



USER MANUALS (SUPPLIER) PAYMENT STATUS PROCESS

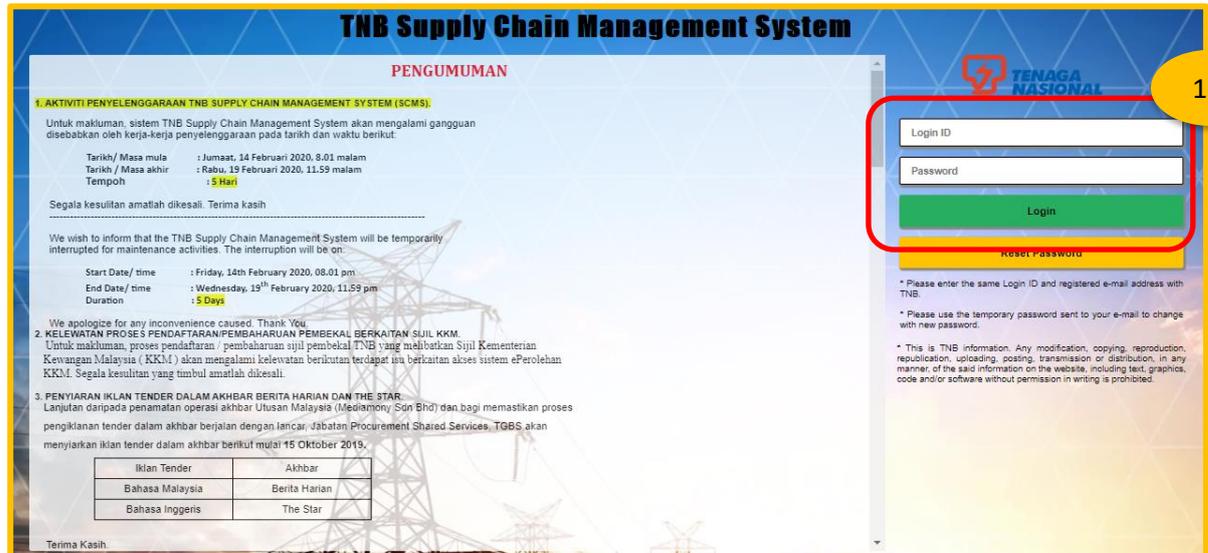
SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY:

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
ICT TNB GLOBAL BUSINESS SOLUTION

PROCESS	: PAYMENT STATUS CHECKING
ROLE	: TNB SUS SUPPLIER

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

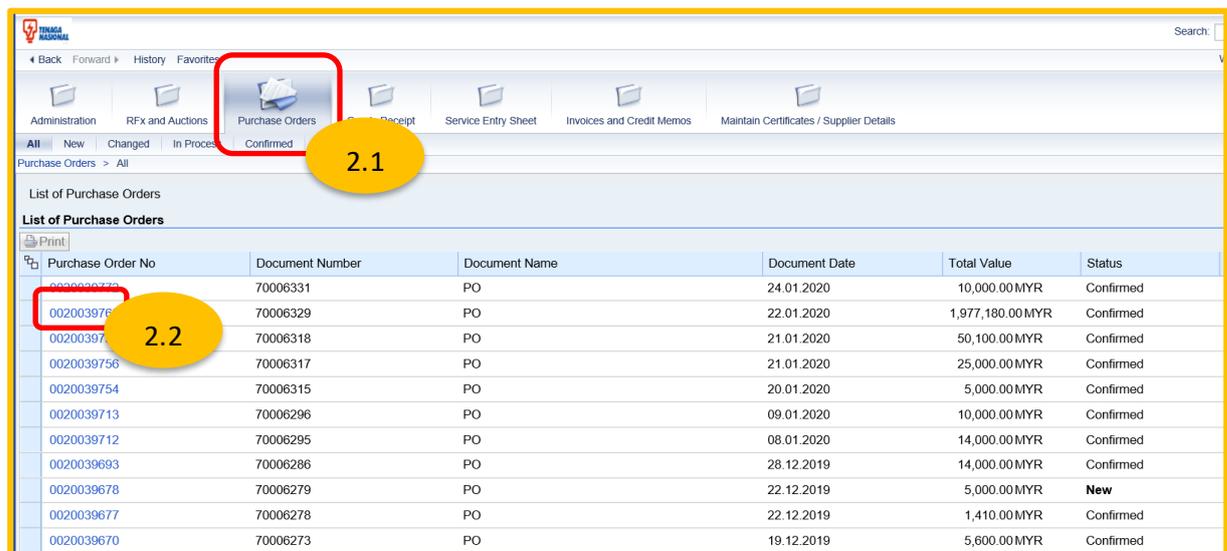


2.1. Click on tab - **Purchase Orders**.

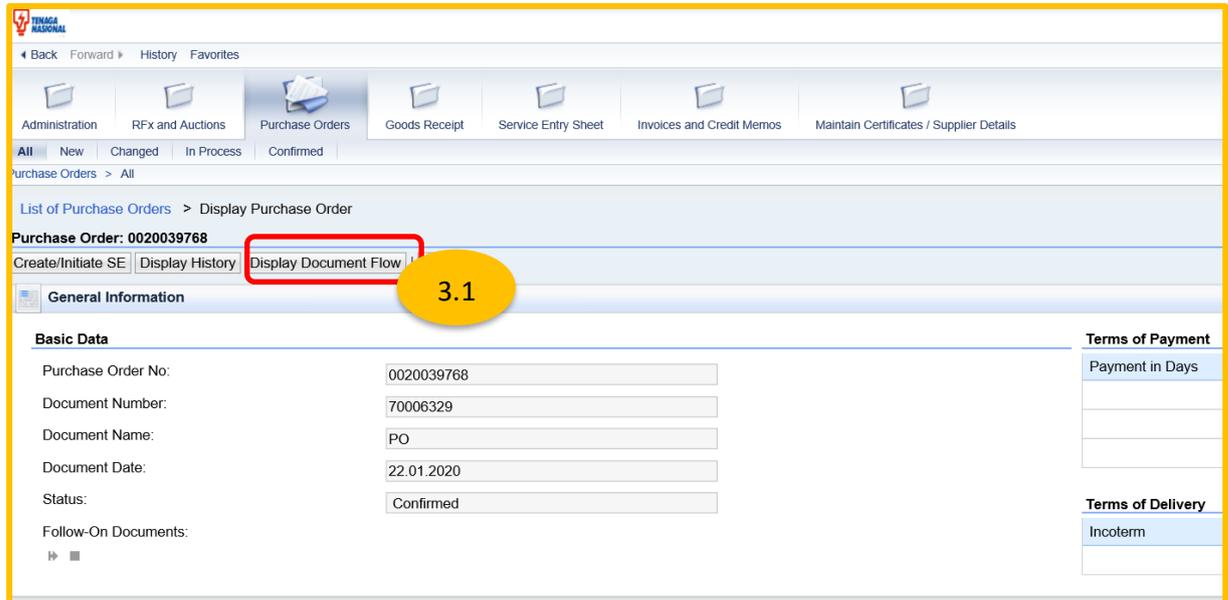
To display list of the **e-PO**

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

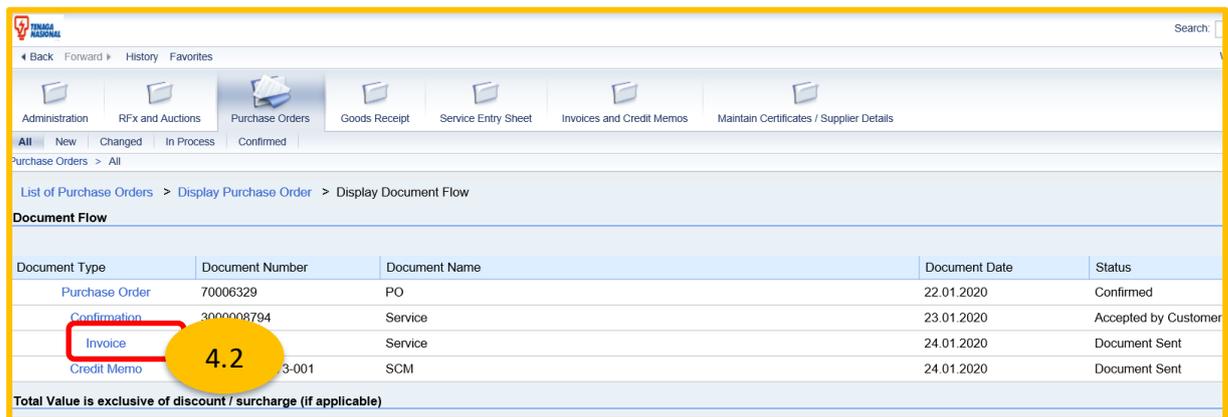
For the **e-PO** number which service has been performed.



- 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 Invoice**
Display Invoice screen displayed



5.1 Refer to **Payment Status** section at the bottom of the Display Invoice page
 Click on button – **Check Payment Status** to check on the latest payment status

By default

Date	Invoiced Amount	Paid Amount	Status	Payment Run Date	Expected Payment Date
Payment may not yet have been made					

Check Payment Status

Payment not yet been made by Finance TNB. Payment Status will be OPEN.

Date	Invoiced Amount	Paid Amount	Status	Payment Run Date	Expected Payment Date
18.04.2017	10,600.00 MYR	10,600.00 MYR	Open		

Check Payment Status

Payment has been made by Finance TNB. Status will be PAID.

Date	Invoiced Amount	Paid Amount	Status	Payment Run Date	Expected Payment Date
11.04.2017	15,900.00 MYR	15,900.00 MYR	Paid		

Check Payment Status

Invoice with Discount. Payment status will be PAID without payment details.

Status : PAID

***Please liaise with TNB Finance team, this Invoice document has Discount.**

Check Payment Status

Invoice with Retention Sum. Payment status will be OPEN for retention amount.

Date	Invoiced Amount	Paid Amount	Status	Payment Run Date	Expected Payment Date
12.04.2017	28,620.00 MYR	28,620.00 MYR	Paid		
12.04.2017	3,180.00 MYR	3,180.00 MYR	Open		

***Please liaise with TNB Finance team, this Invoice document has Retention amount.**

Check Payment Status

END