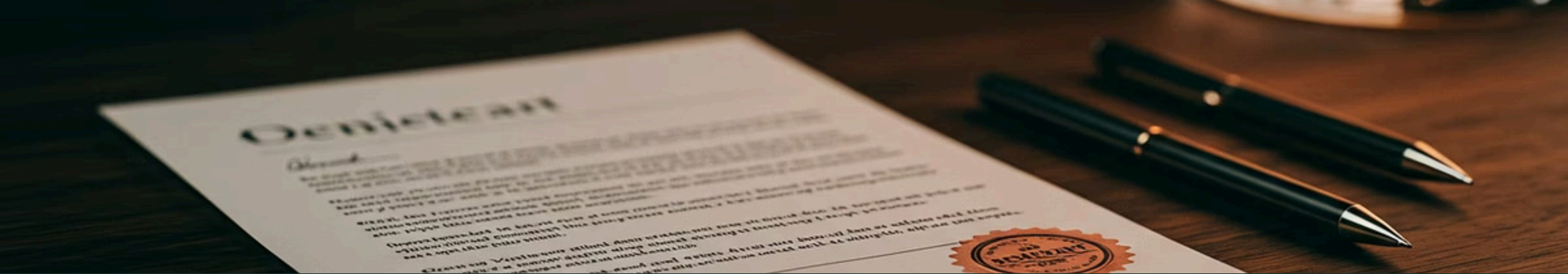


Supplier – Work Completion Certificate (WCC) User Manual

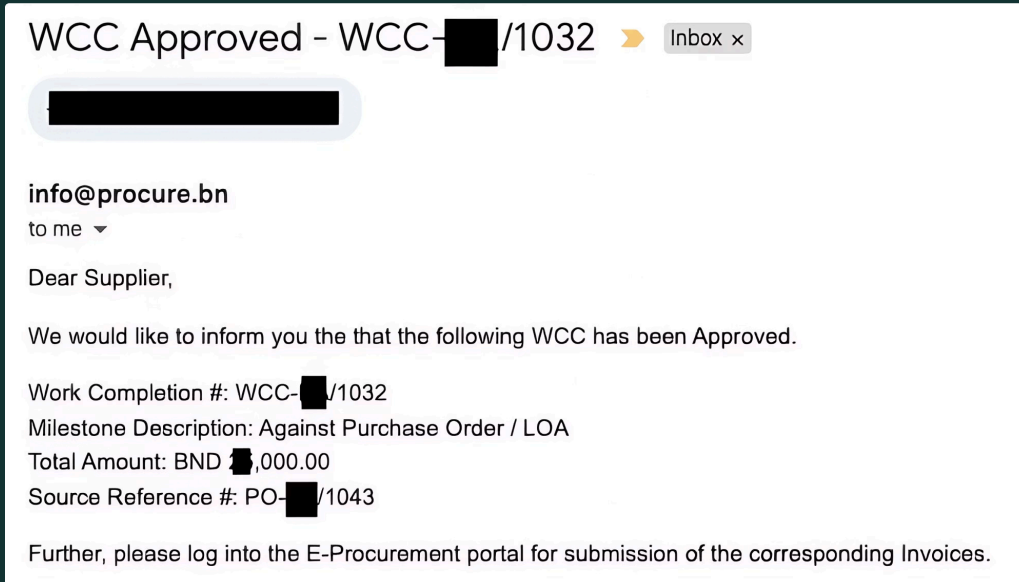


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Introduction and Objective

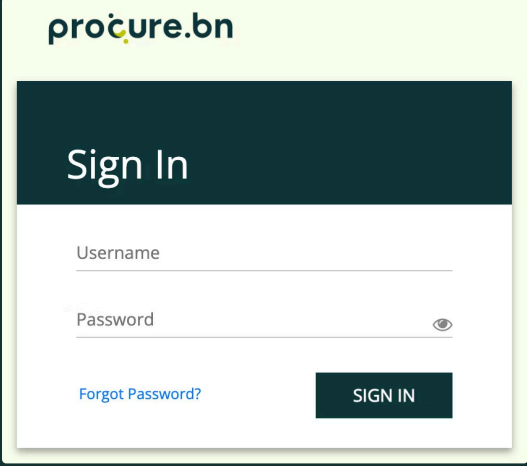


- This User Manual serves as a guide for suppliers to create Work Completion Certificate on the procure.bn Platform.
- Work Completion Certificate is an official document that is awarded by contractors at the end of any project to inform you that the project has ended.

Logging on to procure.bn Platform

Access the Login Page

Click the Click to Login. The login page appears.

A screenshot of the procure.bn login page. The page has a light green header with the 'procure.bn' logo. Below the header is a dark blue section with the text 'Sign In' in white. Underneath is a white form area with two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a blue link that says 'Forgot Password?'. To the right of the link is a dark blue button with the text 'SIGN IN' in white.

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Sign In

Username

Password

[Forgot Password?](#)

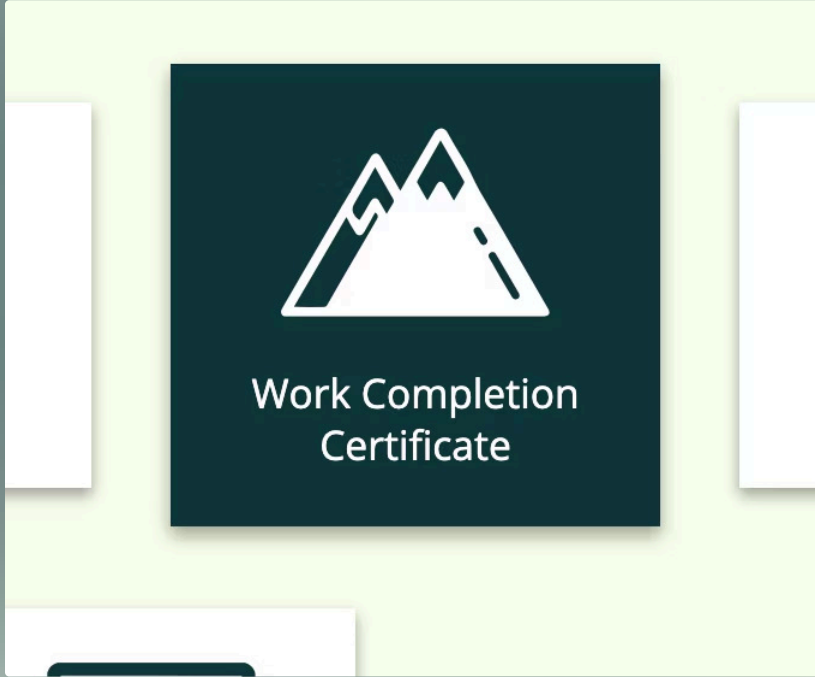
SIGN IN

Enter Username

In the Username field, enter your username and click NEXT button.

Enter Password

In the Enter Password field, enter your password and click the SIGN IN button.



WCC Creation

- 1 After Logging into procure.bn Platform. The HOME screen appears.
- 2 Enter the Work Completion Certificate by clicking the button in Home or by selecting WCC Request in Work Completion Certificate from the menu option.
- 3 You can see the list of Approved and Draft certificates in Completion Certificate Search.
- 4 Click the CREATE NEW button to create a new Work Completion Certificate.

WCC List

Work Completion Certificate List							
<div>Create New</div>							
Ref# ↓↑	Supplier Name ↓↑	Create Date ↓↑	Approved Date ↓↑	Source Doc Ref# ↓↑	Source Doc Date ↓↑	Status ↓	Action
WCC- /1000	ON BHD	25-03-2025		PO- /1008	25-03-2025	Submitted	Action ▾
-WCC/101	ON BHD	09-04-2025		PO001		Draft	Action ▾
-WCC/1011	ON BHD	09-04-2025		NA		Draft	Action ▾
-1012	ON BHD	09-04-2025		1234		Draft	Action ▾
WCC-AR/1015	ON BHD	09-04-2025		NA		Draft	Action ▾
-WCC/1009	ON BHD	09-04-2025		NA		Draft	Action ▾
WCC-1008	ON BHD	09-04-2025		NA		Draft	Action ▾
WCC-1003	ON BHD	26-03-2025		PO-1014	25-03-2025	Draft	Action ▾
WCC-1023	ON BHD	21-05-2025	21-05-2025	PO-1061	21-05-2025	Approved	Action ▾
WCC-1016	ON BHD	03-05-2025	03-05-2025	PO-1049	03-05-2025	Approved	Action ▾

Header Information

- 1 WCC No. and WCC Date fields will be auto generated once you save the Completion Certificate Details.
- 2 In the Source field, select the source of the purchase from the list: Purchase Order.
- 3 Choose Purchase Order as a source, you must first select the Source Ref. Number from the dropdown list. After that, the Total Value, Start Date, Payment Terms, Currency Type, PO Type, and Purchase Type fields in the Header Information, and the mandatory fields in the Item list will be automatically filled based on the Purchase Order created.

Completion Certificate Details

Company Name*

H

Header

WCC No.	WCC Date	Source* Purchase Order	Source Ref#* PO-1/1043- /01	ERP PO#
Contract Ref# CON- /1012	Description /01	Source Status PO Accepted	Currency* BND	Total Value 23.91
Payment Terms* 60 days	Contract Administrator N	Contract Start Date 23-04-2025	Contract End Date 31-03-2026	Classification General Purchase (Default)
Contract Type Local Purchases	Supplier Name TEST-	<input type="checkbox"/> Enable Item Level Discount	<input type="checkbox"/> Enable Item Level Tax	

BOQ Details



Add BOQ Details

Click the Add button to add the BOQ Details.

Enter the Item Code and Item Description in their respective fields. Enter the measuring unit value in the UOM field.



Enter Quantities and Rates

In the relevant fields, enter the item's quantity and rate. Using the entered amount and rate, an automatic calculation of Value and Gross Amount Value will be performed.



Apply Discounts

Select the Discount Type and enter the discount Rate, discount Value will be automatically generated. Net value will be auto calculated by deducting the discount value from the gross amount value.






Set Dates and Delivery Details

Select the Item Need by Date and Completion Date.

Enter the Delivered Qty, Delivered % and Delivered Value will be automatically generated based on the value entered in the delivered quantity.

Use delete icon in the action tab to delete the entered Item list.

 BOQ Details

Description*	UOM*	Quantity*	Rate*	Value*	Need by Date	Completion Date*	Delivered Qty.*	Delivered %	Pending Qty.	Delivered Value
S/01	Project	175.00	5,000.00	875,000.00		06-07-2025 	12.00	6.86		60,000.00
S/02	Unit	8,809.00	67.99	598,923.91		06-07-2025 	0.99	0.01		67.31
	Gross Amount			1,473,923.91						60,067.31
	Discount		0	NA						NA
	Net value			1,473,923.91						60,067.31
	Tax Amount			NA						NA
	Total Amount			1,473,923.91						60,067.31

WCC Milestone Configuration

Select the appropriate milestone that your Work Completion Certificate belongs to from the dropdown menu. Each milestone represents a specific phase or deliverable in your project timeline.

Ensure you enter accurate values for milestone completion percentages and deliverable details. These values will be used to track project progress and calculate payments according to your contract terms.

Milestones								
Serial #	Milestone Description	Basis (Fixed or % or Quantity)	Value as per Contract	Work Completion Date	Value Claim in WCC	Action		
1	10186	% (10.00)	6,000.00	05-07-2025	6,000.00			
2	10189	% (15.00)	10.10	04-07-2025	9.90			

Work Completion Details	
WCCAmount	6,010.20

Work Completion Details

\$0

WCC Amount Value
Generated automatically
from the Net Value in
BOQ Details

\$0

Tax Amount Value
Generated automatically
from the Tax Amount
Value in BOQ Details

\$0

Total Amount Value
Generated automatically
from the Total Amount
Value in BOQ Details

The Work Completion Details section provides a summary of the financial aspects of your Work Completion Certificate, with values automatically calculated from your BOQ entries.



Mandatory Attachment Section

The Mandatory Attachment Section requires you to upload essential documents that must accompany your Work Completion Certificate.

- 1 Choose a Category from the dropdown list
- 2 Add a Description for the document being uploaded
- 3 Attach a document by clicking the upload button

Once the attachment has been successfully uploaded, the system will automatically record and display:

- Upload Date & Time
- Uploaded By (username)

Supporting Document					
Category	Description*	File upload	Upload Date	Uploaded by	Action
WCC Doc	Signed delivery form	WCC List.png	06-07-2025	TEST- <div></div>	 

Document Category

Select

▼

Description

Upload File

Uploaded Documents

Category	Description	File upload	Uploaded by	Uploaded Date	Action
.Refer Attachment	Photos	Screenshot 2025-07-06 at 12.28.27 PM.png	TEST- <div>No file chosen</div>	06-07-2025	<div><div></div><div></div></div>

Optional Attachment Section

Select Document Details

Select the Document Category, add a Document description and click the Upload File button to attach a document.

Review Attached Documents

Attached documents will appear in the separate row where you can download the attached document and verify it by clicking the download icon in the action tab.

Save Your Work

Verify the details entered and click the Save button. The message that reads "Work Completion data updated" will appear at the top of the screen.

Submit Your Work Completion Certificate

After saving your Work Completion Certificate:

- WCC No. and WCC Date will be generated automatically
- Review all information for accuracy
- Click the Submit button to complete the process

Upon successful submission, you will see a confirmation message:

"Work Completion Certificate Details are submitted with reference No. XXXXXXXXXXXX"

This reference number confirms that your WCC has been successfully sent to the buyer for review.

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Menu

Completion Certificate Details

Company Name*

Work Completion Certificate Details are submitted with reference No. WCC-

/1038

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Header

WCC No.

WCC-

1038

WCC Date

06-07-2025

Source*

Purchase Order