



# Portal Website *for* Contractor

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**Electronic Document Management System (EDMS)**



# Agenda

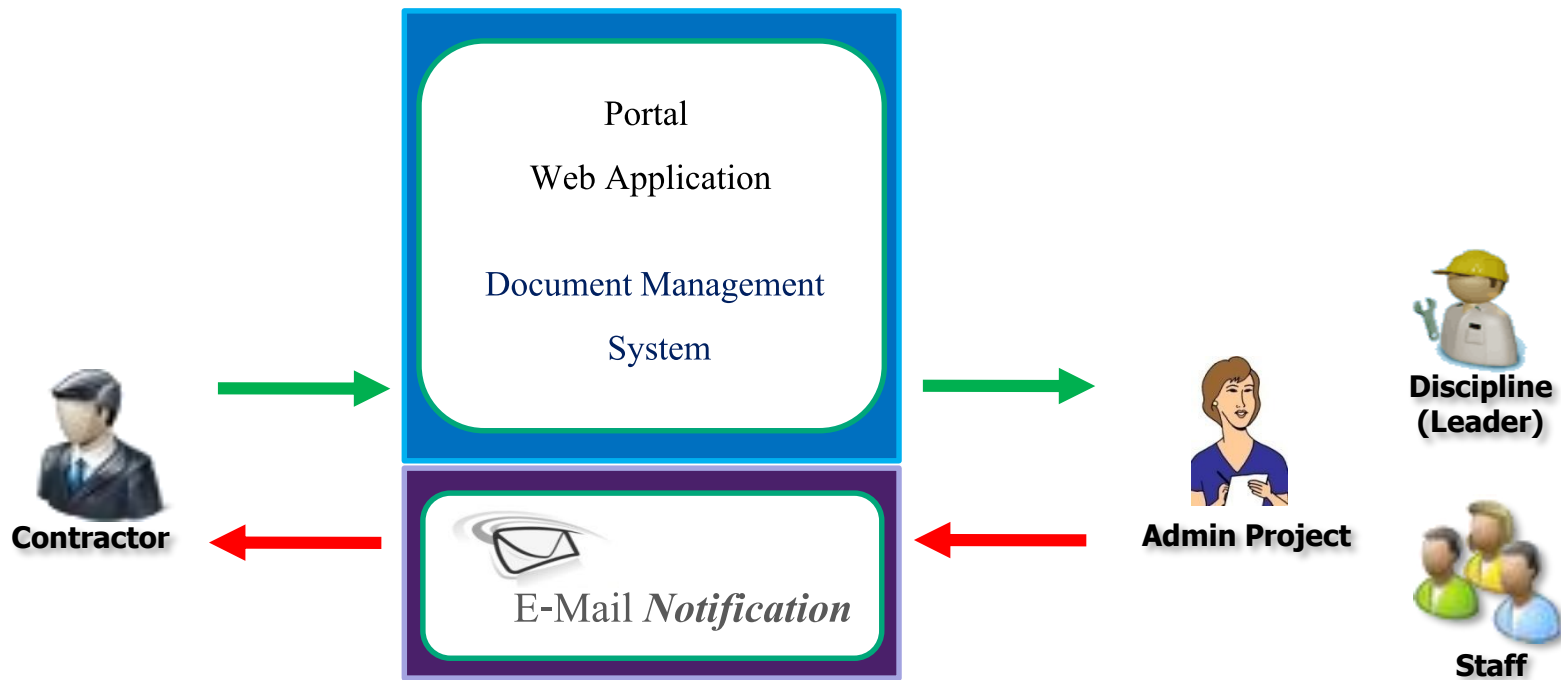
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Session 1      Overview : Portal Web Application

Session 2      Workshop

# Overview : Portal Web Application

- ✓ Re-Check and Confirm Attachment
- ✓ Reduce E-mail Size



# Easy-Step to *Submit* Documents

## 1. Prepare the documents

- Correspondence (Letter/Transmittal)
- Attachment (Drawing/Other Enclosure)
- In case : Drawing attachment, Excel file-list is required.*

The **file-name** of the documents shall be applied as **the commitment format.**

## 2. Login and Upload Documents

URL = <http://edmpXXXX.egat.co.th>

**XXXX = Project Code**

For example : **GPD**, **GSRC**, etc.

Electronic Document Management for Power Plant Project

EGAT  
Power for Thai Happiness

User name

Password

Login Cancel

Contractor

Send Document to EGAT

## 3. Get an E-Mail notification



Subject = EGAT **XXXX** : Successful Submission

# Example : Email Notification

Reply Reply All Forward         

**EGAT PRJCODE : Successful Submissions PRJCODE-T-SCIEC-0410**

edm helpdesk

To: [contractor@abc.com](mailto:contractor@abc.com)

Cc: [proj-team@egat.co.th](mailto:proj-team@egat.co.th); [proj-admin@egat.co.th](mailto:proj-admin@egat.co.th)

Dear Sir,

**The Submission is successful.**

Date : 3/22/2014 9:41:52 AM

Correspondence from Contractor to EGAT : **PRJCODE-T-SCIEC-0410.PDF**

PRJCODE-D-SCIEC-22UXY-0001.PDF

PRJCODE-D-SCIEC-22UXY-0002.PDF

PRJCODE-D-SCIEC-22UXY-0011.PDF

PRJCODE-D-SCIEC-22UXY-0200.PDF

PRJCODE-T-SCIEC-0410.PDF

PRJCODE-T-SCIEC-0410.XLS

contact via E-MAIL : [proj-admin@egat.co.th](mailto:proj-admin@egat.co.th)

# Email Notification from EGAT Reply

## 1. Get an E-Mail

 Email with Link

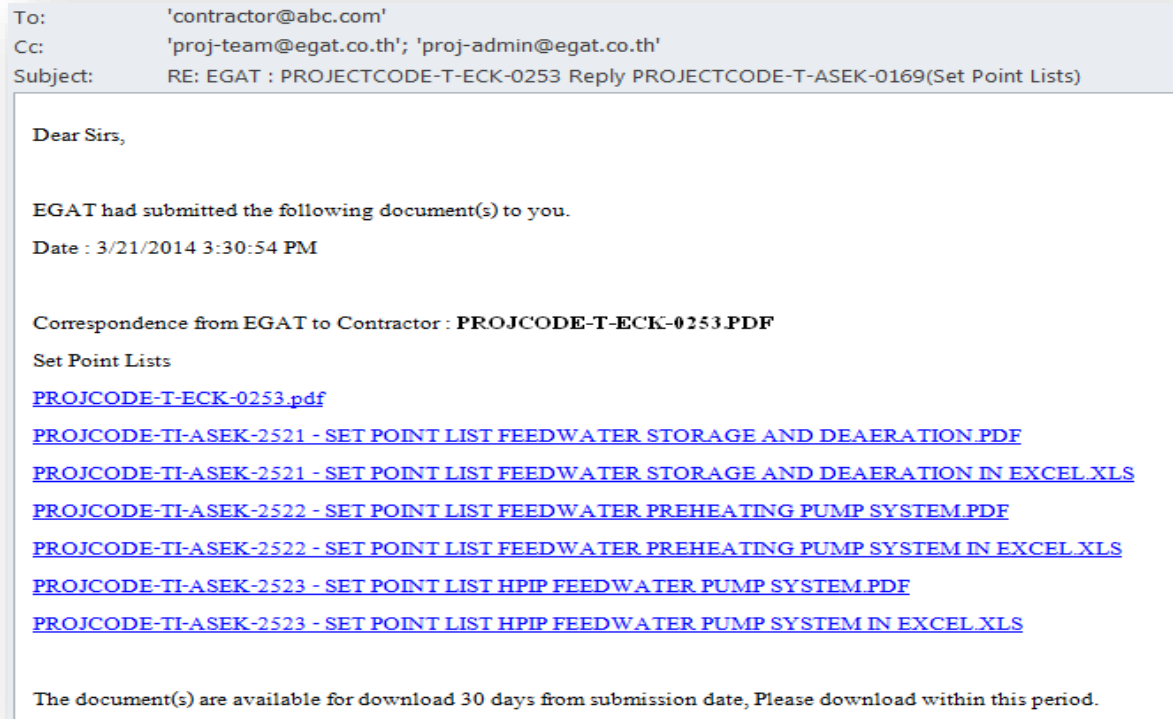


Subject = EGAT : **XXXX** [Correspondence Number] Reply ...

**XXXX = Project Code**

For example : **MMRP1**, **HDI-KT**, etc.

## 2. Click Link to Download Documents



# File Name Format (Correspondence)

## Example Transmittal : GPD-MPS-OEE-T-C-19-0001

Project Code	Sender	Receiver	Document Type	Discipline	Year	Running Number
<b>GPD</b>	<b>GPD</b> = Gulf PD Company Limited	<b>GPD</b> = Gulf PD Company Limited	<b>L</b> = Letter <b>T</b> = Transmittal	<b>B</b> = General Project Issue <b>C</b> = Civil/Structural/Architectural <b>M</b> = Mechanical <b>E</b> = Electrical <b>I</b> = Instrumentation and Control <b>G</b> = General Correspondence <b>S</b> = Safety and Environmental Issue <b>O</b> = Commissioning	<b>20</b> = 2020	<b>NNNN</b>
	<b>OEE</b> = Owner's Engineer (EGAT)	<b>OEE</b> = Owner's Engineer (EGAT)				
	<b>MPS</b> = MHPS-PTC	<b>MPS</b> = MHPS-PTC				
	<b>MHQ</b> = Mitsubishi Hitachi Power Systems, LTD Headquarter	<b>MHQ</b> = Mitsubishi Hitachi Power Systems, LTD Headquarter				
	<b>TGO</b> = Mitsubishi Hitachi Power Systems, LTD Takasago	<b>TGO</b> = Mitsubishi Hitachi Power Systems, LTD Takasago				
	<b>HTC</b> = Mitsubishi Hitachi Power Systems, LTD Hitachi	<b>HTC</b> = Mitsubishi Hitachi Power Systems, LTD Hitachi				
	<b>MEL</b> = Mitsubishi Electric Corporation Kobe	<b>MEL</b> = Mitsubishi Electric Corporation Kobe				
	<b>SNT</b> = Sino-Thai Engineering & Construction Public Company Limited	<b>SNT</b> = Sino-Thai Engineering & Construction Public Company Limited				

# File Name Format (Attachment)

## Example Drawing : GPD-MPS-EA-10KKS-0001

Project Code	Initiator Code	Discipline	Type of Document	Block and Unit Designators	KKS Code	Running Number
<b>GPD</b>	<p><b>MPS</b> = submission from MHPS-PTC</p> <p><b>MHQ</b> = submission from Mitsubishi Hitachi Power Systems, LTD Headquarter</p> <p><b>TGO</b> = submission from Mitsubishi Hitachi Power Systems, LTD Takasago</p> <p><b>HTC</b> = submission from Mitsubishi Hitachi Power Systems, LTD Hitachi</p> <p><b>MEL</b> = submission from Mitsubishi Electric Corporation Kobe</p> <p><b>SNT</b> = submission from Sino-Thai Engineering &amp; Construction Public Company Limited</p>	<p><b>C</b> = Civil, Structural and Architectural</p> <p><b>E</b> = Electrical</p> <p><b>I</b> = Instrumentation and Control</p> <p><b>M</b> = Mechanical</p> <p><b>N</b> = Environmental</p> <p><b>O</b> = Non-specific</p> <p><b>S</b> = Commissioning</p>	<p><u><b>Drawing</b></u></p> <p><b>A</b> = Arrangement</p> <p><b>D</b> = Diagrams</p> <p><b>F</b> = Physical Design</p> <p><b>G</b> = Physical Construction</p> <p><u><b>Technical Information</b></u></p> <p><b>B</b> = Concept Documents</p> <p><b>C</b> = Calculations</p> <p><b>E</b> = Method Statements</p> <p><b>L</b> = Lists ex. Equipment</p> <p><b>O</b> = Manuals</p> <p><b>M</b> = Erection Procedures</p> <p><b>P</b> = Specifications</p> <p><b>S</b> = System Descriptions</p> <p><b>T</b> = Test Procedures</p> <p><b>U</b> = Commissioning Procedures</p> <p><b>X</b> = Studies</p> <p><b>Y</b> = Other</p>	<p><b>10</b> = Block 1</p> <p><b>20</b> = Block 2</p> <p><b>30</b> = Block 3</p> <p><b>40</b> = Block 4</p> <p><b>90</b> = non-Block</p> <p><b>91</b> = Block 1 and Block 2 related Common Facilities</p> <p><b>92</b> = Block 3 and Block 4 related Common Facilities</p>	<b>KKS</b>	<b>NNNN</b>

# How to Use

Contractor

Send Document to EGAT

Project Document

Download

1

Login to Portal Website

Electronic Document Management for Power Plant Project



User name

Password

Login

Cancel

URL = <http://edmpXXXX.egat.co.th>

**XXXX = Project Code**

For example : **GPD, GSRC**, etc.

EDM for Power Plant Project

Welcome

Project :

Logout

LetterTransmittal



Date : October 06,2017

Send Document to EGAT

2

Select Type :

Letter or Transmittal

General Information

Project

The Consortium of

ATTN.

Correspondence Type  Letter  Transmittal

Letter

Letter



LETTER

Choose File No file chosen

Lists of Enclosures

Choose Files No file chosen

Add Files

3

Browse Files

- Correspondence
- Attachment
  - [Browse Excel file Drawing List]
- Drawing

Input Criteria

Subject/Title\*

4

Contact Information

CC

Contract No. W100295-2387-12/2555-

MMRP1

ALSTOM Power System

Tel

Fax

Fill in "Subject/Title" text box with the summary about the correspondence.

Upload

5

Click "Upload" and "Submit"



# Login to the portal website to download the documents

## Menu : Download

**EGAT**  
Power for Thai Happiness

EDM for Power Plant Project

Welcome Contractor Name / Project : Project Name Logout

**Contractor**  
Send Document to EGAT

**Project Document**  
Download

**Download Document**

**Search Criteria**

Documents submitted by : Contractor ▾

Submit-Date : Today ▾

Search by Correspondence ▾

Search by Correspondence  
Search by Subject/Title  
Search by Description

Search Clear Export

Fill in "Keyword" textbox with the summary about the correspondence



## *Submit* Documents

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Examples of *Invalid Case*

# Example : Invalid File Name Format

**Notice :** Please re-check filename format

The screenshot displays the EGAT web portal interface. At the top left is the EGAT logo with the tagline "Power for Thai Happiness". The main header area includes the text "Mae Moh Power Plant Project" and "Mae Moh Power Plant Units 4-7 Replacement Project Logout". A navigation menu on the left contains "Contractor", "Send Document to EGAT", "Project Document", and "Download". A central panel titled "Send Document to EGAT" shows the date "October 06, 2017" and "General Information" for the project. Below this is a "Transmittal" section with a "Formal Transmittal sheet" area containing a PDF icon and a "Choose File" button. A red error message "Please re-check file-name format !!" is displayed next to the button. Further down, there are sections for "Lists of Drawing/Technical Information" and "Attach File", which includes "Step 1 : File Transmittal(Excel)" and "Step 2 : File Drawings", each with a "Choose File" button. A blue question mark icon is visible next to the "Step 2" button. A small dialog box is overlaid on the page, displaying the message "edmpmmp1.egat.co.th says: Please re-check file-name format !!" with an "OK" button.

# Example : Invalid File Name Format

**Notice :** [Filename is invalid format]

The screenshot shows the 'Send Document to EGAT' interface. The page title is 'EDM for Power Plant Project'. The user is logged in as 'LetterTransmittal'. The date is October 19, 2017. The project is 'Bang Pakong Combined Cycle (Units 1-2 Replacement) Project'. The correspondence type is 'Transmittal'. The user is in the 'Transmittal' section, where they have uploaded a PDF file named 'BPRP1-T-BVTEC-9999.PDF'. Below this, there are sections for 'Attach File' (Step 1: File Transmittal(Excel) with file 'BPRP1-T-BVTEC-9999') and 'Step 2: File Drawings' (with 'Add Files' button). At the bottom, a table lists attachments, with the second row showing an error: 'BPRP1-TI-BVTEZ-7445 [Filename is invalid format]'.

**EGAT**  
Power for Thai Happiness

Welcome Black & Veatch (Thailand) Ltd. / Project : Bang Pakong Combined Cycle (Units 1-2 Replacement) Project [Logout](#)

[LetterTransmittal](#)

**Send Document to EGAT** Date : October 19,2017

**General Information**

Project : Bang Pakong Combined Cycle (Units 1-2 Replacement) Project  
The Consortium of : The Consortium  
ATTN. :  
Correspondence Type :  Letter  Transmittal

**Transmittal**

Formal Transmittal sheet

**TRANSMITTAL**  
  No file chosen **BPRP1-T-BVTEC-9999.PDF**

Lists of Drawing/Technical Information

**Attach File**

Step 1 : File Transmittal(Excel)

No file chosen **BPRP1-T-BVTEC-9999**

Step 2 : File Drawings

No file chosen

Item	Drawings/Technical Number	Description/Title	Revision	Type	Attachment
1	BPRP1-TI-BVTEC-7444	Technical Information for Multimedia Filter	1	For Information	BPRP1-TI-BVTEC-7444.PDF
2	BPRP1-TI-BVTEZ-7445 [Filename is invalid format]	Technical Information for Multimedia Filter 2	1	For Information	

# Example : Invalid File Name Format

**Notice** : Please browse the total correct file-name attachment



The screenshot displays the EGAT web application interface for the 'EDM for Power Plant Project'. The page title is 'EDM for Power Plant Project' and the user is identified as 'Welcome Marubeni Corporation / Project : Mae Moh Power Plant Units 4-7 Replacement Project'. The date is 'January 08, 2018'. A navigation menu on the left includes 'Contractor', 'Send Document to EGAT', 'Project Document', and 'Download'. The main content area is titled 'Send Document to EGAT' and contains a 'General Information' section with fields for Project, The Consor, ATTN, and Corresponden. A modal dialog box is overlaid on the page with the message 'Please browse the total correct file-name attachment.' and an 'OK' button. Below the dialog, the 'Transmittal' section shows a 'Formal Transmittal sheet' with a PDF icon and the text 'TRANSMITTAL'. A 'Browse...' button is followed by 'No file selected.' and the filename 'MMRP1-T-MCEM-9999.PDF'. The 'Lists of Drawing/Technical Information' section has an 'Attach File' section with 'Step 1 : File Transmittal(Excel)' and 'Step 2 : File Drawings'. Both steps have 'Browse...' buttons followed by 'No file selected.' and a 'Add Files' button at the bottom.

# Example : Length of Correspondence File Name

**Notice :** The maximum length of a Correspondence file name is 30 characters.

EDM for Power Plant Project

Welcome Project Logout

Letter Transmittal  

**Contractor**

- Send Document to EGAT
- Project Document**
- Download

**Send Document to EGAT** Date : October 06, 2017

**General Information**

Project


The Consortium of

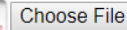
ATTN.

Correspondence Type  Letter  Transmittal

**Transmittal**

Formal Transmittal sheet

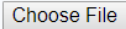

 **TRANSMITTAL**

 No file chosen The maximum length of a correspondence file name is 30 characters. Please fill in the detail of the correspondence in "Description" text box.

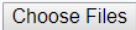

Lists of Drawing/Technical Information


**Attach File**

Step 1 : File Transmittal(Excel)

 No file chosen 

Step 2 : File Drawings

 No file chosen 



**Input Criteria**

Subject/Title\*

**Contact Information**

# Example : Length of Drawings File Name

**Notice :** The maximum length of a Drawing file name is 30 characters.

The screenshot illustrates a web application interface for document submission. A dialog box titled "Attach File" is overlaid on the page, containing two steps: "Step 1 : File Transmittal(Excel) The maximum length of a Drawing file name is 30 characters." and "Step 2 : File Drawings". Below the warning, there is a "Select" button and a "Submit" button. An "Open" dialog box is also visible, showing a file named "MMRP1-T-ASEC-8888.xls" selected in a folder named "MMRP1-T-ASEC-8888---test long-name-dra...". The background shows a "Send Document to EGAT" form with sections for "General Information" and "Input Criteria".

Item	Drawings/Technical Number
No records to display.	



Drawings/Technical Number	
SBRP1-D-SAEK-00ABC-00501	Technical I
SBRP1-D-SAEK-00ABC-00501254651	Technical I

# Example : Duplicate file name of the correspondence

**Notice :** This Correspondence (Letter/Transmittal) number has been sent.  
Please re-check the file-name.

EDM for Power Plant Project

EGAT  
Power for Thai Happiness


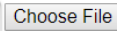

Welcome Project : Logout  
LetterTransmittal  

Contractor  
Send Document to EGAT  
Project Document  
Download

Send Document to EGAT Date : October 06,2017

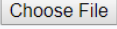

**General Information**  
Project  
The Consortium of  
ATTN.  
Correspondence Type  Letter  Transmittal

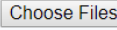

**Transmittal**


Formal Transmittal sheet  
 **TRANSMITTAL**  
 No file chosen  
 **check the file-name.** This correspondence number has been sent. Please re-

Lists of Drawing/Technical Information

**Attach File**

Step 1 : File Transmittal(Excel)  
 No file chosen 


Step 2 : File Drawings  
 No file chosen 



**Input Criteria**  
Subject/Title\*

# Example : Can not resubmit the not yet reply drawings



**Notice :** ["Please wait for EGAT-Reply"]



Power for Thai Happiness

EDM for Power Plant Project

Welcome Project : Logout

Letter Transmittal  

**Contractor**

Send Document to EGAT

**Project Document**

Download

### Send Document to EGAT


Date : October 06,2017


**General Information**

Project  
The Consortium of  
ATTN.  
Correspondence Type  Letter  Transmittal

**Transmittal**

Formal Transmittal sheet


 **TRANSMITTAL**

  No file chosen [MMRP1-T-ASEB-9988.PDF](#)


Lists of Drawing/Technical Information

**Attach File**

Step 1 : File Transmittal(Excel)

No file chosen [MMRP1-T-ASEB-9988](#) 

Step 2 : File Drawings

No file chosen 

Item	Drawings/Technical Number	Description/Title	Revision	Type	Attachment
1	MMRP1-D-ASEB-HAN-8787	Boiler Aqueous Ammonia Equipment Isometric Drawings	B [ "Please wait for EGAT-Reply" ]	For Action Required	



# Workshop

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***Submit* Documents to EGAT**



**Questions ?**

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**THANK YOU for YOUR Cooperation**

**Electronic Document Management System for Power Plant (EDMS *for pp*)**

**Contact IT**

Email : [helpdesk\\_ppdoc@egat.co.th](mailto:helpdesk_ppdoc@egat.co.th)

Tel : +66 (02) 436-0747