



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

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SUPPLIER RELATIONSHIP MANAGEMENT  
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY:

SUPPLY CHAIN MANAGEMENT (SCM)  
ICT TNB

## **IMPORTANT NOTES**

1. The minimum system requirement to access Supplier Self Service (SUS) portal and Registration of Suppliers (ROS) as below.
  - a. **JAVA RUNTIME ENVIRONMENT (JRE)** - Minimum version 1.6
  - b. **WEB BROWSER – Internet Explorer** Minimum version 8
  - c. **PDF READER** – Adobe Reader or similar
  - d. **FIREWALL** – Ensure internal company firewall has been set to enable SUS portal web address <https://srm.tnb.com.my/portal>
  
2. To set Compatibility View in Internet Explored Menu Bar
  - Click on button - **Tools**
  - Choose - **Compatibility view settings** in the menu list
  - Under **Add this website** field, type the address of the webpage : **tnb.com.my**
  - Click on button - **Add**
  - Click on button -**Close**- and –**Refresh** the webpage

**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) 20823010 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.

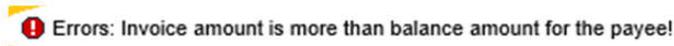
Vendor A = 3048985

Vendor B = 3048988

**ADOA Percentage:**

Purchase order	Assignee / Vendor	Percentage	ADOA Amount	Invoice Amount (already created)	Balance Amount
20823010	Vendor A	40%	4,000.00	0	4,000.00
20823010	Vendor B	60%	6,000.00	0	6,000.00

**Case 1:** If Supplier creates an Invoice of 5000 MYR against PO 20823010, system will give an error message if Alternate payee is Vendor A as balance amount (4000 MYR) is less than invoice amount (5000 MYR)



**Process Invoice**

Send Cancel Print

**Basic Data**

Invoice: 000003865

Status: In Process

Description: dsaasd

Document Date: 13.04.2017

External Reference: 0020823010

Alternative Payee: SELECT

Bank Account No: [dropdown]

Purchase order	Assignee / Vendor	Percentage	ADOA Amount	Invoice Amount (already created)	Balance Amount
20823010	Vendor A	40%	4,000.00	0	4,000.00
20823010	Vendor B	60%	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)

 Info: Your changes have been adopted successfully

### Process Invoice

Send
Cancel
Print

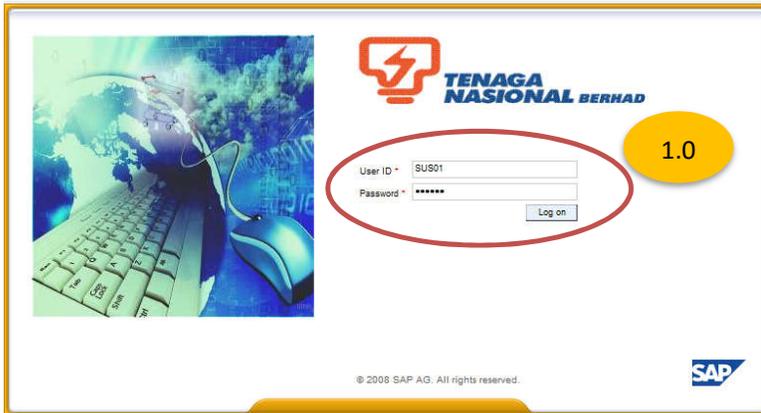
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**Basic Data**

Invoice	0000003878
Status	In Process
Description	dsaasd
Document Date	13.04.2017
External Reference	0020823010
Alternative Payee	3048988 <span style="font-size: small;">▼</span> SUPPLIER TRAINING 34

<b>PROCESS</b>	<b>:</b>	<b>CREATING e-INVOICE AGAINST PO WITH ADOA</b>
<b>ROLE</b>	<b>:</b>	<b>TNB SUS SUPPLIER</b>

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



2.1. Click on tab - **Purchase Orders**.  
 To display the list of **e-PO**

2.2. Click on - **Document Number**  
 For the **e-PO** number as stated in the e-mail received.

Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
0000005192	PO	13.04.2017	Confirmed	10,000.00 MYR	0020823010
0000005162		12.04.2017	Confirmed	1,000.00 MYR	0020822977
0000005161		12.04.2017	Confirmed	100.00 MYR	0020822974
0000005120	PO	07.04.2017	Confirmed	1,000.00 MYR	0020822935

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

**Display Purchase Order**

Create Confirmation | Display History | **Display Document Flow** | Print

**Basic Data**

Document Number: 0000005192  
 Document Name: PO  
 Document Date: 13.04.2017  
 Purchase Order No.: 0020823010  
 Requested Follow-On Documents: Purchase Order Response, Confirmation, Goods Receipt, Invoice  
 Status: Confirmed

**Item Overview**

	Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on
<input checked="" type="checkbox"/> Hierarchy Item	1	Confirmed			service PO cycle	1.000 Activity	10,000.00 MYR	1.000 Activity	16.03.2017
<input checked="" type="checkbox"/> Last Subitem for service PO cycle	1.1	Confirmed		Standard Line	testing installation	10 EACH	10,000.00 MYR	10 EACH	

4.1. **Document Flow** screen displayed.  
 Click on - **Confirmation**.

**Document Flow**

[Back to Document](#)

Document Type	Document Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	0000005192	PO	13.04.2017	Confirmed	10,000.00 MYR
<b>Confirmation</b>	0000005535	dsaasd	13.04.2017	Accepted by Customer	5,000.00 MYR

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

The screenshot shows the SAP SRM interface for 'Display Confirmation'. The breadcrumb trail is: List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation. The 'Basic Data' section contains the following information:

Confirmation	000005535
*Document Name	dsaasd
Document Date	13.04.2017
Purchase Order No.	0020823010
Service Agent Name	SDAA
Service Location	DASFA
Status	Accepted by Customer

The 'Item Overview' table below shows two items:

	Number	Status	Product	Product Type	Line Type	Description	Quantity	Ordered	Open	Net Value
<input checked="" type="checkbox"/>	1	Accepted				service PO cycle				5,000.00 MYR
<input checked="" type="checkbox"/>	1.1	Accepted		Service	Standard Line	testing installation	5 EACH	10 EACH	5 EACH	5,000.00 MYR

6.1 **Reminder of ADOA PO** will be displayed.

Message from webpage

Kindly note that this PO has ADOA. Please select the correct alternative payee

OK

**Messages**

Warning: Kindly note that this PO has ADOA. Please select the correct alternative payee

6.1. **Process Invoice** screen displayed.  
Check on Invoice Amount (Net Value)  
Click on – **Send** button.

Confirmations | Invoices and Credit Memos | Messages | Notification from Purchaser | **Purchase Orders** | Scheduling Agreement Releases | Shipping Notifications

SAP SRM Find

List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation > Process Invoice

**Process Invoice**

Send Cancel Print

6.1

Basic Data

Invoice: 000003865  
 Status: In Process  
 Description: dsaasd  
 Document Date: 13.04.2017  
 External Reference: 0020823010  
 Alternative Payee: SELECT  
 Bank Account No: [v]

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Credit Amount	Tax	Purchase Order No.	Purchase Order Item
10			service PO cycle	1.000	Activity	5,000.00 MYR	0.00	NR - Purch. Non. Register	0020823010	000000010

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Confirmations | Invoices and Credit Memos | Messages | Notification from Purchaser | **Purchase Orders** | Scheduling Agreement Releases | Shipping Notifications

SAP SRM Find

List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation > Process Invoice

**Messages**

Errors: Invoice amount is more than balance amount for the payee!

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.**

Confirmations | Invoices and Credit Memos | Messages | Notification from Purchaser | **Purchase Orders** | Scheduling Agreement Releases | Shipping Notifications

SAP SRM Find

List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation > Process Invoice

**Process Invoice**

Send Cancel Print

7.2

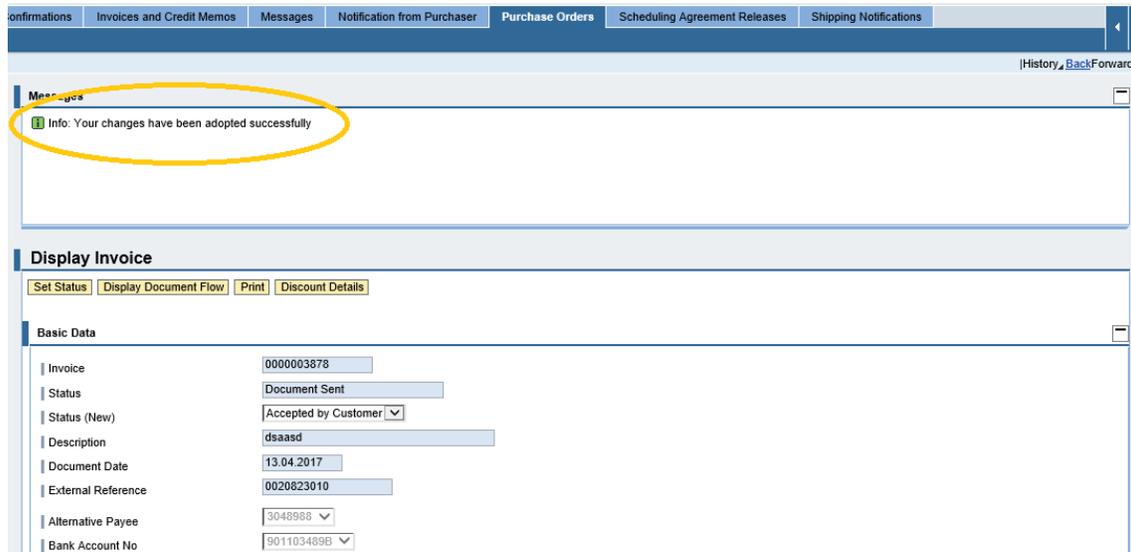
Basic Data

Invoice: 000003878  
 Status: In Process  
 Description: dsaasd  
 Document Date: 13.04.2017  
 External Reference: 0020823010  
 Alternative Payee: 3048968 SUPPLIER TRAINING 34  
 Bank Account No: 363842034C

7.1

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			service PO cycle	1.000	Activity	5,000.00 MYR	NR - Purch. Non. Register	0020823010	000000010

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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)

END