

USER MANUAL (SUPPLIER) e-PURCHASE ORDER FOR SERVICES_resubmit

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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

PROCESS (1)	:	INITIATE SERVICE ENTRY
ROLE	:	TNB SUS SUPPLIER

Supplier will perform *INITIATE SERVICE ENTRY* process once the service as stated in the *e-PO* has been done/finished.

Supplier to ensure agreed value entered in the system in order for the Service Entry to be verified and approved.

1. Login to Sus Portal

PENGUMUMAN	
I. AKTIVITI PENYELENGGARAAN THE SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS). Untuk makluman, sistem TNB Supply Chain Management System akan mengalami gangguan disebabkan oleh kerja-kerja penyelenggaraan pada tarihi dan waktu berikut: Tarihi/Masa mula : Jumast, J4 Februari 2020, 8-03 malam	Login ID
Tarikh / Masa akhir : Rabu, 19 Februari 2020, 11.59 malam Tempoh : S Hari 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:	Reset Password
Start Date/time : Friday, 14th February 2020, 08.01 pm End Date/ time : Wednesday, 19 th February 2020, 11.59 pm Duration : 5 Days	* Please enter the same Login ID and registered e-mail address with TNB.
We apologize for any inconvenience caused. Thank Y64 2. KELEWATAN PROSES PENDAFTARAN/EMBAHARUAN PEMBEKAL GERKAITAN SUIL KKM. Untuk makilaman, proces pendataran Jembahanau suji pembekal TNB yang melabatian. Sijil Kementerian Kewangan Malayua (KKM) akan mengalami kelewatan berikatan terdapat isa berkaitan akses isistem ePerolehan KKM. Segala keulitan yang timbul amaliah dikesala.	Please use the temporary password sent to your e-mail to change with new password. This is TNB information. Any modification, copying, reproduction, republication, uplearing, posting, transmission or distribution, in any code and/or schease without cermission in writing is prohibited.
3. PENYIARAN IKLAN TENDER DALAM AKHBAR BERITA HARIAN DAN THE STAR Lanjulan daripada penamalah operasi akhbar Ulusan Marayasi (Mediamon) Son Bhd) dan bagi memaslikan proses pengikianan tender dalam akhbar benjahan dengan Janicar, Jobbard Projourement J.Starda Services, TGBS, akan	
menyiarkan iklan tender dalam akhbar berikut mulai 15 Oktober 2019.	
Iklan Tender Akhbar	
Bahasa Malaysia Berita Harian Berita Harian	
Bahasa Inggeris The Star	

- 2. Click on *Purchase Orders* tab to display list of the *e-PO*
- 3. Click on **Purchase Order Number** for the *e-PO* number which service has been performed.

TINAGA							Search:	٩.+
Back Forwar	rd Fistory Favorites							Welcome: Mr. Supplier 15 YSR Ti
D	E		E	E	E	E		
dministration	RFx and Auctions	Purchase Orde	rs Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Deta	ails	
II New	Changed In Process	Confirmed						
hase Orders	> All							Full Screen
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List of Purc	chase Orders							[Puil Screen
	chase Orders							<u>Fuil Screen</u>
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ist of Purc	chase Orders	3 Jun	nber Docu	iment Name	Document I	Date Total Value	Status	PO Overall Weightage S
ist of Purc	chase Orders chase Orders se Order No	3 Jun	nber Docu PO	iment Name	Document I 22.01.2020	Date Total Value		
List of Purc	chase Orders chase Orders se Order No 19768	Nun		iment Name				

4. Display Purchase Order screen displayed.

TENAGA					Search:
Back Forward History Favorites					Welcome: Mr. Supplier 15 Y
D D D	Purchase Orders Goods Rec	eipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
New Changed In Process	Confirmed	eipt Service Entry Sneet	Involces and credit memos	Maintain Certificates / Supplier Details	
hase Orders > All	Committed				Full S
Create/Initiate SE	Display Document Flow	Print			
	Display Document Flow	Print		Terms of Payment	
Create/Initiate SE	Display Document Flow	Print		Terms of Payment Payment in Days	Discount in %
Create/Initiate SE		Print			Discount in %
General Information Basic Data Purchase Order No:	0020039768	Print			Discount in %
General Information Basic Data Purchase Order No: Document Number:	0020039768 70006329	Print			Discount in %
Create/Initiate SE General Information Basic Data Purchase Order No: Document Number: Document Name:	0020039768 70006329 PO	Print			Discount in %
Create/Initiate SE General Information Basic Data Purchase Order No: Document Number: Document Name: Document Date:	0020039768 70006329 PO 22.01.2020	Print			Discount in %

- 5. *Service Entry (SE) creation / Initiate* screen displayed.
- 6. Fill in the required fields or make changes on any field if necessary in *Basic Data* section.

Note: During Service Entry creation, there will be a Performance Security (PS) validation. Suppliers still can proceed with the creation even the PS has expired. This is only to notify suppliers if :

Scenario 1 : PS is expire within 30 days

Warning	g: PS will expire on 29.07.2017 . Kindly contact Pemula/Initiator or Contract Management Unit at contract-helpdesk@tnb.com.my for more de
aria 7	. DC has avaired
าario 2	: PS has expired

Basic Data

Confirmation: running number (by system) Document Name: supplier may enter simplified description of the services Document Date: Date of the confirmation created (system default) Purchase Order No: PO number (system default) Status: status of confirmation Service Entry (system default)

Service Information

Service Agent Name: Name of the supplier's agent or representative Service Location: location of the service/job executed

TENAGA MASIONAL									Sea	arch:		٩	÷
Back Forward	History Favorites									Welcome:	Mr. Supplier 1	5 YSR	Traini
D	D		E	E	3	D	٢	3					
Administration	RFx and Auctions	Purchase Orders	Goods F	Receipt Service Er	ntry Sheet	Invoices and Credit Memos	Maintain Certifica	tes / Supplier De	tails				
	Changed In Process	Confirmed											
urchase Orders >	All										Ful	I Scree	en O
General	Information												
Basic Data						Service Information	1						
Confirmation	1:		300000879	2		Service Agent Name:		[
*Document N	Name:		serice			Service Location:							
Document D	ate:		23.01.2020										
Purchase Or	der No.:		002003976	8									
Status:			Created										
Item Ove	erview												
► Expand A	II F Collapse All	Select All Des	elect All 🕤	Propose Outstand	ing Quantitie	s Update Prices							
Number	Status	Product	Product T	Line Type	Descriptio	n	Quantity	Unit of Me	Quantity	Open	Net Value		I
1	In Process				service ite	em					0.00 MYR	Û	
1.1	In Process		Service	Standard Line	SERVICE	-1	0	each	988,490 eac	988,490 eac	0.00 MYR	î	
												-	_

Start Date : Start Work for this PO/Staggered

Finish Date : Complete Work for this PO/Staggered (Report,LKS,AKS, Etc.)

JMS Date : "Tarikh Semakan" in JMS Form

Note : Above dates are optional for all TNB Divisions Purchase Order and JMS Date only applicable for PO Distribution Network.

Service Entry (SE) Creation / Initiate:	4000521354							
General Information								
Basic Data		Service Information	Service Information					
Confirmation:	4000521354	Service Agent Name:						
*Document Name:		Service Location:						
Document Date:	15.12.2024	Mobile Number:	60	i				
Purchase Order No.:	0020958241	Start Date:		ē 1				
Status:	Created	Finish Date:		ē 1				
		JMS Date:		ē 1				
			Move the curso more info	or on the field for				

For more information on the description of each field, please move the cursor on each field as shown below.

Basic Data		Service Information	
Confirmation:	4000521354	Service Agent Name:	
*Document Name:		Service Location:	
Document Date:	15.12.2024	Mobile Number:	60
Purchase Order No.:	0020958241	Start Date:	
Status:	Created	Finish Date:	Start Work for this PO/Stagge
		JMS Date:	
		JMS Date:	

6. At Item Overview section, supplier needs to specify the completion of the services whether fully completed or partial completed. (**Refer example 1 & 2**)

TENAGA NASIONAL								Sea	arch:		٩
Back Forward	History Favorites								Welcome:	Mr. Supplier 15	YSR Tra
D	E		E	E	E						
dministration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sh	eet Invoices and Credit Memos	Maintain Certific	ates / Supplier Det	ails			
I New C	Changed In Process	Confirmed									
chase Orders >	All									Full	Screen
Basic Data					Service Information	on					
Confirmation	n:	1	3000008792		Service Agent Nam	e:					
*Document	Name:	1	serice	serice Service Location:							
Document D	Date:	2	23.01.2020								
Purchase O	rder No.:	1	0020039768								
Status:			In Process								
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	onviour										
Item Ov	erview										Į
		Select All Desel	əct All	ose Outstanding Qu	uantities Update Pric 6						
Item Ov			ect All 🕞 Prop roduct T Line		uantities Update Price 6	Quantity	Unit of Me	Quantity	Open	Net Value	
Item Ov	All I Collapse All			Type De		Quantity	Unit of Me	Quantity	Open	Net Value 10.00 MYR	1. 1.

EXAMPLE 1 : FULLY COMPLETED SERVICE ENTRY.

- i. Click on button Select All.
- ii. Fill in the *Quantity* column for each line.

TENAGA MASIONAL							Search:	Q	<u>۲</u>
Back Forward	History Favorites						Welcome	Mr. Supplier 15 YSF	R Train
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Det	tails		
All New	Changed In Process	Confirmed							
Purchase Orders >	All							Full Scre	een
Status:			In Process						
Item Ov	verview	i							
(CARE)	verview All ▶↑ Collapse A	Select All Dese	iect All	se Outstanding Quantit	ies Update Prices				
(CARE)			rect All Propo				Quantity Open	Net Value	E
► Expand	All I Collapse Al				tion	Quantiti de	Quantity Open	Net Value 988,500.001	1

EXAMPLE 2 : PARTIAL COMPLETED SERVICE ENTRY

- i. Tick on the service line item.
- ii. Click on button Propose Outstanding Quantities.
- iii. Fill in the quantity of the service performed under *Quantity* column.

INAGA										Sea	arch:		9
ack Forward F	History Favorites										Welcome	Mr. Supplier 1	5 YSR Th
D	D		E	E	3	D			D				
Iministration R	RFx and Auctions	Purchase Order	s Goods R	eceipt Service En	try Sheet	Invoices and Credit Memos	Ν	Aaintain Certific	ates / Supplier Det	ails			
New Chan	nged In Process	Confirmed											
nase Orders > All												Fu	II Screen
ervice Entry (SE	e) Greauon / miua	ate. 200000019	4										
	ave X Cancel cument's checklist			n of service complet	ted.								
General Info	ormation												8
Item Overvi	iew					ii							C
► Expand All	▶ Collapse All	Select All Des	select / II 🕞	Propose Outstandi	ng Quantities	s Prices							
Number S	Status	Product	Product T	Line Type	Descriptio	n		Quantity	Unit of Me	Quantity	Open	Not Value	1
1	In Process				service ite	m	Г					20.00 MYR	1
1.1	In Process		Service	Standard Line	SERVICE	-1	1	10	each	988,490 eac	988,480 eac	10.00 MYR	1

7. Select each line of services or all services depending on the *Service Entry*.

TENAGA NASIONAL								Sea	rch:		9
Back Forward	History Favorites								Welcome	Mr. Supplier 15	YSR Tr
D	D		D	D	E	E	3				
dministration	RFx and Auctions	Purchase Orders	Goods Rece	eipt Service Entry She	et Invoices and Credit Memos	Maintain Certificate	es / Supplier Def	tails			
New (Changed In Process	Confirmed								Full S	
hase Orders >	All									Fulls	Screet
Basic Data	·				Service Information	on					
Confirmation	n:		3000008792		Service Agent Nam	10:					
*Document	Name:		serice		Service Location:						
Document D	Date:		23.01.2020								
Purchase O	order No.:		0020039768		7						
Status:			In Process			_					
			/								
		_				_	~				
Item Ov	review						_	<u> </u>			
N Expand A	All + Collapse All	Select All Dese	elect All 😏 Pr	opose Outstanding Qua	update Prices					\frown	١.
	Status	Product	Product T Li	ne Type Des	cription	Quantity	Unit of Me	Quantity	Open	Net Value	
Number				sen	ice item					10.00 MYR	1
Number 1	In Process			3014							

- 8. Attach/upload any related documents (*i.e: Laporan Kerja Siap (LKS), etc*) in the '**Attachment**' area at the bottom of the page. Please verify the required documents that need to be attached/uploaded with initiator to avoid rejection during acceptance of Service Entry.
- 9. Click on **Browse** button \rightarrow Select related document \rightarrow Click on **Upload** button.

Back Forward History Favorites					Welcor	ne: Mr. Supplier 15 YSR
FFE	© Open				×	
Administration RFx and Auctions Purchase Orders O	$\epsilon \rightarrow \cdot \uparrow \blacksquare $	This PC > Desktop	✓ ບ Search	h Desktop	Q	
All New Changed In Process Confirmed	Organize • New f	older			0	
Turchase Orders > All		A Name				Full Scree
	VC all	^ Name		Date modified		
Confirm Save Cancel CHECK LIST Please refer to document's checklist before submitting cont	OneDrive	service		23/1/2020 11:56 AM		
		e-Purchase Order Ma	terial (English) v3-22JAN20.	22/1/2020 4:36 PM		
General Information	🤰 This PC	💼 e-Purchase Order Ma	terial (English) v3-22JAN20	22/1/2020 3:56 PM		
	3D Objects	sus links		21/1/2020 12:52 PM		
1tem Overview	E Desktop	DE Eclipse IDE for JavaSo	ript and Web Developers	20/1/2020 10:24 PM		
	Documents	e-Purchase Order Ma	terial (English) v3 - SD copy	20/1/2020 3:50 PM		
Partner Information	Downloads	e-Purchase_Order_Ma	terial_Eng_v3	20/1/2020 1:05 PM		
	Music	TR Details V1.1		10/1/2020 11:43 AM		
Attachments	Pictures	TR STATUS		10/1/2020 11:36 AM		
	Videos	a sus links (Autosaved)		9/1/2020 10:44 AM		
Attachments	S OS (C:)	subcon_hr_joining for	m Priya Shinde	6/1/2020 2:11 PM		
Add Attachment		v (>	
No Attachments Available						
	File	e name: service	 All File 	ps	~	
No file chosen Browse Upload				Open Cancel		

10. Click on Add Attachment button to upload another documents.

Attachments			
Attachments	10		
Add Attachment			
service.docx		Î	
No file chosen.	Browse Upload		

- Note : SAVE button in *Service Entry (SE) creation / Initiate* screen allow you to save your SE as a draft version by clicking the SAVE button. This SE will not send to TNB for acceptance. Please make sure you click on Confirm button once you have completed key in the SE details.
- i) Click on SAVE button.

TINACA A	NKAL						Search:
Back Forward	History Favorites						Welcome: Mr. Supplier 15 YSF
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
All New Purchase Orders	Changed In Process All	Confirmed					Full Scre
Please refer	Save Cancel for the second sec	CHECK LIST	confirmation of ser	vice completed.			

ii) Message will be displayed and Status of the SE is in Process.

TENAGA MASSONAL						Search:	٩.+
						Welcome: Mr. Supplie	r 15 YSR Tra
DD		D	E	D	E		
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						
urchase Orders > All							Full Screen
4-1							
List of Purchase Orders > Displa	ay Purchase Order	> Process Confir	mation > Display Co	nfirmation			
Messages							E
Info: Your changes have been	adopted successful	У					
Confirmation: 3000008794							
Process Delete Copy	Display Document F	low CHECK	LIST 📇 Print				
General Information							-
Basic Data				Service Informatio			
Confirmation:	30	000008794		Service Agent Name	e:		
*Document Name:				Service Location:			
Document Date:	23	3.01.2020					
Parchase Order No		120039700					
Status:	In	Process					

List of Purchase Orders	> Display Purchase Orde	er > Process Confirmation > Display Confirmation > Display Document Flow			
Document Flow					
					Back to Document
Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	70006329	PO	22.01.2020	Confirmed	1,977,180.00 MYR
Confirmation	3000008794		23.01.2020	In Process	20.00 MYR
Total Value is exclusive	of discount / surcharge (if applicable)			

iii) To edit your drafted SE, click on the Confirmation button with status 'In Process' and then click the PROCESS button.

Back Forward History Fa	vorites					
	3 0			D	D	
RFx and Auctions Purchase	Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	Administration	
All New Changed In	Process Confirmed					
Purchase Orders > All						
Document Flow	Display Purchase Order		low			
Document Type	Document Number	Document Name			Document Date	Status
Purchase Order	0070006077	PO			29.06.2019	Confirmed
Confirmation	300008206	dafdas			04.07.2019	Accepted by Customer
Invoice	4000007236	dafdas			04.07.2019	Rejected by Customer
Confirmation	3000008252	TESTEST			07.08.2019	Completion Reported
Confirmation	3000009127	addfaads			04.08.2020	In Process

Confirmation: 3000008794	Purchase Order > Process Confirmation > D		
Basic Data		Service Information	
Confirmation:	3000008794	Service Agent Name:	
*Document Name:		Service Location:	
Document Date:	23.01.2020		
Purchase Order No.:	0020039768		
Status:	In Process		

- 11. Starting from 6th November 2020, it is mandatory for Suppliers to
 - i) Agree the TNB SCMS Service Entry Terms and Conditions (T&C) by check the checkbox for the declaration.

Terms and Conditions	
hereby acknowledge and agree that the service entry submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions (Versi Baha	asa Melayu) (English Version)

Suppliers will see the error message below if the checkbox has not been ticked before Service Entry (SE) submission.

Messages				
Errors: Kindly check and accept the Term	ns and Conditions			
Service Entry (SE) Creation / Initiate: 30000	09509			
Confirm				
General Information				
Basic Data				
Confirmation:	3000009509			
*Document Name:	Service Entry 1			
Document Date: 03.11.2020				
Purchase Order No.: 0020040513				
Status:	In Process			

ii) Read the T&C by clicking either <u>(Versi Bahasa Melayu)</u> or <u>(English Verison)</u> hyperlink at the end of the declaration statement.



Suppliers will see the below error message below if the <u>Terms and Conditions</u> are not read, in order to read just click on <u>Terms and Conditions</u> hyperlink.

Messages				
Errors: Kindly ensure, Terms and Conditions are read before document submission				
Service Entry (SE) Creation / Initiate	e: 3000009509			
Confirm				
General Information				
Basic Data				
Confirmation:	300009509			
*Document Name:	*Document Name: Service Entry 1			
Document Date:	Document Date: 03.11.2020			
Purchase Order No.: 0020040513				
Status: In Process				

12. Click on Confirm button for Service Entry submission.

Service Entry (SE) Creation / Initiate: 30000	09509
Confirm	
General Information	
Basic Data	
Confirmation:	300009509
*Document Name:	Service Entry 1
Document Date:	03.11.2020
Purchase Order No.:	0020040513
Status:	In Process

Popup message will be displayed after 'Confirm' button clicked. Click - **OK**

$\epsilon \rightarrow \mathbf{C}$ (i) Not secure unadevsepci01.hq.tnb.com.my:	50000/irj/portal	아 ☆ 🎲 :
W TRABA	embedded page at unadevsrmci01.hq.tnb.com.my:8001 says	Search: Q - Log off
	Prior-creation of Confirmation before the services are actually	Welcome: Mr. Supplier 15 YSR Training YSR
Administration RFx and Auctions Purchase Orders Goods Reco	performed will lead to Rejection by TNB	Su plior Details
All New Changed In Process Confirmed		
Purchase Orders > All		Full Screen Options *
List of Purchase Orders > Display Purchase Order > Process C	ionfirmation	

13. *Display Confirmation* screen displayed.

Check status - Completion Reported

TIMAGA MASIONAL						Search:	٩.
Hack Forward ▶ History Favorites						Welcome:	Mr. Supplier 15 YSR
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						
urchase Orders > All							Full Scree
Messages Info: Your changes have been Confirmation: 300008794 CCopy Display Document Flow General Information							
Basic Data				Service Information	n		
Confirmation: *Document Name: Document Date: Purchase Order No.: Status:	2	000008794 3.01.2020 020039768 completion Reporte	13	Service Agent Nam Service Location:	6:		

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

							Search:
Back Forward	History Favorites						Welcome: Mr. S
D	D		D	D	D	D	
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	5
All New (Changed In Process	Confirmed					
Purchase Orders >	All						
	ase Orders > Di : 3000008794	rder	> Display Confirm	nation			
Cop/ Dis	play Document Flow	LI CHECK LIST	- Print				
Genera	Information						
Basic Data					Service Information	on	
Confirmatio	n:	3	000008794		Service Agent Nam	e:	
*Document	Name:				Service Location:		
Desument	N-4-						

15. Refer to the **Confirmation** document type and make sure *status* changed to **Completion**

Reported which it shows Service Entry successfully transferred to TNB for further action (Service

Acceptance).

TENAGA NASIONAL							Search:	Q → Log off
	Favorites						Welcome: Mr.	Supplier 15 YSR Training YSR
DE	3		D	D	D	D		
Administration RFx and	Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Det	ails	
All New Changed	In Process	Confirmed						
Purchase Orders > All								Full Screen Options -
List of Purchase Orders Document Flow	s > Displa	y Purchase Order	> Display Confirm	nation > Display Doc	cument Flow			
								Back to Document
Document Type		15	Document Name	9		Document Date	Status	15
Purchase Order	-		PO			22.01.2020	Confirmed	15
Confirmation	300000	101.04	Service			23.01.2020	Completion Reported	20.00 MIYR
Total Value is exclusive	of discou	nt / surcharge (if a	applicable)					

PROCESS (2)	:	RESUBMIT REJECTED SERVICE ENTRY (SE)
ROLE	:	TNB SUS SUPPLIER

NOTE :This function only applicable if the re-submission of the rejected service entry (SE) does not involve changes to the service line item.

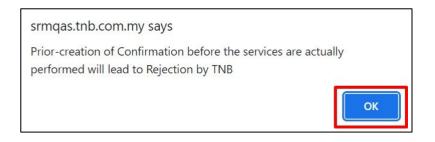
1. The service entry status will be in "Rejected by Customer" if the SE rejected by TNB during SE review. Click "Confirmation" to display the SE.

Document Flow				
Document Type	Document Number	Document Name	Document Date	Status
Purchase Order	1000842117	PO	11.01.2023	Confirmed
Confirmation	4000520505	Service Entry January 2023	13.01.2023	Rejected by Customer

2. Click "Copy" button.

Confirmation: 4000520514	
Copy Display Document Flow	HECK LIST BPrint
General Information	
Basic Data	
Confirmation:	4000520505
*Document Name:	Service Entry January 2023
Document Date:	13.01.2023
Purchase Order No.:	0020919424
Status:	Rejected by Customer

3. Click "OK".



4. Supplier may enter simplified description of the services under "Document Name".

General Information	
Basic Data	
Confirmation:	4000520517
*Document Name:	
Document Date:	17.01.2023
Purchase Order No .:	0020919424
Status:	Created

5. Supplier allowed to change the item's quantity if needed.

Expand A	II I Collapse All	Select All	Deselect All	Propose Outstand	Ing Quantities Update Prices							
Number	Status	Product	Product T	Line Type	Description	Quantity	Unit of Me	Quantity	Open	Net Value		lt
1	In Process				testing service item					5.00 MYR	۵.	
1.1	In Process		Service	Standard Line	DUNLOP TYRE-LT 245 75 R16 6P	1.000	Act Unit	10.000 Act U	6.000 Act Un	5.00 MYR	۵.	Г

6. Amendment of SE attachment

- i. Click on "Browse" button if Supplier require new documents to be attached in the SE.
 - 1. Browse
 - 2. Select file
 - 3. Open
 - 4. Upload

Attachments	Det	ail BQ 2	19/01/2023 18:46	Microsoft Word D	154.9
@Add Attachment				d Files	~
Detail BQ.docx			3[Open Can	cel
	1	4			
No file chosen.	Browse	Upload			

ii. Supplier able to delete old documents from the previous SE by deleting the attachment.



7. Click "Confirm" button to submit the SE

Messages	
4 Warning:	The maximum individual file size allowed is 20 MB
Service Entr	y (SE) Creation / Initiate: 4000520517
	Save Cancel CHECK LIST o document's checklist before submitting confirmation of service completed.

8. System will display below message upon successful submission of SE.

