USER MANUALS (SUPPLIER)
e-PURCHASE ORDER FOR MATERIAL/GOODS
FOR SD Reference

SUPPLIER RELATIONSHIP MANAGEMENT
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

PREPARED BY:
SUPPLY CHAIN MANAGEMENT (SCM)
ICT TNB
IMPORTANT NOTES

1. The minimum system requirement to access Supplier Self Service (SUS) portal and Registration of Suppliers (ROS) as below.
   a. **JAVA RUNTIME ENVIRONMENT (JRE)** - Minimum version 1.6
   b. **WEB BROWSER – Internet Explorer** Minimum version 8
   c. **PDF READER** – Adobe Reader or similar
   d. **FIREWALL** – Ensure internal company firewall has been set to enable SUS portal web address [https://srm.tnb.com.my/portal](https://srm.tnb.com.my/portal)

2. To set Compatibility View in Internet Explored Menu Bar
   - Click on button - **Tools**
   - Choose - **Compatibility view settings** in the menu list
   - Under **Add this website** field, type the address of the webpage: **tnb.com.my**
   - Click on button - **Add**
   - Click on button - **Close**- and –**Refresh** the webpage
1.0. Supplier will receive details on the **e-PO** through e-mail as updated in **SUS Portal**

```
Notification of New Documents in Supplier Portal

Dear Sir/Madam,

The following document has been transmitted to you:

Purchase Order: 0040784967

You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document:

https://form.tnb.com.my/KO/portal/action_id=Order_detail.view&doctype=Order&docid=0040784967C1ED823BBABF006C1ED823BBABF006

REMEMBER: Kindly acknowledge your awarded PO(s) in SUS Portal before commencing the work to avoid facing problem during payment process.

Rest regards,
Your Supplier Portal Team

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2.0. Take note on the **e-PO** number

Purchase Order: 0020822906

3.0. Supplier to acknowledge the receiving of the **e-PO** by performing **confirmation** process in the system before start work as stated in the **e-PO**.

4.1. Log in to **SUS Portal** using **ID** and **Password**
4.2 Click on tab - Purchase Orders.
To display the list of e-PO

4.3 Click on - Document Number
For the e-PO number as stated in the e-mail received.

Display Purchase Order screen will be displayed.
Review the item list before proceeding with the next step

4.4 Click on button – Confirm PO
To proceed with confirmation Process.
**PO Confirmation / acknowledgment** screen will be displayed.

4.5. Click on button - **Confirm All Item**.
   Make sure **e-PO** status has changed to **Confirmed**.

4.6. Click on button – **Send**.
   To send **confirmation** of the **e-PO** to TNB

**Below message to show confirmation process is successful.**
To make sure e-PO status changed from (New) to (Confirmed) in List of Purchase Order screen.

Before Confirmation process

![List of Purchase Orders Before Confirmation](image)

After Confirmation process

![List of Purchase Orders After Confirmation](image)

Steps to print copy of e-PO:

1. Click on button -Print

![Display Purchase Order Screen](image)

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

![Older IE version](image)
Newer IE version

Copy of e-PO will be displayed as below and can be print as usual. Supplier to contact (Contact person) as stated in the e-PO for any inquiry.
**Note**: A reminder email will be sent every 3 days until the PO successfully confirmed.

Sample of Reminder Notification:

```
Action Required: Please acknowledge e-PO 20840788

Dear Sir/Madam,

Our record indicates that you have not acknowledged the PO(s).

The following document has been transmitted to you:
Purchase Order: 20840788 on date 25.07.2018

You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document:
http://<someurl>/action_id=order.detail.view&doctype=Order&docid=01505681096131EB35306FC10SFEF

Kindly acknowledge your awarded PO(s) in SUS Portal before commencing the work to avoid facing problems during payment process.

Thank you for your prompt action on this matter.

Best regards,
Your Supplier Portal Team
```
Supplier will perform **GR ACCEPTANCE** process once TNB has done Good Receipt. Note for SD: Supplier does not need to do anything in SUS for Materials PO. Supplier only need to check the PO Document Flow to see if GR has been done by TNB. If they have any enquiries, please liaise with person in charge as stated in ePO.

1.1. Log into **SUS Portal** using **ID** and **Password**

![SUS Portal Login](image)

2.1. Click on tab - **Purchase Orders**.
   To display list of the **e-PO**

2.2. Click on - **Document Number**
   For the **e-PO** number which delivery has been made.

<table>
<thead>
<tr>
<th>PROCESS (2)</th>
<th>VIEW TNB-DONE GR AND CHANGE GR-SUS STATUS TO ACCEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLE</td>
<td>TNB SUS SUPPLIER</td>
</tr>
</tbody>
</table>
3.1. **Display Purchase Order** screen displayed.
   Click on button – **Display Document Flow**.

4.1 **Document Flow** screen displayed.

4.2 Click on – **Document Type** Good Receipt
   **Display Good Receipt** screen displayed
5.1 Click on button **Accept**
   For self-reference that GR has been accepted by supplier

Below message to show **GR** is accepted by supplier.
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6.1 Click on button - **Display Document Flow**

*Display Document Flow* screen displayed

To check GR status changed from **(New)** to **(Document Read)**

**Note:** If Supplier to proceed of sending e-invoice please refer to step 4.1 under ‘PROCESS (3) : CREATE e-INVOICE’

END
**PROCESS (3)**  |  CREATE e-INVOICE  
**ROLE**  |  TNB SUS SUPPLIER  

**CREATE e-INVOICE** process will be performed once **Goods Receipt** done by TNB.  

1.1. Log in to **SUS Portal** using **ID** and **Password**  

2.1. Click on tab - **Purchase Order**. To display list of the **e-PO**  

2.2. Click on - **Document Number**  
For the **e-PO** number that has been performed.
3.1. **Display Purchase Order** screen displayed.
   Click on button - **Display Document Flow**.

4.1. **Document Flow** screen displayed.
   Click on – **Good Receipt**
Note : Implementation of Sales and Service Tax (SST)

From 1st September 2018, vendor should be able to select the appropriate new SST tax code during e-invoice creation. However, this depends on the following conditions being met:

- If the Purchase order is subjected to new taxes which are Sales & Service tax (SST) relevant.
- Vendor is a SST registered supplier and have updated with TNB the SST number.

If a Supplier has not updated his Sales or Service tax registration no. with TNB then he will be treated as Non-Register Supplier for SST and will not be able to select chargeable tax code during e-Invoice creation.

For update of Sales and Service tax registration number, please refer to this announcement: https://www.tnb.com.my/assets/files/Notis_SCMS_SST_TNB.pdf

The selection of the SST tax code will be based on the matrix below:

<table>
<thead>
<tr>
<th>Vendor registered as Sales Tax supplier</th>
<th>Vendor registered as Service Tax supplier</th>
<th>SST tax code selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>Registered</td>
<td>P1 – Sales Tax 10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P5 – Sales Tax 5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT – Service Tax 6%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PZ – Non Taxable / Exempted</td>
</tr>
<tr>
<td>Registered</td>
<td>Non-registered</td>
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</tr>
</tbody>
</table>
1. Sample of eInvoice creation if the Purchase order is subjected to new taxes, which are Sales & Service tax (SST) relevant.

2. Sample of eInvoice creation if Purchase order is not subjected to new taxes, which are not relevant for Sales & Service tax (SST).
5.1. **Display Good Receipt** screen displayed. 
Click on button - **Create Invoice** to perform **e-invoice** process.

6.1 **Process Invoice** screen displayed.

System will automatically generate the invoice number in **Basic Data** section.

6.2 If Supplier have more than one bank account registered with TNB, preferred bank account can be selected. Supplier can select Alternative Payee ONLY IF ADOA exist for this PO.

6.3 Click on button – **Send**. To submit the **e-Invoice** to TNB.
6.4 **e-Invoice** has successfully sent to TNB once the status of the invoice changed to **Document Sent**.

Steps to print e-invoice

7.1. **Display Document Flow** – click on **Invoice** link
8.1. **Display Invoice** screen displayed. Click on button – **Print**

![Display Invoice screen](image)

9.1 If below screen prompted, click on button - **Open**

![Older IE version](image)
Newer IE version

Copy of e-invoice will be displayed as below and can be print as usual.

Tax Invoice header will be displayed if vendor is GST registered

Note: For Non-GST Vendors, normal Invoice header will be displayed