

## USER MANUAL (SUPPLIER) e-PURCHASE ORDER FOR SERVICES\_resubmit

### SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY: SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) ICT, TENAGA NASIONAL BERHAD

PROCESS (1)	:	INITIATE SERVICE ENTRY
ROLE	:	TNB SUS SUPPLIER

Supplier will perform *INITIATE SERVICE ENTRY* process once the service as stated in the *e-PO* has been done/finished.

Supplier to ensure agreed value entered in the system in order for the Service Entry to be verified and approved.

#### 1. Login to Sus Portal

TNB Supply Chain Management System	$\land \land \land \land$
PENGUMUMAN	
1. AKTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Untuk makluman, sistem TNB Supply Chain Management System akan mengalami gangguan	
oisebakan oleh kerja-kerja penyleinggaraan pada tarikh dan waktu benkut: Tariha / Masa ahini : Inamast, 14 Februari 2020, 8.0.8 malam Tariha / Masa ahini : Rabus 19 Februari 2020, 11.59 malam Tempoh : Shari Sedala kesali Tarima kasih	Password
We wish to inform that the TNB Supply Chain Management System will be temporarily interrupted for maintenance activities. The interruption will be on: Start Date/ time : Friday. 14th February 2020. 08.01 pm	Login Reset Password
End Date(time : Wednesday, 19 <sup>th</sup> February 2020, 11.59 pm Duration : 5 Days We applogize for any inconvenience caused. Thank You 2. KELEWATAN PROSES PENDAFTARAN PEMBENAL BERKAITAN SUIL KKM. Untuk makhiman, toxose pendaftara / pembehantuna unit) pembehat. TNB yang mahlostan Suil Kementerian	<ul> <li>Please enter the same Login ID and registered e-mail address with TNB.</li> <li>Please use the temporary password sent to your e-mail to change with new password.</li> <li>This is I'ND information any modification complex secondarion</li> </ul>
Kewangan Malaysia (KKM) akan mengalami kelewatan berikutan terdapat itu berkaitan akses sistem ePerolehan KKM. Segala kesulitan yang timbul amatlah dikesali. 3. PENYARAN IKLAN TENDER DALAM AKHBAR BERITA HARIAN DAN THE STAR. Lanitah danisada penganakan pengala bihar julian Makyasa dikelimpung Safa BPICi tan bagi memasikan proses	Tible as the uploading, posing, transmission or distribution, in any marrier, of the aad information on the website, including lock graphics, code and/or software without permission in writing is prohibited.
pengiklanan tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shared Services, TGBS akan manufarten Jaho Kabur bashur mata 15 Oktobar 2005	
Iklan Tender Akhbar	
Bahasa Malaysia Berita Harian	
Bahasa Inggeris The Star	
Terima Kasih.	•

- 2. Click on *Purchase Orders* tab to display list of the *e-PO*
- 3. Click on Purchase Order Number for the *e-PO* number which service has been performed.

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	IGA IONAL									Search:	Q
4 Bad	k Forward	History Favorites								W	elcome: Mr. Supplier 15 YSR Trainin
٦		D		D	D	D			D		
Admi	inistration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Cree	dit Memos	Maintain Cert	ificates / Supplier Details	5	
All	New (	Changed In Process	Confirmed								
Purchas	se Orders >	All									Full Screen Op
Lis	st of Purch	ase Orders									
List	t of Purch	ase Orders									
-⊖F	Print		2								
10	Furchase	Order No	Jumber	Docur	ment Name	[	Oocument [	Date	Total Value	Status	PO Overall Weightage %
	0020039	768		PO		2	2.01.2020		1,977,180.00 MYR	Confirmed	
	0020039	757	70006318	PO		2	1.01.2020		50,100.00 MYR	Confirmed	
	0020039	756	70006317	PO		2	1.01.2020		25,000.00 MYR	Confirmed	

4. Display Purchase Order screen displayed.

Click on button – Ci	reate / In	itiate SE.					
						Search:	٩
Back Forward History Favorites						Welcome: M	Ir. Supplier 15 YSR Train
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 (
Create/Initiate SE	Display Documen	t Flow			Terms of Payment		
Purchase Order No:	002003	9768			Payment in Days	Discount in 9	%
Document Number:	700063	29					
Document Name:	PO						
Document Date:	22.01.2	020					
Status:	Confirm	ned					
Follow-On Documents:					Towns of Dollars		
₩ ■					lerms of Delivery	Lander	
					Incoterm	Location	

- Service Entry (SE) creation / Initiate screen displayed. 5.
- 6. Fill in the required fields or make changes on any field if necessary in *Basic Data* section.

Note : During Service Entry creation, there will be a Performance Security (PS) validation. Suppliers still can proceed with the creation even the PS has expired. This is only to notify suppliers if :

Scenario 1 : PS is expire within 30 days

I	Messages
	Warning: PS will expire on 29.07.2017 . Kindly contact Pemula/Initiator or Contract Management Unit at contract-helpdesk@tnb.com.my for more details.
.en	ario 2 : PS has expired
en.	ario 2 : PS has expired
	ario 2 : PS has expired Messages
	ARIO 2 : PS has expired  Messages  Warning: PS has expired on 29.06.2017 . Kindly contact Pemula/Initiator or Contract Management Unit at contract-helpdesk@tnb.com.my for more details.

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) USER MANUAL (SUPPLIER) – e-PURCHASE ORDER (SERVICE) VOL 5 /2023

#### **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 Information

Service Agent Name: Name of the supplier's agent or representative Service Location: location of the service/job executed

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TENAGA NASIONAL									Sea	arch:		Q	Ŧ
Back Forward	History Favorites									Welcome	Mr. Supplier 1	5 YSR	Traini
D	D		E	E	3	D	٢	3					
Administration	RFx and Auctions	Purchase Order	Goods F	Receipt Service E	ntry Sheet	Invoices and Credit Memos	Maintain Certifica	tes / Supplier De	ails				
All New C	Changed In Process	Confirmed											
Purchase Orders >	All										Ful	Scree	an O
General	Information												
Basic Data						Service Information	n						
Confirmation	ו:		300000879	2		Service Agent Name		[			]		
*Document I	Name:		serice			Service Location:							
Document D	late:		23.01.2020										
Purchase O	rder No.:		002003976	8									
Status:			Created										
Item Ov	erview												
Expand A		Select All Des	elect All   📕	Pronose Outstand	ina Quantitie	s Undate Prices							
** Expand P	Collapse All	Delect All		Fropose Outstand	ing Quantitie	s opuale Frices							
Number	Status	Product	Product T	Line Type	Descriptio	n	Quantity	Unit of Me	Quantity	Open	Net Value		I
1	In Process				service ite	em					0.00 MYR	î	
1.1	In Process		Service	Standard Line	SERVICE	-1	0	each	988,490 eac	988,490 eac	0.00 MYR	î	
												-	

6. At Item Overview section, supplier needs to specify the completion of the services whether fully completed or partial completed. (**Refer example 1 & 2**)

TINAGA NASIONAL				Search:	٩
Back Forward      History Favorites				Welcome:	Mr. Supplier 15 YSR Train
DDE	0	D D			
Administration RFx and Auctions Purchase	e Orders Goods Receipt Se	ervice Entry Sheet Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed In Process Confir	med				
Purchase Orders > All					Full Screen C
Basic Data		Service Informa	tion		
Confirmation:	3000008792	Service Agent Na	me:		
*Document Name:	serice	Service Location:			
Document Date:	23.01.2020				
Purchase Order No.:	0020039768				
Status:	In Process				
Item Overview					=
► Expand All ► Collapse All Select A	II Deselect All   SPropose Ou	Itstanding Quantities Update Price	; )		
Number Status Produ	ct Product T Line Type	Description	Quantity Unit of Me Qu	uantity Open	Net Value
1 In Process		service item			10.00 MYR 📋 🗆
1.1 In Process	Service Standard	Line SERVICE-1	10 each 98	88,490 eac 988,490 eac	10.00 MYR 📋 🗆

#### EXAMPLE 1 : FULLY COMPLETED SERVICE ENTRY.

- i. Click on button Select All.
- ii. Fill in the *Quantity* column for each line.

										Sea	rch:		٩	Ŧ
Hack Forward      F	History Favorites										Welcome:	Mr. Supplier 18	5 YSR	Traini
Administration	E DEv and Auctions	Durature Order	E	I E	j	Constant Mamor	Maintain Cartifi	D satar / Supplie	r Dotail					
All New Ch	anged In Process	Confirmed	Goods R	eceipt Service Er	uy Sheet III	voices and credit memos	Maintain Certin	cates / Supplie	Details					
Purchase Orders > /	All	Committed										Ful	I Scre	en O
Purchase Ord Status:	ier No.:		0020039768 In Process	3										
Item Over	rview	i												
► Expand All	► Collapse A	Select All Dese	elect All   🕞	Propose Outstandi	ng Quantities	Update Prices								
Number	Status	Product I	Product T	Line Type	Description		Quanti	1	e C	antity	Open	Net Value		I
1	In Process				service item			ii				988,500.001	î	$\checkmark$
1.1	In Process	1	Service	Standard Line	SERVICE-1		988,490	Gaon	g	188,490 eacl	988,480 eac	988,490.001	Î	$\checkmark$

#### EXAMPLE 2 : PARTIAL COMPLETED SERVICE ENTRY

- i. Tick on the service line item.
- ii. Click on button Propose Outstanding Quantities.
- iii. Fill in the quantity of the service performed under *Quantity* column.

										Sea	rch:		٩	П
Hack Forward      F	History Favorites										Welcome:	Mr. Supplier 18	5 YSR Trai	inir
Administration	RFx and Auctions	Purchase Orders	Goods Recei	ot Service Entry	Sheet In	nvoices and Credit Mer	mos	[ Maintain Certifica	tes / Supplier Det	tails				
All New Ch	hanged In Process	Confirmed												
Purchase Orders > /	All											Ful	I Screen	Op
Service Entry (	SE) Creauon / mua	ate. 3000000194												
Confirm B Please refer to d	Save Cancel   document's checklist	CHECK LIST before submitting	g confirmation of	service completed	1.									
General I	nformation													1
Item Over	rview	Select All Dese	lect / II   🕞 Pro	pose Outstanding	Quantities	ii Paate Prices							E	
Number	Status	Product F	Product T Lir	е Туре	Description	-		Quantity	Unit of Me	Quantity	Open	Not Value	i	
1	In Process				service item		Г					20.00 MYR	t 🗹	1
1.1	In Process	5	Service	Standard Line	SERVICE-1			10	each	988,490 eac	988,480 eac	10.00 MYR	1	
							iii							_

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

TINAGA MASIONAL				Search:	٩
				Wel	come: Mr. Supplier 15 YSR Train
	EE		D		
Administration RFx and Auctions Purchase Order	s Goods Receipt Service Er	try Sheet Invoices and Credit Memos	Maintain Certificates / Supplier Deta	ails	
All New Changed In Process Contirmed					Full Screen
Basic Data		Service Information			
Confirmation:	3000008792	Service Agent Name:			
*Document Name:	serice	Service Location:			
Document Date:	23.01.2020				
Purchase Order No.:	0020039768	7			
Status:	In Process				
Item Overview					=
Expand Ale Collapse All   Select All De	select All	Opdate Prices			
Number Status Product	Product T Line Type	Description	Quantity Unit of Me	Quantity Open	Net Value I
1 In Process		service item			10.00 MYR 🚺 🗖
1.1 In Process	Service Standard Line	SERVICE-1	10 each	988,490 eacl 988,49	0ea 10.00 MYR 🎽 🗆

- 8. Attach/upload any related documents (*i.e: Laporan Kerja Siap (LKS), etc*) in the '**Attachment**' area at the bottom of the page. Please verify the required documents that need to be attached/uploaded with initiator to avoid rejection during acceptance of Service Entry.
- 9. Click on **Browse** button  $\rightarrow$  Select related document  $\rightarrow$  Click on **Upload** button.

Back Eorward History Eavorites						Welcome: Mr. Supplier 15 YSR T
	Open				×	
Administration RFx and Auctions Purchase Orders	G ← → • ↑ 🗖	> This PC > Desktop	ע ט Sear	ch Desktop	Q	
All New Changed In Process Confirmed	Outries a New	(-11		100 a	•	
urchase Orders > All	Organize * New	folder		i≡ * ⊔∎	•	Full Screen
	VC all	^ Name		Date modified	^	
Confirm Save Cancel CHECK LIST	OneDrive	service		23/1/2020 11:56 AM		
Please refer to document's checklist before submitting	conn	e-Purchase Order Ma	terial (English) v3-22JAN2	0 22/1/2020 4:36 PM		
General Information	S This PC	e-Purchase Order Ma	terial (English) v3-22JAN2	0 22/1/2020 3:56 PM		
	3D Objects	sus links		21/1/2020 12:52 PM		
Item Overview	E Desktop	🗩 Eclipse IDE for JavaSo	ript and Web Developers	20/1/2020 10:24 PM		
	Documents	💼 e-Purchase Order Ma	terial (English) v3 - SD cop	by 20/1/2020 3:50 PM		
Partner Information	Downloads	e-Purchase_Order_Ma	terial_Eng_v3	20/1/2020 1:05 PM		
	Music	TR Details V1.1		10/1/2020 11:43 AM		
Attachments	Fictures	TR STATUS		10/1/2020 11:36 AM		
Attachmente	Videos	sus links (Autosaved)		9/1/2020 10:44 AM		
Attachments	=_ OS (C:)	subcon_hr_joining for	m Priya Shinde	6/1/2020 2:11 PM	~	
@ Add Attachment		v <			>	
IN Attachments Available					_	
	F	ile name: service		iles	~	
No file chosen Browse Upload				Open Cancel		

10. Click on Add Attachment button to upload another documents.

Attachments			
Attachments	10		
Add Attachment			
service.docx		Î	
No file chosen.	Browse Upload		

- Note : SAVE button in *Service Entry (SE) creation / Initiate* screen allow you to save your SE as a draft version by clicking the SAVE button. This SE will not send to TNB for acceptance. Please make sure you click on Confirm button once you have completed key in the SE details.
- i) Click on SAVE button.

TINAGA MALIFORNAL							Search:
Back Forward	History Favorites						Welcome: Mr. Supplier 15 YSF
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
All New Purchase Orders >	Changed In Process	Confirmed					Full Scre
Please reform	Save Cancel document's checklis	CHECK LIST	confirmation of ser	vice completed.			

ii) Message will be displayed and Status of the SE is in Process.

TENAGA NASIONAL					Search:					
					Welcome: Mr. Supplier 15 YSR Tra					
Administration RFx and Auctions Purcha	ase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details						
All New Changed In Process Conf	firmed									
urchase Orders > All					Full Screen					
List of Purchase Orders > Display Purch	List of Purchase Orders > Display Purchase Order > Process Confirmation > Display Confirmation									
Wessages					E					
<ul> <li>Info: Your changes have been adopted</li> <li>Confirmation: 3000008794</li> </ul>	d successfully									
Process Delete Copy Display	Document Flow	IST   🖨 Print								
General Information										
Basic Data			Service Informatio	n						
Confirmation: *Document Name:	3000008794		Service Agent Name Service Location:	e:						
Document Date:	23.01.2020									
Status:	In Process									

List of Purchase Orders > Display Purchase Order > Process Confirmation > Display Confirmation > Display Document Flow								
Document Flow								
					Back to Document			
Document Type	Document Number	Document Name	Document Date	Status	Total Value			
Purchase Order	70006329	PO	22.01.2020	Confirmed	1,977,180.00 MYR			
Confirmation	3000008794		23.01.2020	In Process	20.00 MYR			
Total Value is exclusive of	Total Value is exclusive of discount / surcharge (if applicable)							

iii) To edit your drafted SE, click on the Confirmation button with status 'In Process' and then click the PROCESS button.

	History Favorites							
D		D	D	E	Ð			
RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	Administration		
All New Cha	nged In Process	Confirmed						
Purchase Orders > All								
List of Purchase Document Flow	List of Purchase Orders > Display Purchase Order > Display Document Flow Document Flow							
Document Type	Docu	ment Number	Document Name			Document Date	Status	
Purchase	Order 00700	06077	PO			29.06.2019	Confirmed	
Confirma	tion 30000	08206	dafdas			04.07.2019	Accepted by Customer	
Invoic	e 40000	07236	dafdas			04.07.2019	Rejected by Customer	
Confirma	tion 30000	08252	TESTEST			07.08.2019	Completion Reported	
Confirma	tion 30000	009127	addfaads			04.08.2020	In Process	

List of Purchase Orders > Display Purchase Order > Process Confirmation > Display Confirmation								
Confirmation: 3000008794								
Process Delete Copy Dis	Process							
General Information	Seneral Information							
Basic Data		Service Information						
Confirmation:	3000008794	Service Agent Name:						
*Document Name:		Service Location:						
Document Date:	23.01.2020							
Purchase Order No.:	0020039768							
Status:	In Process							

- 11.Starting from 6<sup>th</sup> November 2020, it is mandatory for Suppliers to
  - i) Agree the TNB SCMS Service Entry Terms and Conditions (T&C) by check the checkbox for the declaration.

Terms and Conditions	
hereby acknowledge and agree that the service entry submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions (Versi Bahasa Melayu)	English Version)

Suppliers will see the error message below if the checkbox has not been ticked before Service Entry (SE) submission.

Messages								
Errors: Kindly check and accept the Terms	Errors: Kindly check and accept the Terms and Conditions							
Service Entry (SE) Creation / Initiate: 300000	9509							
Confirm Save Cancel								
General Information								
Basic Data								
Confirmation:	300009509							
*Document Name:	Service Entry 1							
Document Date: 03.11.2020								
Purchase Order No.: 0020040513								
Status:	In Process							

ii) Read the T&C by clicking either (Versi Bahasa Melayu) or (English Verison) hyperlink at the end of the declaration statement.



Suppliers will see the below error message below if the <u>Terms and Conditions</u> are not read, in order to read just click on <u>Terms and Conditions</u> hyperlink.

Messages								
Errors: Kindly ensure, Terms and Conditions are read before document submission								
Service Entry (SE) Creation / Initia	te: 3000009509							
✓ Confirm ☐ Save X Cancel								
General Information								
Basic Data								
Confirmation:	300009509							
*Document Name:	Service Entry 1							
Document Date: 03.11.2020								
Purchase Order No.: 0020040513								
Status:	In Process							

12. Click on Confirm button for Service Entry submission.

Service Entry (SE) Creation / Initiate: 300000	9509
Confirm	
General Information	
Basic Data	
Confirmation:	300009509
*Document Name:	Service Entry 1
Document Date:	03.11.2020
Purchase Order No.:	0020040513
Status:	In Process

Popup message will be displayed after 'Confirm' button clicked. Click - OK

$\leftrightarrow$ $\rightarrow$ C (i) Not secure   unadevsepci01.hq.tnb.com.my	50000/irj/portal	아 ☆ 🕼 :
Back Sequent & History Severiles	embedded page at unadevsrmci01.hq.tnb.com.my:8001 says	Search: Q - Log off
Administration RFx and Auctions Purchase Orders Goods Rec	performed will lead to Rejection by TNB	Su plier Details
Purchase Orders > All List of Purchase Orders > Display Purchase Order > Process 0	Confirmation	[Full Screen   Options ♥]

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) USER MANUAL (SUPPLIER) – e-PURCHASE ORDER (SERVICE) VOL 5 /2023

13. Display Confirmation screen displayed.

#### Check status - Completion Reported

Aleck Forward > History Favorites Search:	Q +
Back         Forward *         History         Fervorites         Welcon           Immistration         RFx and Auctions         Purchase Orders         Goods Receipt         Service Entry Sheet         Invoices and Credit Memos         Maintain Certificates / Supplier Details           New         Changed         In Process         Continned         Maintain Certificates / Supplier Details	ne: Mr. Supplier 15 YSR Tra
Imministration         RFx and Auctions         Purchase Orders         Goods Receipt         Service Entry Sheet         Invoices and Credit Memos         Maintain Certificates / Supplier Details           New         Changed         In Process         Confirmed         Invoices         Invoices         Confirmed         Invoices         Invoices         Invoices         Invoices         Invoices	
Immisration         RFx and Auctions         Purchase Orders         Goods Receipt         Service Entry Sheet         Invoices and Credit Memos         Maintain Certificates / Suppler Details           New         Changed         In Process         Confirmed	
New Changed In Process Confirmed	
iase Orders > All	Full Screen
List of Purchase Orders > Display Purchase Order > Display Confirmation	
lessages	
Info: Your changes have been adopted successfully	
onfirmation: 300008794	
Copy   Display Document Flow   CHECK LIST   CHECK LIST	
Seneral Information	
Basic Data Service Information	
Confirmation: 3000008794 Service Agent Name:	
*Document Name: Service Location:	
Document Date: 23.01.2020 13	
Purchase Order No.: 0020039705	
Status: Completion Reported	

14. Click on button - Display Document Flow to check document status history.

							Search:		
Back Forward	History Favorites						Welcome: Mr. S		
			D		D	Ð			
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
All New C	Changed In Process	Confirmed							
Purchase Orders >	All								
List of Purcha	ase Orders > Di 3000008794	14 rder	> Display Confirm	nation					
Cop/ Dis	Cop / Display Document Flow Up CHECK LIST   CPICK LIST								
General	Information								
Basic Data					Service Information	on			
Confirmation	ו:	3	3000008794		Service Agent Nam	e:			
*Document	Name:				Service Location:				
Deaument F	lata								

15. Refer to the **Confirmation** document type and make sure *status* changed to **Completion** 

**Reported** which it shows Service Entry successfully transferred to TNB for further action (Service Acceptance).

(f) TENAGA			Search	9 - Logoff
2 MASIGNAL				
Hack Forward ▶ History Favorites			Welcome: Mr.	Supplier 15 YSR Training YSR
	6 6 6	E		
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 Options -
List of Purchase Orders > Display Purchase Order	> Display Confirmation > Display Document Flow			
				Back to Document
Document Type 15	Document Name	Document Date	Status	15
Purchase Order	PO	22.01.2020	Confirmed	15
Confirmation 30000000-	Service	23.01.2020	Completion Reported	20.00 WIYR
Total Value is exclusive of discount / surcharge (i	applicable)	•		

END

PROCESS (2)	:	RESUBMIT REJECTED SERVICE ENTRY (SE)
ROLE	:	TNB SUS SUPPLIER

# NOTE :This function only applicable if the re-submission of the rejected service entry (SE) does not involve changes to the service line item.

1. The service entry status will be in "Rejected by Customer" if the SE rejected by TNB during SE review. Click "Confirmation" to display the SE.

Document Flow				
Document Type	Document Number	Document Name	Document Date	Status
Purchase Order	1000842117	PO	11.01.2023	Confirmed
Confirmation	4000520505	Service Entry January 2023	13.01.2023	Rejected by Customer

2. Click "Copy" button.

Confirmation: 4000520514	
Copy Display Document Flow CHECK LIS	T   🖨 Print
General Information	
Basic Data	
Confirmation:	4000520505
*Document Name:	Service Entry January 2023
Document Date:	13.01.2023
Purchase Order No.:	0020919424
Status:	Rejected by Customer

3. Click "OK".



4. Supplier may enter simplified description of the services under "Document Name".

General Information	
Basic Data	
Confirmation:	4000520517
*Document Name:	
Document Date:	17.01.2023
Purchase Order No.:	0020919424
Status:	Created

5. Supplier allowed to change the item's quantity if needed.

Item Ove	rview											
► Expand A	Collapse All	Select All	Deselect All	Propose Outstandi	ng Quantities Update Prices							
Number	Status	Product	Product T	Line Type	Description	Quantity	Unit of Me	Quantity	Open	Net Value		It
1	In Process				testing service item					5.00 MYR	1	
1.1	In Process		Service	Standard Line	DUNLOP TYRE-LT 245 75 R16 6P	1.000	Act Unit	10.000 Act U	6.000 Act Un	5.00 MYR	1	
					Net Value				5.00 N	IYR		

#### 6. Amendment of SE attachment

- i. Click on "Browse" button if Supplier require new documents to be attached in the SE.
  - 1. Browse
  - 2. Select file
  - 3. Open
  - 4. Upload

Attachments	Detail BQ 2	19/01/2023 18:46	Microsoft Word D	154 (
Add Attachment			Il Files	Ŷ
Detail BQ.docx		3[	Open Car	cel
	1 4			
No Flo choson	Browse Upload			

ii. Supplier able to delete old documents from the previous SE by deleting the attachment.

Attachments		
Add Attachment		
Framework Order.xlsx		Û
CGR 28 10 2022.XML		Û
No file chosen.	Browse Upload	

7. Click "Confirm" button to submit the SE

Messages	
\rm Warning:	The maximum individual file size allowed is 20 MB
Service Entr	y (SE) Creation / Initiate: 4000520517
✓ Confirm Please refer to	Save Cancel   CHECK LIST

8. System will display below message upon successful submission of SE.

