

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>1/14</b>
	Amendment: -	Date: -	

## 1. SUPPLIER LOG ON

### 1.1 PROCEDURAL STEPS

- 1.1.1 Supplier will receive their id, password and URL link of the TNB CLM Supplier Portal via email. Log on to the system by click on the URL.

Dear 0003000042,

Welcome to TNB Contract Lifecycle Management (CLM) System. You have been established as a user of TNB CLM System software, which is used to facilitate sourcing events for TNB Group. This email contains important Log On information, do keep it in your records.

You will receive another email notification when your participation is requested for a specific sourcing event. In the interim, please follow the steps listed below to ensure you can connect to the system.

A temporary TNB CLM System password has been generated for you. After you Logon using the new temporary password, you will be prompted to change your password.

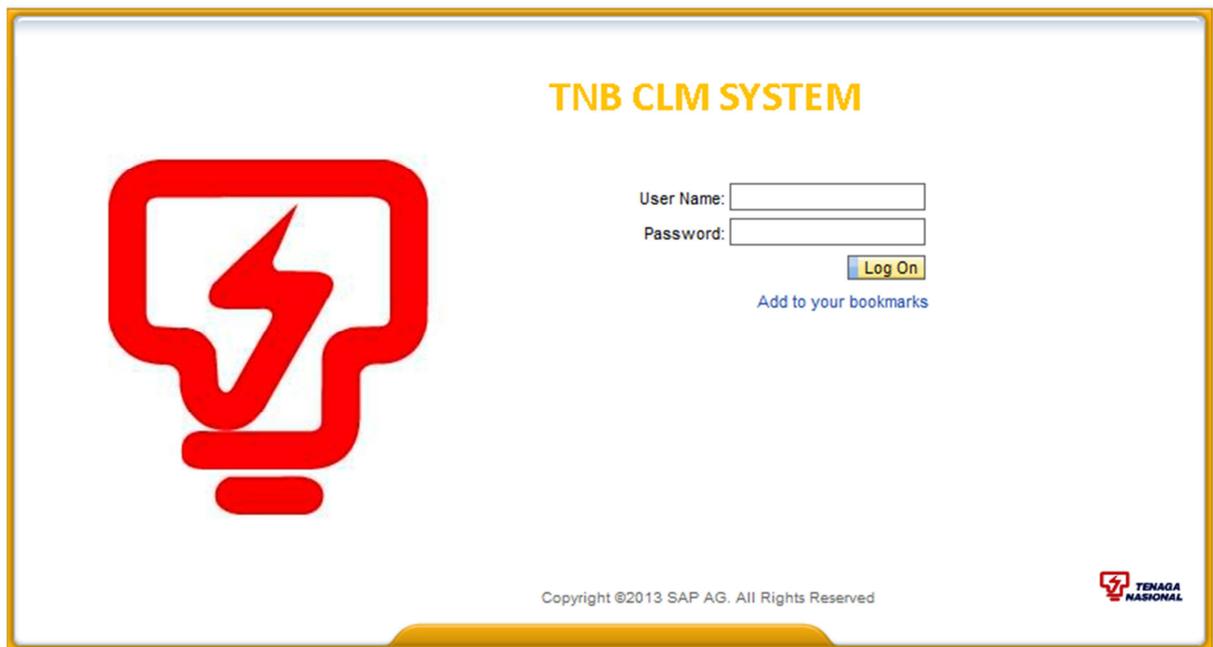
Your user name: 0003000042

Your temporary password: **RZW9bUrmQB**

To use TNB CLM System , simply follow these steps:

1. Click on the URL: [http://clmstg01:50000/esourcing/fsvendor/vendordesktop/login?allow\\_redirect=true](http://clmstg01:50000/esourcing/fsvendor/vendordesktop/login?allow_redirect=true)
2. In the Username field, enter your user name.
3. In the Password field, enter your temporary password, then click Log On.
4. On the Change Password screen, enter your temporary password in the 'Old Password' field.

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>2/14</b>
	Amendment: -	Date: -	



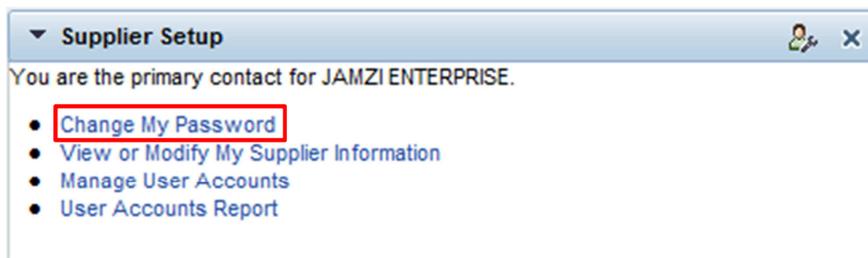
1.1.2 Log in by entering user name and temporary password received from system.

- Enter **User Name** and **password**
- Click Logon

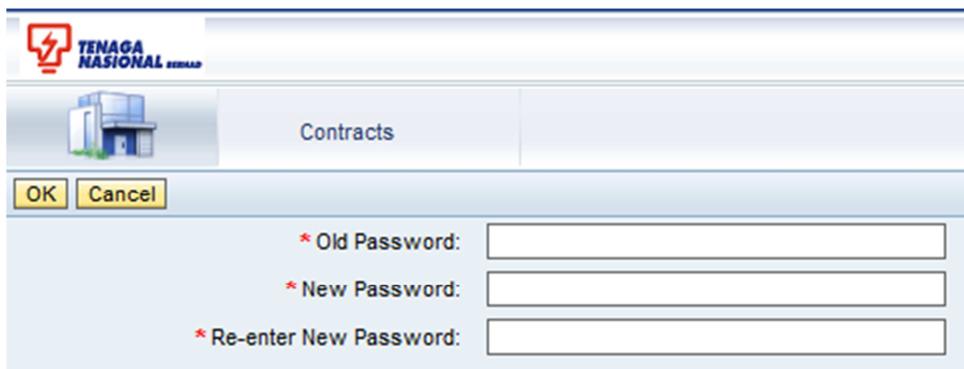
Description	Value
User Name	<Enter the User ID>
Password	<Enter the password>

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>3/14</b>
	Amendment: -	Date: -	

1.1.3 In Overview screen, go to Supplier Setup and select Change My Password.



1.1.4 Enter the temporary password received from system in the *\*Old Password* field. Then enter permanent password in *\*New Password* field and *\*Re-enter New Password* field. Then click OK .





 **Contracts**

\* Old Password:

\* New Password:

\* Re-enter New Password:

1.1.5 Procedure completed

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>4/14</b>
	Amendment: -	Date: -	

## 2. SUPPLIER TO VIEW THE CONTRACT

### 2.1 PROCEDURAL STEPS

- 2.1.1 Supplier will get notification via email from CLM to enable them to view their contract. To access the contract click on the URL given.

Dear 0003000042,

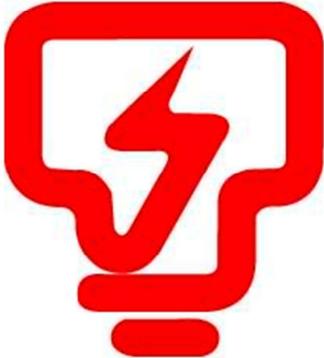
This message is to inform you that a user from TNB Group, for Agreement: MA-00229-TNB Group-2014, TNB(P)20/03/2014 has made a version of the contract document CONTRACT-02407.doc available to you via the SAP Sourcing system portal.

To access the Contract Documents for this Agreement please click on the URL: [http://clmstg01:50000/esourcing/fsvendor/contracts/sellside/contracts\\_sel\\_summary.254279681:1004?raction=load&allow\\_redirect=true&page=contractdocuments&hook=contract\\_uirg](http://clmstg01:50000/esourcing/fsvendor/contracts/sellside/contracts_sel_summary.254279681:1004?raction=load&allow_redirect=true&page=contractdocuments&hook=contract_uirg).

Do not reply to this message. If you have questions or difficulty using this application, please contact support at [+603 2296 5700](tel:+60322965700) or email support at [scm\\_service\\_desk@tnb.com.my](mailto:scm_service_desk@tnb.com.my).

- 2.1.2 Enter User name and Password. Then click Log On.

**TNB CLM SYSTEM**



User Name:

Password:

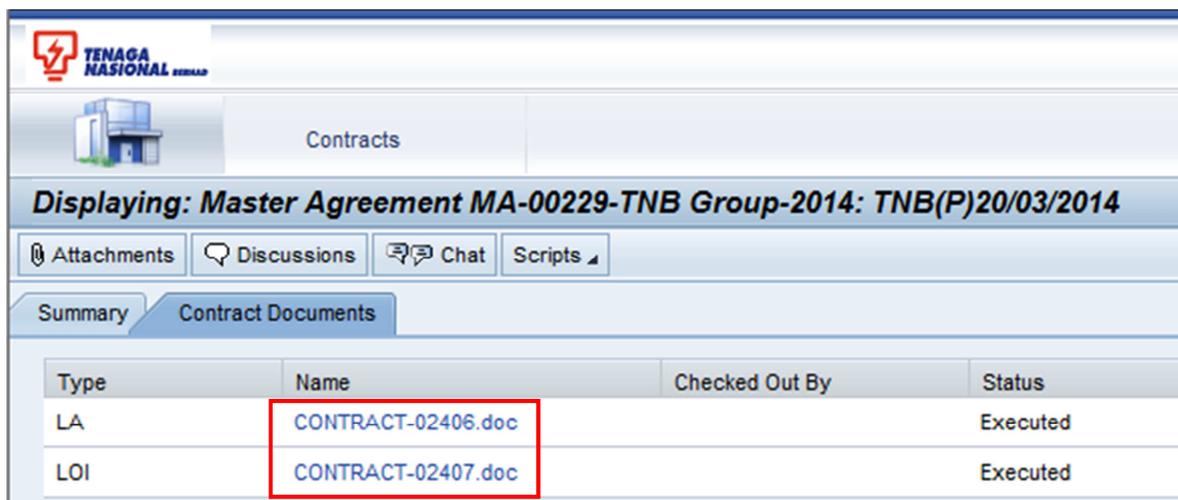
[Add to your bookmarks](#)

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Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>5/14</b>
	Amendment: -	Date: -	

2.1.3 You'll be directed to the particular contract. To view the contract click on the contract number which you required to view.



The screenshot shows the Tenaga Nasional web application interface. At the top left is the company logo. Below it is a navigation bar with a 'Contracts' link. The main header displays the contract title: **Displaying: Master Agreement MA-00229-TNB Group-2014: TNB(P)20/03/2014**. Below the header are tabs for 'Attachments', 'Discussions', 'Chat', and 'Scripts'. The 'Contract Documents' tab is active, showing a table with the following data:

Type	Name	Checked Out By	Status
LA	<a href="#">CONTRACT-02406.doc</a>		Executed
LOI	<a href="#">CONTRACT-02407.doc</a>		Executed

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>6/14</b>
	Amendment: -	Date: -	

2.1.4 Then click the contract under File Name field.



The screenshot displays the 'Contracts' section of the system. The breadcrumb trail is: [Back](#) > [Overview](#) > [Master Agreement: TNB\(P\)20/03/2014](#) > [CONTRACT-02407.doc](#). The main heading is **Displaying: Contract Document in Master Agreement MA-00229-TNE**. Below this, there is a 'Document' section with the following details:

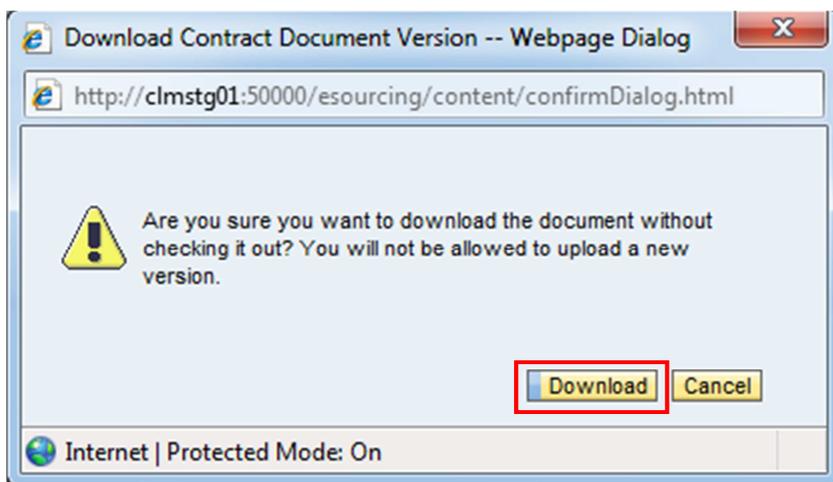
- Name: CONTRACT-02407.doc
- Description:
- Type: LOI

There are sections for 'Check-Out Information' (Checked Out By, Check-Out Comment) and 'Final Signed Document' (File name), both of which are currently empty. A 'Version History' section is also present, featuring a 'Compare' button and a table with the following data:

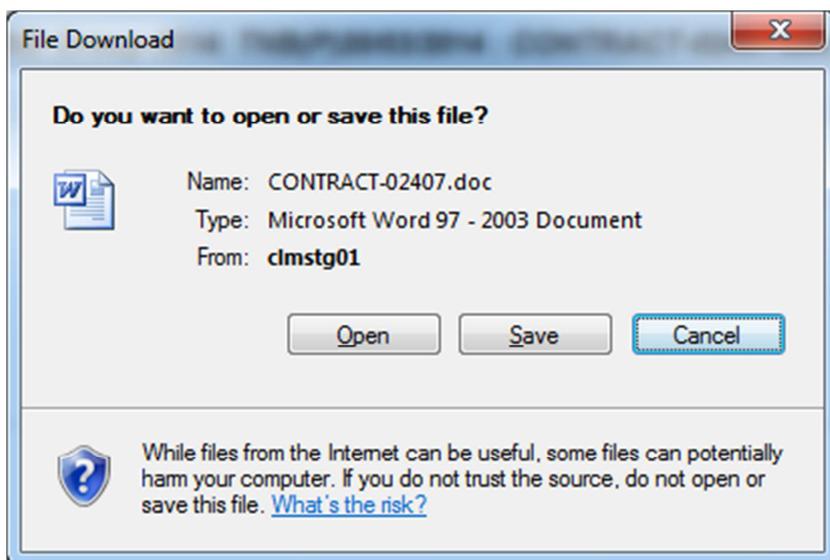
	Date Added	File Name	Added By
<input type="checkbox"/>	20/03/2014 14:03 (SGT)	<b>CONTRACT - 02407.doc</b>	TNB Group

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>7/14</b>
	Amendment: -	Date: -	

2.1.5 Message from webpage will be displayed. Select Download.



2.1.6 Click Open if you want to view the contract immediately or click Save if you want to view it later.



Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>8/14</b>
	Amendment: -	Date: -	

2.1.7 The content of the contract selected will be displayed.

**+** **Procurement Division, Tenaga Nasional Berhad (200866-W)**

Level 2, Generation Building, 129 Jln. Bangsar 59200 Kuala Lumpur. Tel: 03-22965566 Fax: 03-22827291

**LETTER OF INTENT**

To	A-PIE ENTERPRISE		
Attention			
Our Ref.	MA-01943-TNB Group-2013	Your Ref.	
Date		Fax. No.	03-12345678
		No. of Page	2
Subject			

1. TNB Group (hereinafter referred to as the Employer) intends to offer A-PIE ENTERPRISE(hereinafter referred to as the Service Provider) the abovementioned Contract subject to the Service Provider confirming acceptance of the terms and conditions stated in this Letter of Intent.

2. The Service Provider shall perform the scope of services as required under the contract.

2.1.8 Click Log Off

Welcome 0... | [My Settings](#) [Help](#) [About](#) Log Off

2.1.9 Procedure completed.

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>9/14</b>
	Amendment: -	Date: -	

### 3. SUPPLIER DISCUSSION

#### OBJECTIVE

Supplier discussion functionality let suppliers to log on CLM system, investigate contract documents which is approved and authorized, start a discussion, chat and follow reminders (notification trough their workbench).

Supplier interaction functionality provides further negotiation possibilities on CLM system.

#### 3.1 DISCUSSION

Discussions are a collaboration tool used by you and the purchaser to clarify issues related to a product or the sourcing process. A discussion is associated with a sourcing document and stored as part of its history.

Discussions are categorized by topic. You can create messages and replies within a topic. Message replies are stored in a hierarchy under the message.

#### 3.2 PROCEDURAL STEPS

- 3.2.1 You will receive notification email, if TNB user of CLM sends a discussion to you. To view the message click on the URL given.

Dear 0003000042,

You have a notification from SAP Sourcing.

This message is to inform you that there has been a new message posted to the subject: BG for LA no.02422.

Title: testing  
 Posted By: Fitriani Bakthiar from TNB Group  
 Posted Date: 02/05/2014 16:37  
 Subject: BG for LA no.02422  
 Message Preview: Dear Sir,

Kindly forward BG for LA no. 02422 before 10.5.2014. TQ

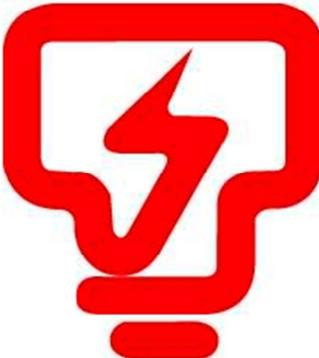
To login and view this document, please click the link:

[http://clmstg01:50000/esourcing/fsvendor/contracts/sellside/contracts\\_sel\\_summary.1785200641:1004?rqaaction=load&allow\\_redirect=true&hook=contract\\_uirq&targetObjref=-2147482146:382](http://clmstg01:50000/esourcing/fsvendor/contracts/sellside/contracts_sel_summary.1785200641:1004?rqaaction=load&allow_redirect=true&hook=contract_uirq&targetObjref=-2147482146:382)

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>10/14</b>
	Amendment: -	Date: -	

3.2.2 You'll be directed to CLM Supplier Portal

**TNB CLM SYSTEM**



User Name:

Password:

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- Enter **User Name** (supplier ID) and **password**
- Click Logon

Description	Value
User Name	<Enter the User ID>
Password	<Enter the password>

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>11/14</b>
	Amendment: -	Date: -	

3.2.3 Screen *Displaying: Message in Subject : Xxxxxxxxxxx* will be displayed. To reply the message click Reply.



The screenshot shows the Tenaga Nasional Berhad system interface. At the top left is the company logo. Below it is a navigation bar with a 'Contracts' tab. A breadcrumb trail reads: [Back](#) > Master Agreement: testing > Topic: LA No. 2422 > Subject: Untitled > BG for LA No. 02422. The main message area displays: **Displaying: Message in Subject : BG for LA No. 02422 : BG for LA No. 02422**. Below this is an 'OK' button. The message content is as follows:

**Message Contents**

Author: Fitriani Bakthiar  
 Company: TNB Group  
 Subject: BG for LA No. 02422  
 Content: Dear Sir,  
 Kindly forward BG for LA no. 02422 before 10.5.2014. TQ

Attachment:  
 Posted: 02/05/2014 16:39 (SGT)

A 'Reply' button is highlighted with a red box at the bottom of the message content area.

**SUPPLY CHAIN MANAGEMENT (SCM)  
(CONTRACT LIFECYCLE MANAGEMENT MODULE)**

Title: <b>SUPPLIER MANUAL</b>			Reference No.: <b>CLD-UM006</b>
Via Menu: NA			Transaction Code: <b>N/A</b>
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>12/14</b>
	Amendment: -	Date: -	

3.2.4 Enter the content of the message and click the attachment if you want to attach any related document. Then click OK.

**Creating: New Message in Subject : BG for LA No. 02422 : RE: BG for LA No. 02422**

**OK** **Cancel**

---

**Message Contents**

Author: 0003000042 ..  
 Company: JAMZI ENTERPRISE  
 \* Subject: RE: BG for LA No. 02422  
 \* Content: Dear Sir,  
 We will forward the BG as soon as possible. TQ  
 58 of 2000 characters  
 Attachment:

All information you provide is confidential and visible only to the requester

---

**Reply to Message**

Author: Fitriani Bakthiar  
 Company: TNB Group  
 Subject: BG for LA No. 02422  
 Message Contents: Dear Sir,  
 Kindly forward BG for LA no. 02422 before 10.5.2014. TQ

**SUPPLY CHAIN MANAGEMENT (SCM)  
(CONTRACT LIFECYCLE MANAGEMENT MODULE)**

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>13/14</b>
	Amendment: -	Date: -	

3.2.5 The history of the message together with the latest replied will be displayed in the screen. Then click OK.

**Displaying: Subject in Topic : LA No. 2422 : BG for LA No. 02422**

**OK**

Topic: LA No. 2422  
 Subject: BG for LA No. 02422  
 Visibility: Specific External User  
 Specific External User: JAMZI ENTERPRISE

**Messages**

[Refresh](#)

Message Contents	
▼ BG for LA No. 02422 02/05/2014 16:39 (SGT) Fitriani Bakhtiar ,TNB Group Dear Sir, Kindly forward BG for LA no. 02422 before 10.5.2014. TQ	<a href="#">Reply</a>
RE: BG for LA No. 02422 02/05/2014 17:00 (SGT) 0003000042 ...JAMZI ENTERPRISE Dear Sir, We will forward the BG as soon as possible. TQ	<a href="#">Reply</a>

3.2.6 Click Ok.



[Contracts](#)

[Back](#) Master Agreement: testing > LA No. 2422

**Displaying: Topic in Master Agreement MA-00579-TNB Group-2014: testing : LA No. 2422**

**OK**

Topic Name: LA No. 2422  
 Description: Use this topic to post general discussions for this event or change the name to post specific discussions about a different topic

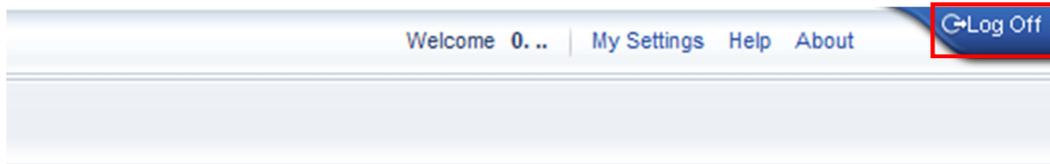
**Subjects**

[New Message](#) [Refresh](#)

Subject	Last Posting	Author	Company	Visibility	Subscribed
<a href="#">BG for LA No. 02422</a>	02/05/2014 17:00 (SGT)	0003000042 ...	JAMZI ENTERPRISE	Specific External User	✓

Title: <b>SUPPLIER MANUAL</b>		Reference No.: <b>CLD-UM006</b>	
Via Menu: NA		Transaction Code: <b>N/A</b>	
Version Control	Version: <b>01</b>	Date: <b>December 2013</b>	Page: <b>14/14</b>
	Amendment: -	Date: -	

3.2.7 Click Log Off.



3.2.8 Procedure completed.