

PANDUAN PENGGUNA (SUPPLIER) Pembayaran e-tender atas talian (FPX)

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

DISEDIAKAN OLEH:

UNIT SUPPLY CHAIN MANAGEMENT (SCM) BAHAGIAN ICT

VERSION 1/2016

PEMBAYARAN ETENDER SECARA ONLINE					
MAIN PROCESS	DESCRIPTION	ROLES			
PEMBAYARAN ETENDER SECARA ONLINE	 Perkhidmatan bayaran atas talian yang disediakan adalah terbuka kepada petender TNB SAHAJA. Proses pembayaran dokumen tender atas talian hanya melibatkan etender TNB SAHAJA dan BUKANNYA bagi anak syarikat TNB. Saluran pembayaran dalam talian adalah Financial Process Exchange (FPX) Petender dikehendaki mempunyai akaun perbankan internet dengan mana-mana bank yang menyertai FPX. Senarai kemudahan terkini bank-bank yang mengambil bahagian, sila klik <u>http://www.myclear.org.my/business-directdebit/banks-tpa.html</u> Sistem pembayaran bagi etender secara online ini boleh diakses melalui SUS portal <u>https://srm.tnb.com.my/portal</u> Pembayaran perlu dibuat ke atas setiap tender secara berasingan dan harga dokumen tender adalah termasuk 6% (GST). Tax invoice bagi pembayaran etender boleh diperolehi di dalam SUS portal <u>https://srm.tnb.com.my/portal</u> selepas pembayaran berjaya dilakukan. Sila ikuti langkah yang dinyatakan melalui manual ini untuk membuat pembayaran tender dokumen. 	TNB SUS SUPPLIER			

ISI KANDUNGAN

ALIRAN PROSES PEMBAYARAN E-TENDER ATAS TALIAN (FPX)	.4
PEMBAYARAN MELALUI FPX (FINANCIAL PROCESS EXCHANGE)	.5
CETAK TAX INVOICE	14

ALIRAN PROSES PEMBAYARAN E-TENDER ATAS TALIAN (FPX)



PEMBAYARAN MELALUI FPX (FINANCIAL PROCESS EXCHANGE)

CONTOH SCENARIO: RFx 4000011539 telah diapung dan notifikasi email jemputan telah dihantar kepada petender (Contoh: Syarikat Rotork Sdn Bhd) dan harga dokumen tender tersebut adalah RM 59.00 termasuk 6% (GST).

- 1. Sila pergi ke link berikut : https://srm.tnb.com.my/irj/portal.
- 2. Log in dengan memasukkan User ID dan Password
- 3. Klik butang Log on



- 4. Klik pada tab **RFx and Auctions**
- 5. Klik pada butang Show Quick Criteria Maintenance

Home RFx and Auctions	Maintain Supplier Certificates	Administration	Messages			
Overview Service Map						
RFx and Auctions						
Active Queries	Active Queries					
eRFxs All (35) Published (0) Ended (0) Completed (0) eAuctions All (0) Published (0) Ended (0) Completed (0)						
eRFxs - All						
Show Quick Criteria Maintenance						
View: [Standard View] Create Response Display Event Display Response						

- 6. Masukkan *RFx Number* (10 Digits number) diperolehi daripada e-mail dalam kotak Event Number
- 7. Klik butang Apply

eRFxs - All			
▼ Hide Quick Criteria Maintenance			
Event Number: 📕 4000012737 To 🔄 🔿			
Event Status:			
My Responses From:			
Apply			
View: [Standard View] View: [Standard View]			

8. *RFx* tersebut dipapakan dan klik pada *RFx Number di column Event Number* <u>ATAUPUN</u> Highlight RFx berkenaan dan Klik butang – **Display Event**

Show Quick Chiena Maintenance					
View: [Standard View] Create Response		Display Event	Display Response Print Preview		
₽	Event Number	Event Description		Event Type	Event Status
	4000012810	TNRT/KEL N/SUBS128/2016(0) Single Envelope PG Negative Testing - Connect SRM PG Two Env (ERMS) UNB1000 L152/2016 BINA ACCESS RUAD II Single Envelope		Single Envelope	Published
	4000012737			Published	
	4000012685			Single Envelope	Published

9. Pembayaran tender dokumen perlu dilakukan terlebih dahulu sekiranya petender setuju mengambil bahagian di dalam tender tersebut.

Klik butang View RFX untuk menyemakan butiran RFx dan muat turun tender dokumen.

RFx Access		
RFx Name PG Negative Testing - Connect SRM PG RFx No. 4000012737 Submission Deadline 18.08.2016 00:00:00 Time Zone UTC+8 Close Window Pay Tender Fee Refresh View RFX		
Pay tender fee to participate in the RFx		
Tender Fee Payment Details		
Tender Fee: 1.06 MYR		
Submission Deadline: 00:00:00		
Important Notice for Online / Manual payment of Tender Fee:		
Please pay the Tender Fee, to participate in this RFx		
Tender Fee can be paid either online or manually at any of TNB's Pusat Khidmat Pelanggan.		

Tekan icon close - E bagi meneruskan proses seterusnya.

mttps://srm.tnb.com.my/irj/portal?NavigationTarget=navurl%3A%2F%2F2f25081c5d7f9ffce5075ff2d7a7413b&dropPRTEv 🔒 🕿				
RFx [History_BackForward]				
Display RFx : 4000012737				
RFx Number 4000012737 RFx Name PG Negative Testing - Connect SRM PG RFX Status Published RFx Start Submission Deadline 30.08.2016 00:00:00 UTC+8 Remaining Time RFx Number 1 Days 23:32:51 RFx Owner Nurzawani Norayeen RFx Version Number RFx Version Type Active Version				
Close Print Preview Refresh Show my Tasks Participate Do Not Participate Tentative Questions and An Export System Information Create Memory Snapshot Create Memory Snapshot Context Con				
RFX Information Items Notes and Attachments RFX Parameters Questions Note and Attachments Conditions				
Time Zone: UTC+8 Tender Fee exclusive of GST: * 1.00				

Untuk memulakan proses pembayaran dokumen tender secara atas talian, petender perlu klik butang Pay Tender Fee

RFx Access				
RFx Name PG Negative Testing - Connect SRM PG RFx No. 4000012737 Submission Deadline 18.08.2016 00:00:00 Time Zone UTC+8 Close Window Pay Tender Fee Refresh View RFX				
Pay tender fee to participate in the RFx				
Tender Fee Payment Details				
Tender Fee: 1.06 MYR				
Submission Deadline: 00:00:00				
Important Notice for Online / Manual payment of Tender Fee:				
! Please pay the Tender Fee, to participate in this RFx				
Tender Fee can be paid either online or manually at any of TNB's Pusat Khidmat Pelanggan.				

- 10. SUS portal akan memaparkan terma dan syarat Payment Gateway TNB seperti dibawah.
- 11. Untuk meneruskan proses pembayaran, petender perlu bersetuju dengan terma dan syarat yang dipaparkan dengan tanda pada kotak Ves, I have read the Terms & Cond. Above

12. Klik butang -	Pay Tender Fee
-------------------	----------------

Tender Fee - TNB Payment Gateway		
Tender Fee Payment Details		
Pay Tender Fee		
TNB Payment Gateway Terms and Conditions:		
1. The content, including but not limited to any text, software, music, sound, photographs, video, graphics or other material in the web-page, is protected by copyrights. You may view save an electronic copy orprint out a copy provided that:		
 You do not modify the contents as it appears on the web-site. You do not reproduce, transmit, broadcast and adapt any partof the web-page for any purpose which is not expressly permitted. You do not use any information in the web-page for commercial use and/or personal gain. You accept that no ownership rights arises from downloading copyrighted material. 		
2. In compiling the information contained on, and accessed through, this web-site ("Information") TNB has endeavored to ensure that all information is correct as at the time of publica therein. TNB and its employees, agents and consultants exclude all liability for any loss or damage arising from the use of, or reliance on, the Information whether or not caused by a such liability, TNB limits its liability to the re-supply of the Information.		
3. Payment of TNB invoices ("the Invoices") using the Service shall be made using Visa or MasterCredit Card or Direct Bank Debit.		
4. Payment will only be considered as being effected upon validation of the bank information committing to an appropriate amount, upon which event TNB will charge your respective		
5. Payment shall be made to the right tender that bidder wished to participate.		
6. The Invoices once paid, are non-transferable to any other vendor or other bidder or to any biddersfor the same tender.		
7. TNB will not accept responsibility/liability for:		
The refusal of your Credit Card Company to honor or accept your request for payment. The disclosure of your Credit Card details to any unauthorized person. Any unauthorized use of your Credit Card and/or Credit Card details.		
▼ Yes, I have read the Terms & Conditions above		

13. Skrin pengesahan akan dipaparkan.

Klik butang – Yes bagi meneruskan proses seterusnya.

sound, photographs, video, graphics or other material in the web-page, is protected by copyrights. You may vie

	Information to	o Confirm X	
fti u: xoj		Online payment gateway will open in another window, would you like to proceed ?	
th ia		Yes No	b b

- 14. Di halaman ini, petender boleh menyemak butiran pembayaran.
- 15. Klik butang **OK** untuk menerukan proses pembayaran.

TNB PAYMENT GATEWAY	L.	TENAGA NASIONAL Better. Brighter.
Secure Payment Page To complete your purchase, please provisit be encrypted before being sent over intercepted while it is being transmitted to Your transaction summary	Message	from webpage 23 Your payment information will be submitted for processing now, your browser will be redirect to the bank URL. Please do not Press F5 or click on your browser Refresh / Stop / Close button during this process to avoid duplicate payment / errors. Jangan tekan F5 atau klik butang 'Refresh / Stop / Close' ketika proses ini bagi mengelak dari pembayaran dua kali / kesilapan. Please click OK to continue.
Merchant ID		OK Cancel
Payment Ref	1	ET20169999999965
Amount	1	MYR1.06
Description		Tender Fee

Cancel

pada

23

ataupun butang - Close

paparan dalam langkah 15, tekan butang – Process Payment

16. Sekiranya telah menekan butang

TNB PAYMENT GATEWAY		TENAGA NASIONAL Better. Brighter.
Secure Payment Page To complete your purchase, please provide your payment information. For you the internet. This is to keep your information from being stolen or intercepted	ur security, the information you while it is being transmitted to t	enter will be encrypted before being sent over he bank.
PROCESS PAYMENT CANCEL CLEAR	Your transaction Merchant ID Payment Ref	summary E-Procurement ET20160000025142
Please do not click on Back , Stop , Refresh buttons, or close window during the payment process.	Amount Description	MYR530.00 Tender Fee

17. Untuk meneruskan proses seterusnya, klik butang – **Click here to proceed**



- 18. Pilih Retail/Corporate Banking. Contoh: Maybank2u
- 19. Masukkan Alamat Email (pilihan)
- 20. Klik butang Agree and Continue
- 21. Sistem online banking yang dipilih akan dipaparkan dan lengkapkan proses transaksi bayaran seperti biasa.

() F	РХ		
N	lational	Internet Paymen	t Gateway
Payment Details			Q PAGE 1 2 3 4 D
Merchant Name Merchant Order No	TENAGA NAS 58800 160815170258	IONAL BERHAD SUPPLY CHAIN M	IANAGEMENT SYSTEM (SCMS)
Product Description	Tender Fee		
Amount	1.06		
Retail Banking			
	VK	O ALLIANCE BANK	
O BANK (ISLA	M	Persection of the second secon	Benk Marmale
• CIMB Clit	ks	• connect	• KFHonline (Offline)
maybank2u.co	mo	O OCBC Bank	• •
· RHB10	w	O Standard Standard	○ ₩UOB
Corporate Banki	ng		
C Maybanh 2	net	O Maybank2E	
Note: (Offline) - This	s option is not availe	able either due to the banks non-operating	hours or the service is temporarily not available
Enter E-Mail addres	ss here to receiv	ve transaction status (Optional)	
scmuserid@	≬gmail.com		
I agree with the T	erms and Con	ditions	
 Please disable ; On some brows transaction. For Please do not c 	your pop-up block er, you may see more information lick on browser's	ker. For more information, please click the Transaction Response displayed i 1, please click here back button, refresh or close this page	: here in two (2) tabs. This will not affect your e.
Agree and Continue	Back		Norton SECURED
FAQ Merchant Program Malaysian B	Contact Us Pop Electronic Clearing (-up Blocker Settings Terms and Condition Corporation Sdn Bhd 836743-D http://www	ns Privacy Policy Disclaimer
	© Malaysian	Electronic Clearing Corporation Sdn Bhd .	All Rights Reserved.

FPX V5 0

22. Selepas pembayaran berjaya, skrin Payment Details akan dipaparkan. Sila cetak butiran sekiranya perlu, dan klik butang - *Click Here to Complete Your Transaction* untuk kembali ke SUS portal.

		ISIONAL er. Brighter
Payment Details		PAGE 1 2 3 4
Merchant Name	TENAGA NASIONAL BERHAD SUPPLY CHAIN MANAGEMENT	SYSTEM (SCMS)
Merchant Order No	10880	
FPX Transaction ID	10 2251	
Product Description	ender Fer	
Amount	1.0.0°	
Transaction Status	Approved	
Date & Time	12- JUNE -2016 22:51:28	
Buyer Bank	Maybank	
Bank Reference No.	25428	
Print Click Here to	Complete Your Transaction	

23. Sekiranya pembayaran berjaya, slip bayaran (*Acknowledgment Receipt*) atas talian SUS portal berserta *transaction status: Successful* akan dipaparkan.

TENAGA Better . Brighter.	Acknowledgement Receipt
Transaction Status	:Successful
Transaction ID	:ETEN20150427000007
RFx No.	:0000004232
Transact in Date income Ame int(M) Product Description	:2 04-2 15 10: 9:1 :5 0.00 :Tender Fee
FPX Transaction ID	:1504271029340773
Seller Order No.	:8325 eceipt
Note: This receipt computer gener	ated and no signature is required.

Mohon untuk rujuk tatacara etender Single Envelope - <u>Bidder Intent, Participate, Create and Submit</u> <u>Respond</u> <u>ATAUPUN</u> Two Envelope - <u>Bidder Intent, Participate, Create and Submit Respond</u> untuk proses *Create Respond* dan *Submit RFx Response* kepada TNB. **Nota:** Sekiranya proses pembayaran gagal, sistem akan memaparkan *transaction status: Unsuccessful* pada slip bayaran (*Acknowledgment Receipt*).



Sekiranya **GAGAL** untuk dapatkan slip bayaran (*Acknowledgment Receipt*) dimana skrin pelayar *Internet Explorer* (IE) ditutup/*refresh*, mohon berhubung dengan TNB SCM Service Desk **SEBELUM** meneruskan proses pembayaran seterusnya.

CETAK TAX INVOICE

- 1. Sila pergi ke link berikut : https://srm.tnb.com.my/irj/portal.
- 2. Log in dengan memasukkan User ID dan Password
- 3. Klik butang Log on

User ID * rotork Password * •••••• Log on
© 2008 SAP AG. All rights reserved.

- 4. Klik pada tab RFx and Auctions
- 5. Klik pada butang Show Quick Criteria Maintenance

_						
	Hon	ne I	RFx and Auctions	Maintain Supplier Certificates	Administration	Messages
	Ove	erview	Service Map			
	RFx	and Au	ictions			
		Active	Queries			
		eRFx eAuc	s All (35) Publis	shed (0) Ended (0) Completed (ed (0) Ended (0) Completed (0)	<u>0)</u>)	
		eRFxs	- All			
		▶ Sh	ow Quick Criteria Main	tenance		
		Vie	w: [Standard View]	Create Response	Display Event [Display Response

- 6. Masukkan RFx Number (10 Digits number) diperolehi daripada e-mail pada Event Number
- 7. Klik butang Apply

	eRFxs - All	
	▼ Hide Quick Criteria Maint	tenance
l	Event Number:	4000011539 To
1	Event Status:	•
	My Responses From:	•
	Apply Clear	

8. *RFx* tersebut dipapakan dan klik pada *RFx Number di column Event Number* <u>ATAUPUN</u> Highlight RFx berkenaan dan Klik butang – **Display Event**

eRF	xs - All						
• :	Show Quick Criteria Ma	intenance					
V	/iew: [Standard View]	Create Response	Display	Event Display R	Response Print P	Preview	esh Export 4
R	Event Number	Event Description		Event Type	Event Status	Start Date	End Date
	4000011539	TNBT/AMHQ 112/2016 (WMU)		Single Envelope	Published	10.06.2016	23.06.2016

- 9. Skrin Display RFx akan dipaparkan seperti dibawah.
- 10. Tekan pada pilihan Related Links -> Tender Fee Payment Details

Display RFx : 4000011539		Help
RFx Number 4000011539 RFx Name TNBT/AMHQ Remaining Time RFx Number 11 Days 22:34:10	112/2016 (WMU) RFX Status Published RFx Start Date 10.06.2016 14:00:00 UTC+8 Submission RFx Owner Lokman Hakim Bustan Ariffin RFx Version Number RFx Version Type Activi	Deadline 23.06.2016 12:00:00 e Version
Close Print Preview Refresh Participate	Do Not Participate Tentative Create Response Questions and Answers (0) Export	Related Links
		Tender Fee Payment Details
RFX Information Items Notes and Attac	hments	
RFx Parameters Questions Note and Attachments	Conditions	
Time Zone: UTC+8	Tender Fee exclusive of GST: * 500.00	
Start Date: 10.06.2016 14:00:00	Tender Fee inclusive of GST: * 530.00	
Tender Closing Date: * 23.06.2016 12:00:00	Tender Fee Submission Deadline: 00:00:00	
Tender Validity Date: 22.12.2016		
Currency: MYR		
Reference No:		

- 11. Klik butang Print Tax Invoice/Receipt
- 12. Klik butang Save ATAUPUN Open

Ex Respondent Tender Fee D	tails	History B
Tender Fee Payment De	ails	
Company ID: Company Name: Contact: Payment Method: Amount: Currency: Instrument Number: Payment Status:	3000743 Rotork Sdn Bhd Online Payment 530.00 MYR	
Payment Note: Payment / Waived Date: Close Print Tax Invoice/I	Online payment 12.06 2016 teceipt	
Do you want t	o open or save TAX_RECEIPT.pdf (19.3 KB) from tnbsrm01.hq.tnb.com.my? Open	Save V Cancel X

13. Contoh Tax Invoice seperti dibawah.

Visma T aya	00110/42/328 NB, No. 19 Jalan timur, 46200, Petaling	ΤΑΧ ΙΝ	VOICE
		Invoice Date	12.06.2016
		Invoice Serial Number	ET2016000000213
		Tender Number	4000011539
			500.00
No.	Item Description	Quantity	Amount (MYR)
	GST Summary Amount/MYR) GST(MYR) *Standard Rated@6% 500.00 30.00		
	Malaysian Ringgit: FIFTY-NINE ONLY		
	Malaysian Ringgit: FIFTY-NINE ONLY		
	Malaysian Ringgit: FIFTY-NINE ONLY	Tabl (Evolution GOT)	500.0
	Malaysian Ringgit: FIFTY-NINE ONLY	Total (Excluding GST) *GST @6%	500.0 30.0