

Appendix H: Vendor Billing, Issue/Service Log and Equipment Condition Assessment reports

SN	Title Description of data Field
Vendor Statement of Accounts	
A	Full Name of the SATS Entity Billed (invoiced)
B	Vendor's Invoice reference Number
C	Invoice Date
D	Invoiced Currency
E	Amount invoiced under fixed unit rates (excluding GST & taxes)
F	Amount billed on time & material basis (excluding GST & taxes)
G	Invoice Total Amount = E + F (excluding GST & taxes)
H	Number of Invoice line items (for each individual unique invoice)
i	Name & email address of the SATS staff (& Department) to whom the invoice is addressed to.
j	The respective Deliver Order reference Numbers (DO No. / Delivery Note No.) or the Service Report (SR) No.
K	The respective DATE of the Deliver Order (DO No. / Delivery Note No.) or the Service Report (SR) No.
L	SATS Equipment ID
M	SATS Cost Center
N	Name of the SATS (staff) signatory certifying receipt/completion on the Delivery Order (DO) or the Service Report (SR)
O	The Respective SATS PO numbers (where available) or Award Letter ref. No. (the SATS CPTM ref. No.: CT/CW/CP____)
P	The SATS PO issued date (or date of the SATS award letter)
Q	The SATS Required Delivery / Completion Date on the PO (or the SATS award letter or as stated in the contract)
R	The SATS Entity & Department, who issued the Purchase Order (or the Award Letter, eg. SATS Ltd CPTM)
S	Vendor's Remarks/ Comments & Inputs
T	(any) Variation Orders (VO) due to SATS request, stating the amount billed
U	(any) Credit Notes, concessions, discounts etc. (stating the amount)
V	Records of (any) LD, penalties, recharge and warranty returns (stating the amount)
W	Central Procurement Inputs & remarks

Issue Log

1.	Vendor's quote Ref / date / approval of award by authority
2.	Date Issued is Logged
3.	Approved to proceed by: SATS Designation, Name & BU/Dept
4.	Quoted Amts. / total value & Shipping info
5.	Scope or Works and/or Scope of Supply
6.	SATS Equipment ID
7.	Equipment Fault / Breakdown details
8.	Service Complaint (Delay etc.)
9.	SATS PO / LOA (if applicable)
10.	Current Equipment status
11.	Any Quality or Delivery issues? Any Complaints?
12.	OPS / End User request to Vendor for follow up
13.	Vendor's follow up Action plan
14.	Vendor Invoice Ref no & Invoiced Amts.

Equipment Condition Assessment report

1.)	Equipment Location / Address
2.)	SATS Biz Entity name for Billing

SN	Title Description of data Field
3.)	SATS Cost Center
4.)	SATS person in charge (Ops Contact Point)
5.)	General Equipment Description or Type classification (configuration info: load / height / size limits, payload)
6.)	Equipment / Vehicle ID No.-(aka. License Plate No.)
7.)	OEM Brand
8.)	OEM Model Number & details/info
9.)	OEM Manufacturer's Serial number on the equipment
10.)	OEM Model's Year of Manufacture (where available)
11.)	Engine Type & HorsePower (power rating KW)
12.)	Other Config. Requirements:cctv, bar light reverse sensors etc.
13.)	Estimated / projected Timeline (year) for Obsolescence and replacement
14.)	"Total Equipment Cost" (to date) SGD =A+B+C+D+E+F
	A. Total Equipment Maintenance Cost (to date) SGD
	B. Total Spare parts cost to date (SGD)
	C. Total Preventive Maintenance Cost to date (SGD)
	D. Total Corrective Maintenance Cost to date (SGD)
	E. Total Cost of Equipment enhancements/modifications to date (SGD)
	F. Total Accident repair Cost accumulated to date (SGD)
15.)	Total No. of PMs (to date)
16.)	Total No. of CM Work Orders (to date)
17.)	Vendor Remarks/Recommendation

Service Log

SN	Title Description of data Field
i.	BU Unit
ii.	Make/Model
iii.	"Equipment ID or Vehicle No"
iv.	Name of SATS staff issuing request to vendor for servicing
v.	GSE Mileage recorded at collection (where available)
vi.	Total Engine Hours recorded at collection (where available)
vii.	Vendor's Quotation Ref No.
viii.	"SATS PR No. / PO No."
ix.	Date Equipment is Collected for Servicing (Start Servicing)
x.	Turn Around Time (TAT) Calendar Days
xi.	Date Equipment is Returned after Servicing
xii.	Name of SATS staff certifying work done
xiii.	SATS PR No.
xiv.	Date of PM Servicing
xv.	Date of AdHoc CM Servicing
xvi.	Total Cost of PM Servicing
xvii.	Total Cost of AdHoc CM Servicing
xviii.	Sub-system 1 cost details
xix.	Sub-system 2 cost details
xx.	Assy 3 cost details
xxi.	Sub-system 4 cost details
xxii.	Cost of Accident & damage repair works
xxiii.	Cost of Other Refurbishment works
xxiv.	Cost of Labor for Overhaul works only
xxv.	Cost of Labor Services for CM works only
xxvi.	Cost of Vehicle Enhancements (Project work)
xxvii.	Cost of All other Misc. Costs
xxviii.	Total Value of work done for this incident/Servicing
xxix.	Vendor's Remarks