



USER MANUAL (SUPPLIER)
E-INVOICE FOR BLANKET PURCHASE ORDER

SUPPLIER RELATIONSHIP MANAGEMENT
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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

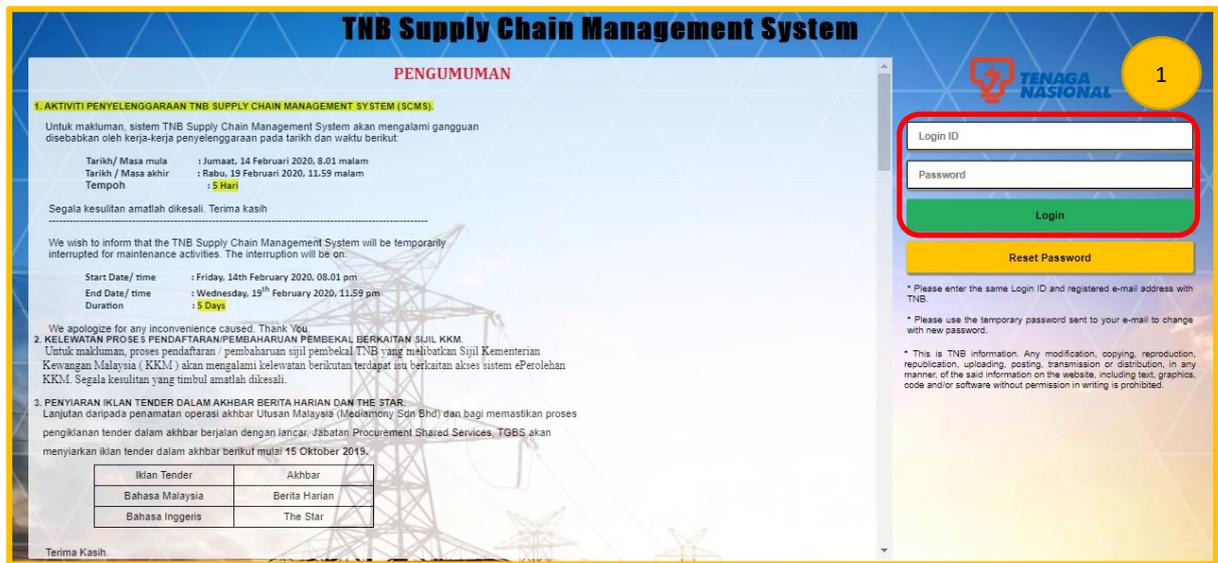
PROCESS (1)	:	Confirm PO for Blanket PO
ROLE	:	TNB SUS SUPPLIER

Supplier will perform **CONFIRM PO** process once received **e-PO** in SCMS Portal.

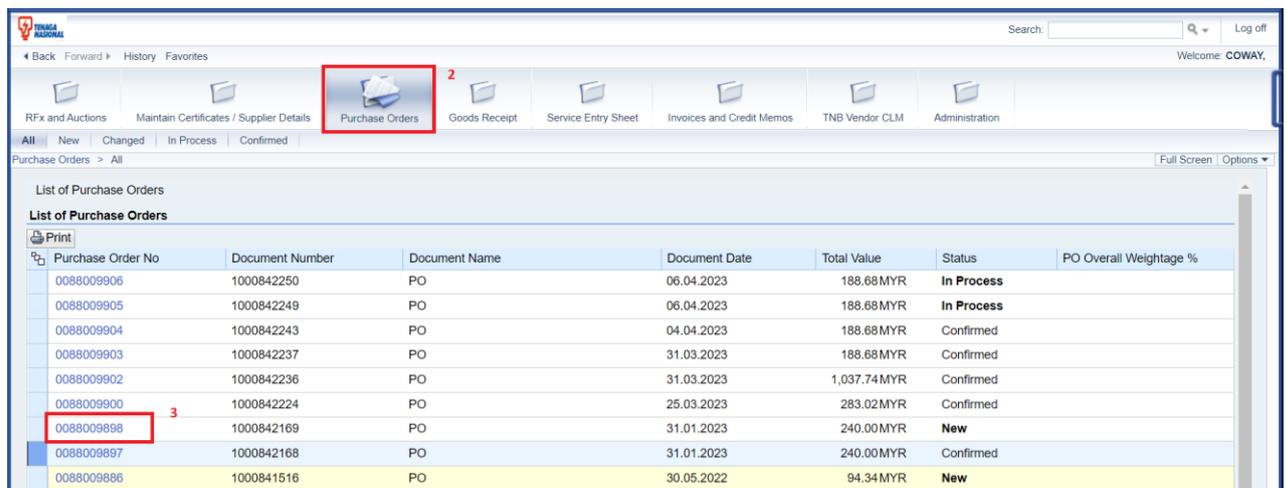
Blanket PO from TNB start with **008800xxxx**.

Supplier to ensure agreed value entered correctly in the system in order to confirmed the e-PO.

1. Login to Sus Portal



2. Click on **Purchase Orders** tab to display list of the **e-PO**
3. Click on – **Purchase Order Number** for the related **e-PO** number.



4. **Display Purchase Order** screen displayed.

- i. Verify item details and price.
- ii. Click on button – Confirm PO

General Information

Basic Data

Purchase Order No:	0088009886
Document Number:	1000841516
Document Name:	PO
Document Date:	30.05.2022
Status:	New

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Order ...	Required on	Confirmed Quantity	Confirmed for	Status
1	COWAY-PP-SJYA-RET KT-3141254-JAN-DIS22		1.000 Act Unit	94.34 MYR	31.12.2022	0.000 Act Unit		New
1.1	SJHT.COWAY , Free Stand Water Dispenser	4060301011	1.000 Unit	94.34 MYR		0.000 Unit		New
Net Value (Unconfirmed Items)								94.34 MYR
Net Value (Confirmed Items)								0.00 MYR
Net Value (Total of all Items)								94.34 MYR

5. **PO Confirmation /acknowledgment** screen displayed.

- i. Click **Confirm All Items**.
- ii. Then click **Send**.

PO confirmation / acknowledgment

General Information

Basic Data

Purchase Order No:	0088009886
Document Number:	1000841516
Document Name:	PO
Document Date:	30.05.2022
Status:	In Process

Terms of Payment

Payment in Days	Discount in %
No result found	

Terms of Delivery

Incoterm	Location

Item Overview

Confirm All Items

Number	Co...	Short Text	Product	PO Quantity	Purchase Ord...	Require...	Confirmed Qu...	Unit of Measure	Confirm...	Sta...
1		COWAY-PP-SJYA-RET KT-31		1.000 Act Unit	94.34 MYR	31.12...	1.000	Act Unit	31.12...	In ...
1.1		SJHT.COWAY , Free Stand W	4060301011	1.000 Unit	94.34 MYR		1.000	Unit		In ...
Net Value (Unconfirmed Items)								94.34 MYR		
Net Value (Confirmed Items)								0.00 MYR		
Net Value (Total of all Items)								94.34 MYR		

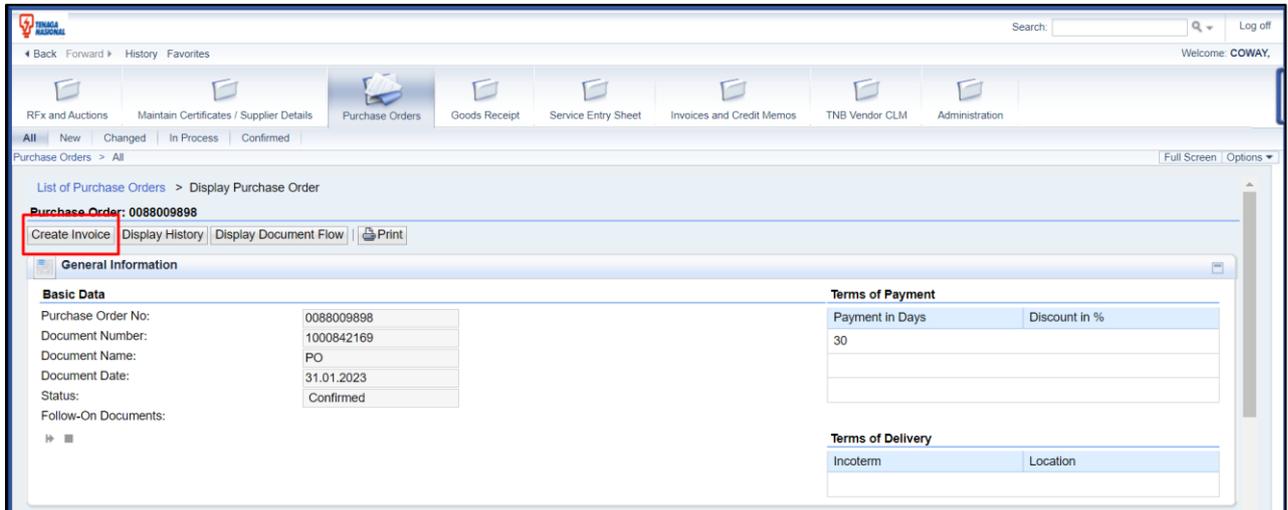
6. Once you have click **Send**, you will get message **Your changes have been adopted successfully**.



You can also print/save e-PO into PDF by clicking **Print** button.

PROCESS (2)	:	Create Invoice for Blanket PO
ROLE	:	TNB SUS SUPPLIER

7. Click **Create Invoice** to create e-Invoice that already due.



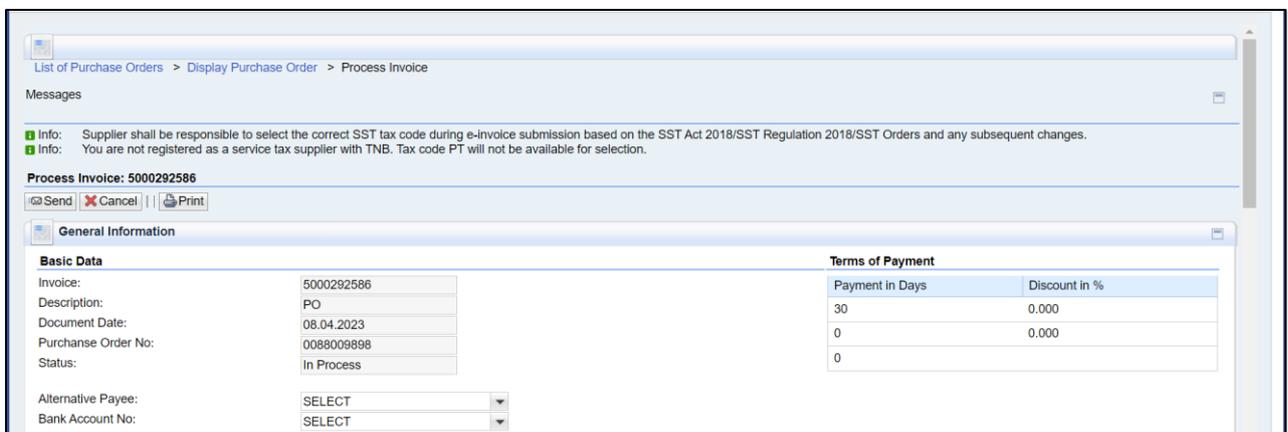
8. **Process Invoice** screen will be displayed.

Info messages will be displayed:

Info: *Supplier shall be responsible to select the correct SST tax code during e-invoice submission based on the SST Act 2018/SST Regulation 2018/SST Orders and any subsequent changes.*

Info: **You are not registered as a service tax supplier with TNB. Tax code PT will not be available for selection.**

You don't have to select tax code since you are not registered for service tax and system will always defaulted PZ- SST Non-taxable.



9. In **Process Invoice** screen, you can always view **Pro-Forma Invoice** by click at **Print** button.

By doing this, you may understand:

1. If the **items consist of multiple months** or not
2. **Total amount of e-Invoice** that will be submitted later
3. For **which month it was due**.

Below example for Pro-Forma Invoice for this e-PO.

- a. This Blanket PO is for one year (JAN 2023 – DEC 2023)
- b. **Invoice Plan Summary** should have 12 rows (for 1 year plan) since e-PO only for one item. If four items created for Blanket PO then 48 rows will be shown in the **Invoice Plan Summary**.
- c. This Pro-Forma invoice created at **8 April 2023** thus three months already due.

Invoice Due Date	Invoice Value (MYR)
31.01.2023 	20.00
28.02.2023 	20.00
31.03.2023 	20.00
30.04.2023	20.00

- d. The amount is 20.00 MYR for each month thus total due amount for three months is 60.00 MYR.
- e. The item will have remark **[Invoice and Amount submitted consists of multiple months]** whenever its due for more than one month.

Invoicing Party	Pro-Forma Invoice									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TNB Purchase Order</td> <td>0088009898</td> </tr> </table>	TNB Purchase Order	0088009898							
TNB Purchase Order	0088009898									
Invoice Recipient										
TNB Power Generation Sdn. Bhd. Head (TNB Global Business Solutions) Tenaga Nasional Berhad Level 5, Tower 1, UOA Business Park No.1, Jalan Pengaturcara U1/51A Seksyen 1, Kawasan Perindustrian Temasya 40150 Shah Alam, Selangor										
Invoice Details										
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)				
10		**** O/N: 4969141 JAN 23 - DEC 23 BGCC	Service	1.000 AU	60.00 / 0	60.00				
[Invoice and Amount submitted consists of multiple months]										
Total (Excluding SST)						60.00				
Service Tax @ 0%						0.00				
Total Amount Payable						60.00				
SST Summary		Amount (MYR)	SST (MYR)							
****Exempted Tax(0%)		60.00	0.00							
Invoice Plan Summary:										
Invoice Due Date	Invoice Value (MYR)									
31.01.2023	20.00									
28.02.2023	20.00									
31.03.2023	20.00									
30.04.2023	20.00									
31.05.2023	20.00									
30.06.2023	20.00									
31.07.2023	20.00									
31.08.2023	20.00									
30.09.2023	20.00									
31.10.2023	20.00									
30.11.2023	20.00									
<p><i>This is an electronic invoice, by accepting this electronic invoice you are consenting for us to issue the invoice electronically. Please notify us if you do not agree to the issuing of an electronic invoice and would prefer to be issued with a hard copy.</i></p>										
Page 2 / 2										
Pro-Forma Invoice		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TNB Purchase Order</td> <td>0088009898</td> </tr> </table>					TNB Purchase Order	0088009898		
TNB Purchase Order	0088009898									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Invoice Due Date</td> <td>Invoice Value (MYR)</td> </tr> <tr> <td>25.12.2023</td> <td>20.00</td> </tr> </table>		Invoice Due Date	Invoice Value (MYR)	25.12.2023	20.00					
Invoice Due Date	Invoice Value (MYR)									
25.12.2023	20.00									

You may close Pro-Forma Invoice and go back to **Process Invoice** screen to proceed with next step.

10. Choose your **Bank Account No.**

The screenshot shows the 'Process Invoice' screen for invoice 5000292586. A dropdown menu is open for the 'Bank Account No.' field, displaying a list of bank accounts including several CIMB accounts and one MAYBANK account (514356721441). The 'Terms of Payment' table is also visible, showing 30 days payment with a 0.000% discount.

Payment in Days	Discount in %
30	0.000
0	0.000
0	

11. Check and ensure **Gross Price** is correct

The screenshot shows the 'Process Invoice' screen with the 'Bank Account No.' field highlighted in red. Below, the 'Item Overview' table shows a single item with a net value of 60.00 MYR. The 'Gross Price' is calculated as 60.00 MYR, which is also highlighted in red.

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Order It...
10	O/N: 4969141 JAN 23 - DEC 23 BGCC		1.000	Act Unit	60.00 MYR	PZ - SST Non-Tax	0088009898	0000000010
Net Value							60.00MYR	
PZ - SST Non-Taxable or Exempted Acquisi							0.00MYR	
Gross Price							60.00MYR	

12. Read the T&C by clicking either (Versi Bahasa Melayu) or (English Verison) hyperlink at the end of the declaration statements and tick to acknowledge once done.

The screenshot shows the 'Terms and Conditions' section with a checkbox for acknowledgment. A red box highlights the language selection links: 'Terms and Conditions (Versi Bahasa Melayu) | (English Version)'.

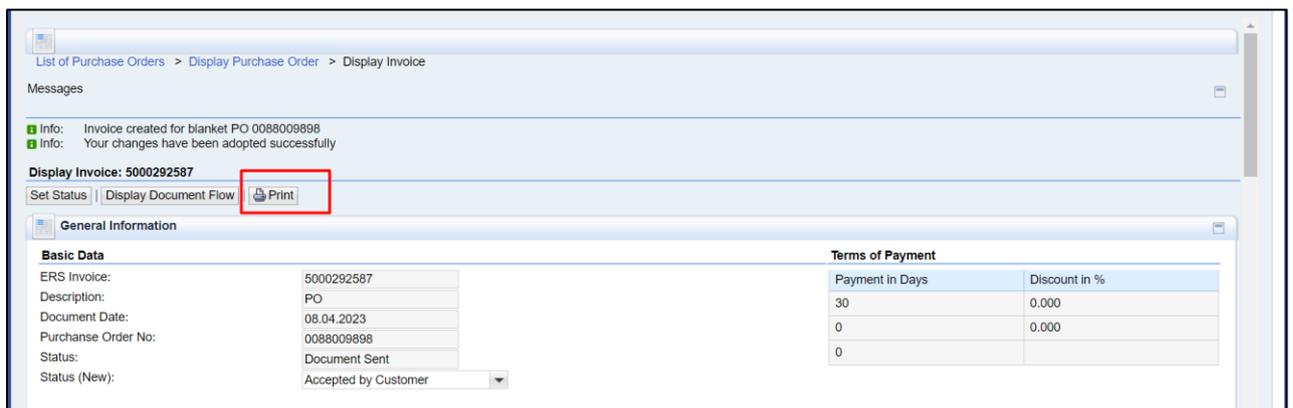
13. Click **Send** to submit e-Invoice



You will get info messages after submit e-Invoice.

Info: Invoice created for blanket PO 0088009898

Info: Your changes have been adopted successfully



You can also print/save e-Invoice into PDF by clicking **Print** button. You can see now after e-Invoice submitted the PDF name changed to **Invoice**.

Invoicing Party		Invoice				
KAWAII SDN. BHD		Invoice Date	08.04.2023			
Invoice Recipient		TNB Purchase Order	0088009898			
TNB Power Generation Sdn. Bhd. Head (TNB Global Business Solutions) Tenaga Nasional Berhad Level 5, Tower 1, UOA Business Park No.1, Jalan Pengaturcara U1/51A Seksyen 1, Kawasan Perindustrian Temasya 40150 Shah Alam, Selangor		Invoice Number	5000292587			
Invoice Details						
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)
10		**** O/N: 4969141 JAN 23 - DEC 23 BGCC	Service	1.000 AU	60.00 / 0	60.00
[Invoice and Amount submitted consists of multiple months]						
Total (Excluding SST)						60.00
Service Tax @ 0%						0.00
Total Amount Payable						60.00

14. In **Display Invoice** screen you can click **Check Payment Status** to check payment status.

List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Invoice

Display Invoice: 5000292587

Set Status | Display Document Flow | Print

General Information

Basic Data	ERS Invoice: 5000292587	Terms of Payment
Description: PO	Document Date: 08.04.2023	Payment in Days: 30
Purchase Order No: 0088009898	Status: Document Sent	Discount in %: 0.000
Status (New): Accepted by Customer	Alternative Payee: SELECT	0
Bank Account No: 514356721441 MAYBANK	Subsequent Credit Memo Ref. No:	0
Last Credit Amount: 0.00 MYR	Total Credit Amount: 0.00 MYR	

Item Overview

Partner Information

Payment Status

Note: The below "Date" refers to Invoice creation date

Date	Invoiced Amount	Status	Payment Date	Paid Amount
Payment may not yet have been made				
Check Payment Status				

Terms and Conditions

I hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal [Terms and Conditions \(Versi Bahasa Melayu\) | \(English Version\)](#)

Payment Status

Note: The below "Date" refers to Invoice creation date

Date	Invoiced Amount	Status	Payment Date	Paid Amount
08.04.2023	60.00 MYR	Open		0.00 MYR

[Check Payment Status](#)

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

List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Invoice

Display Invoice: 5000292587

Set Status **Display Document Flow** Print

General Information

Basic Data

ERS Invoice: 5000292587
 Description: PO
 Document Date: 08.04.2023
 Purchase Order No: 0088009898
 Status: Document Sent
 Status (New): Accepted by Customer

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Alternative Payee: SELECT
 Bank Account No: 514356721441 MAYBANK
 Subsequent Credit Memo Ref. No:
 Last Credit Amount: 0.00 MYR
 Total Credit Amount: 0.00 MYR

List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow [Back to Document](#)

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000842169	PO	31.01.2023	Confirmed	240.00MYR
Invoice	5000292587	PO	08.04.2023	Document Sent	60.00MYR

Total Value is exclusive of discount / surcharge (if applicable)

16. You will get error message when click **Create Invoice** if invoice dates are not in due.

RFx and Auctions Maintain Certificates / Supplier Details Purchase Orders Goods Receipt Service Entry Sheet Invoices and Credit Memos TNB Vendor CLM Administration

All New Changed In Process Confirmed

Purchase Orders > All [Full Screen](#) [Options](#)

List of Purchase Orders > Display Purchase Order

Messages

Errors: Invoice dates are not in due, Invoice cannot be submitted.

Purchase Order: 0088009898

Create Invoice Display History Display Document Flow Print

General Information

Basic Data

Purchase Order No: 0088009898
 Document Number: 1000842169
 Document Name: PO
 Document Date: 31.01.2023
 Status: Confirmed
 Follow-On Documents:

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

17. Create invoice for one month due.

This is an example eInvoice for one month as normal way of process.

Purchase Order No:	0088009906	0
Status:	In Process	
Alternative Payee:	SELECT	
Bank Account No:	SELECT	

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Order It...
10	blanket PO by YSR 1		1.000	Act Unit	94.34 MYR	PZ - SST Non-Tax	0088009906	000000010
20	blanket PO by YSR 2		1.000	Act Unit	94.34 MYR	PZ - SST Non-Tax	0088009906	000000020

Net Value	188.68MYR
PZ - SST Non-Taxable or Exempted Acquisi	0.00MYR
Gross Price	188.68MYR

You will see in Pro-Forma invoice;

- a) The amount for one month for each item
- b) No remark *[Invoice and Amount submitted consists of multiple months]* at items.

Invoice Details						
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)
10		**** blanket PO by YSR 1	Service	1.000 AU	94.34 / 0	94.34
20		**** blanket PO by YSR 2	Service	1.000 AU	94.34 / 0	94.34
					Total (Excluding SST)	188.68
					Service Tax @ 0%	0.00
					Total Amount Payable	188.68

SST Summary	Amount (MYR)	SST (MYR)
****Exempted Tax(0%)	188.68	0.00

Invoice Plan Summary:

Invoice Due Date	Invoice Value (MYR)
31.01.2023	94.34
28.02.2023	94.34
31.03.2023	94.34
12.04.2023	94.34
31.05.2023	94.34
30.06.2023	94.34
31.01.2023	94.34

Once you click **Send**, invoice will be sent to TNB for payment process.

This is not mandatory but please only Set status at **Status (New)**: into **Accepted by Customer** when payment status is PAID to avoid any confusion.

Messages

 Info: Invoice created for blanket PO 0088009906
 Info: Your changes have been adopted successfully

Display Invoice: 5000292598

| |

 **General Information**

Basic Data

ERS Invoice:	<input type="text" value="5000292598"/>
Description:	<input type="text" value="PO"/>
Document Date:	<input type="text" value="12.04.2023"/>
Purchase Order No:	<input type="text" value="0088009906"/>
Status:	<input type="text" value="Document Sent"/>
Status (New):	<input type="text" value="Accepted by Customer"/> ▼

END