

USER MANUALS (SUPPLIER) RETENTION SUM

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY:

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) ICT TNB GLOBAL BUSINESS SOLUTION

PROCESS	:	RETENTION SUM
ROLE	•	TNB SUS SUPPLIER

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

TNB Supply Chain Management System	$\land \land \land \land$
PENGUMUMAN	
1. AKTIVITI PENYELENGGARAAN TNE SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Untuk makluman, sistem TNB Supply Chain Management System akan mengalami gangguan disebabkan oleh kerja-keriya penyelenggaraan pada tarihi di ani waktu berikut. Tarihih / Masa ahai - i umaat, 14 Februari 2020, 8.01 malam Tarihih / Masa ahai - i zhawai 19 Februari 2020, 8.01 malam Tarihih / Masa ahai - i zhawai 19 Februari 2020, 11.59 malam	Login ID Password
Segala kesulitan amatlah dikesali. Terima kasih	Login
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 End bar/time Duration : SDays Vie apologize for any inconvenience caused. Thank You 2 KELEWATAN PROSES FENDATIONAL PEMBERAL BERKATAN SUIL KKM Utimik madiuman, proses pendafaran ; pembaharuan suji pembekal. TNB yang melibatan Sijil Kementerian Kewangam Malayais (KKM), adan mengalami Lelevatan berbickal. TNB yang melibatan Sijil Kementerian KKM. Segala kesulutan yang timbul amatlah dikeali. 3. PENVIRAN KILAN TENDER DALAM AKHABAR BERTATAN BANK LAN TARA STAR.	Reset Password Plasse enter the same Login ID and registered e-mail address with TN. Plasse use the temporary password sent to your e-mail to change with new password. This is TNB information. Any modification, copying, neproduction, republication, jupidenty, possing, transmission or distribution, in any manner, of the aad information on the website, including text, graphola, code and/or software without permission in writing is prohibited.
pengkianan tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shared Services, TGBS akan	
menyiarkan ikian tender dalam akhbar benkut mulai 15 Oktober 2019.	
Radin tencer Akricat	
Uarrasa menegara Uerra Francia Bahasa Inoparia Tha Star	
Terima Kasih	

- 2.1. Click on tab **Purchase Orders** to display the list of *e-PO*.
- 2.2. Click on Purchase Order Number for the *e-PO* number as stated in the e-mail received.

<u>ک</u>	aga Ronal		2.1				Search:	٩
4 Ba	ck Forward ▶ History Favorite		2.1	/				Welcome: Mr. Supplier 15 YSR Trai
	e e		E	D	E	E		
Adm	ninistration RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Det	ails	
All	New Changed In Proc	ss Confirmed						
Purcha	se Orders > All							Full Screen
1	ist of Purchase Orders							
Lie	at of Burchase Orders							
	Print							
\$	Purchase Order No	Document Number	Docu	ment Name	Document	Date Total Value	Status	PO Overall Weightage %
	0020039757	70006318	PO		21.01.2020	50,100.00 MYR	Confirmed	
	0020039756	70006317	PO		21.01.2020	25,000.00 MYR	Confirmed	
	0020039754	70006315	PO		20.01.2020	5,000.00 MYR	Confirmed	
	0020039713	70006296	PO		09.01.2020	10,000.00 MYR	Confirmed	
1	0020039712	70006295	PO		08.01.2020	14,000.00 MYR	Confirmed	
	0020039093	70006286	PO		28.12.2019	14,000.00 MYR	Confirmed	
	0020039678	70006279	PO		22.12.2019	5,000.00 MYR	New	
	0020039677	70006278	PO		22.12.2019	1,410.00 MYR	Confirmed	
	0020039670	70006273	PO		19.12.2019	5,600.00 MYR	Confirmed	
	0020039601	70006217	PO		06.12.2019	2,000.00 MYR	Confirmed	
	0020030500	70006216	PO		05 12 2010	2 500 00 MVP	Confirmed	

3.1. *Display Purchase Order* screen displayed. Click on button - **Print**.

TENAGA					
Back Forward Filstory Favorites					
			E		
Administration RFx and Auctions Purchas	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Mair	
All New Changed In Process Confirm	med				
Purchase Orders > All					
Purchase Order: 0020039712 Create/Initiate SE Display History Display General Information Basic Data	/ Document Flow				
Purchase Order No:	0020039712				
Document Number:	70006295				
Document Name:	PO				
Document Date:					
Status: Confirmed					
Follow-On Documents:					
•					

3.2 If below screen prompted, click on button - Open.

▲ Back Forward ► History Favo	orites						
E E				E			
Administration RFx and Aucti	ons Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintair		
All New Changed In P	rocess Confirmed						
Purchase Orders > All							
List of Purchase Orders >	Display Purchase Order						
Burchass Order: 002002071	a						
	Z						
Create/Initiate SE Display P	listory Display Documen						
General Information							
Basic Data							
Purchase Order No:	002003	39712					
Document Number:	700062	295					
Document Name:	PO						
Document Date:	08.01.2	2020					
Status:	Confirm	<u>ne 3.2</u>					
Follow-On Documents:	Onen	0.2					
+ =	Always open files of thi	is turns					
	Always open lifes of th	is type					
	Show in folder						
	Cancel						
	Cancer						
susdoc (17).zip	~						

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

	Purchase C	Order
Supplier Training 15 jalan abc 20300 Rawang SELAN Billing address Pengurus Besar (Kewangan) TNB Bahagian Pembahagian, Aras 14 & 15, Wisma TNB, No. 19, Jalan Timur, 46200 P.J., Selangor D.E.	Information PROJECT/ORDER/ COST CENTER NO: Description: & Am Order No.(SUS/ERMS): Version: Date: Contract No: Contract No: Contact person: Telephone / Ext: Fax: E-mail:	C600000 (N.P. Perkhid Pengguna)-Unit Pentad 70006295 /0020039712 1 08.01.2020
Ship-to address TNB Distribution Division Please enter your adress here! 46200 KUALA LUMPUR MALAYSIA		Page 1 / 4

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

	PENGUMUMAN	TENAGA
A A A A A A A A A A A A A A A A A A A		NASIONAL
KTIVITI PENYELENGGARAAN TNB SUPPLY CHA	IN MANAGEMENT SYSTEM (SCMS).	
isebabkan oleh kerja-kerja penyelenggaraan p	iagement system akan mengalahn gangguan ida tarikh dan waktu berikut:	Login ID
Tarikh/ Masa mula : Jumaat, 14 Feb	ruari 2020, 8.01 malam	
Tarikh / Masa akhir : Rabu, 19 Febru Tempoh : <mark>5 Hari</mark>	ari 2020, 11.59 malam	Password
Segala kesulitan amatlah dikesali. Terima kasih		
	7	Login
We wish to inform that the TNB Supply Chain M nterrupted for maintenance activities. The interr	anagement System will be temporarily uption will be on:	Reset Password
Start Date/ time : Friday, 14th Febr	uary 2020, 08.01 pm	* Please apter the same Logis ID and maintened a mail address with
End Date/ time : Wednesday, 19" Duration : 5 Days	February 2020, 11.59 pm	TNB.
We apologize for any inconvenience caused. Th	ank You	* Please use the temporary password sent to your e-mail to change with new password
ELEWATAN PROSES PENDAFTARAN/PEMBAHA	RUAN PEMBEKAL BERKAITAN SIJIL KKM.	which there passanded.
ewangan Malaysia (KKM) akan mengalami ke KM. Segala kesulitan yang timbul amatlah dike	uan sin penicekan i to yang inenoanan sin Kenenerian Iewatan berikutan terdapat isu berkaitan akses sistem ePerolehan sali.	 This is TNB information. Any modification, copying, reproduction, republication, uploading, posting, transmission or distribution, in any manner, of the said information on the website, including text, graphics, code and/or software without permission in writing is prohibited.
ENYIARAN IKLAN TENDER DALAM AKHBAR BE	RITA HARIAN DAN THE STAR.	
anjutan daripada penamatan operasi akhbar Uf	usan Malaysia (Mediamony Sdn Bhd) dan bagi memastikan proses	
engiklanan tender dalam aktibar berjalan denga	n lancar, Jabatan Procurement Shared Services, TGBS akan	
enylarkan ikian tender dalam aktibar berikut mi		
Iklan Tender	Akhbar	
Bahasa Malaysia	Berita Harian	
Bahasa Inggeris	The Star	

- 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.

	ck Forward k History Favoritas	2	2.1			Search:	Q → L
Adm	inistration RFx and Auctions New Changed In Process	Purchase Orders Go	Doods Receipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
Purcha	se Orders > All						Full Screen Opti
Li	st of Purchase Orders						
Lis	t of Purchase Orders						
-	Print						
ъ	Purchase Order No	Document Number	Document Name	Document Da	ate Total Value S	Status	PO Overall Weightage %
	0020039757	70006318	PO	21.01.2020	50,100.00 MYR 0	Confirmed	
	0020039756	70006317	PO	21.01.2020	25,000.00 MYR 0	Confirmed	
	0020039754	315	PO	20.01.2020	5,000.00 MYR 0	Confirmed	
	0020039713 2	<mark>2</mark> 96	PO	09.01.2020	10,000.00 MYR 0	Confirmed	
	0020039712	J6295	PO	08.01.2020	14,000.00 MYR 0	Confirmed	
	0020039693	70006286	PO	28.12.2019	14,000.00 MYR 0	Confirmed	
	0020039678	70006279	PO	22.12.2019	5,000.00 MYR	lew	
	0020039677	70006278	PO	22.12.2019	1,410.00 MYR 0	Confirmed	
	0020039670	70006273	PO	19.12.2019	5,600.00 MYR 0	Confirmed	
	0020039601	70006217	PO	06.12.2019	2,000.00 MYR 0	Confirmed	

3.1. *Display Purchase Order* screen displayed. Click on button – **Document Flow**.

								_
TENAGA							Search:	٩
Back Forward	History Favorites						Welcome: Mr. Supplier 15	YSR Trair
Administration	E Auctions	Purchase Orders	Conds Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Cartificates / Sumplier Datails		
	Changed In Drasses	Confirmed	Goods Neccipi	Corvice Entry Criect	Involces and orealt memos	Maintain Certificates / Supplier Details		
All New	Changed In Process	Contirmed					E.I.I.	Scroon
List of Purch Purchase Or Confirm Purchase	List of Purchase Orders > Display Purchase Order Purchase Order: 0020039712 CConfirm PO Display Histor Display Histor Display Document Flow							
Basic Data	3					Terms of Payment		
Purchase C	Order No:	002003	39712			Payment in Days	Discount in %	
Document I	Number:	700062	295					
Document I	Name:	PO						
Document I	Date:	08.01.2	2020					

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

TINAGA.				Search:	Q	Log
Back Forward History Favorites				Welcome: Mr.	Supplier 15 YSR Trai	ning Y
Budit Formard Financial Fundation						
Administration RFx and Auctions Purchase Orders	Goods Receipt Service Entry Sheet In	voices 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 Document Flow					
	- Display Document How					
Document Flow					Deals to Dea	
					Back to Doc	ument
Document Type Document Type	Document Name		Document Date	Status	Total Value	
Purchase Order 7	PO		08.01.2020	In Process	14,000.00 MYR	
4.1	devi		08.01.2020	Accepted by Customer	4,000.00 MYR	
Invoice 400pm	devi		08.01.2020	Document Sent	4,000.00 MYR	
Total Value is exclusive of discount / surcharge (if a	pplicable)					

5.1. *Invoice* screen displayed. Click on button - **Print**.

W HANDAAL				Search:	٩
Back Forward History Favorites	Welcome: Mr. Supplie	r 15 YSR Train			
		D			
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 C
Display Invoice: 4000007660 5.1	Ionii riow -> Display inv	uice			
Basic Data			Terms of Payment		
Invoice: 4000007660			Payment in Days	Discount in %	
Description: devi			0	0.000	
Document Date: 08.01.2020			0	0.000	
Purchanse Order No: 0020039712			0		
Status: Document Sent			0		
Status (New): Accepted by Customer	•				

6.1. If below screen prompted, click on button – Open.

L					
TINAGA RASSONAL					Search: Q - L
	i				Welcome: Mr. Supplier 15 YSR Training
DD	100 E	3 1	D		
Administration RFx and Auctions	Purchase Orders Goods	Receipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
All New Changed In Process	s Confirmed				
Purchase Orders > All					Full Screen Opti
List of Purchase Orders > Displa	y Purchase Order > Displa	y Document Flow > Display In	nvoice		
Display Invoice: 4000007660					
Set Status Display Document Flo	ow 🕒 Print				
General Information					E
Basic Data				Terms of Payment	
Invoice:	4000007660			Payment in Days	Discount in %
Description:	devi			0	0.000
Document Date:	08.01.2020			0	0.000
Purchanse Order No:	0020039712			0	0.000
Status:	Document Sent	t		0	
Status (New):	Accepted by Cu	ustomer 💌			
Alternative Payee:		-		6.1	
Subcontent Cradit Me Do you	want to open or save susdoc.zi	p (3.99 KB) from unadevsrmci01.h	q.tnb.com.my?	Open Save	Cancel ×

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

0300, Rav elangor	wang	nvoicing Party Supplier Training 15 alan abc			Invoice			
	20300, Rawang Selangor			Invoice Date		08.01.2	08.01.2020	
				TNB F	Purchase Order	002003	39712	
			Invoice Number		400000	4000007660		
No. Pr	oduct No	Item Description	Prod	Type	Quantity Pr	ice per unit	Amount (MYR)	
10		PO		ervice	1 AU 4,	000.00/0	4,000.00	
	[Less 10% Retention Sum	\square				400.00	
	•							
			-		Total (Excluding SS	T)	3,600.00	
					Total (Excluding SS Service Tax @ 0% Total Amount Pay:	T)	3,600.00 0.00 3,600.00	
					Total (Excluding SS Service Tax @ 0% Total Amount Paya	T) able	3,600.00 0.00 3,600.00	

END