

Title: <b>Service Confirmation in SUS Portal</b>		Reference No: <b>SES-UM001-03</b>
Link: <a href="https://srm.tnb.com.my/portal">https://srm.tnb.com.my/portal</a>		Transaction Code: <b>N/A</b>
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### 2.3.2.3 Service Confirmation in SUS Portal

This function is used by the supplier to initiate the Service Entry (SE).

2.3.2.3.1 In your Internet Explorer browser, Enter the following URL:

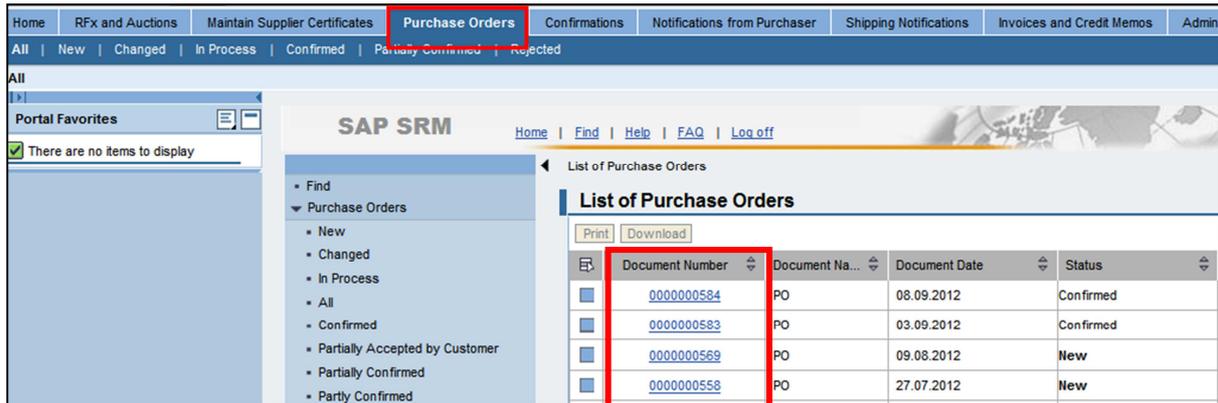
<https://srm.tnb.com.my/portal>. A logon screen will be prompted.



2.3.2.3.2 Enter the User ID and Password. Click on  button. Main screen for SUS Supplier will be displayed.

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

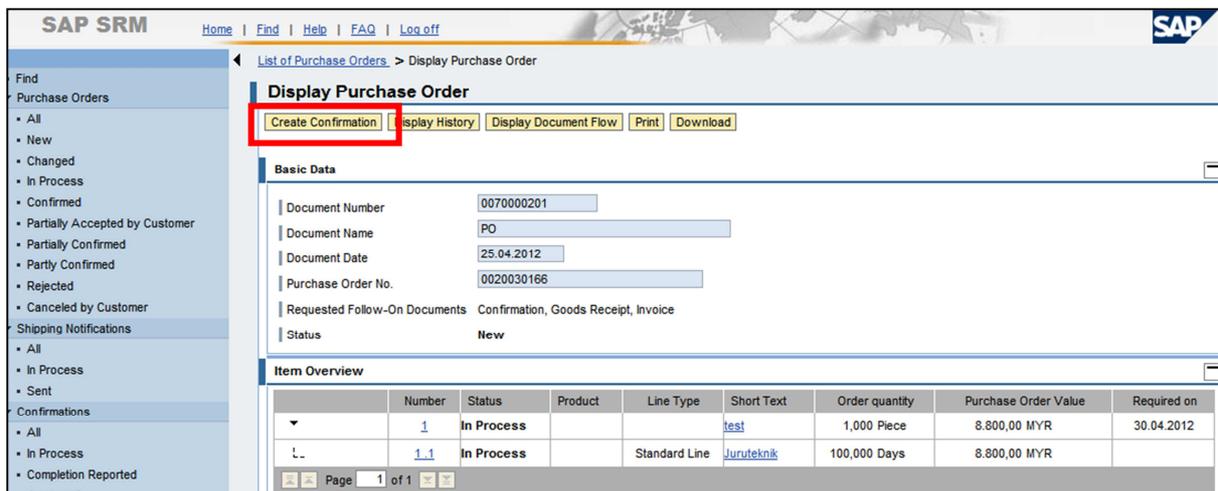
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Document Number	Document Name	Document Date	Status
000000584	PO	08.09.2012	Confirmed
000000583	PO	03.09.2012	Confirmed
000000569	PO	09.08.2012	New
000000558	PO	27.07.2012	New

2.3.2.3.3 Click on **Purchase Orders** tab. *List of Purchase Orders* screen will be displayed.

2.3.2.3.4 Click on the selected document number with your PO number to display the PO detail. *Display Purchase Order* screen will be prompted.



**Display Purchase Order**

**Basic Data**

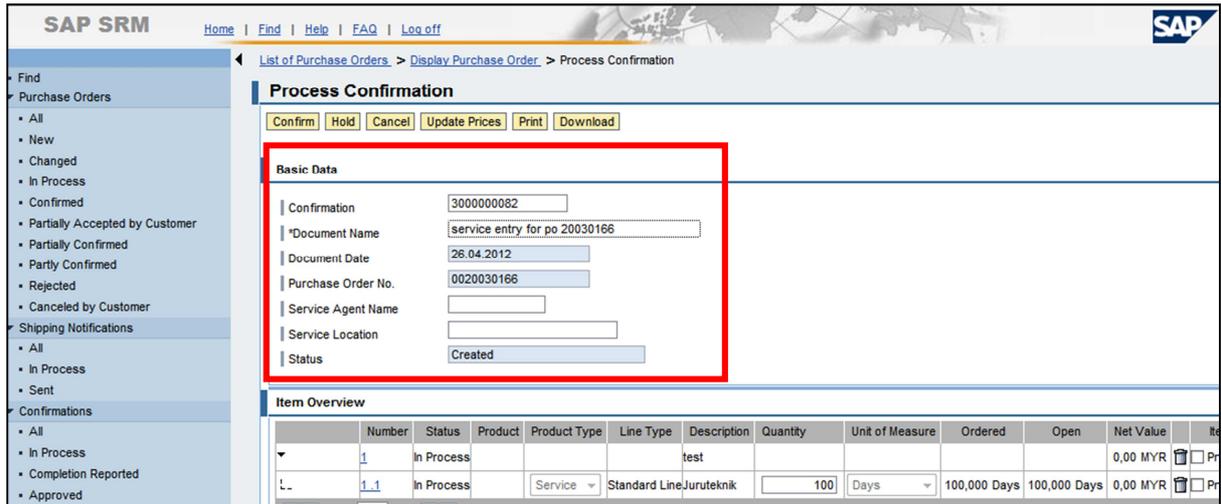
Document Number: 007000201  
 Document Name: PO  
 Document Date: 25.04.2012  
 Purchase Order No.: 0020030166  
 Requested Follow-On Documents: Confirmation, Goods Receipt, Invoice  
 Status: New

**Item Overview**

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Required on
1	In Process			test	1,000 Piece	8.800,00 MYR	30.04.2012
1.1	In Process		Standard Line	Juruteknik	100,000 Days	8.800,00 MYR	

2.3.2.3.5 Click on **Create Confirmation** button. *Process Confirmation* screen will be displayed. Fill in the required fields or make changes on any field if necessary.

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The screenshot shows the SAP SRM interface for 'Process Confirmation'. The 'Basic Data' section is highlighted with a red box and contains the following fields:

- Confirmation: 3000000082
- \*Document Name: service entry for po 20030166
- Document Date: 26.04.2012
- Purchase Order No.: 0020030166
- Service Agent Name: (empty)
- Service Location: (empty)
- Status: Created

The 'Item Overview' table below shows the following data:

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	It
1	In Process				test					0,00 MYR	Pr
1_1	In Process		Service	Standard Line	Juruteknik	100	Days	100,000 Days	100,000 Days	0,00 MYR	Pr

2.3.2.3.6 At Basic Data section: fill in the required fields.

- Confirmation- running number (by system)
- Document Name- supplier may enter simplified description of the services.  
(eg:Service Entry for PO 123456)
- Document Date- Date of the confirmation created
- Purchase Order No.- PO number (system default)
- Service Agent Name- Name of the supplier's agent or representative
- Service Location- location of the service/job executed
- Status- status of confirmation (SE)

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**Process Confirmation**

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**Basic Data**

Confirmation: 0000000622  
 \*Document Name: testing  
 Document Date: 08.03.2013  
 Purchase Order No.: 0020500614  
 Service Agent Name: 12345  
 Service Location: BANGSAR  
 Status: Created

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**Item Overview**

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure
1	In Process				service		
1.1	In Process	100010	Service	Standard Line	Rentang Kabel ditanah dgn paip HDPE -3 K	100	Meter

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2.3.2.3.7 At Item Overview section, supplier is to specify the completion of the services whether fully completed or partial. Select each line of services or all services depending on the SE.

Example of fully completed:

- Click on  button and fill in the Quantity column. Then, click on  button. *Display Confirmation* screen will be prompted.

Example of partial completed:

- Highlight the service line item and click on  button. Fill in the Quantity. Then, click on  button. *Display Confirmation* screen will be prompted.

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**Display Confirmation**

Copy **Display Document Flow** Print Download

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**Basic Data**

Confirmation	3000000082
*Document Name	service entry for po 20030166
Document Date	26.04.2012
Purchase Order No.	0020030166
Service Agent Name	
Service Location	
Status	Completion Reported

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**Item Overview**

	Number	Status	Product	Product Type	Line Type	Description	Quantity	Ordered	Open	Net Value
▼	1	Sent				test				8.800,00 MYR
└	1.1	Sent		Service	Standard Line	Juruteknik	100,000 Days	100,000 Days	0,000 Days	8.800,00 MYR

2.3.2.3.8 To see the document flow of the specific PO, at *Display Confirmation* screen, click on **Display Document Flow** to view the status of the confirmation document.

**SAP SRM** Home | Find | Help | FAQ | Log off SAP

◀ List of Purchase Orders > Display Purchase Order > Display Confirmation > Display Document Flow

**Document Flow** [Back to Document](#)

Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	0070000201	PO	25.04.2012	Confirmed	8.800,00 MYR
<a href="#">Confirmation</a>	3000000082	service entry for po 20030166	26.04.2012	Completion Reported	8.800,00 MYR