



(Ongoing Payment Upload Process on the PMIS System)

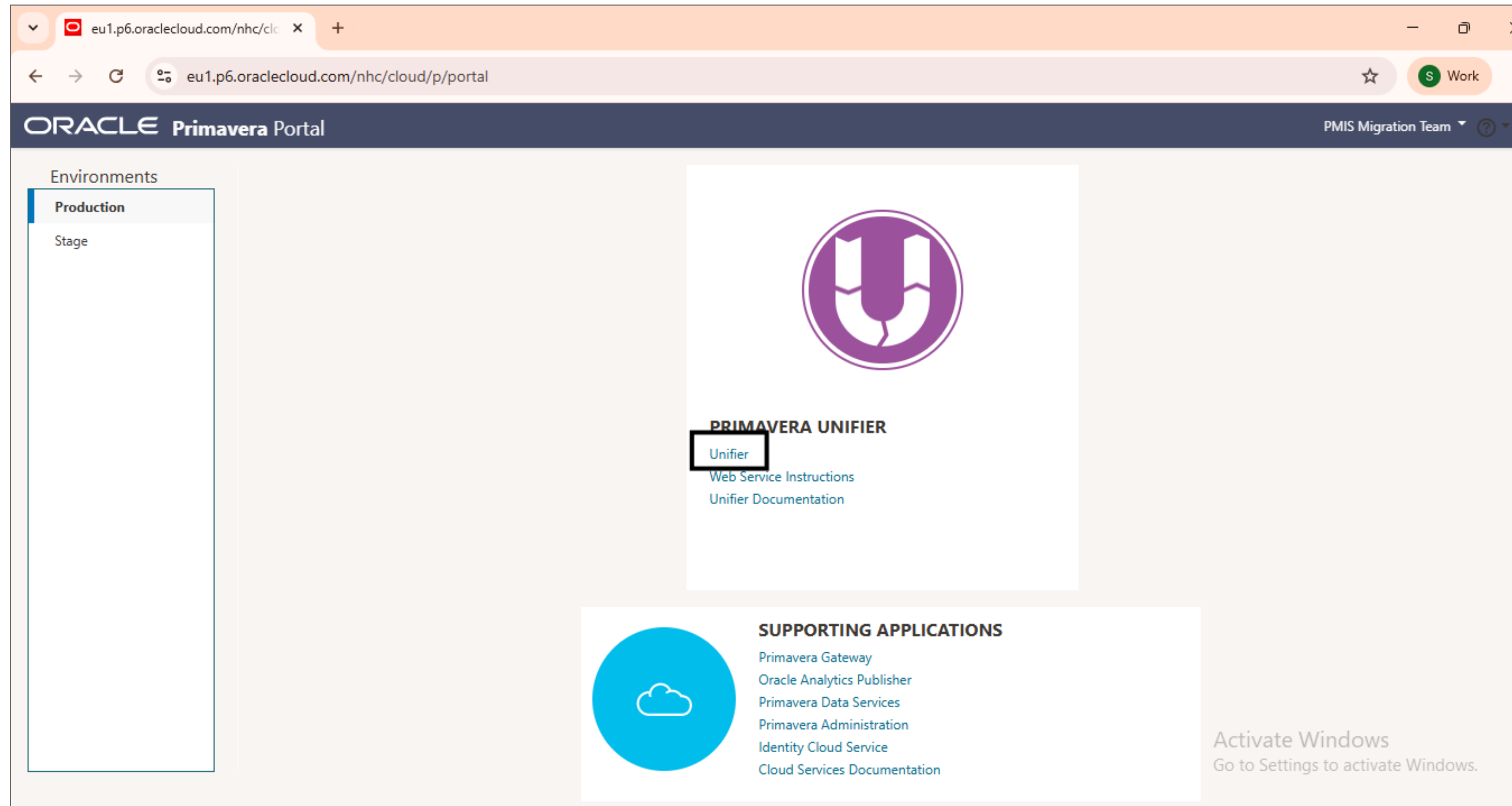
This document intends to provide step by step guide for executing the Work completion certificates for different stages of payment and GRN Creation using Deep link

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

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 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?
- Footer:** Or sign in with NHC Employee Login
- System Message:** 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.

ORACLE Primavera Unifier (Development) PMIS Migration Team

Home Tasks Notifications Mail

66,912 Active 8 Total 1 Total

My Active Tasks

417

66,864

Late Not Started In Progress

Task Distribution

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

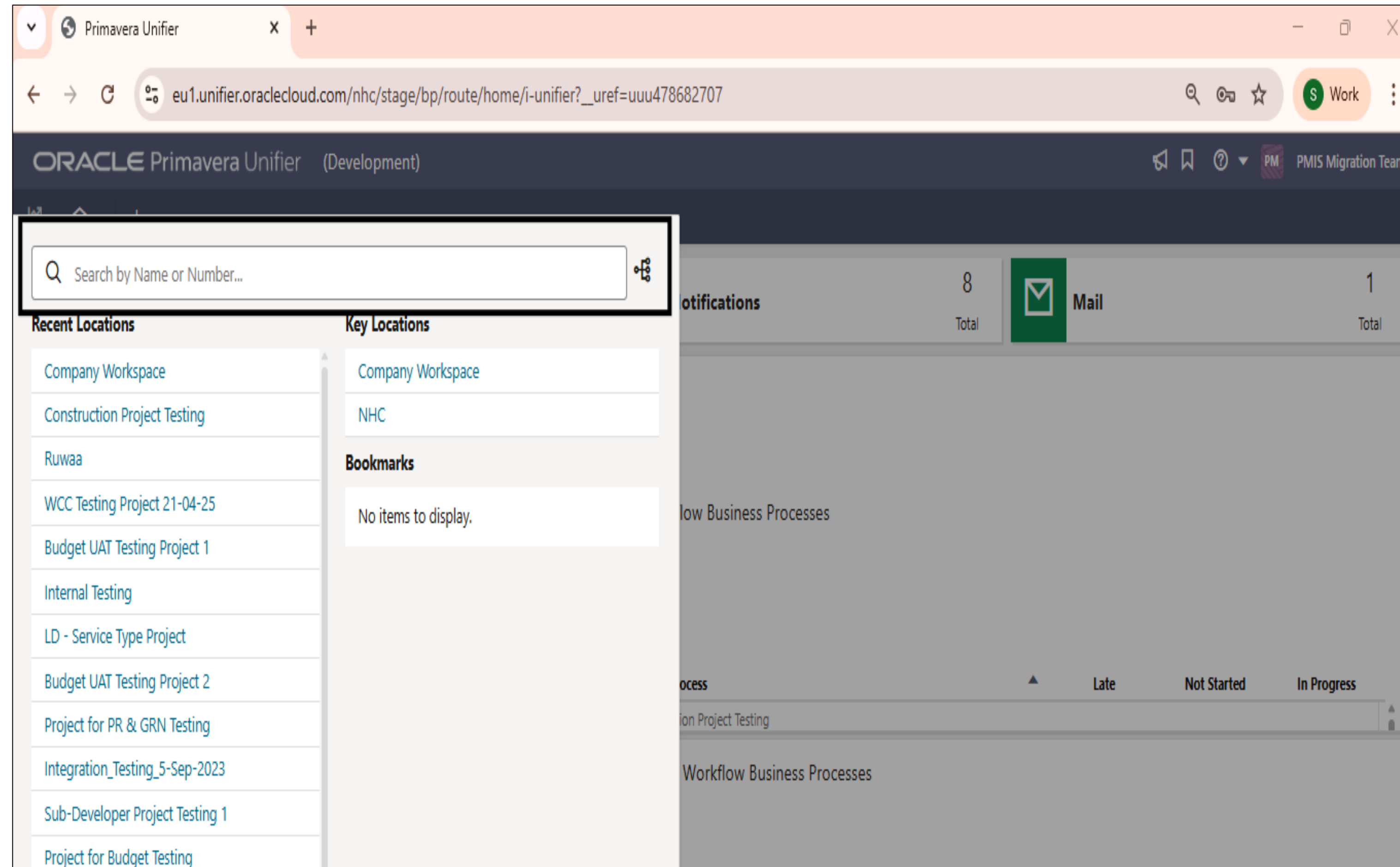
Workflow Business Processes

Business Process Construction Project Testing

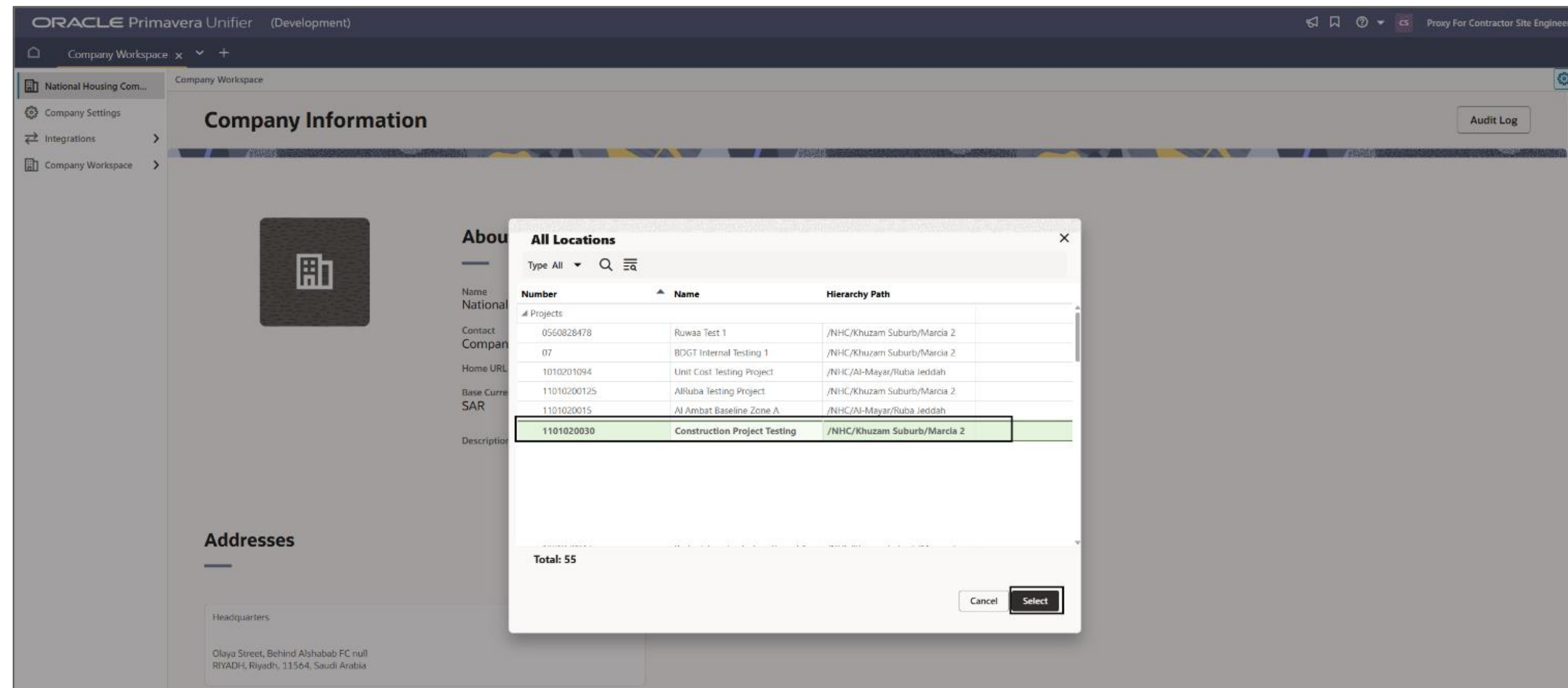
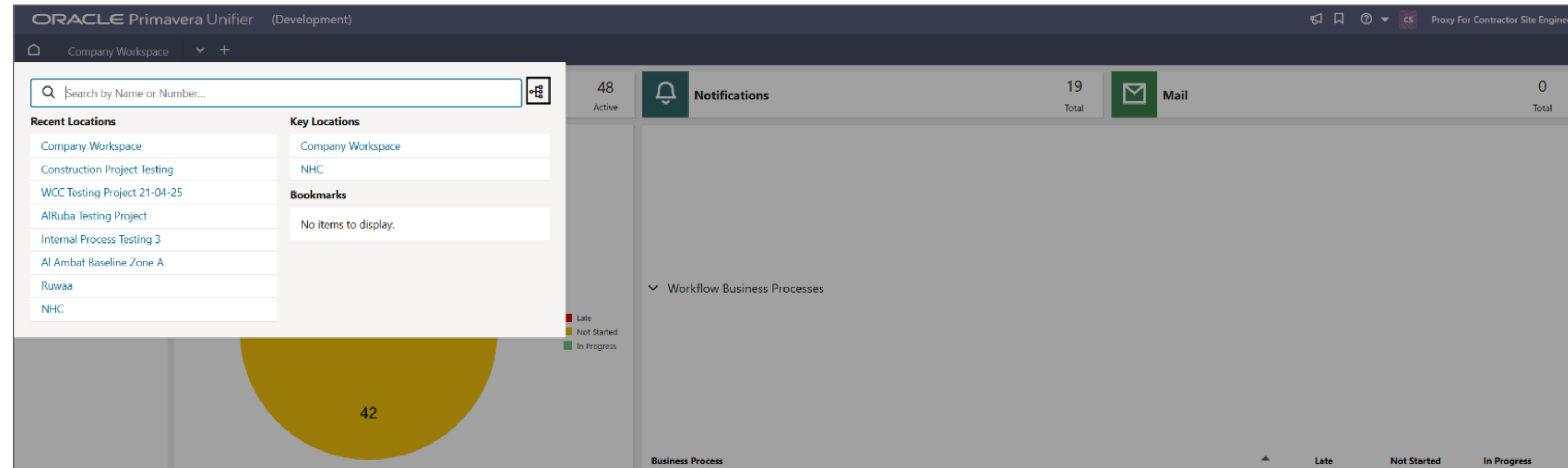
Non - Workflow Business Processes

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”



- To Submit Work Completion Certificate – Ongoing 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. Within this folder, the "Payments" sub-folder is circled, and the "Work Completion Certificate" option is highlighted with a black box. Other options in the "Financial Transactions" folder include Budget Management, Contract Management, BOQ Library, Change Management, Penalty Management, Payment Applications, Payment Application, Purchase Orders, and General Spends.

The main content area shows a dashboard with the following components:

- Tasks:** 18 Active
- Notifications:** 0 Total
- Mail:** 0 Total

The dashboard also includes a "Details" section with the following information:

- Project Name / اسم المشروع:** WCC Testing Project 21-04-25
- Hierarchy Path:** /NHC/Khuzam Suburb/Marcia 2
- System Project Number:** RED-DE88

The "Links" section indicates "No items to display." At the bottom of the dashboard, there is a message: "Activate Windows. Go to Settings to activate Windows."

- Click on “Create” and select the “Ongoing 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	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	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	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	11	Advance	0.00	0.00	0.00	0.00
WCC-000049	WCC Testing Project 21-04-25	T0001	10,000,000.00	1	Advance	0.00	0.00	0.00	0.00
WCC-000048	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	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	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	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	WCC Testing Project 21-04-25	NHC-24000737	4,799,495.54	7	Advance	0.00	0.00	0.00	0.00
WCC-000043	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	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	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	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	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	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	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	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	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



- 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 expanded, showing a dropdown menu for 'Contracts / PO Ref.' with a picker icon highlighted by a red box. The dropdown menu is currently empty, and the text 'Type a Contract / PO #...' is visible. The 'Required' label is present below the dropdown. Other fields in the 'Contract / PO Information' section include 'Contract Title', 'Contractor Name (English)', and 'Contractor Name (Arabic)'. The 'General Information' section contains fields for 'Record No.', 'Status', 'Suburb / Portfolio Name', 'Program Name', 'Project Name', 'Creator', 'Creation Date', 'Suburb / Portfolio Number', 'Program Number', and 'Project Number'. The 'Attachments' section on the right shows 'No Attachments' and an 'Information' icon. A Windows watermark is visible in the bottom right corner of the screenshot.

- 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 الخرسانة 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 Ongoing payment.

Create New Work Completion Certificate

Payment Request No. Revision No.

Payment Type Invoice Date

Period To

Contractor Requested Amount		
Requested Amount	VAT Amount	Total Contractor Requested Amount (With VAT)
<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Consultant Approved Amount		
Total Consultant Approved Amount	VAT Amount	Total Consultant Approved Amount (With VAT)
<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

NHC Approved Amount		
Total NHC Approved Amount	VAT Amount	Total NHC Approved Amount (With VAT)
<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Penalties Details

Attachments: No Attachments.

Information: 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'. At the top right, there are buttons for 'Save Draft', 'More Actions', and 'Send'. Below the title, there are tabs for 'Work Completion Certificate', 'Spend Category', 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The 'Work Completion Certificate' tab is active. The form contains several input fields: 'Payment Request No.' (8), 'Revision No.' (0), 'Payment Type' (Ongoing), and 'Invoice Date' (25/11/2025 08:38 AM). The 'Period From' and 'Period To' fields are highlighted with a red box, showing dates 08/10/2025 and 13/11/2025 respectively. Below these fields is a section titled 'Requested Information' with three rows of input fields for 'Total Contractor Requested Amount', 'Total Consultant Approved Amount', and 'Total NHC Approved Amount', each with a 'VAT Amount' and 'Total ... (With VAT)' field. All these fields currently show 0.00. At the bottom, there is a section for 'Penalties Details'. On the right side of the form, there are tabs for 'Attachments', 'Comments', 'Linked Records', and 'Linked Mail'. The 'Attachments' tab is active, showing an information icon and the text 'Information No Attachments.' At the bottom right, there is a watermark for 'Activate Windows Go to Settings to activate Windows.'

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

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'. At the top right, there are buttons for 'Save Draft', 'More Actions', and 'Send'. Below the title, there is a navigation bar with tabs: 'Work Completion Certificate', 'Spend Category' (highlighted with a red box), 'Unit Details', 'Penalty Information', 'Contractor's Checklist', and 'Work Inspection Request (WIR)'. The main content area is divided into sections: 'Net Value Information' and 'Comments'. The 'Net Value Information' section contains three rows of 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 sub-sections: 'Contractor Project Manager Comments' and 'Consultant Quantity Surveyor Comments'. The 'Contractor Project Manager Comments' field contains the text 'Ongoing Payment - Sample'. The 'Consultant Quantity Surveyor Comments' field is empty. On the right side, there is an 'Attachments' panel with a table of unpublished attachments:

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

At the bottom of the attachments panel, it shows 'Total: 1' and a warning message: '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 Primavera Unifier interface for creating a new Work Completion Certificate. The main heading is "Create New Work Completion Certificate". Below the heading, there are tabs for "Work Completion Certificate", "Spend Category", "Unit Details", "Penalty Information", "Contractor's Checklist", and "Work Inspection Request (WIR)". The "Spend Category" tab is active. In the top right corner, there are buttons for "Save Draft", "More Actions", and "Send".

The central area features a table with the following columns: "Code Name", "BOQ Category", "BOQ Sub-Category", and "Item Quantity". Above the table, there is an "Add" button and an "Actions" dropdown menu. The "Actions" menu is open, showing "Import" and "Consolidate Line Items" (which is highlighted with a black box). Below the table, there is a "Total Amount" field showing "0.00".

On the right side, there is a "Line Item Details" panel with tabs for "Line Item Details", "Attachments", and "Linked Records". The "Spend Category" section is expanded, showing the following fields: "Cost Code" (with a dropdown menu and a "Required" label), "Code Name", "Model Name", "Select PO Line Ref.", "BOQ Division", and "BOQ Category". At the bottom right of the panel, there are buttons for "Cancel", "Save", and "Save & Add New".

- To add the line items, select the record from which you want to add the BOQ Items.
- Note: In the Spend Category tab, we have to add the lines from the BOQ.

The screenshot shows the 'Line Item Consolidation' dialog box in Primavera Unifier. The 'Select Business Process' dropdown is set to 'BOQ'. The 'View' is set to 'All Records'. A table titled 'Records from All Locations' contains one record highlighted in green:

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

Below the table, it says 'Total: 1'. Under the 'Line Items' section, the 'Select Tab' is 'Spend Category' and 'Group By' is 'Record No.'. The 'Include Attachments' checkbox is checked. There are two panes: 'Available Line Items' and 'Selected Line Items'. The 'Available Line Items' pane shows one item: BOQ-000002. The 'Selected Line Items' pane is currently empty. At the bottom right, there are 'Cancel' and 'Done' buttons. An 'Activate Windows' watermark is visible at the bottom of the dialog.

- 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 the 'Line Item Consolidation' dialog box in Primavera Unifier. The dialog is titled 'Line Item Consolidation' and has a close button (X) in the top right corner. It is divided into several sections:

- Records from All Locations:** A table with columns: Record No., Project Number, Project Name, Contract / PO #, Status, Creator, and Creation Date. One record is listed: BOQ-000002, 1101022392, WCC Testing Project 21..., NHC-24000737, Approved_CA, PMIS Functional Team, 27/04/2025 05:13 PM.
- Total:** 1
- Line Items:** A section with a 'Select Tab' dropdown (Spend Category), a 'Group By' dropdown (Record No.), a search icon, a list icon, and a checked 'Include Attachments' checkbox. Below this are two tables:
 - Available Line Items:** A table with columns: Record No., Line No., Model Name, Unit Product Code, and Cost Code. It is currently empty.
 - Selected Line Items:** A table with columns: Business Processes, Record No., Tab, Line No., Short Description, and Location. One item is selected and highlighted with a black box: BOQ, BOQ-000..., Spend Category, 001, BOQ, AI.
- Buttons:** 'Cancel' and 'Done' buttons are located at the bottom right of the dialog. The 'Done' button is highlighted with a black box.

After adding the line items, use any one of the following ways to fill in 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, which includes the following fields:

- This Period Consumed Item Quantity**: 1 (highlighted with a red box)
- Total Previous Consumed Item Quantity**: 130
- Total Consumed Item Quantity**: 131

The 'Save' button is highlighted with a red box, indicating the action to be taken to update the consumption details.

- 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)

Line Item Details Attachments Linked Records

Spend Category

Cost Code * 02.02 BE X

Code Name Infrastructure

Model Name

Select PO Line Ref.

BOQ Division

No.	Cost Code	Code Name	Division	Category	Sub-Category	Item Quantity	Unit of Measure
353	02.02	Infrastructure		General Requirements	أعمال التشطيب والصبانة	1	Each
352	02.02	Infrastructure		General Requirements	أعمال التشطيب والصبانة	1	Each
351	02.02	Infrastructure		General Requirements	أعمال التشطيب والصبانة	1	Each
350	02.02	Infrastructure		Water Tank	نظام التبريد	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

Create New Work Completion Certificate

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

Cancel Error Check Save

No.	Cost Code	Code Name	M...	P...	B...	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	FR 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 ...	37,468.2	kg	35.00	1,311.39	37,468.2	1,311.39	0	0	0
332	02.02	Infrastructure				Water Tank	HVAC SYSTEM	Exhaust Fan, EI-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	العملية المصنفة	To underground la...	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 B...	Cast in place lea...	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...	163.923375	M2	3.00	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 الخفر 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 الخفر 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 control...	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 (H...	4	Each	69.00	276.00	4	276.00	0	0	0
308	02.02	Infrastructure				IRRIGATION NETW...	Irrigation equipme...	Spray sprinklers (H...	6	Each	69.00	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
TOTAL									125,874.7674		3,957,917.95	20,375,796.62	125,874.7674	20,375,796.62	37,000	0	37,000

- **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

No Attachments.

Activate Windows
Go to Settings to activate Windows.

- Review the “Retention 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)

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.

Information
No Attachments.

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/1255/8889?__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.

Information
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)

VAT Amount for Additional Payment Recovery 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

Information
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 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' (which is highlighted with a black box), and 'Work Inspection Request (WIR)'. In the 'Contractor's Checklist' tab, there 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 'Add' button in the table's toolbar 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 that says 'Activate Windows Go to Settings to activate Windows.'

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

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 has several tabs: '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 Docum Attached?'. The table is currently empty, with a 'Total: 0' at the bottom. On the right side, there are sections for 'Advance Payment Checklist' and 'Final Invoice Checklist'. The 'Ongoing Invoice Checklist' section is highlighted with a black border and contains three items, each with a radio button for 'Yes' and 'No':

- Contractor Memo / Cover Letter Attached? *
 Yes No
- Ongoing Proforma Invoice Attached? *
 Yes No
- Detailed BOQ / IPC Excel Documents Attached? *
 Yes No

At the bottom right of the form, there are buttons for 'Cancel', 'Save', and 'Save & Add New'. A watermark 'Activate Windows' is visible at the bottom of the screenshot.

- 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.

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/1255/8889?__uref=uuu731137338t1

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)

Add Actions

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

Line Item Details Attachments Linked Records

> **Advance Payment Checklist**

▼ **Ongoing Invoice Checklist**

Contractor Memo / Cover Letter Attached? *

Yes No

Ongoing Proforma Invoice Attached? *

Yes No

Detailed BOQ / IPC Excel Documents Attached? *

Yes No

⋮

> **Final Invoice Checklist**

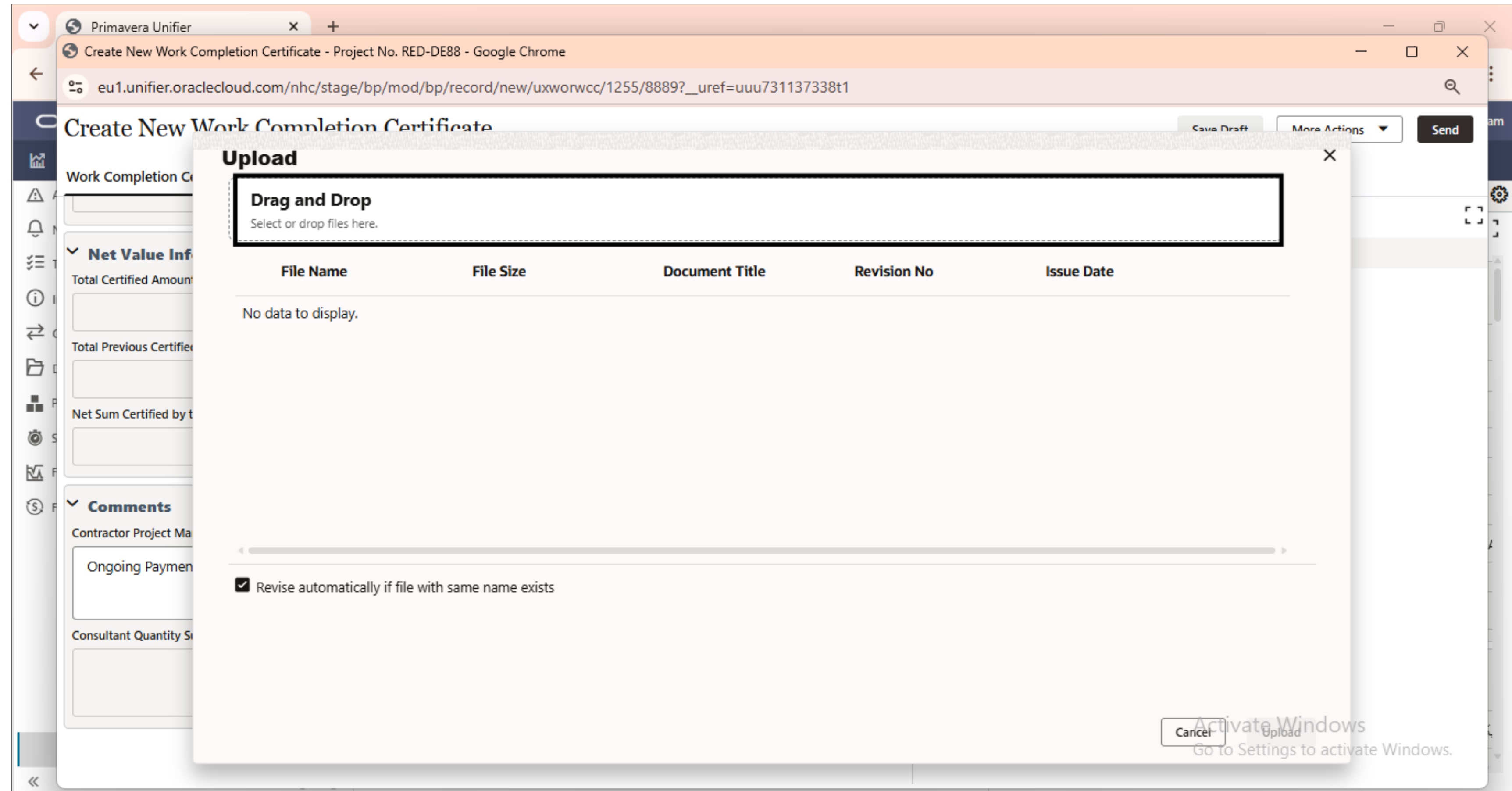
Cancel Save Save & Add New

Activate Windows
Go to Settings to activate windows.

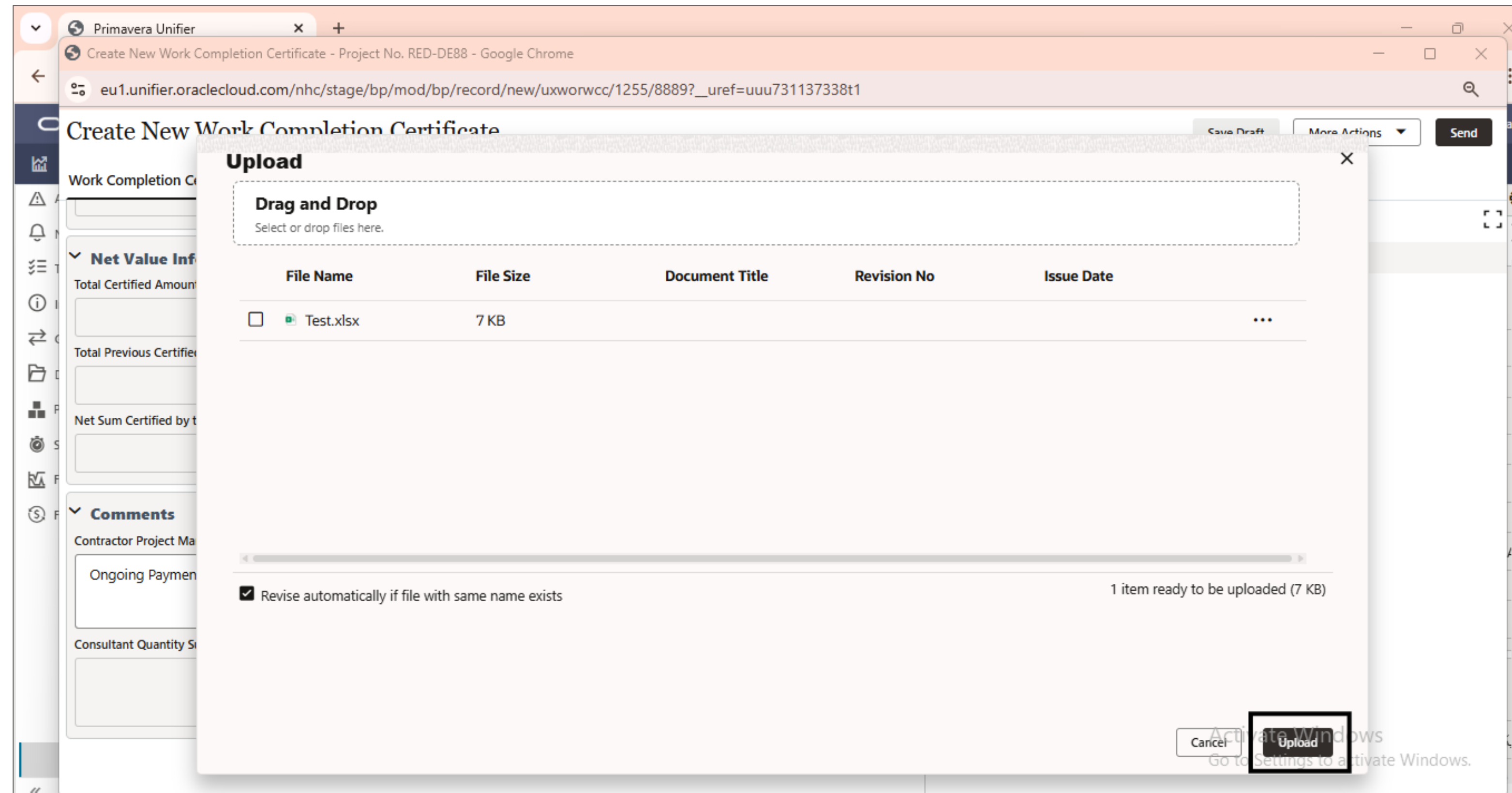
- Click on Attachments to add attachments either from the local machine or the document manager from Unifier.

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 main content area is divided into several sections: "Net Value Information" with fields for "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); and "Comments" with two text areas for "Contractor Project Manager Comments" (containing "Ongoing Payment - Sample") and "Consultant Quantity Surveyor Comments". On the right side, there is a sidebar with tabs for "Attachments", "Comments", "Linked Records", and "Linked Mail". The "Attachments" tab is active, and a dropdown menu is open, showing "Browse..." and "Document Manager...". Below the sidebar, there is an information icon and the text "Information No Attachments." At the bottom right, there is a message: "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.

The screenshot shows the 'Create New Work Completion Certificate' interface 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 page title is 'Create New Work Completion Certificate'. There are two tabs: 'Work Completion Certificate' and 'Contractor's Checklist', with the latter being the active tab. The main content area contains a table with the following data:

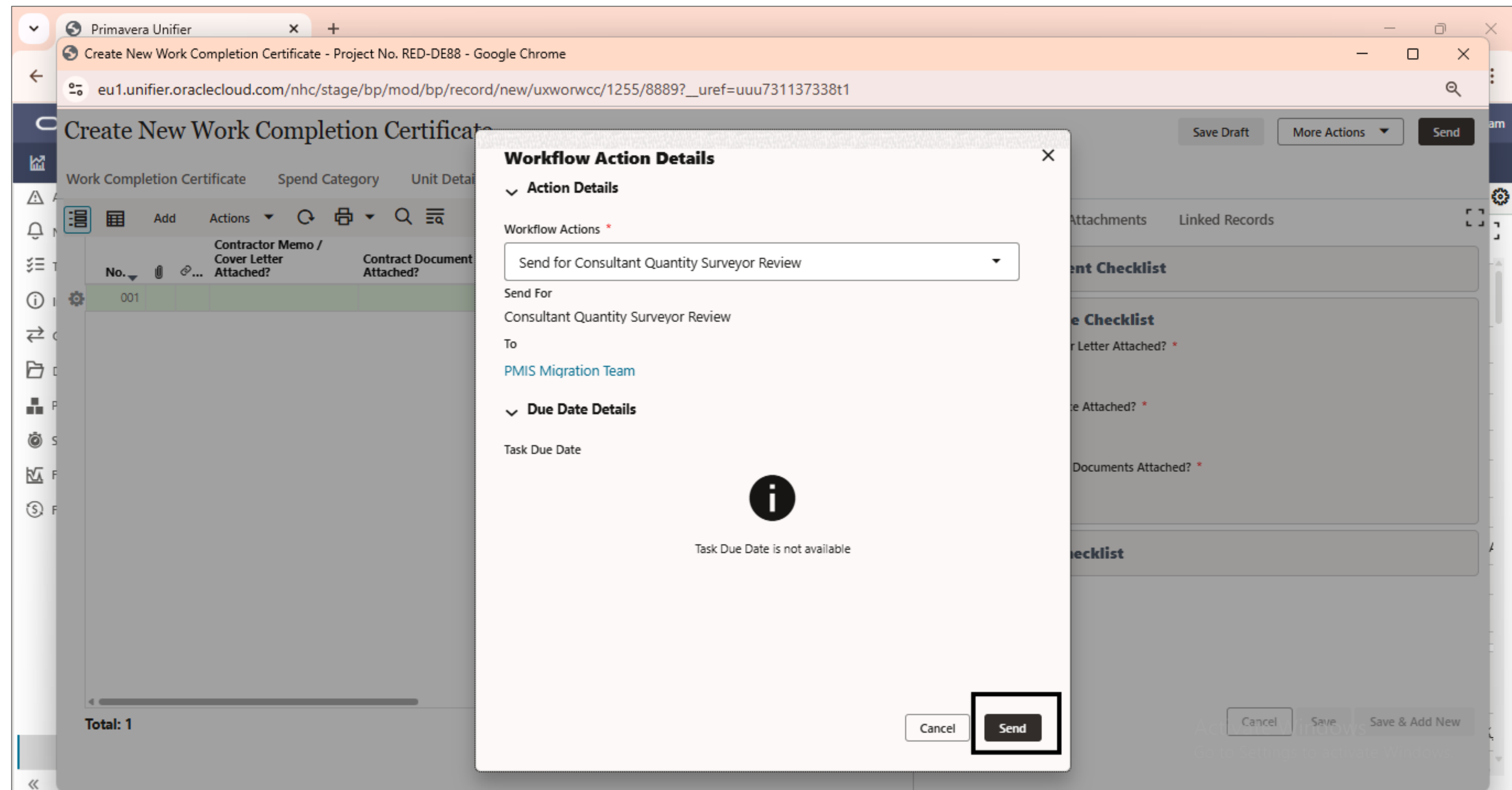
No.	Contractor Memo / Cover Letter Attached?	Contract Document Attached?	Purchase Order Document Attached?	Bank Guarantee Attached?	Site Handover to Contractor Document Attached?
001	Yes	Yes	Yes	Yes	Yes

Below the table, it says 'Total: 1'. To the right of the table is a checklist titled 'Advance Payment Checklist' with 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 is an 'Ongoing Invoice Checklist' section. At the bottom right of the form, there are buttons for 'Cancel', 'Save', and 'Save & Add New'. The 'Send' button is highlighted with a red box in the top right corner of the form area.

- After selecting the appropriate Workflow, click on the 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 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 interface includes a top navigation bar with 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, displaying 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 ID "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 bottom of the page shows "Total: 1" and buttons for "Cancel", "Save", and "Save & Add New".

Thank you



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