

TGBS



# e-INVOICE

## INFO PACK



Assalamualaikum w.b.t. and Good Day,

As we moved into 2022, we could see the technology empowerment in our organization towards Reimagining TNB and Sustainability Pathway 2050. Technology certainly plays an important role in our organization by helping us to improve service quality for our customers.

On that note, I would like to take this opportunity to congratulate the Procurement Services community for taking up the challenge and successfully implementing e- invoice for all Purchase Order issued.

InsyaAllah with this info pack, it would certainly give value added to our customers and improve customer experience afterward. May all the efforts be rewarded by Allah SWT and TGBS 'To be preferred shared services provider and value creation partner to TNB Group, Subsidiaries and externally'. Wabillahi taufiq wal hidayah wassalamualaikum wa rahmatullahi wabarakatuh.

One Dream, One Spirit, One Goal!



**Ahmad Hushairi Ibrahim**  
Chief Global Business Solutions (TGBS)



# e-INVOICE

## INFO PACK

TNB has fully implemented e-invoice for all e-purchased orders (e-POs) issued by TNB. This implementation is in line with TNB's initiatives towards empowering the use of digital technology as well as supporting the Environment, Social & Governance (ESG) agenda.

This application can be accessed by all divisions of TNB, including subsidiaries that has onboarded TGBS services for P2P (PO to Pay).

This e-invoice application can be accessed through the Supplier Self Service (SUS) Portal anytime and anywhere to check the status of the purchase order up to the payment status.

## E-INVOICE



# SRM

## Supplier Relationship Management (Increased Visibility Across PO to Payment)

### Login to SRM Portal

<https://srm.tnb.com.my/irj/portal>

### Key in User ID & Password and click

LOG ON



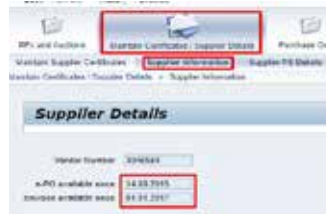
To view online DEMO (version 1), please visit :

<https://www.tnb.com.my/doing-business-with-tnb/srm/user-guide#e-invoice>

TGBS Helpdesk: 03-8929 9595

Email support: [ssdproc@tnb.com.my](mailto:ssdproc@tnb.com.my)

## SUPPLIER DETAILS TO VIEW DATE



1. Purchase order created after e-invoice available, proceed using e-invoice platform.
2. Purchase order before e-invoice available date, proceed with manual, SE/SA by TNB Initiator and submit hardcopy invoice to finance department for payment process.

## E-PO NOTIFICATION AND ACKNOWLEDGEMENT

1. Vendor will receive e-PO via email
2. Log in to Supplier Self Service (SUS) Portal using ID and Password
3. Click on tab - Purchase Orders to display the list of e-PO
4. Click on - Document Number for the e-PO number as stated in the email received.
5. Display Purchase Order screen will be displayed. Review the item list before proceed with the next step
6. Click on button - Confirm PO to proceed with confirmation Process. PO confirmation / acknowledgment screen will be displayed



7. Check quantity in Confirm Quantity column
8. Click on button - Confirm All Item
9. Make sure e-PO status has changed to confirmed.
10. Click on button - Send
11. To send confirmation of the e-PO to TNB. To ensure e-PO status changed from (New) to (Confirmed)

Document Number	Document Name	Document Date	Status
1060732502	PO	30.10.2019	New
1060722152	PO	15.10.2019	Confirmed

## PO SERVICES: INITIATE SERVICE ENTRY

1. Click on tab - **Purchase Order** to display list of the **e-PO**
2. Click on - **Document Number** for the e-PO number which service has been performed.
3. **Display Purchase Order** screen displayed.
4. Click on button - **Create/Initiate SE** Service Entry (SE) creation/initiate Screen display



5. Fill in the required fields or make changes on any field if necessary in **Basic Data** section.

### Basic Data

- **Confirmation:** running number (by system)
- **Document Name:** supplier may enter simplified description of the services
- **Document Date:** Date of the confirmation created (system default)
- **Purchase Order No:** PO number (system default)
- **Status:** status of confirmation Service Entry (system default)
- **Service Agent Name:** Name of the supplier's agent or representative
- **Service Location:** location of the service/job executed



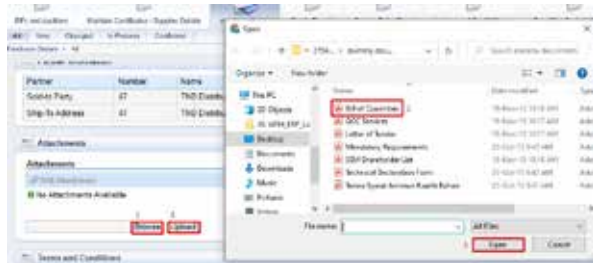
6. Select each line of services or all services depending on the **Service Entry**.

Line	Item	Product	Product Type	Description	Quantity	Unit Price	Quantity	Unit Price	Total
1	1060732502	Service	Service Entry	Service Entry	1	1000000000	1	1000000000	1000000000
2	1060722152	Service	Service Entry	Service Entry	1	1000000000	1	1000000000	1000000000



7. Attach/upload any related documents (i.e: Laporan Kerja Siap (LKS), etc) .

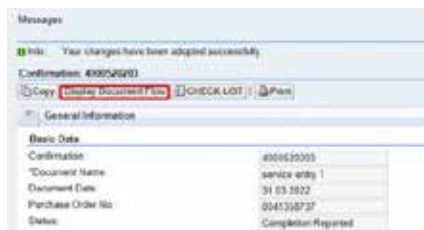
- Click on **Browse** button > Select related document > Click on **Upload** button
- Click on **Add Attachment** button to upload another documents



8. **Read & agree** to the TNB SCMS Service Entry Terms & Conditions (T&C). **Tick** the checkbox for the declaration.



9. **Document Flow** screen displayed. Make sure **status** changed to **Completion Reported**. Shows that Service Entry successfully transferred to TNB for further action (Service Acceptance)

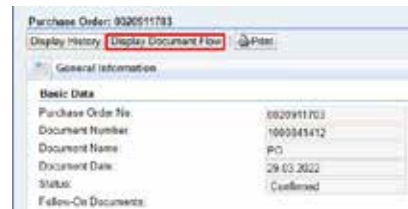


## PO MATERIAL : VIEW ACCEPT GR

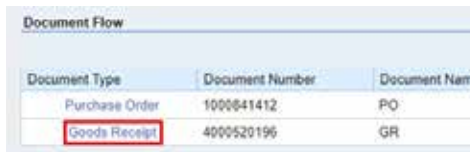
1. Click on - **Document Number** for the **e-PO** number which delivery has been made



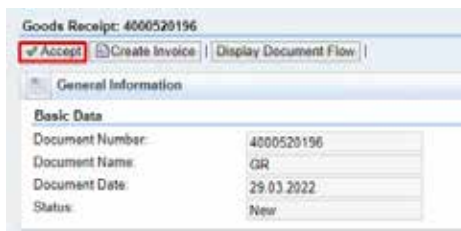
2. **Display Purchase Order** screen displayed by click on button - **Display Document Flow**.



3. **Good receipt** screen displayed



4. Click on **Accept** button that **Goods Receipt** has been accepted by supplier.



5. GR status changed from **(New)** to **(Document Read)**.

Document Type	Document Number	Document Name	Document Date	Status
Purchase Order	70000318	PO	21.01.2020	Confirmed
Goods Receipt	3000008790	GR	21.01.2020	New

Document Type	Document Number	Document Name	Document Date	Status
Purchase Order	70000318	PO	21.01.2020	Confirmed
Goods Receipt	3000008790	GR	21.01.2020	Document Read

## CREATE E-INVOICE

1. Click on - **Document Number** for the **e-PO** number which delivery has been made



2. **Display Purchase Order** screen displayed.

- Click on button - **Display Document Flow**.
- Click on - **Good Receipt**
- Click on - **Accepted by customer**

(If **Service Entry** has been verified and approved, status changed from **Completion Reported** to **Accepted by Customer**)

If a Supplier has not updated Sales or Service tax (SST) registration number with TNB, then the vendor 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 SST registration number, please refer to this announcement:

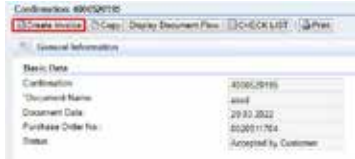
[https://www.tnb.com.my/assets/files/Notis\\_SCMS\\_SST\\_TNB.pdf](https://www.tnb.com.my/assets/files/Notis_SCMS_SST_TNB.pdf)

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

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% P1 – Service Tax 6% P2 – Non-Taxable / Exempted
Registered	Non-registered	P1 – Sales Tax 10% P5 – Sales Tax 5% P2 – Non-Taxable / Exempted
Non-registered	Registered	P1 – Service Tax 6% P2 – Non-Taxable / Exempted
Non-registered	Non-registered	P2 – Non-Taxable / Exempted



- Click on button — **Create invoice** to perform e-invoice process



- 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 e-PO
- Click on button – **Send**. To submit the **e-invoice** to TNB.
  - Read & agree** to the TNB SCMS Service Entry Terms & Conditions (T&C). **Tick** the checkbox for the declaration.\*



- Suppliers will see another reminder message on SST rate/amount and selection of the Bank account.



- Once all information has been verified, click on the **Send** button again to submit



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



- Display **Document Flow**

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	500011764	PO	07.04.2022	Confirmed	367.00 MYR
Cancellation	400520195	asat	29.03.2022	Accepted by Customer	367.00 MYR
Cancelled Invoice	500011764	asat	29.03.2022	Document Sent	367.00 MYR

## RESUBMIT E-INVOICE

- If submitted Invoice has been rejected by TNB, Supplier will be notified via Supplier Self Service (SUS) Portal and email notification.
  - via SUS Portal, click **cancellation invoice** with “**Rejected by Customer**” status to see details of the rejected invoice.

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	500011764	PO	07.04.2022	Confirmed	367.00 MYR
Cancellation	400520195	asat	29.03.2022	Accepted by Customer	367.00 MYR
Cancelled Invoice	500011764	asat	29.03.2022	Document Sent	367.00 MYR

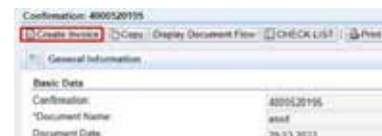
- via email notification - Kindly check the details of the rejected e-invoice



- Supplier can print the Cancelled e-invoice by clicking the Print button and download the pdf document.



- Supplier once again can create an e-invoice the same document which the einvoice was cancelled earlier. Click **create invoice** button and repeat step create invoice.



- Under Purchase order document flow, the newly created e-invoice document is updated with status “**Document Sent**”

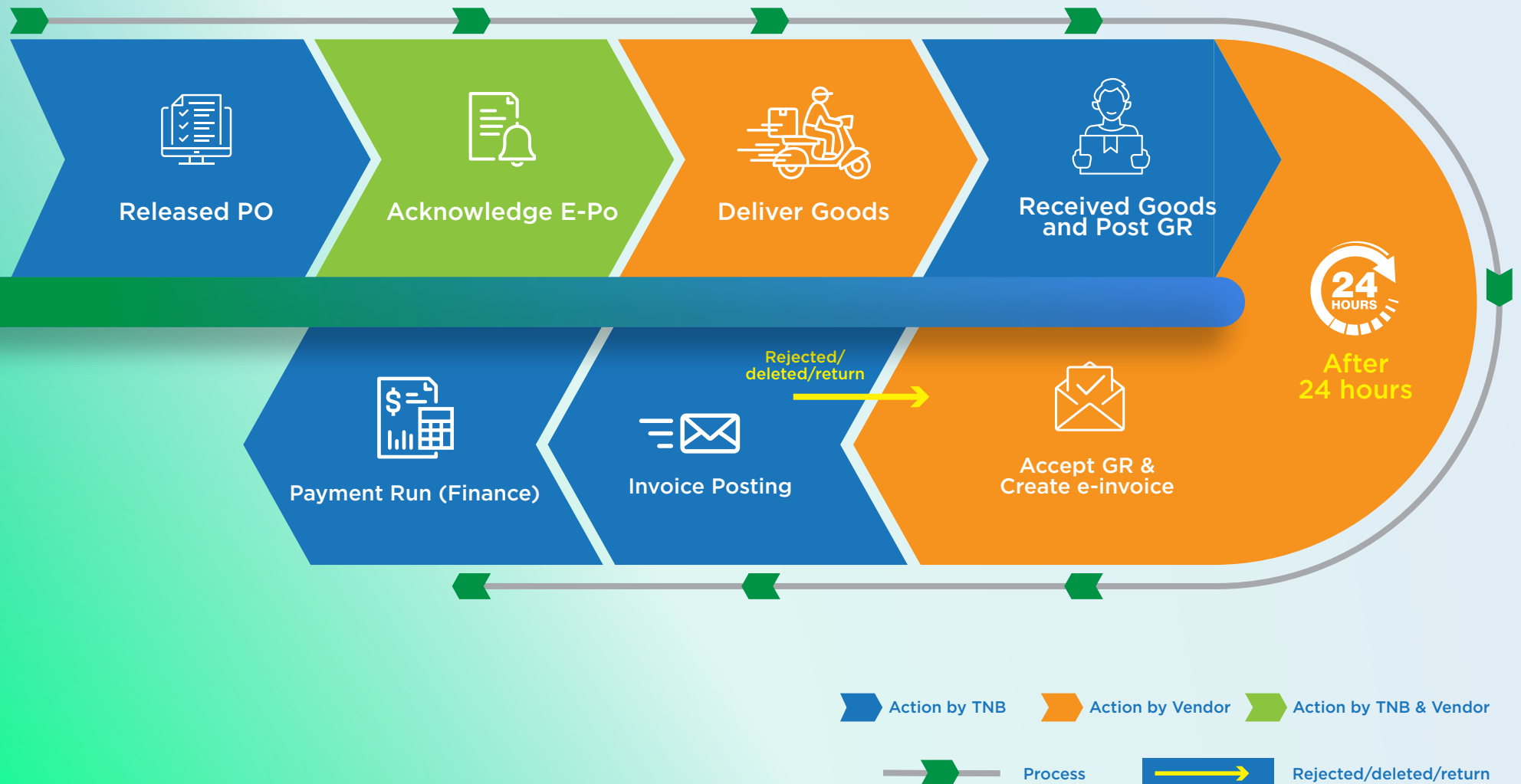
Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	500011764	PO	07.04.2022	Confirmed	367.00 MYR
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# E-INVOICE PROCESS FLOW (FOR SERVICES)



# E-INVOICE PROCESS FLOW (FOR MATERIAL)





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[www.tnb.com.my](http://www.tnb.com.my)