



USER MANUAL (SUPPLIER) CREATE e-INVOICE & RESUBMIT REJECTED e-INVOICE

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

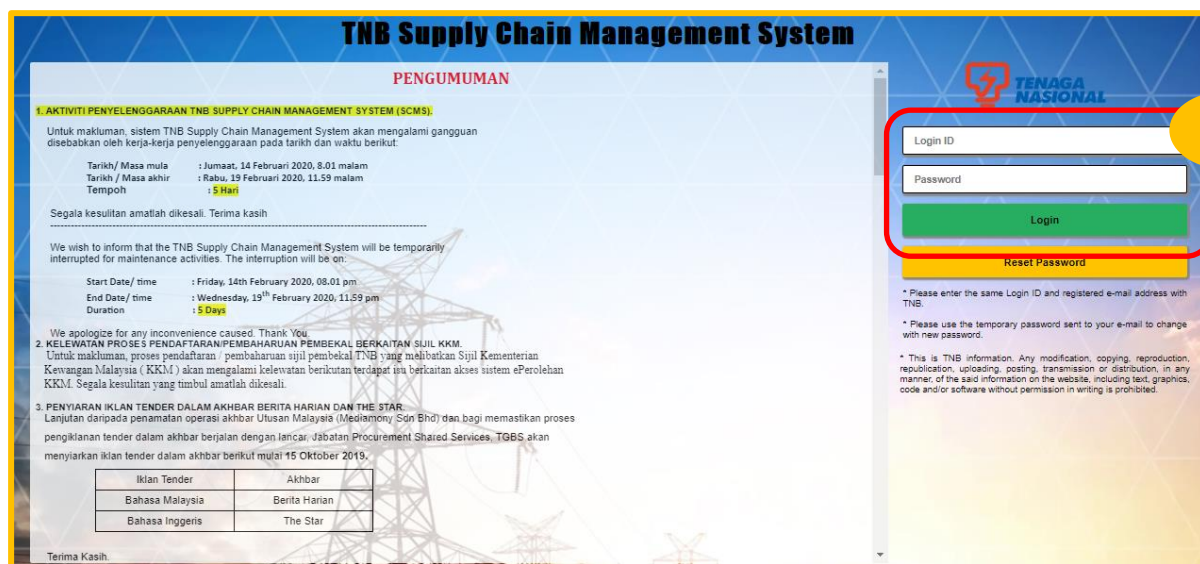
PREPARED BY:
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)
ICT, TENAGA NASIONAL BERHAD

PROCESS (3)	:	CREATE e-INVOICE
ROLE	:	TNB SUS SUPPLIER

CREATE e-INVOICE process will be performed once **Service Entry** has been approved by TNB (Confirmation status is automatically set to Accepted by Customer)

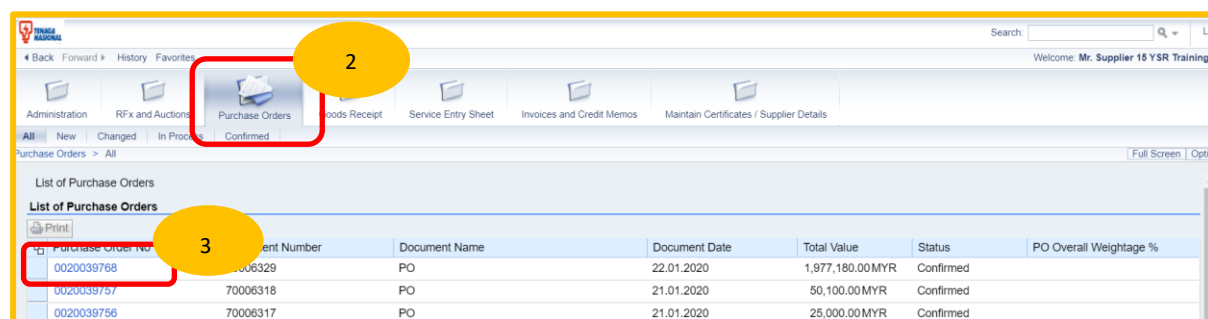
Note: TNB has rights to approve or reject **Service Entry** initiated by supplier

1. Log in to **SUS Portal** using **ID** and **Password**



2. Click on tab- **Purchase Order**. To display list of the **e-PO**

3. Click on - **Document Number**



4. **Display Purchase Order** screen displayed.

Click on button - **Display Document Flow** to check **Service Entry (Confirmation)** status.

4

5. **Document Flow** screen displayed.

Check **Confirmation** under column **Document Type**.

6. If Service Entry has been verified and approved, status changed from **Completion Reported** to **Accepted by Customer**.

7. Click **Confirmation**.

7

Document Type	Document Name	Document Date	Status	Total Value
Purchase Order	PO	22.01.2020	Confirmed	1,977,180.00 MYR
Confirmation	Service	23.01.2020	Completion Reported	20.00 MYR

Note : Implementation of Sales and Service Tax (SST)

From 1st September 2018, vendor should be able to select the appropriate new SST tax code during e-invoice creation. However, this depends on the following conditions being met:

- ☐ If the Purchase order is subjected to new taxes which are Sales & Service tax (SST) relevant.
- ☐ Vendor is a SST registered supplier and have updated with TNB the SST number.

If a Supplier has not updated his Sales or Service tax registration no. with TNB then he will be treated as Non-Register Supplier for SST and will not be able to select chargeable tax code during e-Invoice creation.

For update of Sales and Service tax registration number, please refer to this announcement:

https://www.tnb.com.my/assets/files/Notis_SCMS_SST_TNB.pdf

The selection of the SST tax code will be based on the matrix below :

Vendor registered as Sales Tax supplier	Vendor registered as Service Tax supplier	SST tax code selection
Registered	Registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PT – Service Tax 6% PZ – Non Taxable / Exempted
Registered	Non-registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PZ – Non Taxable / Exempted
Non-registered	Registered	PT – Service Tax 6% PZ – Non Taxable / Exempted
Non-registered	Non-registered	PZ – Non Taxable / Exempted

- a. Sample of eInvoice creation if the Purchase order is subjected to new taxes, which are Sales & Service tax (SST) relevant.

Click on Create Invoice and then Process Invoice screen will be display

General Information

Basic Data

Invoice:	4000007673
Description:	Service
Document Date:	24.01.2020
Purchase Order No:	0020039768
Status:	In Process
Alternative Payee:	SELECT
Bank Account No:	SELECT

Terms of Payment

Payment in Days	Discount in %
0	0.000
0	0.000
0	

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Order Item
10	service item		1.000	Act Unit	20.00 MYR	PZ - SST Non-Taxable	0020039768	0000000010 0.00
Net Value							20.00MYR	
Unplanned Delivery Costs							0.00MYR	

Tax can be changed by Supplier during e-invoice creation

- b. Sample of eInvoice creation if Purchase order is not subjected to new taxes, which are not relevant for Sales & Service tax (SST).

General Information

Basic Data

Invoice:	4000007673
Description:	Service
Document Date:	24.01.2020
Purchase Order No:	0020039768
Status:	In Process
Alternative Payee:	SELECT
Bank Account No:	SELECT

Terms of Payment

Payment in Days	Discount in %
0	0.000
0	0.000
0	

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Order Item
10	service item		1.000	Act Unit	20.00 MYR	PZ - SST Non-Taxable	0020039768	0000000010 0.00
Net Value							20.00MYR	
Unplanned Delivery Costs							0.00MYR	

Tax code is non-editable i.e cannot be changed by supplier during e-Invoice creation

8. **Display Confirmation** screen displayed.

Click on button - **Create Invoice** to perform **e-invoice** process.

Confirmation: 3000008794

Create Invoice | Document Flow | CHECK LIST | Print

General Information

Basic Data		Service Information	
Confirmation:	3000008794	Service Agent Name:	
*Document Name:	Service	Service Location:	
Document Date:	23.01.2020		
Purchase Order No.:	0020039768		
Status:	Accepted by Customer		

9. **Process Invoice** screen displayed. System will automatically generate the invoice number in **Basic Data** section.

10. If Supplier have more than one bank account registered with TNB, preferred bank account can be selected. Supplier can select Alternative Payee ONLY IF ADOA exist for this PO.

Process Invoice: 4000007673

Send | Cancel | Print

General Information

Basic Data		Terms of Payment	
Invoice:	4000007673	Payment in Days	Discount in %
Description:	Service	0	0.000
Document Date:	24.01.2020	0	0.000
Purchase Order No.:	0020039768	0	
Status:	In Process		

Alternative Payee: SELECT

Bank Account No.: SELECT

12345678910 MAYBANK

11. Starting by 6th November 2020, it is mandatory for Suppliers to

i) Agree the TNB SCMS e-Invoice Terms and Conditions (T&C) by tick the declaration checkbox.

Terms and Conditions

☐ hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions (Versi Bahasa Melayu) | (English Version)

Suppliers will see the error message below if the checkbox has not been ticked before e-Invoice submission.

The screenshot shows a web interface for processing an invoice. At the top, there is a red-bordered error message box that says: "Errors: Kindly check and accept the Terms and Conditions". Below this, an information box states: "Info: Supplier shall be responsible to select the correct SST tax code during e-invoice submission". The main section is titled "Process Invoice: 5000292268" and contains buttons for "Send", "Cancel", and "Print". Below these is a tabbed interface with "General Information" selected. Under "General Information", there is a "Basic Data" section with the following fields: Invoice (5000292268), Description (TEST), Document Date (13.09.2021), Purchase Order No (0020911389), Status (In Process), Alternative Payee (SELECT), and Bank Account No (12168010014527 ISLAM).

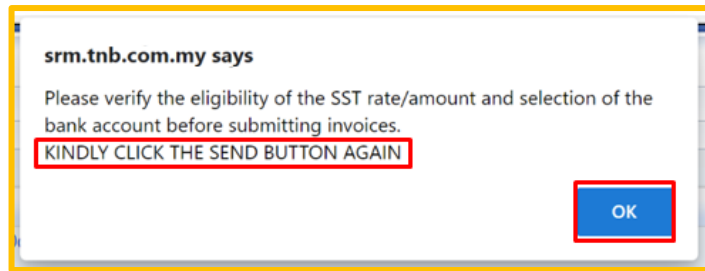
- ii) Read the T&C by clicking either [\(Versi Bahasa Melayu\)](#) or [\(English Verison\)](#) hyperlink at the end of the declaration statement.

The screenshot shows the "Terms and Conditions" section. It contains a checkbox and the text: "I hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions". To the right of this text are two hyperlinks: [\(Versi Bahasa Melayu\)](#) and [\(English Version\)](#).

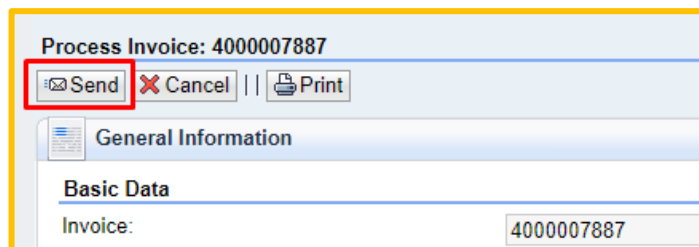
Suppliers will see the below error message if the [Terms and Conditions](#) are not read, in order to read just click on [Terms and Conditions](#) hyperlink. Click on button – **Send**.

The screenshot shows the same web interface as before, but with a different error message. The red-bordered error box now says: "Errors: Kindly ensure, Terms and Conditions are read before document submission". The "Send" button is highlighted with a red box. The rest of the interface, including the invoice details and the "General Information" tab, remains the same.

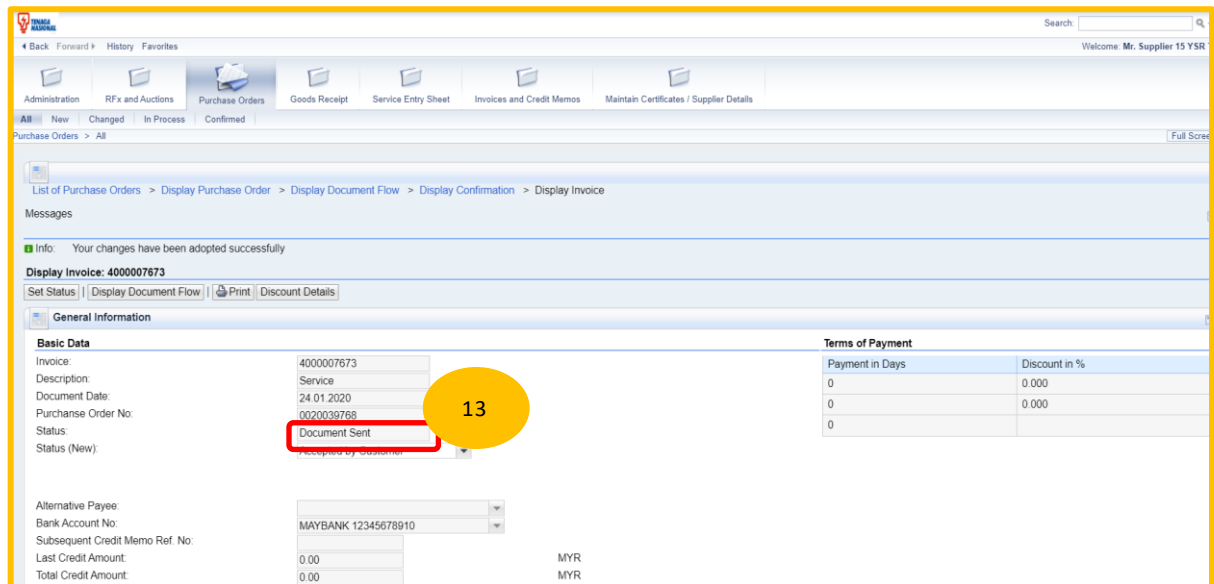
1. Suppliers will see another reminder message on SST rate/amount and selection of the bank account. Click **OK**.



Please verify the SST rate/amount and selection of the bank account. Once all information has been verified, click on the **Send** button again to submit the **e-Invoice** to TNB.

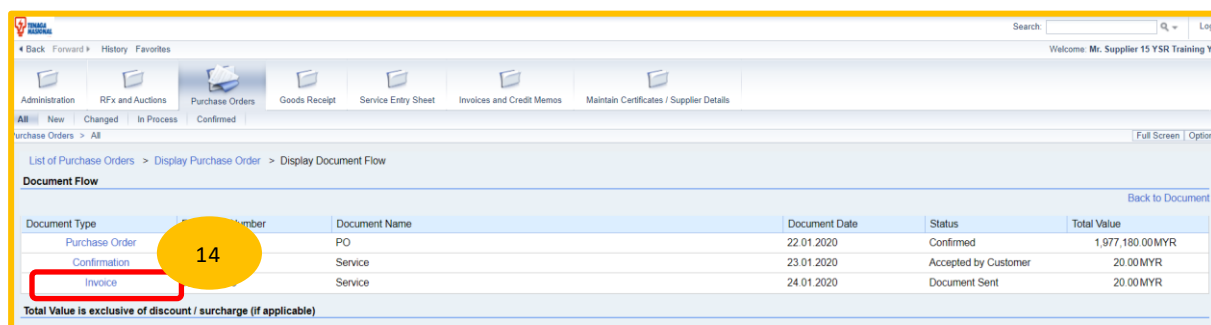


13. **e-Invoice** has successfully sent to TNB once the status of the invoice changed to **Document Sent**.

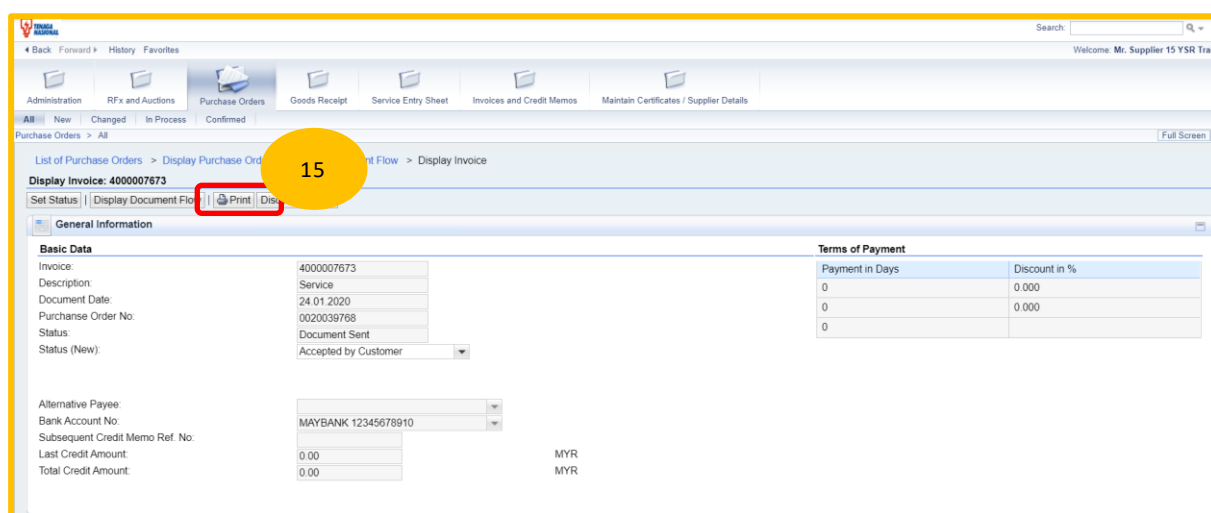


Steps to print **e-invoice**:

14. **Display Document Flow** – click on **Invoice** link.

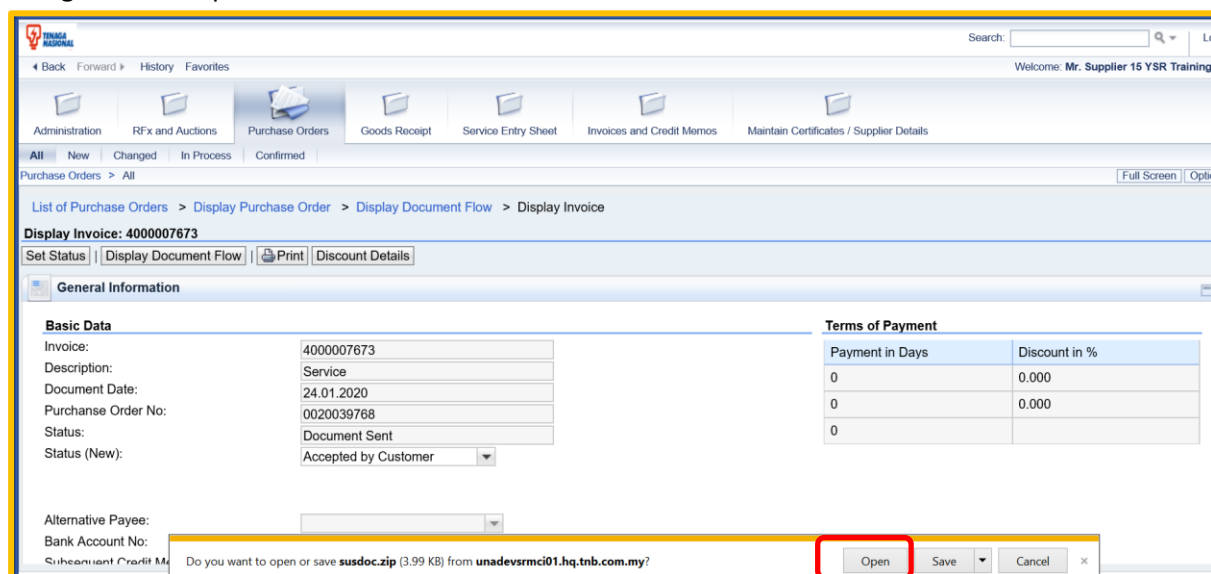


15. **Display Invoice** screen displayed. Click on button – **Print**.

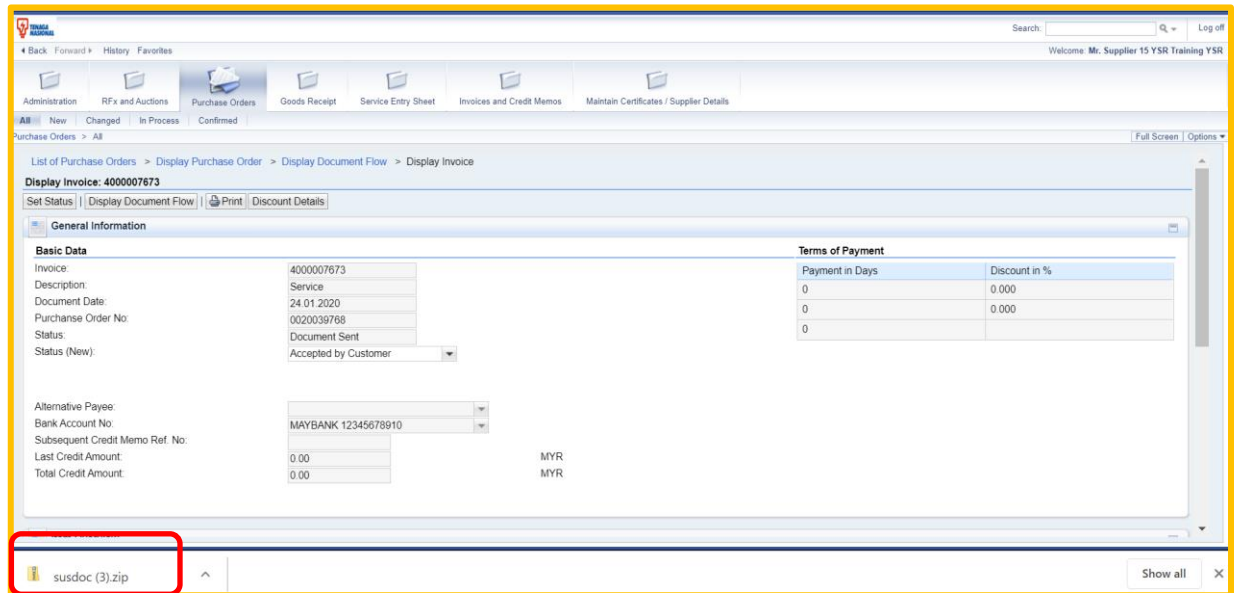


16. If below screen prompted, click on button – **Open**.

Using Internet Explorer



Using Google Chrome



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

Tax Invoice header will be displayed if Vendor is GST registered

Note: For Non-GST Vendors, normal **Invoice** header will be displayed

Invoicing Party Supplier Training 15 jalan abc 20300, Rawang Selangor		Invoice										
Invoice Recipient Tenaga Nasional Berhad Wisma TNB, No. 19 Jalan timur 46200, Petaling Jaya Selangor		<table border="1"> <tr> <td>Invoice Date</td> <td>24.01.2020</td> </tr> <tr> <td>TNB Purchase Order</td> <td>0020039768</td> </tr> <tr> <td>Invoice Number</td> <td>4000007673</td> </tr> </table>		Invoice Date	24.01.2020	TNB Purchase Order	0020039768	Invoice Number	4000007673			
Invoice Date	24.01.2020											
TNB Purchase Order	0020039768											
Invoice Number	4000007673											
Invoice Details												
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)						
10		**** service item	Service	1 AU	20.00 / 0	20.00						
				Total (Excluding SST)		20.00						
				Service Tax @ 0%		0.00						
				Total Amount Payable		20.00						
<table border="1"> <tr> <th>SST Summary</th> <th>Amount (MYR)</th> <th>SST (MYR)</th> </tr> <tr> <td>****Exempted Tax(0%)</td> <td>20.00</td> <td>0.00</td> </tr> </table>							SST Summary	Amount (MYR)	SST (MYR)	****Exempted Tax(0%)	20.00	0.00
SST Summary	Amount (MYR)	SST (MYR)										
****Exempted Tax(0%)	20.00	0.00										

END

PROCESS (4)	:	Resubmit Rejected eInvoice
ROLE	:	TNB SUS SUPPLIER

1. If submitted eInvoice has been rejected by TNB, Supplier will be notified via SUS Portal and email notification.
 - i. via SUS Portal, document type column - Cancelled Invoice with “Rejected by Customer” status

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840766	PO	25.06.2021	Confirmed	1,500.00 MYR
Confirmation	4000519945	Test	25.06.2021	Accepted by Customer	750.00 MYR
Invoice	5000292221	Test	27.06.2021	Document Sent	750.00 MYR
Cancelled Invoice	5000292222	Test	27.06.2021	Rejected by Customer	750.00 MYR

Click the Cancelled Invoice to see the details of rejected eInvoice

Communication and Collaboration

Reason for Rejection

Dear Supplier, Please submit hard copy of Invoice to Finance department.

General Information

Basic Data

Number:

5000292222

SUS Confirmation/Goods Receipt:

4000519945

Name:

Test

Date:

27.06.2021

External Reference No.:

0020903527

Status:

Rejected by Customer

- ii. via email notification - Kindly check the details of the rejected eInvoice

Invoice: 5000292221 Cancelled

Created

Dear Supplier,

The following Invoice has been cancelled:-

Invoice Number: 5000292221

SUS Confirmation/Goods Receipt: 4000519945

Purchase Order: 0020903527

Invoice Rejection Reason:

Dear Supplier, Please submit hard copy of Invoice to Finance department.

Action by Vendor:- Invoice to be submitted by vendor once again

Thank you and warm regards,

TNB

- Supplier can print the Cancelled Invoice by clicking the Print button and download the .pdf document.

Cancellation Invoice	
Invoice Date	27.06.2021
TNB Purchase Order	0020903527
Invoice Number	5000292222
GR/Confirmation	4000519945

- Supplier once again can create an eInvoice against the same Confirmation document which the eInvoice was cancelled earlier.

Click the Confirmation hyperlink.

Document Type	Document Number	Document Name	Document Date	Status
Purchase Order	1000840766	PO	25.06.2021	Confirmed
Confirmation	4000519945	Test	25.06.2021	Accepted by Customer
Invoice	5000292221	Test	27.06.2021	Document Sent
Cancelled Invoice	5000292222	Test	27.06.2021	Rejected by Customer

Click Create Invoice button and repeat the step 9 (page 22) until step 9.1 (page 26).

Under Purchase order document flow, the newly created eInvoice document is updated with status “Document Sent”

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840766	PO	25.06.2021	Confirmed	1,500.00 MYR
Confirmation	4000519945	Test	25.06.2021	Accepted by Customer	750.00 MYR
Invoice	5000292221	Test	27.06.2021	Document Sent	750.00 MYR
Cancelled Invoice	5000292222	Test	27.06.2021	Rejected by Customer	750.00 MYR
Invoice	5000292223	Test	27.06.2021	Document Sent	750.00 MYR

END