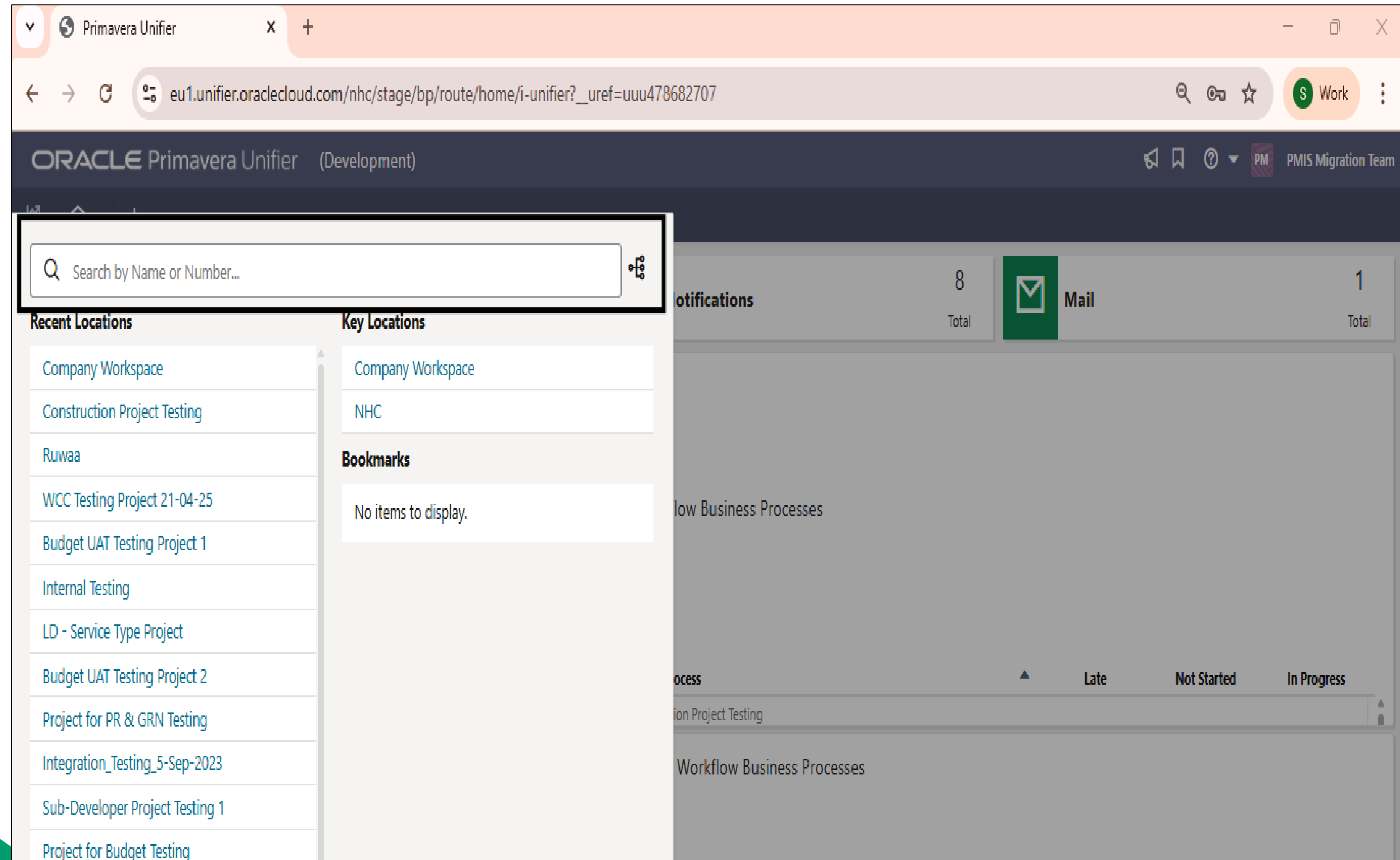
Workflow Business Processes

Business Process: Construction Project Testing

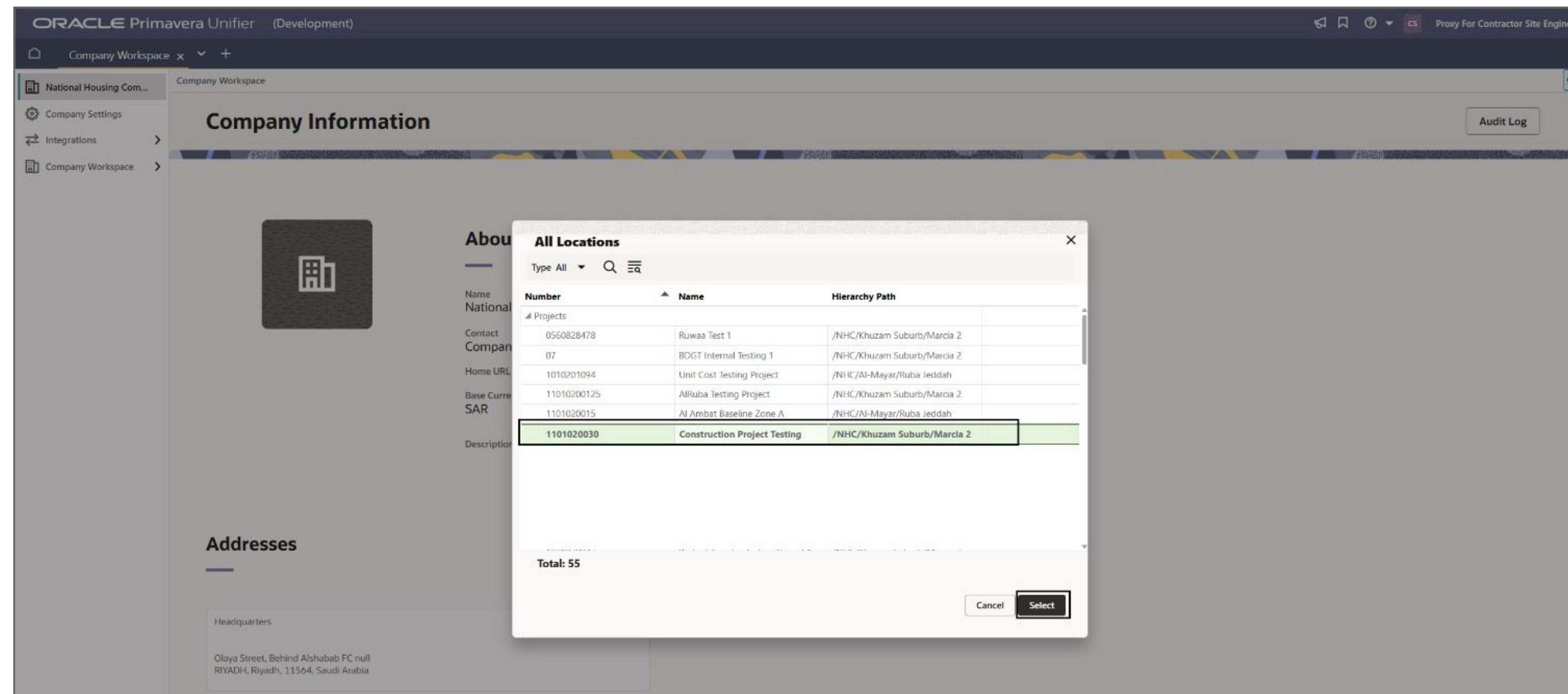
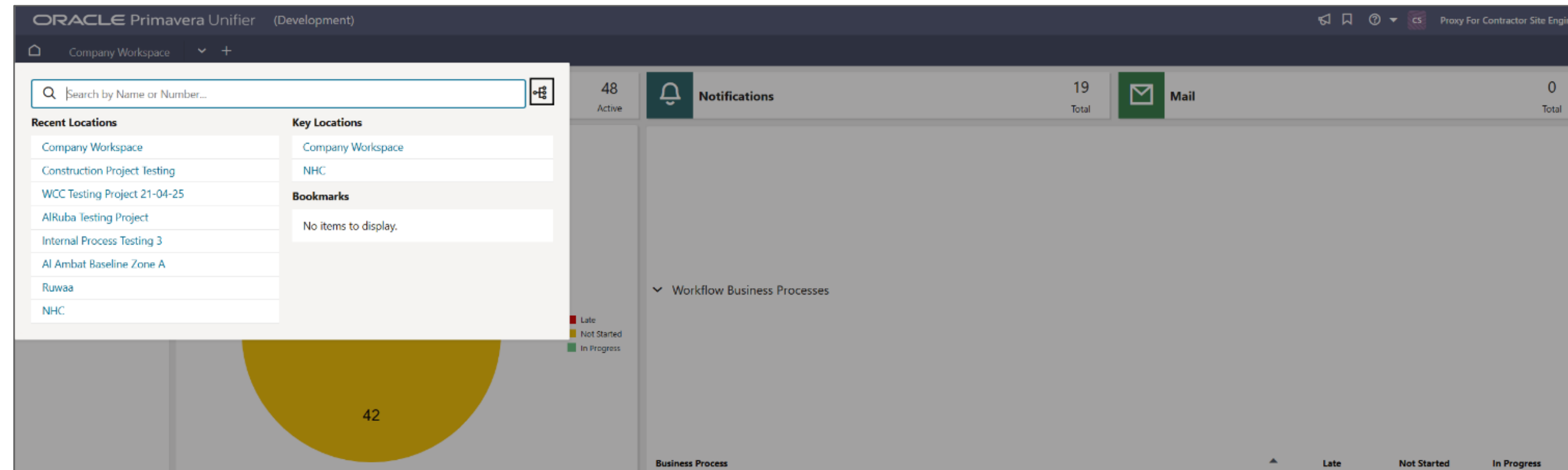
Non - Workflow Business Processes

Activate Windows
Go to Settings to activate Windows.

- Use any one of the below method to open a project,
- In the Search bar enter either by “Project Number” or “Project Name” and select the project to open.



- Click on the “Hierarchy” icon to see the list of projects. Pick from the list and click on “Select.”



- To Submit Work Completion Certificate – Advance Payment, click on the Financial Transactions folder, expand the Payments folder, and then click on Work Completion Certificate to proceed further.

The screenshot displays the Primavera Unifier web application interface. The browser address bar shows the URL: eu1.unifier.oraclecloud.com/nhc/stage/bp/route/3/i-projectname?_uref=uuu478682707. The page title is ORACLE Primavera Unifier (Development). The breadcrumb navigation path is NHC > Khuzam Suburb > Marcia 2 > WCC Testing Project 21-04-25. The left-hand navigation menu is expanded to the Financial Transactions folder, with the Payments folder circled and the Work Completion Certificate option highlighted with a black box. The main content area shows a dashboard with a Summary section containing a Tasks widget (18 Active) and a Notifications widget (0 Total). Below the Summary is an Image placeholder with the text "Information No Image Available." To the right of the dashboard is a My Dashboard section with a Mail widget (0 Total) and a Details section showing project information: Project Name / اسم المشروع: WCC Testing Project 21-04-25, Hierarchy Path: /NHC/Khuzam Suburb/Marcia 2, and System Project Number: RED-DE88. A Links section at the bottom right indicates "No items to display." and includes a link to "Activate Windows" with the instruction "Go to Settings to activate Windows."

- In the Contract/PO Information tab, select the “Contract” by clicking on the picker.

ORACLE Primavera Unifier (Development) PMIS Functional Team

Company Workspace WCC Testing Project 21-04-25

NHC > Khuzam Suburb > Marcia 2 > WCC Testing Project 21-04-25

Work Completion Certificate

+ Create Actions Bulk Update View: All Records

	Project Number	Project Name	Contract / PO #	Original Contract Amount	Payment Request No.	Payment Type	This Period Contractor Requested Amount	This Period Consultant Approved Amount	This Period NHC Approved Amount	This Period Penalties
01. Advance Payment										
02. Additional Payment WF	1101022392	WCC Testing Project 21-04-25	NHC-24001001	29,996,679.09	7	Ongoing	13,399.72	13,399.72	0.00	0.00
03. Ongoing Payment	1101022392	WCC Testing Project 21-04-25	NHC-24001001	29,996,679.09	6	Advance	0.00	0.00	0.00	0.00
04. Final Payment	1101022392	WCC Testing Project 21-04-25	NHC-24001001	29,996,679.09	5	Ongoing	34,709.65	0.00	0.00	0.00
	1101022392	WCC Testing Project 21-04-25	T0001	10,000,000.00	2	Advance	0.00	0.00	0.00	0.00
WCC-000052	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	10	Ongoing	1,268,396.88	0.00	0.00	0.00
WCC-000051	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	10	Ongoing	1,268,396.88	0.00	0.00	0.00
WCC-000050	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	11	Advance	0.00	0.00	0.00	0.00
WCC-000049	1101022392	WCC Testing Project 21-04-25	T0001	10,000,000.00	1	Advance	0.00	0.00	0.00	0.00
WCC-000048	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	9	Advance	856,559.62	0.00	0.00	0.00
WCC-000047	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	9	Additional	856,559.62	0.00	0.00	0.00
WCC-000046	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	9	Ongoing	26,500.00	26,500.00	26,500.00	0.00
WCC-000045	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	8	Ongoing	7,197.98	0.00	0.00	0.00
WCC-000044	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	7	Advance	0.00	0.00	0.00	0.00
WCC-000043	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	8	Ongoing	206,449.55	0.00	0.00	0.00
WCC-000042	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	7	Ongoing	179,949.55	179,949.55	179,949.55	0.00
WCC-000041	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	6	Ongoing	39,750.00	39,750.00	39,750.00	0.00
WCC-000040	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	5	Ongoing	8,750.00	8,750.00	8,750.00	0.00
WCC-000039	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	4	Ongoing	17,500.00	17,500.00	17,500.00	0.00
WCC-000038	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	3	Ongoing	8,750.00	8,750.00	8,750.00	0.00
WCC-000037	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	2	Ongoing	13,250.00	13,250.00	13,250.00	0.00
WCC-000036	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	1	Ongoing	8,750.00	8,750.00	8,750.00	0.00
WCC-000035	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	25	Ongoing	13,250.00	13,250.00	13,250.00	0.00
WCC-000034	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	24	Ongoing	17,500.00	17,500.00	17,500.00	0.00



- Pick the contract and click on Select.

The screenshot shows a web browser window with the URL `eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?_uref=uuu478682707t3`. The page title is "Create New Work Completion Certificate". The form is divided into two main sections: "General Information" and "Contract / PO Information".

General Information:

- Record No. / رقم السجل: [Empty]
- Status / حالة الطلب: [Empty]
- Suburb / Portfolio Name: Khuzam Suburb
- Program Name: Marcia 2
- Project Name / اسم المشروع: WCC Testing Project 21-04-25
- Creator / منشئ الطلب: PMIS Migration Team
- Creation Date / تاريخ الإنشاء: [Empty]
- Suburb / Portfolio Number: SUBP-0-001
- Program Number: SUBP-0-001-PRGP-0-001-A
- Project Number / رقم المشروع: 1101022392

Contract / PO Information:

- Contracts / PO Ref. *: Type a Contract / PO #... [Dropdown menu open]
- Contract Title: [Empty]
- Contractor Name (English): [Empty]
- Contractor Name (Arabic): [Empty]

The dropdown menu for "Contracts / PO Ref. *" is open, showing a list of contract options. A red box highlights the "Select" button at the bottom of this dropdown. To the right of the form, there are tabs for "Attachments", "Comments", "Linked Records", and "Linked Mail". The "Attachments" tab is active, showing "No Attachments." and an "Information" icon.

- Pick the contract and click on Select.

Contract / PO

Record No.	Project Number	Project Name	Contract / PO #	Contract Title	Contractor Name (English)	Contractor Name (Arabic)	Original Contract / PO Amount	Change Reques Amount
CON-000010	1101022392	WCC Testing Project 21-04-25	NHC-2400073	43 قطعة رقم	ة المتقدمه	منتجات الخرسانية المتقدمه	95.54	0.00

Total: 11

Activate Windows
Go to Settings to activate Windows.
Cancel Select

- In the Payment Type pull-down values, select the Advance payment.

The screenshot shows the 'Create New Work Completion Certificate' form in Primavera Unifier. The 'Payment Information' section is expanded, and the 'Payment Type' dropdown menu is open, with 'Advance' selected. The form includes fields for Payment Request No. (1), Revision No. (0), Invoice Date (24/11/2025 06:34 PM), and Period To (DD/MM/YYYY). Below this, there are summary rows for Contractor, Consultant, and NHC approved amounts, each with VAT and total (with VAT) fields, all currently showing 0.00. The right-hand pane shows 'Attachments' with a message: 'Information No Attachments.' At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'

- Review the Advance Payment Information.

Create New Work Completion Certificate - Project No. RED-DE88 - Google Chrome

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?_uref=uuu778375048t3

Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Contractor's Checklist

Advance Payment Information

Advance Payment %	0
Advance Payment from Contractual Amount (Excluding VAT)	0.00
VAT Amount for Advance Payment from Contractual Amount	0.00
Advance Payment from Contractual Amount (Including VAT)	0.00
Total Recovery of Advance Payment	0.00
Total Previous Recovery of Advance Payment	0.00
This Period Advance Recovery %	0
This Period Advance Recovery (Excluding VAT)	0.00
VAT Amount for Advance Payment Recovery	

Attachments Comments Linked Records Linked Mail

No Attachments.

Activate Windows
Go to Settings to activate Windows.

- Review the Net Value Information.

Create New Work Completion Certificate - Project No. RED-DE88 - Google Chrome

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?__uref=uuu778375048t3

Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Contractor's Checklist

VAT Amount for Additional Payment Recovery	0.00
This Period Additional Payment Recovery (Including VAT)	0.00
Unrecovered from Additional Amount	0.00

Net Value Information

Total Certified Amount to Date	0.00
Total Previous Certified Amount	0.00
Net Sum Certified by this Certificate	0.00

Comments

Attachments Comments Linked Records Linked Mail

No Attachments.

Activate Windows
Go to Settings to activate Windows.

- Provide the necessary comments in the Contractor Project Manager Comments.

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?_uref=uuu778375048t3

Create New Work Completion Certificate

Work Completion Certificate Contractor's Checklist

Save Draft More Actions Send

Net Value Information

Total Certified Amount to Date 0.00

Total Previous Certified Amount 0.00

Net Sum Certified by this Certificate 0.00

Comments

Contractor Project Manager Comments *

Remarks - Advance Payment

Consultant Quantity Surveyor Comments

Attachments Comments Linked Records Linked Mail

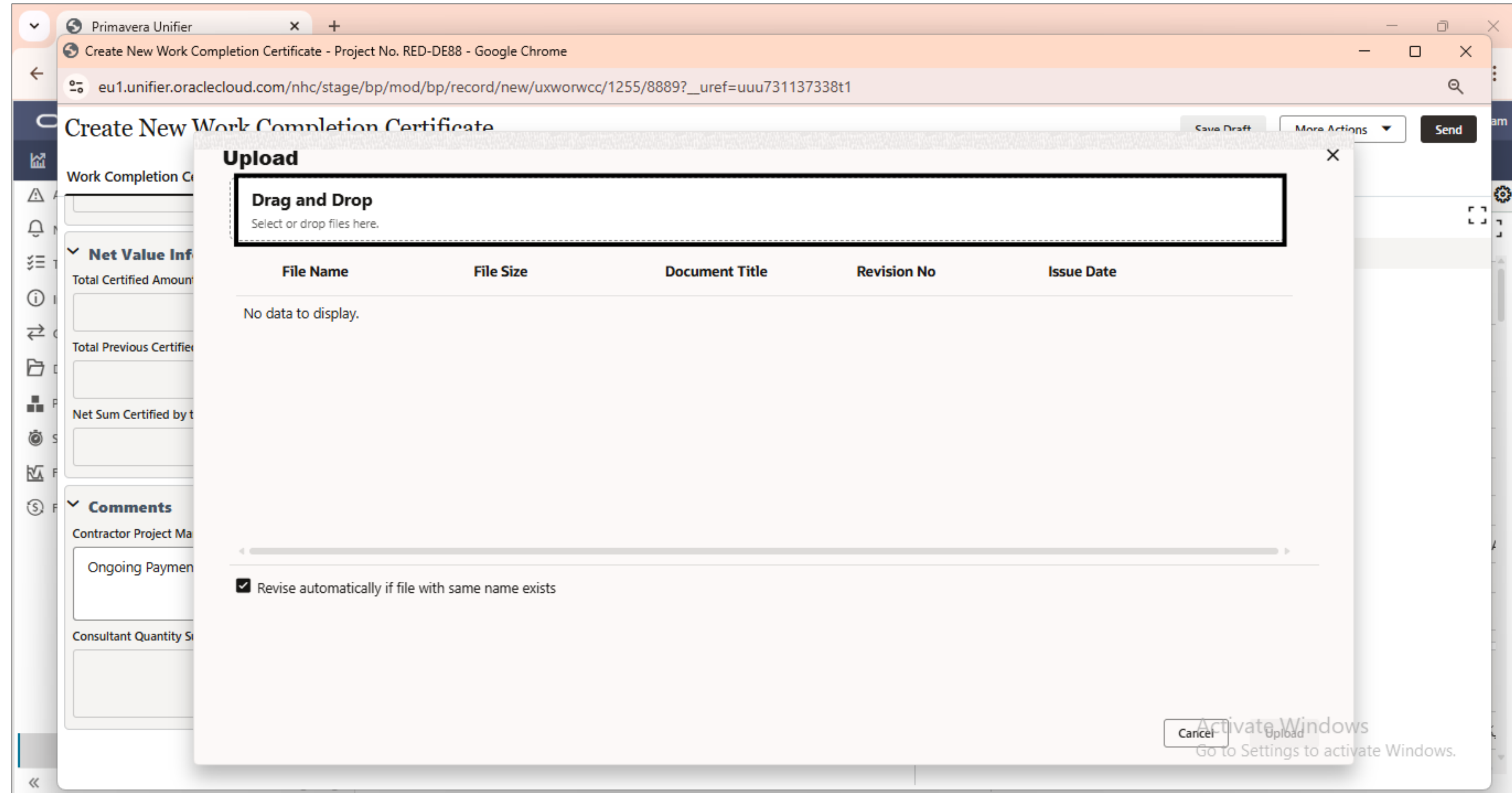
Information
No Attachments.

Activate Windows
Go to Settings to activate Windows.

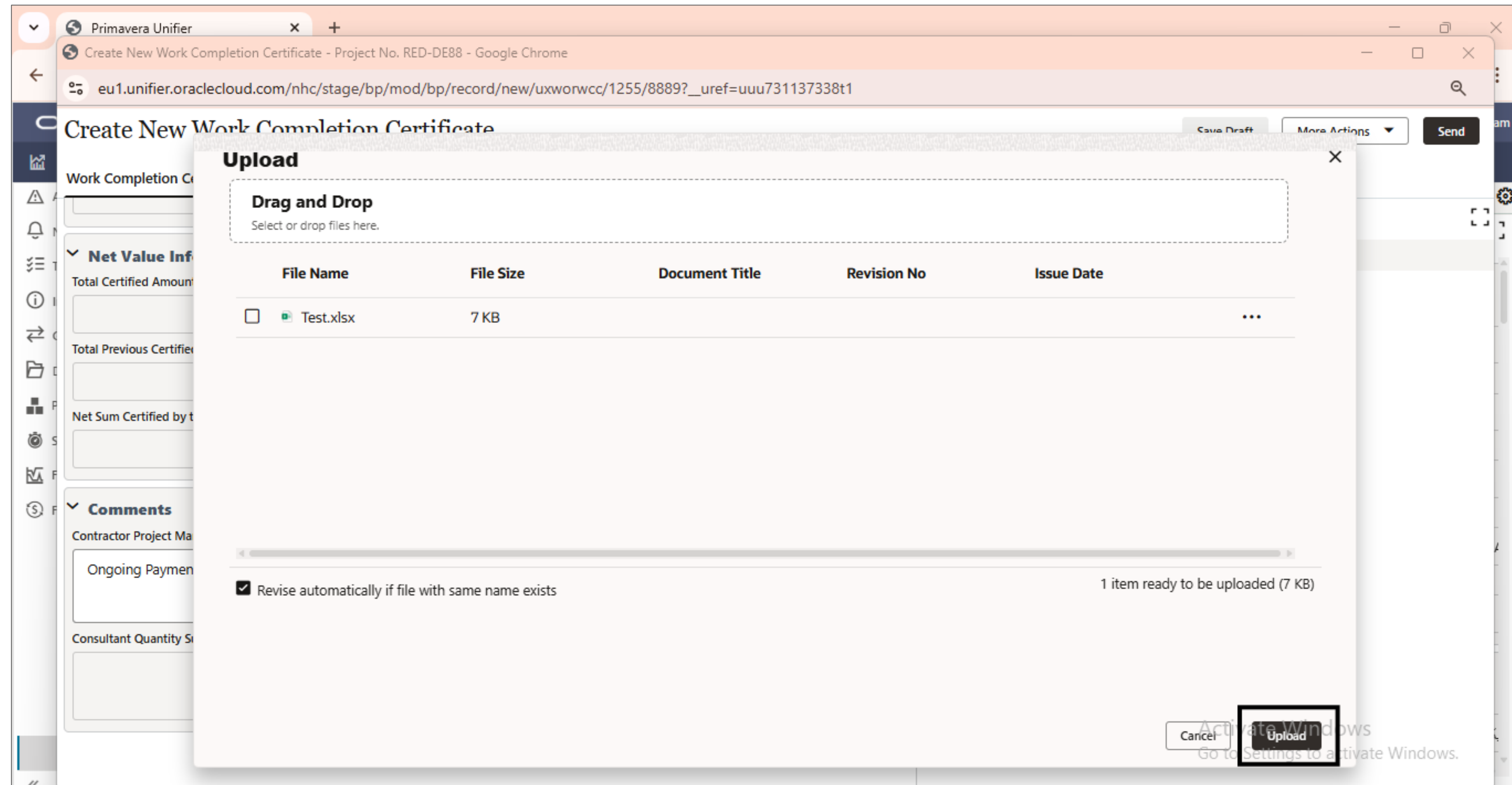


- Click on Attachments to add attachments either from the local machine or document manager or from Unifier.

- Click on “Drag and Drop” to drop the files.



- Files can be attached either by “Drag and Drop” or by navigating to the respective folder.
- Once the files are attached, click on Upload.



- To add the Line Items, Click on Contractor's Checklist and Click on Add.

Primavera Unifier

Create New Work Completion Certificate - Project No. RED-DE88 - Google Chrome

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?_uref=uuu478682707t3

Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Contractor's Checklist

Add Actions

No.	Contractor Memo / Cover Letter Attached?	Contract Document Attached?	Purchase Order Document Attached?	Bank Guarantee Attached?	Site Handover to Contractor Docum Attached?
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Total: 0

Information
No line items are available.

Activate Windows
Go to Settings to activate Windows.

- Provide all the required information in the “Payment Checklist” depending upon the payment type.

The screenshot displays the 'Create New Work Completion Certificate' interface in Primavera Unifier. The main form is titled 'Contractor's Checklist' and contains a table with the following columns: 'No.', 'Contractor Memo / Cover Letter Attached?', 'Contract Document Attached?', 'Purchase Order Document Attached?', 'Bank Guarantee Attached?', and 'Site Handover to Contractor Document Attached?'. The table is currently empty, with a 'Total: 0' indicator at the bottom. An 'Advance Payment Checklist' overlay is visible on the right side of the form, containing the following items:

- Contractor Memo / Cover Letter Attached? *
 Yes No
- Contract Document Attached? *
 Yes No
- Purchase Order Document Attached? *
 Yes No
- Bank Guarantee Attached? *
 Yes No
- Site Handover to Contractor Document Attached? *
 Yes No
- BOQ Document Attached? *
 Yes No

Below the checklist, there are buttons for 'Cancel', 'Save', and 'Save & Add New'. A watermark 'Activate Windows' is visible in the bottom right corner of the interface.

- After providing the required information, Click on “Save”. To add multiple line items, click on “Save & Add New”.

Primavera Unifier

Create New Work Completion Certificate - Project No. RED-DE88 - Google Chrome

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?__uref=uuu478682707t3

Create New Work Completion Certificate

Save Draft More Actions **Send**

Work Completion Certificate Contractor's Checklist

No.	Contractor Memo / Cover Letter Attached?	Contract Document Attached?	Purchase Order Document Attached?	Bank Guarantee Attached?	Site Handover to Contractor Document Attached?
001	Yes	Yes	Yes	Yes	Yes

Total: 1

Line Item Details Attachments Linked Records

Advance Payment Checklist

Contractor Memo / Cover Letter Attached? *

Yes No

Contract Document Attached? *

Yes No

Purchase Order Document Attached? *

Yes No

Bank Guarantee Attached? *

Yes No

Site Handover to Contractor Document Attached? *

Yes No

BOQ Document Attached? *

Yes No

Ongoing Invoice Checklist

Cancel Save **Save & Add New**

Activate Windows
Go to Settings to activate Windows.

- After providing the necessary information, click on the Send button to submit the Work Completion Certificate for further review.

The screenshot shows the Primavera Unifier interface for creating a new Work Completion Certificate. A modal dialog titled "Workflow Action Details" is open, showing the following information:

- Action Details:**
 - Workflow Actions: Send for Consultant Quantity Surveyor Review
 - Send For: Consultant Quantity Surveyor Review
 - To: PMIS Migration Team
- Due Date Details:**
 - Task Due Date: Task Due Date is not available

The "Send" button at the bottom right of the dialog is highlighted with a red box, indicating the next step in the process.

- A message will be displayed with record “ID” after successful Submission.
- The record will be sent to the next Step for further review.

The screenshot displays the Primavera Unifier web application interface. The browser address bar shows the URL: eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?_uref=uuu731137338t1. The page title is "Create New Work Completion Certificate". The interface includes a navigation menu on the left and a main content area with a table and various checklists.

The table has the following columns: No., Contractor Memo / Cover Letter Attached?, Contract Document Attached?, Purchase Order Document Attached?, Bank Guarantee Attached?, and Site Handover to Contractor Document Attached?. A single row with the number "001" is visible.

A "Notification" dialog box is overlaid on the screen, displaying a green checkmark icon and the text: "WCC-000045 has been created successfully." with an "OK" button.

Checklists on the right side include: "Advance Payment Checklist", "Ongoing Invoice Checklist" (with sub-items like "Contractor Memo / Cover Letter Attached?", "Ongoing Proforma Invoice Attached?", "BOQ / IPC Excel Documents Attached?"), and "Final Invoice Checklist".

Buttons at the bottom right include "Cancel", "Save", and "Save & Add New".

شكراً، الدعم الفني



امسح هنا

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