



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

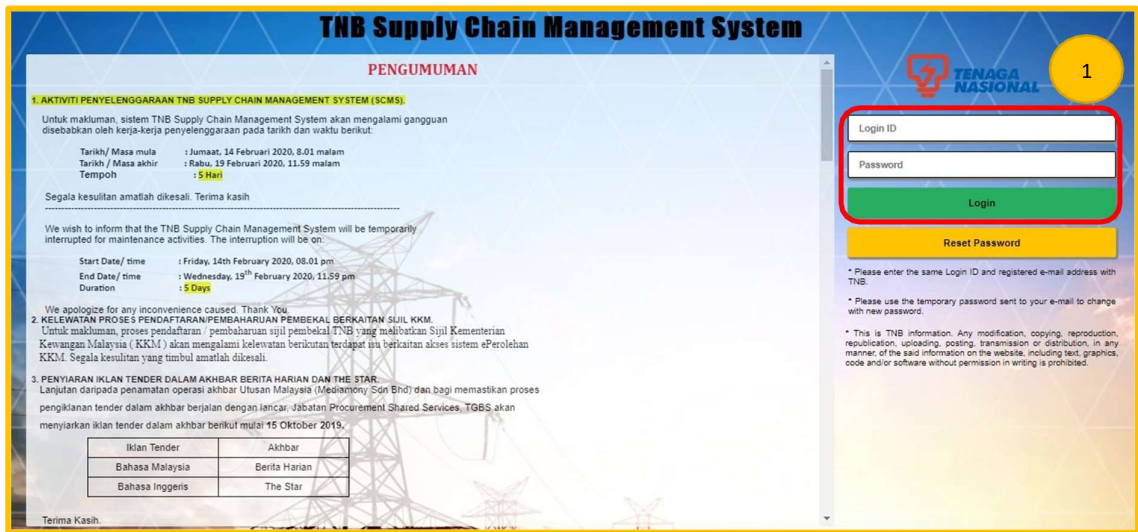
PROCESS (1)	:	Confirm PO for Blanket PO
ROLE	:	TNB SUS SUPPLIER

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

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

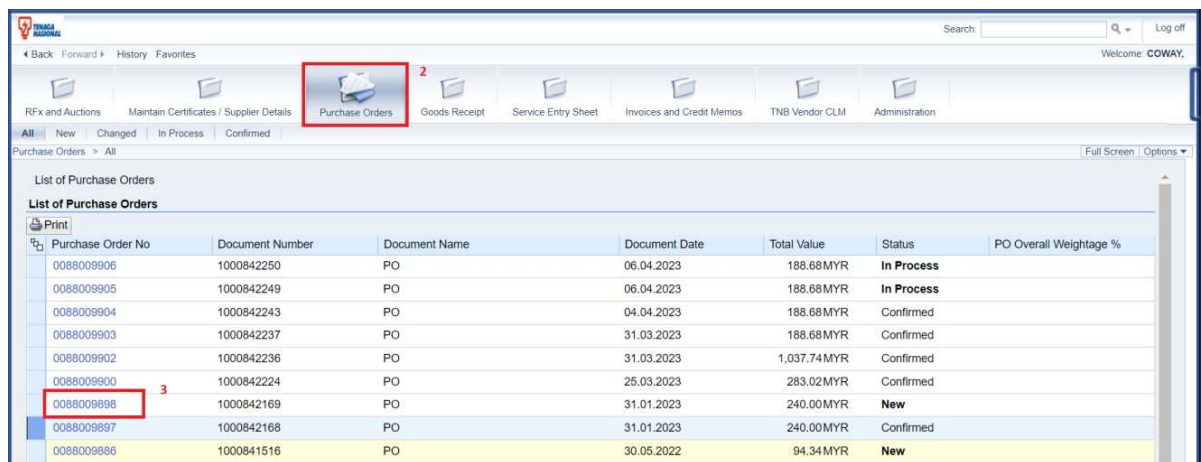
Supplier to ensure agreed value entered correctly in the system in order to confirmed the e-PO.

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
 Follow-On Documents:

Terms of Payment

Payment in Days: 30
 Discount in %:

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 /acknowledgement** 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
 Follow-On Documents:

Terms of Payment

Payment in Days: Discount in %:
 No result found

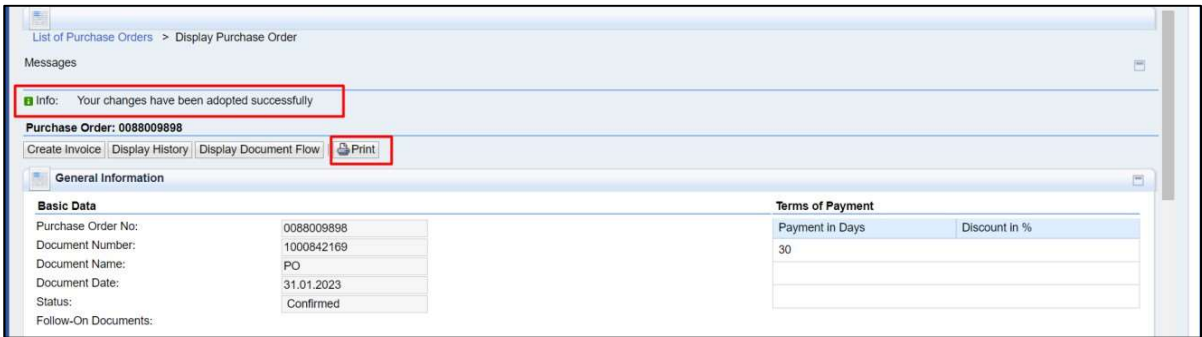
Terms of Delivery

Incoterm: Location:

Item Overview

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.

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 > Changed

List of Purchase Orders > Display Purchase Order

Purchase Order: 0088015076

Create Invoice Display History Display Document Flow Print

General Information

Basic Data

Purchase Order No:	0088015076
Document Number:	1000843924
Document Name:	PO
Document Date:	05.06.2025
Status:	Confirmed
Follow-On Documents:	

Terms of Payment

Payment in Days	Discount in %
30	

Terms of Delivery

Incoterm	Location

Item Overview

Expand All Collapse All

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

Tax code will be always defaulted as per PO. You need to select Bank Account No.

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 > Changed

List of Purchase Orders > Display Purchase Order > Process Invoice

Process Invoice: 5000293274

Send Cancel Print

General Information

Basic Data

Invoice:	5000293274
Description:	PO
Document Date:	11.07.2025
Purchase Order No:	0088015076
Status:	In Process

Alternative Payee: SELECT

Bank Account No: SELECT

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase
10	SEWA-PNG-GLN-JWC02439-JUN-JULAI2025		1.000	Act Unit	30.18 MYR	PU	0088015076	0
					Net Value			30.18 MYR
					PU - Service Tax Acquisition (8%)			2.41 MYR

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																												
		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]	1																											
					Total (Excluding SST)	60.00																								
					Service Tax @ 0%	0.00																								
					Total Amount Payable	60.00																								
2																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">SST Summary</th> <th style="width: 30%;">Amount (MYR)</th> <th style="width: 30%;">SST (MYR)</th> </tr> <tr> <td>****Exempted Tax(0%)</td> <td>60.00</td> <td>0.00</td> </tr> </table>							SST Summary	Amount (MYR)	SST (MYR)	****Exempted Tax(0%)	60.00	0.00																		
SST Summary	Amount (MYR)	SST (MYR)																												
****Exempted Tax(0%)	60.00	0.00																												
Invoice Plan Summary:																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">Invoice Due Date</th> <th style="width: 60%;">Invoice Value (MYR)</th> </tr> <tr> <td>31.01.2023</td> <td>20.00</td> </tr> <tr> <td>28.02.2023</td> <td>20.00</td> </tr> <tr> <td>31.03.2023</td> <td>20.00</td> </tr> <tr> <td>30.04.2023</td> <td>20.00</td> </tr> <tr> <td>31.05.2023</td> <td>20.00</td> </tr> <tr> <td>30.06.2023</td> <td>20.00</td> </tr> <tr> <td>31.07.2023</td> <td>20.00</td> </tr> <tr> <td>31.08.2023</td> <td>20.00</td> </tr> <tr> <td>30.09.2023</td> <td>20.00</td> </tr> <tr> <td>31.10.2023</td> <td>20.00</td> </tr> <tr> <td>30.11.2023</td> <td>20.00</td> </tr> </table>							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
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																													
3																														
<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: 50%;">TNB Purchase Order</td> <td style="width: 50%;">0088009898</td> </tr> </table>	TNB Purchase Order	0088009898		
TNB Purchase Order	0088009898				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Invoice Due Date</th> <th style="width: 50%;">Invoice Value (MYR)</th> </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 5000293274. The 'General Information' tab is active. The 'Basic Data' section includes fields for Invoice, Description, Document Date, Purchase Order No, Status, Alternative Payee, and Bank Account No. The 'Bank Account No.' field is highlighted with a red box, and a dropdown menu is open showing a list of bank accounts including CITIBANK and MAYBANK. The 'Terms of Payment' section shows a table with columns for Payment in Days and Discount in %.

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 for invoice 5000293274. The 'General Information' tab is active. The 'Basic Data' section includes fields for Invoice, Description, Document Date, Purchase Order No, Status, Alternative Payee, and Bank Account No. The 'Terms of Payment' section shows a table with columns for Payment in Days and Discount in %.

Payment in Days	Discount in %
30	0.000
0	0.000
0	

The 'Item Overview' tab is active, showing a table with columns for Number, Description, Product, Quantity, Unit of Measure, Net Value, Tax, Purchase Order No, and Purchase Price. The 'Gross Price' field is highlighted with a red box.

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Price
10	SEWA-PNG-GLN-JWC02439-JUN-JULAI2025		1.000	Act Unit	30.18 MYR	PU	0088015076	
					Net Value			30.18 MYR
					PU - Service Tax Acquisition (8%)			2.41 MYR
					Gross Price			32.59 MYR

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. It includes a checkbox for acknowledging the terms and conditions, and a link to the terms and conditions in either Bahasa Melayu or English version. The link is highlighted with a red box.

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

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

The screenshot shows the SCMS interface with the 'Process Invoice' screen for invoice 5000293274. The 'Send' button is highlighted with a red box. The interface includes a navigation bar at the top with icons for RFX and Auctions, Maintain Certificates / Supplier Details, Purchase Orders, Goods Receipt, Service Entry Sheet, Invoices and Credit Memos, TNB Vendor CLM, and Administration. Below the navigation bar, there are tabs for All, New, Changed, In Process, and Confirmed. The main content area shows the breadcrumb 'List of Purchase Orders > Display Purchase Order > Process Invoice' and the title 'Process Invoice: 5000293274'. Below the title, there are buttons for Send, Cancel, and Print. The 'Send' button is highlighted with a red box. Below the buttons, there is a section for 'General Information' with a 'Basic Data' table and a 'Terms of Payment' table.

Basic Data		Terms of Payment
Invoice:	5000293274	Payment in Days
Description:	PO	30
Document Date:	11.07.2025	0
Purchase Order No:	0088015076	0
Status:	In Process	
Alternative Payee:	SELECT	
Bank Account No:	001271112141 MAYBANK	

You will get info messages after submit e-Invoice.

The screenshot shows the SCMS interface with the 'Display Invoice' screen for invoice 5000293274. The 'Messages' section is highlighted with a red box, showing two info messages: 'Info: Invoice created for blanket PO 0088015076' and 'Info: Your changes have been adopted successfully'. The interface includes a navigation bar at the top with icons for RFX and Auctions, Maintain Certificates / Supplier Details, Purchase Orders, Goods Receipt, Service Entry Sheet, Invoices and Credit Memos, TNB Vendor CLM, and Administration. Below the navigation bar, there are tabs for All, New, Changed, In Process, and Confirmed. The main content area shows the breadcrumb 'List of Purchase Orders > Display Purchase Order > Display Invoice' and the title 'Display Invoice: 5000293274'. Below the title, there are buttons for Display Document Flow and Print. The 'Display Document Flow' button is highlighted with a red box. Below the buttons, there is a section for 'General Information' with a 'Basic Data' table and a 'Terms of Payment' table.

Basic Data		Terms of Payment
ERS Invoice:	5000293274	Payment in Days
Description:	PO	30
Document Date:	11.07.2025	0
Purchase Order No:	0088015076	0
Status:	Document Sent	

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**.

The screenshot shows the SCMS interface with the 'Display Invoice' screen for invoice 5000292587. The 'Print' button is highlighted with a red box. The interface includes a navigation bar at the top with icons for RFX and Auctions, Maintain Certificates / Supplier Details, Purchase Orders, Goods Receipt, Service Entry Sheet, Invoices and Credit Memos, TNB Vendor CLM, and Administration. Below the navigation bar, there are tabs for All, New, Changed, In Process, and Confirmed. The main content area shows the breadcrumb 'List of Purchase Orders > Display Purchase Order > Display Invoice' and the title 'Display Invoice: 5000292587'. Below the title, there are buttons for Set Status, Display Document Flow, and Print. The 'Print' button is highlighted with a red box. Below the buttons, there is a section for 'General Information' with a 'Basic Data' table and a 'Terms of Payment' table.

Basic Data		Terms of Payment	
ERS Invoice:	5000292587	Payment in Days	Discount in %
Description:	PO	30	0.000
Document Date:	08.04.2023	0	0.000
Purchase Order No:	0088009898	0	
Status:	Document Sent		
Status (New):	Accepted by Customer		

Invoicing Party KAWAII SDN. BHD	<div style="border: 2px solid red; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">Invoice</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Invoice Date</td> <td>08.04.2023</td> </tr> <tr> <td>TNB Purchase Order</td> <td>0088009898</td> </tr> <tr> <td>Invoice Number</td> <td>5000292587</td> </tr> </table>	Invoice Date	08.04.2023	TNB Purchase Order	0088009898	Invoice Number	5000292587																													
Invoice Date	08.04.2023																																			
TNB Purchase Order	0088009898																																			
Invoice Number	5000292587																																			
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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Product No</th> <th>Item Description</th> <th>Prod Type</th> <th>Quantity</th> <th>Price per unit</th> <th>Amount (MYR)</th> </tr> </thead> <tbody> <tr> <td>10</td> <td></td> <td>**** O/N: 4969141 JAN 23 - DEC 23 BGCC [Invoice and Amount submitted consists of multiple months]</td> <td>Service</td> <td>1.000 AU</td> <td>60.00 / 0</td> <td>60.00</td> </tr> <tr> <td colspan="5"></td> <td>Total (Excluding SST)</td> <td>60.00</td> </tr> <tr> <td colspan="5"></td> <td>Service Tax @ 0%</td> <td>0.00</td> </tr> <tr> <td colspan="5"></td> <td>Total Amount Payable</td> <td>60.00</td> </tr> </tbody> </table>		No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)	10		**** O/N: 4969141 JAN 23 - DEC 23 BGCC [Invoice and Amount submitted consists of multiple months]	Service	1.000 AU	60.00 / 0	60.00						Total (Excluding SST)	60.00						Service Tax @ 0%	0.00						Total Amount Payable	60.00
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)																														
10		**** O/N: 4969141 JAN 23 - DEC 23 BGCC [Invoice and Amount submitted consists of multiple months]	Service	1.000 AU	60.00 / 0	60.00																														
					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

Description:

PO

Document Date:

08.04.2023

Purchase Order No:

0088009898

Status:

Document Sent

Status (New):

Accepted by Customer

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

Terms of Payment

Payment in Days	Discount in %
30	0.000
0	0.000
0	

Item Overview

Partner Information

Payment Status

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

Date	Invoiced Amount	Status	Payment Date	Paid Amount
<div> <div>Payment may not yet have been made</div> <div> <div>Check Payment Status</div> </div> </div>				

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	
Status:	In Process	0
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	0000000010
20	blanket PO by YSR 2		1.000	Act Unit	94.34 MYR	PZ - SST Non-Tax▼	0088009906	0000000020

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

You will see in Pro-Forma invoice;

- The amount for one month for each item
- 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**, einvoice 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

Set Status

Display Document Flow

Print

General Information

Basic Data

ERS Invoice:

5000292598

Description:

PO

Document Date:

12.04.2023

Purchase Order No:

0088009906

Status:

Document Sent

Status (New):

Accepted by Customer

END