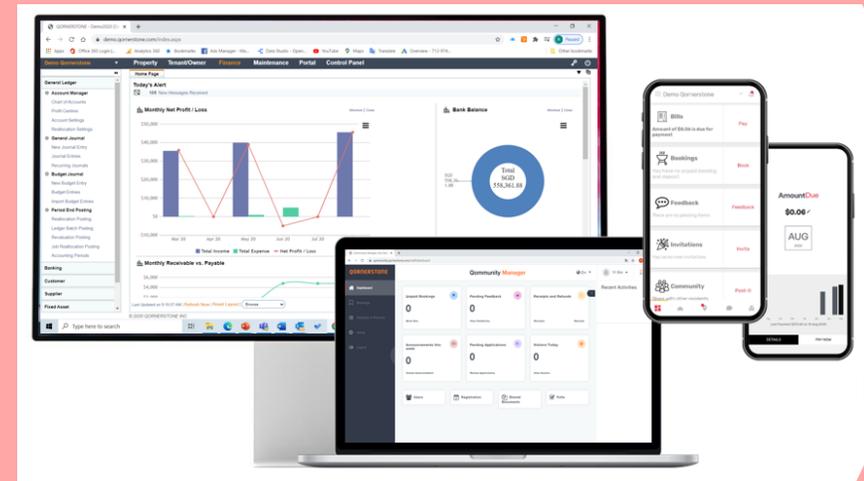


Supported by:



QORNERSTONE



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 B.

- 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/Owner Finance Maintenance Portal Control Panel

Home Page New Supplier Contract x Import Supplier Contract x

New Supplier Contract

1 - Supplier's Name 2 - Form Entry

1. Supplier Name
Please Select

Please select the Supplier from the followings:-

Select Supplier 1 - List 2 - Q Search

Find What:

Contact Code	Supplier Name	Phone
CS/22003	test	
CS/22004	IRAS	
CS/22005	Ingenie M&E Services Pte Ltd	
CS/22006	Ah CHuan pte ltd	
CS/22007	TEST	
CS/22008	Gary & Lee Pte Ltd	98777777
CS/22009	Q Vendor Demo	
CS/22010	MARY	
CS/22012	Chevalier Singapore Holdings Pte.Ltd.	6273 2266
CS/22020	SEMBWASTE PTE LTD	
GARY	Ah CHuan	1234567
S00001	IBASE TECHNOLOGY PTE LTD	65572516
S00003	BULLS-EYE SECURIRY SERVICES PTE LTD	6844.4704

Record Found: 35 | Page 1 of 2

CS DEMO 123

Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page Import Supplier Contract x

Data Import for Supplier Contracts

[Copy Template](#) [Download Template](#) [Load Data File...](#)

Please paste the data to the worksheet OR click **Load Data File** to get data from a CSV file.

Uploaded Records : 0

SN	Contract No [20]*	Project Title [300]*	Start Date [11]*	End Date [11]*	Contract Type [300]*	Reference No [300]*	Supplier C
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Workflow 1. (cont'd)

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 Contracts x

Supplier Contract | 1 - List | 2 - Q Search | Find What: []

SN	Contract No	Reference No	Contact Code	Supplier Name	Project Title	Contract Type
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
3	CSDEM/TC/22100001	TESTAIRCON(1)	S00009	KONE PTE LTD	TESTAIRCON(1)	Chiller System
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
6	CSDEM/TC/22020001	Clean-TEST1	GARY	GARY PTE LTD	Cleaning & sanitary	Cleaning & Sanitary

Total Page: 1

A

Home Page | New Supplier Contract x | Supplier Contracts x

New Supplier Contract | 1 - Supplier's Name | 2 - Form Entry

Please select the Supplier from the followings:-

1. Supplier Name
Please Select

Select Supplier | 1 - List | 2 - Q Search

Contract No	Supplier Name	Supplier ID
CS/22007	TEST	
CS/22008	Gary & Lee Pte Ltd	98777777
CS/22009	Q.Vendor Demo	
CS/22010	MARY	
CS/22012	Chevalier Singapore Holdings Pte.Ltd.	6273 2266
CS/22020	SEMBWASTE PTE LTD	
GARY	Ah CHuan	1234567
S00001	BASE 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

Record Found: 35 | Page 1 of 2

B

Workflow 1. (cont'd)

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

CS DEMO 123 Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page Supplier Contract : CSDEM/TC/22110001 x Supplier Contracts x

Edit Supplier Contract 1 - Contract Details 2 - Schedule Of Rates 3 - Upload Document Help

	ID	Name	Total	Units	SHR	SQM
Property ID	CSDEMO	CSDEMO		22 ()	98	0
Manager ID	18	Benny Shum	Occupied	20	94	0

Project Title: Waste Collection

Contract Type: Cleaning & Sanitary

Contract Start: 01 Jun 2022 Contract Expiry: 01 Jun 2023

Contract No: CSDEM/TC/22110001
Reference No: CSDEMO/SEMBWASTE
Copy From:
Extension Date:
Contact Code: CS/22020
Supplier Phone: (65) 68611218
Contact Person: Mr Lee
Contact Email: gary.lim@sembwaste.com

Supplier Details

Supplier Name: SEMBWASTE PTE LTD
Mailing Address: 4543 Jalan Bukit Merah
Singapore 4543 Jalan Bukit Merah
Singapore 159470
Supplier Email: environment_contactus@sembcorp.com
Contact Person: Mr Lee
Contact Email: gary.lim@sembwaste.com

Contract Details

Tender Calling Date: Tender Closing Date: Tender Procedure:
Contract Amount: 45,600.00
Contingency Amount: 0.00
Additional Amount: 3,192.00
Finalized Amount: 48,792.00

Contract Amount Details

Budget Amount Details

Work Order: 0.00
Variation Order: 0.00
Total Budget: 0.00

Security Deposit Details

Insurance Certificate No:
Deposit Amount: 0.00
Guarantee Bank Name:
Payment Remarks:
Cheque/Guarantee No:
Terms & Conditions

Terms & Conditions: *1 year with 1 month termination clause
\$3,800.00 per month, 7% GST

Remarks

Remarks: MON, WED & FRI Collection at 830 -12 pm
To supply
- 5 mobile garbage bins & 2 open containers

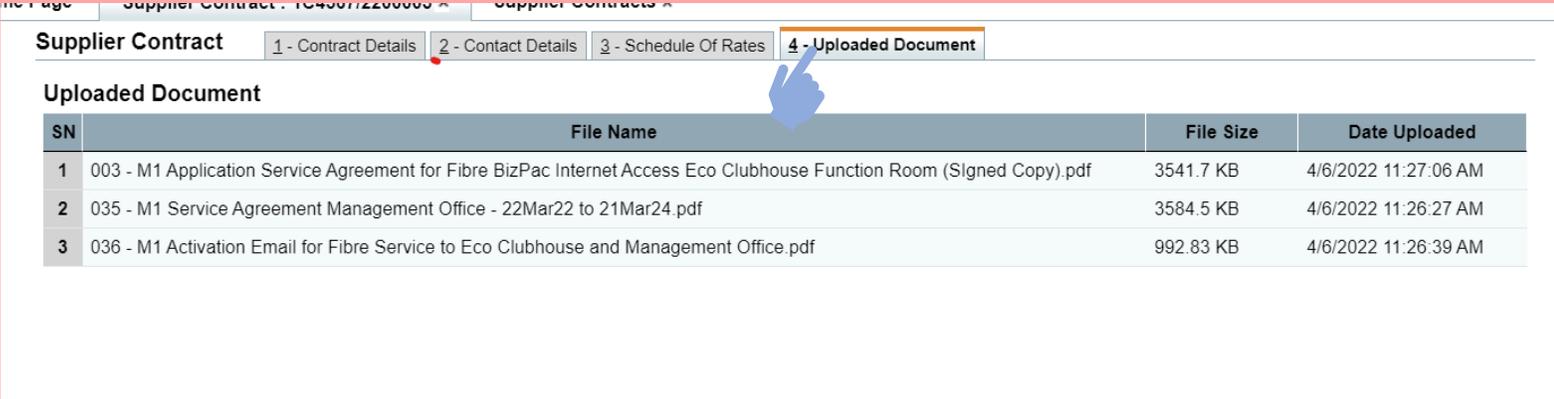
Workflow 1. (cont'd)

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/YMMXXXX**, (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)

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)



Workflow 1. (cont'd)

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.

CS DEMO 123

Home Page | Import Supplier Contract x

Data Import for Supplier Contracts

[Copy Template](#) | [Download Template](#) | [Load Data File...](#)

Please paste the data in the worksheet OR click **Load Data File** to get data from a CSV file. Uploaded Records : 11

SN	Cor	Project Title [300]*	Start Date [11]*	End Date [11]*	Contract Type [300]*	Reference No [300]*	Supplier Co	
1	<input checked="" type="checkbox"/>	DEMO/TC/22100002	Caretaker	01-Sep-2022	31-Aug-2023	Caretaker	230831	DEMO/FCC/19
2	<input checked="" type="checkbox"/>	DEMO/TC/22100003	Cleaning	23-Nov-2021	22-Nov-2022	Cleaning	221122	DEMO/FCC/19
3	<input checked="" type="checkbox"/>	DEMO/TC/22100004	Pump & Pressure Tank	01-Dec-2021	30-Nov-2022	Pump & Pressure Tank	221130	DEMO/FCC/19
4	<input checked="" type="checkbox"/>	DEMO/TC/22100005	Fire Protection	01-Aug-2022	31-Jul-2023	Fire Protection	230731	DEMO/FCC/19
5	<input checked="" type="checkbox"/>	DEMO/TC/22100006	L.E.W.	11-Apr-2022	10-Apr-2023	L.E.W.	231004	DEMO/FCC/19

E7

fx Cleaning

* = Mandatory fields

Contract for the contractor will need to be imported in the system for system to perform auto contractor assignment when work order is created.

The unique ID for each of the supplier's contract

The start date of the contract

The end date of the contract

The contractor type. E.g. Building Works

The reference no for the contract. E.g. Physical Agreement No.

The contractor's ID in the system.

The contractor name

The contractor's address

The supplier email address

The overall contact person for the contractor for this contract

The contact person phone number.

Contract No [20]*	Project Title [300]*	Start Date [DD/MMM/YYYY]*	End Date [DD/MMM/YYYY]*	Contract Type [300]*	Reference No [300]*	Supplier Code [300]*	Supplier Name [300]*	Supplier Address [300]	Supplier Email [300]	Contact Person [300]	Contact Phone
DEMO/TC/22100002	Caretaker	01-Sep-2022	31-Aug-2023	Caretaker	230831	DEMO/FCC/1908003	Romell Cleaning Service	2, Hougang Avenue 3, #04-274 Singapore 680109		Mr CJ Pereira (John)	8234 6942
DEMO/TC/22100003	Cleaning	23-Nov-2021	22-Nov-2022	Cleaning	221122	DEMO/FCC/1908004	Satyaram Pte Ltd	109 Teck Whye Lane 02-566 Singapore 659578	sales@satyarampl.com	Mr K. Ramashamy	9144 4401
DEMO/TC/22100004	Pump & Pressure Tank	01-Dec-2021	30-Nov-2022	Pump & Pressure Tank	221130	DEMO/FCC/1908006	Pumps Service Centre Pte Ltd	No.50 Bukit Batok St 23#07-26 Midview Building Singapore 659578	sales@pumpsc.com.sg	Mr George Ng	9632 0798
DEMO/TC/22100005	Fire Protection	01-Aug-2022	31-Jul-2023	Fire Protection	230731	DEMO/FCC/1908007	Vision System Pte Ltd	50 Bukit Batok St 23 Singapore 598734	vision20@singnet.com.sg	Mr William Chong	9738 2722
DEMO/TC/22100006	L.E.W.	11-Apr-2022	10-Apr-2023	L.E.W.	231004	DEMO/FCC/1909001	Amazon Consultants Pte Ltd	33 Hume Avenue #03-16 Singapore 149547	nghaihook@nhhcon.com	Mr Jack Ng	9660 6587

Workflow 1. (cont'd)

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"

MO 123 Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page Supplier Contract : CSDEM/TC/22110001 x Supplier Contract : CSDEM/TC/22030001 x Supplier Contracts x

Supplier Contract 1 - Contract Details 2 - Contact Details 3 - Schedule Of Rates 4 - Uploaded Document

ID	Name	Units	SHR	SQM
Property ID CSDEMO	CSDEMO	Total 22 ()	98	0
Manager ID 18	Benny Shum	Occupied 20	94	0

Update Contact Details | Renew Contract

Project Title Waste Collection Contract No CSDEM/TC/22110001

Reference No CSDEMO/SEMBWASTE

Contract Type Cleaning & Sanitary Copy From

Contract Start 01 Jun 2022 Contract Expiry 01 Jun 2023 Extension Date

Supplier Details

Supplier Name SEMBWASTE PTE LTD Supplier Code CS/22020

Mailing Address 4543 Jalan Bukit Merah Singapore 4543 Jalan Bukit Merah Singapore 159470 Supplier Phone (65) 68611218

Supplier Email environment_contactus@sembcorp.com

Contact Person Mr Lee Contact Phone

View Last Updated by Demo123 on 28 Nov 2022 15:04 | Edit Other Actions... Close

© 2022 QORNERSTONE INC User : Demo123 (Administrator - Demo - Demo123) Monday, 28 Nov 2022

Home Page Renew Supplier Contract x Supplier Contract : CSDEM/TC/22030001 x Supplier Contracts x

Renew Supplier Contract 1 - Contract Details 2 - Schedule Of Rates 3 - Upload Document

ID	Name	Units	SHR	SQM
Property ID CSDEMO	CSDEMO	Total 22 ()	98	0
Manager ID 18	Benny Shum	Occupied 20	94	0

Project Title TESTAIRCON Contract No New

Reference No TESTAIRCON

Contract Type Chiller System Copy From CSDEM/TC/22030001

Contract Start 01 Jan 2023 Contract Expiry

Extension Date

Supplier Details

Supplier Name SEMBWASTE PTE LTD Contact Code S00009

Mailing Address 30A KALLANG PLACE Supplier Phone 6424-6246 / 6424-6346

Supplier Email leechaochuan@hotmail.com

Edit Last Updated by Demo123 on 28 Oct 2022 09:32 | Save Close

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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

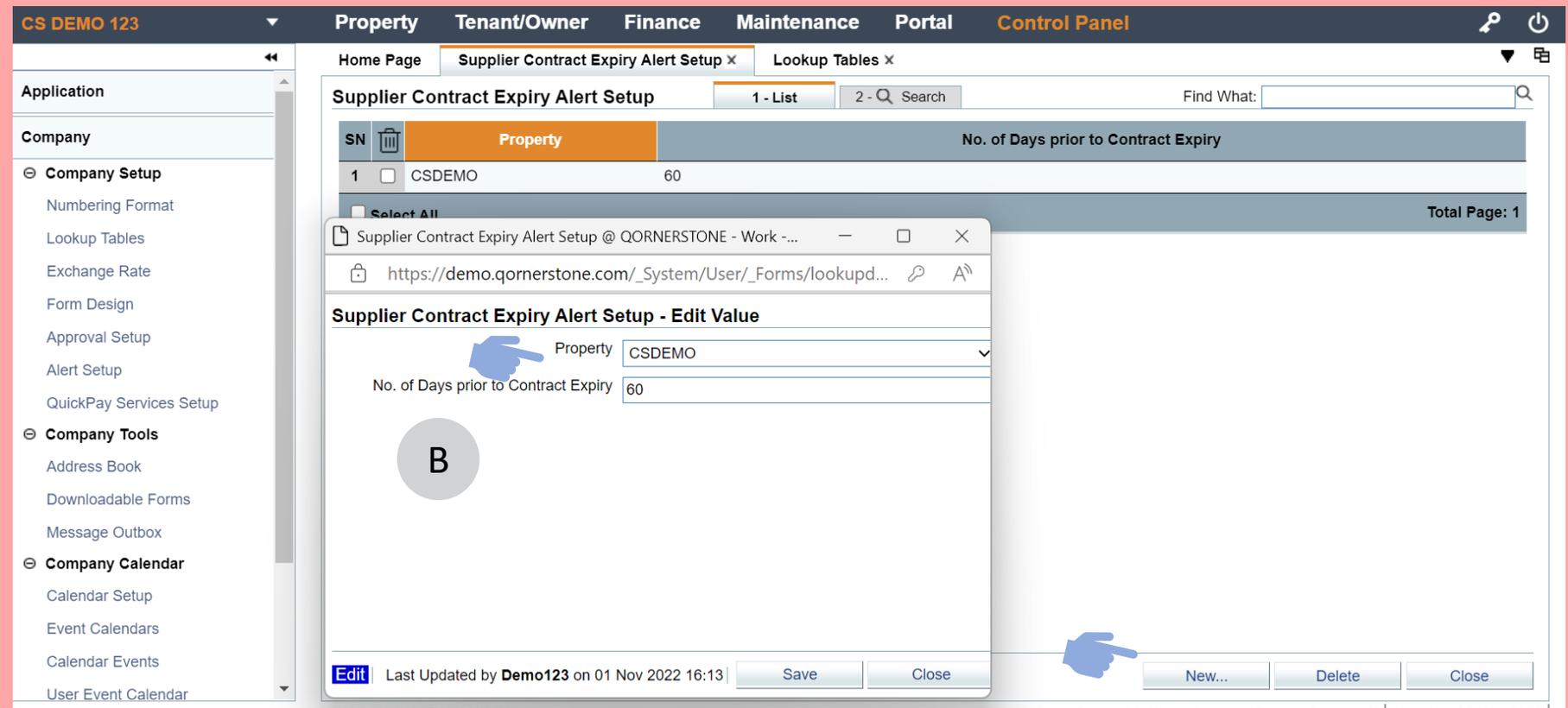
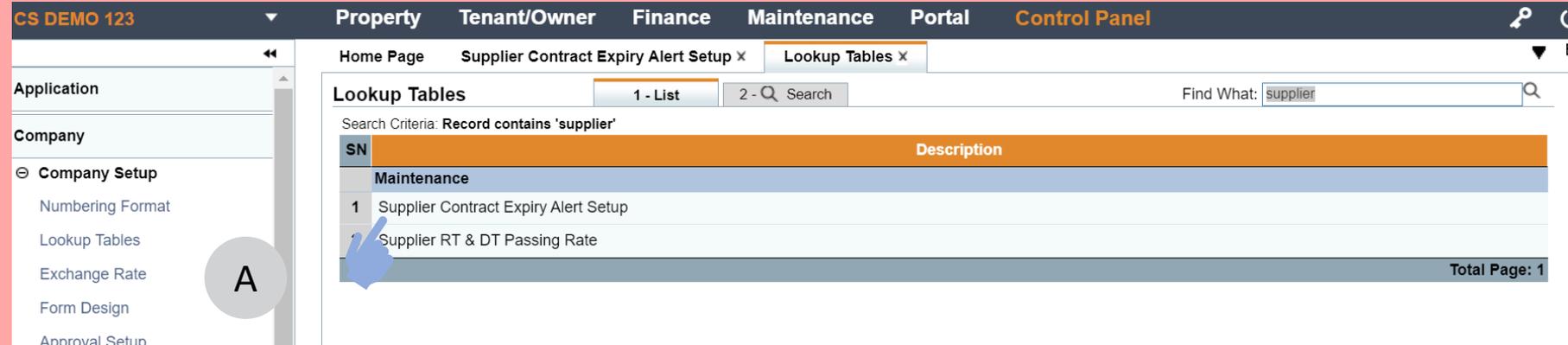
Note: The supplier contract listing is unique and can be only be extracted at MCST level.

Property ID	Contract No	Project Title	Start Date	End Date	Contract Type	Reference No	Supplier Name	Supplier Address
CSDEMO	CSDEM/TC/22010001	TESTING-LIFT	27 Jan 2022	28 Feb 2022	Lift System	TEST-Lift1	OXLEY OTTO PTE LTD	7000 ANG MO KIO AVENUE 5
CSDEMO	CSDEM/TC/22020001	Cleaning & sanitary	09 Feb 2022	31 Dec 2022	Cleaning & Sanitary	Clean-TEST 1	GARY	GARY PTE LTD
CSDEMO	CSDEM/TC/22020002	TESTING-LIFT	01 Mar 2022	31 Dec 2022	Lift System	TEST-Lift1	OXLEY OTTO PTE LTD	7000 ANG MO KIO AVENUE 5
CSDEMO	CSDEM/TC/22030001	TESTAIRCON	28 Mar 2022	31 Dec 2022	Chiller System	TESTAIRCON	KONE PTE LTD	30A KALLANG PLACE
CSDEMO	CSDEM/TC/22050001	TESTING for DUO approval	24 May 2022	31 May 2022	TESTING ONLY	TESTING240522	Gary & Lee Pte Ltd	19 KALLANG AVENUE #04-151
CSDEMO	CSDEM/TC/22100001	TESTAIRCON(1)	28 Oct 2022	27 Oct 2023	Chiller System	TESTAIRCON(1)	KONE PTE LTD	30A KALLANG PLACE
CSDEMO	CSDEM/TC/22100002	Lift	02 Feb 2020	01 Feb 2023	Lift System	230201PL2	CS/22012	Chevalier Singapore Holdings Pte Ltd 23 Genting Road, #07-01/02 Chevalier

Workflow 3

Alert Setup

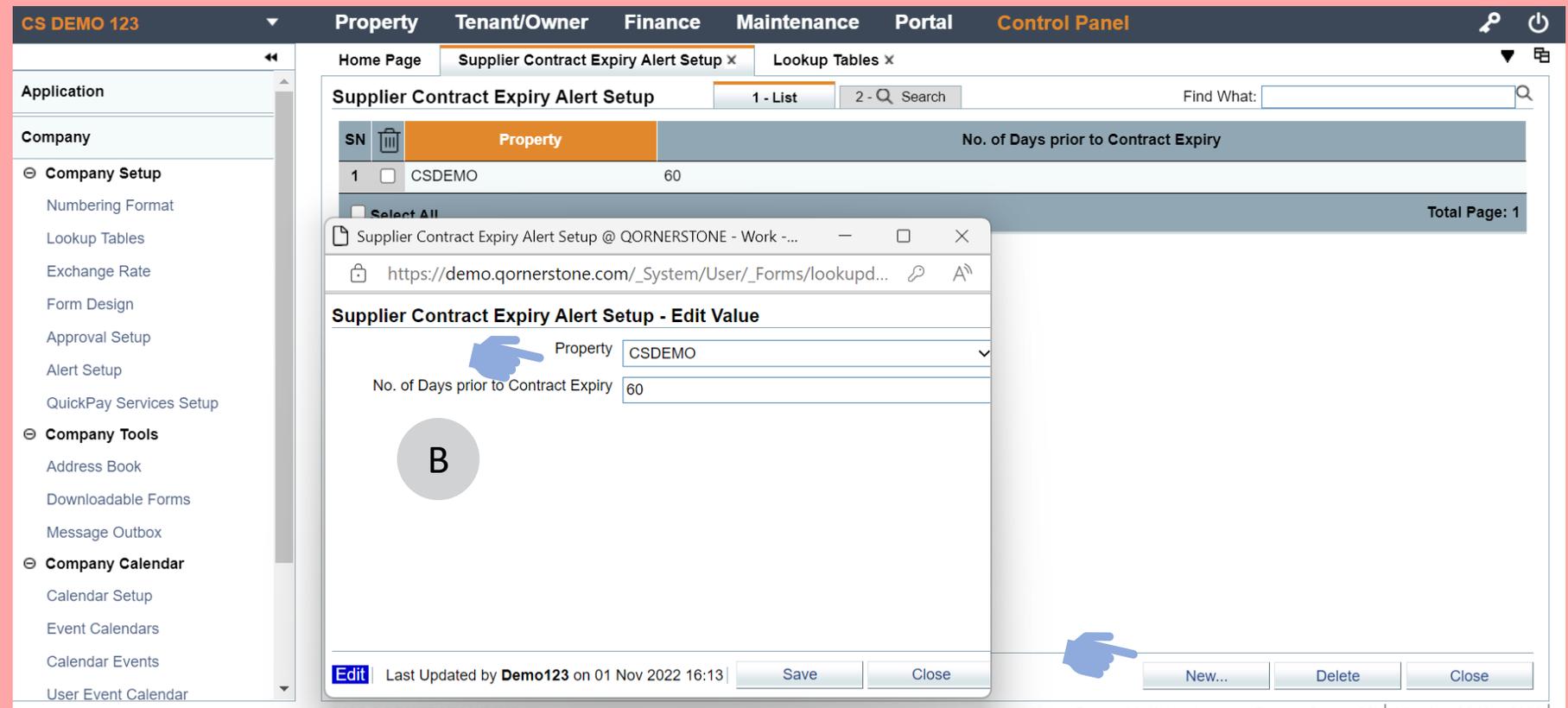
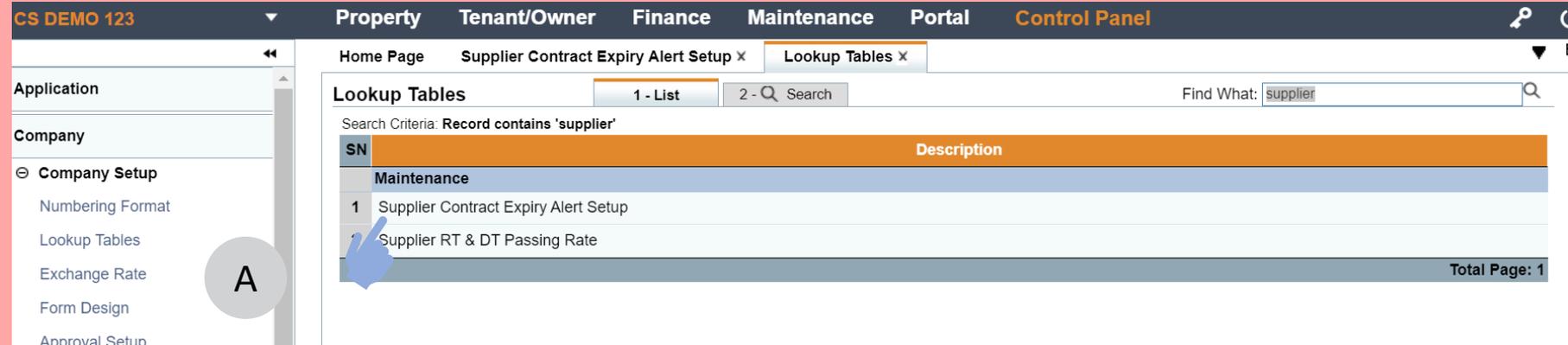
- Go to Control Panel -> Company -> Lookup Tables -> Maintenance -> Supplier Contract Expiry Alert Setup. Screenshot A
- In screenshot B, user can click on "New". User can select the Property and input the no of days prior to the supplier contract's expiry
- **Purpose of this setup is to notify user "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**



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**

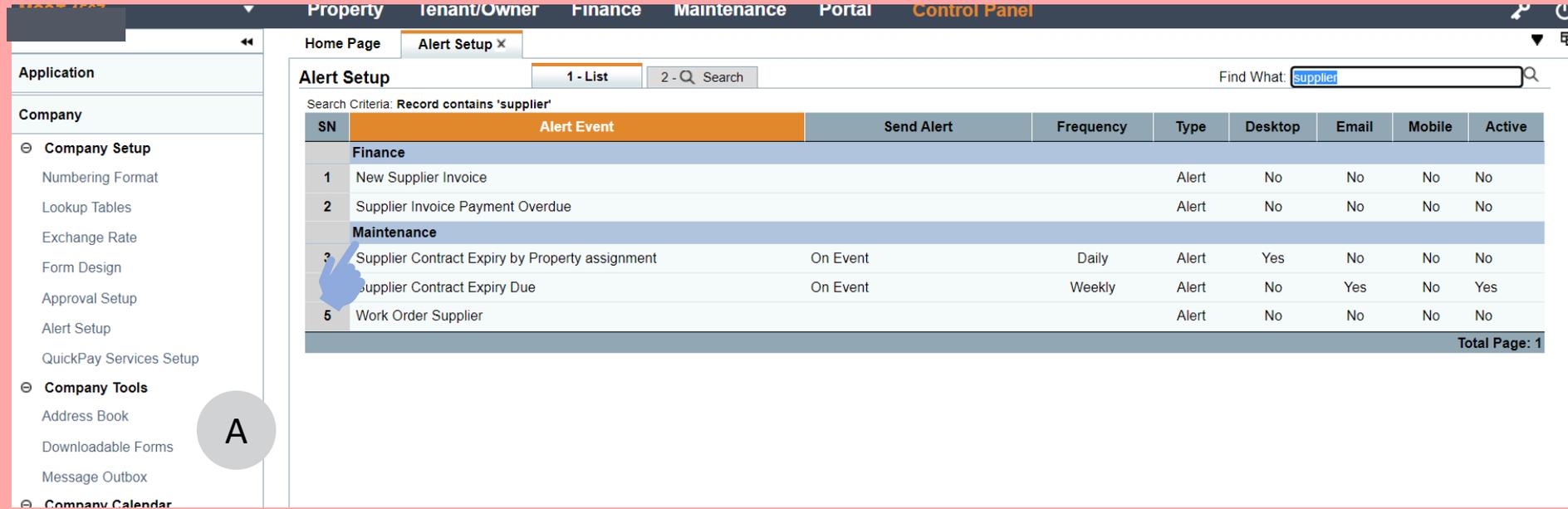


Workflow 3 (cont'd)

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
- 3) Message Header
- 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".



Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page Alert Setup ×

Alert Setup 1 - List 2 - Search Find What: supplier

Search Criteria: Record contains 'supplier'

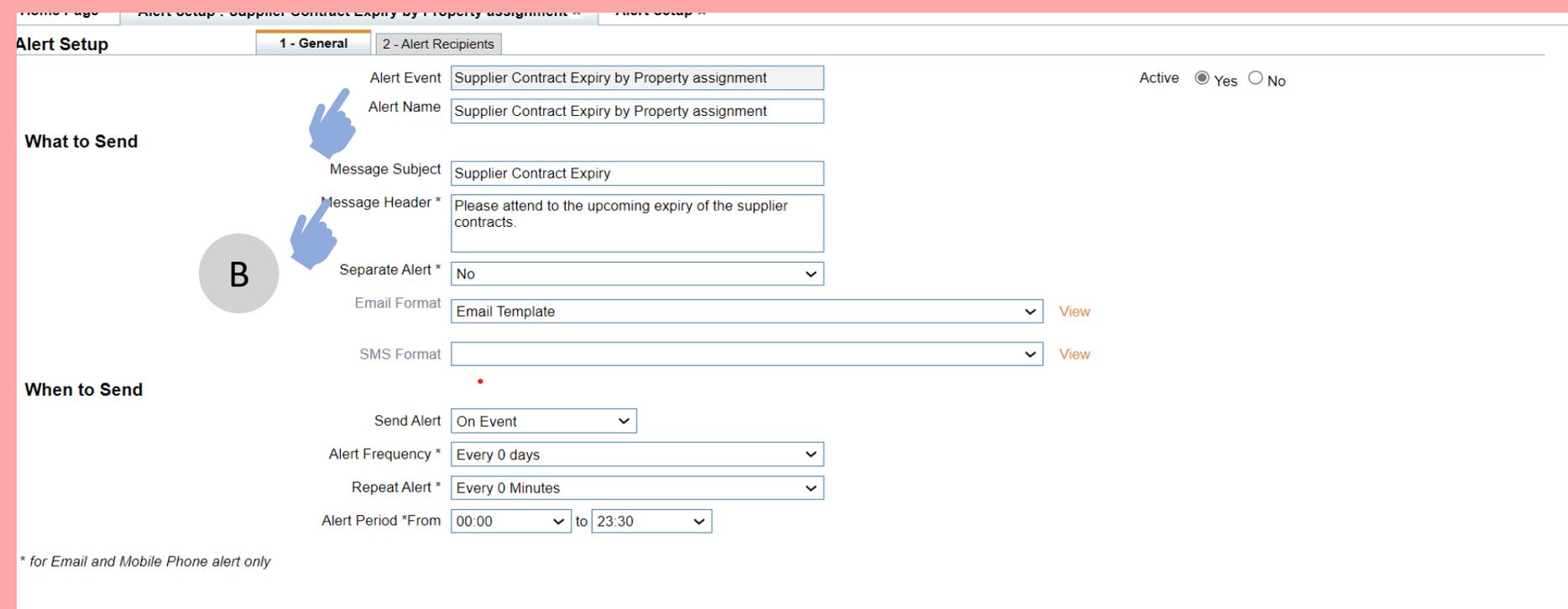
SN	Alert Event	Send Alert	Frequency	Type	Desktop	Email	Mobile	Active
Finance								
1	New Supplier Invoice			Alert	No	No	No	No
2	Supplier Invoice Payment Overdue			Alert	No	No	No	No
Maintenance								
3	Supplier Contract Expiry by Property assignment	On Event	Daily	Alert	Yes	No	No	No
4	Supplier Contract Expiry Due	On Event	Weekly	Alert	No	Yes	No	Yes
5	Work Order Supplier			Alert	No	No	No	No

Total Page: 1

Application

Company

- Company Setup
 - Numbering Format
 - Lookup Tables
 - Exchange Rate
 - Form Design
 - Approval Setup
 - Alert Setup
 - QuickPay Services Setup
- Company Tools
 - Address Book
 - Downloadable Forms
 - Message Outbox
- Company Calendar



Home Page Alert Setup - Supplier Contract Expiry by Property assignment Alert Setup

Alert Setup 1 - General 2 - Alert Recipients

Alert Event Supplier Contract Expiry by Property assignment Active Yes No

Alert Name Supplier Contract Expiry by Property assignment

What to Send

Message Subject Supplier Contract Expiry

Message Header * Please attend to the upcoming expiry of the supplier contracts.

Separate Alert * No

Email Format Email Template View

SMS Format View

When to Send

Send Alert On Event

Alert Frequency * Every 0 days

Repeat Alert * Every 0 Minutes

Alert 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

The screenshot shows the 'Alert Setup' interface with the '2 - Alert Recipients' tab selected. The 'Alert Recipients' section contains a form with the following fields:

- Recipient Name: <Default Recipients>
- User ID: -
- Send To: Desktop, Email Address, Mobile Phone
- Active: Yes, No
- Default Recipient: Yes
- Buttons: Update Item, Cancel

Below the form is a table of recipients:

SN	Recipient Name	User ID	Desktop	Email	Mobile	Default	Active
1	<Default Recipients>	-	Yes	Yes	No	Yes	No
2	Qornerstone CS	3	Yes	Yes	No	No	Yes

Buttons: Select All, Click Add User to add new row

The 'Other Recipients' section contains a form with the following fields:

- Recipient Name: [Empty]
- Send To: Email Address, [Empty], Mobile Phone, [Empty]
- Active: Yes, No
- Buttons: Add Item..., Cancel

Below the form is a table of other recipients:

SN	Recipient Name	Email Address	Mobile No	Email	Mobile	Active
----	----------------	---------------	-----------	-------	--------	--------

Buttons: Select All, Click Add Item to add new row

Footer: New Last Updated By is Not Available | Save Close