

USER MANUALS (SUPPLIER) ASSIGNMENT OF DEED OF AGREEMENT (ADOA)

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY:

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

What is ADOA (Assignment of Deed of Agreement)?

- ADOA is deed of agreement signed between TNB and Suppliers (more than 1)
- ADOA can exist, either for Contract or for Purchase Order
- For each ADOA, percentage is defined against each Supplier (here called as Assignee).
- The percentage allocated between ADOA Supplier (Assignee) should not exceed more than 100 %.
- System will not allow Supplier (Assignee) to create Invoice greater than the balance amount

Balance Amount = ADOA Amount - Invoice Amount (Invoice that created by Supplier)

In the below example, Purchase Order (PO) **20039772** is created for 10,000 MYR. Against this PO, a deed of agreement is signed between TNB and Vendor A and Vendor B where an allocated percentage is assigned to each Supplier.

Vendor A = 3000750 Vendor B = 3000025

ADOA Percentage:

Purchase order	Assignee / Vendor	Bank Account	Bank Name	ADOA Amount	Invoice Amount (already created)	Balance Amount
20039772	Vendor A	89432834848	Public Bank	4,000.00	0	4,000.00
20039772	Vendor B	982348432841	CIMB BANK	6,000.00	0	6,000.00

Case 1: If Supplier creates an Invoice of 5000 MYR against PO 20039772, system will give an error message if Alternate payee is Vendor A as balance amount (4000 MYR) is less than invoice amount (5000 MYR)

Messages									
Errors: Invoice amount is more than balance amount for the payee. Kindly contact Contract Management Unit at contract-helpdesk@tnb.com.my. Warning: Kindly note that this PO has ADOA. Please select the correct alternative payee Preseed Invoice: 400007675									
Send Cancel Drint									
General Information									
Basic Data			Terms of Payment						
Invoice:	4000007675		Payment in Days						
Description:	PO		30						
Document Date:	24.01.2020		0						
Purchanse Order No:	0020039772		0						
Status:	In Process		0						
Alternative Payee: Bank Account No:	SELECT 89432834848-PUBLIC	Supplier Training 15							

Purchase order	Assignee / Vendor	Bank Account	Bank Name	ADOA Amount	Invoice Amount (already created)	Balance Amount
20039772	Vendor A	89432834848	Public Bank	4,000.00	0	4,000.00
20039772	Vendor B	982348432841	CIMB BANK	6,000.00	0	6,000.00

Case 2: If Supplier creates an Invoice of 5000 MYR, system will allow to create Invoice if Alternate payee is Vendor B as balance amount (6000 MYR) is more than invoice amount (5000 MYR)

Messages								
A Warning: Kindly note that this PO has ADOA. Please select the correct alternative payee								
Process Invoice: 4000007675								
Send Cancel Print								
General Information								
Basic Data			Terms of Payment					
Invoice:	400007675		Payment in Days					
Description:	PO		30					
Document Date:	24.01.2020							
Purchanse Order No:	0020039772		0					
Status:	In Process		0					
Alternative Payee:	3000025 🗸	Himanshu Vendor - 3000025						
Bank Account No:	982348432841-MAYBANK <							

PROCESS	:	CREATING e-INVOICE AGAINST PO WITH ADOA	
ROLE	:	TNB SUS SUPPLIER	

1.1. Log in to SUS Portal using ID and Password

TNB Supply Chain Management System	$\land \land \land \land$
PENGUMUMAN	
1. AKTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Untuk makuman, sistem TNB Supply Chain Management System akan mengalami gangguan disebakan oleh keja-kerja penyelenggaraan pada tarih dan wahu berikut.	Login ID
Tarikh/ Masa mula : Jamaat Ja Februari 2020, 8.01 malam Tarikh / Masa akhir : Rabu, 13 Februari 2020, 11.59 malam Tempoh : State	Password
Segala kesulitan amatlah dikesali. Terima kasih	Login
We wish to inform that the TNB Supply Chain Management System will be temporarily interrupted for maintenance activities. The interruption will be on:	Reset Password
Start Date/ time : Friday, 14th February 2020, 08.01 pm	
End Date/ time : Wednesday, 19 th February 2020, 11,59 pm Duration : 5 Date	TNB.
We apologize for any inconvenience caused. Thank You. 2. KELEWATAN PROSES PENDAFTARAN PERMEAHARUAN PEMDEKAL BERKAITAN SUIL KKM. Untuk madhuman prosep sendataran jembahanam silp embekal BERKAITAN SUIL KKM. Kewangan Malaysia (KKM) akan mengalami kelewatan berikutan terdapat ini berkaitan akses sistem ePerolehan KEVIS canake insultan wang dindukut berlihatan terdapat ini berkaitan akses sistem ePerolehan	 Passe use the temporary password sent to your e-mail to change with new password. This is This information. Any modification, copying, reproduction, republication, uploading, posting, transmission or distribution, in any manner, of the scal information on the website, information setup rapidly.
 PENYIARAN KKUN TENDER DALAM AKHBAR BERITA HARIAN DAN THE STAR Lanjudan darjada penamatian operais althbar Ulusan Ma'ayala (Mediamony Son Bhd) dan bagi memastikan proses 	code and/or software without permission in writing is prohibited.
pengiklanan tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shared Services, TGBS akan	
menyiarkan iklan tender dalam akhbar berikut mulai 15 Oktober 2019.	and the second
Iklan Tender Akhbar	
Bahasa Malaysia Berita Harian	
Bahasa Inggeris The Star	
Terima Kasih	•

- 2.1. Click on tab **Purchase Orders.** To display the list of *e-PO*
- 2.2. Click on **Purchase Order Number** For the *e-PO* number as stated in the e-mail received.

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4	Back Forward + History Favorites	21					Welcome: Mr. Supplier 15 YSR Trainin
A	Administration RFx and Auctions	Purchase Orders Goods Receipt	Service Entry Sheet Invoices and Credit Memos	Maintain Certificates / Supplier Details			
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ზ	Dumbara O	Document Number	Document Name	Document Date	Total Value	Status	PO Overall Weightage %
	0020039772	70006331	PO	24.01.2020	10,000.00 MYR	Confirmed	
	0020039768	70006329	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	
	0020039754	70006315	PO	20.01.2020	5,000.00 MYR	Confirmed	
	0020039713	70006296	PO	09.01.2020	10,000.00 MYR	Confirmed	

3.1. *Display Purchase Order* screen displayed. Click on button – **Display Document Flow**.

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i General Information									
Basic Data							Terms of Payment		
Purchase Order No:		0020039772					Payment in Days	Discount	in %
Document Number:		70006331					30		
Document Name:		10000331							
Desument Date:		PO							
Document Date.		24.01.2020							
Status:		Confirmed					Terms of Delivery		
Follow-On Documents:							Incoterm	Location	
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4.1. *Document Flow* screen displayed. Click on - **Confirmation**.

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Purchase Orders > All					Full Screen Option
List of Purchase Orders > Display Purchase Order > Displa	y Document Flow				
Document Flow					
					Back to Docume
Document Type	Document Name		Document Date	Status	Total Value
Purchase Order 4,1	PO		24.01.2020	Confirmed	10,000.00 MYR
Goods Receipt	GR		24.01.2020	New	5,000.00 MYR
Total value is exclusive or discount / surcharge (if applicabl	le)				

5.1 *Display Confirmation* screen displayed. Click on – **Create Invoice** button.

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						Welcome: Mr. Supplier 15 Y	SR Training YSR
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Basic Data							
Document Number:	3000008795						
Document Name:	GR						
Document Date:	24.01.2020						
Status:	New						

6.1. Process Invoice screen displayed.

Check on Invoice Amount (Net Value) Click on – **Send** button.

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Binfo: S	his to select the correct SST tay or	de during e invoire euhmission h	ared on the SST Act	2018/SST Deculatio	n 2018/SST Orders an	id any subsequent changes				
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6.1		oneci alternative payee								
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General Information										
(con										
Basic Data							Terms of	Payment		
Description:		4000007676 PO					Paymen	t in Days	Discount	tin %
Document Date:		24.01.2020					30		0.000	
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Status:		In Process					0			
Alternative Payee:		SELECT		•						
Bank Account No:		SELECT		*						
Item Overview										
Number	Description	Product	Quantity	L	Init of Measure	Net Value	Tax		Purchase Order No	Purchase Order Item
1	testing PZ tax code		6	50	each	5,000.00 MYR	PZ - SS	T Non-Taxable or Exer-	0020039772	10 0.00
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Error prompted during invoice sent. System will not allow main supplier (Vendor A) to create Invoice with value which is greater than the balance amount (refer to ADOA percentage table).

7.1. Back to Process Invoice screen.

Change Alternative Payee to second assignee, Vendor B (refer to ADOA percentage table) Select Bank Account of Alternate Payee.

7.2. Click on – **Send** button.

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WINNER.					Search:	٩	Log
Gack Forward History Favorites					Welcome: M	r. Supplier 15 YSR Tr	aining 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	Option
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Warning This PO has ADOA. Plea	ise select the correct alternative payee						
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Invoice:	4000007676			Payment in Days	Discount in %		
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Status:	In Process	7 1		0			
Alternative Payee: Bank Account No:	3000025 982348432841-MAYBANK	7.⊥ ,∎manshu	Vendor - 3000025				

Back Forward History Favorites					
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Set Status Display Document Flow Print Discount Details Discount Details					
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Basic Data					Terms of Payment
Invoice:	4000007676				Payment in Days
Description: PO					30
Document Date: 24.01.2020					0
Purchanse Order No: 0020039772					0
Status:	Status: Document Sent				0
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Invoice successfully sent. System will allow alternative supplier (Vendor B) to create Invoice because Balance Amount is greater than Invoice Amount. (Referring to ADOA percentage table)