

PANDUAN PENGGUNA (SUPPLIER) e-PURCHASE ORDER FOR SERVICES

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

DISEDIAKAN OLEH:

UNIT SUPPLY CHAIN MANAGEMENT (SCM) JABATAN SOURCING CONTROLLER BAHAGIAN PEROLEHAN

PURCHASE ORDER (SERVICE)									
PROCESS FOR SUPPLIERS	DESCRIPTION	PROSES	ROLES						
INITIATE SERVICE ENTRY	• Pembekal melaksanakan Service Entry (melaporkan kerja siap)		Suppliers						

NOTA PENTING UNTUK PEMBEKAL

- Sebelum meneruskan proses ini sila pastikan anda menggunakan <u>Internet Explorer 8 (IE8) / 9</u> (IE9) / 10 (IE10) / 11 (IE11)sahaja. Mozilla Firefox atau Google Chrome tidak boleh digunakan buat sementara waktu.
- 2. Setting : Tool Compatibility View (Silar ujuk User Manual bagi Technical Requirement)
 - Klik butang -**Tools-** pada Internet Explorer
 - Pilih Compatibility view settings
 - Pada ruangan -Add this website- sila taip : tnb.com.my
 - Klik butang Add
 - Klik butang -Close- dan -Refresh
- 3. Java: version 1.6
- 4. Windows 7 / Windows 8 atau Windows XP

PROSES KESELURUHAN BAGI PESANAN BELIAN ELEKTRONIK (e-PURCHASE ORDER)



PROCESS (3)	:	CREATE e-INVOICE
ROLE	:	TNB SUS SUPPLIER

Perlaksanaan *CREATE e-INVOICE* hanya boleh dilaksanakan setelah *Service Entry* tersebut disahkan dan diluluskan oleh Pihak TNB. Pihak TNB berhak untuk meluluskan atau menolak *Service Entry*

1.1. Log in ke dalam Sus Portal menggunakan ID dan Password

User ID - SUSO1 Password * Log on	1.1
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- 2.1. Klik tab-Purchase Order. Untuk mendapatkan senarai e-PO
- 2.2. Klik pada- Dokumen Number

Pada nombor *e-PO* bagi perkhidmatan yang telah dilaksanakan.



3.1. Skrin *Display Purchase Order* dipaparkan.

Klik pada butang - Display Document Flow untuk melihat status Service Entry (Confirmation).

SAP SRM Home	<u>Find Help FAQ Log off</u>		SAP
 Find ✓ Purchase Orders 	List of Purchase Orders > Display Purchase Order	chase 3.1	
All New Changed In Process	Create Confirmation Display Histor	Disolay Document Flow III Print Download	Ē
In Process Confirmed Partially Accepted by Customer Partially Confirmed Partly Confirmed Rejected Canceled by Customer Shipping Notifications	Document Number Document Name Document Date Purchase Order No. Requested Follow-On Documents	0070000201 P0 25.04.2012 0020030166 Confirmation, Goods Receipt, Invoice	

4.1. Skrin *Document Flow* dipaparkan.

Semak Confirmation pada column Document Type

4.2. Sekiranya SE telah disahkan dan diluluskan, status akan bertukar dari Completion Reported

menjadi Accepted by Customer.

4.3. Klik pada - Confirmation

Back to Docur
Total Value
8.800,00 MYR
8.800,00 MYR

5.1. Skrin *Display Confirmation* dipaparkan.

SAP SRM Home	I Eind I Help I FA		ff	0.1	A str			× 73-1	7.5.1		SAP
 Find Purchase Orders All New Chanced 	Display Con Create Invoice	nfirmatic Copy Dist	Diay Purchase	t Flow	rint Download	<u>FIOW</u> > Display	Contrimation				
In Process Confirmed Partially Accepted by Customer Partially Confirmed Party Confirmed Rejected Canceled by Customer	Basic Data Confirmation Document Nan Document Date Purchase Orde Service Agent	ne s r No. C Name	300000082 service entry 26.04.2012 3020030166	for po 2003	0166]]						
 Shipping Notifications All In Process Sent 	Service Location	n A	Accepted by	Customer							
Confirmations	Item Overview						D. 11	0.13		-	
All In Process Completion Reported	*	1	Accepted	Product	Product Type	Line Type	test	Quantity	Urdered	Upen	8.800,00 MYR
Approved	L. Dage	1.1	Accepted		Service	Standard Line	Juruteknik	100,000 Days	100,000 Days	0,000 Days	8.800,00 MYR

6.1 Skrin Process Invoice dipaparkan.

Sistem akan mewujudkan nombor invois pada ruangan Basic Data.

- 6.2 Pastikan Net Value sama dengan jumlah Service Entry yang telah dilaksanakan sebelum ini.
- 6.3 Klik pada butang Send. Untuk memajukan *e-Invoice* kepada TNB.

SAP SRM Home	End Heb EAQ Loaoff	SAP
Find Purchase Orders	List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Confirmation > Process Invoice Process Invoice	
• Al 6.3 • New	Send Hold Cancel Update Prices Print Download	
In Process Confirmed	Basic Data	
Partially Accepted by Customer Partially Confirmed	Status In Process	
Partly Confirmed Rejected	Description service entry for po 20030166 Document Date 26.04.2012	
Canceled by Customer	External Reference 0020030166	
 Shipping Notifications All 	Unplanned Delivery Costs 0,00 MYR	
In Process Sent	Products and Services 6.2	1
· Confirmations	Number Product Tune Droduct Department Ouerthy Unit of Heasure Nat Value Tay Durchase Order No. Durchase	Tedar Bam
All In Process	10 test 1,000 Picce 8,800,00 MYR NPUT TAX ★ 0020030166 0000000	10010 E
Completion Reported	I ≥ Rage 1 of 1 ≤ 2	

6.4 Untuk memastikan *e-Invoice* telah berjaya dihantar kepada TNB.

Status pada e-Invoice telah bertukar menjadi Document Sent.

	Display Invoice											
	Set Status Copy Create Credit Memo Display Document Flow Print Download											
h	Racio Data											-
	Dasic Data											L
	Invoice		4000	000061								
	Status		Docu	ment Sent		6.4	4					
	Status (Ne	ew)	Acc	pted by Customer	•							
	Descriptio	n	servi	ce entry for po 200	030166							
	Document	Date	26.04	.2012								
	External R	eference	0020	030166								
	Unplanned	d Delivery Costs		0,0	00 MYR							
	Droducto a	nd Convision										
	Products a	nu services										
	Number	Product Type	Product	Description	Quantity	Net V	alue	Тах	Purchas	e Order No.	Purch	ase Order Item
	<u>10</u>			<u>test</u>	1,000 Piece	8.800,00 M	IYR	INPUT TAX	0020	030166	00	00000010
	Z Page 1 of 1 Z Z											
	Partner Information											
	Partner	Number	Name		Street	House No.	PostCo	de Location		Telephone	Fax	E-mail
	Sold-to Party	/ 364	Central purcha	sing organization	Jalan Bangsar		5910	0 Kuala Lum	pur			kasee@teliti.com

TAMAT