Supplier Manual For
ADVANCE SHIPPING NOTIFICATION (ASN)
In SCMS PORTAL
## Document Change History

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>Original document issued</td>
</tr>
</tbody>
</table>
Document Approval
Meaning of Signatures:

“Prepared By:” Indicates document authorship.

“Approvers:” Indicates completion of the document review and concurrence with the document content. In addition, it serves as authorization to execute or close on execution as defined in the documentation based on the individual team role and area of expertise.

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<td>Decision by Warehouse</td>
</tr>
<tr>
<td></td>
<td>ACCEPT DELETE (enter the reason)</td>
</tr>
<tr>
<td></td>
<td>GR Document</td>
</tr>
<tr>
<td></td>
<td>Invoice Document</td>
</tr>
</tbody>
</table>

- **PO Document**: PO e-mail notification sent out to Supplier
- **Inbound Delivery Document**: Supplier prepare the goods
- **PI or Non PI Process**: Supplier creates ASN by filling all mandatory information and sends ASN
- **Non PI Process**: Supplier creates ASN by filling all mandatory information and sends ASN
- **Supplier Manually sends Invoice document**: Invoice processing and payment in SAP system
- **Receive Goods and post Goods Receipt (GR) in SAP against Inbound Delivery**: E-mail Notification to Warehouse Person
- **Decision by Warehouse**: Supplier creates ASN by filling all mandatory information and sends ASN
- **ASN Document**: Supplier Manually sends Invoice document
- **Invoice Document**: Supplier Manually sends Invoice document
- **Inbound Delivery Created in SAP system**: Supplier Acknowledge the PO
- **Supplier prepare the goods**: Supplier prepare the goods
- **Supplier logs on to SCMS Portal**: Supplier logs on to SCMS Portal
- TNB SCMS has enabled the Supplier to receive PO electronically through SUS Portal.

- The Supplier needs to acknowledge the PO and this acknowledgement is automatically updated under corresponding ERMS/SAP PO.

- Supplier will then prepare the Goods and create an Advance Shipping Notification (ASN) for material (with PI or without PI) well in advance before the goods are actually shipped.

- Once the ASN is sent by Supplier, an Inbound delivery will be created in ERMS system and relevant warehouse person will be notified via e-mail.

- ASN allows TNB warehouse person to track the goods during transit and if any deviation is required then the warehouse person needs to delete the inbound delivery by specifying the reason and specify new warehouse location with new delivery date, this information will be notified as well as updated at Supplier end.

- Once the goods arrive at warehouse, GR will be posted against Inbound delivery in ERMS and will be reflected in SUS Portal.

- Supplier can then Invoice TNB.
2. Viewing Purchase Order (PO):

Viewing of Purchase Order in SCMS Portal

**Step 1:** Access SCMS portal using the below link

**Login** as Supplier
1. User ID: <Type User ID>
2. Password: <Type Password>
3. Log on
**Step 2:**
1. Go to Purchase Order Tab
2. Purchase Order
3. ALL

OR

Alternatively, one can use Find Functionality, besides Home functionality and enter the Purchase Order no. e.g. 0020032599 (ensure that the PO no. is of 10 digit)

System will list down all Purchase orders raised against a particular Supplier.
**Step 3:** Select the Purchaser Order with Status NEW.

Upon displaying the Purchase order, the below information can be seen:

1. **Basic Data:** In Basic Data, one can find the Document number, Purchase Order Number, Status etc.

2. **Item Overview:** The Item overview will contain all the item related information like Product number, short description, order quantity, purchase order value etc.

3. **Partner Information:** The Partner information will contain the Ship-To Address. The Ship to Address contains the Warehouse Location address where the goods are to be sent.

**OR**

**Alternatively,** by clicking on **Print**, Supplier can View the PDF copy of the Purchase Order, ship to address is specified on the Purchase order.
SCMS: ADVANCE SHIPPING NOTIFICATION

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### Basic Data

- **Document Number**: 0000001244
- **Document Name**: PO
- **Document Date**: 20/01/2016
- **Purchase Order No**: 0000001244
- **Requested Follow-On Documents**: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
- **Status**: New

### Item Overview

<table>
<thead>
<tr>
<th>Number</th>
<th>Status</th>
<th>Product Code</th>
<th>Short Text</th>
<th>Order Quantity</th>
<th>Purchase Order Value</th>
<th>Confirmed Quantity</th>
<th>Required On</th>
<th>Confirmed For</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>New</td>
<td>11074537</td>
<td>TRANSFORMER, 6,6/4.833/3.333, 36/26K1W</td>
<td>10 EACH</td>
<td>108.00 MYR</td>
<td>0 EACH</td>
<td>30.05.2016</td>
<td>OP</td>
</tr>
</tbody>
</table>

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### Partner Information

- **Sold To Party**: 183
  - **Party**: TENAGA NASIONAL
  - **Address**: Kajang, Selangor

- **Ship To Address**: 183
  - **Address**: Kajang, Selangor

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3. Purchase Order (PO) Confirmation Process:

*Note*: This Step of PO Confirmation / Acknowledgement is mandatory, otherwise Supplier cannot create ASN.

Supplier should confirm / acknowledge the PO before the delivery date. One cannot PROCESS the PO once after the delivery date. The following errors will display if Supplier tries to process the PO after the delivery date.

“Errors: Delivery date not possible; check your entry”

Now Click on ‘Process' button to process the acknowledgement.

Click on Right Icon 'Confirm Items' in Item Overview or 'Confirm All Items'.
Click on ‘Send’ button to send acknowledgment to the purchaser.

The status of the Purchase Order document is set to Confirmed.
4. Advance Shipping Notification (ASN) Creation Process (Non PI Material):

Click on ‘Create ASN’ button.

Enter the following fields below:

1. **Quantity** (one can also use Propose outstanding Qty functionality)

   In order for system to propose the outstanding quantities, first select all and then click on Propose Outstanding Quantities

   ![Select All] ![Deselect All] ![Propose Outstanding Quantities]

2. **DO reference no.**
3. **Delivery date** *(3 DAYS IN FUTURE)*
4. **Means of Transport** (optional)
5. **Transport ID Code** (optional)

---

### Basic Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Notif</td>
<td>00000000202</td>
</tr>
<tr>
<td>Document Name</td>
<td>PD</td>
</tr>
<tr>
<td>Document Date</td>
<td>20.01.2016</td>
</tr>
<tr>
<td>Status</td>
<td>Created</td>
</tr>
<tr>
<td>Deviated Shipping Notice no.</td>
<td></td>
</tr>
</tbody>
</table>

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### Delivery Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Date (Expected)</td>
<td>23.01.2016</td>
</tr>
<tr>
<td>Delivery Time (Expected)</td>
<td>20:00</td>
</tr>
<tr>
<td>Shipping Date</td>
<td>20.01.2016</td>
</tr>
<tr>
<td>Shipping Time</td>
<td>20:00</td>
</tr>
<tr>
<td>Means of Transport</td>
<td>Truck</td>
</tr>
<tr>
<td>Transport ID Code</td>
<td>HMF 3216</td>
</tr>
<tr>
<td>DO Reference no.</td>
<td>DD-REF-1</td>
</tr>
</tbody>
</table>

---

### Item Overview

<table>
<thead>
<tr>
<th>Number</th>
<th>Product Description</th>
<th>Inspection Lot No</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Purchase Order No</th>
<th>Order Item</th>
<th>Item Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Transformer 6.6/81/38/139/R/15.5/6-20111</td>
<td></td>
<td>10</td>
<td>JAC</td>
<td>0028756454</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

---

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I. Click on button [Goods Delivered to Recipient], if the material is not subjected to Product Inspection (PI) then directly an ASN will be sent to the Purchaser.

The message ‘Your changes have been adopted successfully’ will trigger once the ASN is sent to the Purchaser.
The ASN has been sent to the purchaser with all the details.

Refer to ASN FAQ's, specified in the later section if there are any more error messages.
5. Advance Shipping Notification (ASN) Creation Process (PI Material):

Note: Before creating ASN for PI materials, Quality Assurance Inspector (QAI) needs to perform Quality Inspection at Vendor premise and provide the Quality Acceptance or Rejection notice which contains the VALID Inspection lot.

Click on ‘Create ASN’ button.

Enter the following fields below:

1. Quantity (one can also use Propose outstanding Qty functionality)
   
   In order for system to propose the outstanding quantities, first select all and then click on Propose Outstanding Quantities

   ![Select All]  ![Deselect All]  ![Propose Outstanding Quantities]

2. DO reference no.
3. Delivery date (3 DAYS IN FUTURE)
4. Means of Transport (optional)
5. Transport ID Code (optional)
Upon clicking 'Goods Delivered to Recipient' button, an error message will trigger: - ‘**Inspection Lot Number is Mandatory for this Material**' for the Product Inspection(PI) Material,
1. If the above message will trigger, then Enter the Inspection lot provided at the time of Product Inspection by Quality Assurance Inspector.

2. Once entered, click on button **Goods Delivered to Recipient** to send an ASN to the purchaser.
Refer to ASN FAQ's, specified in the later section if there are any more error messages.
6. Display PO Document Flow:

At any given point, Supplier can access the relevant Purchase order and click on 'Display Document Flow', this will help to keep the track of the document posted by Supplier as well as by Purchaser.

1. Click on **Display Document Flow** in the purchase order.

2. The posted document can be seen with the most recent status.

   - The Purchase order status will be changed from 'New' to 'Confirmed' once the acknowledgment is sent.
   - On clicking Goods Delivered to the recipient, the status of ASN will be 'Sent'.

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7. Deviation from Main Warehouse to another Main Warehouse

Note: Deviation of ASN refers to deletion of ASN created by Supplier

1. If Warehouse person performs deviation by deleting the ASN created by Supplier an e-mail notification will be sent out to the Supplier with all the necessary details like New Storage Location, New Delivery Date and Reason for Deletion,

![ASN deletion for PO No.20756444](image)

2. The status of ASN will change from ‘Sent’ To ‘Deleted’ in ‘Display Document Flow’ for the deviated/deleted ASN by Warehouse person.
3. Click on the ASN which has the status DELETED in ‘Display Document Flow’ and check the reason for the deletion in the ASN document by the Warehouse.

4. Purchaser from TNB will then change the Warehouse location in the PO, and e-mail notification will be sent out to Supplier once again and the status of the PO document will change from “Confirmed” to ‘In Process’
5. Supplier then once again needs to acknowledge / confirm the PO again by confirming the new delivery dates and new Warehouse location

- Select the PO and Click on ‘Process’ button once again

- Check the New Delivery date and New Ship-to address in the Item Overview and Partner Information respectively.

OR

Alternatively, by clicking on Print, Supplier can View the PDF copy of the Purchase Order, changed ship to address is specified on the Purchase order.
Supplier once again needs to Confirm All Items button to confirm the new storage location and New Delivery dates and Click ‘Send’ to send the acknowledgment to the Purchaser.

6. Once acknowledgement is sent, refer to section 3 for **Creation of ASN for Non PI Material** or section 4 for **Creation of ASN for PI Materials** to send an ASN.
8. **By Pass – 3 day’s delivery validation for Subsequent ASN after 1st ASN being deviated by Warehouse**

If the first ASN of the Purchase order is deviated by Warehouse, then the Supplier can create the NEW ASN by updating the DELETED ASN/Shipping Notification No. in field to By-pass the below error:

![Error Message]

The below ASN is deviated/Deleted by the Warehouse person:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Number</th>
<th>Document Name</th>
<th>Date</th>
<th>Status</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>00000123456</td>
<td>PO</td>
<td>10.02.2016</td>
<td>Confirmed</td>
<td>100.00 MYR</td>
</tr>
<tr>
<td>Shipping Note</td>
<td>00000023456</td>
<td>PO</td>
<td>10.02.2016</td>
<td>Deleted</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The NEW ASN created by Supplier will again have the delivery date validation (3 day’s in future) hence inorder to by pass the 3 day’s validation Suppliers needs to enter the deleted Shipping notification number (ASN no.) for this PO.
**Basic Data**

- **Shipping Not.**
  - 000000211
- **Document Name**
  - PO
- **Document Date**
  - 10.02.2016
- **Status**
  - Created
- **Deviated Shipping Notification no.**
  - 000000209

**Delivery Information**

- **Delivery Date (Expected)**
  - 10.02.2016
- **Delivery Time (Expected)**
  - 20:30
- **Shipping Date**
  - 10.02.2016
- **Shipping Time**
  - 20:30
- **Means of Transport**
  - [ ]
- **Transport ID Code**
  - [ ]
- **DO Reference no.**
  - DO-REF-2

**Item Overview**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Inspection Lot No.</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Purchase Order No.</th>
<th>Order Item</th>
<th>Item Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11074075ARRESTER LIGHTNING 33KV</td>
<td>412724</td>
<td></td>
<td>EACH</td>
<td>0020756462</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Enter the Deviated Shipping Notification number to By Pass - 3 days Delivery Validation
9. Deviation from Main Warehouse to Remote Location (RL)

1. If Warehouse person performs deviation by deleting the ASN created by Supplier an e-mail notification will be sent out to the Supplier with all the necessary details like New Storage Location, New Delivery Date and Reason for Deletion.

The following is the another screenshot for deviation from one Main Storage location to multiple remote storage locations. Email should be as below Screenshot.

The Warehouse Person has deviated this ASN to different Remote locations with different quantities.
2. The status of ASN will change from ‘Sent’ To ‘Deleted’ in ‘Display Document Flow’ for the deviated /deleted ASN by Warehouse person.

3. Click on the ASN which has the status DELETED in ‘Display Document Flow’ and check the reason for the deletion in the ASN document by the Warehouse.
4. Create a NEW ASN and send the Goods to NEW Remote Storage location as suggested by the Warehouse person.

**Note:** For deviation to Remote location the Purchaser / CS will not change the warehouse location in Purchase Order hence supplier has to create ASN after reviewing the e-mail notification content.
10. Frequently Asked Questions (FAQ’s)

1. What is ASN?

- Advanced shipping notification (ASN) is a document created before Goods Receipt (GR) carried out by Warehouse person. ASN provides detailed information about a pending delivery. The purpose of an ASN is to notify the customer when shipping occurs and provide physical characteristics about the shipment so that TNB can be prepared to accept delivery.

2. Can ASN be created for multiple line item within a PO?

- Yes, multiple PO line item can be combined in to ONE ASN as long the DO reference number is the same.

3. Can multiple PO can be combined in to one ASN document?

- No, multiple PO cannot be combined into one ASN document

4. Whether Supplier can create partial ASN?

- Yes, Supplier can deliver the goods in partial quantity.

5. What is acknowledgement and what is the use of ‘Process’ button which comes before creating ASN?

- Acknowledgement is some sort of confirmation by Supplier, which means that Supplier agrees to deliver the required quantity of material on agreed time. Inorder to acknowledge Supplier needs to click on Process button.

6. What is the purpose of button ‘Propose Outstanding Quantities’?

- This button helps to calculate the total PO open quantity that can be delivered to Customers.

7. How to check the status of the ASN?

- Supplier can check the status of ASN by clicking on ‘Display Document Flow’. This will show all the documents posted by the Supplier or the purchase with the most recent status.

8. What is the use of ‘Display history’ button in the PO?

- Upon clicking ‘Display History’ button will show all the change version of the Purchase order made by the purchaser.
9. What is the use of ‘Print’ button in the purchase order?
   - The ‘Print’ button will help you to save the document locally and print the document if needed.

10. What does this error message mean ‘Please enter the valid Inspection Lot Number’?
    - This error message will trigger only if you have entered the wrong Inspection lot for PO line item during ASN Creation.

11. What does this error message mean ‘Please enter the Delivery Date to be atleast 3 days from the ASN creation Date’?
    - The Delivery Date of the Goods should be 3 days equal to or greater than the ASN creation date.
      
    Ex: If the ASN creation date is: 15/02/2016 so Delivery date should be 18/02/2016 or Greater. The Delivery date cannot be less the 18/02/2016.

12. What does this error message mean ‘Inspection lot No. is INVALID for the Purchase Order’?
    - This error message will trigger only if you have entered the wrong inspection lot or inspection lot of other Purchase order/ different line item.

13. What does this error message mean ‘Result Recording is NOT DONE for the Inspection Lot’?
    - This error message means the result is not recorded in the system for the inspection lot provided. Please contact TNB purchaser or UJK department to do the result recording in the system.

14. What does this error message mean ‘SERIALS are not uploaded for the Inspection Lot’?
    - This error message means that the SERIAL number of materials are not uploaded in TNB system for the said inspection lot. Please contact TNB purchaser or TNBR to upload the serials in the system provided by the Supplier.

15. What does this error message mean
    “Item quantity to be less than or equal to inspected lot quantity: ‘)?
    - This error message will trigger only if Supplier has entered the quantity exceeding the inspection lot quantity.
      
    The quantity of the ASN should be always less or equal to inspection lot quantity.
11. Abbreviations:

- ASN: Advanced Shipping Notification
- PO: Purchase order
- GR: Good Receipt
- RGR: Return Good Receipt
- CGR: Cancelled Good Receipt
- PI: Product Inspection
- SCMS: Supply Chain Management System
- ERMS (SAP): TNB Procurement System
- CS: Category Sourcing (Purchaser)