



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

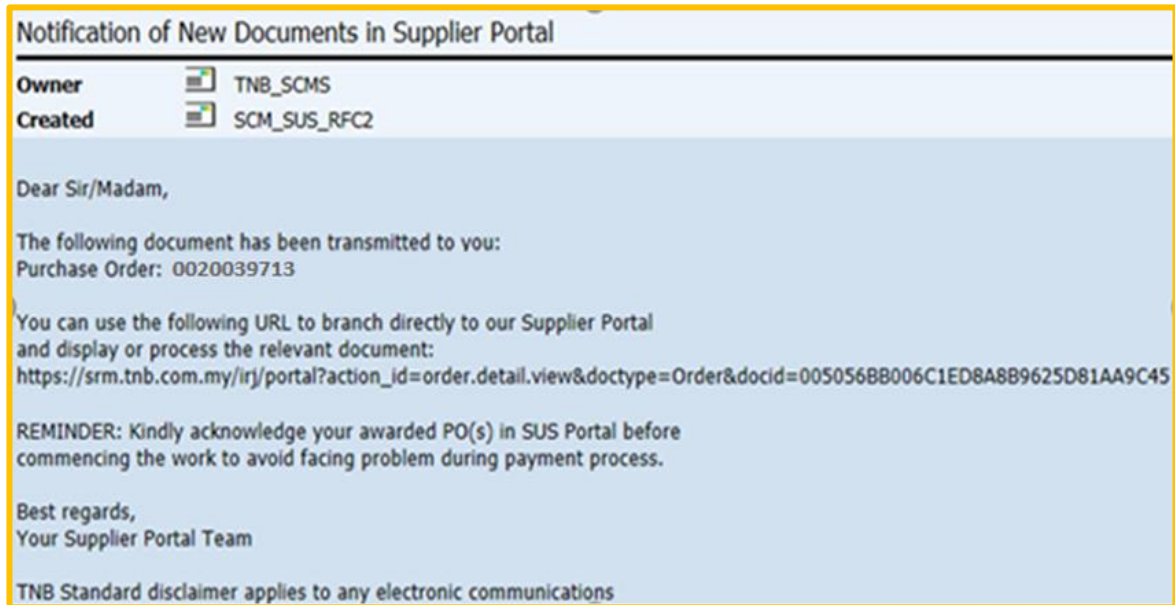
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SUPPLIER RELATIONSHIP MANAGEMENT  
SUPPLY CHAIN MANAGEMENT SYSTEM (SCMS)

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

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

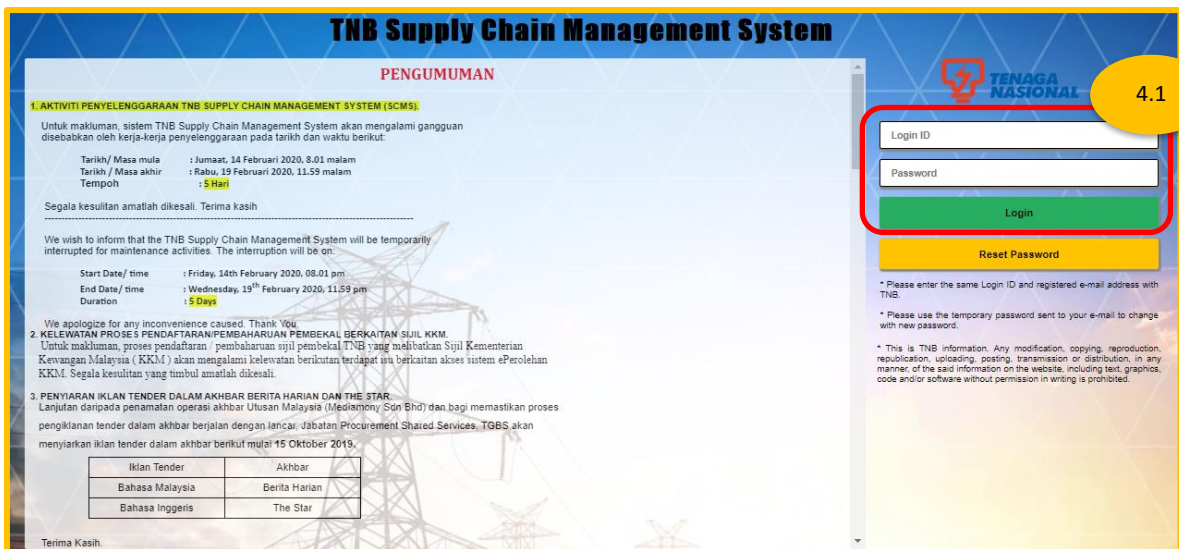
- Supplier will receive details on the **e-PO** through e-mail as updated in **SUS Portal**



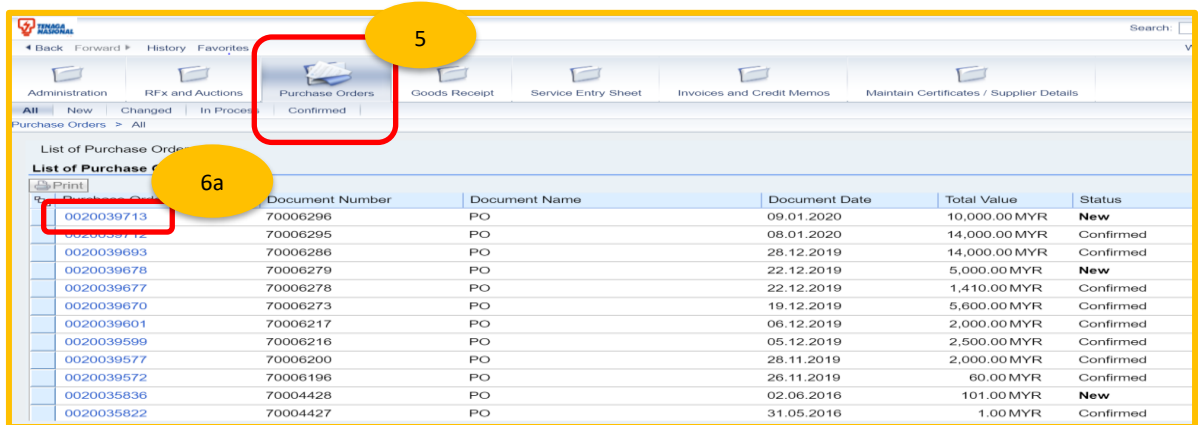
- Take note on the **e-PO** number



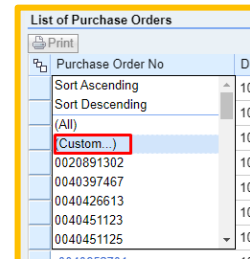
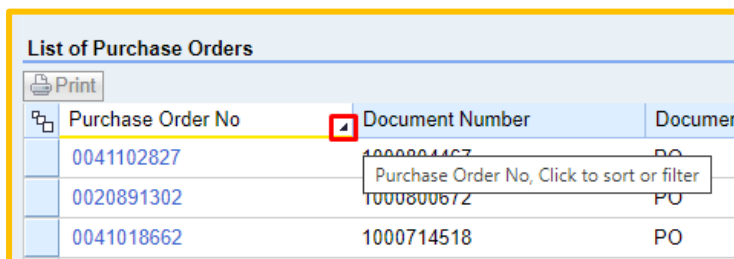
- Supplier to acknowledge the receiving of the **e-PO** by performing **confirmation** process in the system before start work as stated in the **e-PO**.
- Log in to **SUS Portal** using **ID** and **Password**



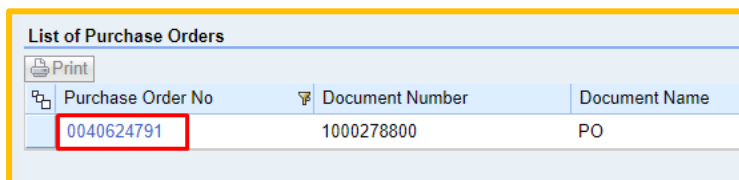
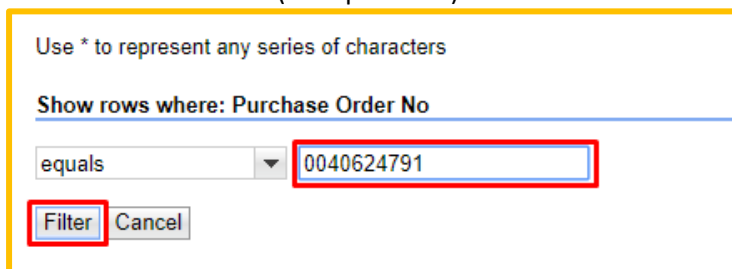
5. Click on tab - **Purchase Orders**.  
 To display the list of **e-PO**
6. Find your Purchase Order Number by :
  - a. Click on – **Purchase Order Number**  
 For the **e-PO** number as stated in the e-mail received.



- b. Click on the filter icon and click

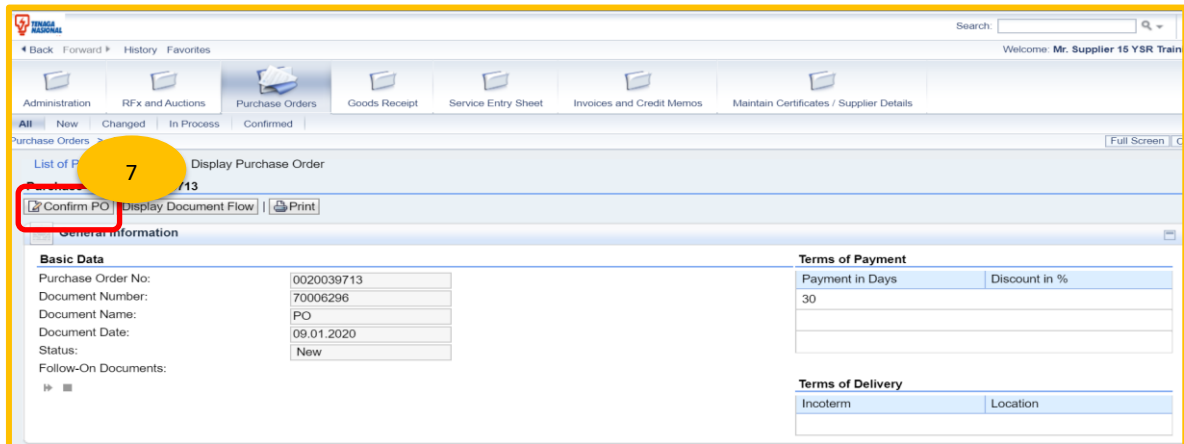


Fill in the ePO number (with prefix 00) and click on Filter button



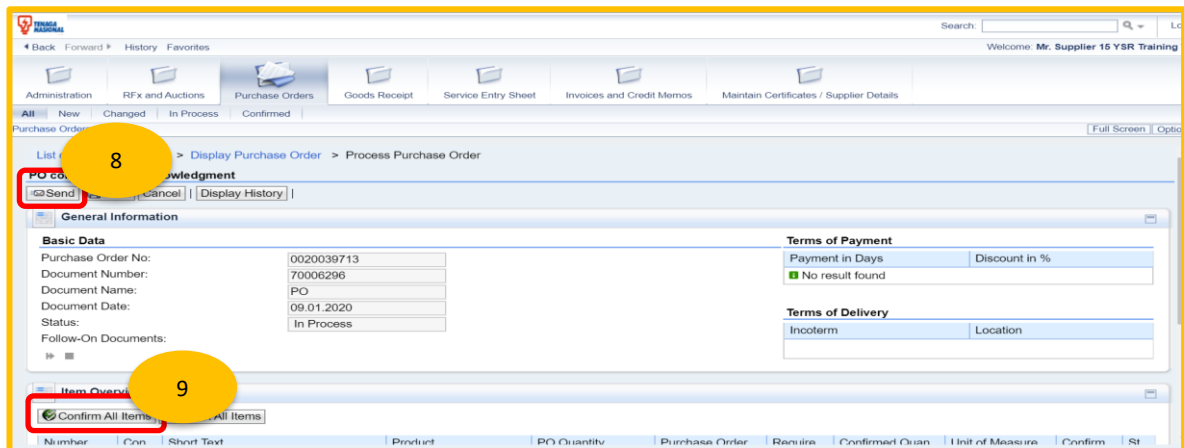
**Display Purchase Order** screen will be displayed by click on the ePO number.  
 Review the item list before proceeding with the next step.

7. Click on button – **Confirm PO**  
To proceed with **confirmation** Process.

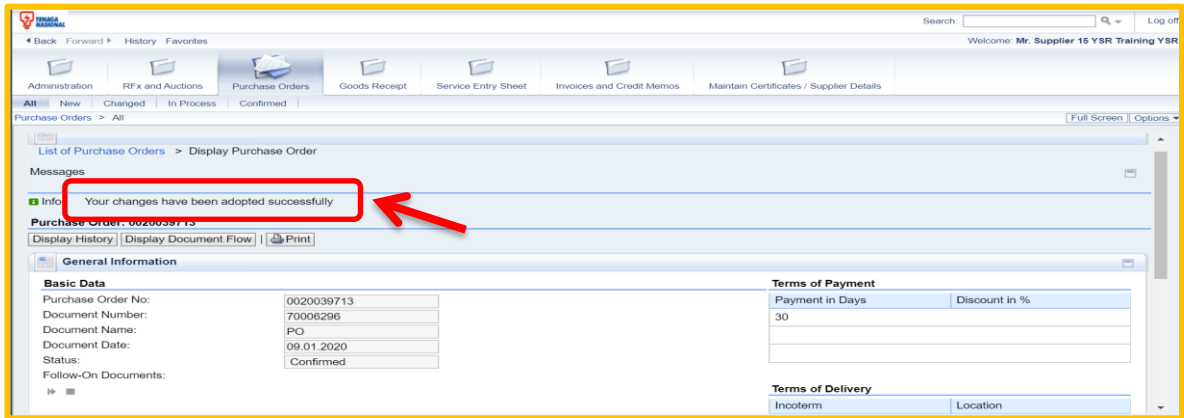


**PO Confirmation / acknowledgment** screen will be displayed.

8. Click on button - **Confirm All Item**.  
Make sure **e-PO** status has changed to **Confirmed**.
9. Click on button – **Send** to send **confirmation** of the **e-PO** to TNB.

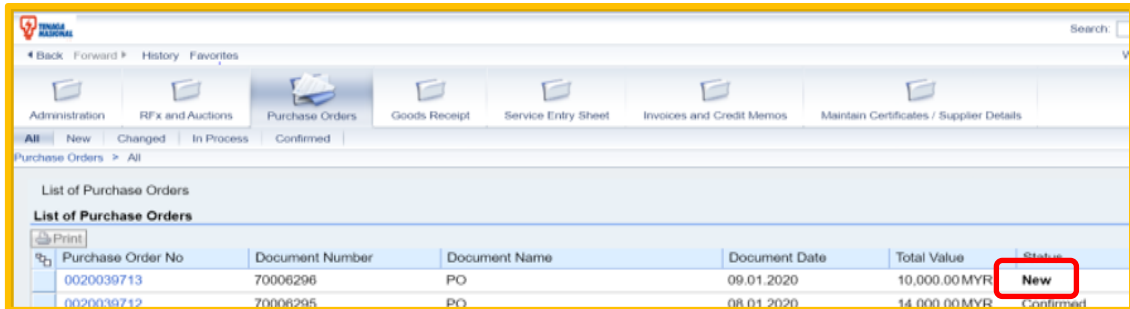


Below message to show **confirmation** process is successful.

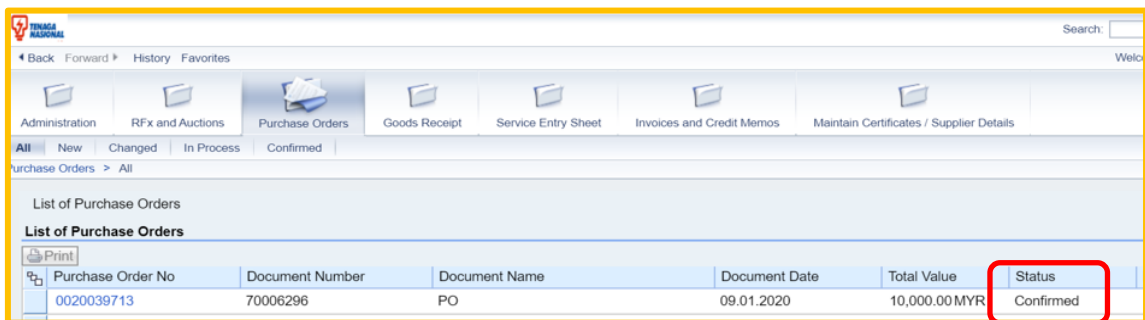


To make sure **e-PO** status changed from **(New)** to **(Confirmed)** in **List of Purchase Order** screen.

Before **Confirmation** process:

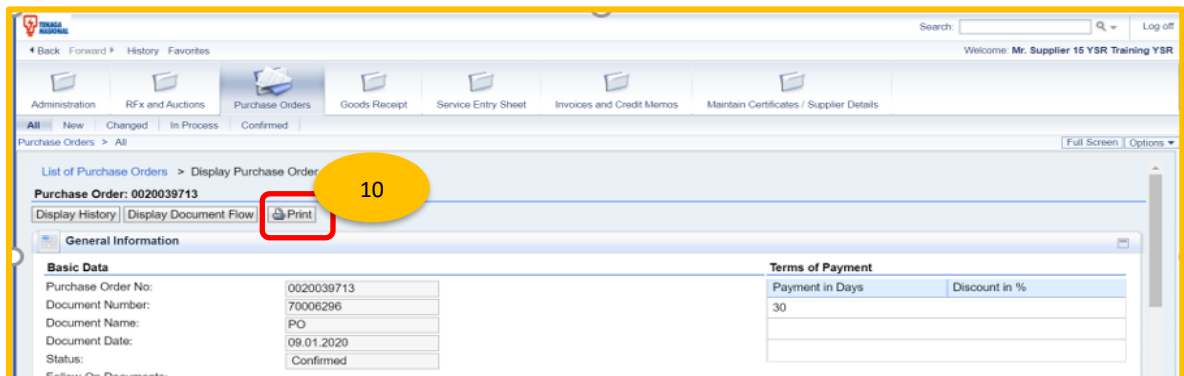


After **Confirmation** process:



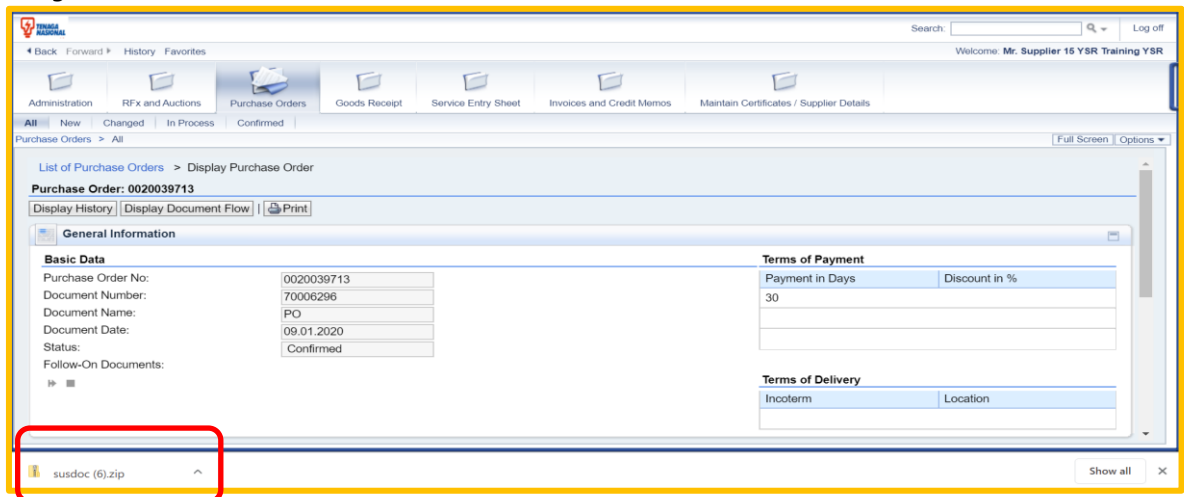
Steps to print copy of **e-PO**: -

10. Click on button –**Print**

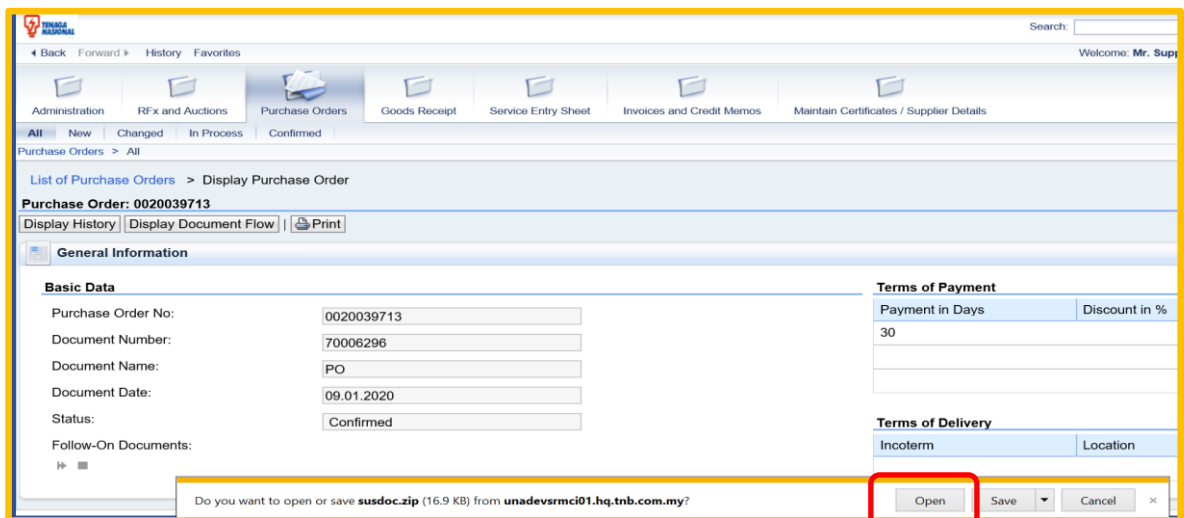


11. If below screen prompted, click on button – **Open**.

*Google Chrome*



*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.

**TENAGA NASIONAL BERHAD**

### Purchase Order

Supplier Training 15  
 jalan abc  
 20300 Rawang  
 SELANGOR

Billing address  
 Pengurus Besar (Kewangan)  
 TNB Bahagian Pembahagian,  
 Aras 14 & 15, Wisma TNB,  
 No. 19, Jalan Timur,  
 46200 P.J., Selangor D.E.

Ship-to address  
 TNB Distribution Division  
 Please enter your address here!  
 46200 KUALA LUMPUR  
 MALAYSIA

Information  
 PROJECT/ORDER/  
 COST CENTER NO: C600000  
 Description: (N.P. Perkhid Pengguna)-Unit Pentad & Am  
 Order No.(SUS/ERMS): 70006296 /0020039713  
 Version: 1  
 Date: 09.01.2020

Contract No:  
 Contact person:  
 Telephone / Ext:  
 Fax:  
 E-mail:

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Terms of payment  
 Payment Due In 30 Days

Order details

Item	Product no.	Description	Product type	Delivery date	Quantity unit	Price per unit	Net value
1		TEST SUDHIR- MATERIAL PO	Material	06.02.2020	100 EA	100.00 MYR / 1 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 TNB SCMS  
 Created RAMADHAN on 10.0

Dear Sir/Madam,

Our record indicates that you have not acknowledge 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://susstg01.hq.tnb.com.my:8000/sap\(bD1biZjPTQwMA=\)/bc/bsp/sap/srmsus\\_selfreg/userlogin.htm?action\\_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106FE4](http://susstg01.hq.tnb.com.my:8000/sap(bD1biZjPTQwMA=)/bc/bsp/sap/srmsus_selfreg/userlogin.htm?action_id=order.detail.view&doctype=Order&docid=0050568000601ED8A3F630EF6C106FE4)

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

Thank you for your prompt action to this matter.

Best regards,  
 Your Supplier Portal Team

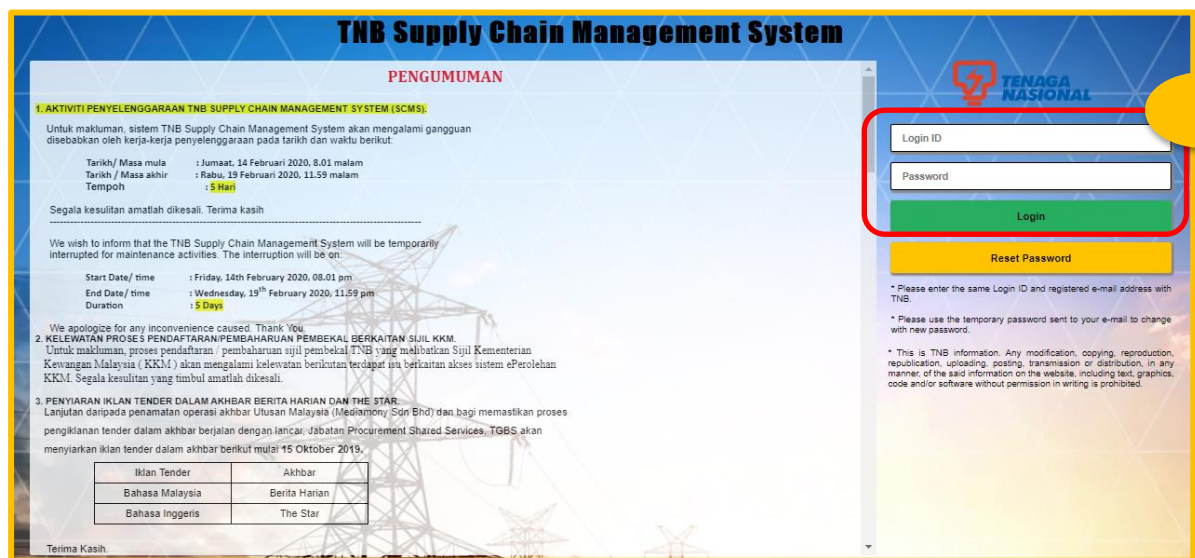
END

<b>PROCESS (2)</b>	:	<b>VIEW TNB- DONE GR AND CHANGE GR-SUS STATUS TO ACCEPT</b>
<b>ROLE</b>	:	<b>TNB SUS SUPPLIER</b>

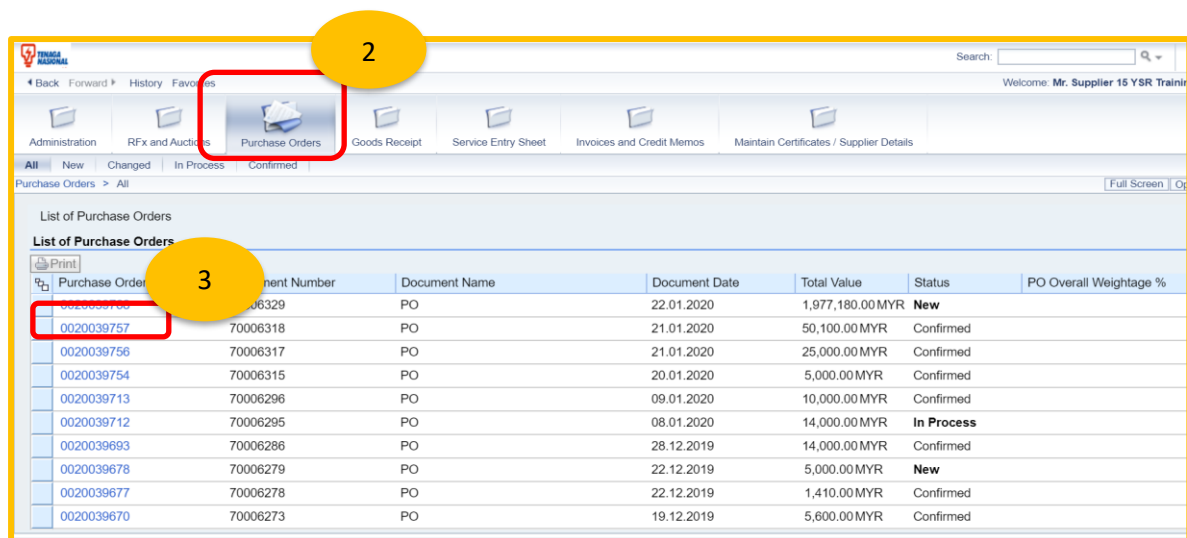
Supplier will perform **GR ACCEPTANCE** process once TNB has done Good Receipt.

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

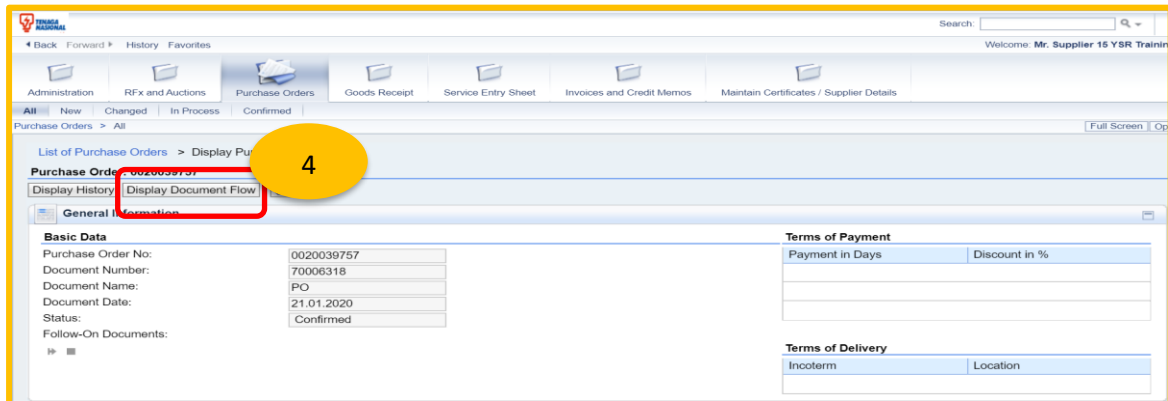


2. Click on tab - **Purchase Orders** to display list of the **e-PO**.
3. Click on - **Document Number** for which delivery has been made for the **e-PO** number.

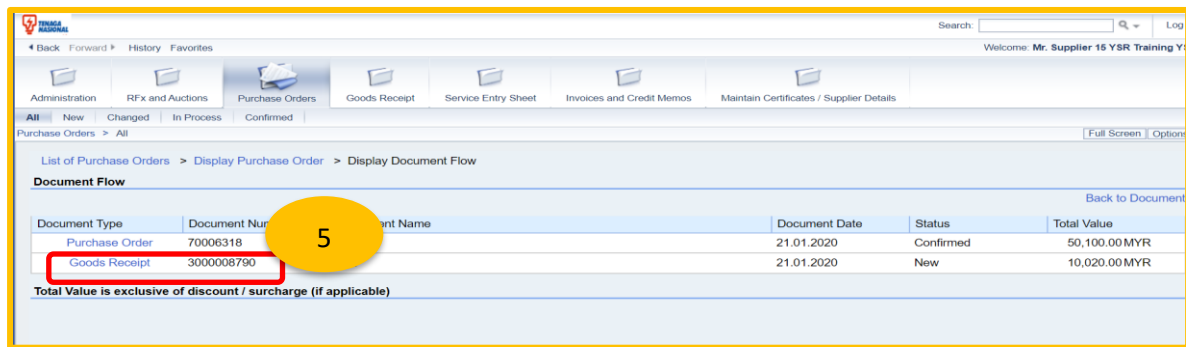




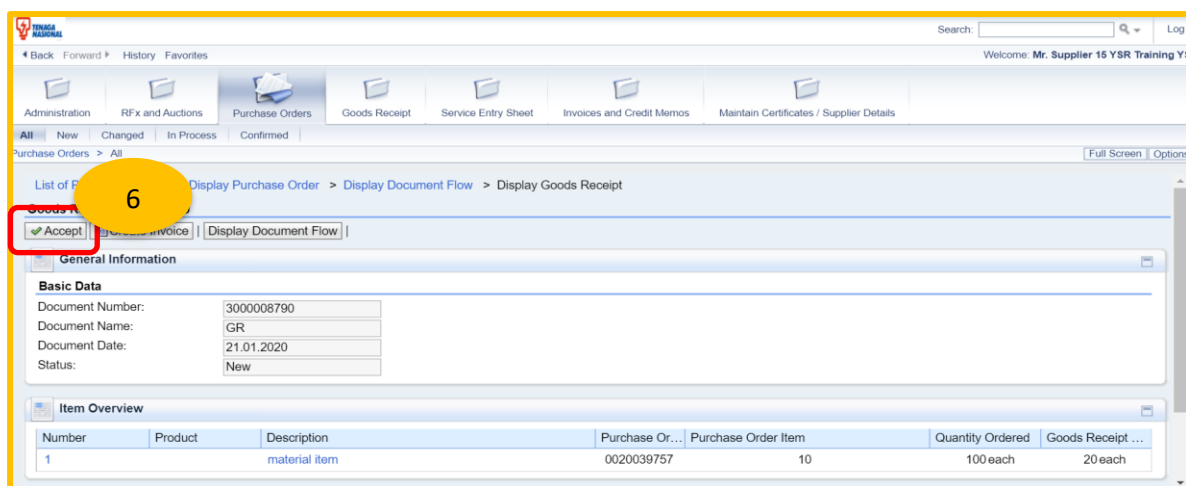
4. **Display Purchase Order** screen displayed.  
 Click on button – **Display Document Flow**.



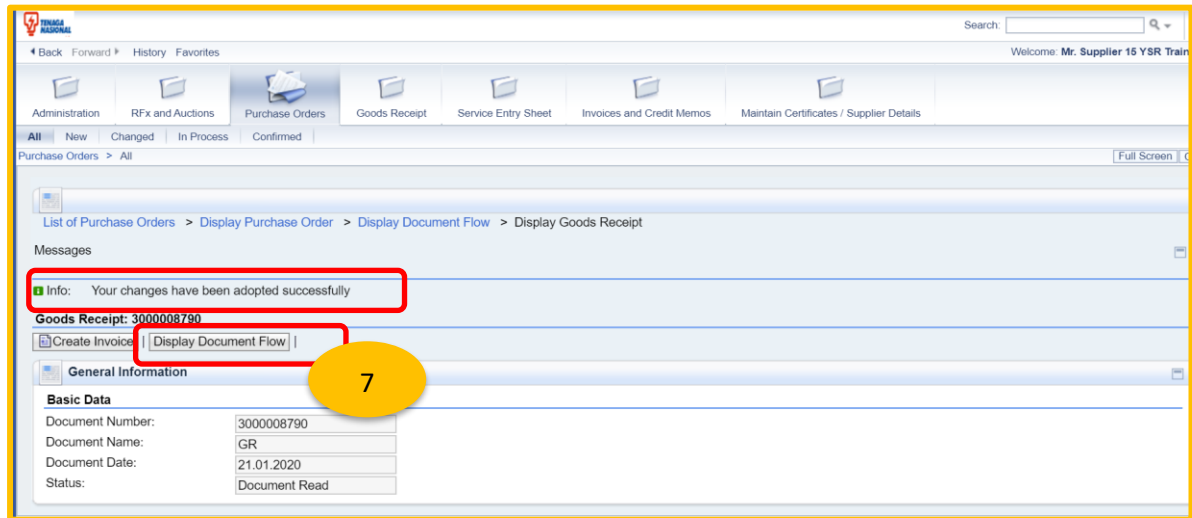
5. **Document Flow** screen displayed. Click on – Document Type: **Good Receipt**.  
**Display Good Receipt** screen displayed.



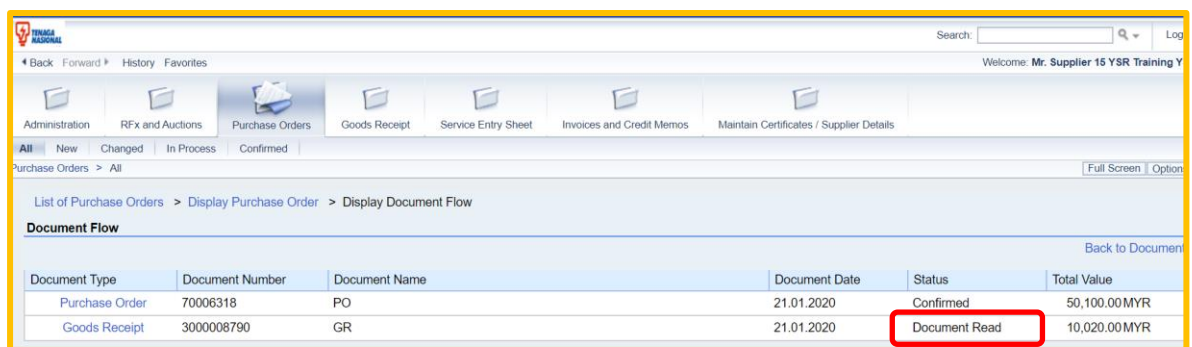
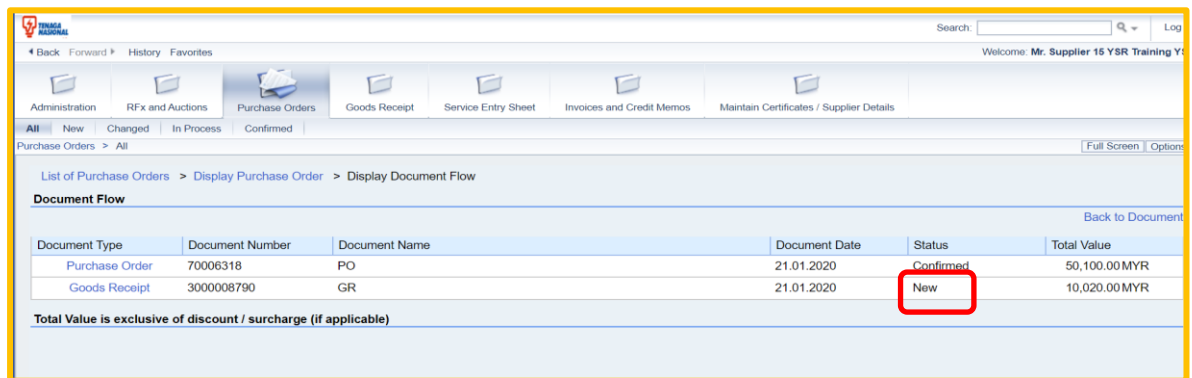
6. Click on button **Accept** for the self-reference that GR has been accepted by supplier.



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



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



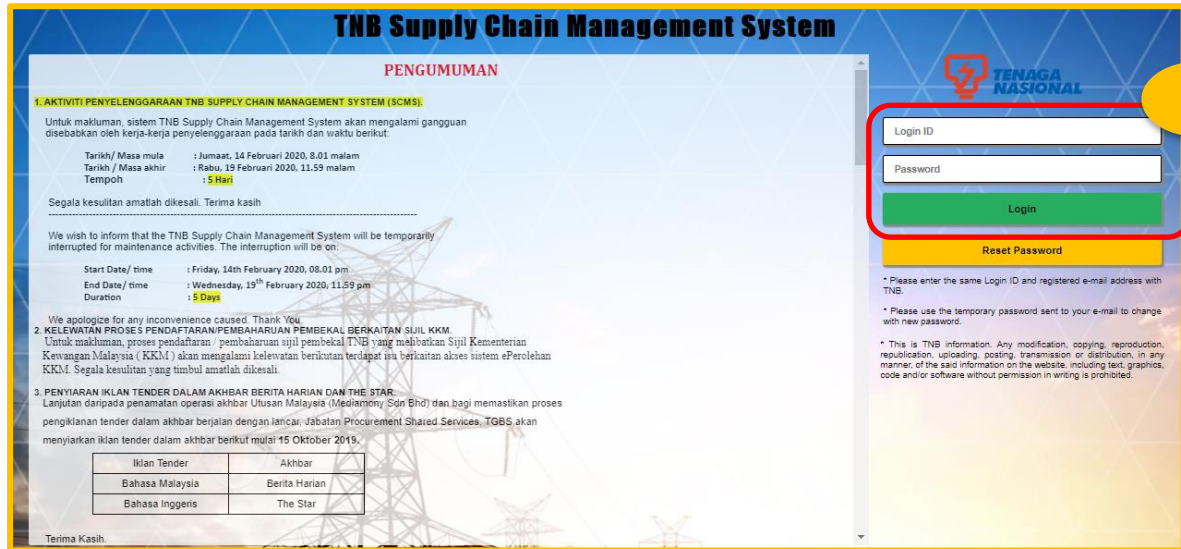
**Note: If Supplier to proceed of sending e-invoice please refer to step 4.1 under 'PROCESS (3) : CREATE e-INVOICE'.**

**END**

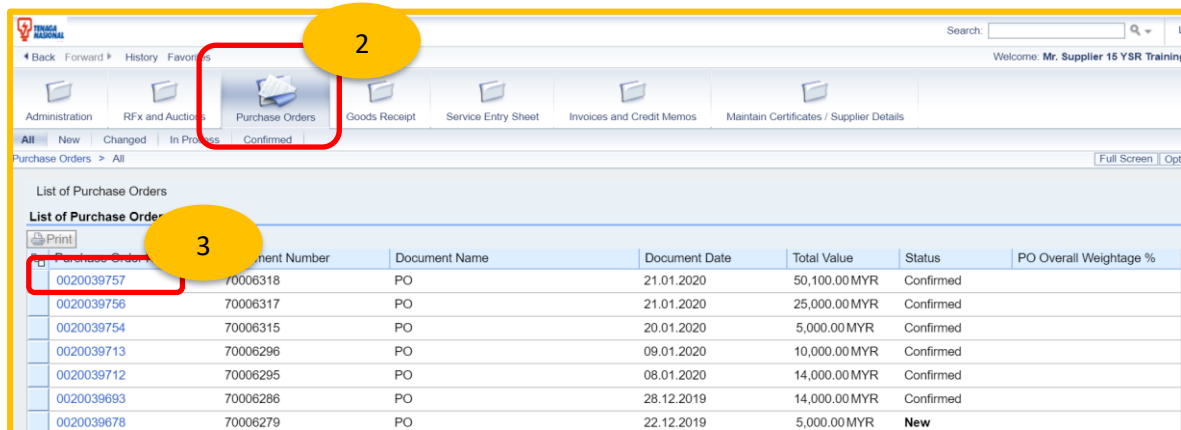
<b>PROCESS (3)</b>	:	<b>CREATE e-INVOICE</b>
<b>ROLE</b>	:	<b>TNB SUS SUPPLIER</b>

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

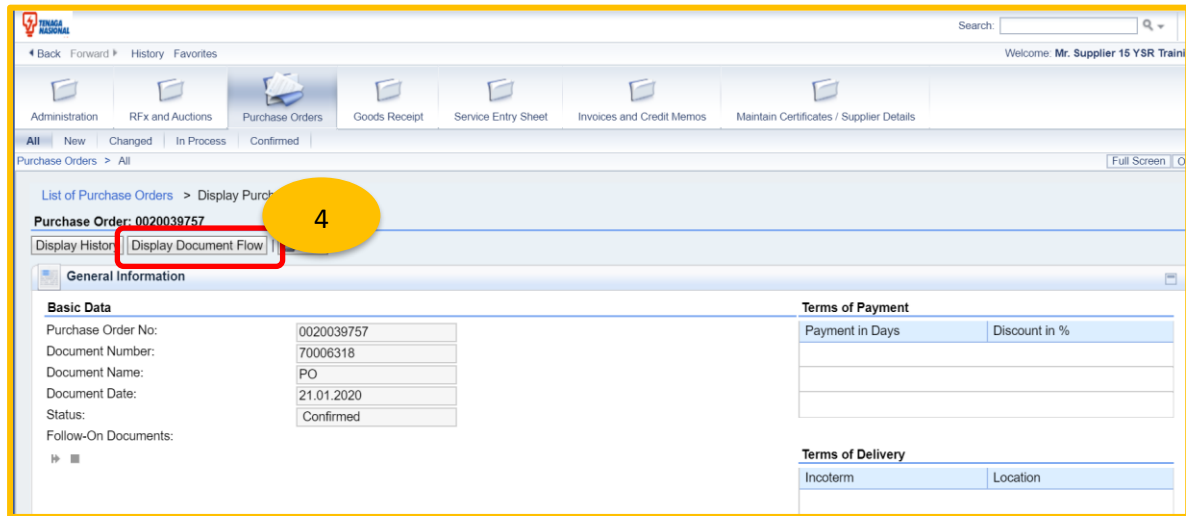
1. Log in to **SUS Portal** using **ID** and **Password**



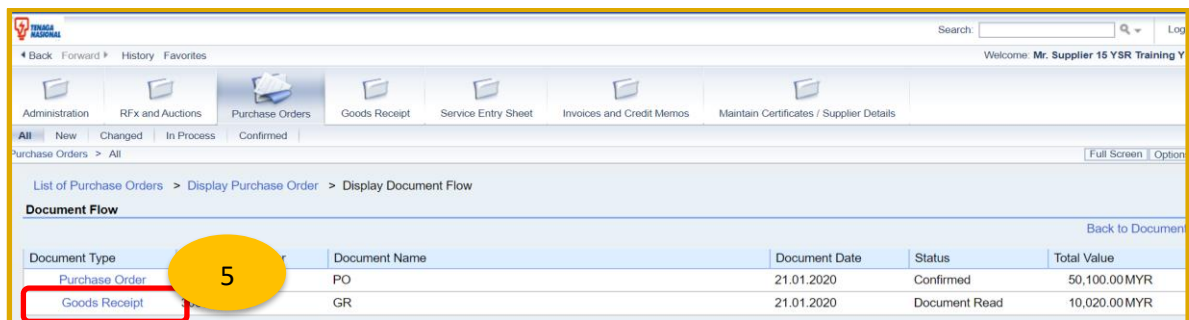
2. Click on tab - **Purchase Order** to display list of the **e-PO**.
3. Click on - **Document Number** for the **e-PO** number that has been performed.



4. **Display Purchase Order** screen displayed.  
Click on button - **Display Document Flow**.



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



**Note : Implementation of Sales and Service Tax (SST)**

From 1<sup>st</sup> 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.

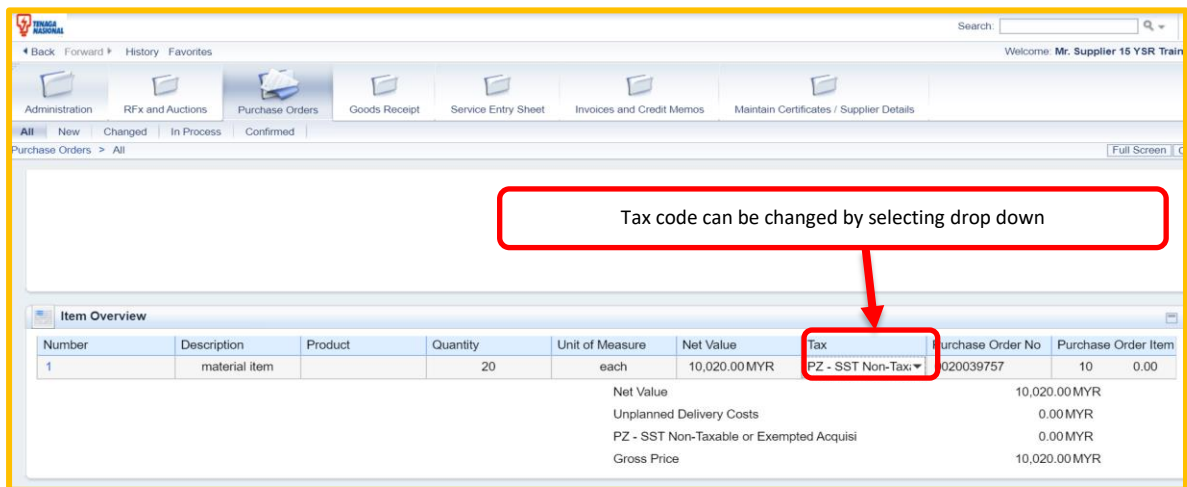
For update of Sales and Service tax registration number, please refer to this announcement:

[https://www.tnb.com.my/assets/files/Notis\\_SCMS\\_SST\\_TNB.pdf](https://www.tnb.com.my/assets/files/Notis_SCMS_SST_TNB.pdf)

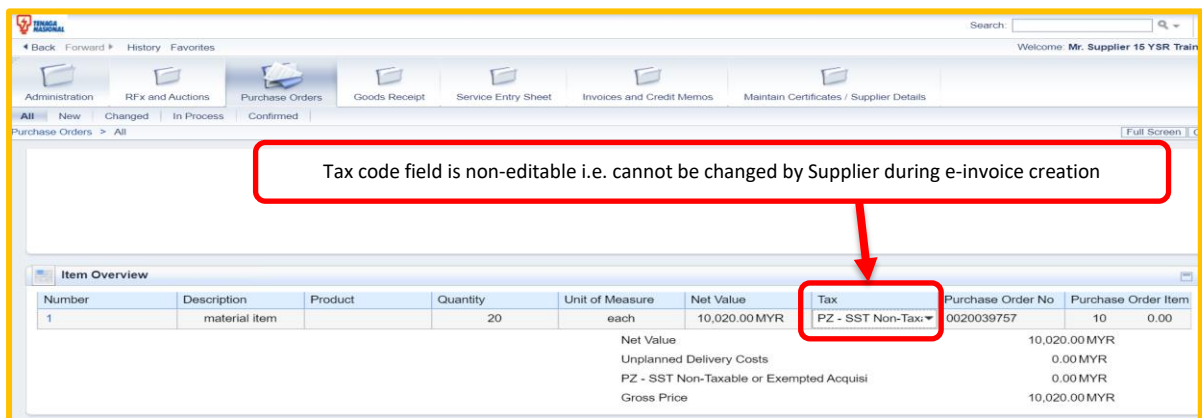
The selection of the SST tax code will be based on the matrix below :

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

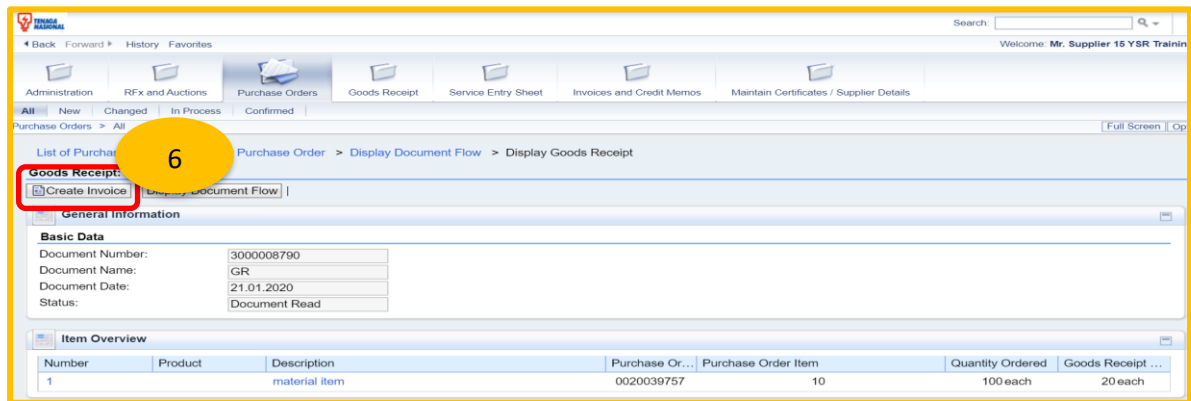
a. Sample of eInvoice creation if the Purchase order is subjected to new taxes, which are Sales & Service tax (SST) relevant.



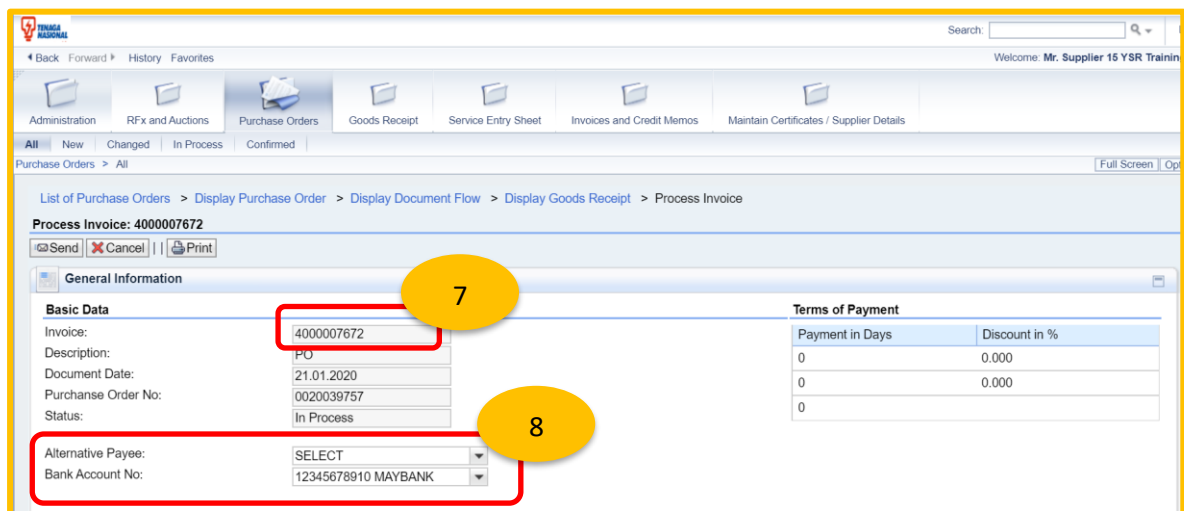
b. Sample of eInvoice creation if Purchase order is not subjected to new taxes, which are not relevant for Sales & Service tax (SST).



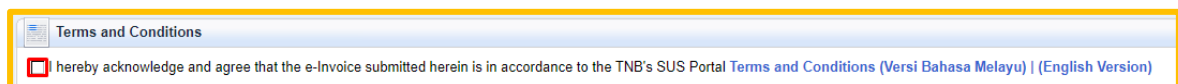
6. **Display Good Receipt** screen displayed.  
 Click on button - **Create Invoice** to perform *e-invoice* process.



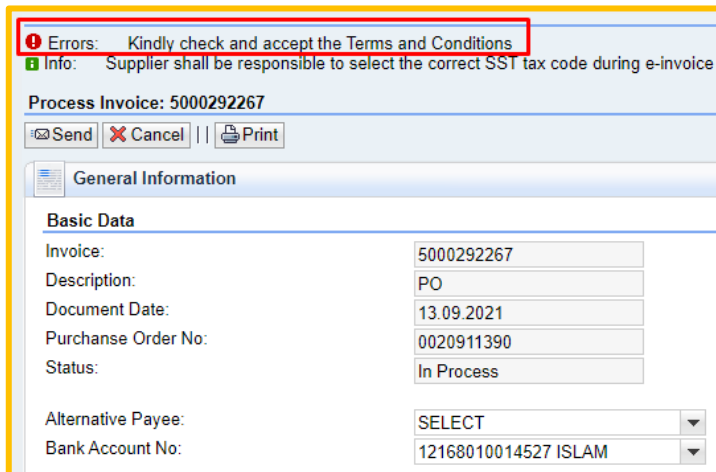
7. **Process Invoice** screen displayed.  
 System will automatically generate the invoice number in **Basic Data** section.
8. If Supplier have more than one bank account registered with TNB, preferred bank account can be selected. Supplier can select Alternative Payee ONLY IF ADOA exist for this PO.



9. Starting from 6<sup>th</sup> 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.

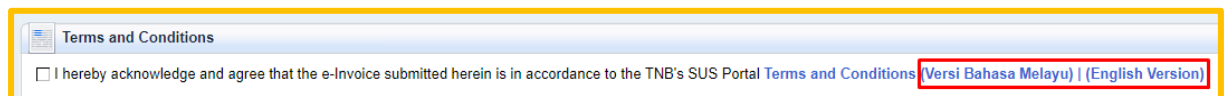


Suppliers will see the error message below if the checkbox has not been ticked before e-Invoice submission.



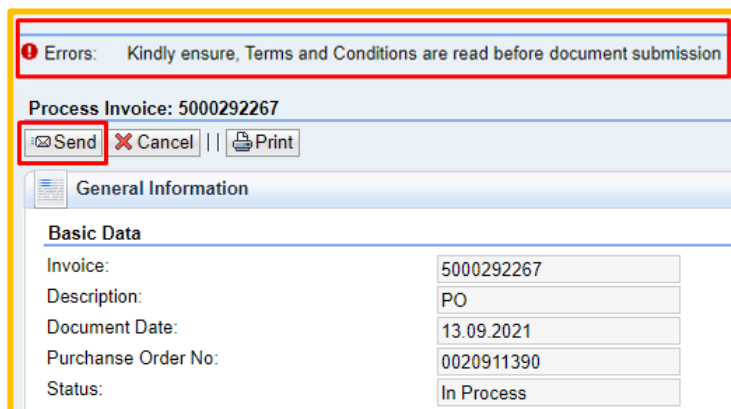
The screenshot shows a web interface for processing an invoice. At the top, there is an error message: "Errors: Kindly check and accept the Terms and Conditions". Below it, an info message states: "Supplier shall be responsible to select the correct SST tax code during e-invoice submission". The main heading is "Process Invoice: 5000292267". There are buttons for "Send", "Cancel", and "Print". Below this is a section titled "General Information" with a sub-section "Basic Data". The data fields are: Invoice: 5000292267, Description: PO, Document Date: 13.09.2021, Purchase Order No: 0020911390, Status: In Process, Alternative Payee: SELECT (dropdown), and Bank Account No: 12168010014527 ISLAM (dropdown).

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



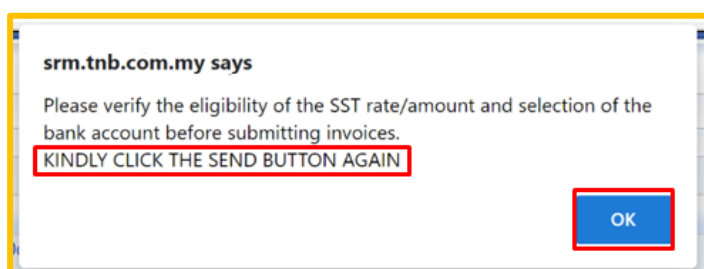
The screenshot shows a "Terms and Conditions" declaration statement. It contains a checkbox and the text: "I hereby acknowledge and agree that the e-Invoice submitted herein is in accordance to the TNB's SUS Portal Terms and Conditions". At the end of the sentence, there are two hyperlinks: "[\(Versi Bahasa Melayu\)](#)" and "[\(English Version\)](#)".

Suppliers will see the below error message if the [Terms and Conditions](#) are not read, in order to read just click on [Terms and Conditions](#) hyperlink. Click on button – **Send**.



The screenshot shows the same e-Invoice submission interface as above. The error message now reads: "Errors: Kindly ensure, Terms and Conditions are read before document submission". The "Send" button is highlighted with a red box.

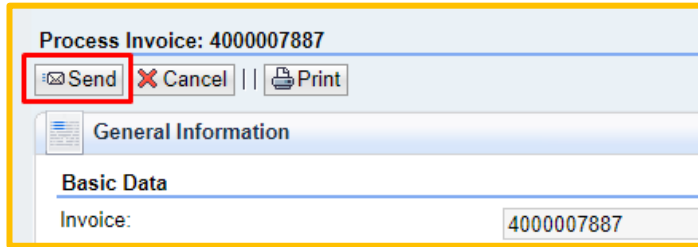
10. Suppliers will see another reminder message on SST rate/amount and selection of the Bank account. Click **OK**.



The screenshot shows a dialog box with the title "srm.tnb.com.my says". The message inside reads: "Please verify the eligibility of the SST rate/amount and selection of the bank account before submitting invoices." Below the message, there is a red box containing the text "KINDLY CLICK THE SEND BUTTON AGAIN". At the bottom right of the dialog box, there is a blue button labeled "OK".



Please verify the SST rate/amount and selection of the bank account. Once all information has been verified, click on the **Send** button again to submit the **e-Invoice** to TNB.



Process Invoice: 4000007887

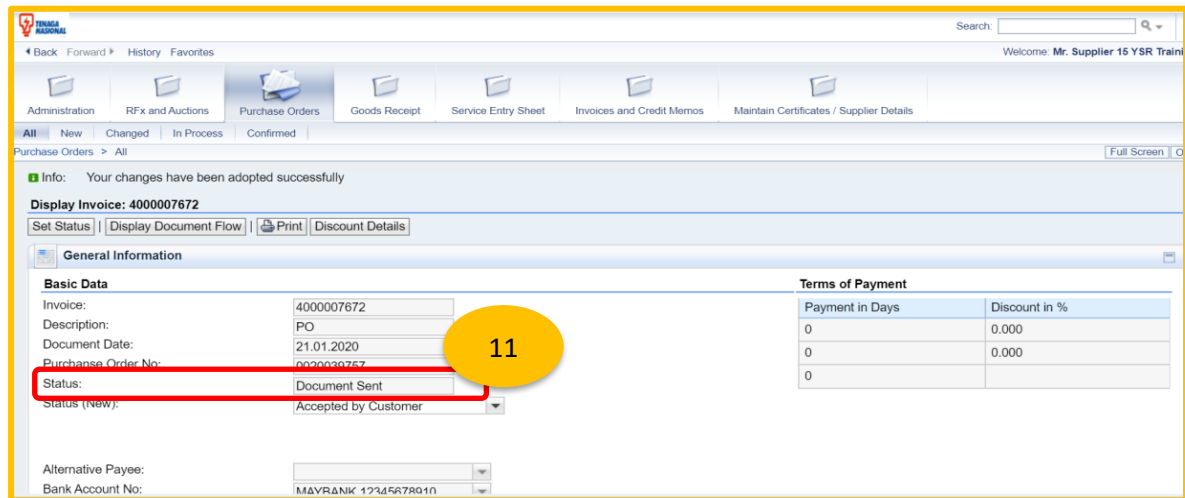
|

General Information

Basic Data

Invoice: 4000007887

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



Info: Your changes have been adopted successfully

Display Invoice: 4000007672

Set Status | Display Document Flow | Print | Discount Details

General Information

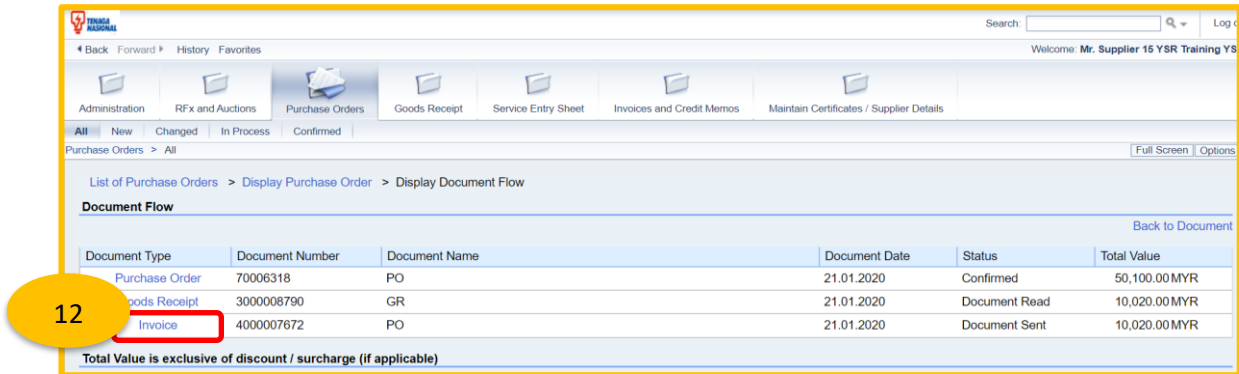
Basic Data		Terms of Payment	
Invoice:	4000007672	Payment in Days	Discount in %
Description:	PO	0	0.000
Document Date:	21.01.2020	0	0.000
Purchase Order No:	0020000767	0	
Status:	Document Sent		
Status (new):	Accepted by Customer		

Alternative Payee:

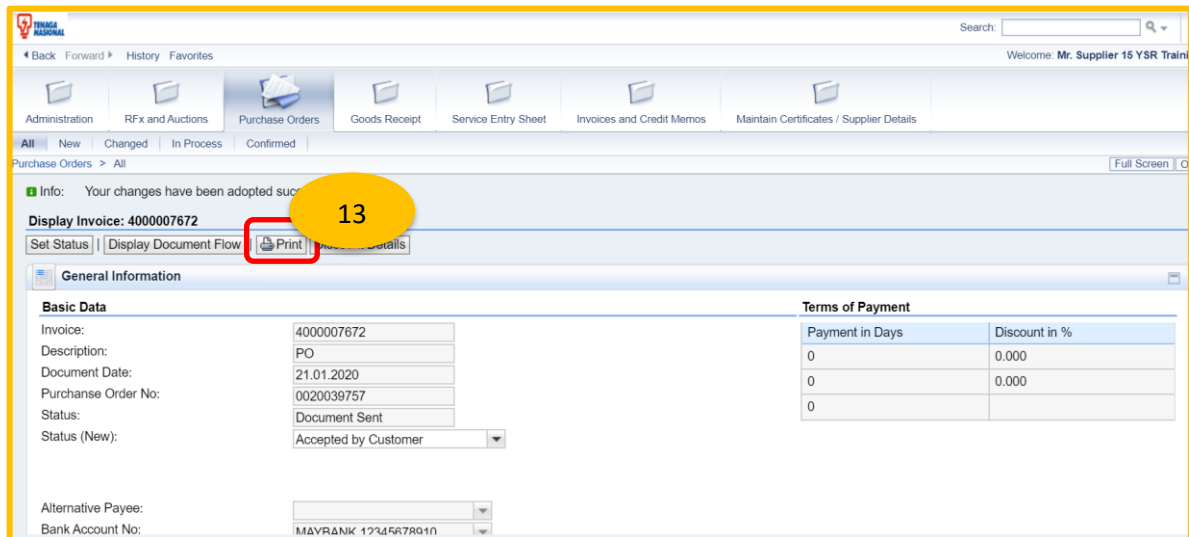
Bank Account No: M&VR&NBK 12345678910

Steps to print e-invoice:

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

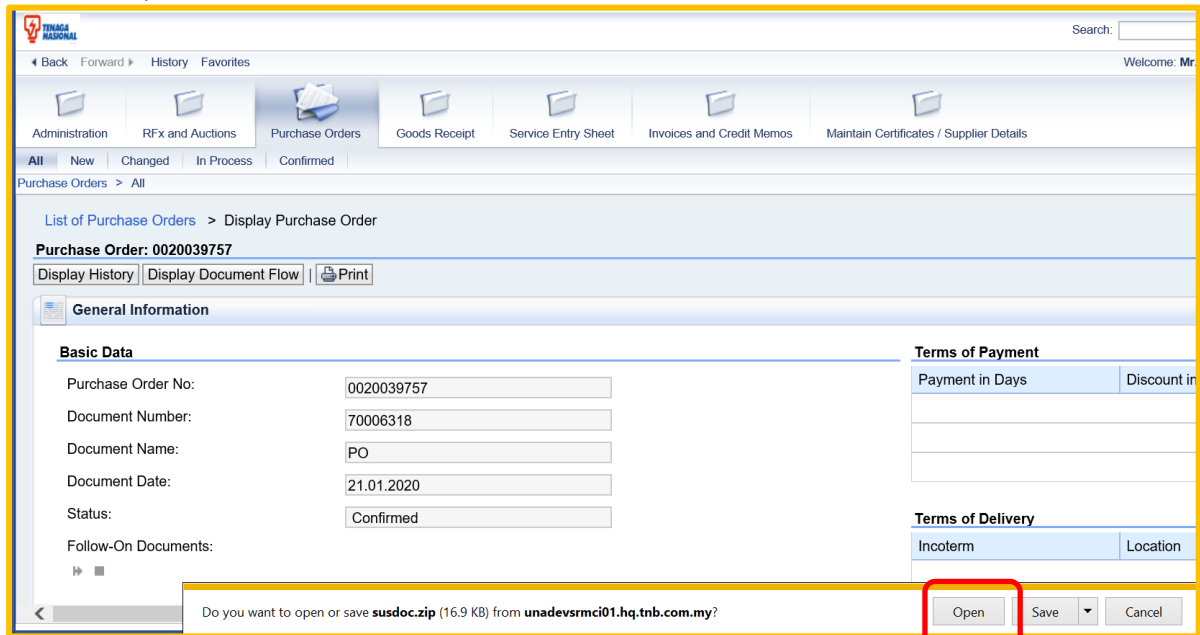


13. **Display Invoice** screen displayed.  
 Click on button – **Print**.

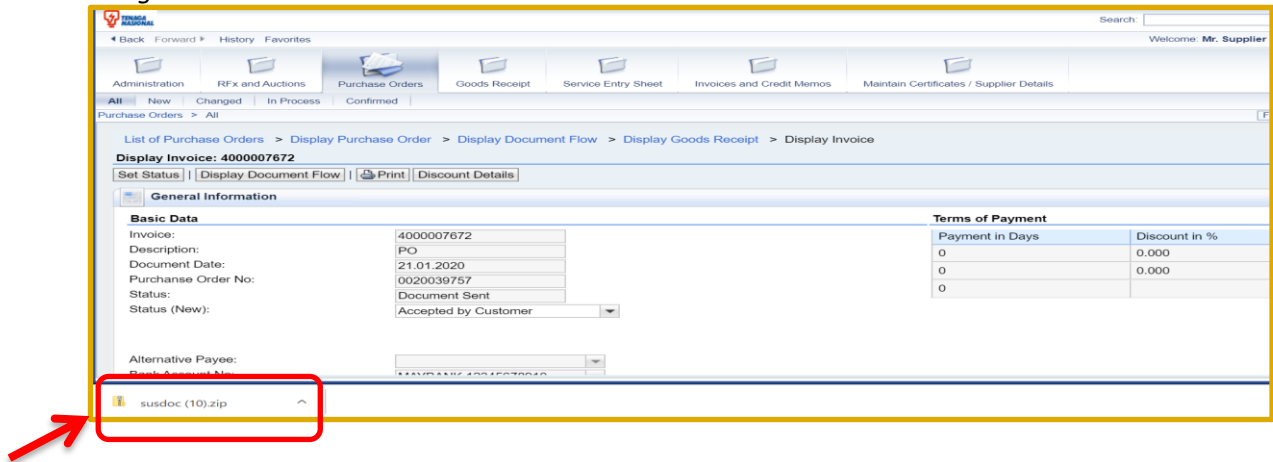


14. If below screen prompted, click on button - **Open**

*Internet Explorer*



*Google Chrome*



*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

<b>Invoicing Party</b> Supplier Training 15 jalan abc 20300, Rawang Selangor		<b>Invoice</b>				
<b>Invoice Recipient</b> Tenaga Nasional Berhad No 129, Jalan Bangsar 59200, Kuala Lumpur Wilayah Persekutuan		<b>Invoice Date</b>	21.01.2020			
		<b>TNB Purchase Order</b>	0020039757			
		<b>Invoice Number</b>	4000007672			
Invoice Details						
No.	Product No	Item Description	Prod Type	Quantity	Price per unit	Amount (MYR)
1		**** material item	Material	20 EA	501.00 / 1	10,020.00
				Total (Excluding SST)		10,020.00
				Service Tax @ 0%		0.00
				<b>Total Amount Payable</b>		10,020.00
SST Summary			Amount (MYR)	SST (MYR)		
****Exempted Tax(0%)			10,020.00	0.00		

**END**

<b>PROCESS (4)</b>	:	<b>Resubmit Rejected eInvoice</b>
<b>ROLE</b>	:	<b>TNB SUS SUPPLIER</b>

1. If submitted eInvoice 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 eInvoice

**Communication and Collaboration**

**Reason for Rejection**

Dear Supplier, Please submit hard copy of Invoice to Finance department.

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**General Information**

**Basic Data**

Number: 5000292219

SUS Confirmation/Goods Receipt: 4000519947

Name: PO

Date: 27.06.2021

External Reference No.: 0020903525

Status: Rejected by Customer

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

Invoice: 5000292218 Cancelled

**Created**

Dear Supplier,

The following Invoice has been cancelled:-

Invoice Number: 5000292218

SUS Confirmation/Goods Receipt: 4000519947

Purchase Order: 0020903525

**Invoice Rejection Reason:**

Dear Supplier, Please submit hard copy of Invoice to Finance department.

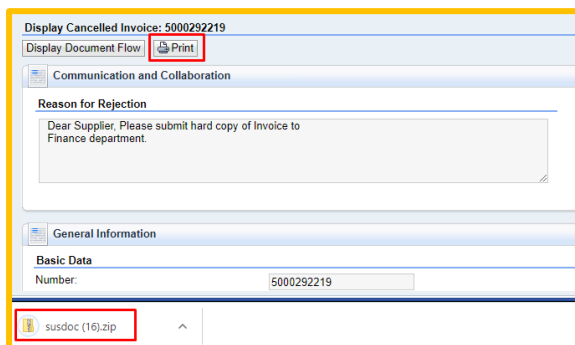
Action by Vendor:- Invoice to be submitted by vendor once again

Thank you and warm regards,

**TNB**

\*\*\*\*\*

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



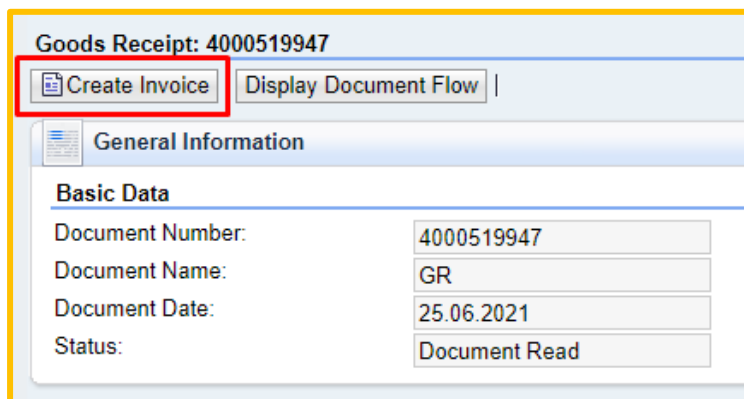
Cancellation Invoice	
Invoice Date	27.06.2021
TNB Purchase Order	0020903525
Invoice Number	5000292219
GR/Confirmation	4000519947

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

Click the Goods Receipt.

Document 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).



Under Purchase order document flow, the newly created eInvoice 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