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

SUPPLIER RELATIONSHIP MANAGEMENT
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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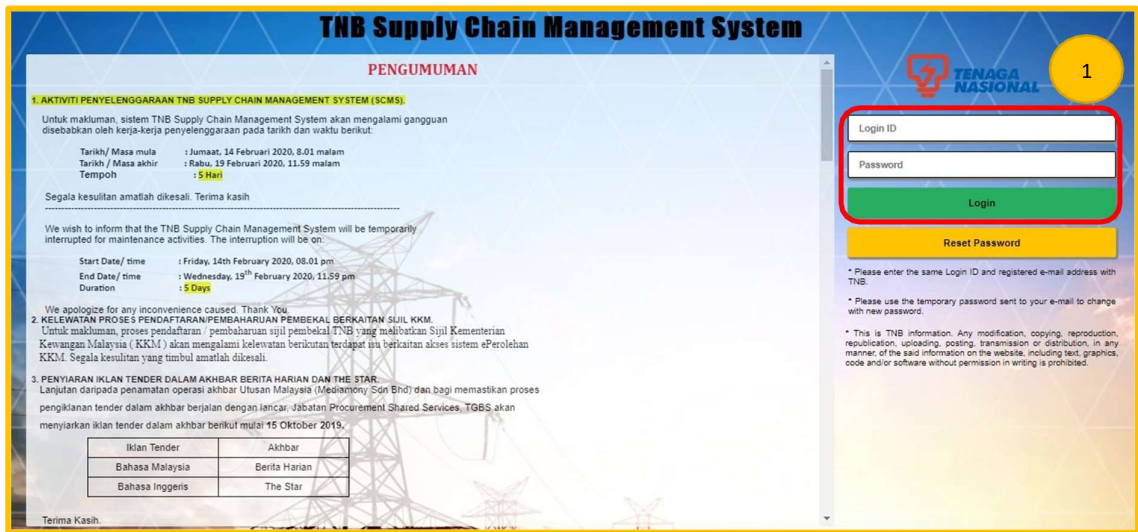ICT, TENAGA NASIONAL BERHAD

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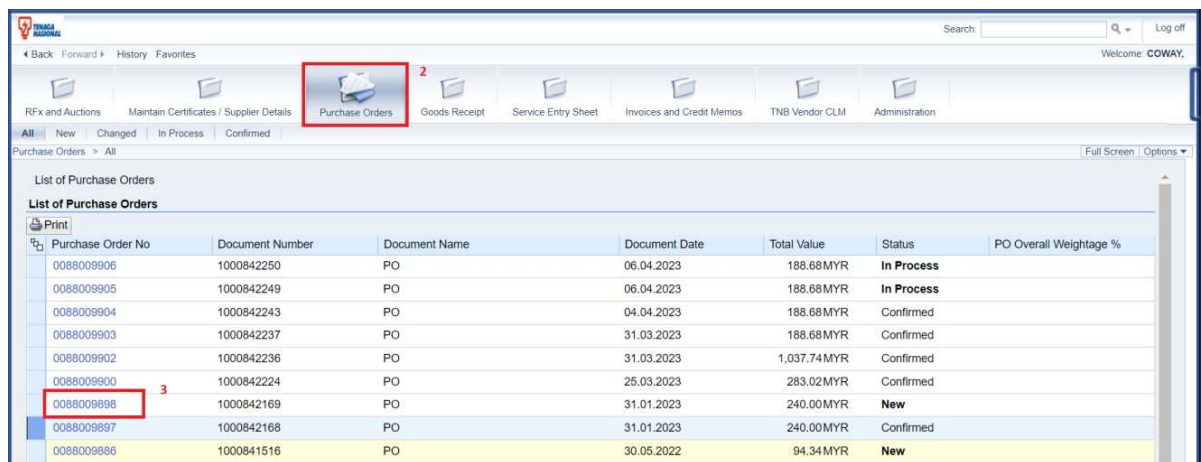
Supplier to ensure agreed value entered correctly in the system in order to confirmed the e-PO.

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

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

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

6. Once you have click **Send**, you will get message **Your changes have been adopted successfully**.
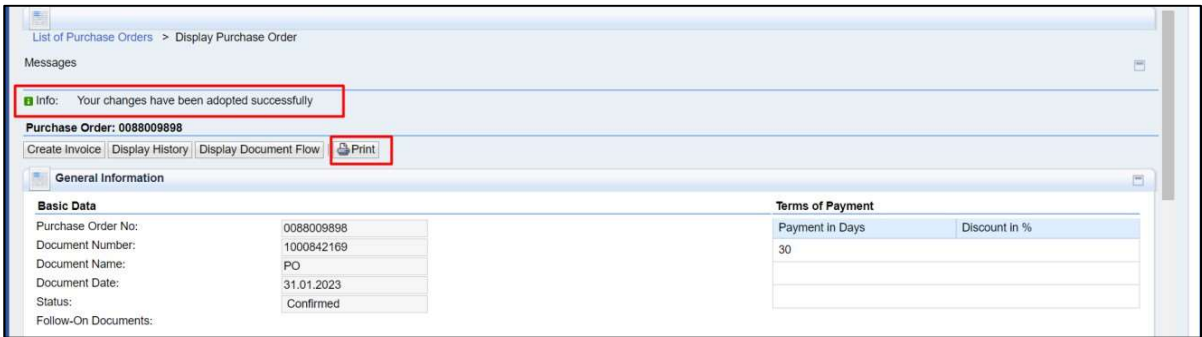
You can also print/save e-PO into PDF by clicking **Print** button.

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.

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

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 [Invoice and Amount submitted consists of multiple months]	Service	1.000 AU	60.00 / 0	60.00

1

Total (Excluding SST)		60.00
Service Tax @ 0%		0.00
Total Amount Payable		60.00

2

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

3

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.

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Pro-Forma Invoice

TNB Purchase Order	0088009898

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**.

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

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.

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

You will get info messages after submit e-Invoice.

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**.

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

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

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

17.   Create invoice for one month due.

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

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

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No	Purchase Order It...
10	banket PO by YSR 1		1.000	Act Unit	94.34 MYR	PZ - SST Non-Tax ▾	0088009906	0000000010
20	banket 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;
   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		**** banket PO by YSR 1	Service	1.000 AU	94.34 / 0	94.34
20		**** banket 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

ℹ Info: Invoice created for blanket PO 0088009906
ℹ 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