

USER MANUAL (SUPPLIER) e-PURCHASE ORDER FOR MATERIAL/GOODS

SUPPLIER RELATIONSHIP MANAGEMENT SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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

PROCESS (1)	:	RECEIVING E-PO NOTIFICATION AND ACKNOWLEDGE E-PO IN SUS
ROLE	:	TNB SUS SUPPLIER

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
Owner Created	TNB_SCMS SCM_SUS_RFC2
Dear Sir/Madam,	
The following doo Purchase Order:	cument has been transmitted to you: 0020039713
and display or pro	following URL to branch directly to our Supplier Portal ocess the relevant document: om.my/irj/portal?action_id=order.detail.view&doctype=Order&docid=005056BB006C1ED8A8B9625D81AA9C45
REMINDER: Kind	ly acknowledge your awarded PO(s) in SUS Portal before work to avoid facing problem during payment process.
Best regards, Your Supplier Por	rtal Team
TNB Standard dis	claimer applies to any electronic communications

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

Purchase Order No:	0020039713
	0020000110

- 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

	PENGUMUMAN	
	PENGOMOMAN	
AKTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MANAGEMENT SYSTEM	M (SCMS).	
Untuk makluman, sistem TNB Supply Chain Management System akan m disebabkan oleh kerja-kerja penyelenggaraan pada tarikh dan waktu berik	iengalami gangguan cut	Login ID
Tarikh/ Masa mula : Jumaat, 14 Februari 2020, 8.01 malam		
Tarikh / Masa akhir : Rabu, 19 Februari 2020, 11.59 malam Tempoh : 5 Hari		Password
Segala kesulitan amatlah dikesali. Terima kasih		Login
We wish to inform that the TNB Supply Chain Management System will be interrupted for maintenance activities. The interruption will be on	e temporarity	Reset Password
Start Date/ time : Friday, 14th February 2020, 08.01 pm		* Please enter the same Login ID and registered e-mail address with
End Date/ time : Wednesday, 19 th February 2020; 11.59 pm Duration : 5 Days	SIX AND	TNB.
We apologize for any inconvenience caused. Thank You.	A A A A A A A A A A A A A A A A A A A	* Please use the temporary password sent to your e-mail to change
KELEWATAN PROSES PENDAFTARAN/PEMBAHARUAN PEMBEKAL BERKA	AITAN SIJIL KKM.	with new password.
Untuk makluman, proses pendaftaran / pembaharuan sijil pembekal TNB y Kewangan Malaysia (KKM) akan mengalami kelewatan berikutan terdapa	ang menoatkan Sijii Kementerian at isu berkaitan akses sistem ePerolehan	 This is TNB information. Any modification, copying, reproduction republication, uploading, posting, transmission or distribution, in any
KKM. Segala kesulitan yang timbul amatlah dikesali.		manner, of the said information on the website, including text, graphics code and/or software without permission in writing is prohibited.
PENYIARAN IKLAN TENDER DALAM AKHBAR BERITA HARIAN DAN THE ST anjutan daripada penamatan operasi akhbar Utusan Malaysia (Mediamon		
anjutan daripada penamatan operasi akhbar Utusan Malaysia (Mediamon pengiklanan tender dalam akhbar berjalan dengan lancar, Jabatan Procure		
anjulan daripada penamalan operasi akhbar Ulusan Malaysia (Mediamon pengikianan tender dalam akhbar berjalan dengan lancar, dabatan Procure menyiarkan ikian tender dalam akhbar berikut mulai 15 Oktober 2019.		
Lanjulan danpada penamatan operasi akhbar Utusan Malayasi (Mediamon pengiklanan tender dalam akhbar berjalan dengan lancar, Jabatan Procume menyiarkan ikan tender dalam akhbar berkluf mujai 15 OKtober 2015, Itikan Tender Akhbar		
anjulan daripada penamalan operasi akhbar Ulusan Malaysia (Mediamon pengikianan tender dalam akhbar berjalan dengan lancar, dabatan Procure menyiarkan ikian tender dalam akhbar berikut mulai 15 Oktober 2019.		

4.2 Click on tab - **Purchase Orders.**

To display the list of *e-PO*

4.3 Find your Purchase Order Number by :

a. Click on – Purchase Order Number

For the *e-PO* number as stated in the e-mail received.

THANGONAL		4.2				5
4 Back Forward ▶ History Fa	vorites	4.2				
Administration BEx and Aur	ctions Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Del	
	Process Confirmed	Goods Receipt	Service Entry Sheet	modes and credit Memos	Maintain Certificates / Supplier De	
Purchase Orders > All	Process Continued					
List of Purchase Orders						
of Purchase Orders						
.3a 💾 💦 🙀	Document Number	Docur	nent Name	Document D	Date Total Value	Status
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0020039712	70006295	PO		08.01.2020	14.000.00 MYR	Confirme
0020039693	70006286	PO		28.12.2019	14,000.00 MYR	Confirm
0020039678	70006279	PO		22.12.2019	5.000.00 MYB	New
0020039677	70006278	PO		22.12.2019	1.410.00 MYR	Confirme
0020039670	70006273	PO		19.12.2019	5.600.00 MYR	Confirme
0020039601	70006217	PO		06.12.2019	2.000.00 MYR	Confirme
0020039599	70006216	PO		05.12.2019	2.500.00 MYR	Confirme
0020039577	70006200	PO		28.11.2019	2.000.00 MYR	Confirme
0020039572	70006196	PO		26.11.2019	60.00 MYR	Confirme
	70004428	PO		02.06.2016	101.00 MYR	New
0020035836						

b. Click on the filter icon and click

	Print		
ъ	Purchase Order No	Document Number	Documen
	0041102827	100000 AAC7	
	0020891302	Purchase Order No, Click t 1000800672	PU
	0041018662	1000714518	PO

Lis	t of Purchase Orders	
-	Print	
ъ	Purchase Order No	Do
	Sort Ascending	10
	Sort Descending	10
	(All)	10
-	(Custom) 0020891302	10
_	0020891302	
_	0040426613	10
	0040451123	10
	0040451125 -	10
	0040050704	10

Fill in the ePO number (with prefix 00) and click on Filter button

Show rows where: Pu	urchase Order No	
equals	▼ 0040624791	
Filter Cancel		
List of Purchase Orders		
List of Purchase Orders	₽ Document Number	Document Name

Display Purchase Order screen will be displayed by click on the ePO number. Review the item list before proceeding with the next step.

4.4 Click on button – **Confirm PO**

To proceed with *confirmation* Process.

WINGGAL					Search:	
Back Forward History Favorites					Welcome: Mr. Supp	lier 15 `
Administration RFx and Auctions		D D xds Receipt Service Entry She	t Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed In Process	Confirmed					
Purchase Orders > All						Full
Confirm PO Display Document Fl	low 🗁 Print					
Confirm PO Display Document Flee General Information	low 🗁 Print			Terms of Payment		
Generarmformation	low Print 0020039713			Terms of Payment Payment in Days	Discount in %	
Basic Data Purchase Order No: Document Number:	0020039713 70006296				Discount in %	
Basic Data Purchase Order No: Document Number: Document Name:	0020039713 70006296 PO			Payment in Days	Discount in %	
Basic Data Purchase Order No: Document Number: Document Name: Docu	0020039713 70006296 PO 09.01.2020			Payment in Days	Discount in %	
Basic Data Purchase Order No: Document Number: Document Name:	0020039713 70006296 PO			Payment in Days	Discount in %	
Beneral Information Basic Data Purchase Order No: Document Number: Document Name: Document Date: Status:	0020039713 70006296 PO 09.01.2020			Payment in Days	Discount in %	
Seneral Information Basic Data Purchase Order No: Document Number: Document Name: Document Date: Status: Follow-On Documents:	0020039713 70006296 PO 09.01.2020			Payment in Days 30	Discount in %	

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.

TENAGA MASIONAL									Search:	q	L -	Lo
Back Forward Hi	istory Favorites								Welcome: I	Mr. Supplier 15 YSI	R Traini	ng
D	D		D	D			D					
	Fx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit M	emos Maintai	n Certificates / Si	upplier Details				_
All New Change	ed In Process	Confirmed										
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Send E	Cancel Displ	ay History										
General Info	rmation											
Basic Data							Terms o	f Payment				
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Document Numb	er:	700062						sult found				
Document Name:	0	PO										
Document Date:		09.01.2	020				Towns	f Delivery				
Status:		In Proc	ess				Incotern		Location			
Follow-On Docun	ments:						Incotern	1	Location		_	
⊨ =												
Item Overvi	4.5										-	
Confirm All Ite	All	Items										
Number Co	on Short Text		Produ	et P	O Quantity F	urchase Order	Require	Confirmed Quan	Unit of Measure	Confirm	St 12	

Below message to show confirmation process is successful.

V HANGAAL						Search:	9.+	Lo
Isack Forward ► History Favorites						Welcome: Mr. Su	pplier 15 YSR Tra	aining \
Administration REx 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	Option
								1
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General Information Basic Data Purchase Order No: Document Number: Document Name: Document Date: Status: Follow-On Documents:	002003 700062 PO 09.01.20	96 020			Payment in Days 30	Discount in %	e	
General Information Basic Data Purchase Order No: Document Number: Document Name: Document Date: Status:	002003 700062 PO 09.01.20	96 020			Payment in Days	Discount in %	P	

To make sure *e-PO* status changed from (New) to (Confirmed) in *List of Purchase Order* screen.

Before *Confirmation* process:

2 2255	EA. CHAS						Search
4 Bad	R Forward P History Favor	0%					
	Distration BFx and Auctor	Purchase Orders	Goods Receipt	Service Entry Steel	Invoices and Credit Memos	Maintain Certificates / Supplier Det	ela
	e Orders > All st of Purchase Orders						
List	t of Purchase Orders						
List	t of Purchase Orders				ñ.		
List	t of Purchase Orders	Document Number	Docum	nent Name	Document 0	Date Total Value	Status
List	t of Purchase Orders	Document Number 70008296	Docum	nent Name	Document 0 09.01.2020	Date Total Value 10,000.00 MYR	Status New

After Confirmation process:

TENAGA MASIONAL							Search:
Back	Forward + History Favorites						We
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urchase O	rders > All						
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P P + 111		Document Number	Deeuw	nent Name	Document D	Date Total Value	in a second second
Statement Project Supervised	irchase Order No	Document Number	Docur	nent Name	Document L	ate Total value	Status

Steps to print copy of *e-PO*: -

5.1 Click on button – Print

TRANSA RADIONAL				~		Search:	Q.+	Log of
Back Forward History Favorites						Welcome: Mr. Suppl	ier 15 YSR Trai	ining 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							
turchase Orders > All							Full Screen	Options .
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and a second		5.1					-	Î
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Purchase Order: 0020039713 Display History Display Documen General Information Basic Data Purchase Order No:	It Flow	713)		Payment in Days	Discount in %	2	
Purchase Order: 0020039713 Display History Display Documen General Information Basic Data Purchase Order No: Document Number:	t Flow Print 0020039 7000629	713 6			Payment in Days	Discount in %	2	

5.2 If below screen prompted, click on button – Open.

Search Search Back Forward * History Forontics Welcome, Mr. Supplier 15 Administration RF and Auctions Purchase Orders Coods Receipt Service Entry Sheet Invoices and Credit Memos Main New Coods Receipt Service Entry Sheet Purchase Orders > Display Purchase Order Purchase Order 0020039713 Purchase Order 0020039713 Pocument Number: 0020039713 Document Number: 0000039713 Pocument Number: 0000039713 Document Number: 00001000 Status: Confirmed Follow-On Documents: Terms of Payment Polisouring Terms of Delivery		
Administration RFx and Auctions Purchase Order Goods Recept Service Entry Sheet Invoices and Ordet Memos Maintain Certificates / Supplier Details All New Charged In Process Confirmed Purchase Orders > Display Purchase Orders > Display Purchase Order Feat Purchase Order in 020039713 Centernation Feat Basic Data Purchase Order Non: 020039713 Discount in % Document Name: Po 000000000000000000000000000000000000	٩	Log off
Administration RFx and Auctions Purchase Orders Confirmed Purchase Orders > Display Purchase Order > Display Purchase > Display Purchase > Display Purchase > Displa	YSR Trainin	ng YSR
All New Changed In Process Confirmed Purchase Orders > Mi Full Full List of Purchase Orders > Display Purchase Order Purchase Order Purchase Order Purchase Order > Display Purchase Order Purchase Order Purchase Order Display History Display Document Flow Print Purchase Order No: 0020039713 Document Number: 70006296 Point 30 0 Document Name: PO 30 0 0 Status: Confirmed Enter Enter Enter Enter Follow-On Documents: On the set of the set		
Basic Orders > All Terms of Payment Basic Data 0020039713 Purchase Order: 0020039713 Terms of Payment Basic Data Terms of Payment Purchase Order No: 0020039713 Document Number: 70006296 Document Name: PO Document Date: 009.01.0220 Status: Confirmed		
Purchase Order: 0020039713 Display Discourment Flow Print Central Information Basic Data Terms of Payment Purchase Order No: 0020039713 Document Number: 70006296 Document Name: PO Document Name: 00.01.2020 30	Screen Opl	otions 🔻 🛛
Display History Display Document Flow Print Terms of Payment Basic Data Terms of Payment in Days Discount in % Purchase Order No: 0020039713 Payment in Days Discount in % Document Number: 70006296 30 0 Document Name: PO 00.0000000000000000000000000000000000		<u>~</u>
General Information Terms of Payment Basic Data Terms of Payment Purchase Order No: 0020039713 Document Number: 70006296 Document Name: PO Document Name: 00.01.2020 Status: Confirmed Follow-On Documents: Endow		
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Newer IE version

						Search:
Hack Forward History His	Favorites					Welcome: Mr. Supp
Administration RFx and	Auctions Purchase C	Orders Goods Rece	ipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
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Purchase Order: 002003	9713					
Display History Display	Document Flow 🖨	Print				
General Informatio	n					
Basic Data					Terms of Payment	
Purchase Order No:		0020039713			Payment in Days	Discount in %
Document Number:		70006296			30	
Document Name:		PO				
Document Date:						
		09.01.2020				
Status:		Confirmed			Terms of Delivery	
Follow-On Document	ts:				Incoterm	Location
⊨ =						
	Do you want to open	or save susdoc.zip (16.	9 KB) from unadevsrmci0 1	.hq.tnb.com.my?	Open Sa	ive 👻 Cancel ×

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.

Ş	TENAGA NASIONAL 20066-10	BERHAD			
			Purchase	Order	
Supplier Tr jalan abc 20300 Raw SELANGO	vang		Information PROJECT/ORDER/ COST CENTER NO: Description:	C600000 (N.P. Perkhi	d Pengguna)-Unit Pentad
TNB Bahag Aras 14 & No. 19, Jal	Besar (Kewangan) gian Pembahagian, 15, Wisma TNB,		& Am Order No.(SUS/ERMS Version: Date: Contact person: Telephone / Ext: Fax: E-mail:): 70006296 /0 1 09.01.2020	020039713
Please ent	oution Division er your adress here! ALA LUMPUR				Page 1/3
Terms of pays Payment Due					
Order details					
Item	Product no.	Description	Product type De Price per	livery date	Quantity unit Net value
1		TEST SUDHIR- MATERIAL	PO Material 06	02 2020 (R / 1 EA	100 EA 10.000.00 MYR

Note : A reminder email will be sent every 3 days until the PO successfully confirmed.

Sample of Reminder Notification :

Action Required#	#5:Please acknowledge e-PO 20840788	
Owner =		n 10.(
Dear Sir/Madam,		
Our record indicates	that you have not acknowledge the PO(s).	
	nent has been transmitted to you: 440788 on date 25.07.2018	
and display or proces	owing URL to branch directly to our Supplier Portal iss the relevant document: nb.com.my:8000/sap(bD1lbiZ]PTQwMA==)/bc/bsp/sap/srmsus_selfreg/userlogin.htm?action_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106	FE4
	your awarded PO(s) in SUS Portal before commencing cing problem during payment process.	
Thank you for your p	prompt action to this matter.	
Best regards, Your Supplier Portal ⁻	Team	

END

PROCESS (2)	VIEW TNB- DONE GR AND CHANGE GR-SUS STATUS TO ACCEPT	
ROLE	TNB SUS SUPPLIER	

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**.

	TNB Supply Chain Management System	$\land \land \land \land$
	PENGUMUMAN	
1. AKTIVITI PENYELENGGARAAN TNE SUPPLY CHAIN MANAGI Untuk makluman, sistem TNB Supply Chain Management S disebabkan oleh kerja-kerja penyelenggaraan pada tarikh d Tarikh/ Masa mula : Jumaat, 14 Februari 2020, 8	ystem alan mengalami gangguan n waktu berkut: Oli mulam	Login ID
Tarikh / Masa akhir ; Rabu, 19 Februari 2020, 11. Tempoh : <mark>5 Hari</mark> Segala kesulitan amatlah dikesali. Terima kasih	59 malam	Login
We wish to inform that the TNB Supply Chain Management interrupted for maintenance activities. The interruption will b	ie on:	Reset Password
Start Date/ time : Friday, 14th February 2020, 0 End Date/ time : Wednesday, 19 th February 20 Duration : 5 Days		 Please enter the same Login ID and registered e-mail address with TNB.
We apologize for any inconvenience caused. Thank Yeu 2. KELEWATAN PROSE 5 PENDAFTARAN/PEMBAHARUAN PEM Untuk makluman, proses pendaftaran, 'pembaharuan yiji pe Kewangam Malaysia (KKM) olakan mengalami kelewatan ber KKM. Segala kesulitan yang timbul amatlah dikesali.	nbekal TNB yang melibatkan Sijil Kementerian	 Rease use the temporary password sent to your e-mail to change with new password. This is TNB information. Any modification, copying, reproduction, republication, uploading, pasting, transmission or distribution, in any code and/or submare without certainsion in writing a prohibid.
 PENYIARAN IKLAN TENDER DALAM AKHBAR BERITA HARIA Lanjutan daripada penamatan operasi akhbar Utusan Malay pengikianan tender dalam akhbar berjalan dengan lancar, Ja 	sia (Mediamony Sdn Bhd) dan bagi memaslikan proses	
menyiarkan iklan tender dalam akhbar berjalah dergan ancar da menyiarkan iklan tender dalam akhbar berikut mulai 15 Okto		
Iklan Tender Akhbar		
Bahasa Malaysia Berita Hari	an	

- 2.1 Click on tab Purchase Orders to display list of the *e-PO*.
- 2.2 Click on **Document Number** for which delivery has been made for the *e-PO* number.

TENAGA	2	2.1			Search	h: Q, ,
Back Forward ⊧ History Fa	workes					Welcome: Mr. Supplier 15 YSR 1
DD		E E	E	D		
dministration RFx and Au	ctichs Purchase Orders G	oods Receipt Service Entry S	heet Invoices and Credit Memos	Maintain Certificates / Supplier Deta	ails	
I New Changed In	Process Confirmed					
hase Orders > All						Full Screet
List of Purchase Orders						
ist of Purchase Orders						
Print	2.2					
B Purchase Order	2.2 nent Number	Document Name	Document I		Status	PO Overall Weightage
Purchase Order	2.2 nent Number	Document Name PO	Document I 22.01.2020	Date Total Value 1,977,180.00 MYF		PO Overall Weightage
-						PO Overall Weightage
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0020039757	.06329 70006318	PO PO	22.01.2020 21.01.2020	1,977,180.00 MYF 50,100.00 MYR	R New Confirmed	PO Overall Weightage 9
0020039757 0020039757 0020039756	70006318 70006317	PO PO PO	22.01.2020 21.01.2020 21.01.2020	1,977,180.00 MYF 50,100.00 MYR 25,000.00 MYR	R New Confirmed Confirmed	PO Overall Weightage
0020039757 0020039756 0020039754	206329 70006318 70006317 70006315	PO PO PO PO	22.01.2020 21.01.2020 21.01.2020 20.01.2020	1,977,180.00 MYF 50,100.00 MYR 25,000.00 MYR 5,000.00 MYR	R New Confirmed Confirmed Confirmed	PO Overall Weightage
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002003763 0020039757 0020039756 0020039754 0020039751 0020039754 0020039713 0020039712 0020039693	70006318 70006318 70006317 70006315 70006296 70006295 70006286	P0 P0 P0 P0 P0 P0 P0 P0	22.01.2020 21.01.2020 21.01.2020 20.01.2020 09.01.2020 08.01.2020 28.12.2019	1.977,180.00 MYR 50,100.00 MYR 25,000.00 MYR 5,000.00 MYR 10,000.00 MYR 14,000.00 MYR 14,000.00 MYR	New Confirmed Confirmed Confirmed Confirmed In Process Confirmed	PO Overall Weightage *

3.1. Display Purchase Order screen displayed.

Click on button – **Display Document Flow**.

TENAGA NASIONAL							Sear	rch:
Back Forward	History Favorites							Welcome: Mr. Supplier 15 YSR Training
	D		D					
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / S	upplier Details	
All New (Changed In Process	Confirmed						
Purchase Orders >	All							Full Screen Op
Purchase Ord	ase Orders > Displa de . 0020039737 Display Documen	3.1						
Basic Data						Terme o	f Payment	
Purchase O		002003	0757				t in Days	Discount in %
Document N		700063				1 dynior	k in Buyo	Diododina in 70
Document N	Name:	PO						
Document [Date:	21.01.2	020					
Status:		Confirm						
Follow-On D	Documents:							
+ =						Terms o	f Delivery	
						Incotern	n	Location

- 4.1 Document Flow screen displayed.
- 4.2 Click on Document Type: *Good Receipt*.

Display Good Receipt screen displayed.

							Search:	Q.+	Log
Back Forward	History Favorites						Welco	me: Mr. Supplier 15 YSR Tra	raining Y
D	D		D	D	E	E			
Administration	RFx and Auctions Changed In Process	Purchase Orders Confirmed	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details			
Purchase Orders >		Committee						Full Screen	Option
Document Fl		nent Nun	ant Name	9		Document Date	Status	Back to Do	ocument
Purchas	se Order 70006	³¹⁸ 4.	2			21.01.2020	Confirmed	50,100.00 MY	'R
Goods	Receipt 30000	08790				21.01.2020	New	10,020.00 MY	'R
Total Value is	exclusive of discou	unt / surcharge (if a	applicable)						

5.1 Click on button *Accept* for the self-reference that GR has been accepted by supplier.

TENAGA							Search:	٩.+	Lo
Back Forward His	story Favorites						Welcome: I	Mr. Supplier 15 YSR Tra	aining
D	D		D	E	0				
Administration RF>	x and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier De	etails		
II New Change	ed In Process	Confirmed							
rchase Orders > All								Full Screen	Optio
5 .	-								
General Infor		isplay Document Flo						Ē	
General Inform	mation		w					C	
General Inform Basic Data Document Number	mation	3000008790						Ē	-
General Inform Basic Data Document Number Document Name:	mation	3000008790 GR						ľ	-
General Information Basic Data Document Number Document Name: Document Date:	mation	3000008790 GR 21.01.2020						6	-
General Inform Basic Data Document Number Document Name:	mation	3000008790 GR						C	
General Information Basic Data Document Number Document Name: Document Date:	mation er:	3000008790 GR 21.01.2020	xw					2	-
General Inform Basic Data Document Number Document Name: Document Date: Status:	mation er:	3000008790 GR 21.01.2020			Purchase Or, Pu	irchase Order Item	Quantity Ordered		

Below message to show **GR** is accepted by supplier.

6.1 Click on button - *Display Document Flow*.

Display Document Flow screen displayed.

						Search:	٩
Istory Forward ► History F	avorites					Welcome: M	r. Supplier 15 YSR Trai
Administration RFx and A	uctions Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed I	n Process Confirmed						
urchase Orders > All							Full Screen
	> Display Purchase Order	> Display Docum	ent Flow > Display C	Goods Receipt			
Messages Info: Your changes ha Goods Receipt: 300008 Create Invoice Displ General Information	ive been adopted successfu 790 ay Document Flow		ent Flow > Display (Goods Receipt			
Messages Info: Your changes ha Goods Receipt: 3000008 Create Invoice	ve been adopted successfu 790 ay Document Flow	lly	ent Flow > Display (Goods Receipt			
Messages I Info: Your changes ha Goods Receipt: 3000008 Create Invoice Displ General Information Basic Data	vve been adopted successfu r90 ay Document Flow] 3000008790	lly	ent Flow > Display (Soods Receipt			
Messages Info: Your changes ha Goods Receipt: 3000008 Careate Invoice Displ General Information Basic Data Document Number:	ve been adopted successfu 790 ay Document Flow	lly	ent Flow > Display C	Soods Receipt			

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

TIMAGA AL						Search:	Q.→ Lo
Hack Forward ► History History	Favorites					Welc	come: Mr. Supplier 15 YSR Training
Administration RFx and		Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed	In Process Confirmed			h			
Purchase Orders > All							Full Screen Optio
List of Purchase Orders	s > Display Purchase Order	> Display Docume	ent Flow				
List of Purchase Orders	 > Display Purchase Order 	 Display Docume 	ent Flow				Back to Docume
	 > Display Purchase Order Document Number 	 Display Docume Document Name 	nt Flow		Document Date	Status	Back to Docume
Document Flow			Int Flow		Document Date 21.01.2020	Status	
Document Flow	Document Number	Document Name	Int Flow		and the contract of the second		Total Value
Document Flow Document Type Purchase Order Goods Receipt	Document Number 70006318	Document Name PO GR	nt Flow		21.01.2020	Confirmed	Total Value 50,100.00 MYR

TENAGA							Search:	٩ ١
Back Forward	History Favorites						Welcome:	Mr. Supplier 15 YSR Training
D	D		D	D	E	E		
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Ch	anged In Process	Confirmed						
rchase Orders > A	AVI							Full Screen Op
	se Orders > Displ	ay Purchase Order	 Display Docum Document Name 			Document Date	Status	Full Screen Op Back to Docum
List of Purchas	se Orders > Displ v e Docur	nent Number				Document Date 21.01.2020	Status Confirmed	Back to Docun

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

TNB Supply Chain Management System	$\land \land \land \land$
PENGUMUMAN	
ARTIVITI PENYELENGGARAAN TNB SUPPLY CHAIN MARAGEMENT SYSTEM (SCMS) Untuk makuman, sistem TNB Supply Chain Management System skan mengalami gangguan disebabkan olik herjak-serja penyelenggaraan pad sa trikin dan waktu berivitt. Tarikh Masa mutu in Januara, Ja Fahruwi 2020, 8.01 Januam Tarikh Masa khur in Januara, Ja Fahruwi 2020, 8.01 Januam	Login ID
Tempoh : 5 Hari Segala kesulfan amatah 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: Surt Date/ dime : ifriday. 14th February 2020, 6.0.0 pm End Date/ dime : Wednesday.3 th February 2020, 11.59 pm Duration : 50 per	Reset Password Please enter the same Login ID and registered e-mail address with TNB.
We apologice for any incommence caused. Thank You. 2: KELEWATAN PROJES FENDAFTARANPERMANARUAN PERMENAL <u>dEFAATAN SLIL KAM.</u> Umtuk makhuman protes pendaharuan ji pembelal, TNS yang mehintikas. Sijil Kementerian Kewangan Malaysia (KKM) alam mengaham belevatan beritanan berdipat na beritanan akses tustem ePerolelan KKM. Segai berulina yang umbuk anatah dilebaat.	 Rease use the temporty passion sent to your e-mail to change with new passion. This is 'Title information Any modification, copying, reproduction information and the sentence of the sector information manner, of the said information on the weeksis, including last graphics code and/or software without permission in writing is prohibited.
3. PENTARAN KILAN TENDER DALAM AKHEAR BERITA HARIAN DAN THE STAR Lanjadan danpada penamatan copisai ahbar Ulusan Habaysa (Mediamong, Sdar Bhd) dan bagi memastikan proses pengikanan tender dalam akhbar berjalan dengan lancar, Jabatan Procurement Shazed Services, TGBS akan	
menyiarkan iklan tender dalam akhbar berikut mulai 15 Oktober 2019, Iklan Tender Akhbar	
ixoa lenoer Aknoar Bahasa Malaysia Berita Harian Bahasa Inoosiis The Star	
Terima Kasih.	

- 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.

TINANGA .	2.1			Search	٩
●Back Forward ► History Favorias	2.1				Welcome: Mr. Supplier 15 YSR Traini
000	E E	E	E		
Administration RFx and Auctions Purchase Orders	Goods Receipt Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Deta	ills	
All New Changed In Process Confirmed					
urchase Orders > All					Full Screen O
List of Designation of the					
List of Purchase Order		Document D		Status	PO Overall Weightage %
Print 2.2	r Document Name PO	Document D. 21.01.2020	ate Total Value 50,100.00 MYR	Status Confirmed	PO Overall Weightage %
Print 2.2 ment Number					PO Overall Weightage %
Print 2.2 ment Number 0020039757 /0006318	PO	21.01.2020	50,100.00 MYR	Confirmed	PO Overall Weightage %
2.2 nent Number 0020039757 70006318 0020039756 70006317	PO	21.01.2020 21.01.2020	50,100.00 MYR 25,000.00 MYR	Confirmed Confirmed	PO Overall Weightage %
Print 2.2 Print 0020039757 0020039756 70006318 0020039756 70006317 0020039754 70006315	P0 P0 P0	21.01.2020 21.01.2020 20.01.2020	50,100.00 MYR 25,000.00 MYR 5,000.00 MYR	Confirmed Confirmed Confirmed	PO Overall Weightage %
Print 2.2 Print 0020039757 70006318 0020039758 70006317 0020039754 70006315 0020039754 70006325	PO PO PO PO PO	21.01.2020 21.01.2020 20.01.2020 09.01.2020	50,100.00 MYR 25,000.00 MYR 5,000.00 MYR 10,000.00 MYR	Confirmed Confirmed Confirmed Confirmed	PO Overall Weightage %

3.1. Display Purchase Order screen displayed.

Click on button - Display Document Flow.

						Search:	٩.+
●Back Forward ► History Favorites						Welcome: N	Ar. Supplier 15 YSR Traini
Administration RFx and Auctions	Purchase Orders G	icods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
All New Changed In Process	Confirmed						
Purchase Orders > All							Full Screen O
List of Purchase Orders > Displa Purchase Order: 0020039757 Display Histor	3.1)					
General Information							
Basic Data					Terms of Payment		
Purchase Order No:	002003975	7			Payment in Days	Discount in	%
Document Number:	70006318						
Document Name:	PO						
Document Date:	21.01.2020	1					
Status:	Confirmed						
Follow-On Documents:							
10 H					Terms of Delivery		
					Incoterm	Location	

4.1. *Document Flow* screen displayed. Click on – *Good Receipt*.

TENAGA							Search:	٩.+
Back Forward	History Favorites						Welcome	Mr. Supplier 15 YSR Traini
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
	Changed In Process	Confirmed						
rchase Orders >	All							Full Screen 0
	All ase Orders > Displ	ay Purchase Order	> Display Docum	ent Flow				Full Screen 0
	ase Orders > Displ	ay Purchase Order	> Display Docum	ent Flow				
List of Purch	ase Orders > Displ	ay Purchase Order	> Display Docum	ent Flow				Full Screen 0
List of Purch Document Fl	ase Orders > Displ		 > Display Docum Document Name 			Document Date	Status	
List of Purch Document Fl Document Ty	ase Orders > Displ	ay Purchase Order				Document Date 21.01.2020	Status Confirmed	Back to Docur

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

Vendor registered as Sales Tax supplier	Vendor registered as Service Tax supplier	SST tax code selection
Registered	Registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PT – Service Tax 6% PZ – Non Taxable / Exempted
Registered	Non-registered	P1 – Sales Tax 10% P5 – Sales Tax 5% PZ – Non Taxable / Exempted
Non-registered	Registered	PT – Service Tax 6% PZ – Non Taxable / Exempted
Non-registered	Non-registered	PZ – Non Taxable / Exempted

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

1. Sample of elnvoice creation if the Purchase order is subjected to new taxes, which are Sales & Service tax (SST) relevant.

TENAGA MASIONAL								Search:		٩
Back Forward ⊧ H	listory Favorites							Welcome	Mr. Supplier	15 YSR T
TO RE	Ex and Auctions	Purchase Order	s Goods Receipt	Service Entry Sheet	Invoices and Credit Me	Maintain Co	rtificates / Supplier Details			
New Chang		Confirmed	S GOODS Receipt		involces and credit me		ruicates / Supplier Details			
nase Orders > All	ged In Flocess	Commed							E	ull Screer
					Tax cod	de can be cha	nged by selectin	ıg drop down		
Item Overvie	ew				Tax cod	de can be cha	nged by selectin	ng drop down		
Item Overvie	ew	ion F	Product	Quantity		de can be cha	nged by selectin	ng drop down	Purchase C	Order Ite
(and (Descript	ion F arial item	Product	Quantity 20	Unit of Measure			<u> </u>	Purchase C	Drder Ite 0.00
(and (Descript		Product		Unit of Measure	Net Value	Tax	Turchase Order No 020039757		
(and (Descript		Product		Unit of Measure I each each Net Value	Net Value	Tax	Turchase Order No 020039757 10,020	10	
(and (Descript		Product		Unit of Measure I each Net Value Unplanned E	Net Value 10,020.00 MYR	Tax PZ - SST Non-Tax:+	urchase Order No 020039757 10,020 0.	10 0.00 MYR	

2. Sample of elnvoice creation if Purchase order is not subjected to new taxes, which are not relevant for Sales & Service tax (SST).

TENAGA MASIONAL							Search:		٩
Back Forward His	istory Favorites						Welcome	: Mr. Supplie	r 15 YSR Ti
E		D	D	D		D			
dministration RF	Fx and Auctions Purchase C	Orders Goods Receip	ot Service Entry Sheet	Invoices and Credit N	1emos Maintain Ce	ertificates / Supplier Details			
New Change	ed In Process Confirmer	1							
hase Orders > All									Full Screet
		Tax code fi	eld is non-edital	ole i.e. cannot b	be changed by	Supplier during	e-invoice crea	ation	
		Tax code fi	eld is non-edital	ole i.e. cannot k	be changed by	v Supplier during	e-invoice crea	ation	
Item Overvie		Tax code fi	eld is non-edital	ble i.e. cannot b	be changed by	v Supplier during	e-invoice crea	ation	
Item Overvie	w Description	Tax code fi	eld is non-edital	Unit of Measure	oe changed by	v Supplier during	e-invoice crea	Purchase	Order Ite
-						Тах	Purchase Order No		Order Ite 0.00
-	Description		Quantity	Unit of Measure	Net Value	Тах	Purchase Order No 0020039757	Purchase	
-	Description		Quantity	Unit of Measure each Net Value	Net Value	Тах	Purchase Order No 0020039757 10,02	Purchase 10	
-	Description		Quantity	Unit of Measure each Net Value Unplanned	Net Value 10,020.00 MYR	Tax PZ-SST Non-Taxi▼	Purchase Order No 0020039757 10,02 0	Purchase 10 0.00 MYR	

SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS) USER MANUAL (SUPPLIER) – e-PURCHASE ORDER (MATERIAL/GOODS) VOL 3 /2021

5.1. Display Good Receipt screen displayed.

Click on button - Create Invoice to perform e-invoice process.

TENAGA MASIONAL							Search:	Q
Back Forward ► Histo	ory Favorites						Welcome: I	Mr. Supplier 15 YSR Tra
F	P	1	D	E	E	E		
dministration RFx	and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
New Changed	In Process	Confirmed						
hase Orders > All								Full Screen
Create Invoice	Docur nation	ment Flow						6
Create Invoice General Inform Basic Data	nation							Į
Create Invoice General Inform Basic Data Document Number:	nation	3000008790						[
Create Invoice General Inform Basic Data Document Number: Document Name:	nation	3000008790 GR						Į
Create Invoice General Inform Basic Data Document Number: Document Name: Document Date:	nation	3000008790 GR 21.01.2020						E
Create Invoice General Inform Basic Data Document Number: Document Name:	nation	3000008790 GR						Į
Create Invoice General Inform Basic Data Document Number: Document Name: Document Date:	nation	3000008790 GR 21.01.2020						
Create Invoice General Inform Basic Data Document Number: Document Name: Document Date: Status:	nation	3000008790 GR 21.01.2020			Purchase Or Pi	urchase Order Item	Quantily Ordered	Goods Receipt

6.1 Process Invoice screen displayed.

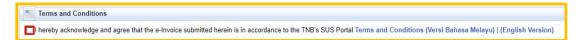
System will automatically generate the invoice number in **Basic Data** section.

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.

TINIGA					Search:	Q.+
Back Forward History Favorites					Welcome: Mr. Suppl	lier 15 YSR Ti
BB	D D	E	E	E		
dministration RFx and Auctions F	Purchase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
New Changed In Process	Confirmed					
hase Orders > All						Full Screen
Process Invoice: 4000007672 Send Cancel I Print General Information						
Send Cancel Print General Information Basic Data		6.1		Terms of Payment		
Send Cancel Print General Information Basic Data Invoice:	4000007672	6.1		Payment in Days	Discount in %	
Send Cancel Print General Information Basic Data Invoice: Description:	РО	6.1			Discount in % 0.000	
Ceneral Information Ceneral Information Basic Data Invoice: Description: Document Date:	PO 21.01.2020	6.1		Payment in Days		
Seneral Information Basic Data Invoice: Description: Document Date: Purchanse Order No:	PO 21.01.2020 0020039757			Payment in Days 0	0.000	
Ceneral Information Ceneral Information Basic Data Invoice: Description: Document Date:	PO 21.01.2020	6.1		Payment in Days 0 0	0.000	
Seneral Information Basic Data Invoice: Description: Document Date: Purchanse Order No:	PO 21.01.2020 0020039757		2	Payment in Days 0 0	0.000	

6.3 Starting from 6th November 2020, it is mandatory for Suppliers to

i) Agree the TNB SCMS e-Invoice Terms and Conditions (T&C) by check the checkbox for the declaration.



Suppliers will see the error message below if the checkbox has not been ticked before e-Invoice submission.

Errors: Kindly check and accept tl	he Terms and Conditions
Service Entry (SE) Creation / Initiate:	- 3000009509
	. 3000003303
Confirm	
General Information	
Basic Data	
Basic Data Confirmation:	300009509
Managana ang ang ang ang ang ang ang ang	300009509 Service Entry 1
Confirmation:	
Confirmation: *Document Name:	Service Entry 1

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

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)

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

Errors: Kindly ensure, Terms and	Conditions are read before document submission
Service Entry (SE) Creation / Initiate:	300009509
Confirm	
General Information	
Basic Data	
Confirmation:	300009509
*D	Service Entry 1
*Document Name:	
Document Name: Document Date:	03.11.2020
Contract Source and A second states	03.11.2020 0020040513

6.4 Click on button – Send. To submit the *e-Invoice* to TNB.

Process Invoice: 4	1000007887
Send 🗙 Cance	al BPrint
General Info	rmation
Basic Data	
Invoice:	4000007887

6.5 *e-Invoice* has successfully sent to TNB once the status of the invoice changed to **Document Sent**.

TENAGA MASHONAL						Search: Q +
						Welcome: Mr. Supplier 15 YSR Train
DD		D	D	D	D	
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					
Purchase Orders > All						Full Screen
Info: Your changes have been	adopted successfully					
Display Invoice: 4000007672						
Set Status Display Document Fl	low I B Print Dicco	upt Dotaile				
		June Dotails				
General Information						8
Basic Data					Terms of Payment	
Invoice:	4000007	672			Payment in Days	Discount in %
Description:	PO				0	0.000
Document Date:	21.01.20	20	6.5		0	0.000
Purchanse Order No:	0020030	757			0	
Status:	Documer	The second s			0	
Status (New):	Accepted	d by Customer	•			
Alternative Payee:			-			
Bank Account No:	MAVRAN	JK 12345678910	×			

Steps to print e-invoice:

7.1. *Display Document Flow* – click on Invoice link.

A Deals Com	and her the base	Farmetter						10/-1	Mr. Supplier 15 YSR Train
Back Forw	ard F History	ravontes						veicome	wir. Supplier 15 TSK fram
D	E	3		D	D	D	E		
Administration	RFx and	Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details		
10 M	Changed	In Process	Confirmed				•		
All New									
urchase Orders	s > All rchase Orders			> Display Docum	ent Flow				Full Screen
urchase Orders	s > All rchase Orders			> Display Docum	ent Flow				Full Screen C
urchase Orders	s > All rchase Orders Flow	> Displa		 Display Docum Document Name 			Document Date	Status	k. Z
List of Pu Document	s > All rchase Orders Flow	> Displa	ny Purchase Order				Document Date 21.01.2020	Status Confirmed	Back to Docu
List of Pu Document Document	s > All rchase Orders : Flow	> Displa	iy Purchase Order Hent Number 318	Document Name					Back to Docu Total Value

TENAGA NASSIONAL							Search:
Back Forward	History Favorites						Welcome: Mr. Supplier 18
FI	F	T-L	F	FI	F	FI	
Administration	RFx and Auctions	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
All New C	hanged In Process	Confirmed			5		
rchase Orders >	All						Ful
		400000	07672			Terms of Payment Payment in Days	Discount in %
Invoice:							
Invoice: Description:		PO				0	0.000
Description: Document Da		PO 21.01.2	2020			0	0.000
Description: Document Da Purchanse C		21.01.2	39757			0	
Description: Document Da Purchanse C Status:	Order No:	21.01.2 002003 Docum	39757 ient Sent			-	
Description: Document Da Purchanse C	Order No:	21.01.2 002003 Docum	39757			0	
Description: Document Da Purchanse C Status:	Order No:	21.01.2 002003 Docum	39757 ient Sent			0	
Description: Document Da Purchanse C Status:):	21.01.2 002003 Docum	39757 ient Sent	×		0	

9.1 If below screen prompted, click on button - Open

Internet Explorer

TENAGA NASIONAL								Search:	
Hack Forward ► History	Favorites								Welcome: Mr.
Administration RFx and	-	Purchase Orders	Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certifi	cates / Supplier Details		
All New Changed	In Process	Confirmed							
Purchase Orders > All									
List of Purchase Orders Purchase Order: 00200 Display History Display	039757								
General Informati									
Basic Data							Terms of Payme	nt	
Purchase Order No	D:	0020	039757				Payment in Days	2	Discount in
Document Number:	;	7000	6318						
Document Name:		PO							
Document Date:		21.0	1.2020						
Status:		Con	firmed				Terms of Deliver	у	
Follow-On Docume	ents:						Incoterm		Location
<	Do you w	ant to open or save s	usdoc.zip (16.9 KB)	from unadevsrmci01.he	ą.tnb.com.my?		Open	Save 💌	Cancel
						>	7		

Google Chrome

Back Forward ▶ History Favorites					Welcome: M
Administration BEx and Auctions	Purchase Orders Goods Receipt	Service Entry Sheet	Invoices and Credit Memos	Maintain Certificates / Supplier Details	
All New Changed In Process		Convice Linny Choose		Martani Centricates / Ocppins Details	
Purchase Orders > All	Commed				
List of Purchase Orders > Displa	ay Purchase Order > Display Docur	nent Flow > Display C	Soods Receipt > Display Inv	voice	
Display Invoice: 4000007672					
Set Status Display Document Fle	ow 🗁 Print Discount Details				
General Information					
General mormation					
Basic Data				Terms of Payment	
Invoice:	400007672			Payment in Days	Discount in %
Description:	PO			0	0.000
Document Date:	21.01.2020			-	
Purchanse Order No:	0020039757			0	0.000
Status:	Document Sent			0	
Status (New):	Accepted by Customer	-			
otatao (rion).	Accepted by Customer	-			
Alternative Payee:		~			
Bank Assount No.	MAX/DANIK 4004507004				
E aurdea (10) aire					
susdoc (10).zip					

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

Tax Invoice header will be displayed if vendor is SST registered

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

jalan a	ing Party er Training 15 bc , Rawang				Invoice	
Selang			Invoi	ice Date	21.01.	2020
			TNB	Purchase Or	der 00200	39757
			Invoi	ce Number	40000	07672
Wilaya	, Kuala Lumpur Ih Persekutuan					
	e Details Product No		Prod Type Material		Price per uni 501.00 / 1	
Invoic	e Details Product No	Item Description				
Invoic	e Details Product No	Item Description		Total (Excluding	501.00 / 1	10,020.00
Invoic	e Details Product No	Item Description		20 EA	501.00 / 1 g SST) 0%	10,020.00
Invoic	e Details Product No	Item Description		20 EA Total (Excluding Service Tax @	501.00 / 1 g SST) 0%	10,020.00 10,020.00 0.00

END

PROCESS (4)	:	Resubmit Rejected elnvoice
ROLE	:	TNB SUS SUPPLIER

- 1. If submitted elnvoice has been rejected by TNB, Supplier will be notified via SUS Portal and email notification.
 - i. via SUS Portal, document type column Cancelled Invoice with "Rejected by Customer" status.

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840764	PO	25.06.2021	Confirmed	11,000.00 MYR
Goods Receipt	4000519947	GR	25.06.2021	Document Read	6,600.00 MYR
Invoice	5000292218	PO	27.06.2021	Document Sent	6,600.00 MYR
Cancelled Invoice	5000292219	PO	27.06.2021	Rejected by Customer	6,600.00 MYR

Click the Cancelled Invoice to see the details of rejected elnvoice

Reason for Rejection		
Dear Supplier, Please submit hard cop Finance department.	y of Invoice to	
		11
General Information		
General Information Basic Data		
Basic Data	5000292219	
	5000292219 4000519947	
Basic Data Number: SUS Confirmation/Goods Receipt:		
Basic Data Number:	4000519947	
Basic Data Number: SUS Confirmation/Goods Receipt: Name:	4000519947 PO	

ii. via email notification - Kindly check the details of the rejected elnvoice

Invoice: 5000292218 Cancelled
Created =
Dear Supplier,
The following Invoice has been cancelled:-
Invoice Number:5000292218
SUS Confirmation/Goods Receip: 4000519947
Purchase Order :0020903525
Invoice Rejection Reason:
Dear Supplier, Please submit hard copy of Invoice to
Finance department.
Action by Vendor:- Invoice to be submitted by vendor once again
Thank you and warm regards,
тив

2. Supplier can print the Cancelled Invoice by clicking the Print button and download the .pdf document.

splay Document Flow		
Communication a	and Collaboration	
Reason for Rejection	n	
	se submit hard copy of Invoice to	
Finance department	đ.	1
Finance department		#

Cancellation Invoice			
Invoice Date	27.06.2021		
TNB Purchase Order	0020903525		
Invoice Number	5000292219		
GR/Confirmation	4000519947		

3. Supplier once again can create an elnvoice against the same Goods Receipt document which the elnvoice was cancelled earlier.

Click the Goods Receipt.

ocument Type	Document Number	Document Name
Purchase Order	1000840764	PO
Goods Receipt	4000519947	GR
Invoice	5000292218	PO
Cancelled Invoice	5000292219	PO

Click Create Invoice button and repeat the step 6.1 (page 15) until step 9.1 (page 19).

Create Invoice	Display Document Flow	
General Info	rmation	
Basic Data		
Document Numb	er:	4000519947
Document Name:		GR
Document Date:		25.06.2021

Under Purchase order document flow, the newly created elnvoice document is updated with status "Document Sent"

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000840764	PO	25.06.2021	Confirmed	11,000.00 MYR
Goods Receipt	4000519947	GR	25.06.2021	Document Read	6,600.00 MYR
Invoice	5000292218	PO	27.06.2021	Document Sent	6,600.00 MYR
Cancelled Invoice	5000292219	PO	27.06.2021	Rejected by Customer	6,600.00 MYR
Invoice	5000292220	PO	27.06.2021	Document Sent	6,600.00 MYR

END