PRIME

Enrolling a Vendor using the Vendor DIS and VENRO site

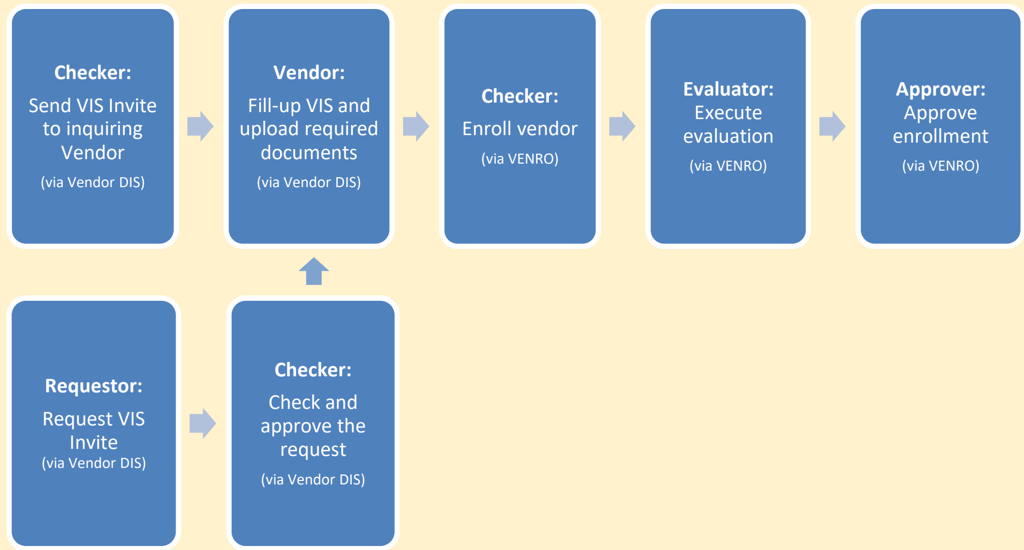
Quick Reference Guide

This quick reference will show you the steps in submitting and processing requests filed through the Vendor DIS and VENRO site.

About Vendor DIS and VENRO

The Vendor Document Imaging System (Vendor DIS) automates the sending of Vendor Information Sheet (VIS) and uploading of supporting documents submitted by vendors.

The Vendor Enrollment (VENRO) site, on the other hand, complements the Vendor DIS as it processes the actual vendor enrollment and creation of account in SAP.



Click a link below to skip to the corresponding section of this Quick Reference Guide.

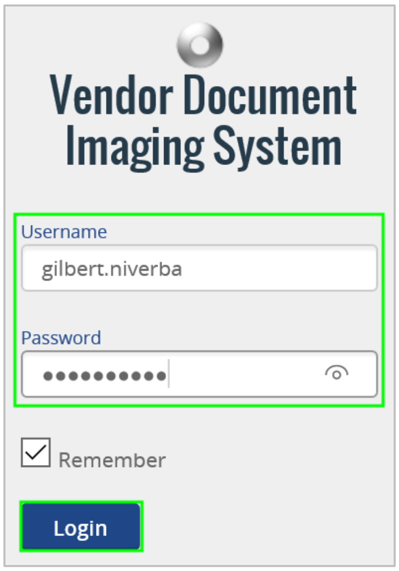
For Vendor enrollment-related concerns, you may contact the following:

- **Mr. Daniel Joseph Dela Cruz**, Systems Analyst
  daniel.delacruz@smsupermalls.com
- **Ms. Cecile Faustino**, Assistant Vice President, Systems
  cecile.faustino@smsupermalls.com

Requestor:
Request for VIS Invite *(Optional)*

Perform the following to Request for VIS Invite.

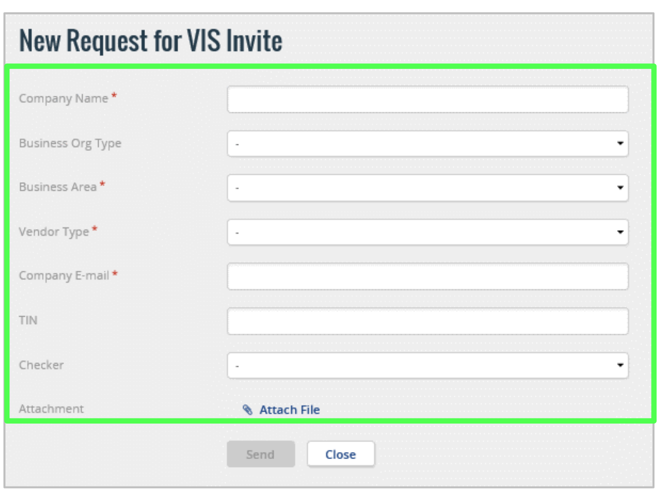
1. Go to the Vendor DIS site at **http://wf.sm.ph/vendordis**.
2. Log-in using your **Active Directory (AD) username and password**.



3. Fill out the **New Request for VIS Invite** form. Indicate the vendor **Company Name**, **Business Org Type**, **Business Area**, **Vendor Type**, **Company E-mail**, **TIN**, **Checker**, and other documents (via **Attachment**) in the corresponding boxes.

*Note The **Attachment** field is not a required field.*

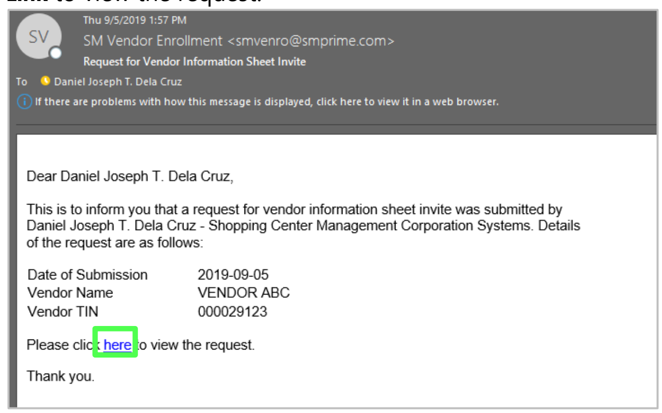
4. Click **Send**



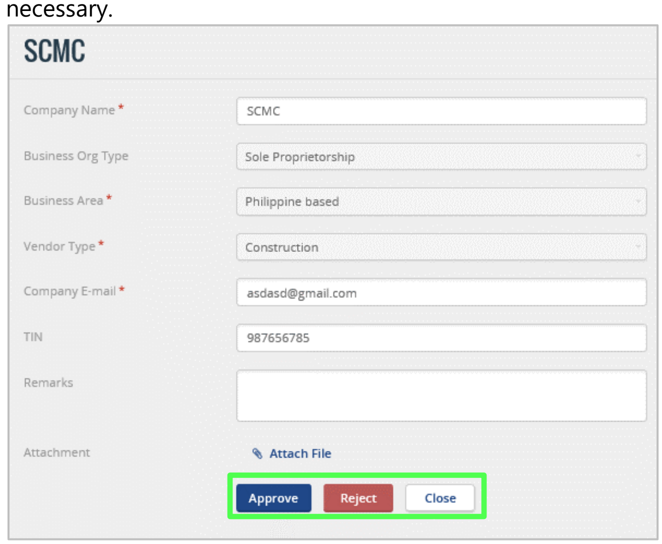
Checker:
Check and approve request for VIS Invite

Perform the following to approve a VIS Invite request.

1. In the e-mail notification that you received, click the **Link** to view the request.



2. Check the details and **Approve** or **Reject** the request as necessary.

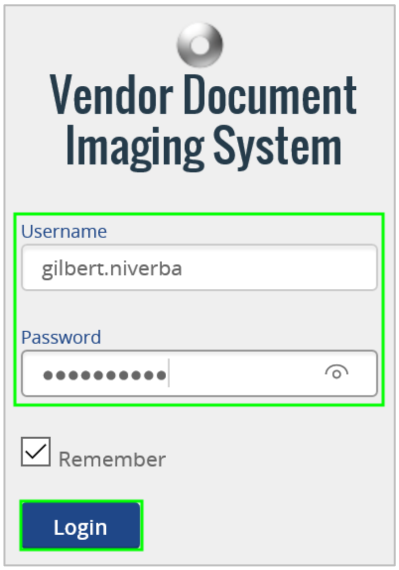


*Note If you are rejecting the request, you are required to enter the reason why you are rejecting the request in the **Remarks** field.*

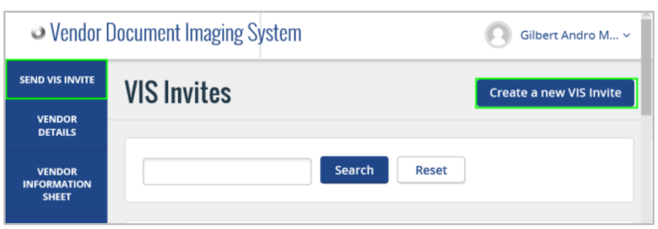
Checker:
Send VIS Invite

Perform the following to send a VIS Invite to an inquiring vendor of SM.

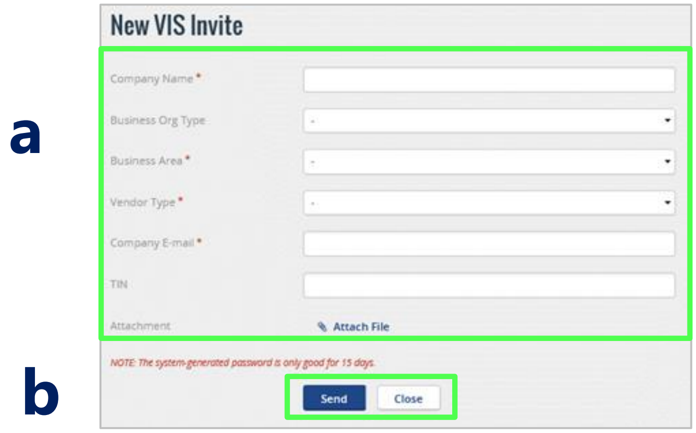
1. Go to the Vendor DIS site at **http://wf.sm.ph/vendordis**.
2. Log-in using your **Active Directory (AD) username and password**.



3. In the left navigation bar, click **Send VIS Invite**.
4. In the screen that appears, on the upper-right portion, click **Create a new VIS Invite**.

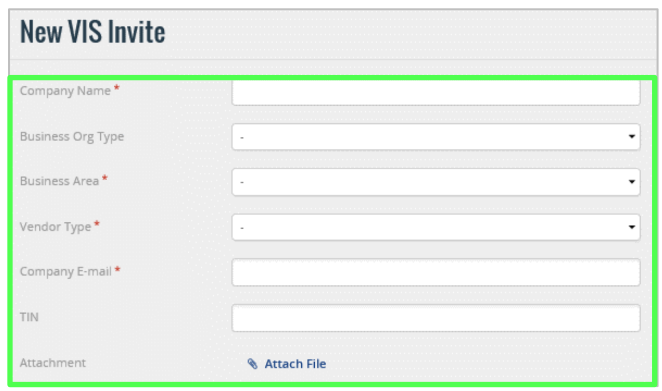


5. Enter necessary vendor information into the form.

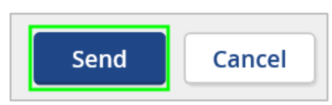


a Fill out the New VIS Invite form

Indicate the vendor **Company Name**, **Business Org Type**, **Business Area, Vendor Type, Company E-mail, TIN,** and **Attachment** in the corresponding boxes.



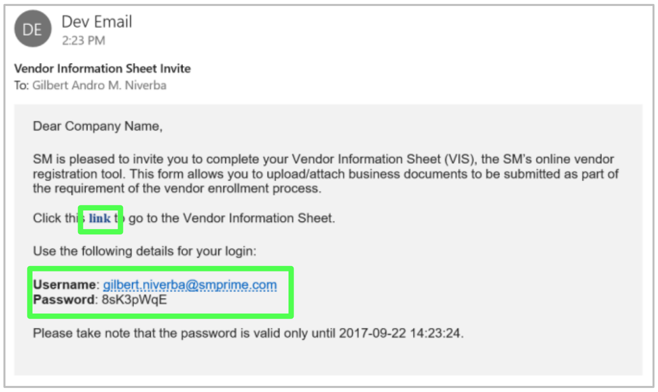
b Click Send



Vendor:
Submit Vendor Information Sheet

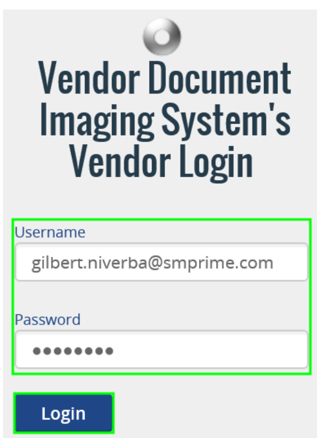
Perform the following if you received a Vendor DIS e-mail notification with Subject **Vendor Information Sheet Invite**.

1. In the e-mail notification that you received, click the **Link** for going to the Vendor Information Sheet.



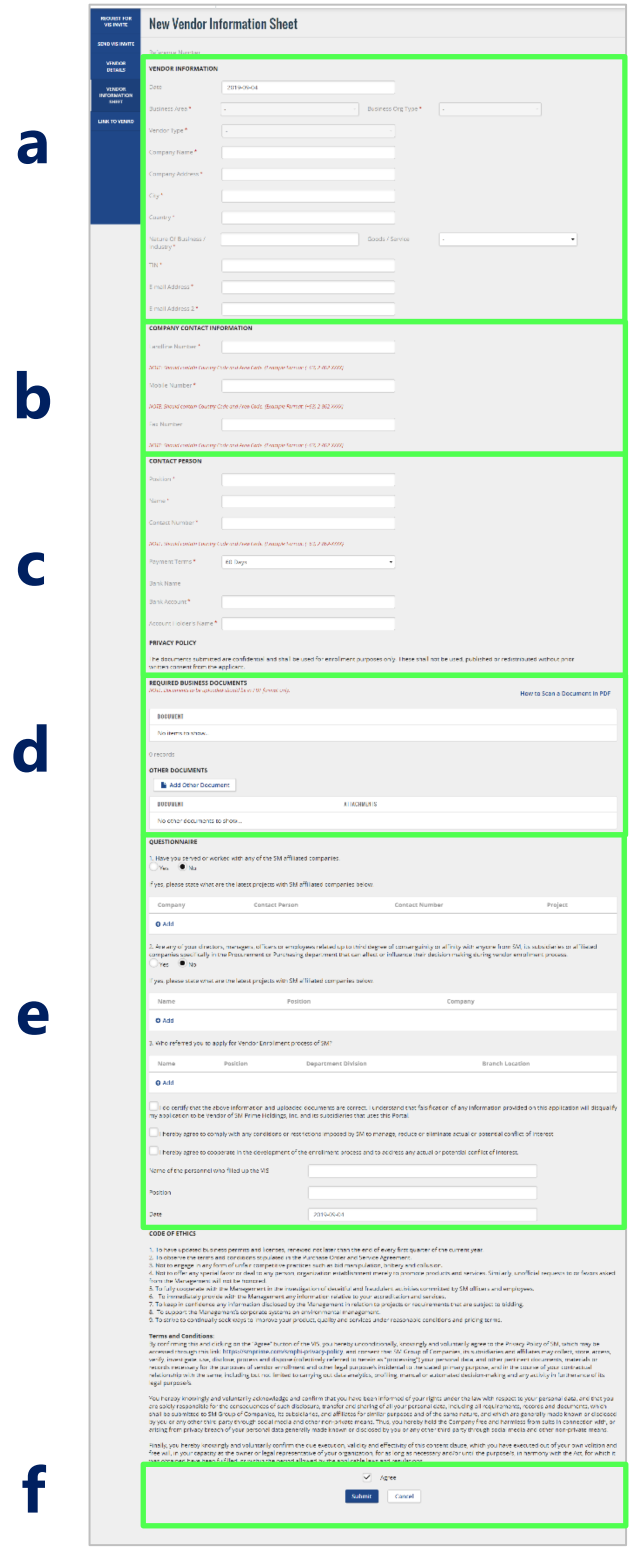
2. Log-in to the Vendor DIS site using the **Username** and **Password** indicated in the email that you received.

Note The system-generated password is only valid for 15 days.



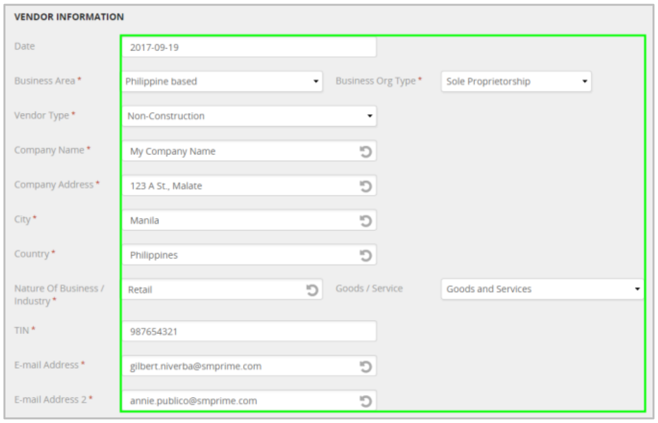
The corresponding form for submission appears (shown on the right).

3. Fill-out the necessary sections of the form.



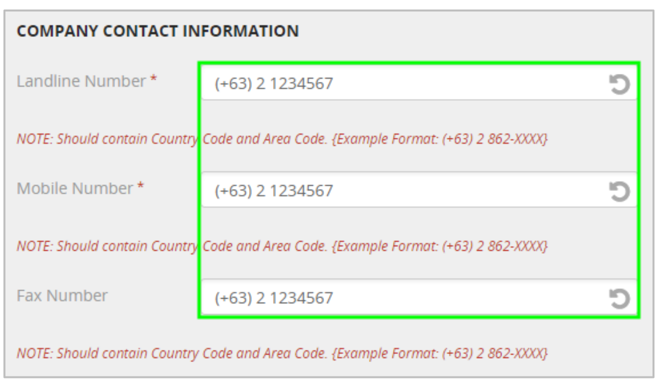
a Fill-out the Vendor Information section

Indicate necessary vendor information in the corresponding boxes.



b Fill-out the Company Contact Information section

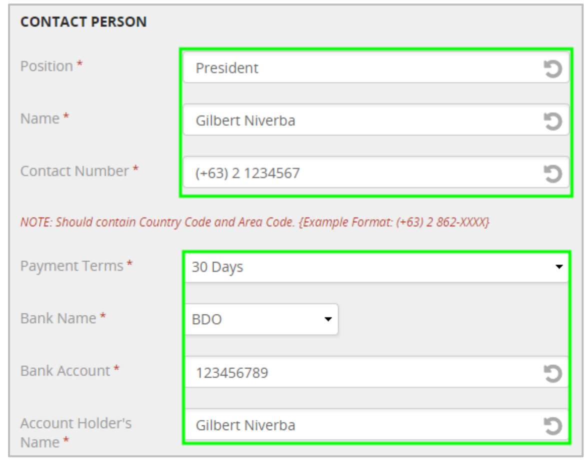
Indicate necessary Company Contact information in the corresponding boxes.



Note *Numbers should contain Country Code and Area Code (e.g., (+63) 2 (862-xxxx)*

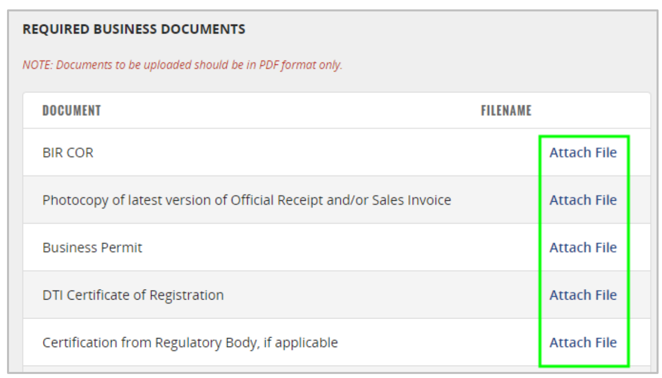
c Fill-out the Contact Person section

Indicate necessary Contact Person information in the corresponding boxes.



d Upload required business documents

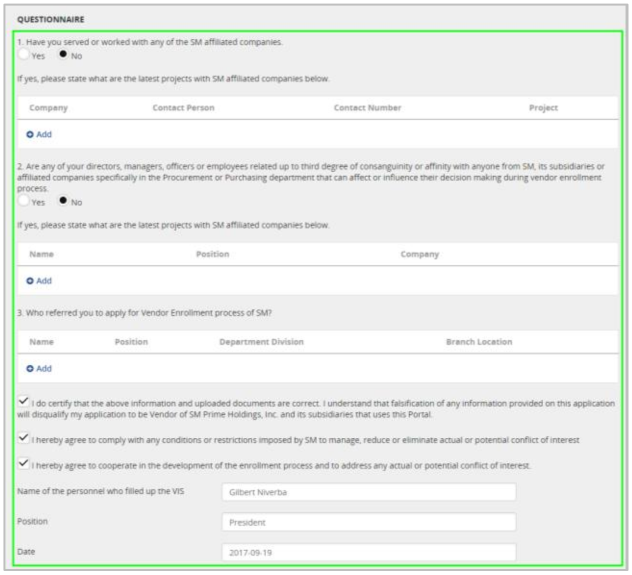
Attach required business documents onto the form by clicking **Attach File** beside the corresponding form.



In the dialog box that appears, click **Choose File** to browse for the file that you want to upload from your computer, and then click **Upload**.

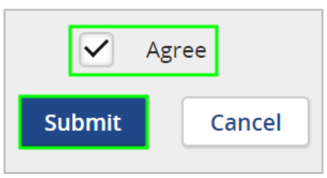
You may also be required to provide additional documents that are not in the Standard List of Requirements. You may attach this onto the form by selecting **Add Other Document** under **Other Documents**.

e Answer the Questionnaire section

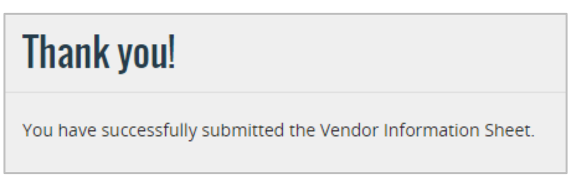


f Save the form

Select the **Agree** checkbox to signify that you agree to the listed Terms and Conditions, and then click **Submit**.



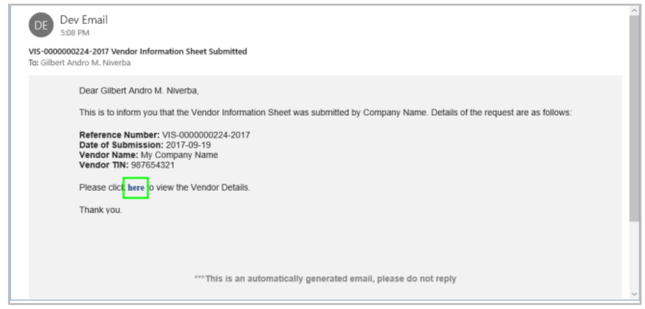
4. The confirmation page appears. You will also receive an email notification after successful submissions of the VIS.



Checker:
Check and verify submitted VIS

Perform the following if you received a Vendor DIS e-mail notification with Subject **Vendor Information Sheet Submitted**.

1. In the e-mail notification that you received, click the **Link** for viewing the vendor details.



The corresponding Vendor Information Sheet appears (shown on right).

2. If the Vendor Information is complete and correct, click **Approve** and proceed to the next section: **Enroll Vendor in VENRO**.

* **Take note of the VIS Reference Number**

Otherwise, continue to step 3.

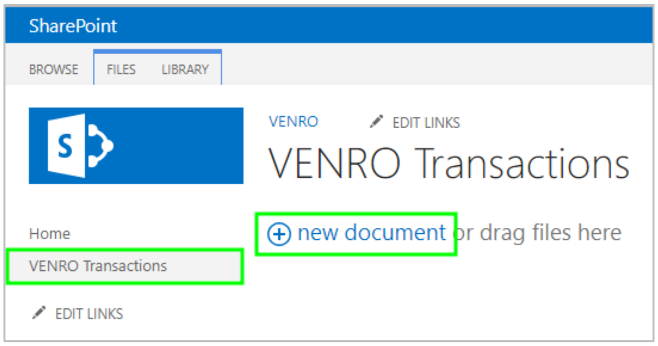
3. Inform the vendor to submit additional documents via email. Return the VIS to Vendor by clicking **Return to Vendor**.

Note: Indicate in the remarks field the reason for Vendor's modification of VIS.

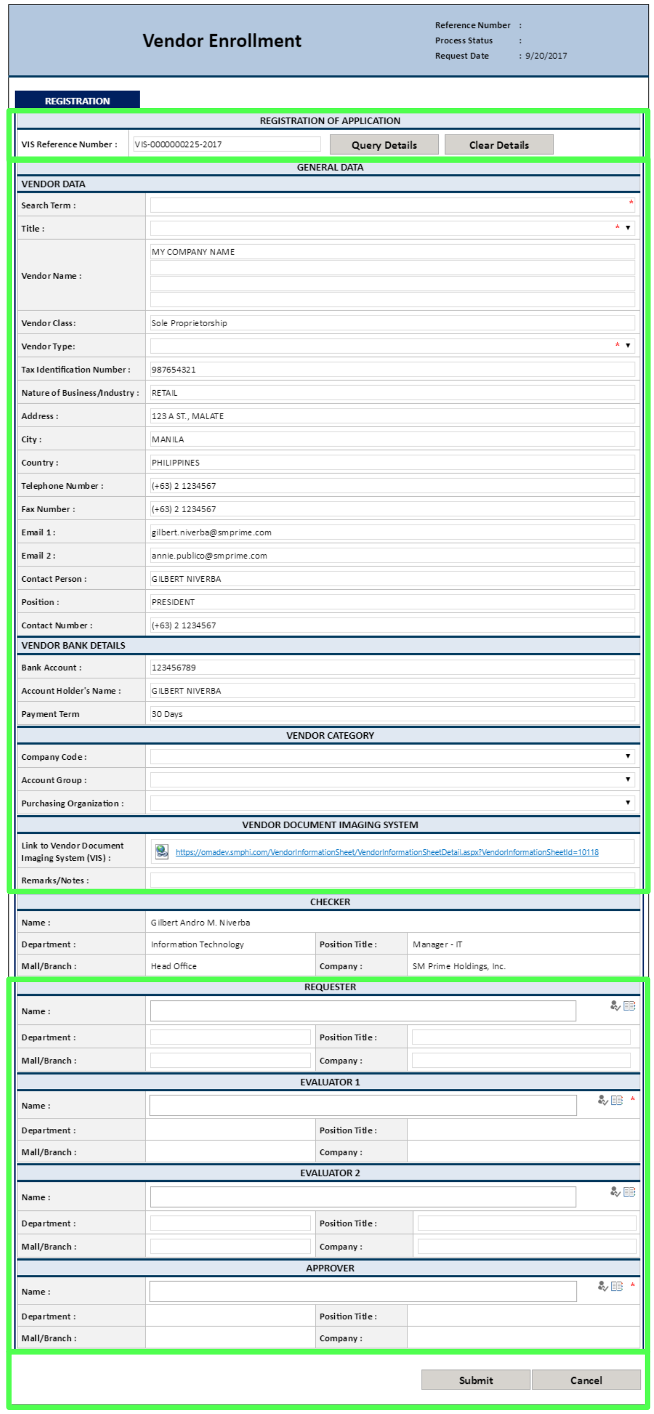
Checker:
Enroll vendor in VENRO

Perform the following after all vendor requirements are completed in the Vendor DIS.

1. Go to the VENRO site at **http://wf.sm.ph/venro**.
2. In the left navigation bar, click **VENRO Transactions**.
3. Click **New Document**. A VENRO form appears.



4. Enter necessary information into the form (shown on the right).

a


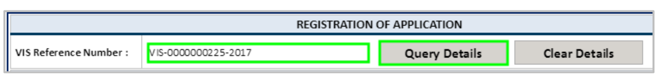
b

c

d

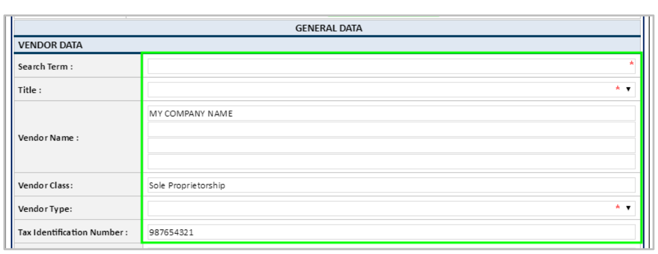
a Type the VIS Reference Number

Type the **VIS Reference Number** in the corresponding box (from Step 2 of **Check and verify submitted VIS** section), and then click **Query Details**. Vendor details are automatically displayed in the corresponding boxes.



b Indicate details about the vendor

Fill-out necessary boxes in the Vendor Data, Vendor Bank Details, Vendor Category, and Vendor Document Imaging System sections of the form.



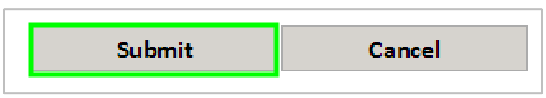
c Fill-out the Requester/Evaluator/ Approver sections

Type the **Active Directory (AD) names** of the necessary people for the request, and then click the **Check Names** icon to extract their details in Active Directory.

REQUESTER			
Name :	gilbert.niverba		
Department :	Information Technology	Position Title :	Manager - IT
Mall/Branch :	Head Office	Company :	SM Prime Holdings, Inc.

Alternative Click the **People Picker (Address Book)** icon. In the **Select People** dialog box that appears, search for the **Name** of the Approver, select the correct display name, and then click **OK**.

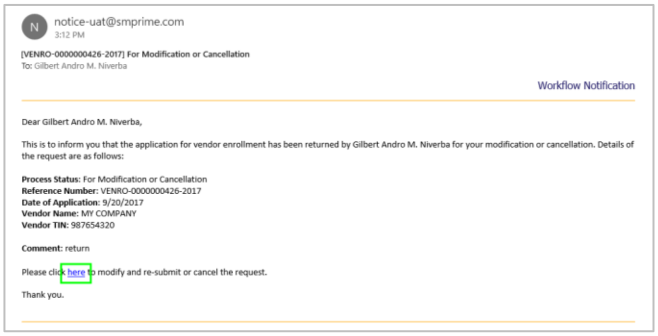
d Click Submit



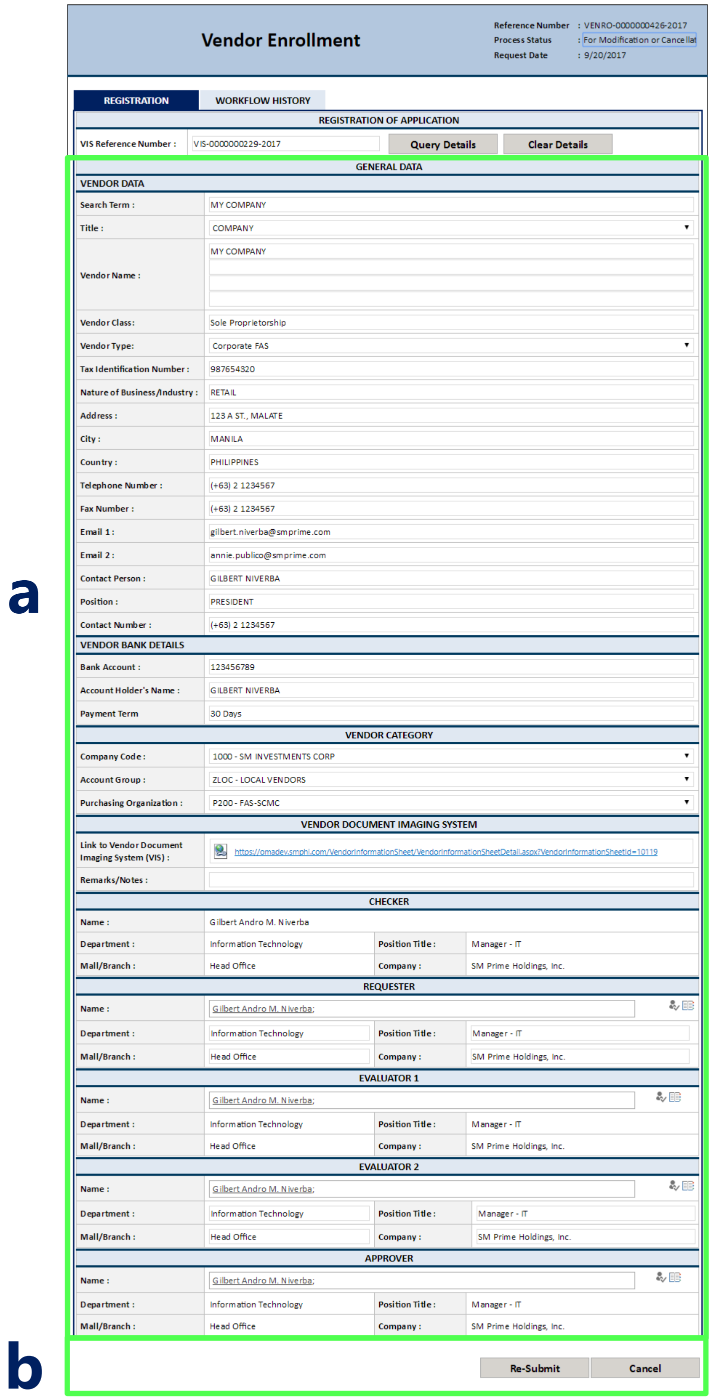
Checker:
Modify/cancel a request

If you received a VENRO email notification with the Subject **For Modification or Cancellation**, follow these steps:

1. In the e-mail notification that you received, click the **link** for responding to your task.



The corresponding Registration form appears (shown on the right).

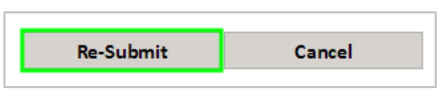


a Modify the request

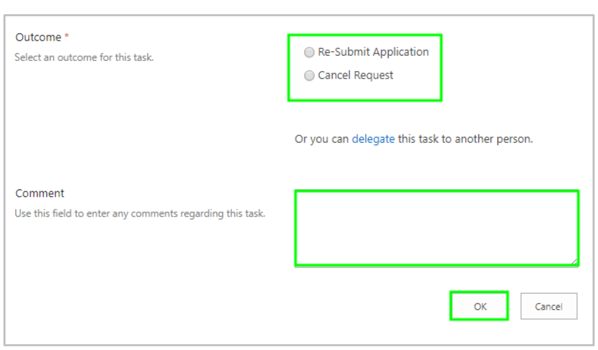
If you wish to modify the request, **modify the form** as necessary. Otherwise, click **Cancel** at the bottom of the form and proceed to step 2.

b Click Submit

When done modifying the form, click **Re-Submit**.



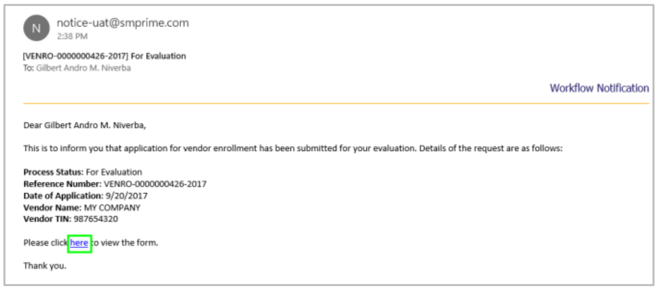
2. In the Task page that appears, select the desired **Outcome**, type a **Comment** as necessary in the corresponding box, and then click **OK**.



Evaluator:
Execute Evaluation

If you received a VENRO email notification with the Subject **For Evaluation**, follow these steps:

1. In the e-mail notification that you received, click the **link** for viewing the form.

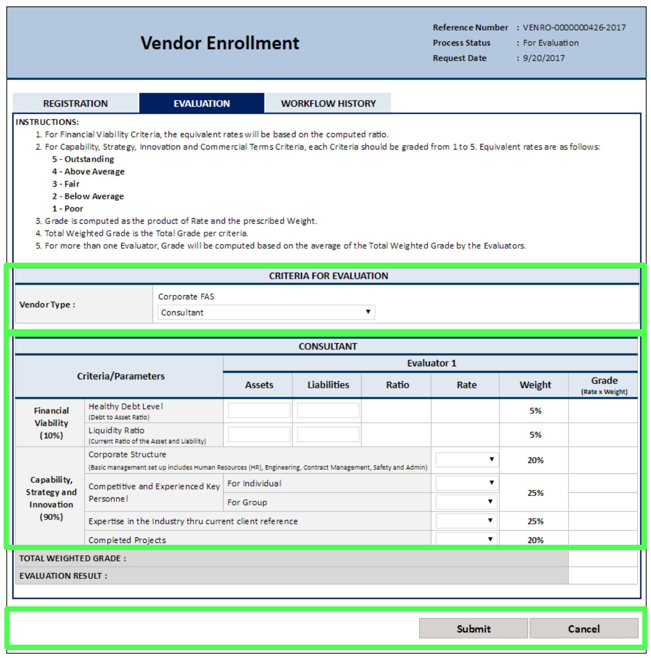


The corresponding Evaluation form appears.

a

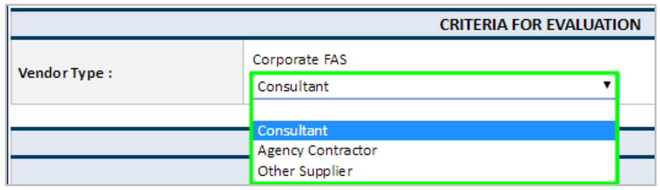
b

c



a Select the Vendor Type
*For Evaluator 1 only

Indicate if the vendor is a **Consultant**, **Agency Contractor**, or **Other Supplier**.



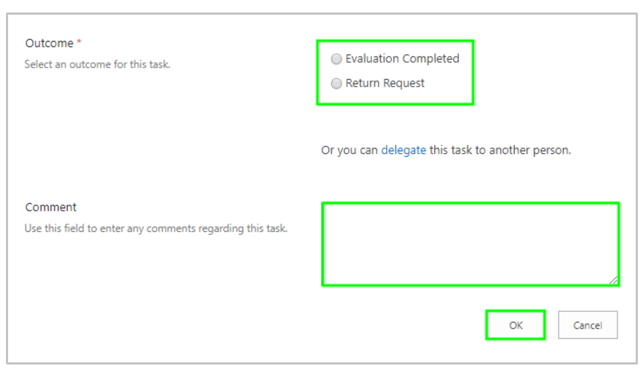
b Evaluate the Vendor based on the indicated criteria

Note The list of criteria for evaluation changes depending on the Vendor Type selected in Step a above.

CONSULTANT								
Criteria/Parameters			Evaluator 1					
			Assets	Liabilities	Ratio	Rate	Weight	Grade (Rate x Weight)
Financial Viability (10%)	Healthy Debt Level (Debt to Asset Ratio)		1	1	1.00	2	5%	0.10
	Liquidity Ratio (Current Ratio of the Asset and Liability)		1	1	1.00	4	5%	0.20
Capability, Strategy and Innovation (90%)	Corporate Structure (Basic management set up includes Human Resources (HR), Engineering, Contract Management, Safety and Admin)					5	20%	1.00
	Competitive and Experienced Key Personnel	For Individual				5	25%	0.63
		For Group				5		0.63
	Expertise in the Industry thru current client reference					5	25%	1.25
	Completed Projects					5	20%	1.00
TOTAL WEIGHTED GRADE :								4.80
EVALUATION RESULT :								Passed

c Click Submit

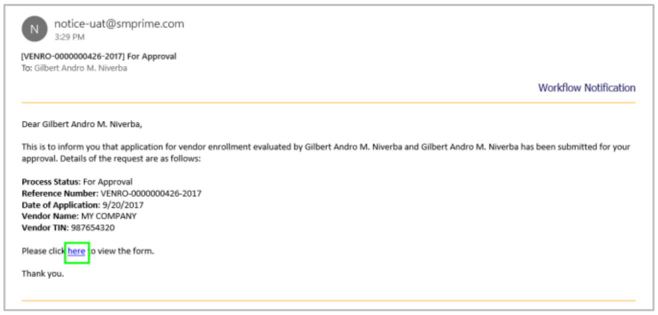
2. In the Task page that appears, select the desired **Outcome**, type a **Comment** as necessary in the corresponding box, and then click **OK**.



Approver:
Approve Enrollment

If you received a VENRO email notification with the Subject **For Approval**, follow these steps:

1. In the e-mail notification that you received, click the **link** for viewing the form.



N notice-uat@smprime.com
3:29 PM
[VENRO-0000000426-2017] For Approval
To: Gilbert Andro M. Niverba

Workflow Notification

Dear Gilbert Andro M. Niverba,

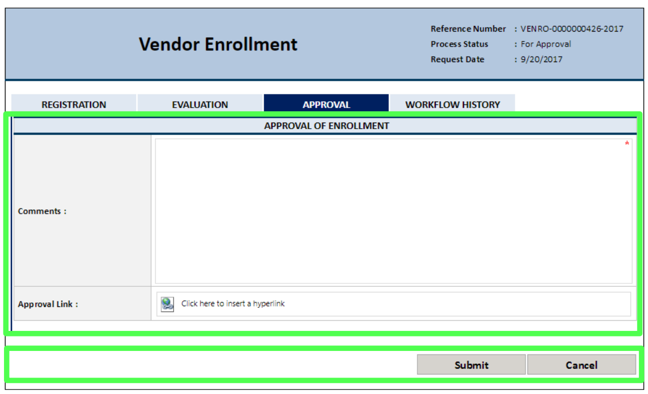
This is to inform you that application for vendor enrollment evaluated by Gilbert Andro M. Niverba and Gilbert Andro M. Niverba has been submitted for your approval. Details of the request are as follows:

Process Status: For Approval
Reference Number: VENRO-0000000426-2017
Date of Application: 9/20/2017
Vendor Name: MY COMPANY
Vendor TIN: 987654320

Please click here to view the form.

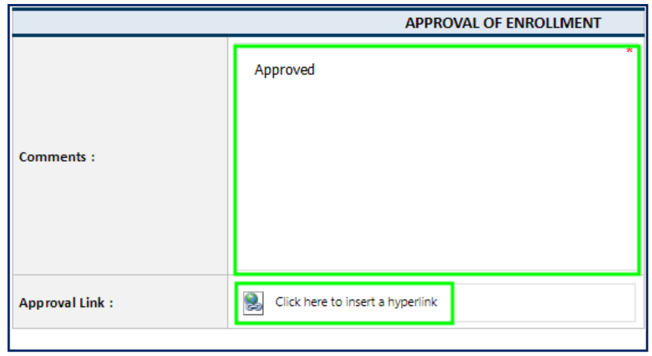
Thank you.

The corresponding Approval form appears.



a Type a Comment or attach supporting file regarding approval

Type **Comments** as necessary in the corresponding box, or insert the direct URL to supporting documents by clicking **Click here to insert a hyperlink**.



b Click Submit

2. In the Task page that appears, select the desired **Outcome**, type a **Comment** as necessary in the corresponding box, and then click **OK**.