



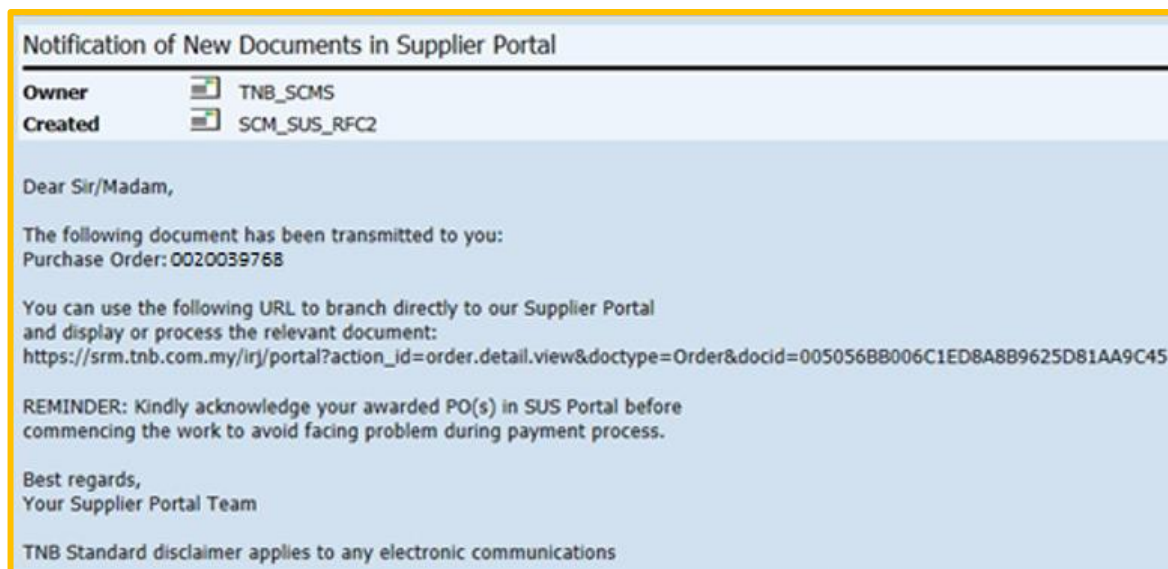
USER MANUALS (SUPPLIER) ACKNOWLEDGE E-PO

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**

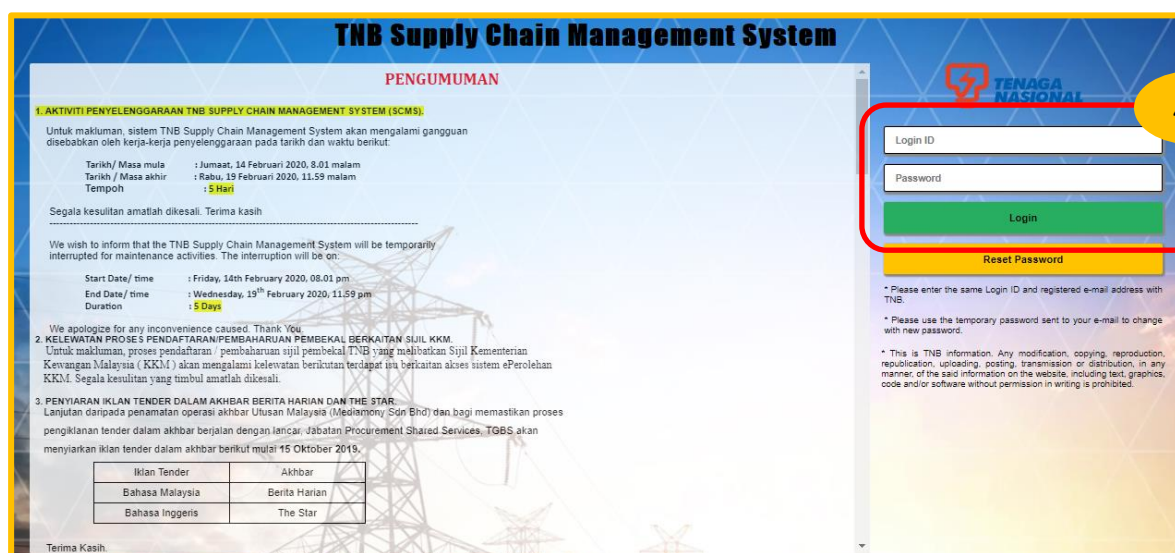


2.0. Take note on the **e-PO** number

Purchase Order: 0020039768

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**

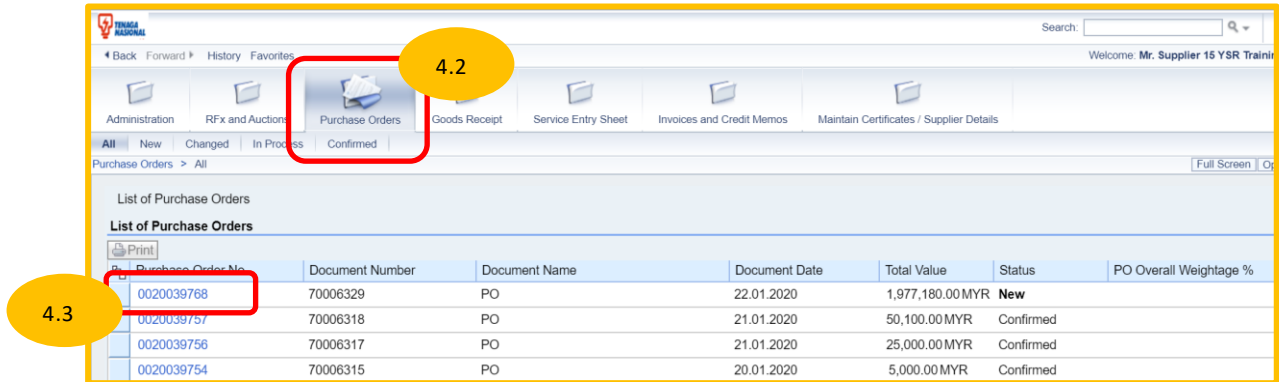


4.2 Click on tab - **Purchase Orders** to display the list of **e-PO**

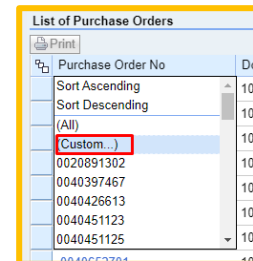
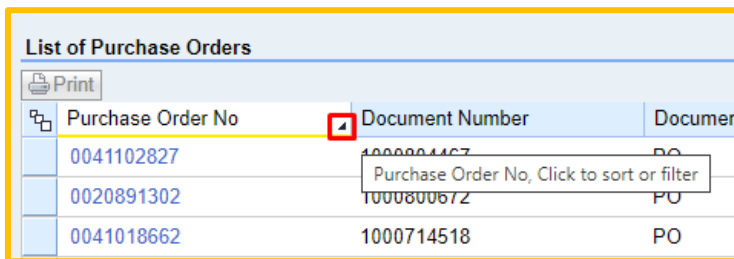
4.3 Find your Purchase Order Number by:

a. Click on – **Purchase Order Number**

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



b. Click on the filter icon and click



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

Filter Cancel

List of Purchase Orders

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.

The screenshot shows the SCMS interface with the 'Purchase Orders' tab selected. The 'Confirm PO' button is highlighted with a red circle, and a yellow callout with the number '4.4' points to it. The interface includes a search bar, navigation tabs, and a list of purchase orders.

PO confirmation / acknowledgment screen will be displayed.

4.5 Click on button - **Confirm All Item**.

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

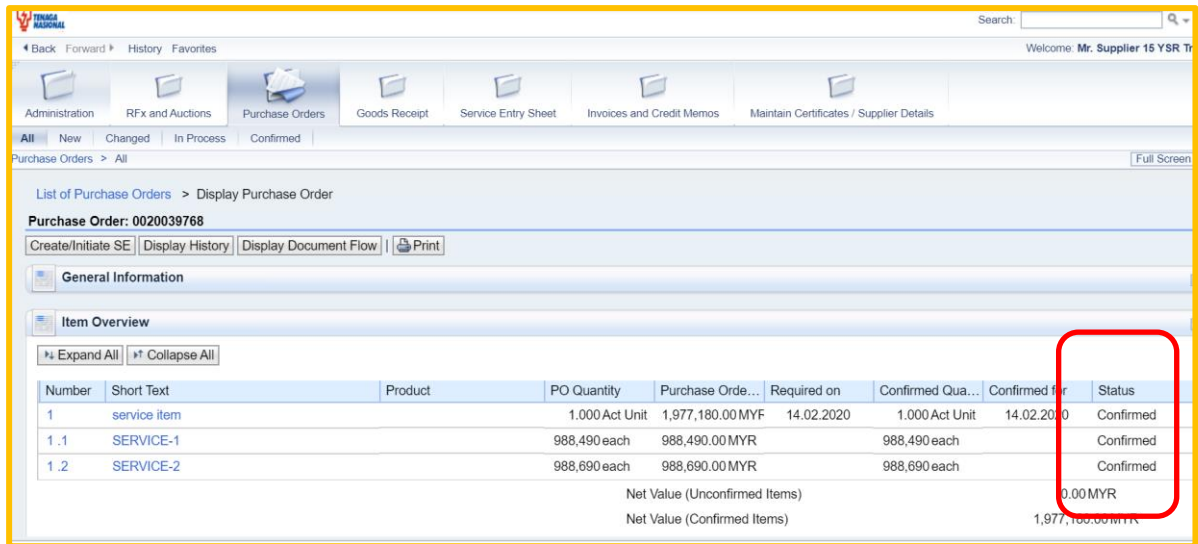
The screenshot shows the 'Item Overview' screen. The 'Confirm All Items' button is highlighted with a red circle, and a yellow callout with the number '4.5' points to it. The table below shows items with a status of 'Confirmed'.

Number	C...	Short Text	Product	PO Quantity	Purchase Or...	Requir...	Confirmed Q...	Unit of Meas...	C Status
1		service item		1.000 Act Unit	1,977,180.00 MYR	14.02...	1.000	Act Unit	1. Confirmed
1.1		SERVICE-1		988,490 each	988,490.00 MYR		988,490	each	Confirmed
1.2		SERVICE-2		988,690 each	988,690.00 MYR		988,690	each	Confirmed
Net Value (Unconfirmed Items)								1,977,180.00 MYR	
Net Value (Confirmed Items)								0.00 MYR	
Net Value (Total of all Items)								1,977,180.00 MYR	

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

The screenshot shows the 'PO confirmation / acknowledgment' screen. The 'Send' button is highlighted with a red circle, and a yellow callout with the number '4.6' points to it. The interface includes a search bar, navigation tabs, and a list of purchase orders.

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



Search: [] [] []

Welcome: Mr. Supplier 15 YSR Tr

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 Purchase Orders > Display Purchase Order

Purchase Order: 0020039768

Create/Initiate SE Display History Display Document Flow Print

General Information

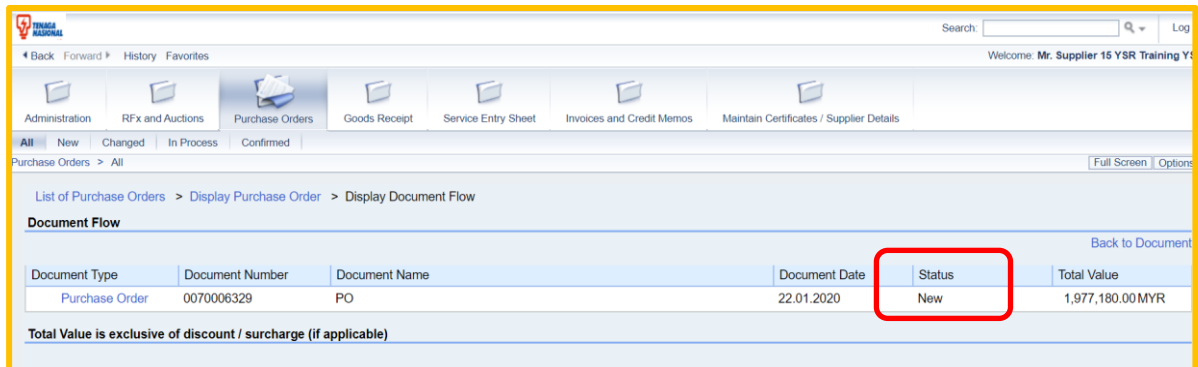
Item Overview

Expand All Collapse All

Number	Short Text	Product	PO Quantity	Purchase Order...	Required on	Confirmed Qua...	Confirmed for	Status
1	service item		1,000 Act Unit	1,977,180.00 MYR	14.02.2020	1,000 Act Unit	14.02.2020	Confirmed
1.1	SERVICE-1		988,490 each	988,490.00 MYR		988,490 each		Confirmed
1.2	SERVICE-2		988,690 each	988,690.00 MYR		988,690 each		Confirmed
Net Value (Unconfirmed Items)							0.00 MYR	
Net Value (Confirmed Items)							1,977,180.00 MYR	

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

Before **Confirmation** process



Search: [] [] [] Log

Welcome: Mr. Supplier 15 YSR Training Y

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] Options

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

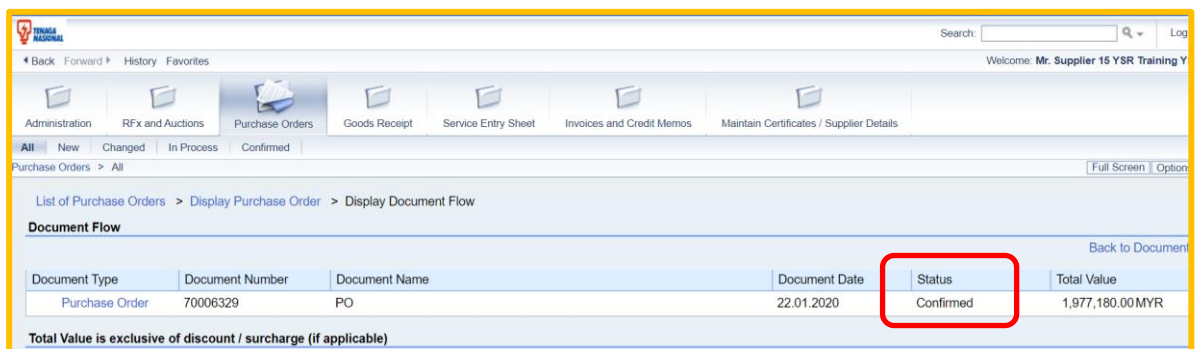
Document Flow

Back to Document

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	007006329	PO	22.01.2020	New	1,977,180.00 MYR

Total Value is exclusive of discount / surcharge (if applicable)

After **Confirmation** Process



Search: [] [] [] Log

Welcome: Mr. Supplier 15 YSR Training Y

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] Options

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

Document Flow

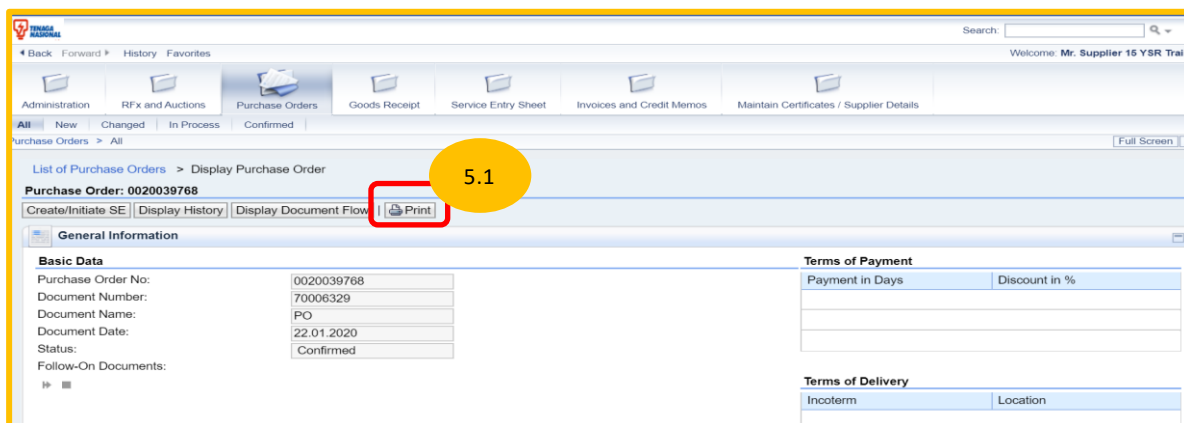
Back to Document

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)

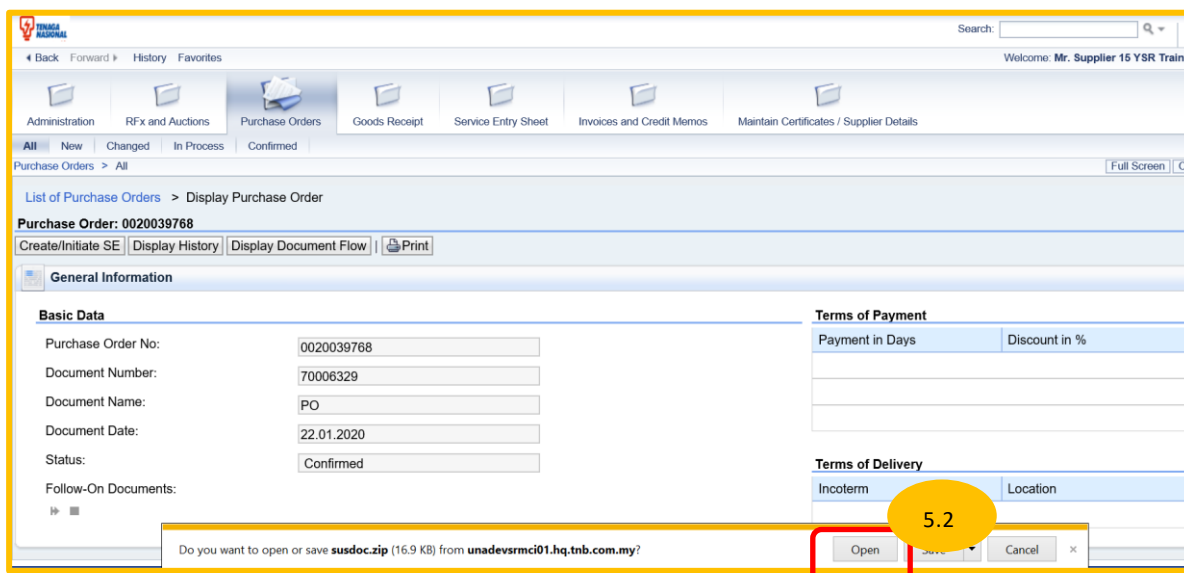
Steps to print copy of **e-PO**:-

5.1 Click on button – **Print**.



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

Newer IE version



Google Chrome

Search:

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 Changed In Process Confirmed

Purchase Orders > All

List of Purchase Orders > Display Purchase Order

Purchase Order: 0020039768

Create/Initiate SE Display History Display Document Flow Print

General Information


Basic Data		Terms of Payment	
Purchase Order No:	0020039768	Payment in Days	Discount in %
Document Number:	70006329		
Document Name:	PO		
Document Date:	22.01.2020		
Status:	Confirmed		
Follow-On Documents:			

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
20300 Rawang
SELANGOR

Billing address
Pengurus Besar (Kewangan)
TNB Bahagian Pembebasan,
Aras 14 &
No. 19, Jalan Timur,
46200 P.J., Selangor D.E.

Ship-to address
TNB Distribution Division
Please enter your address here!
46200 KUALA LUMPUR
MALAYSIA

Terms of payment
Payment Due Immediately

Order details

Item	Product no.	Description	Product type	Delivery date	Quantity unit
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Purchase Order

Information

PROJECT/ORDER/
COST CENTER NO: C600000
Description: (N.P. Perkhid Pengguna)-Unit Pentad
& Am
Order No.(SUS/ERMS): 70006329 /0020039768
Version: 1
Date: 22.01.2020



Contract No:
Contact person: Sudhir Mishra
Telephone / Ext: /
Fax:
E-mail: sudhir@virtualcalibre.com.my

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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  TNB SCMS
Created  RAMADHAN on 10.01.2018

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\(bD1biZjPTQwMA==\)/bc/bsp/sap/srmsus_selfreg/userlogin.htm?action_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106FE4](http://susstg01.hq.tnb.com.my:8000/sap(bD1biZjPTQwMA==)/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