

# USER MANUALS (SUPPLIER) ACKNOWLEDGE E-PO

# SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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

PROCESS (1)	:	RECEIVING E-PO NOTIFICATION AND ACKNOWLEDGE E-PO IN SUS
ROLE	:	TNB SUS SUPPLIER

1.0. Supplier will receive details on the *e-PO* through e-mail as updated in *SUS Portal* 

Notification	n of New Documents in Supplier Portal
Owner	TNB_SCMS
Created	SCM_SUS_RFC2
Dear Sir/Mad	dam,
The following	g document has been transmitted to you:
Purchase Orc	der: 0020039768
You can use	the following URL to branch directly to our Supplier Portal
and display o	or process the relevant document:
https://srm.t	nb.com.my/irj/portal?action_id=order.detail.view&doctype=Order&docid=005056BB006C1EDBA8B9625D81AA9C45
REMINDER: I	Kindly acknowledge your awarded PO(s) in SUS Portal before
commencing	the work to avoid facing problem during payment process.
Best regards,	,
Your Supplier	r Portal Team
TNB Standar	d disclaimer applies to any electronic communications

2.0. Take note on the *e-PO* number



- 3.0. Supplier to acknowledge the receiving of the *e-PO* by performing *confirmation* process in the system before start work as stated in the *e-PO*.
- 4.1. Log in to SUS Portal using ID and Password

	PENGUMUMAN	TENAGA
KTIVITI PENYELENGGARAAN TNB SU	PPLY CHAIN MANAGEMENT SYSTEM (SCMS).	4.
Intuk makluman, sistem TNB Supply isebabkan oleh kerja-kerja penyeleng	Chain Management System akan mengalami gangguan garaan pada tarikh dan waktu berikut:	Login ID
Tarikh/ Masa mula : Jum	aat, 14 Februari 2020, 8.01 malam	
Tarikh / Masa akhir : Rabu Tempoh :51	i, 19 Februari 2020, 11.59 malam tari	Password
Segala kesulitan amatlan dikesali. Ter	ima kasin	Login
We wish to inform that the TNB Suppl nterrupted for maintenance activities.	y Chain Management System will be temporarily The interruption will be on:	Reset Password
Start Date/ time : Friday	14th February 2020, 08.01 pm	
End Date/ time : Wedn	esday, 19 <sup>th</sup> February 2020, 11.59 pm	TNB.
		* Please use the temporary password sent to your e-mail to change
We apologize for any inconvenience of ELEWATAN PROSES PENDAFTARAN/	aused. Thank You. PEMBAHARUAN PEMBEKAL BERKAITAN SIJIL KKM.	with new password.
Intuk makluman, proses pendaftaran /	pembaharuan sijil pembekal TNB yang melibatkan Sijil Kementerian	* This is TNB information. Any modification, copying, reproduction,
ewangan Malaysia ( KKM ) akan mer KM. Segala kesulitan yang timbul am	igalami kelewatan berikutan terdapat isu berkaitan akses sistem ererolenan atlah dikesali.	manner, of the said information on the vebsite, including text graphics, code and/or software without permission in writing is prohibited.
ENYIARAN IKLAN TENDER DALAM Al anjutan daripada penamatan operasi	KHBAR BERITA HARIAN DAN THE STAR. akhbar Utusan Malaysia (Mediamony Sdn Bhd) dan bagi memastikan proses	
engiklanan tender dalam akhbar berja	lan dengan lancar, Jabatan Procurement Shared Services, TGBS akan	
enyiarkan iklan tender dalam akhbar	berikut mulai 15 Oktober 2019.	
Iklan Tender	Akhbar	
Bahasa Malaysia	Berita Harian	

### 4.2 Click on tab - Purchase Orders to display the list of *e-PO*

- 4.3 Find your Purchase Order Number by:
  - a. Click on Purchase Order Number

For the *e-PO* number as stated in the e-mail received.

									Search:	٩
	Back Forwar	d ⊧ History Favorites		4.2						Nelcome: Mr. Supplier 15 YSR Trainir
	D	D		7.2	D	E		D		
	Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit M	emos Maintain	Certificates / Supplier Details		
	All New	Changed In Proces	ss Confirmed							
	Purchase Orders	> All								Full Screen Or
	List of Purc	hase Orders hase Orders								
	🕒 Print									
	B Burebor	o Ordor No	Document Number	Docu	ment Name	Docu	ment Date	Total Value	Status	PO Overall Weightage %
	002003	9768	70006329	PO		22.01	.2020	1,977,180.00 MYR	New	
4.3	002003	9757	70006318	PO		21.01	.2020	50,100.00 MYR	Confirmed	
	002003	9756	70006317	PO		21.01	.2020	25,000.00 MYR	Confirmed	
	002003	9754	70006315	PO		20.01	.2020	5,000.00 MYR	Confirmed	

### b. Click on the filter icon and click

List	t of Purchase Orders		
-	Print		
ጜ	Purchase Order No	Document Number	Documen
	0041102827	Purchase Order No. Click to sort	or filter
	0020891302	1000800672	PO
	0041018662	1000714518	PO

_										
Lis	List of Purchase Orders									
8	Print									
ъ	Purchase Order	No	Do							
	Sort Ascending		10							
	Sort Descending		10							
	(All)		10							
	(Custom)		10							
	0020891302		10							
	0040397467		10							
	0040426613		10							
	0040451123		10							
	0040451125	-	10							
	0040052704		10							

Fill in the ePO number (with prefix 00) and click on Filter button

	Use * to represent any series of characters								
Show rows where: Purchase Order No									
equals 🔻 0040624791									
Filter									

Lis	List of Purchase Orders											
8	Print											
Գ	Purchase Order	No 💡	Document Number	Document Name								
	0040624791		1000278800	PO								
-												

*Display Purchase Order* screen will be displayed by click on the ePO number. Review the item list before proceeding with the next step. 4.4 Click on button – **Confirm PO** to proceed with *confirmation* Process.

_								
TENAGA							Search:	٩
Back Forward	History Favorites						Welcome: Mr.	Supplier 15 YSR Trai
D	D		D	D				
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New C	Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen
List of Pure	4.4 spla	Purchase Order						
General	Information	Flow   GPrint						-
Basic Data						Terms of Payment		
Purchase O	rder No:	002003	9768			Payment in Days	Discount in %	
Document N	lumber:	700063	29					
Document N	lame:	PO						
Document D	ate:	22.01.2	020					
Status:		New						
Follow-On D	ocuments:							
						Terms of Delivery		
						Incoterm	Location	

PO confirmation / acknowledgment screen will be displayed.

4.5 Click on button - Confirm All Item.

Make sure *e-PO* status has changed to *Confirmed*.

Item Overview											
Confirm All Items	Expand	All	Collapse All								
4.5	Number	C	Short Text	Product	PO Quantity	Purchase Or	Requir	Confirmed Q	Unit of Meas	0	C Status
•	1	ø	service item		1.000 Act Unit	1,977,180.00 N	14.02	1.000	Act Unit	1	. Confirmed
L_	1.1		SERVICE-1		988,490 each	988,490.00 MY		988,490	each		Confirmed
L_	1.2		SERVICE-2		988,690 each	988,690.00 MY		988,690	each		Confirmed
				Net Value	e (Unconfirmed It	ems)			1,977,180.	ом	VP
				Net Value	e (Confirmed Iter	ns)			0.00 N	IYR	
				Net Value	e (Total of all Iten	ns)			1,977,180.0	00 M	YR

4.6 Click on button – Send to send confirmation of the e-PO to TNB

TENAGA NASIONAL							Search:	٩.+
Back Forward	History Favorites						Welcome	Mr. Supplier 15 YSR Train
E			D		D	E		
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New C	Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen C
Send F	ion / acknowledgme	ent Diay History	Process Purcha	ise Order				
Dui Dui								
Basic Data						lerms of Payment		
Purchase O	rder No:	002003	39768			Payment in Days	Discount i	n %
Document N	lumber:	70006	329			No result found		
Document N	lame:	PO						
Document D	Date:	22.01.	2020			Terms of Delivery		
Status:		In Pro	cess			Incoterm	Location	
Follow-On E	Documents:						2000000	

### Below message to show **confirmation** process is successful. Status shows 'Confirmed'

TENAGA NASIONAL									Search:	Q
Back Forward	d History Favorites								Welcom	e: Mr. Supplier 15 YSR
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and	Credit Memos M	aintain Certificates / S	Supplier Details		
II New	Changed In Process	Confirmed								
chase Orders	> All									Full Scre
Create/Initiat Genera Item O Expand Number	Information	Display Documer	nt Flow   Print	F	PO Quantity	Purchase Orde	Required on	Confirmed Qua	Confirmed for	r Status
1	service item				1.000 Act Unit	1,977,180.00 MY	F 14.02.2020	1.000 Act Unit	14.02.20	0 Confirmed
1.1	SERVICE-1			Ş	988,490 each	988,490.00 MYR		988,490 each		Confirmed
1.2	SERVICE-2			Ş	988,690 each	988,690.00 MYR		988,690 each		Confirmed
					Net \ Net \	/alue (Unconfirmed /alue (Confirmed It	l Items) ems)		1,977	0.00 MYR

To make sure *e-PO* status changed from (New) to (Confirmed) in *List of Purchase Order* screen.

#### Search: Q, → Log ■ Back Forward ► History Favorites Welcome: Mr. Supplier 15 YSR Training Y Administration RFx and Auctions Purchase Orders E D D E Goods Receipt Service Entry Sheet Invoices and Credit Memos Maintain Certificates / Supplier Details All New Changed In Process Confirmed Purchase Orders > All Full Screen Option List of Purchase Orders > Display Purchase Order > Display Document Flow Document Flow Back to Documen Document Number Document Name Status Document Type Document Date Total Value Purchase Order 0070006329 PO 22.01.2020 New 1,977,180.00 MYR Total Value is exclusive of discount / surcharge (if applicable)

### Before **Confirmation** process

### After *Confirmation* Process

						Search:	Q + Log	
Back Forward * History Favorites     Welcome: Mr. Supplier 15 YSR Training Y								
E E			D	Ø				
All New Changed Purchase Orders > All	In Process Confirmed	Guodas Receipt	Service Entry Sneet	Invoices and Credit Memos	Mantan Ceruncales / Supplier De	ans	Full Screen Option	
List of Purchase Orders Document Flow	<ul> <li>&gt; Display Purchase Order</li> </ul>	> Display Docum	ent Flow					
							Back to Document	
Document Type	Document Number	Document Name			Document Date	Status	Total Value	
Purchase Order	70006329	PO			22.01.2020	Confirmed	1,977,180.00 MYR	
Total Value is exclusive	of discount / surcharge (if	applicable)						

## Steps to print copy of *e-PO*:-

5.1 Click on button – **Print**.

TINAGA MASIONAL							Search:	Q
4 Back Forward	I ► History Favorites						Welcor	me: Mr. Supplier 15 YSR Train
D								
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New	Changed In Process	Confirmed						
Purchase Orders >	> All							Full Screen
List of Purch Purchase Or	nase Orders > Displander: 0020039768	ay Purchase Order		5.1				
Create/Initiate	e SE Display History	Display Documer	nt Flow   🕒 Print					
Genera	I Information							
Basic Data	1					Terms of Payment		
Purchase 0	Order No:	002003	39768			Payment in Days	Discoun	it in %
Document	Number:	700063	329					
Document	Name:	PO						
Document	Date:	22.01.2	2020					
Status:		Confir	med					
Follow-On	Documents:							
⊨ =						Terms of Delivery		
						Incoterm	Location	ı
And the second se								

5.2 If one of below screens prompted, click on button – **Open.** 

Newer IE ver	sion								
						Search:		Q +	T
	ory Favorites						Welcome: Mr. Supplie	er 15 YSR Tra	ainin
Administration REx at	Ind Auctions Purchase O	rders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details				
All New Changed	In Process Confirmed								
Purchase Orders > All							[	Full Screen	Ор
List of Purchase Order Purchase Order: 00200	s > Display Purchase C 039768	Order							
Create/Initiate SE Disp	blay History Display Doc	cument Flow   🕒 Print							
General Informati	ion								
Basic Data					Terms of Payment	t			
Purchase Order No	c	0020039768			Payment in Days		Discount in %		
Document Number:		70006329							
Document Name:		PO							_
Document Date:		22.01.2020							
Status:		Confirmed			Terms of Delivery				
Follow-On Docume	nts:				Incoterm		Location		
⇒ ≡						5.2	-		
	Do you want to open o	or save <b>susdoc.zip</b> (16.9 KB)	from <b>unadevsrmci01.h</b>	nq.tnb.com.my?	Open		Cancel ×		

## Google Chrome

							Search:	
Back Forward + History Favorites     Welcome: Mr. Supplier 15								
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New C	hanged In Process	Confirmed						
Purchase Orders >	All						Full S	
List of Purcha Purchase Ord Create/Initiate	er: 0020039768 SE Display History	ay Purchase Orde	r ent Flow   🕒 Print	]				
General	Information							
Basic Data						Terms of Payment		
Purchase Or	der No:	0020	039768			Payment in Days	Discount in %	
Document N	umber:	7000	6329					
Document N	ame:	PO						
Document D	ate:	22.0	1.2020					
Status:		Con	firmed					
Follow-On D	ocuments:					Terms of Delivery		
						Incoterm	Location	
							· · · · · · · · · · · · · · · · · · ·	
susdoc (2).	zip ^							

Copy of *e-PO* will be displayed as below and can be print as usual.

Supplier to liaise with Person in Charge (Contact Person) as stated in the e-PO for any related inquiry.

Supplier Training 15 jalan abc	Purchase C	Order
20300 Rawang SELANGOR	Information PROJECT/ORDER/ COST CENTER NO:	C600000
	Description: & Am	(N.P. Perkhid Pengguna)-Unit Pe
Billing address Pengurus Besar (Kewangan) TNB Bahasian Pembahasian,	Order No.(SUS/ERMS): Version: Date:	70006329 /0020039768 1 22 01 2020
Aras 14 8 No. 19, Jaian Timur, 46200 P.J., Selangor D.E.	Contract No: Contact person: Telephone / Ext:	Sudhir Mishra /
	E-mail:	sudhir@virtualcalibre.com.my
Ship-to address TNB Distribution Division Please enter your adress here!		
MALAYSIA		Page
		-
Terms of payment		

*Note*: A reminder email will be sent every 3 days until the PO successfully confirmed.

Sample of Reminder Notification:

Action Required#5:Please acknowledge e-PO 20840788
Owner         Image: TNB SCMS           Created         Image: TRM ADHAN         on         10.
Dear Sir/Madam,
Our record indicates that you have not acknowledge the PO(s).
The following document has been transmitted to you: Purchase Order: 20840788 on date 25.07.2018
You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document: http://susstg01.hq.tnb.com.my:8000/sap(bD1bi2)PTQwMA==)/bc/bsp/sap/srmsus_selfreg/userlogin.htm?action_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106FE4
Kindly acknowledge your awarded PO(s) in SUS Portal before commencing the work to avoid facing problem during payment process.
Thank you for your prompt action to this matter.
Best regards, Your Supplier Portal Team

END