IMPORTANT NOTES

1. The minimum system requirement to access Supplier Self Service (SUS) portal and Registration of Suppliers (ROS) as below.
   a. **JAVA RUNTIME ENVIRONMENT (JRE)** - Minimum version 1.6
   b. **WEB BROWSER** – Internet Explorer Minimum version 8
   c. **PDF READER** – Adobe Reader or similar
   d. **FIREWALL** – Ensure internal company firewall has been set to enable SUS portal web address [https://srm.tnb.com.my/portal](https://srm.tnb.com.my/portal)

2. To set Compatibility View in Internet Explorer Menu Bar
   - Click on button - **Tools**
   - Choose - **Compatibility view settings** in the menu list
   - Under **Add this website** field, type the address of the webpage: **tnb.com.my**
   - Click on button - **Add**
   - Click on button - **Close** and **Refresh** the webpage
Retention Sum PO

This refers to POs that are tied to specific Retention Sum Code that will be applicable during payment.

1.1. Log in to **SUS Portal** using **ID** and **Password**

![Login screen](image)

2.1. Click on tab - **Purchase Orders**.
   To display the list of **e-PO**

2.2. Click on - **Document Number**
   For the **e-PO** number as stated in the e-mail received.
3.1. *Display Purchase Order* screen displayed. Click on button - *Print*.

3.2. If below screen prompted, click on button - *Open*.
Copy of Purchase Order will be displayed as below and can be print as usual.

Terms of payment showing that the PO has Retention Sum

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**Purchase Order**

Testing ERMS SRM Integration
23 Jalan 23
51000 KL

Billing address
Pengurusan Besar (Kewangan)
TNB Bahagian Pembahagian,
Ars 14, Wisma TNB,
No. 19, Jalan Timur,
46200 P.J., Selangor D.E.

Ship-to address
TNB Distribution Division
Please enter your address here!
40000 KUALA LUMPUR
MALAYSIA

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<td>Mail:</td>
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</tr>
<tr>
<td>Telephone:</td>
<td>03-21805669</td>
</tr>
<tr>
<td>Fax:</td>
<td>03-21805472</td>
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<tr>
<td>E-mail:</td>
<td><a href="mailto:mas.idris@tnb.com.my">mas.idris@tnb.com.my</a></td>
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<tr>
<td>PO Approver/Release:</td>
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</table>

Terms of payment
Retention Sum-30%Due In 30 Days,10%ZR99
Retention Sum Invoice

Note: Supplier need to create/submit e-invoice prior for retention sum invoice to be reviewed.

1.1. Log in to SUS Portal using ID and Password

2.1. Click on tab - Purchase Orders.
   To display the list of e-PO

2.2. Click on - Document Number
   For the e-PO number as stated in the e-mail received.
3.1. **Display Purchase Order** screen displayed. Click on button – Document Flow

![Display Purchase Order screen](image1)

4.1. **Document Flow** screen displayed. Click on - Invoice.

![Document Flow screen](image2)
5.1. Invoice screen displayed.
   Click on button - Print.

6.1. If below screen prompted, click on button - Open
Copy of e-invoice will be displayed as below and can be print as usual. Tax invoice value will be minus the retention sum percent as specify in the Purchase Order terms of payment. To claim the balance amount, supplier need to send the manual invoice to TNB or contact the initiator.

![Invoice Image]

END