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

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)

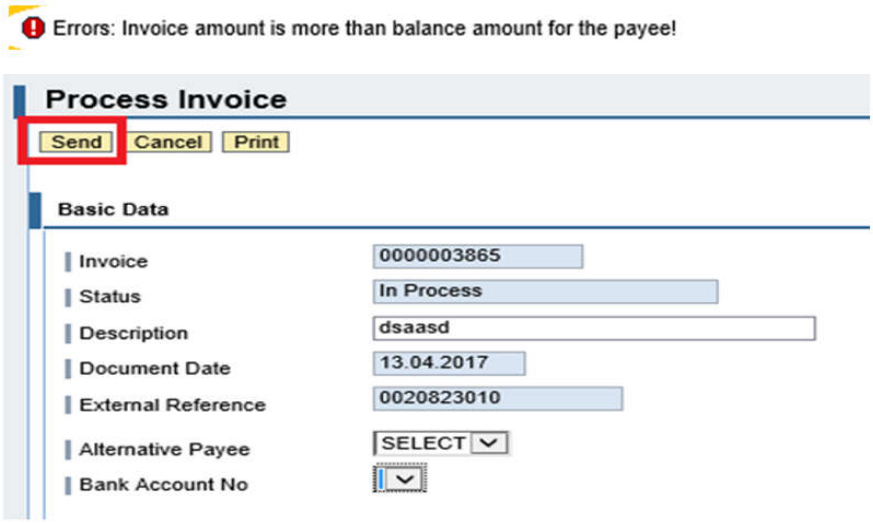
In the below example, Purchase Order (PO) 20823010 is created for 10,000 MYR.
Against this PO, a deed of agreement is signed between TNB and Vendor A and Vendor B where an allocated percentage is assigned to each Supplier.

Vendor A = 3048985
Vendor B = 3048988

ADOA Percentage:

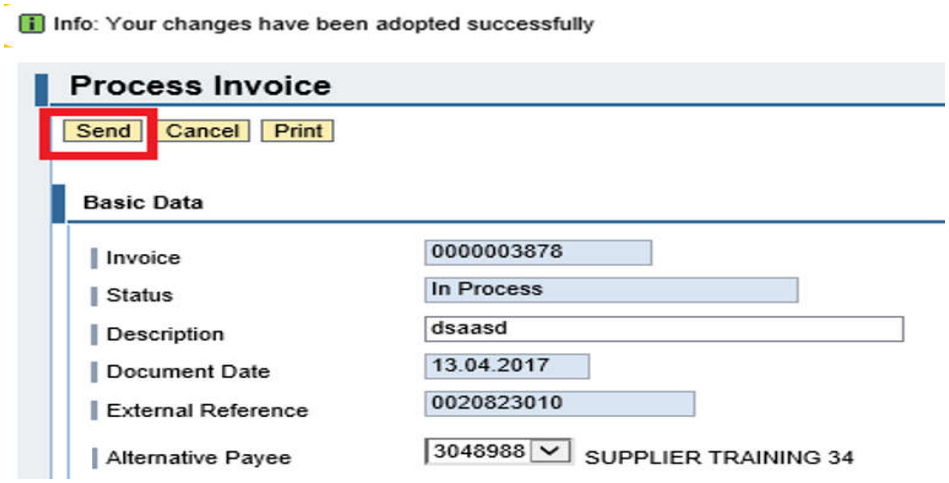
Purchase order	Assignee / Vendor	Percentage	ADOA Amount	Invoice Amount (already created)	Balance Amount
20823010	Vendor A	40%	4,000.00	0	4,000.00
20823010	Vendor B	60%	6,000.00	0	6,000.00

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)



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)

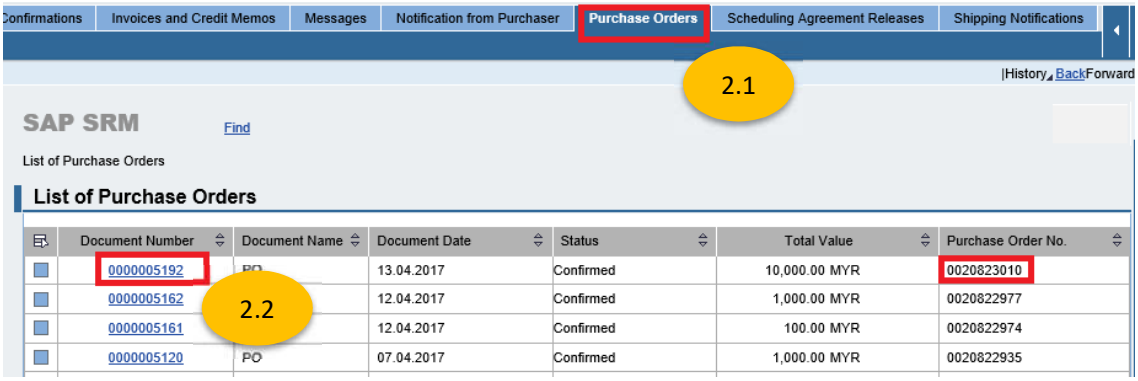


PROCESS	:	**CREATING e-INVOICE AGAINST PO WITH ADOA**
ROLE	:	**TNB SUS SUPPLIER**

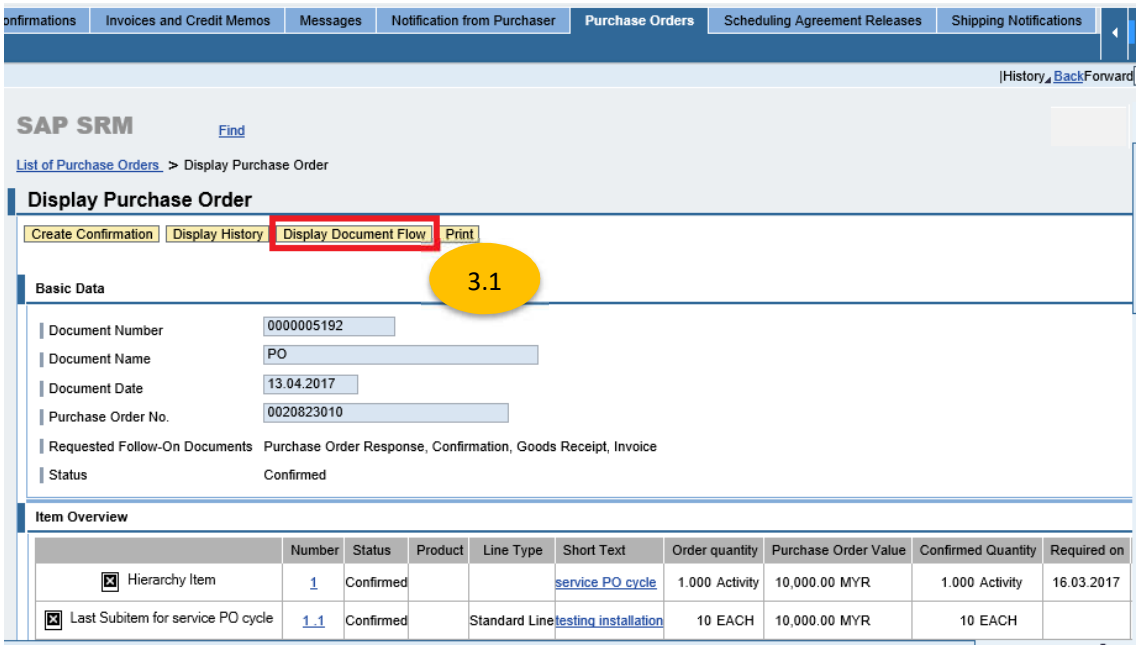
1.1. Log in to ***SUS Portal*** using ***ID*** and ***Password***

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

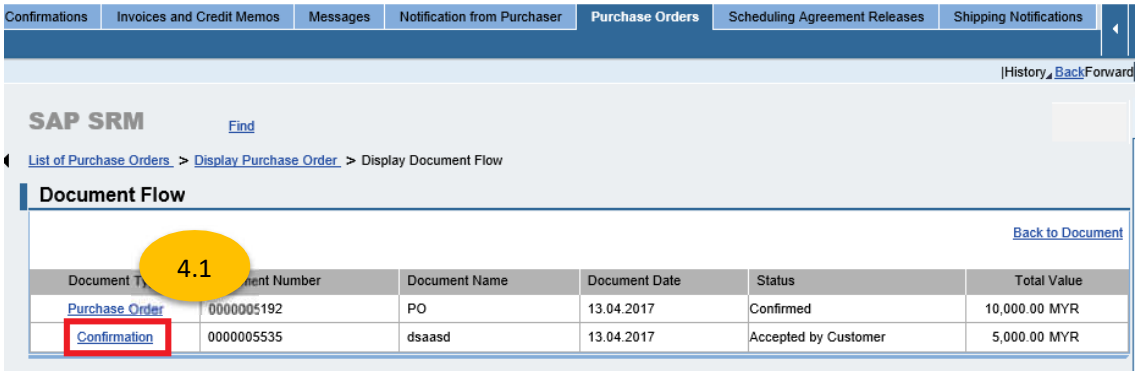
2.2. Click on - **Document Number**
For the ***e-PO*** number as stated in the e-mail received.



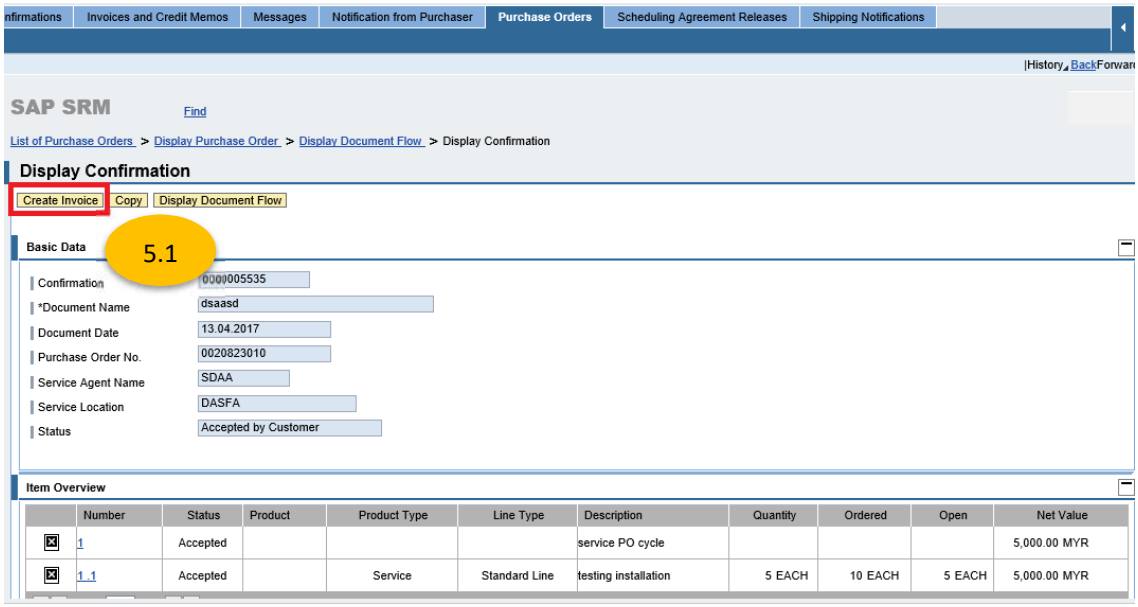
3.1. ***Display Purchase Order*** screen displayed.
Click on button **– Document Flow**.



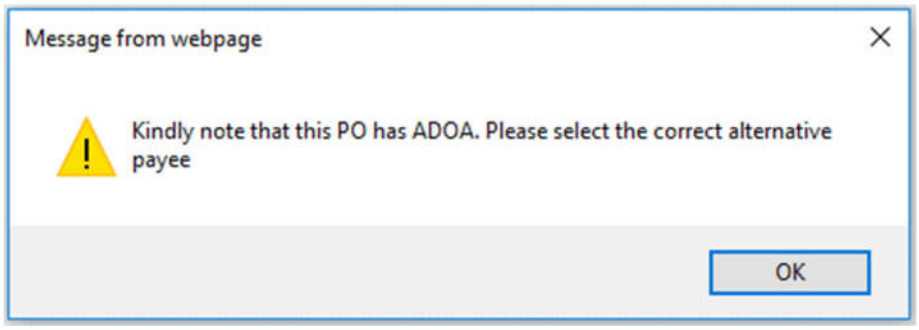
4.1. ***Document Flow*** screen displayed.
Click on **- Confirmation**.

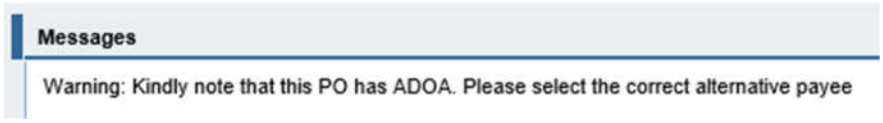


5.1 ***Display Confirmation*** screen displayed.
Click on **– Create Invoice** button.

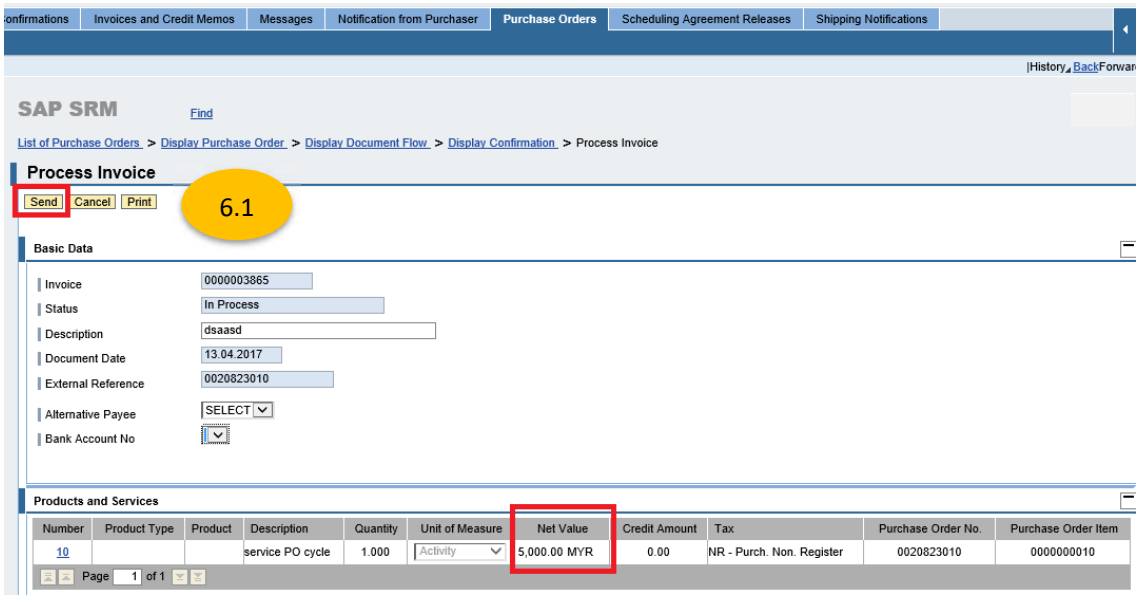


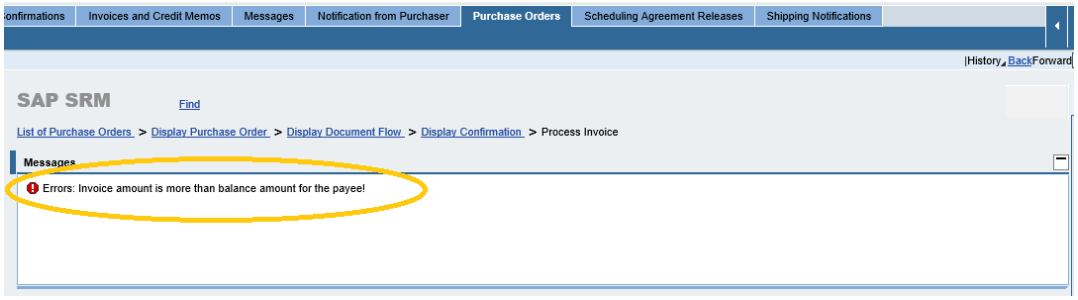
6.1 ***Reminder of ADOA PO*** will be displayed.





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

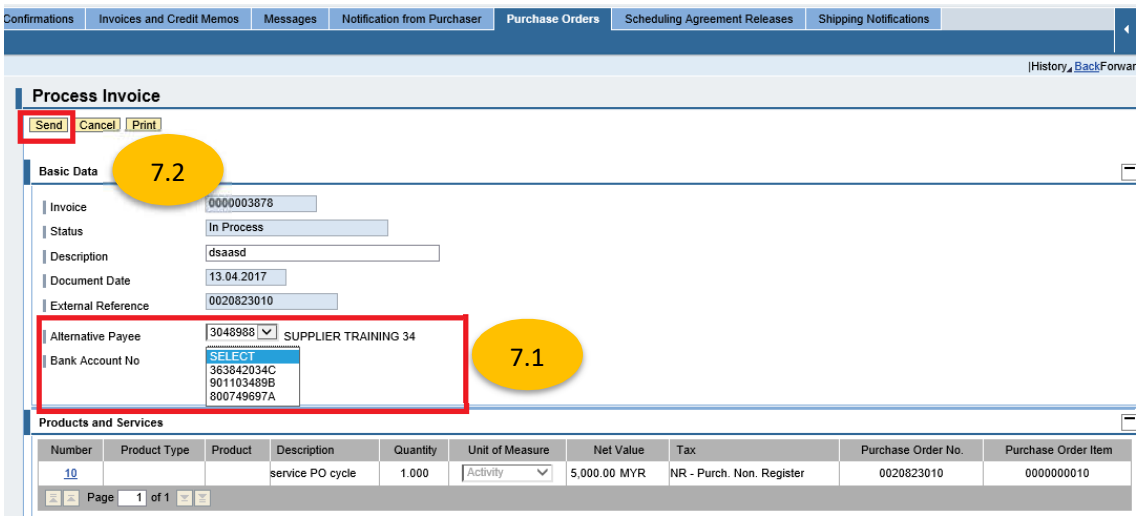


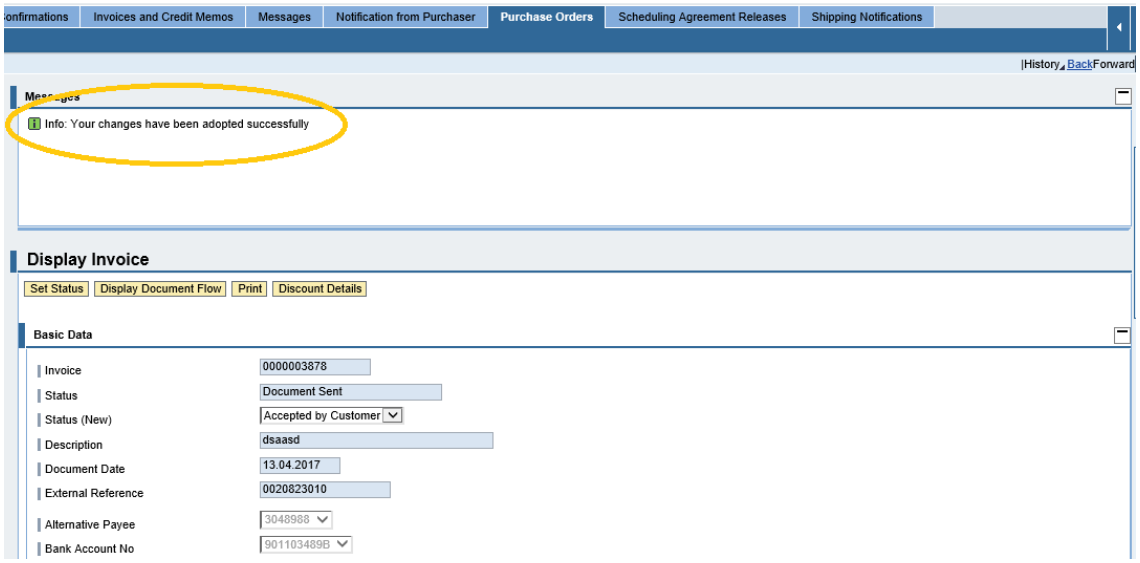


Error prompted during invoice sent. System will not allow main supplier (Vendor A) to create Invoice with value which is greater than the balance amount (refer to ADOA percentage table)

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.





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