

Title: Service Confirmation in S	Reference No: SES-UM001-03		
Link: https://srm.tnb.com.my/port	Transaction Code: N/A		
	Version: 02	Date: March	
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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.

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

Description	Value
User ID	<enter id="" the="" user=""></enter>
Password	<enter password="" the=""></enter>



### SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) (SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

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Home RFx and Auctions Maintain	Supplier Certificates Purchase Orders	Confirmation	s Notifications from Pu	rchaser Shippin	g Notifications Invoice	es and Credit Memos	Admin
All   New   Changed   In Process	Confirmed   Partially Confirmed   Re	jected					
All	_						
Portal Favorites	SAP SRM <u>H</u>	ome   <u>Find</u>	Help   FAQ   Log of	t.		4	
There are no items to display		List of P	urchase Orders				
	Find     Purchase Orders	List	of Purchase Orde	ers			
	= New	Print	Download				
	Changed     In Process	B	Document Number 👙	Document Na 🗘	Document Date	⇔ Status	\$
	= All		000000584	PO	08.09.2012	Confirmed	
	- Confirmed		000000583	PO	03.09.2012	Confirmed	
	<ul> <li>Partially Accepted by Customer</li> </ul>		000000569	PO	09.08.2012	New	
	<ul> <li>Partially Confirmed</li> <li>Partly Confirmed</li> </ul>		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.

SAP SRM	ne   Find   Help   FAQ   Log off
Find	List of Purchase Orders > Display Purchase Order
r Purchase Orders	Display Purchase Order
<ul><li>All</li><li>New</li></ul>	Create Confirmation [ isplay History Display Document Flow Print Download
Changed     In Process	Basic Data
Confirmed     Cantrally Accepted by Customer     Partially Confirmed     Partity Confirmed     Rejected     Canceled by Customer     Shipping Notifications     All     In Process	I Document Number     0070000201       I Document Name     PO       I Document Date     25.04.2012       I Purchase Order No.     0020030166       I Requested Follow-On Documents     Confirmation, Goods Receipt, Invoice       I Status     New
Sent	Number Status Product Line Type Short Text Order quantity Purchase Order Value Required on
Confirmations     All	Improcess         test         1,000 Piece         8.800,00 MYR         30.04.2012
In Process     Completion Reported	L-     1.1     In Process     Standard Line     Juruteknik     100,000 Days     8.800,00 MYR       Z ≥ Page     1 of 1     Y

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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SAP SRM	me   Find   Help   FAQ   Log off	SAP
<ul> <li>Find</li> <li>Purchase Orders</li> <li>All</li> <li>New</li> <li>Changed</li> <li>In Process</li> </ul>	List of Purchase Orders. > Display Purchase Order. > Process Confirmation      Process Confirmation      Confirm Hold Cancel Update Prices Print Download      Basic Data	
Confirmed     Partially Accepted by Customer     Partially Confirmed     Partly Confirmed     Rejected     Canceled by Customer     Shipping Notifications     All	Confirmation         300000082           *Document Name         service entry for po 20030166           Document Date         26.04.2012           Purchase Order No.         0020030166           Service Agent Name	
Sent     Confirmations	Item Overview	
All     In Process     Completion Reported	Number         Status         Product         Product Type         Line Type         Description         Quantity         Unit of Measure         Ordered         Open           1         In Process	Net Value         Ite           0,00 MYR         1 Pr
Approved	L. <u>1.1</u> In Process Service v Standard Line Juruteknik 100 Days v 100,000 Days 100,000 Days	ys 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)



#### IONAL SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) (SUPPLIER RELATIONSHIP MANAGEMENT MODULE)

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Process Confirmation		
Confirm Hold Cancel Update	Prices Print Download	
Basic Data		
Confirmation	000000622	
*Document Name	testing	
Document Date	08.03.2013	
Purchase Order No.	0020500614	
Service Agent Name	12345	
Service Location	BANGSAR	
Status	Created	
Item Overview		
Number Status	Product Type Line Type Description Qua	antity Unit of Measure
▼ <u>1</u> In Proces	ss service	
L_ <u>1.1</u> In Proces	ss 100010 Service 👻 Standard Line Rentang Kabel ditanah dgn paip HDPE -3 K	100 Meter 🔻
📃 🗷 Page 🚺 of 1 💌 🖺		
Expand All Collapse All Select	t All Deselect All Propose Outstanding Quantities	

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 Select All button and fill in the Quantity column. Then, click on Confirm button. Display Confirmation screen will be prompted.

Example of partial completed:

• Highlight the service line item and click on **Propose Outstanding Quantities** button. Fill in the Quantity. Then, click on **Confirm** button. *Display Confirmation* screen will be prompted.



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		Duto.	

Display Confirmat	ion <sup>I</sup> low Print	Download	]						
Basic Data									[
Confirmation *Document Name Document Date Purchase Order No.	300000082 service entry 26.04.2012 0020030166	y for po 200	30166						
Service Agent Name									
Service Location									
Status	Completion F	leported							
Item Overview									[
Numbe	r Status	Product	Product Type	Line Type	Description	Quantity	Ordered	Open	Net Value
▼ 1	Sent				test				8.800,00 MYR
L. <u>1.1</u>	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

Dack Forward

on **Display Document Flow** to view the status of the confirmation document.

SAP SRM	e   E	Find   Help   FAQ	Log off		XM	1	SAP	
	List of Purchase Orders. > Display Purchase Order. > Display Confirmation > Display Document Flow							
<ul> <li>Find</li> </ul>		Description of Flow						
<ul> <li>Purchase Orders</li> </ul>		Document Flow						
• All							Back to Document	
New								
Changed		-	-	-				
h Decent		Document Type	Document Number	Document Name	Document Date	Status	Total Value	
<ul> <li>In Process</li> </ul>		Purchase Order	0070000201	PO	25.04.2012	Confirmed	8.800.00 MYR	
<ul> <li>Confirmed</li> </ul>								
<ul> <li>Partially Accepted by Customer</li> </ul>		Confirmation	300000082	service entry for po 20030166	26.04.2012	Completion Reported	8.800,00 MYR	
<ul> <li>Partially Confirmed</li> </ul>								