Supported by:







Qornerstone Estate Platform

Creation of A New Supplier Contract

Version 1.1



Agenda

The guide is for user to create supplier contracts in the Qornerstone Estate (QE) Maintenance Module. The Guide will contain

- 1. Creation of New Supplier Contract*
- 2. Reports
- 3. Setting up alerts

* Setting up of eFams App has been discussed in 3. Raising a Work Order and would be not be discussed here

Workflow 1. **New Supplier** Contract

Introduction

There are 2 options to create a supplier contract.

1) Go to Maintenance Module - > Maintenance Supplier – Supplier Manager – New Supplier Contract

- 2) Go to Control Panel > Data Import -> Maintenance -> Import Budget Codes as per Β.
- This guide will focus on option 1.

Note:

- The supplier contract set-up is unique to the MCST.
- The supplier listing has to be setup prior to creation of supplier contracts.

CS DEMO 123	•	Property Tenant/Own	er Finance	Maintenance Portal Control	Panel	₽.
maintenance Property	4	Home Page New Supplier C	ontract × Import Su	pplier Contract ×		٦
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New Supplier			Contact Code	Supplier	r Name	Phone
New Supplier			CS/22003	test		
New Supplier Contract			CS/22004	IRAS		
Supplier Listing			CS/22005	Ingenie M&E Services Pte Ltd		
Supplier Contracts			CS/22006	Ah CHuan pte Itd		
⊖ Purchase Manager			CS/22007	TEST		
New Purchase Requisition			CS/22008	Gary & Lee Pte Ltd	90	3777777
New Purchase Order		Δ	CS/22009	Q.Vendor_Demo		
Purchase Requisitions			CS/22010	MARY		
Purchase Orders			CS/22012	Chevalier Singapore Holdings Pte.Ltd.	6;	273 2266
⊖ Setup			CS/22020	SEMBWASTE PTE LTD		
Purchasing Approval			GARY	Ah CHuan	1:	234567
N · · · ·			S00001	IBASE TECHNOLOGY PTE LTD	65	5572516
Maintenance Project			S00003	BULLS-EYE SECURIRY SERVICES PTE LTD	68	344-4704 🗸
Maintenance Finance			Record Found: 35		Page 1 of 2 🗸 🕨	
Maintenance KPI						

CS DEMO 123 🔹 🔻	Property	Tenant/Owner	Finance	Maintenance	Portal	Control Panel			م (
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Import Schedule of Rates	3								
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Import RT & DT									

Creation of a New Supplier Contract

• Go to Maintenance Module - > Maintenance Supplier – Supplier Manager – New Supplier Contract.

- A new page will appear where the current supplier listing is shown.
- User can either manually scroll under the page to select or use the search button to chose the Supplier

+	Home	Page Supplier Cont	racts ×				
Maintenance Work	Supp	lier Contract	1 - List	2 - Q Search		Find What:	C
Maintenance Property	SN	Contract No	Reference No	Contact Code	Supplier Name	Project Title	Contract Type
Regulatory Compliance	1	CSDEM/TC/22100003	231010FL1	CS/22012	Chevalier Singapore Holdings Pte.Ltd.	Lift	Lift System
	2	CSDEM/TC/22100002	230201PL2	CS/22012	Chevalier Singapore Holdings Pte.Ltd.	Lift	Lift System
Maintenance Inventory	3	CSDEM/TC/22100001	TESTAIRCON(1)	S00009	KONE PTE LTD	TESTAIRCON(1)	Chiller System
Maintenance Supplier	4	CSDEM/TC/22030001	TESTAIRCON	S00009	KONE PTE LTD	TESTAIRCON	Chiller System
	5	CSDEM/TC/22020002	TEST-Lift1	S00015	OXLEY OTTO PTE LTD	TESTING-LIFT	Lift System
Supplier Manager	6	CSDEM/TC/22020001	Clean-TEST1	GARY	GARY PTE LTD	Cleaning & sanitary	Cleaning & Sanitary
New Supplier Contract Supplier Listing Supplication Purchase Manager New Purchase Requisition		A					iotai Page.
Home Page New Supplier Co	ntract ×	Supplier Contracts ×					
New Supplier Contract	1 - Suppli	er's Name 2 - Form En	try				

New Supplier Contract	1 - Supplier's Name	- Form Entry	
1. Supplier Name	Please select the Supplie	er from the followings:-	
Please Select	Select Supplier	1 - List 2 - Q Search	
	CS/22007	TEST	^
	CS/22008	Gary & Lee Pte Ltd	98777777
•	CS/22009	Q.Vendor Demo	
	CS/22010	MARY	
D	CS/22012	Chevalier Singapore Holdings Pte.Ltd.	6273 2266
D	CS/22020	SEMBWASTE PTE LTD	
	GARY	Ah CHuan	1234567
	S00001	ASE TECHNOLOGY PTE LTD	65572516
	S00003	BULLS-EYE SECURIRY SERVICES PTE LTD	6844-4704
	S00004	ABJ PTE LTD	6255-5333 / 6382-2698
	S00005	GREAT EASTERN GENERAL INSURANCE LIMITED	6248-2888 / 6327-3080
	S00006	V COOL PTE LTD	
	S00007	DYNAFORCE INTERNATIONAL PTE LTD	
	S00008	SPRINKLER FIRE SYSTEMS PTE LTD	
	S00009	KONE PTE LTD	6424-6246 / 6424-6346
		<u> </u>	•
	Record Found: 35	Pade 1 of 2 V	

Creation of a New Supplier Contract

- Go to Maintenance Module > Maintenance
 Supplier -Supplier Manager New Supplier
 Contract.
- A new page will appear where the current supplier listing is shown .
- User can either manually scroll under the page to select or use the search button to chose the Supplier.
- Select the supplier "Sembwaste Pte Ltd & input the details .

Note:

- Items highlighted in Bold are mandatory fields to input
- The fields will be explained in the next side

ID N Property ID CSDEMO C Manager ID 18 E	ame SDEMO enny Shum	Total Occupied	Units SHR 22 () 98 20 94	SQM 0 0
Projec	Title Waste Collection	Contract No C	SDEM/TC/22110001	
		Converom	SDEMO/SEMBWAST	
ac	Cleaning & Sanitary	Copy From		
Contrac	Start 01 Jun 2022	Extension Date		
Supplier Details	Name SEMBWASTE PTE LTD	Contact Code	S/22020	
Mailing Ad	dress 4543 Jalan Bukit Merah	Supplier Phone (6	65) 68611218	
	Singapore 4543 Jalan Bukit Merah Singapore 159470			
Supplier	Email environment_contactus@sembcorp.com			
Contact P	Mr Lee	Contact Phone		
Contact	Email gary.lim@sembwaste.com			
Contract Details				
Tender Calling	Date Tondor Closing Date	Tender Procedure		~
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Mandatory Fields

- 1. Project Title: Description of the Supplier Contract
- 2. Contract Type: Supplier Category. Example: Waste recycling, Cleaning , LEW
- 3. Contract Start & Contract Expiry: The start & expiry of the supplier's contract period.
- 4. Contract No: The no is auto generated if the contract is created manually. If the user is using the import template to create the supplier contracts. The format is advisable to be set in this format Prefix(MCST)/TC/YYMMXXXX,(X denotes a numeric value and up to max value of 4 digit). Example : CSDEMO (MCST)/TC/22(YY)11 (MM) 0001 (XXXX)Please note the contract no is unique and cannot be repeated,
- 5. Reference No : This is the contract number of the term contract. If there is none, user can create the reference no in their desired format or create in the following format (MCST/Name of Contractor: CSDEMO/SEMBWASTE)

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Optional Fields (These are optional fields to input)

- 1. Supplier Details
- 2. Contract Details
- 3. Security Deposit Details
- 4. Terms & Condition
- 5. Remarks
- 6. User can upload the term contract of the supplier under tab (see screenshot)

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Sup	Supplier Contract 1 - Contract Details 2 - Contact Details 3 - Schedule Of Rates 4 - Uploaded Document											
Upl	Jploaded Document											
SN	SN File Name File Size Date Uploaded											
1	003 - M1 Application Service Agreement for Fibre BizPac Internet Access Eco Clubhouse Function Room (SIgned Copy).pdf	3541.7 KB	4/6/2022 11:27:06 AM									
2	2 035 - M1 Service Agreement Management Office - 22Mar22 to 21Mar24.pdf 3584.5 KB 4/6/2022 11:26:27 AM											
3	3 036 - M1 Activation Email for Fibre Service to Eco Clubhouse and Management Office.pdf 992.83 KB 4/6/2022 11:26:39 AM											

Import of Supplier Contract

- Go to Control Panel -> Data Import-> Maintenance - > Data Import for Supplier Contracts.
- User can prepare the supplier contracts (screenshot B) in excel format and saved in CSV format . Alternatively, user can download the template and copy the data into the CSV template.
- This flow is advisable if the user has more than 5 supplier contracts to create.

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9	DEMO/TC/22100005 Fire Protection	01-Aug-	-2022	3	31-Jul-2023	Fire Protection	230731	DEMO/FCC/19	08007	Vision System Pte Ltd	50 Bukit Batok St 23	vision20@singnet.com.sg	Mr William Chong	9738 2722	
											Singapore 596734				
DEMO/TC/22100006 LE.W. 11-Apr-2022 10-Apr-2023 LE.W. 231004 DEMO/FCC/1909001 Amazon Consultants Pte 33 Hume Avenue #03-16 Inghaihock@nhhcon.com Mr Jack Ng 9660 65	9 DEM0/TC/22100006 L.E.W.	11-Apr-2	2022	1	10-Apr-2023	L.E.W.	231004	DEMO/FCC/19	09001	Amazon Consultants Pte	33 Hume Avenue #03-16	nghaihock@nhhcon.com	Mr Jack Ng	9660 6587	
Ltd Singapore 149547										Ltd	Singapore 149547				
Supplier Contract Sample UL + · · · · · · · · · · · · · · · · · ·	Supplier Contract	ample	UL I	(+)		1		1		: 4	1	1			

Renewal or extension of Supplier Contract

- User has 2 options when comes to Supplier contract renewal
- 1) Extension Date : This field can be used if the supplier contract's period is extended to another period via mutual consent and/or the reference no (contract no) remains unchanged . User can use the edit button and update the extension date .
- 2) **Renew Contract (screenshot A & B)** : This field is used if the supplier contract has expired and the contract no (reference no) has changed. User can click on the renew button and a new supplier contract will appear. The start date will be based on the previous contract expiry date and the expired contract no is indicated in the "Copy From"

IO 123	-	Property	Tenant/0	Dwner F	inance	Maintenance	e Po	ortal	Control	Panel		4
Home Page	Supplier Contra	act : CSDEM/TC	22110001 ×	Supplier Co	ontract : CSDI	EM/TC/22030001 >	× Supp	plier Cont	racts ×			
Sup	plier Contract	<u>1</u> - Contract De	tails 2 - Cont	act Details 3 -	Schedule Of Ra	ates <u>4</u> - Uploaded	Document					
Pro Ma	ID operty ID CSDEMO anager ID 18	Name CSDEMO Benny Shum						Total Occupied	Units 22 () 20	SHR 98 94	SQM 0 0	Î
G	Update Contact Detail	ls Renew Contra	act									
	Project	t Title Vlaste Co	llection					c	Contract No	CSDE	M/TC/221100	01
								Re	eference No	CSDE	MO/SEMBW/	ASTE
A	Contract	Type Cleaning	& Sanitary						Copy From	I		
	Contract	Start 01 Jun 2	022	Coi	ntract Expiry	01 Jun 2023		Exte	ension Date			
Su	pplier Details											
	Supplier I	Name SEMBWA	STE PTE LTD					S'	oplier Code	CS/22	020	
	Mailing Add	dress 4543 Jala Singapore Singapore	n Bukit Merah 9 4543 Jalan E 9 159470	ukit Merah					lier Phone	(65) 68	3611218	- 1
	Supplier I	Email environme	ent_contactus	@sembcorp.cor	n							
	Contact Pe	erson Mr Lee						Cor	ntact Phone	•		
View	V Last Updated by E	Demo123 on 28 N	lov 2022 15:04	1				Edit	Other	Actions	. ~	Close
	(© 2022 QORNER	STONE INC				User :	Demo123	(Administra	tor - Den	10 - Demo 1 23	3) Monday, 28 No
Home Page	e Renew Supplie	er Contract ×	Supplier Co	ontract : CSDE	M/TC/2203000	1 × Supplier	Contracts	×				
Renew Su	upplier Contract	<u>1</u> - Contract I	Details <u>2</u> - So	hedule Of Rates	<u>3</u> - Upload De	ocument						() ^H
Property II Manager II	ID Ni D CSDEMO CS D 18 Be	ame SDEMO enny Shum						T O	otal ccupied	Units 22 () 20	SHR SQ 98 0 94 0	M
P	Project Title ۲	TESTAIRCON						I	Contract N Reference N	lo New	TAIRCON	
D	Contract Type	Chiller System					~		Copy Fro	m CSD	EM/TC/22030	0001
	Contract Start	01 Jan 2023			Contract	Expiry		E	xtension Da	6]
Supplier	Supplier Name								Contact Coo		109	
	Mailing Address	30A KALLANG PL	ACE					S	upplier Phor	1e 6424	-6246 / 6424	-6346
	Supplier Email	eechaochuan@h	otmail.com									
Edit Last	Updated by Demo123	3 on 28 Oct 2022	09:32				1			_	Save	Close

Workflow 2

Reports

- Go to Maintenance Module > Reports > Supplier Reports -> Supplier Contract Listing
- User can have the option to download the report in Excel or PDF
- Alternatively the user can click on the search to refine the search criteria
 Note: The supplier contract listing is unique and can be only be extracted at MCST level.

*	Home Page	Supplier Contract Listing ×	Supplier Cor	ntracts ×	Supplier Con	tract : CSDEM	M/TC/220200	01× Supp	lier Contract : CSDI	EM/T	Ŧ
Inventory Price Listing	Supplier Co	ntracts as at 28 Nov 2022					1 - List	2 - 🔍 Sea	arch		
Maintenance Property Reports						Contract	Reference	\$ ar		Supplier	
Property Asset Listing	Property ID	Contract No	Project Title	Start Date	End Date	Туре	No	Jue	Supplier Name	Address	
Property Asset Warranty Listing	0005140			07.1 0000	00 E L 0000		TEOTICA	000045	OXLEY OTTO PTE	7000 ANG	le
Personnel Duty Roster	CSDEMO	CSDEM/1C/22010001	TESTING-LIFT	27 Jan 2022	28 Feb 2022	LIIT System	TEST-LIM	S00015	LTD	ENUE 5	a I.
Personnel/Supplier Work Order	CSDEMO	CSDEM/TC/22020001	Cleaning & sanitar	09 Feb 2022	31 Dec 2022	Cleaning &	Clean-TEST	GARY	GARY PTE LTD		g
Property List Report			у			Sanitary	1				'n
Work Type Report	CSDEMO	CSDEM/TC/22020002	TESTING-LIFT	01 Mar 2022	31 Dec 2022	Lift System	TEST-Lift1	S00015	OXLEY OTTO PTE	7000 ANG MO KIO AV	e e
Purchasing Reports										ENUE 5	-
Outstanding Purchase Order B	CSDEMO	CSDEM/TC/22030001	TESTAIRCON	28 Mar 2022	31 Dec 2022	Chiller Syste m	TESTAIRC ON	S00009	KONE PTE LTD	30A KALLA NG PLACE	8
Supplier Reports										19 KALLAN	
Supplier Contract Listing	CSDEMO	CSDEM/TC/22050001	TESTING for DUO approval	24 May 2022	31 May 2022	TESTING O	TESTING24 0522	CS/22008	Gary & Lee Pte Ltd	G AVENUE #04-151	Q L
Compliance Reports											
ance Reports	CSDEMO	CSDEM/TC/22100001	TESTAIRCON(1)	28 Oct 2022	27 Oct 2023	Chiller Syste m	TESTAIRC ON(1)	S00009	KONE PTE LTD	30A KALLA NG PLACE	2
Regulatory Compliance Report											
Regulatory Compliance Schedule										22 Conting	1
Maintenance Finance	CSDEMO	CSDEM/TC/22100002	Lift	02 Feb 2020	01 Feb 2023	Lift System	230201PL2	CS/22012	Chevalier Singapore	Road, #07-0	v g
Budget Variance Report	•										►
Budget Detail Report	Record Found:	9						Print	Download	Close	;

Workflow 3

Alert Setup

- Go to Control Panel -> Company -> Lookup Tables -> Maintenance -> Supplier Contract Expiry Alert Setup. Screenshot A
- In screenshot B, user can click on "New". User can select the Property and input the no of days prior to the supplier contract's expiry
- Purpose of this setup is to notify user "X" no of days before the actual expiry as such the user can do the necessary renewal or extension. This setup is linked to the alert notification which will be discussed in the next slide

CS DEMO 123	•	Property	Tenant/Owner	Finance	Maintenance	Portal	Control Panel) م	J
	4	Home Page	Supplier Contract Ex	piry Alert Setu	p × Lookup Tables	×			•	Ę
Application	^	Lookup Table	es	1 - List	2 - Q Search			Find What: supplier	Q	
Company		Search Criteria: F	Record contains 'supplier'							
Company	_	SN				Descriptior	n			
⊖ Company Setup		Maintenar	nce							
Numbering Format		1 Supplier C	Contract Expiry Alert Setu	qu						
Lookup Tables		1 Supplier R	RT & DT Passing Rate							
Exchange Rate	A								Total Page: 1	
Form Design										
Approval Setup	_									

CS DEMO 123 🔹	Property Tenant/Owner Finance Maintenance Portal Control Panel	ይ ዲ
*	Home Page Supplier Contract Expiry Alert Setup × Lookup Tables ×	▼ 🖻
Application	Supplier Contract Expiry Alert Setup 1 - List 2 - Q. Search Find What:	٩
Company	SN I Property No. of Days prior to Contract Expiry	
⊖ Company Setup	1 CSDEMO 60	
Numbering Format		Total Page: 1
Lookup Tables	🕒 Supplier Contract Expiry Alert Setup @ QORNERSTONE - Work — 🗆 🗙	
Exchange Rate	f. https://demo.qornerstone.com/_System/User/_Forms/lookupd 🖉 A	
Form Design	Supplier Contract Expire Alert Setup - Edit Value	
Approval Setup		
Alert Setup		
QuickPay Services Setup	No. of Days prior to Contract Expiry 60	
⊖ Company Tools		
Address Book	B	
Downloadable Forms		
Message Outbox		
⊖ Company Calendar		
Calendar Setup		
Event Calendars		
Calendar Events	Edit Lost Lindsted by Demo122 op 01 New 2022 16:12 Save Close New Delete	Class
User Event Calendar	Last optated by Demotiza on of 140V 2022 10.13 Save Close New Delete	Ciose

Workflow 3

Alert Setup

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CS DEMO 123	-	Property	Tenant/Owner	Finance	Maintenance	Portal	Control Panel) م	J
	4	Home Page	Supplier Contract Ex	piry Alert Setu	p × Lookup Tables	×			•	Ę
Application	^	Lookup Table	es	1 - List	2 - Q Search			Find What: supplier	Q	
Company		Search Criteria: F	Record contains 'supplier'							
Company	_	SN				Descriptior	n			
⊖ Company Setup		Maintenar	nce							
Numbering Format		1 Supplier C	Contract Expiry Alert Set	qu						
Lookup Tables		1 Supplier R	RT & DT Passing Rate							
Exchange Rate	A								Total Page: 1	
Form Design										
Approval Setup										

CS DEMO 123 🔹	Property Tenant/Owner Finance Maintenance Portal Control Panel	ይ ዲ
*	Home Page Supplier Contract Expiry Alert Setup × Lookup Tables ×	▼ 🖻
Application	Supplier Contract Expiry Alert Setup 1 - List 2 - Q. Search Find What:	٩
Company	SN I Property No. of Days prior to Contract Expiry	
⊖ Company Setup	1 CSDEMO 60	
Numbering Format		Total Page: 1
Lookup Tables	🕒 Supplier Contract Expiry Alert Setup @ QORNERSTONE - Work — 🗆 🗙	
Exchange Rate	f. https://demo.qornerstone.com/_System/User/_Forms/lookupd 🖉 A	
Form Design	Supplier Contract Expire Alert Setup - Edit Value	
Approval Setup		
Alert Setup		
QuickPay Services Setup	No. of Days prior to Contract Expiry 60	
⊖ Company Tools		
Address Book	B	
Downloadable Forms		
Message Outbox		
⊖ Company Calendar		
Calendar Setup		
Event Calendars		
Calendar Events	Edit Lost Lindsted by Demo122 op 01 New 2022 16:12 Save Close New Delete	Class
User Event Calendar	Last optated by Demotiza on of 140V 2022 10.13 Save Close New Delete	Ciose

Workflow 3 (cont'd)

Alert Setup

- Go to Control Panel -> Company -> Alert Setup -> Maintenance -> Supplier Contract Expiry Alert Setup. Screenshot A
- In Screenshot B, user can click on the edit button to update the details to suit their operational needs.
- 1) Alert Name
- 2) Message Subject
- Message Header 3)
- 4) Alert Frequency : User can set the no of frequency to alert the recipients before the actual expiry.
- 5) Repeat Alert the no of times the alert is send out within the same day. This is link to "Alert Period".
- 6) Alert Period : The normal operating hrs and is linked to the "Repeat Alert".

	Prop	erty le	nant/Owner	r Finance	e Maintenance	Portal	Control Panel						4
	Home	Page Ale	ert Setup ×										•
Application	Alert	Setup		1 - List	2 - Q Search				l	Find What: sup	plier		
Company	Search	Criteria: Record	l contains 'suppli	ier'			0	-	-	D. I.I.	F	14 - 1-11 -	0 - 11
⊖ Company Setup	SN	Finance		Alert Event			Send Alert	Frequency	Туре	Desktop	Email	Mobile	Active
Numbering Format	1	New Supplier	Invoice						Alert	No	No	No	No
Lookup Tables	2	Supplier Invoi	ice Payment Ov	verdue					Alert	No	No	No	No
Exchange Rate		Maintenance											
Form Design	3	Supplier Cont	tract Expiry by P	Property assignm	ent	On Event		Daily	Alert	Yes	No	No	No
Approval Setup		upplier Cont	tract Expiry Due)		On Event		Weekly	Alert	No	Yes	No	Yes
	5	Work Order S	Supplier						Alert	No	No	No	No
Rieft Setup												Т	otal Page: 1
QUICKPay Services Setup													
Company loois													
Address Book													
Downloadable Forms													
Message Outbox													
⊖ Company Calendar													
Alert Setup	1 - General	2 - Alert R	ecipients										
		Alert Event	Supplier Cont	tract Expiry by P	roperty assignment			Ac	tive 🔍 Yee				
		Alert Name	Supplier Cont	tract Expiry by P	roperty assignment				- 100	- 110			
What to Send			Supplier Solid	auer Expiry by r	roporty assignment								
What to Senu	Me	ssade Subject	Quere lies Queret	tur et Euripe									
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	les	sage Header *	Please attend contracts.	to the upcoming	g expiry of the supplier								
В	s	eparate Alert *	No			~							
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		Repeat Alert "		lites		~							
	Alert	t Period *From	00:00	✓ to 23:30	~								

* for Email and Mobile Phone alert only

Workflow 3 (cont'd)

Alert Setup

- Under the Alert Recipients, use need to enable the notification via email & desktop by checking on the box. User will need to set as active,
- Under the default Recipients, account that have access to the MCST will be notified
- Alternatively, user can set the default receipts as inactive and add user to the alert list

Home Page New Alert Setup ×	Alert Setup ×						
lert Setup	1 - General 2 - Alert lecipients						
Recipient Name <a>Comparison	nts>				User ID _		
Send To Send To	mail Address Dobile Phone			Defau	It Recipient Yes	3	~
ctive O Yes No					Update Item	Ca	ncel
sn tí	Recipient Name	User ID	Desktop	Email	Mobile	Default	Activ
1 C Sefault Recipients>		-	Yes	Yes	No	Yes	No
2 🗌 🔲 Qornerstone CS		3	Yes	Yes	No	No	Yes
	Click Add User to add new	row					
Select All							
)ther Recipients							
Recipient Name							
Sond To							
Send To Email Address	3						
Mobile Phone							
Active Yes O No					Add Item	Ca	ncel
N 🔟 🕜	Recipient Name	Email Address	Mobile No		Email M	obile	Active
	Click Add Item to add new	row					
Select All							
ew Last Updated By is Not Availat	ble				Save	Э	Close