

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*

TNB Supply Chain Management Syste	
PENGUMUMAN	
1. AKTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Untuk makluman, sistem TNB Supply Chain Management System akan mengalami gangguan disebablian oleh kerja-kerja penyelenggaraan pada tarihin dan waktu berikut. Tarikh/ Masa mula : Jumaat, 14 Februari 2020, 8.00 malam Tarikh/ Masa ahui : Tabu, 15 Februari 2020, 11.59 malam	Login ID
Tempoh : <mark>S Harr</mark> Segala kesulitan amatlah dikesali. Terima kasih	Login
We wish to inform that the TNB Supply Chain Management System will be temporarity interrupted for maintenance activities. The interruption will be on:	Reset Password
Start Date/ time : Friday. 14th February 2020, 08.01 pm End Date/ time : Vednesday, 19 th Duration : Start We apologize for any inconvenience caused. Thank You. : Vednesday, 19 th V Repologize for any inconvenience caused. Thank You. : Vednesday. V Repologize for any inconvenience caused. Thank You. : Vednesday. V Repologize for any inconvenience caused. Thank You. : Vednesday. V Return KATM POS SE SPENDATTRANVERMARANA PEMBERAL BERKATAN SUIL KKM. Untik makhman, procese pendafaran / pembaharua niji) pembekal TNB yang melbotkan Sijii Kementerian KKM. Segala keulitan yang timbal amatiha dikesali. : PenyiaRAN IKLAN TENDER DALAM AKHBAR BERTA HARIAN DAN THE STAR. Caugitan dingyada penandara opedai akhar Unusan Malayaka (Mediamon, Son Bhd) dan bagi memastikan proses pengiahana tender dalam akhbar berjalan dengan langiar. Jabatan Procuremeti Shared Services, TGBS akan menyiaraha Kikan tender dalam Akhbar berjalam 15 OKtober 2015. : Vednesday.	 Pease enter the same Login ID and registered e-mail address with TNB. Pease use the temporary password sent to your e-mail to change with new password. Public to the same temporary password sent to your e-mail to change with new password. This is TNB information. Any modification, copying, reproduction, in any modification, update, posing, transmission or distribution, in any manner, of the said information on the website, including text, graphics, code and/or software without permission in writing is prohibited.
Ikian Tender Akhbar	
Bahasa Malaysia Berita Harian Berita Harian	
Bahasa Inggeris The Star	

- 2. Click on tab Purchase Order. To display list of the e-PO
- 3. Click on Document Number

S	GA GRAE						Search	Q - Lo
. ∎ Bac	k Forward History Favorites	2						Welcome: Mr. Supplier 15 YSR Training
١			E	D	E			
Admi	inistration RFx and Auctions	Purchase Orders oods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier	Details		
All	New Changed In Process	Confirmed						
Purchas	e Orders > All							Full Screen Optio
Lis	st of Purchase Orders							A
	t of Purchase Orders							
	Print							
10	Furchase Order No 3	ent Number	Document Name		Document Date	Total Value	Status	PO Overall Weightage %
	0020039768		PO		22.01.2020	1,977,180.00 MYR	Confirmed	
-	0020039757	70006318	PO		21.01.2020	50,100.00 MYR	Confirmed	
	0020039756	70006317	PO		21.01.2020	25,000.00 MYR	Confirmed	

4. Display Purchase Order screen displayed.

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

TRANSGRAL							Search:	Q
Back Forward History Favorites							Welcome: Mr	. Supplier 15 YSR Tr
Administration RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier I	Details		
All New Changed In Process	s Confirmed							
urchase Orders > All								Full Screen
List of Purchase Orders > Displ Purchase Order: 0020039768 Create/Initiate SE Display Histor		t Flow						
Purchase Order: 0020039768								c
Purchase Order: 0020039768 Create/Initiate SE Display Histor						Terms of Payment		8
Purchase Order: 0020039768 Create/Initiate SE Display Histor	Display Documen					Terms of Payment Payment in Days	Discount in %	e
Purchase Order: 0020039768 Create/Initiate SE Display Histor	y Display Documen	t Flow					Discount in %	E
Purchase Order: 0020039768 Create/Initiate SE Display Histor General Information Basic Data Purchase Order No:	y Display Documen	t Flow 1000000000000000000000000000000000000					Discount in %	ĉ
Purchase Order: 0020039768 Create/Initiate SE Display Histor General Information Basic Data Purchase Order No: Document Number:	y Display Documen	t Flow 1000000000000000000000000000000000000					Discount in %	E

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.

27 TIMAGA					Search:	Q, - Lo
Gack Forward History Favorites					Welcor	me: Mr. Supplier 15 YSR Training
Administration RFx and Auctions Purchase Orders	Goods Receipt Service Entry Sher	eet Invoices and Credit Memos	Maintain Certificates / Supplier Details			
All New Changed In Process Confirmed						
Purchase Orders > All						Full Screen Optio
List of Purchase Orders > Display Purchase Orde Document Flow	r > Display Document Flow					
						Back to Documer
				Della	01-1-1-	
Document Type	Document Name		Docum	ent Date	Status	Total Value
Document Type er	PO		22.01.2		Confirmed	Total Value 1,977,180.00 MYR
				020		

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

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

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

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

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TIMAGA MASSORIA							Search		Q, +
Hack Forward ► History Favorites History Favorites Compared ■ History Favorites Section 1 Compared ■ History Forward Forward ■ History Forward Fo								Welcome: Mr. Suppl	lier 15 YSR Tr
Administration RFx and Auctions	Purchase Orders	Goods Receipt Servi	ice Entry Sheet Invoices and Credit M	emos Maintain Certificates / S	upplier Details				
All New Changed In Proces	ss Confirmed								
urchase Orders > All									Full Screen
Send X Cancel 🗁 Print									
General Information									-
Basic Data						Terms of Payment			
Invoice:		4000007673				Payment in Days	Discount in	1%	
Description:		Service				0	0.000		
Document Date:		24.01.2020				0	0.000		
Purchanse Order No:		0020039768				0			
Status:		In Process				0			
Alternative Payee:		SELECT							
Bank Account No:		SELECT							
			Tax	can be change	ed by Supp	lier during e-inv	oice creatio	า]
Item Overview									8
Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Pur hase Order No	Purchase Order	r Item
10	service item		1.000	Act Unit	20.00 MYR	PZ - SST Non-Taxable o 🕶	0120039768	000000010	0.00
				Net Value				20.00 MYR	
				Unplanned Del	ivery Costs			0.00 MYR	

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

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

TIMAGA							Search	Q.,
Back Forward ► History F	Favorites							Welcome: Mr. Supplier 15 YSR T
Administration RFx and A		Goods Receipt Service En		emos Maintain Certificates / S	ipplier Details			
II New Changed I chase Orders > All	In Process Confirmed							Full Scree
Send X Cancel	Print							
General Informatio	n							
Basic Data						Terms of Payment		
Invoice:		4000007673				Payment in Days	Discount in	1%
Description:		Service				0	0.000	
Document Date:		24.01.2020				0	0.000	
Purchanse Order No: Status:		0020039768 In Process				0		
Status.		In Process						
Alternative Payee:		SELECT	*					
Bank Account No:		SELE IT		ditable i e car		aged by supplie	r during o In	
Bank Account No:		Ta	x code is non-e		not be char	iged by supplie	r during e-in	ivoice creation
Bank Account No:		Ta	x code is non-6					5
	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Pu chase Order No	Purchase Order Item
Item Overview	Description service item					Ţ	Pu chase Order No	Purchase Order Item 000000010 0.00
Item Overview Number			Quantity	Unit of Measure	Net Value	Tax	Puichase Order No (120039768	Purchase Order Item

8. Display Confirmation screen displayed.

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

TINAGA							Search:	٩
Back Forward History Favorites							We	Icome: Mr. Supplier 15 YSR
dministration RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier De	ails		
New Changed In Process	Confirmed							Full Scre
List of Purchase Orders > Display		> Display Docum		Confirmation				
List of Purchase Orders > Display								
List of Purchase Orders > Display					Information			
List of Purchase Orders > Display				Servic	Information			
List of Purchase Orders > Display winnmasum official Oreate Invoice [0] 8 Basic Data Confirmation:		CHECK LIST		Servic Service				
List of Purchase Orders > Display		CHECK LIST		Servic Service	Agent Name:			
List of Purchase Orders > Display		CHECK LIST 3000008794 Service		Servic Service	Agent Name:			

- 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.

Send X Cancel 🎂 Print				
General Information				
Basic Data		.0	Terms of Payment	
Invoice:	4000007673		Payment in Days	Discount in %
Description:	Dervice		0	0.000
Document Date:	24.01.2020		0	0.000
Purchanse Order No:	0020039768		0	
Status:	In Process	10	0	
Alternative Payee:	SELECT	10		
Bank Account No:	SELECT			
	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.



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

Errors: Kindly check and accept the Info: Supplier shall be responsible	ne Terms and Conditions to select the correct SST tax code during e	-invoice su				
Process Invoice: 5000292268						
🖾 Send 🗙 Cancel 🖨 Print						
General Information						
Basis Data						
Basic Data						
Invoice:	5000292268					
Description:	TEST					
Document Date:	13.09.2021					
Purchanse Order No:	0020911389					
Status:	In Process					
Alternative Payee:	SELECT	-				
Bank Account No:	12168010014527 ISLAM	-				

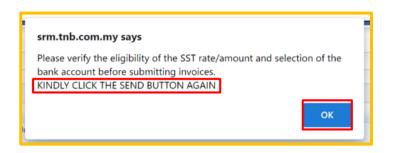
ii) Read the T&C by clicking either (Versi Bahasa Melayu) or (English Verison) hyperlink at the end of the declaration statement.

ſ	Terms and Conditions	
ľ	□ I 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 below error message if the <u>Terms and Conditions</u> are not read, in order to read just click on <u>Terms and Conditions</u> hyperlink. Click on button – **Send**.

Errors: Kindly ensure, Terms and Conditions are read before document submission					
Process Invoice: 5000292268					
Send Cancel BPrint					
General Information					
Basic Data					
Invoice:	5000292268				
Description:	TEST				
Document Date:	13.09.2021				
Purchanse Order No:	0020911389				
Status:	In Process				

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.

Process Invoice: 4000007887				
Send X Cancel				
General Information				
Basic Data				
Invoice:	4000007887			

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

Without .	Search:
4 Back Forward ▶ History Favorites	Welcome: Mr. Supplier 15 YSR
Administration RFx and Auctions Purchase Orders Goods Receipt Service Entry Sheet Invoices and Credit Memos Maintain Ce	ertificates / Supplier Details
All New Changed In Process Confirmed	
Purchase Orders > All	Full Scree
List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation > Display Invoice	
Messages	
Info: Your changes have been adopted successfully	
Display Invoice: 4000007673	
Set Status Display Document Flow 🚔 Print Discount Details	
General Information	
Basic Data	Terms of Payment
Invoice: 4000007673	Payment in Days Discount in %
Description: Service Document Date: 24 01 2020	0 0.000
Document Date: 24.01.2020 Purchanse Order No: 0020039768 13	0 0.000
Status: Document Sent	0
Status (Mou)	
Status (New).	
Alternative Payee:	
Bank Account No: MAYBANK 12345678910	
Subsequent Credit Memo Ref. No:	
Last Credit Amount: 0.00 MYR	
Total Credit Amount: 0.00 MYR	

Steps to print e-invoice:

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

TENAGA MASSORIAL							Search:	Q. +
Back Forward > History Favorite	15						1	Welcome: Mr. Supplier 15 YSR Trainin
Administration RFx and Auction	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
New Changed In Proc	ess Confirmed							
chase Orders > All								Full Screen Op
List of Purchase Orders > Di	splay Purchase Order	> Display Docum	nent Flow					
List of Purchase Orders > Di Document Flow						Description		Back to Docume
List of Purchase Orders > Di Document Flow	splay Purchase Order	D	ocument Name			Document Date	Status	Total Value
List of Purchase Orders > Di Document Flow	humber		ocument Name			Document Date 22.01.2020	Status Confirmed	
List of Purchase Orders > Di Document Flow		D	ocument Name					Total Value
List of Purchase Orders > Di Document Flow Document Type Purchase Order	humber	Di P(Se	ocument Name			22.01.2020	Confirmed	Total Value 1,977,180.00 MYR

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

TENAGA NASIONAL					Search:	Q, +
Back Forward History Favorites					Welcome: M	Ir. Supplier 15 YSR Tra
Administration RFx and Auctions Purchase Orc	Bers 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 O Display Invoice: 4000007673	15	splay Invoice				Full Screen
Set Status Display Document Flor 🖨 Print	Disc					
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	
Purchanse Order No:	0020039768			0	0.000	
Status:	Document Sent			0		
Status (New):	Accepted by Customer	*				
Alternative Payee:		Ŧ				
Bank Account No:	MAYBANK 12345678910	-				
Subsequent Credit Memo Ref. No:						
Last Credit Amount:	0.00	MYR				
Total Credit Amount:	0.00	MYR				

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

Using	Internet E	xplorer
0.01116		

							_
TENAGA			Search:		٩	Lo	
Back Forward History Favorites					Welcome: Mr. Suppli	er 15 YSR Tra	aining
Administration RFx and Auctions Purchase Orders	Goods Receipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier I	Details			
All New Changed In Process Confirmed							
Purchase Orders > All							
List of Purchase Orders > Display Purchase Order	> Display Document Flow > Display	Invoice					
Display Invoice: 4000007673							
Set Status Display Document Flow Brint Dis	count Details						
General Information							=
Basic Data			Terms of Pa	yment			
Invoice: 40000	007673		Payment in	Payment in Days			
Description: Service	ce de la companya de		0	0			
Document Date: 24.01	.2020			0			
	039768				0.000		-
	ment Sent		0				
Status (New): Accept	oted by Customer 👻						
Alternative Payee:	v						
Bank Account No:							
Subsequent Credit Me Do you want to open or save	susdoc.zip (3.99 KB) from unadevsrmci01.I	hq.tnb.com.my?	Open	Save 🔻	Cancel ×		

Using Google Chrome

TINALA RASIONAL					Search:	Q + Log off
Back Forward History Favorites					Welcome: Mr. Suppl	lier 15 YSR Training YSR
Administration RFx and Auctions Purchase Ord	Sers Goods Receipt Service Entry Sh	eet Invoices and Credit Mer	mos Maintain Certificates / Supplier Details			
All New Changed In Process Confirmed						
Purchase Orders > All						Full Screen Options *
List of Purchase Orders > Display Purchase O Display Invoice: 4000007673 Set Status Display Document Flow Print		olay Invoice				î
General Information	Discount Details					-
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	
Purchanse Order No:	0020039768			0		
Status:	Document Sent			0		
Status (New):	Accepted by Customer	•				
Alternative Payee:		¥				
Bank Account No:	MAYBANK 12345678910	*				
Subsequent Credit Memo Ref. No:						
Last Credit Amount:	0.00		YR			
Total Credit Amount:	0.00	N	YR			
						-) *
susdoc (3).zip						Show all X

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

	9768
nvoice Recipient	
nvoice Recipient	7673
nvoice Recipient	
No. Product No Item Description Prod Type Quantity Price per unit 10 ***** service item Service 1 AU 20.00 / 0	Amount (MYR) 20.00
Total (Excluding SST)	20.00
Service Tax @ 0%	0.00
Total Amount Payable	
Total Amount Payable	

END

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

- 1. If submitted elnvoice 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 I Finance department.	nvoice to
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 elnvoice

Invoice: 5000292221 Cancelled
Created 🖃
Dear Supplier,
The following Invoice has been cancelled:-
Invoice Numbe <mark>:5000292221</mark>
SUS Confirmation/Goods Receip <mark>t:4000519945</mark>
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,
тлв

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

Communication an	d Collaboration			
Reason for Rejection			 	
Dear Supplier, Please Finance department.	submit hard copy	of Invoice to		
General Informatio	n		_	
Basic Data			 	
Number:		5000292222		

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

3. Supplier once again can create an elnvoice against the same Confirmation document which the elnvoice 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).

Confirmation: 4000519945				
Create Invoice Copy Display Document Flow CHECK LIST				
General Information				
Basic Data				
Confirmation:	4000519945			
*Document Name:	Test			
Document Date:	25.06.2021			
Purchase Order No.:	0020903527			
Status:	Accepted by Customer			

Under Purchase order document flow, the newly created el nvoice document is updated with status "Document Sent"

Document Type	Document Number	Document Name	C	Document Date	Status	Total Value
Purchase Order	1000840766	PO	2	25.06.2021	Confirmed	1,500.00 MYR
Confirmation	4000519945	Test	2	25.06.2021	Accepted by Customer	750.00 MYR
Invoice	5000292221	Test	2	27.06.2021	Document Sent	750.00 MYR
Cancelled Invoice	5000292222	Test	2	27.06.2021	Rejected by Customer	750.00 MYR
Invoice	5000292223	Test	2	27.06.2021	Document Sent	750.00 MYR

END