



# **Final 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 Deep link

## Contractor Initiation

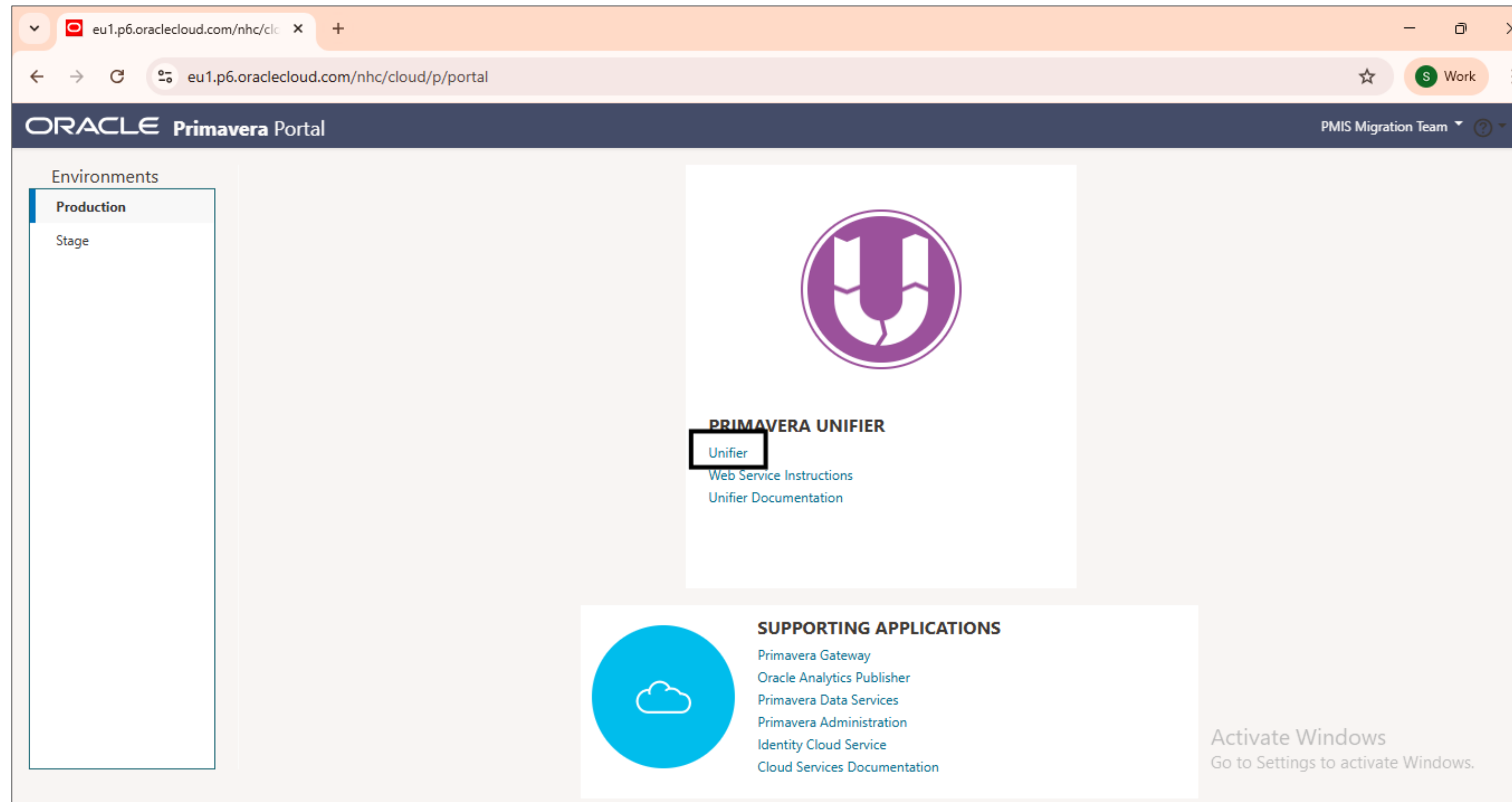
- Creator is going to create the Work Completion Certificate – Final Payment by providing the required information by filling out the forms and attaching the required documents.
- Creator shall log in to the unifier using the credentials shared with them.

The screenshot displays a web browser window with the following content:

- Browser Tab:** Cloud Sign In
- Address Bar:** idcs-59562012a9fa4574b7c10d5bfd766a4b.identity.oraclecloud.com/ui/v1/signin
- Page Header:** NHC logo and National Housing Company (NHC)
- Section:** PMIS Login
- Identity domain:** OracleIdentityCloudService
- Form Fields:**
  - User Name:** khaled.diaa@gaeaglobal.com
  - Password:** [Redacted]
- Buttons:** Sign In, Forgot Password?, Or sign in with, NHC Employee Login
- Footer:** 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

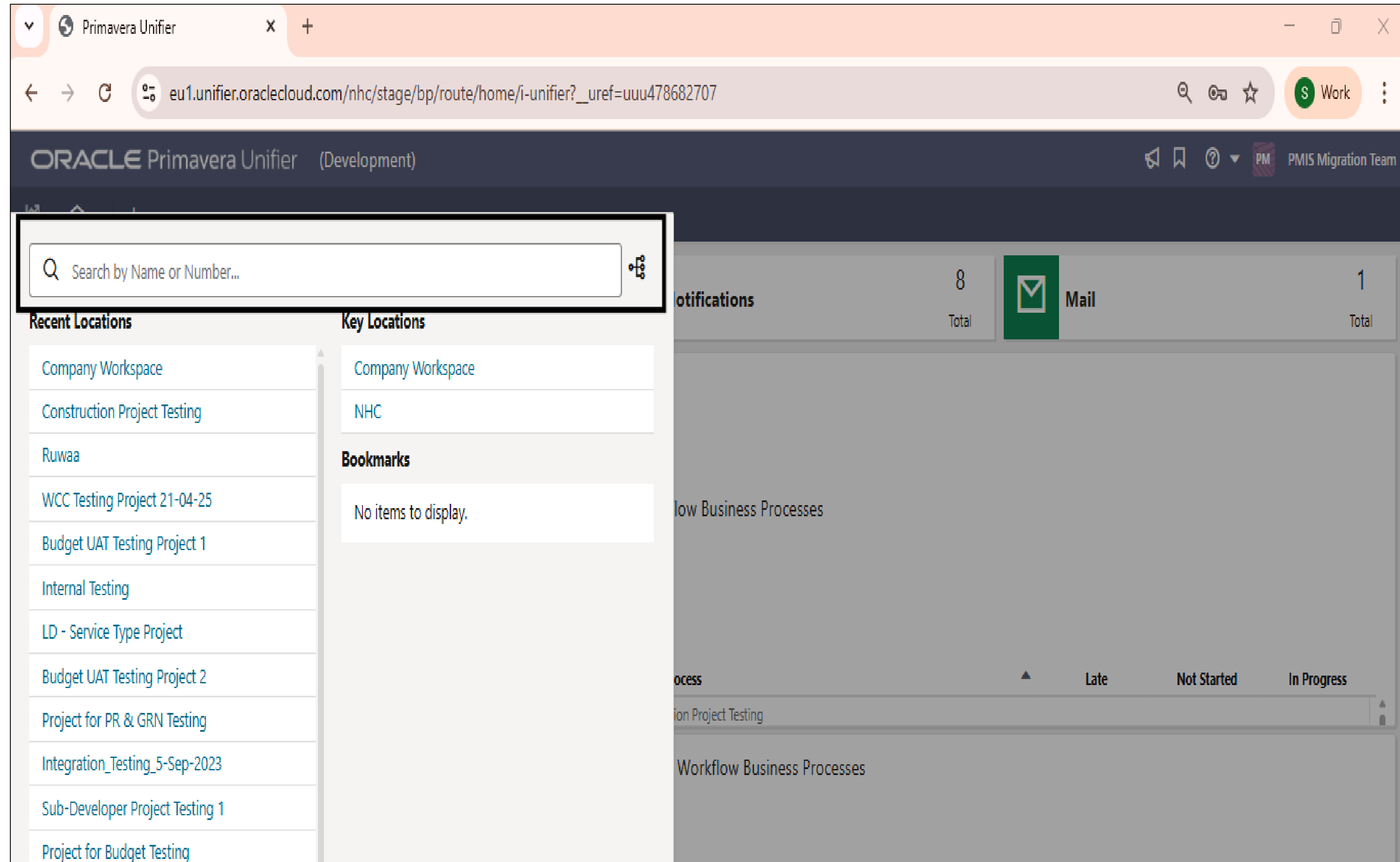
Workflow Business Processes

Business Process: Construction Project Testing

Non - Workflow Business Processes

Activate Windows  
Go to Settings to activate Windows.

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



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

The screenshot shows the Oracle Primavera Unifier interface. A search overlay is open, displaying a search bar and two columns: "Recent Locations" and "Key Locations".

Recent Locations	Key Locations
Company Workspace	Company Workspace
Construction Project Testing	NHC
WCC Testing Project 21-04-25	
AlRubaa Testing Project	
Internal Process Testing 3	
Al Ambat Baseline Zone A	
Ruwaa	
NHC	

The background interface shows a dashboard with a search bar, a search icon, and a "Hierarchy" icon. The dashboard also displays a large yellow circle with the number 42 and a legend for "Business Process" with categories: Late, Not Started, and In Progress.

The screenshot shows the Oracle Primavera Unifier interface with the "All Locations" dialog box open. The dialog box displays a table of projects with columns for Number, Name, and Hierarchy Path.

Number	Name	Hierarchy Path
0560828478	Ruwaa Test 1	/NHC/Khuzam Suburb/Marcia 2
07	BDGT Internal Testing 1	/NHC/Khuzam Suburb/Marcia 2
1010201094	Unit Cost Testing Project	/NHC/Al-Mayar/Ruba Jeddah
11010200125	AlRubaa Testing Project	/NHC/Khuzam Suburb/Marcia 2
1101020015	Al Ambat Baseline Zone A	/NHC/Al-Mayar/Ruba Jeddah
1101020030	Construction Project Testing	/NHC/Khuzam Suburb/Marcia 2

The dialog box also shows a "Total: 55" and "Cancel" and "Select" buttons. The background interface shows the "Company Information" page with a sidebar menu and an "Audit Log" button.

- To Submit Work Completion Certificate – Final Payment, Click on Financial Transactions folder, expand 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 application header includes the Oracle Primavera Unifier logo and the text "(Development)". The user is identified as "PMIS Migration Team".

The left-hand navigation menu is expanded to show the "Financial Transactions" folder, which is highlighted with a black box. Under this folder, the "Payments" sub-folder is circled in red, and the "Work Completion Certificate" option is highlighted with a black box. Other visible menu items include Document Manager, Pre-Construction, Schedule Management, Financial Reporting, Budget Management, Contract Management, BOQ Library, Change Management, Penalty Management, Payment Applications, Payment Application, Purchase Orders, General Spends, and Schedule Manager.

The main content area shows a dashboard for the "WCC Testing Project 21-04-25". The dashboard includes a "Summary" tab and a "Workspaces" section. The "Tasks" widget shows 18 Active tasks. The "Notifications" widget shows 0 Total notifications. The "Mail" widget shows 0 Total mail items. The "Details" section displays 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. The "Links" section indicates "No items to display." and includes a "Activate Windows" message: "Go to Settings to activate Windows."

- Click on “Create” and select the “Final Payment” Workflow to create the Work Completion Certificate.

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

01. Advance Payment  
02. Additional Payment WF  
03. Ongoing Payment  
04. Final Payment

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
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
1101022392	WCC Testing Project 21-04-25	NHC-24001001	29,996,679.09	6	Advance	0.00	0.00	0.00	0.00
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
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
WCC-000050	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	11	Advance	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
WCC-000048	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	9	Advance	856,559.62	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
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
WCC-000045	1101022392	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	8	Ongoing	7,197.98	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
WCC-000043	1101022392	WCC Testing Project 21-04-25	NHC-24001013	2,203,245.54	8	Ongoing	206,449.55	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
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
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
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
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
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
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
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
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
WCC-000033	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	23	Ongoing	17,500.00	17,500.00	17,500.00
WCC-000032	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	22	Ongoing	17,500.00	17,500.00	17,500.00
WCC-000031	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	21	Ongoing	57,250.00	57,250.00	57,250.00
WCC-000030	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	20	Ongoing	193,199.55	193,199.55	193,199.55
WCC-000029	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	17	Ongoing	206,449.55	206,449.55	206,449.55
WCC-000028	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	17	Ongoing	206,449.55	206,449.55	206,449.55
WCC-000027	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	17	Ongoing	206,449.55	206,449.55	206,449.55
WCC-000026	1101022392	WCC Testing Project 21-04-25	NHC-24001012	2,575,419.87	15	Ongoing	0.00	0.00	0.00

Total: 56



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

The screenshot shows the 'Create New Work Completion Certificate' form in Primavera Unifier. The browser address bar indicates the URL: eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8009?\_\_uref=uuu478682707t3. The form is divided into two main sections: 'General Information' and 'Contract / PO Information'. The 'Contract / PO Information' section is currently active, and a red box highlights the 'Contracts / PO Ref.' dropdown menu, which has a picker icon next to it. The form contains the following fields:

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

Contract / PO Information	
Contracts / PO Ref. * Type a Contract / PO #... Required	Contract Title
Contractor Name (English)	Contractor Name (Arabic)

On the right side of the form, there are tabs for 'Attachments', 'Comments', 'Linked Records', and 'Linked Mail'. The 'Attachments' tab is active, showing a message: 'Information No Attachments.' At the bottom right, there is a Windows watermark: 'Activate Windows Go to Settings to activate Windows.'

- 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	المتقدمه	منتجات الخرسانية المتقدمه...	95,54	0,00

Total: 11

Activate Windows  
Go to Settings to activate Windows.

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

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/1255/8007?\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

Payment Term VAT Percentage 15

**Payment Information**

Payment Request No. 5 Revision No. 0

Payment Type Final Invoice Date 26/11/2025 12:23 PM

Period To \* DD/MM/YYYY

**Summary Information**

Requested Amount	VAT Amount	Total Contractor Requested Amount (With VAT)
0.00	0	0.00
Total Consultant Approved Amount	VAT Amount	Total Consultant Approved Amount (With VAT)
0.00	0	0.00

Attachments Comments Linked Records Linked Mail

No Attachments.

Activate Windows  
Go to Settings to activate Windows.

- Review Select the Period From and Period To Date

The screenshot shows the 'Create New Work Completion Certificate' form in Primavera Unifier. The browser address bar indicates the URL: eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?\_uref=uuu731137338t1. The form title is 'Create New Work Completion Certificate' with buttons for 'Save Draft', 'More Actions', and 'Send'. The main form is divided into several sections: 'Work Completion Certificate', 'Spend Category', 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The 'Work Completion Certificate' section contains the following fields: 'Payment Request No.' (value: 8), 'Revision No.' (value: 0), 'Payment Type' (value: Ongoing), and 'Invoice Date' (value: 25/11/2025 08:38 AM). The 'Period From' and 'Period To' fields are highlighted with a red box, with values '08/10/2025' and '13/11/2025' respectively. Below this is the 'Requested Information' section, which includes three rows of fields for 'Total Contractor Requested Amount', 'Total Consultant Approved Amount', and 'Total NHC Approved Amount', each with a 'VAT Amount' and a 'Total ... (With VAT)' field. All amount fields currently show '0.00' or '0'. The 'Penalties Details' section is partially visible at the bottom. On the right side 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. At the bottom right, there is a watermark for 'Activate Windows'.

- To add the Spend Category, click on the “Spend Category” Tab

The screenshot shows the 'Create New Work Completion Certificate' page in Primavera Unifier. 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 navigation tabs include 'Work Completion Certificate', 'Spend Category' (highlighted with a red box), 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The 'Net Value Information' section contains three input fields: 'Total Certified Amount to Date' (2,300,882.93), 'Total Previous Certified Amount' (2,300,882.93), and 'Net Sum Certified by this Certificate' (0.00). The 'Comments' section has two text areas: 'Contractor Project Manager Comments' (containing 'Ongoing Payment - Sample') and 'Consultant Quantity Surveyor Comments'. The right sidebar shows 'Attachments' with a table of unpublished attachments:

Name	Upload Date	Title
Test.xlsx	25/11/2025 09:22 AM	

The bottom right of the screen displays 'Total: 1' and a Windows watermark: 'Activate Windows Go to Settings to activate Windows.'

- Click on “Action” and select “Consolidate Line Item” to add the lines from BOQ.

The screenshot displays the 'Create New Work Completion Certificate' interface in Primavera Unifier. 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 main content area features a table with columns: No, Code Name, BOQ Category, BOQ Sub-Category, and Item Quantity. An 'Add' button with an 'Actions' dropdown is positioned above the table. The 'Actions' dropdown is open, and 'Consolidate Line Items' is highlighted. To the right, the 'Spend Category' section is expanded, showing fields for Cost Code (with a search icon and 'Required' label), Code Name, Model Name, Select PO Line Ref., BOQ Division, and BOQ Category. At the bottom right, there are 'Cancel', 'Save', and 'Save & Add New' buttons. A 'Total Amount' field at the bottom center shows ': 0.00'. A 'Total: 0' label is located at the bottom left of the table area. An 'Activate Windows' watermark is visible at the bottom right of the screenshot.

- To add the line items, select the Business Process and select the record that you want to add.
- Note: In the Spend Category tab, we add only BOQ.

Line Item Consolidation

Select Business Process : BOQ View: All Records

Records from All Locations

Record No.	Project Number	Project Name	Contract / PO #	Status	Creator	Creation Date
BOQ-000002	1101022392	WCC Testing Project 21-...	NHC-24000737	Approved_CA	PMIS Functional Team	27/04/2025 05:13 PM

Total: 1

Line Items

Select Tab : Spend Category Group By : Record No. Include Attachments

Record No.	Line No.	Model Name	Unit Product Code	Cost Code
BOQ-000002				

Business Processes	Record No.	Tab	Line No.	Short Description	Lo
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Cancel Done

Activate Windows  
Go to Settings to activate Windows.

- After selecting the record, expand the line items folder, select the record and expand it, add all the line items available for the record, and select the right arrow to move the line items to the selected line items folder.

**Line Item Consolidation**

▼ Records from All Locations

Record No.	Project Number	Project Name	Contract / PO #	Status	Creator	Creation Date
BOQ-000002	1101022392	WCC Testing Project 21-...	NHC-24000737	Approved_CA	PMIS Functional Team	27/04/2025 05:13 PM

Total: 1

▼ Line Items

Select Tab: Spend Category    Group By: Record No.     Include Attachments

Available Line Items

Record No.	Line No.	Model Name	Unit Product Code	Cost Code
BOQ-000002				
BOQ-000...	001			02.01

Selected Line Items

Business Processes	Record No.	Tab	Line No.	Short Description	Lo
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Cancel    Done

Activate Windows  
Go to Settings to activate Windows.

- After adding the line items, Click on Done.

The screenshot shows a web browser window with the URL `eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?_uref=uuu731137338t1`. The main content is a 'Line Item Consolidation' dialog box. It features a table of records from all locations and a section for line items.

**Records from All Locations**

Record No.	Project Number	Project Name	Contract / PO #	Status	Creator	Creation Date
BOQ-000002	1101022392	WCC Testing Project 21-...	NHC-24000737	Approved_CA	PMIS Functional Team	27/04/2025 05:13 PM

**Total: 1**

**Line Items**

Select Tab: Spend Category    Group By: Record No.     Include Attachments

Available Line Items					Selected Line Items					
Record No.	Line No.	Model Name	Unit Product Code	Cost Code	Business Processes	Record No.	Tab	Line No.	Short Description	Lo
					BOQ	BOQ-000...	Spend Category	001	BOQ	AI

At the bottom right of the dialog box, there are 'Cancel' and 'Done' buttons. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the background.

- After adding the line items, use any one of the following ways to fill the Consumption quantity Details,
- Add “This Period Consumed Item Quantity” directly in the screen shown on the right side by selecting the BOQ and clicking on “Save”.

The screenshot displays the 'Create New Work Completion Certificate' interface in Primavera Unifier. The main table contains the following data:

No.	Cost Code	Code Name	BOQ Category	BOQ Sub-Category	Item Quantity
001	02.01	Residential Superstructure	شبكة صرف مياه الأمطار	عبارات صندوقية	250

The right-hand panel shows the 'Consumption Details' section with the following values:

- This Period Consumed Item Quantity: 1
- Total Previous Consumed Item Quantity: 130
- Total Consumed Item Quantity: 131

The 'Save' button is highlighted in the bottom right corner of the interface.

- Click on “Grid View”.
- And provide “This Period Consumed Item Quantity” for all the BOQ Items and click on “Save”

Create New Work Completion Certificate

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

Add Actions

No.	Cost Code	Code Name	Division	Category	Sub-Category	Item Quantity	Unit of Measure
353	02.02	Infrastructure		General Requirements	أعمال التشغيل والصيانة	1	Each
352	02.02	Infrastructure		General Requirements	أعمال التشغيل والصيانة	1	Each
351	02.02	Infrastructure		General Requirements	أعمال التشغيل والصيانة	1	Each
350	02.02	Infrastructure		Water Tank	نظام التأسيس	1	lump sum
349	02.02	Infrastructure		Water Tank	WALL MOUNTED POWE...	1	EA
348	02.02	Infrastructure		Water Tank	WALL MOUNTED POWE...	1	EA
347	02.02	Infrastructure		Water Tank	CIRCUIT AND MOTOR D...	3	EA
346	02.02	Infrastructure		Water Tank	CIRCUIT AND MOTOR D...	3	EA
345	02.02	Infrastructure		Water Tank	CIRCUIT AND MOTOR D...	1	EA
344	02.02	Infrastructure		Water Tank	Lighting	2	EA
343	02.02	Infrastructure		Water Tank	Lighting	3	EA
342	02.02	Infrastructure		Water Tank	CABLES AND ACCESSOR...	10	LM

Line Item Details Attachments Linked Records

Spend Category

Cost Code \* 02.02

Code Name Infrastructure

Model Name

Select PO Line Ref.

BOQ Division

Save Draft More Actions Send

Create New Work Completion Certificate

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

Add

No.	Cost Code	Code Name	M... N...	S... P... L...	B... D...	BOQ Category	BOQ Sub-Category	Item Description	Item Quantity	Unit of Measure	Item Unit Cost	Original Amount	Revised Item Quantity	Revised Amount	This Period Consumed Item Quantity *	Total Previous Consumed Item Quantity	Total Consumed Item Quantity
336	02.02	Infrastructure				Water Tank	PLUMBING INSTAL...	Trench Drain - Low...	5	M	645.00	3,225.00	5	3,225.00	0	0	0
335	02.02	Infrastructure				Water Tank	PLUMBING INSTAL...	Supply, install, con...	1	lump sum	5,729.00	5,729.00	1	5,729.00	0	0	0
334	02.02	Infrastructure				Water Tank	HVAC SYSTEM	ER, size 400 mm X ...	2	EA	516.00	1,032.00	2	1,032.00	0	0	0
333	02.02	Infrastructure				Water Tank	HVAC SYSTEM	Supply, install and ...	37,4882	kg	35.00	1,311.39	37,4882	1,311.39	0	0	0
332	02.02	Infrastructure				Water Tank	HVAC SYSTEM	Exhaust Fan, EF-01...	1	EA	3,438.00	3,438.00	1	3,438.00	0	0	0
331	02.02	Infrastructure				Water Tank	PUMP ROOM & T...	supply and install ...	2	EA	1,834.00	3,668.00	2	3,668.00	0	0	0
330	02.02	Infrastructure				Water Tank	PUMP ROOM & T...	supply and install ...	1	EA	1,834.00	1,834.00	1	1,834.00	0	0	0
329	02.02	Infrastructure				Water Tank	Ladder	supply and install ...	2	EA	5,156.00	10,312.00	2	10,312.00	0	0	0
328	02.02	Infrastructure				Water Tank	Waterproofing	Supply & execute ...	505.8207	M2	86.00	43,500.58	505.8207	43,500.58	10,000	0	10,000
327	02.02	Infrastructure				Water Tank	Waterproofing	Supply and install ...	562.023	M2	75.00	42,151.73	562.023	42,151.73	20,000	0	20,000
326	02.02	Infrastructure				Water Tank	الفرغاة المسلحة	To underground ta...	201,391575	M3	1,000.00	201,391.58	201,391575	201,391.58	3,000	0	3,000
325	02.02	Infrastructure				Water Tank	LEAN CONCRETE BL...	Cast in place lean ...	163.923375	M2	35.00	5,737.32	163.923375	5,737.32	4,000	0	4,000
324	02.02	Infrastructure				Water Tank	PROTECTION WOR...	Termite and pest c...	3.00	M2	163.923375	491.77	163.923375	491.77	0	0	0
323	02.02	Infrastructure				Water Tank	PROTECTION WOR...	supply and install ...	163.923375	M2	10.00	1,639.23	163.923375	1,639.23	0	0	0
322	02.02	Infrastructure				Water Tank	أعمال الخرز و الردم	Backfilling 30 cm t...	252.91035	M3	41.00	10,369.32	252.91035	10,369.32	0	0	0
321	02.02	Infrastructure				Water Tank	أعمال الخرز و الردم	Excavation of soil t...	833.66745	M3	35.00	29,178.36	833.66745	29,178.36	0	0	0
320	02.02	Infrastructure				ELECTRICAL -LIGH...	LOW VOLTAGE CABLES	(4C - 10 + 10)mm...	3,990	M	73.00	291,270.00	3,990	291,270.00	0	0	0
319	02.02	Infrastructure				ELECTRICAL -LIGH...	LIGHTING FIXTURES	Type ( WL )	107	Each	1,461.00	156,327.00	107	156,327.00	0	0	0
318	02.02	Infrastructure				ELECTRICAL -LIGH...	LIGHTING FIXTURES	Type ( UL )	176	Each	945.00	166,320.00	176	166,320.00	0	0	0
317	02.02	Infrastructure				ELECTRICAL -LIGH...	LIGHTING FIXTURES	Type ( FL1 )	25	Each	1,120.00	28,000.00	25	28,000.00	0	0	0
316	02.02	Infrastructure				ELECTRICAL -LIGH...	LIGHTING FIXTURES	Type ( BL )	268	Each	1,520.00	407,360.00	268	407,360.00	0	0	0
315	02.02	Infrastructure				ELECTRICAL -LIGH...	LIGHTING FIXTURES	Type ( AL )	75	Each	2,435.00	182,625.00	75	182,625.00	0	0	0
314	02.02	Infrastructure				ELECTRICAL -LIGH...	LOW TENSION DIS...	4C - 70 mm²	35	M	78.00	2,730.00	35	2,730.00	0	0	0
313	02.02	Infrastructure				ELECTRICAL -LIGH...	PANEL	External landscape...	1	Each	21,483.00	21,483.00	1	21,483.00	0	0	0
312	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION program...	Irrigation controll...	1	Each	1.00	1.00	1	1.00	0	0	0
311	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	2 inch, Solenoid va...	17	Each	2,865.00	48,705.00	17	48,705.00	0	0	0
310	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	1.5 inch, Solenoid ...	1	Each	2,063.00	2,063.00	1	2,063.00	0	0	0
309	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	Spray sprinklers (4...	4	Each	89.00	276.00	4	276.00	0	0	0
308	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	Spray sprinklers (4...	6	Each	89.00	414.00	6	414.00	0	0	0
307	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	2.60gpm at pressu...	8	Each	69.00	552.00	8	552.00	0	0	0
306	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	flow 3.70gpm at pr...	5	Each	69.00	345.00	5	345.00	0	0	0
305	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	3.70gpm at pressu...	36	Each	69.00	2,484.00	36	2,484.00	0	0	0
304	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	3.70gpm at pressu...	13	Each	69.00	897.00	13	897.00	0	0	0
303	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	flow 5.32gpm at pr...	3	Each	69.00	207.00	3	207.00	0	0	0
302	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	5.32gpm at pressu...	94	Each	69.00	6,486.00	94	6,486.00	0	0	0
301	02.02	Infrastructure				IRRIGATION NETW...	IRRIGATION equipme...	5.32gpm at pressu...	47	Each	69.00	3,243.00	47	3,243.00	0	0	0
<b>TOTAL</b>									<b>125,874.7674</b>		<b>3,957,917.95</b>	<b>20,375,796.62</b>	<b>125,874.7674</b>	<b>20,375,796.62</b>	<b>37,000</b>	<b>0</b>	<b>37,000</b>

Cancel Error Check Save

- Note: After adding the “Spend category,” fill the remaining information in the “Penalty Information” Tab and refer to the “Work Inspection Request (WIR),” then the necessary data will auto-populate in the Work Completion Certificate tab.
- Review the data populated in “Requested Information” and “Penalties Details”.

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

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

Requested Information

Total Contractor Requested Amount	VAT Amount	Total Contractor Requested Amount (With VAT)
536.69	80.5	617.19
Total Consultant Approved Amount	VAT Amount	Total Consultant Approved Amount (With VAT)
0.00	0	0.00
Total NHC Approved Amount	VAT Amount	Total NHC Approved Amount (With VAT)
0.00	0	0.00

Penalties Details

Total Penalties to Date	200,000.00
Total Previous Penalties	200,000.00
This Period Penalties	0.00

Attachments Comments Linked Records Linked Mail

Information  
No Attachments.

Activate Windows  
Go to Settings to activate Windows.

- Review the “Retention Details”. The Retention release will be added.

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

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

This Period Penalties 0.00

**Retention Details**

Retention %	10	Total Retention To Date	915,882.67	Total Retention Released To Date	0.00
Total Previous Retention	915,829.00	Total Previous Retention Released	0.00	This Period Retention	53.67
This Period Retention Released	0.00				

**Advance Payment Information**

Advance Payment % 10

Advance Payment from Contractual Amount (Excluding VAT)

Attachments Comments Linked Records Linked Mail

No Attachments.

Activate Windows  
Go to Settings to activate Windows.

- Review the “Advance payment Information”, for the final payment, the unrecovered advance amount should be equal to zero.

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

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?\_\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

#### Advance Payment Information

Advance Payment %	10
Advance Payment from Contractual Amount (Excluding VAT)	2,549,717.72
VAT Amount for Advance Payment from Contractual Amount	449,950.19
Advance Payment from Contractual Amount (Including VAT)	2,999,667.91
Total Recovery of Advance Payment	1,053,265.07
Total Previous Recovery of Advance Payment	1,053,203.35
This Period Advance Recovery %	10
This Period Advance Recovery (Excluding VAT)	

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/1255/8889?\_\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

	0.00
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	11,363,170.86
Total Previous Certified Amount	11,362,669.06
Net Sum Certified by this Certificate	501.80

Comments

Attachments Comments Linked Records Linked Mail

No Attachments.

Activate Windows  
Go to Settings to activate Windows.

- To add the line items, click on the “Contractor’s Checklist” tab and click on Add.

The screenshot shows the 'Create New Work Completion Certificate' page in Primavera Unifier. The browser address bar indicates 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 navigation tabs include 'Work Completion Certificate', 'Spend Category', 'Unit Details', 'Penalty Information', 'Contractor's Checklist' (highlighted with a black box), and 'Work Inspection Request (WIR)'. The 'Contractor's Checklist' tab 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 Docum Attached?'. The table is currently empty, and the 'Add' button in the top left of the table area is circled in red. Below the table, it says 'Total: 0'. On the right side of the page, there is an information icon and the text 'Information No line items are available.' At the bottom right, there is a watermark for 'Activate Windows Go to Settings to activate Windows.'

- Provide all the required information in the “Final Invoice Checklist”.

The screenshot shows the 'Create New Work Completion Certificate' page in Primavera Unifier. The browser address bar indicates the URL: eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8007?\_uref=uuu602695463t3. The page title is 'Create New Work Completion Certificate'. The navigation tabs include 'Work Completion Certificate', 'Spend Category', 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The 'Contractor's Checklist' tab is active, showing a table with columns for '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' at the bottom. On the right side, there are three checklist sections: 'Advance Payment Checklist', 'Ongoing Invoice Checklist', and 'Final Invoice Checklist'. The 'Final Invoice Checklist' is expanded and highlighted with a black border, showing four items with radio buttons for 'Yes' and 'No': 'Contractor Memo / Cover Letter Attached?' (Yes selected), 'Final Proforma Invoice Attached?' (Yes selected), 'Detailed BOQ / IPC Excel Documents Attached?' (Yes selected), and 'Project BOQ Consumption Clearance - As-Built Details Attached?' (Yes selected). At the bottom right, there are buttons for 'Cancel', 'Save', and 'Save & Add New'. A watermark 'Activate Windows' is visible in the bottom right corner.

- After providing the required information, click on “Save”. To add multiple line items, click on “Save & Add New”. And click on the Work Completion Certificate Tab.

The screenshot shows the 'Create New Work Completion Certificate' page in Primavera Unifier. 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'. There are tabs for 'Work Completion Certificate', 'Spend Category', 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The 'Contractor's Checklist' tab is active. Below the tabs is a table with columns: 'No.', 'Contractor Memo / Cover Letter Attached?', 'Contract Document Attached?', 'Purchase Order Document Attached?', 'Bank Guarantee Attached?', and 'Site Handover to Contractor Docum Attached?'. The table is currently empty. To the right of the table is a 'Line Item Details' panel with sections for 'Advance Payment Checklist', 'Ongoing Invoice Checklist', and 'Final Invoice Checklist'. The 'Ongoing Invoice Checklist' section contains three items, each with a radio button for 'Yes' or 'No': 'Contractor Memo / Cover Letter Attached?', 'Ongoing Proforma Invoice Attached?', and 'Detailed BOQ / IPC Excel Documents Attached?'. At the bottom right of the page, there are three buttons: 'Cancel', 'Save', and 'Save & Add New'. The 'Save' and 'Save & Add New' buttons are highlighted with a black box. A watermark 'Activate Windows' is visible in the bottom right corner.

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

The screenshot shows a web browser window with 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 browser tabs include "Primavera Unifier" and "Create New Work Completion Certificate - Project No. RED-DE88 - Google Chrome".

The main content area is a form with several sections:

- Work Completion Certificate** (selected tab)
- Spend Category**
- Unit Details**
- Penalty Information**
- Contractor's Checklist**
- Work Inspection Request (WIR)**

The "Net Value Information" section contains the following data:

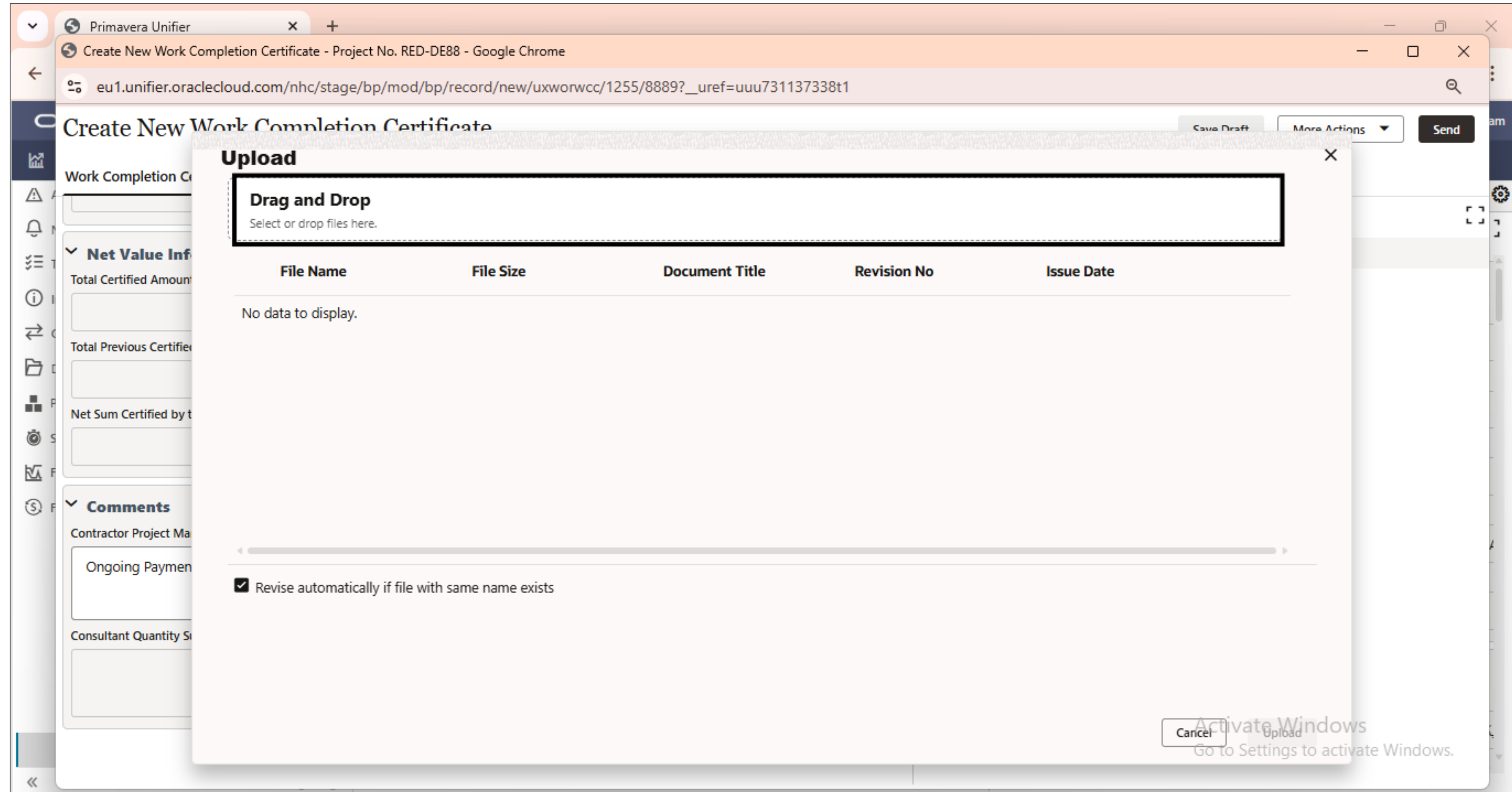
Field	Value
Total Certified Amount to Date	2,300,882.93
Total Previous Certified Amount	2,300,882.93
Net Sum Certified by this Certificate	0.00

The "Comments" section has two text areas:

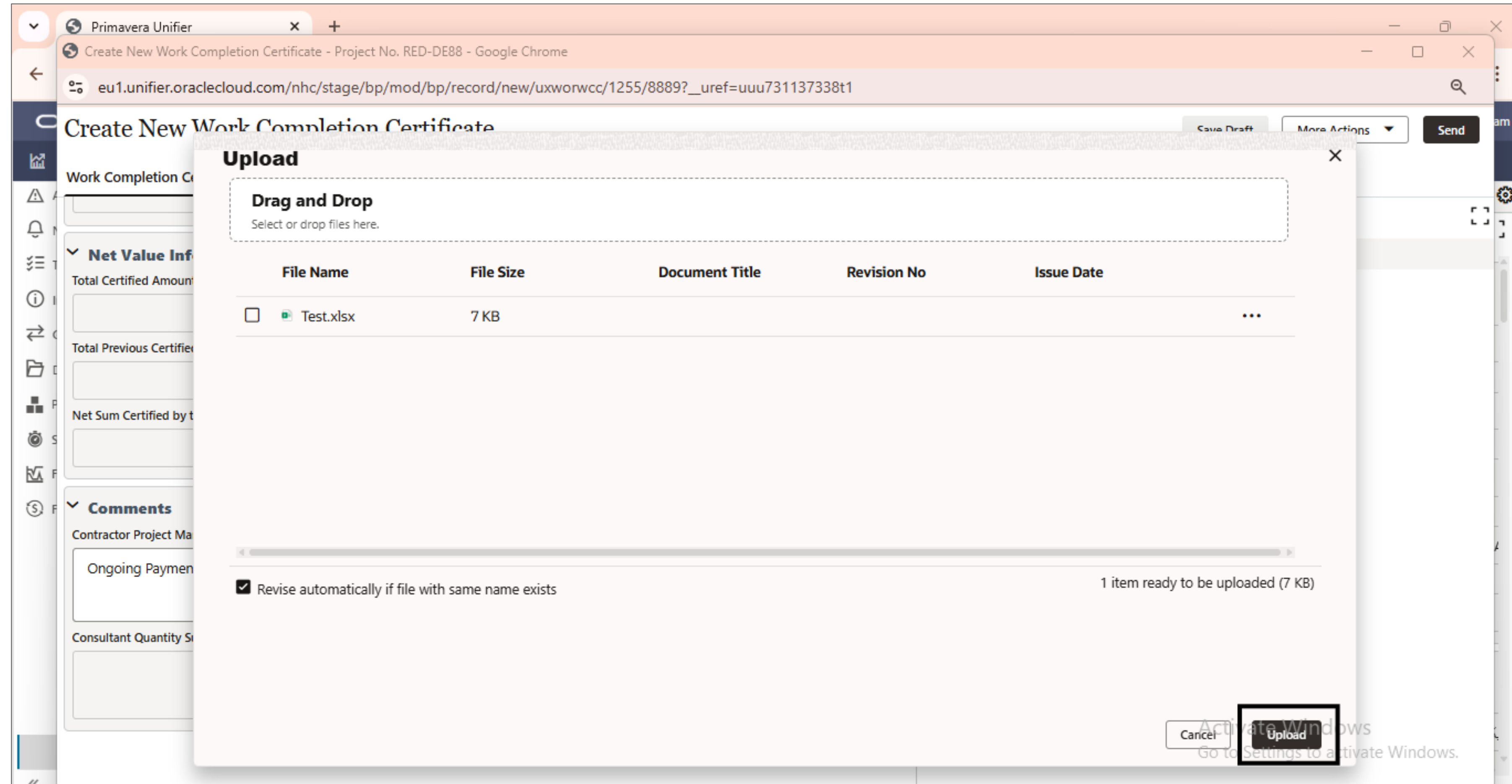
- Contractor Project Manager Comments \***: Ongoing Payment - Sample
- Consultant Quantity Surveyor Comments**

The right-hand side of the form has a tabbed interface with "Attachments" selected. The "Attachments" dropdown menu is open, showing options: "Browse..." and "Document Manager...". Below the menu, there is an information icon and the text "Information No Attachments." At the bottom right, there is a watermark: "Activate Windows Go to Settings to activate Windows."

- 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.



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

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

eu1.unifier.oraclecloud.com/nhc/stage/bp/mod/bp/record/new/uxworwcc/1255/8889?\_uref=uuu602695463t3

### Create New Work Completion Certificate

Save Draft More Actions Send

Work Completion Certificate Spend Category Unit Details Penalty Information Contractor's Checklist Work Inspection Request (WIR)

Attachments Comments Linked Records Linked Mail

**Net Value Information**

Total Certified Amount to Date	11,363,170.86
Total Previous Certified Amount	11,362,669.06
Net Sum Certified by this Certificate	501.80

**Comments**

Contractor Project Manager Comments \*

remarks

Consultant Quantity Surveyor Comments

Information  
No Attachments.

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.

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? \*

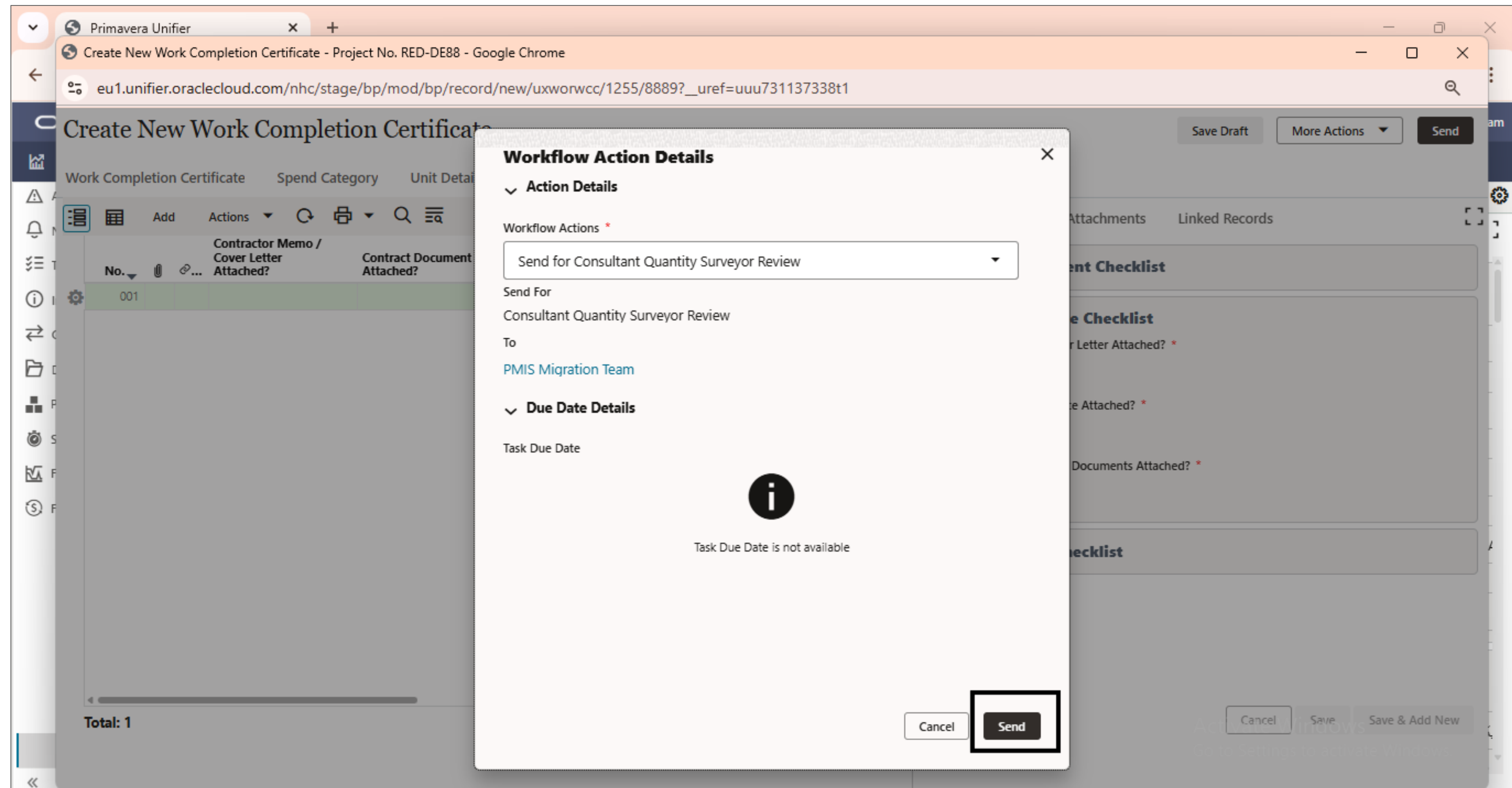
Yes  No

#### Ongoing Invoice Checklist

Cancel Save Save & Add New

Activate Windows  
Go to Settings to activate Windows.

- After selecting the appropriate Workflow, click on Send Button.



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

The screenshot displays the 'Create New Work Completion Certificate' page in Primavera Unifier. 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 main content area is a table with columns: 'No.', 'Contractor Memo / Cover Letter Attached?', 'Contract Document Attached?', 'Purchase Order Document Attached?', 'Bank Guarantee Attached?', and 'Site Handover to Contractor Docum Attached?'. A single row with '001' is visible. A modal notification box is centered on the screen, titled 'Notification', with a green checkmark icon and the text: 'WCC-000045 has been created successfully.' and an 'OK' button. The right sidebar contains sections for 'Advance Payment Checklist', 'Ongoing Invoice Checklist', and 'Final Invoice Checklist'. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Save & Add New'. The bottom left of the table area shows 'Total: 1'.

# Thank you



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