



USER MANUALS (SUPPLIER) GR ACCEPTANCE FOR MATERIAL/GOODS

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

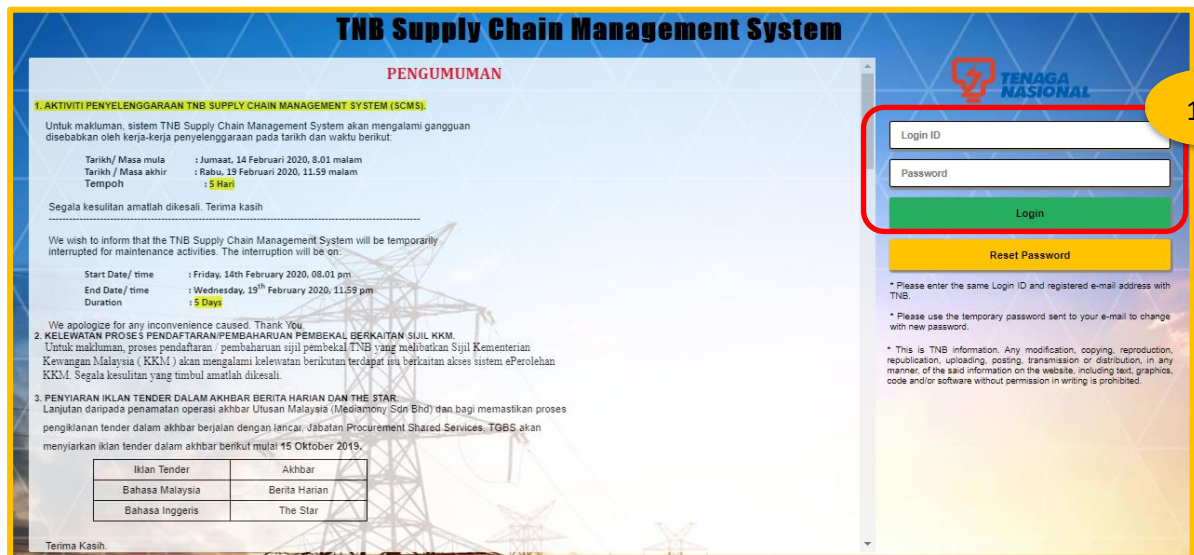
PREPARED BY:
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
ICT, TENAGA NASIONAL MALAYSIA

PROCESS (2)	:	VIEW TNB- DONE GR AND CHANGE GR-SUS STATUS TO ACCEPT
ROLE	:	TNB SUS SUPPLIER

Supplier will perform **GR ACCEPTANCE** process once TNB has done Good Receipt.

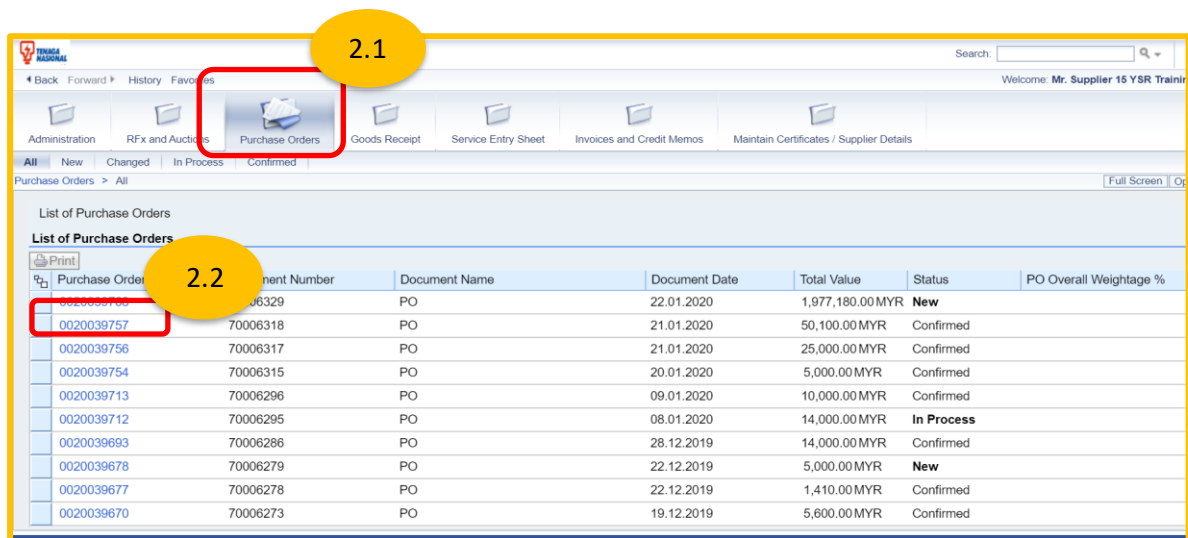
Note for SD: Supplier does not need to do anything in SUS for Materials PO. Supplier only need to check the PO Document Flow to see if GR has been done by TNB. If they have any enquiries, please liaise with person in charge as stated in ePO.

1.1. Log into **SUS Portal** using **ID** and **Password**.

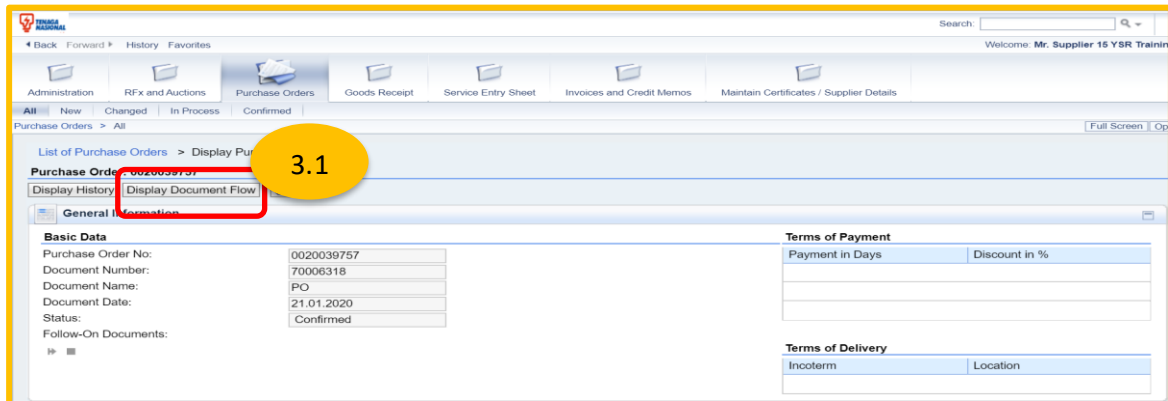


2.1 Click on tab - **Purchase Orders** to display list of the **e-PO**.

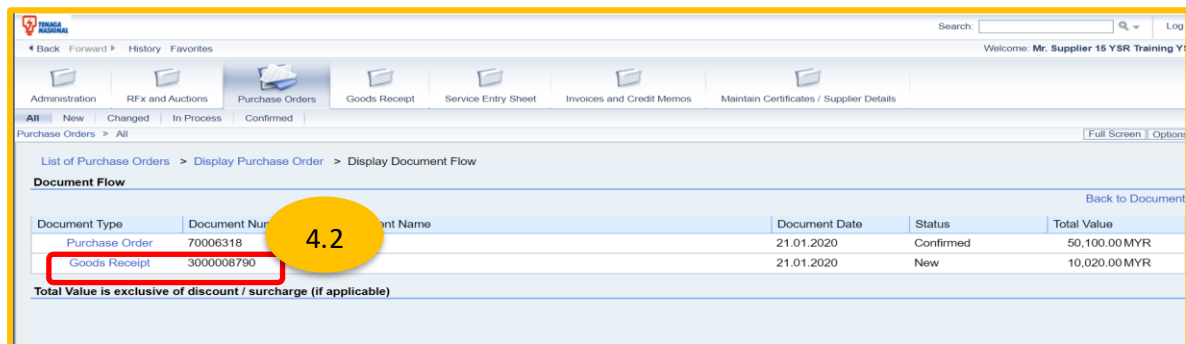
2.2 Click on - **Document Number** for which delivery has been made for the **e-PO** number.



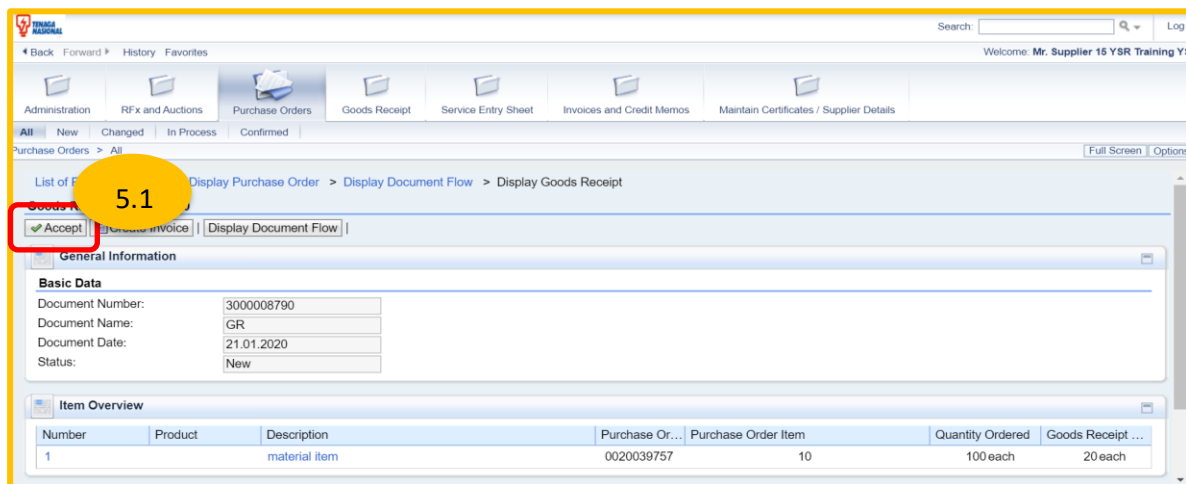
- 3.1. **Display Purchase Order** screen displayed.
 Click on button – **Display Document Flow**.



- 4.1 **Document Flow** screen displayed.
 4.2 Click on – Document Type: **Good Receipt**.
Display Good Receipt screen displayed.



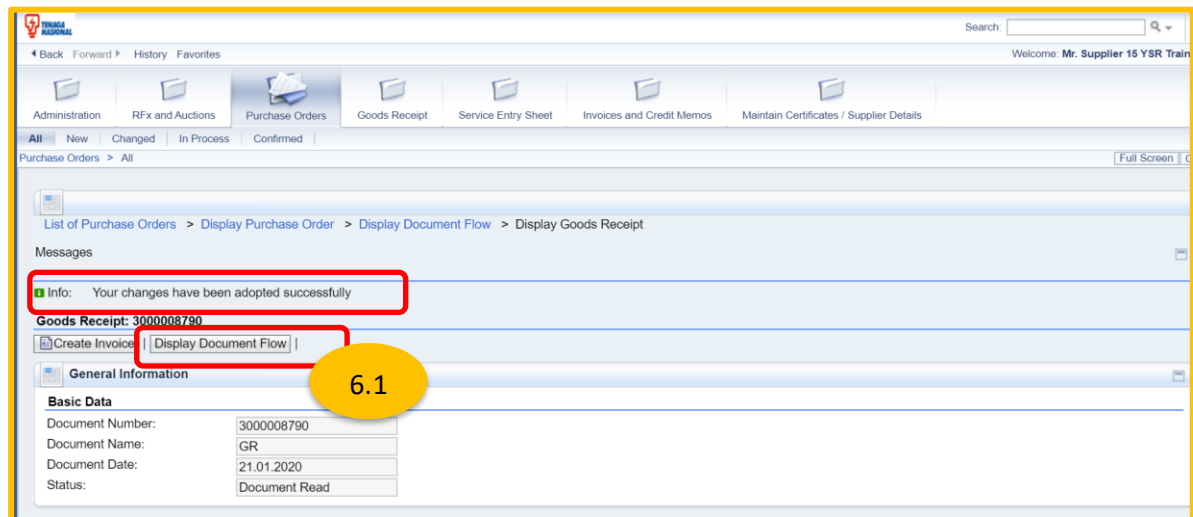
- 5.1 Click on button **Accept** for the self-reference that GR has been accepted by supplier.



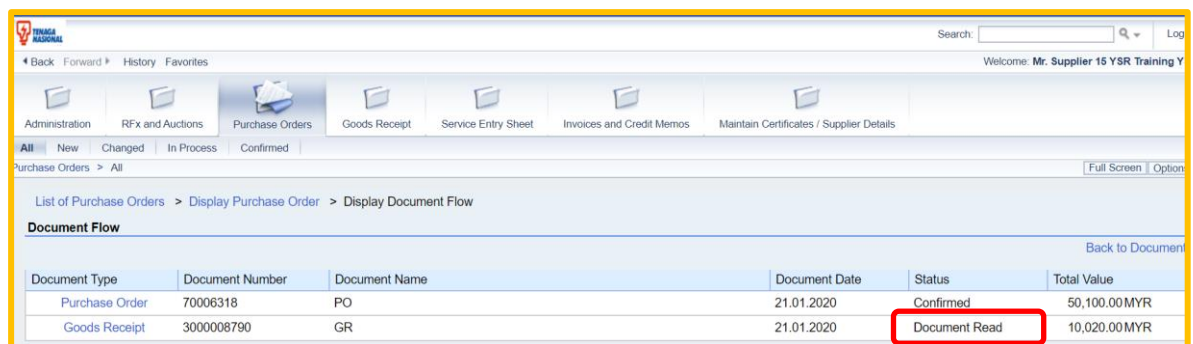
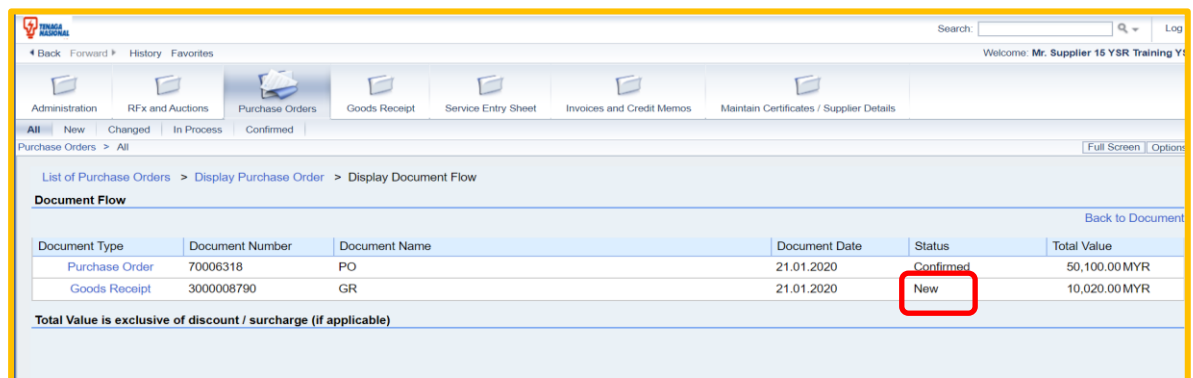
Below message to show GR is accepted by supplier.

6.1 Click on button - **Display Document Flow**.

Display Document Flow screen displayed.



To check GR status changed from **(New)** to **(Document Read)**.



Note: If Supplier to proceed of sending e-invoice please refer to step 4.1 under 'PROCESS (3): CREATE e-INVOICE'.

END